

September Administrators Report

Special town meeting-

This is somewhat redundant because you all were at the Special Town Meeting but it is still worth noting the results. This is what I posted on our website:

For those who were not able to attend the Special Town Meeting on September 25th, here are the results:

Article 1: Mr. Mike Mayo was elected to be moderator of the Meeting.

Article 2: To see if the town will authorize the Board of Selectmen to spend \$199,864 to purchase a 2019 Ford F450- Super Duty 4x4 ambulance through the following funding sources:

- *Acceptance and appropriation of a trade-in allowance and other concessions for the Town's existing ambulance in the amount of \$14,500.*
- *Appropriation of \$199,864 from Town reserve accounts. The Board of Selectmen shall propose budgets for the ensuing four fiscal years that will ensure the reserve accounts are fully re-funded during that period of time, plus interest at an annual interest rate equal to that which is paid to the Town's reserve accounts.*
- *And to authorize the Board of Selectmen or its designee to execute all documents necessary to effectuate the sale of the existing ambulance and the acquisition of the new ambulance.*

ARTICLE 2 WAS PASSED AS WRITTEN BY A MAJORITY OF THOSE PRESENT AND VOTING

The Town will now continue forward with the process of purchasing a 2019 Ford Super Duty 4x4 Ambulance. Thank you to everyone who attended.

Rapid Renewal-

We have continued to work on the various aspect needed to allow online registration for vehicles and boats. Although we thought that the primary expense wasn't an expense at all, rather lost revenue, we did find out that there are costs associated with new software licenses and certain training monies. Harris Local Government (TRIO service provider) quoted a total of \$595 to perform the work and get software. There is still more research that we would like to do before possibly implementing the service, however if I don't feel comfortable that I can come up with the money in the existing budget we might wait to get monies approved for next year to complete this process.

Discussion on parking at Town Landing-

I will be meeting Monday October 7th at 1:30pm with Mr. Rob Betz (Midcoast Region Engineer for MaineDOT) to look over both the "landing pads" for crosswalks at the Post Office, general traffic flow at the Keag landing area and the sections of Island Road we plan to raise and improve. I have also extended the invitation to Mr. David Allen (MaineDOT Region 2 Traffic Safety Engineer) to look over the sites with us. Because of the timing of this meeting I do not

have information to provide to the Board at this time but will bring material from our discussions to the Board on the evening of the 8th.

On this topic, the owners of the former "Art of the Sea" building (5 Spruce Head Rd) by the Keag Store are still working on getting their business approved. They will (likely) need to have more dedicated parking spaces for their operations than they can fit on their property. They have requested that the Board consider allowing them to have some parking spaces at the Town Landing to be allocated for this use. This allowance can take many forms, like possibly an annual lease for the spaces from the Town. The number of spaces is still in question as they do not yet know what they can do for parking on their property. My hope is that the DOT folks looking over the site can provide some guidance so that the Board knows what might be needed for spaces at the Landing.

Spruce Head Island Rd. Update-

As mentioned above, I will be meeting with Mr. Betz from MDOT and one of the topics is the Municipal Partnership Initiative (MPI) grant that he oversees. Similar to MDOT's SHIP grant (which is getting closer to being finished) the MPI grant is able to be submitted on an ongoing basis. He and I will look over the site and talk about his program and the competitiveness of our project.

We submitted the Shore Up Maine grant application for \$10,000 to the Island Institute and we are waiting to hear back from them.

I received some data from the contractors hired through the State's Coastal Program to survey our site. The data is not yet stamped final and was provided for discussion purposes only. The data suggests that the road needs to be raised a minimum of 3 feet at the intersection of Island and Village Rds and in excess of two feet by the lobster pound. I will be evaluating the data with a firm providing pro bono assistance to see what this might change on our projects cost estimates.

We will also be having a public information session on October 17th from 5:30-7:00 pm at the Spruce Head Community Hall. The intent is to gather with the affected community, and town at large, to discuss the project and receive feedback on what we believe we want to do.

Website-

I have gotten better at posting and updating items on our website. Many folks have remarked that they appreciate the information that is on the website and I often direct people to the website to resolve questions. I will continue to add information and useful links to the site overtime. One of the biggest remaining items is the posting of committee and board meeting minutes from the prior years. All of these minutes are contained within our internal drive but the process of separating the proper committee into the proper place showed itself to be very time consuming. I have gotten data from the provider that created our new website that should

assist in making this process much quicker and hope to have all minutes posted within the month.

Designate signing authority for GBS Quitclaim Deed with State-

After some slightly crossed wires and many emails, we have gained some clarity on the Quitclaim Deed that the state will give to us to accept the Gilford Butler School (many of those emails were with the RSU 13 attorney but we need to finish with the state before we can get a deed from the RSU). Our Town Attorney is having their real estate paralegal work of the closing papers for the Commissioner and us to sign. Atty Collins has offered to walk the Board's signing designee through the paperwork so that everything is clear and done properly. I have been in contact with Mrs. Elaine Clark (Bureau of Real Estate Management Director) on logistics of timing and the Commissioners signatures and we should be ironing out the details the beginning of the week.

The Board needs to vote to assign a designee for the signing of this paperwork. Considering that our attorney would be assisting with all of the paperwork, I think any of us would be ok with being the signor. I do have good flexibility to go to Augusta to meet with Atty Collins to finalize this but would defer to the Board if they would prefer that a Board member be named.

South Thomaston Ambulance Monthly Report
September 2019

Number of Calls: 24 Number of Calls to date 9/30/19 220

 Billable- 26

 Non-Billable- 6

 Vinalhaven- 6

 North Haven- 2

Shifts Covered by Per diems - All shifts

Weekend & Night coverage – All Shifts

Ambulance- Special Town Meeting for new Ambulance-Ambulanced passed, Ambulance has been ordered.

Training: By Dr. Lowry- Pediatric Emergencies

Working on Date for Flu Shot clinic

Working on Date for a Saturday Hands only CPR and Car seat check for Town residence.

Submitted by: Amy Drinkwater – EMS Director

CODE OFFICE REPORT
FOR
MONTH OF SEPTEMBER 2019

PERMITS.

- Land Use Permits (aka Building Permits) issued: 7 (includes two new residences)
- Floodplain Permits issued: 0
- Shoreland Zoning Permits issued: 2
- Total Permits Issued: 9

INSPECTIONS/PROJECT UPDATES

77 Pleasant Street. I met with Christian Burgess who will be obtaining the permits to demolish Cabin #6 and rebuild it. I explained to Christian that Mr. Jasco has been sent a notice of violation and must submit plans for the demolition of the building by no later than October 25, 2019. Mr. Jasco wishes to construct a 4 bedroom building once Cabin #6 is demolished. It appears unlikely we can approve a 4 bedroom building due to lot coverage and septage disposal limitations.

270 Waterman Beach Road. In response to a complaint/inquiry, I visited the site and noted there was a second RV (camper) on the property. I noted no waste water discharge and the tenants had records documenting the camper waste water tank was being pumped. Under the land use ordinance, an RV which is registered for the road and not permanently fixed to the ground does not meet the definition of a structure and does not require a building permit. I note the Planning Board will begin work on revising the ordinance and addressing RV habitation will be high on their list.

4 Wind Subdivision. I was contacted by Maine DEP regarding a complaint filed with them specific to one lot in the subdivision. The DEP Site Permit limits all lots within the subdivision to single family only and it is alleged that one lot is being developed as a duplex. I forwarded the permit issued by my predecessor to DEP which appeared to resolve this issue.

Beth-Lyn Road. I received a call that construction without permits was being conducted on the Beth-Lyn Road. I found no evidence of the same.

Respectfully Submitted


William W. Butler

EMA DIRECTOR'S REPORT

September 2019

- Conducted/attended meeting for Spruce Head Community Church Emergency Warming Shelter Volunteers. Discussed importance of volunteer in disasters and preparedness procedures. Guest speaker discussed effects of Hurricane Dorian on their home in the Abacos and the disastrous effects on their island community. Discussed upcoming Island Rd/Village Rd future construction and grant received to make road repairs/changes. Scheduled upcoming emergency volunteer meetings.
- Attended remotely, monthly Knox County EMA Director's meeting.
- Completed monthly inspections for both Shelters- Spruce Head Community Church and Library/Keag AED checks.
- Completed monthly maintenance on Library/Keag Emergency Shelter generator. Purchased/installed new battery for generator and attached trickle charger to battery to eliminate discharge of battery in the future. Monthly check is insufficient time period to maintain battery health.
- Fire Department assisted in picking up donated cases of water to be used at the Library/Keag Emergency Shelter, I delivered cases to be used/stored at Shelter.
- Continuing to work on EOP updates.

Respectfully submitted,
Betty N. Thomas
EMA Director

September Plumbing Permits 2019
South Thomaston

| Permit # | Fee | Type | Town | State | DEP | Location |
|----------|-----|--------|--------|-------|-----|------------------|
| 1704 | 265 | SSWW | 187,50 | 62,50 | 15 | 13 OLD FERRY Rd. |
| 1705 | 190 | INTER. | 142,50 | 27,50 | | Cove Rd. |

Warden's Report: September 2019

Clam and License Checks: 23

Starting Mileage: 34004

Ending Mileage: 35113

Depuration Digs: 1, 1 canceled

Conditional Rain Closures: 1

Flood Closures: 0

Case Work:

- September 17th-22nd: Directed patrol of Bally Hoc cove, 2 individuals digging after dark. The clam diggers remained on the Owls Head side of cove. Passed on Information to Marine Patrol.

Warnings:

- No Warnings were necessary for September.

Activities from September:

- Obtained permission for DMR to park on access roads for Clam Survey.
- Checked residency status for 15 individuals holding a commercial shellfish license.
- Inspected closed areas for signs of digging.
- Developed new access points in Cushing to observe Broad and Maple Cove.
- Conducted water testing with DMR.
- Answered questions on clamming and local ordinances for town offices and the public.
- Observed Depuration digging activity and recorded harvest numbers.
- Maintained contact with landowners, used local access points.
- Patrolled clam flats.
- Checked clam size and licenses of diggers.
- Checked digger harvest limits (4 bushels).
- Cleaned and maintained Warden vehicle.
- Checked in periodically with town offices.
- Attended Shellfish committee and Joint Board meetings.

Submitted by Ian Clark
GRRSMO Warden

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|  | <p>SOUTH THOMASTON FIRE DEPARTMENT 125 Spruce Head Road, P.O. Box 147 South Thomaston, ME 04858-0147</p> <p>Email: souththomastonfd@gmail.com</p> | <p>Bryan T. Calderwood, Fire Chief David Elwell, Deputy Chief Gerald Harjula, Asst Chief</p> <p>Tel: 207-593-9380</p> |
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**South Thomaston Fire Department
Monthly Report**

Submission Date: 10/1/19

Number of Calls: 6

Mutual Aid Structure Fire (Thomaston), Fire Alarm x2, MVA, Ambulance Assist, & Odor Investigation

Training Sessions: 7

Driver Training (Road Course) x3, BOL training (new Hirer only), Driver Training (cones entire Department), EVOC Lecture (one firefighter only), & EVOC Cone Course (one Firefighter only)

Equipment Checks:

- Trucks:
- ENGINE 51
- ENGINE 52
- ENGINE 53
- UTILITY 54
- BOAT
- FORESTRY TRAILER:
- UTV

Other Equipment: OK looking into updating the ventilation fan to one that is more functional.

Equipment Status: OK

New Members: NONE

Departed Members: NONE

Upcoming Events: Flow Tests, Cascade Service & Fail Safe Hose Testing

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Misc. Information: Below is information I reviewed received either via phone email or text for the month:

- 9-1-19 finalized and filled bol shape paperwork updated all training files completed and submitted august monthly report signed Captain Wilson up for Instructors Course
- 9-2 attended truck night and training committee mtg
- 9-2 wrote a burn permit and picked up gear from park st laundry that had b9-2 emailed RCM to start gathering information on radio headsets for E53, updated IAR with changes to upcoming trainings
- 9-3 met with BOL SHAPE renewal & inspection updated Skills evaluation sheets for upcoming overhaul of driving SOP SOG
- 9-3 met with Gus one of the jacks in my office is no good needs to be replaced
- 9-3 email from Leticia at Knox EMA of a bicycle ride coming through South Thomaston September 8th
- 9-3 responded to mutual aid structure fire in Thomaston
- 9-3 worked on fixing the SAM issue
- 9-4 emails back and forth with bol on the corrections from our review
- 9-4 emails back and forth with FD Infection control officer on paperwork that needs to be corrected from bol review
- 9-4 phone calls from greenwood ref e51
- 9-4 responded to an email reference the life span of smoke detectors 10 years is the life span
- 9-4 email notification from Amy that the new stretcher is in service
- 9-5 met with greenwood when E51-e52 returned and e52 left for service
- 9-5 responded on fire alarm
- 9-5 discussions with dc and ac reference exhaust fan demonstrations and headsets for e53 will be making meeting dates in future
- 9-5 emailed rcc Director inquiring answers to questions for fire alarm
- 9-5 emailed or texted mutual aid chiefs that our tanker was oos for routine maintenance
- 9-5 spoke to Owen about being put in the agenda for bos mtg and seeing it was a busy agenda I emailed bos advising I was not able to attend
- 9-5 emails back and forth with bol reference our review
- 9-6 discussion with ac Harjula to get in contact with ohfd to c when and what their fire prevention day is and their plans
- 9-6 email from mefirs July report STFD had zero errors for reports submitted

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- 9-6 advised rcc of protocol change while e52 is oos
- 9-8 updated invoices payroll modified truck equipment sheets updated radio inventory
- 9-9 met with Owen reminded him the community room capacity is 50 people
- 9-9 looked up paperwork for dc Elwell for his upcoming training
- 9-9 assisted with hose testing of forestry hose
- 9-10 emailed greenwood for update on e52
- 9-11 received email from Knox county chiefs secretary requesting contact information for recruitment retention program
- 9-11 responded on a mva
- 9-12 received bol report and reviewed revisions will start soon
- 9-13 email from bol reference report
- 9-13 took e53 for homecoming parade for ohs
- 9-13 received update on e52 from greenwood will still be out of service
- 9-14 implemented a new SOP for N95 usage for all FD and have sent it for review from the FD Infection Control Officer
- 9-14 working on a new policy for the FD & ALL Town Employees with regards to OSHA 1910 which is proper footwear
- 9-14 emailed out to all FD members the new N95 SOP for the FD after it was approved by the Infection Control Officer
- 9-14 fixed modified violations from BOL SHAPE inspection photo copied violations that fall under Amy BUT reflect in the FD review
- 9-14 emailed the Deputy & Assistant Chief for the thoughts of the future of the South Thomaston FD
- 9-14 came into the Station & noticed the EMS room door was open advised Amy & I was advised to close it which I did
- 9-15 updated mefirs reports from 8-18-19 to 9-14-19
- 9-16 received an email from a Sheila Lowe reference voluntary insurance that Owen never advised me of and they want it complete by the end of September which won't work as the majority of the FD doesn't meet the remainder of the month
- 9-16 attended department training
- 9-16 asked by Owen to come in to office to assist with Sam issue unable to do to working
- 9-17 received another email from SAM indicating possible deletion of account which will affect the adds AFG grant process
- 9-18 met with representative reference portable fans

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- 9-19 met with church representatives reference their fire alarm an past false calls
- 9-19 picked up water from Knox EMA for STH ema
- 9-19 emails from Owen ref first report injury back in July. Emails fro greenwood with update on e52. Emails with rcm about coming to discuss headsets for e53
- 9-21 did more BOL review paperwork to be in compliance, delivered EMA water to community room for STH EMA director to pick up 8 cases
- 9-21 worked on 2020 building grounds issues per Owen's request
- 9-21 emailed Plymovent about quote for installing exhaust system into station
- 9-21 sent updates to Owen on FD section of Town website
- 9-23 phone conversation with fire tech to set up flow tests of air packs October 3
- 9-24 picked up EMA cone trailer dropped at STFD chatted with Owen ref SAM update email with mfsi ref instructors course for Capt Wilson
- 9-24 phone call with William from peoples Methodist church reference fire alarm system
- 9-24 received information from resident on McBride drive to have fd go threw road and mark trees that need to be removed and he will have them removed
- 9-24 emails with rcm on headset communications mtg and fixing pager issues inside the station and getting whistle/horn back up and running
- 9-24 called plymovwnt to get a site visit and quote left message awaiting response
- 9-25 met with ac Paulsen from STGfd discussed upcoming trainings with both departments E53 got inspection e52 returned and back in service phone conversation with plymovent they will come do a sight visit in the future reference exhaust system for all apparatus including ambulance
- 9-25 AC Harjula marked trees to be removed on McBride drive at owners requeat
- 9-25 responded on fire alarm attended special town mtg reference new ambulance. Got permission from board to assist with coverage for Farmington fd
- 9-26 attended mtg with rcm reference communication equipment
- 9-26 responded to assist ems
- 9-27 phone conversation with bill shrader from her reference wireless headset communications for e53 will be having a demo and discussion in the near future

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- 9-28 assisted with all day Evoc course for STFD drivers emailed Knox EMA to advise cone trailer has been returned
- 9-29 responded on fire alarm

Fire Hours: 6

Maintenance/Truck/Equip Check Hours: 2.5

Training Hours: 28

Administrative Hours: 264

Total Hours for the Month: 300.5
Fire Chief