

ST. GEORGE SELECT BOARD & ASSESSORS
St. George Town Office
MEETING MINUTES
August 6, 2018

The Select Board meeting was called to order at 7 p.m. Members present were: Richard Bates, Chair; Randy Elwell, Jerry Hall, Wayne Sawyer, and Tammy Willey. Also present: Tim Polky, Elizabeth Curtis, Earl Ludman, Richard Cohen, David Percival and Susan Ellis.

PUBLIC COMMENTS: None.

REGULAR SESSION:

- Adjustments to Agenda: The following adjustment was made:
FY18 Year End Financial Review with the Budget Committee was moved to Regular Session
- FY18 Year End Financial Review: Elizabeth Curtis and Selectperson Hall met with the Budget Committee prior to the Board meeting and walked through FY18 spending with the committee. They reviewed each department and raised a series of questions for Ms. Curtis and Mr. Hall, and Board Chair Susan Ellis said the Budget Committee was satisfied with their answers.

Ms. Ellis and the Budget committee reviewed Department budgets with the Select Board.
Town Office:

- Office expenses. Mr. Ludman recommended changing the name from office expenses to office supplies. This department was over budget. Committee was concerned that the same amount was budgeted for next year, but Ms. Curtis said there was nothing unusual under that line.
- Mileage. Currently budgeted at \$5,000; spent \$6,000, but there has been a couple of savings adjustments, so that should be okay.
- Professional Services. Over budget by a significant amount because of legal expenses and for Noel Musson's work on the Comprehensive Plan. Total amount budgeted for next year is \$20,000 with the thought that there will be less legal and other expenses. Selectperson Hall asked how much was spent for legal expenses and how much for the Comp Plan. Ms. Curtis said \$30,000 for legal expenses; Comp Plan was \$14,500, and the Wyeth Reading Room legal expenses this past year were \$20,000. Mr. Polky said the Wyeth Reading Room would soon go before the judge for a decision. Ms. Curtis said the Comp Plan is done so that expense would disappear.
- Election Expense. This increased significantly. Ms. Curtis explained that a lot of that was payroll expense which now is being allocated to Election rather than placed under one of the office employee lines, such as Admin Assistant or Clerk Secretary. Ms. Curtis said next year's amount of \$3,000 (the May or June election had not been budgeted in) might be a low figure.
- Training and Workshops. Ms. Ellis said Ms. Curtis and Ms. Elwell had attended a lot of training but that has been completed. The \$2,500 budgeted for the current budget year should be adequate for next year.

- Public Communication. The town website was redone and went over budget, but the Department, as a whole, went over by just 1%. Selectperson Willey asked if that line would increase. Chair Bates said yes it would because of the two sets of newsletter mailings they planned to do. Mr. Polky said that account would be over drafted. Chair Bates said, but in subsequent years, it won't be. Mr. Polky explained to Chair Bates that the speaker system and the microphone mixers were taken out of town office expenses.
- Conservation Commission. Chair Bates noted that they had not used a lot of their funds and the funds do not get carried over. Mr. Polky said that was correct.
- Fire Department:
 - Dispatch had increased in the current year budget. That line comes directly from the County and that is budgeted properly.
 - Utilities. Ms. Curtis said the solar savings had not begun and the referred line item was regarding the oil purchases this past winter. She said going forward, we would see savings with solar.
 - Animal Control. This is a stipend position. If the officer has to deal with additional animals, the fee remains the same.
 - Roads and Property Management. Ms. Ellis said they talked about the overrun in contract services and was told because the Department as a whole was underbudget; the office had Kalloch do extra work to be ready for the roads for the current budget year.
 - Cemetery, Mowing and Maintenance. \$2,500 was budgeted for cemetery maintenance. There was a lot of work done in June, and they will have to see if there is a budget overrun.
 - Salt Shed Paving. Polky said they received a couple of quotes and the contract was awarded to Hager. Hager's quote was to pave the section from the salt shed to the recycling building, but they did less than planned. Polky said the other side was not quite as bad and it could go for a few years longer.
 - Solid Waste & Recycling. Ms. Ellis said tipping fees and transportation were under control, and the department came in under budget. The same amount is budgeted for next year and it will be reviewed again. Ms. Ellis noted the budget had increased a lot for attendees because there is a fourth, full-time person at the Transfer Station.
 - Equipment maintenance. Was over budget. It is budgeted the same for next year.
 - Brush. Was significantly under budget and the budget continues to be \$20,000 for the current year.
 - GA and Social and Community Services. No questions.
 - Recreation. Chair Bates asked about the merry-go-round at the Collin's Park in Port Clyde. Ms. Curtis said that money came out ballfield improvement. Chair Bates said there was a good deal of money left in that Department. Ms. Curtis said they were able to spend less on the ballfield improvements because they had volunteer labor.
 - Harbors. 10 Cold Storage Road. Ms. Curtis said they learned that the bond was being packaged and a bond lawyer was advising the town on that.
 - Unclassified. The Family Health line is for families who use the town health insurance policy. The Budget committee noted this line had dropped from \$75,000 to \$25,000.

Revenue: The Budget Committee said they were a bit concerned about excise taxes because there was quite a big hole there, and the same amount was budgeted for next year. They said that this year's revenue was covered by investments but next year, it was budgeted higher, so it would not cover the whole hole.

- Plumbing and building permit fees line was dropped because the number of issuances has decreased.
- Boat excise tax; they left it the same.
- Solid Waste revenues. Chair Bates said he thought they would see some of that slowing down. Mr. Polky said the transfer station started charging per yard for the brush coming in hoping it would deter that, but it had not. He said people were bringing it in and paying for it. Mr. Polky said the town was fortunate to have someone come in, grind it and haul it away for a fraction of what they were paying before. He said it sounded like Tom Cushman, the hauler, would continue.
- Recycling income. Selectperson Sawyer asked if that would be changing, and Polky said he could not predict. He said they sold paper and cardboard at a good price two weeks ago but are still having a problem getting rid of some of the plastics. He said some towns that went to single stream are finding they cannot sell their product due to contamination so many towns are returning to sorting. Mr. Polky hopes if they get a better product out there, the market will get moving again. Mr. Polky said the town has a good tipping fee with Norridgewock, only paying \$58 a ton. Other places start at \$75 a ton.

- Minutes: The Select Board minutes were amended as follows:

Page 2, under Attorney/Client Privilege, paragraph 2, line 1, change to read: Chair Bates and Mr. Polky talked to Attorney Kelly...

Page 5, under Shellfish Committee, paragraph 2, line 2, change to read: regarding the final billing. Delete the remainder of that sentence.

Page 6, under Proposal for Economic Services, changes are:

Paragraph 2, line 2, change to read ... come somewhere but is unlikely...

Paragraph 4, line 1, change to read: Selectperson Hall felt there had been no quantification of the economic impact, thus far.

On a motion by Selectperson Elwell, seconded by Hall, it was voted 4-0-1(Hall abstained) to approve the Select Board minutes of July 23, 2018, as amended.

St. George Boards, Committees and Commissions minutes - July 23, 2018, 6 p.m. meeting with the Select Board:

On a motion by Selectperson Willey, seconded by Elwell, it was voted 5-0 to approve the July 23, 2018 St. George Boards, Committees and Commissions minutes as written.

- Communications: The following communications were received.

The Select Board has been receiving Ben Norton's short stories regarding 10 Cold Storage Road. Norton is a Harbor Committee member, alternate.

Email from Joss Coggeshall which Chair Bates read into the record: On Wednesday August 1 Joss Coggeshall emailed me to let me know that a 2014 request to the State Department of Transportation, made by John Falla, to reviews speed limits along Glenmere Road has been carried out by Dave Allen at the DOT.

Dave has recommended to the State Traffic Engineer that speed zones of 35 MPH are established near each end of the road, and 45 MPH in the middle section. This recommendation is based on

engineering standards that include: crash history, access points, test runs, municipal input and engineering judgment. Test run speed was the limiting factor in the of the 35 MPH segments.

- Warrant: The warrant for the week of August 6, 2018 was reviewed and signed. The total expenses were \$481,774.86 and included 2 weeks of payroll, an August school payment and payment for the fireworks. The Select Board commented on how nice the fireworks were and there was large turnout for them, again, this year.

TOWN MANAGER'S REPORT:

- MDOT and Speed Limits: Mr. Polky explained to the Board that MDOT sets the speed limits, but the town is responsible for putting the signs up. He said they had not heard anything officially from Dave Allen (MDOT) to date regarding the speed limits along Glenmere Road. Chair Bates thought most importantly that DOT had reviewed this.

- Committee Meetings: Planning Board will meet on Tuesday, August 14, 2018. They will discuss the tanks for the Transfer Station.

Mr. Polky said the town also had to re-apply for a permit for the burn building.

Selectperson Elwell said the generator had been delivered at the school and it weighed in at 3½ tons. Mr. Polky said preparations for the installation had begun.

Mr. Polky said the crosswalks had been painted in Port Clyde and Tenants Harbor. One of the crosswalks is located by the Village Ice Cream Shop in Port Clyde. In Tenants Harbor, there is a crosswalk by Juniper Street. Mr. Polky and the Select Board discussed signage, types of signs and possible locations for the installation of signs.

COMMITTEE REPORTS:

- Planning Board: Chair Bates said the Planning Board met at 7:00 p.m. on July 24. The building permit application at 113 Marina Road, Spruce Head (Hurricane Island Outward Bound) to build a picnic table/rain shelter was accepted as complete; a site visit was waived as the proposal does not represent a change of use; meeting the performance standards in the Site Plan Review ordinance, the application was approved, on the condition the building is sufficiently tied down.

The building permit application at 28 Juniper Street, Tenants Harbor (St. George School) to install an automatic standby generator was accepted as complete, and, meeting the performance standards in the Site Plan Review ordinance, the application was approved, provided that the site location is verified to be more than 75' from any lot line.

The building permit application at 174 Horse Point Road, Port Clyde to replace rotted wood on an existing wharf was accepted as complete, and the application was approved, as it will make the wharf safer.

After adjourning, the Board continued to consider how to prioritize and implement the goals of the Comprehensive Plan, anticipating a workshop with the Select Board on September 11 at 6:30 p.m.

Chair Bates said the Planning Board is reviewing town ordinances, and they will first start working on developing a sign ordinance.

- Cemetery Committee: Selectperson Hall said at a previous cemetery meeting, the committee had roughed out an outline for the ordinance. John Falla was going to rewrite the first two or three sections. Falla had difficulty defining the wording and felt he needed more clarification.

Selectperson Hall said, "Instead of reviewing the draft he prepared, we had a session where we fleshed out their thinking in more detail on each of those identified subjects, so John was better able to prepare a draft. The draft of those items will be discussed at the next meeting."

- Conservation Commission will not be meeting in August.
- Solid Waste and Recycling Committee will meet on August 15, at 7:30 a.m.

OLD BUSINESS:

- Discussion Item for Improved Communications: Chair Bates said he contacted Maine Coast TV to see what they offered. He said MCTV could do a regular weekly TV program covering Select Board meetings.

Chair Bates said he received a suggestion to have a sign put up at Cold Storage Road giving some details about the project. He noted that the project was quite a big deal and would be, especially over the next year or so.

Chair Bates said the town would be keeping the public informed in the newsletter and on the website. He said one of the things mentioned was the likelihood of some exploratory drilling or soundings taking place (this month) at 10 Cold Storage Road. He thought that would be a perfect thing to put on the website.

Selectperson Sawyer suggested having a whole page in the newsletter dedicated to 10 Cold Storage Road and the happenings, along with pictures.

Selectperson Hall said the monthly summary for the newsletter/website could be slightly expanded and also needed to get the Harbor Committee involved.

Mr. Polky suggested having Noel Musson write the summaries.

Selectperson Willey asked if short videos could be posted on the town website? Mr. Polky said it is possible, but it is complicated. Chair Bates said a video could be uploaded to YouTube, with a link from the town website. Chair Bates will talk with Cherie on how to register a YouTube channel for St. George.

Sandra Dickson writes a column for the Knox County Village Soup/Courier Gazette and it can be found under Community News. Selectperson Hall said part of her recent column was about the St. George communication issue. He felt she did a nice job with that and her comments were helpful.

Mr. Polky said they could have MMA pamphlets copied and left in the town office lobby for those who have questions on how local government works – procedures, deadlines, petitions, basically Government 101.

Chair Bates noted that most of the Department Heads can post to the town website and he did not feel it was necessary to have another communications committee or a formal position such as a Communications Director. Consensus of the Board was they did not want to hire another employee as a lot of information is available on the town website which the public can access.

Selectperson Hall felt having the website redesigned so Department heads could post information related to their activities was a huge step in the right direction, as well as people being able to sign up to receive information they are interested in. He suggested they give it some time to work, to make sure people on the posting end are doing a good job, and to make sure they are telling people to go look for this information. He said there is a lot in the process of being rolled out and before adding anymore, make sure that is working well and people know about what we already have done.

Ms. Curtis asked if someone was going to do the write-up on "what the purpose is for mailing it out to everyone?" Chair Bates asked for volunteers. Ms. Curtis said it would be a huge

undertaking for the office staff and she did not think the office staff should have to write some of the articles. Mr. Polky said one of the hurdles to the mass mailing is that the town does not have a list of mailing addresses and the post office will not give mailing addresses to the town. Chair Bates thought the solution was to mail it to the current "Resident" in the three zip codes within the town. Mr. Polky said a problem is that 60% of this town is owned by people who do not live here. He said current resident mailings do not get forwarded to a winter, seasonal or other address. Mr. Polky said they have had that problem with tax bills and lately with the lien notices. Selectperson Willey said this might not even work. Mr. Polky said they should try it, but it was not going to get to everyone.

Selectperson Hall said some may have signed up for email. Chair Bates said there were approximately 500 who receive the email newsletter and 100 get the paper copies. Polky said he receives a bi-weekly report and said the numbers go up and down, people drop off all the time.

Selectperson Willey wondered what kind of success the CDC had with their post card mailing, if it was worth it, and if they got a lot returned. Chair Bates said they could find out but was not sure what else the Select Board could do other than mailing to the three zip codes.

Mr. Polky said those things often become junk mail and end up in the recycle bin unless it catches your eye. Mr. Polky thought the mailings would end up in the bundle at the transfer station. Ms. Willey thought if that was the case, it was a waste of money.

Chair Bates said they talked about trying this and make a proportional effort sending the newsletters out using zip codes. He thought to run off 1,200 address labels and send them out was a disproportionate effort.

Ms. Willey agreed with Ms. Curtis and did not think it was up to the office staff to have to write the articles for the newsletter. Mr. Polky also agreed and said they needed to get people to write the articles they want published. Selectperson Hall said he would write up a draft but wanted other Select Board members to review it for additions, corrections, etc. Ms. Curtis said Cherie needed it by August 15, because she needed to do the whole layout of all the articles, and then get it to the printer in a timely manner.

Chair Bates said they discussed doing a mass mailing of a card in October with important dates through May 2019. He thought it would enumerate the different ways the town was trying to improve communications - the physical mailing, encouraging people to sign up electronically or by paper copy, the summaries from different Boards and Committees and a competition for a logo for the card design.

- Gmail Calendar: Selectperson Hall and Elwell asked Mr. Polky if he found out why they could not get meeting dates on the Gmail calendar. Chair Bates thought the new town website did not use Google Calendar. Selectperson Hall asked if he had to sync with a different calendar. Chair Bates said right now the new town website did not have a Goggle iCal interface. Mr. Polky said calendar dates were syncing to his calendar, so he will find out what app he's using and let them know.

NEW BUSINESS:

- Rt. 131 Winter Road Maintenance Contract: Town Manager Polky said he, Chair Bates, Steve Jarrett, the Administrator and Selectmen from So. Thomaston, Town Manager, Val Blastow and the Thomaston highway foreman met with MDOT two weeks ago to discuss winter road contracts. MDOT received many unfavorable complaints over the last few years regarding their maintenance of the roads during the winter. MDOT proposed to give the Rt. 131 winter maintenance back to the prospective towns. Mr. Polky said they were going to give back less

than a mile for Thomaston, three miles for So. Thomaston and St. George the ten and one-half miles. MDOT would pay per mile for a year. It currently costs St. George approximately \$6,000 a mile for winter maintenance. The town's contract with J.K. Kalloch is \$148,500 for the season and the town budgets \$50,000 a year for sand and salt. Mr. Polky said they had not spent that amount in a lot of years but still maintains that figure in the budget. He said MDOT offered to pay \$6,120 per mile.

Ms. Willey asked if there were any other options. Mr. Polky did not think so, as DOT had downsized their equipment over a number of years and had a number of plow driver vacancies. He said MDOT would put it out to bid again, the same contractor would probably get it, and MDOT would probably have the same complaints.

Mr. Polky said the MDOT maintenance contract was for one year but are putting in both years - this year and next year – with a 2% annual escalator in the contract. Mr. Polky said if the contract is signed, they will be plowing and sanding Rt. 131, starting from the St. George town line, south for 10.5 miles.

A motion was made by Selectperson Hall, seconded by Sawyer to authorize Town Manager, Timothy Polky, to sign the MDOT contract, beginning with the 2018 winter season. The vote was 5-0; motion carried.

Selectperson Sawyer reported that he would not be at the August 20th select board meeting.

At 8:23 p.m., on a motion by Selectperson Hall, seconded by Sawyer, it was voted 5-0 to adjourn the meeting.

Respectfully Submitted,

Marguerite R. Wilson
Select Board Recording Secretary