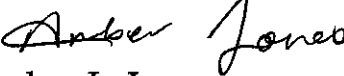

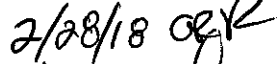
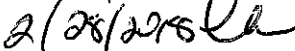


Submitted By:

  
Amber L. Jones  
Administrator

**TOWN OF PHIPPSBURG  
SELECTMEN'S MEETING  
MINUTES  
February 14, 2018**

Approved by Selectmen:

 2/28/18  
 2/28/18  
 2/28/2018

*Meeting convened at 6:00 p.m. at the Town Hall with Selectman House, Selectman Nixon, Selectman Read and Administrator Jones present.*

**I. New Business:**

**1. Consider appointing Chilloa Young to Phippsburg's Public Safety Advisory Committee, finishing a three year term (formerly held by Faye Wells) ending June 30, 2018.**

*Selectman House stated that there is an open position due to the demise of Faye Wells.*

**Selectman Nixon motioned to appoint Chilloa Young to the Phippsburg's Public Safety Advisory Committee finishing a three year term ending June 30, 2018.**

*A letter of recommendation was read on Chilloa's behalf by Kim Albertson. Chilloa explained that she has been a part of the Phippsburg Community for 31 year and volunteering for 26 of those on committee's such as the Library Trustees, the Cemetery District, the 200<sup>th</sup> Celebration Committee and on the Comprehensive Plan Committee. Chilloa said that she does not volunteer lightly, and feels if you volunteer for a position you must to be willing and able to work. Chilloa worked with her mother on this committee and took the minutes of the last several meetings. She knows the Town is facing some big decisions in the future and she would like to be part of it.*

**Selectmen Read seconded the motion. Vote: Passed by a vote of 3-0.**

**2. Meet with the Budget Committee and hear their recommendation on the COLA rate, and set the COLA rate for FY19 salaries.**

*The Budget Committee met last week and focused mostly on the Social Security cost of living adjustment which was 2% for the coming year. Almost all other indices that the Budget Committee looked at were homing in on that same number. The Committee voted unanimously to recommend to the Selectmen to use the 2% COLA for the coming year.*


**Selectman Nixon was present at the Budget Committee meeting and is willing to make a motion to recommend a 2% COLA increase for the coming year.**

*Selectman Read asked what is was last year and the response was 1.5%. Ed Toombs explained that over the past ten years Phippsburg's increases track almost identically with Social Security.*

**Selectman House seconded the motion. Vote passed by a vote of 2, with one abstention.**




*Selectman Read expressed that 2% is high and that the Town needs to think of the taxpayers. The cost of minimum wage will increase and Selectman Read stated that the Board needed to take this into consideration. He re-stated that he thinks 2% is a lot – that it was the biggest increase the Town had for many years, and he was reminded that it is in line with Social Security. Selectman Read commented that we don't have to follow Social Security. A member from the public commented that the Board had taken responsibility to get the Town's employees' salaries up to speed, but if the Town wants to keep them, they need to be assured they would get the same increases as if they were someplace else. Mike Young stated that the town has tracked right on target for the last ten years and this is what most of the other municipalities are doing as well. He commented that the Town hasn't had a year when all the indicators pointed directly toward a single figure, but everything this year is pointing right at 2%.*

Submitted By:

  
Amber L. Jones  
Administrator

**TOWN OF PHIPPSBURG  
SELECTMEN'S MEETING  
MINUTES  
February 14, 2018**

Approved by Selectmen:

2/28/18   
2/28/18   
2/28/18 

*Sue Levene suggested they talk about what the purpose of the cost of living increase is - to make sure the Town's employees can afford to live in the area. Selectman Read asked if everyone was getting 2% across the board - not just for municipalities, he's talking about the taxpayers. Ms. Levene re-stated again the purpose of the cost of living increase is to make sure the Town's employees can afford to live here while they're working here. We're looking at what the actual cost of living increases in our area so we keep them whole as we go along. It's not about whether they are doing a good job or whether the Town is flourishing, it's about what increases are happening in our area. She agrees that businesses and people have expenses that are going up, but as that happens so do the Town's employees have expenses that are going up. Ms. Levene commented that it just makes sense to look at everything and find the middle way, and over the last ten years we have done that. This year there is not a lot of leeway between the middle way. The Social Security feels that if you are a retiree you need a 2% increase to keep living where you're living. The Northeast CPI is between 1.7-1.8 and the ECI wasn't as relevant because it has both the cost of living increase and the salary increase. She would recommend looking at those two. The reason I voted with the Committee for the 2.0 because she feels the Social Security spends a lot of time trying to figure this out and that makes good sense.*

*Selectman Mixon said that in order to be able to retain employees, the Town has to stay in line with what the economy is doing or the Town will bear the expense of trying to train and hire new employees. He would rather give the cost of living at 2% to the employees we have to keep them on board, then to spend on advertising positions that are going vacant.*

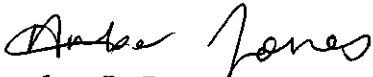
**Vote passed by a vote of 3-0.**

**3. Meet with Jarrod Hawkes, Winter Road Supervisor to discuss the winter road contracts for FY19.**

*Selectman House stated the Town has 3-year contracts with Mr. Hawkes with the option to renew for two more years, but that Jarrod wants a different contract. Current understanding is that we can renew the current one for two more years. Mr. Hawkes feels the contract is very vague - it states that you can renegotiate for two years, but not necessarily the same contract and it doesn't say a new one. They do not want to bid it out by the mile; they want to keep doing it by the hour. Mr. Hawkes feels it would be better for the Town and better for himself if he could pay a subcontractor by the hour versus an employee and it would be better for his business if when these small trucks are scraping in the afternoon he can put any one of his employees to scrape that have the qualifications. It would free up the other guys who drive the bigger trucks a lot or make it so they can take a break. He would be able to use more people and it would benefit his business to do it with a subcontractor.*

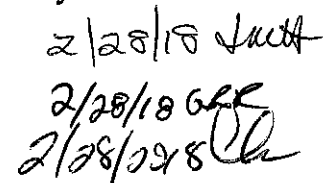
*Selectman House asked the question as to whether Mr. Hawkes would want the Town to subcontract with Hawkes Tree Service only. Mr. Hawkes stated that the Town could contract with three of us or one of us. Chris & Jarrod have discussed this and Chris would still want to plow.*

Submitted By:

  
Amber L. Jones  
Administrator

**TOWN OF PHIPPSBURG  
SELECTMEN'S MEETING  
MINUTES  
February 14, 2018**

Approved by Selectmen:



*Chris Cearbaugh stated he liked doing the plowing but it would be nice to be able to contract to someone after an all-nighter, to go out and scrape the road off in a pickup. Chris felt confident that it would benefit everybody.*

*Mike Young mentioned there also a benefit to having a contractor carrying their own insurance and Worker's Comp., as well as running their own drug testing program. It takes the Town liability out of the picture.*

*Jarrold asked if it is something that the Board would be interested in; Administrator Jones recommended in the near future to conduct a workshop to discuss it.*

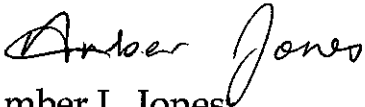
*Selectman House and Read haven't read the preliminary contract, and would like to sit down and read it over. Mr. Hawkes stated it was just a draft and that there are pieces that can be removed. Ed Toombs said he had worked with Administrator Jones on putting the contract together, and attempted to have something that functioned similarly to what we have now, but there are still a lot of details to work out.*

*Selectman House suggested that they conduct a workshop in a couple of weeks. Jarrold asked Administrator Jones when the Budget Committee is meeting for the snowplowing – the response was March 6<sup>th</sup>. Selectman House suggested the workshop be held in two weeks, after the Selectmen's Meeting on February 28<sup>th</sup> and invited any of the road crew to attend.*

**4. Meet with Barbara Knuckles, a Phippsburg resident interested in holding regular voting drives in town.**

*Barbara Knuckles said she came up with the idea because she has a graduating senior living behind her. They were talking about voter registration and how important it is for young people to vote. It occurred to Ms. Knuckles that she does not know what the percentage is of the town people who live here who are registered to vote. She stated that when she moved here 15 years ago she signed up the same day she registered the vehicles and paid the taxes. She wants to make sure that everyone who wants to vote can actually get to vote. Ms. Knuckles went on line and got some information from the State of Maine and met with Administrator Jones to confirm the correct process was followed, and found that voter registration drives can occur anywhere. We have the green registration cards that need to be filled out by the people who want to register to vote and then delivered to the Registrar so she can verify they have the right documentation. Barbara would like to see something organized once a month and let people know via the Recreation Committee and School newsletter, PCATV channel 7, etc. the date, time and place. She has spoken with a couple of her neighbors and they are willing to volunteer to make sure people have what they need. Again, Ms. Knuckles expressed it's so important to vote and was curious the percentage of residents to voters. Administrator Jones looked up the current voter list and there are 1,844 registered voters. The Board suggested targeting young people, particularly graduating seniors; and to talk to local guidance counselors. Selectman House mentioned that in the past the Senior*

Submitted By:

  
Amber L. Jones  
Administrator

**TOWN OF PHIPPSBURG  
SELECTMEN'S MEETING  
MINUTES  
February 14, 2018**

Approved by Selectmen:

2/28/18 Jmt  
2/29/18 AKR  
2/28/2018 Ch

*Class has a breakfast at the Sportsmen's Association so that might be another opportunity.*

**II. Unfinished Business**

**1. Determine the budget allocation for administrative training hours (in FY18) to support the Police Department.**

*Selectman House stated that this is Adele getting training hours in to work one day a week with Chief Skroski. Selectman House asked if the training hours need to be completed now or if it could wait a month. Administrator Jones wasn't sure but the hope is for her to start sooner than later. Selectman House stated that we are all set with the 1,040 hours to get through this year. Question was raised if Adele wants to wait a month and accomplish this training in March with more hours and then lighter hours in April or May, so we can get through the end of the year. Administrator Jones will work with Adele on this. Selectman Read thought the intent was to get through the budget season before she started training so Selectman Read agrees either she puts in more hours right now and less later on. All were in agreement. No vote needed.*


**III. Correspondence**

1. Letter of inquiry from student resident Matthew Beard, requesting feedback on environmental issues facing the Town of Phippsburg.

*Selectman Read read the letter allowed for the members present and the viewing public. Mr. Beard is a resident of Phippsburg and attending Waynflete School in Portland studying Environmental Science and has been assigned to research an environmental issue facing his hometown, thus the letter. He followed up the letter with a phone call to Administrator Jones. She relayed onto Mr. Beard that she would give the letter to the Board, the Conservation Commission and to the other Boards she thought might be helpful. Selectman House commented that she felt that Mr. Beard would get a lot out of working with Laura Sewall. Everyone was very excited to hear from him. The challenge is now what should he focus on. Selectman Read stated that Laura had brought several issues to the Board. Looking into any one of these would benefit the Town. Will need to figure out which one is focused more around Mr. Beard's project. Administrator Jones asked if any one present had issues they felt strongly about in the town. Dot Kelly from the Conservation Commission stated she was in the email chain. She has received strong support and willingness from the Center Pond Fishway and many other people. The Kennebec Estuary Land Trust, with volunteers from the Conservation Committee and others, test the Kennebec River down through Popham Beach, every other week throughout the summer – it's a standard chemical analysis to establish a base line. Might be able to include Mr. Beard in this, or possibly an extensive Center Pond Analysis to see how the water looks – we're looking to make that a more fish area. Ms. Kelly said since they have data already Mr. Beard could do the analyses, compare and contrast; these are the same chemical testing's that are being done in Portland. We have the kits so we would not have to make up new ones.*


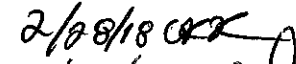
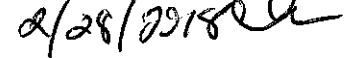
*Selectman House asked when Mr. Beard's report had to be done. Assumption was that it would be by the end of this school year. Administrator Jones will provide Mr. Beard with a couple of names*

Submitted By:

  
Amber L. Jones  
Administrator

TOWN OF PHIPPSBURG  
SELECTMEN'S MEETING  
MINUTES  
February 14, 2018

Approved by Selectmen:

2/28/18   
2/28/18   
2/28/2018 

*for him to contact so he can get a better feel of what he is looking for.*

*Selectman Mixon stated that the Shellfish Commission will be starting up their re-seeding project soon which might also be another alternative.*

2. Thank You letter to Sagadahoc Sheriff, Joel Merry and his deputies.

*Selectman Mixon read the thank you letter aloud.*

**Vote: Selectman Read motioned sign and send the letter to Sagadahoc Sheriff, Joel Merry, which was seconded by Selectman Mixon and passed by a vote of 3-0.**

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

*Administrator Jones had one announcement – Town Hall will be closed on Monday, for President's Day. Selectman Mixon wished everyone a Happy Valentine's Day! Selectman House passed on condolences to the Wells Family on the passing of Faye Wells, and informed the public that there are emergency food bags at the Library, a new program coordinated by Bath Food Bank.*

**V. Public Forum:**

*Curtis Doughty stated given the upcoming weather forecasted for the next week, he believes it is time to Post Roads. Selectman House commented that this item was not on the Agenda but it is an emergent situation and shouldn't wait until next week. Selectman Read asked when Curtis would like to do this – response was Friday (48 hours' notice as has been done in the past).*

*Administrator Jones will make the necessary notifications first thing tomorrow morning, effective Friday at midnight.*

**Vote: Selectman Read motioned to post roads Friday, February 16<sup>th</sup>, at midnight, which was seconded by Selectman Mixon.**


*Question raised by Mr. Doughty if he could put up signs on Friday. The answer was yes as the times are on the signs and when notification is given the Town will re-state effective at midnight even though the signs may already be posted.*

**Vote passed by a vote of 3-0.**

*Dot Kelly mentioned that there has been a group working with the Elementary School, (Ellen Winchester, Sue Smith, Anne Donoghue, Lynn Kaye, herself and a Project Learning Tree Volunteer Coordinator) to do a grant application with the idea that we would get one more day for Mary McCauley, who is the gym teacher and currently only works two days a week. This would allow her to work on grade-appropriate outdoor classroom programming and volunteer coordinating. The application is due tomorrow evening at midnight to the Maine Community Fund; will probably try to apply for one or two others as well.*




*Administrator Jones stated that Nomination Papers are available. Two individuals have been taken out papers for Selectmen (Julie House & Mike Young); Sue Levine took out papers for the*

Submitted By:

  
Amber L. Jones  
Administrator

**TOWN OF PHIPPSBURG  
SELECTMEN'S MEETING  
MINUTES  
February 14, 2018**

Approved by Selectmen:

2/28/18   
2/28/18   
2/28/2018 

*Budget Committee as did Ed Toombs and Chris Cearbaugh, and our Road Commissioner took out papers as well. Papers are available and must be turned in by Thursday, March 15th. Positions open are one position on the Board of Selectmen for three years, two Budget Committee positions for three year terms, and the Road Commissioner for a three year term.*

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

1. Payroll and Accounts Payable Warrants
2. Selectmen's Meeting Minutes for January 31<sup>st</sup>
3. Treasurer's Report For January 2018

**Vote: Selectman Read motioned to review and sign the above (Selectman House recused herself from Payroll Account 81), which was seconded by Selectman Mixon and passed by a vote of 3-0.**

**VII. Adjournment**

**Vote: at 6:59 p.m. Selectman Read motioned to adjourn, which was seconded by Selectman Mixon and passed by a vote of 3-0.**