

BOARD OF SELECTMEN - TOWN OF MACHIAS

JULY 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; Edward Pellon, Dalton Farley, Mike Schoppee, Cat Cannon, Bill Handrahan..

1. MINUTES - REVIEW AND ACTION

On a motion by Josh Rolfe, seconded by Warren Gay, the Board voted to approve the minutes of the July 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 #6 in the amount of \$13,704.04; to approve municipal warrant #7 in the amount of \$54,343.11; to approve municipal warrant #8 in the amount of \$13,641.64;and, to approve municipal warrant #9 in the amount of \$95,304.69 .

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

To approve school warrant #4 in the amount of \$192,704.30 .

3. INTERLOCAL AGREEMENT WITH THE TOWN OF NORTHFIELD

Ms. Therrien informed the Board that she had drafted the agreement with the Town of Northfield for the Machias Town Office to complete their registrations. She added that she has provided each member of the Board with a wage proposal breakdown for personnel in the Machias Town Office who will be doing this additional administrative work. Ms. Therrien noted that Northfield has advertised that the Machias Town Office will be completing Northfield registrations as of August 1st.

The Board reviewed the written agreement. Mr. Carter noted that the Board usually signs an agreement such as this after the other party has submitted a signed agreement. Mr. Carer pointed out that Northfield selectmen have not signed the agreement. Ms. Therrien explained that she has not received a signed copy of the agreement back from Northfield yet. Mr. Carter noted that all parties need to understand that the agreement to complete Northfield registrations is based on a one year trial period after which the Board will review operations before making a final decision as to continuation of the agreement.

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

VOTED:

To accept the interlocal agreement with the Town of Northfield contingent upon Northfield selectmen signing the agreement.

The Board reviewed the wage proposal breakdown document. Upon hearing questions from Mr. Pellon about the procedures, Ms. Therrien explained to Mr. Pellon that the fee of \$1500. received from Northfield to complete their registrations will be divided between personnel performing these additional registrations in the Machias Town Office, as well as factoring in the the additional costs for FICA, retirement, and worker's compensation for the Machias employees.

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

VOTED:

To accept the wage proposal for additional duties for personnel in the Machias Town Office to complete registrations for the Town of Northfield.

4. TELE-BUSINESS CENTER - BID OPENINGS FOR HVAC & ROOF REPLACEMENT

A. Ms. Therrien explained to the Board that the heating vent and air specifications for the telebusiness center are not exactly written as they should be. Mr. Carter noted that the Board has two options, either to open the bids submitted in response to the town's request for bids or to re-advertise the request for bids with corrected specifications. Mr. Pellon pointed out that the building needs an air balance component. Mr. Rolfe commented that there is some ambiguity in the language of the specifications; he noted that \$110,000. has been budgeted for the project. Mr. Carter noted that the Board can reject any or all bids if the bids are opened. Mr. Rolfe suggested not opening the submitted bids. He noted that the Town has to figure out what is needed for the building before proceeding; he added that the bids would need to address the air flow circulation for whatever purpose the building is being used for.

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

VOTED:

To not open bids received for the HVAC system for the telebusiness center until the specifications are clarified.

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

VOTED:

To return the unopened bids received on the HVAC system for the telebusiness center with an explanation to the bidders as to why the bids are being returned and noting that new bid specifications will be forthcoming.

Mr. Rolfe commented that it is clear that there needs to be an air balance design for the building. The Board discussed how to proceed with obtaining a design for an air balance system for the building.

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

VOTED:

To go out to bid for the design of an air balance system for the telebusiness center.

Mr. Carter noted that the remainder of the project should be completed after this phase has been addressed.

B. Members of the Board opened bids received for the roof replacement of the telebusiness center.

Bids: G.R. Roofing (Brewer, Me.) - \$34,000.

Aulson Company Inc. (Methuen, Ma.) - \$40,000.

Omega Husetops (South Addison, Me.) - \$40,000.

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

VOTED:

To award the bid for replacing the roof of the Machias Telebusiness Center to G.R. Roofing for the bid price of \$34,000.

5. APPOINTMENTS TO THE MACHIAS TRAFFIC STUDY COMMITTEE

Ms. Therrien explained to the Board that after discussing the traffic study the Board asked that she reach out to elicit interest from residents of the areas of concern for participation on a the traffic study committee. Ms. Therrien noted that eight locations of concern were identified but that it was decided to address just four of the locations at the present time. Ms. Therrien reviewed the four areas of concern with the Board and she presented the names of the citizens willing to work on the committee.

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

VOTED:

To appoint Dale Lambert, Brian Fruchey, Bill Thompson, and Patty Sansing to the Machias Traffic Study Committee.

6. CES PROPOSAL FOR INITIAL DESIGN/COST ESTIMATES - MACHIAS PUBLIC SAFETY BUILDING

The Board reviewed a proposal submitted by CES for a conceptual level design and budgeting for improvements to the public safety building.

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

VOTED:

To accept the CES proposal as presented at a cost of \$2500.

7. VIDEO CAMERA SECURITY SYSTEM

Ms. Therrien called the Board's attention to a memo from Northstar Protection LLC regarding visual security for the Town of Machias. Ms. Therrien noted that she gave a copy of the memo to the Chief of Police who advised that there may be grant monies available to purchase these types of security systems and he noted that he would research this possibility. Mr. Whalen suggested that the Town's response to the memo would be that the Board of Selectmen is interested and is looking into funding options.

8. REQUEST TO CLOSE THE MACHIAS TOWN OFFICE - PROCESSING OF TAX BILLS

Ms. Therrien requested that the Machias Town Office be closed to regular business on August 3rd in order to allow personnel to process and mail tax bills.

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

VOTED:

To close the Machias Town Office on August 3, 2016 in order to process and mail tax bills.

9. WASHINGTON COUNTY UNITED BIKERS BENEFIT

Ms. Therrien advised the Board that they have information on the Washington County United Bikers of Maine ride on August 13th to benefit the Machias Veteran's Home resident activities fund.

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

VOTED:

To support the activity conducted by the Washington County United Bikers of Maine on August 13th and to donate \$250. from the contingency account to the Machias Veteran's Home resident activities fund.

Mr. Carter noted that the Town's check should be made out to the Machias Veteran's Home activity fund.

10. UMM TIME CAPSULE OPENING LETTER

Ms. Therrien advised the Board of an invitation to attend a ceremony for the opening of a time capsule found during the demolition of Kimball Hall at the University of Maine at Machias scheduled on July 28th at 1:00 PM.

11. CANDIDATE FOR PART-TIME POSITION - BAY AREA TRANSFER STATION

Ms. Therrien advised the Board that she interviewed a candidate for the twenty-eight hour part-time position at the transfer station and is recommending that the Board hire Mr. Zeke Schmitter to fill the position at the hourly rate of \$8.50 with no benefits.

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

VOTED:

Based on the Town Manager's recommendation, to hire Zeke Schmitter to fill the twenty-eight hour position at the Bay Area Transfer Station at the hourly rate of \$8.50 effective 7/31/16 with the requirement that the employee provide a "fit for duty" physical letter from his doctor.

Mr. Carter noted that the members of the Board would like to meet Mr. Schmitter at some time.

12. REQUEST BY ORGANIZERS OF THE BLACKFLY BALL

The Board heard a request from an organizer of the Blackfly Ball who asked the Board for permission to use the piece of property across from the Main Street entrance to Bad Little Falls Park. She explained that organizers want to use the area for an additional stage for local bands along with setting up tables and chairs for spectators. She noted that the same rules for participants will be expected of people accessing this area; she noted that no beverages will be served.

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

VOTED:

To authorize use of the space as requested for the Blackfly Ball celebration.

13. ORDINANCE REVIEW

The Board discussed holding a workshop to discuss ordinances. Ms. Therrien noted that the Board has copies of the driveway ordinance and the sign ordinance. It was decided to hold a workshop on August 10th at 5:30 PM. Mr. Whalen said that he would like the Board to consider additional ordinances for nuisance properties, grass/weeds/other vegetation, and littering.

14. 24 GARDNER AVENUE

Ms. Therrien informed the Board that she has received a request that the property at 24 Gardner Avenue be put out to bid again. After a short discussion, the Board agreed to put the property back out to bid. Members of the Board discussed putting a minimum bid stipulation in the advertisement; it was the consensus of the Board not to ask for a minimum bid in hopes of encouraging people to place bids on the property and to get the property back on the tax rolls.

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

VOTED:

To put the property at 24 Gardner Avenue out to bid for sale to the highest bidder with no requirement for a minimum bid with the bids due on August 24, 2016 at the Machias Town Office by 4:00 PM.

15. TOWN MANAGER'S REPORT

A. Ms. Therrien noted that the Board has been provided with copies of the following for their review:

- a memo on a Patriot Honor Ride ceremony in veteran's park
- a letter from Attorney Deke Talbot regarding the request from Davis Estates on removal of a deed covenant
- a memo from Washington County Manager Betsy Fitzgerald regarding annual caucuses to elect members to the Washington County Budget Advisory Committee
- a copy of a certified letter sent to the owner of the Nash building located on Main Street from the Code Enforcement Officer
- a monthly operations report for the Machias Pollution Control Facility
- a letter from the Machias Area Little League thanking the Town for their support
- a thank-you card from the recipient of the DeShone scholarship

B. Ms. Therrien advised the Board that she contacted Gutter Guys who gave her an estimate of \$4170. to install the rest of the roof jacks and door gutters on the Machias Town Office building.

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

VOTED:

To authorize the Town Manager to spend \$4170. to complete the instillation of roof jacks and door gutters on the Machias Town Office building.

C. Ms. Therrien advised the Board that she is awaiting a response from Maine Municipal Association regarding questions on the private ownership of a piece of land obtained through a lease/purchase and which is no longer a part of a town cemetery.

D. Ms. Therrien informed the Board that she performed town road inspections and came up with a list of priorities. She reviewed the listing with the Board; she noted that \$238,000. was approved by voters for road improvements and that she will look towards putting the work out to bid.

Mr. Pellon suggested looking into using Walker/Ames funds for the paving of the tennis and basketball courts.

16. OTHER BUSINESS

A. Mr. Pellon asked about reappointing a member to the Machias Budget Committee.

B. Mr. Whalen suggested looking into displaying a variety of artists' works on the walls in the Board's meeting room.

C. Mr. Gay suggested looking into the possibility of installation of a dry fire hydrant in the area of the Water Street parking lot. Mr. Carter requested that Ms. Therrien discuss this suggestion with the Fire Chief.

D. Mr. Rolfe noted that he had been approached by a landowner who owns land adjacent to the airport in regards to the Town trespassing on private land. He commented that it is important that the Town maintain good relations with these landowners.

On a motion by Warren Gay, seconded by Leslie Haynes, the Board voted to adjourn the meeting at 7:24 PM.