

Submitted by:

Approved by Select Board:

11/10/21
SBL

and
Adele M. Suggs
Admin Asst

**TOWN OF PHIPPSBURG
SELECT BOARD MEETING MINUTES
November 3, 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

There is a possibility that New Business Item #2 may have to be moved further down into the Agenda until the Contract Assessing Agent is present; she has been delayed.

II. New Business

1. Consider the resignation of Adele Suggs, Administrative Assistant to the Town of Phippsburg.

Chairperson House read the written resignation above.

Vote: Chairperson House motioned to accept the above resignation to retire from working in Town Office effective 12/31/21 but accept her offer to work remotely through June 2022 which was seconded by Board Member Mixon and passed by a vote of 3-0.

2. Meet with Contract Assessing Agent Juanita Wilson to review and sign Municipal Valuation Return and Supplemental Tax Warrant for voluntary withdrawal by Maine Woodland Properties, Inc. from Tree Growth M-009 L-003.

Vote: Board Member Mixon motioned to table the above agenda item until the Contract Assessing Agent is available which was seconded by Board Member Levene and passed by a vote of 3-0.

Ms. Wilson is enroute.

3. Consider sending a letter to a property owner off Small Point Rd. asking that they suspend some activities during an investigation of well contamination on neighboring properties.

Vote: Board Member Mixon motioned to table the above agenda item.

He had a conversation with Lee Rainey, Codes Enforcement Officer, just before this meeting and he has all the information he needs and plans to take a different approach to move forward on this. Board Member Mixon feels that the Board should let the Codes Officer take care of it from his perspective and if there is a hitch, the Board can re-visit this.

Motion was seconded by Board Member Levene and passed by a vote of 3-0.

III. Unfinished Business

1. Discuss newly enacted legislation, LD 1345.

Chairperson House has received no further information regarding this legislation. This is still a grey area. It may be a good idea to have a workshop where the Select Board can look at the Schedule of Fees.

Gary Morong, CATV, is currently updating his fee schedule. Suggestion was made to acquire other

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Towns' schedule of fees to see if they have been updated based on this new legislation. Town Clerk, Lisa Wallace, added that the Town's Current Schedule of Fees was put in place to keep the volume down in Town Hall for photocopying and faxing of personal items. Board Member Levene would like to see as little change as possible to the fee schedule, but still follow the new legislation. A public reminder that a lot of the information that is requested can be accessed online via the Town's Website.

No action taken.

Meet with Contract Assessing Agent Juanita Wilson to review and sign Municipal Valuation Return and Supplemental Tax Warrant for voluntary withdrawal by Maine Woodland Properties, Inc. from Tree Growth M-009 L-003.

The Supplemental Tax Warrant is straight forward. This is voluntary and is a tree growth withdrawal for the Kennebec Shore Subdivision that has been approved by Maine Woodland Properties. The penalty is \$173,608.40. Ms. Wilson gave a copy of the warrant to the Board. On the back side is the tax bill that will be sent. It is §713-B because this is the current use program. She does not anticipate any further questions. Payment will be due on December 3, 2021. There are 3 sets of original documents - 1 for the Treasurer and 2 for the Commitment Books.

Vote: Board Member Mixon motioned to review and sign the Supplemental Tax Warrant for voluntary withdrawal by Maine Woodland Properties, Inc. in the amount of \$173,608.40 which was seconded by Chairperson House and passed by a vote of 3-0.

The MVR is done annually and is a mandatory return to the Maine Revenue Service. It is due back by November 1st or 30 days after the town goes to true commitment which Phippsburg did on October 13th, so this is due back to Maine Revenue Service by November 13th. There is very little variation from last year. The MVR return will be in the Commitment Books. The Town is still at 100% certified ratio. There were 10 new single-family homes habitable as of April 1st and one demolished. The net value increase was \$2,592,900 in terms of the single-family dwellings. With the manufactured homes, there were 6 new homes; none pulled or demolished during that tax year. The increase for those was \$380,300. Assessor Wilson explained the difference between mobile, modular, and manufactured homes.

Vote: Board Member Levene motioned to review and sign the Municipal Valuation Return which was seconded by Board Member Mixon and passed by a vote of 3-0.

IV. Correspondence

1. Complaint received from Stephen & Juanita Clark and Clifford & Linda Trebilcock filing 80B Appeal to Superior Court.

A letter of intent to file an 80B Appeal to Superior Court has been received by the Town Administrator. It is on file at Town Hall.

V. 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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amt

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Dog registrations are ongoing.

Town Hall will be closed on Veteran's Day, Thursday, November 11th.

The schedule for the Thanksgiving Holiday is that Town Hall will be closing at 1:00 p.m. on Wednesday, November 24th and closed Thursday and Friday, November 25th & 26th, re-opening on Monday, November 29th. There will be no Select Board Meeting that week.

Select Board Mixon thanked all that participated in Trick or Trunk. It was a very good turnout.

Administrator McLellan thanked everyone who helped at yesterday's election to make it so successful. It's a lot of work and a long day. There was a huge turnout, and everything went smoothly.

VI. Review and/or Sign:

1. Payroll and Accounts Payable Warrants.

Vote: Board Member Mixon motioned to approve Payroll Warrant 41 and Accounts Payable Warrant #42 which were seconded by Board Member Levene and passed by a vote of 3-0.

The Workshop will be discussing the job description of the Administrative Assistant. No decisions will be made during this workshop. If a decision has to be made it will be on next week's agenda.

Chairperson House was approached by the Recreation Committee and asked about the Town's Christmas Party/Open House - it will not take place this year. Is there something that can be done outside with Santa and the Rec Department providing hot cocoa or hot cider? She is putting this out to the public to come up with ideas on what might be able to happen and when.

Adjournment

Vote: At 5:33 p.m. Board Member Mixon motioned to adjourn into a workshop which was seconded by Board Member Levene and passed by a vote of 3-0.

Workshop

1. Discuss filling of vacant office position.