



Town of South Thomaston, Maine
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Selectboard:
Jan Gaudio
Walter Reitz
Cheryl Waterman

SELECTBOARD MEETING MINUTES

Date: December 17, 2019 Time: 6:00 PM Place: Municipal Building Rev.0

Select Board Members Present: Jan Gaudio, Cheryl Waterman and Walter Reitz
Others: Town Administrator Casas, Library Director Pennie Alley, Andrew Stancioff, Theo Pratt, Harrold Pratt, Beverly St. Clair, Noleta Demmons, Ralph Demmons, Chelsea Summers, Pam Paquette, Jon Paquette, Fire Chief Bryan Calderwood, Terry Brackett, Ervin Curtis, and Sandy Retzlaff.

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- Chair Reitz requested that prior to correspondence, he have time to give an update on Transfer Station development and discuss future Budget Committee members. Without objection, it was added.

III. Public Comment for Items Not on the Agenda

Public comment is as follows:

IV. Meeting Topics.

V. People Score Card-

- A. New Hires- None
- B. Recruitment in process- None
- C. Service Anniversaries-
- 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 treasurer's report. The Administrator was encouraged to ensure that a surplus projection from our Audit was gained prior to the Budget Committee doing their budget.*

VII. South Thomaston Citizens requests and presentations- None

VIII. Nonresident requests and presentations- none

IX. Department Head- Library Director Alley inquired to the Board about how we should prepare her budget in relation to any potential move of the Library to Gilford Butler School. The Board indicated that she should budget for any normal operational year in the Libraries current location. If there were a move to GBS, costs of the move would be budgeted for in other sections. Director Alley related that she felt there would still be additional costs to operations. The Board reinforced that any additional costs would be budgeted for separately.

X. New Business-

A. Discussion about parking at Town Landing-

- There were three topics that were discussed under this item. The winter parking ban notice language. The Town Landing development plans worked on by Gartley and Dorskey Engineering firm. How limited parking and parking concerns in general around the Landing and Keag Store could be improved or mitigated.
- The parking ban language was amended by the Board to be noticed to the public.
- Regarding potentially spending down budgeted engineering funds to further develop plans for the Landing, the Board indicated that at this time the town wasn't at a place to action any plans and there was no great rush have complete plans. If the budget funds were not spent this year they could be rolled into surplus and potentially used next year. Continuing to work on better understanding a phase one development plan was fine but using all funds for a comprehensive redevelopment plan was not a high priority at this time.
- There was general discussion about parking, traffic safety and walkability around the Town Landing and Keag Store.
- Pam Paquette, owner operator of the Keag Store discussed with the Board her observations and thoughts about traffic at the Landing area. She related what items, like working with delivery vehicles to the store, painting of parking areas around the store and pedestrian movements around the area, with the Board.
- The Board indicated they wanted to know more information about "landing pad" requirements for crosswalks.
- As it relates to the Town Landing Ordinance, the Board requested Ordinance Review Committee look at the language regarding parking at the Landing.

B. Discussion about Code Enforcement- time requirements to fulfill Town needs

- The Board talked with acting CEO Terry Brackett about his employment commitments in St. George and how being acting CEO in South Thomaston would work with his schedule. The Board, acting CEO and Administrator came up with a good plan on providing Code Enforcement services to the town while working to procure a full time CEO in the near term.

C. Discussion and review of projected costs to have town library temporarily move into the Gilford Butler School

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- *The Board would like more information on the potential costs related to GBS*

D. Environmental Monitoring of South Thomaston

- The Board received a presentation and talked with Theo Pratt and others in attendance about water quality testing on the Weskeag River and environmental monitoring in South Thomaston. Those interested in working towards an Environmental Committee, potentially a Conservation Commission in the future, were encouraged to work with the Administrator on sketching out a committee policy/ charge to be brought to the Board at a future meeting for review and possible approval.

E. Appointments to Ad Hoc Ordinance Review Committee

- Jeff Northgraves
- Ed Modell
- Gabriel Tomasulo
- John Snow
- Ralph Demmons
- *Waterman moved and Gaudio seconded a motion to appoint all five named individuals to the Ad Hoc Ordinance Review Committee. **Motion passed 3-0***

F. Old Business

- The revised lease agreement with the Lions Club was reviewed and discussed.
- *Waterman moved and Reitz seconded a motion to authorize member Gaudio to sign revised lease agreement after reviewed with Lions Club officials. **Motion passed 3-0***
- An update on the Island Road project was given by the Administrator. The Administrator requested authority to issue an RFP for engineering services for the project, not to exceed \$10,000 and funded by the grant awarded to the Town by the Island Institute.
- *Gaudio moved and Waterman seconded a motion for the Administrator to issue an RFP for engineering services for Island Rd. project, not to exceed \$10,000 and funded by the Island Institute grant. **Motion passed 3-0***

G. This is the section added to the agenda requested by Chair Reitz under agenda changes.

- H. Reitz gave update in Transfer Station development and the funding that was likely necessary to accomplish it.
- I. There was brief discussion about two Budget Committee members who will not be asking for reappointment after this budget cycle and who might replace the vacancies. No decisions were made.

XI. Review Correspondence

- A. The proposed contract RJD for Assessing services for the Town was reviewed. There were two items the Board wanted clarity on prior to signing the contract. Those items were: assessing services were not addressed for the month of September (was this an oversight or do we not have Assessor services during that month). The Board wanted additional language that the Assessor provide a monthly report like other department heads do. If those two items were addressed (services for September and monthly report) were fixed and added, the Board is comfortable having Chair Reitz sign the contract.

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- *Gaudio moved and Waterman seconded a motion to authorize Reitz to sign amended contract. **Motion passed 3-0***
- B. Correspondence from Waldo County Action Partners was reviewed.

XII. Reports and Administration

A. **Ambulance – November Report**

The Board reviewed Ambulance Report

B. **Assessor’s Agent – November Report**

There was no Assessor’s report.

C. **Code Enforcement Officer – November Report**

The Board reviewed the CEO’s report.

D. **EMA- November Report**

The Board reviewed the EMA Report.

E. **Fire Department – November Report**

The Board reviewed the Fire Department report.

F. **Licensed Plumbing Inspector – November Report**

The Board reviewed the LPI report.

G. **Treasurer – November Report**

The Board reviewed the Treasurer’s report.

H. **Town Administrator’s November Report**

Administrators Report was reviewed. The Administrators Report spoke to three items that needed Board input or approval: 1) Hiring of Chelsea Summers to replace Assistant Clerk Brenda Kerr, who will be retiring at the end of January. 2) Request to award Deputy Phil Verrill a \$1000 performance award for his exceptional work over the year. 3) Signing of statement of understanding on 2019 audit with our Auditor.

- *Gaudio moved and Waterman seconded a motion to accept the recommendation to hire Chelsea Summers starting Jan 20th, 2020. **Motion passed 3-0***
- *Gaudio moved and Waterman seconded a motion to approve a performance award for Phil Verrill in the amount of \$1,000. **Motion passed 3-0***
- *Gaudio moved and Waterman seconded a motion to sign the statement of understanding for audit services for 2019. **Motion passed 3-0***

I. **Authorize Treasurer’s Warrants**

The Board Authorized the Treasurer’s Warrants.

J. **Review Check Reconciliations for November 2019**

The Board reviewed the March Check Reconciliations.

K. Approve Minutes of November 12th, 2019

- ***Gaudio moved and Waterman seconded a motion to approve the meeting minutes of October 8th. Although these minutes had been approved the prior month there was some confusion, so a second approval was done. Motion passed 3-0.***
- ***Gaudio moved and Waterman seconded a motion to approve the meeting minutes of November 12th. Motion passed 2-0-1 with member Waterman abstaining due to absence at that meeting.***

L. Schedule Future Meeting(s)

The Board set their next regularly scheduled meeting for January 14th.

Adjournment

Waterman moved and Gaudio seconded a motion to adjourn at 9:25 pm. Motion passed 3-0.