

Submitted by:

Approved by Selectmen:

*ame*

Adele M. Suggs  
Admin Asst

2/3/21  
*[Signature]*

**TOWN OF PHIPPSBURG  
SELECTMEN'S MEETING MINUTES  
January 27, 2021**

*The Selectmen convened at 5:00 p.m. at the Town Hall with Selectman Young,  
Selectman House, Selectman Mixon and Administrator Jones present.*

**I. Adjustments**

**Vote: Selectman Young motioned to add under Unfinished Business updates on Health Insurance Options. This adjustment was seconded by Selectman House and passed by a vote of 3-0.**

**II. New Business**

1. Hear the recommendation of the Budget Committee for setting the 2021 COLA (Cost of Living Adjustment).

*This is done every year so committee/departments heads know what their increases are due to increases in salaries. Ed Toombs, Chairman of the Budget Committee stated that the committee met last night. After some discussion the committee came to the same conclusion that they have for the last few years; there is no better answer than the Social Security cost of living adjustment. The Budget Committee recommends a 1.3% COLA for the coming year; it was the most justifiable.*

**Vote: Selectman Mixon motioned that the Selectmen recommend the Social Security 1.3% Cost of Living increase for the upcoming year which was seconded by Selectman Young and passed by a vote of 2-0.**

*Selectman House abstained so the increase for this year will be set at the Social Security increase rate of 1.3% as recommended by the Budget Committee.*

2. Consider accepting the following donations for the Community Garden:

- \$50.00 from Ann Donahue
- \$100.000 from Lynn Kay
- \$150.00 from Ellen Winchester

**Vote: Selectman House motioned to accept the above donations for the Community Garden which were seconded by Selectman Mixon and passed by a vote of 3-0.**

*Selectman House added that this Committee is seeking donations as they have been doing some work down there – trees have been taken down and they would like to eventually plant some blueberry bushes and miniature fruit trees. They are looking to expand not using tax dollars.*

**III. Unfinished Business**

1. Reconsider strategies to maintain a safe and healthy work environment and public services in response to the pandemic Covid-19 – Town Meeting and Elections 2021.

*This item was tabled from last week. June 8<sup>th</sup> is the date set for the Election as it coincides with the RSU election. The discussion originally was to hold Town Meeting at the end of May but instead found out the school would be out of session and available for the last Saturday of June. In all probability, Town Meeting*

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will not be held inside due to the Covid-19 restrictions. Administrator Jones added that on January 15<sup>th</sup> Governor Mills announced that municipalities would not be able to rely on last year's budget to run the town and the end of June would be cutting it too close, so she would like to schedule a day in May. Selectman House suggested the Saturday after Elections, June 12<sup>th</sup>. Estimates for ballot voting were looked into and it is quite expensive. They will work with June 8<sup>th</sup> for the Elections and June 12<sup>th</sup> beginning at 10:00 a.m. for Town Meeting. Arrangements will have to be made early to secure tents and a sound system. Administrator Jones will call and get quotes using the same set up as last year, minus the risers.

**Vote: Selectman House motioned to set the Town Meeting date for June 8<sup>th</sup> - the election which will be the official Town Meeting, and to continue with the Budget Warrant on June 12<sup>th</sup> which was seconded by Selectman Nixon and passed by a vote of 3-0.**

Administrator Jones will prepare a timeline so it can be worked backwards for nominations papers, deadlines that need to be met, etc.

2. Review the 2021 holiday schedule and respective closures.

This was also tabled from last week. The schedule that was provided was the same schedule as the State has, which we have always followed, and added the dates through June of 2022. We were waiting answers from the Transfer Station. Administrator Jones spoke with Steve Freeman, Acting Supervisor at the Transfer Station today and he would like to wait on making any further closure decisions until he can get input from Charlie McKenney, Supervisor of the Transfer Station, who is out on medical leave. This can wait as long as it is done by Town Report.

**Vote: Selectman House motioned to table the 2021 Holiday Schedule which was seconded by Selectman Nixon and passed by a vote of 3-0.**

3. Update on Health Insurance Options.

Administrator Jones stated the way the new plan is structured, there is no stipend. In order to go with this plan and make it a taxable benefit, non-taxable, a Section 125 form needs to be filed with the IRS. The Administrator cannot file it, the Town Attorney cannot file it, and the Insurer will not file it. A third party administrator needs to be found to file it. Selectman Young is going to see if the Tax Bracket has ever filed a Section 125. In the meantime, the Administrator has spoken with the Town Attorney and she is unfamiliar with the Section 125, was going to look into it, and see if she can find a third party administrator but hasn't Administrator Jones has not heard back from her. There is an annual, one-time fee of \$350 for the third-party administrator to file it. Administrator Jones is not sure if there is any annual fee after that to renew it each year. The filing would be retroactive back to February 1<sup>st</sup> in this case. This will be further discussed next week when more information is available.

**Vote: Selectman House motioned to table health insurance option updates which was seconded by Selectman Nixon and passed by a vote of 3-0.**

#### IV. Correspondence

1. Thank you letter from Big Brothers Big Sisters for the Town's donation of \$1,200.00.

2. Thank you letter from New Hope for Women for the Town's donation of \$500.00.

3. Thank you letter from Oasis Free Clinics for the Town's donation of \$1,000.00.

These are thank you letters from donations voted on at Town Meeting to the non-profit organizations. These letters will be kept on record at Town Hall.

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**V. Selectmen/Administrator Comments and Announcements:**

*Selectman House announced that the George Bowker Bench donations are about halfway to the goal; they have received \$2,000 but are still looking for more donation as they will need approximately \$3,600 to complete the project. Selectman House also has a phone number for Maine residents, age 70 and older, to call for a Covid-19 vaccine. It is Maine Health in Brunswick at 877-780-7545. This information is also posted on the Town's Website. If you need the number, call Town Hall as they have it.*

**VI. Review and/or Sign:**

1. Payroll and Accounts Payable Warrants

**Vote: Selectman House motioned to approve and sign Payroll Warrant #72 and Accounts Payable Warrant #73, which were seconded by Selectman Nixon and passed by a vote of 3-0.**

2. Selectmen's Meeting Minutes for January 13, 2021.

**Vote: Selectman House motioned to sign the above meeting minutes which was seconded by Selectman Nixon and passed by a vote of 3-0.**

3. Fiscal Year 2020 MD&A (Management Discussion and Analysis)

*This is done and included as part of our annual audit. There was only one change which included the addition of a line about Covid-19 under Economic Factors.*

**Vote: Selectman House motioned to sign the above MD&A which was seconded by Selectman Nixon and passed by a vote of 3-0.**

4. Treasurer's Monthly Reports, July - December 2020.

*Selectman House will take these reports home over the weekend to review them and will bring them back for next Wednesday's meeting.*

**Vote: Selectman House motioned to table the monthly Treasurer's Reports above until next week which was seconded by Selectman Nixon and passed by a vote of 3-0.**

*The LeMont Family Fishing Day is scheduled for February 14<sup>th</sup>. It will be done independently with no weigh-ins. However, they are encouraging families to go fishing and share photos with the Sportsmen's Club. These shared photos will also be used in the annual Town Report.*

**Adjournment**

**Vote: At 5:23 p.m. Selectman House motioned to adjourn into a Selectmen's Policy Workshop which was seconded by Selectman Young and passed by a vote of 3-0.**

- Policy Workshop: Selectmen's Policy - Committee, Board, and Commission Appointments