

## ST. GEORGE SELECT BOARD & ASSESSORS

### St. George Town Office

### MEETING MINUTES

June 22, 2020 – 7 p.m.

The Select Board meeting was called to order at 7 p.m. via Zoom. Members present were: Richard Bates, Chair; Randy Elwell, Jerry Hall, Wayne Sawyer, and Tammy Willey. Also present: Terri-Lynn Baines, Tara Elwell, and Tim Polky.

PUBLIC COMMENTS: None.

#### REGULAR SESSION:

- Adjustments to Agenda: Overview of Proposed Municipal Expense Budget for FY21 was added and was taken up under New Business.

- Minutes: The minutes of June 8, 2020, were amended as follows:

Page 4, 1st full paragraph, correct to: ...Chair Bates thanked **Jerry Hall** for recreating...

Page 8, paragraph 8, line 1, change to: **cost estimates**

Page 10, under Town Meeting, 1<sup>st</sup> paragraph, line 5, correct to read: ...same **warrant articles** with....

Page 10, same paragraph (2), line 5, insert word: ... absentee **ballot**, if necessary, ...

A motion was made by Selectperson Sawyer, seconded by Hall, to approve the Select Board minutes of June 8, 2020, as amended. The vote was 5-0. Motion carried.

#### - Communications:

- A letter was received from UMA Professor Stancioff asking the town to participate in their Climate Change Adaption Providers Network.

Chair Bates said the request was to share information regarding ongoing town efforts and priorities relating to climate change risks. He felt this might be of interest to the Conservation Commission and would forward the letter to them.

- Warrant: The warrant for the week of June 22, 2020, was reviewed. The total expenses were \$527,596.93 and included a school payment of \$452,623.22, a payment to the Assessor's Agent (Bob Gingras) for \$10,000, and other regular expenses.

Chair Bates asked about the \$1,200 payment to Simpson Electric. Baines said it was for electrical work done at the St. George ballfield. Polky explained that the meter box needed to be replaced, and it had to be done before the scoreboard could be installed. Baines also said that a lightbulb on one of the poles needed to be repaired.

TOWN MANAGER'S REPORT - Tim Polky reported on the following.

Paving: The paving routes were finalized. He talked with Hager Enterprises, Inc. and Performance Paving, Inc.; Glenmere Road, Mosquito Head Road, and the top of the landing in

Tenants Harbor could be paved for under \$200,000. Paving might take place in July 2020 as Hager has the contract to pave Rt. 131 and Rt. 73 and will be in St. George then.

There was an issue with the Solid Waste transporter. Polky said he had to remind him what his duties were. Polky thought things were now working smoother than a couple of weeks ago.

10 Cold Storage Road Update. Polky said the Harbor Committee had a conference call with Noel Musson earlier in the day and they would be having a conference call with Alan Brigham at 9 a.m. on Tuesday. Brigham is Maine's local representative for the U.S. Economic Development Administration (EDA) grant.

Selectperson Hall asked Polky if the application had been submitted. He said it was submitted in draft form to get feedback from Brigham before the Committee made it final. Polky thought the application might get sent by week ending 6/26/2020.

Harbormaster. Polky said the town had an opening for a Harbormaster and received seven applications for the position. He said he met with the committee last Friday and they narrowed it down to two applicants. The applicants were interviewed today (Monday) and the committee would make an announcement shortly. Schmanska told the Town Manager that he would stay on however long it took to train the new Harbormaster.

Recycling. Selectperson Hall asked where recycling stood as far as re-opening to take corrugated cardboard and the rest of the recycled materials each day the Transfer Station was open. Polky said those were not yet online to be taken each day but they were looking at July 1 as the start date to take all recycling on the days the Transfer Station was open. The Transfer Station would be open Tuesday, Wednesday, and Friday, Saturday but would still be closed on Thursdays.

July 14, 2020 Primary. Chair Bates asked Tara Elwell how preparations were going for the July 14<sup>th</sup> primary and election. Elwell said she received a packet from the State Elections Bureau on guidelines. The Bureau wants social distancing, block everything out on the floor, sanitize the voting booths after use, and sanitize the pens. She explained the process: Before a person votes, a pen is taken from the box. The person votes then will drop that pen into another box. So, no person will use a pen that has not been cleaned. All the election clerks will be required to either wear a mask or a face shield which will be provided by the Elections Bureau and there will be hand sanitizer and a sneeze guard on the tables for election clerks.

Elwell thinks many people will be voting by absentee ballot. She said they have received over 200 requests, so far. She is still working on coverage for the election as some of her usual poll clerks and wardens have declined to work due to COVID-19.

#### COMMITTEE REPORTS:

- Board of Appeals: Chair Bates reported the Board of Appeals met on Thursday, June 11, 2020, to consider the appeal of Heidi Naughton against CEO Brackett's Stop Work Order. The Stop Work Order was issued because of the violation of the Shoreland Zoning Ordinance which prohibits the removal of more than 50% of the structural value within the Shoreland Zoning unless and until the Planning Board approved a permit. Most of the structure was demolished and less than 50% left. The Appeals Board agreed 5-0 with the Code Enforcement Officer's

action. The Board met again on Thursday, June 18, 2020, to approve the Findings of Fact. He said the Appellants have the right to appeal within 45 days to the Maine Superior Court. Attorney William Kelly advised the Appeals Board and Attorney Mary Costigan of Bernstein, Shur represented CEO Brackett.

- Planning Board: Chair Bates reported the Planning Board met on June 9, 2020, at 7 p.m.

- The application to install two bait coolers at 66 Mussel Farm Road was considered; the Board scheduled an onsite visit at 5:00 p.m. on Monday, June 29, 2020.
- The application to install a pile-supported pier, a seasonal ramp and float at 64 Patten Point Road was accepted as complete and, with the DEP and Army Corp permits already granted, and satisfying section 15-C of the Shoreland Zoning ordinance, it was approved.

- Shellfish Committee: Selectperson Sawyer reported that the committee held an online meeting. Chair Bates asked if a volunteer from St. George had come forward to fill Sherman Hoyt's vacancy on the Clam Committee. Selectperson Sawyer said he told the committee that they were looking for a volunteer to serve but had not found one yet.

#### OLD BUSINESS:

- Keep Maine Healthy Plan: Chairperson Bates did an update on Keep Maine Healthy and read the following: "Municipalities and tribal governments are best positioned to create local, education and prevention plans to encourage Maine businesses, residents and summer visitors to follow practices to prevent the spread of the virus during the re-opening of the state economy and as we receive more recreational activities quintessential to the Maine experience."

Chair Bates said the applications were due by the close of business on Monday, June 8, 2020. Baines sent in the town's funding application earlier in the day requesting a total of \$41,000 for these local partners: The Marshall Point Lighthouse, the Jackson Memorial Library, Neighbor-to-Neighbor, and the Community Development Corporation (CDC). Chair Bates thought the state would make a determination by June 30th whether the application had been approved.

Chair Bates said the town was already receiving federal funds from the Stafford Act, but they hoped to get the funds for the non-profit partner organizations. He said the St. George MSU also applied for these funds. Chair Bates thought the extra funding to these organizations could be helpful as they would otherwise have to fund raise to cover extra costs. For example, Marshall Point Lighthouse will need PPE and other materials to make sure the benches are kept clean. Selectperson Hall felt that applying for this funding was a good thing to do.

#### NEW BUSINESS:

- Appointments to Recreation Committee: The Select Board received a list of people interested in volunteering on the Recreation Committee. These are one-year appointments for the 2020-2021 year.

A motion was made by Selectperson Elwell, seconded by Hall, to approve the Recreation Committee appointments for the 2020-2021 year. The vote was 5-0. The motion carried.

- Engagement Letter for William "Fred" Brewer, CPA: Chair Bates said he and Baines spoke with Fred Brewer in the afternoon. Baines explained that a separate audit would cost between \$1,200 to \$1,500. Chair Bates said his understanding was the town had to have the whole audit as a necessity for the town. He said it seemed to him that the town had a choice: either become much more familiar with the school's financial budget and make sure the Select Board had a handle on the financials or pay a little more - \$1,200 to \$1,500 to get the extra municipal audit.

Chair Bates said Brewer seemed to suggest that the first year he did a separate audit it would take more time but in subsequent years, it would be easier so there would be the possibility to negotiate a lesser price. Chair Bates said perhaps one closer to the \$1,200 extra if they were to commit for multiple years.

Selectperson Hall thought the Select Board should get a municipal audit through the municipal operations that were as complete as what they saw this year on a combined basis. His question was "did the combined audit need to be as long as the one they got?" He felt the municipality should not be short-changed in its audit.

Chair Bates said he did not think Brewer was planning to do that but thought he was not planning an exhaustive analysis if he did it for just for the municipality. Chair Bates asked Selectperson Hall if he thought they did not need the same thoroughness on the whole audit.

Selectperson Hall said, "If you have two pieces that are thoroughly audited then when you put them together, it doesn't seem to me that you've got to re-create everything that you've done for the two pieces. If you have the two pieces, you got the whole."

Chair Bates said yes, noted the basic audit was \$8,500 and thought that was why Brewer's increment would be \$1,200 to \$1,500.

Selectperson Hall said, "The school gets an audit, themselves, and they also utilize the combined audit as they are required to." He said, "From what the statute says, if there wasn't a combined audit then the school had to submit both school and the municipality's audit." Selectperson Hall said it was not clear to him that the town had to have them combined and added, "But if Brewer said you do, and it costs \$1,200 to \$1,500 more, then I think we should do it."

Chair Bates said the town had a very capable school superintendent and business manager and felt the Select Board did not, at this stage, have to get thoroughly involved in the school financials. Bates said for the extra price Brewer quoted, it would be worth pursuing. Selectperson Willey suggested trying it for one year to see if it was something that was a necessity. If it was, go forward with it and if not, don't do it again.

Selectperson Hall asked Selectperson Willey which part she felt was not a necessity. She said the piece he was looking for originally. Hall said the piece he was looking for was the audit of the municipal operations as had historically been done. Hall thought to put a combined audit in the town report that talked about the numbers for the school system was confusing. (He said he found it confusing.) He asked, "Was it a town report on the municipality or was a town report

for us and the school?" He did not think it was a town report for the municipality and the school system.

Chair Bates said they had not had any documents in prior town reports about the school. Tara Elwell said she does not know how much financial information is in Michael Felton's article that he writes for the town report.

Selectperson Hall thought it was important to have a municipal audit that was in the form like they used to have. In his opinion that was more important than a combined audit, but if the combined audit was a requirement of the state, and it was not clear to him that it was, then he was not against having it.

Polky suggested they try it and he thought it was still the town's budget whether it was the school or municipal budget. He felt that municipal officers should be aware of what was going on with the school budget as well as.

Selectperson Hall said there was nothing wrong with having an audit of the school that the Select Board could look at, but he thought they should have an audit of the operation that they were directly responsible for as well. Polky agreed with that but thought what he was hearing was if they separated the audit, then they did not have to worry about the school.

Chair Bates said state law said the Select Board was responsible for the operation of the school department within the town. He felt the Board should have an understanding of the school budget and know how to explain it to other people in town as well as each other.

Selectperson Hall's response, "Let's be reviewing the audit of the school but don't do away an audit of our operation." Polky agreed and said it was a good idea as long as it was done.

Select Board consensus was to explore two audits for this year. One for the town as a whole; one for the municipality, and the town would pay for the audit for one year to see how it worked out.

Chair Bates asked about the Engagement Letter to William Brewer. Selectperson Hall noted the Engagement Letter was not specific on recreating two audits and Chair Bates agreed. Bates asked Baines if she would contact Fred Brewer to get an updated Engagement Letter which would include the necessary information the Select Board discussed and ask him to issue another letter to the town.

- Review and Signing of Contracts for FY'20-21: The Select Board had reviewed the contracts for FY'20-21. Selectperson Willey said she believed Polky had said that none of the contract amounts had increased for the FY'20-21. Polky said that was correct.

- Mowing Contract for James Miller: On a motion by Selectperson Elwell, seconded by Hall, it was voted 5-0 to approve the Mowing contract for Jamie Miller for FY'20-21.

- Winter Road Maintenance Contract and Addendum with J.K. Kalloch: On a motion by Selectperson Elwell, seconded by Willey was voted 5-0 to approve the Winter Road Maintenance contract with the addendum for J.K. Kalloch to maintain Rt. 131 for FY'20-21.

- Summer Road Maintenance Contract with J. K. Kalloch: On a motion by Selectperson Sawyer, seconded by Elwell, was voted 5-0 to approve the Summer Road Maintenance contract for J. K. Kalloch for FY'20-21.

- Sign Warrant for August Town Meeting: Office Manager Tara Elwell stated she had Terri Lynn Baines and the Town Manager also review the warrant information for accuracy, and she believed it was ready to be signed by the Select Board.

- Temporarily Adopt FY'19-20 Budget for FY'20-21: Chair Bates explained that the FY'19-20 budget needed to be temporarily adopted for the FY'20-21 until the annual Town Meeting could be held and he suggested the following statement: "Hereby the Town of St. George Select Board is temporarily adopting the FY'19-20 budget for FY'20-21, while delaying less time-sensitive expenditures where possible, until the final budget is approved at the Annual Town Meeting, presently scheduled for August 18, 2020."

A motion was made by Selectperson Elwell, seconded by Hall to adopt this year's budget temporarily for Fiscal Year 2020-2021. The vote was 5-0. The motion passed.

Chair Bates reminded the Board to go to the town office within the next two days to sign the approved contracts and the temporary adopted budget.

- Overview of Proposed Municipal Expense Budget for FY21: An overview of the proposed municipal expense budget for FY'21 was re-created by Selectperson Hall to be included in the before the Warrant Articles in the Town report. Chair Bates and other Select Board members thanked Hall for writing the overview and it would be helpful to people.

- Future Select Board Meetings: Town Manager Polky asked if the Select Board would be continuing their meetings by Zoom or start to meet again in person. Selectpersons Elwell, Sawyer, and Willey recommended holding the meetings in person. Chair Bates had concerns with mixed meetings. He explained that the Appeals Board met a couple of weeks ago. Some people were remote, but most were there in person with their own computers. Bates said there were issues with this setup due to the equipment, hearing the speakers, getting too much feedback, and difficulty in operating the Zoom setup. He thought if they had a meeting where they all gathered, it would be fine as long as no one from the public wanted to listen in.

Polky did not think the Select Board would have large audiences but did think they would need to meet in the upstairs fire station room. Selectperson Hall said he was flexible. He had not found meeting by Zoom a problem but was okay meeting in person with appropriate distancing.

Polky said people are being screened before entering the building. They are asked three questions: Where have you been? How do you feel? Do you have any symptoms? Polky said the most important thing is for the person to take their temperature before they come to the

office. If the public wants to attend the meeting in person, they will need to have their temperature taken and the town has means of doing that.  
The Select Board meeting of July 6<sup>th</sup> will be held in person in the upstairs fire station room.

- The Fiscal Year 2019 Ending: Tara Elwell noted Tuesday, June 30, 2020, would be the end of the town's fiscal year. She said that last year the office closed at 2 p.m. to make sure the transfer on the computer system went smoothly. She asked if it was possible to close early (1 p.m.) that day should they run into a problem with TRIO and need to contact the Harris Company to fix the issues.

On a motion by Selectperson Elwell, seconded by Hall, it was voted 5-0 to allow the Town Administration to close the office at 1 p.m. on Tuesday, June 30, 2020, in order to close out the end of the fiscal year.

At 7:46 p.m., on a motion by Selectperson Sawyer, seconded by Hall, it was voted to adjourn the meeting.

Respectfully Submitted,

Marguerite R. Wilson  
Select Board Recording Secretary