

BOARD OF SELECTMEN - TOWN OF MACHIAS

AUGUST 12, 2015

A regularly scheduled meeting of the Machias Board of Selectmen was called to order at 6:05 PM by Chairman 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; Fire Chief Joey Dennison; Mark Ouellete, Dean McGuire, Marcia Cale, Dalton Farley, Lin Smith, Ed Pellon, Richard Bard, Michael Radeka, Charles Rudelitch, Ben Edwards, Lois Libby.

1. MINUTES - REVIEW AND ACTION

On a motion by Warren Gay, seconded by Josh Rolfe, the Board voted to approve the minutes of the July 22, 2015 Board meeting.

2. WARRANTS - REVIEW AND ACTION

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

VOTED:

To approve municipal warrant #8 in the amount of \$14,527.48; to approve municipal warrant #9 in the amount of \$111,105.60; to approve municipal warrant #10 in the amount of \$14,974.49; to approve municipal warrant #11 in the amount of \$20,711.76; to approve municipal warrant #12 in the amount of \$10,505.71; and, to approve municipal warrant #13 in the amount of \$160,075.72.

3. DOWNEAST COASTAL CONSERVANCY - DRAFT MANAGEMENT PLAN

On a motion by Warren Gay, seconded by Leslie Haynes, the Board

VOTED:

To table a presentation on a draft management plan by the Downeast Coastal Conservancy.

4. MACHIAS AMBULANCE SERVICE - REQUEST TO HIRE EMT

Machias Ambulance Service Captain Lois Libby recommended that Mr. Clifford Strout be appointed as an EMT to the Machias Ambulance Service.

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

VOTED:

To appoint Clifford Strout as an Emergency Medical Technician with the Machias Ambulance Service as recommended by the Ambulance Captain.

5. WHITNEYVILLE EXCISE TAX COLLECTION

Town Clerk Sandra Clifton advised the Board that the Town of Whitneyville is interested in a proposal for the Machias Town Office to take over all vehicle registrations for Whitneyville residents. She noted that Whitneyville currently sends its residents to Jonesboro for registrations; she commented that officials with Whitneyville probably would view it as more of a convenience for their residents to go to Machias for registrations. Ms. Clifton noted that Jonesboro pays \$1800. for their agent to complete registrations which is paid directly to that agent.

The members of the Board discussed the request. Mr. Whalen commented that it appears that the Town of Machias is delivering services to residents of other towns. Both Ms. Clifton and Mrs. Dennison pointed out that the neighboring town of East Machias absolutely refuses to provide services to non-residents. Mr. Rolfe suggested that Machias pay its town clerk the \$1800. for the additional responsibility. Mr. Carter pointed out that Mrs. Clifton is already being paid a salary for a thirty-five hour work week. The Board discussed an equitable solution if town office personnel took over this responsibility for the Town of Whitneyville.

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

VOTED:

To address a letter to the Town of Whitneyville outlining assumption of vehicle registrations for Whitneyville residents for a temporary ninety day basis. Vote On Motion: 3 votes supporting the motion, two votes opposing the motion (Mr. Haynes & Mr. Carter). Motion Passed

#### 6. SEWER USER COMMITMENT

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

VOTED:

To sign the certificate of commitment of sewer user rates covering April to June 2015.

#### 7. AMERICAN LEGION POST #9 - REQUEST FOR SEWER ABATEMENT

Mr. Carter noted that American Legion Post #9 is asking for a sewer abatement due to a water leak in their furnace room; he explained that their most recent bill (July 2015) was in the amount of \$661.60 but historically their bill is usually in the \$200. range for their sewer usage. The members of the Board reviewed the history of charges to this account.

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

VOTED:

To charge the American Legion Post #9 the rate of \$244.94 based on their meter readings for their July 2015 bill.

#### 8. AMERICAN LEGION POST #9 - APPLICATION FOR GAME OF CHANCE

On a motion by Warren Gay, seconded by Leslie Haynes, the Board

VOTED:

To allow the American Legion Post #9 to conduct the game of chance "Mr. & Mrs. Pickle".

#### 9. MACHIAS FIRE DEPARTMENT - TRAINING BUILDING AT MUNICIPAL AIRPORT

Machias Fire Chief Joey Dennison explained to the Board that the fire department is asking permission to build a training site at the municipal airport; he described three potential sites at the airport which would be adequate for the training site. Mr. Dennison noted that a building center would be constructed where fire training could be done. He explained that the department would be applying for FEMA, MEMA, and King Foundation grants to fund the training site. Mr. Dennison pointed out that the department needs the Board's permission to apply for these grants. Mr. Carter asked if this concept has been discussed with the Airport Committee; Mr. Dennison said that he has discussed the proposal with Mr. Radeka. Mr. Radeka commented that he personally did not see that this training site would interfere with airport

operations; he noted that he has not discussed the concept with the Airport Committee yet. Mrs. Dennison commented that this is probably something the airport engineer should have input into. The members of the Board discussed the request and discussed mowing the area across from the building site.

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

VOTED:

To authorize the Machias Fire Department to look into grants to construct a training building at the Machias Valley Airport and to mow the area across from the building site free of charge.

#### 10. MACHIAS FIRE DEPARTMENT - WORK STUDY INTERN

Fire Department Chief Joey Dennison asked permission to allow a work study student attending Washington Academy to receive training to be a fireman for the upcoming academic year September 2015 to June 2016. Mr. Carter asked about insurance coverage for this student. Mr. Dennison explained that the student would be covered under the town's insurance policy, would be paid as a volunteer during fire calls, and would be issued turn-out gear. The members of the Board discussed the request.

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

VOTED:

To allow the Machias Fire Department to participate in a work study program by having an intern from September 2015 to June 2016 and to place the intern, Dillon Case, on the fire department's roster of volunteer firefighters.

#### 11. MAINE MUNICIPAL ELECTION BALLOT

The members of the Board reviewed the Maine Municipal Association annual election ballot of candidates for vice-president and directors.

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

VOTED:

To cast the Town of Machias ballot for the MMA annual election.

#### 12. AIRPORT REQUEST FOR QUALIFICATIONS - PLANNING AND ENGINEERING SERVICES

Mr. Whalen reviewed a recent meeting held in Augusta with Stacy Haskill and other officials in a discussion of the Machias Valley Airport. Mr. Whalen explained that Machias needs to maintain a qualifications contract every five years and at the present time it appears that Machias does not have this planning and engineering services contract. He noted that a standard request for qualifications was provided for Machias to use. Mr. Carter explained that he had polled the Board to get verbal authorization to allow Ms. Haskill to proceed and that the Board needs to make this authorization as part of the written record.

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

VOTED:

To authorize the planning and engineering request for qualifications for the Machias Valley Airport.

13. AIRPORT - CRACK SEAL PROJECT - AUTHORIZATION FOR BIDS

The Board discussed the crack seal project scheduled for the airport. Mrs. Dennison noted that the Town has \$76,000. in funding allocated for this project with the Town's share being five percent.

On a motion by Warren Gay, seconded by Les Haynes, the Board

VOTED:

To go out for bids on the crack seal project at the Machias Valley Airport with bids due at the Town Office by 4:00 PM on 8/26/15.

14. OTHER BUSINESS

A. Mr. Whalen reminded the members of the Board that Danny Manchester had agreed to bush hog the airport if \$500. was given as a contribution to the Bay Area Chamber of Commerce. Mr. Whalen confirmed that the bush hogging has been completed; Mr. Carter also confirmed the project was completed.

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

VOTED:

To authorize a \$500. donation to the Bay Area Chamber of Commerce to be funded from the contingency account.

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

VOTED:

To go out to bid on heating and cooling pumps for the town office building.

C.

Mrs. Clifton advised the Board that the Town does not currently have a contract for purchase of heating oil. The Board discussed the pros and cons of going out to bid for heating oil. Mr. Carter pointed out that the Board can reject bids if they are not satisfied with the bids received.

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

VOTED:

To go out to bid for the purchase of heating oil at the Bangor rack price.

D. The Board discussed the purchase of winter sand. Mr. Carter suggested talking to the Public Works Director to find out how much sand is needed for the upcoming winter.

E. Mr. Charles Rutledge, a lawyer with Eastern Maine Corporation, advised the Board that the Town of Machias received \$20,000. for economic development and \$30,000. for the development of a regional airport authority. It was noted that Machias has \$88,000. in a reserve account for airport activities.

F. Mr. Whalen reported that Machias Savings Bank has donated used furniture for use at the airport building (presently being kept in storage). Mr. Whalen requested that the Board consider asking for a prison work crew to make roof repairs as well as obtaining an estimate for the repairs at the airport building.

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

VOTED:

To allow the Airport Committee to contact the prison for an

estimate on repairs to the building located at the municipal airport.

#### 15. MUNICIPAL WEB SITE PROPOSAL

Mr. Mark Ouellette of Axiom Technologies presented a new proposal for construction of a municipal web site. He told the Board that he would design the web site for \$2800. with a \$250. annual cost to maintain the web site. Mr. Ouellette explained that he wants to partner with the Town and work closely with the Town to make the web site succeed Mr. Whalen commented that this proposal would provide an immediate direct service that Machias needs. Mr. Ouellette noted that a web site would attract people to the area as well as providing economic benefits.

On a motion by Jams Whalen, seconded by Josh Rolfe, the Board

VOTED:

To contract with Axiom Technologies for design of a Town of Machias web site without the monthly service fee with funding allocated from the contingency account.

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

VOTED:

To authorize the Chairman of the Board of Selectmen to sign the contract with Axiom Technologies.

#### 16. SCHOOL BUS GIFT

Mr. Carter informed the other members of the Board that School Superintendent Scott Porter had advised him that the Town of Jonesboro had given the Machias School Department a school bus.

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

VOTED:

To accept the gift of a school bus from the Town of Jonesboro for the sum of \$1.00 .

#### 17. EXECUTIVE SESSION

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

VOTED:

To adjourn to executive session at 7:25 PM in order to discuss two separate personnel matters, one with the town manager interview committee and the other with the Fire Chief as allowed under 1 M.R.S.A. Subsection 405(4).

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

VOTED:

To adjourn the executive session at 7:41 PM and reconvene into regular session.

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

VOTED:

To book a hotel room at the Machias River Inn for the night of August 26, 2015 for the town manager candidate at the Town's expense with funding allocated from the town manager's expense line.

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

VOTED:

To authorize advertising for a full-time driver/dispatcher for the Machias Fire Department if a resignation is received before the next selectmen's meeting.

On a motion by Warren Gay, seconded by James Whalen, the Board voted to adjourn the meeting at 7:46 PM.