**Minutes – May 20, 2021**

**WORKSHOP SESSION – 5:00pm**

BOARD OF SELECTMEN’S WORKSHOP

* Review/Discuss Town Office Replacement/Relocation/Renovation Bids and Leasing option presented at the May 6, 2021 Board of Selectmen Meeting

*All 5 selectmen were present for the workshop.*

Adam Garland gave an overview of the bids received in response to the RFP and the new conditions of the lease agreement. He suggested rejecting all bids and as an alternative, hire an architect and engineer firm to design a building, give a cost estimate and decide on where the building will be built. With a firm plan, the RFP then can go out for the build. Funds would be taken from the Fund Balance account or building maintenance account for the first design phase of the project. Additional areas to consider for a buildable lot would be the current lot of the town office and the Community Center lot.

* The board unanimously agreed that the renovation was not an option they want to consider.
* The board agreed that they did not want a long-term lease.
* The board agreed that leasing for 3 years was a great option with a plan in place to move forward with the town office build completion within those 3 years. The 3-year lease should be a warrant article for Town vote.
* Agreed the current Town Office should be sold (Adam to look into historical tax credits) and should be a warrant article for Town permission.
* If the lease article gets voted down – move forward with an architect and engineer.

**CALL TO ORDER at 6:00 PM – Chairman, Scott Hunter presided. Samantha Hewey, Caldwell Jackson, Sharon Jackson, Adam Garland, and Elizabeth Olsen were present along with members of the public using Microsoft Teams virtual meeting.**

1. ACTION ON MINUTES
	1. *Action on minutes dated May 6, 2021.*

*Motion to approve by Samantha Hewey and seconded by Caldwell Jackson. Passed 4-0.*

1. ADJUSTMENTS TO AGENDA
	1. Fire Association Annual “Toll Bridge” Fundraiser Approval

*Motion to approve by Samantha Hewey and seconded by Sharon Jackson. Passed 4-0.*

1. PUBLIC COMMENTS – Please state your name and Town that you are from for the record

*None.*

1. BUSINESS ITEMS
	1. Clean Up Bids – 9 Whittemore Road

CEO Joelle Corey reported the property had seen substantial clean up and several vehicles have been registered. Suggested the board hold off on awarding the bid until after she and Chief Ward inspected the grounds. The board agreed to table.

* 1. Appoint Ron Kugell to the Economic Development Committee

*Motion to appoint by Caldwell Jackson, second by Sharon Jackson, passed 4-0.*

* 1. Reappointment of Jonathan Tibbetts to the Appeals Board

*Motion to appoint by Sharon Jackson, second by Caldwell Jackson, passed 4-0.*

* 1. Electric Vehicle Leasing Opportunity

Adam verified the leasing agreement cost for 10,000 miles per year, 3 year lease was a $400 payoff at the end of the term. Suggested one for the Sewer Dept and one to be parked at the Admin office.

The selectmen agreed on both leased vehicles for the ability to save gas. The Code Office could use it when the 4 wheel truck is not needed, admin staff can use it to go to training and errands.

*Motion to lease two (2) electric vehicles by Samantha Hewey, seconded by Caldwell Jackson, passed 4-0.*

* 1. Review/Award Town Office Bids/Leasing Proposal

Based on the discussion at the workshop bids will be denied to follow the plan of a 3-year lease and architect/engineer, build plan.

*Motion to reject all bids by Samantha Hewey, second by Sharon Jackson, passed 4-0.*

* 1. Review/Approve Town Meeting Warrant

*Motion to approve the warrant with the 2 added articles for the 3-year lease and sale of the Town Office Building by Caldwell Jackson, second by Samantha Hewey, passed 4-0.*

* 1. Pismo Beach Docks Funding - Fund Balance Policy Account Request

*Motion by Sharon Jackson to fund the invoice for the Docks from the Fund Balance Policy and the Ramp Docks Floats Reserve account, second by Samantha Hewey, passed 4-0.*

1. DEPARTMENT HEAD REPORT

CEO Joelle Corey shared the Excel Sheet she used to update the Assessor of any new building in Town. She also updated the board about the change of the Energy Code starting July 1st.

1. TOWN MANAGER’S REPORT
* Asked when the Board would like to discuss Capital Requests – Decision was June 3rd.
* March 24th the Governor is loosening the mask mandates – we will sign the office of the no mask required if vaccinated policy.
1. SELECTMEN ITEMS

Caldwell Jackson asked that the culvert replacement on the E. Oxford Road be filled in/paved.

Samantha Hewey – National EMS week. Thanked all of our first responders.

1. EXECUTIVE SESSION
	1. To enter in executive session to discuss a personnel matter pursuant to M.R.S.A. Title 1, Chapter 13, Section 405 (6)(A).

*Motion to enter executive session at 6:55 PM by Samantha Hewey, second by Caldwell Jackson, passed 4-0.*

*Motion to exit executive session at 8:03 PM by Samantha Hewey, seconded by Caldwell Jackson, passed 4-0.*

1. SIGN WARRANTS – 138, 139, 140, 141, 142, and 143

*Motion to approve the warrants by Samantha Hewey, second by Caldwell Jackson, passed 4-0.*

1. ADJOURNMENT

*Motion at 8:04 PM to adjourn by Caldwell Jackson and seconded by Samatha Hewey. Passed 4.0.*