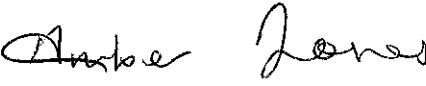
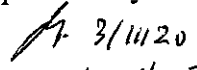
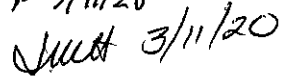


Submitted By:


Amber L. Jones
Administrator

**TOWN OF PHIPPSBURG
SELECTMEN'S MEETING
MINUTES
January 22, 2020**

Approved by Selectmen:

 3/11/20
 3/11/20

Selectmen convened at 5:00 pm for an Executive Session and the regular meeting convened at 6:00 p.m. at the Town Hall with Selectman Mixon, Selectman Young, Selectman House and Administrator Jones present.

I. Executive Session

1. Meet in Executive Session per Title 30, M.R.S.A. 405 6 A to conduct and Employee Performance Review.

At 5:00 p.m. Selectmen went into Executive Session and came out at 5:45 p.m.

Adjustments

Selectman Mixon would like to continue with Executive Session after the regular meeting to pick up where they left off.

Vote: Selectman Mixon motioned to go back into Executive Session, which was seconded by Selectman Young and passed by a vote of 3-0.

II. New Business

1. Meet with Jason Simock, Director of Government Banking Services at Androscoggin Bank, to hear an overview of the CDARS investment system.

Mr. Simock explained that he has been part of some good discussions with the members of the Financial Investment Committee on the different options available. He handed out an overview to the Selectmen about the CDARS Investment System, and thanked the Board for their time and for working with Androscoggin Bank over the years. He explained that this is an option the Town should take advantage of. The CDARS program allows the Town's funds to be managed instead of letting the funds sit in a liquid account. Rates have peaked for now and have been stable for the past couple of months. This option will maximize what the Town can earn with the monies coming in, especially during tax time. Mr. Simock explained that CDARS is a simple way to invest excess funds; and works similarly to a CD, but instead of maintaining multiple bank relationships and investing in increments up to \$250,000, you can work with one person at Androscoggin Bank.

A deposit balance history report was distributed to the Board, and Mr. Simrock talked about what amount would be safe to invest, making sure not to invest too much and cover the cash flow. His recommendation was to start with a small amount and then build it up as the Town gets more comfortable. In order to maximize your rate you need to assess the benefit of the different terms, as there is a significant difference between a one-month term and a twelve-month term. Often municipalities choose to invest for terms between one and three months, sometimes six. Mr. Simock handed out brochures explaining Money Markets and the CDARS System, and explained it is a reciprocal investment that has grown very successfully. The terms are one month up to five years; Town's just getting started usually do not go over three months. Mr. Simock handed out a sheet stating the current rates. You want to look at this like a long term plan. Bank CD's are also another option but can only be up to \$250,000 and not covered with FDIC on anything above that amount. The Financial Investment Committee has submitted their thoughts. Lisa Wallace mentioned that West Bath participates in this program. Selectman Young asked Lisa Wallace her thoughts and she confirmed she wouldn't try investing for a twelve-month term, starting with one month, and then three months. Selectman Young

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stated that the Financial Investment Committee's recommendation was \$500,000 in a 6 month CD, and \$400,000 in one month CD's. Selectman Young asked if \$500,000 for six months could be done. Lisa Wallace responded by saying she would have to look at it, but her first response is "no." Selectman House feels \$500,000 is too high and Selectman Mixon feels the term is too long for the first investment. Selectman Young suggests that Lisa Wallace and the Financial Advisory Committee get back together, come up with a different plan that's less aggressive, and come back to the Board with a recommendation. Ms. Wallace feels that the Financial Committee would be comfortable with whatever recommendation she makes and does not feel another Financial Committee meeting is necessary. She would like to personally start with a one month, with a number we all feel comfortable with, and then go from there. Selectman House and Mixon do not see a problem with \$500,000 for one month and Ms. Wallace agreed. Mr. Simock said there is a Service Agreement that will need to be signed. The Board didn't see a problem with \$250,000-\$300,000 for three months also.

Vote: Selectman Young motioned to authorize the Treasurer, Lisa Wallace, to sign a Service Agreement to participate in CDARS and that the Town invests \$250,000 for a three month period and \$500,000 for one month, which was seconded by Selectman House and passed by a vote of 3-0.

2. Meet with Charlie McKenney to discuss the estimate from McGuire Equipment for the replacement of the Transfer Station's Marathon compactor.

Selectman Mixon stated that the Board is looking at a RJ550 Compactor with a 5 ½ cubic yard capacity. The estimate is for \$32,856 and there is a little over \$36,000 in the Capital Account. Administrator Jones will find out how long the installation is going to take.

Vote: Selectman Young motioned to authorize the replacement of the recycling container at the Transfer Station with a new one for \$32,856 to come out of the Transfer Station Capital Account, which was seconded by Selectman House.

Selectman Mixon would like to see if the contractor can install this in late April, early May, depending on how long it takes.

Vote passed 3-0.

III. Unfinished Business

1. Revisit the PDQ Door estimate for the compactor cover, with additional cost of employing a crane.

Administrator Jones said she spoke with PDQ Door and that the rails do not need to be replaced. Herb Freeman is willing to do the crane work for \$300 with a 48 hour notice. Weather permitting it could be done by next Wednesday. Total cost would be close to \$2,000.

Vote: Selectman Young motioned to take \$2,000 out of the Transfer Station Operating Account to repair the compact cover, to include Herb Freeman transporting to PDQ and back again, which was seconded by Selectman House and passed by a vote of 3-0.

Discussion was held about replacing of the fence. It is only three sections and Mr. McKenney believes that he & Curtis Doughty can push the posts back up and if some privacy slats are purchased, those can be installed as well. They will wait until spring before beginning this repair.

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Amber L. Jones
Administrator

The recycling containers in the parking lot at Town Hall are under contract for another year and a half. If the Town decides to remove them that contract (for loose-packed recyclables) would end. Administrator Jones will check the contract to make sure it wouldn't be broken. This item will be put on the agenda for next week.

IV. Correspondence

1. Memorandum of Sagadahoc County's upcoming Budget Advisory Committee District
Caucuses, scheduled for Tuesday, February 4, at 6:00 p.m.
There is one vacant position for District 1 (Bowdoin/Topsham) and one vacancy in District 3 (Arrowsic, Georgetown, Phippsburg, Richmond, Woolwich & West Bath). This is Chris Mixon's position which is about to expire. Selectman Young and House will be at the caucus on February 4th to nominate Chris Mixon once again.

V. Selectmen/Administrator Comments and Announcements:

Public Sand/Salt area
Selectman Mixon reported that as of today the Transfer Station was waiting for shingles and the roof bracket for the sand/salt shed area. Mid-terms are taking place so the students are not working on it at full capacity.
Taking Absentee Ballot Applications for Primary
Administrator Jones reported that absentee ballot applications are being accepted. Ballots are not in-house yet, but should be received by early February.
Dog Registration deadline: January 31st
Dog registration deadline is coming up the end of the month, so please come in before January 31st.

VI. Review and/or Sign:

1. Payroll and Accounts Payable Warrants
2. Management Discussion & Analysis Fiscal Year 2019
Vote: Selectman Young motioned to approve and sign the above, which was seconded by Selectman House and passed by a vote of 3-0.

VII. Executive Session:

Vote: At 6:59 p.m. Selectman Young motioned to go into Executive Session per Title 30, M.R.S.A. 405 6 A to conduct and Employee Performance Review, which was seconded by Selectman House and passed by a vote 3-0.

Selectmen came out of Executive Session at 8:03 p.m..

Adjournment

Vote: At 8:04 p.m. Selectman Young motioned to adjourn, which was seconded by Selectman House and passed by a vote 3-0.