

**SELECT BOARD MEETING
MONDAY, SEPTEMBER 14, 2020
REGULAR MEETING: 6:00 P.M.**

MULTI-PURPOSE ROOM

REGULAR MEETING AT 6:00 P.M.

1. CALL THE MEETING TO ORDER

2. PUBLIC HEARINGS:

- A. Review the renewal application of Saybelle Corp d/b/a Thomaston Café for the consideration of an on-premises license to sell Vinous, Malt Liquor, and Spirits at the property located at 154 Main Street as required by Title 28-A MRS, Section 653.**
- B. Review for adoption the annual MMA’s new (October 1, 2020 – September 30, 2021) “General Assistance Ordinance Appendices.” (A-H)**

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 request of Susan Lindley-Howard and John Howard of 15 Wadsworth Street to purchase 50 feet of land located behind their property at the Thomaston Green.**
- B. Consider the request of Owen Shugard to hold an antique show at the Thomaston Green on one Saturday between September 19-October 10th.**

- C. Accept the resignation of Zel Bowman-Laberge from the Standing Municipal Facilities Committee.**
- D. Consider appointing Zel Bowman-Laberge to the Owls Head, South Thomaston, and Thomaston (OHSTT) Solid Waste Board.**
- E. Discuss the estimate from Ed Alley to install an additional CMP meter at the Watts Block building per the request of Select Board Member Bill Hahn.**
- F. Consider adopting the Municipal Credit Card Use Policy & Procedures for the Town of Thomaston employees.**

10. ADJOURN

Upcoming Dates:

- Tuesday, September 15th Town Meeting Election Day (Polls open 8 a.m. to 8 p.m.)**
- Monday, September 21st at 10 a.m. Safety/Department Head Meeting**
- Tuesday, September 22nd at 6 p.m. Planning Board Meeting**
- Monday, September 28th at 6 p.m. Select Board Meeting**

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:

154 Main St Thomaston, Me 04861

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
Kathryn Jane McCoubrey	1-20-83	Calais, Me
Joanne Belle McCoubrey	10-8-56	Calais, Me

Residence address on all the above for previous 5 years	
Name Kathryn McCoubrey	Address: Thomaston, Me
Name Joanne McCoubrey	Address: Meddybemps, Me
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:

Hobbs Properties LLC PO Box 171 Camden, Me 04843

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

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)

Dining room has eight tables and bar seats. Two restrooms.

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: Episcopal Church

Distance: 400ft

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: 9/9/20

Kathryn J McCoubrey
Signature of Duly Authorized Person

Signature of Duly Authorized Person

Kathryn J McCoubrey
Printed Name Duly Authorized Person

Printed Name of Duly Authorized Person

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.

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located.

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application.

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant.

2. Findings. In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime;

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control;

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner;

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises;

D-1. Failure to obtain, or comply with the provisions of, a permit for music, dancing or entertainment required by a municipality or, in the case of an unincorporated place, the county commissioners;

E. A violation of any provision of this Title;

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages.

3. Appeal to bureau. Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. Repealed

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause.

4. Repealed

5. Appeal to District Court. Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

Section IV: Terms and Conditions of Licensure as an Establishment that sells liquor for on-premises consumption in Maine

- The licensee/applicant(s) agrees to be bound by and comply with the laws, rules and instructions promulgated by the Bureau.
- The licensee/applicant(s) agrees to maintain accurate records related to an on-premise license as required by the law, rules and instructions promulgated or issued by the Bureau if a license is issued as a result of this application.
 - The licensee/applicant(s) authorizes the Bureau to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also any books, records and returns during the year in which any liquor license is in effect.
- Any change in the licensee's/applicant's licensed premises as defined in this application must be approved by the Bureau in advance.
- All new applicants must apply to the Alcohol and Tobacco Tax and Trade Bureau (TTB) for its [Retail Beverage Alcohol Dealers](https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers) permit. See the TTB's website at <https://www.ttb.gov/nrc/retail-beverage-alcohol-dealers> for more information.

Section V: Fee Schedule

Filing fee required. In addition to the license fees listed below, a filing fee of \$10.00 must be included with all applications.

Please note: For Licensees/Applicants in unorganized territories in Maine, the \$10.00 filing fee must be paid directly to County Treasurer. All applications received by the Bureau from licensees/applicants in unorganized territories must submit proof of payment was made to the County Treasurer together with the application.

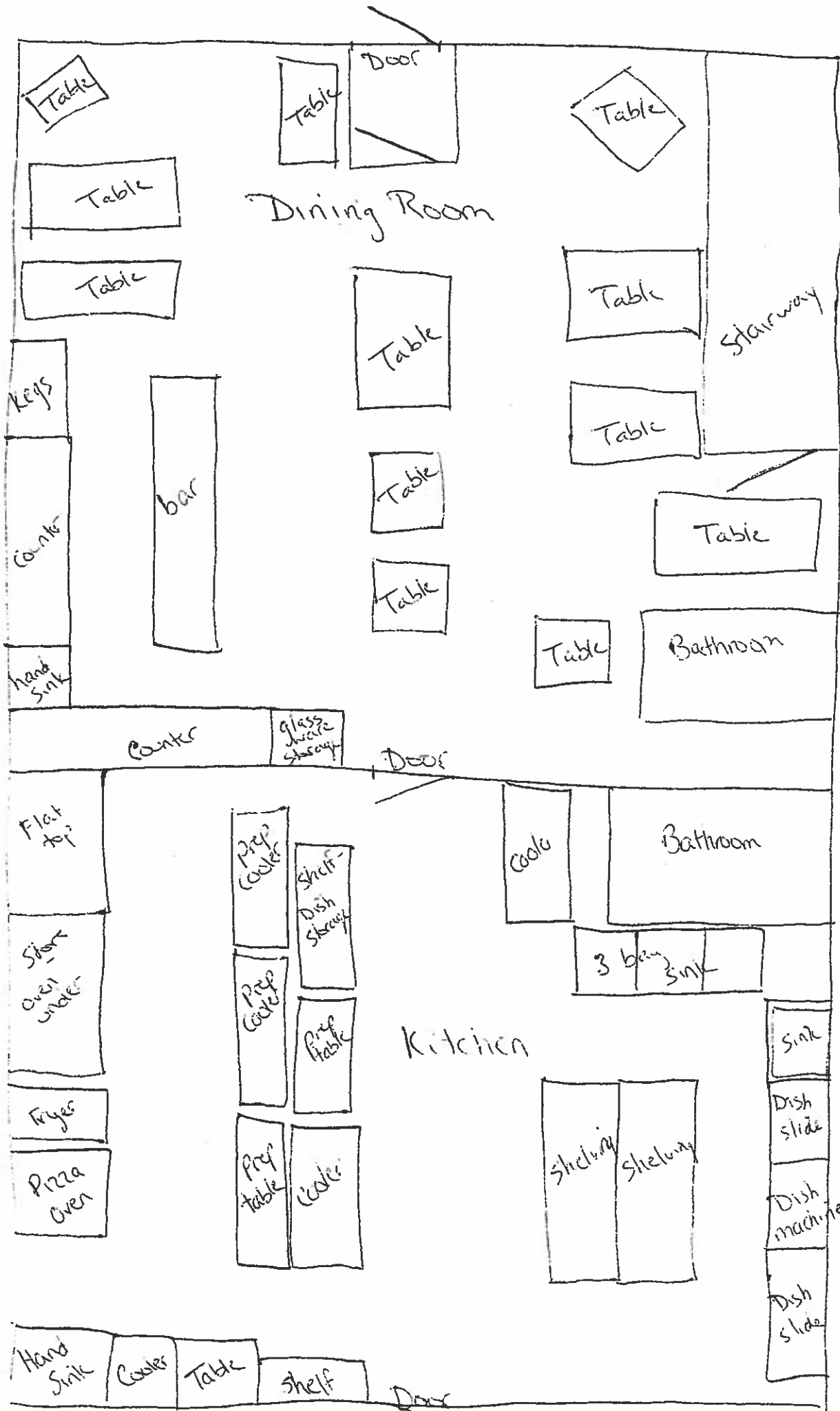
Class of License	Type of liquor/Establishments included	Fee
Class I	For the sale of liquor (malt liquor, wine and spirits) This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers	\$ 900.00
Class I-A	For the sale of liquor (malt liquor, wine and spirits) This class includes only hotels that do not serve three meals a day.	\$1,100.00
Class II	For the Sale of Spirits Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; and Vessels.	\$ 550.00
Class III	For the Sale of Wine Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 220.00
Class IV	For the Sale of Malt Liquor Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	\$ 220.00
Class III and IV	For the Sale of Malt Liquor and Wine Only This class includes: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Courses; Hotels; Indoor Ice-Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	\$ 440.00
Class V	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Club without catering privileges.	\$ 495.00
Class X	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Class A Lounge	\$2,200.00
Class XI	For the sale of liquor (malt liquor, wine and spirits) This class includes only a Restaurant Lounge	\$1,500.00

Section VI Premises Floor Plan

In an effort to clearly define your license premise and the areas that consumption and storage of liquor authorized by your license type is allowed, the Bureau requires all applications to include a diagram of the premise to be licensed.

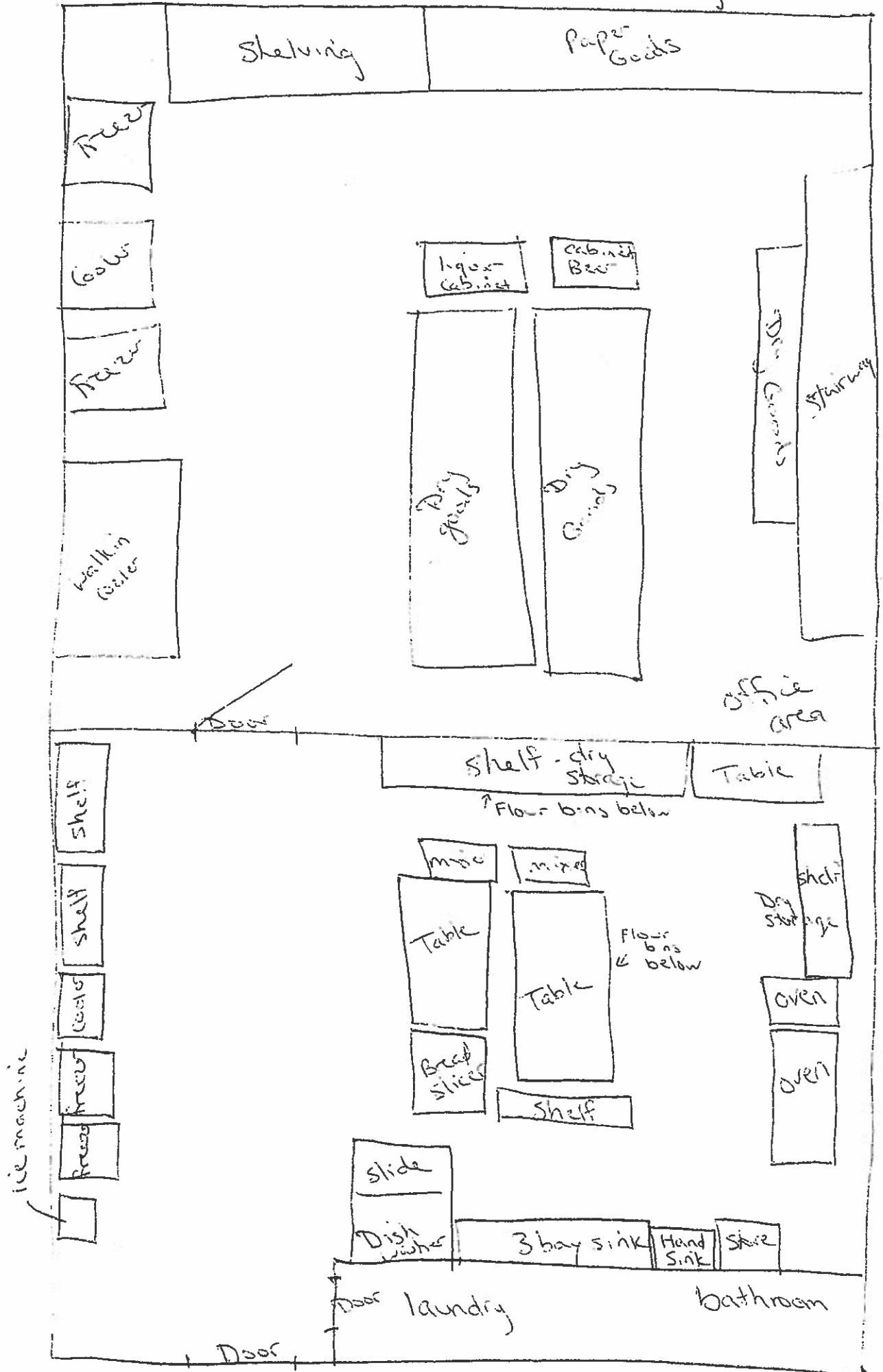
Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the following areas: entrances, office area, coolers, storage areas, display cases, shelves, restroom, point of sale area, area for on-premise consumption, dining rooms, event/function rooms, lounges, outside area/decks or any other areas on the premise that you are requesting approval. Attached an additional page as needed to fully describe the premise.

see attached



Thomast
Cade
Upstairs
Sept 2017

Memorandum Case - Basement - Storage + Bakery - 2017



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: Saybelle Corp.
2. Doing Business As, if any: Thomaston Cafe
3. Date of filing with Secretary of State: 8/7/17 State in which you are formed: Me
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
Kathryn McCoubrey	Thomaston, Me	1-20-83	President	100%

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



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

TELEPHONE: (207) 624-7220
FAX: (207) 287-3434
EMAIL INQUIRIES: maineliquor@maine.gov

Thank you for your interested in becoming a licensed establishment to sell and serve alcoholic beverages in Maine. To avoid any delay in the processing of your application and the subsequent issuance of your liquor license, please use the following checklist to assist you in completing the application. If you are renewing your license, this checklist is useful as well.

- Your application has been completed in its entirety and is legible. For a renewal, please submit your application 30 days prior to the expiration date of your liquor license.
- Your application is signed and dated by a duly authorized person.
- The application is signed and approved by the Town or City Municipal Officers or County Commissioners.
- The license fee submitted is for the correct fee for the license class for which you are applying and includes the \$10.00 filing fee.
 - The check must be made payable to "Treasurer, State of Maine"; both the license and filing fees can be submitted on one check.
 - If the licensee/applicant(s) is in an unorganized township, the application must be approved by the County Commissioners and the \$10.00 filing fee must be paid to them. Please be sure to include a copy of the receipt of payment with your application.
- For a renewal, the dollar amount of your gross income for food, liquor and guest rooms, if applicable must be completed – see Section I.1
- A diagram of the facility to be licensed must accompany all applications whether for a new license or the renewal of an existing license
- If you are a registered business entity with the Maine Secretary of State's office like a corporation or a limited liability company, you must complete Section VII of the application. This does not need to be completed if you are a sole proprietor.
- Have you applied for other required licensing from other state and federal agencies? See attached list.

Important – all applications whether for a new license or to renew an existing license for an on-premises liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places to have their application approved and signed prior to submitting it to the Bureau for further consideration.

The address to send your completed application to:

1. Mailing address:

Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement
8 State House Station
Augusta, ME 04333-0008

2. Courier/overnight address:

Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement
10 Water Street
Hallowell, ME 04347

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner



Maine Department of Health and Human Services
Office for Family Independence
109 Capitol St.
11 State House Station
Augusta, Maine 04333-0011
Tel.: (207) 624-4168; Toll-Free: (800) 442-6003
TTY: Dial 711 (Maine Relay); Fax: (207) 287-3455

To: Welfare Officials and Contracted Agents
From: Sara Russell, Program Manager, General Assistance
Date: September 3, 2020
Subject: New GA Maximums

Enclosed please find the following items:

- MMA's new (October 1, 2020–September 30, 2021) **“General Assistance Ordinance Appendices”** (A – H).
- **“GA Maximums Adoption Form”** which was developed so that municipalities may easily send DHHS proof of GA maximums adoption. Once the selectpersons or council adopts the new maximums, the enclosed form should be signed and submitted to DHHS. (*see “Filing of GA Ordinance and/or Appendices” below for further information*).

Appendix A – H

The enclosed Appendices A – H have been revised for your municipality’s General Assistance Ordinance. These new Appendices, **once adopted**, should replace the existing Appendices A – H. Even if you have already adopted MMA's model General Assistance Ordinance, **the municipal officers must approve/adopt the new Appendices yearly**.

The Adoption Process

The **municipal officers (i.e., selectpersons/council)** adopt the local **General Assistance Ordinance and yearly Appendices**, even in town meeting communities. The law requires that the municipal officers adopt the ordinance and/or Appendices ***after notice and hearing***. Seven days posted notice is recommended, unless local law (or practice) provides otherwise.

At the hearing, the municipal officers should:

- 1) Allow all interested members of the public an opportunity to comment on the proposed ordinance;
- 2) End public discussion, close the hearing; and
- 3) Move and vote to adopt the ordinance either in its posted form or as amended in light of public discussion.

Municipalities May Establish Their Own Maximums

Municipalities may establish their own maximum levels of assistance provided that the proposed levels of assistance are reasonable and meet adequate standards sufficient to maintain the health and safety of applicants in the municipality. The municipality must submit to the Department documentation to justify these levels of assistance and verify that the figures developed are appropriate to maintain health and decency.

A municipality's maximum assistance level for Food may not be below the Department provided figures which are issued by the USDA and published annually following a study of cost of food for various family sizes. A market basket survey may be used to establish food maximums if the maximums provided by the USDA are insufficient to maintain health in the municipality.

Filing of GA Ordinance and/or Appendices

Please remember that General Assistance law requires each municipality to send DHHS a copy of its ordinance once adopted. *(For a copy of the GA model ordinance, please call MMA's Publication Department, or visit their web site www.memun.org).* In addition, any changes or amendments, such as new Appendices, must also be submitted to DHHS. DHHS will accept the enclosed "adoption sheet" as proof that a municipality has adopted the current GA maximums.

2020-2021 GA Overall Maximums

Metropolitan Areas

COUNTY	Persons in Household				
	1	2	3	4	5*
Bangor HMFA: Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	775	879	1,116	1,397	1,956
Cumberland County HMFA: Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	883	926	1,197	1,649	1,882
Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	741	798	1,025	1,287	1,633
Penobscot County HMFA: Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, LAGRANGE, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawamkeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville	741	742	981	1,229	1,341
Portland HMFA: Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach	1,179	1,284	1,668	2,180	2,654
Sagadahoc HMFA: Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	821	933	1,095	1,449	1,691

Appendix A
Effective: 10/01/20-09/30/21

COUNTY	1	2	3	4	5*
York County HMFA: Acton, Alfred, Arundel, Biddeford, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Saco, Sanford, Shapleigh, Waterboro, Wells	918	980	1,212	1,539	1,720
York/Kittery/S.Berwick HMFA: Berwick, Eliot, Kittery, South Berwick, York	1,136	1,165	1,539	1,926	2,699

*Note: Add \$75 for each additional person.

Non-Metropolitan Areas

Persons in Household

COUNTY	1	2	3	4	5*
Aroostook County	649	710	831	1,119	1,200
Franklin County	683	729	837	1,102	1,480
Hancock County	836	871	1,047	1,319	1,445
Kennebec County	769	786	979	1,284	1,371
Knox County	792	795	979	1,291	1,390
Lincoln County	868	886	1,057	1,349	1,554
Oxford County	764	767	936	1,322	1,537
Piscataquis County	659	708	874	1,158	1,396
Somerset County	709	744	959	1,249	1,338
Waldo County	818	871	997	1,339	1,705
Washington County	710	713	926	1,160	1,254

* Please Note: Add \$75 for each additional person.

2020-2021 Food Maximums

Please Note: The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. As of October 1, 2020, those amounts are:

Number in Household	Weekly Maximum	Monthly Maximum
1	\$ 47.44	\$ 204
2	86.98	374
3	124.42	535
4	158.14	680
5	187.67	807
6	225.35	969
7	249.07	1,071
8	284.65	1,224

Note: For each additional person add \$153 per month.

Appendix C

Effective: 10/01/20-09/30/21

2020-2021 GA Housing Maximums (Heated & Unheated Rents)

NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS! Municipalities should **ONLY consider** adopting the following numbers, if these figures are consistent with local rent values. If not, a market survey should be conducted and the figures should be altered accordingly. The results of any such survey must be presented to DHHS prior to adoption. **Or, no housing maximums should be adopted and eligibility should be analyzed in terms of the Overall Maximum—Appendix A. (See Instruction Memo for further guidance.)**

Non-Metropolitan FMR Areas

Aroostook County		Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	117	504	141	606	
1	123	528	154	663	
2	139	599	180	776	
3	195	840	246	1,057	
4	200	859	262	1,126	
Franklin County		Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	125	538	149	640	
1	127	547	159	682	
2	141	605	182	782	
3	191	823	242	1,040	
4	265	1,139	327	1,406	
Hancock County		Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	159	682	182	783	
1	159	682	188	809	
2	186	801	227	975	
3	238	1,022	287	1,235	
4	251	1,079	312	1,342	
Kennebec County		Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	143	615	167	716	
1	143	615	168	724	
2	170	733	211	907	
3	230	987	279	1,200	
4	234	1,005	295	1,268	

Appendix C
Effective: 10/01/20-09/30/21

Non-Metropolitan EMR Areas

Knox County	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	148	638	172	739
1	148	638	172	739
2	170	733	211	907
3	231	994	281	1,207
4	238	1,024	299	1,287
Lincoln County				
Bedrooms	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	166	714	190	815
1	166	714	192	824
2	189	811	229	985
3	245	1,052	294	1,265
4	276	1,188	337	1,451
Oxford County				
Bedrooms	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	142	610	165	711
1	142	610	165	711
2	160	690	201	864
3	238	1,025	288	1,238
4	272	1,171	333	1,434
Piscataquis County				
Bedrooms	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	116	501	142	609
1	119	512	152	652
2	146	627	189	811
3	200	862	253	1,086
4	241	1,037	305	1,312
Somerset County				
Bedrooms	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	129	555	153	656
1	129	555	159	682
2	166	713	206	887
3	221	952	271	1,165
4	226	972	287	1,235

Non-Metropolitan FMR Areas

Waldo County	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	154	664	178	765
1	157	676	188	809
2	175	751	215	925
3	242	1,042	292	1,255
4	311	1,339	373	1,602

Washington County	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	129	556	153	657
1	129	556	153	657
2	158	680	199	854
3	201	863	250	1,076
4	206	888	268	1,151

Metropolitan FMR Areas

Bangor HMEA	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	144	621	168	722
1	159	684	190	817
2	202	870	243	1,044
3	256	1,100	305	1,313
4	370	1,590	431	1,853

Cumberland Cty. HMEA	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	170	729	193	830
1	170	731	201	864
2	221	951	262	1,125
3	314	1,352	364	1,565
4	353	1,516	414	1,779

Lewiston/Auburn MSA	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	137	587	160	688
1	140	603	171	736
2	181	779	222	953
3	230	990	280	1,203
4	295	1,267	356	1,530

Appendix C
Effective: 10/01/20-09/30/21

Metropolitan FMR Areas

Penobscot Cty. HMEFA	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	137	587	160	688
1	137	587	160	688
2	171	735	211	909
3	217	932	266	1,145
4	227	975	288	1,238
Portland HMEFA				
	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	238	1,025	262	1,126
1	253	1,089	284	1,222
2	331	1,422	371	1,596
3	438	1,883	487	2,096
4	532	2,288	593	2,551
Sagadahoc Cty. HMEFA				
	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	155	667	179	768
1	172	738	203	871
2	197	849	238	1,023
3	268	1,152	317	1,365
4	308	1,325	369	1,588
York Cty. HMEFA				
	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	178	764	201	865
1	183	785	213	918
2	225	966	265	1,140
3	289	1,242	338	1,455
4	315	1,354	376	1,617
York/Kittery/S. Berwick HMEFA				
	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	228	982	252	1,083
1	228	982	257	1,103
2	301	1,293	341	1,467
3	379	1,629	428	1,842
4	543	2,333	604	2,596

2020-2021 GA MAXIMUMS SUMMARY SHEET

Note: The overall maximums found in *Appendices A, B, C, D, E, and F* are effective from **October 1, 2020 to September 30, 2021.**

APPENDIX A - OVERALL MAXIMUMS

County	Persons in Household					
	1	2	3	4	5	6
NOTE: For each additional person add \$75 per month.						
(The applicable figures from Appendix A, <i>once adopted</i> , should be inserted here.)						

APPENDIX B - FOOD MAXIMUMS

Number in Household	Weekly Maximum	Monthly Maximum
1	\$ 47.44	\$ 204
2	86.98	374
3	124.42	535
4	158.14	680
5	187.67	807
6	225.35	969
7	249.07	1,071
8	284.65	1,224
NOTE: For each additional person add \$153 per month.		

APPENDIX C - HOUSING MAXIMUMS

Number of Bedrooms	Unheated		Heated	
	Weekly	Monthly	Weekly	Monthly
0				
1				
2				
3				
4				
(The applicable figures from Appendix C, <i>once adopted</i> , should be inserted here.)				

FOR MUNICIPAL USE ONLY

APPENDIX D - UTILITIES

ELECTRIC

NOTE: For an electrically heated dwelling also see "Heating Fuel" maximums below. But remember, an applicant is *not automatically* entitled to the "maximums" established—applicants must demonstrate need.

1) **Electricity Maximums for Households *Without Electric Hot Water*:** The maximum amounts allowed for utilities, for lights, cooking and other electric uses *excluding* electric hot water and heat:

Number in Household	Weekly	Monthly
1	\$14.00	\$60.00
2	\$15.70	\$67.50
3	\$17.45	\$75.00
4	\$19.90	\$86.00
5	\$23.10	\$99.00
6	\$25.00	\$107.00

NOTE: For each additional person add \$7.50 per month.

2) **Electricity Maximums for Households *With Electrically Heated Hot Water*:** The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses *excluding* heat:

Number in Household	Weekly	Monthly
1	\$20.65	\$89.00
2	\$23.75	\$102.00
3	\$27.70	\$119.00
4	\$32.25	\$139.00
5	\$38.75	\$167.00
6	\$41.00	\$176.00

NOTE: For each additional person add \$10.00 per month.

NOTE: For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum for heating fuel as provided below.

APPENDIX E - HEATING FUEL

Month	Gallons	Month	Gallons
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

FOR MUNICIPAL USE ONLY

NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

APPENDIX F - PERSONAL CARE & HOUSEHOLD SUPPLIES

Number in Household	Weekly Amount	Monthly Amount
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

Number of Children	Weekly Amount	Monthly Amount
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

FOR MUNICIPAL USE ONLY

Funeral Maximums

Burial Maximums

The maximum amount of general assistance granted for the purpose of burial is **\$1,475**. The municipality's obligation to provide funds for burial purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable burial expenses are limited to:

- removal of the body from a local residence or institution
- a secured death certificate or obituary
- embalming
- a minimum casket
- a reasonable cost for necessary transportation
- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Additional costs may be allowed by the GA administrator, where there is an actual cost, for:

- the wholesale cost of a cement liner if the cemetery by-laws require one;
- the opening and closing of the grave site; and
- a lot in the least expensive section of the cemetery. If the municipality is able to provide a cemetery lot in a municipally owned cemetery or in a cemetery under municipal control, the cost of the cemetery lot in any other cemetery will not be paid by the municipality.

Cremation Maximums

The maximum amount of assistance granted for a cremation shall be **\$1,025**.

The municipality's obligation to provide funds for cremation purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable cremation expenses are limited to:

- removal and transportation of the body from a local residence or institution
- professional fees
- crematorium fees

Appendix H

Effective: 10/01/20-9/30/21

- a secured death certificate or obituary
- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Additional costs may be allowed by the GA administrator where there is an actual cost, for:

- a cremation lot in the least expensive section of the cemetery
- a reasonable cost for a burial urn not to exceed \$55
- transportation costs borne by the funeral director at a reasonable rate per mile for transporting the remains to and from the cremation facility.

**Susan Lindley-Howard
John Howard
15 Wadsworth Street
Thomaston, ME 04861**

September 5, 2020

Kara George
Town Manager
Town of Thomaston
13 Valley Street
Thomaston, ME 04861

Re: Purchase of land at the Green

Dear Ms. George,

Pursuant to our conversation this afternoon, I am following up with this written request.

My wife and I are interested in purchasing 50 feet of land behind our property, which would be the same width as our property (approximately 50 feet). Below there is a diagram illustrating the proposed purchase.

The purpose of this would be to add it to our current lot, thus providing a small barrier of green space between us and the proposed development that may be happening on the Green.

The advantages to the town of Thomaston are:

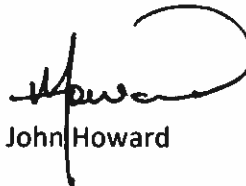
- Revenue to the town, due to the sale of the land
- Tax revenue to the town, which the town would not be receiving from Coastal Opportunities due to its nonprofit status

Please let us know next steps and timing, as we are prepared to move forward immediately.

Thank you for your help,



Susan Lindley-Howard



John Howard

Kara George

From: Dave Martucci
Sent: Thursday, September 3, 2020 10:06 AM
To: Kara George
Subject: RE: 15 Wadsworth Street
Attachments: Howard vicinity map.pdf

Kara,

Attached is an aerial photo dated May 2019 of this vicinity overlaid with the tax map that has the parcel of H. John Howard and Susan Lindley-Howard, 101-021, highlighted. You will note that parcel 101-015, which is the piece we had intended to keep, incorporates the prison wall remnant and narrows to a 25' strip behind the Howards. Parcel 101-028 is the parcel Coastal Opportunities is planning on building on. You should also note that his neighbors at 17 Wadsworth Street (101-023) are using about 50' of our property to store a boat and I believe they are mowing it. Between the boat and the prison wall remnant is a ditch with rip-rap in it as a part of the storm water flow authorized on this site by the DEP.

To consider selling him what he wants would take:

1. A survey showing the proposed transfer likely would be needed;
2. A vote of Town Meeting to authorize the transfer;
3. A Subdivision Amendment approved by the Planning Board;
4. An appraisal to determine FMV on the proposed transfer; and
5. Possibly a determination by the DEP regarding whether this would alter our Storm Water Permit (probably would need an amendment that Howard would have to sign off on).

Let me know if you have any other questions.

David B. Martucci, CMA
Town of Thomaston, Maine
Assessors' Agent
13 Valley Street
Thomaston ME 04861-3818
(207) 354-6107 ext. 109
dmartucci@thomastonmaine.gov

Please be advised that pursuant to Title 1 M.R.S. § 402(3), a public record includes any written, printed or graphic matter or any mechanical or electronic data in the possession or custody of an agency or public official that has been received or prepared for use in connection with the transaction of public or governmental business and contains information relating to the transaction of said business; therefore, the public is advised that any correspondence, whether by traditional method or e-mail with Town offices or Town officials, with certain limited exceptions as defined by law, is a public record and is available for review by any interested party.

From: Kara George <kgeorge@thomastonmaine.gov>
Sent: Thursday, September 3, 2020 9:33 AM
To: Dave Martucci <dmartucci@thomastonmaine.gov>
Subject: 15 Wadsworth Street

Hi Dave,

I received an inquiry from John Howard at 15 Wadsworth Street to purchase a 50 foot strip of land at the Green. He is an abutter to the Green and wants to purchase land as a buffer between his property and the proposed development. I wondered if you have more information about his property? A map that I can share with the Select Board, so we can see where the property lines are and such?

Thank you,

Kara George
Town Manager
Town of Thomaston
13 Valley St.
Thomaston, ME 04861
Ph. (207) 354-6107
Fax (207) 354-2132

Missy Stevens

From: The Shugards <plundermonkeys@gmail.com>
Sent: Wednesday, September 2, 2020 10:38 AM
To: Missy Stevens
Subject: Possible PopUp Antique market

Hello Melissa, Owen Shugard here and we talked about the idea of a one Saturday small antique show held on the Thomaston town green. Any Saturday from September 19 through Oct 10. There would be 10 -15 antique dealers of good reputation from Maine. Please consider our proposal and let us know your thoughts. Thank you and regards, Owen Shugard 207-801-8535

9-2-20

Called Owen Lm

Return Called, Advised/Suggested to attend 9/14
Select Board Meeting, shld be more questions.
MS.

Kara George

From: Zel Bowman-Laberge
Sent: Monday, August 31, 2020 8:46 AM
To: Peter Lammert
Cc: Kara George; Sandy Moore; Diane Giese; Bill Hahn
Subject: SMFC Resignation

August 31, 2020

Dear Chairman Lammert,

I am writing you to resign from my position as a citizen member on the Standing Municipal Facilities Committee (SMFC). I have been chairman on that committee for almost three years and as a newly elected Select Board member I think it is appropriate for me to step back from that committee because there are already two members of the Select Board on that Committee. I will continue attending committee meetings as a member of the public to help during this transition and in the future as needed.

Since the Select Board has voted to make the SMFC an Ad Hoc Committee (AMFC?) I believe the task at hand for the SMFC is to make a final recommendation to the Select Board on Watts Block based on (but not limited to) the following data which has been collected: John Hansen's Code Review of Watts Block and Charlie Jordan's Appraisal Report. Additionally – Susan Devlin and I worked on a financial document about the Block that is almost completed (needed additional information about cost of renovations to make structure code-compliant, etc) and additional information about how the Hall served the town and larger community/applies to the Comprehensive Plan is being assembled.

Please let me know if you have any questions or concerns.

Many Thanks,

Zel Bowman-Laberge

441 Main Street



OHSTT Solid Waste Corporation Board of Directors
Owls Head ~ South Thomaston ~ Thomaston

September 7, 2020

Town of Thomaston
Board of Selectmen
PO Box 299
170 Main Street
Thomaston, ME 04861

Dear Selectmen,

It has been a trying time this year for everyone. Our Board and Operations at the transfer facility has been no exception. One thing that we have been trying to resolve, with no success, is the continuing absence of one of your Directors of the Board.

Director David Rudolph has missed many of the meetings. Last year he was not present for the final budget meeting. This meeting is very important! As you well know, it is your chance to influence your town's share of the budget.

In July of this year, his absence contributed to the cancellation of that month's meeting. Numerous attempts by myself and the Co-Chair to contact Mr. Rudolph, by phone or email, has been unsuccessful. I am respectfully requesting your help in getting the empty chair filled once again.

Thank you,
Bruce Colson, Chair
OHSTT Solid Waste Corporation

cc: OHSTT Solid Waste Corporation Board Members
Thomaston Town Manager
South Thomaston Town Administrator
South Thomaston Board of Selectmen
Owls Head Board of Selectmen
OHSTT Solid Waste Corporation Attorney

Kara George

From: Diane Giese
Sent: Saturday, August 29, 2020 9:54 AM
To: Zel Bowman-Laberge; Peter Lammert; Bill Hahn; Sandy Moore; Kara George
Subject: Re: OHSTT Solid Waste Meeting Update

Morning all,

I heartily endorse Zel joining the OHSTT board. We do need representation on it and with Zel's expertise and her clear interest in finding out and being part of the work that the board should be doing I think she would be great. It would reduce my discomfort that Ronnie has been on it forever and that he is clearly there with an interest to his business. Yay, I say.

Thanks for going to the meeting Zel and for your very clear-headed responses.

Diane

From: Zel Bowman-Laberge <zbowmanlaberge@thomastonmaine.gov>
Sent: Thursday, August 27, 2020 10:00 PM
To: Peter Lammert <plammert@thomastonmaine.gov>; Bill Hahn <bhahn@thomastonmaine.gov>; Diane Giese <dgiese04861@thomastonmaine.gov>; Sandy Moore <smoore@thomastonmaine.gov>; Kara George <kgeorge@thomastonmaine.gov>
Subject: OHSTT Solid Waste Meeting Update

Hi All,

I had a nice discussion at the OHSTT Solid Waste Committee tonight at their meeting and wanted to report back on a few things:

1. The Committee plans to have a three town SB meeting soon once they have a little more information about the proposed cost for the plan to update everyone on the project. Some equipment has been planned to be purchased initially. The four new compactors have already been purchased (two are going to be installed soon and two are in storage - with no cost for storage) and a in-ground scale for around \$80K has yet to be purchased directly.
2. It seems critical for us to develop our own Thomaston Stump Dump sticker that would be something Thomaston residents would pick up for free at the Town Office. OH stickers are good for life and ST stickers are good for two years. Each town has a policy for their stickers and we would need to develop our own too. OH uses a square sticker, ST has an oval sticker so I propose we get a Thomaston triangle so they are easy to recognize.
3. There are two members on the committee from Thomaston - Ronnie and David. Ronnie is an active member but David has not been active, missing the threshold of more than four meetings. The Committee asked me to take David's seat because there is a member of the SB from OH & ST and they would like to have a SB member from Thomaston on their board. I am willing to join that committee if you all are in agreement. They can provide a letter to us which states that David has missed too many meetings.
4. I have a copy of the Independent Auditors' Report and Financial Statements for the OHSTT Solid Waste Corporation dated December 31, 2019 they asked me to bring to the Town Office. I'll drop that by the Town Office tomorrow.

Should we add the stump dump stickers and my possible appointment to committee at our next meeting?

Let me know if you have any questions.

Thanks,
Zel

Kara George

From: bill@tidalworksthomaston.com
Sent: Wednesday, August 26, 2020 8:58 AM
To: Kara George
Cc: Diane Giese; Peter Lammert; Sandy Moore; Zel Bowman-Laberge; Christopher Hirsch; Jim Cuthbertson; Neal Guyer
Subject: Electrical service separation

Good morning,

I spoke with Ed Alley this morning and his estimate to put the old town office on its' own meter is around \$1,000. Would you put on next agenda and establish an account with CMP??? The building has six meter spaces with number 4 being spare at this time.

Thank you,
Bill



TOWN OF THOMASTON

Municipal Credit Card Use Policy & Procedures

The purpose of this Municipal Credit Card Use Policy & Procedures is to establish controls and administrative procedures for the use of municipal issued credit cards by employees of the Town of Thomaston.

Credit Card Use Restrictions

- a. Only authorized personnel of the Town of Thomaston may use an assigned municipal credit card. The employee in possession of a municipal credit card is solely responsible for all purchases on the card and for ensuring that the card is not used by unauthorized personnel. No person, other than the approved Cardholder, is authorized to use the credit card.
- b. Credit card numbers may not be distributed and should not be saved in online accounts.
- c. The per-transaction limit shall not exceed **\$1,000**. The monthly credit limit shall not exceed **\$1,500**. If special circumstances warrant a higher limit, the Town Manager must authorize exceptions on a transaction-by-transaction basis.
- d. A municipal credit card may be used **only** for the purchase of goods or services for official business of the Town of Thomaston. The credit card may not be used for cash advances or personal use.
- e. A municipal credit card shall be used as a supplemental source of payment in cases where direct billing or invoicing is not available.
- f. Before any purchase is made, the employee shall verify that the funds are available in his or her budget to cover the expense.

Cardholder Responsibilities

- a. The Cardholder must sign the Credit Cardholder Agreement. (See Appendix A.)
- b. The Cardholder shall inform all Maine vendors that purchases are tax exempt and that items are not to be taxed.
- c. For any refunds or returns of purchases, credits must be applied directly to the credit card. Do not accept store credit or cash refunds.
- d. The Cardholder must submit a purchase order, receipts, documentation detailing the goods or services purchased, costs, date of the purchase and the official business explanation thereof. Receipts need to be turned into the Finance Department within **one week** of the date of purchase.
- e. If the Cardholder learns or becomes aware of any unauthorized use by anyone due to the loss, theft, or other misuse of a town issued credit card, the Cardholder must notify the Town Manager and Finance Director immediately.
- f. If any employee uses a town issued credit card for a personal purchase in violation of this policy, the cost of such purchase(s) will be considered an advance of future wages payable to that employee, and will be deducted in full from the employee's next paycheck. Any remaining balances will be deducted from subsequent paychecks until the wage advance is fully repaid. The employee will be expected to reimburse the Town via deductions from pay until the unauthorized amount is fully repaid. Any purchases an employee makes with a town issued credit card in violation of this policy will result in disciplinary action, up to and possibly including termination of employment.
- g. Employees must immediately surrender the town issued credit card upon termination of employment. The Town reserves the right to withhold final payroll checks and payout of accrued time until the card is surrendered.

APPENDIX A
Town of Thomaston
Credit Cardholder Agreement

Agreement and requirements for use of a municipal credit card:

1. I understand and agree to the Municipal Credit Card Policy and Procedures and know that it is to be used only to make purchases of goods or services at the request of and for the legitimate business benefit of the Town of Thomaston.
2. I understand and agree that the Municipal Credit Card must be used in accordance with the provisions of the Municipal Credit Card Policy established by the Town of Thomaston, as attached hereto.
3. As a municipal credit cardholder, I agree to adhere to all credit card responsibilities requirements as so noted in attachment.

Violations of these requirements may result in revocation of my municipal credit card use privileges. If I am found to have inappropriately used the municipal credit card, I will be required to reimburse the Town of Thomaston for all costs associated with such improper use through direct payment or payroll deduction. Disciplinary action(s) may be taken per the Town's Personnel Policy, up to and including my termination of employment. I understand and agree that the Town of Thomaston will investigate and commence, in appropriate cases, criminal prosecution against me if I am found to have misused the municipal credit card or any violations of the provisions of the Credit Cardholder Agreement.

Credit Card Number:

Received by:

(Please Print Name)

I acknowledge receipt of the attached Municipal Credit Card Use Policy and Procedures and agree to abide by said Policy.

Employee Signature

Date

Town Manager Signature

Date

Thomaston Select Board Seeks Citizens Interested in Serving on Boards and Committees

The Select Board will consider the appointment requests at their regular meeting on **Monday, September 28, 2020 at 6 p.m. in the Select Board Room.**

If you are interested in serving please call the Town Office at 207-354-6107, email at mstevens@thomastonmaine.gov, visit the Town web site at: <http://www.thomastonmaine.gov> or stop by in person to request a Board & Committee Application. **Applications due to the Town Clerk by close of business September 23rd.**

(Note: Committees and Boards have three year staggered terms. Some vacancies on the following page are listed as a one year or a two year term to fill the unexpired three year term.)

AVAILABLE SEATS:

Academy Board of Trustees

3 - Three Year Terms Expiring
(3 incumbents)

Library Board of Trustees

2- Three Year Terms Expiring
(2 incumbents)

Village Cemetery Board of Trustees

1 - Vacancy (No Term)

Watts Block Trustees

2 - Three Year Terms Expiring
(2 incumbents)
1 - Three Year Term Vacancy
(1 incumbent)

Board of Appeals

2 - Three Year Terms Expiring
(2 incumbents)
1 - Three Year 1st Alternate Term Vacancy
1 - Three Year 2nd Alternate Term Vacancy

Budget Committee

2- Three Year Term Expiring
(2 incumbent)
1 - Three Year Term Vacancy

Economic Development Committee

1 - Vacancy (No Term)

Conservation Commission

2 - Three Year Terms Expiring
(2 incumbent)
1- One Year Term Vacancy
2 - Two Year Term Vacancies

Georges River Shellfish Committee

1 - Three Year Term Expiring
(1 incumbent)

Harbor Committee

3 - Three Year Terms Expiring
(3 incumbents)
1 - Three Year Alternate Vacancy

Personnel Committee

1 - Three Year Term Expiring
(1 incumbent)

Planning Board

1- Three Year Term Expiring
(1 incumbent)
1 - Three Year First Alternate Term Vacancy
1 - One Year Second Alternate Term Vacancy

Recreation Committee

3- Three Year Terms Expiring
(3 incumbents)
1 - High School Student Vacancy
1 - Three Year Senior Citizen Non-Voting Member

APPOINTMENT PROCEDURE POLICY

Town of Thomaston Appointment Policy ***Annual Appointments of Citizens to Boards, Committees, and Trustees***

Residency

Only residents of the Town of Thomaston shall serve on boards, committee, and/or trustees. Non-residents may be appointed by the Select Board under special circumstances.

Notification of Vacancies and Resignations

A committee member who is no longer able to serve should resign promptly so the vacancy may be filled. This allows for a replacement to continue the work of the committee. A written resignation must be submitted to the Chair of the committee and the Town Clerk.

Attendance

More than three (3) consecutive absences or five (5) absences within a calendar year that are unexcused by the Board or Committee by majority vote could lead to removal. An absence with notification to the chairperson prior to the meeting is acceptable. Request and reason must be submitted and approved prior to the absence. The chairperson of each board or committee shall report any excessive absences to the Select Board in a timely manner and shall be responsible for submitting a written request to the Select Board to remove a member for just cause of excessive absences.

Advertisement & Public Notice

The Town Clerk shall be responsible for annually advertising all expiring terms for boards, committees, and trustees through the Town newsletter and website, mass email, and posting notice in the Town Office.

Application & Contact Information

Interested citizens, including incumbents up for reappointment shall fill out an application supplied by the Town Clerk.

In the event an incumbent member of a board or committee has not reapplied for a position and the member's term has expired, the position will be considered vacant upon the expiration of the term.

It is the responsibility of the board or committee member to notify the Town Office of any contact information changes.

APPOINTMENT PROCEDURE POLICY

Appointments

All new applicants are to attend the Select Board meeting for said appointments unless excused by the Select Board. Incumbent applicants are not required to attend said meeting unless another citizen at large submits a request of consideration for the same appointment. The Town Clerk shall give notice to incumbent applicants if other interested parties are vying for their seat.

A majority affirmative vote of the Select Board is required to make an appointment.

In the case of Board consideration of multiple candidates for fewer than the same number of vacancies, votes will be taken on individuals according to the dating of their initial application.

Oaths of Office

All appointed members must be sworn-in by the Town Clerk prior to the first meeting in order to participate and have voting rights. The Town Clerk will provide each appointed member a copy of the Thomaston Appointment Policy, a list of current committee members with contact information, and the most recent committee ordinance if applicable.

Training

Maine Freedom of Access Act requires mandatory training for all Budget Committee members, School Board members, and Select Board members. The Town Clerk shall distribute appropriate training materials upon the start of each new term for every member.

Newly appointed members to the Board of Appeals, Board of Assessors, Planning Board and the Select Board shall be provided the latest copy of the Maine Municipal Association (MMA) manual for the Corresponding Board.

New board members are encouraged to attend workshops through MMA for additional training and shall request enrollment through the Town Clerk. The Town Clerk shall notify boards and committees when upcoming training sessions are available.