

ST. GEORGE SELECT BOARD & ASSESSORS

St. George Town Office

MEETING MINUTES

October 22, 2018 – 7 p.m.

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, Alane M. Kennedy, Robert Kelley, Donald M. Jacobson, Alison Briggs, Earl Ludman, Scott Vaitones, David Percival, Crystal Tarjick, Richard Cohen, and Susan Ellis.

PUBLIC COMMENTS: None.

REGULAR SESSION:

- Adjustments to Agenda: The following adjustments were made:

Update on Community Development Corporation by Robert Kelley was moved to Regular Session and taken up first on the agenda

FY'18 First Quarter Financial Review was moved from New Business to Regular Session

Nominations of Crystal Tarjick to the Board of Appeals and Fred Carey as an alternate, and Beth Smith as Deputy Clerk was moved from New Business to Regular Session

- Update on Community Development Corporation (CDC) by Robert Kelley (edited and nonverbatim):

Mr. Kelley gave a brief introduction regarding the St. George CDC that was founded in July 2017. He said the CDC is focused on programming from the nonprofit perspective on community resilience. It focuses on five key areas: economic development, workforce housing, access to health care, access to education and general community development.

Mr. Kelley said this presentation was to begin to create a more formal reporting cadence with the town. He said: We are beginning to collaborate on programming more effectively, so we collectively felt that we needed to have a schedule for reporting back to the Select Board and town management. I would propose twice yearly. It could be more frequent than that, but I would welcome feedback.

Mr. Kelley: It has been a while since I have reported but a lot has been going on since. We have over 50 active volunteers from the community working on programming. That is everything from serving on committees, thinking about the kinds of work we do to actively doing work in the community cupboard of the food pantry. We are also collaborating very closely with the organizations already in existence in the community. It is our commitment not to duplicate anything already being done. Our commitment is if there is an organization or a nonprofit, our job is to support that work and maybe even help to scaffold around it and make it more effective but not to duplicate or override it. It includes the town, the library, the Oddfellows, Blueberry Cove, the St. George Business Alliance, the Port Clyde Baptist Church, the Tenants Harbor Baptist Church, among others across the range of all the work we are doing.

Mr. Kelley: Probably the most visible programming, we are doing right now, is the introduction of the community cupboard – the food pantry. Right now, we are serving ten St. George families. About five show up each week, depending on what their particular needs are. To give you a sense of how that fits in terms of what we understand as need in the community, AIO which is essentially the food pantry that was available for community members, serves about 5 to 7 families during the summer and up to (45) forty-five St. George families during the winter. We know there is a need and there is an unmet need, if you think about the fact that over half of our students are on reduced or assisted lunch. That represents a large number of families than AIO is currently serving. We don't have exact statistics, but we know there is a community need and we know it is underserved. Thankfully, many residents have been donating food which is spectacular, so we are not having to purchase everything.

Mr. Kelley: The cupboard opened August 30, 2018. We have distributed over a 1,000 pounds of food to community members; a fairly substantial program. Plus, we are supplementing the school's backpack program with fresh food that we get from the community but that is still being run by AIO. They do a

spectacular job of it. We did not want to get in their way. We are making food available to students and staff basically on a need blind basis. As you may be aware, one of the real challenges with food pantries and these kinds of services is the ability to provide it in a non-judgmental, high dignity way. Basically, we have decided to make this completely need blind. There is a sign up for the food pantry, itself.

Mr. Kelley: We are actually following the policy that Good Shepherd, who is the provider for food through the regional food pantries, follows. Eventually we are considering having them help to provide food through the food pantry. It would significantly reduce the amount of money required for us to do it. They provide food at about 20% of retail price. There are qualifications that you need to do. You actually have to operate your food pantry without them for a period of time and demonstrate there is a need and that you are good at operating it. We have been in communication with them. We have made application and will work with them as we are able.

Mr. Kelley: One of the requests I have gotten from the community was better transparency in the financials. Part of why we had not been doing that yet is we haven't had a full fiscal year. Our 2018 budget was \$52,000 so we are doing a lot with very little. Our one food pantry budget which is not included in that because that was a new program is \$11,000. So, there would only be a subset of that for 2018. To give you a sense of the financial health of the organization, we have essentially two fund raising strategies. One for operating funds, essentially that runs the organization, and one for programming funds. The idea being that if you donate to a program 100 cents of every dollar you donate, goes to the program.

Mr. Kelley: We reached out to community members to actually get multi-year pledges for the operating funds, so we would not run out of money. We have \$41,000 in each year, in three-year pledges from the community and we are only in the first year of most of those pledges. 2017 general donations were \$1,510. 2018 general donations were (unsolicited) over \$8,000 but we still have not done our annual campaign. We are very confident that we will have enough cash on hand to meet budget.

Mr. Kelley: One of the important programs that we have done since I've been here is the St. George School Fund. This is being done in collaboration with the school to meet beyond budget needs - items that would not normally be covered under taxpayer dollars. Mike Felton talks about it as an innovation fund. A fund in which the school can take some risks and know that we are not asking the community to fund those. That fund is currently at \$36,000 from community members. So, there has been very generous donations to that fund. The first ask has come in from the school for a little over \$4,000 for the Kieve Entrepreneur and Residence Program. A program that is training leadership and if it works out well may be a request to add to the budget on a longer-term basis, but this allows them to experiment a little bit. Cash on hand, unrestricted: a little over \$25,000; cash on hand, restricted: a little over \$45,000. We are in very good financial health given the fact that we are basically only a little bit of over a year in existence. We are almost like an NGO (non-governmental organization). We believe we have a higher level of transparency requirement than a traditional nonprofit would have. As of 2018, we will be getting our books fully audited, and we will make that audit public.

Mr. Kelley: One project we have done in collaboration with the town – the emergency shelter programming. As a way of reducing redundancy in the community and no longer requiring the town to have the emergency food, we discussed letting the food pantry commit to always having enough of the food stocks available, so that food does not go to waste. Given that collaboration, we will be making an ask to the town as part of the Social and Community Services next year. That dollar figure has not yet been set. We need to experiment a little with our 2019 budget and look at what we think it should be.

Mr. Kelley: We always will maintain the vast majority of our funding through private donations and grants. I mentioned the need for transparency in terms of our reporting commitment; it's incredibly important. We will hold at least a once yearly public meeting that is available for all community members. We will do that in the summer to have maximum participation from both year-round and summer residence. We will publish our audited financials and an annual report.

Mr. Kelley: We have an open invitation to our Community Advisory meetings. Anyone from the community can volunteer to be part of the steering committee that helps drive programming. The way we are deciding programming is twofold. First, we are looking for interest from the community. The food

pantry is a great example. Community members have said, I think we should do this. Let's look at what's involved. How much would this cost? Can we basically do some research and find out if there is a need? It was completely grass roots and that came together in about six weeks. That is the kind of program we are trying to feature - fast, super lightweight. Any community member is able to be on the community advisory committee which is where all the new ideas come from. We have a Board of Directors who has the fiscal responsibility as well as final oversight on any commitments the organization makes, and any dollars spent. That board is still very small and still very much a startup board. It is me, Don Carpenter and Linda Small. We are reviewing what our needs are for the next several board members. We are looking to expand that board to five individuals from the community. Right now, it meets monthly which is a little bit more than some people want to do, so we are working that out. In terms of the reporting commitment, the issue is how often and in what form would we report back to the Select Board, so we are making sure we are coordinating and not in any way crossing paths.

Mr. Kelley: We have a number of programs coming up through the end of the year. We do Healthcare Marketplace enrollment assistance. We also do that for Medicare. We are about to hold the third of three conversations around opioid addiction. We have been showing films and having a group discussion and helping to run programming around community skills. How to avoid scams and fraud, a fall prevention program for our seniors and a number of cold weather-oriented activities. A coat drive which is ongoing now, the Thanksgiving Community meal which we were not sure would be a success but was a huge success last year – lots of community interest in it and we are coordinating with the town and St. George Business Alliance on the weekend before Thanksgiving making that a little more of a fall community event and doing a Giving Tree – a holiday help for families for gifts, community wide.

Mr. Kelley: On community development, we created a resource hub early last summer for posting jobs and providing a job board. There was a lot of activity through that for part-time jobs, food service jobs, etc., as you know it has been a really tough year for our community businesses to find help. That was actually very effective. A nonprofit mailer that went out in the spring, so any nonprofit in the community can post their events for summer and we sponsored putting that out in the community into every mailbox. The community cookout in August was also a great success.

Mr. Kelley: Among the more substantial long-term projects we are interested in is how we can assist in workforce housing. Those are very large expense, long term programs. We are starting small. We are looking at winterization projects. We will be collaborating with the Island Institute starting in the spring because that is when you get started for the following year. We are doing the LED light program, again in collaboration with the Island Institute. I have a conversation this week with Habitat for Humanity who has not done work on the peninsula at least in the last several years but are very interested. Their program is very sophisticated, including assisted loans and collaboration with Camden National Bank. If they are given property whether it is an existing structure or blank property, they will do all of the development. It is a way to bring in a partnership and I am meeting with the Knox County Executive Director this week.

Mr. Kelley: I wanted to be really brief to open up for questions but also give you a fairly high-level overview of what we are undertaking. I will say that is a broad set of programs. We are aware of that. The principle that we undertook was all of this is relevant. That came up from our early conversations with the community; if you touch one, you touch another. 'I don't have a well-paying job, so I can't afford to find housing. Housing is too expensive in this community, so I can't afford to live here even though I work here. I would like my kids in the school, but I can't find a job or a house in the community.' We believe that all this program is relevant, so we are looking for community sponsorship; someone to stand up and say I am willing to take the lead. I'm interested in this subject matter and our job is basically to find people to support them, find funding that is required and put structure around it to make sure it succeeds.

Chair Bates: What you are working on is tremendously exciting and tremendously important for the town. As you said, you have got a huge scope of work that you are trying to embrace, and I think only good can come of it. Because it is going to make the town a better place. I think the idea of reporting twice a year makes a lot of sense.

Robert Kelley will provide the annual report but will also try to provide written updates on the half year.

Chair Bates asked: The Good Shephard organization will get involved after you proved yourself as a food bank. What is the probationary period?

Mr. Kelley: They accept applications twice a year. The next one is in January, so that would be our next opportunity. There are some interesting challenges with Good Shepherd. I don't serve on the food pantry committee, I am reporting for them, but Good Shepherd has some fairly strict rules about things like donated fresh food. There are many people in the community who garden who want to provide surplus to the food pantry. Under Good Shepherd's rules which follow the USDA that wouldn't be allowed." Chair Bates noted the 20% number and Kelley said that was the tradeoff. "We are not raising 80% of the funding for it to make up for the donation of fresh food." That being said, many community members have been super interested in being involved by donating food to their neighbors. It requires more thought, but we have time until we are in front of Good Shepherd. They have let us know they are already looking at our application which is a positive sign. Good Shepherd provides for AIO who runs under their rules.

Alane Kennedy: If AIO doesn't have fresh food, they can get fresh food from USDA farms. They can also get fresh and donated food that they put outside of the pantry.

Mr. Kelley: The advantage if you are USDA compliant is you also qualify for USDA Direct, and other grant programs, etc. It is a serious conversation we need to think about because in the end, it is about providing the food for families in need ongoing and not basically starting and stopping or running out or stumbling along the way.

Alane Kennedy noted that the opioid conversations and film series taking place in the community were going really well. She said there had been two series so far with a third scheduled for November 7 which will include some residents in recovery who will speak about their experience and what they need in recovery. She asked the Board if they had any input on the community opioid situation and what the Select Board saw as the town's role in the opioid crisis, or would it be better dealt with by their group? "Should we be looking to start programming, there's a state opioid, the sharp containers, prescription take back and those objectives from the state. Where would the town like to see our group head once we are done with the series?"

Chair Bates: As a Board, we'd thought about this a bit last year and I know Wayne had worked with Mike a little bit. The last couple of years, the town helped fund MSU with an Island Institute Fellow thinking that might give us some direction. My sense is we are looking for direction from (the community). From what I have read about this problem, the most effective ways of handling this on a purely scientific basis, requires spending money and putting people who are addicted into treatment. The Federal and State government is not prepared to spend the money.

Alane Kennedy: I think they count more on the municipalities to handle the situation themselves. The State's recommendations are pretty broad, like the sharp containers, needle exchanges. They were all pretty broad. I know there has been an Island Institute Fellow that has done a lot of work on Vinalhaven had a really successful community program. They are basically community support and onsite recovery and have a recovery counselor on the island.

Chair Bates: When Bruce came to talk to us a couple of weeks ago, I sensed there may be recommendations coming but I am hearing you say that you think this has to be solved on a local basis when it seems to be a national problem and it is hard to see why it shouldn't be solved on a national basis. (Alane Kennedy said she did not disagree but "I feel I change what's in my backyard.") As the best approach, Chair Bates suggested the opioid recovery committee make the recommendations.

Mr. Kelley said because of potential liability issues, the CDC investigated and altered the insurance coverage, so their volunteers are now fully covered for the services they do. This expense will be part of their budget on an ongoing basis.

Chair Bates: Neighbor to Neighbor was wrestling with that problem and they are still an independent organization without coverage. You have not included them?

Alane Kennedy explained that the insurance company told Neighbor-to-Neighbor in order to get general liability insurance they would have to purchase their own vehicle to be used by all drivers and the drivers would need to be vetted. Alane Kennedy said that could create difficulties in appointment scheduling. For instance, where does the volunteer go to pick up the car and then do they have to backtrack to go pick up the resident? What about the days when there are a number of people who need rides? Where would they get the money to buy the vehicle which would also need insurance?

Mr. Kelley said the CDC was registering their volunteers. They know who they are and the work they are doing which makes it easier to insure them. He noted that the food pantry volunteers will all be signing nondisclosure agreements, as they want residents who take advantage of the services to feel like they have been guaranteed a certain level of protection.

- FY'2018 First Quarter Financial Review: Budget Chair Susan Ellis said the budget committee reviewed the first quarter financial report and that Ms. Curtis had answered all the board's questions. Ms. Ellis had one question for Mr. Polky regarding the safety petition money. She asked if the project was complete? Mr. Polky felt the project was complete except for putting signs up in Port Clyde village. He said the signs would change the character of the village, but the remainder of the money could be used for that. Chair Bates suggested the Select Board make a report and include the Maine DOT crash data statistics published the last year, so the data can be reviewed and allow the board to think about that in connection with anything they do going forward. He felt the data was quite interesting and where in the town the accidents actually happened.

Ms. Ellis said Ms. Curtis said the town's financial grade was updated to AA+ which is very good and allowed the town to apply for a bond at a very good interest rate.

Chair Bates asked about town office public communications. He said we had used almost half of what was budgeted and thought that expenditure was for the newsletter. He said as more newsletters are sent out, that line will be over budget. Ms. Curtis said that line may go over anyway because when they budgeted the \$2,000, they were not planning to mail a newsletter.

Chair Bates compared the Motor Vehicle Excise Tax Revenue line in the first quarter of this year to last year and noted the revenue was a little higher – a few thousand dollars more; he thought that was a good sign.

Chair Bates noted that building permit fees last year were \$2,500 and for this quarter they total \$8,081. Mr. Polky said that was due to a couple property owners with very expensive homes applying for permits. He recommended they should not look at that as a trend.

- Certificates of Appointment: Ms. Curtis presented the board with three Certificates of Appointment - Crystal Tarjick for a three-year term, Fred Carey for a one-year term as an alternate on the Board of Appeals and Beth Smith as Deputy Clerk. Ms. Tarjick is filling out Mr. Carey's unexpired term.

On a motion by Selectperson Elwell, seconded by Willey, it was voted 5-0 to approve the appointments of Crystal Tarjick and Fred Carey to the Board of Appeals and Beth Smith as Deputy Clerk.

- Minutes: The Select Board minutes of October 1, 2018 were corrected as follows:

Page 3, paragraph 1, line 2 and 3, change to read: ... had been taking **is legally appropriate**. Terry Brackett **had said**, "It is not our...

Page 3, under Warrant, paragraph 3, line 4, change to read: ... Mr. Hall suggested that **if they did**, they notify ReVision to add another meter **at the end of the next quarter**.

Page 4, under Cemetery Committee, paragraph 3, line 3, change to read: ... speculate **on** grave sites...

Page 6, under 10 Cold Storage Road, 1st paragraph, line 2, change date to September **28**, 2018

Page 6, correct bullets #1, 2, 3, 4 and 10. Bullet #1, line 1 and 2, delete word **get** and change to read: ...get dual bills: **monthly** bills from CMP and quarterly bills from ReVision.

Line 4, change to read: ...and that is **the** fixed connection charge.

Bullet #2, lines 2 and 3, change to read: The \$20 **connection fee** is going to happen anyway. We are paying **the** supply and delivery charges ...

Line 4, delete word **energy** and **that the town has**. Change to read: ... electricity billing agreement.

Because of CMP's mistake, they were not...

Bullet #3, line 1, change to read: They are not **being credited** but that should...

Bullet #4, line 4, change to read: No, it has **not** been credited...

Bullet #10, line 4, change to read: ...it has not been **done** correctly.

Page 8, under 2019 Preliminary State Valuation, paragraph, 2, line 4, delete word the word **anymore**

Page 8, paragraph 4, lines 2 and 3, change to read: ...was picking up. I think **the message that we can reasonably get out as part of our job is taxes are being fairly assessed**.

Page 8, lines 6 and 7, change to read: He said state's valuation of the town had gone up **4.39%**. **From a municipal viewpoint**, the town has **changed** very little.

On a motion by Selectperson Hall, seconded by Elwell, it was voted 4-0 (Sawyer abstained) to approve the October 1, 2018 minutes as amended.

- Emergency Meeting Minutes of October 9, 2018: On a motion by Selectperson Willey, seconded by Elwell, it was voted 4-0 (Hall abstained) to approve the minutes of October 9, 2018.

- Communications: The following communications were received.

Thank you notes from Broadreach, the Knox Clinic, New Hope for Women and Maine Coast Heritage Trust for the town's contributions to their agencies for social and community services.

A thank you letter from Trekker's for the town's contribution to them.

- Warrant: The warrant for the week of October 22, 2018 was reviewed and signed. The total expenses were \$666,410.90 and includes four weeks payroll, and additional payment of \$3,152 for the fuel tanks project, a payment of \$34,000 for the second half of the generator project, and the October school payment of \$413,092.67. Ms. Curtis said the payment to Attorney Meader was for the Wyeth appeal and the payment to Bernstein, Shur, Sawyer & Nelson for legal work on tax acquired properties and the Long Cove Road eviction situation.

TOWN MANAGER'S REPORT:

Mr. Polky said to prevent redundancy, he would not be giving any further updates on committee meetings unless he had other information to add but would let the board liaison report on the committee. In the future, he will make his reports during Old and New Business.

Mr. Polky said the last several weeks has been difficult for the town staff, but they have been doing a great job in light of the sudden loss of Office Manager Cherie Yattaw. He said it has been especially difficult because there is a very busy election coming up with rank choice voting. Mr. Polky said the town was supposed to receive 700 absentee ballots two weeks ago but only received 150 ballots.

Mr. Polky said he held a staff meeting last week and they had taken some preliminary steps in handling the office workflow and would review again after the elections. He said everyone on staff had stepped up to do a little bit more to help out. Mr. Polky said the newsletter was a controversial issue with office staff because it took a lot of time to work on. Mr. Polky said Ben Vail has volunteered to do the newsletter. Mr. Polky said the town would need to hire a new employee but was not sure if it would be for the position of office manager or as a new employee at the entry level. He said the staff did discuss hiring someone who had more clerical skills as Cherie was the office go to person to update the minutes, etc. Mr. Polky felt that with the town ordinances being redone, they would need someone with certain skills.

Chair Bates spoke on behalf of the Select Board and noted that this tragedy has shown what tremendous staff the town has. Chair Bates said he has every confidence that the staff will come through and will weather this. He told Mr. Polky if there was anything the Select Board could do, to let them know.

COMMITTEE REPORTS:

- Solid Waste and Recycling Committee: Selectperson Willey said the committee met on October 17, 2018 at 7:30 a.m. Eben Polky attended the meeting and gave an update on the Transfer Station. E. Polky told the committee he had several people ask why the Transfer Station was not open at night. Selectperson Willey thought the town office also had received calls about that and she had read several posts on Facebook about it. E. Polky told the committee they were having a rat problem at the Transfer Station but Town Manager Polky said that was an ongoing issue.

Selectperson Willey said E. Polky had mentioned to the committee there may be change in the traffic pattern at the Transfer Station for safety issues (children running around) by adding a third lane closer to the rigid plastic. They thought it might help if they could move the traffic over a little, further from the recycling area.

Selectperson Willey said the SW&RC discussed the pilot program for the senior recycling pick up and they will do a test. SW&RC members will volunteer to take this issue on. Selectperson Willey reminded them that they should let everybody know that this is their pilot program and not a program being launched by the town and is not part of the town budget. It is a volunteer program.

Selectperson Willey said the SW&RC again recommended the Select Board go on a field trip to the Norridgewock recycling facility, so the members better understand what happens to the waste and why people need to recycle as much as possible and save the town money.

Chair Bates did not believe it was necessary to go and see a recycling facility as it could be viewed on a YouTube video. Selectperson Willey said she found the recycling facility very interesting, but people could look online.

Selectperson Hall asked about the costs of recycling and would like the Select Board to take a hard look at the numbers and know what the costs associated with recycling are. He noted there is extra staff at the Transfer Station, so the town can recycle. But if the town did not recycle, just sent it all to trash, and had fewer employees would that save money? Mr. Hall said he also understood that there are people in town who believe recycling is the right thing to do and if it costs the town more, so be it; but he felt it was the board's responsibility to review the budget figures.

Chair Bates suggested he and Mr. Hall propose a charge for the SW&RC to investigate the costs of recycling and would recommend having some people from the Budget Committee involved, also. He would like to get a figure to be able to take to the taxpayers and explain the funding/budget.

- 10 Cold Storage Road: Selectperson Elwell said this committee has not met yet but will be meeting on October 29, 2018.

- Update on Emergency Shelter Generator: Selectperson Elwell said the electrician performed a test run on the emergency shelter generator over the weekend and the generator is working properly.

- Update on Fuel Tank Installation at the Transfer Station: Selectperson Elwell said the fuel tanks have been installed. There are a couple of small issues with the FOB (key) but otherwise they tanks are working. Mr. Polky said the diesel fuel dispenser is working fine. There is a problem with the gas reader. The main controller is not reading pump; gasoline can be dispensed but they manually reset the gauge (keep track of the gallons) every time. That should be fixed next week. Mr. Polky said the key will document when the fuel was pumped, how many gallons and what type of fuel. Each vehicle has a key and each key has a PIN. Mr. Polky said they would be pulling a weekly report on the usage for billing purposes, i.e., to the school, ambulance association and J. K. Kalloch's.

- Planning Board: Chair Bates said he was not able to attend the Planning Board meeting on October 16, 2018, held at 7:00 p.m. as he had a conflict but there were three items that were discussed.

- A building permit application to renovate the second floor of Sleepy Hollow Farm on Caldwell Island was approved.

- A building permit application for a concrete fuel tank pad at 28 Juniper Street, Tenants Harbor (St George School) was approved.
- A building permit application to extend the existing ramp on the shore at Southern Island was approved, subject to approval by the State Department of Environmental Protection.

- Budget Committee Update: Selectperson Hall noted that the Budget Committee met and reviewed the First Quarter of the Fiscal year, as discussed earlier this evening.

- Cemetery Committee: Selectperson Hall said this committee has not met since our last meeting but will be meeting on Wednesday of this week.

OLD BUSINESS:

- Select Board Policy Manual Changes: On a motion by Selectperson Hall, seconded by Sawyer, it was voted 5-0 to approve the policy changes that were discussed at the October 1, 2018 Select Board meeting.

- Transfer Station Hours: Chair Bates said that the Select Board had discussed extending the transfer station hours at the last meeting but postponed the decision until Town Manager Polky was able to attend the meeting and give input. Mr. Polky thought the reason for having extended hours at the transfer station was people worked and could not get there any other time. His recommendation was to be open Wednesday evenings until 7 p.m., the same hours as the town office. Mr. Polky felt if there were enough people who wanted to go there on an extended evening, to try it.

Mr. Polky said there was a slight dilemma in that some of the transfer station employees wanted to have the extended evening hours on Thursdays as they belong to the fire department and their trainings were on Wednesday nights. He said if it became a burden for those employees in the fire department, they will change it to Thursdays.

The Consensus of the Select Board is to continue with the transfer station hours on Wednesdays until 7 p.m. until the beginning of the new year then revisit the issue, and to ask the transfer station employees to keep track of how many people come before 6 p.m. and how many come between 6 p.m. and 7 p.m.

- Unresolved Select Board Policy Manual issues from October 1, 2018: Ms. Curtis explained why the town does not allow credit card or debit card use when paying property taxes and suggested the town does not change the credit and debit card acceptance policy. She said she did research with MMA and talked with employees who were working when this decision was made. Ms. Curtis said if you charge your property taxes with a credit card, you have up to 60 days to dispute and then the credit card company has 30 days to resolve your dispute. The town could lose the opportunity to lien properties with that 90- day window.

- Changing Wording to the Minimum Fund Balance: Ms. Curtis recommended staying with the way it is currently worded, the two months. Selectperson Hall asked if it was net operating expenses or net expenses, gross expenses less revenues were being used? Ms. Curtis said gross expenses were used. Selectperson Hall said he was comfortable with the two months operating expenses in the fund balance, keeping it simple and recommended keeping the current wording in the policy manual.

Consensus of the Select Board is the policy as stated on page 50 will remain the same. "That the recommended balance be maintained at a minimum of two months of general fund expenses."

- Clarify Wording of the Town Manager Responsibilities: The Select Board discussed Section 4, page 37, under Town Staff, subsections A and C. Mr. Polky noted that the Assessing Agent fell under the control of the Select Board as the agent worked for them and not for the Town Manager. The wording "under the control of the Select Board" on page 37 will be deleted. Chair Bates will document the changes made on pages 36 and 37, circulate a revised copy to be voted on at the next Select Board meeting.

- Address Change from 59 Spruce Lane to 60 Barter's Point Road: Mr. Polky said it was taken up with the Addressing Committee, and the issue had been resolved. Chair Bates had contacted Mr. Koperwhats about the change and told him CEO Brackett would be in contact with him, shortly.

- 10 Cold Storage Road (CRS) Renovations Bond Process: Ms. Curtis said the town had received the bond money and set up a separate bank account for the money. Mr. Polky said some exploratory drilling and measuring had been done at 10 Cold Storage Road. Mr. Musson will be giving an update and report about 10 CSR on October 29th from 6 p.m. to 7:30 p.m. at the town office. Mr. Polky said they will put a notice on the website about the upcoming meeting.

Mr. Polky said he spoke with Dan Morris, chair of the Harbor Committee, about setting up a regularly scheduled meeting date such as the third Thursday of each month.

- Update on Solar Panels: Mr. Polky said the solar panels have been online and working. Selectperson Hall said the next step with CMP is to get and review the October bills. He asked if the town had asked for the change from medium general service to small general service? Polky said not yet. Mr. Hall recommended they ask for the change as the numbers suggested there would be a big difference based on the last six months of bills – approximately an \$800 difference. Mr. Polky said it was on their work list and would try to do it this week.

NEW BUSINESS:

- Annual Review of Select Board Policy Manual, pages 55-end: The Select Board reviewed the Select Board policy manual, pages 55 through the end. Chair Bates will document the changes/notes and continue to compile them for the final revision.

On a motion by Selectperson Elwell, seconded by Sawyer, it was voted 5-0 to continue past 9 p.m. to continue town business.

The Select Board continued reviewing the Select Board policy manual until completion.

Chair Bates recently attended the MMA convention and learned that elected officials are required to read the Freedom of Access Act, attest to their understanding of the material, sign the document and it be placed on file with the town office. The forms can be found on the maine.gov website.

At 9:26 p.m., on a motion by Selectperson Hall, seconded by Sawyer, it was voted to adjourn the meeting.

Respectfully Submitted,

Marguerite R. Wilson
Select Board Recording Secretary