

BOARD OF SELECTMEN - TOWN OF MACHIAS

MARCH 27, 2014

A meeting of the Machias Board of Selectmen, postponed from the previous evening, because of a winter blizzard, was called to order at 2:00 PM by Chairman Aubrey Carter. In attendance were Board members Warren Gay, Glenn Davis and Cony Upton; Town Manager Christopher Loughlin, and Finance Director Meghan Dennison.

1. MINUTES - REVIEW AND ACTION

On a motion Warren Gay, seconded by Glenn Davis, the Board voted to approve the minutes of the January 22, 2014 Board meeting with the following correction:

2. WARRANTS - REVIEW AND ACTION

On a motion by Warren Gay, seconded by Glenn Davis, the Board  
VOTED: To approve municipal warrant #76 in the amount of \$16,136.38; to approve municipal warrant #77 in the amount of \$43,237.90; to approve municipal warrant #78 in the amount of \$12,328.92; to approve municipal warrant #79 in the amount of \$46,296.30; to approve municipal warrant #80 in the amount of \$18,290.32; to approve municipal warrant #81 in the amount of \$30,264.34, to approve municipal warrant #82 in the amount of \$16,006.53, and to approve municipal warrant #83 in the amount of \$55,719.29.

On a motion by Warren Gay, seconded by Glenn Davis, the Board

VOTED:

To approve school warrant #36 in the amount of \$242,938.36, and to approve school warrant #38 in the amount of \$202,650.36.

3. OFF PREMISES CATERING PERMIT- SKYWALKER GROUP

The Skywalker Group is requesting an off-premises catering permit for an event in the Lee-Pellon Center on April 4, 2014. The event will run from 5:00 PM to 11:00 PM.

On a motion by Warren Gay, seconded by Glenn Davis, the Board

VOTED:

To approve the off premises catering permit for the Skywalker Group.

4. FLOORING BIDS – TOWN OFFICE

There were no flooring bids received by the Town Office by the 4:00 PM deadline for bids. After discussion, on a motion by Warren Gay, and seconded by Glenn Davis, the Board

VOTED

To rebid the flooring for the Town Office, using a laminate or engineered flooring.

5. ROOFING BIDS – TOWN OFFICE

The Town received three roofing bids for the Town Office from the following contractors:

Roof Systems of Maine- Option 1: \$17,280; Option 2: \$30,420

Williams Roofing- Option 1: \$8,990; Option 2: \$10,290, and an option for a standing seam metal roof for \$12,560.

King Construction- Option 1: \$9,620; Option 2: \$12,178.64

Mr. Loughlin discussed the options as #1 asphalt type roofing shingles, traditional roofing, #2 metal ribbed roofing, and the third option offered by Williams Roofing as standing seam metal roofing. On a motion by Warren Gay, and seconded by Glenn Davis the Board

VOTED to award the bid to Williams Roofing for option 2 at \$10,290.

#### 1. TOWN REPORT BIDS

The Town received four bids from vendors for the printing of the Town Report:

Down East Graphics and Printing : \$3,243.00

Albison's Printing: \$1,678.50

Bangor Letter Shop: \$2,444.44

Creative Print Services: No Bid

On a motion by Warren Gay, seconded by Cony Upton, the Board

VOTED:

To award the bid for the Town Report to Albison's Printing for \$3,243.00.

#### 7. DEP PROPOSED CONSENT AGENDA

Mr. Loughlin advised the Board that the Town had finally received the proposed consent agreement from the Department of Environmental Protection. The proposed agenda levied a fine of \$36,112, and had conditions for improved maintenance of the sewer system. Mr. Loughlin noted that the agreement had a deadline less than three weeks away. Mr. Loughlin requested permission to get an extension from DEP on the response date and to be able to consult with a lawyer who deals with consent agreements, to ensure the Town is able to get the agreement completed that is equitable.

On a motion by Warren Gay, seconded by Glenn Davis, the Board

VOTED:

To give the Town Manager the authority to deal with an attorney on the Town's behalf regarding the DEP Consent Agreement.

#### 8. PERSONAL PROPERTY – RECOMMENDED WRITE-OFF

Mrs. Dennison discussed with the Board of Selectmen the recommendations of the auditors regarding old personal property balances. Many of the accounts are for businesses that have been gone for many years, or where the items taxed is unidentifiable. Mr. Carter stated that eliminating these items would clean up the ledger book. Mrs. Dennison stated that there is \$9,415.55 that is currently on the books from the period 1992-1999, that is not on the current computer system that should be written off. Mrs. Dennison further stated that in the period 2000-2014 there is \$6,307.05 that should be written off as uncollectible.

On a motion by Warren Gay, and seconded by Cony Upton, the Board

VOTED:

To write off \$9,415.55 in personal property as uncollectible personal property for the period 1992-1999.

On a motion by Warren Gay, seconded by Cony Upton, the Board

VOTED:

To write off \$6,307.05 in personal property as uncollectible personal property for the period 1999-2013.

#### 9. AMBULANCE COLLECTIONS WRITE-OFF

Mrs. Dennison gave an overview of the ambulance collections situation, with the recommendations of the auditor. The Ambulance accounts receivable is currently \$150,365. Of this balance \$52,700 is for service rendered prior to June 30, 2009. \$79,700 is in collections with the Thomas Agency. The Thomas Agency is no longer pursuing \$3,900. We pay the Thomas Agency 25% of all monies collected for the Town. Our auditor made two recommendations. The first option is to write off a total of \$19,835. The second option is to write off anything older than June 30, 2009, or any accounts closed by the collection agency, and to write off 25% of those accounts in collections. For a total write off of \$72,935. The Selectmen after discussion decided that the second option was the best option.

On a motion by Warren Gay, and seconded by Glenn Davis, the Board

VOTED:

To write off \$72,935 in Ambulance accounts receivable as uncollectible.

#### 10. CAPITALIZATION POLICY- CHANGE THRESHOLD LIMITS

Mr. Loughlin and the members of the Board discussed the recommendation of the auditor to raise the capitalization policy from its current \$2,000 threshold to a threshold of \$5,000. This would improve the ability to identify and report assets, and improve the ability to maintain the capital asset schedule.

On a motion by Warren Gay, seconded by Glenn Davis, the Board

VOTED:

To raise the capitalization policy threshold from \$2,000 to \$5,000.

#### 11. TRAILER WRITE-OFF

Mrs. Dennison described the situation regarding the trailer. The trailer that was taxed had been removed from the lot in which it had been located. The trailer had been disassembled as scrap. And the billing for the outstanding years was continued.

On a motion by Warren Gay, and seconded by Glenn Davis, the Board

VOTED:

To write off the Vane trailer in the amount of \$773.75 for tax years 2009, 2010, and 2011, with interest and fees included, Real Estate Account #668.

#### 12. HOYTTOWN PROPERTY RE1278

Mr. Loughlin discussed the Hoyttown property that had become tax acquired property by the Town. The Town put the property up for sale, and the high bidder was hesitant to take possession of the property

because of an IRS lien that was applied to the property after the Town had liened the property, and was about to foreclose. Mrs. Dennison recommended that the taxes for the years 2009 and 2010 be written off on the property.

On a motion by Warren Gay, and seconded by Glenn Davis, the Board

VOTED:

To write off the 2009 property taxes of \$458.40 and the 2010 property taxes of \$494.40, for Real Estate Account 1278 in Hoyttown.

### 13. SCHOOL ZONE LIGHTING GRANT- WARREN GAY

Warren Gay reported to the Board of Selectmen that he had been successful in his long time goal to find funding for a pair of solar powered school zone speed limit signs for the Machias Schools. Mr. Gay was able to get a \$20,000 grant from the Stephen and Tabitha King Foundation. The Board members congratulated Mr. Gay on this success.

On a motion by Cony Upton and seconded by Glenn Davis, the Board

VOTED:

To accept from the Stephen and Tabitha King Foundation, the \$20,000 grant for school zone lighting.

Vice Chairman Warren Gay abstained.

The Board also discussed the fact that there are very few dealers in this product. The Board thought that it would be appropriate to waive the bidding process for this installation.

On a motion by Glenn Davis and seconded by Cony Upton, the Board

VOTED:

To waive the bid process for the purchase and installation of the school zone warning lights, and to use the Stephen and Tabitha King Foundation monies for that purpose.

Vice Chairman Warren Gay abstained.

#### 14. IT STORE APPLICATION

Mr. Loughlin informed the Board of the new state statute that requires dealers in secondhand precious metals to be permitted by the Town in which they operate. The Town had no existing permit in the past; Mr. Loughlin introduced for the Board's approval a permit for these facilities. The IT Store is the location in town which has the immediate requirement for this permit. The permit is similar to the requirements for pawn shop.

On a motion by Warren Gay and seconded by Cony Upton, the Board

VOTED:

To accept the proposed application as the second hand precious dealers application for a municipal permit.

#### 15. AMBULANCE CONTRACT APPROVAL

Mr. Loughlin presented the Ambulance Contracts for service to other municipalities in the area. All contracts had been signed by the Selectmen from the contract towns, and only required the Machias Board of Selectmen's signatures.

On a motion by Warren Gay, and seconded by Cony Upton, the Board

VOTED:

To sign the Ambulance contracts to the area towns.

#### 16. POSTING OF TOWN ROADS FOR WEIGHT RESTRICTION

Mr. Loughlin discussed with the Board the requirement to address the weight limits closings for the roads was now required to be at a Selectmen's Meeting.

On a motion by Cony Upton, and seconded by Glenn Davis, the Board

VOTED:

To direct the Road Commissioner to close the West Kennebec Road, the East Kennebec Road, and the Cross Road to weight restricted vehicles in accordance with the Town's Ordinance.

#### 17. SEWER COLLECTIONS UPDATE

Mr. Loughlin discussed the status of the Sewer Department's outstanding accounts. There has been a reduction in delinquent accounts with approximately 53% of the outstanding balances that are old, or lienable, having been collected. Emphasis needs to continue on these accounts until there is no reasonable chance of collection.

#### 18. SIGN SOLID WASTE AGREEMENT- MARSHFIELD

Mr. Loughlin presented the Marshfield Solid Waste Agreement for signature. This was the final agreement to be signed by the Selectmen.

On a motion by Cony Upton, and seconded by Glenn Davis, the Board

VOTED:

To sign the solid waste agreement with Marshfield.

19. OTHER BUSINESS / MANAGER'S REPORT

A. Mr. Loughlin GAVE THE Board of Selectmen updated copies of the Budget Schedule

B. Mr. Loughlin reminded the Board of Selectmen that the AOS 96 meeting is on

April 14, 2014, at 5:00PM at the Elm Street School.

On a motion by Glenn Davis, seconded by Warren Gay, the Board voted to adjourn the meeting at 3:30 PM.