MINUTES

LIBERTY SELECTBOARD

March 30, 2020 6:00 PM

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

Carrie Peavey, 2nd Selectman

Henry Hall, 3rd Selectman

**Town Officials:** Administrator Kenn Ortmann, Fire Chief Bill Gillespie, Fire Lt. Lisa Gillespie, Treasurer Hannah Hatfield, CEO Don Harriman, Road Commissioner Tammy Reynolds, EMA Director Elise Brown, Clerk/Tax Collector/Registrar of Voters Gail Philippi, Health Officer Jordan Ray

**Guest(s):**  None

1. **Open Selectboard "Zoom" Public Meeting:** 6:00 PM
2. **Approve Minutes**
	1. **March 23, 2020:** Pursuant to review Selectman Steeves moved and Selectman Peavey seconded approval of the March 23, 2020 minutes. Unanimous.
	2. **March 27, 2020 emergency meeting:** Pursuant to review Selectman Steeves moved and Selectman Peavey seconded approval of the March 27, 2020 minutes. Unanimous.
3. **Warrant Review and Approval:** Done.
4. **Officials/Public comments**
	1. **Coronavirus preparation issues**
		1. **EMA Director Report:** Emergency Management Agency Director Brown checked in for updates from the "Emergency Operations Staff.
			1. Fire Chief Gillespie stated there were no significant changes from last week's report other than some emergency responders using raincoats because of the scarcity of protective gowns. He noted the advantage of their being washable and reusable. He noted that the "Neighbors to Neighbors" effort already has 79 households on the list. He is hoping some food boxes may be delivered as early as Thursday, but most will likely be distributed on Saturday. He is trying to create food boxes sensitive to family size and composition. He also encouraged calling before dropping off the food boxes so folks are expecting them and stressed they should only be dropped off if someone is home. He also noted that the cost to purchase the food will all be documented with receipts.
			2. Health Officer Ray reported on the challenges and status of equipment and supplies at Waldo County General Hospital.
			3. Clerk/Tax Collector/Registrar of Voters Philippi reported visits to the office have decreased significantly but there are frequent phone calls, with some callers surprised to be talking to a real person. She noted she has been working alone and has been taking the opportunity to catch up on her backlog of E911 and voter registration responsibilities.
			4. Treasurer Hatfield reported she is primarily working from home and is scheduling her time in the office at times she can be alone.
			5. Town Administrator Ortmann stated he is focusing on the tasks that can only be done in person, like filing, and will be doing more work from home ASAP.
			6. The Selectboard feels as though things are going pretty well
			7. Emergency Management Agency Director Brown noted that the County distributed food today to Food Pantries. She noted that RSU 3 is willing to include information in school lunch deliveries informing parents about the resources available to them during this crisis. She stressed that we need to continue to be proactive because this situation will continue for quite a while. She also noted that to be eligible for reimbursement for the extra work Emergency Operations Staff does during a declared national emergency the Staff must be paid. Following discussion about how to be eligible for reimbursement without putting the Town in a difficult financial position, Selectman Steeves moved and Selectman Peavey seconded paying all Emergency Operations Staff who provide documentation they are working on COVID-19 related issues the minimum wage. Unanimous. There was also discussion about how to best encourage folks who are coming to their "summer residences" early to self-quarantine.
		2. **Informing residents about Selectboard and EMA initiatives & activity:** Fire Lt. Gillespie and Emergency Management Agency Director Brown will collaborate on producing a post card or flyer to notify all Town residents about the Town's COVID-19 activities and resources available for those in need.
		3. **Town cash flow analysis:** Treasurer Hatfield discussed her draft analysis and noted there is considerable uncertainty about a number of line items, so it will need to be updated and refined weekly. Selectman Steeves suggested that we can delay the School payment if necessary.
		4. **Town office hours analysis:** Clerk/Tax Collector/Registrar of Voters Philippi stated that she believes she should continue having her office open regular hours for at least another week, but will continue monitoring the situation each week
		5. **Town office personnel hours:** See Clerk/Tax Collector/Registrar of Voters and Town Administrator discussions above.
		6. **Food pantry support:** See Emergency Management Agency Director report above.
		7. **Format of upcoming Selectboard meetings:** The Selectboard meetings will continue to be held in the Town Office building with a Zoom option for those who don't attend in person.
		8. **Other:** None.
5. **TA informational items**
	1. **Media stories:** None.
6. **Old Business**
	1. **Midcoast Conservancy property tax exemption request:** On June 11, 2018 the Midcoast Conservancy and the Town of Liberty entered into a Memorandum of Understanding (MOU) acknowledging Midcoast Conservancy proposes to make a Payment in Lieu of Taxes to the Town of Liberty on Map 9 Lot 16, Map10 Lots 36 & 40, and Map 11 Lot 4, ". . . at Open Space reduced rates equal to the Town's 2018 valuation of the PROPERTIES as determined by the State Tax Assessor for Waldo County." This agreement will be revisited in 2029. Pursuant to discussion, Selectman Peavey moved and Selectman Steeves seconded adhering to the provisions of the MOU. Unanimous.
	2. **Town Administrator applicants update:** TA Ortmann reported no inquiries to date. He intends to announce the opening on the Maine Managers/Administrators ListServe, but not until the attention on COVID-19 has abated some.
	3. **Problematic Subdivision update:** Letter to property owner is still pending.
	4. **Quigg Island update:** Letter to property owner is still pending.
	5. **Other:** None.
7. **New Business**
8. **Other:** None.
9. **"11th hour" items:** None.
10. **Adjournment:** 7:20 PM

Respectfully submitted,

Kenn Ortmann

Town Administrator