



**Town of South Thomaston, Maine**  
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**Selectboard:**  
John Spear  
Jeff Northgraves  
Sue Snow

Selectboard Minutes  
Date May 3, 2023, **4:00 PM** at the Municipal Building  
Workshop with the Ambulance Director  
**Items Are Often Taken Out of Order to Accommodate Schedules**

Rev 0

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

**South Thomaston Selectboard Present:** John Spear, Jeff Northgraves, Sue Snow (via zoom)  
**Others Present:** Terri-Lynn Baines,

**I. Call to Order**

Spear called the meeting to order at 4:00 pm.

**II. Pledge of Allegiance**

Spear led the Pledge of Allegiance

**III. Adjustments to Agenda**

Discussion of Articles 6 & 7

**IV. Public Comment for Items not on the Agenda**

There was no public comment.

**V. Discussion on Articles 6 & 7**

Article 7. Spear spoke with Town Attorney Collins concerning the right of way over Don Protheroe's property that accesses the Smith property. Collins suggested the following wording to Article 7, "Including taking any actions regarding easements or agreements for access to properties." The Selectboard discussed adding these words to article 7.

Article 6. It hasn't been confirmed that the second one acre plot is included in the sale. It has been relayed to the real estate agent that the price the Selectboard is recommending to purchase the property is \$12,500. Spear will follow up with the Real Estate Agent.

**VI. Discussion on Hardship Waiver**

There was a discussion on Comstar's involvement in sending out the South Thomaston hardship application letter. Comstar has been sending out their generic application instead of the South Thomaston hardship application. Comstar's application requires proof of income. South Thomaston's hardship application doesn't require proof of income, the application is self-certifying. Baines had prepared a draft hardship application letter. The Selectboard reviewed it, removed the income chart and replaced the chart with areas to enter annual income and family size.

The Selectboard discussed continuing the practice of sending out the hardship applications. It was decided to continue sending the applications with the ambulance bills, but to also make sure Comstar is sending out the South Thomaston application, not the Comstar application.

The Selectboard discussed keeping the collection policy. There is a process in place to bill patients and insurance companies. When the bill isn't paid, someone in the town office needs to

follow up. The unpaid amount can be sent to a collection agency. Comstar sends out three bills, with hardship applications. Drinkwater will verify that Comstar is sending out the correct hardship application. After Comstar has sent their three bills to the clients, the town will send out a letter reaching out to the clients requiring them to pay or fill out a hardship application. If the first letter doesn't result in payment a second letter would be sterner, stating the account could be sent to a collection agency.

**VII. Workshop Discussion SOP**

The Selectboard reviewed the redline version with the Ambulance and Deputy Ambulance Directors.

There were brief discussions on overtime hours , “sleeping quarters”, EVOC or equivalent, Health Connections, the process of filing paperwork for injuries, Community Paramedicine, protocols and duties.

**VIII. Discussion Hopkins Scholarships**

There was a brief discussion on giving out a set amount per application or a set amount per scholarship.

*Northgraves moved and Snow seconded a motion to offer \$6,000 to the Ralph and Ella Rackliff Memorial Scholarship applicants and to offer \$8,000 to the Randall and Arlene Hopkins Memorial applicants.*

**Motion passed 3-0.**

**IX. Adjourn**

*Without objection the meeting adjourned at 5:47.*

Join Zoom Meeting

<https://us02web.zoom.us/j/83791552132?pwd=MWRmT1BKVHRFQ2RJMIZ5Nmx6OTVZQT09>

Meeting ID: 837 9155 2132

Passcode: 927138

Selectboard Approved May 23, 2023