**BOARD OF SELECTPEOPLE  -  TOWN OF MACHIAS**

**JUNE 30, 2021**

A meeting of the Machias Board of Selectpeople was called to order at 6:00 PM by Chairman Paula Johnson-Rolfe.  In attendance were Board members Leslie Haynes, James Jackson, Sandra Sinford, Carole Porcher; Interim Town Manager Bill Kitchen; Secretary Cathy Lord; Denny Farley, Sarah Dedmond Craighead.

**1.  MINUTES  -  REVIEW AND ACTION**

On a motion by James Jackson, seconded by Leslie Haynes, the Board voted to approve the minutes of the June 9, 2021 Board meeting with the following correction to Item #1:

**Correction to** - NOMINATIONS FOR CHAIRMAN OF THE BOARD

On a motion by Leslie Haynes, seconded by Paula Johnson-Rolfe, the Board

VOTED:

To nominate Paula Johnson-Rolfe as Chairman of the Board.

Board Member Carole Porcher made the following motion:

To nominate James Jackson as Chairman of the Board.

Vote on Motion made by Mr. Haynes:  3 votes in support of the motion to nominate Paula Johnson-Rolfe as Chairman (Johnson-Rolfe, Haynes, Sinford), 2 votes opposing the motion (Jackson, Porcher)

Ms. Porcher’s motion to nominate James Jackson as Chairman failed due to lack of a second to the motion

Motion by Mr. Haynes to nominate Ms. Johnson-Rolfe as Board Chairman passed

**2.  WARRANTS  -  REVIEW AND ACTION**

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

VOTED:

To approve municipal warrant #97 in the amount of $13,581.31; to approve municipal warrant #98

 in the amount of $232,637.47; to approve municipal warrant #99 in the amount of $17,558.37; to

 approve municipal warrant #100 in the amount of $56,798.37; to approve municipal warrant #101

 in the amount of $14,059.57; to approve municipal warrant #102 in the amount of $35,932.58; to

 approve municipal warrant #103 in the amount of $14,504.70; to approve municipal warrant #104

 in the amount of $54,569.09; to approve municipal warrant #105 in the amount of $21,253.20; and,

 to approve municipal warrant #106 in the amount f $901,199.16 .

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

VOTED:

To approve school warrant #60421 in the amount of $278,169.69 and to approve school warrant

#61821 in the amount of $331,849.44 .

**3.  MACHIAS AMBULANCE SERVICE  -  HIRING OF PERSONNEL**

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

VOTED:

Upon the recommendation of the Ambulance Service Captain, to appoint Ryan Connley and Amanda

Fielder as EMTs to the Machias Ambulance Service under the provisions of a six month probationary

period and completion of a fit-for-duty physical.

**4.  MACHIAS TOWN OFFICE  -  ADJUSTMENT OF HOURS**

Mr. Kitchen advised the Board that with the absence of one town office worker over the next month (due to medical reasons) coupled with the additional work shifted to other personnel that will occur with her absence and along with the absence of a permanent town manager, it is being recommended that the Machias Town Office have adjusted hours during the month of July.  He asked the Board to consider closing the town office on July 9th, July 14th, & July 23rd to the public to allow personnel the opportunity to complete paperwork and reports; and to adjust hours to the public on Mondays from 9:00 AM to 2:30 PM, on Wednesdays from 10:00 AM to 4:00 PM, and on Fridays from 10:00 AM to 4:00 PM.  He explained that adjusting the hours will enable office personnel to complete work without interruption from the public.

Mr. Kitchen told the Board that town office personnel are working diligently and keeping the town operating.  Mr. Haynes said that the members of the Board should take into consideration the hard work of town office personnel.  Ms. Sinford pointed out that the adjusted hours will only be for July and that people need to understand the predicament the Town is in at the present time and that the town office workers are working hard for the Town.  It was the consensus of the Board to  make the adjustment to town office hours for the month of July.

**5. HIRING OF TRANSFER STATION MANAGER**

Mr. Kitchen reported that Mr. Farley will be leaving his position and taking a position in the Public Works Department.  Mr. Kitchen reported that he and Mr. Schoppee have interviewed a candidate for the position of transfer station manager and have agreed to offer this person the position.  Mr. Kitchen also noted that the half public works/half transfer station position has been offered to another candidate as a full-time position.

Mr. Farley advised the Board that he would like to close the Bay Area Transfer Station to the public on July 10th & July 11th.  He explained that he would be taking vacation time and that it is impossible for one person to run the transfer station.  Mr. Kitchen said that public advertisement would be posted to advice users of the closure.  It was the consensus of the Board to close the transfer station for these two days.

**6. PLANNING BOARD APPOINTMENT**

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

VOTED:
To appoint and confirm Harry Flowers to the Machias Planning Board.

**7.  OLD BUSINESS**

A.  Mr. Kitchen reported that the is working with a Machias Savings Bank IT tech on resolving municipal tech issues.

B.  Mr. Kitchen distributed a summary of LD32 which covers use of Zoom meetings since the governor’s emergency declaration lapsed.

C.  Ms. Porcher suggested that the Board look at developing annual goals that will guide the Board in municipal activities.

**8.  SPECIAL ENTERTAINMENT PERMIT  -  AMERICAN LEGION POST #9**

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

VOTED:

To approve a special entertainment permit for American Legion Post #9 to conduct games of chance.

**9.  OTHER BUSINESS**

A.  Mr. Kitchen reported that he attended the annual Machias Water Company meeting.  He advised the Board that two more fire hydrants have been replaced which leaves six left to replace.  Mr. Kitchen noted that the water company is working with the fire department on fire hydrant replacement.

B.  Mr. Kitchen noted that there will be a parade on July 3rd at 6:00 PM.  Ms. Johnson-Rolfe advised the Board that she received a request from the administrator of the nursing home that the parade route be adjusted to pass the nursing home.  The Board discussed the logistics of adjusting the parade route.  Mr. Kitchen said that he would contact the administrator.

C.  Mr. Kitchen reported progress on a concert series to be held at Bad Little Falls Park.  He noted that local and regional bands will perform on July 8th from 5 to 7:00 PM as the initial concert offering.  Mr. Kitchen advised that the concerts are free to the public and are sponsored by R.H. Foster/Freshies.

D.  Mr. Kitchen reported on progress with the comprehensive plan.  He noted that meetings are held once a month; he added that anyone interested in participating is welcome.  Ms. Porcher asked that the members of the Board be sent notifications of these meetings.

E.  Mr. Farley offered his thanks to Mr. Kitchen for his efforts as interim town manager.

On a motion by Leslie Haynes, seconded by James Jackson, the Board voted to adjourn the meeting at 7:09 PM.