**TOWN OF LIVERMORE**

**Board of Selectpersons**

**EMERGENCY MEETING MINUTES**

**October 19, 2020**

**4:30 PM**

**BOARD:** SCOTT RICHMOND, TRACEY MARTIN,MARK CHRETIEN, BRETT DEYLING (arrived at 5:07 p.m.)

**DEPT HEADS/EMPLOYEES:** AARON MILLER, RENDA GUILD

**PRESS/PUBLIC:** PAM HARNDEN, BRYANNA FOX

1. Call to Order

Mark called the meeting to order at 4:33 p.m.

1. Pledge of allegiance.
2. Center for Tech and Civic Life Grant

The purpose of this meeting was to seek approval of a $5,000 grant distributed by the Center for Tech and Civic Life (CTCL), a 501(c)(3) nonprofit organization for the public purpose of planning and operationalizing safe and secure election administration in the Town of Livermore. The Town has indicated that the amount of the grant shall be expended on the following specific election administration needs including: ballot drop boxes, drive-through voting, election department real estate costs, or costs associated with satellite election department offices, non-partisan voter registration, personal protective equipment for staff, poll workers or voters, poll worker recruitment funds, hazard pay, and or/training expenses, polling place rental and cleaning expenses for early voting or Election Day, temporary staffing, voting materials in languages other than English, vote-by-mail/absentee voting equipment or supplies, and election equipment. Grantee may allocate grant funds among those needs, or to other public purposed listed in the grant application, without further notice to or permission from CTCL.

Tracey asked Renda if she has plans on how the town could use this grant. Renda said she has some ideas but wanted to wait for approval from the board to provide a complete plan. She added she was planning to use the funds to update the website, which is an educational and useful tool for elections. In addition, she said that the town could purchase some radios for election workers and confirmed the Administrative Assistant’s suggestion to buy a handicapped accessible voting station.

Tracey asked about the purchase of a new ballot drop box. Renda said we are waiting for a box from the state of Maine. Renda added that if approved, the town would receive the money in about three to five days and would have until Dec. 31, 2020 to expend the grant.

Scott recommended the grant to be used for “what you need.” Tracey added that the town likely has a significant expense for mailing absentee ballots. Renda confirmed that the town has received 575 absentee ballots so far.

Scott motioned to accept grant, seconded by Tracey; 3-0.

1. Credit Card for Town Office

Aaron reported that now that CTCL grant has been approved, he recommended the board approve a credit card for him to make purchases. The town already has a number of credit cards under the name of the Town and various individuals including Amy Byron, Don Castonguay, Roger Ferland and Juanita-Jordan Bryant, according to Lena Hann, VP Government Baking Services Officer at Androscoggin Bank. She recommended that if Aaron needs a credit card with his name on it, to contact Amy (as the authorized officer) who will need to call the number on the back of her credit card to arrange it.

Tracey confirmed that Amy has a Visa credit card. Scott responded that since Amy is no longer the administrative assistant, she no longer needs a credit card. Tracey suggested waiting to hold the discussion until other board members could be present.

Aaron noted that Ben Guild did not have reservation of issuing Aaron a credit card. Aaron added that Brett Deyling was en route to the meeting and suggested waiting for him.

1. Other

Scott noted that Corey LeClare responded that he would not be able to replace shingles on the town office roof until the spring. Scott asked Aaron to get a price. General consensus was to seek other bids since it’s likely the work will not be completed until then.

1. Credit Card for Town Office (continued)

Brett arrived at 5:07 p.m. Aaron explained that the board had voted to accept the CTCL grant. He added that he’d like permission to receive a credit card so that he can make purchases using that card.

Brett said that he saw the email from Lena Hann, noting that Don and Juanita already have a credit card and that Amy isn’t here full time. Scott repeated that he didn’t believe Amy needs a credit card anymore, adding that he’d like to see the limit under $2,500.

Scott suggested a purchasing limit of $1,500.

Brett asked who’s name would the card be in? Aaron suggested that his name should be on the credit card as the town’s Administrative Assistant, considering there will be likely other purchases that will need to be made, adding that his experiencing working with the state found that purchasing online through companies like Amazon will save the town considerable time and money.

Brett said that he would like Aaron to send out an email notifying selectmen when he intends to make purchases using the credit card. He said as long as the board is apprised of these purchase, he’s OK with it.

Scott made a motion to replace Amy’s card with Aaron and to lower the limit to $1,500, seconded by Mark. Tracey said that she would like to have a discussion with Amy to see if the town was using her card to pay bills.

Scott bills noted bills are paid through the warrant process. The motion was withdrawn.

Scott amended his motion to not take Amy’s card and discuss at later time authorize Aaron to have a credit card, Mark second; 4-0.

1. Adjourn

Mark motion to adjourn, Scott seconded, 4-0.

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Mark Chretien, Chair Brett Deyling, Vice Chair

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Scott Richmond, Selectboard Ben Guild, Selectboard

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Tracey Martin, Selectboard