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TOWN OF PHIPPSBURG  
SELECT BOARD MEETING AGENDA  
October 2<sup>nd</sup>, 2024

11/6/24 JTB  
GRF  
DAN

The Members of the Select Board convened at 5:00PM with  
Chair House, Board Member Read, Board Member Varian, and Administrator McLellan present.

I. Adjustments - NONE

II. New Business

1. Review end of 1<sup>st</sup> quarter account balances for FY25. McLellan wanted to highlight the Transfer Station Operations and Capital Accounts. The salary account appears to be within budget to date. The operations account is higher so far due to the higher cost of Hazardous Waste Day. The engineering and project management of the Transfer Station Phase 1 improvements account for the difference in the Capital Account. (estimated \$140,000, \$150,000 actual cost) The overage needs to be discussed before the end of the fiscal year or addressed in next year's Town Meeting Warrant and Operations expenses need to be tracked carefully for the remainder of the fiscal year. Most of the operations budget is for disposal (\$280,000 is the total budget, \$265,000 is budgeted for disposal).
2. Discuss upcoming Select Board meeting schedule. McLellan asked the board when they wanted to do annual reviews, House suggested doing a two-year review in November or December and meet with employees in January. There will be no Select Board meeting on November 13<sup>th</sup>. There will be no meeting on November 27<sup>th</sup>. The board will meet on November 26<sup>th</sup> in an executive session to discuss employee evaluations if necessary. Varian will sign warrants for the week of November 11<sup>th</sup>.

III. Unfinished Business

1. Consider appointing Christopher Mixon to the remainder of a three-year term as member of the Budget Committee expiring June 30, 2027. (Tabled until 10/09)
2. Consider appointing Sandy Liggett to the remainder of a one-year term as a member of the Budget Committee expiring June 30, 2025. (Tabled until 10/09)

IV. Department and Committee Reports - NONE

V. Correspondence

1. Letter from Michelle Gregoire RE: Phippsburg Land Trust Trail accident. Varian read the letter to the Board. Letter is available at Town Hall for viewing.
2. Letter from Maine Public Broadcasting RE: Donation request. A donation was not made last year. Read suggested discussing the donation request with the Budget Committee and save this issue for a future agenda. Letter is available at Town Hall for viewing.
3. Varian read a letter from the Phippsburg Elementary School Principal addressing security concerns at the field next to the school. The principal requested that a sign be placed at the entrance asking for persons on the field to check in with the school if it is during school hours. There was a discussion about who may have access to a waiver document and that the Board should meet with the Recreation Committee to discuss options concerning releases and a sign.

VI. Courses, Meetings, and Seminars - NONE

VII. Administrator/Members of the Select Board Comments and Announcements

1. Vacant Board and Committee positions - See Town Notices section of Town Website.
2. Transfer Station Winter Hours begin September 15<sup>th</sup> - (Mon, Wed, & Sat - 8AM-4PM)
3. Animal Wellness Clinic - 10/25/2024 - 10AM-2PM - Fire Station
4. Absentee ballots should be available the week of October 7<sup>th</sup>.

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

1. Payroll and Accounts Payable Warrants.
  - a. Payroll Warrant - #33 - \$15,580.48 *Read motioned to review and sign. Varian seconded. Approved 3-0.*
  - b. Accounts Payable Warrant - #34 - \$203,097.94. *Read motioned to review and sign. Varian seconded. Approved 3-0.*
2. Select Board Meeting Minutes - September 18<sup>th</sup>, 2024. *Read motioned to sign with correction. Varian seconded. Approved 3-0.*

**IX. Public Forum - NONE**

**Adjournment** - *Read motioned to adjourn at 5:29. Varian seconded. Approved 3-0.*

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