

Submitted by:

ame
Adele M. Suggs
Admin Asst

Approved by Selectmen:

6/3/20 JM
6/3/20 JW

**TOWN OF PHIPPSBURG
SELECTMEN'S MEETING
May 20, 2020**

The Selectmen's Meeting convened on Wednesday at 5:00 p.m. at the Town Hall with Selectman Mixon, Selectman Young, Selectman House and Administrator Jones present via Zoom.

Reference 1: Ratio Declaration and Reimbursement Application from Assessing Agent, Juanita Wilson Hennessey

I. Adjustments

Selectman Young would like to add the Ratio Declaration for Reimbursement Application from Assessing Agent, Juanita Wilson Hennessey under Review and Sign.

Vote: Selectman House motioned to move the above document under Review and Sign which was seconded by Selectman Mixon and passed by a vote of 3-0.

II. New Business

1. Meet with Curtis Doughty to discuss Capital Road Projects and approval for use of funds from the Road Capital Road Account.

Mr. Doughty is looking to pave the end of Small Point Road, Ridge Road, Gomez Road and Baker's Wharf Road. To do these projects it will cost roughly \$190,000.

Vote: Selectman House motioned to spend up to \$190,000 from the Capital Road Account for the paving projects discussed above which was seconded by Selectman Mixon and passed by a vote of 3-0.

2. Authorize transfer of \$750.00 from the Conservation Commission to the Community Garden.

Normally transfers are not made from one account to another without Town Meeting approval. The Select Board does not have the authority to transfer monies between accounts. Question was raised if the Conservation Commission was making a donation to the Community Garden; that was the intent of the email so it could be a donation instead of a transfer. This is unusual as the Garden Committee initially started off within the Conservation Commission and the Garden Club's initial funding was from the Conservation Commission. Some clarification is needed on this as it is a grey area. Selectman Young will contact MMA for guidance. This item will be tabled until next week's meeting.

Vote: Selectman Mixon motioned to table the fund transfer above until input is received from Legal Services, which was seconded by Selectman Mixon.

Question was raised if the Garden Committee needs these funds to get up and running; it is believed they do not have much money in their account.

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am2

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6/3/20 Ch

Vote: Selectman House amended the motion to state that if MMA determines that funds can be transferred that \$750 be transferred from the Conservation Commission to the Community Garden Account which was seconded by Selectman Mixon and passed by a vote of 3-0.

3. Authorize transfer of the cost of the septic pump repair (\$1,840.00) from the Town Hall Maintenance account to the Town Hall Capital account.

Originally this expense should have come out of the Town Hall Capital Account.

Vote: Selectman House motioned to transfer \$1,840 from the Town Hall Maintenance Account to the Town Hall Capital Account which was seconded by Selectman Mixon.

This is different from the Item 2 above as this is a correction.

Passed by a vote of 3-0.

III. **Unfinished Business**

1. Reconsider strategies to maintain a safe and healthy work environment and public services in response to the pandemic Covid-19: Re-opening plans.

Opening Totman Cove: Popham Beach will be opening on Friday allowing only 50% capacity.

There have been some questions from the community and they would like to re-open Totman

Preserve. Selectman Young discussed with Anna Varian, who is the chair of the Town Lands

Committee. She has no problem opening Totman Beach with social distancing like what Popham

is requiring. She is questioning whether the gates should be left open or set hours; she is leaving

that decision up to the Select Board. If set hours, Anna recommends 9-7. She wants it closed at 7

to keep the land abuse down from four wheelers, etc. Anna is in need of volunteers to help lock

and unlock the gate and anyone interested can call her directly on her cellphone at 751-9361.

Selectman House spoke with Chief Skroski about this opening. His thoughts were that it would be

a great idea. He would like to know so he could go down there and check in. Parking Enforcement

will be on this weekend; they will be busy between Popham and Totman. Chief Skroski asked the

Select Board if they could check in with the State Police to see if they could help out over the

weekend. Not sure if they should be called directly or go thru with an email to Gary Best at Parks

and Lands. Suggestion was made to email Mr. Best and also inquire about any information or

tentative schedule or dates for the Popham Wharf Project. Inquiry should also be made as to

whether Fort Popham will open. Selectman Mixon asked if the Percy's Lot was available for

parking. Selectman Young will get in touch with Police Chief Skroski to find out. Selectman

House is concerned as to whether the bathroom should be locked at Totman Cove. Feeling is that if

people are not abusing it the bathroom will be left open unless complaints are received and then it

will be re-addressed. Citizens need to be encouraged to do their part and not to abuse the

resources. Signage will need to be put up reminding about social distancing.

Submitted by:

Amc

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Vote: Selectman House motioned to open Totman Cove with social distancing, will not lock the gate at night at this time unless it is abused, effective Thursday, May 21st, which was seconded by Selectman Nixon and passed by a vote of 3-0.

Chairman Young received a phone call from a citizen who would like to see the Town do the same thing that Calais has done, which is to disobey the Governor's Order and reopen the town, especially the businesses. Selectman Young told this individual that he would bring it before the Board. Selectman Young feels that the Board does not have the authority to disobey the Governor's orders. The Board took an oath to obey the laws of the State of Maine when they raised their right hand. The situation in Calais is a lot different from the situation in Phippsburg. The county has only had two cases and Phippsburg is next to a county that has had the most cases in the State of Maine. Curve is still rising on the number of cases due to the availability of more testing. A petition was mentioned for the townspeople. If it's an illegal petition it cannot be put on the warrant. The Town of Harpswell has an Emergency Management Ordinance which gives the Selectmen the authority not to decrease what comes down from the government but to increase their authority. Selectman Young is not aware of any Emergency Management Ordinance for the Town of Phippsburg. He feels bad for the businesses.

Selectman Nixon took an oath when he enlisted in the service to protect The Constitution of the United States from all enemies, both foreign and domestic. He feels that the Governor's laws, mandates and Executive Orders do violate constitutional rights. Selectman Nixon understands he has no authority to denounce the laws, but he is in favor of not complying and reopening the Town. He respects the authority of the offices and the Board just made some decisions on their own resources which he feels is completely appropriate. When you start stepping into someone else's livelihood, liberty and pursuit of happiness he feels it's an over reach. Selectman Nixon is not suggesting going back to the way things were before, but to let the industries who are capable of instituting or already have instituted similar processes that have been outlined by the state police themselves.

Selectman House is in complete agreement with Selectman Nixon but is afraid of what the State will do to business licenses. She would love to see the Town reopen. She does not feel she has the right to vote on it because she has to uphold the laws of the State of Maine and the Board doesn't have the authority to vote on in.

Campgrounds and restaurants can open to a degree. Center Store has been open and more stringent than they needed to be, and then we have the B & B's and the Resort. There is growing frustration amongst business owners who are unclear about what they are allowed and not allowed to do and therefore are opting to do nothing. It is a difficult situation but the reality of today.

Town Hall Reopening Plan: Input was received from all of the employees. Masks are not required but will be encouraged if social distancing cannot be maintained. We can respectfully ask people to wear their masks when they enter the building for the safety of the employees. MMA recommends that the restroom be restricted to staff use only, but provide an exception for emergency situations or persons with medical conditions. Traffic flow was discussed; the hallway

Submitted by:

AmL

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Admin Asst

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is 8' wide. The floor will be taped and people can enter on one side and leave on the opposite side and also tape at 6' intervals with the inner hallway door open. It was decided not to use the Conference Room for staging so it would not have to be maintained all the time. Question was raised about exiting through the back door but it would not be ADA compliant. Employee's hands will be sanitized between customers; looks like we're OK with hand sanitizer. The Fire Department cannot provide masks. For employee's, they will have the choice of either wearing their own cloth masks or wear ones that will be purchased from West Bath and provide them those. Selectman Young will write up a reopening plan and send it out to the employees and for the Board to discuss next Wednesday.

Selectman House does not believe the Town should hire ServPro to disinfect and clean Town Hall prior to reopening. Only employees have been in the building. Selectman Mixon suggested that possibly Robin and Rachel could work together and clean the Transfer Station Office, Town Hall and the Library. Selectman Young will check with Clerk, Lisa Wallace, to see who and what was charged for the last rug cleaning at Town Hall. The Library has a Bissel Carpet Cleaner that is available and can be used to clean the rugs at Town Hall. Selectman Young will get in contact with Robin to see if she and some helpers would be interested in deep cleaning Town Hall – all hard surfaces, tile, rugs, etc. and see if this can be completed prior to June 1st.

The next item discussed was Board Meetings – June 1st is when gatherings can be up to 50 people or less but the conference room wouldn't be big enough to hold a meeting with 10 people and maintain the 6' social distancing. Will encourage committees to keep with Zoom for participation and their individual comfort factors whereby if members are not comfortable coming into a meeting they can participate by Zoom or phone.

Selectman Mixon stated that all Town Landings are open for business as usual. Parking Enforcement will be through periodically.

IV. Correspondence

1. Email from Ruta Dzenis, (AICP, Senior Planner, Maine Planning Assistance Program, MDACF) notifying us of the award of a Coastal Community Grant for a "Collaboration to Increase Social Resilience in Midcoast Maine."

This was a grant that had been applied for.

V. Selectmen/Administrator Comments and Announcements:

Selectman Mixon reminded those listening about the upcoming State and Municipal Elections on July 14th at the school. Selectman House added that discussions are being had that there may not be a cutoff date for absentee ballots, so absentee ballots may be available right up until the elections. Absentee ballots will be available 30 days prior which will be June 14th.

Selectman Young announced that tentatively Town Hall will reopen on June 1st. Will still promote doing online transactions and corresponding with the public as remotely as possible. If you need to come into Town Hall it is requested that people wear a mask if they are able to out of respect for other Town citizens and staff. If people do not have computer access they can call

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aml

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Town Hall and the staff will work with them to complete transactions either by mail or drop box. For clarification, Selectman Mixon stated that registrations that have been backed up during the COVID 19 pandemic will be honored until 30 days after the state of emergency has been lifted which will be July 11th so folks will have until that date to get their vehicles registered. They can be done on line, it is just slower.

Selectman Young asked what the date for a new vehicle registration would be. Is it the date on the bill of sale or the month in which you actually register it. Selectman House responded by saying it's when they come into register it so it will be June or July.

VI. Review and/or Sign:

1. Ratio Declaration and Reimbursement Application

The Assessor, Juanita Wilson Hennessey, provided a packet to the Board. Selectman Young read through the comments on the first page. (See Attached Reference 1). The Town is at 92% and if the Town falls between 90 & 100 it can declare 100% and that is what is being done, a certified ratio of 100%.

Vote: Selectman House motioned to sign the above Ratio Declaration & Reimbursement Application which was seconded by Selectman Mixon and passed by a vote of 3-0.

2. July 14th Town Meeting Warrant

When Selectman Young prepared this warrant he added some special notes on the bottom and the Clerk sent him the ballot, which will be electronic. The ballot will need to be posted and the public hearing will be held on June 3rd at 5:00 p.m. with the secret ballot referendum question on the lease with Popham.

Vote: Selectman House motioned to sign the July 14th Town Meeting Warrant which was seconded by Selectman Mixon and passed by a vote of 3-0.

3. Referendum Public Hearing Notice

This is the notice advising the public that a public hearing will be held on the referendum ballot article for the lease on Popham. Public Hearing will be held on June 3rd at 5:00 p.m. during the Selectmen's Meeting. Information for remote access is posted and folks are welcome to listen to the discussion, talk to us and ask any questions via Zoom, or can email questions in ahead of time.

Vote: Selectman House motioned to sign the Referendum Public Hearing Notice which was seconded by Selectman Mixon and passed by a vote of 3-0.

4. Selectmen's Meeting Minutes for May 13th 2020

Vote: Selectman House motioned to sign the above Selectmen Meeting Minutes which was seconded by Selectman Mixon and passed by a vote of 3-0.

Adjournment

Vote: At 6:20 p.m. Selectman House motioned to adjourn which was seconded by Selectman Mixon and passed by a vote of 3-0.

Memo

To: J Michael Young – Chair; Julia M House and Christopher L Mixon
Town of Phippsburg Board of Selectmen / Assessors

From: Juanita C Wilson Hennessey, IFA, CMA – Contract Assessing Agent

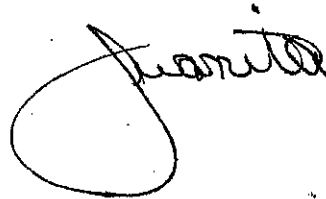
CC: Amber Jones, Town Administrator; Lisa Wallace, Treasurer

DATE: 19 May 2020

Re: Ratio Declaration & Reimbursement Application

Each year, all Maine towns must declare the Certified Ratio that will be used as part of that year's true tax commitment. The form must be returned to Maine Revenue Services (MRS) no later than June 1st to ensure that the Homestead Exemption reimbursement routed to the municipality is received as early as possible during the fiscal year. MRS requires the info to support the budgeting efforts of the State Treasurer's office (see reverse for MRS notification letter).

Phippsburg is solid for the fall tax commitment, in terms of declaring 100% CSR. The sales of the Driftwood Condos were a bit tough on my continued claim that MRS should base the CSR on all types of property sales, including waterfront since in a community built on a peninsula the sales are fairly evenly distributed between Homesteaders and seasonal use owners. However, this year we are within the required range to declare 100% and the slowly building spreadsheet of data to support Phippsburg's claim in future years is on the reverse of the form and is again intended to be part of your signature verification.





JANET T. MILLS
GOVERNOR

STATE OF MAINE
MAINE REVENUE SERVICES
PO BOX 9106
AUGUSTA, MAINE
04332-9106

ADMINISTRATIVE & FINANCIAL SERVICES

KIRSTEN LC FIGUEROA
COMMISSIONER

MAINE REVENUE SERVICES

JEROME D. GERARD
EXECUTIVE DIRECTOR

Dear Assessor(s):

Public Law 2005 Chapter 2 (LD 1) provides a property tax exemption of up to the *just value* of **\$25,000** for each Maine Resident's homestead. To qualify, applicants must have owned a homestead in Maine for a minimum of 12 months prior to April 1, 2020 and declare the homestead they owned on April 1st of the current tax year to be their permanent place of residence. The application for exemption must be filed with the municipal assessor where the homestead is located by April 1, 2020. **Homeowners who qualified for the exemption in 2019 and whose homestead status has not changed for 2020 need not reapply.**

Maine Revenue Services is required to estimate the amount of property tax exempted under the Homestead Exemption Program for municipalities granting exemption to qualifying residents and by **August 1** certify 75% of the estimated amount to the State of Maine Treasurer. Municipal Assessors must complete and return the attached application to Maine Revenue Services by June 1, 2020 in order for this 75% reimbursement to be calculated. The remainder or 25% of the property tax exempted will be determined upon timely receipt of their Municipal Valuation Return and payment made by July 31, 2021.

IMPORTANT REMINDERS

- ✓ The value of homestead exemptions must be included in the total municipal valuation used to determine the municipal tax rate. The municipal tax rate as finally determined may be applied to only the taxable portion of each homestead qualified.
- ✓ The homestead exemption amount must be adjusted by the municipality's certified ratio which is the same ratio used to adjust all properties and exemptions. This is the ratio you report on your Municipal Valuation Return.
- ✓ Homestead exemptions granted must be identified in the municipal valuation book. Tax bills must indicate the assessed value of a homestead before and after the homestead exemption has been applied.

If you have any questions or need additional application forms, feel free to call me at (207) 624-5604. My email address is Linda.R.Lucas@maine.gov

RATIO DECLARATION & REIMBURSEMENT APPLICATION SUPPLEMENTAL INFO

TY / SV	COMBINED CERTIFIED RATIO
TY-17 / SV-18	96%
TY-18 / SV-19	98%
TY-19 / SV-20	92%

RES RATIO	LOCAL MAILING ADDRESS %
95%	48%
95%	57%
92%	55%

WTFT RATIO	LOCAL MAILING ADDRESS %
99%	40%
104%	50%
96%	29%

TRACKS TREND OF SALES TO TOWN RESIDENTS AS DEVELOPED PARCELS RATIO RES % : WTR %

RATIO DECLARATION & REIMBURSEMENT APPLICATION

Municipality of: **PHIPPSBURG**

County of: **SAGadahoc**

Developed Parcel Ratio: **92% ***

Filing Deadline: **June 1, 2020**

SECTION A: DECLARATION OF CERTIFIED RATIO

Municipal assessors are required to annually report the ratio or percentage of just value upon which local assessments are based (36 MRSA §383) Assessors must multiply the amount of the Homestead Exemption by the ratio certified pursuant to §383 to determine the proper amount of exemption to be granted. The ratio certified by local assessors should reasonably agree with the overall assessment ratio for developed parcels (residential property) determined by Maine Revenue Services in its annual audit conducted for the purpose of determining the State Valuation. Of the following boxes, please check the one box which is most appropriate for your municipality for the 2020 tax year:

We will use the developed parcel ratio determined by Maine Revenue Services of 92% as our declared certified ratio. The developed parcel ratio is a direct finding and final result of Maine Revenue Services' audit of 2018 local valuations for residential property as stated in the 2020 State Valuation.

We will use the Municipality's declared 2020 certified ratio to adjust the amount of local homestead exemption. The certified ratio declared is within 10% of the developed parcel ratio (between 83% and 101%) last determined by Maine Revenue Services; or

We hereby petition to use a ratio that varies by more than 10% from the developed parcel ratio last determined by Maine Revenue Services for the following reason: (Note: No requests for a variance in ratio will be granted unless accompanied by documentation supporting the proposed change. Ratios certified outside the allowable 10% will default to the Developed Parcel Ratio.)

- A total revaluation is to be implemented for the 2020 tax year (proof required)
- A partial revaluation is to be implemented for the 2020 tax year (proof required)
- More current sales information is available which justifies a higher ratio (proof required)
- Other _____

SECTION B: HOMESTEAD PROPERTY TAX EXEMPTION INFORMATION

1. The total number of homestead exemptions granted (actual or estimated) # 605
2. We plan to use the following Certified Ratio to adjust the full just value exemptions: % 100 (see Section A above)
3. The 2020 municipal tax rate is 9.14 mills. (NOTE: If the local tax commitment is not final for 2020, use the 2019 local tax rate or an estimated rate...whichever is more accurate.)

SECTION C: ASSESSOR(S) SIGNATURES

We, the assessors, do state that the that the information contained on this document is, to the best knowledge and belief of this office, reported correctly, accurately and in accordance with the requirements of the law.

_____/CHAIR

Date 20 MAY 2020

Contact Person: JC WILSON-HEUNESSEY Phone# 207.389.1088
CONTRACT ASSESSORS' AGENT

PLEASE COMPLETE AND RETURN TO: MAINE REVENUE SERVICES
fax 287-6396 PROPERTY TAX DIVISION ATTN: LINDA LUCAS
PHONE 624-5604 PO BOX 9106,
EMAIL linda.r.lucas@maine.gov AUGUSTA ME 04332-9106

*** SEE REVERSE TREND TRACKING SALES TO TOWN RESIDENTS**

FYI COPY

IFA/CMA