

## **ST. GEORGE BOARDS, COMMITTEES AND COMMISSIONS**

### **St. George Town Office**

### **MEETING MINUTES**

July 8, 2019 – 6 p.m.

The Select Board meeting was called to order at 6 p.m. Members present were: Richard Bates, Chair; Randy Elwell, and Tammy Willey. Also present: Tim Polky, Terri-Lynn Baines, Matt McCollom, Dan Morris, Steve Miller, and Wendy Carr.

Adjustments to the Agenda: None.

On behalf of the Select Board, Chair Bates extended a thank you to Board Chairs and all the volunteers who serve on a town Board, Committee, or Commission.

Chair Bates stated Office Manager Tara Elwell had made an Administrative request. She asked if the Chairs of the Boards, Committees, and Commissions would forward her the names, email addresses or P.O. addresses, and telephone numbers of their volunteer members in case the town staff needed to make an emergency contact call or send notices out to the volunteers.

Ms. Elwell's email is: [t.elwell.stgeorgemaine.com](mailto:t.elwell.stgeorgemaine.com)

Chair Bates distributed a handout on the practices and procedures for holding Board, Committee and Commission meetings. The Select Board Policy Manual, Town Charter and State Law were referenced for this informational sheet.

Chair Bates reviewed and highlighted areas of the informational sheet:

- Chair, Secretary, Quorum and Alternates. Voting members shall elect their chair and secretary annually. A quorum is a simple majority of the group.
- Meeting Agenda, Time, and Minutes. The Chairs should let Tara Elwell know at least two (2) working days prior to the committee meeting in order for her to get it posted on the website.
- Minutes. The secretary shall distribute a draft copy of the minutes within five (5) days of the meeting to the members. The minutes should be clearly marked as Draft. The secretary shall email approved minutes and any relevant supporting material to the town office as soon as they are approved. The Town Office will post the approved minutes.
- Public Access to Draft Minutes.
- Purchasing Procedures.

Monthly Summaries of Boards, Committees and Commissions. Chair Bates explained that the monthly summaries were created to try to get more information out to the public and to try and get more people engaged in town activities. To date, the Select Board and the Committee Chairs who were present had not received any feedback about the monthly summaries, but Mr. Polky did say there had been approximately 880 hits to that website. The Select Board's decision, at least for the time being, was to continue with the monthly summaries.

Mr. Polky suggested that copies of minutes, summaries, or newsletter information be sent to both Tara Elwell (the contact person for communications) and Terri-Lynn Baines, in case one or

the other is out of the office. Mr. Polky said everything he now sends to the front office, is sent to the both of them.

Website – Updating Documents. Chair Bates said if Board chairs have items they want updated on the website, send the documents to Tara Elwell. If pages need updating, print off the document, mark it up and send it in to the office or email Ms. Elwell with the attachments.

Comprehensive Plan Goals. The website link is <https://tinyurl.com/stg-gps>  
Chair Bates said this https address links to the 2018 Comprehensive Plan – Goals, Policies and Strategies.

Chair Bates stated the Comprehensive Plan Committee worked hard putting the Comprehensive Plan together which shows the goals, policies and strategies they see as important for the town. He said the town voted on the plan in May 2018 and the State approved it in November of 2018.

Chair Bates said there are many issues in the plan which are applicable to each committee. He said there are issues the public has asked the Town Administration, Select Board and other Boards, Committees and Commissions to work on as a goal.

Chair Bates thought every so often, as part of a committee meeting, the committee feature and highlight an issue or goal and use it as an opportunity to get more public engagement. Chair Bates suggested the committee's meeting notice, for example, could include a statement, "This is part of the comprehensive plan, how are we going to implement this? This is the comprehensive plan that you all voted on and let's talk as a community about how we can implement some of the goals in the plan."

Chair Bates asked the Chairpersons if their group would review the Comp Plan's URL website on the goals and strategies. The Comprehensive Plan has been color-coded for easier reference.

Steve Miller said one of the issues brought up earlier was getting people involved. He said older members of the community are not used to what is happening now, so it is usually a special issue that brings them out.

Mr. Miller said people who have not joined or sat on boards and commissions, have not attended a lot of meetings, or have not done some small board work have no idea what the Select Board does. He said people have no idea of the rules and regulations. People think the Select Board just gets together and votes on what they want.

He said, "They don't realize the state runs about everything and they hand down the guidelines to you. It is really important to get a lot of people to understand the structure of a board meeting. That the chairman decides out of the audience who gets to speak. Everybody thinks they just can come up and say what they want for as long as they want and they sometimes get kind of irate that they don't have the time that they want. A lot of the people or volunteers on the committees do not realize the responsibilities." He felt it was important for people to sit on a Board, Committee or Commission to learn about town procedure.

Dan Morris said it was about choosing to be engaged in what was going on and that a lot of people did not want to be engaged and he said he understood that. He said, "You cannot make people be engaged. It usually is some sort of hot button issue that brings people out. That is the way it has been with the Harbor Committee."

Mr. Morris said, "The hard part of it is, is when you explain some of these controversial issues that are not really that controversial within your committee but are viewed as controversial in the public eye. Then you try to explain the series of events that brought you to where you are and try to explain to people that we are doing the same thing you would be doing if you were in our shoes. We are the same people you are. We are just on a committee and we choose to be engaged in it. The other side of the coin is, is that if people complain long enough and hard enough, they might be asked to be on a committee. So, people understand that, too."

Chair Bates thought the Select Board, and other Boards, Committees and Commissions listened to the public and if someone had an original and valid point, he hoped board members were rational enough to say they had not thought of that. Chair Bates said it would be great to be overwhelmed and have to set out more chairs at a meeting.

Chair Bates thanked everyone for attending. The meeting adjourned at 6:25 p.m.

Respectfully submitted,

Marguerite R. Wilson  
Select Board Recording Secretary