

## BOARD OF SELECTMEN - TOWN OF MACHIAS

JANUARY 27, 2016

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; Code Enforcement Officer Betsy Fitzgerald; Superintendent of Schools Scott Porter; Sharon Mack, Bill Kitchen, Stuart Swain, Lois Libby, 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 January 13, 2016 Board meeting.

### 2. WARRANTS - REVIEW AND ACTION

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

To approve municipal warrant #59 in the amount of \$15,946.65 to approve municipal warrant #60 in the amount of \$102,947.12; to approve municipal warrant #61 in the amount of \$15,818.98; and, to approve municipal warrant #62 in the amount of \$135,895.87 .

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

To approve school warrant #30 in the amount of \$215,875.56 .

### 3. INTERIM UMM PRESIDENT STUART SWAIN

Mr. Carter welcomed interim University of Maine at Machias President Stuart Swain to the Board's meeting. Mr. Swain introduced himself to the members of the Board and to those in attendance. Mr. Swain explained that he was filling in as interim president through June in anticipation of a new president being appointed. Mr. Swain commented that he sees the need for UMM to be a community engaged institution with tight community partnerships. Mr. Swain noted that he envisions that there will be many opportunities for the university and the Town to work together productively.

Mr. Carter explained that the Board is concerned about the pedestrian crosswalk at the top of College Hill on Route #1; he noted that the placement of the crosswalk is unsafe and that it is difficult for drivers to see people crossing the street. Mr. Carter noted the need to involve the MDOT and that any ideas or suggestions are welcome. Mr. Swain said that he was also concerned about the crosswalk; he added that he wants to work with the Town on making this crossing as safe as possible. Ms. Therrien suggested that because flashing signs tend to be very expensive that some consideration be given to placement of a solar light on a pole at the top of the hill. Mr. Swain said that UMM would be very willing to collaborate to address the situation.

Mr. Carter noted that the Town's Public Works Department is in the process of clearing sidewalks of snow to allow pedestrians use of the town's sidewalks. Mr. Swain expressed his appreciation of the town's efforts and he commented that the sidewalks are in much better shape this year than last year.

Ms. Therrien asked if the university would be willing to involve the community in the search for a new president; Mr. Swain commented that community participation in choosing a new president would be a great idea. Mr. Carter thanked Mr. Swain for attending the meeting and opening up discussions with the Board.

#### 4. SCHOOL SUPERINTENDENT SCOTT PORTER

Mr. Carter explained to Mr. Porter that the Board of Selectmen would like to discuss some concerns they have with him. He noted that members of the Board are concerned that the sander was left in the body of the school pick-up all last summer instead of being removed from the vehicle and stored. Mr. Carter said that the town's Public Works Department is willing to help by storing the sander in the department's garage. Mr. Porter explained that the pick-up needs attention and some maintenance. Mr. Carter suggested looking into getting the prison to assist with repairs to the truck.

Mr. Whalen commented that the school department must be seeing some major savings on heating oil this winter. Mr. Porter agreed with Mr. Whalen's observation and noted that the schools have used less than half of what was used last year.

Mr. Porter advised the Board that the school department is making space to put both school pick-ups under cover.

Mr. Haynes asked if the school bus drivers could perform a daily check of buses and keep a daily log. Mr. Porter said that this was a standard routine and that log books will also be placed in the school pick-ups, as well. Mr. Porter explained that daily checks of the buses is standard protocol and supposed to be occurring; he assured the Board that he will check to see that this procedure is happening on a daily basis.

Mr. Porter advised the Board that the school department will be getting a new bus in February.

#### 5. CODE ENFORCEMENT OFFICER BETSY FITZGERALD

Code Enforcement Officer Betsy Fitzgerald explained that the sewer issue on Court Street has been addressed (a cellar drain) and she reported that she is working on the issue with the signs.

Members of the Board stated concern over two areas within Machias which are becoming sites for junked motor vehicles.

#### 6. CARETAKER FOR THE MUNICIPAL AIRPORT

Mr. Whalen observed that someone should be checking on the municipal airport on a daily basis. Mr. Carter suggested that police could do a routine daily check while on patrol; he noted that the police had once done door checks at night of businesses. Mr. Carter noted that a daily check of the airport could be fit into the police patrol schedule.

Mr. Whalen pointed out that notice should be made that the airport is closed at night.

The Board discussed repairing the rotating beacon at the airport. Ms. Therrien said that she would try to get an electrician to look at the beacon. Mr. Whalen pointed out that there are no funds remaining in the airport budget for repairs. Mr. Bill Kitchen said that he would coordinate efforts with airport volunteers to get the beacon repaired.

#### 7. GRANT FOR AMBULANCE PURCHASE/AMBULANCE & SEWER BILLING

Ms. Therrien explained that one of the Town's ambulances is sixteen years old and in need of repairs. She noted that she would like to look into using grant money to obtain a new ambulance. The members of the Board gave Ms. Therrien permission to pursue grant money for this purpose.

Ms. Therrien advised the Board that she recently attended an ambulance service meeting, as well as Mr. Whalen. She suggested that the telebusiness center be utilized for ambulance trainings. Mr. Whalen commented that he was impressed by the professionalism of ambulance personnel. Mr. Whalen suggested looking into utilizing better billing procedures or taking over local control of the billing. Ambulance Service Captain Lois Libby pointed out that the service's current billing entity is not doing an efficient job at the present time. Ms. Therrien said that she would follow up with the billing company as to catching up to billing since there is approximately \$280,000. in services that have not been billed. Ms. Therrien noted that she is also working on sewer billing.

#### 8. MEETING WITH HOSPITAL REPRESENTATIVE

Ms. Therrien and the members of the Board discussed the February 9th meeting with hospital representatives. Mr. Carter pointed out that any meeting with three or more Board members is classified as a selectmen's meeting. Mr. Carter also noted that it is difficult to get all members of the Board together for a day meeting. Ms. Therrien said that she would cancel this meeting and try to reschedule the meeting for the night of a selectmen's meeting. She pointed out that the hospital administrator indicated availability for a meeting in March or April.

Ms. Therrien advised the Board that the hospital will no longer be calling the fire department for lift assists since hospital administration has indicated that there is equipment and trained personnel available to perform the work.

#### 9. BIKE MAINE MEETING - ELLSWORTH

Ms. Therrien informed the Board that there is a Bike Maine meeting in Ellsworth on February 4th from 5:30 to 8:00 PM.

#### 10. GENERATOR FOR TOWN OFFICE BUILDING

Mr. Carter reported that he had spoken with an electrician regarding utilizing a generator for the town office building. He advised the Board that the electrician suggested that the Town purchase a 20 KW generator and also that changing to single phase power would not be too difficult.

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

VOTED:

To convert the town office building to single phase power and to hook up a generator as a back-up power source.

Vote on Motion: 4 to 0; Mr. Whalen abstained

The Board discussed the status of a generator on a trailer that had been stored at the public works garage.

Mr. Carter suggested looking into changing Board policy on expenditures the Board is allowed to make without going out to bid. Ms. Therrien suggested redrafting the Board's purchasing policy.

#### 11. TEMPORARY SPEED BUMPS

The Board discussed the purchase of speed bumps to reduce vehicle speeds on streets where vehicle speeds are a problem. Mr. Rolfe noted that speed bumps would need to be anchored to prevent theft. He suggested that the Public Works Director could look into types of speed bumps and how to anchor them down.

#### 12. TOWN MANAGER'S REPORT

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

VOTED:

To appoint Bob Peterson as an on-call paramedic at a rate of \$15.00 per hour.

B. Ms. Therrien called the Board's attention to a letter from the Town of Roque Bluffs regarding use of the transfer station.

C. Ms. Therrien reported she had attended a Machias Rotary meeting at which there was a presentation on communities declaring themselves as "military friendly". Mr. Whalen questioned the need to do this since it is a fact that the Machias area is extremely veteran friendly. The members of the Board continued to discuss the designation and finally agreed to sign the "military friendly" covenant. Ms. Therrien advised the Board that she would obtain a copy of a sample covenant for the Board to review.

D. The Board discussed the Animal Control Officer setting up fundraising for spaying cats. It was pointed out that fundraising should be done under the auspices of the Town. Ms. Therrien suggested that requests for donations could be solicited on the Town's website as well as advertising cats available for adoption.

E. Mr. Rolfe commented that the Town should be looking at getting the equipment back from a former animal control officer; he asked about going to small claims court to get the equipment back.

F. Ms. Therrien reported that the Animal Control Officer has reached out to Sunrise Opportunities about getting licensed as a facility for cats. She noted that the residents would take care of the cats at the facility, if licensed.

On a motion by Warren Gay, seconded by Leslie Haynes, the Board voted to adjourn the meeting at 7:37 PM.