

BOARD OF SELECTMEN - TOWN OF MACHIAS

JUNE 10, 2015

This meeting was called to order at 8:15 PM by Board member Aubrey Carter. In attendance were Board members Warren Gay, James Whalen, Leslie Haynes, and Josh Rolfe; Secretary Cathy Lord; Town Clerk Sandra Clifton; Finance Director Meghan Dennison; Ed Pellon.

1. MINUTES - REVIEW AND ACTION

On a motion by Warren Gay, seconded by James Whalen, the Board voted to approve the minutes of the February 25, 2015 Board meeting.

On a motion by Warren Gay, seconded by James Whalen, the Board voted to approve the minutes of the May 27, 2015 Board meeting.

2. WARRANTS - REVIEW AND ACTION

On a motion by Warren Gay seconded by Aubrey Carter, the Board
VOTED:
To approve municipal warrant #99 in the amount of \$10,363.64; to approve municipal warrant #100 in the amount of \$34,529.48; to approve municipal warrant #101 in the amount of \$15,341.69; and, to approve municipal warrant #102 in the amount of \$17,747.44 .

On a motion by Warren Gay seconded by James Whalen, the Board
VOTED:
To approve school warrant #50 in the amount of \$194,325.37 .

3. REORGANIZATIONAL MEETING

Mr. Carter welcomed newly elected members Mr. Leslie Haynes and Mr. Josh Rolfe to the Board.

Mr. Carter asked for nominations for Board Chairman for 2015-2016.

On a motion by Warren Gay, seconded by James Whalen, the Board
VOTED:
To nominate Aubrey Carter to act as Chairman of the Board of Selectmen 2015-2016.

Motion passed

Mr. Carter asked for nominations for Board vice-chairman for 2015-2016.

On a motion by Leslie Haynes, seconded by James Whalen, the Board
VOTED:
To nominate Warren Gay as Vice Chairman of the Board of Selectmen 2015-2016.

Motion passed

Mr. Pellon asked that he be re-appointed to the Machias Budget

Committee.

On a motion by Warren Gay, seconded by James Whalen, the Board
VOTED: To re-appoint Ed Pellon to the Machias
Budget Committee.

4. MUNICIPAL APPOINTMENTS

On a motion by Warren Gay, seconded by James Whalen, the Board
VOTED:
To re-appoint all current municipal employees to their existing
positions. The members of the Board of Selectmen signed the re-appointment
papers for each municipal employee.

5. SEWER RATE INCREASE DISCUSSION/ DISCUSSION OF SETTING PUBLIC HEARING

Mr. Carter explained that the Board is faced with making a decision
regarding the recommended sewer rate increase which is needed to cover
the operational expenses of the sewer department. Mr. Carter noted that
Mr. Loughlin had suggested considering a thirty percent increase this
year due to the increases in operating the sewer system. Mr. Carter
noted that it is up to the Board of Selectmen to make a recommendation
regarding the increase in the rate for the 2015-2016 year. The Board
agreed to schedule the public hearing for June 24th at 6:00 PM.

Mr. Pellon pointed out that the need for a rate increase is directly
affected by the amount of delinquent sewer fees that remain unpaid; he
asked about the status of sewer liens to force users to pay their bills.

Mr. Carter noted that the Town is currently pursuing delinquent sewer
users. Mr. Whalen commented that someone needs to be in charge of the
sewer liens to make sure the proper procedural steps are taken to ensure
that delinquent fees are paid which in turn fund the operations of the
sewer department. He noted that the amount in delinquent bills is
"serious money".

Mr. Carter asked for recommendations regarding
the increase in sewer rates. Mr. Gay suggested eleven percent; he noted
that people can't afford a huge increase over one year. Mr. Whalen
commented that all the taxpayers should fund the sewer department. Mr.
Carter pointed out that all Machias taxpayers do pay for sewer
department operations since in recent years the fees paid by sewer users
have not been adequate to cover the operational costs of the
department. Mr. Pellon argued that the shortfall should be spread
across all Machias taxpayers. Mr. Carter pointed out that more than
half of Machias taxpayers have their own septic systems which opens up
many more questions as to responsibility when private systems require
maintenance or fail. The members of the Board continued to discuss a
recommended sewer rate increase.

On a motion by Warren Gay, seconded by James Whalen, the Board
VOTED:
To recommend a twelve percent sewer rate increase effective
7/1/15. Ms. Clifton pointed out that someone needs to perform the
calculations for the sewer rate table.

6. OLVER ASSOCIATES - REQUEST FOR SIPHON CLEANING

Mrs. Dennison informed the Board that Olver Associates recommends a siphon cleaning due to the fact that the Department of Environmental Protection requires this cleaning every six months. The cleaning is due in June. Mrs. Dennison noted that three quotes were obtained to perform the cleaning.

Quotes: Philips Service - \$2,060.00 with \$85. per ton for disposal (10 hour day)
Clean Harbor - \$4,770.67 with \$360. for disposal (10 hour day)
Allen's Environmental - \$3,710.00 plus disposal (10 hour day)

Mrs. Dennison noted that Olver Associates recommends awarding the bid to Philips Service. The Board discussed the town's purchasing policy in light of the fact that the bid is less than \$2500.

On a motion by James Whalen, seconded by Warren Gay, the Board
VOTED:
To award the bid for siphon cleaning to the low bidder Philips Service at \$2.060.

The Board discussed the municipal bidding policy. It was noted that the bid policy authorizes the town manager to make final decisions on bids less than \$2500. Ms. Clifton asked who would be making these kinds of decisions until such time as a new town manager is hired.

On a motion by Warren Gay, seconded by James Whalen, the Board
VOTED:
To authorize Chairman Carter to make decisions on purchases that are less than \$2500. in accordance with the town's purchasing policy.

7. AUTHORIZATION TO TRANSFER EXPIRING AIRPORT FUNDS

Mr. Carter explained that since Machias cannot use \$150,000. in FAA airport funding by the end of June that the Board should transfer the funding to another airport that can utilize the money. He noted that the funding should be allocated to the Old Town airport. Mr. Whalen pointed out that in a 5/15/15 e-mail from the MDOT he was advised of the need to repair the airport road and to repair the airport beacon. He asked why the funds are going to be sent back when Machias needs money to make necessary repairs at the airport. Mrs. Dennison explained that the FAA funding is for long-term planning projects. She noted that in the past Machias has not funded its matching share for the FAA money resulting in having to transfer the money to another airport that can use the funds. Mrs. Dennison reviewed projects at the Machias airport scheduled in 2017 and beyond.

On a motion by Warren Gay, seconded by Josh Rolfe, the Board
VOTED:

To transfer FAA entitlement funds of \$150,000. to the Old Town airport.

Vote on Motion: 4 votes in favor of the motion, 1 vote opposing the motion (Mr. Whalen) Motion Passed

8. SCHEDULING OF BOARD MEETINGS

Mr. Carter informed the newly elected Board members that the Board of Selectmen has been meeting every second and fourth Wednesday of each month at 6:00 PM; he asked if there was any need to adjust this meeting schedule. It was agreed to continue with the current scheduling of regular meetings.

Mr. Carter noted that new Board members are expected to complete a training seminar for newly appointed municipal officials. Mrs. Dennison noted that it is a freedom of information training. Mr. Carter said that the information for the training will be given to Mr. Rolfe and Mr. Haynes.

9. OTHER BUSINESS

A. On a motion by James Whalen, seconded by Josh Rolfe, the Board

VOTED:

To approve a special permit for catering privileges to Skywalker's Bar & Grill for 6/17/15 from 5:00 to 8:00 PM.

B.

The Board signed certificates of settlement for the former town manager. Ms. Clifton noted that Mr. Loughlin is no longer responsible for the collection of taxes.

C. Mr. Whalen suggested that town office personnel receive an additional \$150. per week for newly assigned responsibilities since the resignation of the town manager. Mr. Carter commented that he has reflected on additional compensation and that he agrees with this amount. Mr. Gay added that he also agrees with the amount. Mr. Whalen commented that the personnel in the town office are very important and this should be taken into consideration. Members of the Board decided to make this temporary salary increase effective immediately. The Board discussed funding the additional compensation. Mrs. Dennison suggested using funds in the administration budget for the time being and look at the department's bottom line at the end of the fiscal year to make adjustments as needed.

On a motion by James Whalen, seconded by Warren Gay, the Board

VOTED:

Effective immediately, to pay the Town Clerk, the Finance Director, and the Deputy Town Clerk an additional \$150. per week as a temporary measure for additional responsibilities to be funded from the administration budget.

D. The Board discussed developing an ad for a new town manager.

On a motion by Warren Gay, seconded by Josh Rolfe, the Board

VOTED:

To authorize Mr. Whalen to call Maine Municipal Association for sample ads for the town manager's position.

E.

Painting of crosswalks and placement of American flags was discussed.

It was noted that these two items need to be completed as soon as possible.

10. DISCUSSION OF DELINQUENT SEWER BILLS

The Board discussed the status of delinquent sewer bills. Ms. Clifton noted that the sewer lien process was not done correctly; she noted that delinquent lien charges need to be reversed from the system and that this will take a lot of time to complete. Mr. Whalen volunteered to study the problem and develop a solution.

On a motion by Warren Gay, seconded by Josh Rolfe, the Board voted to adjourn the meeting at 9:20 PM.