



Town of South Thomaston, Maine
125 Spruce Head Road
P.O. Box 147
South Thomaston, ME 04858-0147

Tel: 207-596-6584
Fax: 207-596-7529
E-mail: sthomstn@midcoast.com
Website: south-thomaston.me.us

Selectboard:
Jan Gaudio
Walter Reitz
Cheryl Waterman

SELECTBOARD MEETING MINUTES

Date: November 12, 2019 Time: 6:00 PM Place: Municipal Building Rev.0

Select Board Members Present: Jan Gaudio and Walter Reitz

Select Board Members Absent: Cheryl Waterman

Others: Town Administrator Casas, Library Director Pennie Alley, Kay Manley, Charles Hartmen, Fran Curtis, Jan Hartman, Michael Dumont, Dan Manley, David Elwell, Dylan Knowlton, Arthur Grierson, Bryan Calderwood, Ryan Minikis, Camille Minikis, Jeff Northgraves

Note: A listing as present does not denote attendance for the entire meeting.

I. Call to Order

Reitz called the meeting to order at 6:00 pm.

II. Adjustments to the Agenda- None

III. Public Comment for Items Not on the Agenda

Public comment is as follows:

- Pennie Alley asked for an update on the deeding over of the Gilford Butler School. The Administrator gave an update.

IV. Meeting Topics.

V. People Score Card-

A. New Hires- None

B. Recruitment in process- None

C. Service Anniversaries-

- Fire Lt. Arthur Grierson 45 years
- Deputy Fire Chief David Elwell 20 years
- Captain Travis Wilson 5 years
- Firefighter Dan Manley 5 years
- Firefighter Dylan Knowlton 5 years
- *All fire fighters, except Travis Wilson, were presented with Certificates of Appreciation from the Select Board.*

D. Awards and Recognition- None

VI. Financial Review.

- A. Revenue vs forecast/ budget
- B. Spending vs forecast/ budget
- C. Significant planned expenditures
- D. Significant unplanned expenditures
- E. Outlook- Review of Financials
 - *Financials were reviewed by the Select Board and the Administrator went over the treasurers report.*

VII. South Thomaston Citizens requests and presentations-

VIII. Nonresident requests and presentations- none

IX. Department Head- Pennie Alley, Library Director, gave update and overview of library programming and the work she is doing to expand programs. Because space is limited in the library, she requested authority from the Select Board to dispose (either sell, give away or throw away) of a large television that is taking up space. *Gaudio moved and Reitz seconded a motion to authorize the Library Director to dispose of the library television. Motion passed 2-0.*

X. New Business-

- A. **Approval to use reserve funds for Fire Department headsets -**
 - After review the Board indicated that funding the headsets from the equipment reserve was not desired and the expense should come from the operational budget. There was further discussion and it was determined that the Fire Chief should gather additional information and bring the request back to the Board at their next meeting. Additional general guidance on budget management was given to the Fire Chief.
- B. **Appointment of Ryan Minikis as South Thomaston School Board Representative-**
 - *Gaudio moved and Reitz seconded a motion to accept the resignation of Ryan Minikis from the Budget Committee. Motion passed 2-0.*
 - *Gaudio moved and Reitz seconded a motion to appoint Ryan Minikis as the South Thomaston representative to the RSU 13 School Board. Motion passed 2-0.*
- C. **Appointment of Camille Minikis to South Thomaston Budget Committee**
 - *Gaudio moved and Reitz seconded a motion to appoint Camille Minikis to the South Thomaston Budget Committee. Motion passed 2-0.*
- D. **Discussion about Hopkins Will and Historic Society request for funds**
 - There was discussion with representatives of the Historical Society about the requirements the Select Board has as fiduciaries of the funds. It was advised by legal counsel that going to court to release the Select Board from this responsibility would unnecessarily consume time and resources. The Select Board discussed the process for requesting funds and the Historical Society agreed to following the normal process for accessing these funds.
- E. **Discussion and potential approval of Ad Hoc Ordinance Review Committee**
 - The Board reviewed the Draft Ad Hoc Ordinance Review Committee policy.

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- *Gaudio moved and Reitz seconded a motion to authorize the creation of an Ad Hoc Ordinance Review Committee as defined in the Policy. Motion passed 2-0*
 - Jeff Northgraves and Pennie Alley were queried about the Town Landing Parking Ordinance, as it would be discussed later in the agenda and both had served on the Select Board when it was passed. Information was given.
- F. Discussion and approval of Select Board budget guidance to Department Heads**
- The Board discussed general guidance that will be given to Department Heads for them to incorporate into their budgets. There was agreement between Reitz and Gaudio on what they guidance would be, and Reitz stated he would draft up a document to be communicated to Department Heads.
- G. Discussion of quarterly Department Head meetings- Select Board guidance**
- The Board and Administrator discussed the benefits of having quarterly Department Head meetings. The Board agreed to direct Department Heads to work with the Administrator to schedule quarterly meetings.
- H. Information and Discussion on LED Street Light conversion**
- The Board wished for more time to review the information provided on a potential transition to Town ownership of streetlights converted to LEDs. The Board indicated general support for the idea but needed more time and information to understand the budgetary impacts.
- I. Island Road project update- Administrator**
- The Administrator gave an update on the Island Road project, including the planned informational meeting to be held at the Spruce Head Community Hall November 19th.
- J. Appointment of MCEDD South Thomaston Representative**
- The Board and Administrator discussed Mid Coast Economic Development District generally and the seat provided to dues paying members. Jeff Northgraves weighed in as he has become more familiar with the organization.
 - Gaudio moved and Reitz seconded a motion to appoint Administrator Casas as the South Thomaston representative to MCEDD with a term to expire the first meeting of the Select Board after Annual Town Meeting, 2020. Motion passed 2-0.
- K. Discussion on Town Parking Ordinance- Select Board guidance**
- There was general discussion about the traffic flow and parking issues at the Town Landing area and specifically around the Keag store. There were differing opinions on the effectiveness and necessity of an ordinance specific to parking at this area.
 - The Board directed the Administrator to work with the owners of the Keag Store to better understand their operations and if general public safety could be accomplished outside or crafting an enforceable ordinance. They further requested a meeting with Keag Store owners prior to their December meeting.
- L. Old Business-**

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- The Board inquired to the Lion's in attendance about the flexibility they have on revising the proposed lease agreement. It was indicated that they (Lion's) have flexibility and would welcome revisions to the proposed

XI. Review Correspondence

- A. **All correspondence was reviewed by the *Board*; no action was taken.**

XII. Reports and Administration

- A. **Ambulance – October Report**

The Board reviewed Ambulance

- B. **Assessor's Agent – October Report**

There was no Assessor's report.

- C. **Code Enforcement Officer – October Report**

The Board reviewed the CEO's report.

- D. **EMA- October Report**

The Board reviewed the EMA Report.

- E. **Fire Department – October Report**

The Board reviewed the Fire Department report.

- F. **Licensed Plumbing Inspector – October Report**

The Board reviewed the LPI report.

- G. **Treasurer – October Report**

The Board reviewed the Treasurer's report.

- H. **Town Administrator's October Report**

There was no Town Administrators Report.

- I. **Authorize Treasurer's Warrants**

The Board Authorized the Treasurer's Warrants.

- J. **Review Check Reconciliations for October 2018**

The Board reviewed the March Check Reconciliations.

- K. **Approve Minutes of October 8th, 2019**

- ***Waterman moved and Gaudio seconded a motion to approve the meeting minutes of October 8th. Motion passed 3-0.***

- L. **Schedule Future Meeting(s)**

The Board set their next regularly scheduled meeting for December 10.

Adjournment

Waterman moved and Gaudio seconded a motion to adjourn at 9:22 pm. Motion passed 3-0.