

PUBLIC HEARING
GENERAL ASSISTANCE ORDINANCE APPENDIXES A-E
ANNUAL ADOPTION

Chairman of the Machias Board of Selectmen Aubrey Carter opened a public hearing at 6:00 PM on the annual adoption of General Assistance ordinance appendixes A-E. Mr. Carter noted that copies of the appendixes are available for review. Mr. Carter asked for public comments on the adoption of the appendixes. Hearing no comments, Mr. Carter closed the hearing at 6:03 PM.

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BOARD OF SELECTMEN - TOWN OF MACHIAS

SEPTEMBER 23, 2015

A

regularly scheduled meeting of the Machias Board of Selectmen was called to order at 6:03 PM by Chairman Aubrey Carter. In attendance were Board members Warren Gay, James Whalen, Leslie Haynes, and Josh Rolfe; Secretary Cathy Lord; Finance Director Meghan Dennison; Ed Pellon, Mike Schoppee, Mike Radeka, Shane McDougal.

1. MINUTES - REVIEW AND ACTION

On a motion by Warren Gay, seconded by Josh Rolfe, the Board voted to approve the minutes of the September 9, 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 #22 in the amount of \$16,445.23 to approve municipal war-
rant #23 in the amount of \$1,061,677.88; to approve municipal
warrant #24 in the amount of
\$15,543.01; and, to approve municipal warrant #25 in the amount
of \$51,571.07 .

3. GENERAL ASSISTANCE ORDINANCE ADOPTION

On a motion by James Whalen, seconded by Warren Gay, the Board
VOTED:
To adopt and sign the General Assistance ordinance appendixes
A-E.

4. STANTEC - AIRPORT PLANNING AND ENGINEERING SERVICES

Mr. Shane McDougall introduced himself to the Board as the representative of Stantec, the airport engineering firm which bid on providing services to the Town of Machias for the municipal airport.

Mr. Whalen asked if Mr. McDougal had familiarized himself with the capital improvement projects which are anticipated for the Machias Valley Airport; Mr. Dougal advised the members of the Board that he has reviewed information on forthcoming projects at the airport. Mr. McDougal provided the Board with some airport documents for their review.

On a motion by James Whalen, seconded by Warren Gay, the Board
VOTED:
To give the submitted documents to Mrs. Dennison so that she
can copy and distribute them
to the Board for their review.

Mr. McDougal told the Board that Stantec will be able to do any and all projects pertaining to the municipal airport for the Town of Machias. Mr. Whalen advised Mr. McDougal that the primary contact for Machias will be its new town manager, Christina Therrien. Mr. Carter thanked Mr. McDougal for attending the meeting to allow the Board to meet him.

5. AIRPORT SEAL CRACK PROJECT BIDS

Mrs. Dennison informed the Board that three bids were received in response to the request for bids on the airport seal crack project; she noted that one of the three bids was received after the 4:00 PM deadline for submission of bids. Mrs. Dennison noted that there is usually a strict 4:00 PM deadline on bid submissions and that if the bid were awarded to a contractor who submitted a late bid this could open up a situation where such a decision could be contested by the other bidders.

Mr. Whalen suggested that the late bid remain unopened; Mr. Carter stated that the late bid would not be opened. The remaining two bids which met the submission guidelines were opened and reviewed.

Bids:

J.J. Cunningham LLC - \$77,400. Total contract bid
Axtells - \$115,900. Total contract bid

On a motion by Josh Rolfe, seconded by Warren Gay, the Board
VOTED:
Contingent upon review and approval by Jacobs Engineering, to
award the bid for the airport
crack seal project to J.J. Cunningham for a total contract bid
of \$77,400.

6. SECONDHAND PRECIOUS METALS DEALER PERMIT

Mrs. Dennison noted receipt of a secondhand precious metals dealer permit submitted by Leighton Jewelry & Design to be located at 185 Dublin Street (formerly Aaron's Jewelry).

On a motion by Warren Gay, seconded by Josh Rolfe, the Board
VOTED:
To approve a secondhand precious metals dealer permit as

submitted by Leighton Jewelry &
Design.

7. TOWN OFFICE HEAT PUMP BIDS

The Board opened the one bid submitted in response to a request for bids for installation of heat pumps in the town office building.

Bid: E. Pellon Co. - \$6709.40 (town office area)
- \$4950.63 (veteran's office area)

Mrs. Dennison noted that \$27,000. was budgeted for purchase and installation of heat pumps in the town office building.

On a motion by Josh Rolfe, seconded by James Whalen, the Board
VOTED:
To award the bid for purchase and installation of heat pumps to
E. Pellon Co. in the amount
of \$11,660.03 .

8. ANIMAL CONTROL OFFICER RESIGNATION

On a motion by Josh Rolfe, seconded by James Whalen, the Board
VOTED:
To accept the resignation of Matthew Carter as Animal Control
Officer effective 8/31/15.

The Board discussed the status of equipment still in the possession of a former animal control officer. Mr. Carter noted that this issue is still not resolved. The Board discussed advertising for an animal control officer; Mr. Carter noted that the amount of the stipend for the position needs to be seriously looked at. Mr. Rolfe commented that the biggest problem being faced by animal control is the problem with the cat population.

On a motion by Warren Gay, seconded by Josh Rolfe, the Board
VOTED:
To advertise the position of animal control officer in local publications for a two week period.

9. FIRE DEPARTMENT DRIVER/DISPATCHER

Mr. Carter explained that Ms. Therrien had conducted interviews for the driver/dispatcher position assisted by himself, Mr. Rolfe, and Fire Chief Joey Dennison and she has made the recommendation that Mr. Tyler Wagner be appointed to the position.

On a motion by James Whalen, seconded by Warren Gay, the Board
VOTED:
To appoint Tyler Wagner as driver/dispatcher effective 9/27/15.

10. CORPORATE RESOLUTION & AUTHORIZED BANK SIGNERS UPDATE

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

VOTED:

To authorize the Chairman of the Board of Selectmen (Aubrey Carter), the Town Manager

(Christina Therrien), and the Finance Director (Meghan Dennison) to sign documents on behalf

of the Town of Machias (the corporation); and

(1) That Bangor Savings Bank, Machias Savings Bank, & Bar Harbor Bank & Trust are designated

as depositories for the funds of this corporation

(2) This resolution shall continue to have effect until express written notice of its rescission or

modification has been received and recorded by these financial institutions

(3) All transactions, if any, with respect to any deposits, withdrawals, rediscounts, and borrowings

by or on behalf of this corporation with these financial institutions prior to the adoption of this

resolution are hereby ratified, approved, and conformed

(4) Any of the persons named (Chairman of the Board of Selectmen-Aubrey Carter, the Town

Manager-Christina Therrien, and the Finance Director-Meghan Dennison) so long as they act

in a representative capacity as agents of this

corporation, are authorized to make any and all

other contracts, agreements, stipulations, and orders which they may deem advisable for the

effective exercise of the powers indicated from time to time with these financial institutions,

concerning funds deposited in these financial institutions, moneys borrowed from these fin-

ancial institutions, or other business transacted by and between this corporation and these

financial institutions subject to any restrictions stated

(5) Any and all prior resolutions by the Board of Selectmen of this corporation and certified to

these financial institutions as governing the operation of this corporation's account(s), are in

full force and effect, unless supplemented or modified by this authorization

(6) This corporation agrees to the terms and conditions or any account agreement, properly

opened by any authorized representative(s) of this corporation, and authorizes the financial

institutions named, at any time, to change this corporation for all checks, drafts, or other orders

for the payment of money, that are drawn on these financial institutions, regardless of by whom

or what means the facsimile signature(s) may have been affixed so long as they resemble

the facsimile signature specimens that this corporation files with these financial institutions

from time to time and contain the required number of signatures for this purpose.

Any person listed here: Chairman of the Board of Selectmen (Aubrey Carter), the Town Manager (Christina Therrien), and the Finance Director (Meghan Dennison) is authorized to:

- (1) Exercise all of the powers listed in #2 through #6.
- (2) Open all deposit or checking account(s) in the name of the corporation.
- (3) Endorse checks and orders for the payment of money and withdraw funds on deposit with these financial institutions.
- (4) Borrow money on behalf and in the name of this corporation, sign, exercise, and deliver promissory notes or other evidence of indebtedness.
- (5) Endorse, assign, transfer, mortgage, or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate, or other property now owned or acquired by this corporation as security for sums borrowed, and to discount the same, unconditionally guarantee of all bills received, negotiated, or discounted and to waive demand, presentation, protest, notice of protest, and notice of non-payment
- (6) Enter into written lease for the purpose of renting and maintaining a safe deposit box in these financial institutions.

11. TOWN MANAGER APPOINTMENTS

On a motion by Josh Rolfe, seconded by Warren Gay, the Board
VOTED:
To appoint Christina Therrien as Town Manager, Welfare Director, Tax Collector, Treasurer, and Road Commissioner.

12. PUBLIC WORKS TRACTOR PURCHASE BIDS

Public Works Director Mike Schoppee advised the Board that he had reviewed and compared the bids opened on the purchase of a tractor. He recommended accepting the bid submitted by Dorr's Equipment in the amount of \$42,330.89 .

On a motion by Josh Rolfe, seconded by Warren Gay, the Board
VOTED:
To award the bid for the purchase of a tractor to Dorr's Equipment in the amount of \$42,330.89 .

13. HEATING OIL PURCHASE BID

Mr. Carter advised the Board that when the Board awarded the heating oil bid to Acadia Fuels at the Board's last meeting the Board was not aware of some stipulations Acadia had included in their bid submission. He noted that Acadia's bid included two stipulations - it stated that the company would only deliver to general assistance recipients when they were making a regular delivery to the area and that the bid price would only be good for the purchase of the same number of

gallons as was purchased last year. Mr. Carter asked the members of the Board if they wanted to reconsider the award of the bid due to the stipulations Acadia included in their bid submission. Mr. Rolfe noted that Acadia appears to have put restrictions on their bid which would disqualify them from consideration.

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

VOTED:

Based on the stipulations outlined in the Acadia Fuels heating oil bid, to exclude the Acadia bid from consideration.

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

VOTED:

To award the bid for purchase of heating oil to Frazier Energy at the bid price of \$1.6645/gallon.

14. MDOT - DRAFT LETTER

Mr. Whalen suggested that the Board review and take action on the draft letter to the Maine Department of Transportation at their next meeting.

15. FIRE HYDRANT TESTING UPDATE

Fire Chief

Joey Dennison told the Board that testing on the fire hydrants has been completed; he noted that only one hydrant remains to be tested and this is being done tonight at 8:00 PM. He noted that he will have all the calculations on the following day to review. Mr. Dennison said that he has met with personnel from the water company regarding issues that have been found thus far in the testing. He explained that he will have some cost estimates and better ideas on alternatives after he reviews the findings. Mr. Dennison told the Board that he will be providing the results to the Board. Mr. Carter said that the Board will place this on their next meeting's agenda and that Chief Dennison can update the Board at that time.

16. BANK LOAN BID ON VEHICLES/EQUIPMENT

Mrs. Dennison advised the Board that the Town received one bid to borrow funds for the purchase of the two pick-up trucks with plows and the tractor. A member of the Board opened the bid.

Bid: Machias Savings Bank - 1.79% fixed rate for five years

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

VOTED:

To award the bid for a loan to purchase two pick-up trucks and a tractor to Machias Savings Bank at a fixed rate of 1.79% for five years.

17. OTHER BUSINESS

A. Public Works Department Director Mike Schoppee asked the Board for

permission to move a trailer from the transfer

station to the public works area to use for storage for equipment. The Board gave their permission for Mr. Schoppee to go ahead with the project.

The Board discussed the status of the skidsteer. Mr.

Schoppee suggested contacting a dealer to get an appraisal on the value of this piece of equipment. Mr. Rolfe noted that the Town might be able to use the skidsteer in trade for implements for the new tractor. Mr. Carter asked that Mr. Schoppee make some contacts to ascertain the value of the skidsteer and the potential for use in trade-in value and report back to the Board on his findings.

B. Mrs. Dennison reported

on the removal of the rugs in the town office and installation of replacement rugs. The problem with water in the back area of the town office space was discussed; it was suggested that the contractor be asked not to perform the reinstall in the back of the town office until the water problem has been addressed outside the building.

C.

Mr. Radeka gave the Board a brief report on the airport. He advised the Board that he is waiting on the prison for a work crew to work on the airport building. Mr. Radeka told the Board that EBS has given the Town a \$500. donation for building materials. The Board and Mr. Radeka discussed the chain of command with the Board; Mr. Carter noted that Ms.

Therrien will be the contact person between the Board and the Airport Committee and she would be the person to discuss airport activities and she will, in turn, inform the Board of updates regarding the airport.

Mr. Radeka said that the Airport Committee is thinking about holding an open house sometime in August/September 2016.

Mr. Radeka asked the Board to give some thought to a private/public sale of the airport.

Mr. Radeka noted that there is a damaged electrical pole that needs to be replaced at the airport.

D.

Mr. Gay said that he will be talking to the school superintendent regarding school employees speeding near the school campus.

On a motion by Warren Gay, seconded by Josh Rolfe, the Board voted to adjourn the meeting at 7:15 PM.