

BOARD OF SELECTPEOPLE - TOWN OF MACHIAS

FEBRUARY 26, 2020

A meeting of the Machias Board of Selectpeople was called to order at 6:00 PM by Chairman Josh Rolfe. In attendance were Board members Bill Kitchen, Paula Johnson-Rolfe, James Whalen, and James Jackson; Town Manager Christina Therrien; Secretary Cathy Lord; David Clark, Mary Angarola, Bruce Smith, Ed Pellon, Sandra Clifton, Todd Hand, Sarah Craighead Dedmond.

1. MINUTES - REVIEW AND ACTION

On a motion by Paula Johnson Rolfe, seconded by James Jackson, the Board voted to approve the minutes of the January 22, 2020 Board meeting.

2. WARRANTS - REVIEW AND ACTION

On a motion by Paula Johnson-Rolfe, seconded by James Jackson, the Board VOTED:

To approve municipal warrant #68 in the amount of \$16,537.20; to approve municipal warrant #69 in the amount of \$86,990.53; to approve municipal warrant #70 in the amount of \$12,084.27; and, to approve municipal warrant #71 in the amount of \$45,869.86 .

On a motion by Paula Johnson-Rolfe, seconded by James Whalen, the Board VOTED:

To approve school warrant #33 in the amount of \$229,936.37 .

3. LIQUOR LICENSE APPLICATION - CRICKET CORPORATION

On a motion by Paula Johnson-Rolfe, seconded by Bill Kitchen, the Board VOTED:

To approve a liquor license renewal for Cricket Corporation (Pat's Pizza).

4. UTILIZATION OF THE SEWER RESERVE ACCOUNT

Ms. Therrien noted that during a recent budget meeting the Board discussed utilizing monies in the sewer reserve account for on-going repairs to the municipal sewer system. Ms. Therrien noted that the town's consultant, Oliver Associates, made the recommendation to utilize up to \$16,200. from this account for repairs to a heating/air conditioning unit and the number one pump impellers.

On a motion by Paula Johnson-Rolfe, seconded by James Jackson, the Board

VOTED:

As recommended by the town's consultant, to authorize the expenditure of up to \$16,200. From the sewer reserve account for repairs to a heating/air conditioning unit and the number one pump impellers at the wastewater treatment plant.

5. TELEBUSINESS CENTER DISCUSSION

Mr. Rolfe noted that there have been periodic discussions related to moving the town office operations to the tele-business center. He suggested that the Board take some time to comprehensively explore the concept and discuss the utilization of the tele-business center. Mr. Kitchen agreed that the Board should explore any options and look into the best use for the tele-business center building. Mr. Smith commented that there would need to be some renovations to the tele-business center with some possible engineering study undertaken to look at the best use of the space. Police Chief Todd Hand pointed out that this is an opportune time for this discussion since he was planning on making a request to the Board regarding moving the police department to the tele-business center. He noted that the tele-business center is a professional-looking building which would be perfect location for the police department. Mr. Whalen said that moving any municipal department would be a process and that due study is needed before making any change which could take anywhere from six months to a year's time.

Ms. Therrien said that it would be important to consult with town office personnel if the Board considers moving the town office location. She pointed out that the present location of the town office is a very beneficial location since it is highly visible, many people actually stop to ask personnel for assistance, and many people new to the area stop to ask for directions; she added that personnel should be consulted to share how they view the importance of the present location.

Mr. Kitchen noted that the subject of relocating the public safety departments also comes up often. Ms. Therrien commented that the Town could look at the present public safety building for housing the ambulance and fire department and rehabbing the tele-business center as needed to house the police department. Mr. Kitchen suggested exploring the relocation of the police department to a really professional-looking building that would fill the needs of the police department (such as the tele-business center). Ms. Johnson-Rolfe commented that the Board should examine the positives and negatives in relocating municipal departments and look at all the town's needs and the costs involved in making changes. Mr. Whalen pointed out that the Town has done nothing with the tele-business center but repair it. He added that the town could look at reconfiguring the space and using the building in a more productive way. Ms. Johnson-Rolfe also noted that there have been discussions regarding needing space in a town facility for a grant writer, animal control officer, and code enforcement officer. The Board discussed housing a police department

secretary in the town office where there would be direct access to the public. It was noted that utilizing the entire town office building on Court Street for municipal offices should be examined.

Mr. Rolfe commented that the present town office location is very visible; he added that the tele-business center is not easy to find and renting out space in the building makes sense. Mr. Whalen pointed out that there needs to be better signage for the tele-business center so that people can find it. Mr. Rolfe said that there is no question that the town office is in an excellent location; he added that there may be other options which the Board should consider. Ms. Clifton advised the Board that the entire upstairs of the current town office building is used for the storage of records. She also pointed out that many people stop at the town office for information. Ms. Clifton pointed out that if the town office were moved to the tele-business center that the building would need to be opened up and floor space reconfigured as well. Ms. Therrien pointed out that there is an extensive collection of municipal records stored in the upper level of the town office which cannot be destroyed. She noted that there would need to be extensive modifications at the tele-business center for storage of records.

Mr. Whalen suggested the formation of a working committee comprised of such people as the police chief, town manager, town office representatives, and selectpeople. Mr. Smith said that there should be a feasibility study, look at the facility for the storage of records, and get people together to look at concepts to solve the problems. Mr. Whalen suggested that the police chief put together a plan of what it would look like to move the police department to the tele-business center. Ms. Johnson-Rolfe commented that the Board needs to determine what space is available for municipal use at the tele-business center and determine what space is needed for storage of records. Mr. Rolfe observed that leaving the town office in its present location and moving the police department would solve the issue of the needs of the police department. Mr. Hand commented that having a really professional looking location for the police department would be beneficial to citizens and would even help with the morale of the patrol officers. Mr. Rolfe further noted that considering moving the police department would mean undergoing a real assessment of needs (relocation of doors, reworking floor plans, looking at restructuring rooms). Ms. Therrien advised the Board that there might be remaining funds left in the tele-business center reserve account that could be utilized to fund these costs.

Mr. Rolfe asked for a show of hands by the Board on agreeing tentatively on making a plan for the relocation of the police department to the tele-business center building and agreement to tabling the discussion of moving the town office. Ms. Johnson-Rolfe pointed out this is not an agreement to put off indefinitely discussing moving the town office. The other members of the Board agreed to leave future discussion of moving the town office on the table. Ms. Johnson-Rolfe noted that the Board can reconsider the option of relocating the town office if needed at a later time. By a show of hands, the Board agreed by

consensus to examine relocating the police department to the tele-business center. The Board asked Mr. Hand to develop a written proposal to relocate the department for the Board to review and discuss at their next regularly scheduled meeting. Mr. Hand said that he would have a proposal for the Board.

6. OTHER BUSINESS

A. Ms. Therrien reminded the Board of the Bay Area Chamber of Commerce annual dinner and asked the Board members to confirm if they will be attending. Ms. Therrien noted that nominations are being solicited for "Business of the Year" and "Employee of the Year".

B. Ms. Therrien discussed nominations for the Spirit Award.

Ms. Therrien suggested a nomination for "Volunteer of the Year" in the future.

On a motion by Paula Johnson-Rolfe, seconded by James Jackson, the Board voted to adjourn the meeting at 7:35 PM.