

## **ST. GEORGE SELECT BOARD & ASSESSORS**

### **St. George Town Office MEETING MINUTES**

January 14, 2019 – 6 p.m.

The Select Board meeting was called to order at 6 p.m. Members present were: Richard Bates, Chair; Randy Elwell, Jerry Hall, Wayne Sawyer, and Tammy Willey. Also present: Tim Polky, Elizabeth Curtis, Susy Ellis, Budget Committee Chair; Crystal Tarjick, David Percival, Earl Ludman, Scott Vaitones, and Richard Cohen.

**PUBLIC COMMENTS:** (edited and non-verbatim) Earl Ludman mentioned an item that came up during a couple of Budget Committee meetings. He said the Select Board wanted to have closer relations with all of the people in the town. Mr. Ludman had a suggestion. "You need to buy enough of the seat cushions so in the winter people feel welcome here to sit through the meeting. I don't think it's a vast expenditure but it would be worth it."

Chair Bates: It's very interesting that you mention that because that was one of the issues that came up last week and we also talked about renewing the carpet.

Ludman: There is a perception factor, too. That the times you come here and the Select Board are all sitting on cushions when the rest of the public isn't.

Chair Bates said the Select Board would address the issue.

#### **REGULAR SESSION:**

- Adjustments to Agenda - The following items were taken up in the following order under Regular Session:

- The Budget Committee and the Select Board's 2<sup>nd</sup> Quarter Financial Review

- Discussion of the Town's Trust Statements

- CPI Discussion

- A concern letter sent to Susy Ellis

- Second Quarter Financial Review: Susy Ellis said the Budget Committee reviewed the 2<sup>nd</sup> quarter financials and had no major questions under the following departments: Town Office, Select Board & Assessors and Planning Department.
- Fire Department - The Budget Committee was pleased to see that the fuel tank had been installed.
- Animal Control – There were no questions.
- Roads and Property Management – The Budget Committee noted cost overruns due to work coverage for Steve Jarrett during his absence.
- Resurfacing – Money was held back so resurfacing could be done this spring.
- Solid Waste – Line Item 8212, Solid Waste, Special Waste. Tarjick stated there were organizations such as the Elk's Club who do yearly collection drives (usually in the summer) for computers, phones, laptops and dispose of the items/materials at no cost. She thought this would save the town money. Ms. Ellis asked if that would be feasible? Mr. Polky said that would be difficult to do because the Transfer Station cannot have anything on site for more than one year.

Mr. Polky said, and it depended what was in the waste stream when it shipped. For instance, anything that had heavy metal in it the town would have to pay for. Mr. Polky said in most cases, programs that deal with electronic waste or anything that has a cord, the manufacturer pays to take it back. He added, the town has to pay for mercury containing items that are thrown away as no one will take those back for free. He thought there was a list of items which organizations would not take but the town had to take. Chair Bates said that meant there would be no offset in income and it could cost the town more money.

Ms. Ellis asked if there was a revenue line that counter balanced that? Mr. Polky said in the past, the town has had a positive line. He said the town does not really get a revenue stream; whatever the manufacturer takes, they deduct what they owe the town from the bill.

- Social Services, Recreation and Harbor Department – The committee had no questions.

- Revenue Summary – Ms. Ellis asked what was in Local Road Assistance. She noted the town got \$31,500 from the State of Maine. Mr. Polky said the formula is very complicated but the \$31,500 is revenue sharing from the state based on what the town has for roads, which includes Rt. 73 and Rt. 131. He said the money does not have to be spent on state roads but the town has to let the State know what roads the money is being spent on. Mr. Polky explained the town is plowing and sanding Rt. 73 and Rt. 131; but the town cannot do the maintenance work on those roads.

Ms. Curtis said under the Revenue Summary Report, she created Department 16 to show the town's interest. She explained that Department 12, Reimbursement for Fuel Purchases shows where the school, J.K. Kalloch and the Ambulance Association are being billed for their use of fuel. Mr. Polky said it is sometimes easier for Kalloch to get his fuel at the Transfer Station, so they created a budget line since he cuts a weekly check to the town for fuel.

- Quarterly Trust Statements: The Budget Committee reviewed the trust statements from First Advisors. Ms. Ellis said the committee was satisfied with the trust statement information and understood that the cash would be reallocated so the town would get 60% equities and 40% fixed income.

Ms. Curtis and Terri-Lynn Baines met with Matt Weaver who explained the key information on the summary reports and Ms. Curtis reviewed all the report summaries with the Select Board. Chair Bates felt hiring a professional advisor to manage the town's trust funds had been the right way to go. Mr. Ludman asked what the management fee was. Chair Bates said the fee for last quarter as listed on the report was \$1353.23. Ms. Curtis said the First Advisors had not yet finished their third report but when it was completed, it would show the balance for each fund and what the fees are.

- Cost of Living Adjustment (COLA): The Select Board and Budget Committee thoroughly discussed the COLA and CPI-W. Ms. Ellis explained that if Social Security did not have a COLA then the town could refer to the Employee's Policy Manual, Section 2.09, Salary Increases and base the Town Manager's recommendation on factors such as merit, extra projects or efficiency. Ms. Ellis said they wanted to use an annual average. Selectperson Hall noted that if a one-year average was used, there was only one year in the last 25 years where it had gone down.

Chair Bates said if the Select Board agreed on this plan, they could change the personnel policy to reflect the wording and asked their opinion. Selectperson Sawyer said he did not know enough about this. Selectperson Hall said given the thought process, the research and the number of options that were considered, this was a nice piece of work. Mr. Hall said, "My opinion is that it is a good approach." Ms. Ellis suggested changing the wording in the

Employee Policy Manual and if the December 31<sup>st</sup> date became problematic, the Select Board and Budget Committee could discuss altering it again.

Selectperson Hall suggested the change in wording in the manual to "shall be based on the cost of living adjustment as defined below and other factors such as the COLA be defined as the percent increase between the calendar year (year ending December 31) average of the CPI-W as obtained from the following website: <http://www.ssa.gov/OACT/stats/cpiw.html> for a given year and the previous peak calendar year (year ending December 31) average for the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W). There will never be a decrease in pay levels and in years of negative or no increase to the CPI-W, the CPI-W will not be considered."

Chair Bates said the proposed change to the Personnel Policy Manual under Section 2.09 Salary Increases would be held over for two weeks and be voted on at the next Select Board meeting on January 28, 2019.

- Budget Committee Concerns for Fiscal Year 2019-2020:

- Affordable housing and transportation. Support private groups working on these challenges. Search for a way to keep homes and transportation affordable for elders and young families.
- Safety. Purchase a second speed sign and encourage continued communications with sheriff's department.
- Fuel availability in town harbors. Commend the Harbor Committee for the service they provide the town. Encourage private businesses that provide fuel in our harbors to service visitors as well as residents. The pump out station would be better positioned in Port Clyde.
- Cold Storage Road. Harbor Committee and town management carefully monitor progress at 10 CSR so cost overruns are avoided.
- Broadband Access. Be alert as possible solutions become available. The Budget Committee is grateful for the availability of broadband at the town library and for the hot spots the library has that can be borrowed.
- Set aside reserve funds for an economic/environmental impact study on the town in order to be prepared with a thoughtful response when new business proposals are made. Ellis suggested putting aside between \$8,000 to \$10,000 over a three-year period.

Ms. Ellis said the Budget Committee understands there is just so much that the town and the Select Board can do. Chair Bates said he is very concerned about the cost of materials for 10 CSR with the tariffs having been placed on steel and the effect that will have on the project given the increased cost of materials.

The Budget Committee asked what it would cost to purchase another speed sign. Mr. Polky said there may be money in the safety fund to buy a speed sign. Mr. Polky said he is also having discussions with the Knox County Sheriff's Office to get more patrolling on the peninsula.

The Budget Committee said thank you and a congratulations to the Town office staff and the Select Board for accomplishing so much in the last year, as many of the committee's previous concerns had been addressed. The Budget Committee said they appreciated the good work done by so many, including the many volunteers, who improve the Town of St. George while preserving its unique character.

- Minutes: The minutes of January 7, 2019 were amended as follows:

Page 2, second bullet, line 4, change what to **want**

Page 6, Under Transfer from Reserve Fund, paragraph 3, line 3, change to read: ...at the town's history **on these reserves**.

On a motion by Selectperson Hall, seconded by Willey, it was voted 4-0-1 (Sawyer abstained) to approve the Select Board minutes of January 7, 2019, as amended.

- Communications: The following communication was received.

Coastal Opportunities sent a thank you note to the town for its "generous" donation of \$100.

- Warrant: The warrant for the week of January 14, 2019 was reviewed and signed. The total expenses were \$448,901.36 and included one week of payroll and the January school payment of \$413,092.67.

Selectperson Willey asked when the town would know how much had been saved from the installation of the fuel tanks at the Transfer Station. Mr. Polky said it would be difficult to determine what the town's savings would be because they were already buying fuel from Maine Coast Petroleum (MCP). Selectperson Elwell thought MSU would run the figures at the end of the school year in order to get a good average for next year's budget. Ms. Willey asked if the town was getting a lower fuel price now that the town was buying more fuel. Mr. Polky said if the tanks were bigger and the company could do one drop, the town might be able to get a better price. He said the town does not have a good estimate of fuel usage at this time. Mr. Polky said it was easier to judge use for the school buses but the town did not know how much the fire, ambulance and road crew vehicles would use.

Selectperson Willey thought MCP might have a monitoring indicator on the tanks that would send a message to the office alerting them when the tanks were getting low. Mr. Polky said there was a gauge on the tanks and thought monitoring could be implemented sometime in the future but depended what Maine Coast Petroleum had for computer software.

#### TOWN MANAGER'S REPORT:

Mr. Polky said the administration had gotten estimates for carpeting and the town office roof. The downstairs meeting room carpet will be replaced as it is damaged and has mold. He said Cayouette gave an estimate for removal and putting down carpet tiles. He was told by Cayouette the carpet in the main building was good quality industrial carpeting and felt with a professional cleaning it could last several more years. Ms. Willey questioned whether carpet tiles would be better than installing a complete piece of carpet. Mr. Polky said they were negotiating that now. The value of carpet tiles, Chair Bates thought, was that heavily trafficked areas could be replaced by section rather than replacing the whole carpet.

#### COMMITTEE REPORTS:

- Budget Committee: Selectperson Hall said the Budget Committee met last week and the primary issues were to discuss the COLA, the specific CPI to use, and to identify the committee's concerns. The Budget Committee's meeting tonight was primarily to review the 2<sup>nd</sup> fiscal quarter financials.

- Harbor Committee: Selectperson Elwell said the Harbor Committee met and worked on finalizing decisions for permitting and then met with the Planning Board. He noted the Planning

Board will hold an onsite inspection on Saturday, January 26, 2019 at 9 a.m. at 10 Cold Storage Road.

- Planning Board: Chair Bates reported the Planning Board met on January 8, 2019 at 7 p.m. There was a presentation on the building permit pre-application to develop the waterfront property at 10 Cold Storage Road. He noted the January 26th onsite visit corresponds with a low tide.

The Board reviewed their draft Sign ordinance, to be presented at the public workshop on January 17 at 7 p.m. for comments. Chair Bates noted that if the sign ordinance is approved in May, the Select Board will need to discuss permit fees for new business signs and if an existing business wants a new sign. Mr. Polky explained the fee would be applied towards processing the application and for the onsite visit.

#### OLD BUSINESS:

- Update on 10 Cold Storage Renovations: Selectperson Elwell noted this had been discussed earlier in the meeting.

- Update on Solar Panels: Ms. Curtis said there was nothing to report, at this time. Selectperson Hall asked if the town had stopped paying ReVision and Ms. Curtis indicated the town had not paid the ReVision bills from July through September. Mr. Hall felt this problem was not ReVision's fault. He said ReVision helped the town execute the net energy billing agreement, and he did not think there was anything wrong with the net energy billing agreement. Mr. Hall said CMP had not lived up to their end of the bargain and he felt not paying ReVision was inappropriate. He felt ReVision had behaved in a way you would want a vendor to behave through the process and felt overall, they had been a good partner. He felt if the town had gone with one of the other vendors, the town would be having the same problem with CMP.

Chair Bates asked how this issue could get resolved. Selectperson Hall thought there should be a way to meet with CMP and ask when they were going to fix the issue and get a definitive answer. Mr. Hall said ReVision has other customers where this has happened as well, and ReVision filed a formal complaint with the PUC. Selectperson Elwell noted this issue was costing the town money and Chair Bates agreed. Mr. Hall said CMP would not talk with ReVision without the town being involved regarding the net energy billing agreement. He said the agreement is between the town and CMP. ReVision can help but at the end of the day, it is the town's responsibility to sort out the problem with CMP.

Selectperson Hall explained the billing process. ReVision does not get paid for selling the electricity to CMP; CMP is banking the electricity and is supposed to be credited to the town. The town is paying for the energy that the system is generating and CMP is supposed to be crediting the energy that the system is generating back to us (the town) and they are not. They are keeping it.

Chair Bates asked Ms. Curtis what the Select Board could do to help. Selectperson Hall suggested contacting Representative Matlack and Senator Miramant about this issue. Chair Bates will talk with Ms. Curtis further about this and then write them both a letter.

Selectperson Willey reported Joss Coggeshall contacted her stating the solar panel inverter closest to the glass recycling was not on or working. Mr. Polky had not looked at the inverter but looked at the online chart and said everything appeared to be working. Chair Bates reviewed the weather channel for cloudy days and compared those to the amount of power being generated on those days, and said they matched up pretty well. Ms. Willey said Coggeshall's email indicated he saw zeros and did not see any numbers.

Mr. Polky said ReVision is supposed to monitoring the system and Chair Bates said they should be contacted to make sure the system is operating at its maximum potential. Mr. Polky said one of the transfer station employees looked at the inverters every morning but had not mentioned anything to him. Mr. Hall felt the optimum would be for the employee to turn the inverter back on and notify Mr. Polky so ReVision could come down and fix the problem. Mr. Polky will contact ReVision about this.

- Update on Audit RFP: Ms. Curtis said the town received two proposals. The committee is discussing whether or not it needs to interview one or both applicants or if they are going to choose from the two. The decision will be made on January 28<sup>th</sup>.

#### NEW BUSINESS:

- Assessor's Agent: Mr. Polky said Beth Smith assumed the role of the assessing clerk when Cherie Yattaw became Office Manager. He said Cherie was in the processing of training Ms. Smith but Smith had not gotten fully trained. Mr. Polky said Mr. Falla had been working Ms. Smith when he could. Mr. Polky said the new Office Manager, Terri-Lynn Baines, knew the TRIO software for assessing and was now helping Beth.

Mr. Polky said at one time, the town had an assessor's agent who came in once or twice a week or once a month. Mr. Polky said he called Bob Gingras last week and Gingras did not think that an assessor's agent needed to come in more frequently. Gingras said he was willing to come down for a day and help Beth out or for her to call him when problems arose. Mr. Polky said he was not sure but they may have to have a different set up with an assessor's agent. Mr. Polky said he talked with Chair Bates, Mr. Falla, Ms. Smith and Mr. Gingras and the consensus was to see how things progressed over the next few weeks. As Mr. Polky explained, Cherie Yattaw was comfortable doing a lot more of the assessing work than she was required to. Polky said Cherie liked doing it, it saved the town money and Mr. Gingras was comfortable with and allowed Cherie to do the work.

- Town Manager's Preliminary Budget Review: Mr. Polky said the larger issue coming to light is the debt payment for 10 Cold Storage Road. He said last year the town did a few one-time expenditures that now have brought a lot of things back in line. Selectperson Hall said there was approximately \$85,000 of one-time expenses that go away this year and helped offset the \$200,000 debt payment, so it is going to be closer to \$100,000.

Selectperson Sawyer said he was a little concerned about 10 CSR as the Board has not heard much from the public lately. He wondered if issues would arise at town meeting. Mr. Polky said he felt that those concerned had been attending the Harbor Committee meetings and learning more about the project. Mr. Polky thought the committee had been out and about more and talking with people.

Mr. Polky said a lot of people were concerned about access asking, "What is it going to do to the traffic?" He said the committee is working on that issue. Selectperson Hall thought there is the potential for a flow instead of having to back into the street the way it has been. He said there could be more traffic but the flow could be better.

Selectperson Elwell said the Harbor Committee wants to get the project built then discuss other the issues, by steps. Mr. Elwell thought when the Public Hearing is held on 10 CSR, people will again ask questions about the project.

- Update on Recreation Department: Mr. Polky explained the Recreation Committee is working with the school exploring the idea of a recreation center. Mr. Polky said at this point, the Recreation committee is not asking the town for anything and it may not come out of the town

budget. He said he is not sure how this will unfold. When Polky talked with Ben Vail a year or so ago, they talked about having a program that was self-supporting, similar to the YMCA.

Selectperson Willey asked if consultants had been hired. She thought that was going to cost almost \$10,000 and the committee would try to get the money through the St. George CDC.

Mr. Polky said he was prepared to have some money put in the town's budget to help with this but was told by the school that they did not the town's assistance. Ms. Willey said she liked to see the town office, the school, library, the granges, and other lodges utilized.

Mr. Polky said the town office will need a new roof and some other minor maintenance work done; this would need to be discussed for the budget.

Mr. Polky said other than the debt service for 10 CSR, he did not think there would be much increase to the budget.

The Select Board reviewed and discussed a change in dates for the FY'20 Budget Development Process. Selectperson Hall will talk with the Budget Committee to see if their Budget Review could be completed and presented to the Select Board earlier in February than was previously planned.

At 7:36 p.m., on a motion by Selectperson Sawyer, seconded by Hall, it was voted 5-0 to adjourn the meeting.

Respectfully Submitted,

Marguerite R. Wilson  
Select Board Recording Secretary