

BOARD OF SELECTPEOPLE - TOWN OF MACHIAS

FEBRUARY 27, 2019

A meeting of the Machias Board of Select-people was called to order at 6:00 PM by Chairman Josh Rolfe. In attendance were Board members Paula Johnson-Rolfe, Bill Kitchen, James Whalen, and Glenn Davis; Town Manager Christina Therrien; Secretary Cathy Lord; Ed Pellon, David Clark, Mary Angarola, David Finley, Katie McDonald, Bruce Smith, John Newcomb, Peter Jackson, Scott Porter, Bob Berta, Sally Ward, Dallas Ward.

1. MINUTES - REVIEW AND ACTION

On a motion by James Whalen, seconded by Glenn Davis, the Board voted to approve the minutes of the February 13, 2019 Board meeting with the following additional information (underlined) added to Item #8:

“The members of the Board discussed purchasing an extractor/washer for the Machias Fire Department. Mr. Whalen voiced his strong support that firefighters need urgent support to purchase this equipment. Mr. Whalen stated that he felt so strongly about this need he donated the sum of \$500. towards the purchase of the extractor; Mr. Whalen wrote a check and presented the donation to the fire department. Ms. Johnson-Rolfe agreed and noted that the Board needs to know the complete costs for the purchase and installation of this equipment. Mr. Rolfe added that due to the documented safety concerns for firefighters it is imperative to purchase this equipment; he added that he would support funding the purchase from the Town’s undesignated funds balance. It was the consensus of the Board that this purchase is a priority. Ms. Therrien will place this item on the Board’s next meeting agenda for discussion of location, costs (including water and sewer), and cost of the equipment. Mr. David Clark suggested approaching Marshfield for their support. Mr. Rolfe asked that the Town Manager contact Marshfield representatives. Mr. Pellon suggested purchasing a hot water tank that comes with a rebate.

Ms. Therrien noted her concern that asphalt shingles are not being removed prior to training burns as stipulated by law. She advised the members of the Board that she would be sending a memo to the Fire Chief outlining the need to have asphalt shingles removed before a training burn.”

2. WARRANTS - REVIEW AND ACTION

On a motion by Paula Johnson-Rolfe, seconded by Glenn Davis, the Board VOTED:

To approve municipal warrant #68 in the amount of \$16,699.99; to approve municipal warrant #69 in the amount of \$1,175,869.08; to approve municipal warrant #70 in the amount of \$14,525.49; and, to approve municipal warrant #71 in the amount of \$284,112.63 .

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

To approve school warrant #35 in the amount of \$242,089.42 .

3. AMBULANCE CONTRACT - MARSHFIELD

The Board reviewed and signed the ambulance contract for the Town of Marshfield. Ms. Therrien noted that there is one remaining ambulance contract (UMM) left to come back.

4. LIQUOR LICENSE RENEWAL - PAT'S PIZZA

The Board reviewed a liquor license renewal application submitted by the owner of Pat's Pizza.

On a motion by Paula Johnson-Rolfe, seconded by Glenn Davis, the Board
VOTED:

To approve a liquor license renewal for Pat's Pizza.

5. BID OPENING - MACHIAS MEMORIAL HIGH SCHOOL GYM ROOF REPLACEMENT PROJECT

Ms. Therrien advised the members of the Board that they have copies of the bid specifications and notices for the high school gym roof replacement project. Mr. Kitchen noted that in a conversation with the builder, Justin King, Mr. King said that he had submitted a bid but that he could provide a better price if he was given more leeway in the roof design. Superintendent of Schools Scott Porter advised the Board that the bid specifications had changed from a request for asphalt shingles to a request for installation of a metal roof. He noted that the architect had looked at the building and discussed with the project engineer the need to install a metal roof. Mr. Porter noted that the architect had met with the contractors to review the new roof specification prior to the submission of bids so that all the contractors were aware of the changes. Mr. Rolfe stated his concern that contractors may have bid on the installation of shingles instead of metal roofing. Ms. Johnson-Rolfe questioned if there was a time constraint if the project needs to be rebid since at least one contractor seems to have been confused about the specifications. Mr. Porter assured the members of the Board that all the contractors attended the meeting with the architect to go over the changes to the specifications. Mr. Porter confirmed that Mr. King was at this meeting and that everyone understood that the installation of a metal roof was recommended by the structural engineer. Mr. Whalen recommended that since a timeline has been established that the Board proceed with opening the bids. Mr. Jackson noted the need to be careful since there could be a disagreement on the understanding of the specifications. Mr. Porter pointed out the fact that there was an additional meeting held to discuss the change in specifications and that all the contractors attended this meeting.

Ms. Johnson-Rolfe asked what the consequences would be in rebidding the project? Mr.

Porter stated that the process would take an additional month; he added that there could always be someone who could take issue with the change in specifications even though the architect was very clear in explaining the necessity for the change to the bid specifications. Mr. Rolfe asked Mr. Porter if the Town had met all its legal requirements and Mr. Porter assured the members of the Board that the legal requirements had been met. It was the consensus of the Board to proceed with opening the bids submitted in response to the bid request.

Bids: King Construction Services Inc. - \$416,294.00
Bowman Constructors - \$359,880.00
Newcomb Construction - \$245,413.19

The Board compared the bid amounts and discussed funding for the project with Mr. Porter. Mr. Porter noted that \$110,000. has already been approved for the project; he added that there would have to be voter approval for the additional expenditure needed to cover the entire cost. Mr. Porter advised the Board that the school department has a \$900,000. fund balance which may need to be utilized to fund the remaining cost. He expressed his concern that the roof needs to be repaired and cautioned if there was catastrophic leaking other parts of the building would be damaged. Mr. Porter outlined that the project timeline would be to start the last week of June and conclude the first week of September. Mr. Rolfe observed that the Board will need to solicit voter approval for the remainder of the funding as soon as feasibly possible. Mr. Porter added that there is another small renovation which needs to be done; he noted that a front door system needs to be replaced; he recommended negotiating with the low bidder on this additional work.

On a motion by Glenn Davis, seconded by James Whalen, the Board
VOTED:

Contingent upon voter approval of additional funding, to award the bid for the high school roof replacement project to Newcomb Construction in the amount of \$245,413.19

6. SITE PLAN COST PROPOSALS FOR RECREATION AREA

Ms. Therrien informed the Board that the Land & Water Conservation Fund is totally supportive of the Grove Street recreation project and have requested a site plan outlining the scope of the work. Ms. Therrien advised the Board that she contacted three companies for quotes to assist in finalizing the work needed for the application phase of the project. She explained to the Board that the Town received two written responses - one quote from Coplon Associates in an amount not to exceed \$3500. and a quote from LARK Studio for an amount not to exceed \$4500. The Town Manager recommended procuring the services from the low bidder, Coplon Associates. Mr. Whalen asked if there was a suggested date for completion of the project and Ms. Therrien commented that she was unsure at this time since the project depends on government funding and the release of funds for the project. Mr. Kitchen pointed out that "this is a huge win for Machias".

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

To contract with Coplon Associates to provide work on the Grove Street recreational area project for an amount not to exceed \$3500.

Mr. Kitchen expressed thanks to Ms. Therrien for her diligence in pursuing the necessary components involved in the development of this project. Ms. Therrien informed the Board that the contact person with the Land & Water Conservation Fund suggested attendance at an upcoming state recreation conference since much important information is disseminated at this gathering. Mr. Rolfe noted that it would be a good idea to have the Town Manager attend the conference and other members of the Board supported her attendance at the Maine conference.

7. LAKE SMOKE FARMS - MEDICAL MARIJUANA BUSINESS APPLICATION

Ms. Katie McDonald, representing Lake Smoke Farms, told the Board that the owners did not meet the timeline requirements for a medical marijuana license and are requesting that the Board consider accepting the submission of the business application. Mr. Rolfe explained that the next step would be to present the application to the Machias Planning Board; he noted that it is too late to meet the public notification requirements for the Planning Board's March meeting but could be considered for their April meeting. Mr. Kitchen suggested that the fee be backdated to the 120 day mark which would be fair to everyone. The members of the the Board discussed how to proceed.

On a motion by Glenn Davis, seconded by Bill Kitchen, the Board
VOTED:

To grant a 30 day extension and backdate to the 120 day mark for Lake Smoke Farms' application in order to allow the 30 days for planning and review.

8. INDIAN TRAIL FARMS - MEDICAL MARIJUANA BUSINESS APPLICATION

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

To grant a 30 day extension and backdate to the 120 day mark for Indian Trail Farms' application in order to allow the 30 days for planning and review.

9. DOWN EAST SMOKE AND VAPE

Mr. Rolfe reported that he visited Down East Smoke and Vape located on Main Street as a courtesy to reach out and inform the owner of the stipulations of the town's medical marijuana ordinance. He advised the Board that he left a copy of the ordinance with an employee along with a message that it would be important for someone to attend tonight's meeting since there is a formal process along with timelines that need to be followed when submitting a medical marijuana business application. Ms. Therrien also said that she had reached out to this business in an effort to provide information; she informed the Board that all medical marijuana dispensaries were provided with copies of

the ordinance. Mr. Rolfe pointed out that there is no representation from Down East Smoke and Vape at tonight's meeting.

10. 2019 MACHIAS SPIRIT OF AMERICAN FOUNDATION TRIBUTE

Ms. Therrien asked the Board if they wanted to make a nomination for the 2019 Machias Spirit of American Foundation Tribute. It was the consensus of the Board that more information is needed; it was suggested that the Board may want to consider making a nomination for the program next year.

11. OTHER BUSINESS

A. Ms. Therrien told the Board that she had spoken to Mr. Ken Varian regarding options for broadcasting Board meetings. She reviewed the options: purchasing a camcorder to record meetings or purchasing equipment allowing the uploading of meetings to cloud storage/streaming service. Mr. Berta said that the Town should be able to use the local cable channel like Baileyville and Lubec do. Mr. Whalen commented that broadcasting the meeting would allow more people to participate in town government. Mr. Kitchen noted that he is interested in engaging more people. Ms. Johnson-Rolfe commented that the Board needs additional information on concrete costs. It was the consensus of the Board that they would like a live broadcast of meetings but before proceeding need additional information on costs.

B. Ms. Therrien noted that the Board members have been provided with a copy of a thank-you letter from Spay Maine/Marian's Dream. Ms. Therrien recognized Mary Angarola for her efforts in spaying and neutering cats in Machias. Ms. Angarola reported progress in Machias to spay and neuter the cat population. It was the consensus of the Board that the Town continues to support the spay and neutering program and to ask that the Town Manager have the town's Animal Control Officer assist with the project.

C. Mr. Pellon reported that there is a blinking streetlight on Main Street; he recommended calling Emera Maine to report the problem. Ms. Therrien pointed out that patrol officers have been asked to notify the Town Office to report problems with streetlights to allow personnel to properly report the problem to the electric company.

D. Ms. Therrien informed the Board that she is currently researching specifics about the purchase of extractors. She noted that she has talked with representatives from Marshfield regarding the purchase of this piece of equipment and she has discussed placement of the extractor at the fire department with the Fire Chief. It was also noted that Jonesboro and Roque Bluffs could be interested in utilizing the extractor. The Board discussed allowing these towns use of the extractor and establishing a fee system for using the equipment.

12. TOWN MANAGER ANNUAL REVIEW/GOALS AND OBJECTIVES

Mr. Kitchen said that he would like to see a separate dedicated meeting to allow the

Board to discuss and examine goals and priorities for the upcoming year. The other members of the Board agreed. The Board discussed scheduling a workshop. It was agreed to schedule a workshop on Thursday, March 7th at 5:00 PM.

13. EXECUTIVE SESSION

On a motion by Paula Johnson-Rolfe, seconded by Glenn Davis, the Board
VOTED:

To adjourn into executive session at 7:35 PM to discuss a personnel matter in accordance with MRSA Title I s/s405 6A.

On a motion by Glenn Davis, seconded by Paula Johnson-Rolfe, the Board
VOTED:

To adjourn the executive session at 8:46 PM and reconvene into open session.

Ms. Therrien advised the Board that the second executive session scheduled for tonight's meeting was cancelled by request.

On a motion by Paula Johnson-Rolfe, seconded by Glenn Davis, the Board voted to adjourn the meeting at 8:47 PM.