



**SELECT BOARD MEETING
MONDAY, JUNE 22, 2020
EXECUTIVE SESSION: 5:00 P.M.
REGULAR MEETING: 6:00 P.M.**

MULTI-PURPOSE ROOM

EXECUTIVE SESSION MEETING 5:00 P.M.

Pursuant to MRS Title 1, §405 (E), Consultations between a body or agency and its attorney.

REGULAR SELECT BOARD MEETING 6:00 P.M.

1. CALL THE MEETING TO ORDER

2. PUBLIC HEARINGS:

Review the application of Station 118 for the consideration of an on-premises license to sell Vinous and Malt Liquor at the property located at 118 Main Street as required by Section 653 Title 28-A of the Maine Revised Statutes.

3. APPROVE THE MINUTES OF:

4. APPROVE THE WARRANTS

5. ADJUSTMENTS TO THE AGENDA

6. TOWN MANAGER'S REPORT

7. PUBLIC COMMENTS

8. OLD BUSINESS

9. NEW BUSINESS

A. Discuss the petition submitted by residents of Erin Street regarding traffic speed.

- B. Approve weight limits for Erin St., Thatcher St., and Fish St. per the request of Police Chief Hoppe.
- C. Review for approval the Customer Service and Billing Agreement with Maine Water Company to contract sewer billing and authorize the Town Manager to sign the agreement.
- D. Review for approval the FY20-21 Pollution Control Department Budget as submitted by Pollution Control Superintendent John Fancy.
- E. Review for approval the FY20-21 Municipal Budget.
- F. Review for approval the updated Town Safety Manual.
- G. Discuss guidelines and/or drafting an ordinance for the Trust Fund Committee.
- H. Review for signature the RSU 13 Warrant and Notice of Election calling the School Budget Referendum.

10. ADJOURN

Upcoming Dates:

Monday, June 29th 6 p.m.	Special Select Board Meeting
Tuesday, June 30th	Town Office Closed for Software Transition
Wednesday, July 1st 6:30 p.m.	Standing Municipal Facilities Committee
Friday, July 3rd	Offices Closed in observance of Independence Day
Wednesday, July 8th 6 p.m.	Comprehensive Plan Committee Public Hearing
Thursday, July 9th 5:30 p.m.	Ballot Clerk Training
Monday, July 13th 6 p.m.	Select Board Meeting
Tuesday, July 14th 8 a.m.- 8 p.m.	Primary Election, School Budget, Municipal Officer Candidates

4. Indicate the type of license applying for: (choose only one)

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Restaurant
(Class I, II, III, IV) | <input type="checkbox"/> Class A Restaurant/Lounge
(Class XI) | <input type="checkbox"/> Class A Lounge
(Class X) |
| <input type="checkbox"/> Hotel
(Class I, II, III, IV) | <input type="checkbox"/> Hotel – Food Optional
(Class I-A) | <input type="checkbox"/> Bed & Breakfast
(Class V) |
| <input type="checkbox"/> Golf Course (included optional licenses, please check if apply)
(Class I, II, III, IV) | <input type="checkbox"/> Auxiliary | <input type="checkbox"/> Mobile Cart |
| <input type="checkbox"/> Tavern
(Class IV) | <input type="checkbox"/> Other: _____ | |
| <input type="checkbox"/> Qualified Caterer | <input type="checkbox"/> Self-Sponsored Events (Qualified Caterers Only) | |

Refer to Section V for the License Fee Schedule on page 9

5. Business records are located at the following address:

6. Is the licensee/applicant(s) citizens of the United States? Yes No

7. Is the licensee/applicant(s) a resident of the State of Maine? Yes No

NOTE: Applicants that are not citizens of the United States are required to file for the license as a business entity.

8. Is licensee/applicant(s) a business entity like a corporation or limited liability company?

Yes No If Yes, complete Section VII at the end of this application

9. For a licensee/applicant who is a business entity as noted in Section I, does any officer, director, member, manager, shareholder or partner have in any way an interest, directly or indirectly, in their capacity in any other business entity which is a holder of a wholesaler license granted by the State of Maine?

Yes No

Not applicable – licensee/applicant(s) is a sole proprietor

10. Is the licensee or applicant for a license receiving, directly or indirectly, any money, credit, thing of value, endorsement of commercial paper, guarantee of credit or financial assistance of any sort from any person or entity within or without the State, if the person or entity is engaged, directly or indirectly, in the manufacture, distribution, wholesale sale, storage or transportation of liquor.

Yes No

If yes, please provide details: _____

11. Do you own or have any interest in any another Maine Liquor License? Yes No

If yes, please list license number, business name, and complete physical location address: (attach additional pages as needed using the same format)

Name of Business	License Number	Complete Physical Address

12. List name, date of birth, place of birth for all applicants including any manager(s) employed by the licensee/applicant. Provide maiden name, if married. (attach additional pages as needed using the same format)

Full Name	DOB	Place of Birth
Residence address on all the above for previous 5 years		
Name	Address:	
Name	Address:	
Name	Address:	
Name	Address:	

13. Will any law enforcement officer directly benefit financially from this license, if issued?

Yes No

If Yes, provide name of law enforcement officer and department where employed:

14. Has the licensee/applicant(s) ever been convicted of any violation of the liquor laws in Maine or any State of the United States? Yes No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

15. Has the licensee/applicant(s) ever been convicted of any violation of any law, other than minor traffic violations, in Maine or any State of the United States? Yes No

If Yes, please provide the following information and attach additional pages as needed using the same format.

Name: _____ Date of Conviction: _____

Offense: _____ Location: _____

Disposition: _____

16. Has the licensee/applicant(s) formerly held a Maine liquor license? Yes No

17. Does the licensee/applicant(s) own the premises? Yes No

If No, please provide the name and address of the owner:

18. If you are applying for a liquor license for a Hotel or Bed & Breakfast, please provide the number of guest rooms available: _____

19. Please describe in detail the area(s) within the premises to be licensed. This description is in addition to the diagram in Section VI. (Use additional pages as needed)

INSIDE BAR & OUTSIDE PATIO AREA

20. What is the distance from the premises to the **nearest** school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel?

Name: ST JOHN EPISCOPAL CHURCH

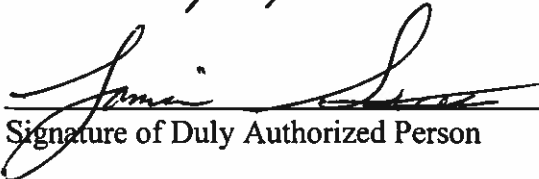
Distance: 800 FT

Section II: Signature of Applicant(s)

By signing this application, the licensee/applicant understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

Please sign and date in blue ink.

Dated: 06/15/2020



Signature of Duly Authorized Person

Signature of Duly Authorized Person

JAMIE STEEVES

Printed Name Duly Authorized Person

Printed Name of Duly Authorized Person

Section VII: Required Additional Information for a Licensee/Applicant for an On-Premises Liquor License Who are Legal Business Entities

Questions 1 to 4 of this part of the application must match information in Section I of the application above and match the information on file with the Maine Secretary of State's office. If you have questions regarding your legal entity name or DBA, please call the Secretary of State's office at (207) 624-7752.

All Questions Must Be Answered Completely. Please print legibly.

1. Exact legal name: _____
2. Doing Business As, if any: _____
3. Date of filing with Secretary of State: _____ State in which you are formed: _____
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine:

5. List the name and addresses for previous 5 years, birth dates, titles of officers, directors, managers, members or partners and the percentage ownership any person listed: (attached additional pages as needed)

Name	Address (5 Years)	Date of Birth	Title	Percentage of Ownership

(Ownership in non-publicly traded companies must add up to 100%.)

Section III: For use by Municipal Officers and County Commissioners only

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this on-premises liquor license application.

Dated: _____

Who is approving this application? Municipal Officers of _____

County Commissioners of _____ County

- Please Note:** The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of establishment to be licensed by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

Signature of Officials	Printed Name and Title

**This Application will Expire 60 Days from the date of
Municipal or County Approval unless submitted to the Bureau**

Included below is the section of Maine’s liquor laws regarding the approval process by the municipalities or the county commissioners. This is provided as a courtesy only and may not reflect the law in effect at the time of application. Please see <http://www.mainelegislature.org/legis/statutes/28-A/title28-Asec653.html>

§653. Hearings; bureau review; appeal

1. Hearings. The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms.

Memo

To: Selectboard
From: Kara George & John Fancy
Date: June 15, 2020
Re: POLLUTION CONTROL BILLING

Several local communities (Rockland, Camden & Rockport) have used Maine Water to prepare and send out their wastewater bills and collect the payments for a number of years. We investigated this option years ago but at that time it did not reduce our staffing and therefore was not economical for us. We have recently revisited this and if we contract out the billing and collection it will leave only the warrants and end of month financials to do in house. Based on this we can eliminate the bookkeeper position saving \$17,000 per year. We would no longer pay for water meter readings (\$7,000) or postage (\$2,000) saving a total of \$26,000 per year.

Maine Water would charge us \$4.10 per bill or about \$15,645 per year. If we budget \$16,000 the annual savings would be \$10,000.

A copy of the proposed Customer Service and Billing Agreement with Maine Water is attached. It is recommended that the Board approve this and authorize the Town Manager to sign it.

CUSTOMER SERVICE AND BILLING AGREEMENT
Between
THE MAINE WATER COMPANY and THE TOWN OF THOMASTON

This Customer Service and Billing Agreement (the "Agreement") dated as of July 1, 2020, is between the Town of Thomaston (the "Town") whose address is P.O. Box 299, Thomaston Me 04861, and Maine Water Company (MWC), whose address is 93 Industrial Park Rd., Saco, Maine 04072.

Whereas, The Town is the owner of the Thomaston public wastewater system, and as it desires to hire MWC to perform certain duties on behalf of the Town in accordance with the terms herein:

Whereas, Maine Water desires to accept such engagement upon the terms and conditions set forth, and

Whereas, the Town is authorized by law to enter into this Agreement,

Now, therefore, in consideration of the promises and the mutual covenants contained herein, the parties agree to the following:

SECTION ONE-ENGAGEMENT SCOPE OF SERVICES

1.1 Routine Services-Beginning on July 1, 2020, (the "effective date"), the Town hereby engages Maine Water to provide, and Maine Water agrees to provide in accordance with the terms hereof, the following: preparation and mailing (either printed or in electronic format as requested by customer) of all the Town's Wastewater bills, which bills shall indicate the name of "Town of Thomaston" on each, collection and processing of cash receipts, daily maintenance, and updating of customer records, reminder notices for non-payment, preparation of reports as needed, customer service support for all inquiries and lien research as needed.

The parties agree that wastewater bills are an obligation that is owed to the Town. The wastewater bill payments will be sent to MWC, as Trustee for the Town, at an address provided. MWC agrees to regularly and faithfully deposit all cash, checks, ach, debit or credit card receipts for wastewater bills into an interest bearing and federally insured bank account.

These services shall be provided by Maine Water at rates established in Section Three.

For so long as this contract is in effect, and not later than Wednesday of each week, MWC will electronically transfer to the Town (per wiring instructions provided by the Town) those payments received by it the immediately prior week. Each month, MWC will provide the Town with a print out or electronic report of all bills paid, all bills outstanding, and all amounts collected and on hand.

1.2 Non-Routine Services- Any additional services not specifically outlined above will be provided by Maine Water at rates established in Section Three. Approval by the Town will be required for all non-routine services.

1.3 Insurance Coverages-Maine Water will provide at all times during the terms of this agreement the following insurance coverages:

- (a) Workers' compensation insurance in compliance with the State of Maine statutes for Maine Water employees
- (b) General liability insurance coverage with a minimum combined single limit of \$2,000,000, and
- (c) Automobile liability insurance with a combined single coverage limit of \$500,000.

Maine Water shall name the Town as an additional insured on the general liability coverage and will provide the Town certificates of insurance as evidence of coverage, if requested.

1.4 At least once per year, and upon reasonable notice at all other times, MWC shall provide full access to, and accounting of, its collections activities and the segregated account set up hereunder, to the Town Treasurer and/or to the Town's independent auditors if the Treasurer directs, it being the intention of the Parties to assure full transparency in the collection and reporting of revenues.

SECTION TWO-RESPONSIBILITIES OF THE TOWN OF THOMASTON

2.1 The Town, and not MWC, shall be responsible for the operations and maintenance of the Town Pollution Control Facilities and compliance with all required regulations and reporting. The Town shall maintain in full force all easements, permits, licenses or other similar approvals and consents necessary to operate and maintain the wastewater system. No part of this agreement is intended to require, suggest or infer that MWC shall be responsible for any part of such operations and maintenance of the Town's Wastewater Facilities.

2.2 The Town shall be responsible for all capital expenditures required to maintain its Wastewater Facilities.

2.3 The Town shall be responsible for all operating costs other than those not specifically mentioned under Routine Services above.

2.4 The Town shall provide MWC access to the wastewater operator, wastewater records and systems as needed and required to fulfill the Routine Services outlined above.

2.5 The Town will maintain in full force and effect property, workers compensation and liability insurance pertaining to the wastewater system.

2.6 Each party acknowledges that the other party's ability to effectively carry out its obligations under this agreement depends in large part upon the cooperation and prompt and timely fulfillment of each party's obligation hereunder. Each party hereby agrees that it shall execute documents and take such actions at such times and in such manner so as to enable the other party to perform its obligations hereunder.

SECTION THREE-COMPENSATION

3.1 Routine Services-As compensation for all services rendered pursuant to Section 1.1 above, including postage and all billing supplies, MWC shall bill the Town on a monthly basis, commencing with the effective date at a rate of \$4.10 per wastewater bill issued. Additionally, upon completion of the initial start-up of the billing system, MWC will bill the City a one-time set up charge of \$XXXXXX.

3.2 Non-Routine Services –Costs for non-routine utility services provided by MWC pursuant to Section 1.2 above shall be paid by the Town to MWC on a time and expense basis using the labor and materials and supplies rates. Labor rates will be charged as established annually.

3.3 Materials, Supplies, and Subcontractors- Materials, supplies, and services purchased through MWC, other than routine billing supplies and postage, will be billed to the Town at actual cost plus a 10% fee. Maine Water agrees to pass on to the Town any discounts on materials, supplies, and subcontractors received by Maine Water.

3.4 Payment Terms-Maine Water's invoices for services rendered hereunder and for reimbursement of amounts expended shall be due and payable by the Town within 30 days of the invoice date. All past due amounts shall bear interest after the due date at the rate of one and one-half percent (1.5%) per month.

SECTION FOUR-TERM OF AGREEMENT AND TERMINATION

4.1 Term- This agreement shall remain in effect for two years from the effective date, and may be extended for additional terms as mutually agreed upon by Maine Water and the Town, subject to price adjustments.

4.2 Termination- In the event of a default by either party, the nondefaulting party may terminate this agreement on thirty (30) days written notice to the defaulting party, except that this agreement shall not be terminated if the defaulting party cures the default during the thirty (30) day written notification period. Either party may terminate the contract upon one year's advance written notice.

4.3 Authority-The Town and MWC warrant and represent that each has the authority to enter into this Agreement. The Town warrants that it has appropriate funds available for payment to MWC required by the Agreement.

4.4 Force Majeure-If because of any act of occurrence beyond the reasonable control of either party, including, without limitations, acts of God, legislation or lawful regulations of any governmental body, court ordered, fire, flood, explosion, strikes, labor disputes or shortages, wars or civil commotion, either party is prevented from performing any or all of its obligations hereunder, and if the party unable to perform gives prompt notice to the other party of such force majeure, then such party unable to perform shall be required to resume performance of its obligations under this Agreement only upon termination of the aforementioned force majeure and any time or date limitation shall be extended to the extent such party is so prevented.

4.5 Modifications and Amendments- This Agreement may not be modified or amended and no provision hereof shall be waived except in writing and signed by both parties.

4.6 Dispute Resolution. If the Parties have a disagreement or dispute arising from this Agreement and the services provided herein, each agrees to first attempt to resolve such dispute via mediation before filing suit. The Parties agree in advance that they shall mediate their dispute in Portland Maine before a mutually selected practicing mediator or practicing attorney such mediation to last at least one half day. Only if such mediation fails, may one or the other initiate a lawsuit against the other. All fees for mediation shall be split, except each shall pay their own costs for counsel.

IN WITNESS WHEREOF, The Maine Water Company by its duly authorized officer, and the Town, by its duly authorized Town Manager, have executed this Agreement as of the date and year written on page one.

WITNESS:

TOWN OF THOMASTON

Kara George
Town Manager

WITNESS:

MAINE WATER COMPANY

Richard Knowlton
President

TOWN of THOMASTON
POLLUTION CONTROL
DEPARTMENT

BUDGET
FOR
FISCAL YEAR
July 2020/June 2021

Including the

2020-2025 ASSET MANAGEMENT PLAN



Final Draft
March 6, 2020

POLLUTION CONTROL DEPARTMENT

BUDGET 2020/2021

INTRODUCTION

The budget of the Pollution Control Department is made up of four parts: the REVENUE estimates that detail where funds will come from; the OPERATIONAL EXPENSES portion that covers the day-to-day costs of running the system; the REPAIR & REPLACEMENT EXPENSES that puts funds aside for future needs and covers the expenses of both short lived asset replacement and long-term capital projects and the LONG TERM DEBT EXPENSES that ensures money is available when needed to repay the bonds that cover the completed major system upgrades.

Highlights of this year's budget include:

- ❖ The budget reflects the long-term planning outlined in the Asset Management Plan 2020-2025. A summary edition of the plan is attached to this budget. The complete 80-page report is available from Pollution Control.
- ❖ For the first time in four years a major capital project is being proposed that will involve borrowing about \$1,200,000 for two different upgrades:
 - Install a solar array that will provide most of the electricity needed to power all the municipal electric demand. This will be a partnership between the municipal users and Pollution Control. PCD's share is estimated at \$900,000.
 - Replace the sanitary sewer on Beechwood Street north of Erin Street. This line is undersized and has serious root intrusions. Estimated cost \$300,000.
- ❖ The funding for the above projects is planned to come from a loan. Repayment of the loan will come from savings from paying off the SRF 2001 Bond. There will be no increase in sewer rates to cover these projects.
- ❖ Dragon Products, the largest customer of the public sewer, has increased the volume discharged from 11,712,000 gallons in 2017 to 39,341,893 gallons in 2019. In fiscal year 2016/17 they were billed \$76,683.86. By 2018/19 this had increased to \$217,776.74. The higher discharge is anticipated to continue for several more months, but it is Dragons long term plan to reuse more of the discharge in the process. Estimating future income is difficult.
- ❖ Contracting the billing and collection of sewer bills with Maine Water will not only save over \$10,000 a year but will eliminate the need for a Pollution Control bookkeeper.
- ❖ This budget provides for continuation of the cleaning and inspection of sewer lines that follows the Asset Management Plan.

Budget Summary
THOMASTON POLLUTION CONTROL DEPT.

Fiscal Year 2020/2021

6/15/2020

REVENUES	Actual 18/19	Budget 19/20	Est. 19/20	BUDGET 20/21
OPERATING REVENUES				
3310 User Fee - Residential	\$233,360.72	\$245,200	\$278,000.00	\$248,000
3315 User Fee - Commercial	\$125,794.23	\$144,000	\$150,000.00	\$151,000
3317 User Fee - Industrial	\$177,717.40	\$125,000	\$195,000.00	\$197,000
3330 Bank Interest	\$135.53	\$100	\$200.00	\$200
3335 Service Charges	\$1,657.35	\$1,000	\$1,675.00	\$1,000
3340 Miscellaneous Income	\$0.00	\$0	\$0.00	\$0
SUBTOTAL	\$538,665.23	\$515,300.00	\$624,875.00	\$597,200
NON-OPERATING REVENUES				
3325 S.S.D.C.	\$5,000.00	\$2,000	\$10,094.00	\$2,000
3345 Reserves - Upgrade & Improve	\$3,000.00	\$14,000	\$14,000.00	\$25,000
3370 Reserve - Debt	\$0.00	\$0	\$0.00	\$0
3360 Property Taxes	\$50,000.00	\$50,000	\$50,000.00	\$0
3367 TIF Assessment	\$106,899.48	\$108,000	\$108,000.00	\$125,000
3368 Debt Reduction Contribution	\$75,000.00	\$75,000	\$75,000.00	\$62,525
3369 Project Funds	\$0.00	\$125,000	\$113,300.00	\$1,200,000
3371 Undesignated Funds	\$0.00	\$0	\$0.00	\$0
3375 Miscellaneous Income	\$0.00	\$0	\$0.00	\$0
SUBTOTAL	\$239,899.48	\$374,000.00	\$370,394.00	\$1,414,525
GRAND TOTAL	\$778,564.71	\$889,300	\$995,269.00	\$2,011,725

EXPENSES
OPERATIONAL EXPENSES

GENERAL ADMINISTRATION				
4005 Lien Expense	\$247.00	\$1,500	\$50.00	\$1,500
4010 Professional Services	\$8,285.67	\$8,000	\$12,000.00	\$10,000
4015 Office Supplies	\$3,603.18	\$2,500	\$2,000.00	\$2,500
4017 Computer Support	\$1,685.64	\$2,000	\$1,900.00	\$1,000
4025 Advertising	\$112.00	\$100	\$0.00	\$100
4035 Training	\$275.00	\$500	\$450.00	\$500
4040 Postage	\$1,373.22	\$3,000	\$2,900.00	\$2,000
4045 Uniforms	\$0.00	\$300	\$200.00	\$300
4055 Maine Water billing	\$6,354.48	\$7,000	\$6,700.00	\$16,000
4060 Licenses & Permits	\$937.15	\$1,000	\$1,100.00	\$1,300
4065 Office Equipment	\$299.99	\$500	\$700.00	\$1,000
SUBTOTAL	\$23,173.33	\$26,400.00	\$28,000.00	\$36,200

TPCD 2020/2021 BUDGET

	Actual 18/19	Budget 19/20	Est. 19/20	BUDGET 20/21
SALARIES & WAGES				
4070 Contract Superintendent.	\$66,312.00	\$69,000	\$69,000.00	\$71,070
4080 Operational Personnel	\$21,528.00	\$28,860	\$24,000.00	\$25,000
4090 Bookkeeper	\$1,026.71	\$1,000	\$2,100.00	\$0
4092 Part Time Help	\$0.00	\$1,000	\$0.00	\$2,000
4095 Overtime	\$0.00	\$500	\$0.00	\$500
SUBTOTAL	\$88,866.71	\$100,360.00	\$95,100.00	\$98,570
TRANSPORTATION				
4100 Vehicle Maintenance	\$414.11	\$500	\$750.00	\$500
4105 Vehicle Fuel	\$975.28	\$500	\$360.00	\$600
4110 Mileage	\$0.00	\$100	\$0.00	\$0
SUBTOTAL	\$1,389.39	\$1,100.00	\$1,110.00	\$1,100
UTILITIES				
4115 Telephone	\$2,941.71	\$3,000	\$2,800.00	\$3,000
4120 Electricity - Plant	\$24,086.98	\$28,200	\$27,000.00	\$25,000
4121 Electricity - Pump Stations	\$57,773.05	\$52,000	\$54,000.00	\$57,000
4125 Water	\$282.00	\$370	\$360.00	\$370
4130 Heating Fuel	\$1,018.02	\$1,600	\$1,000.00	\$1,600
4131 Generator Fuel	\$2,627.34	\$3,600	\$1,600.00	\$3,600
SUBTOTAL	\$88,729.10	\$88,770.00	\$86,760.00	\$90,570
LABORATORY				
4135 Equipment	\$42.99	\$200	\$1,257.97	\$500
4140 Supplies	\$1,483.68	\$500	\$570.22	\$750
4145 Outside Laboratory Services	\$2,747.94	\$3,300	\$3,200.00	\$3,500
4150 Equipment Maintenance	\$155.00	\$0	\$340.05	\$400
SUBTOTAL	\$4,429.61	\$4,000.00	\$5,368.24	\$5,150
PLANT/MACH. MAINT.				
4155 Supplies	\$1,420.33	\$1,500	\$1,400.00	\$1,500
4160 Plant Tools	\$266.09	\$250	\$0.00	\$250
4163 Safety Equipment	\$252.60	\$250	\$160.00	\$250
4165 Contract Services	\$6,891.98	\$9,000	\$14,700.00	\$12,000
4170 Repair Parts	\$867.88	\$1,500	\$600.00	\$1,500
4175 Building Repair	\$0.00	\$500	\$3,379.78	\$500
4180 Equipment Replacement	\$4,860.86	\$3,000	\$2,500.00	\$4,000
SUBTOTAL	\$14,559.74	\$16,000.00	\$22,739.78	\$20,000

TPCD 2020/2021 BUDGET

	Actual 18/19	Budget 19/20	Est. 19/20	BUDGET 20/21
CHEMICALS				
4185 Disinfection	\$794.17	\$800	\$599.50	\$800
4195 Misc. Chemicals	\$19.20	\$50	\$0.00	\$50
SUBTOTAL	\$813.37	\$850.00	\$599.50	\$850
TOWN FOREST				
4211 Planning & Survey	\$0.00	\$0	\$0.00	\$0
4212 Publications & Memberships	\$0.00	\$500	\$500.00	\$500
4213 Tree & Trail Maintenance	\$0.00	\$200	\$82.90	\$100
SUBTOTAL	\$0.00	\$700.00	\$582.90	\$600
SEWER LINE MAINT.				
4215 Supplies	\$307.26	\$300	\$0.00	\$300
4220 Tools & Equipment	\$646.72	\$500	\$0.00	\$500
4225 Contract Services	\$0.00	\$6,000	\$9,697.70	\$7,000
4230 GIS Mapping	\$0.00	\$500	\$400.00	\$500
SUBTOTAL	\$953.98	\$7,300.00	\$10,097.70	\$8,300
MISC. SERVICES				
4240 Rockland Sewer Fee	\$8,661.24	\$8,000	\$7,800.00	\$8,100
4241 Leases	\$150.00	\$160	\$150.00	\$160
4242 Septic Disposal	\$2,300.00	\$2,300	\$2,300.00	\$0
4243 Refunds	\$0.00	\$0	\$0.00	\$0
SUBTOTAL	\$11,111.24	\$10,460.00	\$10,250.00	\$8,260
INSURANCE				
4245 Workers Compensation	\$1,234.50	\$700	\$700.00	\$700
4250 Unemployment Insurance	\$45.50	\$50	\$50.00	\$50
4255 F. I. C. A.	\$1,835.95	\$2,300	\$1,500.00	\$1,900
4260 Group Health Insurance	\$0.00	\$3,500	\$3,000.00	\$17,000
4265 Insurance	\$7,200.00	\$7,400	\$7,228.00	\$7,500
SUBTOTAL	\$10,315.95	\$13,950.00	\$12,478.00	\$27,150
TOTAL OPERATION	\$244,342.42	\$269,890	\$273,086.12	\$296,750

TPCD 2020/2021 BUDGET

Actual 18/19 Budget 19/20 Est. 19/20 BUDGET 20/21

REPAIR & REPLACEMENT EXPENSES

ASSET ACCOUNTS

4280 Short Lived Assets Account	\$28,380.00	\$29,880	\$54,880.00	\$48,000
4276 Sludge Reserve	\$4,200.00	\$24,000	\$24,000.00	\$24,000
4285 S. S. D. C. Reserve	\$4,000.00	\$2,000	\$10,094.00	\$2,000
SUBTOTAL	\$36,580.00	\$55,880.00	\$88,974.00	\$74,000

REPAIR & REPLACEMENT PROJECTS

4350 Major Equipment	\$0.00	\$6,000	\$5,800.00	
4352 Treatment System	\$0.00	\$0		
4354 Land Application	\$0.00	\$48,000	\$6,000.00	\$35,000
4356 Buildings & Grounds	\$0.00	\$0		
4358 Pump Station Projects	\$35,594.84	\$125,000	\$101,500.00	
4360 Small Sewer Projects	\$0.00	\$0		\$300,000
4361 MDOT Main St. & Bridge	\$0.00	\$0		
4362 Solar Array	\$0.00	\$0		\$900,000
SUBTOTAL	\$35,594.84	\$179,000.00	\$113,300.00	\$1,235,000

TOTAL NON-OPER.	\$72,174.84	\$234,880.00	\$202,274.00	\$1,309,000
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LONG TERM DEBT EXPENSES

DEBT RESERVE

4405 Debt Reserve (Add to)	\$0.00	\$0.00	\$25,000.00	\$16,817
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DEBT REDUCTION

4426 SRF Bond 2001	\$166,937.92	\$167,560	\$167,560.18	\$168,200
4429 R.D. Bond 2012	\$56,797.00	\$56,797	\$56,797.00	\$56,797
4430 SRF Bond 2015	\$108,261.36	\$108,262	\$108,182.20	\$108,183
4431 R.D. Bond 2016	\$50,090.00	\$50,090	\$50,090.00	\$50,090
SUBTOTAL	\$382,086.28	\$382,709	\$382,629.38	\$383,270

TOTAL DEBT	\$382,086.28	\$382,709	\$407,629.38	\$400,087
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GRAND TOTAL	\$698,603.54	\$887,479	\$882,989.50	\$2,005,837
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**Town of Thomaston Proposed 2020-2021 Budget
Select Board & Budget Committee Workshop
June 18, 2020**

Budget Committee Recommendations:

<u>Dept.</u>	<u>Motion</u>	<u>Vote</u>	<u>Amount</u>	
100	General Government	JR1/CG2	5-0-1 (Susan abstained)	\$483,907.13
700	Assessing	JR1/CG2	6-0	\$67,427.64
	Assessing & Code	RODG1/SD2	6-0	\$6,100.00
200	Buildings	JR1/RODG2	6-0	\$125,950.00
300	Police	JR1/SD2	5-1-0 (Rod opposed)	\$424,403.60
400	Fire	JR1/SD2	6-0	\$166,269.44
420	Protection & Safety	JR1/RODG2	6-0	\$224,717.52
500	Public Works	JR1/RODG2	6-0	\$554,927.85
600	Ambulance	JR1/SD2	6-0	\$331,788.48
650	Sanitation	JR1/SD2	6-0	\$255,621.00
750	Financial Assistance	JR1/SD2	6-0	\$10,000.00
800	Recreation & Leisure	JR1/SD2	6-0	\$111,059.56
850	Social Services	JR1/SD2	6-0	\$16,075.00
900	Unclassified Accts	SD1/JR2	6-0	\$692,850.04
	Library	SD1/CG2	6-0	\$68,000.00
	Cemetery			<u>\$19,000.00</u>
900	Total Unclassified Accts	SD1/JR2	6-0	\$779,850.04
1000	Capital Projects	JR1/SD2	6-0	\$390,276.54
	Total			\$3,948,373.80
	Revenues/Offsets	SD1/CG2	6-0	<u>(\$296,407.00)</u>
	Total Municipal Budget	RODG1/JR2	6-0	\$3,651,966.41
	RSU #13 Assessment			\$4,973,125.12
	Knox County Assessment			\$396,329.00
	Knox County Communications			<u>\$91,880.08</u>
	Total School and County Budgets			\$5,461,334.20
	Total Increase to the Budget:			\$20,673.99 or 0.23%

Summary of Changes:

As a guide for reading through the budget for FY2020-2021, all department budgets have been marked in green for an additional budget line and red for a deletion of a budget line. Many lines have been consolidated, added, deleted, or moved around in this year's budget for efficiency and understanding.

100 General Government:

The Town Manager is recommending an increase in both legal budget lines for the General Government and Assessing. Both accounts have been over expended the last several years. The Town will be entering further union negotiations with the Fraternal Order of Police and Teamsters. Additionally, the Town is still working through the crematorium process and the Walmart tax appeal. I am recommending a \$7,000 increase for legal fees under General Government and \$5,000 under Assessing.

Also recommended is to change the Finance Coordinator position from hourly to salary as this role best aligns with a salaried position. This will also eliminate the overtime budget line that has been increasing each year.

The Computers section includes the addition of the new website, copiers, and email services. However, the expenditures will be offset by the computer reserve funds, as approved by the Select Board this past year. The I.T. administration budget line has been reduced and added to the Assessors' Agent budget line with an additional line for outside I.T. services.

700 Assessor's Office:

The Assessor's salary has been increased due to the reduction of hours from I.T. administration. Additionally, the department has requested a large format printer/scanner to replace the old machine for map printing, etc.

200 Buildings:

Since the Town acquired the former Lura Libby building, all expenses for the building have been expended from the Municipal Facilities Reserve. A new section has been added to the budget to pay for the building costs of the new Municipal Building. This is a cost of \$42,700.

300 Police:

The Budget Committee and the Town Manager are recommending the addition of a detective position and the reduction of one patrol officer position. Additionally, the Budget Committee is recommending an increase to the equipment line of \$17,915.50 for the following purchases:

(5) Tasers with holsters and cartridge replacements	\$11,042.50 (one-time cost)
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(3) Body cameras	\$2,193.00 (one-time cost)
(3) Cruiser cameras	\$4,680.00 (yearly lease)
<hr/>	
Total:	\$17,915.50

The Police Chief is recommending an additional position. If an additional patrolman is added to the budget, this is how much the cost is:

Wage:	\$44,033.66
FICA	\$366.42
Insurance	\$27,321.84
<u>MSRS</u>	<u>\$3,336.97</u>
TOTAL:	\$75,058.89

Based on this number, it is estimated to increase the mil rate by .25 per 1,000. This equates to approximately \$63.00 to the taxpayer on an average home valued at \$250,000. At this time, the Budget Committee and Town Manager are not recommending an additional position.

400 Fire:

The SCBA (self-contained breathing) bottles, clothing, and the dry hydrant used to be a separate warrant article. These items have now been added to the Fire Department budget. Other budget lines have been moved, deleted, or combined.

500 Public Works:

Several budget lines were combined and eliminated. A half position has been added to pay for the union position that is split between Public Works and Pollution Control.

600 Ambulance:

In last year's budget, the payroll for per-diem ambulance and night per-diem employees was not added to the budget. The costs were used as an offset from the revenues at the end of the year. It is recommended that the Ambulance per-diems be budgeted for a total of \$149,000. The mutual aid has been reduced from \$104,000 to \$50,000. Lastly, ambulance billing was not previously budgeted for and has been added to the Ambulance budget, a total of \$6,000.

800 Recreation & Leisure:

A wage adjustment of 5% is recommended for the Recreation Director position to better align with the pay scales for this position.

900 Unclassified Accts:

There is an increase to FICA of \$11,346.40, which is based on the Town being fully staffed with no vacancies and with new pay rates.

There is an increase of \$9,946.57 for the health insurance. This is because the Town is now offering family health insurance at a 77/23 split between the employee and Town as was negotiated by the union. The Town Manager is recommending that the Town switches from the POS A plan to the POS C plan, which is the next tier down from what employees currently have. By switching plans, it saves the Town approximately \$27,000.

Previously, the Town of Thomaston left the Maine State Retirement System (MSRS) and then rejoined MSRS on January 1, 2010. During the time that the Town was enrolled, MEPERS held the funds paid in by Thomaston in an escrow account. When the Town rejoined MSRS in 2010, the Town drew from the escrow funds that were continuing to be held by MEPERS to pay for the employer's portion of the retirement. In 2015, MEPERS turned the remaining escrow funds over to the Town of approximately \$364,596. The Town continued to draw from those funds each year and the retirement costs were not put into the budget. Currently, there is approximately \$75,456 remaining in the account. The Town Manager recommends the total costs of MSRS is added to the budget of \$83,351.87.

Additionally, the Town Manager recommends that \$100,000 is used as an offset towards the employee health insurance and \$35,000 from the Employee Retirement escrow account be used as an offset toward the MSRS.

0900-1000 Library:

The Library department was a debated budget amongst the Budget Committee. The original request from the Library was significantly higher than last year at \$87,000. The Town Manager made a recommendation of \$72,977.00. In the end, the Budget Committee voted to recommend \$68,000, which is a \$1,280 increase.

1000 Capital Projects:

A new reserve budget line is recommended of \$24,000 to be saved for culvert replacements.

Additionally, budget lines were added to pay the first payments on the Streetscape Bond and the Municipal Building Bond. A total of \$52,430.34.

2000 Special Assessments:

The RSU #13 school assessment is projected to decrease by (\$26,777.00). The Knox County assessment is projected to increase by \$13,410.38. This leaves a total reduction of (\$13,366.62).

TOTAL BUDGET WITH TOWN, SCHOOL, & KNOX COUNTY:

The Town budget is a total increase of \$34,040.61 minus the reduction in RSU #13 and Knox County of (\$13,366.62) leaves a total increase of \$20,673.99 or a 0.23% increase.

**WARRANT AND NOTICE OF ELECTION
CALLING REGIONAL SCHOOL UNIT NO. 13
BUDGET REFERENDUM
(20-A M.R.S. §§ 1701-C, 1486, & 1501; Executive Order #56 FY 19/20)**

TO: Jennifer Colby, a resident Regional School Unit No. 13 (the "District") composed of the Towns of Cushing, Owls Head, Rockland, So. Thomaston, and Thomaston, State of Maine.

In the name of the State of Maine, you are hereby ordered to serve upon the municipal clerks of each of the municipalities within the District, namely, the Towns of Cushing, Owls Head, Rockland, So. Thomaston, and Thomaston, an attested copy of this warrant and notice of election. Service shall be in hand within three (3) days of the date of this warrant and notice of election. The municipal clerks of the above municipalities shall immediately notify the respective Municipal Officers. The Municipal Officers shall meet forthwith and countersign this warrant and notice of election. The Municipal Officers shall provide below for the respective municipal clerks to post or have posted this warrant and notice of election.

**TOWN OF THOMASTON
DISTRICT BUDGET REFERENDUM
WARRANT AND NOTICE OF ELECTION**

Knox County, ss.

State of Maine

TO: Melissa Stevens, Town Clerk of Thomaston: You are hereby required in the name of the State of Maine to notify the voters of this municipality of the election described in this warrant and notice of election.

TO THE VOTERS OF THOMASTON: You are hereby notified that a District Budget Referendum election will be held at the Thomaston Town Office, 101 Main Street in the Town of Thomaston on Tuesday, July 14, 2020 for the purpose of determining the following question(s):

Question 1: School Budget. Shall Regional School Unit No. 13 appropriate the sum of \$32,095,000.00 and raise the sum of \$26,223,380.18 for the 2020-2021 school budget?
School Board Recommends a "Yes" Vote.

VOTER INFORMATION FOR QUESTION 1

The Regional School Unit No. 13 school budget submitted in this Question 1 totals \$32,095,000.00. It includes locally raised funds in the amount of \$26,223,380.18, to be assessed in shares to member municipalities in accordance with the District's cost sharing formula and state law. The locally raised amount exceeds the State's Essential Programs and Services funding model by \$7,468,810.52. This budget includes these cost centers and amounts:

Cost Center	Amount Appropriated
Regular Instruction	\$ 11,369,800.00
Special Education	\$ 7,496,600.00

Career and Technical Education	\$ 59,600.00
Other Instruction	\$ 580,400.00
Student and Staff Support	\$ 2,653,400.00
System Administration	\$ 759,500.00
School Administration	\$ 1,499,900.00
Transportation and Buses	\$ 1,694,800.00
Facilities Maintenance	\$ 3,064,000.00
Debt Service and Other Commitments	\$ 2,517,000.00
All Other Expenditures	\$ 400,000.00
Summary of Total Authorized School Budget Expenditures:	\$ 32,095,000.00

Question 2: District Adult Ed Program. Shall the District be authorized to appropriate \$299,500.00 for adult education and raise \$210,000.00 as the local share, with authorization to expend any additional, incidental, or miscellaneous receipts in the interest and for the well-being of the adult education program?
School Board Recommends a "Yes" Vote.

Question 3: Region 8 Career and Technical Education Budget. Shall the regional career and technical operating budget as approved by the Region 8 Cooperative Board for the year beginning July 1, 2020 through June 30, 2021 be approved in the amount of \$5,644,046.00?

Local share from this school district is: \$59,571.04

Local share from this school district for Region 8 debt service: \$513,883.05

Question 4: Region 8 Adult Career and Technical Education Program. To see if the career and technical education region will appropriate \$228,723.00 for Adult Education for the year beginning July 1, 2019 through June 30, 2020 and raise \$86,750.00 as the local share with authorization to expand any additional, incidental, or miscellaneous receipts in the interest and for the well-being of the Adult Education Program.

Local share from this school district is: \$21,223.91

The polls must be opened at 8:00 a.m. and closed at 8:00 p.m.

The Registrar of Voters shall hold office hours while the polls are open to correct any error in or change a name or address on the voting list; to accept the registration of any person eligible to vote and to accept new enrollments.

A person who is not registered as a voter may not vote in any election.
Dated as of this June 10, 2020.

Registrar of Voters

Carole Pacheco

Town Clerk

Susan O. Thomas

[Signature]

[Signature]

A majority of the School Board of REGIONAL SCHOOL UNIT NO. 13

A true copy of the Warrant and Notice of Election, attest:

[Signature]
Jennifer Colby
Resident of
REGIONAL SCHOOL UNIT NO. 13

Countersigned this _____ day of _____, 2020 at Thomaston, Maine.

A majority of the Municipal Officers of Thomaston, Maine

A true copy of the Warrant and Notice of Election, attest:



Melissa Stevens, Town Clerk
Thomaston, Maine

The polls must be opened at 8:00 a.m. and closed at 8:00 p.m.

The Registrar of Voters shall hold office hours while the polls are open to correct any error in or change a name or address on the voting list; to accept the registration of any person eligible to vote and to accept new enrollments.

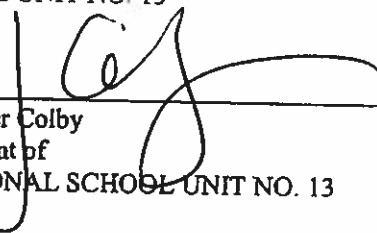
A person who is not registered as a voter may not vote in any election.

Dated as of this June 10, 2020.

	_____
_____	_____
	_____
_____	_____
_____	_____

A majority of the School Board of REGIONAL SCHOOL UNIT NO. 13

A true copy of the Warrant and Notice of Election, attest:



 Jennifer Colby
 Resident of
 REGIONAL SCHOOL UNIT NO. 13

Countersigned this _____ day of _____, 2020 at Thomaston, Maine.

_____	_____
_____	_____

A majority of the Municipal Officers of Thomaston, Maine

A true copy of the Warrant and Notice of Election, attest:

 Melissa Stevens, Town Clerk
 Thomaston, Maine

RETURN

Knox County, ss.

State of Maine

TO: The School Board of REGIONAL SCHOOL UNIT NO. 13
0/17/20, 2020

Pursuant to the within warrant and notice of election, directed to me, I have served in hand upon the municipal clerk of Thomaston, an attested copy of this warrant and notice of election, directing the Municipal Officers of said municipality to call a Regional School Unit No. 13 Budget Referendum at said time and place and for the purposes therein stated.



Jennifer Colby
Resident of
REGIONAL SCHOOL UNIT NO. 13

RETURN

Knox County, ss.

State of Maine

TO: The Municipal Officers of the Town of Thomaston

I certify that I have notified the voters of the Town of Thomaston of the time and place of the Regional School Unit No. 13 Budget Referendum by posting an attested copy of the within warrant and notice of election as follows:

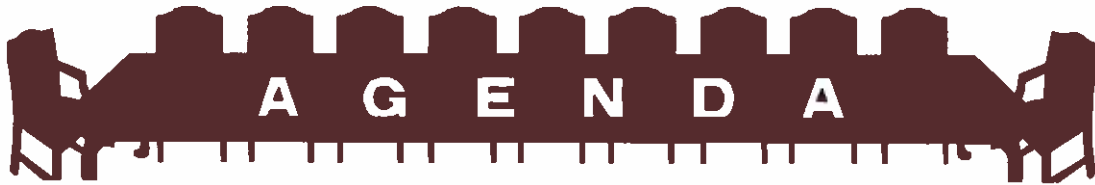
<u>DATE</u>	<u>TIME</u>	<u>LOCATION OF POSTING</u>
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____

being public and conspicuous places in said municipality and being at least seven days next prior to election day.

Dated at Thomaston, Maine: _____, 2020

Melissa Stevens, Town Clerk
Thomaston, Maine

Diane Giese - Sandy Moore - Lee-Ann Upham - Bill Hahn - Peter Lammert



**SELECT BOARD MEETING
MONDAY, JUNE 22, 2020
EXECUTIVE SESSION: 5:00 P.M.
REGULAR MEETING: 6:00 P.M.**

MULTI-PURPOSE ROOM

ADJUSTMENT TO THE AGENDA

Discuss the letter of interest submitted by Coastal Opportunities for development at the Thomaston Green per the request of Selectman Bill Hahn



35 Limerock Street • P.O. Box 637 • Camden, Maine 04843 - 207.236.6008 • www.coastalopportunities.org • FAX 207.236.0690

Cliff Winn – EXECUTIVE DIRECTOR

Dear Economic Development Committee Members,

Coastal Opportunities provides services to people with intellectual and developmental disabilities in order to assist them with access to, and participation in, their surrounding communities. We provide home, residential, community, and work supports to individuals in addition to case management and transportation services.

Coastal Opportunities is interested in building a new, approximately 4,400 square foot residential facility for six residents on the Thomaston Green site. The design will meet the need for State of Maine Regulations for this type of facility as well as Town and State Fire Marshal permitting approvals.

The plan for this facility will have a budget of approximately 1.2 million and will include the following:

- Single story, fully ADA accessible facility
- 2 full bathrooms and 3 half-baths
- 6 bedrooms for residents (no staff living on site)
- 2 resident activity rooms
- Laundry room
- 2 offices
- Porch
- 2 car garage
- Fully sprinklered facility

This new residence would replace an existing two story home located at 307 Main Street, Thomaston. The proposed one level facility would meet the physical needs of our residents and allow them to age in place. This new residence would incorporate features designed to enhance ease of use, while including exterior features consistent with the Thomaston Green Design Guidelines.

Thank you for your consideration,

Clifford Winn

