

Submitted by:

Approved by Select Board:

12/8/21  
JMA  
EL  
SA

*and*

Adele M. Suggs  
Admin Asst

**TOWN OF PHIPPSBURG  
SELECT BOARD MEETING MINUTES  
December 1, 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. New Business**

1. Consider appointing Howard Pruzansky to the Board of Trustees for Albert F. Totman Library for the remainder of a five-year term ending June 30, 2023.

*The Library Trustees met and recommended this appointment.*

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

**II. Unfinished Business**

1. Administrative Office Support Job Description.

*The above job description was updated to reflect a 35 hour per week position versus 20 hours. Board Member Levene and Administrator McLellan have spoken and feel they can use Covid Relief Funds to support the gap in the budget for this full-time position. The Board feels that it is important to have continuity within the office and an extra full-time person would be very useful. Board Member Levene is willing to work with the Administrator to draft up a provision to be approved for these funds through June. Board Member Mixon and House are concerned about having this full-time position before Town Meeting, not having input from the town's people, along with the proposed COLA/Social Security increase of possibly 5.9% as labor is a big portion of the Town's budget and not knowing what that budget will look like. This will compound what will already be on the warrant. The Board assures that it will be made crystal clear that during the interview process that it is explained to the candidates that this position will only be funded, full-time, January thru June 2022, and that it will need to be approved at Town Meeting for full-time and possibly may not pass. The Town needs to be very careful on how they spend the Covid funds.*

**Vote: Board Member Mixon motioned to adopt the amended job description above which was seconded by Chairperson House and passed by a vote of 3-0.**

**Vote: Board Member Mixon motioned to advertise for the above position.**

*Discussion was had as to where to advertise. It was decided to go with MMA, town's website, around town, the school and possibly their Explorer Log.*

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

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*ame*

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*J. Smith*  
*Ch*  
*SP*

2. Appointment Policy Amendments.

*A few minor changes were made on this policy per the recommendation of MMA Legal. Amendments included that Board's, other than the Select Board, cannot go into Executive Session to conduct interviews, but can do them in an open session. The Administrator also took the opportunity to replace references to Selectmen or Board of Selectmen to Select Board.*

**Vote: Board Member Mixon motioned to adopt the amended policy above which was seconded by Board Member Levene and passed by a vote of 3-0.**

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

1. Dog registrations for the upcoming year are available at Town Hall through December 31<sup>st</sup> without penalty.
2. Town Hall Christmas gathering, outside in town hall parking lot, December 17<sup>th</sup>, 5PM. *Santa will be arriving by 5:15 via Fire Truck. The Rec Department will be providing hot chocolate, the Ladies Auxiliary will be making Christmas cookies for the kids, and Chairperson House is going to contact Nancy Ross from the Small Point Church about the singing of Christmas Carols. Administrator Ross will also check about the chorus at the Phippsburg Elementary School. This Saturday, December 4<sup>th</sup>, the Legion Post will be decorating Town Hall beginning at 9:00 a.m. Volunteers to help are welcome. Board Member Mixon commented that the winter road crews had already been out and he appreciates all their efforts. Chairperson House wished the Wells' family condolences on the passing of their brother Mark a couple weeks ago.*

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

1. Payroll and Accounts Payable Warrants.  
**Vote: Board Member Mixon motioned to review and sign Payroll Warrant 49 and Accounts Payable Warrant #50 which were seconded by Chairperson House and passed by a vote of 3-0.**
2. Select Board Meeting Minutes for November 10<sup>th</sup> & 17<sup>th</sup>.  
**Vote: Board Member Levene motioned to review and sign the November 10<sup>th</sup> Meeting Minutes which was seconded by Chairperson House and passed by a vote of 2-0.**  
**Vote: Board Member Mixon motioned to review and sign the November 17<sup>th</sup> Meeting Minutes which was seconded by Board Member Levene and passed by a vote of 3-0.**
3. Municipal Quit Claim Deed for Michael & Suzanne Jesseman, Map 023 Lot 038-HB-27, for tax lien years 2019-2021.  
**Vote: Board Member Mixon motioned to review and sign the above Quit Claim Deed which was seconded by Board Member Levene and passed by a vote of 3-0.**

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Admin Asst

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*J. Mott*  
*DL*  
*SBL*

**V. Public Forum**

*Marie Varian asked the Board who was responsible for the Map of Phippsburg in the parking lot. It has mold, needs to be cleaned up and painted. Chairperson House can look into having the VOA workers in the spring take care of this. If not, this could be a spring clean-up and paint job for the Boy Scouts. Board Member Mixon will look into this. Administrator McLellan will ask Mr. Kellogg, Maintenance, to look and see what needs to be done to this kiosk.*

*Chairperson House asked Ms. Varian what the status was on the subdivision on Parker Head Road. She replied that it is currently at a standstill. They didn't get the permit they were supposed in time. It was approved through the Planning Board, but she isn't sure whether they have a contractor yet or not. Ms. Varian would like to see a licensed engineer conduct periodic spot checks on road construction progress instead of waiting until the end. The Administrator will contact Rob Prue of Pine Tree Engineering to ask for his recommendation of a licensed engineer or if he himself would be interested.*

**Adjournment**

**Vote: At 5:32 p.m. Board Member Mixon motioned to adjourn which was seconded by Board Member Levene and passed by a vote of 3-0.**