

ST. GEORGE SELECT BOARD & ASSESSORS

St. George Town Office MEETING MINUTES

February 11, 2019 – 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, Jim Lee, Peta VanVuuren, Leticia VanVuuren, Crystal Tarjick, Scott Vaitones, David Percival, Richard Cohen, John Falla, Tom Gorrill and Ingrid Mroz.

PUBLIC COMMENTS: None.

REGULAR SESSION:

- Adjustments to Agenda: The following adjustment was made:

Discussion of Budget Items was moved from New Business and taken up under Regular Session.

- Overview of St. George 2019-2020 Proposed Budget Plan:

The Select Board reviewed and discussed the following areas of the 2019-2020 proposed budget.

General Assistance: No changes. The requested amount of \$2,500 is at the same level as last year.

Social & Community Services:

- **AIO.** The organization is requesting \$1,000. This is a new request. AIO's request states they have given out over \$6,000 of basic needs to St. George's most vulnerable citizens, mostly for food and for emergency heat. Ms. Willey asked how the AIO is affected by the St. George CDC's food pantry for residents. Ms. Tarjick noted that AIO will supplement the CDC's food pantry when the food supply is short. Vaitones noted that AIO provides the weekend backpack program for St. George MSU. Chair Bates said the letter from AIO stated they provided weekend backpacks to 12 students last year which cost \$2,700.
- **Broadreach.** Their request is \$1,225.00. This is at the same level as last year. This program supports individual and communities in achieving improved health, well-being, and self-sufficiency.
- **Coastal Opportunities.** Their request is \$100. This is at the same level as last year. This program assists adults with developmental disabilities to become participating members socially and economically in Mid-coast communities. The town has donated to this agency in the past.
- **Health Equity Alliance.** The alliance is requesting \$500. This agency provides direct services and education on LGBTQ issues and works with HIV/AIDS, Hepatitis C and people who drugs. Their offices are located in Bangor, Ellsworth and Machias. Selectpersons Willey, Elwell and Sawyer wanted to keep the funds local. Tarjick would like to know if this agency has helped any individuals in Knox County, The town has not donated to this agency before. Request not approved.

- Knox County Health Clinic. The clinic provides medical and dental care to people in need. The town has appropriated funds to agency in the past but has not heard from them. The Board will postpone discussion and review in two weeks.
- LifeFlight. The request is for \$650. This is a \$2.00 increase from last year. Their letter states they transported four people from St. George last year, although the average is usually two a year.
- Maine Coast Heritage Trust. The proposed appropriation is for \$10,000. Ms. Mroz stated that the Conservation Commission is working with MCHT on the Bamford Preserve, High Island, Meadow Brook Preserve and Clark Island.
- Maine Public. The request is for \$200 which is at the same level as last year.
- MCME Community Action. Will review in two weeks.
- Neighbor to Neighbor. The request is for \$1,500. This is a decrease from last year. Chair Bates said their letter states they are remaining conservative in their requests. Gas cards are often needed for short-term, emergencies but the St. George community continues to be very generous. Mr. Percival states the program may be staffing a dispatcher next year.
- New Hope for Women. The request is \$1,045. This is a \$50 increase from last year. They provide education and support for abuse.
- Penquis CAP. The agency is requesting \$759.00. This is a \$222 increase from last year. The services they provide, include Headstart, lead inspection for homes and home energy assistance, childcare and adult food care programs. Total services provided to St. George for the year was \$58,421.00.
- Rockland District Nurses Association. The agency is requesting \$2,500. This is the same level as last year. They provide in-home nursing care and provided care to thirteen (13) St. George residents this past year.
- Spectrum Generations. The agency is requesting \$3,000. This is at the same level as last year. They provide specialized programs and services to older and/or disabled adults such as Meals-on-Wheels, assistance with Medicare and Medicaid counseling, nutrition services and case management. Estimate of services to St. George was \$5,118.00 providing services to 33 unduplicated residents and 311 meals delivered to four recipients.
- St. George Youth & Scouting Council. The group is requesting \$10,000 to help improve their meeting lodge. The intent is a one-time request. John Falla explained this group was created over 25 years ago as the sponsoring organization for many of the local youth groups. When the lodge was first built, the town gave them a donation and ongoing it has been operating mostly on donations and fund drives. The groups being served now are the Girl Scouts, Boy Scouts, and Trekkers. The Girls Scouts are considering their project to be doing work on the building. Falla said the building is not completed and the fund drives are not keeping up with the annual expenses. The building's handicapped ramp has not been completed. There is electrical work that needs completing. The floor is a subfloor. In the past there have been requests to rent the lodge but they have not been able to because it was not completed. There are approximately 100 children just within the scouting programs that use the lodge.
- Trekkers. Their request is \$2500. There are 49 St. George students involved with the Trekker's program.

- Waldo County CAP. The agency is requesting \$786. They have provided six (6) individuals with transportation services. This agency took over the Coastal Trans Program which the town supported in the past. Waldo County CAP is aware of the Neighbor-to-Neighbor program, but they do not duplicate services. The CAP agency can bill Maine Care and can access Federal funds.
- Veteran Graves. The request is \$4,230. The town has a legal obligation to provide services to veteran's graves and the money is paid out of the trust fund.
- Cemeteries. North Parish Cemetery requested \$6,500. This is an increase from last year but a decrease from earlier years. Lot sales were greater in fiscal 2018 but not in fiscal 2019.
- Jackson Memorial Library. The request is for \$50,000. This is at the same level as last year and is approximately 23% of their budget. The library has been responsive to requests made by the Select Board last year and made adjustments such as extending their hours of operation, when there are more evening programs, the library is open for services, more programs such as parenting skills. The Select Board feels they are trying to address issues to serve a broader part of the community. The number of people accessing the library increased 12% this last year.
- Shellfish Management. The request is \$3,000. This is at the same level as last year.
- Community Development Corp. The CDC is requesting \$10,000. The community cupboard costs \$19,575 and had \$17,000 in donations which covered most of the expense. There are property management fees but they receive rental income which almost balances out. Chair Bates thought the \$10,000 would go towards investing in the community to benefit the town. Selectperson Hall noted that the CDC is addressing some of the town issues that people asked the Select Board to but were limited in what in what they could do. Hall explained the CDC can receive contributions and are tax deductible. Bates noted the CDC's goals are community, economic, education, housing, and wellness development. For example, affordable housing is an issue in town and it may be better to have a non-profit organization work on this. The CDC may have more latitude to encourage other businesses in town than the town might have. The CDC presented a draft budget but it was not specific to where the \$10,000 would be spent. Hall thought the way Rob Kelly had set up their budget was donations made could be earmarked for specific items. Chair Bates would like to request the \$10,000 be considered as an unrestricted donation to the CDC. Susy Ellis's written question was how exactly the CDC would spend their requested funds. Chair Bates will ask Rob Kelley to the Select Board meeting to explain in more specificity where the \$10,000 funds would be spent. Ludman felt when you look at what they are doing, it sounds as if they are pursuing many of the things a town government should pursue. The goal of the CDC is not to duplicate services that someone else is already providing. Percival said one of the most visible accomplishments the CDC has done is the community cupboard. He looks at the CDC as a think tank. Chair Bates hopes this is a complementary organization to the town.
- Ambulance Service. The request is \$100,000. This is at the same level as last year.

Planning:

- Conservation Commission. The request is \$3,850.00. This is a decrease from last year because of the carryover in the amount of \$8,500 for Meadow Brook Preserve.

- Employee Benefits. The amount is \$29,349.07. Health insurance increased 4%. Further information was requested; employee benefits will be reviewed again in two weeks.
- Dues/Memberships. The request is \$1,000. This is an increase from last year. Dues are now under the separate departments rather than placed all under Administration. The town is encouraging membership and training from the different organizations that employees can join.

Harbors:

- Harbor Master. The proposed funding is \$45,000. David Schmanska is retiring and a new Harbor Master will start at a lower pay scale.
- Floats & Landings. The proposed funding is \$13,200. This is a \$1,200 increase from last year. Susy Ellis's written question – is there something specific that the increased in the floats and landings budget is meant to address? Ms. Curtis noted a one-time increase for the pump out float mooring to be re-rigged and moved.
- Debt Payment. The amount is \$304,937. The debt payment covers the original purchase of the property but also covers the money the town borrowed to do the renovation. This is an increase from \$94,000 because of interest and principal on the 2.64-million-dollar bond. (\$211,000 had been projected to be the additional debt payment on the renovations.) The payment on this bond will decrease each year because the interest will be less on lower principal.

Parks & Recreation:

- Employee Benefits. The amount is \$22,901.31. This is an increase and will be discussed in two weeks.
- Ball Field Maintenance. The request is for \$6,455. This is an increase from \$5,800 last year. Anticipated expenditures are fence and backstop repair - \$1,500; marking line - \$100; two tons of Tervis - \$1,400 and recut the big ball diamond - \$1,400 and other amounts for adding infield material, seed fertilizer, spreader, playground chips, stripping paint. The Select Board felt a number of the items were a one-time expense for preventive maintenance.
- Community Recreation. This line includes activities which also have recreation income/revenue. For example, tickets sold for the bus trip to the hockey game, the income is listed under the revenue summary report.

Unclassified:

- Capital. Energy Efficiency Reserve. There is \$10,000 in this fund and is earmarked for the purchase of the solar panels at the end of six years.
- Fuel Purchase – Town Tanks. The line expense is \$45,000 but Curtis explained there is a revenue source of \$45,000 for the fuel tanks. The amounts have been budgeted in their departments and there is a journal entry done to show that expense in their departments.

Comments: Mr. Ludman, member of the Budget Committee, stated the Select Board and Town Manager try to keep the increase in property taxes within a very narrow range. In the last paragraph of the budget summary it stated, in early spring we will know the changes in town's valuation. Ludman thought it did not matter if you double the valuation of the town, you can cut

the mill rate in half and still get the same amount of money. But that is not quite right in the sense that every year there maybe a few new houses or there maybe some improvements on some houses. Ludman said it would be interesting to know how much of the change in the town's property valuation was due to new construction and additions. Mr. Polky responded, "It all is." Chair Bates said, "When the re-valuation took place in 2009 that changed everything but subsequently our assessor's agent assesses new property and improvements. People will report that their house is not what they thought it was and what is on the property card. There are continuous adjustments but there has been a general increase in the value of the town, separate from the revaluation."

Mr. Ludman's suggestion: Make the budget easier to read by creating an outline to show the largest increases and the largest decreases in each department.

- Minutes: The minutes of January 28, 2019 were amended as follows:

Page 2, under Town Manager's Report, line 4, change to read: ...Municipal Association **which is** the town's...

Page 3, under Cemetery Committee: line 2, delete **met and they** change to read: ...committee will be hold...

Page 4, Line 2 of bullets 1 and 2, corrected word to **assessed**

Page 4, under 10 Cold Storage Renovations, line 3 change to read: ...contractors **responding to** an RFP.

Page 5, line 2, change to **"MGS"**...

Page 5, under Town Audit, line 1, change to read: Ms. Curtis said a **presentation on the** audit...

On a motion by Selectperson Elwell, seconded by Willey, it was voted 4-0, with 1 abstention, to approve the Select Board minutes of January 28, 2019, as amended.

- Communications: The following communications were received.

1. Selectperson Willey received a phone call from Joss Coggeshall on Saturday morning regarding a float which was adrift in the harbor. She called the Harbormaster who looked into the situation. She noted after several back and forth phone calls between the parties, the issue appeared to be resolved and Coggeshall seemed satisfied with the outcome.
2. A letter from the Interim Head of Lincoln Academy announcing a new hire as Head of School, effective July 1, 2019.
3. A letter from Larry Bailey. Mr. Bailey is concerned about mooring fees increasing by 100%. Mr. Polky spoke with Mr. Bailey. The fees are increasing because there is a waiting list and the Harbor Committee felt that bringing the fees in line with other towns, may free up some moorings which will shorten the waiting list.
4. Charter Communications. Mr. Polky reported that Charter Communications is the town's cable company. He said the town's franchise expires December 2021 and it is time to review the town's options and negotiate a new contract. Mr. Polky said, in the past, the town hired Bernstein Shur as legal counsel.

On a motion by Selectperson Elwell, seconded by Willey, it was voted 5-0 to approve that Town Manager Polky contact Bernstein Shur for legal counsel regarding the town's options with Charter Communications, before the expiration of the town's contract.

5. Mr. Polky reported he received notification from Phil Carey, Review Coordinator, State of Maine, that the St. George Comprehensive Plan is consistent with the Maine's Growth Management Act.

- Warrant: The warrant for the week of February 11, 2019 was reviewed and signed. The total expenses were \$549,705.25 and includes a school payment of \$413,093.00, washout repairs to 10 Cold Storage Road of \$11,462.00, February winter roads payment of \$40,672.00, and dues to MMA of \$5,720. Ms. Curtis said insurance did not cover the 10 CSR washout repairs but the town may see some savings going forward because the work has already been done. She said the repairs are not really use of bond money.

Ms. Willey asked if the town's credit from CMP could be used towards the street lights. Ms. Curtis said the credits are specific to the accounts and street lights could not be included in the solar agreement.

TOWN MANAGER'S REPORT:

Mr. Polky reported light bulbs at the town office were starting to burn out and he would like to change over to LED bulbs. He said if they proceed correctly, there is a possibility of getting a rebate from Efficiency Maine. Mr. Polky said he is looking into a program to change out all the interior lights. He said the outside lighting had already been done and had changed out the 4' and 8' fluorescent bulbs. Polky said he has started to explore prices on energy efficient bulbs (shorter bulbs and horseshoe shaped lights).

- Memorandum of Understanding with South Thomaston: Mr. Polky reviewed the Memorandum with the Select Board. He said Betty Thomas, Emergency Management Agency (EMA) Director of South Thomaston located two shelters, one being the church on Village Road, Spruce Head. Ms. Thomas did not realize the church was part of St. George until talking with Mr. Polky. Since the church does not have showers, Ms. Thomas asked if those staying at the church in Spruce Head during a disaster could use the St. George MSU showers. Mr. Polky contacted Mike Felton who had no problem with it. Ms. Thomas drew up a Memorandum of Understanding for South Thomaston which stated if the disaster lasted longer than two days, the So. Thomaston shelter manager would contact the St. George shelter and they would discuss the situation at that time. The use of the showers would be on a case by case basis.

A motion was made by Selectperson Elwell, seconded by Hall, to approve the Memorandum of Understanding between the Town of St. George and the Town of South Thomaston. The vote was 5-0. Motion carried.

- GRSSMO: Mr. Polky said the town of St. George was required by state law to hold a Public Hearing on the Georges River Regional Shellfish Management Ordinance (GRRSMO). He said the town could not vote on the ordinance at the annual town meeting in May unless the town held a public hearing. The Select Board scheduled a Public Hearing for March 11, 2019 at 6 p.m. at the St. George town office.

A motion was made by Selectperson Elwell, seconded by Willey, to continue the Select Board meeting past 9 p.m. The vote was 5-0. Motion carried.

COMMITTEE REPORTS:

- Conservation Commission – Selectperson Willey was unable to attend the recent CC meeting but forwarded their previously approved meeting minutes to the Select Board.

OLD BUSINESS:

- Update on 10 Cold Storage Renovations: Selectperson Elwell said the Harbor Committee scheduled a Public Hearing on proposed amendments to the Saint George Coastal Waters Management Ordinance (Harbor & Waterfront Management Ordinance) for February 19th at 7 p.m.

- Update on Solar Panels: Ms. Curtis said the town successfully received the credits from CMP. In total, through December billing, the town still has credits of \$3,037.79. Ms. Curtis said she and Mr. Polky will need to discuss the allocations and the new Net Energy Billing Agreement. Selectperson Hall asked if there was a rollover option so percentages did not have to be picked. Ms. Curtis did not know. Mr. Hall thought there was an option to specify which meter you want the credits to be applied to first, second, third, and so on. Selectperson Hall asked when the change occurred from the Medium General Service to the Small General Service. Ms. Curtis indicated it was changed to Small General Service "SGS" in September.

NEW BUSINESS:

- Update Access to Town Bank Accounts: Ms. Curtis said when this was first discussed, it was specific to First Bank for Terri-Lynn Baines. Town Administration would like to add Tara Elwell and Terri-Lynn Baines to First Advisors, The First and Machias Savings Bank. Ms. Curtis would like the wording to be "all financial instruments of the town" in case she has missed an account.

A motion was made by Selectperson Elwell, seconded by Hall, that all financial instruments of the town, including First Advisors, The First and Machias Savings Bank have as signers, Terri-Lynn Baines, Tara Elwell and Tim Polky, and removing Elizabeth Curtis from these accounts and any other financial instruments of the town. The vote was 5-0; motion carried.

- Update on Town Office Staff: Mr. Polky said Terri-Lynn Baines will replace Elizabeth Curtis as Finance Director. Tara Elwell will move into the position of Office Manager and they will hire a new Administrative Assistant. Mr. Polky said he would like to see the proposed funding approved for training and workshops as this would benefit employees in their new work duties. He said Beth Smith will continue as the Assessing Clerk, Planning Secretary and Administrative Clerk.

- CMP Pole Permit – Glenmere Road: Mr. Polky presented a CMP permit to the Select Board for review and said if approved, the permit required the municipal officers' signatures. The permit is for a CMP pole on Glenmore Road. The pole is located on the side of the road, 530' from Coveside Lane towards Turkey Cove. Mr. Polky said the pole is in the Town's right-of-way.

On a motion by Selectperson Elwell, seconded by Willey, it was voted 5-0 to approve the Central Maine Power permit, located in the Town's right-of-way on Glenmere Road.

Chair Bates said the MMA sent a letter giving an overview of Governor Mills' budget. He said the MMA suggests, because there will be significant competition for limited resources, that municipal officials meet with their legislators to advocate for continued and enhanced state funding. Chair Bates recommended the Board write to Rep. Anne Matlack and Sen. David Miramant on what the Select Board considers are priorities (for the town) and what Rep. Matlack and Sen. Miramant should focus on in the Governor's budget.

At 9:12 p.m., on a motion by Selectperson Hall, seconded by Sawyer, it was voted 5-0 to adjourn the meeting.

Respectfully Submitted,

Marguerite R. Wilson
Select Board Recording Secretary