



**SELECT BOARD MEETING
MONDAY, DECEMBER 13, 2021
SELECT BOARD & COMPREHENSIVE PLAN COMMITTEE WORKSHOP 5 P.M.
REGULAR MEETING: 6:00 P.M.**

IN-PERSON AT 13 VALLEY STREET

**NEW! LIVE STREAMING AVAILABLE ON THE TOWN WEBSITE OR BY VISITING:
https://www.townhallstreams.com/towns/thomaston_me**

SELECT BOARD & COMPREHENSIVE PLAN COMMITTEE WORKSHOP AT 5:00 P.M.

REGULAR MEETING AT 6:00 P.M.

- 1. CALL THE MEETING TO ORDER**
- 2. PUBLIC HEARINGS:**
- 3. APPROVE THE MINUTES OF: October 25, November 22, December 13**
- 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. Consider the appointment of Geneva Chamberlin to the Recreation Committee.**
 - B. Review the request of the Zerbini Family Circus to hold their annual circus on August 6-7, 2021, in Thomaston.**

- C. Consider for approval Business Block tenant parking changes. (Brandon Allen, Brian Doyle, Tim Hoppe)
- D. Housing updates by Brian Doyle
- E. Review for adoption the Code of Ethics for Boards, Committees, and Commissions.
- F. Set an ARPA Workshop for Monday, January 24th at 5 p.m.
- G. Discuss having a January Special Town Meeting. (Proposed date: Thursday, January 27th)

11. ADJOURN

Upcoming Dates:

Wednesday, December 15th	10 a.m. Select Board Executive Session- Personnel Matter
Thursday, December 16th	9 a.m. Economic Development Committee
Friday, December 17th	Offices closing at 11:30 a.m.
Tuesday, December 21st	6 p.m. Planning Board
Friday, December 24th	Offices closed in observance. Happy Holidays!
Monday, December 27th	No Select Board Meeting
Friday, December 31st	Offices closed in observance of New Year's Day
Monday, January 10th	5 p.m. Select Board Town Rental Fees Workshop 6 p.m. Select Board Meeting

**TOWN OF THOMASTON
SELECT BOARD
October 25, 2021
Minutes**

EXECUTIVE SESSION 5:30 P.M.

BOARD PRESENT: Diane Giese, Bill Hahn, Pete Lammert, Sandy Moore, Zel Bowman-Laberge, Town Manager Kara George

ACTION: Pete Lammert made a motion, seconded by Sandy Moore to enter executive session at 5:30 p.m., pursuant to MRS Title 36, §841, to review poverty abatement #21-2.

VOTE: 5-0

ACTION: Pete Lammert made a motion, seconded by Zel Bowman-Laberge to exit executive session at 5:45 p.m. **VOTE:** 5-0

ACTION: Pete Lammert made a motion, seconded by Zel Bowman-Laberge to abate \$2,000 for poverty abatement #21-2.

REGULAR MEETING 6:00 P.M.

Meeting called to order by Chair Diane Giese.

2. PUBLIC HEARING

- A) For (Spirituos Vinous & Malt) Alcohol being served one time only on Saturday, December 5, 2021, from 6:00-9 p.m. at the General Henry Knox Museum for the Holiday Open House Benefit Party, per application as required by Section 653 Title 28-A of the Maine Revised Statutes.

ACTION: Motion to go into Public Hearing made by Bill Hahn. Seconded by Sandy Moore. **VOTE:** 5-0.

ACTION: Bill Hahn made a motion, seconded by Pete Lammert to exit public hearing. **VOTE:** 5-0

ACTION: Motion made by Bill Hahn to grant the General Henry Knox Museum a one-time permit for serving alcohol on December 5, 2021. Seconded by Sandy Moore

VOTE: 5-0.

ACTION: Motion made by Zel Bowman-Laberge to use the Breen Amendment. Seconded by Bill Hahn. **VOTE:** 5-0

10. NEW BUSINESS

A. Confirm the Town Manager's appointment of Melody Pinkham-Kistner as full-time Patrol Officer.

ACTION: Motion made by Bill Hahn to confirm the Town Manager's appointment of Melody Pinkham-Kistner as a full-time Patrol Officer. Seconded by Pete Lammert.

VOTE: 5-0.

B. Confirm the appointment of Jamie Wilson as Reserve Patrol Officer.

ACTION: Motion made by Pete Lammert to appoint Jamie Wilson as Reserve Patrol Officer. Seconded by Bill Hahn. VOTE: 5-0.

C. Consider for appointment Seth Silverton of 77 Main Street to the Budget Committee.

ACTION: Motion made by Zel Bowman-Laberge to appoint Seth Silverton to the Budget Committee. Seconded by Pete Lammert. VOTE: 5-0.

D. Authorize the Public Works Department to demolish the property located at 362 Pleasant Street per the court order, MRS Title 17, Section 2859, Dangerous Building at a cost of \$3,000.

The City of Rockland has authorized the Town of Thomaston to take all the demolition debris to the Rockland Transfer Station.

ACTION: Motion made by Pete Lammert to approve the demolition and costs associated with the 362 Pleasant Street property. Seconded by Sandy Moore. VOTE: 5-0.

E. Discuss the letter submitted by the Towns of Camden and Thomaston to the Knox County Commissioners.

The Select Board and the Town Manager supported the letter and agreed with the statements made by Attorney William S. Kelly on behalf of the Towns of Camden and Thomaston regarding the application process for ARPA fund grants.

No Action Taken.

F. Discuss the recommendation to place town owned land at the Pollution Control Department into conservation per the request of Select Board Member Bill Hahn.

Bill Hahn noted that by placing town-owned land into conservation, that approximately 25 acres would be available that is zoned Industrial on the east end of Town. The Town met with Department of Environmental Protection (DEP) to discuss placing the land under conservation. This would also remove the restriction on the Dragon land. Bill Hahn recommended placing a warrant article on the next town meeting warrant to place town-owned land into conservation.

ACTION: Pete Lammert made a motion, seconded by Sandy Moore to add a warrant article to the next town meeting warrant authorizing the town to place town-owned land into conservation. VOTE: 5-0

G. Reschedule the Fee Schedule Workshop

ACTION: A motion was made and seconded to reschedule the Fee Schedule Workshop to January 10, 2022, at 5:00 pm. VOTE: 5-0.

3. Approve the minutes of May 24, 2021

ACTION: Bill Hahn made a motion, seconded by Sandy Moore to approve the minutes of May 24, 2021, as amended. VOTE: 5-0

4. Approve the warrants

ACTION: Pete Lammert made a motion, seconded by Sandy Moore to approve the warrants. VOTE: 5-0

6. Town Manager's Report (See attached.)

7. Town Boards & Committees update

Zel Bowman-Laberge noted that Sheilagh Guyer and Ann Robison are gathering volunteers to decorate the trees with lights at the Mall.

Bill Hahn stated that all the Watts Block tenants have renewed their leases for the upcoming year.

ACTION: Motion to adjourn at 7:00 PM made by Pete Lammert. Seconded by Zel Bowman-Laberge. VOTE: 5-0

Chair Diane Giese

Recording Secretary Donna Culbertson

Meeting Updates

- 10/14/21 **MMA Labor & Employment Law Class**
- Jodell and I attended the MMA Labor & Employment Law Class. Topics of discussion included the upcoming OSHA vaccine mandate, which still has a lot of unknowns. The state and MMA are continuing to monitor what the mandate will mean for municipalities. The OSHA vaccine mandate would require all employers that have 100 or more employees to have all employees vaccinated. Employees that are not vaccinated would be required to have a negative COVID test weekly.
- 10/15/21 **Town Budget**
- Jodell has distributed the expenditure budget to the Select Board and Department Heads for review.
- 10/18/21 **Safety and Health Programs– Maine Department of Labor**
- I attended an all day training class in Augusta through MDOL on recommended practices for managing safety and health programs. One goal I have for Thomaston is to become SHAPE certified, which is the Safety and Health Award for Public Employers. We can SHAPE certify all town departments as a whole or work on individual departments. Such a certification would exempt us from surprise inspections from MDOL in the future, as well as ensure that we are totally compliant in all health and safety aspects.
- 10/19/21 **Knox County Letter**
- I met with Town Managers from Camden, Rockland, and Rockport to discuss the letter drafted from Attorney's Paul Gibbons and Bill Kelly. The letter is widely supported by our neighboring municipalities in Knox County to ensure that our Knox County Commissioners follow procedures as outlined by statutes and the Knox County Charter on budget matters.
- 10/20/21 **Patrol Officers**
- Officer Jake Grinnell has given his resignation as of October 28th. He was filling in as a temp. Jamie Wilson has returned as a part-time Reserve Officer. I am pleased to have interviewed Melody Pinkham-Kistner as a full-time Patrol Officer for Thomaston. Both Chief Hoppe and Sergeant DJ Jones interviewed Melody as well. We are pleased to have her join our team. Melody joins us with over 3 years of experience, as well as, she has already completed Academy training and is blue-pinned.
- 10/21/21 **Annual Training**
- All Town employees participated in the annual health and safety training. John Fancy continues to work with Dave Martucci and our IT guy, Don Fowles on creating a cybersecurity training portion for next year.
- 10/22/21 **Maine Government Finance Officers Association**
- Jodell and I attended this annual fall training workshop of MGFOA. Particularly, we are interested in the ARPA compliance and reporting that will be required. Additionally, what projects other municipalities are thinking about and how they plan to approach decision making. Another topic of interest is the CPACE Act (Commercial Property Assessed Clean Energy ordinances which helps to finance up to 100% of energy savings improvements to qualifying commercial properties. I will have more to share at Monday night's meeting.

**Thomaston Select Board
Workshop & Meeting Minutes
11/22/2021**

Board Present: Zel Bowman-Laberge, Sandy Moore, Pete Lammert, Bill Hahn, Diane Giese, Kara George.

Public Present: Brian Doyle, Charlie Grover, Christine Simmonds, Joanne Richards, Daryl Hahn, John Fancy, Anson Norton

5 p.m. Housing Workshop Notes

- Data was provided from Maine State Housing Authority showing affordability for rentals and housing in Thomaston and the Knox County area. Sandy Moore noted that the study should include assets.
- There are 23% of Thomaston's population living under the poverty line. Currently, 60% of Thomaston students qualify for reduced meals at our local schools.
- Diane Giese noted that the workforce cannot find places to live. Many people do not have the funds to transition from renter to property owners.
- There was discussion on how to increase density and have more housing available on smaller lots. What are the best practices for getting more housing in small and limited areas?
- Joanne Richards stated that Lyman Morse is reviewing more housing for their workforce. They are considering cluster-like housing on Thatcher Street.
- The Comprehensive Plan recommends expanding infrastructure off Beechwood Street to encourage more development.
- Can historic homes be condominiumized to provide more housing? Homeowners cannot afford to fix their historic homes. There are safety code standards when updating older homes for rentals.
- Zel Bowman-Laberge suggested reopening the conversation for development at the Green and having residents polled at the next Town Meeting in June.
- Charlie Grover noted that the Avesta Housing project that was proposed for the Green met many housing needs. The State of Maine is the 6th most expensive state to live in. The Green is the largest plot of land in Thomaston that was planned with high density.
- What housing programs and funds are out there? The government needs to raise the cap on income to get assistance for those in need. Housing shortages have risen in the last 2 years.
- Other challenges with housing include Airbnb's which have major impacts with short-term rentals. Properties have parking shortages as well.
- Anson Norton stated that residents felt the Town was not receiving enough money for the land from Avesta Housing for the development at the Green. It was noted that the project would have brought in \$60,000 in tax revenue each year. The sale of the land was a one-time value.
- There was discussion on using CDBG funds to assist in developing apartments.
- Zel Bowman-Laberge stated that local municipalities are joining to set up a land trust to encourage housing. It would require towns to invest money into the trust. Participants are currently seeking a non-profit status. The trust could manage tax acquired property. There is no language in the current ordinances for tax acquired property to be donated.

6pm Select Board Meeting Minutes

The meeting was called to order at 6 p.m.

ACTION: Bill Hahn made the Breen motion, seconded by Pete Lammert to take the agenda out of order. VOTE: 5-0

New Business

A. Confirm the Town Manager's appointment of Joseph Booth as full-time patrol officer.

Joseph Booth decided to remain with his current employer. No action required.

B. Consider the appointment of Shlomit Auciello to the Harbor Committee.

Town Manager Kara George noted that the Harbor Committee members were sent the new application for review. She also spoke to Peter McCrea. The Harbor Committee is looking for new members and do not have a problem with the appointment.

ACTION: Bill Hahn made a motion, seconded by Sandy Moore to appoint Shlomit Auciello to the Harbor Committee. VOTE: 5-0

C. Accept with regret the resignations of Christopher Barstow from the Recreation Committee and Jeanne Short from the Comprehensive Plan Committee.

ACTION: Bill Hahn made a motion, seconded by Sandy Moore to accept with regret the resignations of Christopher Barstow and Jeanne Short. VOTE: 5-0

D. Discuss public notice and Town Hall Streaming for board and committee meetings per the request of Chair Diane Giese.

Diane Giese stated that the joint workshop with the Planning Board and the Comprehensive Plan Committee was not streamed for the public to watch. All workshops and meetings must be streamed except for executive sessions. Additionally, the meeting was not collaborative. The Town boards and committees need to work together cooperatively. The Town should consider a code of ethics for all the boards and committees.

ACTION: Zel Bowman-Laberge made a motion, seconded by Pete Lammert to request Town Manager Kara George to draft a code of ethics for all town boards and committees. VOTE: 5-0

Approve the warrants

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

Town Manager's Report (See attached)

ACTION: Sandy Moore made a motion, seconded by Bill Hahn to cancel the December 27th Select Board meeting. VOTE: 4-0-1 (Diane Giese abstained)

The meeting adjourned at 6:26 p.m.

Chair Diane Giese

Town Manager Kara George

Meeting Updates

- 11/9/21 **New Patrol Officer Joseph Booth**
Police Chief Hoppe, Sergeant DJ Jones and I interviewed Joseph Booth for the full-time Patrol Officer position. Joseph comes from the Damariscotta Police Department with over 3 years of police experience that includes traffic and marine patrolling. He is fully certified from the Academy. He also has over 10 years of service with the US Army and is currently an Army Reserve. I am pleased to recommend his appointment tonight. Our Police Department is now fully staffed.
- 11/10/21 **Vaccine Update**
The Town of Thomaston falls under the 100 employee requirement for the new vaccine mandate. We currently have a 77 count of employees. At this time, I have been following CDC guidelines and the direction of our EMS Chief on a case-by-case basis as situations arise with any positive employee cases.
- 11/16/21 **New Academy Tenant**
I met with Janet Bell to sign the Academy Lease. She is renting a small space for an art studio. The space was previously an office that was not rented out. Now all spaces are full, with gym space available for events as needed.
- 11/17/21 **Comprehensive Plan**
I met with Daryl Hahn to discuss the upcoming joint workshop with the Board on December 13th. I am currently reviewing the implementation matrix of tasks that have been accomplished so far in preparation for the workshop.
- 11/18/21 **Landlord Meeting**
Brian coordinated a second Zoom meeting with the Block landlords, Police Chief Hoppe, PWD Brandon Allen, and I to discuss parking changes, snow removal this coming winter, and keeping the downtown clean.
- 11/19/21 **Dragon CAP**
Dragon CAP met in the Lura Libby Room. Will have updates at our meeting Monday.
- Midcoast Managers Meeting**
First meeting back in-person with neighboring town managers. Will have an update on Monday

Property Taxes

The Town of Thomaston's 2021-2022 tax bills went to the printers on November 17th. Due to technical challenges with the assessing software, the tax billing was delayed this year. The issue was with importing separate spreadsheet data into the TRIO Software. This will not be happening at next year's tax commitment time, as I have requested the Assessor inputs all the data directly into TRIO over the next year to avoid the need to import data next year.

A press release went out on Wednesday regarding the delay. Bills are available on our website to view, print, or pay. We will also accept payment over the phone and postmarked mail.

The Town Office is open extended hours on **Wednesday, December 1st from 7 a.m. to 6 p.m.** for tax payments.

After checking with MMA Legal, we cannot change the tax due date or exempt interest charges due to the State of Maine Taxation laws (36 MRS §505.)

On a positive note, the mil rate is less this year at 21.53. A reduction of 1/2 a mil over last year.

Patrol Officer

Joseph Booth has decided to stay with his current employer, so we are looking for another Patrol Officer.

Dragon CAP

On Friday there was a Dragon CAP meeting. Dragon Cement now has a new plant manager, Jennifer Small. Other topics discussed included the shortage of employees and housing. Some of their employees are contracted. The contractor has bought a house locally to house the contracted employees due to lack of rentals in the area.

Midcoast Manager's Meeting

I attended this meeting last Friday. Neal Goldberg from MMA presented guidance on the ARPA funds. There was a question as to whether towns are required to go town meeting to expend the ARPA funds if their town has a blanket warrant article that authorizes the Select Board to accept grants, donations, gifts, etc.

MMA had advised that towns were required to go to town meeting. However, it is not required by the federal government to do so and they would not ask for the funds back if towns are following their standard procedures, such as a blanket warrant article. There were a number of other towns at this meeting that had their Select Boards approve the expenditure of ARPA funds without going to town meeting and their legal council advised it is okay to do so.

MMA did recommend that towns hold a public hearing for full transparency of the expenditures and to be able to answer questions/concerns from citizens.

To note, we were required to go to a special town meeting for the Kiln Parcel, as was advised by MMA Legal and our Town Attorney because it was acquisition of land.

I will pull together some recommendations for the Board to review at the Board next meeting regarding ARPA funds based on what was discussed at our last ARPA workshop in August.

Emergency Management Performance Grant (EMPG)

I am working with Rene and Brian on a federal grant for a generator for the municipal building. Ray Sisk from Knox County EMA feels this projects is a strong contender for the grant. The grant requires a 50% match. Awards are given out late winter 2022. We would have until May 2023 to get the work done, which would allow time to budget for the match. Grant packages are due by December 15th. I plan to have ours in the week before that for Ray Sisk to review for any last changes.

Recreation Dept Update

Rene has been coordinating with other schools in the area for the upcoming basketball season. Youth basketball starts December 4th. The locations will be shared between Thomaston Grammar School, Owls Head and St. George schools. There are COVID procedures in place to ensure the safety of the students.

Christmas Tree Lighting

Thank you to the Public Works crew and Pete Lammert for the relocation of the tree on Knox Street to the Main St Mall. Sheilagh Guyer and Ann Robison are planning a tree decorating event on Saturday, November 27th at 10 a.m. (Rain date of Sunday, November 28th at 12 p.m.) In addition, I am working with Brian and Rene to have a Christmas Tree Lighting event on Saturday, December 4th at 4 p.m.

**Town of Thomaston
Select Board
December 6, 2021
Minutes**

EXECUTIVE SESSION:

PRESENT: Diane Giese, Bill Hahn, Pete Lammert, Sandy Moore, Zel Bowman-Laberge, Town Manager Kara George, CEO Bill Wasson, Assessors' Agent Dave Martucci

Pursuant to MRS Title 1, §405 (6A), to review a personnel matter.

ACTION: Pete Lammer made a motion, seconded by Zel Bowman-Laberge to enter executive session at 4:17 p.m. **VOTE:** 5-0

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

ACTION: Sandy Moore made a motion, seconded by Pete Lammert to authorize the Town Manager to offer up to 40 hours for the Code Enforcement Officer job to a potential job candidate. **VOTE:** 3-2 (Diane Giese and Zel Bowman-Laberge opposed)

ACTION: Sandy Moore made a motion, seconded by Pete Lammert to authorize the Town Manager to readvertise the Code Enforcement Officer position at "up to 40 hours" if needed and to investigate back-up and collaborative job share agreements with other municipalities. **VOTE:** 5-0

Meeting adjourned at 6:03 p.m.

Chair Diane Giese

Town Manager Kara George

Meeting Updates

- 12/4/21 **Christmas Tree Lighting at the Mall**
The Town held the first successful Christmas Tree Lighting event at the Mall. We had just under 100 people in attendance. A special thanks goes out to Brian Doyle, Thomaston Main Street, Camden National Bank, Flipside Coffee, Thomaston Grocery, Oceanside Middle School, Ann Robison, Sheilagh Guyer, Public Works Department, Pete Lammert, and Jessica LeCaptain.
- 12/6/21 **Executive Session & Cemetery Trustees**
- 12/8/21 **Stakeholder's Group Meeting– Parks & Trails**
Will update the Board Monday night.
- 12/9/21 **OSHA Recordkeeping Through MDOL– Kara and Jodell in Augusta**

Other Items:

- Researched code of ethics from other municipalities, drafted the Code of Ethics for the Town Boards, Committees, and Commissions
- Prepared for CEO job position/interview panel and materials
- Planning for Teamster negotiations, preparing salary survey data, updated language to the contract to coincide with our Personnel Policy.
- Finalized and submitted the EMPG Generator Grant to Ray Sisk at Knox County EMA
- Preparation for the Department Head/Safety Committee meeting
- Review of the Comprehensive Plan for the Joint Workshop
- Select Board Agenda Packets



New Applicant

**Boards & Committees Application
Town of Thomaston, Maine**

13 Valley Street Thomaston, ME 04861

Phone [\(207\) 354-6107](tel:(207)354-6107) Fax [\(207\) 354-2132](tel:(207)354-2132)

Date: 11/16/21

Name: Geneva Chamberlin

Street Address: 35 Ridgeview Drive Thomaston Me.

Mailing Address (if different):

Home Phone Number: 207-975-3545

Cellular Phone Number:

E-mail Address: mgchamberlin14@yahoo.com

Preferred Method of Contact: Call

Committee you wish to serve on:

Recreation Board

How long have you been a resident of Thomaston?

23 years

Please explain why you are interested in serving on a Board or Committee?

I want to learn the needs of our community and
be involved in giving back to the town of
Thomaston.

Do you have any background that would be helpful to this Board or Committee?

I held the activities designee position while
working for an organization with people with developmental
disabilities so I am great at helping organize events, brainstorming
ideas, working in groups and working with diverse populations.
My background as an athlete gives me a passion for bringing people
Any suggestions or comments: together.

Please return this form to:

Town of Thomaston

13 Valley Street

Thomaston, Maine 04861

For Official Use Only

Date Application Received: _____
Appointment Term: _____

Resignation Date: _____
Member being replaced: _____

Town Manager Review: _____
(Initials)

Town Clerk Review: _____
(Initials)

Kara George

From: Willy and Carol Waltens <tinkwaltens@aol.com>
Sent: Sunday, November 21, 2021 3:26 PM
To: Kara George
Subject: Zerbini Family Circus 2022

Hello Friends,

The Zerbini Family Circus will be returning to Maine in 2022 and I would like to submit the dates that will fit best in our schedule to get them on your calendar ahead of everyone else. Please look over our requested dates and drop me a note if the days will work. This way into the fall I can send out the contract/site lease and firm it up early. Our full intention is to kiss Covid good bye for our 2022 season. Maybe wishful thinking but we got to stay positive.

For Thomaston Me. we are looking at **Aug. 6 and 7, 2022**. Please let me know if this is acceptable and if there will be any changes in location or price for 2022.

PLEASE also let me know if there is a conflict with the date requested or if you are not interested in having us back so I can move another location into the date.

Wishing you a very safe and Happy Thanksgiving and all the best for the remainder of this year and looking forward.

Thank you
Willy Waltens
Routing Director
Zerbini Family Circus
386-679-8257



Legend:

Lot (A): Parking for *Business Block* residents only. Overnight parking is allowed and a parking decal is required.

Lot (B): Parking for use by landlords, merchants and employees of businesses in downtown Thomaston. No overnight parking allowed.

Lot (C): This prime location is set aside for customers intending to do business in *downtown Thomaston*. No overnight parking allowed.

☺ Lot (C)- Short Term Parking Spaces (Limited to 15 Minutes) . Two spaces have been created to allow *Block* residents, business owners and customers to have short term access to *The Block*.

Lot (D): Main Street parking limited to 3 hour spans for customers seeking to do business in *downtown Thomaston*. Parking is open from 6:00 am to midnight daily. No overnight parking allowed.

Space marked (E) features two free *Electric Vehicle Chargers*.

Lot (E): Parking is restricted to *Watts Hall* merchants and their employees. No overnight parking allowed.

Lot (P): This is private parking unavailable to the public.

♿ Handicapped public parking spaces available in downtown Thomaston.



THOMASTON

THE TOWN THAT WENT TO SEA *Maine*

TOWN OF THOMASTON CODE OF ETHICS FOR BOARDS, COMMITTEES, & COMMISSIONS

This Code of Ethics applies to members of all elected and appointed Town boards, committees, and commissions (hereinafter referred to as "Members.")

Preamble

To ensure the citizens and businesses of Thomaston have fair, impartial, ethical, and accountable local government that is responsive to the needs of the people and each other and that has the citizens' full confidence in the integrity of the Town's government. In keeping with a commitment to excellence, the effective functioning of the Town of Thomaston government requires that:

- Members comply with both the letter and spirit of laws and policies affecting Town government;
- Members be independent, impartial, and fair in judgment and action;
- Members work for the public good and not personal gain;
- Public deliberations and processes be conducted openly, unless legally confidential; and
- All discussions and debate be conducted in an atmosphere of respect and civility.

Actions in the Public Interest

Recognizing that stewardship of the public interest must be their primary concern, Members will work for the common good of the citizens of Thomaston and not for any private interest or personal gain. Members shall provide fair and equal treatment of all persons, claims, and transactions that come before their respective board.

Compliance with the Law

Members shall comply with the Laws of the United States, the State of Maine, and the Town of Thomaston in the performance of their public duties. These Laws include, but are not limited to, the United States and Maine State constitutions and statutes; and the Town of Thomaston's Bylaws, Ordinances, and Policies.

Conduct of Members

The professional and personal conduct of Members must be above reproach and must avoid any appearance of impropriety. Members shall refrain from abusive conduct, from making personal charges or disparaging remarks, or from verbal attacks upon the character or motives of Members of Town boards; or of Town Staff; or of citizens. Members shall not use their official position to secure unwarranted privileges or advantages for themselves or others. This conduct applies to all town affiliated matters in both on and offline media.

Respect for the Process

Members shall perform their duties in accordance with the processes and rules of order established by the respective board. Each member shall be committed to respect the democratic process that encourages meaningful involvement of the public and that governs the deliberation of public business in the Town of Thomaston. Members should strive to thoughtfully consider the opinions and recommendations of other Members, citizens, and Town staff appearing before their respective board and shall remain respectful in all interactions with these individuals.

Conflict of Interest

Members shall avoid any situation that may give rise to an actual or perceived conflict of interest. Where circumstances give rise to an actual or perceived conflict of interest, the Member shall not participate in the deliberation of that matter unless the Member has appropriately disclosed the situation and there has been a determination by the remaining Members of the board that the Member's participation is appropriate. Additionally,

any Member who believes that any fellow Member has an actual or appearance of a conflict with any agenda item before their collective body shall disclose that alleged interest.

Conduct of Public Meetings

Members shall prepare themselves for open discussion of public issues, shall listen courteously and attentively to all public discussions before the body, and shall focus on the business at hand. Members shall refrain from unnecessarily interrupting other speakers, from making personal comments not germane to the business of the body, and from otherwise interfering with the orderly conduct of meetings. The Chair shall use his or her best efforts to ensure that the public who attend such meetings adhere to these same standards of conduct for the conduct of public meetings. An unruly Member or Public Attendee may be requested to leave the meeting.

Decisions Based on Merit

Members shall base their decisions on the merits and substance of the matter at hand. No member shall make promises in advance as to how they will vote on a matter, which shall properly come before the board as a whole.

Confidential Information

No Member shall discuss or disclose confidential information concerning the property, personnel, government, or affairs of the Town, nor shall any member use such information to advance the private or financial interests of himself or herself or members of his or her family. Members shall not discuss the privileged knowledge, executive sessions, or confidential business of the board with any third parties, either orally or in writing. For purposes of this subsection, "confidential information" shall mean any information, oral or written, which comes to the attention of or is available to such Member due to his or her position with the Town and is not otherwise publicly available. Information received and discussed during any executive session shall be considered within the scope of this section and shall not be disclosed to any party unless permitted by affirmative vote of a majority of such board.

Communications about Town Staff

All Members' concerns about the conduct or behavior of Town employees shall be communicated to the Town Manager in a respectful and discrete manner and never directly with an employee. Criticism of a Town employee shall never be done publicly. Members shall recognize their special role when dealing with Town employees and shall in no way create the perception of inappropriate direction of staff.

Enforcement

The penalties for violation of this Code of Ethic shall vary accordingly on a case-by-case basis. For elected officials, actions may range from a letter of reprimand by the Chair of the Board, to a censure by a majority of the board, to a request for resignation. For appointed boards, the same penalties shall apply, and, in addition, if the Member is appointed by the municipal officers of the Town, the municipal officers may remove an appointee for cause, after notice and public hearing, pursuant to 30-A MRS §2601. For employees of the Town, the penalties for violation of the Code of Ethics are governed by the Town's personnel policies and/or collective bargaining agreements.

Implementation

This expression of the standards of conduct expected of Members is intended to be self-enforcing. It is most effective when Members are thoroughly familiar with it and embrace its provisions. For this reason, this Code of Ethics shall be included in the orientation of newly elected and appointed board members. Members shall sign a statement acknowledging they have received read and understand this Code of Ethics. This Code of Ethics shall be reviewed regularly by the Select Board, which shall consider updates to the Code of Ethics as necessary.

I have read and accept the above Code of Ethics as witnessed by my signature below:

Signature

Date

DRAFT POTENTIAL WARRANT ARTICLES FOR JANUARY SPECIAL TOWN MEETING

ARTICLE X: Shall the Town vote to grant a Conservation Easement to the Georges River Land Trust on approximately 62 acres of Town owned land located in the Town Forest between the existing 100-acre parcel currently in conservation and the Oyster River and authorize the Select Board to expend funds, not to exceed \$8,000, from the (Non-TIF) Dragon Credit Enhancement Agreement for this purpose.

EXPLANATION: Putting a conservation easement on this land will allow the removal of similar restrictions on land abutting Route 1, Buttermilk Drive and Butler Road permitting commercial and industrial development of this parcel. This does not change the ownership of any Town land and the parcel put in conservation in the Town Forest will continue to have trails for public use and be open for hunting and fishing. Removing the restrictions on the land abutting Route 1, Buttermilk Drive and Butler Road will allow development of this area and increased tax revenue.

ARTICLE X: Shall CHAPTER 1 THOMASTON GOVERNMENT & ORGANIZATION, Section 106 - Village Cemetery Ordinance be amended as proposed by the Cemetery Board of Trustees?

ARTICLE X: North Road???

ARTICLE X: Dragon TIF funds for \$26,427-Trails & Parks Masterplan

