

Submitted by:

Approved by Select Board:

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Adele M. Suggs
Admin Asst

**TOWN OF PHIPPSBURG
SELECT BOARD MEETING MINUTES
November 17, 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. Adjustments

Administrator McLellan would like to add three committee appointment recommendations under New Business as Item #6.

Vote: Board Member Mixon motioned to approve the addition of the above recommendations under New Business which were seconded by Board Member House and passed by a vote of 3-0.

II. New Business

1. Meet with representatives from Phippsburg Elementary School and Phippsburg Recreation Committee to discuss a possible permanent outdoor structure.
Principal Sandra Gorsuch-Plummer, and Mary McCauley, Outdoor Educator and PE Teacher, represented Phippsburg Elementary School. Chair of the Rec Committee Michelle Sloan as well as members Tina Talbot & Bethany Mitchell were also present. Ms. Plummer distributed pictures and plans of the proposed outdoor structure. This came about as RSU is getting Cares Act money. They would like to use some of these funds to have a three-season friendly outdoor classroom. There is no place for a permanent structure, so that is why they are asking the Rec Committee to place it on the ballfield. This structure would be used for outdoor education, and they are hopeful that the Rec Department and the towns people would use it as well. One of the concerns of the Rec Department was mowing the field, so it was recommended to put the same base down that was put on the new Walking Path. Ms. Plummer has spoken with Pat Manual, RSU 1 Superintendent, and there will be a Memorandum of Understanding with the Town drawn up that the school would be responsible for repairs and removal if it gets in disrepair. The suggested location is before the shed, between the walking path and foul territory, but they are open to other suggestions. The plans that were distributed are not set in stone and a little larger than the 16' x 16' they would like to have. They were thinking of placing picnic tables under the structure for workspace and a place to sit. Thinking that vandalism might be a concern, small solar lights will be installed. Board Member Mixon asked what Option 2 would look like if the structure cannot be placed at the suggested location. They will speak with the Codes Enforcement Officer to see what the requirements are and if they could utilize that location. Chairperson House is concerned as the ballfield was donated for a certain purpose, but she could not find any records; they may be in the vault. Mr. Cushman had specified he wanted the field used for sports and Chairperson House does not want that infringed upon. Question was asked that if this is approved

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and built if there is going to be a problem during the school day with the public using the field or the walking path. There hasn't been an issue thus far, but the path was just opened and there is going to be a new opening installed in the fence, in the spring, to allow for easier access which might create more traffic. Board Member Mixon asked if this might be a security issue for the school. Ms. Plummer responded by saying she doesn't believe so. New signage will also be put up. The Rec Committee has future plans that they have discussed, and the concern is being a sports field, depending on where this structure is located, could it hinder other sports, a regulation size soccer field for example. There was a question about liability and insurance. That has not been looked into yet but assumes it would be like it is now; consider it happened at school. Also need to find out who covers the property after hours when it is not a school function and being utilized by the public. Road Commissioner, Curtis Doughty, asked if this structure could be outside the fence down in the back corner where the shed is now. If you went a little further to the south, on the corner where the fence is, it's fairly flat there, or is it too far away? That location had not been considered because Ms. Plummer was not aware of the topography. Chairperson House asked that the records be looked into to see what Mr. Cushman's intentions were. Board Member Mixon suggested that for the next step to talk to the Codes Enforcement Officer on what the rules of engagement are and to include the Rec Department in these discussions. Once these details are figured out, this item will be put back on the agenda for further consideration.

2. Consider authorizing Animal Control Officer to implement and maintain an ACO Facebook page.

At one point the Board was concerned about the Town having multiple Facebook pages. There is a Town of Phippsburg page that exists; however, it has been dormant for a long time. Chairperson House thinks it would be a great idea to have a page for Animal Control only.

Vote: Board Member Mixon motioned to implement and maintain the above requested Facebook page, in accordance with the social media policy which was seconded by Board Member Levene and passed by a vote of 3-0.

3. Consider appointing Herb Thomson to the Road Committee for the remainder of a three-year term ending June 30, 2022.

The Road Committee met and interviewed both Mr. Stockwell and Mr. Thomson and they recommend these candidates.

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

4. Consider appointing Linwood Stockwell as an alternate to the Road Committee for the remainder of a three-year term ending June 30, 2022.

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

5. Consider accepting a \$100 donation to the Goodwill Account from Paul & Claudette Gamache.

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

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6. Consider appointing Ashley Thayer to a regular member of the Planning Board through June 30, 2024; Anna Varian to the Budget Committee for a one-year term expiring June 30, 2022; and Jeff Knuckles to a one-year term on the Budget Committee expiring June 30, 2022.

Vote: Board Member Levene motioned to approve the above appointments which were seconded by Board Member Mixon and passed by a vote of 3-0.

III. Unfinished Business

1. Meet with Glenn Theall to discuss Flood Mitigation Assistance Grant.

Administrator Ross spoke with Heather Dumais to try and begin the application process. She needs the Town's DUNS# and UEI#. The Town has a UEI#, but the Administrator does not have access to it. The only way to gain access to that number is to send a notarized letter to the government authorizing the administrator to have access to that number. He is still hoping to find a way to access that number. Until these two numbers can be given to the State, the application process cannot begin. Board Member Mixon said he would help with access to this number. The Board did not hear from any other citizens interested in applying for this grant. It's a yearly grant. This will be put in the Town Report for other citizens to consider.

Vote: Board Member Mixon motioned that the Town of Phippsburg act as the agent on behalf of Glenn Theall as it relates to the Flood Mitigation Assistance Grant Application and authorize the Town Administrator to act on behalf of the Select Board during this process which was seconded by Chairperson House and passed by a vote of 3-0.

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

1. Dog registrations for the upcoming year are available at Town Hall through December 31st without penalty.

2. Town Hall closures 11/24 @ 1pm (No SB Meeting). Closed 11/25 and 11/26.

Board Member Mixon reported that an archaeological survey has been initiated at Popham. When digging they found a 17th or 18th century pipe stem, evidence of native American activity, pottery, fire crack rocks, and materials to make arrow heads. In the spring there will be a bigger dig to determine if there are any areas that need to be avoided, if there may be a re-design not to impact certain areas and know better what the impact to the project will be.

Chairperson House announced that Santa will be coming December 17th. Gathering will begin at 5:00 p.m. with Santa showing up shortly after that. The Rec Committee will be providing hot chocolate, the auxiliary will be making Christmas cookies for the kids, and possibly singing of Christmas Carols with the kids.

The DOT is in town doing ditching work on Route 209 and did some trimming on Route 216 in Small Point.

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[Handwritten signatures]

V. Review and/or Sign:

1. Payroll and Accounts Payable Warrants.

Vote: Board Member Mixon motioned to review and sign Payroll Warrant 45 and Accounts Payable Warrant #46 which were seconded by Chairperson House and passed by a vote of 3-0.

2. Treasurer's Reports for October 2021.

Vote: Board Member Mixon motioned to review and sign the above Treasurer's Report which was seconded by Board Member Levene and passed by a vote of 3-0.

VI. Public Forum

Road Commissioner, Curtis Doughty, asked if the policy had changed with respect to hiring employees for the Town. He is looking to hire a new person. Mr. Doughty will be provided an application, have the individual complete it, and return it to Administrator McLellan.

Adjournment

Vote: At 6:03 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. Administrative Assistant Job Description.