

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

ZOOM ONLY

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

EXECUTIVE SESSION AT 5 P.M.

Pursuant to MRS Title 1, §405 (6D), for the discussion of labor contracts and proposals.

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. TOWN BOARDS & COMMITTEES UPDATE

8. PUBLIC COMMENTS

9. OLD BUSINESS

10. NEW BUSINESS

A. Discuss forming a Fire/EMS building committee per the request of the Town Manager.

B. Review the Midcoast Community Internet Coalition Guiding Principles per the request of Brian Doyle, Economic Development Specialist.

- C. Review the request of the Comprehensive Plan Committee to review recommended Land Use Ordinance amendments.
- D. Discuss what to do with town-owned property located on 78 Dexter Street.
- E. Consider repealing the Conservation Commission and Personnel Committee Ordinances at the June Town Meeting election.
- F. Confirm the Town Manager’s appointment of Deputy Clerk & Deputy Tax Collector Sally Fuller.

11. ADJOURN

Upcoming Dates:

Thursday, March 11th at 6 p.m.	Budget Committee Meeting
Friday, March 12th at 8 a.m.	Dragon CAP Meeting
Tuesday, March 16th at 4 p.m.	Academy Board of Trustees Meeting
Thursday, March 18th at 6 p.m.	Budget Committee Meeting
Friday, March 19th at 9 a.m.	Economic Development Committee
Monday, March 22nd at 6 p.m.	Select Board Meeting



TOWN OF THOMASTON
TOWN MANAGER
13 VALLEY STREET
THOMASTON, MAINE 04861-0299
TEL: (207) 354-6107

To: Select Board
From: Kara George, Town Manager
Date: March 3, 2021

Re: Fire/EMS Building Committee Proposal

Please see the attached article from Penbay Pilot regarding plans for a new fire station in West Rockport.

I also had an extensive conversation with Rockport Town Manager Bill Post. Rockport is working with an architect to design a new station in West Rockport at the Route 90 intersection. They are working with Amanda Austin of 2A Architects and engineer Bill Lane of Gartley and Dorsky. In Rockport, they formed a building committee that was made up of the Fire Chief, Deputy, Asst., and 2 residents that were picked by the Chief. As you know, we are somewhat different from Rockport in that we have an EMS department and Rockport contracts their services out. However, Rockport is planning for enough space in the new building to grow into over the next 75 years.

This is a vital time for our Town to start discussions on the needs of our Fire/EMS building, whether that is to rebuild what is existing or to build all new. I am recommending that the Select Board considers establishing an ad-hoc building committee that is composed similarly to what Rockport had. We have had several Fire/EMS folks who have stepped forward that have expressed interest in serving in this capacity: EMS Chief Amy Drinkwater, Fire Chief Mike Mazzeo, Deputy Fire Chief Jamie Leo, Asst. Fire Chief Bobby Coombs, and EMS Captain JT O'Hare.

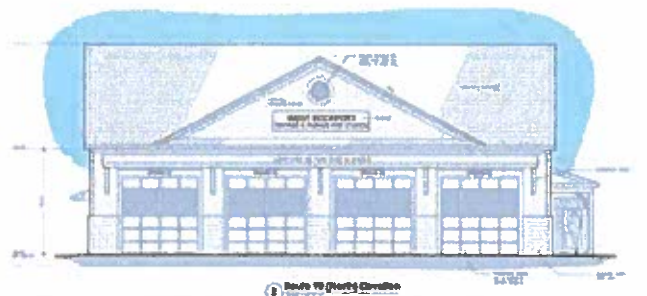
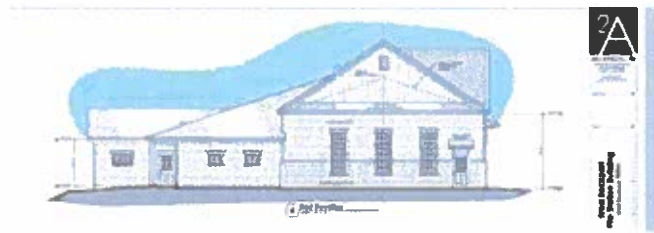
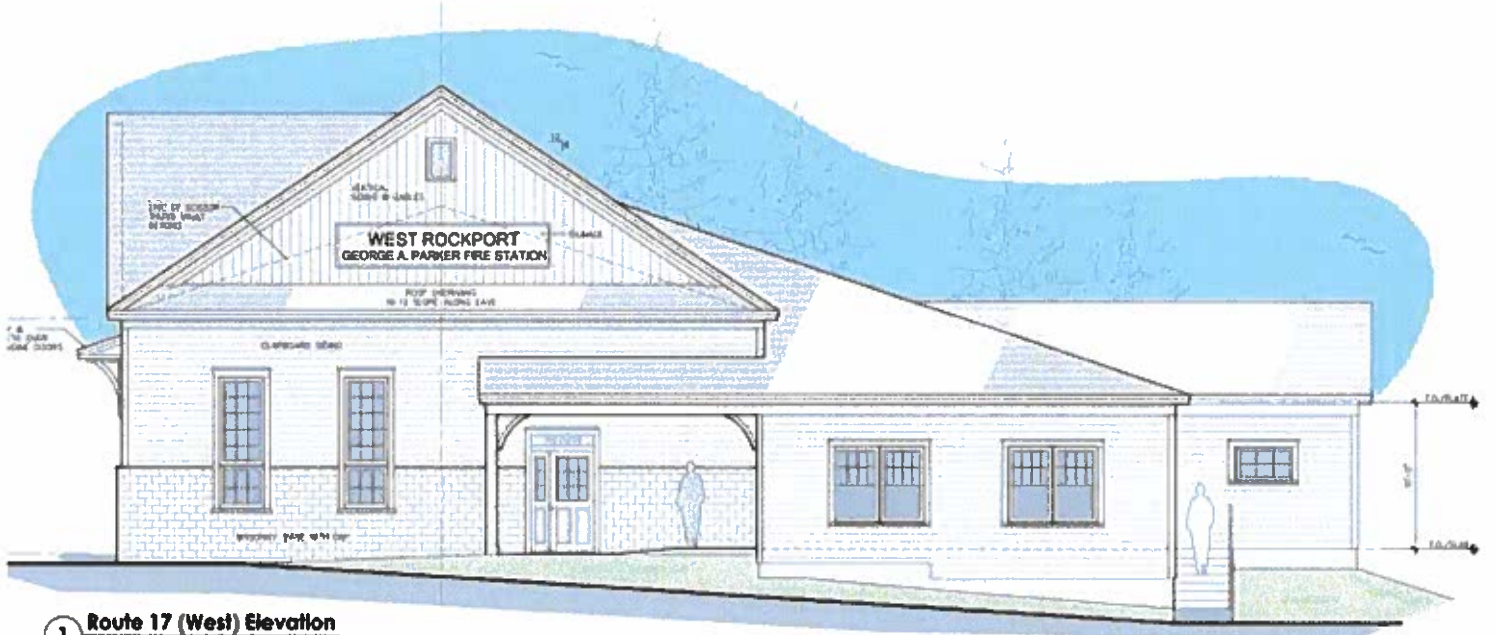
Respectfully,

Kara George
Town Manager

Rockport Select Board to discuss new fire station plans, short term rental ordinance



Sun, 12/13/2020 - 5:30pm



ROCKPORT — The Select Board will convene Monday evening, at 5:30 p.m., via Zoom for a meeting that includes a legislative bill to eliminate excise tax for Rockport's 29 volunteer firefighters ([Read about that ordinance here.](#)) The board will also discuss preliminary plans for a new West Rockport Fire Station, the short-term rental registration ordinance, the appointment of a Budget Committee member, and what the town wants its Ordinance Review Committee to address this coming January.

The meeting will be streamed at <https://livestream.com/Rockportmaine>. Public comments or questions should be sent to the Town Manager at wpost@rockportmaine.gov or can be provided remotely through the livestream of the meeting.

See attached PDF for full meeting packet

The agenda also includes:

Committee Resignation(s): Parker Hackett – Harbor Committee

Act on Committee Application(s):

Jennifer Lloyd Mirabile–EconomicDevelopmentCommittee

Dominic Cordisco–EconomicDevelopmentCommittee

Nancy Albertson Alternate Member to Regular Member–Harbor Committee

Kate Lee - Harbor Committee as Alternate Member

General Assistance Donation(s): Two Anonymous General Assistance Donations

VII. Discussion Items

West Rockport Fire Station Project (Amanda Austin, Bill Lane)

Update on Short-Term Rental Registration Ordinance

Discuss Appointment of Budget Committee Member

Discuss Recommended Priorities for ORC Consideration

Town Manager's Report/Update

Select Board Liaison Reports

Executive Session

1. Discussion of a Personnel Matter pursuant to 1 M.R.S. Section 405 (6) (A)
2. Action as a Result of Executive Session

8. Adjourn

Draft short-term rental ordinance

According to the Town Manager's memo to the Select Board, the draft ordinance governing short-term rentals in town is under review by the town attorney.

According to the Town Manager's memo to the Select Board, the draft ordinance governing short-term rentals in town is under review by the town attorney.

"On November 16, the Town posted on its website the second working draft of the ordinance and asked for comments from the public and issued a press release with that information and request,"

wrote Town Manager Bill Post, in his Dec. 14 meeting packet memo. "Several comments have been received and forwarded the Select Board members. These comments also have been compiled into one document and published on the Town's website. These comments are being reviewed and considered as the draft ordinance continues to be revised."

West Rockport Fire Station

Town Manager Post said in his meeting memo:

The West Rockport Fire Station Building Committee met several times with Architect Amanda Austin of 2A Architects and engineer Bill Lane of Gartley & Dorsky Engineers to create the preliminary design for the new fire station.

Why does Rockport need to consider building a new West Rockport Fire Station?

The current West Rockport Fire Station was built in 1973 and has space to house two fire trucks with max lengths of 28 feet. Currently, Engine 23 which was built in 2015 and Engine 24 which was built in 1988 are stationed in the building. Engine 24 is for forest fires only.

At the Public Safety building on Main Street, three fire trucks are housed, and all are over 29 feet in length and 10 feet tall. None of these trucks will fit in the West Rockport Station.

Should there be an issue with Engine 23 forcing it out-of-service for any reason, there would only be a forestry truck stationed at the West Rockport Fire Station, thereby increasing the response time for any fire calls in and around West Rockport.

Currently there are 29 members of the Rockport Fire Department.

Four of these members live near the Public Safety Building on Main Street and 24 firefighters live near the West Rockport Station. With the newest apparatus housed on Main Street, the response times are lengthened when more than one engine needs to respond to a fire call.

The future of the volunteer fire service has dramatically changed over the last 25 years, and fire departments are having to change with the times. Finding citizens to volunteer at the fire department is becoming extremely difficult with the time commitments, regulations, and rules. At some point in the next several years, it is expected that the Town will need to consider full-time firefighters covering the community in 12-hour or 24-hour shifts. As the Town plans for this option, and the potential for housing EMS personnel in the future, the WRFS should be designed to accommodate this inevitability.

Additionally, the Town's current ISO rating is based on two fire stations to cover the square mileage of the town. The ISO rating makes a significant difference in how insurance companies determine premiums for homeowners' insurance. The construction of a new station that can house the more modern equipment may result in a better ISO rating.

What about remodeling or expanding the current station?

To fit the Town's newer fire engines in a renovated/expanded fire station, the roof height would need to be raised significantly, the building's footprint would need to be expanded and the basement would need to be addressed. All the mechanical systems would need to be replaced and could not be located in the basement as they are now due to code issues and flooding concerns. The current station is not ADA compliant. Also, expansion or renovation of the existing building would not fully address the vehicular circulation and access issues which are a result of the placement of the existing facility on the site.

Regarding the site issues, the location of the current building in West Rockport is difficult. The State of Maine's right-of-way extends approximately 15' into each entrance of the WRFS from Route 90

and Route 17. As currently located, there is only 20' of usable space from the edge of the right-of-way to the edge of the building.

The planning process has focused on replacement of the building since 2017 after identifying the deficiencies in an expansion. The Town and Select Board have previously made provisions for the replacement of the building by acquiring the Thorndike parcel and contracting for the pad site construction behind the current building.

Sponsored

ALSO ON PENBAY PILOT

Sponsored

Two women charged with allegedly ...

18 hours ago · 4 comments

ROCKLAND — Two women have been arrested for allegedly providing drugs ...

What do you think?

0 Responses

 Upvote

 Funny

 Love

 Surprised

 Angry

 Sad

Kara George

From: bill@tidalworksthomaston.com
Sent: Friday, February 26, 2021 10:54 AM
To: Brian Doyle; Kara George
Subject: RE: Broadband : Midcoast Community Internet Coalition Principles

Hi,
Let's distribute and add to agenda...

From: Brian Doyle <bdoyle@thomastonmaine.gov>
Sent: Friday, February 26, 2021 10:47 AM
To: Kara George <kgeorge@thomastonmaine.gov>; bill@tidalworksthomaston.com
Subject: Broadband : Midcoast Community Internet Coalition Principles

Kara and Bill:
Speaking of broadband...

The attached "Guiding Principles" document has been sent to me by the Broadband Coalition Chair, Debra Hall, with the intent of having the town agree to them. I've cut and pasted her thoughts below in red so you can see the rationale for approaching each town with this request

These Guiding Principles are separate from the goals that our committee is working on but no doubt will influence that work. It is important to note that there is no mention of funding here and these Guiding Principles are not intended to commit your town in any way other than to agree to these principles. They serve to ensure that our towns (1) are cohesive, (2) speak with a common voice going forward, and (3) are able to convey to third party consultants and providers what we are seeking as we gauge the feasibility of our efforts. We can always wordsmith the language but the key is to agree to these as fundamental principles. If your towns have reservations about the substance then please communicate them to me and let's discuss them at our meeting on March 10th

Can this issue be discussed at the March 8th Select Board meeting?

Brian

From: Debra Hall <dhall@rockportmaine.gov>
Sent: Thursday, February 25, 2021 5:28 PM
To: Debra Hall <dhall@rockportmaine.gov>; Josh Gerritsen <josh.gerritsen@gmail.com>; Marc Ratner <mratner@camdenmaine.gov>; Jeremy Martin <jmartin@camdenmaine.gov>; Joe Sternowski <jsternowski@rockportmaine.gov>; John Viehman <john@johnviehman.com>; Matthew J Siegel <matthewsiegel@me.com>; Duane Wright <dwright@douglasdynamics.com>; Amy Gertner <agertner@hopemaine.org>; Melissa Foster Hall <mimifoster@gmail.com>; Brian Doyle <bdoyle@thomastonmaine.gov>; Allie Feener <ahfeener@gmail.com>; shelly.patten@northportmaine.org; jrittermaine@gmail.com; afrenning@gmail.com; john gibbons <jgibbons@tidewater.net>; Ben Dorr <bdorr@rocklandmaine.gov>; Brady Brim-DeForest <bradybd@gmail.com>; Clifford Dacso <cdacso@gmail.com>; Jacob Post <jacob@rockbound.net>
Cc: Leticia vanVuuren <gisp@knoxcountymaine.gov>; Steve Matteo <SMatteo@camdenational.com>; William S. Post <wpost@rockportmaine.gov>; Tom Luttrell <tluttrell@rocklandmaine.gov>; Audra Caler <acaler@camdenmaine.gov>; Kara George <kgeorge@thomastonmaine.gov>; David Kinney <tadmin@town.lincolnvillle.me.us>; Samantha Mank

<smank@hopemaine.org>; Barbara Asheley <administrator@northportmaine.org>

Subject: Action Requested: MCIC Guiding Principles

Coalition Members:

There has been much activity since our last meeting. Given this, there is too much to report to wait until our next meeting on March 10th. In an effort to make our meeting as productive as possible, I am going to share with you, over the next few days, summaries of these meetings and the work of our Vision/Mission committee.

In discussions with Downeast Broadband Utility (DBU), Eaton Peabody, and Pioneer Broadband, there is a sense that our regional approach is a positive and beneficial one but, of course, we must make sure from the outset that each participating town is on the same page with respect to our ultimate goals. Aside from the Vision/Mission/Goals that the committee is working on, I have worked with Matt and Denise Munger to put together Guiding Principles as outlined below. **It is very important that each town review these Guiding Principles and be prepared to discuss at our March 10th meeting if your town is on board with these principles.** We have drafted these principles based on comments and feedback from you and your Select Boards and Broadband Committees. (Please note that the title refers to the Midcoast Community Internet Coalition which is a recommendation coming from the Vision/Mission/Goals group that will be discussed and decided upon March 10th.)

These Guiding Principles are separate from the goals that our committee is working on but no doubt will influence that work. It is important to note that there is no mention of funding here and these Guiding Principles are not intended to commit your town in any way other than to agree to these principles. They serve to ensure that our towns (1) are cohesive, (2) speak with a common voice going forward, and (3) are able to convey to third party consultants and providers what we are seeking as we gauge the feasibility of our efforts. We can always wordsmith the language but the key is to agree to these as fundamental principles. If your towns have reservations about the substance then please communicate them to me and let's discuss them at our meeting on March 10th.

Best regards

Debra

Midcoast Community Internet Coalition

Guiding Principles

- Establish a regional utility district through interlocal agreement as permitted by State law
- Build a Fiber to the Premises (FTTP) internet network to provide cheaper, faster and better high-speed internet access
- Ensure that the network is open access, inviting multiple providers to deliver services to residents and businesses which will offer a range of products, pricing options and competition
- Establish a minimum symmetrical speed of 100 Mbps for download / upload to be provided by any service provider leasing the utility's dark fiber network with the capability of providing symmetrical 1 Gig for users choosing that option
- Provide universal access to all residences and businesses within the geographic region of the utility
- Best in class customer support with locally managed and operated offices

**Midcoast Community Internet Coalition
Guiding Principles**

- Establish regional utility district through interlocal agreement as permitted by State law
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- Best in class customer support with locally managed and operated offices

To: Thomaston Select Board
From: Comprehensive Plan Committee
Re: 2020 Comprehensive Plan
Date: March 2, 2021

At our workshop with the Select Board in November we discussed the role the Comprehensive Plan Committee could play in assisting the Board with the implementation of the 2020 Comprehensive Plan. At that time it was determined that the Committee should at least:

- Meet with the Board annually to assess progress and set goals for upcoming year,
- Report to the Board periodically to assess progress toward annual goals,
- Submit a report of progress for the annual Town Report.

Defining further responsibilities was left to follow-up Workshops.

A critical component of the Plan, and by far the most important in terms of State review and approval, is the Future Land Use Plan. With that in mind the Plan identifies the role of the Comprehensive Plan Committee as one of assuring that the Town's Land Use Ordinance is consistent with the Plan by helping to review the Ordinance and recommend amendments. A joint working group made up of Planning Board members and Comprehensive Plan Committee members is recommended for this purpose. Additionally, the Plan tasks the Committee with reviewing all proposed amendments to determine compliance with the Plan. The Committee's determination of compliance or non-compliance is then submitted to the Select Board prior to its Hearing on proposed changes.*

Since this is the time of year that Ordinance amendments are being considered for inclusion in the warrant for Town Meeting, the Comprehensive Plan Committee would like to receive approval from the Board to proceed with the roles defined in the Comprehensive Plan, namely reviewing recommended Land Use Ordinance amendments to assure consistency with the Plan and being part of a joint working group to review and recommend changes to the Town's Land Use Ordinance.

We look forward to hearing from you

* References to the Comprehensive Plan Committee's role related to amendments to the Land Use Ordinance can be found on the following pages of the 2020 Comprehensive Plan:

- Page 61 – Future Land use Plan #15
- Page 68 & 69 – Implementation & Evaluation, beginning with the final paragraph on page 68

Town of Thomaston Map 207 Lot 007 F0160R Owner(s): Town of Thomaston Flagg Lot
Photo Addendum Knox Registry Book 5078 Page 87 PO Box 299
78 Dexter Street Thomaston ME 04861-0299
(207) 354-6107



2019 Aerial Photo

2020

1163-RE-03

Card 1

Town of Thomaston Map 207 Lot 007 F0160R
 Land Assessment : Knox Registry Book 5078 Page 87
 78 Dexter Street

Owner(s): Town of Thomaston
 PO Box 299 Thomaston ME 04861-0299
 (207) 354-6107

Record of Ownership						
Transfer	Date of Sale	Book	Page	Sale Price	Assessed Value	
Thomaston Tax Lien	9/20/2018	5341	73		\$16,500	
Thomaston Tax Lien	9/7/2017	5204	337		\$16,500	
Thomaston Tax Lien	8/24/2016	5078	87		\$16,500	
Flagg > Flagg (Div)	10/24/1980	809	157		\$6,440	
Ellis > Flagg	4/27/1979	750	195			
Ellis > Ellis (P/O)	12/4/1970	511	245			
Jones > Ellis (P/O)	7/21/1956	352	31			
Crockett > Ellis (P/O)	12/6/1948	305	163			

Property Details			
Property Notes: Automatic foreclosure in favor of the Town 2/24/2018.			
1163-RE-03	Year Built	0	No. Units
	Assessed with	Muni/Assessing	Zone
	Utilities	No Water or Sewer	Old ML ID
	Land Group	101-Vacant Rural	Land Use
	MH Description		MH Serial#

Land Value							
Land Type	Acres Units or FF / Depth	STD	FAC	Price	Topo	Eco	Value
DX-Dexter Street OC	0.3	1	0.55	30,000	100%	100%	16,500

Acres: 0.3 Total Land Value: \$16,500



Assessment Summary						
2020	1163-RE-03	1163	Acres: 0.3	Exemption Type:	33-Town Acquired	Exemption Value:
				Building Value:	\$0	Per. Prop. Value:
				Total Value:	\$16,500	Taxable Value:
					\$0	\$0

Kara George

From: Dave Martucci
Sent: Wednesday, March 3, 2021 2:28 PM
To: Kara George
Subject: RE: Flagg Property
Attachments: 207-007.pdf

Kara,

Attached is the tax card, value is 16,500. The tax lien matured in 2018 as indicated on the card. Not much else to say. Once upon a time there was a house there as that was a bustling residential neighborhood. Dragon has bought up all but the Keizer Heirs property, which is the last house still standing on Dexter Street.

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

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

From: Kara George <kgeorge@thomastonmaine.gov>
Sent: Wednesday, March 3, 2021 1:30 PM
To: Dave Martucci <dmartucci@thomastonmaine.gov>
Subject: Flagg Property

Hi Dave,

Thank you for the maps on the Flagg Property/Dexter Street. Do you have more information that we can share with the Board on Monday night? I was wondering what the land is assessed at? I don't know much about the property except what Donna had told me, which is to say that the property owner no longer wanted the property and left it to the Town. I'm not sure how long ago?

Thank you for your help,

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

ARTICLE XII

Section 112 - Conservation Commission Ordinance

112.1 - Establishment and Purpose

There is hereby established a Conservation Commission for the *Town of Thomaston* to consist of seven (7) members to be appointed by the town select board pursuant to the authority provided in Title 30A, Section 3261, M.R.S.A., as amended. It is the intent of the *Town of Thomaston* to establish a conservation Commission in order to maintain or enhance the conservation of natural or scenic resources, to protect natural streams or water supplies, to promote conservation of swamps, wetland, beaches or tidal marshes, to enhance the value to the public of abutting or neighboring parks, forests, wildlife preserves, nature reservations or sanctuaries, and to affect or enhance public recreation opportunities.

112.2 - Appointment and Term

112.2.1 - Each member of the Thomaston Conservation Commission (TCC) shall be appointed by the town select board for a three (3) year term, except that with respect to the initial appointments, two (2) members shall be appointed for a one (1) year term, two members shall be appointed for a two (2) year term and three (3) members shall be appointed for a three (3) year term.

112.2.2 - The TCC may recommend to the select board the appointment of associate members to assist the TCC, as required. Associate members shall be non-voting members. Their terms shall be for one year and may be renewed an unlimited number of times.

112.3 - Duties and Responsibilities

112.3.1 - The TCC shall manage any town owned property assigned to it by the select board or by vote of the town at any special or annual town meeting for conservation purposes as outlined in Section 112.1 of this Ordinance. The TCC may acquire land or any interest therein in the name of the municipality with the approval of the town by vote of any special or annual town meeting, and may accept gifts of land, money or easements for conservation purposes.

112.3.2 - The TCC may promote conservation by coordinating the activities of conservation bodies organized for similar purposes and may advertise, prepare, print and distribute books, maps, charts, plans and pamphlets which in its judgment it deems necessary. It may investigate areas, publicly owned within the municipality, including marsh lands, swamps and other wet lands, for the purpose of obtaining information pertinent to proper utilization, protection, development or use of such areas and may recommend to the municipal officers or any municipal body or board, or any body politic, or public agency of the State of Maine a program for the better utilization, protection, development or use of such areas which may include the acquisition of conservation easements. The TCC shall, prior to making recommendations pursuant to this section submit its recommendations to the Planning Board at least thirty (30) days in advance.

112.3.3 - The TCC shall carry out any other duties and responsibilities assigned to it by the select board.

112.4 - Meetings

112.4.1 - The TCC shall meet every month unless it agrees to meet more frequently. Except when otherwise provided by vote of the TCC, all meetings shall be conducted by Robert's Rules of Order. The TCC shall establish a regular meeting time and place in a public building. The TCC shall notify the Town Clerk of its regular meeting time and place and shall arrange to have an appropriate notice posted at the town office.

112.4.2 - The TCC shall keep records of its meetings and activities and shall make an annual report to the municipality to be published as part of the Annual Municipal Report.

112.5 - Voting and Quorum

The TCC's decision shall be made by vote of the majority of the members present and voting provided a quorum is present. A majority of the members appointed and serving on the TCC shall constitute a quorum.

112.6 - Expenditures

The TCC may submit a request for an annual budget to the select board in accordance with the procedures generally governing such requests from other not apply for grants or accept gifts on behalf of the town except with the approval of the Town Meeting or the select board pursuant to state law.

ADOPTED: JUNE 3, 1996 AT THOMASTON ANNUAL MEETING

ARTICLE IV

Section 104 - Personnel Committee

104.1 - Establishment

A Personnel Committee as originally established by town meeting vote on June 14, 2000 is hereby re-established pursuant to 30-A, M.R.S. §3001.

Committee members shall be appointed by the Select Board and sworn in by the clerk or other persons authorized to administer oaths. The Committee shall consist of five (5) members plus a maximum of two (2) members as described in 104.1.3 below. The composition of the Personnel Committee shall be as follows:

- 104.1.1 - One member of the Select Board, plus one Alternate Select Person, both chosen by majority vote of the Board. The Select Persons will serve a one-year term but may, upon a majority vote of the Board, serve any number of consecutive or non-consecutive terms.
- 104.1.2 - Four members of the general public plus one first Alternate and one second Alternate, who are residents of the Town of Thomaston chosen by majority vote of the Select Board. These members and alternates will serve staggered terms of three (3) years.
- 104.1.3 - A maximum of two persons with knowledge pertinent to the position to be filled, appointed by the Town Manager as needed. These non-voting members will serve during the period necessary to complete the hiring process.

104.2 – Organization and Rules

- 104.2.1 – The Committee shall select a Chairperson, Vice Chairperson, and a Secretary from among its members, chosen by majority vote of the committee members.
- 104.2.2 – All officers shall serve one (1) year with eligibility for re-election. It is recommended to select new officers at least every three (3) years.
- 104.2.3 – When a member is unable to act because of conflict of interest, physical incapacity, absence or any other reason satisfactory to the committee, the first Alternate shall fill that seat; in the event the first Alternate is unable to fill that seat, the second Alternate shall fill that members seat. The Select Board Alternate may only take the seat of the Select Board Member.
 - a. An alternate member shall attend all meetings of the committee and participate in its proceedings, but may vote only when he or she is sitting in for an absent member.
 - b. Additionally, in the event of an alternate filling the seat of a member at any time during the hiring process, that alternate shall hold that seat for the entire hiring process and therefore be a voting member. If the first alternate is unable to complete the entire hiring process, the second alternate may fill the seat for the completion of the process if said alternate has been present throughout the process to that point. Therefore, all alternates are strongly encouraged to attend all meetings related to the said interview process.
- 104.2.4 – Any question of whether a member shall be disqualified from voting on a particular matter shall be decided by a majority vote of the members except the member who'd being challenged.
- 104.2.5 – The Town Manager shall call a meeting as job openings dictate.
- 104.2.6 – No meeting of the committee shall be held without a quorum consisting of three (3) members or alternate members.

104.2.7 – The Secretary shall keep a record of meeting dates, members present, officers elected and job description to be filled.

104.3 – Powers and Duties

The Personnel Committee's duties shall be limited to regular full-time and regular part-time employees, as defined in the Town of Thomaston Personnel Policy Manual, and all Department Heads or Directors. The Personnel Committee may be involved in other hirings or promotions if the Select Board determines that special circumstances warrant such committee involvement. Vacancies or promotions shall be open generally to all qualified applicants. In so far as practical and consistent with the best interests of the Town of Thomaston, preference shall be given to qualified employees within the Department with the vacancy or to qualified residents of the Town of Thomaston.

The Personnel Committee shall:

104.3.1 - Develop such procedures, keep such records and make such reports as the Town Manager may require.

104.3.2 - Prepare pertinent application forms.

104.3.3 - Develop from job descriptions with the Town Manager and Department Heads, the education, training, experience and physical qualifications for each job classification.

NOTE: It is intended that this be done for each job classification once and then revised only when deemed necessary.

104.3.4 - Develop with the Town Manager and Department Heads, those of the following which the Personnel Committee deems necessary for each job classification.

1. Written Exam
2. Oral Exam
3. Performance Exam
4. Medical Exam
5. Physical Agility Exam
6. Psychological Exam

Determine the elements in each exam, and the weight attached to each. All exams may be competitive or non-competitive as the Personnel Committee may determine in each case.

NOTE: It is intended that this be done for each job classification once and then revised only when deemed necessary.

104.3.5 - Compile a "Register of Eligibles" as the result of evaluation.

104.3.6 - Certify all eligibles arranged in descending order as a result of evaluation.

104.4 - Process

Upon notification by the Town Manager, The Personnel Committee shall:

104.4.1 – Jointly review all applications to determine which candidates should be contacted for an interview. Department Heads and the Town Manager may participate as desired or requested by the committee.

104.4.2 – The Town Manager and/or Department Head shall administer exams required for the position and grade same. Results of all exams will be forwarded to the Personnel Committee.

104.4.3 – Interviews will be with a majority of Personnel Committee members including up to two (2) temporary members with knowledge pertinent to the position and the Town Manager and/or the Department Head.

- 104.4.4** – Interviews will consist of inquiry specific to the job to be filled. All questions will be consistent with Title 5, M.R.S. §4572.
- A set of questions will be determined by the Personnel Committee, Department heads, and Town Manager that are to be asked of all candidates.
 - As appropriate, a set of questions may be asked of individual candidates as determined by the Personnel Committee during the initial application review process.
 - Other questions deemed pertinent at the time of the interview may be asked by any member of the Personnel Committee, Town Manager, and/or Department Head.
- 104.4.5** – Second interviews may be conducted if the Personnel Committee determines that such interviews are needed.
- 104.4.6** - Based on the results of the interviews and exams, the Personnel Committee shall determine the best qualified candidates and recommend up to three to the Town Manager in descending order.
- 104.4.7** – If the Personnel Committee recommends three applicants, the Town Manager must select one of them.
- 104.4.8** - If there are not three applicants that the Committee decides to recommend, the Town Manager, at his/her sole discretion, may select one of the one or two that are recommended or require the Personnel Committee to start anew.
- 104.4.9** - After detailed review of all pertinent information by the Town Manager, the Town Manager will submit the Personnel Committee's list of certified applicants in descending order along with his/her choice to the Select Board for confirmation, in accordance with the Personnel Policy.
- 104.4.10** - In the event the Select Board fails to confirm the Town Manager's first choice, the Town Manager will submit one of the two remaining certified applicants for confirmation. If the second applicant fails to be confirmed, the Town Manager will notify the Personnel Committee to certify two (2) additional qualified candidates, from the "Register of Eligibles", to the Town Manager. New interviews may be conducted.
- 104.4.11** - Prior to hiring any applicant or presenting the successful applicant to the Board of Selectmen for confirmation, the Town Manager or his/her designee shall accomplish a background check to include national, state and local agency checks, personal and employment references.
- 104.4.12** - At the Personnel Committee's discretion, establish the eligibility of certified applicants to be hired in the event a vacancy may occur within one year.
- 104.4.13** - In the event of the need to hire a Town Manager, the preceding process will be used except the Chairman of the Board of Selectmen will act in the capacity described for the Town Manager.

104.5 - Severability

- 104.5.1** - It is the intention of the Citizens of Thomaston that each separate section of this ordinance shall be deemed independent of all other sections herein. It is the further intention of the Citizens of Thomaston that if any provisions of this ordinance be declared invalid, all other sections remain valid and effective.
- 104.5.2** - This ordinance may be amended by a majority vote of the Citizens of Thomaston.
- 104.5.3** - This ordinance will be in full force and effect upon majority vote of the Citizens of Thomaston.

104.5.4 - All existing policies of the Town of Thomaston insofar as they may be inconsistent with the provisions of this ordinance are hereby repealed.

ADOPTED: MARCH 26, 1994 AT THOMASTON ANNUAL MEETING
RE-ADOPTED: JUNE 14, 2000 AT THOMASTON ANNUAL MEETING
RE-ADOPTED: JUNE 12, 2019 AT THOMASTON ANNUAL MEETING