

Submitted by:

Approved by Selectmen:

2/11/21  
By  
Just  
Cl

*ame*

Adele M. Suggs  
Admin Asst

**TOWN OF PHIPPSBURG  
SELECTMEN'S MEETING MINUTES  
February 10, 2021**

*The Selectmen convened at 4:30 p.m. at the Town Hall to meet in Executive Session with Selectman Young, Selectman House, Selectman Mixon and Administrator Jones present and then reconvened at 5:02 p.m. for the regular business meeting.*

**I. Executive Session**

1. At 4:30 p.m., meet in Executive Session per Title 30 M.R.S.A. 405 6 A to conduct an employee performance review.

**Vote:** At 4:31 p.m. Selectman Young motioned to go into Executive Session per Title 30 M.R.S.A. 405 6 A to conduct an employee performance review which was seconded by Selectman House and passed by a vote of 3-0.

*The Selectmen came out of Executive Session into the regular meeting at 5:02 p.m.*

**II. New Business**

1. Consider accepting a donation of \$500.00 from Joan Chrane for the Phippsburg Community Garden.

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

*Selectman House also mentioned that the Transfer Station has also donated \$600 to the Community Garden from bottles collected at the Transfer Station.*

**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.

*The contracts for audio visual and the tents have been sent out and the schedule is set so everything is in place for now.*

*Selectman House asked if the Town had looked into direct deposit for employees. The employee's would not have to come in to Town Hall to pick up their checks and avoid going to the banks. Selectman Young asked what the extra cost was for direct deposit. Selectman House responded that she believed there was no additional cost; there may be two additional steps, but it is very easy. Administrator Jones will get with Treasurer, Lisa Wallace, and they will look into this.*

2. Discuss filing a Section 125 to accommodate the new medical plan offering.

*The Board had some questions for Administrator Jones on this new medical plan which she has answered to the best of her ability. She is also checking with GDI on some additional information that she needs confirmed before the application can be submitted. The Town's cost share is only going to be for the health insurance. This does not change the medical plan the Town has already signed up for. The way it was explained to the Administrator was when offering more than one plan a Section 125*

Submitted by:

*ame*

Adele M. Suggs  
Admin Asst

Approved by Selectmen:

2/17/21  
*[Signature]*  
*[Signature]*  
*[Signature]*

*needs to be filed which costs \$385 per year and a one-time set up fee of \$80. If the Town decides not to offer this next year and are back down to one plan, the Section 125 will not need to be filed. It was voted on previously that this new plan, if approved, would only run until November. This plan does not automatically renew. Administrator Jones will check on the accuracy of the information and once it is confirmed the Board will receive an official document from GDI for signature. Selectman House requested that the balance in the insurance account as of June 30<sup>th</sup> be made available for next week. She further stated that she feels the Town Attorney's fees for looking into this new medical plan should also come out of the insurance account. Selectman Young had concerns with taking legal fees out of any account except for the legal account as that account was established specifically for all legal fees.*

**Vote: Selectman Young motioned to table the filing of a Section 125 to accommodate a new medical plan offering until next week which was seconded by Selectman House and passed by a vote of 3-0.**

**IV. Correspondence**

1. Thank you letter from Tedford Housing for the Town's donation of \$600.00.
  2. Thank you letter from the Lifelight Foundation for the Town's donation of \$600.00.
  3. Thank you letter from Bath-Brunswick Respite Care for the Town's donation of \$1,000.00.
- These letters are on file at Town Hall and available to look at. These donations were authorized at the Town Meeting last September.*

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

*Administrator Jones announced that Town Hall will be closed on Monday, February 15<sup>th</sup>, in observance of Presidents' Day but the Transfer Station will be open. This notice will be put on the website, posters placed around town, and also at the Transfer Station.*

*Selectman House stated that this coming weekend would normally be the Dickie LeMont Fishing Derby. There is no derby this year but encouraging residents to get out and fish during free fishing license week February 13-21. The Sportsmen's Club will sell raffle tickets for cash prizes: 1<sup>st</sup>-\$500; 2<sup>nd</sup>-\$250, and 3<sup>rd</sup>-\$125 from 10-2. There will be no weighing-in of fish.*

*Selectman Young reviewed several action items that are ongoing:*

- *Sasha Gayle: Working on removal via land versus water. No dollar amount received yet for this removal.*
- *Selectman Mixon is working on the Winter Road Contracts.*
- *Selectman Young should have the Transfer Station Contracts ready next week.*
- *Administrator Jones is to follow up with Syd Rogers.*
- *Administrator Jones will work with Town Clerk, Lisa Wallace, to prepare a presentation on Earned Paid Leave to be presented on Wednesday, February 24<sup>th</sup>.*
- *The Town Lands Committee continues to review and update the ordinance dealing with vendor activity in the Town Hall Parking lot.*
- *Walking Path update - Administrator Jones will get a status update and confirm to see if they are all set on funding.*

Submitted by:

*Ame*

Adele M. Suggs  
Admin Asst

Approved by Selectmen:

2/17/21  
*[Signature]*  
*[Signature]*  
*[Signature]*

*Selectman Young also mentioned that he had taken a tour recently of the new Morse High School and it is very impressive.*

*Selectman House asked about the status of the Bassett property and if they have been notified. The certified letters have gone out but there has been no response. Administrator Jones will confirm this with Treasurer, Lisa Wallace.*

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

1. Payroll and Accounts Payable Warrants

**Vote: Selectman House motioned to sign Payroll Warrant #78 and Accounts Payable Warrant #79, which were seconded by Selectman Mixon and passed by a vote of 3-0.**

2. Selectmen's Meeting Minutes for February 3, 2021.

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

3. Treasurer's Monthly Report for January 2021

**Vote: Selectman House motioned to sign the above Treasurer's Report which was seconded by Selectman Mixon and passed by a vote of 3-0.**

4. Letter of support for the Winnegance River Herring Commission's application to the Libra Foundation grant through the Kennebec Estuary Land Trust.

**Vote: Selectman House motioned to sign the above letter of support to the Kennebec Land Trust which was seconded by Selectman Mixon and passed by a vote of 3-0.**

5. Letter of support for the Winnegance River Herring Commission's application to the Maine Outdoor Heritage Fund.

**Vote: Selectman House motioned to sign the above letter of support to the Maine Outdoor Heritage Fund which was seconded by Selectman Mixon and passed by a vote of 3-0.**

6. Training Certifications for Chief John Skroski.

*These are annual mandatory training certifications that are conducted through the Maine Criminal Justice Academy.*

**Vote: Selectman House motioned to authorize Selectman Young to sign the above training certifications which was seconded by Selectman Mixon and passed by a vote of 3-0.**

**VII. Public Forum**

*Police Chief, John Skroski mentioned that during the months of November and December he has been working on getting the Police Department certified through NIBRS which is required through the Maine State Police. Crime Reporting used to be done through UCR. If you do not become NIBRS certified you can lose federal grant funding. It was a lot of work. This has been completed and the Chief has received the certification letter and passed it along to the Board. The Police Department is NIBRS certified for one year; this needs to be renewed on an annual basis. Chief Skroski would like to see a thank you letter sent to Jessica Cummings at the Maine State Police for all her help over the years working with the town. A letter will be drafted and available next week for signature.*

Submitted by:

*ame*

Adele M. Suggs  
Admin Asst

Approved by Selectmen:

2/17/21  
*[Signature]*  
*[Signature]*  
*[Signature]*

**VIII. Executive Session**

1. Meet in Executive Session per Title 30 M.R.S.A. 405 §6 A for an interview with an applicant of the Custodian position.

**Vote: At 5:35 p.m. Selectman House motioned to go into Executive Session as per Title 30 M.R.S.A. §406 A for an interview with an applicant of the Custodian position which was seconded by Selectman Mixon and passed by a vote of 3-0.**

*The Selectmen came out of Executive Session at 5:44 p.m.*

2. Meet in Executive Session per Title 30 M.R.S.A. 405 §6 A to conduct an employee performance review and following that, more review preparation.

**Vote: At 5:45p.m. Selectman House motioned to go into Executive Session as per Title 30 M.R.S.A. §406 A and review preparation which was seconded by Selectman Mixon and passed by a vote of 3-0.**

*The Selectmen came out of Executive Session at 8:16p.m.*

**Adjournment**

**Vote: At 8:17 p.m. Selectman House motioned to adjourn which was seconded by Selectman Young and passed by a vote of 3-0.**