

Submitted by:

Approved by Selectmen:

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Adele M. Suggs
Admin Asst

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**TOWN OF PHIPPSBURG
SELECTMEN'S MEETING MINUTES
October 21, 2020**

The Selectmen convened at 4:30 p.m. at 39 Maple Street, and then reconvened at 5:00 p.m. at the Town Hall with Selectman Young, Selectman House, Selectman Mixon and Administrator Jones present.

Previous to the meeting the Selectmen made a visit to 39 Maple Street at 4:30 to take a look at the property as they have been doing for a few months. Property is being worked on as a clean-up project by the owner's.

Reference (1) - September 2011 Selectmen Meeting Minutes

I. New Business

1. Meet with Police Chief John Skroski to consider his recommendation to hire Sam Alexander for position of Part Time Patrol Officer.

Chief Skroski announced that this position opened up the end of August. There is an internal candidate which served as Parking Enforcement Officer this past summer, Sam Alexander. He is a criminal justice student at Central Maine Community College. Sam is interested in this open position. Sam has completed the Maine Criminal Justice Academy alert test and passed the physical assessment test as well. Sam's schooling is currently being done on-line. Sam will need to complete the Academy's training module; they offer it a couple of times a year. The first module is 40 hours of on-line training so that piece is flexible. Chief would just need to sign Sam up for that at the Academy. After the completion of the 40 hours of training, Sam would take a test at the Academy and once you past that, he can sign up for the in-session, two week training. There is usually a session mid-winter to accommodate college students. Once that is complete, Sam would have to take taser and firearms training. Chief has been in contact with the Public Safety Advisory Committee and they are comfortable with any decision made at tonight's meeting. Good feedback was received by the community about Sam's work this past summer. The Town's current Personnel Policy allows hiring from within without advertising. Sam stated he will graduate with his Associate's Degree in May. He's also looking into the National Guard. He has at least another year of schooling. Sam's ultimate goal is to become a Police Officer.

Vote: Selectman House motioned to hire Sam Alexander for the position of Part Time Patrol Officer which was seconded by Selectman Mixon and passed by a vote of 3-0.

Chief Skroski also mentioned that Firearms Training was completed last week. Harbormaster Alexander, Officer Kehl Chadwick and Chief attended. They all qualified with their handguns and rifles, so they are all up to date.

2. Meet with Assessing Agent Juanita Wilson, on a Tax Year 2019 (FY2020) abatement request received beyond the filing deadline from David and Susan Duncan (Map 027 Lot 042). Assessor, Juanita Wilson, could not be present this evening. The abatement request was received last

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week. Ms. Wilson has been working with the Duncan's on their property valuation. The requirement for submitting an abatement is 185 days after the date the taxes are committed to the Tax Collector. We are now six months past that date. Assessor Wilson is still waiting for an appraisal from Pete Galle. Until she receives that appraisal and reviews it, she is not going to recommend the abatement. She is very willing to continue to work with the Duncan's to look at the assessment for this year. As far as the abatement for this past year, without the further information she requested, Ms. Wilson is not in favor of granting an abatement with the information she has been provided.

Vote: Selectman House motioned to decline the above abatement request for FY 2020 which was seconded by Selectman Nixon and passed by a vote of 3-0.

3. Discussion on the November Holiday schedule: day after elections, Veteran's Day, Thanksgiving, and day after Thanksgiving.

Administrator Jones had provided a tentative schedule to the Selectmen. Since the Selectmen will not be meeting on Veteran's Day, they will meet the day after elections on Wednesday, November 4th. Selectman House confirmed that the Transfer Station would be open on Veteran's Day and that they would be paid time and a half. There will be no Selectmen's meeting the day before Thanksgiving, November 25th. Town Hall will be closed Thanksgiving and the Friday after, November 26th & 27th. On Wednesday, November 25th, Selectman House and Nixon will stop into Town Hall and sign the Payroll and Accounts Payable Warrants.

4. Meet with Gary Morong to discuss the NIMS requirements requested by Sagadahoc County EMA.

EMA Director, Morong stated that NIMS stands for the National Institute Management System. The Town was approached in 2006 and two meetings were held in 2006 and both times the Town decided not to get involved due to the fact that the trainings were very time consuming. Then in 2011 the training was considered again. On Page 2 of the September 2011 Selectmen Meeting Minutes (see Reference 1 attached) it states "Selectmen voted 3-0 to sign the Resolution. Director Green explained that once Phippsburg finishes the program, Sagadahoc County will be the first county in Maine to be fully compliant." Administrator Jones could not find a signed resolution on record and it could be due to record retention guidelines. Mr. Morong further stated that he couldn't find anything further that shows the Town followed up on anything after that. Mr. Morong had received a notice from Sarah Bennett, EMA Director for Sagadahoc County, stating that each year that Sagadahoc County is required to certify NIMS compliance in order to remain eligible to receive grant funding. She asked for the Town to coordinate with town officials, complete the form, and return it to her by October 30th. Ms. Bennett further states that if there is any new staff or the rest of the staff is compliant the Town will be considered compliant because it's assumed that new staff will be brought up to compliance with ICS-402 and other required trainings and activities within a reasonable amount of time. ICS-402 is relevant to all elected and appointed officials as well as senior leadership and department heads. There is a list of trainings from the State as well as FEMA. Mr. Morong doesn't want to sign the form if staff is not up to compliance. He has spoken with the Fire Chief, Assistant Fire Chief, Rescue Chief and Police Chief,

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and they all feel that the amount of training they have to take, even though it's not a lot, on top of everything else they have to do, is not worth it for the small amount of money they may gain. Some of the training is on-line, the County will come and give the trainings, and it just takes time. If the Town signs up, they will be eligible for funding from FEMA for grants, but it doesn't affect storm reimbursement or any type of emergency monies. Administrator Jones asked if the county was affected if the towns weren't compliant across the board; Mr. Morong wasn't sure. Selectman Mixon added that it doesn't take the County out of the running for any grant money they potentially have. Mr. Morong said if there was a proclamation signed back in 2011 he doesn't know where that documentation is. Administrator Jones stated that in most incidences resolutions are just signed minutes not a separate document. According to the 2011 Minutes (Reference 1 attached) the Town was committed to becoming NIMS compliant but never finished the program so currently we are not compliant. Mr. Morong has taken some of the trainings, but he cannot speak for anyone else. Selectman Mixon has taken several trainings but it was years ago. Administrator Jones stated that when she spoke with Grainne Shaw, Deputy EMA Director for Sagadahoc County, she said a lot of the trainings that were face to face trainings are now on-line. She is of the opinion that the requirements for the training were not overwhelming for administrative. Gary Morong added that the training depends on whether you are paid or a volunteer. It would be nice to know exactly what is required from us. Ms. Bennett offered to come down and do the training but you still have to get everyone together. After nine years, the Town is still not compliant and Mr. Morong doesn't believe the Town will be by the end of the year. He doesn't want to sign the document saying the Town is compliant when we're not. Mr. Morong's recommendation is to rescind the 2011 resolution. Selectman Young added that the 2011 minutes stated that Fire Chief Totman added that he was very supportive of becoming compliant and Administrator Young added that Police Chief Skroski was also in favor, so from then until now their minds have changed. The classes are designed for Towns with a great deal of manpower with a lot of different roles and may or may not be applicable to the Town of Phippsburg, but the Town is using certain portions of these requirements/qualifications that are practical, but the formal package has not been adopted.

Vote: Selectman House motioned to rescind the resolution of 09/07/11 to become NIMS compliant which was seconded by Selectman Mixon and passed by a vote of 3-0.

Mr. Morong added to keep in mind that these requirements can be fulfilled at any time.

II. Unfinished Business

1. Discuss the status of clean-up at 39 Maple Street.

The Board met at 39 Maple Street prior to this meeting. Selectman Mixon recommended taking a step back and looking at the ordinances to see what is and what is not in compliance. The DEP compliance has been met. Administrator Jones will get in touch with Codes Enforcement Officer, Lee Rainey, to put a package together stating what the Phippsburg Ordinances require and what the State requires for the Board and Mr. Rogers to review and then the Board will move forward to compare it to the current situation currently at 39 Maple Street. There is a lot of metal that needs to be taken care of. If Mr.

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Rainey has any questions he can call Selectman House.

2. Reconsider strategies to maintain a safe and healthy work environment and public services in response to the pandemic Covid-19.

Selectman House stated that the latest information regarding vehicle registrations is not clear and should be ignored; it's very confusing.

III. Correspondence

1. Thank you card from family of Margo Zinke for the for the Town's donation to the Phippsburg Fire & Rescue Department in her memory.

Selectman Young read the thank you card aloud and the family was very appreciative of the above donation.

IV. Selectmen/Administrator Comments and Announcements:

Administrator Jones stated that Absentee Ballots can still be sent through the mail, however, the period has closed for people to be able to register to vote through the mail, but you can come into to register to vote in person up until and including Election Day. If you are already registered to vote, you can send in your absentee ballot application. There is a steady stream of residents coming into Town Hall to vote. The Town has sent out over 700 absentee ballots to date.

Selectman Mixon added that the elections will take place at the Fire Station this year, not at the school. Selectman House suggested that the school put this information on their digital sign. Administrator Jones will see this get displayed.

Selectman House also wished Geneva Beals a belated Happy Birthday!

V. Review and/or Sign:

1. Payroll and Accounts Payable Warrants

Vote: Selectman House motioned to sign Payroll Warrants 38 & 39 and Accounts Payable 40, which was seconded by Selectman Mixon and passed by a vote of 3-0.

2. Selectmen's Meeting Minutes for October 7th and October 14th 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.

Adjournment

Vote: At 5:48 p.m. Selectman House motioned to adjourn which was seconded by Selectman Mixon and passed by a vote of 3-0.

Selectman Young will be absent from next week's meeting.

Reference (1)

Submitted by: TOWN OF PHIPPSBURG Approved by Selectmen:
SELECTMEN'S MEETING
John M. Young MINUTES
Administrator September 7, 2011

Meeting convened at 6:00 p.m. at the Town Hall with Selectmen Pye, Read and Perkins present.

I. New Business

1. Meet with Mark Hawkes concerning the State DOT drainage repairs at the intersection of Stoneybrook Road and Route 209 (Main Road).

Mr. Hawkes had asked earlier in the day to be removed from the agenda. So that the public would be brought up to date on this issue, Administrator Young and Road Commissioner Doughty gave a briefing.

They explained that Maine DOT would be meeting with an adjacent property owner to the intersection on Thursday to have an easement signed and then would be starting the work within a couple of weeks.

Administrator Young added that he would inform the public when any road closures would occur.

Selectman Pye stated that he understood the frustrations of the people transiting Stoneybrook Road and is hoping that DOT finishes the culvert replacement and paving soon.

2. Meet with Misty Green (Director, Sagadahoc County Emergency Management) and Fire Chief Jim Totman to discuss NIMS (National Incident Management System) compliancy.

Director Green explained that when the Federal Government set the NIMS training requirements in 2006 they were very time consuming and it was tough for a rural Fire Department to comply (see the Selectmen's minutes of March 1, 2006 and October 18, 2006). She added that starting in July the training requirements for certification had been reduced and now the Town should be able to comply by the deadline of September 30th. To certify, the Selectmen would need to sign a compliance resolution stating that the Town would have a policy that the Police and Fire Departments would operate under the NIMS. The Fire Department personnel would need to complete 100 & 700 training, which will be offered during an evening prior to the end of September. Chief Skroski would also need to complete some training, but it can be done on line. Director Green added that Phippsburg would be the last town in the County to become compliant and would then become eligible for Homeland Security grants, which would be helpful in purchasing communications equipment. Fire Chief Totman added that he was very supportive of becoming compliant. Administrator Young added that Police Chief Skroski was also in favor.

Selectman Pye asked for an overview of the NIMS. Director Green replied that during the September 11, 2001 terrorist attacks it became evident that emergency communications and structure was a problem. Following that event NIMS became a directive so that emergency

communications and structure throughout the nation would be conducted in a uniform manner no matter who was responding.

The Selectmen voted (3-0) to sign the resolution. Director Green explained that once Phippsburg finishes the program Sagadahoc County will be the first county in the State of Maine to have complete compliance by all its municipalities.

II. Unfinished Business

1. Review RFP's for compensation study.

Selectman Pye explained the history behind the compensation study (see minutes of June 1, 2011) and added that the RFP requirements were on file at the Town Hall.

There were three RFP's received: Thorntons - \$6,725.00; MRI - \$7,400.00; and Human Resources Partners \$8,900.00.

Administrator Young stated that the proposals included drafting job descriptions for each municipal position. He recommended that the two lowest bidders be interviewed. However, to continue with the process the Selectmen would have to identify the funding source.

Selectman Pye stated that there was \$4,000 in the consulting account and \$4,000 in the Selectmen's contingency account which could be used and that he would support interviewing Thorntons and MRI and going forward with the study. He added that most municipalities have had these studies done and it will give those at Town Meeting something to look at for pay structure. Administrator Young added that there was \$5,000 in the contingency account.

Selectman Read agreed that the compensation study should be done.

Selectman Perkins stated that it is never good to put something like this off because the more you wait the more other things pop up. He added that if the Selectmen are going to do it – they should just get it done and if something comes up later that would need funding from the contingency account they can have a special town meeting.

Selectman Perkins stated that he likes MRI's proposal and Selectman Pye agreed. He added that the Town could not afford the higher RFP.

The Selectmen determined that the funding would come from the consulting and Selectmen's contingency accounts and that Administrator Young should set up interviews with the Thortons and MRI for a future Selectmen's meeting.

III. Selectmen/Administrator Comments and Announcements

1. Administrator Young

Administrator Young announced upcoming meetings and events.

IV. Public Forum

1. Fire Chief Totman

Chief Totman stated that trees were growing over the Fire Department/Town Hall Septic system and he wanted to know if it would be permissible to trim the trees back so that the area would be more open. He said he would probably need to check with CEO Lee Rainey. Administrator Young replied that he would have Mr. Rainey contact him.

V. Review and Sign:

1. Accounts payable and payroll warrants.
2. Minutes

Selectmen voted (3-0) to approve and sign the above.

VI. Adjournment - Selectmen voted (3-0) to adjourn at 6:26 p.m.