

**ST. GEORGE SELECT BOARD & ASSESSORS**  
**MEETING MINUTES**  
**Monday, February 6, 2017**

The Select Board meeting was called to order at 7 p.m. Members present were: Richard Bates, Chairman, Randy Elwell, Jerry Hall, Wayne Sawyer, and Tammy Willey. Also present: Town Manager Tim Polky, Elizabeth Curtis, Susan Ellis, Peter Lubs, David Percival, Scott Vaitones, Christopher Chadwick, Ben Norton and Daniel Smith, Village Soup reporter.

PUBLIC COMMENTS: Chris Chadwick said he wanted to express his interest in 10 Cold Storage Road and hoped to get something going for 2017.

Mr. Norton said he did not see the agenda on the Town website and wanted to know if that could be addressed at some point. He said people like to come if something on the agenda interests them. He said he understood about all the changes happening at the Town office, currently.

Chairman Bates said it could be addressed. Selectperson Hall asked Mr. Norton which agenda he was talking about. The one for tonight or next Wednesday? Mr. Norton said, "Tonight. Should there be an agenda for Wednesday on there? That is a good point."

Chairman Bates: "In the ideal world, there will be an agenda for all meetings. It should get posted, two business days before the meeting. That is the goal."

Mr. Polky said, "The agenda for tonight should have been up. I thought it was. We're in transition."

Mr. Norton, "I know that. Trust me I'm not here to growl at you about that."

Mr. Polky, "But if it is not there, let us know."

Mr. Norton, "Okay. That leads me to the next part. On the minutes, I know there is some procedure that they can't be posted like for previous meetings. Isn't there like tonight's meetings from last week can't be there until they get approved. Is that correct?"

Chairman Bates said, "I think you will find that they are on website as draft minutes."

Mr. Norton "Didn't see them today when I looked earlier this afternoon. They could be there now. There again, a guy like me comes in and likes to see if what I said makes any sense, maybe, which I didn't say anything last week. I did send an email out and wondering if that got recognized."

Mr. Bates, "We're in transition. You are right. If you look at the Select Board policy manual, the minutes for the Select Board should appear as draft. The minutes for other committees, for example, the Harbor committee, don't appear until they have been approved. There is a delay in that respect."

Mr. Norton, "I am here to try to educate myself a little bit because I don't know the whole procedure how it works. Like on that Harbor committee, there hasn't been any minutes on any of that for a long time. I don't know how many people look at that stuff. I know I did."

Mr. Bates said, "I don't remember. Maybe Randy will recall who the secretary currently is for the Harbor Committee."

Mr. Polky and Selectman Elwell said, "Patty (St.Clair)." Chairman Bates said, "Actually, John wrote the last one. Hopefully, when you meet on Wednesday, Josh will have that as a first order of business to approve the minutes. They will then get posted."

Mr. Norton said, "Very good. I see there is nothing on here about 10 Cold Storage Road, tonight." Mr. Bates, said, "Not tonight."

#### REGULAR SESSION:

-Adjustments to the Agenda: Chairman Bates proposed the Budget be discussed after the Committee Reports.

-Minutes: The minutes of January 30, 2017 were amended as follows: (changes in red)

Page 1, under Minutes, line four and line 6, the correct spelling of name is **Dacri**.

Page 3, last paragraph, line 8, the correct spelling of name is Aqua **Ventus**

Page 3, last paragraph, line 8, change word to, the windmills **near** Monhegan.

Page 4, first paragraph, line 5, change word to, subject to the **discretion** of the Harbormaster.

Page 4, line 14, remove sentence, **Chairman Bates said yes**.

Page 5, first paragraph, line 12, change the sentence to read ... in a timely fashion, **as** the Town is not exempt from Planning Board regulations.

Page 8, lines 9, 10, and 11, remove sentences in **their entirety** starting with, **Mr. Falla said expensed was reversed...Selectperson Hall said the reserve...Mr. Falla said he had never...in municipal finance before.**

Page 2, last paragraph, line 4, Correct to read Selectperson **Hall** asked if the...

Page 4, first paragraph, line 9-10, correct it to read, but to launch from there, **that** is fine.

Page 8, line 18 from bottom, add word ...of municipal accounting and it **is** what we. . .

On a motion by Selectperson Willey, seconded by Selectperson Elwell, it was voted 5-0 to approve the minutes of January 30, 2017, as amended.

#### Communications:

Selectperson Willey received an email from Josiah Wilson. She read the following:  
"To Whom It May Concern: Hi, Richard. I want to thank you for taking my letter into consideration and passing it along to the Harbor Committee. I have not heard any developments and understand there is a meeting on Wednesday. I am very curious about the implications of applying for a so-called SHIP grant and the necessities of time and money from the town in order to fulfill such a massive contribution. Do we expect the public to formulate a decision on this at the coming spring, annual town meeting? (What if it doesn't go, will back up be as is?) Thanks," Josiah. Chairman Bates said the Select Board will see how things go in the next few meetings with the Harbor Committee. He said ideally, there would be some informational meetings and public meetings that would lead to some discussion at the town meeting in May. Mr. Polky said, "Hopefully, there would be some public meetings before that." Mr. Bates said, "To discuss issues like the SHIP." Chairman Bates said he would respond to Josiah Wilson.

Chairman Bates received a letter from Nathan Johnson, from the University. He said at the last Board meeting, Mr. Polky said the group was looking to schedule two public informational meetings on February 28, 2017 to discuss the project. Mr. Johnson wrote to ask if Jake Ward could attend the next Select Board meeting, Monday, February 13<sup>th</sup>, to brief the Board on what they would be talking about and to get some of the Select Board's preliminary questions, answered.

Chairman Bates received a letter from the Census Bureau. The letter is a Pro Forma letter regarding any changes in town boundaries.

Chairman Bates received a letter from former Town Manager John Falla. It read, "To the Select Board: Thank you for making my retirement special. It was a great ending."

-Warrant: The warrant for the week of January 30, 2017 was reviewed and signed. The total expenses were \$63,148.92, and included MMA 2017 dues of \$5,188.00 and audit fees of \$6,127.00.

Selectperson Elwell asked the Town Manager how the new fees were working out at the Transfer Station and what kind of reception there was towards the new fees. Mr. Polky said the fees had been going good; but the reception towards the fees, had not been as good. The Town Office had been busy with a lot of questions.

#### TOWN MANAGER'S REPORT:

-Update on Transfer Station: The Town Manager said the brush pile is going down, and the Station is not taking as much. The Transfer Station sold all the wood chips to PERC (Penobscot Energy Recovery Company). The Station has been shipping out a truckload a day to PERC in Orrington and the public started to pay the fees on the demo and the brush.

-Town Audit upon Retirement of Town Manager: Mr. Polky said the final audit procedure was completed on January 31, 2017 by Foster & Foster. The audit went well and there were no problems.

#### COMMITTEE REPORTS:

-Conservation Commission: Selectperson Willey said that the Commission met on February 2<sup>nd</sup> at 4 p.m. and discussed the Alewives' Project, again. The committee started to look into the possibility of applying for grant money to help with planning and design, which would go along with recommendations from the 8<sup>th</sup> grade school children. She said the commission is communicating with a state biologist and people from NOAA.

She said there was also a discussion about the town solar project. The committee said the PUC had released their final report but there are still unanswered questions. There are currently 24 different bills before the Legislature. The Committee had been in contact with the solar installation company who hopes the town will get onboard some type of project. Selectperson Willey said the group is working on their budget and action plan. They are adding in the town energy audit and trying to decide whether to go with a basic (free) audit or have a more comprehensive audit. They do not know what was implemented, so they are not sure how to proceed with the audit.

There was discussion about the invasive species. Les Hyde received a news update stating the State of Maine banned 33 invasive species. The species will no longer be sold in this state. Once the nurseries rid themselves of leftover plants, they will no longer be able to sell those 33-invasive species. The Conservation Committee plans to put a project together and try to rid the invasive species on town properties, paths, High Island, and the Bamford Preserve.

#### Overview of St. George 2017-2018 Budget Plan:

##### **Wages and Benefits:**

- There is a proposed 3% wage increase for full-time employees, based on a 1.6% COLA and merit.
- The elimination of the assistant town manager position and add in the Finance Director position.
- The cost is at the Administration level, which create other changes, explained in other areas.

##### **Town Office:**

- Repaving the Town office parking lot has been added to Capital expenditures, due to putting in town water several years ago. The ground has settled.
- Sick Leave Reserve Account level continues to be funded as several staff members are approaching retirement.

**Select Board:**

- Abatement expense has been increased based on Fiscal year 2017. The Town had overdrawn some in FY16.

**Planning:**

- Conservation Commission asked for increased funds for maintenance and improvements for Land conservation and Trails of town forests, trails, bridges. Budgeted \$3000.00.

**Fire Department:**

- There are increases in Personnel costs to meet the department's needs. Since there was no Fire Chief in the building, changes needed to be made. They needed to hire someone to do the extra paperwork that Mr. Polky used to do. The new hire will also take calls.

**Animal Control:**

- No change changes in animal control. There is a vacancy for this position

**Roads & Property Management:**

- A Property Manager position has been created as property maintenance expenses have been reduced in all departments. This will be a 40-hour week position to do mowing of lawns, cutting of brush, painting.
- The Town is now responsible for the Seaside Cemetery upkeep.
- Salt & Sand Shed maintenance and repaving have been added. The shed is in need of painting, replacing some things and repave the front apron, as a binder was only done at the time.

**Solid Waste:**

- Transportation and Tipping Fees will have to be increased. The Transfer Station will probably end up shipping lighter loads and more of them to Norridgewock.

**General Assistance:**

- No change in general assistance.

**Social & Community Services:**

- The cemeteries line item has been decreased because it is now in Roads & Property Management.

**Recreation:**

- No major changes are being made to this department.

**Harbors:**

- No major changes in to this department budget but the 10 Cold Storage Road long-term plan is currently being created.

**Unclassified:**

- No major changes are being made to this department.

**Summary:**

At this point in developing the budget, the only known figure is the County budget, which increased \$15,933.00. In early spring, we will know the changes in the Town's valuation. In June, we will learn the assessment from the school department. For projection purposes, the Town Manager increased last year's appropriation by 3%. In July, we will know for certain what the tax rate will be for 2017-2018. The municipal budget Mr. Polky is proposing shows a net budget decrease of 1%.

Chairman Bates asked if the Budget Committee had any questions. Hearing none, he asked Mr. Polky to comment on the Property Manager position. Mr. Polky said that the position will include some of the grounds maintenance but also areas like painting of the town buildings and helping to maintain the cemetery.

Budget Committee member Percival said that Steve Jarrett had been doing the mowing, and he was on contract. Mr. Polky commented that Steve has a contract to mow the lawns for the buildings, a contract for the ballfields, a contract to do the roadside brush cutting on an hourly basis and another contract to do the trash removal, which means going down to the public landings and the ballfields to pick up the trash. Mr. Percival said he also does the lining of the cross walks. Mr. Polky said he does not have a contract for that; we pay him on an hourly basis. Budget member Ellis said the Town had several distinct contracts with Jarrett and asked why were they not all rolled into one? Mr. Polky said that is what they are trying to do. Ms. Ellis said, "By putting him on payroll not just converting it all to one contract." Mr. Polky said the contracts he has, go out to bid. Anyone can bid on those contracts. Mr. Percival asked if the job would be announced. Mr. Polky said, "Absolutely." Mr. Vaitones asked with that proposed position, would the town be building in some equipment costs. Mr. Polky said yes.

Chairman Bates said Finance Director Curtis made a packet of the social service request letters and left the file at the front office for review. Chairman Bates asked Elizabeth if all the requests were in, and she was waiting on one more. On February 13<sup>th</sup> the Board will discuss the following budget items: General Assistance, Social Services, Community Services, Harbors, Park & Rec and Unclassified.

Mr. Vaitones invited the Select Board members to attend the School Board meeting on Wednesday, February 8, 2017. The Finance Committee starts at 6 p.m. and the Board meeting at 6:30 p.m.

#### OLD BUSINESS:

-Select Board Policy Manual: Selectperson Hall distributed a February 6, 2017 update of the Select Board Policy Manual Review Status. He said the items discussed in the last two meetings were: #12, 13, 14 and #35, 45, 46.

-On items #45, Smoking Policy and #14, Email Policy for Elected Officials, the Board said there were no changes.

-On items #12, Website Privacy and Disclosure Policy and #13, Website Policy, the Board said there were proposed changes. Selectperson Hall produced a red line draft for the Board members to review and to confirm the changes agreed upon at next week's meeting.

-On item #35, Compensation of Members of Town Boards, was included in red line draft and to be reviewed at next week's meeting.

-On item #46, Selectperson Hall said he would get the item updated and be discussed at next week's meeting.

Selectperson Hall said he hoped on items #12, 13, 35 and 46, the Board would look at the changes discussed, and agree to the red line drafts (with the changes), and then have a consensus that these are the revised versions. He spoke with Ms. Curtis. The proposal would be for the Board to review the first three financial policies, items #19-21, for discussion at next week's meeting, if time permits.

-Town Energy Audit: Selectperson Willey asked what had taken place with the previous audits, other than the shades had been implemented. Mr. Polky said all the overhead lights in the building were replaced with energy saving bulbs and all the outside lighting was changed to LED lights.

Ms. Willey asked about the transfer station. Mr. Polky said the plastic barrier was put on the windows at the recycle bins and some of the lights and bulbs have been changed. Regarding the Rotor phases motors, they decided to wait and replace as needed. It was not safe to turn them on and off so they are limiting their time on and off. There is money in the budget to replace one with a Variable Frequency controller.

Selectperson Willey asked if the audit was going to be done again. She said the last one was done in 2008. Mr. Polky recommended another audit be done. He will find the 2008 energy audit list and his list, which shows what got accomplished.

Chairman Bates said he hoped having the Conservation Commission look at the audit and work with the school is the longer-term issue. He said the 2050, the Paris Climate Change Treaty talks about producing 80% less carbon dioxide emissions. He felt getting young people thinking about conservation was important. Selectperson Hall said in the previous audit, the school was not included. He thought that is where there would be savings. Chairman Bates said when they looked at electricity consumption, that was the case. He would like to raise people's consciousness about what has to change to reduce carbon emissions. Mr. Polky asked, "Do you plan on reducing the carbon footprint, or do you plan on saving money?" He said that issue had arisen before. The board members had discussion on whether the savings would outweigh the cost. Selectperson Hall felt that with the newer technology, any changes made would save and be recouped. Chairman Bates said getting an independent audit may cost the Town and the school some money, but that should not preclude them from doing it. Selectperson Elwell agreed it was a good idea to get the students involved and there were teachers at the school who would be interested in the conservation projects.

#### NEW BUSINESS:

-Letter from Michael Felton: Superintendent Michael Felton wrote to the Select Board regarding a letter from MCCA Administrator Chris Chappell. He said the letter was about a student from St. George attending the Christian Academy asking if the student would be eligible to apply for a Wilson or Colson scholarship. Town Manager Polky said the school has agreements with five high schools. St. George municipal students can attend any of these. The State cannot pay tuition on religious schools, and the State requires schools to be accredited. Chairman Bates reviewed the requirements to the Wilson Scholarship Fund which included, "the student must have attended a designated, secondary high school for the entire junior and senior year." He said the other scholarships had a similar wording.

Mr. Polky said Mike Felton will send the Select Board an email and cc it to Chris Chappell on the decision.

Mr. Felton also wrote a letter to Mr. Polky. The letter read, "The St. George Municipal School Unit would like to request \$1,000.00 from the Alice Trussell School Fund to help support the French intern for the 2017-2018 school year. The French intern is a native French speaker who is studying to become a teacher. The person will assist Kit Harrison, the school's French teacher and work with students in grades K-8. The total cost of the French intern to the school district is approximately \$8,000.00." Finance Director Curtis said the Board approved \$1,000.00, which was paid out in August 2016, for their 2016-2017 request; but she said this new request was for the school year 2017-2018. Ms. Curtis reported there is \$41,000 in the account and earning about \$3,000 interest a year.

Chairman Bates asked for a motion to give \$1,000 from of the Alice Trussell School Fund to the St. George Municipal School Unit to help fund a K-8 grade French teacher internship position. Selectperson Elwell made the motion, Selectperson Sawyer seconded, it. A vote was taken 5-0 in favor. Mr. Polky will notify Mr. Felton of the decision.

-Hunting and Fishing Licenses: Because John Falla retired, there needed to be a Hunting and Fishing License Agent appointed. Selectperson Elwell made a motion to nominate Tim Polky as the Agent and

Selectperson Sawyer, seconded it. A vote was taken 5-0 to have Mr. Polky serve. Chairman Bates and Mr. Polky signed the forms and will have Mr. Falla sign, also. The form will then be sent into the State.

-Budget Format for the 2017-2018 Fiscal Year Supplemental Page: Ms. Curtis reported a change in the budget format that she and Selectperson Hall had discussed. When you look at the order of the reports for the budget, she put the summary, first. She said the supplemental report has the reserve information removed. Selectperson Hall said he only wanted it for the budget and it was page 6, restated, one time, once a year. He told Ms. Curtis he did not need the supplemental summary for the monthly reports.

Selectperson Hall asked if the Select Board was meeting on Monday, February 13, was at 6 p.m. as noted on the Agenda, under reminders. Chairman Bates said yes, because Mr. Gingras would be here next week to talk with people who filed for abatements. The Board would meet at 6 p.m. to go over the abatements with him. The regular Select Board meeting would be at 7 p.m.

At 8:15 p.m., on a motion made by Selectperson Hall, seconded by Selectperson Sawyer, it was noted 5-0 to adjourn the meeting.

Respectfully submitted,

Marguerite R. Wilson  
Select Board Recording Secretary

Reminders:

- Next Regular Select Board & Assessors Meeting, Monday, February 13, 2017, 6 p.m.
- Ad hoc Internet Service Availability Committee, February 27, 2017