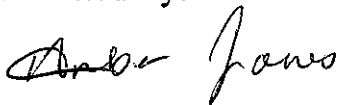


Submitted By:



Amber L. Jones  
Administrator

**TOWN OF PHIPPSBURG  
SELECTMEN'S MEETING  
MINUTES  
March 28, 2018**

Approved by Selectmen:

4/25/18 JMA  
4/25/18 GFR

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

**I. New Business:**

- 1.** Meet with the Budget Committee and hear their recommendation for the amount to take out of surplus to reduce taxes.

*The Budget Committee's recommendation is \$865,000. There are three approaches recommended by MMA when calculating the right amount to take out of Surplus to reduce taxes and the committee decided to use the approach that takes 10-12% of the operating expenses for the year. Mike Young stated that he and Susan Levine ran numbers differently, but came up with the same result. There was a \$90,000 increase in the Surplus between 2016 & 2017 (most of which came from the sale of town property, the balance of the septic loan account being absorbed into surplus, and a significant dip in expenses at the Transfer Station due to the loss of chipping/grinding services in 2017). David Flaherty also commented that it was discussed at length and that the committee's decision was unanimous. Selectman Read asked what had been taken out last year, and Administrator Jones answered \$820,000. Selectman Read and Selectman House agreed with the recommendation.*

**Vote: Selectman Mixon motioned to accept the Budget Committee's recommendation of \$865,000 from surplus for the upcoming year, which was seconded by Selectman Read and passed by a vote of 3-0.**

- 2.** Determine the requested appropriations for Salary and the Comprehensive Plan.

*Selectman House stated that they had a request for an increase from the Treasurer of \$1,720.43. Selectman Read mentioned that during the compensation study (in 2010) the Board had to review each position every three years to make sure all employees' salaries were in line with neighboring communities, and that since all roles had been raised to current levels, all roles would be evaluated based on merit only. Mike Young stated that he understood that the staggered 3-year reviews would continue to be held. Selectman House explained that a workshop was held to go through the whole policy. It was discussed that salary increases be based on merit. However, Selectman Read stated that the Board would abide by the policy manual until it is changed.*

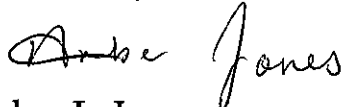
**Vote: Selectman Mixon motioned to approve the Treasurer's request for a pay increase to \$46,584 before the COLA, which was seconded by Selectman Read and passed by a vote of 3-0.**

**Vote: Selectman Mixon motioned to increase the Treasurer's pay increase by \$1,721 before the COLA, which was seconded by Selectman Read and passed by a vote of 3-0.**

*Selectman House stated the next item is the Comprehensive Plan recommendation. Administrator Jones spoke with Bill Najpauer of MCEDD and he thought that the cost would be minimal and that most of it would come from surveys and mailings. Bill expressed that Phippsburg's Comprehensive Plan is very good and that it would only take 3-4 months to complete the update. Mike Young suggested setting up a reserve fund, and mentioned that \$15,000 was spent on the current Comp Plan and the biggest expense were mailings and consulting fees. Selectman House asked if we do put it off until 2021 and put away \$2,000 each year that would be \$6,000. Mike Young suggested we increase it to \$3,000/year.*

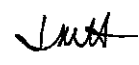
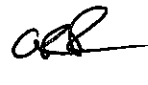
**Vote: Selectman Mixon motioned that the Board of Selectman recommend \$2,000 for FY 2019 for the Comprehensive Plan budget, which was seconded by Selectman Read and passed by a vote of 3-0.**

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*Selectman Mixon discussed that there is no COLA for the Selectmen which they talked about and was wondering if they needed to vote on that. Selectman Read stated they need to vote on it.*

**Vote: Selectman Mixon motioned that the Board of Selectman positions are excluded from the COLA for the upcoming year, which was seconded by Selectman Read and passed by a vote of 3-0.**

*Next Wednesday the Board will meet in Executive Session at 5:00 p.m. before the Selectmen's Meeting with those employees that need to be reviewed and assure their positions are brought up to where they need to be, and will make recommendations next week.*

**Vote: Selectman Read motioned to table further salary recommendations until all positions are taken care of, which was seconded by Selectman Mixon and passed by a vote of 3-0.**

3. Review two appropriations requests already voted on: Benefits & Insurances and the Parker Head Road Bond for revision and all other appropriation requests as needed.

*Selectman House said the Benefits & Insurance appropriation will have to be tabled until all the final figures are determined.*

**Vote: Selectman Mixon motioned to table the appropriations for Benefits and Insurance until all the numbers for the salaries are in, which was seconded by Selectman Read and passed by a vote of 3-0.**

**Vote: Selectman Mixon motioned that the Board of Selectman recommend \$193,850 for the Parked Head Bond which was seconded by Selectman Read and passed by a vote of 3-0.**

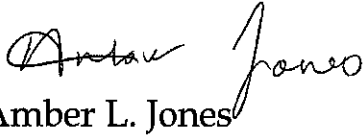
4. Consider using \$2,000.00 from the Selectmen's Contingency fund toward the cost of a new server. *Selectman House thought it was going to be \$3,700. Administrator Jones explained that she thought that \$2,000 would come out of this year's Contingency Fund and the \$1,700 out of the Administration Account. Selectman House wants to assure that the Administration Account doesn't go in the red. Administrator Jones agreed it would be safer taking more out of the Contingency Fund. Selectman House stated that they can vote "up to" an amount so the account doesn't go into the red.*

**Vote: Selectman Mixon motioned to take up to \$3,700, if needed, for server replacement out of the Contingency Fund, which was seconded by Selectman Read and passed by a vote of 3-0.**

5. Meet with Ellen Winchester, of the Community Garden Committee, to hear an update on the land parcels evaluated for the project.

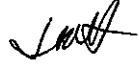
*Ellen Winchester reported that the committee did their due diligence and looked at every possibility location for the garden. Last time she met with the Board, they suggested looking at Land Trust land and possibly private land. Ellen talked with Assessing agent Juanita Wilson, and they went through the entire list of Town-owned lands and picked out a few parcels. Ellen compared the pluses and minuses of each location. The Community Garden Committee met a week ago and came up with their priorities: one site is from the Land Trust; two were privately owned and the rest were Town-owned lands. One of the more promising locations is a Town-owned parcel across from the Sam Day Hill Road from the Transfer Station. It stretches across either side of Granite Ledge Road – one side has larger trees which would be difficult to clear, whereas the other side has smaller trees that would be easy to clear, though they would need to put a fence up to protect the gardens from deer. Eventually a water tank or cistern*

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*will need to be purchased, which hopefully will be covered by grant funds along with a shed. The goal for this year is to find a location that the Board agrees with, to get the raised beds set up, and to advertise to the townspeople to start this spring, along with three families on the Pilot Project. Ellen asked the Board for their preference of a location, and for their permission to go ahead with their plan to start a community garden. Selectman House supported the Community Garden endeavor. Selectman Read said the Granite Ledge location seems to be the best location but to clear the use of it as a community garden with MMA Legal and Rick Management. Administrator Jones will check with MMA.*

**Vote: Selectman Mixon motioned to recommend forming a Community Garden Committee and pending the outcome of the MMA inquiry, allowing them to use Map o43 Lot 008, just south of the Sam Day Hill Road plot for their Community Garden location, which was seconded by Selectman Read and passed by a vote of 3-0.**

**Vote: Selectman Mixon motioned that the Community Garden Committee be comprised of 5 appointed members, who apply to the Town Hall as other committee members do, which was seconded by Selectman Read and passed by a vote of 3-0.**

*Selectman House recommended the appointments should be for one year to see how it goes – Ms. Winchester agreed it would be a good idea.*

6. Spinneys LLC Liquor License.

**Vote: Selectman Mixon motioned to renew the license above, which was seconded by Selectman Read and passed by a vote of 3-0.**

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

*Administrator Jones received a notice from SMCC, who is offering a Manufacturing Technician Training Course, free of charge, on the SMCC Midcoast Campus at the Brunswick Landing. They also offer placement at BIW for people who complete this course. Administrator Jones will also post it on the Website.*

*Selectman House announced that Sunday, April 1<sup>st</sup>, the Sportsmen's Club is having an Easter Breakfast, she believes from 7-10 a.m., but please check the sign on your way by.*

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

1. Payroll and Accounts Payable Warrants
2. Selectmen's Meeting Minutes for March 14th

**Vote: Selectman Mixon motioned to review and sign the above, which was seconded by Selectman Read and passed by a vote of 3-0.**

**IX. Adjournment**

**Vote: At 7:02 p.m. Selectman Read motioned to go into a Winter Road Contract Workshop, which was seconded by Selectman Mixon and passed by a vote of 3-0.**