MINUTES

LIBERTY SELECTBOARD

January 7, 2019 6:00 PM

**Selectboard Attendance:** Melinda Steeves, 1st Selectman

Carrie Peavey, 2nd Selectman

Henry Hall, 3rd Selectman

**Town Officials:** Administrator Kenn Ortmann, Clerk/Tax Collector/Registrar of Voters Gail Philippi, Treasurer Hannah Hatfield

**Guest(s):**  None

1. **Open Public Meeting:** 6:00 PM
2. **Approve Minutes:** Pursuant to review Selectman Peavey moved and Selectman Hall seconded approval of the December 17, 2018 minutes. Unanimous.
3. **Warrant Review and Approval:** Done.
4. **Officials/Public comments:** None.
5. **TA informational items**
   1. **Media stories:** TA Ortmann shared a copy of the December 23, 2018 Republican Journal article about the Liberty Fire Department.
   2. **Revaluation project status report:** TA Ortmann reported a request from Maine Assessment & Appraisal Services for a full sized paper copy of Tax Map 2.
   3. **Review January annual task list:** TA Ortmann reviewed his "work-in-progress" listing of monthly tasks, with a focus on January. The Selectboard felt it is better for the Snow Plowing RFP to be distributed in May and for this task and the Mowing RFP task to specify the ending date of the current contract.
6. **Old Business** 
   1. **Recommendation for new phone system for Town Office:** Pending.
   2. **FY20 budget:** TA Ortmann reviewed the first 6 months of the fiscal year and reviewed those line items where significantly more than 50% of the budgeted amount has been spent. In most cases it is due to lump sum payments for things like insurance.
   3. **Annual report dedication:** The Selectboard asked TA Ortmann to check to see if Tammy has any recommendations.
   4. **Selectboard annual report:** Pending.
   5. **Status of Lake St. George dam leakage issue:** Based upon discussions with Road Commissioner Tammy Reynolds, C.A.L.L. representatives Linda Breslin and Robert Kohl, and Peter Tuell, Vice President of CES Inc, Selectman Steeves moved and Selectman Peavey seconded hiring CES Inc as consultants to help the Town prepare documentation and to advocate for State of Maine responsibility for repairs to the Lake St. George dam. Unanimous.
   6. **Other:** None.
7. **New Business**
   1. **Appointment of Gail as Registrar of Voters:** Selectman Steeves moved and Selectman Peavey seconded appointing Gail Philippi as Registrar of Voters for a two-year term. Unanimous.
   2. **Workers Comp Insurance coverage of Swimming Program:** TA Ortmann noted that Lifeguards are included in our coverage.
   3. **BLS recordkeeping requirement:** TA Ortmann shared that Liberty has been selected to participate in the Bureau of Labor Statistics Survey of Occupational Injuries for calendar year 2019. He will coordinate with Fire Chief Gillespie to keep a log for this year.
   4. **Mowing RFP:** TA Ortmann reviewed the draft RFP with the Selectboard and will provide for the option of a three-year contract, will specify the contract period(s) as April 30 through October 15, and will add mowing/weed whacking as needed at the Community Hall and an annual mowing of the former landfill to the specifications.
   5. **Aflac benefit information:** TA Ortmann shared information provided by the Aflac representative with the Selectboard. The Selectboard suggested the representative provide the Town with brochures we can distribute to our employees.
   6. **Review Annual Report draft warrant:** TA Ortmann reviewed the first draft and will incorporate the suggested changes.
   7. **February 11 Selectboard meeting?:** The Selectboard agreed to sign the warrant that evening, but not to have a meeting because of the revaluation informational meeting.
   8. **Discuss Deputy Clerk/Treasurer staffing and financial management *(around 7 to 7:30)*:** Clerk/Tax Collector/Registrar of Voters Gail Philippi and Treasurer Hannah Hatfield met with the Selectboard to discuss their thoughts regarding Deputy Clerk/Tax Collector Jamie Davis' resignation. An option that minimizes training requirements and maximizes staff continuity is for Hannah Hatfield to become the Deputy Clerk/Tax Collector. A survey of surrounding communities shows this combination is not unusual. Our auditor stated she has no concerns with the arrangement. Gail and Hannah discussed software and personnel options to minimize opportunities for financial mismanagement. Jamie will continue to fulfill her responsibilities until her successor has been chosen and is willing to help with training and familiarization with how records are kept in that office.
   9. **Other:** None.
8. **Other Business:** None.
9. **Adjournment:** 8:47 PM

Respectfully submitted,

Kenn Ortmann

Town Administrator