

Submitted by:

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Adele M. Suggs  
Admin Asst

Approved by Select Board:

10/20/21  
*[Signature]*  
*[Signature]*

**TOWN OF PHIPPSBURG  
SELECT BOARD MEETING MINUTES  
October 6, 2021**

*The Select Board convened at 5:00 p.m. at the Town Hall with Chairperson House, Board Members Mixon and Levene, and Administrator McLellan present.*

**I. Adjustments**

1. Administrator McLellan would like the Board to consider going into Executive Session, per Title 30 M.R.S.A. 405 § 6F to discuss a Goodwill Account Request.

**Vote: Chairperson House motioned to add an Executive Session which was seconded by Board Member Mixon and passed by a vote of 3-0.**

**Vote: Chairperson House motioned to add under New Business, Item #4, consideration of a new telephone system proposal for Town Hall, which was seconded by Board Member Mixon and passed by a vote of 3-0.**

**II. New Business**

1. Consider approval of Assessing Technician (CAD) job description.

*January 20, 2012 was the last time this job description was updated. Only one sentence was deleted in #3, and #4 and #5 were renumbered. As a result of a general discussion, the boiler plate statement "performs other duties as required" was added to correspond with the other job descriptions.*

**Vote: Board Member Levene motioned to accept the above job description as written which was seconded by Board Member Mixon.**

*The date of the job description will be changed to today's date, October 6, 2021.*

**Vote passed by a vote of 3-0.**

2. Meet with Assessing Agent, Juanita Wilson, to indicate the target FY 2022 budget overlay and set the FY 2022 mil rate for property taxes.

*Ms. Wilson had provided the board with a packet that gives the Board a quick look at where the mil rates and the overlays have been in recent years. Specifically, the net taxable gain in real estate investment property was \$7,623,700. When that is plugged in with the other numbers, there is a minimum and a maximum to select the mil rate. The absolute minimum results because of the rounding in TRIO is going to be contained within its' function and it would indicate a negative overlay of \$298; a mil rate of .008955. On the other end, the maximum which would result in an overlay of \$293,491 and a mil rate of .009403. Typically, those are not even considered, but it gives you a look at both ends when you look at your mil rate selection and the overlay. That is limited by State law on what the Town can do based on the numbers. Getting into more detail if the minimum tax rate is rounded up to have any actual kind of overlay, the minimum rate would be 9 and it would give you an overlay of \$29,211. Right now, the Town is at a mil rate of 9.14. If you lowered it to 9.10 the overlay would be \$94,800. As you cut over to the tax bill the rounding is somewhat governed within that process and will not come out exactly to the*

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*overlay dollar so when the Board picks the mil rate, the vote is for the mil rate recognizing that the overlay will be within a few dollars. If the mil rate was held at 9.14 the overlay would be \$121,020. If the Board opted to increase the rate from 9.14 to 9.20 the overlay would be greater and potentially more funds from which to draw at Town Meeting; the overlay would increase to \$167,400. Board Member Levene had a question about the increase in mil rate and overlay which Assessor Wilson explained. Board Member Levene stated that it has value to keep the mil rate at 9.14 but is open to the 9.10. Chairperson House likes the 9.10.*

**Vote: Board Member Mixon motioned to set the FY 2022 mil rate at 0.009100 which was seconded by Board Member Levene and passed by a vote of 3-0.**

3. Consider appointing Terry Whetstone to the Community Garden Committee for the remainder of a two-year term ending June 30, 2023.

**Vote: Board Member Mixon motioned to appoint Terry Whetstone to the committee above which was seconded by Board Member Levene and passed by a vote of 3-0.**

4. Consideration of a new telephone system proposal for Town Hall.

*Administrator McLellan provided a copy of the pricing proposal to the Board and stated that the preference, given the experience at Town Hall, would be to go with an analog, hard-wired phone system which is what this proposal is for. Board Member Levene stated that it's important to fix the phones and she would agree with the Administrator's recommendation. There is a discount offered since the office is a municipality. Chairperson House stated this was not budgeted for but needs to be fixed. She asked if the phones could be leased and then bought out the end of June depending on where the budget is? Board Member Mixon asked Administrator McLellan what the balance was in the Tech Capital Account; response was \$3,000. The Administrator further explained that the system would be an internet one with voice-over IP phones. They would have their own connection, individually to the Internet to have the option of setting up individual phone message boxes. If leased, the monies would come out of the phone/town hall admin budget line. Administrator McLellan will clarify if the Town can have lease options, adjust the number of phones needed, and if the Town can buy out early without a penalty.*

*Administrator McLellan added that the Town just received their first half of the COVID relief funds. There is discussion about whether or not upgrades to a phone system meet the Treasury Department's criteria for use of these funds. If these funds can be used, the Administrator suggested the Board consider this option before any action is taken.*

*This will be put back on the agenda for next week.*

**Vote: Board Member Mixon motioned to table this item until next week when they have more information which was seconded by Board Member Levene and passed by a vote of 3-0.**

### III. Administrator/Members of the Select Board Comments and Announcements:

1. Sunray Rabies Clinic - Sunday, October 17<sup>th</sup> - 9AM to 12PM - Town Hall (Face masks are required). Dog registrations will be available.

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*Administrator McLellan reminded those present and listening about the upcoming Sunray Rabies Clinic above. The rabies vaccine will be \$15.*

2. Humane Society Rabies Clinic - Sunday, October 24<sup>th</sup> - 10AM to 12PM - Town Hall. Dog registrations will be available.

*There is no pricing information available yet for the cost of the vaccine for the above clinic.*

*There was a bat that was identified as having rabies in Phippsburg, the end of September.*

*These both are great opportunities to get your animals vaccinated and are open to cats as well.*

3. Dog registrations for the upcoming year will be available at Town Hall from October 15<sup>th</sup> through December 31<sup>st</sup>.

*For those who cannot make the above clinics, dog registrations will be available at Town Hall beginning October 15<sup>th</sup>. Administrator McLellan will confirm the deadline date for registration.*

4. Open Committee positions.

*There have been a couple applicants and approvals over the last few weeks. The open positions are posted at Town Hall and on the website. Come in and fill out an application and get involved with your local government.*

5. Absentee Ballots are now available at Town Hall as well as online. Link is located on the Town Website.

*The Town Website does contain a lot of information and is updated regularly. However, there is a lot of good information on it.*

6. Town Hall will be closed on Monday, October 11<sup>th</sup>, in observance of Ingenious Peoples Day.

*The Transfer Station will be open on Monday, October 11<sup>th</sup>.*

*Board Member Levene spoke with Clerk, Lisa Wallace, about direct deposit. She thought there was some sort of complication and was asking if the Board should have a workshop to discuss it. Chairperson House feels a workshop is not necessary. Ms. Wallace needs to work with the bank not the Board.*

*Payroll would need to be submitted on Monday and not approved by the Select Board until Wednesday.*

*Board Member Levene asked if that would be a problem. Chairperson House explained that only one of the board members, per policy, can come into sign payroll or all three can sign on Monday. Chairperson House will follow up with Ms. Wallace.*

*Chairperson House announced that the Rec Dept is sponsoring a Trick or Trunk on Saturday, October 30<sup>th</sup>, from 5:30-7 p.m. Sign up is needed for cars as soon as possible; contact the Rec Dept for further information. Will be put on the Town's Website.*

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

1. Payroll and Accounts Payable Warrants.

**Vote:** Board Member Mixon motioned to approve Payroll Warrant #32 & Accounts Payable Warrant #33 which were seconded by Chairperson House and passed by a vote of 3-0.

*A \$10,000 check came into Town Hall for the Winnegance River Herring Association from the Land Trust. It went through the Town's system in error and has now been deposited in the correct account at Camden National Bank.*

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2. Select Board Meeting Minutes for September 22 & 29

**Vote: Board Member Mixon motioned to approve the above meeting minutes which were seconded by Chairperson House and passed by a vote of 3-0.**

3. August 2021 Treasurers Report.

**Vote: Board Member Mixon motioned to approve the above Treasurers Report which was seconded by Board Member Levene and passed by a vote of 3-0.**

**V. Public Forum**

*Voter Registrar, Adele Suggs, will be attending a MTCCA Voter Registrar webinar, via Zoom from home, on Tuesday, October 12<sup>th</sup>, from 9 am to 3 pm.*

**VI. Executive Session**

1. Meet in Executive session per Title 30 M.R.S.A. 405 § 6F to discuss a Goodwill Account Request.

**Vote: At 5:57 p.m. Board Member Mixon motioned to go into Executive Session which was seconded by Board Member Levene and passed by a vote of 3-0.**

**Vote: At 6:10 p.m. Board Member Mixon motioned to come out of Executive Session which was seconded by Board Member Levene and passed by a vote of 3-0.**

**Adjournment**

**Vote: At 6:10 p.m. Board Member Mixon motioned to adjourn which was seconded by Board Member Levene and passed by a vote of 3-0.**