

ST. GEORGE SELECT BOARD & ASSESSORS

St. George Town Office MEETING MINUTES

January 28, 2019 – 6 p.m.

The Select Board meeting was called to order at 6 p.m. Members present were: Richard Bates, Chair; Randy Elwell, Wayne Sawyer, and Tammy Willey (absent: Jerry Hall). Also present: Elizabeth Curtis, Jim Lee, Crystal Tarjick, David Percival, Scott Vaitones, Susan Ellis and Earl Ludman.

PUBLIC COMMENTS: None.

REGULAR SESSION:

- Adjustments to Agenda - The following adjustment was made:

Town Manager's FY'20 Budget Presentation was moved from New Business to Regular Session and taken up first on the agenda.

- Town Manager's FY'20 Budget Presentation:

Finance Director Elizabeth Curtis distributed copies the 2019-2020 Proposed Budget to the Select Board and Budget Committee in the absence of the Town Manager. Chair Bates noted the significant change in the budget was the debt payment for the 10 Cold Storage Road project. Ms. Curtis noted several items made the budget expenses appear higher:

- 1) The debt payment
- 2) Payment for Rt. 131 maintenance (State revenues offset the expense)
- 3) The purchase of all the fuel for the fuel tanks (Revenue is offset as other entities are being billed)

Chair Bates stated the County Budget had increased by \$38,000 and according to Ms. Curtis that is a 4.40% increase.

Ms. Curtis said an intern expense was added to the budget. The Maine Government Summer Internship Program administered by the Margaret Chase Smith Policy Center at the University of Maine is encouraging municipalities to hire an intern for the 12-week summer program.

Ms. Curtis said if everything was to stay the same in the budget, the town mill rate would be 9.24. She said that is about what they anticipated the increase to be with taking on the debt payment for 10 Cold Storage. The mill rate last year was 8.95.

The Select Board and Budget Committee will discuss the Town Manager's Proposed Budget again at the next Select Board meeting on February 11, 2019.

- Minutes: The minutes of January 14, 2019 were amended as follows:

Page 2, paragraph 1, line 3, change to read: whatever **the manufacturer** takes, ...

Page 2, under Quarterly Trust Statements, paragraph 2, line 6, delete word **is** and change to read: ...the balance for each fund...

Page 3, bullet number 3. Fuel in the Harbors, line 3, change to read: The pump **out** station **would** be better positioned in Port Clyde **and its fuel availability in the harbors**.

Page 3, corrections to Budget Committee Concerns, paragraph 1, line 3 correct word to **affect**

Page 3, paragraph 2, lines 2 & 3, change to read: ...fund to buy a speed sign. (Delete remainder of sentence.)

Page 4, Under Town Manager's Report, lines 1 & 2, change to read: ...carpeting and the town office roof.

Line 2, change to read: The downstairs meeting room carpet...

Page 5, under Update on Solar Panels, paragraph 3, line 4, delete the second that

Page 6, paragraph 1, line 3 change to read: and transfer station employees look at...

On a motion by Selectperson Elwell, seconded by Sawyer, it was voted 4-0 to approve the Select Board minutes of January 14, 2019, as amended.

A correction to the Select Board meeting minutes of January 7, 2019 will be noted here. Ken Oelberger, Chair of Conservation Committee reported the carry over amount for the Meadow Brook Project is \$8,500.

- Communications: The following communications were received.

- 1) A letter from Chase Flaherty which Superintendent Mike Felton responded to.
- 2) Selectperson Willey said she had received numerous correspondence in the last two weeks from the public regarding issues with the Transfer Station.

Selectperson Willey will encourage the complainants to come to the town office and speak with Finance Director Elizabeth Curtis. Ms. Willey noted the Policy Manual states the Select Board does not deal with personnel issues. Chair Bates concurred and said the Select Board manages the Town Manager, but the Town Manager manages everyone else.

Ms. Willey said she would like it noted that the Select Board will listen to people's concerns about the Transfer Station, but please come in and talk with Elizabeth Curtis, Finance Director or the Town Manager.

Ms. Curtis explained that the Solid Waste and Recycling Committee meeting would be another place for complainants to air their general issues but not personnel issues.

Selectperson Elwell suggested complainants put their issues in writing and submit them to Ms. Curtis or Mr. Polky.

- Warrant: The warrant for the week of January 28, 2019 was reviewed and signed. The total expenses were \$103,916.51 and includes two weeks payroll, a purchase of \$9,107.77 for salt and sand, a payment from the 10 Cold Storage Road (CSR) bond money renovations for \$24,500 to the consultant. Chair Bates asked about the \$10,000 expense for permits and tests for 10 CSR. What types of permits were those? Ms. Curtis said Noel Musson billed the town for \$10,086 for permits and tests. Selectperson Elwell said a soil bore test was done and he believed the permits were for the Army Corps of Engineers and Maine DEP.

TOWN MANAGER'S REPORT:

Elizabeth Curtis gave the town manager's report in the absence of Mr. Polky. Ms. Curtis reported the crib work broke down at 10 Cold Storage Road sometime Saturday morning. Because of the damage incurred, she called for insurance coverage and opened a claim but had not heard back from anyone. She sent all the pictures to Maine Municipal Association which is the town's insurance company. Selectperson Willey saw the damage and said it was a large collapse. Noel Musson saw the damage on Saturday at the on-site and Greg Johnston will be

down to look it over this week. Ms. Curtis said the Army Corps of Engineers and the DEP were notified.

Chair Bates said there is a new report that states are required to file on agriculture and animal control officers and the report has to be filed by January 31st. He checked with Terri-Lynn Baines and the town has done that.

COMMITTEE REPORTS:

- Harbor Committee: Selectperson Elwell said the Harbor Committee met on January 22 to finalize and vote on the plan for 10 Cold Storage Road. Musson and Johnston will now move forward and apply for the necessary permits. Mr. Elwell said he was not able to attend the on-site inspection on January 26, but Ms. Wiley attended and said all went smoothly and the information was interesting. Selectperson Elwell noted the Planning Board and the Harbor Committee will hold a joint Public Hearing on 10 CSR. Chair Bates said the Harbor Committee's Public Hearing will be on the fees and the Planning Board's will be on the 10 CSR project.
- Shellfish Committee: Chair Bates noted St. George will hold a Public Hearing on the GRRSMO proposal; the other four towns will each hold their own hearings. Selectperson Sawyer will contact Mr. Polky to schedule a date to hold a Public Hearing on the Georges River Regional Shellfish Management Ordinance.
- Cemetery Committee: Chair Bates reported (in the absence of Selectperson Hall) that the cemetery committee will be holding a Public Hearing in the future regarding their newly written ordinance.
- Comprehensive Plan: Selectperson Elwell indicated the town recently received notification that the State of Maine had reviewed the town's comprehensive plan, it was found to be complete and had been approved. Selectperson Elwell will contact Sandra Hall to set up a meeting with the Comp Plan Committee.
- Planning Board: Chair Bates said the Planning Board met on January 22 and he reported the following:
 - The building permit application for landscaping at 37 Southern Avenue was deemed complete and was approved.
 - The building permit application to stabilize the shoreland at 275 Otis Point Road was voted complete and, meeting the stabilization standards of the Shoreland Zoning ordinance, was approved, subject to the DEP and Army Corps approval.
 - The building permit application to stabilize the shoreland at 17 Cottage Road was voted complete and, meeting the stabilization standards of the Shoreland Zoning ordinance and being already approved by the DEP and Army Corps, was approved.
 - The building permit application to stabilize the shoreland off Haskell Road was voted complete and, meeting the stabilization standards of the Shoreland Zoning ordinance, was approved subject to DEP approval.
 - The building permit application to extend the existing wharf at 180 Horse Point Road with a ramp and float was deemed complete and, meeting the performance standards of

the Site Plan Review ordinance, it was approved.

- The proposal to install roof mounted solar panels at 57 Factory Road was voted complete and then assessed according to the Performance Standards, section V of the Site Plan Review ordinance, and found to be compliant and was approved.
- The proposal to install a parking area with three spaces on Turkey Cove Road (for the Meadowbrook marsh) was voted complete and then assessed according to the Performance Standards, section V of the Site Plan Review ordinance, and found to be compliant and was approved.
- The application at 74 Wallston Road, to install new antennas and associated equipment (for T-Mobile) was tabled, to get legal advice on the issue of section 6409 of the Middle-Class Tax Relief Act.

OLD BUSINESS:

- Monthly Summaries of Boards, Committees and Commissions: Chair Bates reminded the Select Board to have the Boards, Committees and Commissions write a brief summary as to what they are doing. These summaries should be submitted to Chair Bates by January 31, 2019.

- Personnel Policy Manual Section 2.09 Salary Increases: Chair Bates stated the Select Board discussed (at the January 14th meeting) the Budget Committee's recommendation to change Section 2.09 Salary Increases in the Personnel Policy Manual and it be based on the National CPI-W. Bates distributed a handout of the original wording of Section 2.09 and the proposed change in wording. Chair Bates stated the proposed change had been held over for two weeks per the Select Board Policy Manual and asked for a motion.

On a motion by Selectperson Sawyer, seconded by Elwell, it was voted 4-0 to approve the proposed change in wording to the Personnel Policy Manual, Section 2.09 Salary Increases.

- Abatement Forms for Abatements Approved: On December 17, 2018, the Assessors met with Assessing Agent Bob Gingras and approved several abatements. The Assessors reviewed and signed the abatement forms on the following: Diane and William Coddington for \$854.73; Debra Barrington for \$639.93; and Michelle Paulsen for \$25.96.

- Update on 10 Cold Storage Renovations: Selectperson Elwell said 10 CSR had been discussed earlier in the meeting. Chair Bates said the next step was to have a pre-certification of contractors rather than contractors responding to an RFP.

- Update on Solar Panels: Ms. Curtis reported that she located someone to help her work out the problems with CMP and she believes this issue may be resolved. She said she is printing off the bills for submission to CMP as the town will be receiving many credits. Ms. Curtis is hoping to have a dollar amount on the credits at the next meeting. She said CMP will not refund the town any money, but it will be credits on the town's account that future bills will go against. Chair Bates said solar credits can only be carried over for up to one year. Ms. Curtis said what is on the bill are the credits from the overpayments. Ms. Curtis believes the credits the town has generated with the solar array will be used up; the town will not lose any of those credits. Chair

Bates said CMP changed their computer system and the way it presents their data for daily usage and spikes. Chair Bates said the data is not easy to read, but he reaffirmed that the town has not had any "MGS" peaks/spikes.

- Town Audit by Foster & Company LLP: Ms. Curtis said a presentation on the audit will be done by Tom Foster on February 25, 2019.

NEW BUSINESS:

- Recommendations for Audit Firm: Ms. Curtis said she and Cassie Kilbride of St. George MSU have been working on Request for Proposal for an audit firm. She said the school and town had a committee that composed the RFP and reviewed the proposals which came in. Ms. Curtis said only two firms sent in proposals and only one firm came to their meeting. She said William Brewer, CPA from Bath was chosen as the audit firm and was highly recommended. Ms. Curtis said Mr. Brewer could start working with them immediately if the Select Board and School Board approved the audit firm and the contract would be for three-years.

Selectperson Willey asked if the auditors had a set number of hours, they guarantee the town. Ms. Curtis said Foster's engagement letter said a maximum of \$9,200 for the audit with no particular number of hours. She said the proposal from Brewer had an estimate of the number of hours and how they calculated those. Ms. Curtis said they will look at Brewer's engagement letter when it comes in and then compare it to the proposal. She thought his proposal was \$8,500.

A motion was made by Selectperson Elwell, second by Willey to accept the Town Audit Committee's recommendation to select William Brewer, CPA to conduct year-end audits for the Town of St. George and St. George MSU

for a three-year period beginning with fiscal year June 30, 2019. The vote was 4-0 and the motion carried.

At 7 p.m., on a motion by Selectperson Elwell, seconded by Willey, it was voted 4-0 to adjourn the meeting.

Respectfully Submitted,

Marguerite R. Wilson
Select Board Recording Secretary