DRAFT MINUTES

LIBERTY SELECTBOARD

November 23, 2020 6:00 PM

Melinda Steeves, 1st Selectman

Carrie Peavey, 2nd Selectman

Duane Jewett, 3rd Selectman

**Town Officials:** Town Administrator Beth Cohen, Code Enforcement Officer Don Harriman, Treasurer Hannah Hatfield, Fire Chief Bill Gillespie, Clerk/Tax Collector Gail Philippi

**Visitors:** Joe Meadows, Sam Valleau

1. **Open Select Board Meeting:** 6:01 pm
2. **Approve Minutes:** November 16, 2020 were approved
3. **Officials/Public Comments –**

**Sam Valleau** – Will do snow shoveling for the Town Office and Community Center. TA Cohen to put instruction in writing. He needs to fill out a W4 which Treasurer Hatfield will give to him. He will be paid $25/hr with a 1 hour minimum. His number is 207-441-3962.

**Joe Meadows regarding the Website –** Mr. Meadows will set up times for interviews with designers. Plan to do interviews the week of December 7th so we can decide by the 14th. Interviews will be done between 4-8 pm. Selectman Steeves and Selectman Jewett will be doing the interviews with Mr. Meadows.

**Fire Chief Gillespie –** Discussion regarding pay dates. Going forward, all monthly employees will be done the first Monday of the month. Fire Department will have a Christmas Party December 12th. They will follow all COVID directives. Appleton asked to sign a Mutual Aide Agreement to go before their Select Board soon.

1. **Business:**
   1. **FEMA Grant** – Waiting to hear.
   2. **Municipal Grant –** Treasurer Hatfield updated on amounts left in Grant Benefits. Waiting to hear from Jennifer LeVesque regarding the Wages.
   3. **Revision –** TA Cohen to request a quote to have the entire work done to be able to present to Town.
   4. **Phone System –** Ooma hardware received today.
   5. **CMP Streetlight –** Waiting to hear about scheduled time for work.
   6. **Knowlton FoA request** – Ready to be sent to Mr. Knowlton after hearing from Garnett. Lee Knowlton called during Meeting. We can send the letter to him as well. Discussion included Tree Growth is all in Wade’s name, Transfer for Lenny of 9/10/20 for $210,000, Legal Subdivision, etc. Lee asked directly if the $39,845.18 would be refunded, Select Board Steeves responded No.
   7. **Digital Mapping** – Waiting. Next batch of drafts anticipated end of November. Discussion of any retaining Contract. TA Cohen to find CAI information.
   8. **Sand Shed** – Waiting to hear from Insurance.
   9. **Office/Staff Organization –** Clerk Philippi asked that nothing be attached to walls until organizing is complete. Treasurer Hatfield, Clerk Philippi, and TA Cohen to organize with hours being put into wages area for Grant before December 10th.
2. **11th Hour:**
   1. **Shades for front windows –** General Admin Budget line. Monitor needs mounted. Discussion of Seacoast Security fee, testing should be done 1st Monday of every month.
   2. **PB Request from Jeremy Hart –** forward to PB
   3. **Homestead Exemption for Bates –** forward to Garnett
   4. **Seamless Gutter –** Michael Jones encouraged to check on seamless gutters right away. TA Cohen to get potential suppliers.
   5. **Social Requests –** TA Cohen to put on website that Social Request submission by January 1st.
3. **Warrant: Approved.**
4. **Adjournment: 7:30 PM**

**Respectfully submitted,**

**Beth Cohen Town Administrator**