MINUTES

LIBERTY SELECTBOARD

May 4, 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, 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:** 6:04 PM
2. **Approve Minutes:** Pursuant to review Selectman Hall moved and Selectman Peavey seconded approval of the April 27, 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 the phone bank has now made 676 calls to Liberty and Montville residents, with everyone on the Liberty list called. She noted there is a FEMA COVID-19 call tomorrow. She reported on contacting our state legislative delegation about pushing to have an emergency declaration for the snowstorm. Donations are still being received. She raised the question about how the Town Office begins preparing to "emerge" from COVID environment. Following discussion, it was agreed the Selectboard will work with the Clerk to develop the components of a "reopening" plan, but we will maintain the status quo for May. She noted the same conversation needs to happen around the food distribution effort. Preliminary ideas include asking recipients about their continuing need, creating an option of picking up food from the distribution site, and coordinating closely to transition some folks to the existing food pantries.

Fire Chief Gillespie noted the food distribution process continues to work smoothly with the next focus on breakfast items and toilet paper.

Road Commissioner Reynolds reported work on road repairs continues.

Clerk/Tax Collector/Registrar of Voters Philippi reports the office continues getting busier and taxes are coming in. She suggests including a longer term perspective with short-term fixes when looking at re-opening access to the Town Office. In addition to continuing to meet ADA requirements, she also pointed out we need to be sensitive to the differing psychological impacts on folks as we try to meet as many needs as possible.

* + 1. **Town cash flow - update:** Postponed to our next meeting.
    2. **Other:** None.

1. **TA informational items**
   1. **Media stories:** None.
2. **Old Business** 
   1. **Town Administrator position - update:** TA Ortmann noted we have received a second application. Selectboard members Steeves and Peavey will contact the applicants to schedule interviews.
   2. **Problematic Subdivision – update:** The Selectboard reviewed the draft letter to the property owners and asked TA Ortmann to prepare a final version for signing.
   3. **Planning Board opening:** The Selectboard acknowledged HL Whitney's preference to remain as an alternate and noted openings for both regular and alternate members.
   4. **Rabies update:** TA Ortmann shared the most recent correspondence from Animal Control Officer Heidi Blood.
   5. **Other:** None.
3. **New Business**
4. **Town Meeting update:** Road Commissioner Reynolds contacted MMA about clarification on Town Meeting dates and they recommend not planning on meeting before August 15. State of Emergency legislation allows us to spend the same exact amount of money as last year's Town Meeting allowed. In August when we meet we will then sort out where we are financially and adjust the amounts accordingly. It also allows any capital reserve funds to be used for their designated purposes without a meeting.
5. **Flashing pedestrian beacon opportunity:** Road Commissioner Reynolds noted there is a section of crosswalk infrastructure missing. When that has been retrieved she will bring this issue back to the Selectboard.
6. **Annual State bridge inspection report:** The Selectboard acknowledged receipt of this annual report.
7. **Contracted work bidding schedule**
   * 1. **Snowplowing:** The Selectboard agreed that this needs to wait until after Town Meeting to know for certain how many miles need to be plowed.
     2. **Sand/Salt building repairs:** Pursuant to discussion the Selectboard asked TA Ortmann to draft an advertisement inviting contractors to contact Road Commissioner Reynolds for information about our need.
8. **USPS Marketing Mail Permit:** Postponed to the next meeting.
9. **FY20 audit:** TA Ortmann noted the FY20 audit process is beginning and asked if the Selectboard if they want to continue with our current auditor or go out to bid. The Selectboard agreed that they want continue with our current auditor, James W. Wadman, CPA, for this year. They asked TA Ortmann to set up the first meeting for the third week in July.
10. **Other:** None.
11. **"11th hour" items:** Following a discussion with Selectman Hall and Duane Jewett, pursuant to Title 30-A, Part 2, Subpart 3, Chapter 123, Subchapter 1, Section \_\_\_\_, Selectman Steeves moved and Selectman Peavey seconded accepting Selectman Hall's resignation as Third Selectman and appointing Duane Jewett as Interim Third Selectman with a regular vote occuring at Town Meeting. Unanimous.
12. **Adjournment:** 6:45 PM

Respectfully submitted,

Kenn Ortmann

Town Administrator