

Submitted by:

Approved by Selectmen:

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Adele M. Suggs
Admin Asst

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**TOWN OF PHIPPSBURG
SELECTMEN'S MEETING
June 24, 2020**

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

I. Adjustments

1. Selectman Young would like to consider adding donations in lieu of flowers in memory of David Thombs and Margo Zinke; \$75 donation to the Rescue Association in honor of Margo Zinke and \$75 to the Maine Coast Fishermen's Association in honor of David Thombs under New Business.
2. Add the authorization of the Town Administrator to sign the MidCoast Humane Society annual contract under New Business.
3. Discuss under New Business hours at the Transfer Station for July 4th.

II. New Business

1. Consider permanently changing the Selectmen's Meeting time to 5:00pm (from 6:00pm).

Vote: Selectman House motioned to permanently change the Selectmen's Meeting to 5:00 p.m. which was seconded by Selectman Mixon and passed by a vote of 3-0.

If there is a need to meet at 6:00 and the Board knows ahead of time, they will adjust to that.

2. Consider removing the recycling containers at the Town Hall parking lot.

Vote: Selectman House motioned to have a straw poll vote sheet at the elections in July which was seconded by Selectman Mixon and passed by a vote of 3-0.

3. Consider cancelling the Annual Seasonal Taxpayers meeting.

Vote: Selectman House motioned to cancel the Annual Seasonal Taxpayers' Meeting which was seconded by Selectman Mixon.

Selectman Mixon would like to get a synopsis printed out that is usually handed out at the Seasonal Taxpayers' Meeting and get that distributed either by US Mail or e-mail, and have them available at Town Hall. Selectman House announced that for the citizens that normally attend this meeting, if anyone has any questions to email the Administrator so it can be discussed at a Selectmen's Meeting.

Vote passed by a vote of 3-0.

4. Consider reappointments of officials to serve from July 1, 2020 to June 30, 2021.

Selectman Young read aloud all the names and positions of the reappointments. There were a few questions on some of the appointments so Administrator Jones will do some research to make sure everyone was included. It was mentioned that Tom Totman was no longer on the CATV Committee.

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Vote: Selectman House motioned to sign the appointments for all positions, except for Tom Totman, which was seconded by Selectman Young and passed by a vote of 2-0.

5. As per Emergency Legislation LD 2167 Sec.D-1, consider adopting last year's budget until a final budget is approved at a future Town Meeting or Referendum vote.

Because of COVID restrictions the town is unable to have a normal Town Meeting. However, they have been authorized by Governor Mills and the legislature to adopt last year's budget for this year's budget until they are able to have a normal Town Meeting or Referendum Vote.

Vote: Selectman House motioned to adopt the 2019-20 budget for the 2020-21 fiscal year which was seconded by Selectman Mixon and passed by a vote of 3-0.

6. Consider using Selectmen's Contingency to pay the overage in Transfer Station salaries of \$540.96, and the remaining balance in Legal expenses of \$481.00, a total of \$1,021.96 (which leaves a balance of \$2,290.84 in the account to lapse into Surplus).

Selectman House thought the legal expenses were going to wait to get paid. Administrator Jones stated that the final figures are in. \$757 has already been paid and this will clean up all the legal bills.

Vote: Selectman House motioned to transfer funds from the Selectmen's Contingency Account to pay the overage of the Transfer Station salaries of \$540.96 and the balance of the legal expenses of \$481 which was seconded by Selectman Mixon and passed by a vote of 3-0.

Detail expense sheets will go out to the department heads and committee chairs so they can check their budgets to make sure no adjustments or corrections need to be made prior to year-end. There will also be a workshop next week to the 2021 budgets. Deadline for submitting any changes will be noontime on Monday, June 29th. If any accounts are in the negative and the Board needs to meet, they can schedule an Emergency Selectmen's Meeting. Currently each account that is in the red is offset by revenue. An adjustment will be made to the RSU account for the one cent overage.

7. Consider a \$75 donation to the Rescue Association in honor of Margo and \$75 to the Maine Coast Fishermen's Association in honor of David Thombs.

Vote: Selectman Young motioned to approve the above two donations which was seconded by Selectman House and passed by a vote of 3-0.

8. Authorize the Town Administrator to sign the annual MidCoast Humane Society contract.

Vote: Selectman House motioned to authorize the Town Administrator to sign the above annual contract on the Selectmen's behalf which was seconded by Selectman Mixon and passed by a vote of 3-0.

9. Discuss hours at the Transfer Station for July 4th.

July 4th is on a Saturday and Town Hall is closed on Friday, July 3rd. Administrator Jones spoke with Mr. McKenney and he didn't want to be closed both Friday and Saturday. He would prefer to be closed on Saturday, July 4th and be open on Friday the 3rd. This will be distributed throughout town and posted on the website so people will know.

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Vote: Selectman House motioned that the Transfer Station will be open on July 3rd and closed on Saturday, July 4th which was seconded by Selectman Mixon.

Selectman Mixon feels that consideration should be made for taking some money out of the Selectmen's Contingency Account to pay the Transfer Station Attendants the overtime rate of 1 1/2 times their regular wage since they are going to be working on a holiday when it would otherwise be closed. They don't have to do it; they are providing a service to the town. Question was whether the Board had the authority to do this. Administrator Jones will do some research, get a reading out to each of the Board members and they will vote on it next Wednesday.

Vote 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: Town Meeting date and format.

A. *A lot of information has come out from the State concerning a drive-in town meeting, having a town meeting in one building using multiple rooms and video, and doing a referendum. Those three are the Board's options. Selectman Young feels that in September the Governor is not going to do away with social distancing and the 50 person limitation; there are usually at least 100 people who attend Town Meeting. With social distancing approximately 83 people could fit in gym, but we are restricted to 50 people maximum. We're down to conducting a drive in which Selectman Young cannot see doing or using the school and dividing up into the gym and then different rooms which would only hold about 10 people per room. Then you would need a ballot clerk in each room. Selectman Mixon stated this would also be after school was in session and would disrupt a lot of the school. RSU 1 might have issues with this. Selectman Young cannot see doing either one of these options and he does not want to go through a whole year on last year's budget. A referendum election will need to be held anyway because there are a lot of other articles that will need to be approved; we would try to group them as best as we can with a large explanation sheet and public hearing. Selectman House is fine if we do this at the November election, but she does not want to hold a special one. Whatever needs to get done needs to happen prior to committing taxes. We have a budget now so if the referendum does not pass it would automatically go to budget that the Board has adopted. MMA Legal came back and stated that the Town could not make it an alternative; the referendum would have to be phrased as a "yes" or a "no." Discussion was had about the wording on the referendum and if it could be just for the increased amount of the appropriation and if it fails, it would go back to the adopted budget. We are still awaiting a response back from MMA Legal on this. Discussion was also had about the way the legislative law reads whereby it is automatic that if you went into the new fiscal year, really didn't have to vote on it, you would operate under last years' budget until the Town Meeting. Again, we need clarification from MMA Legal and will let them know the Town adopted the current budget. Selectman Mixon suggested that Allison Hepler's office get in touch with the Governor's Office as well for further clarification. Selectman Young feels that not a lot of people will attend a Town Meeting, but in the meantime knowing we will be going to a referendum vote a draft needs to be prepared, how to word it and what to ask.*

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B. *Revisiting the budget – question was raised whether the Board wants to sit down and look at all the articles first or send a letter to the department heads explaining the current circumstances and have them review their budgets, or see what Ms. Hepler and MMA Legal says what the Town can do first; that way the Board could explain the situation to the department heads. Taxes cannot be raised. Administrator Jones will be sending the committee chairs/departments heads their final budget sheets and then it would be nice if everyone could all meet together in one room to discuss. This topic will be brought up again next week.*

C. *Town Report – Selectman Young will continue to edit the last copy of the Town Report he received and then he will hand it back over to the Administrator and Adele Suggs to finish. There are still some outstanding reports that have not been received.*

D. *Spirit of America Award – thought was to make a presentation at the recipient's house so they can at least know they have received the award. The camera could be taken and the event videoed and put on the Cable Channel; it could be done at the door without the recipient having to coming outside. It wouldn't need to be done during a meeting. It could be another night or a Saturday or Sunday. The Boston Post Cane could be presented on the same day. Selectman House will prepare a write up. These presentations are scheduled for Saturday, July 11th, at 10:00 a.m. The plaque will need to be prepared and the Spirit of America Award & Boston Cane Certificates printed. Selectman House will assure that the Spirit of America Award recipient will be home. Administrator Jones will check the availability of the Boston Cane recipient also.*

IV. Selectmen/Administrator Comments and Announcements:

Absentee Ballots are available!

Administrator Jones stated that a lot of requests are coming in for absentee ballots. They are available until the day of the election.

Town Office closes at noon on Tuesday, June 30th for year-end.

The Town Office will be closing at noon next Tuesday, June 30th, for year-end accounting.

Candidates' Night – July 8th, 2020

Please check out the Selectmen's Meeting on July 8th as that is when Candidates' Night will be held.

Vote on July 14th – State Primary and Municipal Elections/Referendum

Both the State Primary and Municipal Elections and Referendum will take place on July 14th over at the Phippsburg Elementary School.

Hazardous Waste Day – August 15th, 2020

Hazardous Waste Day did not go away. It is scheduled later this year on August 15th. This information will be included in the year-end mailer which monies have been budgeted for.

Selectman Mixon pointed out that Selectman Young had read earlier the names of the folks that volunteer to keep the town moving. These people volunteer their time and effort, it says a lot about the town we live in, it's impressive, and he just wanted to say thank you.

The Planning Board is going to continue their process as at the Public Hearing they received a lot of new information which made it impossible to make any kind of decision about the application at

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hand. There was a lot of interest; approximately 48-49 people were in attendance. There was a lot of good information and it was impressive to see the level people go to research these things to make sure they go smoothly and correctly. The Public Hearing was for the application of David and Tracy Percy for a new business consisting of a 12-unit RV campground on the property at 6 Sea Street, Popham. Another site walk is going to be held along with a workshop to get more public input. The sound system is still set up at the school.

Selectman Young announced that Artist Kevin Sudeith has returned to the Phippsburg Land Trust properties to continue with his stone carvings. He is driving a white van with Minnesota plates so you may see it parked at the Land Trust trails. Chief Skroski is aware of this and information will also be posted on the town's website.

The Small Point culvert project core sampling will be conducted the week of July 6th. They were asked not to do this on a Monday or a Friday. The Town has not heard back on a specific date but should have one very soon. This also will be posted on the website as soon as we find out so people will know.

V. **Public Forum:**

Gary Morong wished Selectman Young a Happy Birthday!

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

1. Payroll and Accounts Payable Warrants

Vote: Selectman House motioned to sign Payroll Warrant 128 & Accounts Payable Warrant 129 which was seconded by Selectman Mixon with the correction of the sales tax charge on the Bill's Garage invoice. Vote passed by a vote of 3-0.

2. Policy on Treasurer's Disbursement Warrants for FY 2021

Vote: Selectman House motioned to sign the above Policy for FY 2021 which was seconded by Selectman Mixon and passed by a vote of 3-0.

3. Policy of Tax Payments for FY 2021

Vote: Selectman House motioned to sign the Policy of Tax Payments for FY 2021 which was seconded by Selectman Mixon and passed by a vote of 3-0.

4. Town of Phippsburg's Fee Schedule for FY 2021

The proposed fee schedule was reviewed. There was some discussion about the listed addition of fees for insurance cards and IF & W. The decision was made to keep it at the \$1 fee per page for an 8 x 10 copy since agent fees have increased.

Vote: Selectman House motioned to sign the above Fee Schedule for FY 2021 with no changes at all from last year which was seconded by Selectman Mixon and passed by a vote of 3-0.

This schedule can always be revisited if necessary.

5. Letter of support to the National Fish & Wildlife Foundation for a grant submission by the Maine Coastal Program.

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Administrator Jones has already signed this letter because the deadline moved up at the last minute. Administrator Jones has already been appointed the agent for this so it doesn't need approval. No vote taken.

6. Municipal Quit Claim Deed for Frederica Cushman (Book 0469, Page 209), for tax lien year 1977.

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

A Local Food and Community Self-Governance Ordinance, which allows the Town to take the place of the State when it comes to setting those standards, will be put on next week's agenda. 80 towns in Maine have already signed onto this Ordinance. The Phippsburg Community Garden Committee has written a letter in support of this. They have also spoken with a Bath City Council woman and someone at the Merrymeeting Food Council and they are also considering adopting it. Administrator Jones will get with the Codes Enforcement Officer to get his input to make sure there isn't anything against our current Ordinance.

Adjournment

Vote: At 6:17 p.m. Selectman House motioned to adjourn which was seconded by Selectman Mixon and passed by a vote of 3-0.