

Submitted by:

Approved by Selectmen:

*AmL*

Adele M. Suggs  
Admin Asst

*7/15/20 JJ*  
*7/15/20 JWC*  
*7/20/20 LR*

**TOWN OF PHIPPSBURG  
SELECTMEN'S MEETING  
July 1, 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. Sign the remaining appointments for July 1, 2020 through July 30, 2021.
2. Sign the second notice of election budget referendum for RSU 1.

**Vote: Selectman Mixon motioned to add the above two adjustments under Review & Sign, which was seconded by Selectman House and passed by a vote of 3-0.**

**II. New Business**

1. Consider the impact of adopting a Local Food and Community Self-Governance Ordinance, as a tool for emergency preparedness, combating food insecurity, increasing local resilience, and long-term planning. With a letter of support from the Phippsburg Community Garden Committee.

*Information has also been received from MMA and they have taken a very confusing 3-4 page Ordinance and have shortened it to one page. Selectman Young is not ready to make a decision on this yet and he would like a little more research done. Selectman House agrees with Selectman Young. Selectman Young believes the Garden Committee didn't have the ability to see the MMA information. It's a great idea and could be impactful and more information will be coming out about this. Selectman Young thinks the Garden Committee should be the spearhead for this and see the response from MMA Legal. 80 towns have signed on with a local ordinance like this and they are all different and tailored to the community. It will be good to review other samples to see where the pitfalls may be.*

**Vote: Selectman House motioned to table the above Ordinance, which was seconded by Selectman Mixon.**

*Selectman Mixon likes the idea of the Garden Committee weighing in on this once they see all the information and make a recommendation.*

**Motion tabled by a vote of 3-0.**

2. Consider changing the pay policy to include "time and a half for part-time employees who work on a holiday" per section 3.B. of the Personnel Manual.

*This is due to the unusual circumstance of the July 4<sup>th</sup> holiday being celebrated on July 3<sup>rd</sup> on Friday with the actual holiday being on Saturday. Both of those days the Transfer Station is usually open and they will be working the holiday. Selectman Young went through the Personnel Manual and there is a section in there that states that the Board of Selectmen may also grant additional benefits although normally part-time employees do not get paid for working on*

Submitted by:

*ame*

Adele M. Suggs  
Admin Asst

Approved by Selectmen:

*7/15/2020*  
*7/15/2020*  
*2/20/2020*

*holidays. If the Board makes an exception for this then any part-time employee who works a holiday would get time and a half which would include the Parking Enforcement Officer. The policy covers this so the Board can pay them holiday pay on Friday. Selectman Young asked if the Board wanted to go a step further and make the policy read that all holidays would be covered or wait until they finish revising the manual. An exception can be made for July 3<sup>rd</sup> & 4<sup>th</sup>. The only legal holiday is Friday. Question was raised as to whether the Parking Enforcement Officer was part-time or temporary. He's considered temporary so he would not qualify for this. Administrator Jones had a discussion with the HR Director at MMA and asked her what the Board could do for these employees' and she was advised to stick with what the Personnel Policy states.*

**Vote: Selectman Mixon motioned to include time and a half overtime pay for all hours worked for the upcoming holiday, July 3<sup>rd</sup>, for part-time employees, which was seconded by Selectman House and passed by a vote of 3-0.**

3. Discuss the Town Landings Ordinances (enacted March 29, 1986 and March 14, 1988), with respect to prohibitions for parking.

*This Ordinance was enacted in 86, amended in 88 and redrafted in 1999 with respect to prohibitions for parking. Selectman Mixon explained that he was approached by a taxpayer who owns property on an island off one of Phippsburg's landings. A family member had received a ticket for not displaying a pass and parked at the landing in order to access the island. In further discussion, the taxpayer was unaware that she was prohibited from parking at the facility. She will be coming in to speak to the Board in a couple of weeks. Meanwhile, the history of the Ordinance which started in 1986 stated there was a restriction applied to parking which reads "you shall be restricted after 10:00 a.m. and before 7:00 a.m. to fishing from shore, and launching and landing of boats." This leads to the restriction of no parking overnight. In 1988, the Ordinance was amended to add the commercial fishing language. In 1999, the language specifically states "that no landing facilities shall be used to facilitate the development of islands or to provide regular mainland parking for island residents." This is the language in the current Ordinance. There is a prohibition about overnight parking and a restriction for being able to park to access the islands from the mainland's. This situation was just an oversight and not intentional. These Ordinances were adopted by the voters and the Board does not have the authority to deviate without the voters' permission. Selectman Mixon explained this to the individual to the best of his ability. Selectman Young stated that for the time being there will be no enforcement actions against her over the next two weeks until she comes into speak with the Board. Selectman Mixon has spoken with the Police Department; they have been provided a description of the vehicle and will not be ticketing this vehicle until they have their discussion.*

**Vote: Selectman House motioned to table the discussion about the Town Landings Ordinance until July 15th, which was seconded by Selectman Mixon and tabled by a vote of 3-0.**

**Vote: Selectman Young motioned to not bring enforcement action against the family for the next two weeks until we can sit down and talk at the meeting, which was seconded by Selectman House and passed by a vote of 3-0.**

Submitted by:

Approved by Selectmen:

7/15/20  
7/20/20  
cb

*Amc*

Adele M. Suggs  
Admin Asst

### 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 schedule and format.

A. *Town Meeting: No firm decisions can be made until the date gets closer, but the Board doesn't want to wait to the last minute to put a referendum warrant together. Feeling is that nothing is going to be changing in September with respect to social distancing, etc., so the Board is faced with a referendum election, and if so, how will things be worded. They have received a lot of information back from MMA and their suggestion was for the municipal officer's to include a warrant article asking the voter's to provide continued spending authority if any of the referendum articles fail. This way the municipal officer's do not need to rely on emergency legislation which is not clear at this point. This is new territory and we need to get further clarification from MMA. Administrator Jones would like to prepare a draft referendum warrant over the next couple weeks, by department or simplify further. She feels this is the way to go. Once completed the warrant can be sent to MMA and the Town Attorney. Bowdoinham is conducting a referendum town meeting in two weeks and Selectman House would like to see how that goes, and hold off on the draft warrant until the board knows what happened the day after Bowdoinham's meeting. More and more towns are deciding to go with a referendum because of all the unsureness'. Selectman Young stated the problem that the Town is going to run into is even if the Town is allowed to go all next year on last year's budget, a Town Meeting will still need to take place for all the other articles. The way it is worded, according to MMA, is once the Town Meeting is held that is the deadline date on last year's budget. Selectman Mixon suggests that the language in the referendum doesn't expire in a year, but at the next Town Meeting for non-budgetary items. Administrator Jones will also ask MMA about the authority for the expiration date. A decision will be made about Town Meeting at the July 15th meeting.*

B. *Budget Synopsis – Administrator Jones was not able to get the synopsis out to the Board this week. She is about half way through the budget sheets. What she has offered for the Board to bring home tonight is the Expense and Revenues for FY 2020. There is one account in the "red", Winter Roads, due to waiting on one more reimbursement to come in. Selectman Young would like to hold a FY 2021 budget workshop after the Selectmen's Meeting next week to take another look at the budget. We will not know what the RSU will be faced with for the upcoming school year to deal with COVID expenses.*

C. *Funding Authorization to Operate: For the time being, pay only what needs to be paid to keep the Town running. Donations to the non-profit are considered to be discretionary and should wait to see if the voters want to fund it. Another question for MMA is if we do this at Town Meeting and it doesn't pass what happens? Bath Food Bank not being able to get food could directly impact people in town. That is a concern.*

D. *Maintenance Person Position: This position has gone away and the Town now hires contractors. There is an employee at the Transfer Station that has been performing a lot of maintenance and he's not getting paid. Question was asked if he could be paid out of the Transfer Station Maintenance & Repair Payroll Account. If Maintenance is being performed by the*

Submitted by:

Approved by Selectmen:

*ame*

Adele M. Suggs  
Admin Asst

7/15/20  
7/15/20  
7/20/20  
*lh*

*employee on the off hours of the Transfer Station, they should be getting paid. It will be important for them to know where they are, budget wise, as they pick their maintenance projects. The Board didn't realize this was happening. Selectman House will talk to this employee about this and find out when the work is being performed.*

#### **IV. Selectmen/Administrator Comments and Announcements:**

Absentee Ballots available

*Absentee Ballots are available but there is a deadline that has passed for changing parties; it was 06/29. If you are unenrolled you can go into a party for the primary but cannot go from one party to another for the primary.*

Candidates' Night - July 8<sup>th</sup>, 2020

*Candidates' Night will be held on July 8<sup>th</sup> as part of the Selectmen's Meeting. Administrator Jones will be the Moderator.*

July 14<sup>th</sup> - State Primary and Municipal Elections/Referendum

*July 14<sup>th</sup> is the Primary and Municipal Elections and Referendum. John Morse will be the Moderator.*

Hazardous Waste Day - August 15<sup>th</sup>, 2020

*Hazardous Waste Day will not be held in mid-July; it's actually mid-August.*

*Selectman House suggested we get signs put up about Hazardous Waste Day and asked if signs had been put up about the Transfer Station being closed on Saturday, July 4<sup>th</sup>. Administrator Jones will look into this.*

*Selectman Mixon stated that today is Phase 3 of the re-opening for the State of Maine. People from more states will be in the area. The quarantine requirements have been removed for residents from New York, New Jersey and Connecticut. Rhode Island and Massachusetts are the only states in this area that will have the quarantine requirements once they enter the State for 14 days or have received a negative COVID-19 test result less 72 hours prior to their arrival in the State. There are frequently asked questions and some good information on the website for COVID-19. For people coming in from RI or MA, they will have to sign off on a Certificate of Conformance and present it to their lodging destination in the State of Maine that says one of three things: They have had the negative tests less than 72 hours prior to arrival; that they have quarantined for 14 days or will quarantine for 14 days or the duration of the stay, whichever is shorter. There are a lot of changes, but bars are still closed for indoor seating.*

*Selectman House stated that Candidates' Night is next Wednesday before the Selectmen's Meeting. So if anyone has any questions email them to the Town Administrator so we can ask them. Ed Cherian and Chris Mixon will be participating in Candidates' Night. A notice to email questions to the Administrator will be posted on the Website. Candidates' Night will be accessible, via Zoom.*

*Selectman Young mentioned that Sebasco fireworks will be on July 2<sup>nd</sup>. He would also like to schedule a workshop with the Board, the Administrator, Lisa Wallace and Adele Suggs to talk about improvements in processing Accounts Payable and Payroll.*

Submitted by:

Approved by Selectmen:

7/15/20  
7/20/20  
JMK

*Am*

Adele M. Suggs  
Admin Asst

*Selectman Mixon asked if the department heads were being provided a monthly snapshot of their accounts. The Administrator doesn't believe this is happening and it was recommended that this start back up.*

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

1. Payroll and Accounts Payable Warrants

**Vote:** Selectman House motioned to sign Payroll Warrant 1 which was seconded by Selectman Mixon and passed by a vote of 3-0.

**Vote:** Selectman House motioned to sign Accounts Payable Warrant 2 which was seconded by Selectman Mixon and passed by a vote of 3-0.

**Vote:** Selectman House motioned to sign Accounts Payable Warrant 131 which was seconded by Selectman Young and passed by a vote of 2-0.

2. Selectmen's Meeting Minutes from June 17<sup>th</sup>, 2020.

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

3. Sign the remaining appointments for July 1, 2020 through July 30, 2021.

**Vote:** Selectman Young motioned to sign the above remaining appointments which was seconded by Selectman House and passed by a vote of 3-0.

4. Sign the second notice of election budget referendum for RSU 1.

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

*Selectman House mentioned that she is meeting Ellen Winchester tomorrow night to get some fresh vegetables to take to people that need them from the Community Garden.  
Selectman Young thanked Selectman Mixon for taking water down to the Community Garden.  
They were very appreciative.*

**Adjournment**

**Vote:** At 5:57 p.m. Selectman House motioned to adjourn which was seconded by Selectman Mixon and passed by a vote of 3-0.