

## BOARD OF SELECTMEN - TOWN OF MACHIAS

FEBRUARY 10, 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; Finance Director Meghan Dennison, Bill Kitchen, Ed Pellon, Judy East.

### 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 27, 2016 Board meeting with the following corrections:

On Page 1, Item #4, the discussion should be corrected to read: "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 one ton dump truck 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 the school trucks 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."

### 2. WARRANTS - REVIEW AND ACTION

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

VOTED:

To approve municipal warrant #63 in the amount of \$16,315.65 to approve municipal warrant #64 in the amount of \$313,199.77; to approve municipal warrant #65 in the amount of \$11,572.71; and, to approve municipal warrant #66 in the amount of \$555,470.29 .

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

VOTED:

To approve school warrant #32 in the amount of \$234,249.09 .

### 3. WASHINGTON COUNTY COUNCIL OF GOVERNMENTS - PRESENTATION BY JUDY EAST

Judy East, representing the Washington County Council of Governments, discussed membership in the council of governments with the members of the Board. She noted that three years ago Machias selectmen made the decision not to join the WCCG at that time. Ms. East asked the Board to reconsider this decision and rejoin the WCCG. She noted that the WCCG has directly benefited the Town of Machias in several ways, one of the most important being that of assisting with safety and circulation issues within the Town and working with the MDOT on these issues. Mr. Whalen pointed out that the Board has been advised that the MDOT has no funding for municipal projects; Ms. East noted that at the current point in time this is correct. Ms. East distributed brochures highlighting the work WCCG is involved in as well as listing the services the group provides to Washington County municipalities.

In answer to a question as to the dues Machias would pay to rejoin the WCCG, Ms. East said that Machias would pay \$1611. in annual membership dues. Mr. Whalen asked Ms. East to provide the exact amount of financial assistance the WCCG has provided to the Town of Machias. Ms. East explained that she does not have a finite number as to the amount of financial impact the council provides to Machias; she continued to describe the benefits Machias would experience as a member of WCCG.

Mr. Carter explained that it was true that the Machias Board of Selectman had decided three years ago not to join the WCCG. Mr. Whalen asked how the lines of communication would function with the WCCG if Machias were to rejoin the group? Ms. East said that she would be willing to personally speak to members of the Board and to talk with the town manager. Mr. Carter commented that it would be preferable to talk to the Board of Selectmen through the town manager. Ms. Therrien pointed out that the WCCG did provide brownfield funding for areas within Machias such as the old 5 & 10 Store, the Washington County courthouse, the old grange, and the dry cleaners building. Ms. East reviewed the MDOT regional planning work plan task proposal with the Board.

Mr. Carter thanked Ms. East for their presentation. He noted that the Board will need to consider rejoining the council.

### 4. PUBLIC WORKS DEPARTMENT - PURCHASE OF SIDEWALK SANDER

Ms. Therrien advised the Board that taxpayers had approved the purchase of a tractor with attachments; she noted that the sander attachment needs to be purchased. Ms. Therrien noted that the attachment will cost \$3750. Mr. Whalen recommended immediate purchase of the sander attachment. Mr. Pellon suggested dickering with the tractor company on the purchase of the sander. Mrs. Dennison pointed out that funds for the purchase of this attachment still remain in the budget left from the purchase of the tractor and that citizens had approved the purchase of a tractor with attachments.

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

VOTED:

To purchase the sander attachment for the tractor at a price not to exceed \$3750.

## 5. SCHEDULING OF SPECIAL TOWN MEETING FOR AIRPORT FUNDS

Ms. Therrien advised the Board that \$56,000. is in the town's reserve account and she suggested scheduling a special town meeting to ask permission to expend these funds from the reserve account for improvements to the airport.

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

VOTED:

To schedule a special town meeting on February 24, 2016 at 6:00 PM to request permission to utilize \$56,000. from the reserve account for improvements to the airport.

## 6. MAINE DEPARTMENT OF TRANSPORTATION - RAMPS LOCATED ON MAIN STREET

Ms. Therrien explained to the Board that several years ago when there was an issue with construction of a handicapped ramp on Main Street the MDOT had interceded and agreed to provide the property owner with a waiver to construct the ramp. She noted that there were some circumstances involving MDOT personnel going on vacation resulting in the waiver never being issued. Ms. Therrien explained that the MDOT is now seeking a waiver from the Town.

Mr. Carter noted that at the time the ramp was being discussed the Board was not against having a handicapped ramp located on Main Street; he noted that the disagreement was with how the business owner addressed placement of the ramp and dealt with the MDOT and the Town. Mr. Carter explained that the Board was working with the owner and had contracted with a company on a design that would provide function and look attractive on Main Street. The Board decided to withhold any action until the paperwork from MDOT is received.

## 7. DISCUSSION OF AMBULANCE BILLING

Ms. Therrien advised the members of the Board that the new full-time driver dispatcher has experience in billing and he has indicated that during his shifts he would be willing to look at the billing and small claims filing paperwork for the ambulance billing. Members of the Board discussed this option. Mr. Carter brought up the question of how the Town would compensate the employee for this work. Mr. Whalen noted that these duties are not in the employee's job description. Ms. Therrien said that the employee is willing to work at the billing/paperwork during his free time when he is working as a driver/dispatcher. Mr. Whalen suggested having the employee look at the paperwork to see what the work entails.

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

VOTED:

To allow the full-time driver/dispatcher Brandon Merrill review the ambulance billing and make suggestions as to collections to the Board of Selectmen.

#### 8. DONATION TO STEM PROGRAM AT MACHIAS MEMORIAL HIGH SCHOOL

Ms. Therrien informed the Board that Sandi Bryand donated \$1000. to the STEM program at Machias Memorial High School. Mr. Whalen commented that the donation should be acknowledged. Mr. Carter noted that the Machias School Committee should send a letter of acknowledgement to Ms. Bryand.

#### 9. SAMPLE COVENANT FOR MILITARY FRIENDLY COMMUNITY

The Board reviewed a sample covenant for designating a municipality as a "military friendly community".

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

VOTED:

To approve the sample covenant and participate in the county-wide military friendly initiative to be signed during Margarita Days.

Mr. Whalen commented that he admires people such as some members of the Board of Selectmen who have served in the military.

#### 10. UPDATE ON MUNICIPAL WEBSITE

Ms. Therrien gave an update on development of the municipal website. Mr. Whalen asked when the website would be completed? Ms. Therrien said that the website should be ready by April 1st. The Board asked the Town Manager to proceed with getting the website in operation as soon as possible.

#### 11. MUNICIPAL AIRPORT UPDATE

Mr. Whalen told the other members of the Board that there are some safety issues such as the lights and tree obstruction that should be addressed by the end of Spring.

Mr. Whalen noted that the airport committee is looking into selling aviation gas at the airport to raise revenue.

Mr. Whalen advised that the airport committee is looking into purchasing adjacent land for development of a longer runway.

#### 12. PUBLIC HEARING ON USDA RURAL DEVELOPMENT FUNDING FOR SEWER IMPROVEMENTS

Mr. Carter called to order a public hearing at 7:00 PM on an application for USDA Rural Development grant monies for improvements to the Machias sewer system (a siphon chamber and work on Elm Street area).

Mr. Carter asked for comments from citizens regarding the grant application. Mr. Bill Kitchen expressed support for applying for the USDA grant.

Ms. Therrien advised that the Board of Selectmen must provide the following documents to accompany the grant application: (1) Certification for contracts, grants, and loans, (2) Applicant certification federal collection policies for consumer or commercial debts, (3) Identifying and reporting USDA financial assistance to rural development employees, relatives, and associates, (4) Water and waste eligibility certification, (5) Assurance agreement, (6) USDA equal opportunity agreement, (7) Compliance certification, (8) Certification regarding drug-free workplace requirements (grants), (9) Certification regarding debarment, suspension, and other responsibility matters - primary covered transactions, and, (10) Certification of unable to obtain lending from banks.

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

VOTED:

To authorize the Town Manager to sign official documents for the USDA Rural Development grant application for the sewer project for the syphon chamber and work on Elm Street.

Mr. Carter signed the Certification of unable to obtain lending from banks document for the application and closed the public hearing at 7:06 PM.

The regular meeting of the Board of Selectmen continued.

### 13. TOWN MANAGER'S REPORT

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

VOTED:

To appoint Donald Cole Jr. as a volunteer firefighter.

B. Ms. Therrien advised the Board of a letter from the CDBG grant program inviting Machias to participate in the next application for funding. She noted that a public hearing will be held on February 24th to receive input from citizens.

C. Ms. Therrien noted a memo sent to Chief Dwelley on pursuing reimbursement through small claims court for equipment used by a former animal control officer.

D. Ms. Therrien advised that she received a complaint about an incident at Skywalker's Bar & Grill concerning what was described as indecent activities. She asked if the Board was interested in looking at an ordinance on strip clubs. The Board said that they would take this under advisement.

E. Ms. Therrien advised the Board that she attended the Bike Maine meeting. She reported on the specifics of the event for which Machias is one of the host communities. Mr. Kitchen pointed out that this event should bring half a million dollars in direct economic impact to the area.

On a motion by Warren Gay, seconded by Josh Rolfe, the Board voted to adjourn the meeting at 7:22 PM.