

Submitted by:

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Adele M. Suggs
Admin Asst

Approved by Selectmen:

8/4/21

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**TOWN OF PHIPPSBURG
SELECTMEN'S MEETING MINUTES
June 2, 2021**

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

I. Adjustments

Vote: Selectman House motioned to add a new item under New Business - accept a donation from Elizabeth Paine of \$500 for the Goodwill Account. Also, a motion to table the April 28th Selectmen Meeting Minutes. These adjustments were seconded by Selectman Mixon and passed by a vote of 3-0.

II. New Business

1. **Candidate's Night Part 1:** Meet the candidates for elected office: all are running for 3-year terms uncontested.

- **Budget Committee:** Ed Toombs
- **Budget Committee:** Bruce Suppes
- **Road Commissioner:** Curtis Doughty
- **Select Board:** Sue Levene

Ed Toombs & Bruce Suppes are running for the two open seats on the Budget Committee and were the first two candidates to speak. Mr. Toombs gave a brief introduction stating that he has lived in Phippsburg since 2003 after he retired. This will be his third term on the Budget Committee, and he is the current Chair. He is happy with the way the budget process has run for the past few years. The goal has always been to work with the Selectmen to come up with Town Budgets that minimize the swing in the tax rate. Over the past few years, the committee has been trying to encourage a long-term process in the way of planning.

Mr. Suppes is a newcomer to Town. He bought a house in Phippsburg back in 2014 and moved to Phippsburg fulltime in 2017. Two years ago, he became an appointed member of the Budget Committee. With Sue Levene running for the Select Board, he is running for the elected position on the Committee. He has some experience with Town Government - up in Stockton Springs he served on the Planning Board and Harbor Committee. Serving on the Budget Committee is a great way to get a feel of the community in which you live. He sees it not only as a way to serve, but a way to become more familiar about the Town. Mr. Toombs has been a great mentor and leader on the Budget Committee. Value for tax dollars is very important. If people see fit to elect him, he will be happy to serve.

Selectman House then opened the floor up to questions for both candidates. Joshua Bate asked some questions about the maintenance/upkeep of roads and the road budgets which both Mr. Suppes and Mr. Toombs responded to.

Curtis Doughty is running for Road Commissioner. He is a long-time resident of Phippsburg. He enjoys life in Phippsburg and working for the Town. He has been the Road Commissioner for seven

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terms, each being three years. Sue Levene asked Mr. Doughty how he balances what the plan is that the Budget Committee asks for and the decision-making process on what roads to work on. He responded by saying he addresses it when Spring comes based on what the frost has done over the winter. You need to ride around, watch what is happening to the roads, and address the issue where it is needed. They have been trying to do this for years. Mr. Bate had some plowing, road account, driveway permit and road repair questions which Mr. Doughty responded to.

Next was Sue Levene who is running for Selectman, uncontested. She has been in Phippsburg since 2006. She has spent the last 4 years as a volunteer on the Budget Committee - the last two as vice-chair. She has enjoyed helping the Town, and hopes to enjoy being the new Selectperson, if elected. Mr. Bate asked what committee meetings Ms. Levene had attended, her opinion on road repair/maintenance, questions about Administrator duties, the Governor's COVID Orders, and the diversity of committees which Ms. Levene addressed.

2. Candidate's Night Part 2: Town Meeting 2021 Warrant Review.

Selectman House asked if there were any questions regarding the Town Meeting Warrant. Kathleen O'Brien from the Times Record, via Zoom asked the total of the proposed budget. Administrator Jones will e-mail it to Ms. O'Brien tomorrow.

3. Discuss remaining operational items with outgoing Administrator.

Payout of earned time was discussed. The report the Board received was a combination of earned time and administrative comp time. According to the Personnel Manual, earned time is the only time that can be paid out. Administrator Jones explained how she earned her accrued & administrative time and felt it was forced given the structure of the Administrator position. She will seek further advice on her earned time she feels is due to her. Selectman Young suggests that this item be looked at when the Personnel Policy is updated. Selectman House stated that the Board needs to follow the Personnel Manual. Selectman House did speak with MMA, and they confirmed the Board needed to follow the Town policy and pay out at 50% of the accrued amount. Selectman House suggested paying out 50% of the 238.6 since it was not broken down. Selectman Young and Mixon agreed to the 50% which would be 119.3 hours.

Vote: Selectman Mixon motioned to pay out 50% of the accrued hours of 238.6, which would be 119.3. Motion was seconded by Selectman House and passed by a vote of 3-0.

4. Consider the renewal of a Seasonal Liquor License for The Lobster House restaurant.

The Lobster House Restaurant has not been open for the last three years. Marie Varian, Chair of the Planning Board, stated they are coming into the next Planning Board meeting on the 15th. They have been out of business long enough that they must start the permitting process over like a new business. Currently they do not have a permit to run the business. They will need other licenses from the State as well. Chief Skroski has not had any complaints about them in the past. The restaurant would like to be open for July 4th.

Vote: Selectman Mixon motioned to sign the seasonal renewal license above which was seconded by Selectman Young and passed by a vote of 3-0.

5. Vote pursuant to Title 30 M.R.S.A. Section 2253 to appoint Adele Suggs as Registrar for the Town of Phippsburg for the remainder of a two-year term ending December 31, 2022.

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

6. Review an application for abatement, #FY21-03.

The Board reviewed the abatement request that they were provided by the Contracted Assessor, and are happy with her explanation of the application. The abatement is for Map 27, Lot 42, Account 616, for Susan & David Duncan at 93 Wallace Circle. Assessor Wilson-Hennessey does feel that it is unlikely the land value will not increase further and that it should be stated in the letter of denial. The property is comparable with what the Town has it assessed for, for that area.

Vote: Selectman Young motioned to deny Abatement FY21-03 and that the denial letter will state the land value will remain unchanged. The denial letter will be signed the Select Board Chair.

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

7. Consider accepting a donation of \$500 from Elizabeth Paine for the Goodwill Account.

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

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

Absentee Ballots, Town Meeting

Administrator Jones reminded that Absentee Ballots are still available until tomorrow evening at 5 p.m. unless there is a special circumstance. Absentee Ballots can be turned in at the polls on Election Day, 06/08, between 1 & 7 p.m.

Selectman Young announced that the Legion Post will be conducting its flag burning ceremony at 10 o'clock on Saturday. He also stated that this was his last selectmen's meeting. It has been a pleasure to serve the residents of Phippsburg for the last three years. He also welcomed Susan Levene aboard.

Selectman Mixon thanked Selectman Young for all his service on the board and stated that it was much appreciated which was echoed by Selectman House.

Selectman House also wished Administrator Jones well. Her last day with the Town of Phippsburg is on Friday. Thank you for the last five years of service and wish her good luck in her new adventure.

Selectman House announced that Town Meeting will be held on 06/12 at 10:00 a.m. at the ballfield. With the restrictions being lifted, the Town was able to save some money and cancel the rental of two tents. Kim Albertson will be the moderator.

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

1. Payroll and Accounts Payable Warrants

Vote: Selectman Mixon motioned to sign Payroll Warrant #116 and Accounts Payable Warrant #117 which were seconded by Selectman Young and passed by a vote of 3-0.

2. Municipal Quit Claim Deed for Christopher Jay Hawkes (Map 041 Lot 015-02), for tax lien years 2015 - 2020.

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Vote: Selectman Mixon motioned to sign the above Quick Claim Deed which was seconded by Selectman Young and passed by a vote of 3-0.

V. Public Forum

Police Chief, John Skroski, updated the board on the police training that has been completed which included active shooter training and de-escalation type training using critical thinking skills. His two part-time officers passed a full day of EVOG training. Officer Sam Alexander will participate in taser training, pepper spray training and firearms training next week. That will complete Officer Alexander's training segments, but he will then have to ride a minimum of 80 hours with Chief Skroski per State Mandates. Parking Enforcement Officer Jarred Balser road with the Chief this past weekend, completed his field training, and is working on his on-line courses. Chief Skroski also thanked Administrator Jones and Selectman Young for their service. The Chief is still looking for an Animal Control Officer effective July 1st, and a 2-day Parking Enforcement Officer. Selectman Mixon added that the Town is also looking for a custodian for Town Hall and a Town Administrator. Marie Varian, who was part of the public forum, stated that she feels the custodian rate that is being offered is too low. This item will be put on net week's agenda for discussion.

Adjournment

Vote: At 6:41 p.m. Selectman Mixon motioned to adjourn into an Appointment Policy Workshop which was seconded by Selectman Young and passed by a vote of 3-0.

- Workshop - Town Meeting Warrant