

BOARD OF SELECTMEN - TOWN OF MACHIAS

JUNE 22, 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; Sharon Mack, Denny Farley, Bob Berta, Cat Cannon.

1. MINUTES - REVIEW AND ACTION

On a motion by Josh Rolfe, seconded by Warren Gay, the Board voted to approve the minutes of the June 8, 2016 Board meeting.

On a motion by Josh Rolfe, seconded by Warren Gay, the Board voted to approve the minutes of the June 15, 2016 Board meeting.

2. WARRANTS - REVIEW AND ACTION

On a motion by Warren Gay, seconded by Leslie Haynes, the Board

VOTED:

To approve municipal warrant #101 in the amount of \$10,877.60; to approve municipal warrant #102 in the amount of \$28,408.84; to approve municipal warrant #103 in the amount of \$16,919.05; and, to approve municipal warrant #104 in the amount of \$91,770.42 .

On a motion by Warren Gay, seconded by Leslie Haynes, the Board

VOTED:

To approve school warrant #52 in the amount of \$212,645.74 .

FFA GRANT DOCUMENTS - BEACON AND WINDSOCK PROJECTS

Ms. Therrien advised the members of the Board that Machias has procured entitlement monies for the beacon and windsock projects for the Machias Valley Airport. She noted that the agreement on funding/scope for the projects needs to be signed and returned to the FAA by 7/11/16 after the town's attorney has signed off on the documents.

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

VOTED:

To sign the FAA grant agreement for the beacon and windsock projects.

4. LETTER REGARDING JULY 15TH-16TH EVENTS

Ms. Therrien informed the Board that the events scheduled for July 15th/16th in downtown Machias that Ms. Bryand refers to in her letter dated 6/24/16 should no longer

be an issue since the events have been moved across the street and will be held in the Machias Discount Store parking lot

5. PROPOSED ORDINANCES/CODE ENFORCEMENT JOB DESCRIPTION

Ms. Therrien noted that information on proposed ordinances and the job description for the code enforcement officer have been provided as requested by Mr. Whalen. Mr. Whalen noted that he had checked with another code enforcement officer on the requirements of the position. He noted that the job pays the CEO \$25.00 per hour plus gas expenses and includes court time. Mr. Whalen noted that under the outline of duties in the job description payment for court time should be included; he suggested that the CEO be required to keep a log of duties/accomplishments/related work as required. Mr. Whalen noted that the job description and the fee schedule is adequate for the position.

6. RECOMMENDATION ON PUBLIC WORKS POSITION

Ms. Therrien advised the Board that two applications were received in response to the request for applicants for the Public Works position. She explained that she checked on the applicants' references and employment history. Ms. Therrien noted that she and the Public Works Director interviewed the two applicants and recommend that Mr. Larry Armstrong be hired to fill the position. She outlined some of Mr. Armstrong's qualifications and employment history.

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

Upon the recommendation of the Town Manager and the Public Works Director, to offer the Public Works position to Larry Armstrong at Step 2 of the salary scale effective 7/6/16 provided that Mr. Armstrong provides a fit-for-duty physical certification from his doctor.

7. REQUEST TO PURCHASE OLD DUMPSTER

The Board discussed the request to purchase an old dumpster located at the transfer station from Dave Rasco. Mr. Rolfe noted that he had looked at the dumpster and found that it was "in very hard shape and has no value". Mr. Farley noted that the dumpster weighs approximately 8000 pounds and is worth \$400. at junk price. Mr. Farley recommended that the dumpster be sold for \$1000. since he was advised that is the dumpster's worth. He noted that the dumpster is the old MSW dumpster and has been sitting at the transfer station for approximately ten years. The Board discussed putting the dumpster out to bid. Ms. Therrien noted that she will outline in the bid specifications that the dumpster must be removed within twenty days of the award of the bid.

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

To place the old 50 yard MSW dumpster out to bid at a minimum bid of \$700.

8. 24 GARDNER AVENUE - BID OPENINGS FOR DEMOLITION

Ms. Therrien noted that two bids were received in response to the request for bids for the demolition of the house located at 24 Gardner Avenue. Members of the Board opened the bids.

Bids:

Jerrold Wood & Son LLC - \$29,450.00

Hanscom's Construction Inc. - \$21,795.00

Members of the Board questioned where the funding for the demolition would come from. Ms. Therrien recommended holding a special town meeting to ask citizens for permission to take the funds from the town's undesignated fund balance. The Board discussed proceeding with the demolition. Mr. Rolfe noted that eventually when the lot is sold some of the funds paid for the demolition will be recouped by the Town. Mr. Carter pointed out that the demolition will allow the property to be sold and be placed back on the property tax rolls.

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

VOTED:

To award the bid for demolition of 24 Gardner Avenue to Hanscom's Construction at the bid price of \$21,795.

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

VOTED:

To schedule a special town meeting on 7/6/16 at 6:00 PM in order to ask citizens for permission to use \$21,795. from the undesignated fund balance to fund the demolition of a house located at 24 Gardner Avenue.

9. VENDING ORDINANCE SAMPLE

The Board discussed addressing the need for a vending ordinance. Ms. Therrien noted that there are many things that the Board will need to consider such as the amount to charge for a vendor's license and how to address vendors conducting business on private property. The Board discussed the issue at length.

On a motion by Leslie Haynes, seconded by James Whalen, the Board

VOTED:

To table action on a municipal vending ordinance.

10. "TOO GOOD TO TOSS" PROPOSAL

Ms. Therrien reviewed the "Too Good to Toss" proposal; she noted that the proposal asks for a designated area at the transfer station where items can be placed to allow citizens the opportunity to recycle the items. Mr. Farley noted that he does this already; he informed the Board that if an item is deemed to be something that can be recycled

after someone pays for disposal costs he puts that item aside for recycling. He added that he gives the item to anyone interested in taking the item. Mr. Rolfe noted that there should probably be a more formal spot to place items and signage letting people know that the items are free to take; Mr. Carter added that the location should be a place where Mr. Farley can watch.

11. MEDICAL MARIJUANA MORATORIUM

Ms. Therrien explained that she checked with MMA regarding procedure as to imposing a moratorium. She noted that the Board of Selectmen must convene a town meeting to get voter approval for a moratorium and that such a proposal would need to be advertised publicly as is done with voter approval of ordinances.

The Board discussed the need to take action. Mr. Rolfe noted that he has had no citizens expressing concern to him. He noted that there is the potential for tax revenue for a municipality if there is a medical marijuana dispensary. Mr. Whalen pointed out that there is a question on medical marijuana on the November ballot. Ms. Therrien suggested setting aside a special night for the Board to have a workshop to discuss specific ordinances; she suggested that since the Board has scheduled a special town meeting on 7/6/16 that it conduct a workshop to discuss just the ordinances. The Board discussed the suggestion and agreed to hold a workshop after the special town meeting on 7/6/16.

12. TOWN MANAGER'S REPORT

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

VOTED:

To cover the shortfall in the administration budget from the Board's contingency account.

B. Ms. Therrien noted that the Board has copies of a thank-you card from a scholarship recipient, a listing of items in a thank-you basket for Ann Marie Evans, and a monthly operations report for the Machias pollution control facility for May.

C. Ms. Therrien noted that there are revolving state funds (\$3.2 million) available for water and sewer projects with a 49.14% forgiveness rate. She noted that altogether Machias may only have to pay for a third of the total cost of the sewer projects.

D. Ms. Therrien informed the Board that she went to small claims court on the outstanding sewer charges. She noted that approximately \$5000. has been taken in since court notices were sent out and that the Town was given judgements on approximately \$35,000. in overdue charges in small claims court. Ms. Therrien said that she would continue to update the Board as to progress with payments. She advised the Board that the next item on the agenda regarding overdue monies will be that of delinquent personal property taxes.

On a motion by Warren Gay, seconded by Leslie Haynes, the Board voted to adjourn the meeting at 6:53 PM.