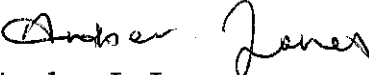
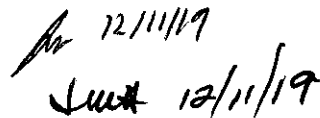


Submitted By:

  
Amber L. Jones  
Administrator

**TOWN OF PHIPPSBURG  
SELECTMEN'S MEETING  
MINUTES  
November 13, 2019**

Approved by Selectmen:

  
12/11/19  
Just 12/11/19

*Selectmen convened at 6:00 pm at the Town Hall with Selectman Young, Selectman House, & Administrator Jones present.*

**Adjustments**

*Administrator Jones would like to add a letter she received today under Correspondence.*

**I. New Business**

1. Meet with Road Commissioner, Curtis Doughty, to discuss establishing a Driveway Permit form and fee.

*Mr. Doughty & Administrator Jones reviewed several driveway permit template and distributed those to the Board: they were Driveway Permit Applications from West Bath, Harpswell, Boothbay Harbor and Boothbay. After review, Mr. Doughty knew what elements he wanted to include in the Permit. Administrator Jones completed a first draft, and Road Commissioner Doughty would like to use this form without charging any fees.*

**Vote: Selectman House motioned to allow the Road Commissioner to use the Driveway Permit Application with no fee, which was seconded by Selectman Young and passed by a vote of 2-0.**

**II. Correspondence**

*Administrator Jones read a thank you letter from Principal Sandra Gorsuch-Plummer who wanted to thank those responsible for getting the well head located at the outdoor classroom covered so quickly; big thank to Curtis Doughty.*


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

- Totman Cove Preserve encroachments have been remedied.

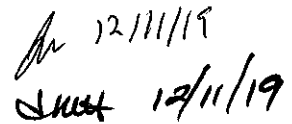
*Administrator Jones walked the Totman Cove Preserve property with Cherie Brunault of the Phippsburg Land Trust. They were there to document that the encroachments had been taken care of; they all have been. Anna Varian stated that it was a follow up site walk to last year. They were doing as instructed; the Brewer property was just moving some logs from the Preserve side and Bob Varian had to move a shed and fishing gear. They were given time to get it done and Cherie Brunault following up is making it all complete. Cherie will be sending a completed report to Anna for confirmation.*

Submitted By:

Approved by Selectmen:

  
Amber L. Jones  
Administrator

**TOWN OF PHIPPSBURG  
SELECTMEN'S MEETING  
MINUTES  
November 13, 2019**

  
12/11/19  
JMT 12/11/19

- Transfer Station will also close at 1:00 p.m. on November 27th  
*Administrator Jones mentioned that the Board did not vote on the Transfer Station also closing at 1 p.m. on November 27<sup>th</sup>. They would like to close early and last year they did not. Anna Varian added that closing at one is fair and applicable and those that really need access can wait until Saturday.*

**Vote: Selectman House motioned to allow the Transfer Station to close at 1 o'clock Wednesday, November 27<sup>th</sup>, which was seconded by Selectman Young and passed by a vote of 2-0.**

*Administrator Jones has updated the open committee positions and the new list is on the Website. There is an alternate position on the Board of Appeals, two alternate positions on the Center Pond Committee, one position on the Community Access TV Committee, one on the Community Garden, and two on the Shellfish Commission.*

**IV. Review and Sign:**

1. Payroll and Accounts Payable Warrants

**Vote: Selectman House motioned to sign Payroll & Accounts Payable Warrants, which was seconded by Selectman Young with the two adjustments that need to be made, and passed by a vote of 2-0.**

2. Selectmen's Meeting Minutes for October 23<sup>rd</sup> 2019

**Vote: Selectman House motioned to sign the above meeting minutes, which was seconded by Selectman Young and passed by a vote of 2-0.**

**V. Public Forum:**

**Adjournment**

**Vote: At 6:15 p.m. Selectman House motioned to adjourn into a Salary & Performance Review Schedule Workshop which was seconded by Selectman Young and passed by a vote of 2-0.**

- Salary & Performance Review Schedule Workshop