

ST. GEORGE SELECT BOARD & ASSESSORS

St. George Town Office MEETING MINUTES

November 5, 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 and Elizabeth Curtis.

PUBLIC COMMENTS: None.

REGULAR SESSION:

- Adjustments to Agenda: The following items were added to the agenda under New Business as discussion items:

The Conservation Commission Requests Permission to Cut One Tree

Possible Time Change for Select Board Meetings

- Minutes: The Select Board minutes of October 22, 2018 were corrected as follows:

Page 1, first paragraph, under also present, add Alison Briggs.

Page 2, under Update on CDC: paragraph 4, line 7, change large to larger
and line 8 change word than to that

Page 2, paragraph 4, line 4, correct amount to \$1,510.00

Page 3, paragraph 2, line 7, correct word to lots

Page 3, paragraph 4, line 2, correct placement of comma to: Those are very large expense, long term programs.

Page 3, paragraph 5, line 4, delete the comma and word is, change to read: with the community; if you touch...

And line 9, change word it to: that is required...

Page 4, paragraph 7, line 4, delete word is

Line 5 changes: delete the word it and change to read: ...people who are addicted into treatment...

Page 7, under Solid Waste, line 2, delete words on the

Page 8, under Transfer Station, line 1, change word at to that and insert had after Select Board
Paragraph 3, lines 3 and 4, change to read: ...people are and how many came between...

On a motion by Selectperson Elwell, seconded by Hall, it was voted 5-0 to approve the October 22, 2018 minutes, as amended.

- Communications: The following communications were received.

Thank you notes from Maine Public and LifeFlight for the town's contribution to them and a thank you note from a scholarship recipient.

- Warrant: The warrant for the week of November 5, 2018 was reviewed and signed. The total expenses were \$118,259.82 and includes two weeks payroll, the November payment for winter road plowing, and the fuel tank installation total of \$17,511.00. Ms. Curtis was asked about the payment to Pine Tree Food Equipment (PTFE). She said PTFE tested the kitchen dishwasher for leaks. Mr. Polky said they want to keep the dishwasher running as long as

possible because a new one would cost approximately \$4,000. Chair Bates asked about the North Coast Services, LLC (NCS) expense. Mr. Polky said NCS takes the town's universal waste.

TOWN MANAGER'S REPORT:

Mr. Polky reported that Performance Paving told him the work on Fogerty Corner Road and Taylor's Point Road would be done this week. Mr. Polky said because this was a smaller job, it had been hard to get any paving company down to do the work.

Mr. Polky said Election Day was tomorrow, November 6, the polls would open at 8 a.m. and John Falla had been appointed warden. Mr. Polky said there would be no advertising of any candidates on-site. The yellow informational date cards would be available to the public on one of the tables as well as how to sign up for the town newsletter.

Mr. Polky said there were no local issues on the ballot. He did note the town office had received over 400 absentee ballots and these would have to be verified and scanned through the voting machine after the polls closed on election night.

The beavers are back at the Ponderosa. Mr. Polky said he had J.K.Kalloch's crew clean out the culverts. He said the only way to deal with the beaver problem is to use a telephone pole and backhoe.

The deadline for accepting applications for the position of Administrative Assistant is November 9th. Mr. Polky said they would hire an individual and then determine how to rearrange staff duties.

There was a request to postpone bidding on the Fire Department's training building for a week so one of the contractors could resubmit their bid.

Mr. Polky said he learned that staff at the Transfer Station had been telling the public that the transfer station would close at 4 p.m. and there would be no extended hours until the spring. Mr. Polky said they would discuss extending hours again next year.

A new sign for the Transfer Station entrance had been ordered. Mr. Polky said it was a basic sign with transfer station hours listed. He said they got a good price on the sign. Ms. Curtis said it should be finished by December 1st.

COMMITTEE REPORTS:

- Conservation Commission: Selectperson Willey reported that the Conservation Commission (CC) met on November 1 at 4 p.m. On November 7, the CC will meet with District Forester Morten Moesswilde. The CC and Moesswilde will be walking the Fort Point Trail to look at ash trees. They will be investigating what kind of help is needed to deal with the emerald ash borer. If this beetle cannot be slowed down or eradicated, it will kill all the ash trees in the state. On their walk, they will also be identifying and doing a tree count of the Norway maple tree which is an invasive species.

The CC is planning to do repairs on bog bridges along the Fort Point Trail. They would like to use cedar logs to make the bog bridges and would like to cut down a cedar tree. It was brought to their attention that they would need to come to the Select Board for permission to cut a tree.

The CC is also working on the Bamford property. They are bush-hogging and cutting and doing new plantings. They are also working on a permit for a three-car parking lot.

Mr. Polky said he met with CC member Tom Gorrill and reviewed sight distance at the Meadow Brook property. He said the sight distance would be okay as long as the CC does some extensive trimming up to Lisa Escorsio's house. Mr. Polky said a culvert would be needed there.

Mr. Polky said some time ago it had been mentioned having the State come down and lower the speed limit in that area. Mr. Polky said he and Mr. Gorrill discussed this and both agree that it does not meet the criteria to lower the speed limit. Polky did not see the need to request a review by MDOT.

- Cemetery Committee: Selectperson Hall said the committee met on October 24 and reviewed "Use of Lots." This section includes: What are the procedures for notifying people on internments or removals? What are the rules regarding stone and monument placement and work? What are the rules regarding trees, shrubs, census, railings, hedges, decorations and flowers?

The committee also reviewed "Rules for Visitors." This section covers issues such as: Can you take a dog in the cemetery. If you do, must they be on a leash? Do you have to pick up after it?

Selectperson Hall said the committee was getting to the point of completing a draft ordinance and asked the Board their preference. Did they want to review the draft before it went to legal counsel or send it to legal counsel first? Select Board consensus was to submit it for legal review first.

Selectperson Hall said Joyce Davies asked about road repair and snow plowing for the town road which runs through the Ridge Cemetery. Mr. Hall suggested Ms. Davies contact Mr. Polky about this, but Mr. Polky said she has not yet contacted him. Chair Bates asked where the town road ended. Mr. Hall said he was told the road was filled with potholes and needed repair, badly. Mr. Polky had talked with Mr. Falla and said he disagreed with Falla as to where the road ended. Mr. Polky said he is in the process of researching this. The next cemetery meeting will be on November 28th.

- Harbor Committee: Selectperson Elwell reported that the Harbor Committee met on October 29th and had a good meeting with Noel Musson and his associate. They worked on finalizing a plan for 10 Cold Storage Road that will be sent out for bid. One of the items discussed was getting a contractor on board now, from the beginning to the end.

The Harbor Committee also set up a meeting time line. For now, they will meet every two weeks. Mr. Polky said they would be breaking ground in the spring. Mr. Elwell said soundings were done several months ago to determine where and what type of pilings and supports they would need to put in. It was determined that ledge was 30' below the sediment. Chair Bates asked if they had to go down as far as 30 feet. Mr. Elwell said they had to put in whatever they use into the ledge. Mr. Polky thought Musson's idea was: go down 30' where there is some good ledge. Polky said it was not so much the mud in the part of the structure that was settling just that the fill they put in there had a lot of void spaces in it. They think they might be able to put some fabric there and put some smaller material in to tighten it up. Mr. Elwell noted that some of the sheet piling might have to be a little deeper than what they thought.

- Planning Board: Chair Bates reported that the Planning Board met on October 23, 2018 at 7 p.m. There was one building permit application for the fabrication shop at 13 Rein Road, Spruce Head (Clark Island Boatyard). The application was accepted as complete, but an on-site visit was needed. The on-site was scheduled for 4:00 p.m. on Monday, November 12 and the public hearing was scheduled for 6:30 p.m. on Tuesday, November 13. After adjourning, the Board continued their work on developing a Sign ordinance.

- Update on Propane Tanks at MSU: Selectperson Elwell reported on the progress of the propane tanks for MSU. He said the tanks will be delivered to the school on Friday, November

9th. MB Mechanical Contractors will start hooking the tanks up on Monday or Tuesday of next week. Mr. Elwell said they will be replacing the boilers, one at a time.

- Update on Emergency Shelter Generator: Selectperson Elwell reported that the electrician did a test run on the generator last week and the generator worked fine.

OLD BUSINESS:

- Select Board Policy Manual Changes: The Select Board had received the revisions to policy manual to the Board for final review. The revisions covered pages 55 to the end of the policy manual.

On a motion by Selectperson Hall, seconded by Willey, it was voted 5-0 to approve the changes made from page 55 to the end of the Select Board Policy Manual.

The Board went on to discuss updating the Land Acquisition Policy and adding a Special Project's section to the Select Board Policy Manual.

Chair Bates discussed the email received from Recreational Director Ben Vail. Mr. Vail noted there was nothing for the youth in the northern part of the town; the town has a play park for the school and the Collin's park (in Port Clyde). He asked if the Select Board was thinking about town needs, would they consider that as an issue. Mr. Vail also wondered if the Select Board might consider recreational ideas for the not so young. Selectperson Hall thought that was a really good point. Selectperson Willey thought they had already done that at the school and they also do things at the town office. Chair Bates said apparently one of the problems was having to stripe the cafeteria when they play pickle ball. Chair Bates said the Land Acquisition policy gives the Select Board some scope in thinking about the town's needs.

- Update on 10 Cold Storage Road Renovations: Selectperson Elwell discussed this under Harbor Committee. He said the project is moving forward. Mr. Polky said he will put the minutes on the website as soon as he receives the committee's timeline and he will put an update in the next newsletter.

- Update on Fuel Tank Installation: Mr. Polky said the fuel tanks at the transfer station are installed and in operation and the key FOB issue has been resolved.

- Update on Solar Panels: Selectperson Hall reported that the October CMP bills had been received and were not fixed. He said Ms. Curtis had contacted CMP about this. Ms. Curtis suggested not sending ReVision a check until this issue gets resolved. She said CMP needs to be paid or the power could be disconnected. Mr. Hall said the agreement is between the town and CMP, not the town and ReVision. Ms. Curtis said ReVision did not follow through from the beginning; they are the ones who have to fix this problem and she cannot do this without their help. Mr. Hall said to call Nick Sampson; he would help her, and she would not have to do something drastic to get him to help her, in his opinion. Ms. Curtis said she was going to talk with him but it never happened. Selectperson Hall said that the problem is CMP and that ReVision can help the town and that they would help. CMP has messed this up. Selectperson Elwell said ReVision knows the town has had a problem with CMP and they have not helped or this would have been solved. Mr. Hall said CMP will not talk to ReVision about this agreement without the town's permission and ReVision cannot go into CMP and fix this. The town has to participate in this conversation with CMP and get them to apply these credits retroactively. He said CMP's Net Billing Coordinator, Diana Morgan, understands this but basically, says it is up to (CMP's) billing department. Mr. Polky said they have a couple of names at CMP they will be contacting.

- Recycling Revenue Discussion: Selectperson Hall had raised the issue of having a Board discussion and perhaps a study group on this item but after thinking about it, he felt that would be overkill. He said at times in the past the Select Board had received information on the tonnage of material hauled away and the materials we recycle, so it might be sufficient to have a summary prepared on what has happened in the last 12 months. He also indicated it would be good to have reports from the last two years so they could look at what is happening now versus what used to happen. Mr. Polky said the Select Board used to get a copy of the SW&RC report, so a copy of the report should be put in their mail slots.

Mr. Polky said there were two groups that would send representatives down to talk with the Select Board. One is MRRA which is the Maine Resource Recycling Association. They are the people who are the town's brokers and sell a lot of the town's recycling materials. He said Victor would come down anytime. The other person is the Regional Manager for Waste Management. He is in his (Polky's) office twice a year and he has offered to come down and talk to the Select Board or the SW&RC. Chair Bates will send the Board several years of data he has compiled on recycling. Mr. Polky suggested inviting Victor from MMRA down first as he understands the recycling market. Selectperson Elwell suggested when he comes down, they hold a workshop with the Recycling Committee, the Budget Committee and the Select Board.

Mr. Hall said Wendy Carr, Chair of SW&RC, sent an invitation to go on a field trip to Norridgewock. No date has been set for this trip.

NEW BUSINESS:

- Mid-Coast Regional Planning Commission (MCRPC) Appointment: Mr. Polky explained that St. George belongs to the MCRPC. The town pays a \$600 yearly membership fee. The town used to get 10 to 15 hours of free advice from the commission but MCRPC has had a problem keeping the position of Director, filled. There have been four directors in the last 3 years. Each town can have two representatives on the commission. St. George has Terry Brackett and Sandra Roak and Mr. Polky would like to re-appoint them.

Chair Bates said the Commission had been useful in the past, giving basic training on Planning Board issues. The Commission worked with St. George and other towns on the Rt. 131 corridor study. They met with MDOT to talk about what needed to be fixed on the roads. Mr. Polky said results of the corridor study was: paving of Rt. 73 would be begin next year starting from Spruce Head village and ending at Rt. 131. Paving from Tenants Harbor to Port Clyde would begin the following year. Mr. Polky said MDOT was not going to do this work until the MCRPC group pushed them.

Mr. Polky said he and Brackett started working on was the CRS (Community Rating System). They are looking into what the town can do as far as flood plain management. He noted that the more the town can do, people can get a benefit on their flood insurance.

On a motion by Selectperson Elwell, seconded by Hall, it was voted 5-0 to approve the appointments of Terry Brackett and Sandra Roak as the St. George representatives to the Mid-Coast Regional Planning Commission. The Certificates of Appointment were signed by Chairperson Bates.

- Certificates of Appointment for Election Officials: The following persons were nominated to serve a two-year term as Election Clerks: Arlene Faulkner, Margaret Gillespie, Lina Hennison, Linda Larocque, Joanna Lindsay, Stephen Lindsay, Kathleen Ludman, Fredrick Morrill, Jocelyn Parquette, Marguerite Wilson, Bonnie Percival, Susan Smith-Riedel, Sandra Yakovenko, Anne-Marie Leight, Dennis Leight, Deb Wheelock, Paul Ackerman, Carol Paulsen and John Falla.

On a motion by Selectperson Sawyer, seconded by Elwell, it was voted 5-0 to accept the above-named appointments to serve as Election Clerks. The Select Board signed the Certificates of Appointment.

- 2018 Municipal Valuation Return: Ms. Curtis explained that the Municipal Valuation Return is an annual form which the Maine Revenue Service (MRS) requires of towns after they have done their commitment. The form is due by November 1st. She said this just came to their attention, so Mr. Falla worked with Beth Smith and she and Beth Smith finished it last week. Ms. Curtis said the information the state needed was submitted by November 1, but the entire return needed to be signed by the Select Board and then sent to MRS. Ms. Curtis said, "Going forward, now that I know this is a part of the commitment, I'll be able to do it once the commitment is final." The Select Board members signed the Municipal Valuation Return.

- Conservation Commission (CC) Requests Permission to Cut One Tree: Mr. Polky noted that the CC is requesting to cut a cedar tree. He said there is a cedar grove in the "old town forest." Mr. Polky said there are not many cedar groves in St. George and he did not want to see the grove clear cut. Mr. Polky said he spoke with Tom Gorrill today and Tom is planning to cut the tree down. Chair Bates said the consensus is, "The Select Board is very grateful for the Conservation Commission's attention to details and taking care of the trails and are happy for the CC to cut one tree."

On a motion by Selectperson Hall, seconded by Willey, it was voted 5-0 to inform the Conservation Commission the Select Board's discussion and approved the cutting of one cedar tree.

- Credit Card Payments for Online BMV Rapid Renewal: Ms. Curtis said she recently learned that the online BMV rapid renewal is not set up to accept credit cards. It only accepts e-checks. She said she just wanted to bring this to the attention of the Select Board; it does not make any changes to policy. The policy would already allow this, but she said she would have to update an agreement with PayPort and INFORME. She said no one in the office uses the service so she was not able to confirm whether or not it can be used with a credit card.

According to the PayPort setup and INFORME, it should only accept e-checks. Chair Bates thought he used it last year with a credit card to see if it worked. Ms. Curtis said what she was asking for is if there is something that needed to be updated, she wanted the Select Board to be informed and to see if it would be okay to update.

Selectperson Hall asked what this was. Ms. Curtis said a person can register their vehicle online through the town's website instead of coming into the town office. Ms. Curtis believed there were approximately 25 to 30 people a month who take advantage of the online service. Ms. Curtis said she just wanted to make the Select Board aware of this and request permission to make sure the agreement with the company is correct and if we are unable to do it with credit cards to make sure people can.

- Pre-qualification Request from 10 Cold Storage Road Contractors: Mr. Polky explained that Noel Musson and his associate want to come up with a list of pre-qualifications for contractors that may bid on this project. He said this would streamline the process, take a lot of the guess work out, and would save a lot of time. Selectperson Elwell relayed that Musson said - in the end, a lot less questions come up that delay the process. Chair Bates asked what the drawbacks

would be. Mr. Polky said people might say that they did not have a chance to bid on that or you are making it so people can't bid. He did not feel that was the case as the specs are out there and anybody can bid on it. He said perhaps people might look at it as back door politics but Selectperson Hall said, "You would get a better spec if you do it, though." Mr. Polky said, "Absolutely." Selectperson Elwell agreed that it helps when a prequalification list is done from the beginning. It is so much easier and it is better. Mr. Polky added that the Committee was just giving the Select Board a heads up. "I think that once we see the proposal, we will bring that back to the Select Board. I think they just wanted you to know where we are going with this at this time."

Selectperson Willey stated a question: "This is something they will put together for prospective bidders to look at. The specs of what the job is going to require and what they are going to need to do, and then companies can look at it and say well I am not going to be able to do this and then they won't bid?" Mr. Polky said they might say, "I don't know why you are asking for that because we never do that around here. This is what you should be looking at." Ms. Willey thought there would be more feedback from prospective bidders and Mr. Hall said, "You will get a better spec, too. You will get a more detailed and carefully written spec for bid. You will get local knowledge and practices factored into the way it ought to be done. So, it will be clearer."

- RFP Audit for FY 19 and Beyond: Ms. Curtis said she and Cassie Kilbride have been working together on the current audit for Fiscal Year 2018. She said they are not happy with the current auditors but will finish up fiscal year 2018. Ms. Curtis and Ms. Kilbride put together a schedule of what would need to be done if they started with an RFP being mailed on November 15 and what they would have ready to present to the Select Board on January 28, 2019 for the audit. Ms. Curtis said the RFP schedule is pretty aggressive. She said she was not sure if the town's current auditors would be done with last year's audit before the new RFP goes out. Ms. Curtis explained that the January 28th date was when the budget would be presented to the Select Board and it would be good if they could put in a more real number.

Mr. Polky said he had to present the budget to the Select Board by the end January 2019 in case changes were needed before it went to the printers. Ms. Curtis said she could get the RFP to the Select Board within the next few days as she and Kilbride wanted to do one more review before putting the RFP out. Selectperson Hall asked if two audits would be done. Ms. Curtis said there are two separate audits and MSU pays for theirs. If two separate firms do the audits, the firm that does the town audit will not accept the MSU firm's audit. They would still have to audit the school's books. Mr. Hall stated, "It is two separate audits. One of which is merged into the other."

Chair Bates suggested they hold a short special meeting during the week of November 12th to approve the RFP. The Select Board scheduled a meeting on Tuesday, November 13 at 6 p.m. to review the RFP.

- Time Change for Select Board Meetings: The Select Board discussed changing the meeting time to 6 p.m. as Daylight Savings Time ended November 4. Consensus of the Board was the change in meeting time worked out well last year and agreed to start Select Board meetings at 6 p.m. and go through the winter months and into the spring. A notice will be posted on the town website.

- Town Safety: At the next Select Board meeting, Chair Bates would like to discuss town safety issues. Members were given an MDOT handout to review which included accident safety and where accidents had occurred in town.

At 8:46 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