

BOARD OF SELECTMEN - TOWN OF MACHIAS

OCTOBER 28, 2015

A

regularly scheduled meeting of the Machias Board of Selectmen was called to order at 6:00 PM by Chairman Aubrey Carter. In attendance were Board members Warren Gay, James Whalen, Leslie Haynes, and Josh Rolfe; Town Manager Christina Therrien; Secretary Cathy Lord; Jermar Inman, Sharon Mack, Danny Manchester, Bob Berta, April Adams, Bob Seeley, Bill Kitchen, Johanna Billings, Bob Berta.

1. MINUTES - REVIEW AND ACTION

On a motion by Warren Gay, seconded by Josh Rolfe, the Board voted to approve the minutes of the October 14, 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 #32 in the amount of \$12,321.01 to approve municipal war-
rant #33 in the amount of \$295,065.12; to approve municipal warrant #34 in the amount of
\$20,408.70; and, to approve municipal warrant #35 in the amount of \$441,118.34 .

3. APPROVAL OF SEWER COMMITMENT

On a motion by James Whalen, seconded by Josh Rolfe, the Board
VOTED:
To approve the quarterly sewer commitment in the amount of \$131,519.25 .

Mr. Danny Manchester questioned why private septic contractors could not be billed for loads dumped at the wastewater treatment facility. Mr. Carter responded that the Town can look into this practice. Mr. Manchester suggested that billing the contractor would be more advantageous.

4. APPROVAL OF TAX RECOMMITMENT AND SETTLEMENT PAPERS

On a motion by James Whalen, seconded by Warren Gay, the Board
VOTED:
To approve a certificate of recommitment for Christina Therrien as Tax Collector and a certificate
of settlement for Sandra Clifton discharging her from liability to collect taxes.

5. APPOINTMENT PAPERS FOR MEMBERS - MACHIAS AIRPORT COMMITTEE

On a motion by James Whalen, seconded by Warren Gay, the Board
VOTED:
To appoint Loni Smith, David Rier, Sharon Mack, William

Kitchen, Ben Edwards, Christina
Therrien, James Sparaga, Pete Rensama, Michael Radeka, James
Whalen, and Joh Rolfe
to the Machias Airport Committee.

The Board signed appointment papers for the members of the Machias
Airport Committee.

6. APPOINTMENT PAPERS FOR MEMBERS - DOWNTOWN REVITILIZATION COMMITTEE

Ms. Therrien pointed out that the members of the Downtown
Revitalization Committee were appointed at the Board's October 14th
meeting; she noted that appointment papers have been readied for the
Board to sign.

On a motion by Josh Rolfe, seconded by Warren Gay, the Board
VOTED:
To add Angela Fochesato to the Downtown Revitalization
Committee and to remove Becky Lee and
Nichole Cole from this committee.

The Board signed appointment papers for the members of the Downtown
Revitalization Committee.

7. WINTER PARKING BAN DATE

On a motion by Warren Gay, seconded by Josh Rolfe, the Board
VOTED: To impose a parking ban in the Town of
Machias from December 1, 2015 through April 1, 2016
between the hours of 10:00 PM and 6:00 AM.

8. TOWN AND SCHOOL VEHICLES FOR BID

Ms. Therrien reviewed a list of surplus vehicles the school
department is proposing be sold: a 2000 Thomas International Navistar
school bus, a 1995 International 3800, and a 1998 GMC 2500 regular cab
pick-up truck. Mr. Carter suggested that the vehicles be sold prior to
winter. Mr. Manchester suggested that the new school pick-up be
lettered as a school department vehicle.

On a motion by Warren Gay, seconded by Josh Rolfe, the Board
VOTED:
To advertise the school department's excess vehicles to be
sold to the highest bid with bids due
at the Machias Town Office by 4:00 PM on November 25, 2015.

9. DOWNTOWN REVITILIZATION COMMITTEE RECOMMENDATIONS

Ms. April Adams, co-chair of the Downtown Revitalization Committee,
requested that the Town of Machias fund an engineering study for a
project to replace and repair the downtown sidewalks. She read aloud a
letter outlining the specifics of the request. Ms. Therrien commented
that she attended the meeting of the Downtown Revitalization Committee
when this issue was discussed. She pointed out that she was unaware
that the committee was planning to ask the Town for money for an

engineering study; Ms. Therrien added that she thought the plan was to ask the Town to apply for a Community Development Block Grant that would cover the costs of the engineering study. Ms. Adams informed the Board that CES was contacted and gave a quote of \$6000. to complete the study.

Mr. Whalen commented that he supports the concept of downtown revitalization; he suggested that the committee develop a more definite plan that the majority of the group agrees with. Ms. Jermar Inman, co-chair of the downtown committee, said that the thought was to be sure that costs for an engineering study would be put in the municipal budget to ensure that there would be funding for the study. Mr. Whalen said that he wants to see something in writing about what exactly is being proposed. Ms. Therrien commented that the Town will need an engineering study to help with the entire process. Ms. Mack noted that the main concerns for the downtown are safety, lighting, and sidewalks. Mr. Carter asked that the members of the Board of Selectmen be made aware of the bid specifications before advertising for proposals. Ms. Therrien made the suggestion that the committee hold a meeting next week to address these issues.

10. ANIMAL CONTROL OFFICER POSITION DISCUSSION

Ms. Therrien noted that an advertisement for the animal control officer's position was published in local newspapers; she advised the Board that there were two responders to the advertisement: Mr. Danny Manchester and Mr. Bob Seeley. She pointed out that both Mr. Manchester and Mr. Seeley are in attendance to discuss the position with the Board of Selectmen.

Mr. Manchester told the Board that he is proposing having a holding facility at his residence where he would charge \$15.00 per day per animal, he will take cats, and the Town will be responsible for vet bills. Mr. Seeley explained that he would provide animal control services but would continue to utilize the services of the Town's holding facility at Carter Ridge Boarding Kennels.

Mr. Carter explained that since Mr. Manchester was a recent member of the Machias Board of Selectmen that he would have to contract with the Town for his services since he could not be legally hired as an employee of the Town. Mr. Manchester acknowledged this requirement. In answer to an inquiry from Mr. Carter, Mr. Manchester stated that he would be amenable to taking cats and an occasional dog if the kennel is full. Mr. Seeley said that his thought was to continue with the Town's current contract with Carter Ridge since this arrangement is working. Mr. Manchester pointed out that the Town would also be looking at continuing to incur the \$1200. cost for contracting with Carter Ridge. Mr. Carter explained that the Board needs to have adequate time to review the proposals in order to make a decision.

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

To table a decision on the Animal Control Officer until the Board's next meeting.

11. DISCUSSION OF DATE OF BOARD'S NEXT MEETING

The Board decided to hold their next meeting on November 11th at 6:00

PM.

12. MANAGER'S REPORT

A.

Ms. Therrien updated the Board on repairs to the town office building; she noted a 10/22/15 memo to the Board giving updated information on projects.

B. Ms. Therrien advised the Board of the following:

- 1) that she will be discussing the topic of scrap metal with Dave Rasco.
- 2) the crack-seal project at the airport has been completed
- 3) plans to move forward with clearing vegetation at the airport
- 4) cost to replace a broken window at the Public Safety Building will be \$325.
- 5) the Board has been given a copy of the school department's safety policy
- 6) there is a Nov. 5th focus group meeting on the Porter Memorial Library at the library
- 7) the MDOT will be working on a drainage project on Rt. #1A

8) there is a regular meeting of the Municipal Review Committee Board of Directors on October 28, 2015 at 10:00 AM; the Board has been given a copy of the agenda for the meeting

C. Ms. Therrien and

the members of the Board discussed snow plowing and snow shoveling at the telebusiness center. She noted that the person who did the work last year is interested in providing the services at the \$1400. contract amount (the same as last year) again this year. Ms. Therrien noted that there appear to be no issues and that the contractor did a good job last winter. The Board advised Ms. Therrien to go ahead and contract with Scott Reynolds to provide the snow removal services for \$1400. for the season.

D. The Board discussed the status of an open seat on the Machias Budget Committee.

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

VOTED:

To advertise for interest in serving on the Machias Budget Committee for a two year period.

13. AIRPORT UPDATE

Mr. Bill Kitchen briefed the Board on airport activities. Mr. Kitchen noted that the airport group's focus right now is lighting. Ms.

Therrien noted that Machias was able to obtain a truckload of airport lights and parts from the Princeton airport who had no further use for the materials. Mr. Kitchen noted that the airport group has been going through the equipment and assessing its potential for use.

Mr. Whalen recommended contacting the prison for a work crew to repair a wall at the airport building.

14. OLD BUSINESS

A.

Ms. Therrien and the Board discussed the safety issues being presented by a building located on Main Street. It was suggested that the family trust which owns the building be contacted and that the CEO be asked to provide her opinion as to the condition of the building.

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

VOTED:

To allocate \$200. from contingency for the purchase of Halloween candy for trick-or-treaters.

C.

Ms. Therrien noted that transfer station contracts have not been sent to member towns and that she is in the process of preparing the contracts. Members of the Board discussed past arguments to base contract amounts on either the number of houses in a town or on the census population. After discussing the pros and cons, the Board decided to continue to base the contract amounts on census population. Mr. Carter suggested scheduling a meeting with member towns for a discussion of transfer station issues..

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

VOTED:

To issue the transfer station contracts to the member towns based on population.

D.

The Board discussed the repair of brickwork by Public Works Director Mike Schoppee. Mr. Whalen noted that "Mr. Schoppee did a great job".

Mr. Whalen noted clean-up efforts at a house on Court Street which he had addressed as the town's health officer.

On a motion by Warren Gay, seconded by James Whalen, the Board voted to adjourn the meeting at 7:35 PM.