

Submitted by:

Approved by Selectmen:

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Admin Asst

**TOWN OF PHIPPSBURG
SELECTMEN'S MEETING MINUTES
April 14, 2021**

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

I. Adjustments

Vote: Selectman Young motioned to remove the Selectmen Meetings Minutes from March 31, 2021 until next week which was seconded by Selectman House and passed by a vote of 3-0.

II. New Business

1. Meet with Police Chief, John Skroski, to discuss:

- Advertising the Animal Control Officer position and funding structure. *Norman Turner, current Animal Control Officer, is stepping down as of July 1st and he needs to be replaced. Chief Skroski would like to restructure the position to an hourly rate to better attract and support the position. Currently it is stipend position at \$6,000/year plus mileage. This used to be an hourly position. Chief Skroski spoke with Chief Field from Bath and their pay is \$18/hour for a full time position; they are furnished a car and call insurance. Chief further stated that he believes the Town is going to have a hard time finding someone for this position. There is no complete data on how many hours are spent in this position. There will be a better tracking system going forward. Selectmen Mixon mentioned that if the Board was to decide on \$17/hour it would give the Animal Control Officer 350 hours per year. Chief Skroski believes that is too low and it should be \$17.50-\$18.00. \$6,000 has already been proposed to the Budget Committee. Selectman House will do some research and check with other towns on their rates. Selectman House also recommended to stay with the \$6,000 for this year and revisit this in 6 months. This position needs to get advertised as soon as possible as the State only gives Town's 6 months for them to enroll in an Animal Control Class.*

Vote: Selectman House motioned to table this discussion until next week which was seconded by Selectman Mixon and passed by a vote of 3-0.

- Adding 250 training hours, \$4,890.00 to the Part-time Patrol Officer salary budget *The Part-Time Police Officer account is really tight and training is needed for Sam Alexander. Training requirements have gone up. It will take in excess of 250 hours of training to get Mr. Alexander certified for a part-time officer. Chief Skroski stated that he did bring this increase to the attention of the Budget Committee. There is currently under \$6,500 in the account to last through July 1st. There are three choices to resolve this – amend it on the Town Meeting floor to include the increase, do not include it, or go back to the Budget Committee with a salary increase request. The current request is for \$20,828. The cleanest way to handle this is to have another meeting with the Budget Committee. Administrator Jones has spoken to the Budget Committee*

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and notified them that they may have to re-visit the salary budget.

Vote: Selectman Mixon motioned to amend the salary request budget with an increase of \$4,980 for the additional training hours needed for the part-time patrol officer.

Selectman Mixon amended his motion to amend the salary request budget to reflect a bottom line of \$618,405 which is an increase of \$5,000 for the additional training hours needed for the patrol officers which was seconded by Selectman House and passed by a vote of 3-0.

The Board will meet with the Budget Committee on 04/28 to discuss this increase.

Administrator Jones would also like them to discuss the Animal Control Officer's salary as she feels the current amount will not be sufficient to cover the year.

- Setting a rate for police details

A policy or rate has never been established in Phippsburg for traffic details and Chief Skroski is looking to put something official in place. The Chief is receiving more calls from contractors looking for police/traffic control. The County rate is \$60/hour with a 4 hour minimum. The Bath Police Department is currently \$55/hour for a 4 hour minimum. They also charge an administrator fee to cover insurance and retirement costs. The Chief will look at other municipalities' policies to get an idea on the wording. The detail is not on duty as a normal patrol shift. This would be above and beyond their normal shift getting called out to handle something.

Vote: Selectman Mixon motioned to table this pending further research regarding policies from other municipalities which was seconded by Selectman House and passed by a vote of 3-0.

Chief Skroski met with the Sagadahoc County Sherriff's Department regarding summer coverage and department coordination. It was a productive meeting but they are requesting a lot of day shift coverage to cover vacations. They will be helping with Bureau of Highway Safety traffic enforcement in Phippsburg this summer.

The Board would also like to discuss in the future parking ticket fees with the Chief.

2. Meet with Road Commissioner Curtis Doughty to discuss upcoming capital road projects. *Mr. Doughty met with the Road Committee and expressed to them that he needed to do Brightwater Road Overlay. One of the committee members asked to take a look at Meadowbrook Road where it is starting to deteriorate from Stoneybrook Road to the West Bath Line. In doing that, Mr. Curtis also looked at the other section from Brightwater to Stoneybrook. Mr. Curtis had Crooker's come down and price those sections as well as Stonewall and Ridley's Landing which were scheduled to be paved. So he has quotes for Stonewall, the rest of Ridley's Landing, Moses Lane and Bailey Road which are all in need of paving. Parker Head overlay is also on the books to be done. For all of those sections, Crooker quoted Mr. Doughty just under \$515,000. The Road Committee has requested this be done as soon as possible. Mr. Curtis stated that since Crooker would be on site that they could put some hot top on the landing at Painted Point. Moses Lane (\$14,135), Bailey Road (\$22,945) and the landing at Meadowbrook (no*

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estimate yet) are not listed in the FY 21-22 Plan. The Road Committee is aware of these changes except for the addition of the landing at Meadowbrook. The balance in the Capital Roads Account is \$742,000. The work needed on the last section of Brightwater to the Basin is not included in these estimates; it's not that old and it can wait a little longer. (Note: Crooker refers to "Moses Lane", but it really is the town-owned section of Black's Landing that runs to Anna's Water's Edge Restaurant which was explained at a future meeting).

Vote: Selectman Mixon motioned to authorize up to \$515,000 to be expended from the Capital Roads Account for the projects discussed which was seconded by Selectman House and passed by a vote of 3-0.

James Totman would like to do cold patching; he is on the Town's payroll. He would like to use his truck through Pine Tree and do patching for the Town if the Board approves. The Town can be added to the truck's insurance policy as additionally insured. There should be a rental contract for this truck. Selectman Young had concerns about using Totman's truck and preferred that he uses one of Mr. Doughty's trucks which is already contracted to the Town.

Vote: Selectman Mixon motioned to authorize James Totman to work in the road crew capacity for purposes of cold patching the roads which was seconded by Selectman House and passed by a vote of 3-0.

3. Consider accepting a donation of \$50.00 for the Community Garden Committee from Ellen Winchester.

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

4. Consider the request of the Community Garden Committee and Conservation Commission to fundraise for a memorial bench honoring Josephine Schuman.

Josephine was on the Conservation Commission for many years. Ms. Schuman actually helped re-start the commission after a hiatus and it's been going strong ever since. The location of the bench has not been determined. The Commission is looking for guidance on the processes to follow. They will put a proposal together and speak with the proper committee's to gain site approval.

Vote: Selectman Mixon motioned to authorize an account be set up for the Community Garden and Conservation Commission to fund raise for a memorial bench honoring Josephine Schuman which was seconded by Selectman House and passed by a vote of 3-0.

5. Consider the recommendations received by the Phippsburg Land Trust, Conservation Commission, Town Landings Committee and Town Lands Management Committee to determine whether or not to include a warrant article to bid the Basset property (Map 11 lot 26) out for sale.

The Town Lands Management Committee recommends the property be put out for sale, the Conservation Commission feels there may be some value to the Town to protect the Western side of the parcel as it drains into the Beaver Bond, and a land buffer would help protect the wetlands. But, because of access limitations, they see little value to the public recreational lands. The Land Trust inspected the property and if the Town determines that selling this parcel would be the best course they are in

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agreement. Some Board members have suggested the Town consider retaining the wetlands portions of the parcel or providing additional Town protections to the wetlands via deed restrictions or an easement, since future zoning and shoreland regulations may change. Town Landings sees no use for this property from their perspective. The Selectmen are in favor of taking this to Town Meeting to gain approval to put out to bid unless the owners pay the back taxes prior to it being put out to bid.

Vote: Selectman House motioned to take the Basset property to Town Meeting for approval to put out to bid which was seconded by Selectman Mixon.

Brenda Cummings, Phippsburg Land Trust, asked how someone would access the land. If it was sold and someone wanted to develop it would they would need a land easement. It is not very easy to get to from the Parker Head side. At this point in the process Ms. Cummings was asking if this even matters. Selectman Young responded by stating to her it doesn't matter as now a decision has to be made to ask the Town to put this property out to bid. Whoever buys it needs to do their own research to realize how hard access to the property is and what they would have to do to gain access to it. It could be one of the abutter's that would like to bid on it.

The Towns Lands Management Committee is aware that access would be over Town land as the main easiest route. They are aware that it may come back to the committee if the purchaser is not an abutter. The committee did take that into consideration and is prepared to address it in the future, if necessary.

Vote passed by a vote of 3-0.

6. Consider the request of American Legion Post 216 to conduct their flag-burning ceremony in the Town Hall parking lot on June 5th 2021.

Selectman Young report that the American Legion does this every year. They will provide their insurance policy to the Town prior to the ceremony.

Vote: Selectman House motioned to allow the American Legion to conduct the above flag-burning ceremony on June 5th.

Set up will be the night before. The ceremony will be done by 11:00 a.m. The public is welcome to attend.

Motion was seconded by Selectman Mixon and passed by a vote of 3-0.

7. Review the timeline of events leading up to Town Meeting 2021.

The Candidates/Budget Night has been changed from Wednesday, May 24th to June 2nd during the Selectmen's Meeting. The Town Report will be mailed out on Friday, May 28th, Elections on Tuesday, June 8th and Town Meeting Saturday, June 12th.

Vote: Selectman Young motioned to adopt the new time line for Town Meeting & Elections which was seconded by Selectman House and passed by a vote of 3-0.

III. Unfinished Business

1. Proposed Mill Road discontinuance.

No action taken. The one year process will need to be followed. There will be an article in next year's warrant for Town Meeting. The start date begins on the date the notice is received. Administrator Jones will double check to make sure that it should be in this year's warrant. John Morse has been notified of this. Mr. Morse has provided some distances and layout of the road which will be placed in

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the required format for his further review. This will be added to a future agenda for review and signature.

2. Status of the abandoned vessel.

The vessel should be removed next week.

IV. Selectmen/Administrator Comments and Announcements:

Patriots Day – Monday April 19th

Administrator Jones announced that this coming Monday is Patriot's Day so the Town Office will not be open, but the Transfer Station will be open.

Transfer Station Policy - Ash

Administrator Jones stated that no type of ash cannot be accepted at the Transfer Station as they are not licensed accept it. The Transfer Station Attendants are aware of this. We need to assure that this is stated in the Operations Manual as well; it should be added to the Transfer Station hand-outs also.

Selectman Mixon announced that Thursday, April 22nd is the County Budget Proposal/Zoom Meeting at 6:00 p.m.

He also stated that he had been approached by a few people in town asking about the conversion of the Tax Collector/Treasurer position from an elected position to an appointed position. He would like to have a conversation about this on a future agenda. Selectman Young added that an article would have to be drawn up one year before the end of the term.

Selectman House reminded that clean-up day is May 1st. If anyone would like to make sandwiches or sweets contact Shanna Ferrara, Jim Totman, or call the Fire House and leave a message.

Selectman Young asked Administrator Jones who had taken out papers:

- Sue Levene for Selectmen
- Ed Toombs and Bruce Suppes for Budget Committee and
- Curtis Doughty for Road Commissioner

The time to turn in nomination papers is over.

V. Review and/or Sign:

1. Payroll and Accounts Payable Warrants

Vote: Selectman House motioned to sign Payroll Warrant #100 and Accounts Payable Warrant #101 which was seconded by Selectman Mixon and passed by a vote of 3-0.

Vote: Selectman Mixon motioned to sign Accounts Payable Warrant #99 which was seconded by Selectman Young and passed by a vote of 2-0.

VI. Public Forum

Dot Kelly has been involved with household hazardous waste in the past. She stated that if the Town is not going to allow dumping of ash at the Transfer Station, the Internet states for small amounts of ash cool it down, douse it, put it in a plastic bag and throw it in the garbage. She further stated that if the Town doesn't want them to do this, the Town needs to be more specific on what they do want them to do. Selectman Young explained that the bottom line is that the DEP said the Transfer Station cannot

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accept any ash; it's not in their license.

Adjournment

Vote: At 6:22 p.m. Selectman House motioned to adjourn into a workshop to look at the first draft of the Outdoor Market Ordinance which was seconded by Selectman Mixon and passed by a vote of 3-0.

- Workshop - Phippsburg Outdoor Market Ordinance