

Submitted by:

AME

Adele M. Suggs
Admin Asst

Approved by Select Board:

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**TOWN OF PHIPPSBURG
SELECT BOARD MEETING MINUTES
December 15, 2021**

The Members of the Select Board convened at 4:30 p.m. at the Town Hall for a Budget Committee Workshop with Chairperson House, Board Member Mixon, Board Member Levene and Administrator McLellan present.

The regular Select Board Meeting convened at 5:12 p.m.

I. Adjustments

Vote: Chairperson House motioned to move the two Corrective Abatements currently listed under Review and Sign to Item #2 under New Business, which was seconded by Board Member Levene and passed by a vote of 3-0.

II. New Business

1. Political Signs in Center Pond

Representative Hepler would like to come in and talk at the local level about political signs in Center Pond. She has had a request to bring in up at the State level. She is available to discuss this at the 01/05/22 Board Meeting to decide if anything can be done at either level or what, if anything, can be done next.

Vote: Board Member Levene motioned to table this discussion until January 5, 2022, which was seconded by Board Member Mixon and passed by a vote of 3-0.

2. Consider signing Corrective Abatement: M-014 L-150 AC#804 FY22-01 (\$18.20)

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

3. Consider signing Corrective Abatement: M-018 L-012 AC#2786 FY22-02 (\$637.00)

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

Assessing Agent Hennessey explained that these accounts were deleted/suppressed in TRIO and tax bills should not have been issued. Both properties were merged with other parcels. Due to the audit trail, these accounts were re-opened which triggers an additional tax bill and the only way to correct this is to release the Tax Collector from her obligation.

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

1. Dog registrations for the upcoming year are available at Town Hall.

Registrations are still available. The ACO has been working with the Deputy Clerk to sort through who has not registered their dogs yet. If dogs are not registered before January 31st, there is a penalty of \$25.

2. Town Hall Christmas gathering, outside in town hall parking lot, December 17th, 5PM.

Information on this gathering is on the Town's Website. Santa will be making an appearance and there will be hot chocolate and music. It will be a good time so come on out.

3. Holiday closings for Christmas & New Year's.

There was discussion about when to close Town Hall as listed in the Town Report which states it will be closed on Friday, December 24th and Friday, December 31st. The Transfer Station will be closed on

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Christmas Day but will be open New Year's Day. There was further discussion about closing Town Hall at 1:00 p.m. on Thursday, 12/23.

Vote: Board Member Mixon motioned to close Town Hall at 1:00 p.m. on Thursday, 12/23, and remain closed until Monday, 12/27, in observance of Christmas, which was seconded by Board Member Levene and passed by a vote of 3-0.

4. New Phone System Update.

The new phone system did not get installed this past Monday as the technician from CMC was not feeling well. Installation is now tentatively scheduled for Monday, 12/20.

5. Accepting applications for Office Support Position through Friday.

This opening has been posted on the Town's Website, Indeed and around Town. The Board will start reviewing applications on Friday, 12/17. Anyone interested is welcome to apply.

Board Member Levene announced that Helen Webb from the Historic Preservation Committee has invited her to attend their meeting on 01/10 as they will be discussing an ordinance. Board Member Levene will be attending this meeting and will report back to the Board any information about the ordinance.

Board Member Mixon hopes there will be a good turnout on Friday. Himself and Board Member Levene will not be able to attend.

The Recreation Department will be furnishing hot cider as well as hot chocolate. The Ladies Auxiliary will provide Christmas Cookies and there is hope that a few people from Small Point Church will come to sing Christmas Carols.

Administrator McLellan thanked the Legion who decorated Town Hall for the holidays. It looks great. Thank you.

Chairperson House asked Administrator McLellan to provide copies of job evaluations for those due for review so they can start meeting on these after the holidays during Executive Session and then schedule the actual evaluation meetings.

Board Member Mixon also reminded that salary assessments for the affected positions for the coming year will need to be provided as well.

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

1. Payroll and Accounts Payable Warrants.

Vote: Board Member Mixon motioned to review and sign Payroll Warrant 55 and Accounts Payable Warrant #56 which were seconded by Board Member Levene and passed by a vote of 3-0.

2. Select Board Meeting Minutes for December 8th.

Vote: Board Member Mixon motioned to review and sign the December 8th Meeting Minutes which was seconded by Board Member Levene and passed by a vote of 3-0.

Adjournment

Vote: At 5:29 p.m. Board Member Mixon motioned to adjourn which was seconded by Board Member Levene and passed by a vote of 3-0.