

BOARD OF SELECTMEN - TOWN OF MACHIAS

NOVEMBER 25, 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; Town Clerk Sandra Clifton; Police Chief Grady Dwelley; William Sternbergh, Sharon Mack, Bill Kitchen, Bob Berta, Johanna Billings, Edward 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 November 11, 2015 Board meeting.

2. WARRANTS - REVIEW AND ACTION

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

To approve municipal warrant #41 in the amount of \$12,592.28 to approve municipal warrant #42 in the amount of \$131,454.37; to approve municipal warrant #43 in the amount of \$18,342.49; and, to approve municipal warrant #44 in the amount of \$370,025.71 .

3. TOWN EQUIPMENT BID OPENINGS

The members of the Board opened bids received on the purchase of excess town-owned equipment.

1998 GMC 2500 Pick-up with Plow
Michael Hawkins - \$456.00
William Grant - \$800.00
Lorraine Mann - \$600.00
Jerry Blackburn - \$500.00

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

To award the bid for the purchase of the 1998 GMC 2500 pick-up to William Grant in the amount of \$800.

2000 Thomas International Navistar School Bus
Michael Hawkins - \$356.00
Jerry Blackburn - \$510.00
David Kline - \$577.00
Nancy Oden - \$377.37
William Grant - \$625.00

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

To award the bid for the purchase of the 2000 Thomas International school bus to William Grant in the amount of \$625.

1995 International 3800 School Bus
David Kline - \$577.00
Jerry Blackburn - \$410.00
William Grant - \$650.00
Nancy Oden - \$337.37

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

VOTED:

To award the bid for the 1995 International 3800 school bus to William Grant in the amount of \$650.

2003 Ford F350 with Plow
William Grant - \$2650.00
Michael Hawkins - \$1226.00
Jerry Blackburn - \$1010.00
Scott Reynolds - \$1500.00

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

VOTED:

To award the bid for the purchase of the 2003 Ford F350 with plow to William Grant in the amount of \$2650.

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

VOTED:

To accept personal checks from local business owners on the purchase of excess town-owned equipment contingent upon said business owners having no previous issues with check payment problems with the Town of Machias.

4. TELEBUSINESS CENTER - BUILDING REPAIRS

Ms. Therrien noted that the members of the Board have a copy of the telebusiness center inspection report to review. She advised the Board that she has employed a heating contractor to look at the heating problem at the building as well as a contractor to take a look at the leaking roof. It was the consensus of the Board to proceed with finding out the extent of the problems at the telebusiness center. Ms. Therrien noted that the entity which had previously expressed interest in purchasing the building is pursuing grants to purchase the building.

5. AMERICAN RED CROSS - REAL HEROES AWARD

Ms. Therrien called the Board's attention to information provided to them on the 2016 Real Heroes Award sponsored by the American Red Cross. She noted that the deadline for nominations is 1/8/16. Mr. Carter said that the members of the Board can review the information and that there is sufficient time to think about nominations.

6. GENERATOR FOR THE TOWN OFFICE

Ms. Therrien noted that the Board had discussed purchasing a back-up power source for the town office building. The Board discussed the purchase of a generator. Ms. Therrien noted the need to purchase additional snowjacks for the roof; she noted that repairs have been completed to the building's windows. Ms. Therrien informed the Board that eight thousand dollars remains in the budget line for town

office improvements. Mr. Pellon cautioned the Board that there have been improvements in generator systems and that the Town may want to have someone develop a specification for the purchase and installation of a generator system for the town office. Mr. Carter agreed that the Town would need some advice as to the type of system needed for the building.

On a motion by James Whalen, the Board

VOTED:

To authorize the Town Manager to obtain a specification for the purchase and installation of a generator for the Machias Town Office building and to proceed with advertising for the purchase and installation of a generator.

7. PUBLIC WORKS PART-TIME SNOWPLOW DRIVER POSITION

Ms. Therrien advised the Board that she and the Public Works Director recommend that Mr. Joel Hamilton be hired as a part-time snowplow driver. Ms. Therrien reviewed Mr. Hamilton's qualifications and previous experience.

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

VOTED:

Upon the recommendation of the Town Manager and the Public Works Director, to hire Mr. Joel Hamilton as a part-time snowplow driver.

8. ANNUAL CHRISTMAS PARTY

The Board discussed holding the annual municipal Christmas party. The Board decided to fund the party through donations.

9. ANIMAL CONTROL OFFICER'S POSITION

Ms. Therrien advised the Board that she had spoken to Mr. Manchester and to Mr. Seeley about the animal control officer's position. She told the Board that Mr. Manchester said he was not interested in serving as a back-up and that Mr. Seeley remains interested in the position.

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

VOTED:

To appoint Robert Seeley as Animal Control Officer.

10. MUNICIPAL WEBSITE

Ms. Therrien informed the Board that she reviewed the templates for the proposed municipal website; she showed the Board the appearance and layout of the website. She explained that once the layout is set, the process of building the content of the site will start. Ms. Therrien noted that e-mail addresses will be available for members of the Board, committee/board members, and employees. She cautioned that use of the e-mail addresses would only be for town business since the content of any e-mails would be subject to federal right-to-know laws. Ms. Therrien added that the Board would need to adopt a policy on proper use of the website and e-mail.

11. MANAGER'S REPORT

A. Ms. Therrien advised the Board that she had approached Machias Savings Bank about an interest-free loan (\$150,000.) for a one year period and that Machias Savings Bank has agreed to provide the loan to the Town. Ms. Therrien explained that the funds would be used to pay for the Town to proceed with the easements and clearing project at the Machias Valley Airport. Mr. Carter noted that MMA has been contacted as to legalities regarding the need to go out for bids for a loan for the \$150,000. and MMA has advised that there is no requirement to solicit bids in this situation. Mr. Whalen requested that there be a written memorandum of understanding from the FAA agreeing to the stipulation that when Machias up-fronts the money that the Town will receive a \$150,000. reimbursement from the agency when the airport funds are allocated. Ms. Therrien advised the Board that she wants to hold a meeting with Stantec in January to discuss what the Town wants to do.

B. Ms. Therrien noted that capital improvements to the town office building are finished.

C. The Town Manager informed the Board that the Town is proceeding with the deed work for the sale of the property located at Map 13-015C.

D. The Board signed solid waste contracts for the Towns of Whitneyville and Marshfield and the unorganized territory. Ms. Therrien advised the Board that Roque Bluffs is considering changing to roadside trash pick-up and would like to meet with her to discuss contract issues with her. Mr. Whalen volunteered to accompany Ms. Therrien to this meeting.

E. Sharon Mack advised the Board of the Main Street Christmas celebration schedule.

F. On a motion by Aubrey Carter, seconded by Warren Gay, the Board
VOTED:
To appoint Cony Upton to the Machias Budget Committee.

G. Ms. Therrien noted that Chief of Police Grady Dwelley has a recommendation to fill the position of full-time police officer. Chief Dwelley reviewed the background and qualifications of the candidate, Mr. William Sternbergh, as well as reviewing his work as a reserve police officer on the Machias Police Department.

On a motion by Josh Rolfe, seconded by Warren Gay, the Board
VOTED:
Based on the recommendation of the Police Chief and the Town Manager, to hire William Sternbergh as a full-time police officer effective 12/16/15 at Step 2 (\$14.16) of the salary scale.

Chief Dwelley advised the Board that Mr. Sternbergh would be scheduled to attend the police academy in August of 2016.

H. Sharon Mack reported that interior renovation work will start next week on Station 1898.

On a motion by Warren Gay, seconded by Les Haynes, the Board voted to adjourn the meeting at 7:00 PM.