**SELECTBOARD MEETING MINUTES**

**Date: July 7, 2020 Time: 6:00 PM Place: Municipal Building Rev.0**

Select Board Members Present: Jan Gaudio, John Spear and Walter Reitz

Others: Town Administrator Casas, Library Director Pennie Alley, RSU 13 Board member and South Thomaston Rep Lane Sturtevant, Assistant Fire Chief and Assistant Ambulance Director David Elwell, Andrew Hedrich, Fire Chief Bryan Calderwood.

Note: A listing as present does not denote attendance for the entire meeting. This meeting was live streamed on YouTube and can be watched in full by subscribing to the South Thomaston YouTube channel.

1. **Call to Order**

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

1. **Election of Board Chair.**

* *Gaudio moved and Spear seconded a motion to elect Reitz as Board Chair.* There was discussion about a previous Town tradition of the Board member who is in their last year being the Chair and why that tradition was ended. ***Motion passed 2-0-1.*** *Reitz abstained from the vote.*

1. **Adjustments to the Agenda**

* Reitz requested two items be added to the agenda. One, a discussion about the OHSTT Transfer Station request for funding and the other being a discussion and setting the date for the 2020 Tax Commitment meeting. Without objection, both were added under new business.

1. **Public Comment for Items Not on the Agenda-** None
2. **People Scorecard-** None
3. **Financial Review-** Financials and the Treasurers Report were reviewed.
4. **South Thomaston Citizens requests and presentation-** None
5. **Non resident requests and presentations-** None
6. **Department Head-** Library Director Alley gave update on the Library book sale and community garden project.

1. **New Business-**
2. **Discussion with RSU 13 School Board Rep Lane Sturtevant**

* The Board talked with the recently elected South Thomaston School Board member. The Board related that they think it would be beneficial for the RSU 13 Superintendent and Business Manager to meet with the Select Board from time to time to discuss common goals, tax impact, collaboration, updates etc. There was also a request from the Board that the number of students attending the RSU be located and provided to the Board.

1. **Discussion and review of Gartley & Drosky Continued Engineering Services Proposal and potential approval of continuing to retain the services of G&D for remainder of Island Road project.**

* The Board talked with Andrew Hedrich from Gartley and Dorsky about the proposed Continued Engineering Services agreement. Most items in the proposal were straight forward and there was additional discussion about the need, or not, for geotechnical boorings done at the site. The proposal included two different cost ranges, one with site boorings, one without. There was also discussion about how the Town and G&D would process a situation where the project, for whatever reason, was no longer feasible. Would the Town still be required to pay the balance of services if those services were no longer needed and not performed? Mr. Hedrich stated that his firm would be fine with the Town not paying for services if those services were not performed by his firm and he had no objections with amending the agreement to state as much. The Town Administrator was tasked with drafting up said language.
* *Gaudio moved and Spear Seconded a motion to approve the Continued Engineering Services Proposal of Gartley and Dorsky, if amended to include severability clause, and to not perform the geotechnical boorings. Thus committing to a Proposal cost of $22,500-$27,000. It was further moved that Chair Reitz be empowered to sign said proposal after review and approval of the amended language around separation.* ***Motion passed 3-0.***

1. **Review of approved Town Meeting warrant and general guidance for remainder of 2020**

* The Board discussed how the 2020 municipal budget was more of an increase than the Town might be used to and why the items were included and the process/ timeline followed in crafting the budget. It was expressed to the Town Administrator that all care should be taken to manage the budget in such a way that there were no cost overruns and to be smart about expenses considering the current economic situation.
* The Board expressed a desire to have a “goal setting” workshop for 2021 in September of this year.
* The Board also expressed their continued support to discuss and work towards transitioning to operating on the fiscal year (June 30-July1) and for collecting taxes twice per year.

1. **Appointment of Department Heads and other Town Officials** - *All Appointments below were unanimously supported by the Board and moved and seconded by either Gaudio or Spear.*

* Town Administrator- Owen Casas (2021)
* Treasurer- Owen Casas (2021)
* General Assistance- Owen Casas (2021)
* FOAA-Owen Casas (2021)
* Registrar of Voters- Philip Verrill (2021)
* Road Commissioner- Gerald Grierson (2021)
* Ambulance Service Director- Amy Drinkwater (2021)
* Fire Chief- Bryan Calderwood (2023)
* EMA Director- Betty Thomas (2021)
* E-911 Coordinator- Arthur Grierson (2021)
* Election Warden- Sandra Manahan (2021)
* Election Clerks-
  + Pennie Alley (2021)
  + Philip Verrill (2021)
  + Michelle Ames (2021)
  + Brenda Kerr (2021)
  + Thomas Gray (2021)
* Planning Board Alternate- Sandra Retzlaff (2023)
* Planning Board of Appeals-
  + Richard Rackliff (2022)
  + Jeff Northgraves (2023)
  + John Hansen (alternate) (2021)
* Library Director- Pennie Alley (2021)
* Manager Demolition Debris Facility- Gerald Grierson (2021)
* Board of Directors at OHSTT Solid Waste- Gordon “Skip” Connell (2023)
* Cemetery Overseer- Pennie Alley (2021)

1. **Discussion, review and potential approval to Stump Dump fee schedule**

* There was discussion as to why the request for adding a fee for mattresses was needed.
* *Gaudio moved and Spear seconded a motion to amend the Demolition Debris Disposal Facility fee schedule to include a $10.00 fee, per mattress, effective August 7th 2020.* ***Motion passed 3-0****.*

1. **Discussion, review and potential approval of amendment to Community Room Use policy (RV)**

* There was discussion about the Community Room Use policy and if it was needed to amend the cleaning requirements in light of COVID. It was determined that the refund on portions of a deposit for proper cleaning language was fine, as is, because proper cleaning was determined by the Town and portions of the deposit could be returned, or not, depending on how the room was left. Thus, no changes to that portion were not needed at this time. There was additional discussion about other areas within the policy.
* *Gaudio moved and Spear seconded a motion to amend the Community Room Policy in the following ways: second sentence in the Policy preamble would now read “On a not to interfere basis the Community Room may be available for use.” Item #7 would now read “No alcohol or smoking is allowed”.* ***Motion passed 3-0.***

1. **MMA Legislative Policy Committee nominations**

* There was brief discussion on whether or not any Board members or Town Officials from South Thomaston wanted to be nominated to the LPC. There were none.

1. **ADDED TO AGENDA- OHSTT Transfer Station payment for facility improvements and setting 2020 Tax Commitment meeting.**

* *Gaudio moved and Spear seconded a motion to approve payment to OHSTT Transfer Station in the amount of $27,183.02 and for said payment to come from the OHSTT Transfer Station Reserve Account.* ***Motion passed 2-0-1*** *(Reitz, OHSTT Treasurer, abstained).*
* 2020 Tax Commitment meeting date set for July 21st at 2:00 pm at the Town Office.
  + \*\*\*Due to scheduling conflicts, this date was later changed to July 22nd at 10:00am at the Town Office\*\*\*

1. **Old Business- Finalize recommitment of taxes to Town Tax Collector Chelsea Summers.**

* *Gaudio moved and Spear seconded a motion to recommit the outstanding 2019 realestate and personal property taxes to Chelsea Summers in the amount of $176,813.97.* ***Motion passed 3-0.***
* There was additional discussion about other years outstanding personal property taxes and how to resolve those delinquencies. It was determined that more information was needed before the Board was comfortable “writing off” these uncollected amounts.

1. **Review Correspondence- none**
2. **Reports and Administration**
3. **Ambulance – June Report**

The Board reviewed Ambulance

1. **Assessor’s Agent – June Report**

There was no Assessor’s report.

1. **Code Enforcement Officer – June Report**

The Board reviewed the CEO’s report.

1. **EMA- June Report**

The Board reviewed the EMA Report.

1. **Fire Department – June Report**

The Board reviewed the Fire Department report.

1. **Licensed Plumbing Inspector – June Report**

The Board reviewed the LPI report.

1. **Treasurer – June Report**

The Board reviewed the Treasurer’s report.

1. **Town Administrator’s June Report**

There was no Town Administrators Report.

1. **Authorize Treasurer’s Warrants**

The Board Authorized the Treasurer’s Warrants.

1. **Review Check Reconciliations for June 2018**

The Board reviewed the DecemberCheck Reconciliations.

1. **Approve Minutes of June 18th and 9th, 2020**

* Meeting minutes were amended. *Gaudio moved and Reitz seconded a motion to approve the meeting minutes as amended.* ***Motion passed 2-0-1*** *(Spear abstained)*

1. **Schedule Future Meeting(s)**

Meetings were schedule for Tax Commitment on July 21st at 2:00pm and next regular Board meeting for August 11th at 6:00pm, both at the Town Office.

**Adjournment**

*Spear moved and Gaudio seconded a motion to adjourn at 9:18 pm.*

***Motion passed 3-0.***