

Submitted by:

*aml*

Adele M. Suggs  
Admin Asst

Approved by Selectmen:

*M 5/13/20*  
*V 5/13/20*  
*Ch 5/13/20*

**TOWN OF PHIPPSBURG  
SELECTMEN'S MEETING  
April 22, 2020**

*The Selectmen's Meeting convened at 5:01 p.m. at the Town Hall with Selectman Mixon, Selectman Young, Selectman House and Administrator Jones present.*

**I. New Business**

1. Review the Budget Committee's recommendations for the Public Agencies and Surplus appropriations.

*Ed Toombs reported remotely that the surplus is in better shape this year than last year. The Budget Committee wanted to try keep reasonably close to last year on mil rate, but at the same time given the situation with the Coronavirus, to keep a little more in surplus than the last couple of years. That led the committee to come up with \$800,000 as the amount to take out of surplus to reduce taxes. If you use that number, it's a little over 12% remaining in surplus against the expenses. Selectman Young has been working with Administrator Jones and Sue on the surplus and he came up with the same amount, \$800,000. The 12% would have some leeway of about \$40,000. Selectman Young's proposal is to keep the \$800,000 for the time being. Two concerns were the excise & property taxes being paid. A week or so before Town Meeting they will check to see how revenues are coming in; might be able to appropriate a little more from surplus to reduce taxes at Town Meeting. As it is, if we do the \$800,000 and do not take anything out of overlay we would still have to raise \$87,000 more. If we take \$100,000 out of overlay we're up to \$187,000. The mil rate right now is at 9.14; if we go with a zero overlay the mill rate will be around 9.44; if we go with the overlay of \$100,000 the mil rate will be 9.60. Selectman House is in agreement with the \$800,000 as it can be amended on Town Meeting floor if necessary.*

*Administrator Jones reported that the Public Agency appropriation went from \$22,305 requested amount to \$22,400. Ed Cherian wanted to increase the Oasis Free Clinic from \$500 to \$1,000; there was a decrease from \$1,950 to \$1,500 for the American Red Cross and an increase from \$550 to \$600 to Lifeflight.*

2. Consider the creation of a stipend position for LPI permit coverage for Code Enforcement. *Selectman House explained that when Ellis was in West Bath when Lee was on vacation Ellis would cover for him and when Ellis was on vacation Lee would cover for him. Ellis is no longer in West Bath. The current Code Enforcement Officer in West Bath is not a currently Licensed Plumbing Inspector (LPI), but West Bath is grandfathered until he passes his LPI test. This position is new and called LPI Alternate; money would have to be raised at Town Meeting for this position. Recommended stipend is \$1,200 for the year. This will have to go back to the Budget Committee. Selectman Young asked that once the Codes Officer in West Bath gets certified will the town continue to use Ellis. Selectman House responded by saying it will be between the two of them; they choose their own alternate, but we should know by next budget season if that will happen, so this could be a one time or ongoing situation.*

**Vote: Selectman Young motioned to create the stipend position for LPI for Code Enforcement Alternate for \$1,200 if authorized at Town Meeting, and to revisit this next year which was seconded by Selectman House and passed by a vote of 3-0.**

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*Mr 5/13/20*  
*Walt 5/13/20*  
*Qu 5/13/20*

3. Determine whether to order new 2-year Transfer Station stickers, or honor the current ones, as a new distribution method must be considered.

*Administrator Jones explained that every two years we order stickers. Currently residents have 2019 stickers on their cars. Both Town Hall and the Transfer Station have distributed these stickers. It's just a question as to whether or not it will be too much to put on the Transfer Station attendants to keep track of since Town Hall is closed. Selectman Young feels that the period should be extended until August 31<sup>st</sup>; have the new ones made up and start handing those out on September 1<sup>st</sup>. Selectman House recommended we order the stickers for two years, keeping the same June date, and depending on what happens hand them out if we can, as needed, and/or honor the current ones for people who do not feel comfortable coming to get new ones – do both. Chief Skroski, Parking Enforcement, Charlie and Steve will be notified that they can honor these stickers until September 1<sup>st</sup>.*

**Vote: Selectman Young motioned to order the Transfer Station stickers with a June expiration date but not to hand them out until the emergency is over and honor the current stickers until September 1<sup>st</sup> which was seconded by Selectman House and passed by a vote of 3-0.**

4. Consider accepting the following donations:

- \$250.00 from Linwood and Deborah Stockwell for the Goodwill Fund
- \$200.00 from Richard Brewster Nichols for the Goodwill Fund
- \$200.00 from Gregory and Susan Harrison for the Goodwill Fund
- \$250.00 from Boatwise LLC, for the Phippsburg Fire Department Capital account.

**Vote: Selectman Young motioned to accept the above donations which was seconded by Selectman House.**

*Selectman House mentioned that the bottle money collected from the Transfer Station gets distributed somewhere different every month. This month the money was given to the Rec Department so they would not have to pay for the Rabies Clinic; maybe they can put it towards the Walking Path.*

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

5. Consider the annual Parking Enforcement funding request to the State for the 2020 summer season.

*Selectman Mixon stated that the Police Department anticipates unique circumstances this summer and has identified the need for additional hours spent by Parking Enforcement. In years past the amount has not been too far off with the State's contribution and the Town's contribution. The request has gone from \$2,000 a year ago to \$8,300 this year. He is going to offer more coverage and try to use the Parking Attendant position in lieu of officer's down there. Selectman Mixon feels it is a good idea to re-address and increase the request to the State. Chief Skroski will be able to pick up another ½ position rather than send a patrol officer. Selectman Young asked how much the request to the State is going to be; that is what we're here to determine. Last year the Town received \$7,500 from the State with a budget line of \$2,000.*

*Selectman House would also like to put a recommendation into this letter that the Park open at 8 a.m. versus 9 a.m. as it's already backed up by then. She would like this looked into for better flow of traffic.*

*Selectman Mixon announced that the State no longer has a ranger down at Popham. Selectman Young feels \$10,000 is not unreasonable and Selectman Mixon feels \$10,000 is a good compromise. Anticipation is that the Town would have additional hours for Parking Enforcement and receiving the same benefits for the other facilities in Town, i.e. Totman Cove and the landings. All of this should be reflected in the letter. Chief Skroski also proposed an increase in the hourly wage to entice applicants to apply.*

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*John 5/13/20*  
*Ch 5/13/20*

**Vote:** Selectman Young motioned to request \$10,000 from the State and explain in the letter that the Town is increasing our share also which was seconded by Selectman House and passed by a vote of 3-0.

**Vote:** Selectman House motioned to also include in the letter a request to open at 8 a.m., to help with traffic flow, which was seconded by Selectman Mixon and passed by a vote of 3-0.

### **Unfinished Business**

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

*Selectman Mixon is worried about the ramifications of going into a fiscal year without having a town meeting, the town would have to use this year's budget, but there may not be an option. Wages would stay as they are and once approval is obtained at Town Meeting, pay will be retroactive. Selectman House stated that she would like to keep the Town Meeting in June. Selectman Young feels that since the town is not linked to the State Elections, Town Meeting should be moved until the end of June. Looking at dates the end of June, the trend that Selectman Mixon is seeing is that July 4<sup>th</sup> is going to start to be celebrated earlier beginning June 28<sup>th</sup> until the 5<sup>th</sup> of July. Visitors are going to be coming to the State earlier this year. Selectman Young feels that June 8<sup>th</sup> is not going to work for Town Meeting. Things are going to be phased in and the last thing that will be phased in is large group gatherings. Discussion was held about elections, absentee ballot, 6' distancing at the polls, etc. Administrator Jones received a packet from the Elections Office and stated to consider the absentee ballot option for the State Primary. June 15<sup>th</sup> or 22<sup>nd</sup> the election could be held. Candidate's night would have to be on June 15<sup>th</sup>; not much is gained by moving it a week. Selectman Young is for a postponement and reschedule when the order is lifted. Since the elections have been scheduled, something has to be posted before the original May date because the process had already started. It would probably be September or October before the Town Meeting could be held. Selectman House is worried about the accounting side of it. If we shoot for June 8<sup>th</sup>, post it for the 8<sup>th</sup> and get absentee ballots 30 days prior. Another posting would have to be done to reschedule it and take the absentee ballots that were received and lock them up and they would get counted when the elections are opened up again. Selectman Mixon suggested postponing this decision until the May 6<sup>th</sup> meeting. Selectman House would also like to speak with the auditor's office and will have an update next week.*

**Vote:** Selectman Young motioned to table any decision about elections and Town Meeting until next week which was seconded by Selectman House and passed by a vote of 3-0.

*Update on Totman Cove - Totman Cove was closed but shellfish harvesting was still allowed. There was a request earlier this week for a system for the general public to go in at staggered times. It would take a tremendous amount of manpower to regulate this. Selectman Mixon did call and leave a voice message with the resident but hasn't had any response. He sees no way to be able to safely open Totman Cove; the Town Lands Committee was not in favor of it either. Hiking trails are still open. Selectman House asked if dogs were allowed on the walking trails. Selectman Mixon responded yes if they are on a leash or under voice control. There is a map available of the trails. A link will be put on the Phippsburg Website of the Land Trust trail maps.*

*The Governor has extended the state of emergency until May 15<sup>th</sup> but not the Executive Order yet; the Executive Orders are a little different than the state of emergency. This could change any day. Calling into 211 is extremely helpful for answering any questions you may have.*

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**II. Correspondence**

1. Letter from Mary Sabins, Chair of the MMA Nominating Committee, reminding municipal officials that Statements of Interest are due Friday, May 1, 2020 to recommend candidates for Vice President and members of MMA's Executive Committee.

*The Board does not have any candidates to recommend. This letter will remain on file at the Town Office.*

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

Tuesday July 14<sup>th</sup> - State Primary Election

*Administrator Jones reminded that the State Primary Election is moving to July 14<sup>th</sup> but watch for updates as this could change.*

*Selectman House announced that the annual Clean-up Day has been cancelled. There is a tote in front of the Fire Department that has garbage bags - you can help yourself. You can clean part of the road in front of your house. You will have to take the full garbage bags to the Transfer Station yourself. If you can let Shana or Fire/Rescue know where you have cleaned, they like to keep track of that. This information will be posted on the Website.*

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

1. Selectmen's Meeting Minutes for March 11<sup>th</sup>, 16<sup>th</sup> and 18<sup>th</sup>, 2020

2. Thank you letter to Morse High School students and teacher for their work on the Phippsburg Public Sand/Salt area.

**Vote:** Selectman Young motioned to approve and sign the above Selectmen Meeting Minutes as well as the thank you letter to Morse High which was seconded by Selectman House.

*An overview of the project was summarized by Selectman Mixon. The carpentry as well as the fabrication classes were involved in this project from the BRCTC. They were a great group to work with and they made the Town very proud.*

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

3. Letter to Gary Best Manager, Bureau of Parks and Lands, and Parking Enforcement Invoice. *This agenda item has been tabled. Selectman Mixon will work on the draft letter.*

**Adjournment**

**Vote:** At 5:59 p.m. Selectman Young motioned to adjourn into a workshop to review a draft of the Annual Town Warrant, which was seconded by Selectman House and passed by a vote of 3-0.

**\*Workshop - to briefly review the latest draft of Annual Town Warrant**