

ST GEORGE SELECT BOARD & ASSESSORS
MEETING MINUTES
Monday, January 9, 2017

The meeting was called to order at 7:07 p.m. with Select Board members Richard Bates, Chair; Tammy Willey, Randy Elwell, Jerry Hall and Town Manager John Falla, Assistant Town Manager Tim Polky, Elizabeth Curtis, Finance Director. Wayne Sawyer arrived later. Budget Committee members Susan Ellis, Earl Ludman, Peter Lubs, Scott Vaitones, David Percival and Richard Cohen. Also present was Dan Paulsen.

PUBLIC COMMENTS: None.

REGULAR SESSION:

Adjustments to the Agenda: Town Manager Falla recommended that Thomas Foster, auditor, go first as he had the farthest to travel. Chair Bates concurred. He asked to defer discussion of the select board policy manual to the next meeting on January 23rd. Selectperson Hall noted that the policy manual discussion should include the website policy, the website administration, and the third would be the email policy. There were no objections to adjusting the agenda. At this time, Chair Bates introduced and welcomed Elizabeth Curtis, our new Finance Director.

Audit: Thomas Foster, of Foster & Foster, was introduced and he proceeded with the review audit. Mr. Foster presented the Board with copies of the audit and the representation letter. Mr. Foster stated that there are new numbers in the report because they consolidated the school into the town, as a component unit of the town. There are new categories on exhibit A; such as, accrued compensated absences and capital lease payables. Those are all school items. The two were consolidated, and that brought the balance sheet of the school into the town. There should be corresponding footnotes for all of those. The actual, overall activity of the town, excluding the school, was normal and didn't have any outstanding, unusual events. The year ended with about the same fund balance that it (the town) started with. The town, itself, went very smoothly. Because of the startup of the new school district, Mr. Foster said they needed to do a lot of very preliminary, one-time type of entries to gather the information for the school. Town Manager Falla noted that the audit was, from the municipal side, uneventful. Chair Bates said for the first-time last year, John had a totally clean audit in his 29th year as town manager. Mr. Foster said it was a clean audit again this year. Mr. Foster pointed out there is still one issue that they would like to see done. That is, the funds that get rolled into the Trio system. This was put in the side letter; but Mr. Foster said it has not affected the audit, in anyway, as John has always done such a good job. The Town Manager said he had spoken with the Finance Director about the funds and the Trio system.

Town Manager Falla recommended that the Board authorize the Chair to sign the representation letter and then discuss the January 31, 2017 audit. Mr. Foster said it will be a procedural audit. This means he will be confirming some of the more sensitive items of the town upon John Falla's exit. Chair Bates asked if there were any issues to be raised while Mr. Foster was here. No questions, at this time. The representation letter was read. Mr. Foster explained that the letter was saying that John did not hold back any information, and he complied with giving us the information we asked for. Chair Bates reviewed the contents of the letter again and said it is a clean audit. A motion was made by Selectperson Willey (Elwell) to authorize the Chair to sign the representation letter for the audit. The motion carried. Mr. Foster would scan the letter and send a copy to the Board. Mr. Foster reviewed the procedure for the audit, scheduled January 31, 2017. He will be at the Town office on that day. The audit is for everyone's benefit. He has sent Mr. Falla a list of the specified procedures that will be done on that day. Town Manager Falla said his last working day would be January 31st. The staff will be in on that day. The office will close at two o'clock (2 p.m.). At the end of the day, Mr. Foster will do a count of the cash and do what he needs to finish the audit. Chairperson Bates and the Town Manager thanked Tom for coming.

-Finances: Chair Bates was working off a 10/17/ 2016 financial report, ending September. Budget Committee member Ellis said they had October's report, also. The Town Manager said that October's has been done; but we usually do it as a quarterly review because the quarterly report includes the Trust funds and the reserve accounts. Chair Bates said he thought the intent was to go through the first quarter. Budget member Ellis said that the committee, by in large, went through the first four months. She thought most of the questions they have would relate to either September or October. Chair Bates asked the Town Manager if he would review the report.

Department Summary:

01 Town Office – Cohen asked about Item 5312 Insurance being returned and if that overage was due to quarterly payments. Selectperson Hall said it is 30 %. Cohen said he sees it being 38.11% as he was looking at the four-month plan. Town Manager Falla said that because of the policy we have, some run on our fiscal year and some run on the calendar year. They wanted 30% up front and then it would be 10 or 15%. Cohen said if there was any overall increase of insurance cost that we didn't expect and Town Manager Falla said, "No." Ellis had a question about equipment maintenance. The maintenance appeared to be a little bit high at the end of four months. She asked if the Town Manager could dip into the office equipment reserve money, if needed. Town Manager Falla said, "No, because the office equipment reserve is for purchase of equipment not for maintenance. Rockbound Computer provides for our equipment maintenance, when needed. During the first three months, we experienced a number of glitches and issues with our computer system. It is hard to predict potential computer problems, so it is hard to budget for."

02 Select Board/Assessors – Ellis asked about abatements. Town Manager Falla said that is another difficult area to predict. He believed there were a couple of errors that were not caught until the tax bills went out, and there were a couple of duplications. Abatements had to be done on those. Ludman noticed the abatement amount budgeted had doubled from last year to this year and would there be an increase every year. Town Manager Falla commented that the abatement expense in the preliminary budget for this year would be around \$10,000. When we did the revaluation, we addressed a lot of issues at that time and continued to catch yearly errors. Town Manager Falla thought that the \$10,000 to be more of the realistic amount. He reiterated that it is not that the Town is losing money, but we probably should not have billed it in the first place. Chair Bates said he thought that after the revaluation, and over the subsequent years, the number of appeals and adjustments would have tapered off. He said that taxpayers may be looking at their tax bills in more detail for the first time in several years discovering changes such as a shed they had but now it is no longer on their property. Chair Bates felt these are minor issues.

Town Manager Falla explained what had happened this year. During the month of November/December, the properties become tax acquired. The liens mature and they become tax acquired. At that point, we can no longer bill for those properties and the properties become tax acquired and we didn't click that one little item on the computer that said, "do not send a bill on this." Town Manager Falla believes we had three properties that were sent bills that were tax acquired.

03 Planning: There were no questions regarding the planning department.

04 Fire Department: Town Manager Falla said that Line item #5292, Dues & Membership, was created this year. It was not budgeted in the past but we felt that it should be in the Fire Department budget and not in the Town Office budget. Ellis asked what were the dues & membership. The Town Manager said dues were for the NFPA (National Fire Protection Agency) and the Knox County Mutual Aid Association. He thought there was a third one. Ludman asked if the expense number will change next year. Town Manager Falla said it will still be 5292 but under Department #4. Cohen asked if the dispatch payment is a yearly payment, and is it paid in full. Town Manager Falla responded, "Yes." "Due in full, paid in full in the end of September." Percival asked if the fuel was high for a quarter. Polky, Assistant Town Manager and former Fire Chief, explained that the fuel tank is outback of the Town Office. The building has a 500- gallon tank and the tank has to be filled when it runs out. So, it is not filled on a quarterly basis. In the past, the Fire Department has shared the fuel costs with the ambulance association. There were no other questions.

05 Animal Control: Town Manager Falla gave an update from new information he received today. Knox County talked about funding a position that would be county wide. Union Town Manager, Jay Feyler, has been doing background work on this. It appears that the combined amounts that each town has been paying for their animal control officer, is not enough to fund a full-time animal control officer on the county level. Mr. Feyler will be sending out a letter asking the towns what their intent would be. For instance, would each town pay a little more. Mr. Feyler seems to have "taken over the reins" on this. At this time, the town does not have an animal control officer. Animal control is a service. It is nice to have someone to call and deal with an issue. Assistant Town Manager Polky clarified that the information that Mr. Feyler was working on, is only with the towns that are interested in acquiring the services. Chair Bates asked if it would be shared based on the different town property values. Polky said that Mr. Feyler has done something different. He came up with a per capita fee. Polky noted that is how the Knox County dispatch is set up, by population. Polky said it would work a lot better for the town and they will continue to work on this. No other questions.

06 Roads and Bridges: Ellis asked about contract services. She noted that the Town had \$13,000 left at the end of October for the summer road contract. She asked if there is an unexpended balance, does that mean the Town has a surplus or does that cover May and June. She also asked if the summer road contract was complete. Polky said, "No." Contract services include anything that is being done. Ellis asked if the Town can get through May and June. Polky said it will be close. Hall asked Town Manager Falla if the Town had received the bill for resurfacing. Town Manager Falla said that as of 9/30/16, we had not received the bill, nor by 10/30/16. Polky said the bill was for \$187,000. Town Manager Falla said the bill was paid in November. Hall asked if the bill was coming before the Select Board and the Town Manager said it would be. No other questions.

07 Solid Waste: Ellis asked about tipping fees and transport. Polky said that they anticipate tipping fees will have to go up. One problem the transfer station has been running into is there is no place to take our CDD's. We have been taking it to the landfill in Rockland. This will probably end soon as Polky thinks that we will take more of it into Norridgewock and pay a higher fee and transportation costs. Ellis asked if there would need to be a special town meeting, again, to fill the budget gap. Polky said that he hoped not. Town Manager Falla said that as of first of January 2017, there were changes in disposal fees. He said, "We are trying to discourage brush coming in, because we will be charging for it. It's my understanding that someone may be opening a site in town where they will be accepting brush free, processing it, and turning around and selling that product. If we can encourage people to not bring brush into the facility, then we won't have to deal with the expense of that." Polky said the staff speculates that some of the shingles and CDD are coming in from other towns. No other questions.

08 General Assistance: Town Manager Falla said the Town spent \$138.00. He added that the Ocean View Grange does have a fuel fund again this year.

09 Social and Community Services: Ellis said the Budget Committee wanted to know if the Finance Department could annualize budget items, particularly the cemeteries, ambulance and library? Does this all get cut as one check? Town Manager Falla, "Yes." He said that unless we did the total accrual basis in recognizing that would be what may be expended for that month; we still would have it off because we only make the one payment. Hall stated, "One question would be the format of the report." So there is perhaps a way where we could look at that and address it and that would be less complicated. We may want to talk about this with the new finance director.

10 Recreations: None

11 Harbors: Ellis asked about 9643 and 9653, if they are all one unit? Town Manager Falla said they were. He said we have spent more money on some of the study work on geo-technic testing. As far as renovations, it did cost less on some of the renovations, so we had a balance left over. As of September, it does equal out. We do have 9683 - design and planning for 10 Cold Storage. We will be looking to take some money out of that account as we go forward. There is going to be a Harbor Committee meeting on January 19th. We will be getting a preliminary plan for 10 Cold Storage Road. Ellis asked if that would be to look at ways to spend the \$32,500. Town Manager Falla commented that some of that money was spent between September 30, 2016 and now. As we go forward, we will have new ideas. We are always looking at ways to save money and to accomplish what we want to do. Last time we met with the consultant, we were looking into dividing the renovations into three different phases. We want to look at it from a planning and a budget stage. Chair Bates asked if it was possible that in March or April, we will need to have a special town meeting to adjust and readjust items in that section. Elwell asked why does 9592 - the municipal boat, show such an over expenditure. Town Manager Falla said he could double check with Schmanska, but thought when the boat was being put away for winter, they found some needed repairs which cost \$1,500. After he talks with Schmanska, he will send an e-mail to the Select Board and Budget Committee clarifying what repairs were needed and the amounts.

12 Unclassified: Elwell wanted to know if the rent for 38 Main St. covers the cost of expenses. Town Manager Falla said it did. He said under Revenue, Department 1, Town Office, line item 4740, the Town receives \$9,600 a year in rental income for 38 Main St. It more than pays for any expenses the Town may have. Chair Bates asked about the Family Health Contingency Fund, 9882, which is coverage for a family health plan. Town Manager Falla reported that in July there was a change in the budget. Employees had 30 days to switch to that plan, if they chose to. No employees were interested at that time. There was an open enrollment in November through December. There was one employee who has taken advantage of the family coverage. Current employees are grandfathered in and get

the current POS-A level, if they choose to have family coverage and individual to a POS 200. Any new employees coming in would show up under the regular department. They would start at the POS 200. He doesn't see any other changes in that area until first of July. That starts a new fiscal year and employees can change coverage at that time. Hall noted that it appears we are going to drastically underspend that line item. Town Manager Falla said that he and Polky have been discussing it. The difficult part is that if you offer something, you have to budget for it. There will be a proposal at the upcoming budget meeting about that item. No other questions.

Revenue: Hall asked why we don't budget property tax revenue. Town Manager Falla explained that is what we have for expenses, and this is what we anticipate for revenue. The difference is what we send out for property taxes. The auditors look at it as revenue but it is really an assessment. We say this is the difference; this is what we are going to collect for taxes from you. This should be a question for Tom Foster, the auditor. Town Manager Falla said he's not really clear on why it is there. Hall said that you could budget however you want. Town Manager Falla said that when we started with Foster & Foster auditors, is when we started putting it in as a line item. They said you have to recognize the property tax as revenue. When taxes are committed in July, that is when it has to be recognized because we have said, "this is what you all owe us." Hall stated, "So you don't get the budget number until after the budget is created?" Town Manager Falla said right. When taxes are committed, the money received becomes a receivable not revenue. Town Manager Falla said that he always prepared the next item which is the collection of taxes – saying that this is what we commit and this is what we've collected, to date. This addresses how much are we doing, how well are we doing on the receivables. Hall said that he would like to see is a total for the Department, and show how you are running verses what you predicted in all the other areas. He would like to see a total that makes sense. Town Manager Falla said the revenue is when we recognize it through the tax commitment. What is listed as revenue becomes a receivable. That is how I deal with the receivables, in that format. It still gives the percentages for comparison. It is not in the one place that you would like to have it. Hall suggested that you could subtotal it without that number and then add that line, then show a total. Town Manager Falla said he agreed but that is computer generated. Ludman said he had asked the same question two years ago. Town Manager Falla said the Municipal accounting is so backwards. He understood where Hall was coming from having done private accounting, then looking at public accounting. If you do accrual basis, you recognize the income when you commit the taxes. That is the time when you say this is the revenue we are going to have come in. The rest is now receivables. If you have a sale in the private sector and it sold for \$7,200,041. Then you have your report which says this is how your receivables are coming in. So if you look at it from that way, this is how this is being reported as there was income that day of \$7,200,041. when we committed taxes. At this point, we are just recognizing the receivables. But we could plug a number in there for that same amount in the budget column. Vaitones said it seems that you would want to show your total budgeted revenues, equaling your total budgeted expenses. Town Manager Falla said he would agree with that, but when you look at the percentage that the municipal budget is.... In December, we know what the County assessment is going to be. In May, we know what the municipal assessment is going to be, in June, we know what the school is going to be. At that point, we know what we can budget. It is more of a situation where we are recognizing and we do recognize the school payment. We don't recognize the school payment in our budget. We have a municipal budget. When you get the budget document, we discuss just what the municipal expenses and revenues are. We do not discuss what the county or school is. When we get done and commit taxes, we know this is the school assessment; this is the county and what the municipal assessment is. You are juggling several things at once. It is not under our control. We could estimate. That is what I do. I estimate what the school budget is going to be; but we do not know until June, after their budget has been approved. I can do an estimate, but if we plug it in, the public will ask why is there a difference. Hall said that is why he would advocate for putting it in. Ludman said that as long as you understand the facts, the way it is presented, it is probably not that important. Chair Bates suggested that maybe some of the Budget Committee meet with Elizabeth to figure out a way to help the rest of us, who are totally lost. Town Manager Falla cited a word of caution. When presenting to an audience, some are used to an accounting presentation and others are lay people and you really need to present this in a format that the lay person can understand. I am talking from experience on this.

Real Estate Taxes: Town Manager Falla said that the way the State law is set up, you cannot have an open year. Anything that is not collected by April, the Town has to begin the lien process. Anything that is not collected goes to lien, removed from the receivable, and is in the tax lien section. Ludman asked if part of \$318,000. if collected, would it show up in the following year. Town Manager Falla said the revenue shows the total commitment. It does not deal with the receivables, but at the end of April 2017, the 2016 taxes, as of April 30th will become the 2016 tax liens. It will be removed from the 2016 receivables to 2016 tax liens. Ludman asked how he would know how much of those liens you are going to collect. Town Manager Falla said it is not a revenue, it is a receivable. He

explained to the new Finance Director that he has not been able to do all the reporting people would like to have him do, because of his other workload tasks. He did a report in the past that itemizes the revenue at the bottom. It was not computer generated. He had to do it himself. For example: He had to manually put in columns - property taxes, tax liens, supplemental taxes and at the bottom what the receivables were, the beginning balance, received and ending balance for that month. First year it goes to lien. After 2 ½ years, it becomes tax acquired. If someone wants to regain property, they have to pay the back taxes. So, the Town has a 100% collection rate, plus an interest factor. The interest rate is voted on at Town meeting. The right to sell or not sell tax acquired property is voted on at the annual meeting. Voters can authorize the Select Board not to sell the property.

Reserve accounts or Trust Fund Report: Chair Bates asked the Town Manager how the investments in this fund will be managed after his retirement. Town Manager Falla said he will talk with Tim and Elizabeth about this. He said he managed the funds to save money for the town, as investment management advisory fees were extremely costly. He noted that one option, might be to have a consultant come in, review on a quarterly basis, and make recommendations. Town Manager Falla invested, from a long-term standpoint, in a blue chip mutual funds, of 2/3 income and 1/3 growth. Chair Bates said Mr. Falla's investments have worked quite well for the town.

Vaitones said that the Budget Committee thought it would be helpful on the Financials, to have the spending for the previous year. Not necessarily for the amount but year-to-date, so there would be some comparison. He felt a lot of the questions posed tonight would be self-answerable if you could look back to the previous year. Town Manager Falla said the reports are computer generated but can be exported in excel format and re-worked in an acceptable format for reporting. He said that it may be possible to do this in the future. He will talk with Elizabeth and Tim about what would be manageable. They could then present a format to the Select Board and Budget Committee for their recommendations. Hall stated he plans to present a format, for discussion. If it cannot not be done, then okay. Town Manager Falla reminded the Select Board that, in his experience, the budget format needs to be understandable for the taxpayers and consistent from year-to-year.

NEW BUSINESS:

-Input from the Select Board & Budget Committee on 2017-2018 Budget: The Town Manager discussed the Budget development process. He said it is easier for him to get general comments up front before he comes up with a final document to present to the Budget committee and Select Board. He said any general comments, general guidance in his preparation of the budget, helps him. Ellis said that the Letter of Concerns will be worked on this week and will be sent via email to John, Tim and Elizabeth.

Select Board comments: Chair Bates discussed salary increases for employees, and said they have the data from the MMA survey which he feels will be very helpful in setting the proposed raises for the Town. The MMA survey is password protected and not released online, as in the past. Hall discussed Expenditures vs Capital. In the past, the Board has had an approach which we look at the change in appropriations vs a change in expense. The example is the fire truck. We reserved for it over a period of years; but last year, we appropriated the total amount of the reserve, plus the current reserve, plus a current expense level to buy the fire truck. It showed the appropriations jumping last year and then in fiscal year 2017, going down. On an expense basis, that is not what occurred. Hall advocates that we have a budget that people can see what is happening on an expense basis in town administration and find a way to look at it this year. This is an item that Town Manager Falla put in a compromise you make when you are wearing two hats. Hall would be a proponent of a format that shows prior year actual, current year budget, current year estimate, next year proposed budget. Also on that expense basis, so you can see a progression and summarize it by each department, the whole thing by department and then show the whole detail by department. He would like to see this type of a format and have a discussion on it this coming year.

Ellis said they did accomplish their goal of reviewing the benefit package for town employees. She will see that the Select Board, Elizabeth Curtis and Polky receive a copy of the report.

By January 30, 2017, the Town Manager would come back and say these are the areas of specific concerns, if any. At that point, there would be a better draft done and there would be any comments. It may be all looks fine or there maybe areas of concern to discuss.

REGULAR SESSION:

Minutes: On a motion by Elwell (Willey), it was voted 5-0 to approve the minutes of the December 19, 2016, as written.

Communications: The Select Board received a copy of a letter from Thomas Lloyd written to Anne Cox, Planning Board Chair. A letter from Shell Middens Research will be brought forth, later in the agenda.

Warrants: Town Manager Falla reported expenditures of \$544,811.34, of that is the school payment of \$396,754.17. The remaining amount is the three weeks of Town expenses. Chair Bates asked about the Bernstein, Shur, Sawyer & Nelson item for \$3,038. Town Manager Falla explained that line item was for finalizing everything for the cemeteries. He explained the \$427. expense was for the preliminary setting up for the appeal. Chair Bates asked about a \$30 payment to Town of Cushing and Town Manager Falla reported that it was for the shellfish licenses. St. George collected the money and paid Cushing, as they are the town for administering shellfish licenses. Willey asked about the Solid Waste and chipping of brush. Chair Bates said it will be discussed later in the agenda. It will be brought before the planning board Tuesday night. The Town Manager presented a Quit Claim deed for a tax acquired property to the Select Board for their signatures. The Select Board signed the deed. Town Manager Falla said that all tax liens had been paid off.

10 Cold Storage Road update: Town Manager Falla gave an update. There will be a Harbor Committee meeting on Thursday, January 19, 2017 at 6 p.m. with Noel Musson. There has been interest in the Monhegan Island Wind Power project. Their committee met with the Town Manager, Polky and Chair Bates to see if there is any interest from the Town in this project. At the last meeting, the project committee said they would be going into Port Clyde. There was discussion to see whether or not the Town would coordinate something at 10 Cold Storage Road. Once they have completed their plan, they will give a presentation to the Select Board, who will then have an opportunity for questions and discussion. Town Manager Falla said the Town has offered the Fire Station meeting room for this group to have an open public meeting to explain what the MIWP project plan is. He said this is independent of the town, but the group would like to have a cooperative effort with the town. More information will follow after January 19th. Chair Bates said that the organization is set up with the University of Maine, a construction company, and their consultant. The group is still in a fact gathering status. Hall feels uncomfortable having elements woven into a potential plan with Noel before we understand what they are doing. He strongly recommends the group come in and talk with Select Board, then have a delay before a public meeting, allowing time for the Board to review all aspects of this project. Polky said as far as he knew, nothing was going forward with planning until they meet with us.

Committee Meetings: Town Manager Falla said the Planning Board meeting is Tuesday night at 7 p.m. The Comprehensive plan is on Thursday night, and the Harbor Committee is on January 19, 2017. Hall noted that there will be a pre-meeting before the planning board meeting. The Town Manager said the Town attorney will be holding a training session at 6 p.m., and all Select Board is encouraged to attend. Willey asked if the fire truck was sold. Polky said *that* it was sold for \$2,750. Willey asked about the tax acquired property known as the Jersey Road. Town Manager Falla said there are several tax acquired properties to be brought before the Select Board. He will give his recommendations and ask that this item be placed on an upcoming agenda.

COMMITTEE REPORTS:

Conservation: Willey said they met on Thursday, January 5, 2017. Ms. England discussed starting the Alewives' Project in September with the new 8th grade class. They will then start working on the student's list of recommendations. Several new educational programs will be starting in the spring, the summer and the fall, including a clamming program. Suzanne Hall is working on the educational curriculum. The committee had questions about the Old Woods Development. There are wetlands on that property. The Georges River Land Trust is looking at a possible purchase of some of the land. The Town Manager recommended that the Land Trust do research on the property because the last he knew, the property owners for that subdivision, have made nature trails, etc. He reiterated that the town should not be involved with landowners who are looking in those kinds of plans. They need to come to their own agreement. Regarding the solar and USDA loan, the committee felt they would not qualify as they are not in the business of agriculture or they are not a small business. They are working on an Action Plan and putting together their budget needs. The energy audit was discussed. Town Manager Falla noted that the energy audit was done on the Solid Waste Transfer Station and the Town office. Willey said she sent both of those reports to the committee members and has not had any responses, to date. Chair Bates said that he had talked with Ken about interest in energy conservation. Solar systems are not feasible, currently, but by 2040 we must be using a fraction of the energy we are currently using. Chair Bates would like to see the Conservation Committee, along with the school's involvement, look at the way we are consuming energy in the Town buildings and the town properties,

and try to anticipate where we are now to where we are going to have to be. Hall added that with the changes in technology, you can see a real reduction in the cost of electricity. Willey added that this is a very busy group.

OLD BUSINESS:

The Select Board Policy Manual: Chair Bates said the policy manual review has been rescheduled.

Goals for the Coming Year: Hall asked Chair Bates if he was looking for goals for the Select Board, specifically, or goals for the Town suggested by the Select Board. Town Manager Falla said goals could either be separate from Administration vs Board and Committees. Hall has concerns saying this is a Select Board project and this is an Administration project. Hall said it is complicated. He came up with a list. There is a question whether, for instance, the Comprehensive Planning Committee – that is a complicated one and that it is one where he thought about driving this forward or question of having action plans. It is a combination of the Select Board, the boards and committees that technically report to the select board and administration getting involved in a project type basis. Hall had advocated splitting the financial thing, the driver for that was so the Town Manager would have more time available to help drive some of the projects. He said he has trouble saying this is a select board project, and this is an administration project. Chair Bates thought the Select Board could talk about the “hybrids” at their next meeting. For tonight’s discussion, he thought the Select Board, as different representatives on committees, could talk about what they can help work on. Hall agreed. Town Manager Falla said if you look at it from the standpoint of the Boards and Committees to assist you in arriving at something, that would then be a policy decision to determine that we need to have a certain project done. It would then be turned over to Administration for implementation. Maybe the Boards and Committees could advise throughout the process, but you need to create the goal and then ask for implementation of it. That may be the splitting of Boards and Committees vs Administration. Town Manager Falla asked that the Select Board look at it from that standpoint of dividing it out between advice and counsel. Hall added that he felt too much separation is a mistake.

Chair Bates asked if we could have a brief discussion on what ideas each select board member would like to see happening in the coming year or with the committees we are liaisons with. Hall and Willey said they would like to see work on 10 Cold Storage Road as a priority this year. Other board members also agreed with this. Hall said that to some degree, this had been turned over to Administration; but now Coastal Waters Management Board is involved. Since they are responsible to the Select Board, the Board is back in it again. Hall would like to see a plan and a time line on 10 Cold Storage Road property.

Hall said they need to see if the State will approve the Comprehensive plan that was submitted, and it needs to happen quickly. Whether we can get the State to approve the plan we have, with some clarification, or whether we need to make some changes, to get approval. This needs to happen as soon as possible. Beyond that, we need a working comprehensive plan that we look at and use, from it develop action plans for different Boards, Committees or Administration. Hall said that needs to be one of the goals.

Elwell’s goal was to pursue the restoration of the Alewives in the creek area and help the Conservation committee. He would like to see that area restored for the public, too.

Hall had another goal which was the modifying the way the budgets are formatted. He would like to have the Select Board and Budget Committee work on this. It would also directly involve Administration

Chair Bates stated he would like to get more town involvement in all aspects of the Committees, the Select Board meetings and town activities. He would like to have more people attending meetings. Elwell noted that meetings have to be held at times when people can be there. Chair Bates felt very strongly that we need to get more participation as often a lot of people do not know what’s going on. Hall said he agreed and it is hard to get people involved. He suggested that the Select Board and Committee chairs meet or meet individually with each committee. He is not sure how to do it, but we need to make it clear that this is a priority. We need to see if we can generate some ideas that help take steps in that direction. Sawyer used the Select Board as an example, meeting at an optimal and predictable time, and he stated how many times have they met with no public there. It is our responsibility as well. Chair Bates said he would write up a list of goals, circulate it and begin to think how to work on these tasks.

At 9:08 p.m., a Motion was made by Willey (Elwell) to continue the meeting; the Motion carried.

Chair Bates had received a note from Superintendent Michael Felton, earlier in the week and forwarded it to the Select board. Mr. Felton would like to apply for an Island Institute Fellow and asked if the Select Board would write a letter of support for his application. Chair Bates explained to Finance Director Curtis and Polky that the fellowship was for a year. Mr. Felton said the Fellow would start in September. This position is designed to look at the health and wellness of the school children. Felton feels this is an important area that needs to be addressed.

Elwell noted that this program would help our town. The second item was to show solidarity with the school. Chair Bates would like to propose that we split the cost of the Island Institute Fellow between the Town and the school. Chair Bates understands that it is taxpayers' money but feels that this is something we should be doing for our young people. Hall asked if this would fall under the area of Social Services in the budget. Chair Bates said, "Right." Town Manager Falla said his reaction to this was, "I think we need to reinstitute the Grace Institute to teach kids life skills." Elwell and Willey concurred. Elwell made a motion (Sawyer) seconded, that the Board write a letter to St. George School Superintendent Mike Felton in support of his application for an Island Institute Fellow, and to include \$4,000 in the next fiscal year budget. The Motion carried.

Wharf Application for Ken and Diane Oelberger, Snows Point: Town Manager Falla said the application has been reviewed and signed off by Dave Schmanska. "The responsibility of the municipal offices to ensure that the construction is not injurious to the rights of others and does not obstruct navigation." Schmanska reported that it does not. Elwell asked Falla if the wharf permit application goes before Planning Board. Polky commented that there is a separate application which will be submitted to the Planning Board. Elwell made a Motion (Sawyer) to approve the wharf permit application for Ken and Diane Oelberger. The Motion carried.

Shell Middens Research letter: The Select Board reviewed the letter from Alan Button who is interested in the archeological shell history of the town. Hall suggested that the Select Board refer Mr. Button to Jim Skoglund. Willey will refer the letter and information from Mr. Buttons to Jim Skoglund and the St. George Historical Society when they meet in March 2017. Chair Bates will write a note to Mr. Buttons to let him know the Board's plan.

Draft Agreement with the Volunteer Firefighters and Ambulance Association: Hall asked about an agreement draft with the Volunteer Firefighters and Ambulance Association that had been circulated. The Town Manager noted that it did not get on the January 9, 2017 (tonight's) agenda. Willey and Hall had read the draft. Hall noted there was a termination clause but no notice period for the termination. Town Manager Falla said such as 30 days or 60 days. Hall said, "Yes." Polky said he felt that the notice should be longer than that. If the Association decides not to do it any longer, it would take a long time for the Town to replace them. Chair Bates said that was a very good point. Town Manager Falla suggested six months, and Hall and Willey thought at least a minimum of six months. The Volunteer Firefighters and Ambulance Association draft will be placed on the agenda for the meeting on January 23, 2017.

At 9:25 p.m. a motion to adjourn was made by Selectperson Elwell (Sawyer). The Motion carried.

Respectfully submitted,

Marguerite R. Wilson
Select Board Recording Secretary