

Submitted by:

ams

Adele M. Suggs
Admin Asst

Approved by Selectmen: *6/17/20*

6/17/20 JMAH
6/17/20 Ch

**TOWN OF PHIPPSBURG
SELECTMEN'S MEETING
June 10, 2020**

Selectmen Mixon and House met on Wednesday at 3:30 p.m. at 39 Maple Street for an on-site visit. The regular Selectmen's Meeting reconvened 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 Meetings Policy Draft: 06-03-20

I. Unfinished Business

1. Discuss the status of clean-up at 39 Maple Street.

Selectman Mixon's assessment is that it is just about the same as last fall, maybe a little better. There has been some movement of material. Talked to Syd about the appliance's on site and he responded that they would only be there for a short time and would be removed soon. Syd also reported that the price had gone up today so that should provide some motivation for the pile to start dwindling. Selectman Mixon stated that he is still seeing forward momentum and Syd is maintaining. Selectman House told Mr. Rogers that the Board would probably be back the end of next month for another visit. Selectman House also told Syd that if a Wednesday didn't work the Board can visit on another night.

2. Reconsider strategies to maintain a safe and healthy work environment and public services in response to the pandemic Covid-19: Meetings Policy

Selectman Young provided a Meeting Policy Draft to the Board with some adjustments. Administrator Jones asked about another adjustment regarding ad hoc meetings. Selectman Young explained that ad hoc meetings didn't need to be recorded. Selectman Young further explained that the policy was adjusted to be in Zoom compliance. He also added that municipal meetings are public proceedings. Item E is the New D on the attached Reference 1, Meeting Policy Draft.

Vote: Selectman Young motioned to accept the amendments to the Town Of Phippsburg Meetings Policy Draft: 6-3-20, which was seconded by Selectman Mixon and passed by a vote of 3-0.

Selectman Young announced that the Planning Board is having a Public Hearing at the school. They need to assure that it is set up for social distancing and they will need a plan to be prepared if a 50th person attends. Selectman Mixon stated that if a 51st person shows up the hearing will not be able to continue unless they use Zoom as a backup. The Planning Board understands that is a public proceeding and it will be recorded via Zoom. There are some audio issue concerns about using the school. Gary Morong will be asked to assist for technical support and testing will occur prior to the actual hearing. The portable microphones will need to be wiped down after each use and encourage attendees to the use of masks.

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Swap Trailer: Charlie McKenney contacted Administrator Jones as people have been asking about dropping items off at the Swap Trailer. Selectman House is worried that people will start to congregate, going in and touching things. She further feels that items should not be put inside as it would be impossible to police it. Selectman Young agrees that until this pandemic is over, the swap trailer should be closed inside and out. Administrator Jones explained that Charlie would like to be open to please the people who are asking him; but it really isn't safe. People can take items to Goodwill now. Selectman Mixon suggested the Board meet at the Transfer Station next week before the Selectmen's Meeting to see if Mr. McKenney has a plan to deal with the Board's concerns. Selectman Young suggested roping off the outside to allow one way in to look at stuff, out the other end of it somehow, and have the 6' social distancing marks in between with signage stating only one person allowed at a time. Selectman House volunteered to talk to Mr. McKenney on Saturday. Another concern is that items are going to pile up as people have been home cleaning.

Selectman Young ran the excise tax comparison for March-May for 2019 and 2020. So far for those three months there is approximately \$78,000 less collected in excise tax. This will affect the cash flow and the Town will need to be very careful. Selectman Young will get the same information from Lisa on property tax and will run a comparison on that so the Board will be able to have a pretty good picture on how the Town will look for the next few months. People do want to get their cars registered.

Selectman Mixon announced that the Governor extended the declaration of emergency to July 12th. Now folks will have until August 12th to register vehicles.

Lastly, Selectman Young asked Administrator Jones to look at the website and make any necessary changes under the Meeting Section to reflect the current practice of allowing 12 total people in attendance at meetings.

II. Selectmen/Administrator Comments and Announcements:

Candidates' Night - July 8th, 2020

Administrator Jones stated that there will be a Candidates' Night held on July 8th.

Absentee Ballots available June 15th

Administrator Jones corrected her statement from last week and stated that Absentee Ballots are not yet available, but will be available June 15th.

Vote on July 14th - State Primary and Municipal Elections/Referendum

Administrator Jones announced that the State Primary and Municipal Elections and Referendum are scheduled for July 14th. You can vote by absentee ballot.

Administrator Jones also mentioned a boat situation in the Basin that Doug Alexander is aware of and working to get it removed.

Selectman Mixon wanted to clarify the wording of the referendum question he read last week during the Public Forum. The wording has changed a little from "Do you favor authorization of the Selectmen to renew a license agreement to "To see if the Town will vote to authorize the Selectmen to renew a license agreement." This was just a technical change.

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Selectman Mixon also wanted to inform people that there has been a change in lodging rules for the area. As of June 12th New Hampshire & Vermont residents will be able to move freely around the State. Also on July 1st the State has offered an alternative to the 14 day quarantine. The restaurants are open – please partake and support your local businesses. Selectman Young thanked Selectman House again for acting as Chair on his behalf.

Selectman House still has food bags available and can get more, if needed. Pet food is also available. Anyone can call Town Hall and take a message or give them Selectman House's phone number and we'll help you out.

III. Review and/or Sign:

1. Payroll and Accounts Payable Warrants

Vote: Selectman Young motioned to approve Payroll Warrant 124 which was seconded by Selectman House and passed by a vote of 2-0.

Vote: Selectman Young motioned to approve Accounts Payable Warrant 125 which was seconded by Selectman Mixon and passed by a vote of 3-0.

2. Selectmen's Meeting Minutes for June 3rd, 2020.

Vote: Selectman Young motioned to approve the above Meeting Minutes which was seconded by Selectman Mixon and passed by a vote of 3-0.

Administrator Jones will scan/email the back pages of both warrants over to Selectman Young for his signature.

Transfer Station stickers are now available. If people do not want to come into Town Hall, Selectman House has some and the cards that need to be filled out with the vehicle plate numbers on them.

IV. Adjournment

Vote: At 5:28 p.m. Selectman Young motioned to adjourn which was seconded by Selectman Mixon and passed by a vote of 3-0.

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Town of Phippsburg
Meetings Policy Draft: 6-3-20

Starting on June 1, 2020 Governor Mill's allowed gatherings for up to 50 people. Based on the guidelines issued in her orders concerning gatherings and the opening of Municipal Buildings the following requirements have been set for Municipal Board/Committee/Commission Meetings if using the Phippsburg Town Hall.

1. No more than 12 people may be in the upstairs meeting room. The lower meeting room will not be used.
2. Social distancing of six feet must be maintained (spacing is marked off in the room).
3. Board/Committee/Commission members and attendees are requested to wear masks. Those who do not wish to meet in person may attend by remote access.
4. Hand sanitizer shall be provided for use.
5. Disinfectant and gloves shall be provided and those using the meeting room will be required to wipe down touch surfaces and also bathroom surfaces (if used).
6. The Requirements for remote access to meetings must also be adhered to since we cannot know how many folks from the public would wish to participate/access the meeting live through remote access (zoom, phone etc.) and we only have the capacity for 12 people in the meeting room.
 - a. The Town's Zoom account will be used for all remote participation and the Town Administrator shall be the ~~coordinator~~ **Zoom Host**.
 - b. ~~The HOST (usually the Committee Chairperson) for remote meetings shall be located at Town Hall. It will be the HOST'S responsibility to make sure the CATV camera is properly plugged in and turned on for operation (the camera will remain set up with easy instructions).~~
 - b. **These meetings may also be transmitted live on CATV and taped for future broadcast. The CATV Committee shall determine which meetings they are able to broadcast/tape.**
 - c. The HOST **Board/Committee/Commission Chairman** shall make arrangements for the meeting with the Town Administrator at least one week in advance. They shall provide an agenda, date, time and method of joining the meeting (i.e. Zoom with participation link, etc.)
 - d. ~~The HOST shall provide an agenda to post prior to the meeting so that members of the public know whether they wish to participate.~~
 - e.—d. The **Town Administrator** HOST shall record the meeting through Zoom. and provide a copy to the Town Office.

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6/17/20

Reference 1

£ e. The Selectmen may authorize the **Town Administrator** ~~HOST~~ to conduct the remote access meeting from a location other than Town Hall if the need arises.