

**SELECT BOARD MEETING
MONDAY, FEBRUARY 8, 2021
EXECUTIVE SESSION 5:00 P.M.
EXECUTIVE SESSION 5:15 P.M.
REGULAR MEETING: 6:00 P.M.**

ZOOM ONLY

(If you wish to attend via Zoom, please visit the calendar on the Town website at www.thomastonmaine.gov for the meeting link or email the Town Manager at kgeorge@thomastonmaine.gov

EXECUTIVE SESSION 1

Pursuant to MRS Title 1, §405 (6C), to review the poverty abatement request #20-2.

EXECUTIVE SESSION 2

Pursuant to MRS Title 1, §405 (6E), for consultation between a body or agency and its attorney.

SELECT BOARD REGULAR MEETING AT 6 P.M.

- 1. CALL THE MEETING TO ORDER**
- 2. PUBLIC HEARINGS:**
- 3. APPROVE THE MINUTES OF: August 24, October 19, October 26, December 14, January 19**
- 4. APPROVE THE WARRANTS**
- 5. ADJUSTMENTS TO THE AGENDA**
- 6. TOWN MANAGER'S REPORT**
- 7. TOWN BOARDS & COMMITTEES UPDATE**
- 8. PUBLIC COMMENTS**
- 9. OLD BUSINESS**
 - A. OHSTT Solid Waste Board project update by Zel Bowman-Laberge. (Tabled 1/19/21)**

B. Update on the Project Canopy Assistance Grant by Sandy Moore. (Tabled 1/19/21)

10. NEW BUSINESS

A. Review the recommendation of the Code Enforcement Officer to deem the property located at 362 Pleasant Street as a dangerous building, pursuant to MRS Title 17, Chapter 91, §2851. Set public hearing date of Monday, March 8th at 6 p.m.

B. Open bids for the following foreclosed properties per voter requirements of Article 24 of the 2019/2020 Town Meeting Warrant:

31 Booker Street

Knox County Registry of Deeds: Book 5341, Page 38 Lien

Knox County Registry of Deeds: Book 495, Page 9 Property Deed

59 Water Street

Knox County Registry of Deeds: Book 5341, Page 59 Lien

Knox County Registry of Deeds: Book 5198, Page 247 Property Deed

C. Review the Watts Block recommendation as submitted by the Municipal Facilities Reserve.

D. Discuss the Thomaston Green Task Force Directive as submitted by Zel Bowman-Laberge.

E. Set the Annual Town Meeting date for June 9, 2021 to coincide with the RSU 13 School Budget Referendum. Discuss the format of the meeting.

F. Consider for approval the 2021 contract renewal form the Septic Waste Disposal Facility Agreement with Interstate Septic Systems, Inc.

G. Consider authorizing the expenditure of \$5,915 from the Computer Reserve for custom importing of tax assessment data into the new TRIO software.

H. Accept with regret the resignations of Shirley Hamlin from the Municipal Facilities Committee and Andrew Josephs from the Economic Development Committee, Comprehensive Plan Committee, and the Personnel Committee.

I. Confirm the appointment of Diane Giese to the Library Board of Trustees as recommended by the Trustees.

J. Confirm the appointment of JT O'Hare to Ambulance Captain that was omitted in error during annual appointments.

11. ADJOURN

Upcoming Dates:

Monday, February 15th

Town Office Closed in observance of Presidents Day

Friday, February 19th at 9 a.m.

Economic Development Committee Meeting

Monday, February 22nd at 6 p.m.

Select Board Meeting

**Town of Thomaston
Board of Selectpersons**

Minutes

August 24, 2020

Board Present: Peter Lammert, Bill Hahn, Sandy Moore, Diane Giese, Zel Bowman-Laberge, Town Manager Kara George, Recording Secretary Donna Culbertson

EXECUTIVE SESSION

ACTION: Sandy Moore made a motion, seconded by Zel Bowman-Laberge to enter executive session at 5:05 p.m., pursuant to MRS Title 1, §405 (6E), for consultation between a body or agency and its attorney. VOTE: 5-0

ACTION: Sandy Moore made a motion, seconded by Bill Hahn to exit executive session at 6:00 p.m. VOTE: 5-0

At the beginning of tonight's meeting Town Manager Kara George was presented with the Maine Municipal Rising Star Award!!!

PUBLIC HEARING: Applebee's Neighborhood Grill and Bar for an on-premises license to sell liquor.

ACTION: Motion made by Bill Hahn, seconded by Sandy Moore to go into a Public Hearing. VOTE: 5-0

ACTION: Bill Hahn made a motion, seconded by Zel Bowman-Laberge to approve the on-premises liquor license for Applebee's. VOTE: 5-0

ACTION: Motion made by Bill Hahn to exit Public Hearing, seconded by Zel Bowman-Laberge. VOTE: 5-0

9A. Review for approval the expenditure of an estimated \$3,300 for the installation of an ADA compliant entrance to the Police Department. (Funds to come from the Municipal Reserve.)

Bill Hahn asked if the door at the old Police Station would work. Rene Dorr had already checked, and the old door is not compliant and has no wiring or controls. Zel Bowman-Laberge suggested the Town checks with the State Fire Marshal's office. The entrance was not on the original building plans. Diane Giese suggested the Town contacts Architect John Hansen.

ACTION: Motion made by Bill Hahn to approve the expenditure of \$3,300 for the installation of an ADA compliant entrance, seconded by Diane Giese. VOTE: 5-0.

9B. Discuss purchasing two (2) LED pedestrian crossing signs for \$4,739 and two (2) LED Radar signs for \$5,499. (\$10,238.00 to be expended from the Traffic Study Assigned Fund.)

Bill Hahn asked if this would deplete the Traffic Study fund. Town Manager Kara George stated "No".

ACTION: Motion made by Diane Giese to approve the expenditure for the LED pedestrian signs and the LED Radar signs, seconded by Zel Bowman-Laberge to approve. VOTE: 5-0

Signs will be placed at the following locations: Route 1 near Oyster River Road, by Thomaston Grocery on the crosswalk towards Camden National Bank. Carmen Norton questioned the funds and what the reserve account is for.

9C. Consider authorizing the Town Manager to sign a painting contract with Tony Dinapoli to finish painting the trim on the back of the Watts Block building at a cost of \$3,500 as recommended by the Watt's Block Trustees. Additionally, discuss the electrical meters at the Watts Block Building.

Bill Hahn stated the back of the building did not get painted 4 years ago when the rest of the building did. It remains in bad shape. Painting will take place next spring.

Carmen Norton asked where the funds come from?

ACTION: Motion made by Diane Giese to pain the back of the Watts Block building, seconded by Bill Hahn. VOTE: 5-0.

Minutes approved:

March 9, 2020 Motion Diane Giese, seconded Bill Hahn. VOTE: 5-0

July 2, 2020 Motion Sandy Moore, seconded Diane Giese. VOTE: 5-0

July 29, 2020 Motion Zel Bowman-LaBerge, seconded Diane Giese. VOTE: 5-0

August 6, 2020 Motion Zel Bowman-LaBerge, seconded Diane Giese. VOTE: 5-0

Warrants:

ACTION: Motion made by Diane Giese to approve the warrants, seconded by Sandy Moore. VOTE: 5-0.

ELECTRICAL FOR RENTAL SPACES AT WATTS BLOCK.

Ed Alley has been contacted to look in to splitting the electrical into 6 different meters for rental purposes. Sandy Moore questioned why we always use Ed Alley. Should we be going out to bid? No motions made.

ADJUSTMENTS:

Maine Canoe and Kayak has requested a race on the St. George River and are to present a copy of their liability insurance to the Town of Thomaston before the race.

ACTION: Motion made by Bill Hahn to approve the race event, seconded Sandy Moore. VOTE: 5-0.

PUBLIC COMMENTS:

Carmen Norton questioned why we were running an ad for a Detective. Chief Hoppe explained that the position had not been filled from the last budget. The Town voted to keep the Police Department. In order for the taxpayers to get what they requested, a detective needs to be added to take the burden of the paperwork so they can patrol more. Carmen stated they need a "glorified secretary" not a Detective.

ACTION: Motion made to adjourn at 7:30 pm by Bill Hahn. Seconded by Diane Giese. VOTE: 5-0

Chair Peter Lammert

Recording Secretary Donna Culbertson

Workers Compensation Safety Incentive Program (WCSIP) The Town of Thomaston has been placed in Tier III of the WCSIP program. This will enable the Town to save 10% on our worker's compensation. This past year it cost \$73,703, so this will equate to an estimated savings of \$7,370. Thank you to John Fancy for his efforts on this program.

Ballot Drop Box & Upcoming Elections Update Town Clerk Missy Stevens has ordered a ballot drop box for the upcoming November election that will be placed under the awning at the building entrance. The box is similar to a postal drop box, but is fully secured and approved by the Secretary of State's Office. Estimated delivery is the last week in September.

Absentee ballots for the upcoming town ballot election were available as of last Monday. We have approximately 42 requests as of this morning. There are 3 weeks left to vote, and I suspect that we will have a larger voter participation than we usually have had at open floor town meetings, considering in past years we would have between 80-100 residents attend in person.

MDOL Inspection The Police Department is wrapping up just a couple of remaining items from our Maine Department of Labor inspection. I have talked to the Mike LaPlante from MDOL. Once those items are closed out, the state will be scheduling a penalties meeting with the Town.

Direct Deposit Jodell and I are meeting with TD Bank tomorrow to set up the direct deposit pre-note. Employees should see a "test" on their accounts this week with the pre-note. Direct Deposit will be in effect the second week in September, upon Jodell's return from vacation.

Job Positions Advertised The Public Works Department Laborer/Operator I and the proposed Police Detective position advertisements have gone out. Brandon and I will be reviewing the applicants this coming week for Public Works. The Police Detective position is open until filled and will not be filled until the budget is passed. The position was advertised now to get a jump start on the hiring process. Pending the budget passing on September 15th, we would then start the interview process if we have qualified candidates.

Annual Town Report The newest annual town report is now available on the Town website. Paper copies are estimated to be ready by the end of next week. The Town had Schooner Bay Printing in Rockport do the printing project for us this year. The price came in significantly lower than last year. In addition, the size of the report has been reduced to about half, which has contributed to the cost savings.

Respectfully Submitted,



Kara George
Town Manager

TOWN OF THOMASTON
October 19, 2020
Select Board Minutes

Board Present: Chair Peter Lammert, Vice-Chair Sandy Moore, Zel Bowman-Laberge, Bill Hahn, Diane Giese, Town Manager Kara George

Public Present: Rene Dorr, Charlie Grover, Christine Simmonds

The meeting was called to order at 5:00 p.m. in the Multipurpose Room.

Rene Dorr discussed with the Select Board purchasing a two-boiler system to replace the non-functioning boiler in the basement at the Thomaston Municipal Building. An estimate from Rockcoast Plumbing and Heating came in at \$45,000-\$50,000. The price could come in lower than that depending on the number of labor hours to install the system.

Rockcoast Plumbing and Heating is recommending a Biasi system with a Riello burner. There is an approximate lead time of 3 weeks before the boilers would arrive and another 7-10 business days for installation. This means the installation will not take place to mid-November.

The Select Board discussed other heating options that included purchasing heat pumps or purchasing one larger boiler instead of two smaller boilers. Rene Dorr stated that the two smaller boilers would provide back-up heat in case of a similar situation arising again in the future. Rene further noted that the cost is an estimated \$125,000 to install heat pumps and there would still be unheated areas in the building.

ACTION: Zel Bowman-Laberge made a motion, seconded by Bill Hahn, to move forward with the two-boiler system to replace the dead boiler and to include monthly reviews of the system. VOTE: 5-0

Zel Bowman-Laberge recommended that the Select Board resume doing meetings on Zoom instead of in-person due to COVID19 numbers increasing in Knox County. It was noted that other municipalities are doing Zoom-only meetings. The Select Board determined they would reassess as needed.

ACTION: Zel Bowman-Laberge made a motion, seconded by Bill Hahn to hold Select Board meetings via Zoom starting on Monday, October 26th. VOTE: 5-0.

The meeting adjourned at 6:10 p.m.

Chair Peter Lammert

Town Manager Kara George

**Town of Thomaston
Board of Selectpersons
Minutes
October 26, 2020**

Board Present: Chair Peter Lammert, Sandy Moore, Diane Giese, Bill Hahn, Zel Bowman-Laberge, Town Manager Kara George, Recording Secretary Donna Culbertson.

EXECUTIVE SESSION:

ACTION: A motion was made and seconded to enter executive session at 5:40 p.m., pursuant to MRS Title 1, §405 (6A), to discuss a personnel matter. **VOTE: 5-0**

ACTION: A motion was made and seconded to exit executive session at 6:05 p.m. **VOTE: 5-0**

REGULAR MEETING:

Meeting called to order at 6 p.m. by Chair Peter Lammert.

ACTION: Motion to approve the minutes of June 22, 2020 and October 19, 2020 made by Diane Giese, seconded by Sandy Moore. **VOTE: 4-0-1 (Zel Bowman-Laberge abstained)**

ACTION: Motion to approve the warrants made by Diane Giese, seconded by Zel Bowman-LaBerge. **VOTE: 5-0**

6. Town Managers report (See attached)

8. Public Comments: Joanne Richards informed the Board that there will be no Planning Board in November.

9. OLD BUSINESS

Sandy Moore still has not received any financial paperwork from Andrew Joseph's regarding the COVID Awareness Grant for the Town. Nothing has come in for Fire or EMS. Orders need to be done by Friday, October 31st. Sandy Moore sent the list for supplies over a month ago. Some items were backordered. Kara George will check with Andrew. COVID signs need to be posted in offices and stores.

10. NEW BUSINESS

A. Dragon Land/DEP

John Fancy – Property by Dragon to be used for commercial and light industrial. There are 4 developable parcels on the Dragon land. There are restricted covenants and easements that will be needed. Bill Hahn and John Fancy will work with Maine Department of Environmental Protection (DEP) to reclassify the land. Joanne Richards, Chairperson of the Planning Board, stated that there may have to be zone changes to transfer the land. The Dragon Land is zoned industrial and it will have to stay zoned as such. There are restrictive covenants now. No buildings will be allowed on the wetlands portion. There will be no ownership changes. There would be conservation restrictions on the Town land. The land is already on an existing road. The goal is to be able to develop this land for economic development.

ACTION: Bill Hahn made a motion, seconded by Diane Giese to approve the proposal to DEP. VOTE: 5-0

B. Solar Array financing.

The \$1.2 million Solar Array project was approved by voters. Interim financing will be with Camden National Bank at the rate of 2.25%. Pay back will be next spring.

ACTION: Motion made by Bill Hahn, seconded by Diane Giese to approve the interim financing bid from Camden National Bank for the Solar Array project. VOTE: 5-0

C. Detective Chris Hansen

Chris Hansen will be working 2 days a week on investigations. The rest of his work week will be patrolling. Shifts will be alternating. Property crimes take a while to process.

ACTION: Motion made by Diane Giese, seconded by Sandy Moore to confirm the Town Manager's appointment of Christopher Hansen to the Detective position for the Thomaston Police Department. VOTE: 5-0

D. Holly Merrow – Not a Through Street Sign on Roxbury Street

Resident Holly Merrow spoke regarding concerns with traffic on Roxbury Street. She stated that there is a lot of thru-traffic and speeding on Roxbury Street. Drivers cannot pass safely when there are two cars parked on the side of the street. The street is dangerous for people walking their dogs, etc. The speed limit of 25 miles per hour is too fast.

Ticketing people may help reduce speeding. The Town's electronic speed radar sign will be moved to Roxbury Street. It was suggested to change the speed limit on smaller side

streets to 15 miles an hour. Zel suggested Roxbury Street be made one-way towards Route #1. Speed bumps were also discussed.

ACTION: Diane Giese made a motion, seconded by Sandy Moore to schedule a traffic workshop. VOTE: 5-0

E. Pearle Seekins – Beechwood Street

Recently there was a car accident in Pearle Seekins front yard. The radar speed limit sign is located at the corner of Beechwood Street now. It was discussed purchasing a new curve in the road sign. The Board decided to add the request to the Traffic Workshop discussion.

F. Nicole Frazier – 66 Roxbury Street Ext.

Nicole Frazier asked if her road could be plowed by the Town. The road is a dirt road and has never been plowed by the Town. It is not considered a public road. The road is not up to specifications. She also asked if Mill River Park could be left open for the winter.

Public Works Director Brandon Allen stated that other park areas owned by the Town are closed for the winter. In order to make it a Town owned road, it would have to go before the taxpayers in the June Warrant 2021. It would also have to pass the Planning Board Land Use Ordinance to become a road.

G. OHSTT Transfer Station Bids and Solid Waste Reserve

Zel Bowman-LaBerge reported to the Board that the bid was awarded to S.J. Wood of Winthrop, Maine for the renovation project at the OHSTT Co-op.

Finances are being reviewed. If each town applies their reserve PERC funds towards the project, the amount left to borrow will be \$400,000. The Solid Waste Board is determining whether to get a bond or a loan. Joanne Richards stated they are coming before the Planning Board in November.

ACTION: Motion made by Bill Hahn that all financing be reviewed and to table authorizing the expenditure until the Town has more information. Seconded by Zel Bowman-LaBerge. VOTE: 5-0

H. Avikhael Ragaven – Conservation Commission

ACTION: Motion made by Sandy Moore to appoint Avikhael Ragaven to the Conservation Commission. Seconded by Bill Hahn. VOTE: 5-0

I. Raymond Girtman – Old Town Office rental.

Raymond Girtman has requested to rent the space of the former Town Office in the Watts Block building for a sports enthusiast store. Raymond will be completing any renovations needed to run his business.

ACTION: Motion made by Bill Hahn, seconded by Sandy Moore to rent out the Watts Block space to Raymond Girtman. VOTE: 5-0

J. Select Board meetings (ZOOM or in-person)?

Currently most Towns are holding meetings by ZOOM. Only a handful of municipalities are having meetings in-person.

VOTE: Sandy Moore – In-person
Pete Lammert – In-person
Diane Giese – Zoom
Bill Hahn – Zoom
Zel Bowman-LaBerge – Zoom

Meetings will remain by Zoom for now.

ACTION: Motion to adjourn made by Bill Hahn, seconded by Sandy Moore. Meeting adjourned at 8:15 p.m. VOTE: 5-0

Chair, Peter Lammert

Recording Secretary Donna Culbertson

Election Update: As of this afternoon, we have had over 930 absentee ballot request. Last Friday, Missy and I finished testing both ballot machines and the express vote machine. The Secretary of State's Office gave Thomaston a second machine at no cost, which will help move the lines through on Election Day. This coming Saturday starting at 9 a.m. a team of us will be processing absentee ballots early.

Knox County Budget: The draft Knox County Budget for 2021 was released last week. The Town of Thomaston proposed portion is an increase of approximately 4.5% or \$22,074.78. Of that, \$969 of the increase is for dispatch and \$21,105.78 for the Knox County tax. The Knox County Budget Committee just had a public hearing to discuss the budget last Thursday and the next public hearing and presentation is scheduled for December 10th at 6 p.m.

Harbor Committee & Select Board Joint Workshop: The Harbor Committee is seeking several dates for a joint meeting with the Board. Would any of these dates work to send back to the Committee? *Thursday, October 29th, Thursday, November 5th, or Thursday, November 12th?*

Trust Fund Workshop: Jodell and I met with The First National Bank last Friday to review our Trust Fund accounts. We also have a meeting coming up with Bar Harbor Bank and Trust in early November. Could we please set up a time to meet with the Board to discuss in November? *Monday, November 16, Wednesday, November 18, or Monday, November 23rd at 5 p.m. (this date is before the regular meeting, if we still have a meeting the week of Thanksgiving.)*

Halloween:

Our office received a phone call from a resident that said the Town is "copping out" on Halloween because we did not officially cancel the holiday. I just want to let the public know that we have posted all the CDC guidelines for Halloween at the Town Office, on our website, and the Town newsletter. Additionally, the Fire and EMS Department canceled their annual Halloween events. However, I feel it is out of the Town's jurisdiction to "cancel" a holiday because ultimately it is up to the residents whether they want to give out candy or turn their porch lights off. It is up to the parents to decide whether they want their children trick-or-treating. I feel the Town has made all the appropriate steps that we can to encourage residents to follow the CDC guidelines for Halloween.

Respectfully Submitted,



Kara George
Town Manager

Town of Thomaston

Select Board

December 14, 2020

Minutes

Board Present: Chair Peter Lammert, Co-Chair Bill Hahn, Diane Giese, Sandy Moore, Zel Bowman-LaBerge, Town Manager Kara George, and Recording Secretary Donna Culbertson

The meeting was called to order by Chair Peter Lammert at 6 p.m.

ACTION: The Breen Motion made by Bill Hahn, seconded by Diane Giese to take the agenda out of order. VOTE: 5-0.

10A. Accept the Stephen and Tabitha King Grant of \$15,000.

Amy Drinkwater, Carrie Adams and J.T. O' Hare worked on the Stephen and Tabitha King grant. The grant enables the Thomaston EMS Department to purchase a LUCAS Device (CPR Compression System). The amount of the grant was \$15,000.

ACTION: Motion made by Bill Hahn, seconded by Zel Bowman-Laberge to accept the grant. VOTE: 5-0

10B. Diane Giese retirement as Head Librarian.

The Board accepted with regret the retirement announcement made by Diane Giese, Diane had been the Head Librarian for The Town of Thomaston for the past 5 years. Her retirement will take effect December 31, 2020.

ACTION: Motion to accept the resignation of Diane Giese as Head Librarian made by Sandy Moore, seconded by Zel Bowman-LaBerge. VOTE: 5-0.

10C. Appoint Caroline Ward-Nesbit to Head Librarian and Melissa Harjula to Assistant Head Librarian.

ACTION: Motion made by Bill Hahn, seconded by Sandy Moore to appoint Caroline and Melissa for said positions. VOTE: 5-0

10D. Appointments of Joshua Rowan to the Harbor Committee and Susan Devlin to the Village Cemetery Trustees Board.

ACTION: Zel Bowman-LaBerge made a motion to accept the two appointments. Seconded by Bill Hahn. VOTE: 5-0.

10E. Accept the resignation of Cliff Weaver from the Shellfish Committee.

Bill Hahn stated that Cliff Weaver was one of the founding fathers of the Shellfish Committee.

ACTION: Motion made by Bill Hahn, seconded by Peter Lammert to accept Cliff Weaver's resignation with regret from the Shellfish Committee. VOTE: 5-0.

10F. Updates on the new LED Streetlights by John Fancy.

John Fancy stated that the LED streetlights have been running for 4 weeks on the new programming. Lights come on at dusk and dim at midnight. All lights are off after midnight. Some people have contacted John in regards to certain streets that need to the light adjusted. There have been requests to have Village lighting on at all times. John stated that Old County Road, outer Beechwood Street, West Meadow Road and Brooklyn Heights lights would go off at midnight.

Sandy Moore noted that the streetlight in front of her house on 55 Green Street goes off at midnight and comes on at 4 a.m. There is no difference in the brightness. She thinks dimming them more in the evening.

Public Works will control the lights during a storm. The lights will need to go on at full capacity during a storm. Lights could be dimmed to 30% after 9 p.m. and 50% after midnight.

John will continue to monitor the program and give the Board updates as necessary.

3. Approve the minutes of Nov. 9, Nov. 16, Nov. 23 and Dec. 7th.

ACTION: Motion made by Sandy Moore, seconded by Diane Giese to approve the minutes of November 9, November 16, November 23, and December 7th minutes as amended. VOTE: 5-0

At this time during the meeting, John Snyder, Harbor Committee Chair, spoke to the Board in regards to the appointment of Joshua Rowan to the Harbor Committee. John would like to have Joshua come before the Harbor Committee before his appointment can be finalized. John also requested that if someone wants to be on the Harbor Committee to contact him.

ACTION: Motion made by Bill Hahn to table the appointment of Joshua Rowan to the Harbor Committee as requested by John Snyder and to be placed on the next agenda. Seconded by Diane Giese. VOTE: 5-0.

4. Approve the Warrants.

ACTION: Motion made by Bill Hahn, seconded by Zel Bowman-Laberge to approve the warrants. VOTE: 5-0.

6. Town Managers Report. (attached).

7. Boards and Committee Updates:

Sandy Moore reported on the progress of the new Conservation Committee. The Board was requested to accept the resignation of Nancy Hill.

ACTION: Motion made by Zel Bowman-Laberge to accept the resignation of Nancy Hill, seconded by Bill Hahn. VOTE: 5-0.

Sandy Moore also stated that a group of people are trying to form a Thomaston Garden Club for anyone wanting to volunteer.

VOTE: Motion to adjourn made by Bill Hahn, seconded by Diane Giese at 7:15 p.m. VOTE: 5-0.

Chair Peter Lammert

Recording Secretary Donna Culbertson

Radar Speed Signs Update: Police Chief Hoppe said that the Radar Speed Signs have arrived. He has sent notification to MDOT to request permission for installation on the east and west end of Route 1 at the entrances into Town. Public Works will be installing the new signs within the next 1-2 weeks.

Economic Development Director: Bill Hahn, Charlie Grover, and I have all met with the two candidates for the Economic Development Director position. We also met with Mia and Chris who are employed with Community Concepts and will be our main contacts, as Glenn Holmes has accepted another position and is leaving the end of this month. Community Concepts will be hiring the candidate and our contract is to go from January 1, 2021 to December 31, 2021. We have a small office prepared for the contracted employee here in the Municipal Building and I'm looking forward to working with the new director.

Personnel Policy & Union Contract: There were many inconsistencies between the current personnel policy and the union contract. Over the past several weeks I have been working on completely revamping the personnel policy to present to the Select Board. Jodell and I will be combing through the draft and having the Department Heads review the draft in the upcoming weeks. There are many changes that needed to be incorporated into the 2009 policy due to law changes and for further clarity of procedures. Additionally, I have started reviewing the current Union contract in preparation of the upcoming negotiations this winter.

Recreation Department: I talked to Rockland City Manager Tom Luttrell this week in regards to Recreation. Thomaston's Recreation Department currently does not have a facility to use for the basketball season. Typically, RSU 13 would allow us to use their facilities for games; however, due to COVID 19, that space is not available this year. Tom is drafting a memorandum of understanding for the Town of Thomaston to use the Flanagan Community Center in Rockland for the basketball season, in which, both Rockland, Thomaston, and Cushing students can sign-up. The program will be run by Rene Dorr from Thomaston and Gretchen Tripp from the Town of Cushing. This is a great opportunity for our towns to join forces to provide services to the youth. We will continue to monitor COVID19 sport restrictions in the coming weeks to see if anything changes.

FEMA: Jodell, J.T., Amy, and I have been up to our ears in FEMA paperwork! We received notification back regarding the project order that was submitted for reimbursement of COVID19 expenses. We have 15-days to submit a response to the inquiries from FEMA. All of us are working on this to hopefully ensure that we will receive reimbursement. The Town is seeking reimbursement for about \$70,000. Expenses included extra staffing for EMS, PPE purchases, cleaning and disinfectant products. We also had extra staffing at the Library for cleaning and other protective equipment for the Town Office.

Municipal Building Boiler Update: The Municipal Building now has heat! Rockcoast Plumbing installed the first boiler, which is up and running. The abatement company came and removed all the asbestos from the boiler room. Daryl Townsend is working to install the second boiler. Our insurance company reimbursed the Town approximately \$14,000.

Respectfully Submitted,



Kara George
Town Manager

Town of Thomaston

Select Board

January 19, 2021 (rescheduled from January 11, 2021)

Minutes

Executive Session

ACTION: A motion was made and seconded to enter executive session at 5 p.m., pursuant to MRS Title 1, Section 405 (6E), for consultation between a body or agency and its attorney. VOTE: 5-0

ACTION: Bill Hahn made a motion, seconded by Sandy Moore to exit executive session at 5:44 p.m. VOTE: 5-0

It was decided after exiting the executive session to discuss deeming the 362 Pleasant Street property a dangerous building at the next regular Select Board meeting.

Regular Meeting

The Zoom meeting was called to order at 6 p.m. by Chair Peter Lammert.

Board Present: Chair Peter Lammert, Vice-Chair Bill Hahn, Sandy Moore, Diane Giese, Zel Bowman-LaBerge, Town Manager Kara George, and Recording Secretary Donna Culbertson.

ACTION: Motion made by Sandy Moore, seconded by Diane Giese to enact the Breen Amendment, and take the agenda out of order. VOTE: 5-0

OLD BUSINESS

9A. Review the appointment of Joshua Rowan to the Harbor Committee.

The appointment of Joshua Rowan had been tabled at the last Select Board meeting on 12/14/20. John Snyder expressed his concern over the appointment of Joshua because he had not been reviewed by the Harbor Committee. The appointment stands as submitted by Zel Bowman-LaBerge to appoint Joshua.

ACTION: Motion made by Bill Hahn, seconded by Diane Giese to appoint Joshua Rowan to the Harbor Committee. VOTE: 5-0

NEW BUSINESS

10B. Consider placing a foreclosed property out to bid (31 Booker Street).

ACTION: Motion made by Bill Hahn, seconded by Diane Giese to place 31 Booker Street out to bid for nonpayment of taxes. VOTE: 5-0

C. Review the request of Kimi and Keith Smith to purchase Brown/Wotton lot for \$20,000 from the Town.

Chair Peter Lammert explained that before a piece of Town property could be sold, the property must go out to bid for all interested parties to be given a chance to bid. Bill Hahn stated that the lot would have to be reappraised. Tax Assessor Dave Martucci explained that the ownership of this property is a very complex situation. The Town would have to prove Title to the land. Part of the property was lost to nonpayment of taxes; the other half was owned by the Wotton family. This piece of property has been looked at for the long-term East-West bypass. Both lots may fall in this area. Peter Lammert believes the property should be retained by the Town until the discussion of the bypass is reopened. Zel Bowman-Laberge thinks the Town should retain ownership.

ACTION: Motion made by Bill Hahn, seconded by Diane Giese to not act on the sale of the Town owned property until a later time. VOTE: 5-0

AGENDA ADJUSTMENT:

C. Consider placing the foreclosed property at 59 Water Street out to bid.

No discussion.

ACTION: Motion made by Diane Giese, seconded by Sandy Moore to place 59 Water Street out to bid for non-payment of taxes. VOTE: 5-0.

NEW BUSINESS:

AGENDA ADJUSTMENT

A. Accept the resignation of Nancy Armstrong from the Harbor Committee.

**ACTION: Motion made by Bill Hahn, seconded by Diane Giese to accept the resignation of Nancy Armstrong with regret from the Harbor Committee.
VOTE: 5-0.**

10A. Review the application of Thomas Turansky to the Harbor Committee.

John Snyder stated that at the Harbor Committee voted to recommend Tom Turansky as a full member on December 21, 2020. John stated that Joshua Rowan should not have been appointed without being screened by the committee. Peter McCrea said that Tom works at Jeff's Marine and is acquainted with the Harbor. John Snyder noted that a committee member should be someone who has a vested interest in the Harbor. There was further discussion by the Board and the Harbor Committee members as to appointments on committees.

ACTION: Motion made by Diane Giese, seconded by Zel Bowman-LaBerge to appoint Joshua Rowan as a full member to the Harbor Committee and appoint Tom Turansky as an alternate member. VOTE: 5-0.

NEW BUSINESS

D. Authorize the Town Manager to sign Maine Municipal Bond Bank application for the financing of the Solar Array project.

John Fancy explained that at this time the Town is utilizing a line of credit at Camden National Bank.

ACTION: Motion made by Bill Hahn, seconded by Diane Giese to authorize the Town Manager to sign the MMBB application for the Solar Array Project.

VOTE: 5-0.

E. Discussion with Jon Eaton about the Land Water Conservation Funds Grant.

Jon Eaton gave the Board a brief update on the LWCF Grant. Applications are due at the end of May. Money will be awarded in March of 2022. Doug Beck from the Bureau of Public Lands visited the sites eligible in Thomaston: The Kiln parcel, Mill River Park, Thomaston Green, and the Public Landing. The primary location of interest is the Thomaston Green. Grant money could be used to get electricity to the gazebo, planting community gardens, or landscaping the Town Forest trail. The grant requires a 50% match. Investments made within 3 years would qualify.

Sandy Moore mentioned that she has been working with the Maine Department of Transportation (MDOT) for the Kiln Parcel located off Wadsworth Street to reduce the price of the land to \$25,000. There may also be an option to lease from the State. MDOT had purchased the Kiln parcel with federal money and would require the parcel to be used for transportation-related reasons by the Town to reduce the price.

Zel Bowman-Laberge is working on a directive for the Thomaston Green Task Force and fact finding on the history of the Green. Grant money could be applied for recreational trails in Town. A landscape architect could be hired to review the old plans for the Thomaston Green and future.

Sandy Moore suggested obtaining a quote from Alley Electric for electricity to the gazebo at the Thomaston Green. Diane Giese recommended obtaining more than one quote on the electricity. Jon Eaton will get in touch with Doug Beck to make sure the grant funds could be applied to more than one site.

F. Discuss the Owls Head, South Thomaston, Thomaston Transfer Station (OHSTT) Renovation Project – Zel Bowman-Laberge.

Zel Bowman-Laberge represents Thomaston on the OHSTT Solid Waste Board. Bids have been received for the renovation project. The Town needs to vote on spending the reserve funds that were received from PERC. Town Manager Kara George inquired when funds are needed. Zel said the Solid Waste Board is meeting on January 28th to discuss and they are planning a public information session. The total cost is \$1,000,000.00 divided by three towns. The discussion was tabled until the Transfer Station board meets and Zel comes back to the Select Board with more information.

G. Review the Project Canopy Assistance Grant Program.

Sandy Moore said the next Conservation Commission meeting is Feb 3rd to discuss the grant and she will provide more information at the next Select Board meeting.

H. Authorize the Town Manager to sign the Pope Memorial Humane Society Animal Care Facility Agreement for a 3-year contract expiring December 31, 2023.

ACTION: Motion made by Diane Giese, seconded by Sandy Moore to sign the contract for a three-year period. **VOTE: 5-0**

I. Accept the resignation of Daryl Hahn from the Personnel Committee.

ACTION: Motion made by Zel Bowman-LaBerge, seconded by Sandy Moore to accept the resignation of Daryl Hahn with regret. **VOTE: 5-0.**

J. Accept the resignation of Allie Payor, Deputy Clerk.

ACTION: Motion made by Sandy Moore, seconded by Diane Giese to accept Allie Payor's resignation. **VOTE: 5-0.**

AGENDA ADJUSTMENTS

B. Accept with regret the resignation of Police Sergeant Ian Anderson.

ACTION: Motion made by Zel Bowman-LaBerge, seconded by Sandy Moore to accept the resignation of Sergeant Ian Anderson. **VOTE: 5-0.**

C. Consider placing 59 Water Street out to bid for non-payment of taxes. (Foreclosed on Feb. 2020)

ACTION: Motion made by Zel Bowman-LaBerge, seconded by Diane Giese to put the 59 Water Street property out to bid for non-payment of taxes. **VOTE: 5-0.**

D. Consider the Town Manager to be appointed to the Maine Service Centers Coalition (MSCC) and appoint a Select Board member as an MSCC Alternate Representative.

ACTION: Motion made by Diane Giese, seconded by Zel Bowman-LaBerge to appoint Town Manager Kara George and Select Board Chairman Peter Lammert to the MSCC. **VOTE: 5-0.**

E. Discuss setting a workshop date to review the Town's Trust Funds.

ACTION: Motion made by Zel Bowman-LaBerge, seconded by Sandy Moore for the Town Manager Kara George, Finance Director Jodell Benson, and Select Board member Diane Giese to review the Town's trust funds. **VOTE: 5-0.**

3. Approve the minutes of September 14, 2020.

ACTION: Motion made by Sandy Moore, seconded by Zel Bowman-Laberge to approve September 14, 2020 minutes as amended. **VOTE: 5-0.**

4. Approve the Warrants.

ACTION: Motion made by Zel Bowman-LaBerge, seconded by Sandy Moore to approve the warrants. VOTE: 5-0.

6. Town Managers Report (See Attached).

The next Select Board meeting is set for February 8th.

Meeting adjourned at 7:45 p.m.

Chair Peter Lammert

Recording Secretary Donna Culbertson

Town Office Open by Appointment Only

At this time, the Town Office is open by appointment only until further notice. Press releases have been sent out to Village Soup, Free Press, and Penbay Pilot. We've also emailed out notices and posted it on the town website and Facebook page. Customers can call the town office to set up an appointment and use the intercom to notify staff when the customer has arrived to the building. Dusty from Hi-Tech will be installing an automatic door opener/buzz-in service that will work with the intercom. I will continue to reassess in the coming weeks.

Town Office Resignation

The Deputy Clerk submitted her resignation last week. On Thursday, we posted the advertisement out on Indeed.com, Maine Municipal Association, Village Soup, Free Press, the Town Website and Facebook Page and on the Maine Town and City Clerk Association email list serve. I will continue to keep the Board posted.

Maine Municipal Association Workers' Compensation

In December, the Town was notified that the Workers' Compensation has decreased from \$73,703.00 last year to \$49,343 this year. A savings of \$24,360 for the Town.

Economic Development Specialist

Brian Doyle hit the ground running last Monday. He has been working remotely last week due to the office closure, but will be in the office soon. Brian and I had a meeting on Zoom last week. Community Concepts has hired Nate Libby to fill the position that was left by Glenn Holmes. I also met with Mia Purcell from Community Concepts last week on Zoom. Mia and I will be keeping in touch going forward.

I've asked Brian to sit in on some of our board and committee meetings to get familiar with town happenings and to meet the people. We have a Watts Block Trustees meeting and Economic Development Committee meeting coming up. I also thought it would be great for him to meet folks on the Conservation Committee and the Harbor Committee at some point.

Budget Planning

Jodell has been busy getting the budget numbers into TRIO in preparation of planning the upcoming budget. I am in hopes to start meeting with department heads mid-to late January to start the review process.

Respectfully Submitted,



Kara George
Town Manager

Kara George

From: Susan Devlin <devlin.susan@yahoo.com>
Sent: Sunday, January 17, 2021 1:38 PM
To: Kara George; Peter Lammert
Cc: devlin.susan@yahoo.com; bill@tidalworksthomaston.com; careyhanklucy@gmail.com; joanneleerichards@gmail.com; erickson@soundvest.com; darylhahn@gmail.com; snowrlcb@aol.com; shirlxyz@outlook.com; noriemulley@gmail.com; anita.l.knowlton@gmail.com
Subject: Watts Block Recommendation
Attachments: Watts Block Final Recommendation -17Jan2021.docx; 2020_SMFC_ReviewCriteria - WattsBlock.docx

Kara and Pete

Attached is the final recommendation from the Municipal Facilities Committee regarding the Disposition of the Watts Block. Also attached is the Review Criteria document that we are suppose to complete for each project.

We would appreciate you putting this Recommendation on the agenda for the first Select Board Meeting in February.

Thank you,

Susan Devlin
Chair, Municipal Facilities Committee

Report to the Select Board by Municipal Facilities Committee on Recommended Disposition of Watts Block

Recommendation:

The Town should retain ownership of the Watts Block, giving the Watts Block Trustees the opportunity to increase the property's viability and value with no burden on the tax payers by implementing the aggressive management strategy outlined below.

- The Watts Block Trustees would continue to manage of the building and first floor rentals.
- A new non-profit (501C3) would handle the marketing, scheduling and management of events for the second floor, paying to the town rent and/or a share of net profits. The 501C3 would also cover any improvements to the Hall through profits from events, fund raising and grants.
- First floor and distributions from the 501C3 would cover the expenses of the building, including building a reserve fund for periodic capital expenses needed to maintain the building.

The Select Board should review the status of the property with the Watts Block Trustees and Municipal Finance Director annually to determine if progress is being made toward the goals of building community, revitalizing downtown and being financially viable. This annual review should include a financial report of all expenses and income as well as an analysis of the level of utilization of the Hall and should result in goals, benchmarks and recommendations for the coming year. If at any time after the first 5 years (starting March 1, 2021) it is determined that the building has failed to become financial self-sustaining or it does not make continual progress of increased utilization within the first 10 years, the Select Board should take the measures necessary to sell the Watts Block property.

Rationale for the Recommendation:

Financial Impact

- Rental income from the first floor likely covers nearly all of building operating expenses, with 2nd floor closing the gap.
- A 501c3 allows tax free donations from supporters of Watts Hall, not placing the burden on the entire town tax base.
- Even if 2nd floor is not income producing for a period (such as during the pandemic) and the 501c3 has no endowment yet built up to cover rent, the Watts Block is only an estimated \$4,200 annual risk for the town for that period.

Community Value

- Provides an anchor point to help revitalize the town and attract visitors and business growth.
- Retains a beautiful venue for community sponsored activities.
- Ensures the preservation of the historic Watts Block, part of National Historic District.
- Respects Samuel Watts' gift – *"to keep and enjoy forever, as long as the town shall live"*
- Provides maximum control over what businesses are allowed on first floor which, along with events in Watts Hall, can help to revitalize downtown and possibly increase the tax base.

Risk Control

- The building can be sold as a fallback position if it becomes a financial burden on the town.
- Selling and leasing 2nd floor offers two risks: 1) the loss of Watts Hall if owner refuses to renew the lease and 2) grants and fundraising for Watts Hall are more difficult as donors see this risk to their investment.
- Avoids the risk of the building deteriorating if an owner's financial position does not allow it upkeep – and worst case scenario, its ownership falls back on the town in poor structural condition.
- Alternative estimates of possible perceived return on investment by potential owners could take the income from the sale of the building to a lower financial value than keeping the building.
- While a lot of background work went into the financial calculations, they are just best estimates.

Background:

Based on research and expert consultation, the Municipal Facilities Committee narrowed to three options for in-depth analysis: 1) Sell Outright, 2) Sell with Lease Back of 2nd Floor, and 3) Retain Watts Block. Three criteria were used to assess options in coming to a recommendation: Financial impact on town, Community value and Risk. Appendix A summarizes key points for each of the three options. Appendix B shows the estimated financial impact on the town budget for each option.

Appendix A: Summary of Options for Disposition of Watts Block

Sell Watts Block Outright

Sell outright with a deed restriction requiring the owner to maintain exterior façade of this building as it looks today as part of the National Historic District.

- Increases tax base by about \$9,000 per year.
- Invested net sale \$s can provide income to offset future town expenses, estimated at \$8,300 per year depending on sale price.
- Retains historic appearance of the building.
- Eliminates cost of building/property maintenance, rental management and unexpected expenses.

Sell with Lease Back of 2nd Floor

Sell with 10-year renewable lease of second floor either by the town or by a new nonprofit. Issue a deed restriction on the sale to maintain exterior façade of this building as it looks today as part of the National Historic District.

- Increases tax base by about \$9,000 per year.
- Invested net sale \$s can provide income to offset future town expenses, estimated at \$8,300 per year depending on sale price.
- Retains historic appearance of the building.
- Retains access to Watts Hall as Community Center and possible revenue source as long as a new owner is willing to renew the lease.
- Allows for activities at Watts Hall to attract visitors to town center.
- Shifts financial burden from town to those committed to maintaining Watts Hall.
- Eliminates cost of property maintenance/management, except for 2nd floor.

Retain Watts Block

Keep the building, renting the first floor. Second floor could either be managed by a town committee or a new non-profit. Apply for the building to be named a National Historic Structure and pass ordinance that the façade must be maintained in the style it is today.

- Ensures the preservation and maintenance of the historic Watts Block.
- Respects Samuel Watts' gift intention: *"Watts Block is to be the property of the citizens of the town of Thomaston to keep and enjoy forever, as long as the town shall live."*
- Rental income from the first floor likely covers nearly all of building operating expenses.
- Provides additional support from events in Watts Hall.
- Ensures Watts Hall will always be available as cornerstone for community activities.
- Allows for activities in Watts Hall to attract visitors to town center.
- Provides maximum control over what businesses are allowed on first floor which, along with activity in Watts Hall, can help to revitalize downtown and possibly increase the tax base.
- Allows selling the building as a fallback position if it becomes too much of a burden on the town.
- Even estimated worst case scenario, where 2nd floor is not income producing for a period, the Watts Block is only a \$4,200 annual risk for the town.

Appendix B: Financial Assessment of Alternatives

Watts Block Options	Sell Outright	Sell, Lease 2 nd Floor	Keep, Rent Both Floor	Keep, no rent 2 nd floor
Sales of Building Financial Outcome				
Sale ¹	\$370,000	\$370,000		
Sale commissions/expenses 6%, \$700 legal fees	-\$22,900	-\$22,900		
Improvements needed for sale or rental	-\$14,000	-\$14,000		
Final Gain from Sale	\$333,100	\$333,100		
Annual Income				
Sale investment income or reduction in debt (2.5%)	\$8,328	\$8,328		
Property Taxes	\$9,000	\$9,000		
Rent from first floor			\$45,975	\$45,975
Net income from 2nd floor		\$15,000	\$15,000	
Vacancy and Collection Allowance (6.15% - 10%)			-\$4,598	-\$4,598
TOTAL Income	\$17,328	\$32,328	\$56,378	\$41,378
Annual Expenses				
Property and Liability Insurance		\$200	\$1,562	\$1,562
Rent for Lease back 2nd Floor		\$15,000		
Building Management			\$0	\$0
Leasing and Marketing Fees		\$2,758	\$2,758	\$2,758
Rental Management			\$0	\$0
Admin/Legal		\$200	\$500	\$500
Utilities		\$2,000	\$10,600	\$10,600
Repairs and Maintenance			\$9,000	\$9,000
Debt Service ²			\$7,200	\$7,200
Reserve Account for Improvements & Repairs			\$10,000	\$10,000
Pest Control			\$500	\$500
Custodian		\$1,000	\$2,500	\$2,500
Miscellaneous			\$1,000	\$1,000
TOTAL Expenses	\$0	\$21,158	\$45,620	\$45,620
NET TOTAL stable year after sale or implementation of plan	\$17,328	\$11,170	\$10,758	-\$4,243

¹ The sale price is not based on the Appraiser's Report. If the Income Capitalization approach used in that report were applied it could result in a significantly lower sale price.

² The basic upgrades recommended that would be covered by debt services total \$100,500. This includes repairs/repainting brickwork (\$16,000), asbestos remediation (\$17,500), electrical upgrades (\$26,000), heat pumps for retail spaces (\$34,000), and contingencies (\$7,000). This defers replacement of the furnace as back up heat until the reserve account can cover this.

APPROVED – July 1, 2020

Standing Municipal Facility Committee (SMFC)

Criteria of Project Review for Recommendation to the Select Board (based on the 2017 SMFC Policy)

Date: 11/13/2020

Project: Review Options for Watts Block

Category A:

Our responsibility is to make a recommendation to the Board of Selectman annually or as necessary for the expenditure and/or the encumbrance and/or exposure to the Town of Thomaston when said cost of \$250,000 or more or market value exceeds the following five categories:

- 1. Capital Improvement to Existing Facility*
- 2. Expansion of Existing Facilities*
- 3. Acquisitions of Property*
- 4. Acceptance of Property*
- 5. The sale or divestiture of Town held property*

In which category does this project fall, requiring our review? 5

Category B:

Was there a determined need for expertise under one of the previous categories? If so – who and why did you call as an expert? Provide a summary of those discussions.

Yes. The following expertise was approved and used: Professional appraisal by Maine Valuation Company, Watts Block CODE STUDY by Architect John E. Hansen, research being done by other committees, e.g., Watts Block Trustees and Economic Development Committee, and a survey of fees charged by other local halls.

Category C:

Does this project create commercial vitality and a cohesive downtown? Provide a summary.

Yes. Bringing additional businesses to the downtown (especially in the first floor of the Watts Block) will attract visitors/shoppers to both the new businesses and existing ones. Exploring ways to continue to offer and the need to expand community events on the second floor can strengthen community spirit and the desirability of residing in Thomaston.

Category D:

Does this project preserve historic spaces for public use? Provide a Summary.

One important consideration is that the Watts Block is part of the Thomaston Historic District. This requires insurance of the protection of the building, especially the façade for all options considered.

APPROVED – July 1, 2020

Category E:

Does this project create a funding source? Provide a Summary.

Possibly – part of the analysis.

Category F:

Does this project reduce town maintenance expenses? Provide a Summary.

The impact on the town's budget is a major criterion for evaluating options. If sold, there is the benefit of additional property tax revenue and reduced risk of necessary capital expenditures. If not sold, the goal is to have the building produce enough revenue to eliminate any need for town expenditures and even possibly be a profit center.

Category G:

Does this project produce significant tax increases? Provide a Summary.

No. The goal is to reduce the impact on the town budget and thus ease tax burden.

(Proposed) Directive for Thomaston Green Task Force

DRAFT – 02/03/2021

Guiding Principles:

1. To work within the community to identify the common goals for the Thomaston Green.
2. To identify multiple actions the Town can take to reach those collective goals.
3. To provide the Town recommendations regarding those goals and actions.

Tasks: (in no particular order)

1. Review primary documents (31 total) relevant to the history of the purchase and development of the Green which includes previous proposals and results from town citizen votes. List of primary documents attached.
2. Review the approved 2020 Comprehensive Plan as it applied to the Green.
3. Study the financials of the property including the tax-payer money has been spent to date on the development of the project and annual costs to the tax-payers.
4. Survey and document the desires of the community, hosting workshops with a moderator.
5. Study the spatial potential of the green, working with a planner, landscape architect, architect or civil engineer as needed to understand the site conditions. This may include creating an updated Master Plan for the site that would be voted on by Thomaston residents.

Task Force Members: (9 Voting, 3 Non-Voting)

1. 5 Members of the Public
2. 1 Member from the Community and Economic Development Committee
3. 1 Member from the Conservation Commission
4. 1 Member from the Comprehensive Plan Committee
5. 1 Member from the Recreation Committee
6. Town Manager (non-voting)
7. Economic Development Director (non-voting)
8. Recreation Director (non-voting)

Additional Notes:

1. No more than three voting members of the Task Force can own property abutting the green.
2. No members of the Select Board shall be on the Task Force.
3. All meetings are public and not to be held during normal business hours (8AM-6PM)
4. The Task Force will have a dedicated page on the Town Website that will be updated regularly.
5. Any expenses related to the Task Force to be reviewed and managed by the Town Manager.
6. A portion of the Green may be reserved for a new Fire and EMS Building pending further study by the Town.

Thomaston Green – Primary Documents List

(Updated February 3, 2021)

- 1: November 1998 - February 2013: Town Manager Timeline of Green
- 2: September 2, 1999: Preliminary Market Potential for Maine State Prison Facility
- 3: Spring 2004: RFQ - Thomaston Green Architectural, Engineering, Planning and Landscape
- 4: April 30, 2004: State of Maine Planning Office - Agreement to Purchase Services
- 5: May 20, 2004: Thomaston Prison Redevelopment Study by MRLD Landscape Architecture
- 6: May 26 & 27, 2004: Prison Property Public Presentation Materials
- 7: May 27, 2004: Courier Gazette Article "A Critical Opportunity in Thomaston"
- 8: June 1, 2004: Annual Town Meeting Warrant Results - Article 3
- 9: June 13, 2005: Board of Selectman Minutes (New Business: Purchase and Sale Agreement)
- 10: August 22, 2005: Purchase and Sale Agreement - signed by Town Manager
- 11: September 15, 2005: RFQ - Developer/Designer Team
- 12: June 10, 2008: Thomaston Green Land Use Master Plan Approved
- 13: June 10, 2008: Special Town Election Warrant Election Results
- 14: December 22, 2008: Thomaston Green Infrastructure Costs
- 15: February 04, 2009: Penobscot YMCA - Gateway Program Center Case Statement
- 16: February 10, 2009: Thomaston Green Downtown Revitalization Tax Increment Financing (TIF) District
- 17: February 23, 2010: Results of Online Housing Survey by Planning Decisions
- 18: June 15, 2011: Annual Town Meeting Warrant Results - Article 46
- 19: July 27, 2011: RFP - Design, Construct and Market Residential Housing
- 20: September 6, 2011: Counterproposal to Broad Cove Builders RFP Submission

2021 THOMASTON TIMELINE

DATES

EVENTS

Friday, January 15	Proposed Ordinance Notification
Thursday, January 21	Email Sent ~ Annual Report Notification
Monday, February 1	Find proposed Location for Annual Town Meeting
Monday February 8	<i>Select Board Meeting</i>
Monday, February 15	Reminder Annual Report Coming Due
Monday, February 22	<ul style="list-style-type: none"> • <i>Select Board Meeting</i> • Reminder of Elected Boards terms coming due. • <i>Advertise seats available on Elected Boards</i> <i>(Nomination papers must be available no earlier than 100 days before Election Day)</i>
Friday, February 26	Department, Boards & Committees report due for the Annual Report
Monday, March 1	Nomination Papers Due, 4 Elected Seats <i>1 Board of Assessors</i> <i>1 Select Board</i> <i>2 RSU 13 School Board of Directors</i>
Thursday, March 18	Deadline for ALL proposed ordinance Amendment to be turned in to the Town Office for the Select Board for March 22 Select Board Meeting
Monday, March 22	<ul style="list-style-type: none"> • <i>Select Board Meeting</i> • Select Board Sets Public Hearing Date for Ordinance Changes
Friday, March 26	Advertise Public Hearing in Newspaper/April 1 st paper
Friday, April 9	Filing Deadline for Nomination Papers
Monday, April 12	<ul style="list-style-type: none"> • Select Board Meeting/Public Hearing (?) • Create Ballots/Absentee Application for Elected Seats
Monday, April 26	Select Board Approves & Signs Town Meeting Warrant
Thursday, April 29	Annual Report goes to Printer
Monday, May 3	Create Election in CVR ~ State/RSU 13/Town Candidates
Monday, May 10	Absentee Ballots Available
Monday, May 17	Annual Reports Available
Wednesday, May 19	Candidates Night ??
Friday, May 28	Town Meeting Warrant Posted
Week of May 24	RSU Public Hearing (?)
Tuesday, June 8	Election Day
Wednesday, June 9	Annual Town Meeting

**UPDATED GUIDANCE:
OPTIONS FOR TOWN MEETINGS & ELECTIONS**

(Updated January 12, 2021)

This guidance from MMA Legal Services addresses several Frequently Asked Questions concerning municipal town meetings and elections during the COVID-19 pandemic.

Planning for a town meeting or election to be held during the pandemic will be influenced by a variety of considerations, including limitations and special allowances established through the Governor's Executive Orders and emergency legislation, guidance from the Department of Economic and Community Development (DECD), and the needs, preferences and resources of the municipality. Beginning in the spring of 2020, Governor Mills declared a state of civil emergency that she has extended several times (generally on a monthly basis). The COVID-19 state of emergency and numerous pandemic related Executive Orders remain in effect at this time. (See "Quick Links" below).

Guidance for Municipalities:

What are the current gathering limits for town meetings?

Indoor and outdoor gatherings, including town meetings, are subject to limitations imposed by Governor Mills via Executive Order (EO). These limitations have changed as the pandemic has progressed. Current gathering limits are as follows:

- **Outdoor open town meetings:** up to 100 persons or 5 people per 1,000 sq. ft. of occupiable outdoor space (whichever is less), provided the 6-foot physical distancing requirement can be maintained.
- **Indoor open town meetings:** up to 50 persons provided the 6-foot physical distancing requirement can be maintained. The 50-person limit applies regardless of the occupancy limit of the establishment or whether persons are seated.
- **Secret ballot referendums:** 50 persons per each separate room or physically divided space of the voting building (i.e., a waiting line physically separated from the polling place or a separate area where absentee ballots are being processed), provided the 6-foot social distancing requirement can be maintained.

Municipal leaders are advised to check for updates to gathering limits when planning town meetings.

May a traditional open meeting exceed the applicable gathering limit?

Generally no. However, guidance issued by the DECD provides two alternatives that would allow an open town meeting with a total attendance exceeding the applicable gathering limit:

(1) A “drive in” town meeting may be conducted in compliance with DECD guidelines. Under the guidance, persons inside enclosed vehicles are not counted toward the gathering limit, provided that individuals leave their vehicles only as necessary to speak or use the restroom facilities and return promptly to their vehicles without gathering.

(2) A “multi-room” town meeting may be conducted provided that the number of people in each separate room does not exceed the applicable gathering limit. The meeting must occur in one facility, strict separation between rooms must be maintained, and the municipality must ensure technology will permit all present to meaningfully hear and participate in the discussion and voting.

In order to exercise either of the two alternative town meeting options above, the municipality must comply with health and operational guidelines issued by the CDC and DECD, available on the [DECD website](#).

May a municipality hold a traditional open town meeting to vote on its municipal budget?

Yes. EO No. 56 specifically allows traditional open town meetings indoors or outdoors within the gathering limits established by the Governor. In addition, a municipality must adhere to detailed guidance issued by the state for conducting open town meetings during the pandemic. The guidance is available in a DECD checklist entitled “[Town Meetings](#)” on the Maine DECD website.

May municipalities allow remote voter participation at an open town meeting?

No. Maine law does not authorize voters to participate or vote via remote means at a traditional open town meeting. Although emergency legislation temporarily allows remote participation at *board meetings*, it specifically states that it does not apply to town meetings. (PL 2019, c. 617, Part G).

What is a referendum?

A referendum is a type of town meeting at which questions are presented to voters at the polls on pre-printed ballots. Voters arrive and vote individually at the polling place during stated polling hours. Absentee balloting is also available in advance of a referendum. In contrast, at an open town meeting voters must gather in person at one time and location to collectively vote on questions, usually by voice vote or show of hands.

May municipalities hold secret ballot elections and referendums?

Yes. Municipalities that regularly hold secret ballot elections and referendums may proceed to hold an election or referendum on any date that the municipal officers deem appropriate. (See question below for additional details). A local referendum or election must be conducted in compliance with detailed guidance governing polling places issued by the Secretary of State

(SOS), and available on the [SOS website](#). Most of the SOS guidance is specific to state elections. However, the general [guidance concerning polling place procedures](#) would be applicable to municipal secret ballot referendums.

If our municipality traditionally approves the budget at an open town meeting, may we instead present the budget as a referendum?

Generally, yes. Any municipality that has accepted secret ballot voting (30-A MRS § 2528) has already provided its municipal officers with authority to choose to vote any question as a referendum at the polls. Generally, if the municipality elects its municipal officers at the polls using a nomination paper process, that municipality has previously accepted secret ballot voting. This fact could be verified by checking previous town meeting records to locate the legislative body vote (town meeting or council) accepting secret ballot voting. See 30-A MRS § 2528(1). Municipalities governed by charters should seek legal review of the municipal charter to determine whether the referendum process is available.

If a municipality does *not* elect its municipal officers at the polls, EO No. 56 authorizes municipalities that have NOT accepted secret ballot voting to also use the referendum process during the state of civil emergency. (Generally, a municipality that elects its municipal officers from the floor of an open town meeting has not accepted secret ballot voting.) The EO temporarily waives 30-A MRS § 2528's requirement that the municipal legislative body vote to accept secret ballot voting and it waives the waiting period for that vote to take effect. EO No. 56 allows these municipalities to use the [referendum process](#) to vote on the budget and other questions during the COVID-19 state of civil emergency.

However, EO No. 56 does not allow these municipalities to use the secret ballot *election process* to elect municipal officials. Because these municipalities have no pre-existing nomination paper process in place, elected officials in these municipalities will remain in office until such time as an open town meeting can be held to elect new officials.

If our municipality elects its officials from the floor of an open town meeting may we elect officials by secret ballot at the polls instead?

No. A municipality that elects from the floor of an open meeting does not have any nomination paper process in place, and EO No. 56 does not create any process to allow for these communities to elect at the polls. Instead, EO No. 56 confirms that elected officials in those municipalities will hold over in office until there is an opportunity to call an open town meeting to elect officials. This is consistent with the common law rule that elected officials "hold over" in office until their successors are elected and sworn. For more information, see an April 2020 *Maine Town & City Legal Note*, "[Elected Officials Hold Over If Annual Election Delayed.](#)"

If our municipality postponed its secret ballot election in 2020, may we do so again this year?

Unless a municipal charter establishes a date that the annual election/annual meeting must occur, MMA Legal Services believes that the municipal officers have the authority to select a date for the annual election/annual meeting that they determine will be in the best interests of the municipality.

However, if the board has already initiated a nomination paper process for a specific election date, there is no clear statutory authority to alter a nomination paper process already in progress. Emergency legislation adopted in March 2020 did authorize municipalities to postpone the date of a planned secret ballot election, even if nomination papers had already been issued or filed. (PL 2019, c. 617, Part D-3). However, that authority to postpone an election is **repealed January 15, 2021**. MMA has proposed legislation to extend similar authority in 2021, but the legislation has not yet been enacted. Legal advice should be sought whenever changes to an election process already in progress are considered. Municipal officers should factor in these circumstances before setting the date of a municipal election.

What time frames apply to calling a referendum?

The referendum process includes several procedural steps, which are discussed in chapter 4 of MMA's *Town Meeting & Elections Manual*, available at no charge to MMA members on MMA's website (www.memun.org). Sample forms are also available in the manual appendix.

- In a nutshell, if the municipal officers choose to present a particular question at a referendum, they normally must "order" (or approve) the final wording of the referendum question at a public board meeting at least 60 days before the date of the referendum.
Note: EO 56 temporarily shortens the 60-day time frame to order referendum question wording to 30-days prior to the referendum, but this shortened time-frame only remains in effect during the COVID-19 state of civil emergency. However, in order to allow sufficient time to print ballots and provide for absentee voting, we recommend the municipal officers approve wording a few days before the 30-day deadline.
- After the municipal officers have ordered the final wording of referendum questions, their order is filed with the municipal clerk, who must then print ballots and administer absentee balloting beginning with the 30th day before the referendum.
- The municipal officers must hold a public hearing on the referendum question(s) at least 10 days before the referendum, with at least 7 days' posted notice of the hearing. Specific content and posting requirements apply to the hearing notice.
- At least 7 days before the date of the referendum, the municipal officers must post a town meeting warrant calling the referendum.

Are there new requirements for the public hearing required in advance of a referendum?

Yes. Paragraph J of EO 56 allows the hearing required in advance of a referendum to be conducted using the same procedures for “remote” participation that are applicable to board meetings under the emergency legislation enacted in March 2020. See 1 MRS § 403-A (PL 2019, c. 617). Alternatively, an in-person hearing may be held if attendance will not exceed applicable gathering limits. Note that the authority to hold meetings or hearings using “remote” participation is only effective during the COVID-19 state of civil emergency and for 30 days thereafter.

May municipalities limit voting to absentee ballot only or vote-by-mail at local elections?

No, the polls must be open. State law, at 30-A MRS § 2528, requires local polls to be open for a minimum of four consecutive hours for a purely local election/referendum. The Governor’s executive orders have not suspended that requirement. Municipalities governed by a charter should consult legal counsel.

Has the “LD 1” process been changed?

Yes and no. The requirement to annually calculate the municipality’s property tax levy limit under 30-A MRS § 5721-A remains in force. Similarly, the municipal legislative body must still vote to “increase” or “exceed” the levy limit for any spending in excess of the levy limit. However, the requirement that the vote to exceed or increase the levy limit be conducted by written ballot at an open town meeting has been suspended during the COVID-19 state of civil emergency, and a show of hands or voice vote is temporarily sufficient to approve those actions at an open town meeting.

Has the process for electing a Moderator changed?

No. The requirement that the moderator be elected by written ballot remains in effect for both an open town meeting and a secret ballot election/referendum. Because every secret ballot election/referendum is also a town meeting, a moderator must be elected by written ballot even where the only business on the warrant is a secret ballot election—that is, even where no open town meeting is scheduled on the warrant. For that reason, written ballots must be prepared by the clerk, and election of a moderator must be the first article for consideration on the warrant, for any town meeting or secret ballot election.

Has the process for approving a municipal budget changed?

For 2020 only, emergency legislation deemed the previous year’s approved municipal budget to be the budget for the ensuing year until a budget was approved, if the municipality’s annual municipal budget meeting was delayed due to public health concerns arising from COVID-19. (PL 2019, c. 617). In addition, if a final budget was not approved in a timely manner and the municipal officers determined that property taxes needed to be committed the legislation

authorized the municipal assessor(s) to commit property taxes on the basis of the previous year's budget deemed approved under that law. However, **the authority to use the prior year's approved budget and commit taxes on that budget is repealed on January 15, 2021.** MMA has submitted legislation to extend similar authority into calendar year 2021, but the legislation has not been acted upon by the Maine legislature.

Quick Links to State Guidance:

Executive Orders establishing gathering limits:

- [EO No. 55 \(FY 19/20\)](#), increasing gathering limit from 10 to 50 people;
- [EO No. 6 \(FY 20/21\)](#), increasing the outdoor gathering limit to 100 people;
- [EO No. 14 \(FY 20/21\)](#), increased the indoor gathering limit for certain establishments that provide or require seating; and
- [EO 16 \(FY 20/21\)](#), reducing the indoor gathering limit to 50 people regardless of seating or room capacity.

Executive Orders related to election laws and procedures:

- [EO No. 56 \(FY 19/20\)](#); and
- [EO No. 8 \(FY 20/21\)](#).

DECD guidance:

- [Town Meeting Guidance/checklist](#); and
- DECD [COVID-19 webpage listing all checklists](#)

Emergency state legislation, enacted March 2020: [PL 2019, c. 617](#)

Where can we find more information and advice?

Members are encouraged to contact MMA Legal Services to discuss specific questions and concerns at 800-452-8786 or legal@memun.org

Maine Municipal Association
Legal Services
January 12, 2021



INTERSTATE SEPTIC SYSTEMS, INC.

10 GORDON DRIVE
ROCKLAND, ME 04841
Email: compost@midcoast.com

(207) 596-5646
(800) 596-5646
FAX: (207) 594-0079

January 1, 2021

TOWN OF THOMASTON
P O BOX 299
THOMASTON, ME 04861

Dear Sir/Madam:

RE: YEAR 2021 CONTRACT RENEWAL

I am enclosing the Septic Waste Disposal Facility Agreement for renewal of your 2021 contract with us. Please sign and return a copy of the agreement for our records.

The fee will remain the same as last year, at \$2,300 for a one year contract. The resident or business of Thomaston will be responsible for paying Interstate Septic a disposal fee at their scheduled pumping.

If you have any questions, please feel free to call me at (207) 596-5646. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew Harris".

Andrew Harris
President

SEPTIC WASTE DISPOSAL FACILITY AGREEMENT

INTERSTATE SEPTIC SYSTEMS, INC., 10 GORDON DRIVE, ROCKLAND, MAINE 04841 (ISSI) a Maine corporation in good standing, and the Municipality of **Thomaston** (Municipality) agree on this ____ day of _____ (month and year) as follows:

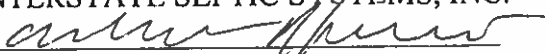
1. ISSI is the operator of a septic waste disposal facility located in Rockland, Maine that is licensed by the State of Maine Department of Environmental Protection (DEP). ISSI agrees to operate and maintain this facility in accordance with all applicable State and Federal laws and regulations throughout the term of this agreement.

2. The Municipality is required by state law to provide for the disposal of all refuse, effluent, sludge, and any other materials, as defined by DEP regulations (these materials will be referred to as "septic waste"), from all septic tanks and cesspools located within the Municipality, and makes this agreement with ISSI to fulfill its obligation. The Municipality will obtain DEP approval designating the ISSI facility as the municipal septic disposal facility and will pay any fee required for such designation.

3. ISSI agrees to provide its septic waste disposal facility on a year-round basis as the facility for the disposal of all septic waste from all septic tanks and cesspools located within the Municipality until **December 31, 2021**. In addition, waste from grease traps may be accepted, but only with prior approval of ISSI.

4. ISSI will allow other septic pumping services, if they use properly licensed trucks and have completed DEP Non-Hazardous Waste Transporter Manifests, to use the ISSI disposal facility to dispose of septic waste gathered from within the Municipality. ISSI will receive septic waste from other pumping services from 7:00 a.m. to 4:30 p.m., Monday through Friday (Federal and State of Maine legal holidays excluded), and at other times only by prior arrangements made at least five (5) business days in advance.

5. In consideration for the obligation of ISSI to handle all the septic waste generated in the Municipality and other services provided in this agreement the Municipality will pay ISSI **\$2,300**. per year payable on **January 31, 2021**. The full faith and credit of the Municipality is pledged to pay this fee.

INTERSTATE SEPTIC SYSTEMS, INC.

Andrew Harris, Facility Operator

MUNICIPALITY
BY: _____
BY: _____
BY: _____

INVOICE



INTERSTATE SEPTIC SYSTEMS, INC.

10 GORDON DRIVE
ROCKLAND, ME 04841
PH. 596-5646 OR (800) 596-5646

INVOICE NUMBER: 111450
DATE: 01-Jan-2021
P.O. NUMBER: 2021 TOWN CONTRACT
JOB DESCRIPTION: 118453
ORDER NUMBER: 01-Jan-2021
SERVICE DATE:

216

BILL TO: TOWN OF THOMASTON
P O BOX 299
THOMASTON, ME 04861

JOB SITE: TOWN OF THOMASTON
P O BOX 299
THOMASTON, ME 04861

QUANTITY	SERVICE TYPE	AMOUNT	x2 MEN	TAX	EXTENSION
1	Town contract 2021 Septic Waste Disposal Facility Contract (Payment due by: January 31, 2021)	\$2,300.00		No	\$2,300.00
TAXABLE AMOUNT \$0.00 TAX RATE 0 TAX \$0.00 DESCRIPTION					SUBTOTAL NONTAXED: \$2,300.00
					SUBTOTAL TAXABLE: \$0.00
					SUBTOTAL TAX: \$0.00
NET 30 PAYMENT TERMS: \$0.00 LESS PAYMENT \$0.00					PLEASE PAY: \$2,300.00

We appreciate your business.
Visit our website at www.interstatesepptic.com.
For your convenience, we accept AMEX, Discover, VISA, & Mastercard.

F
R
O
M
TOWN OF THOMASTON
P O BOX 299
THOMASTON, ME 04861

INVOICE NO.	DATE	AMOUNT DUE
111450	01-Jan-2021	\$2,300.00

T
O

INTERSTATE SEPTIC SYSTEMS, INC.
10 GORDON DRIVE
ROCKLAND, ME 04841-2137



Town Of Thomaston Maine
PO Box 229
Thomaston ME, 04861

January 18, 2021

Attention: Kara George

Please find below the price estimation you requested, which is based on the current understanding of the requirements provided by your organization. The size and scope of the requested customization effort is based on the aforementioned requirements and should the scope increase during the discovery and/or finalization phases of the customization effort, you will be asked to review and approve new requirements and a quote prior to the initiation of the actual programming work.

Contract Number: HLG-THO-012621 -4

Product Line: TRIO

Product: Real Estate

JIRA #: TRORES-314

Description of Work: Build a custom import process to import data from a file in the same format as the 2020 Assessment List.xlsx in to the Web version of TRIO Real Estate and Personal Property.

Cost: \$2,100.00

Description of Work: Install and Test (for the above custom work)

Cost: \$700.00

Total Cost: \$2,800.00

The acceptance of this quote authorizes Harris to proceed with the discovery phase and finalization of requirements. Once received, we will confirm receipt and provide you with an estimated date of completion of requirements. The estimated delivery date will be determined upon completion and acceptance of final requirements.

This pricing estimation is available for thirty (30) days from the date this document.

If you do not wish to proceed with this work, please advise us and we will update our records accordingly. If you have any questions or need further information, please feel free to contact the undersigned.

Yours truly,

Cheryl Kotas

For Melissa Lamprecht

Vice President, Research and Development- Harris Computer Systems

A signature below will serve as authorization to proceed with this quotation.

*Please sign and return this by fax to: 716-297-4499.

Print Name

Signature

Date

The signing of this estimation is an agreement and commitment to pay for custom service as outlined in client approved requirements. Should there be a conflict in the delivery vs. what was requested – the approved requirements will be the prevailing document used for resolution.



Town Of Thomaston Maine
PO Box 229
Thomaston ME, 04861

January 18, 2021

Attention: Kara George

Please find below the price estimation you requested, which is based on the current understanding of the requirements provided by your organization. The size and scope of the requested customization effort is based on the aforementioned requirements and should the scope increase during the discovery and/or finalization phases of the customization effort, you will be asked to review and approve new requirements and a quote prior to the initiation of the actual programming work.

Contract Number: HLG-THO-012621 -2

Product Line: TRIO

Product: Real Estate

JIRA #: TRORES-314

Description of Work: Build a custom import process to import data from a file in the same format as the 2020 Assessment List.xlsx in to the SQL version of TRIO Real Estate and Personal Property.

Cost: \$2,100.00

Description of Work: Install and Test (for the above custom work)

Cost: \$700.00

Description of Work: Annual Maintenance (for the above custom work)

Cost: \$315.00

Total Cost: \$3,115.00

The acceptance of this quote authorizes Harris to proceed with the discovery phase and finalization of requirements. Once received, we will confirm receipt and provide you with an estimated date of completion of requirements. The estimated delivery date will be determined upon completion and acceptance of final requirements.

This pricing estimation is available for thirty (30) days from the date this document.

If you do not wish to proceed with this work, please advise us and we will update our records accordingly. If you have any questions or need further information, please feel free to contact the undersigned.

Yours truly,

Cheryl Kotas

For Melissa Lamprecht

Vice President, Research and Development- Harris Computer Systems

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*Please sign and return this by fax to: 716-297-4499.

Print Name

Signature

Date

The signing of this estimation is an agreement and commitment to pay for custom service as outlined in client approved requirements. Should there be a conflict in the delivery vs. what was requested – the approved requirements will be the prevailing document used for resolution.

Missy Stevens

From: Shirley Hamlin <shirxyz@outlook.com>
Sent: Wednesday, January 20, 2021 3:22 PM
To: Kara George
Cc: Missy Stevens
Subject: Facilities Committee

Please accept my resignation from the Facilities Committee.

Shirley

Shirley L. Hamlin
55 Toll Bridge Road
Thomaston, Maine 04861
Cell Phone: 207-975-0417

Kara George

From: Andrew Josephs <ajj108@yahoo.com>
Sent: Tuesday, January 19, 2021 4:02 PM
To: Peter Lammert; Kara George; Missy Stevens
Subject: Re: Committee involvement

Dear Kara, Missy & Peter,

It is with regret and after a great deal of consideration that I am submitting my notices of resignation from the following committees:

- **Economic & Community Development Committee**
- **Personnel Committee**
- **Comprehensive Plan Committee**

Prolonged and ongoing health and financial issues for both my wife and I have required a great deal of my energies. While these issues have not always been severe, they have been prevalent enough to prevent me from committing the time and focus I normally consider necessary to meet my personal and professional standards. I anticipate this situation to continue for the foreseeable future.

With that said, I remain committed to continuing with the efforts I've initiated in the Keep Thomaston Healthy project for at least another month, until their completion as well as as the booking agent for Watts Hall, ongoing.

It has been both an honor and a pleasure to serve with and for such good people!

Regards,

Andrew Josephs

Kara George

From: Janet Bosworth <jbosworth10@gmail.com>
Sent: Monday, January 25, 2021 4:33 PM
To: Kara George
Cc: Diane Giese; albernierjr@roadrunner.com; Caroline Ward-Nesbit
Subject: Resignation and New Board Member

Hi, Kara,

I wanted to notify you that I have received a resignation from board member Al Bernier and that the board has approved the appointment of Diane Giese to the board to fill his slot.

Thank you,

Janet Bosworth