

Submitted by:

amc

Adele M. Suggs
Admin Asst

Approved by Selectmen:

6/3/20 *JH*
6/3/20 *lm*

**TOWN OF PHIPPSBURG
SELECTMEN'S MEETING
May 27, 2020**

The Selectmen's Meeting convened on Wednesday at 5:00 p.m. at the Town Hall with Selectman Young (via Zoom Meeting platform), Selectman House (acting Chair), Selectman Mixon, and Administrator Jones present.

Reference 1: Town of Phippsburg Re-Opening Plan and Policies

I. Adjustments

Administrator Jones would like to add a donation from Paul and Claudette Gamache of \$100.00 for Goodwill Fund under New Business.

II. New Business

1. Consider accepting an anonymous donation of 3 Shaw's gift cards of \$100.00 each for use through the Goodwill Fund.

Vote: Selectman Mixon motioned to accept the above donation which was seconded by Selectman House and passed by a vote of 2-0.

2. Consider accepting a donation of \$100.00 from Herb Thompson & Julie Erb for the Goodwill Fund.

Vote: Selectman Mixon motioned to accept the above donation which was seconded by Selectman House and passed by a vote of 2-0.

3. Consider accepting a donation of \$100.00 from Paul & Claudette Gamache for the Goodwill Fund.

Vote: Selectman Mixon motioned to accept the above donation which was seconded by Selectman House and passed by a vote of 2-0.

4. Authorize the use of Selectmen's Contingency funds to cover an overage in the Legal account in the amount of \$757.45.

Administrator Jones announced that this had been a heavy legal year. Another bill for an additional \$444 was received today for Legal. Administrator Jones questioned whether this could wait to be paid in July but Selectman House suggested if possible it should come out of this year's budget; may have to revisit the Contingency Account again. Selectman House also suggested that all accounts should be double checked before year end and will be reviewed next week.

Vote: Selectman Mixon motioned to authorize the use of the Selectmen's Contingency Funds to cover an overage in the Legal Account in the amount of \$757.45 which was seconded by Selectman House and passed by a vote of 3-0.

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III. Unfinished Business

1. Reconsider strategies to maintain a safe and healthy work environment and public services in response to the pandemic Covid-19: Re-opening plans

Totman Cove: Selectman Young spoke with Anna Varian and there have been no issues.

Selectman House asked around and she has not heard of any complaints. Selectman Mixon has not heard of any either.

Back to Work Policy as of June 1st: Selectman Young had distributed a draft copy of this policy to the Board. There are a couple of items that Selectman House would like to change. Under PPE, the first bullet, she would like it to read Staff are required to wear a mask unless they are unable to keep 6' distancing and leave it up to the employees. The original wording that Selectman Young used was from Phase II from the Governor's Order for opening municipal offices and buildings which read "Staff are required to wear a mask unless they are alone in personal offices." Selectman Mixon feels that masks should be recommended but not required and it should be an option of the employees.

The second change that Selectman House would like to see is under the second bullet of PPE to read the public is encouraged to wear a mask instead of "required." Selectman Young explained that this was verbiage that came down from MMA Legal and from the Governor. He feels that if it is left up to the public and they do not wear a mask it could pose safety issues for the employees as well as others in the building. Selectman House feels that people who cannot wear a mask will turn around, leave and not come into the building. Selectman Mixon wants everyone to keep in mind that transactions can be done remotely and people do not have to be in the building.

Selectman House feels the employees have plenty of distance, no public will be allowed into any offices, and there's a full sneeze shield at the front counter.

Administrator Jones understands Selectman Mixon's feelings, but stated it's still under the Executive Order. Selectman Young feels the same as he did last week when he stated he took an oath to obey the Governor's orders. Selectman House feels that most people, in general, will wear masks. People who cannot, will not.

Vote: Selectman Mixon motioned to accept the above Plan and Policies with the requirement for wearing a mask for both employees and the public change to recommendations. Selectman Mixon amended his motion to accept the above plan without requiring the public to wear masks but encourage the public wear masks, which was seconded by Selectman House and passed by a vote of 2-1 (House and Mixon for, Young against).

Vote: Selectman Mixon motioned to amend the first bullet under PPE of the Plan and Policies to read "The Staff are encouraged to wear masks unless they are alone in personal offices. There was no second to this motion.

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Vote: Selectman House motioned to amend the first bullet under PPE of the Plan and Policies to read "The Staff are required to wear a mask unless they are unable to keep 6' distancing" which was seconded by Selectman Young and passed by a vote of 2-1 (House and Mixon for, Young against).

Deep Cleaning of Town Hall: After much discussion it was decided that Robin will do her normal cleaning on Saturday morning. Julie has volunteered to come down on Sunday and disinfect the "touch surfaces". The rugs will be cleaned at a later date.

Staff will come in on Friday, keep social distancing, and prepare for Monday's opening.

Vehicle Registration/Excise Tax: For now the Town Clerk would like to leave it as it is.

Selectman Young is worried about the cash flow and the delays in registering new vehicles. He has not had an opportunity to compare last year's cash flow to this year. Selectman House would like to revisit the vehicle registration amendment in 2 weeks to give us time to project the impact of lost revenue, and cash flow as well as check in with Lisa on traffic flow. Selectman Mixon doesn't know what portion the excise tax represents. He realizes that the budget is based off historical data so it's really hard to fully understand the dollars and cents impact to the budget. Selectman Young stated that we need to bring in as much revenue as we can to help out cash flow and changing the date for vehicle registration would be one way of doing it. Selectman House had concerns if we passed an amendment requiring the early processing of vehicle registrations it would increase the number of customers in Town Hall and there would be a long wait line at a time when we are supposed to be limiting face to face interaction with the public. Selectman Mixon suggested tabling this item for two weeks so they can understand what the trend might be, what excise tax data from last year to this year looks like, and have more information to help make a decision.

Vote: Selectman Mixon motioned to table the above until June 10th when more information is available to make a decision on the vehicle registration amendment which was seconded by Selectman House and tabled 3-0.

Committee/Board Meetings: Selectman Young stated that if the Conference Room is marked out and safely social distance, it could hold up to 15 people and allow for smaller Committee/Board meetings at Town Hall if they are comfortable doing that. The reopening guidelines will be followed and the Town will allow the public to attend if they wish and offer remote participation for those who do not wish to be there in person. As long as people keep the social distancing to 6' during public meetings there would not be a mask requirement. Selectman Mixon asked about asking the Library to see if the committees could use their larger meeting room also. The capacity of the Conference Room needs to be determined and set. Along those same lines, Selectman Young thought it would be a good idea for one of the board members to meet with the staff on Friday, keep social distancing, and prepare for Monday's opening. Julie will come down at 11:00 and meet with the staff. Administrator Jones will ask Lee Rainey to tape out the big meeting room for social distancing meetings so we can actually see what we can fit. It would be good to find out the capacity in the Library as well.

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Candidates Night: Candidates Night will be held via Zoom. Selectman House suggested doing a Candidates Night before a Selectmen's Meeting. She suggested the Wednesday before elections, July 8th, at 5:00 p.m. before the Selectmen's Meeting. Administrator Jones will contact Ed Cherian.

Selectman Mixon will take care of repairing the bathroom faucet and installation of the air conditioning units.

IV. Selectmen/Administrator Comments and Announcements:

Administrator Jones announced that Town Hall will be open on Monday, June 1st, with normal hours. This will also be posted on the website.

June 3rd Public Hearing - Referendum Question

Selectman Mixon stated that June 3rd is the Public Hearing for the Popham Project. If folks have any questions, please call in during that time, 5:00 p.m. before the Selectmen's Meeting.

Selectman Mixon reached out to the Design Engineer and he may be calling in via phone.

Selectman House suggested he could attend the meeting in person since Selectman Young will be absent. Whichever he feels more comfortable with.

Selectman Young thanked Selectman House for filling in for him tonight and next Wednesday during the public hearing. He will be participating by phone.

Selectman Young asked Administrator Jones if she had received the microphone that was ordered. She has not and will research.

Selectman House still has food bags available as well as gift cards to Hannaford. She mentioned a contact for pet supplies which is Dogwill and they can be contacted directly. If you or know of someone in need, please contact Selectman House or call Town Hall and we will help you out.

V. Review and/or Sign:

1. Parking Enforcement Officer - Job Ad

Administrator Jones reported that they are all set with this ad but she needs to double check with Chief Skroski on the starting pay. Selectman House believes that the agreement with John was up to \$15/hour.

Vote: Selectman Mixon motioned to approve the above job add and allow the Chief of Police flexibility to amend the rate of pay which was seconded by Selectman Young and passed by a vote of 3-0.

2. State Parking Enforcement Funding - Invoice

Administrator Jones said this is a formality and it just needs to be sent in.

Vote: Selectman Mixon motioned to authorize Administrator Jones to sign the above state invoice on the selectmen's behalf which was seconded by Selectman House and passed by a vote of 3-0.

Adjournment

Vote: At 6:05 p.m. Selectman Mixon motioned to adjourn which was seconded by Selectman Young and passed by a vote of 3-0.

Reference 1



TOWN OF PHIPPSBURG *Re-Opening Plan and Policies*

The Town of Phippsburg will re-open the Town Hall to the public on June 1st, 2020, with procedures in place to protect the staff and the public from viral infection of the Coronavirus. These standards are based on guidance defined by the Centers for Disease Control and the State of Maine. They will be adjusted as necessary based on CDC recommendations, State of Maine Executive Orders, and the needs of departments and the public.

Town Hall Staff Safety Guidelines:

Social Distancing

- People in a shared space must maintain the CDC recommended 6-ft physical distance, between staff and between members of the public. Staying apart from other people is the primary way to prevent spreading coronavirus and COVID-19. This is an essential factor in protecting everyone as we re-open.
- Services should continue to be done over the phone, online, and by mail whenever possible.
- The inside door of the hallway will remain in the open position and people entering shall do so on the right side and when leaving on the left side as marked. The counter office door will remain shut. The Town Administrator/Assessing Agent door will remain open but the public is to remain in the hallway as marked unless invited in by staff. This same policy exists for the Police and CEO Offices.

Personal Protective Equipment

- Staff will only be required to wear a mask unless they are unable to keep 6' distancing. Of course if staff wants to wear a mask even with social distancing that is their choice. They shall also wear a mask when interacting with the public. Staff may use their own washable, reusable cloth mask or a disposable one will be provided by the Town.
- The public will be encouraged to wear a mask when they enter the Town Hall with the following exceptions: (1) Masks are not required for children under age two or (2) for anyone who has trouble breathing or related medical conditions, or who is otherwise unable to remove the mask without assistance. If a person declines to wear a mask the staff can't question the person about a medical condition or demand proof under the order.
- Advise public visitors of this requirement by phone if appointments are made.

- Clean hands frequently with handwashing and sanitizer. Sanitizer will be provided to all offices for internal use and will be placed inside entrances of Town Hall. Cleaning of hands in between transactions with the public involving money and paperwork is very important.
- Staff is discouraged from using colleagues' phones, desks, workstations or other office tools and equipment.

Cleaning and Sanitization

- Public areas (areas employees or public pass through) should be sanitized before opening every morning and high-contact areas 2-4x/day depending on use.
- Employees are responsible for sanitizing within their offices. Staff must clean their own workspace at the end of each day. Disinfect shared items such as copiers and keyboards after each use.

Restrooms

- Restrooms are restricted to staff use only - except for emergency situations or persons with medical conditions.

Employee Policies During the Coronavirus Pandemic

- Employees are covered by the Families First Coronavirus Response Act (FFCRA). This leave requires employers to allow employees to take paid leave for a finite period of time for reasons related to the coronavirus outbreak. This act covers the time period of April 1-December 31, 2020 and is in addition to your accrued paid leave.

This act allows 14 days leave at full pay if you're unable to work remotely and are 1) Under state ordered quarantine, 2) Advised by a health care provider to self-quarantine, 3) Experiencing COVID-19 symptoms and seeking a diagnosis; or 4) Leave at 2/3 pay for caring for someone who falls into these categories; and 5) 10 weeks leave at 2/3 pay for caring for a child because of school or childcare closures.

Once this FFCRA leave has been used, the act does not cover additional coronavirus-related leave. If you have exhausted this leave and are required to quarantine due to exposure, symptoms, or caring for someone in those situations, you will be required to use accrued leave or take it unpaid.

- At this time, State orders from Governor Mills require 14-day quarantine after returning from travel out of state. Because of this order, it is highly inadvisable to travel out of the state unless it is for an emergency or an essential reason such as a Doctor's visit. We have a small staff that will be affected if someone cannot come to work because they are quarantined for 14 days due to travel. You may be required to work from home if you are quarantined.

- Do not come to work if you are sick. If you are diagnosed with COVID-19, have a known exposure (you have been in proximity to someone diagnosed with the virus), or are exhibiting symptoms of the virus, notify the Town Administrator by phone. You may be asked to stay home for a self-quarantine under provision #3 of the FFCRA and to answer questions related to your recent contact with other staff. Symptoms may appear 2-14 days after exposure, but the virus could be transmitted during any of that time, with or without symptoms.

Symptoms include: Cough, Shortness of breath or difficulty breathing, or at least two of these symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

All other personal illnesses will be subject to our earned time policy. You may be asked to provide medical evidence of illness or exposure, and of your ability to return to work.

- Each COVID-19 related scenario noted above will be evaluated on a case-by-case basis. Every employee situation will have differences and will be handled as deemed appropriate at that time. If CDC or Governor's orders are updated, this policy will be updated as well.
- If you think have contracted COVID-19 as a direct result of your work requirements, please notify the Town Administrator right away.

If you have questions or concerns, please contact the Town Administrator. The Town's policies and requirements may shift as the weeks continue.

A special thank you to our EMTs and Law Enforcement Officers who are continuing to protect our community through this ongoing crisis.