

Submitted By:

Amber L. Jones

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Administrator

**TOWN OF PHIPPSBURG
SELECTMEN'S MEETING
MINUTES
June 20, 2018**

Approved by Selectmen:

*GJR 7/25/18
CJ 7/25/18
MY 7/25/18*

Selectmen met at 5:00 p.m. for an executive session and the regular Selectmen's meeting convened at 6:00 p.m. at the Town Hall with Selectman Read, Selectman Mixon, Selectman Young and Administrator Jones present

I. Executive Session

1. At 5:00 p.m. meet in executive session per M.R.S.A. 405 6A to discuss personnel matters.
2. At 5:30 p.m. meet in executive session per M.R.S.A.405 6A for a follow-up performance review.

II. Adjustments

Vote: Selectman Mixon motioned to bring New Business Item #2, meet with Norm Turner, to the top, which was seconded by Selectman Young and passed by a vote of 3-0.

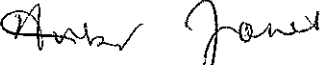
III. New Business

1. Meet with Norman Turner, ACO, to see if there is interest in establishing a dog park on Town-owned parcel: Map 011, Lot 028.

Mr. Turner distributed maps and photos to the Board and explained the parcel in question is located just beyond Parker Head Village. The designated parking area could be the old corner by the sludge field - the old road bed is still there and makes an ideal parking spot. Mr. Turner was hoping for Board approval before attempting to raise private funds. Selectman Mixon asked Mr. Turner to explain what he meant by a "kennel" in the dog park. Mr. Turner stated it would be a big, fenced-in area, where dogs could roam off their leash. The idea is that dogs will get some exercise and socialization. Norm envisions one large kennel running out the back and a smaller one off to the side for smaller animals. Selectman Mixon asked who would be allowed to use the dog park. Mr. Turner's response was Phippsburg residents. Selectman Young asked if Mr. Turner had talked to Anna from the Town Lands Management Committee. Mr. Turner responded that they had not gotten back to him yet. Selectman Young advised him to contact her again as they are in charge of Town-owned land, and to bring his proposal to the Town Lands Management Committee. Selectman Read reminded Norm that all abutting land owners also need to be notified and ultimately the decision will have to go before the Town (at Town Meeting) for approval. Selectman Young also asked if there was going to be a clean-up station and Mr. Turner responded yes. Selectman Young also asked who would be responsible for supervising the park, and Mr. Turner agreed it would be himself. but it will be shut down once winter arrives. Selectman Young asked if there were other towns that adopted ordinances in order to have a dog park - Administrator Jones will look into that. Mr. Turner asked if there was any interest in establishing a dog park. Selectman Young responded that he believes there is interest but some of these questions need to be answered and more research done. Selectman Mixon asked Mr. Turner about what kind of private funding he would utilize. Norm's response was that he would be conducting fundraisers until funding goal was reached. Selectman Mixon expressed a willingness to consider the project as another service for residents of the town.

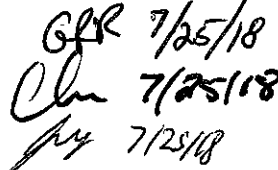
Vote: Selectman Young motioned to table establishing the dog park until questions have

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Ch 7/25/18
py 7/25/18

been answered, which was seconded by Selectman Mixon and passed by a vote of 3-0.

2. Meet with Gary Best, Southern Regional Manager - Bureau of Parks and Lands, and Sean Vaillancourt, Manager, Popham Beach State Park, to introduce Sean as he is new in his position.

Mr. Best introduced Sean Vaillancourt, the new State Park Manager for Popham Beach, and stated that they are very happy to have him join the management team. He comes to the position with pertinent background and knowledge, especially in water safety; from his life guard certification to multiple certifications in training lifeguards. Sean was the Aquatics Director at the Bath YMCA for a number of years. Mr. Vaillancourt expressed thanks to the Board for inviting him to attend the meeting. He mentioned residing of Phippsburg at one time, though he grew up in West Bath. He was a lifeguard and lifeguard supervisor at Popham a number of years ago; and is happy to be back. Administrator Jones reminded viewers that there is a link to sign up for the Popham alerts on the Town's Website. Selectman Read asked if Mr. Vaillancourt had any questions. To which he replied, he is interested in putting together an Emergency Action Plan that incorporates all of the Towns Fire & Police Departments and their emergency evacuation routes. Selectman Young asked if Mr. Vaillancourt had been in touch with the EMA Director, as that should be his first point of contact. Administrator Jones will email Mr. Vaillancourt Gary Morong's contact information. The Board thanked Mr. Vaillancourt for taking the time out and coming into meet with them.


3. Meet with Director of Bates Morse Mountain Conservation area, and hear her annual report.

Laura Sewall distributed her Annual Report to the Board. There were three items she wanted to report on:

At the end of July last summer, by 9:43 a.m. the lot was full and 55 cars were turned away. The next day, which was a Saturday, the parking lot was full at 9:32 and 117 cars were turned away; it was a management problem. Ms. Sewall called Curtis Doughty and said she needed his help. He came down immediately and created a loop road, so that when the parking lot is full, there is an easy way to go back out again. They've had very little congestion in the parking lot ever since.


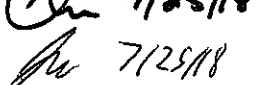
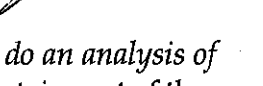
- The hemlocks – there is a patch of hemlocks just past the bridge that are heavily infested, and the trees are starting to die. It turns out that it is biologically sensible to leave them where they fall, for two reasons: habitat creation but also because if you leave them there is a real possibility the future hemlocks will be resistant to the infestation. Ms. Sewall said they will let them fall, except for the ones that are safety issues on the road, and put up educational signs as you walk up the road explaining the infestation. Ms. Sewall sees it as an educational opportunity. Administrator Jones asked Mr. Sewall if she knew the percentage of the trees that were affected. Last year there was a student who looked at the percentages and she came up with about 40% of that particular grove. Since then, it has clearly spread.*
- This year, I had an assistant, the student who did the work on the hemlocks. She established seven survey plots all around Bates Morse Mountain; the emphasis there is*

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research and education. It means that every 5-7 years we'll go out and do an analysis of what's happening in those survey plots. This makes Bates Morse Mountain part of the State's Ecological Reserve Program, which emphasizes it as an area of land that is put aside for primarily research purposes. Ms. Sewall feels that is a great addition in terms of first emphasizing research, but also adding more reason and layers for protecting it. Selectman Young commented on how the percentage of visitors has doubled in ten years. Ms. Sewall stated that it tops out in August each year. It was a good year.

4. Consider approving a Change Order extending the contract end time to July 14, 2018 (was June 29, 2018) for the Parker head Road reconstruction project for Pike Industries.

Administrator Jones explained the Rob Prue called on this Change Order for the Parker Head Road reconstruction project, which is simply an extension of the deadline for completion. Administrator Jones stated that while the project is progressing, a base layer of paving is needed and then some ditching and the service layer. The work schedule was shortened due to a long posted road season. Roads were posted early and unposted rather late, so Pike Industries' crew had a long wait. Selectman Mixon added that they also ran into difficulties because of the wind storm last fall. Selectman Young asked if they were confident that they would get it done by July 14th. Administrator Jones responded that they drove down there on Tuesday morning and mid-July is there target.

Vote: Selectman Mixon motioned to accept the Change Order to extend the contract time due to delays from the October 2017 wind storm and late removal of the road postings, from June 29th to July 14th with no penalty, which was seconded by Selectman Young and passed by a vote of 3-0.

5. Consider appointing the following officials (list attached on next page) to serve beginning July 1, 2018.


Administrator Jones explained that she highlighted the new appointments; the others are renewals. The Budget Committee has three applicants and two for the Road Committee. Selectman Young wanted to acknowledge the receipt of an email from Josh Bate who recommended that two individuals on the Road Committee, who are up for renewal, not be renewed; email is on file. The Selectman read down the list of officials for the listening public and those present. John M. Young's appointment needs to be changed from Alternate to a regular committee member. Mr. Young would like to fill the second position on the MCEDD Board for a two year term.

Vote: Selectman Mixon motioned to appoint the list which was just read along with Michael Young being appointed to the MCEDD Board for a two year term, which was seconded by Selectman Young for everyone except him, which was seconded by Selectman Read, and passed by a vote of 3-0.

There are still a few vacancies.

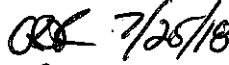
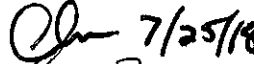
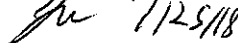
6. Consider taking \$214.21 out of the Selectmen's Contingency account to cover the difference in the actual Winter Road Budget overage (\$10,277.10) by the amount voted for at Town Meeting 2018 (\$7,062.89).

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Administrator Jones explained that she found a discrepancy from what the Town voted on the winter road overage, but she did not the revenue which should have been included in that figure, so it turns out the overage is \$214.21.

Vote: Selectman Mixon motioned to take \$214.21 out of the Selectmen's Contingency Account to cover the difference in the actual Winter Road Budget overage, which was seconded by Selectman Young and passed by a vote of 3-0.

7. Discuss next steps to address non-functioning central air unit at the Town Hall.

Selectman Mixon explained there is not enough air-flow through the coil and because of that the unit is not functioning properly. The current duct work at Town Hall was never designed to do the AC piece. Ellis Reed's solution is to run a piece of duct on the other side of the wall, inside the closet, inserting it through the top to increase air flow. Larger ducts need to be used in the office areas because of all the machinery running and large windows creating heat. Selectman Mixon would like to see is the air exchanger disconnected from the heating system and plugged into diffusers in the hallway to change the air down in the basement and keep bringing in fresh air. Selectman Read is concerned that this is just a Band-Aid that will need to be fixed come fall when we need to heat. Selectman Mixon replied we might have the ability to put a dampening system in so we can shut if off in the fall. Selectman Read would like to see this taken care of this year. Selectman Mixon stated he thinks the cost would be around \$400. Selectman Young asked Administrator Jones how much money was left in the Capital Account. Administrator Jones checked and the balance in that account is \$2,295. Selectman Young asked if there would be any money left over in that account after the computer upgrade. Response by Administrator Jones was that just the carry forward would be available.

Vote: Selectman Read motioned to use up to \$1,500 from the Selectmen's Contingency Account to take care of the central air problem at Town Hall, which was seconded by Selectman Mixon and passed by a vote of 3-0.

IV. **Correspondence**

1. Ballot for MMA's Legislative Policy Committee

Administrator Jones explained the candidate were two managers, Peter Owen from Sagadahoc County and Bill Post from Bowdoinham. Selectman Young stated he knew them both and they were good folks.

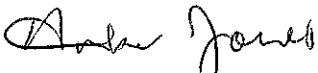
Vote: Selectman Young motioned to vote for Mr. Owen and Mr. Post for the above MMA Committee, which was seconded by Selectman Mixon and passed by a vote of 3-0.

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

1. Progress on Popham Wharf project

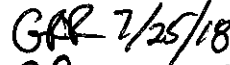
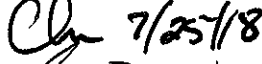
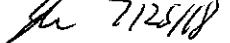
Selectman Mixon reached out to Barney Baker & Associates who is the engineering consulting firm for the project at Popham Wharf. The funds became available this past spring from the State. If we were to add to the project, specifically a ramp and a float, we would be eligible for additional monies, which the State would use as part of our match and they would match it. Mr. Baker spoke with David last week and they have located some DACF money to add to the project. Selectman Mixon did go down on Friday with MMA and went to a couple of different town landings, that one being one of them for

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insurance purposes. Everything looks good – there are a few things that need to be taken care of. We are a little backed up.

2. Sam Day Hill Road Culvert Bid postponed

Administrator Jones reported that the Sam Day Hill Road Bid has been postponed until next Tuesday, the 26th, at 3 p.m. This has to do with an industry problem. Precast is one of the few vendors of the large box culverts and they are very backed up with lots of road work going on. Contractors were having a hard time putting together figures, because they couldn't get estimates from Precast. Administrator Jones will not be here on the 26th. Mike Young is available for the bid opening, if that is approved by the Board, which it was.

Selectman Young reported that the Veteran's BBQ has been cancelled for Saturday; wasn't sure if the trucks would be running up to the Sportsman's Club so they didn't want to take a chance of people being in the way. He also reported that he had an individual ask about the paving at Sebasco – the drop offs between the pavement and the sides of the road – they are quite deep. Selectman Young spoke with Curtis and he wanted to pass on that they're blending in the paved driveways right now, then they will do the gravel driveways and the last thing they will do is come down and grade so it will be a gradual drop off. Ellen Winchester sent a request to speak with the Board next week about the Parker Head Road and dangerous travel going down through; didn't know if it would behoove to have John take a look and bring some information to the Board. Supposedly there has been 5 vehicle accidents in the last three years. Also maybe invite Rob Prue to talk about the road design and Curtis if he would like to be here. Selectman Mixon stated that it is summer time, people are in town, please be careful on the roads. Selectman Read announced that next week there will be an executive session beginning at 5 for a performance review.

VI. Review and/or Sign:

1. Payroll and Accounts Payable Warrants
2. Selectmen's Meeting Minutes for May 23rd
3. Treasurer's Report for May 2018
4. Consent agreement between Town of Phippsburg and Sidney Rodgers
5. Consent agreement between Town of Phippsburg and Sarah Dunagan and Stuart DeVan

Vote: Selectman Young requested that the May Treasurer's Report be tabled until next week as he hasn't had a chance to go through it, as well as the May 23rd Selectmen Meeting Minutes. He also stated the Consent agreement was fine but wanted to make sure that the compliance list is added to it so Mr. Rodgers know exactly what he has to do to be in compliance. Was seconded by Selectman Mixon and passed by a vote of 3-0.

Vote: Selectman Mixon motioned to sign the Payroll and Accounts Payable Warrant, Consent Agreement for Mr. Rodgers with the addition of a compliance list, and the Consent Agreement with Sarah Dunagan and Stuart DeVan, which was seconded by Selectman Young and passed by a vote of 3-0.

VII. Adjournment

Vote: At 7:27 p.m., Selectman Mixon motioned to adjourn, which was seconded by Selectman Young and passed by a vote of 3-0.