

Submitted by:

Approved by Select Board:

10/27/21  
Juel  
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Adele M. Suggs  
Admin Asst

**TOWN OF PHIPPSBURG  
SELECT BOARD MEETING MINUTES  
October 13 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. New Business**

1. Review and sign the FY 2022 Tax Commitment

*Last week the mil rate was set at \$9.10. The signatures on the commitment paperwork (Assessors' Certification of Assessment, Municipal Tax Assessment Warrant, Certificate of Commitment, and Certification of Assessment to be Returned to the Municipal Treasurer) are as Assessors' not as Municipal Officers and must be signed in triplicate. These documents will be placed in the Commitment Books and the books should be available next week.*

**Vote: Board Member Levene motioned to sign the FY 22 Tax Commitment which was seconded by Board Member Mixon and passed by a vote of 3-0.**

2. Consider accepting a donation of \$1200 to the Goodwill Account.

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

3. Consider accepting a donation of \$1000 to the Goodwill Account from Rodger & Becky Cuthbert.

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

**II. Unfinished Business**

1. Consider telephone proposal from CMC Technology Group

*Administrator McLellan emailed the Board the latest quote for the new telephone system. The proposal is for nine phones with the current counter phone not included as it may still be able to be used with this new system. There is a 3-month wait time for the digital phones. Overtime, the Administrator feels the VoIP phones will be less cumbersome and need less maintenance. It is more costly, but no additional line work will need to be done and it's a better product. There are no funds available all at once in the Capital Account for this purchase. It was not budgeted either in the Capital Account or the Admin Account, so the Board needs to be mindful of the impact on the Admin Account for the remainder of the fiscal year. If the Board takes the remaining 8 months of the fiscal year at the 60-month term rate of \$126.90 per month, it would be an expense of just over \$1,000 for the remainder of the fiscal year but end up paying about \$7,600 for the phones when the lease is completed. The 48-month option would cost about \$1,200 this fiscal year but it would reduce the overall cost by about \$200 to \$7,400. The 36-month option would be a \$1,600 expense for the fiscal year and the least pay out by about another \$100.*

**Vote: Board Member Mixon motioned to execute the 48-month term lease option for the Voice Over IP phone system quote #37623 at \$155.69 monthly to come out of the Town**

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**Admin Account and authorize the Town Administrator to sign the lease 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.
2. Humane Society Rabies Clinic – Sunday, October 24<sup>th</sup> – 10AM to 12PM – Town Hall. Dog registrations will be available.

*Reminder there was a rabid bat found in Phippsburg so make use of these clinics while they happen.*

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> without penalty.

*Registrations are due by year's end. No late fee will be assessed until January 31<sup>st</sup>.*

4. Open Committee positions.

*Another application has been received and will be on the agenda for consideration next week. There is a list of these open positions on the Town's Website, under Town Notices.*

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

6. Trick or Trunk, Saturday – October 30, 2021, from 5:30-7 p.m. in the Town Hall Parking Lot. This is limited to 20 cars so sign up quickly.

*Board Member Mixon announced that there are now stripes on the roads that haven't been there for quite a while. Thank you!*

*Chairperson House wished Julie Varian a Happy Birthday!*

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

**Vote: Board Member Mixon motioned to authorize \$288.97 for a replacement receipt printer for the front counter to come out of the Town Hall Capital Account which was seconded by Board Member Levene and passed by a vote of 3-0.**

1. Payroll and Accounts Payable Warrants.

**Vote: Board Member Mixon motioned to approve Payroll Warrant #34 & Accounts Payable Warrant #36 which were seconded by Board Member Levene and passed by a vote of 3-0.**

**Vote: Board Member Mixon motioned to approve Accounts Payable Warrant #34 which were seconded by Chairperson Levene and passed by a vote of 2-0.**

2. September 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.**

*Administrator McLellan announced that the Community Garden Club donated the proceeds of their T-shirt sales to the Elementary School.*

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**V. Executive Session**

1. Meet in Executive Session per Title 30 MRSA 405 (6) (E) for a consult with the Town Attorney.

**Vote: At 5:34 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 6:22 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 6:22 p.m. Board Member Mixon motioned to adjourn which was seconded by Board Member Levene and passed by a vote of 3-0.**