

Submitted by:

Approved by Selectmen:

*Amk*

Adele M. Suggs  
Admin Asst

*8/12/20 [Signature]*  
*8/12/20 Jack*  
*8/12/20 [Signature]*

**TOWN OF PHIPPSBURG  
SELECTMEN'S MEETING  
July 22, 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. New Business**

1. Meet with Fire Chief, Andy Hart to discuss the Fire & Rescue Capital purchase of two replacement Automatic Defibrillators in the amount of \$4,444.80.

*Chief Hart explained that their current units are about 20 years old, they don't work on them anymore, and they need batteries. Battery replacement, if they can be found, is around \$500. They currently have seven of the brand they are wishing to purchase and another 3-5 of another brand. Batteries last only about 5 years so it will be a revolving cycle on battery replacement. Units are \$2,224 apiece, with center pads. Chief Hart was able to get a discount, so the total will be \$4,444.80. The Budget Committee recommended that this come out of the Capital Account rather than the Fire Department's General Fund. There will be shipping costs and Chief Hart was not sure about any type of warranty, but he will look into this.*

**Vote: Selectman House motioned to pay out of Fire & Rescue Capital up to \$5,000 which would include any shipping and warranty costs, for the purchase of two replacement Automatic Defibrillators which was seconded by Selectman Mixon and passed by a vote of 3-0.**

*Selectman House asked Chief Hart if there was any talk about putting the old pick up out to bid. He responded that yes there is and he is starting to write something up for that now. Selectman House also suggested that the truck could be posted on MMA and advertised. The warrant currently states that the Board is limited in authorizing anything over \$2,000 for disposing of real property. Chief Hart said the minimum price they were going to put on the truck is \$1,500. Bids could be due a week after Town Meeting in September. Chief Hart is also looking at disposing of another vehicle and possibly a boat so these would need to be separate warrant articles unless the Selectmen's authorization limit is increased at Town Meeting. Administrator Jones will check the wording on the current warrant. The Board will be reviewing the Town Meeting Warrant on August 12<sup>th</sup> so the Board asked Chief Hart to have any information about the boat to them in case they need to go with a separate warrant article.*

2. Discuss the Straw Poll Vote on the Town Hall recycling containers.

*The Straw Poll Vote was held at the elections, with 74 in favor of removing the recycling containers and 14 not in favor of removing the containers. The Town would be able to save \$4,655 annually by removing these containers and having people take their recyclables down to the Transfer Station. These bins have been abused, it is labor intensive for the staff to go through them and with no supervision they have ended up with hazardous waste, tires, etc., in them. The*

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*Board wanted to know if people were in favor of removing the containers and it is evident from the straw poll vote that they are. The recommendation is to remove them in September when the annual contract expires.*

**Vote: Selectman House motioned to remove the Town Hall Recycling Containers as of September 15<sup>th</sup> which was seconded by Selectman Mixon and passed by a vote of 3-0. Administrator Jones will get in contact with Pine Tree Waste, get some posters up, and post it on the Website**

3. Set a date for an Accounts Payable workshop.

*Original thought was to have everyone come in either prior to or directly after the Selectmen's Meeting, however, the staff would prefer to hold this during the day on their lunch break when the office is closed. That would be fine if only one of the Select Board members attended, but if all three are going to be present it will be considered a public proceeding and would need to be advertised and open to the public. Preference is to have all three board members in on the discussion. Workshop date was set for Wednesday, August 19<sup>th</sup>, beginning at 5:00 p.m. followed by the regular Selectmen's Meeting.*

## II. **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.

*A. Town Meeting will be held on September 12<sup>th</sup> starting at 9 a.m. at the Phippsburg Elementary School Ballfield. Part of the requirement from the sound system company is to have 2 - 20 amp circuits. These could possibly be acquired from the Fire Department. Selectman House will follow up on this. To keep the social distancing we would need to have four tents - Main tent up in the front with risers for the Selectmen, Town Clerk and the Moderator; will use pop up tents for voter check-in. Will have an additional 3 - 30' x 30' tents in line facing the Main Tent with 12' in between; this will allow us to fit approximately 130 people. The tent quote came in \$2,874 - they come in, set up, and take them away. Quote includes 150 chairs, 3 risers, but will need 4 tables instead of the quoted 3. The sound system quote was \$2,316.75 but we will only need 4 microphones not 5. There will be 4 wireless microphones - one for each tent. The base stands will not be needed and can be removed from the quote. Ed Skillin's Inc. has volunteered to donate the 2 port-a-potty's. Total will be approximately \$5,200 which may not be reimbursed through FEMA as they are beginning to identify items that are not going to be reimbursable. Having Town Meeting in this fashion will allow public input and be worry free for the Town as there will be no set up or tear down.*

**Vote: Selectman House motioned to accept the New England Tent & Awning and Headlight Audio Visual quotes, with the changes noted above, for a September 12<sup>th</sup> Town Meeting, as well as Ed Skillin's Inc. for use of the port-a-potty's, which was seconded by Selectman Mixon and passed by a vote of 3-0.**

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B. *Review of the Timeline – Town Meeting Budget Letters to the Department Heads by Friday, July 24<sup>th</sup>. Selectmen Workshop to review Admin Budget on July 29<sup>th</sup> following the Selectmen’s Meeting, Budget Meeting with Department Heads and Committee Chairs, Tuesday, August 11<sup>th</sup> at 6 p.m., Selectmen review Warrant and Town Report, Wednesday, August 12<sup>th</sup>, Town Report to printers Monday, August 17<sup>th</sup>, Pick up of Town Reports on September 1<sup>st</sup>, Sign Town Meeting Warrant on Wednesday, September 2<sup>nd</sup>, Post the Town Meeting Warrant on September 3<sup>rd</sup>, and Town Meeting on September 12<sup>th</sup> at the Ballfield.*

2. Letter to Department Heads and Committee Chairs, FY21 Budget Requests  
*Selectman Mixon is in agreement with sending out the letter to relook at everything. He did make a few amendments but it didn’t change the content. Selectman House stated some departments are already on tight budgets and may not be able to reduce it further. Selectman Young also had a few edits to the letter. Administrator Jones will make the noted changes to the letter and the Select Board will stop by Town Hall to sign off on it. Need to make sure that the Department Heads and Committee Chairs are getting a detailed monthly expense sheet and the Board should receive one also for the Town Admin Account.*

**Vote: Selectman Mixon motioned to sign the final version of the above letter, with the majority in agreement by the end of the week, which was seconded by Selectman House and passed by a vote of 3-0.**

*Selectman Young asked about the deadline for registering Motor Vehicles if the municipal town office was operating; he had heard the deadline was July 11<sup>th</sup>. Selectman House responded by stating each town was different and she thought it had been extended out 30 days. Selectman House will check into this. If indeed July 11<sup>th</sup> was the deadline we would need to post something on the website.*

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

*Bids for Stoney Brook Road & Meadowbrook Road Improvements due July 29<sup>th</sup>  
Administrator Jones announced for all the contractors that there that is a bid package at the Town Hall Office they are welcome to come in and review, the bid ad is also posted on the Town’s Website. Even though it is two roads, it comes as one package. Bids are due July 29<sup>th</sup> by 10:00 a.m.*

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

*Hazardous Waste Day is happening on Saturday, August 15<sup>th</sup>, from 9 a.m. to noon.*

*Selectmen House expressed her condolences to the Ken Hodgkins Family; Ken passed away last week.*

### IV. **Public Forum**

*The current republican candidate running for District 23, Holly Kopp, joined via Zoom and expressed her appreciation of having the opportunity to listen in to hear what’s happening in Phippsburg and what types of items are being worked on. She lives in Topsham Maine.*

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

1. Payroll and Accounts Payable Warrants

**Vote: Selectman House motioned to sign Payroll Warrant 8 and Accounts Payable Warrant 9 which was seconded by Selectman Mixon and passed by a vote of 3-0.**

2. Selectmen's Meeting Minutes from July 8<sup>th</sup>, 2020

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

3. Municipal Quit Claim Deed for Lynne S. Mitchell, Map 018, Lot 023, (formerly Map 002 Lot 017-02) for tax lien year 1988, (Book 904 Page 052).

**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.**

**Adjournment**

**Vote: At 6:01 p.m. Selectman House motioned to adjourn which was seconded by Selectman Mixon and passed by a vote of 3-0.**