

Submitted by:

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Adele M. Suggs
Admin Asst

Approved by Selectmen: 6/30/21
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**TOWN OF PHIPPSBURG
SELECTMEN'S MEETING MINUTES
April 28, 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 table the Selectmen Meeting Minutes for March 31, 2021. This adjustment was seconded by Selectman House and passed by a vote of 3-0.

Vote: Selectman Young motioned to add an Executive Session per 1 M.R.S.A. 405 (f) discussion of information contained in records or received by a body or agency when access by the general public to those records is prohibited. This adjustment was seconded by Selectman House and passed by a vote of 3-0.

II. New Business

1. Meet with Gary and Michele Morong to discuss protocols for insurance inspections for the Totman Library.

It is Selectman Young's understanding that the MMA insurance inspector arrived on a Friday to conduct an inspection and was not aware of what they wanted to do at the library and at the Fire Station; they were not notified. Mr. Morong is requesting that moving forward that he be notified via a phone call so someone can be there to answer any questions. This was out of the normal protocol as they added an additional item when they walked through the door and the Town is normally notified ahead of time. Mr. Morong would just like to have at least a Trustee at the Library during these inspections. Administrator Jones explained that she did not get advance notice of this inspection. Selectman Young suggested that MMA be sent an email stating that the Town was unhappy with the inspection process and request at least a one-week notice.

Mr. Morong asked about the new maintenance person as the library usually takes care of their own maintenance. If they do need Mr. Kellogg for minor maintenance, the library will call him. Each department will call Mr. Kellogg themselves if they need any work done.

Michelle Morong asked for the status on direct deposit for employees. A poll was conducted, and Administrator Jones will follow up with Treasurer, Lisa Wallace, to find out where in the process it is. Mr. Morong reported that the library has given out more cards this winter than what is normally given out during the summer.

2. Meet with John Skroski, Police Chief to discuss increasing parking ticket fees, and to establish a fee for Police traffic detail.

Chief Skroski wants the fees to be fair and reasonable. Currently the fine is \$25 for Popham and \$50 for Totman Cove and the Town Landings. There has not been any increase in approximately 15 years. Selectman House suggested that the fee for Popham increase to \$50; Chief Skroski added that it would have an impact and that it is fair. The Chief feels that if the Popham fee is going to increase that the

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Totman Cove & Town Landings fine should increase also - \$75 would be fair. Chief Skroski will get in touch with Banana Banners to have new road signs made to help educate the people in parking. Chief will also get new parking ticket books printed. The effective date for the full-time parking enforcement officer is June 14th so the Chief would like the new fees to be effective that same date.

Vote: Selectman House motioned, effective June 14th, to set the parking ticket fees for Totman Cove and Town Landings to \$75 for the first offense, \$150 for the second and \$300 for the third which was seconded by Selectman Mixon.

The monies from the fines will continue to go into the Surplus Account like it has in the past.

Vote passed by a vote of 3-0.

Vote: Selectman House motioned, effective June 14th, to double the parking ticket fees for all other public parking from \$25 to \$50 and \$50 to \$100 which was seconded by Selectman Mixon and passed by a vote of 3-0.

Chief Skroski explained from time to time that contractor's contact his department looking for police traffic detail assistance. He is looking to set a Detail Policy that mirrors Sagadahoc County or Bath. This would fairly compensate the officer of the town for doing work outside the normal officer's hours. Sagadahoc currently is paying \$60/hour for this service.

Vote: Selectman House motioned to set a rate of \$60/hour for police traffic detail which was seconded by Selectman Mixon.

The Chief was asked if he wanted to set a minimum of hours and if he wanted a vehicle charge. He responded by stating the standard is a four-hour minimum and would love the town to be compensated for use of a cruiser.

Vote: Selectman House amended her motion to \$60/ hour and follow Sagadahoc County's minimum hours, vehicle reimbursement and administrative fees which was seconded by Selectman Mixon and passed by a vote of 3-0.

Administrator Jones will re-write the policy for Phippsburg to mirror Sagadahoc County's policy.

Vote: Selectman House motioned for this policy to be effective 04/14, when it was first discussed, which was seconded by Selectman Mixon and passed by a vote of 3-0.

3. Hear the Shellfish Committee's recommendation on the 2021-2022 allocation and fees for commercial shellfish licenses for residents and non-residents.

The Shellfish Committee met, and they are recommending the Resident Recreational License remain the same at \$25; the Non-Resident Recreational at \$30, and Student Commercial keep at \$75. The Committee wants to reduce the number of licenses for non-residents from 3 to 2 and increase the fee from \$525 to \$600. For the resident licenses they want to reduce the number from 21 to 20 and increase the price from \$350 to \$400. They will need to go through the DMR. The last time they requested a reduction the DMR wanted specifics on why they were reducing and the effect on the harvest.

Administrator Jones will be sending a letter to the DMR with all this information. Selectman Young's concern is that the Town is asking for \$9,000 at Town Meeting to subsidize the Shellfish Program. Part of the discussion for reducing the number of licenses is because the resources are depleting. Selectman Mixon would like to see the same number of licenses retained with the new fee structure the committee is recommending unless they come to the board and report that the resources are depleting and cannot

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sustain the current number of licenses. The Select Board has always supported the Shellfish Committee's decision.

Vote: Selectman House motioned, as recommended by the Shellfish Committee, to keep the recreational licenses the same, student commercial licenses the same, change the non-resident licenses to 2 at \$600 each, and resident commercial licenses to 20 at \$400 each which was seconded by Selectman Mixon and passed by a vote of 3-0.

III. Unfinished Business

1. Status of the abandoned vessel.

Selectman House has not heard back from the owner. It was supposed to be removed on Monday, but it was very windy, so it probably did not happen. She has nothing confirmed.

2. Discuss a salary increase of \$3,186.00 to the Animal Control Officer position for FY22. Chief Skroski agrees with a better scenario going into next year. After talking with the current ACO, it averages about to about 10-12 hours per week. Using 10 hours/week at \$18/hour would be adding \$3,186 to the current ACO's salary. It was previously agreed to pay \$17.50 per hour and revisit this in January to try and determine the number of calls. Administrator Jones is concerned that the Town will not find someone at the lower rate and would have to rely on Chief Skroski and his staff to cover these calls. Chief Skroski recommends a two-hour minimum when they are called out. Selectman House added that she would not like to set a two-hour minimum if the called turned out to be minor. Chief Skroski is worried about finding someone. They will still get mileage. This is going to be an hourly position, not a stipend position.

Vote: Selectman Mixon motioned to set the pay at \$7,200 at \$17.50 which gives 8 hours per week for calls which was seconded by Selectman Young and passed by a vote of 2-0.

IV. Selectmen/Administrator Comments and Announcements:

Administrator Jones stated that Sue Levene is running for Selectman uncontested; Ed Toombs and Bruce Suppes are running for the Budget Committee seats, and Curtis Doughty for Road Commissioner.

Selectman Mixon said that motorcycles, bicycles, and pedestrians are out on the roads so please look left and right, watch out for them and slow down.

Clean-up Day May 1st

Selectman House announced that Clean-up Day is Saturday from 8 to noon meeting at the Fire House. If you have cleaned up a road call Shana or the Fire House and leave a message as she keeps track of all the roads that have been cleaned. If anyone would like to make sandwiches or sweets, again contact Shana.

Selectman Young mentioned that Governor Mills has passed a new Executive Order removing the requirements for people wearing face coverings in outdoor settings. The physical distancing requirement is still in effect. Face coverings are still required in indoor, public settings. Selectman Young texted Representative Allison Hepler to confirm that it also applies to public property outside, i.e., the Transfer Station.

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

1. Payroll and Accounts Payable Warrants

Vote: Selectman House motioned to sign Payroll Warrant #104 and Accounts Payable Warrant #105 which were seconded by Selectman Mixon and passed by a vote of 3-0.

2. Animal Control Officer job ad.

Administrator Jones will make the changes as discussed above.

VI. **Public Forum**

Chief Skroski shared that the new stop bar at Popham Road and Main Road has been painted. There is upcoming joint training with the County responding to a mass shooting incident which will be held at the old Morse High School in Bath. The new hire is currently at EVOC Training in Waterville.

VII. **Executive Session**

Vote: At 6:05 p.m. Selectman House voted to go into Executive Session per 1 M.R.S.A. 405 (f) discussion of information contained in records or received by a body or agency when access by the general public to those records is prohibited, which was seconded by Selectman Mixon and passed by a vote of 3-0.

Executive Session ended at 6:44 p.m.

Adjournment

Vote: At 6:45 p.m. Selectman House motioned to adjourn which was seconded by Selectman Mixon and passed by a vote of 3-0.