

Submitted by:

*ams*

Adele M. Suggs  
Admin Asst

Approved by Select Board:

12/29/21  
*Smith*  
*Ch...*  
*JLH*

**TOWN OF PHIPPSBURG  
SELECT BOARD MEETING MINUTES  
December 22, 2021**

*The Members of the Select Board convened at 5:00 p.m. at the Town Hall with Chairperson House, Board Member Mixon, Board Member Levene and Administrator McLellan present.*

**I. Adjustments**

**Vote: Board Member Levene motioned to adjourn into a workshop following the Board Meeting to discuss hiring of the new office support position, which was seconded by Board Member Mixon and passed by a vote of 3-0.**

**II. New Business**

1. Consider accepting a \$100 donation to the Goodwill Account from Herbert J. Thomson.

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

2. Consider accepting a \$100 donation to the Goodwill Account from Jennifer Greene.

**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.**

3. Consider accepting a \$1,000 donation to the Goodwill Account from Popham Women's Circle.

**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.**

4. Consider approving a capital expenditure from the Town Landings Capital account totaling \$8,778.

*This invoice is for a Phase I Archeological Survey for the Popham Pier improvement project. The money that was raised by the Town is in the Town Landings Capital Account. The Town needs to pay the invoice and then there is some LCWF money coming back to the Town as reimbursement. There will be a Phase II survey also.*

**Vote: Board Member Levene motioned to approve the above capital expenditure which was seconded by Board Member Mixon 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.

*The Animal Control Officer has been working with the Deputy Clerk preparing reminder notices for those who haven't yet registered their dogs.*

2. Holiday closings for Christmas (Closing @ 1PM 12/23 & Closed 12/24) & New Year's. Town Hall will re-open on Monday, December 27<sup>th</sup> and will be closed on Friday, 12/31. New Year's Eve.

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### 3. New Phone System Update.

*A new phone system has been installed at Town Hall. It may sound a little different, however, there is a more clear and concise conversation. It's been working well so far. Administrator McLellan thanked CMC Technology and Ian Bugler who were at Town Hall all day to get this system up and running. There are now voice mailbox options.*

*Board Member Levene wished everyone to stay safe, happy holidays, and Merry Christmas.*

*Board Member Mixon announced that the Transfer Station will not be open on Saturday since it's Christmas, but will be open next week as scheduled, on Monday, Wednesday, and Saturday (New Year's Day). He also thanked everyone who attended and participated in the Christmas Gathering held outside last week. There was a good turnout. It was good to see everyone, and it appeared that everyone had a good time.*

*The road crews continue to keep our roads in good shape. They have been diligent already. There have been 3 salt deliveries thus far.*

*Reminder that there is a separate sand/salt location down at the Transfer Station, which is the small building next to the road. There is a two bucket or one tray limit.*

## IV. Review and/or Sign:

### 1. Payroll and Accounts Payable Warrants.

**Vote: Board Member Mixon motioned to review and sign Payroll Warrant 57 and Accounts Payable Warrant #58 which were seconded by Board Member Levene and passed by a vote of 3-0.**

### 2. Select Board Meeting Minutes for December 15<sup>th</sup>.

**Vote: Board Member Mixon motioned to review and sign the December 15<sup>th</sup> Meeting Minutes which was seconded by Board Member Levene and passed by a vote of 3-0.**

### 3. Required training acknowledgment for Chief John Skroski.

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

## Adjournment

**Vote: At 5:13 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. Discussion of hiring new office support position.