

**PHIPPSBURG BUDGET COMMITTEE**  
**Meeting Minutes – 5 April 2023**

Attendees: Budget Committee Members - Ed Toombs, Ed Cherian, Bruce Suppes, Ethan DeBery and Juanita Clark  
Town Administrator – Ross McLellan  
Selectmen – Christopher Mixon, Susan Levene and Julia House

Absent: Jeff Knuckles, Michael Winer

A quorum being present, the meeting at the Town Office was called to order by Chairman Ed Toombs, at 5:33PM

Minutes of the 21 March 2023, 27 March 2023 and 28 March 2023 meetings were reviewed. Motion made and seconded to approve the minutes. Vote: 5 – 0 in favor.

- 1) **Comprehensive Plan:** Laura Sewall presented the proposed Comprehensive Plan budget for FY 2024. The Comp Plan Committee has hired professional planner Erica Cramer part-time to assist with the review/update. The Committee plans to generate a digital map of all land uses in Town. Anticipated expenses: \$12,500 for Professional salary, \$5,000 for creating a digital map and \$500 for printing. Motion made and seconded to recommend approval of the **Comprehensive Plan** funding request of \$18,000. Vote: 5 – 0 in favor.
  
- 2) **Abatements:** Town Admin McLellan advised that abatement funds come from surplus, not taxes in the FY 2024 proposed budget. Motion made and seconded to recommend \$3,500 be set aside from surplus for **Abatements**. Vote: 5– 0 in favor.
  
- 3) **Administration:** Town Admin McLellan presented the Administration budget for FY 2024. Motion made and seconded to recommend approval of the **Administration** funding request of \$90,000. Vote: 5 – 0 in favor.
  
- 4) **Assessing and Mapping:** Town Admin McLellan presented the Assessing and Mapping budget for FY 2024. Motion made and seconded to recommend approval of the **Assessing and Mapping** funding request of \$60,900. Vote: 5 – 0 in favor.
  
- 5) **Benefits and Insurance:** Town Admin McLellan presented the Benefits and Insurance budget for FY 2024. Noted that insurance costs have gone up in general, as well as additional employees on Town payroll. Motion made and seconded to recommend approval of the **Benefits and Insurance** funding request of \$239,750. Vote: 5 – 0 in favor.
  
- 6) **Debt Service:** Town Admin McLellan presented the Debt Service budget for FY 2024. Noted that this is the final year on the Parker Head Road loan. Motion made and seconded to recommend approval of the **Debt Service** funding request of \$187,340. Vote: 5 – 0 in favor.

- 7) **E-911:** Noted that this account pays for road signs and posts. Motion made and seconded to recommend approval of the **E-911** request of \$850. Vote: 5 – 0 in favor.
- 8) **General Assistance:** Town Admin McLellan presented the General Assistance budget for FY 2024. Noted that this account has been overspent in the current fiscal year, and the State reimburses this account at 85%. Motion made and seconded to recommend approval of the **General Assistance** funding request of \$7,250. Vote: 5 – 0 in favor.
- 9) **Legal:** The Selectmen presented the Legal budget for FY 2024. Noted that this account was \$20,000 last year, plus \$15,000 additional at a special Town Meeting. Noted also that legal action from last year is still pending in the court. Motion made and seconded to recommend approval of the **Legal** funding request of \$35,000. Vote: 4 in favor – 0 opposed – 1 abstain.
- 10) **Maine Pre-Trial Work Program:** Noted that the Town gets a great deal of work done from this account. Motion made and seconded to recommend approval of the **Maine Pre-Trial Work Program** request of \$1,500. Vote: 5 – 0 in favor.
- 11) **Private Cemeteries:** Town Admin McLellan presented the Private Cemeteries budget for FY 2024. Noted that this account maintains over 100 private cemeteries in Town, and that the State requires those containing remains of Veterans to be maintained. Motion made and seconded to recommend approval of the **Private Cemeteries** funding request of \$9,250. Vote: 5 – 0 in favor.
- 12) **Records Preservation:** No request, no action required.
- 13) **Selectmen's Contingency:** Motion made and seconded to recommend approval of the **Selectmen's Contingency** request of \$7,000. Vote: 5 – 0 in favor.
- 14) **Salaries:** Noted that all salaries were increased by the 8.7 percent COLA. The Town Administrator, Police Chief, Code Officer and Transfer Station Supervisor received 3 year salary review increases. Motion made and seconded to recommend approval of the **Salaries** funding request of \$865,915. Vote: 5 – 0 in favor.
- 15) **Technology Capital:** Town Admin McLellan presented the Technology Capital budget for FY 2024. Noted that the goal is to keep this account steady funded over time. Motion made and seconded to recommend approval of the **Technology Capital** funding request of \$2,500. Vote: 5 – 0 in favor.
- 16) **Town Hall Operations:** Noted that this account pays for routine operations and utilities for Town Hall. Motion made and seconded to recommend approval of the **Town Hall Operations** funding request of \$15,500. Vote: 5 – 0 in favor.
- 17) **Town Hall Capital:** Motion made and seconded to recommend approval of the **Town Hall Capital** funding request of \$4,000. Vote: 5 – 0 in favor.

- 18) **Transfer Station Operations:** Noted that this is the second year of 5 year contracts for waste removal. Motion made and seconded to recommend approval of the **Transfer Station Operations** funding request of \$266,000. Vote: 5 – 0 in favor.
- 19) **Transfer Station Capital:** Noted that recommendations have been made to pave the area under the metal pile to prevent contamination and to pave the area accessing the compactors. Motion made and seconded to recommend approval of the **Transfer Station Capital** funding request of \$15,000. Vote: 5 – 0 in favor.
- 20) **Winter Roads:** Bids for winter plowing have just been received. In order for proper review of bids, **Winter Roads** will be considered at the 11 April Budget Committee meeting.
- 21) **Revaluation:** The Selectmen proposed establishing a Revaluation Capital account with initial year funding of \$75,000 to be used for a partial reevaluation of Phippsburg’s real estate. The State requires revaluation on a regular interval, and Phippsburg is overdue. Selectmen advised there is a 3 year wait for certified revaluation contractors, and they proposed a partial revaluation this year. This is an “equalization” desktop audit, and will buy the Town 4 years time to accomplish a full revaluation. Funds not used for the partial reevaluation will be held in the capital account for use in a full reevaluation at a future date. Motion made and seconded to recommend approval of the **Revaluation** funding request of \$75,000. Vote: 5-0 in favor

Motion to adjourn was made and seconded – Vote: 5 – 0 in favor. The meeting was adjourned at 7:01 PM.

Bruce Suppes  
Vice Chair / acting Secretary