DRAFT MINUTES

LIBERTY SELECTBOARD

April 6, 2020 6:00 PM

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

Carrie Peavey, 2nd Selectman

***Excused:*** *Henry Hall, 3rd Selectman due to health issues*

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

**Guest(s):**  Duane Jewett

1. **Open Selectboard "Zoom" Public Meeting:** 6:00 PM
2. **Approve Minutes:** Pursuant to review Selectman Steeves moved and Selectman Peavey seconded approval of the March 30, 2020 minutes. Unanimous.
3. **Warrant Review and Approval:** Done.
4. **Officials/Public comments**
	1. **Coronavirus preparation issues**
		1. **EMA Director report:** EMA Director Brown noted we are in week three and doing quite well. Calls have begun to Liberty and Montville residents to inquire about their wellbeing and needs. She noted that we are communicating via the Town's WEB site, Facebook, the flyer and a flyer that will be added to RSU 3 student lunch bags. She has spoken to Linda Breslin about informing early-arriving "summer residents" about the State required self quarantine protocols. She also asked permission for volunteers to use the Overlock Room, if necessary, to meet with residents to help them with assistance applications.

Fire Chief Gillespie and Road Commissioner Reynolds shared that 39 families received food deliveries last week. They are looking at a "ham" theme for deliveries over the Easter weekend. Fire Chief Gillespie noted it is important to receive one final list of food recipients by Friday. Bill and Lisa Gillespie will be available to help with the process this coming weekend. It is great that donations are still being received.

* + 1. **Flyer informing residents about Selectboard and EMA initiatives & activity - update:** The flyer was mailed out over the weekend so residents should be getting them now.
		2. **Town cash flow - update:** Treasurer Hatfield and Clerk/Tax Collector/Registrar of Voters Philippi noted that revenue has been steady so far.
		3. **Town office hours – update:** After a brief discussion the Selectboard agreed to keep them as advertised for now.
		4. **Planning Board:** The Planning Board will be conducting its April 9 meeting via Zoom.
		5. **Other:** Road Commissioner Reynolds suggested that the delivery of the portable toilets scheduled to be placed at Marshall Shore, Stevens Pond, and the ball field be delayed. The Selectboard agreed and will have Road Commissioner Reynolds notify the company when they are needed.
1. **TA informational items**
	1. **Media stories:** None.
2. **Old Business**
	1. **Town Administrator position - update:** No applications to date. Clerk/Tax Collector/Registrar of Voters Philippi noted she has received one telephone inquiry. TA Ortmann noted that the Managers/Administrators listserve has calmed down a bit so he will broadcast the job opening there.
	2. **Problematic Subdivision - update:** No update.
	3. **Quigg Island - update:** No update.
	4. **Other:** None.
3. **New Business**
4. **Certificates of Appointment:** TA Ortmann noted that guidance from Maine Municipal Association clarified that when municipal elections are postponed elected officials "hold over" in office until a successor is elected. However, appointed officials terms do expire, so Selectman Steeves moved and Selectman Peavey seconded appointment of the following officials for the noted terms:
	* Elise Brown Emergency Management Director through 3/31/21
	* Don Harriman Plumbing Inspector through 3/31/21
	* Don Harriman Code Enforcement Officer through 3/31/21
	* Gail Philippi E911 Addressing Officer through 3/31/21
	* Heidi Blood Animal Control Officer through 3/31/21
	* Kate Valleau Planning Board Secretary through 3/31/21
	* Steve Fountain Regular Planning Board Member through 3/31/23
	* HL Whitney Alternate Planning Board Member through 3/31/23
	* Thomas Opper Board of Appeals Regular Member "A" through 3/31/23
	* Henry Hall Representative to Tri-County Solid Waste

Management Organization through 3/31/21

* + Dana Philippi Alternate Representative to Tri-County Solid

Waste Management Organization through 3/31/21

* + HL Whitney Marshall Shore Staff through 3/31/21

Unanimous.

1. **Revenue Sharing update:** TA Ortmann shared correspondence from the State stating it is "prudent" to assume that our share will be less than what was originally projected.
2. **ACO COVID-19 guidance:** TA Ortmann shared correspondence from the State providing guidance regarding Animal Control responsibilities during the COVID-19 emergency.
3. **Unlicensed dogs protocol:** Animal Control Officer Heidi Blood asked if she should continue the process of contacting residents that still have unlicensed dogs. Pursuant to discussion Selectman Peavey moved and Selectman Steeves seconded delaying additional contact with the dog owners until a later date determined by the Selectboard. Unanimous.
4. **Complaint about lot with trash/garbage (Brown Road):** TA Ortmann was asked to draft a letter to be signed by the Selectboard and the Code Enforcement Officer giving the property owner 60 days to remove the trash and garbage causing a health hazard.
5. **Other - Report on replacement ambulance research:** Fire Chief Bill Gillespie updated the Selectboard that the Ambulance Service is researching whether it makes more sense to purchase a new vehicle or to "remount" a new box on the existing vehicle frame.
6. **"11th hour" items:** TA Ortmann noted he will not be in the office on Tuesday but will be in on Wednesday instead.
7. **Adjournment:** 7:07 PM

Respectfully submitted,

Kenn Ortmann

Town Administrator