

## BOARD OF SELECTMEN - TOWN OF MACHIAS

SEPTEMBER 28, 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, Richard Bard, Sharon Mack, Sue Huseman.

### 1. MINUTES - REVIEW AND ACTION

On a motion by Warren Gay, seconded by Josh Rolfe, the Board voted to approve the minutes of the July 27, 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 #25 in the amount of \$11,417.65; to approve municipal warrant #26 in the amount of \$57,601.07; to approve municipal warrant #27 in the amount of \$18,717.49; and, to approve municipal warrant #28 in the amount of \$47,099.36 .

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

To approve school warrant #14 in the amount of \$289,794.30 .

### 3. SEWER DISCHARGE OF DEBT

Ms. Therrien presented the Board with documents for a sewer discharge of debt on the Francis McKean property on Court Street. The members of the Board signed the abatement approval forms.

### 4. PERSONAL PROPERTY DISCHARGE OF DEBT

Ms. Therrien presented the Board with two personal property discharge of lien forms for their review and signatures. She noted that one of the discharges is for a garage which had not been in operation for the two years personal property taxes were assessed and the other discharge is for a discontinued business known as the "Artist's Cafe" which was assessed for personal property taxes for two years after this restaurant was closed. The members of the Board signed the discharge papers as presented.

#### 5. TOWN OF WHITNEYVILLE - SOLID WASTE DISPOSAL CONTRACT

Ms. Therrien informed the Board that a signed copy of the 2016-2017 solid waste disposal contract with the Town of Whitneyville has been received.

#### 6. TELEBUSINESS CENTER WINTER SNOWPLOWING CONTRACT - DISCUSSION

Ms. Therrien suggested that the Board look at having the Public Works Department perform the snow removal at the Machias Telebusiness Center this winter instead of going out to bid for the services. She explained that all three parking lots would not need to be cleared/sanded since occupancy of the building is down at the present time. Mr. Carter commented that a sufficient area around the building should be cleared for to allow for fire protection. The members of the Board agreed with the recommendation to have the Public Works Department take care of the snow removal this winter at the telebusiness center.

#### 7. WINTER SAND - BID OPENING

Members of the Board opened the three bids received in response to the advertisement for purchase of 1200 cubic yards of winter sand.

Bids:

By Us Company - \$8.35 per cubic yard  
Jonesboro Sand & Gravel - \$9.60 per cubic yard  
Hanscom Construction - \$9.46 per cubic yard

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

VOTED:

To award the bid for the purchase of 1200 cubic yards of winter sand to By Us Company at the bid price of \$8.35 per cubic yard.

#### 8. 24 GARDNER AVENUE - BID OPENING

Members of the Board opened the one bid received in response to the advertisement for the sale of a tax-acquired lot located at 24 Gardner Avenue.

Bid: Melanie Mace - \$1200.00

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

VOTED:

To reject the bid received for the sale of a lot located at 24 Gardner Avenue submitted by Melanie Mace.

Mr. Carter asked that the members of the Board consider alternatives to discuss at the Board's next meeting regarding the sale of tax-acquired property.

## 9. PRESENTATION BY UMM INTERIM PRESIDENT

Sue Huseman introduced herself to the Board as the interim president at the University of Maine at Machias. She reviewed current philosophies/partnership/collaborations UMM is putting into operation aimed at unifying the colleges of the university system. At the conclusion of the presentation, Mr. Carter thanked her for addressing the Board of Selectmen.

## 10. DOWNEAST COASTAL CONSERVANCY

Mr. Richard Bard noted that the Downeast Coastal Conservancy is working with the Town Manager on the clearing activities taking place around the municipal airport; he noted that portions of the land where trees are being cut are in the trust of the Downeast Coastal Conservancy. Ms. Therrien explained that she and Mr. Bard have looked at the trees to be cut keeping in mind an effort to conserve as many trees as possible. She added that the Town is not intent on "butchering" all the trees, but looking at trees which present a concern to the flight path. Ms. Therrien suggested that Mr. Bard look into using some of the wood for the paper-making process program at UMM. Mr. Carter thanked Mr. Bard for updating the Board.

## 11. HALLOWEEN CELEBRATION - DISCUSSION

Bay Area Chamber of Commerce Director Sharon Mack advised the Board of the upcoming Halloween Trick-or-Treat activity in Machias. She explained that there are safety issues mixing traffic with trick-or-treaters. Ms. Mack advised the Board that members of a local motorcycle club will be used as crossing guards to direct pedestrians at crosswalks. She added that she would be willing to listen to any advice from the Board on how to make the activity safer.

## 12. AMBULANCE BILLING SERVICES - REQUEST FOR PROPOSAL

Ms. Therrien advised the Board that as of December Bangor Fire will no longer be providing billing services for the Machias Ambulance Department. She explained that she wants to contact three medical billing agencies for quotes/proposals to perform the billing activity. The Board discussed changing to another billing contractor and authorized the Town Manager to go ahead with sending out the request for bids to see what other companies can provide. Mr. Carter requested that the request for bids be placed in local newspapers as well as mailing out the requests to the three companies Ms. Therrien has in mind. Mr. Whalen asked how old accounts would be handled. Ms. Therrien explained that old accounts will be turned over to the new billing contractor and that contractor will continue to do the billing. She added that after the third attempt to collect the debt, the delinquent account is turned over to a collection agency. Mr. Whalen noted that local medical centers may be interested in providing billing services.

### 13. MEMO ON NOVEMBER BOARD MEETING SCHEDULE

Ms. Therrien advised the Board that she would not be available for the Board's second meeting in November; she suggested that the Board could reschedule this meeting. The members of the Board agreed to reschedule the second meeting for this month on November 30th.

### 14. MRC NOMINATION PAPERS

Ms. Therrien informed the Board that she has nominations papers for the municipal review committee; she noted that the Town of Machias is not looking at remaining a member of the association and she recommended that the Board not submit the nomination papers. The Board agreed.

### 15. SPLIT EMPLOYMENT POSITION - DISCUSSION

Mr. Carter asked the other members of the Board what they had decided to do regarding the split employment position. Mr. Gay noted that the position is needed. Mr. Rolfe said that the Board can go ahead and advertise the position to see what the response is. The members of the Board directed that the Town Manager proceed with advertising the position; it was noted that the ad should outline that a Class C driver's license is a minimum requirement but that a Class B license is preferable.

### 16. TOWN MANAGER'S REPORT

A. Ms. Therrien noted that the Board has a copy of a thank-you letter from the veteran's home for a contribution to the facility's activity fund.

B. Ms. Therrien said that she provided the members of the Board with a copy of the 2017 proposed state valuations.

C. Ms. Therrien noted a request to use the deck in Bad Little Falls Park for a wedding on 10/29/16. Ms. Therrien said that she will advise the person who made the request that there is a limit to the number of people allowed on the bridge at one time. Mr. Carter asked that Ms. Therrien also explain that no alcohol is allowed on the property.

D. Ms. Therrien advised the Board that the snow jacks are installed on the town office building and the drainage system has been completed. She noted that she is looking into grants for energy efficient lights.

E. Mr. Gay questioned if the overhang is safe on the Nash building located on Main Street.

F. Ms. Mack invited the Board to attend the art chair auction on Saturday, October 1st.

On a motion by Warren Gay, seconded by Josh Rolfe, the Board voted to adjourn the meeting at 6:55 PM.