

Submitted by:

Approved by Selectmen:

5/20/21  
JMAH  
CJA

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Adele M. Suggs  
Admin Asst

**TOWN OF PHIPPSBURG  
SELECTMEN'S MEETING MINUTES  
April 21, 2021**

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

**I. New Business**

1. MMA Nominating Committee is looking for statements of interest in candidacy for the Executive Committee by May 26<sup>th</sup>.

*Candidacy is for the Executive Committee & VP for the Northeast Division. The Selectmen do not know anyone from the northeast. No action taken.*

2. Administrator update on the status of the 2020 Town Report.

*Administrator Jones reported that there are still a lot of community reports that are missing for inclusion into the Town Report. She is concerned with the appreciation of service write up. In prior years the Administrator has been able to find someone to write this. She would be happy to draft one for David Thombs. Selectman House suggested reaching out to Carol Doughty. The Boston Post Cane presentation should also be included in the Town Report. Selectman House is going to have Lorana Pierce double check the memorials to see if anyone might have been out of town. The Warrant will be Administrator Jones' first priority.*

3. Administrator's nomination as a regular member of MMA's Legislative Policy Committee. Administrator Jones is currently an alternate on this committee. The regular member has since left the District and they have asked her to come on as a regular member. She would really like to do this. Selectman Young asked the Administrator if she had time to do this. Currently they meet once a month on Thursday's, via Zoom, for 2-3 hours. There are also subcommittee meetings that are held on Wednesday's for 1-2 hours per month. It will be a commitment of 4-5 hours each month. If it gets more than once a month, then the Selectmen would like to revisit this and the Administrator will let them know. She will also give them updates on what happens at these meetings.

**Vote: Selectman Mixon motioned to permit Administrator Jones to seek nomination as a regular member to MMA's Legislative Policy Committee which was seconded by Selectman House and passed by a vote of 3-0.**

**Vote: Selectman House motioned to go to Item #1 under Correspondence, letter from Matt McGuire, which was seconded by Selectman Mixon and passed by a vote of 3-0.**

**II. Correspondence**

1. Letter from Matt McGuire, Asst. Regional Park Manager DACF, Bureau of Parks and Lands, requesting consideration of \$9,000.00 for the State's funding of Parking Enforcement at Popham Beach State Park for the upcoming summer season. Mr. McGuire, Asst Regional Park Manager for Bureau of Parks and Lands, was present on Zoom.

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Administration Jones has received an email from Mr. McGuire regarding Popham Beach State Park control. Selectman Young read the letter aloud. The Town will be receiving \$1,000 more than last year, but not the \$10,000 that was requested. Selectman House suggested that Mr. McGuire keep in mind for next year that Popham Beach is very busy, especially with more people getting outside. Mr. McGuire stated that the Bureau had increased costs across the board due to Covid and they are looking to save wherever they can. Selectman Mixon added that the plan is to have 7 days of parking coverage this year. He asked Mr. McGuire if there was any plan to increase the parking from 50%. Mc. McGuire responded by saying they are going to keep it at 50% capacity particularly on days when the tide is high between 10 a.m. and 2 p.m. when there is reduced beach area based on the Governor's Executive Order about physical distancing, even though state-wide it's moving to 100% for outdoor gatherings. There is an exception for Popham, for public safety, to keep it at the 50% capacity. Selectman House stated that it was mentioned last year to open the park earlier as currently is doesn't open until 9 a.m. and the cars are already backed up prior to opening. Mc. McGuire will speak with his supervisor and the Park Manager. From time to time at the busier parks the Bureau has been able to do that, especially on holidays. There are no plans to do that at Popham this year but that can be up for discussion.

**Vote: Selectman House motioned to accept the \$9,000 from the Bureau of Parks and Lands for the funding of Parking Enforcement at Popham Beach State Park which was seconded by Selectman Mixon and passed by a vote of 3-0.**

### III. Unfinished Business

1. Review advertisement for the Animal Control Officer position, and the funding structure. Administrator Jones provided the mileage used for the last three years by the Animal Control Officer, to try and figure out the hours the Animal Control Officer worked. Currently there is no detail mileage/hour report to determine the number of calls made. Selectman Young suggested that whoever is hired, when completing the report for inclusion into the annual Town Report, include detail about the type of calls and how many were made. Selectman House did some research on hourly rates on population from 0-6,500. 86% of the research showed the only role the individuals have is the ACO; hours per week worked was between 5-17 hours. 54% get a stipend with the remaining 46% receiving an hourly wage. The average hourly rate is \$17.55; the median annual stipend is \$4,200, but there is also a stipend plus other fees with a median is \$6,600. Average calls were 520 with the maximum at 884. Administrator Jones raised the question if the Board wanted this position to be a stipend or hourly position. Selectman Mixon calculated that at \$17.50/hour divided by the \$6,000 current stipend over 52 weeks, averages about 6 ½ hours per week work time. The Board is in agreement that the first year data needs to be collected, if it's an hourly position, to figure out the number for the following year. Selectman Mixon would like to see this position stay at the \$6,000 stipend and feels 6 ½ hours/week is sufficient. The Board can revisit this on January 1<sup>st</sup> to see where they are at. If more money is needed the contingency money can be used to fund this. Selectman Young would like to see an hourly rate of \$17.50 at 6.5 hours per week, plus mileage. The vacancy ad needs to be updated with new dates and include the \$17.50 per hour plus mileage; the mileage rate will not be listed as it changes from year to year. Chief Skroski would like to see this position advertised as soon as possible. Deadline for return of

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*applications will be June 1<sup>st</sup> with the effective date being July 1, 2021.*

2. Status of the abandoned vessel.

*The vessel has not been removed due to the inclement weather. The removal has been paid for and they are hoping to bring the barge in next Monday. Administrator Jones did receive a phone call for Bruce White at Sea Tow who worked up a removal estimate of \$37,000 because it's falling apart.*

IV. **Correspondence (Continued)**

1. Letter from the Phippsburg Land Trust to acknowledge compliance of the Totman Cove Easement.

*This is an annual event as the Land Trust has an easement over Totman Cove. According to the contract they monitor it to make sure it is in compliance with the easement. Selectman Young read the letter aloud. They acknowledged compliance this year, so they are all set. It is on file at Town Hall should anyone be interested in looking at it.*

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

*Administrator Jones announced that Absentee Ballots will be available May 9<sup>th</sup>.*

**Clean-up Day May 1<sup>st</sup>**

*Selectman House stated that annual Clean-up Day is scheduled for May 1<sup>st</sup> with a rain date of May 8<sup>th</sup>. If anyone would like to make sandwiches, cookies, brownies, etc., please contact Shanna or Jim Totman. You can also call the Fire Department and leave a message and they will call you back. With the children being off from school, if you go out and clean a road with your kids, let Shanna know where you cleaned up. Selectman House also stated that tomorrow is Earth Day. Also, as a reminder, if anyone sells their vehicle, please remove the Transfer Station sticker from that vehicle. She also reminded that you cannot bring trash from out of town to the Transfer Station.*

*Selectman Young shared that Chief Skroski will be doing a Drug Pick-Up Day on April 24<sup>th</sup> from 10-1. He also emailed the Administrator and the other members of the Board the Open Market Draft Ordinance and would like to discuss that next week. Marie Varian, Chair of the Planning Board, and Anna Varian, Chair of the Town Lands Management Committee, will also receive a copy of this draft. Selectman Young asked if any of the committee's had replied back to the Administrator on the Appointment Policy. She responded by saying she hadn't and will reach out to them again via e-mail. He continued by mentioning that last week the Board had a discussion with the Road Commissioner regarding the Capital Account and the projects he was going to do. He mentioned doing Moses Lane which is a private road. 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*

Submitted by:

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Adele M. Suggs  
Admin Asst

Approved by Selectmen:

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

1. Payroll and Accounts Payable Warrants

**Vote:** Selectman House motioned to sign Payroll Warrant #102 and Accounts Payable Warrant #103 which were seconded by Selectman Mixon and passed by a vote of 3-0.

**Adjournment**

**Vote:** At 5:35 p.m. Selectman House motioned to adjourn into a Town Meeting Warrant Workshop which was seconded by Selectman Mixon and passed by a vote of 3-0.

- Workshop - Town Meeting Warrant