

Submitted by:

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Adele M. Suggs
Admin Asst

Approved by Select Board:

11/16/21
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**TOWN OF PHIPPSBURG
SELECT BOARD MEETING MINUTES
October 27, 2021**

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

I. Adjustments

Administrator McLellan would like to add two items under New Business:

- 1 – Consider signing the contract for the archaeological survey for the Popham Pier Rehabilitation Project from Northeast Archeological Research Center and*
- 2 – Consider an anonymous donation of \$1,268.20 to the Goodwill Account.*

Vote: Board Member Mixon motioned to add the two adjustments above to New Business which were seconded by Board Member Levene and passed by a vote of 3-0.

II. New Business

1. Consider contract for the archaeological survey for the Popham Pier Rehabilitation Project from Northeast Archeological Research Center.

Board Member Mixon explained that this is step 1 in the process of starting the work for this project. The state is requiring that an archaeological survey be done. The Town will receive the invoice but will be able to be reimbursed through the LWCF and other Grant Programs that have already been approved. More and more of these smaller contracts will be forthcoming since the monies are now available. This invoice can be paid directly out of the Town Landings' Capital Account as the Town originally set aside \$70,000 for this project, and that is where the money currently sits. This project has grown in size. Now, through the grant process, there is almost \$500,000 accessible to the Town. Chairperson House would like to set up a sub-account Town Landings – Popham Pier.

Vote: Board Member Mixon motioned to sign the above contract and to pay for this using the funds from the Town Landings Capital sub account dedicated to the Popham Pier Project just discussed which was seconded by Board Member Levene and passed by a vote of 3-0.

2. Consider an anonymous donation of \$1,268.20 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.

III. Unfinished Business

1. Review and consider the draft lease between the Town and the Historical Society. *This item was tabled last week. This Lease Agreement was voted on at Town Meeting with the Historical Society for the Murphy House. It sits on Historical Society property which will allow them to apply for grants. Board Member Mixon added a change in paragraph VIII to read "up to 30 days"*

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versus "to 30 days." Administrator McLellan spoke with the Historical Society, and they recommended some language changes – Section III was added to read "that renovation of the facility is part of this agreement," and Section XIV added "the Society, at its' discretion."

Vote: Board Member Levene motioned to approve the lease above with the changes discussed which was seconded by Board Member Mixon and passed by a vote of 3-0.

2. Discuss newly enacted legislation, LD 1345.

This legislation is not clear. The legislature says the town can charge 10¢ for a copy. Chairperson House contact Allison Hepler; she agreed it's gray. It's for the Freedom of Information Act, changing the hourly rate, copy rates, etc. The Board is not sure how they should proceed. Charging 10¢ is not feasible. Suggestion was also made to check with Gary Morong, CATV, about his charges and get his input. The Town's fee schedule gets updated every July. It looks like the Town cannot increase fees and should not be generating any revenue from charging these fees. The question was also raised about Fax charges. More homework needs to be done on this. Administrator McLellan spoke with some other administrators and most of them have their own fee schedules and have not considered the new legislation to be any consequence to their fee schedule. This will remain on the agenda and continue with the current fee schedule in place for now and will accommodate if need be.

Vote: Board Member Mixon motioned to table this discussion until more information is obtained, which was seconded by Chairperson House and passed by a vote of 3-0.

3. Update on Town Hall phone system.

The Town has been approved for financing on leasing a new phone system. The paperwork has been completed and sent to the leasing company. CMC Technology can now place the order and begin the process of getting the system installed. Board Member Mixon asked if the phone for the CATV System is going to be affected with this new installation. Administrator McLellan will get in touch with CMC Technology to confirm this and instruct them not to take that signal box out.

4. Update on ARPA funds.

The question was raised if a new HVAC System in Town Hall would fall under the ARPA funds guidelines. Ventilation and air quality, in a public space, would definitely qualify. The Administrator reached out to other administrators to get their opinion if a general warrant article would suffice at Town Meeting and/or cover the Select Board. There is a divide on this issue on whether MMA's guidance is correct. The Town will continue to explore this conversation. This could be the perfect solution. Minimally the Town will be looking at a \$20,000 bill for a new system. There is a need for the fresh air system downstairs to be addressed. The current system is not functioning as it should. The AC system is not balanced. The downstairs computer room is all set. Board Member Mixon and Administrator McLellan will revisit this and obtain a new quote for use with the ARPA funds.

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

1. Dog registrations for the upcoming year will be available at Town Hall from October 15th through December 31st without penalty.

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2. Absentee Ballots are now available at Town Hall as well as online. Deadline for requesting Absentee Ballots is 5 p.m. on Thursday, October 28th, unless it is a special circumstance.
3. Trick or Trunk, Saturday – October 30, 2021, from 5:30-7 p.m. in the Town Hall Parking Lot. *There is potential that weather could affect this event. If there are any changes it will be posted on the Town's Website, Local TV, Town Hall, the Fire House, and Elementary School digital signs. Board Member Levene asked about the protocol for putting items under correspondence. Two of the items she suggested will be put on next week' agenda. Board Member Mixon pointed out that the Phippsburg Police Department responded to 3 times more calls than Sagadahoc County year to date. There's a lot that goes on that people aren't aware of. Good work by the Police Department. Thank you for your service. Chairperson House reminded that hunting season starts Saturday. There will be a lot of hunters out. Please wear your orange. Board Member Levene added that the Climate Resiliency Project have prepared their grant application and submitted it. Phippsburg has designated the Acre Lot to have the engineering study done.*

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

1. Payroll and Accounts Payable Warrants.
Vote: Board Member Mixon motioned to approve Payroll Warrant 39 and Accounts Payable Warrant #40 which were seconded by Chairperson House and passed by a vote of 3-0.
2. Select Board Meeting Minutes October 13th & October 20th
Vote: Board Member Levene motioned to approve the October 13th meeting minutes which were seconded by Board Member Mixon and passed by a vote of 3-0.
Vote: Board Member Levene motioned to approve the October 20th meeting minutes which were seconded by Chairperson House and passed by a vote of 2-0.

VI. **Public Forum**

*Administrator McLellan and Admin Asst Suggs will be having in-house General Assistance Training on Thursday, October 28th, beginning at 9 a.m.
Administrator McLellan will also have E-911 training on Friday morning, October 29th.*

Adjournment

Vote: At 5:43 p.m. Board Member Mixon motioned to adjourn which was seconded by Board Member Levene and passed by a vote of 3-0.