

Submitted by:

Approved by Selectmen:

ame

Adele M. Suggs
Admin Asst

2/24/21
[Signature]
[Signature]

**TOWN OF PHIPPSBURG
SELECTMEN'S MEETING MINUTES
February 17, 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 4:30 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 at 5:01 p.m. The regular business meeting convened at 5:02 p.m.

II. Adjustments

Vote: Selectman Young motioned to table New Business, Item #3, meet with Curtis Doughty for an update on the removal of the abandoned vessel "Sasha Gayle" from intertidal waters. He also would like to add under New Business, discussion of the Transfer Station Contracts. These adjustments were seconded by Selectman House and passed by a vote of 3-0.

III. New Business

1. Meet with Helen Webb, Chair of the Historical Preservation Commission and Merry Chapin, member of the Historical Society, to consider including a warrant article asking the Town's approval for entering into a lease of the Murphy House.

Merry Chapin of the Historical Society announced that the committee had applied for a grant and they cannot be considered for it as they did not own or have a long-term lease from the town for the building. The foundation grant will probably come up another year and the society would like to be able to apply for that and any other grants. They are still trying to raise money for the endowment which was part of the contract with the Historical Society taking the building. The Commission writes the grants but the Historical Society has to be the 501-3(c). The 1772 Foundation Grant they applied to was specifically for infrastructure; historical preservation of the building as opposed to programming. According to the MMA Legal Services Department the legislative body of the Town must approve this lease. Selectman Young said that an article can be put for Town Meeting. The Society was looking for the Board to advise them or suggest approval of the lease; there would be no cost to the Town. They came before the Board tonight for their input prior to submitting a warrant article. Selectman Young stated that a contract would need to be drawn up and the Administrator will have to do some research to see about insurance coverage. That is one of the questions the Historical Society wanted answered whether the

Submitted by:

Approved by Selectmen:

2/24/21

ame

Adele M. Suggs
Admin Asst

[Handwritten initials]
[Handwritten initials]

Town would continue the coverage or the Society would need to pick up the insurance. Also would there be any other liability issues that would need to be considered as part of the contract with the Historical Society. When the building was moved to the Historical Society property, Administrator Jones was asked if there was any way to itemize the portion of the Town's insurance policy that applied to the Murphy House and there wasn't. If it's not an enormous amount the Commission does raise money every year and have talked, in the past, about covering that premium from the Commission's funds if it was feasible. Administrator Jones added that insurance for the Murphy House was not included until last year and she will look for it in the schedules. Selectman House asked about the Historical Society's land around the Murphy House - if anything is a liability. Ms. Chapin added that the Society does have insurance for the building and she will check the policy on the specifics. Administrator Jones will call Marcus, our MMA insurance agent, to see what might be required. Selectman House asked how long the lease would be. Ms. Chapin replied she really doesn't know. The Historical Society has agreed not to open the Murphy House to the public yet. The 1772 Foundation long-term lease is 15 years. Selectman Young explained that his concern is that if the lease agreement is signed for 15 years and the grant is not received next year but they are approved the following year, they would be below the 15 years remaining on the lease. Ms. Chapin is not sure if the qualification requires 15 remaining years on the lease of a 15 year lease. Selectman Young doesn't have a problem with a 20 year lease to be able to have a little flexibility with it.

Vote: Selectman House motioned to put a Warrant Article to Town Meeting requesting a lease with the Historical Society for the Murphy House which was seconded by Selectman Mixon and passed by a vote of 3-0.

Ms. Chapin mentioned the Community Garden is working on the Food Sovereignty Ordinance and receiving a lot of community input which is important as to what they feel needs to be done. The Community Garden Committee is taking over the school gardens this year. They have ordered seeds to start the beds; these beds will be sharing gardens. Several trees have been cut down at the Community Garden site and the committee is now thinking about planting berry bushes.

2. Meet with Dot Kelly to hear about a new grant opportunity through Efficiency Maine to address replacing old fixtures and HVAC units in municipalities.

Ms. Kelly explained that the Efficiency Maine Grant for municipalities is a special initiative. She wanted to make sure that the Town thought about whether this was useful for heating and air conditioning and replacing the old units with heat pumps. Ms. Kelly spoke with Selectman Mixon about the systems at Town Hall and how they work. If interested, the application would need to be submitted by March 31st with the new upgrades installed by June 1st. If the Town is interested, the process needs to get started. The Town could get up to three heat pumps with an incentive of \$2,600 per unit for a maximum of \$7,800. Selectman Mixon added that it is a great program but does not work for the situation at Town Hall with the restrictions on the architecture of the building and the limitation of the heat pump piping and coverage. No further action taken.

3. Discussion of Transfer Station Contracts.

Selectman Young has been specifically working on the contract for trash. He would like to see the bid advertisement go out on February 25th, the pre-bid conference on Monday, March 8th, open the bids on

Submitted by:

ame

Adele M. Suggs
Admin Asst

Approved by Selectmen:

2/24/21
[Signature]
[Signature]
[Signature]

Thursday, March 18th, and the selection on March 24th; we would have to wait for Town Meeting approval of the warrant article before a five-year contract can be signed, and also the funding for it. Selectman Young had some draft language in the contract regarding approval and funding at Town Meeting which he had the Town Attorney review and her verbiage recommendation is: "The selection of the contractor will be made by the Board of Selectmen at their meeting at 5:00p.m. Wednesday, March 24, 2021 at the Municipal Office. Because this is a long term contract it is dependent upon approval and funding at the Annual Town Meeting scheduled for June 12, 2021. If approved and funded at the Town Meeting as expected this contract will be signed on June 16, 2021." Last time the Town went out to contract bids was after Town Meeting in July. Selectman Young asked Selectman House and Mixon to review the draft contract and recommend any changes. The last businesses that bid on the trash contract were Pine Tree Waste, Almighty Waste and Eco Maine. Those would be the three that we would make aware of the contracts. Grimm Industries would be the contractor notified for metal and tires. Need to look into some other vendors for grinding as Cross Excavation is not interested in entering into a contract and is one of the only companies that do this type of grinding and is not always reliable. Administrator Jones will do some research and contact the DEP representative for the Transfer Station to see if there are any other companies out there that they approve of to do grinding.

IV. Unfinished Business

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

Selectman House spoke with Treasurer, Lisa Wallace, about direct deposit for employees. Payroll would have to be cut off Monday's at 5 p.m., she could prepare payroll Tuesday morning, the Selectmen approve via email and sign on Wednesday night, and direct deposit on Thursday. Ms. Wallace is going to reach out to the employee's to see how many would like direct deposit. Selectman House added there are no extra steps; it's all in the same payroll.

2. Next steps for filing the Section 125 to accommodate the new medical plan offering. Administrator Jones submitted the application and she is supposed to be receiving a document for the Selectmen's meeting to sign to be on board with the new plan. She will put it under Review and Sign for next week.

3. Hear an update on the tax-acquired parcel (Map 011 Lot 026). Administrator Jones received an update from Tax Collector, Lisa Wallace this week. She has contacted the Bassett's in accordance with policy, and Selectmen House suggests moving forward with putting it on the Town Meeting warrant for permission to put out to bid. The Board was in agreement.

V. Correspondence

1. Thank you letter from Catholic Charities, Maine for the Town's donation of \$2,800.00. This thank you letter will remain on file at Town Hall. This donation was authorized at Town Meeting in September by the voters.

Submitted by:

ame

Adele M. Suggs
Admin Asst

Approved by Selectmen:

2/24/21
[Signature]

VI. Selectmen/Administrator Comments and Announcements:

Selectman Mixon stated the road crew has been hard at work and he appreciates the long hours they have been putting in.

VII. Review and/or Sign:

1. Payroll and Accounts Payable Warrants

Vote: Selectman House motioned to sign Payroll Warrant #80 and Accounts Payable Warrant #81, which were seconded by Selectman Mixon and passed by a vote of 3-0

2. Selectmen's Meeting Minutes for February 10, 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. Thank you letter to Jessica Cummings.

Vote: Selectman House motioned to sign the above letter to the Maine State Police Office which was seconded by Selectman Mixon and passed by a vote of 3-0.

VIII. Executive Session

1. Meet in Executive Session per Title 30 M.R.S.A. 405 §6 A to conduct salary reviews.

Vote: At 5:39 p.m. Selectman House motioned to go into Executive Session as per Title 30 M.R.S.A. §406 A to conduct salary reviews which was seconded by Selectman Mixon and passed by a vote of 3-0.

Vote: At 6:56 p.m. Selectman Young motioned to come out of Executive Session as per Title 30 M.R.S.A. §406 A which was seconded by Selectman House and passed by a vote of 3-0.

Adjournment

Vote: At 6:57 p.m. Selectman House motioned to adjourn which was seconded by Selectman Mixon and passed by a vote of 3-0