
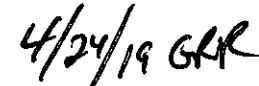
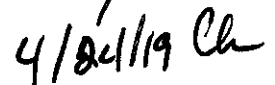


Submitted By:

  
Amber L. Jones  
Administrator

TOWN OF PHIPPSBURG  
SELECTMEN'S MEETING  
MINUTES  
February 13, 2019

Approved by Selectmen:

  
4/24/19 GRR  
  
4/24/19 Ch

*The regular Selectmen's Meeting convened at 6:02 p.m. at the Town Hall, with Administrator Jones, Selectman Mixon and Selectman Young present. Chairman Read to arrive later.*

I. New Business

1. Consider a Corrective Abatement FY-19-03 for M-039 L-029-05 in the amount of \$306.46.

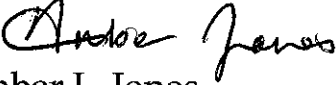
*Assessing Agent Juanita Wilson, stated that the corrective abatement is for 16 Benjamin Lane, and that it was truly an error in the assessment database. The land was over-valued by \$33,900. It should not have been coded as being part of a neighborhood, but rather in a rural location. As of April 1<sup>st</sup> the error was eliminated. Juanita requested the abatement for Tax Year 2018.*

**Vote: Selectman Young motioned to approve the above abatement in the amount of \$306.46, which was seconded by Selectman Mixon and passed by a vote of 2-0.**

2. Meet with Ian Bugler, of Bugler Networks, to review the upcoming computer replacement and upgrade schedule as well as the mandatory TRIO SQL conversion. Mr. Bugler reported that there are several deadlines facing the Town in technology. There are a number of computers in Town Hall that were installed in 2012, Windows 7 PC's, and as of January 14, 2020, Windows 7 will no longer be supported. There is another deadline of October 2020, where Office 2010 will no longer be supported and secure. 12 computers need to be addressed. It is the Administrator's and Mr. Bugler's recommendation that 3 workstations be replaced during the remainder of fiscal year 2019 and 5 PC's in the 2020 budget year and 4 the following year, 2021. It will average out to \$250/machine and approximately \$100 labor/machine. TRIO will work fine with Windows 7 and 10. Selectman Young asked if the Scanner and CVR would work with Windows 10. Administrator Jones will look into this. As far as the mandatory SQL update we should contact TRIO to see when it is mandatory by. A deadline hasn't been seen. It will be approximately \$2,700. Mr. Butler gave a quick overview of what SQL is which will basically be replacing the Access database with a SQL database. The new SQL version is more efficient and should be faster. Selectman Mixon asked if anything has been heard from the other towns that have already had the update and if they have experienced any difficulties. Administrator Jones stated that there are still some small glitches. Juanita Wilson-Hennessey did mention that some of the Assessors were having difficulty with the upgrade. She is hoping that these issues have been addressed. Administrator Jones will try to contact someone to get a hard deadline.



*Mr. Bugler further suggested that a line item be added to the budget to include the cost to maintain the computers during the year. It's becoming more important today because of the threats out there in terms of cyber security. Mr. Bugler feels that even though the Town has tried to keep up, but our technology and security need to be budgeted for more broadly than in recent years. Administrator Jones and Mr. Bugler have gone through the budgeting and it will*

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*cost approximately \$3,000/year for cyber security. Mr. Bugler's fees are rolled into this amount.*

3. Consider adding Dental and Vision coverage to the existing Health Insurance plan for Full-time Town Employees.

*Administrator Jones explained that this came up during a recent Budget Committee Meeting. She has called around to most of the different municipalities in Sagadahoc County and provided a spreadsheet to the Board. Selectman Young had a spreadsheet also. A lot of employers are paying for dental, at different percentages as well as some vision. Cost of visions is \$5.68/month for employee and cost for dental is \$43.36/month. Selectman Read asked what the Town was paying for Health Insurance, which was provided on the spreadsheet. Selectman Mixon is concerned with all the new expenses popping up. If he was going to support it Mr. Mixon would be looking for the employee to be responsible 100% to get the coverage. Selectman Read said that the Town could do the same as the health coverage with single Town paying 75% and employee 25%, or family 25% Town, 75% employee. Selectman Young is not in favor of doing it for this year, but have the employees sign up for 100% and look at this for next year.*

**Vote: Selectman Young motioned to go ahead and sign up for the dental and vision on behalf of the employee's, 100% cost from the employee's this year, and take another look at this next year when we're reviewing the budget, which was seconded by Selectman Mixon and passed by a vote of 3-0.**

**II. Selectmen/Administrator Comments and Announcements:**

**Nomination Papers available Fri, Feb 15th - due back 5:00 p.m. Fri, March 29, 2019**

**Positions open in the election are:**

- One (three-year) term on the Board of Selectmen
- One (three-year) term on the Budget Committee
- One (three-year) term for Tax Collector
- One (three-year) term for Treasurer
- One (three-year) term for Town Clerk

*Administrator Jones announced that nomination papers are available this Friday and the deadline for bringing them back is March 29<sup>th</sup>. She announced the open positions listed above.*

*The office will not be open on Monday, President's Day.*

*Selectmen Young thanked the road crew for the great job they did out on the roads today.*

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

1. Payroll and Accounts Payable Warrants
2. Selectmen's Meeting Minutes for December 19, 2018 and January 16, 2019
3. Treasurer's Report for January 2019

**Vote: Selectman Read motioned to review and sign the above, which was seconded by Selectman Young and passed by a vote of 3-0.**

4. General Road Maintenance Contracts

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*Selectman Young asked if the old contracts had expired – they run until July 1<sup>st</sup>. Administrator Jones explained that the difference between the two contracts is only three charges that have changed which amount to about \$5.*

**Vote: Selectman Mixon motioned to sign the regular contracts for equipment with the exception of the plower's, sanders and standby. This will be for the 2018-19 period starting July 1, 2018 through June 30, 2019 and from July 1, 2019 to June 30, 2020. Contracts are with Ralph Curtis Doughty and Harry M. Doughty for equipment. Motioned seconded by Selectman Read and passed by a vote of 3-0.**

**IV. Executive Session**

1. Per M.R.S.A. 405 6A meet in Executive Session to review applications for the Custodian position.

**Vote: At 6:58 p.m. Selectman Read motioned to go into Executive Session to discuss the above, which was seconded by Selectman Young and passed by a vote of 3-0.**

**Adjournment**

\* Continuation of Budget Workshop; Transfer Station, Administration, Benefits & Insurances