



**SELECT BOARD MEETING
WEDNESDAY, OCTOBER 14, 2020
EXECUTIVE SESSION: 5:00 P.M.
REGULAR MEETING: 6:00 P.M.**

MULTI-PURPOSE ROOM

(If you wish to attend via Zoom, please email the Town Manager at kgeorge@thomastonmaine.gov)

SELECT BOARD EXECUTIVE SESSION AT 5:00 P.M.

1. Pursuant to MRS Title 1, §405 (6C), to discuss or consider the acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency.
2. Pursuant to MRS Title 1, §405 (6A), to discuss a personnel matter.

SELECT BOARD REGULAR MEETING AT 6 P.M.

1. CALL THE MEETING TO ORDER
2. PUBLIC HEARINGS:
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. Recognize Thomaston Lowes Employees for taking life saving measures using the Automated External Defibrillator (AED) and performing CPR. Additionally, thank Lowes for their kind donation of 10 picnic tables and various PPE supplies to the Town of Thomaston.
- B. Recognize Rockland’s Fire Chief Chris Whytock for taking life saving measures and offering mutual aid assistance using the LUCAS Device for CPR.
- C. Discuss the Ambulance billing collections process per the request of EMS Chief Amy Drinkwater.
- D. Confirm the Town Manager’s appointment of Allie Payor to the Deputy Clerk and Deputy Tax Collector position.
- E. Consider the following appointments to the Conservation Commission (tabled on 9/28/20):
 - 1. Mary Rita McDevitt 2-year term
 - 2. Marian Sargent 3-year term
 - 3. Rosemary Tottoroto 2-year term
 - 4. Jane Weintraub 3-year term
- F. COVID19 Awareness Grant update by Andrew Josephs.
- G. Update on the Thomaston Municipal Building boiler and building maintenance issues as reported by Rene Dorr and Darryl Townsend.
- H. Review implementing Town board and committee updates at Select Board meetings per the request of Select Board member Zel Bowman-Laberge.
- I. Reschedule the Comprehensive Plan Committee workshop. (*Suggested Date: Monday, November 9th at 5 p.m.*)

10. ADJOURN

Upcoming Dates:

- Thursday, October 22nd- 6:30 P.M. Standing Municipal Facilities Committee Meeting
- Thursday, October 22nd -7:00 P.M. OHSTT Solid Waste Board Meeting
(Owls Head Community Building)
- Monday, October 26th -6:00 P.M. Select Board Meeting

Policy: Write-off- Ambulance Billing

Policy Purpose:

The purpose of this policy is to allow ambulance transport fees to be waived, based on financial hardship as determined by the Ambulance Director and the Select board, and to specify when and how fees shall be deemed uncollectible.

Fee Schedule

The Town of Thomaston has provided ambulance services to those residing in the Town and neighboring communities. In accordance with the vote of the Select board meeting June 10, 2019, the Ambulance Service established a Fee Schedule for providing these medical emergency transport services. These fees are used to help underwrite the cost of providing Ambulance services. The fee schedule is established by the Select board and is adjusted from time to time, with guidance from the EMS Service Chief.

Third Party Billing Service

The Ambulance Service utilizes a third-party billing service (the TPBS) to process claims and submit invoices to (1) public and private insurers, (2) patients not covered by health insurance and (3) patients for deductibles and co-pays. The specific duties of the TPBS shall be enumerated in a written contract between the Town and TPBS. The written contract shall also specify the TPBS's method and rate of compensation as well as other mutual covenants as may be negotiated. The written contract, and any modifications or amendments, shall be approved by the Select board upon recommendation from the EMS Chief.

Claim Submission

The EMS personnel shall submit all required billing information to the TPBS within 1 week of the transport date. The EMS personnel shall review with TPBS status of any transport not billed by the TPBS within 14 days of submission.

Accounts Receivable

The TPBS shall submit monthly accounts receivable reports to the Town Manager and EMS Chief. They will promptly review the monthly reports. Any accounts that are aged over 120 days from the date of transport during the month covered by the report shall be reviewed collectively by the Town Manager and EMS Chief. The review shall include developing a plan detailing what follow-up action will be taken.

Hardship Waivers and Fee Reductions

Patients, including, parents and guardians of patients, whose Fee is not paid by insurance, in full or in part, shall be personally responsible to pay the entire Fee or partial balance. Patients who are not financially able to pay the Fee may apply for a Hardship Waiver on forms provided by the Town, to have their Fee, including partial balances (typically resulting from

deductibles and co-pays), reduced or waived. Hardship Waiver forms shall be sent by the TPBS to patients at the time an initial invoice is mailed.

Completed Hardship Waiver forms shall be submitted to the Town Administrator who shall within 60 days of receipt issue a written decision approving or denying the application and indicating the amount of the reduction. Appeals of the Town Administrator's decision shall be made to the Select board within 30 days. No interest or finance charges will be levied on past due invoices.

Full Hardship Waivers shall be granted to anyone who within 60 days of application will have attained the age of 75 or has been determined eligible for free medical service by Pen Bay HealthCare, Maine Health or other authorized health care institution.

Full waivers, including waivers of partial balances, shall be granted to anyone whose household income at time of application is below 150% of Federal Poverty Guidelines, as established by the U.S. Department of Health and Human Services and Medicaid.gov.

Partial waivers, including partial waivers of partial balance, shall be granted with on a sliding scale in accordance with the following:

Household income at time of application:

151% to 175% of Federal Poverty Guidelines = 75%

fee reduction 176% to 200% of Federal Poverty

Guidelines = 50% fee reduction 201% to 250% of

Federal Poverty Guidelines = 25% fee reduction

The patient's signature on the application shall serve as a self-certification of the accuracy of the information provided, including income information. The Town Administrator reserves the right to require source documentation for verification purposes.

Collections

The Town Manager, upon consultation with the EMS Chief, is authorized to utilize a collection agency in certain circumstances. Examples of such circumstances include, but is not limited to, individuals who fail to file for a waiver or reduction after being requested by the Town to do so and individuals who are paid directly by insurance companies but do not forward the proceeds to the Town. Write-Offs

The Select board shall consider "write-offs" at its own volition or upon the recommendation of the Town Manager, Ambulance Chief or the TPBS. The Select board shall at a minimum review the accounts receivable status every 6 months.

An account shall be deemed uncollectible and recommended by the Town Manager and/or EMS Chief to be written off by the Select board when:

1. the patient is granted a waiver or reduction;
2. it is over two years from the service date; and/or
3. it is over one year from the service date and the patient was covered by Medicare or Maine Care at the time of service.

Office of the Ambulance Chief
Thomaston Ambulance Department
Amy D. Drinkwater

Ambulance Service Accounts Receivable
Write-Off Authorization

<u>Account Information:</u>	<u>Date of Service:</u>	<u>Amount of Write-Off:</u>
<u>Insurance</u>		
11-0240/40371	06/30/2011	\$414.10
13-016/45940	1/15/2013	\$97.40
15-236/54911	06/05/2015	\$554.00
13-337/48657	08/28/2013	\$94.61
16-230/59263	10/02/2016	\$100.00
<u>Patient</u>		
17-0086/61155	05/02/2017	\$300.00
20170612020/61710	06/11/2017	\$504.00
684-20180105-006/64	01/05/2018	\$495.60
18-031/64261	01/26/2018	\$99.93
18-038/64265	02/01/2018	\$536.00
684-20180201-039/64	02/01/2018	\$570.80
18-040/64391	02/02/2018	\$557.60
684-20180208-056/64	02/08/2018	\$552.80
18-066/64428	02/21/2018	\$88.37
684-20180323-091/64	03/23/2018	\$540.80
684-20180420-115/65	04/20/2018	\$506.00
684-20180424-118/65	04/24/2018	\$566.00
684-20180522-140/65	05/22/2018	\$88.14
684-20180526-145/65	05/26/2018	\$103.06
20180611-155/65699	6/11/2018	\$551.60
684-20180621-162/65	06/21/2018	\$477.60
684-20180711-186/66	07/11/2018	\$477.60
20180808-213/66199	08/07/2018	\$437.58
684-20180808-217/66	08/08/2018	\$533.60
20180813-222/66210	08/13/2018	\$250.00
684-20180819-233/66	08/19/2018	\$481.20
684-20180917-282/66	09/17/2018	\$282.40

TOTAL: \$10,260.79

Office of the Ambulance Chief
Thomaston Ambulance Department
Amy D. Drinkwater

Justification / Summary of Collection Action to Date: 6/30/2011-9/17/2018- unable to collect

Uncollectable – Need direction on policy for collection.

Approvals:

Amy Drinkwater – Ambulance Director

Date:

Kara George – Town Manager

Date:

Select board Approval Date:



TOWN OF THOMASTON

13 Valley Street, Thomaston, Maine 04861
Phone: (207) 354-6701 / Fax: (207) 354-2132
www.thomastonmain.gov

245

VOLUNTEER BOARD & COMMITTEE MEMBER APPLICATION

Full Name: Mary Rita McDevitt
Phone Number: 502 553-5885 yes text
Email Address: maryrita3@me.com
Mailing Address: 29 Green St
Thomaston 04861

What Boards or Committees are you interested in? Conservation Comm.

Do you have any prior experience or skills that may be valuable? No

Signature: Mary Rita McDevitt Date: 10/5/2020



TOWN OF THOMASTON

13 Valley Street, Thomaston, Maine 04861
Phone: (207) 354-6701 / Fax: (207) 354-2132
www.thomastonmain.gov

345

VOLUNTEER BOARD & COMMITTEE MEMBER APPLICATION

Full Name: Marian E. Sargent
Phone Number: 918-302-1244
Email Address: msargent123@yahoo.com
Mailing Address: 9 Ship St.
Thomaston

What Boards or Committees are you interested in? Conservation
Commission

Do you have any prior experience or skills that may be valuable? I'm a teacher, that may be
helpful some how?

Signature: Marian Sargent Date: 10/5/20



TOWN OF THOMASTON

13 Valley Street, Thomaston, Maine 04861
Phone: (207) 354-6701 / Fax: (207) 354-2132
www.thomastonmain.gov

245

VOLUNTEER BOARD & COMMITTEE MEMBER APPLICATION

Full Name: ROSEMARY TOTTOROTO
Phone Number: 205-801-2467
Email Address: ROSEMARY
Mailing Address: 50 FURKER STREET
THOMASTON ME 04861

What Boards or Committees are you interested in? CONSERVATION

Do you have any prior experience or skills that may be valuable? YES -

- ① NEWTOWN, BUCKS COUNTY, PA - MAIN ST. PROGRAM
• DESIGN COMMITTEE • MARKETING COMMITTEE
(8 YEARS)
- ② HISTORIC ARCHITECTURAL REVIEW BOARD (6 YEARS)

Signature: Rosemary Tottoroto Date: 10/5/2020



TOWN OF THOMASTON

13 Valley Street, Thomaston, Maine 04861
Phone: (207) 354-6701 / Fax: (207) 354-2132
www.thomastonmaine.gov

New Applicant

VOLUNTEER BOARD & COMMITTEE MEMBER APPLICATION

345

Full Name: Jane Weintraub
Phone Number: 802 777 0628 (no text)
Email Address: Weintraub.jane@gmail.com
Mailing Address: 32 Gleason St

What Boards or Committees are you interested in?

① Econ Dev

② Conservations

Do you have any prior experience or skills that may be valuable?

Decades working w/ start ups

Tough entrepreneurship 8 yrs

Date: 9/8/20

CURRENT TOWN BOARDS & COMMITTEES

Board of Assessors	(Meet as needed)
Select Board	
RSU 13 School Board	
Academy Board of Trustees	(Meet as needed)
Library Board of Trustees	(Meet monthly?)
Village Cemetery Board of Trustees	(Meet as needed)
Watts Block Trustees	(Meet monthly)
Board of Appeals	(Meet as needed)
Budget Committee	(Meets seasonally- Jan.-April)
Comprehensive Plan Committee	(Used to meet monthly, now as needed)
Conservation Commission	(Meet monthly)
Economic Development Committee	
Georges River Interlocal Clam Management (Joint Board)	(Meet monthly)
Georges River Shellfish Committee	(Meet monthly)
Harbor Committee	(Meet monthly?)
Historic Thomaston Research Group	(Meet monthly?)
Midcoast Economic Development District (MCEDD)	(Meet monthly)
OHSTT Solid Waste Transfer Station	(Meet monthly)
Personnel Committee	(Meet as needed)
Planning Board	(Meet monthly)
Recreation Committee	(Meet monthly)
Standing Municipal Facilities Committee	(Meet monthly now, then as needed)