

Note: Before beginning the meeting, those assembled stood and recited the Pledge of Allegiance.

BOARD OF SELECTPEOPLE - TOWN OF MACHIAS

MARCH 9, 2022

A meeting of the Machias Board of Select-people was called to order at 6:00 PM by Chairman Paula Johnson-Rolfe. In attendance were Board members Leslie Haynes, Jim Jackson, and Carole Porcher; Town Manager Bill Kitchen; Secretary Cathy Lord; Finance Director Meghan Dennison; Police Chief Keith Mercier; Superintendent of Schools Scott Porter; Mary Angarola, David Clark, Ed Pellon, Jen Peters, Tim Mace.

1. MINUTES - REVIEW AND ACTION

On a motion by Carole Porcher, seconded by James Jackson, the Board voted to approve the minutes of the February 23, 2022 Board meeting.

2. WARRANTS - REVIEW AND ACTION

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

To approve municipal warrant #72 in the amount of \$21,260.91; to approve municipal warrant #74 in the amount of \$13,476.28; and, to approve municipal warrant #76 in the amount of \$17,169.39 .

On a motion by James Jackson, seconded by Carole Porcher, the Board
VOTED:

To approve municipal warrant #73 in the amount of \$135,848.12; to approve municipal warrant #75 in the amount of \$2,580,580.36; and, to approve municipal warrant #78 in the amount of \$2,678,414.62 .

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

To approve school warrant #22522 in the amount of \$351,423.49 and to approve school warrant #31122 in the amount of \$328,658.90 .

3. APPROVAL OF AMBULANCE & FIRE PROTECTION CONTRACTS

Mr. Kitchen advised the members of the Board that the town has received signed ambulance contracts from Marshfield and Northfield as well as a signed fire protection contract from Northfield.

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

To sign and approve ambulance contracts with the Towns of Marshfield and Northfield and to sign and approve a fire protection contract with the Town of Northfield.

4. GAFFNEY ROOF GRANT & LOAN OPPORTUNITY

Superintendent of Schools Scott Porter discussed replacing the roof on the Gaffney School with the Board. He explained that the roof on the building is thirty-plus years old and needs to be fully replaced (17,000 square feet). Mr. Porter pointed out that some portions of the roof have been replaced over the span of thirty years but that the time has come to replace the entire roof. Mr. Porter advised the Board that the estimate to replace the roof is \$454,750, which has been approved by the Department of Education's School Revolving Renovation Fund. Mr. Porter advised that the portion of the loan to be forgiven is 67.42% (\$306,592.) and the portion of the loan to be repaid is 32.58% (\$148,158.) on a \$600,000. loan. He advised that the term of the loan is five years at no interest (\$30,000. per year payment). Mr. Porter told the Board that if an additional amount is needed for the project there is money in the school's fund balance; he pointed out that any additional funds would need to be approved at a special town meeting. Mr. Porter advised the Board that the actual costs of the project won't be known until the bids for the project are received. He told the Board that he would prefer that the work be done when students are not present in the building.

The Board discussed scheduling a special town meeting to seek approval to proceed with the project.

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

To schedule a special town meeting on March 29, 2022 on the school campus at 6:00 PM to address replacement of the Rose Gaffney Elementary roof and seek approval to participate in the Department of Education's School Revolving Renovation Fund.

5. UPPER MACHIAS BAY MASTER PLANNING PROJECT

Mr. Kitchen noted that Machias has several important on-going projects: the flood wall project, the Schoppee marsh restoration project, and the Machias dike project. He pointed out that there are different groups meeting to facilitate the projects and he is looking at coordinating projects. Mr. Kitchen advised that there are some evaluation measures which need to be performed and he introduced Jennifer Peters, Director of Community Development for Sunrise County Economic Council to the Board. Ms. Peters advised the Board that she is a service provider with SCCD providing technical assistance to towns. She explained that she is facilitating a community resilience project looking to help municipalities in finding grant money. Ms. Peters told the Board that through grants and direct support to municipal governments, the Community Resilience Partnership assists communities and that the Sunrise County Economic Council has been selected as the partnership coordinator for the area and has applied for service provider status for the Town of Machias. Mr. Kitchen pointed out that Machias needs assistance in finding funding for projects and that the Town is seeking to apply for a \$50,000. community action grant. He asked the Board to adopt a resolution agreeing to utilize assistance from Sunrise County Economic Council. Ms. Johnson-Rolfe read aloud a prepared resolution for the Board's review.

On a motion by Carole Porcher, seconded by James Jackson, the Board
VOTED:

WHEREAS, the Town of Machias has completed the Community Resilience Partnership's Community Resilience Self-Assessment and List of Community Actions, and held a community workshop on March 9, 2022 which prioritized the following actions:

1. Taking steps to reduce exposure to multiple risk types
2. Working with multiple organizations to coordinate our resources and planning efforts
3. Applying for funding and technical assistance

WHEREAS, the Town of Machias experiences coastal flooding, stormwater flooding, intense rainstorms, river and bay flooding, and other natural hazards and seeks to better prepare for future conditions;

WHEREAS, planning for community and infrastructure resilience will protect people, preserve businesses and the local economy, and reduce the impact and costs of natural disasters;

BE IT RESOLVED, the Town of Machias commits to participating in the Community Resilience Partnership, which supports community leadership in reducing greenhouse gas emissions and increasing resiliency to extreme weather and climate change impacts;

BE IT FURTHER RESOLVED, the Town of Machias designates William Kitchen to coordinate planning, implementation, and monitoring of energy and resilience projects and to be the primary point of contact to the Community Resilience Partnership.

Ms. Peters advised the Board that she has a survey for citizens to complete as one of the steps in applying for grants.

6. TELE-BUSINESS CENTER UPDATE

Mr. Kitchen told the Board that there has been a serious inquiry to purchase the tele-business center. He told the Board that he has discussed selling the building with the Finance Director and others and he pointed out that there are many things to consider such as the building currently houses the town's police department, there are tenants currently occupying space in the building, consideration of the costs to run the building, and the rental stream the building brings in. Mr. Kitchen commented that the offer needs to be discussed with the Budget Committee and with the Board. Mr. Jackson said that the Board needs to look at the short and long term considerations of retaining or selling the building. Ms. Johnson-Rolfe agreed that there are many things to consider.

7. TOWN REPORT DEDICATION/FRONT COVER

Ms. Johnson-Rolfe reviewed a prior meeting's discussion of dedicating the annual town report to first responders (ambulance, police, fire, public works). The Board discussed the dedication page. It was the consensus of the Board to dedicate the annual town report to first responders employed by the Town and that the front cover will be a picture of the town's first responders.

8. POLICE DEPARTMENT UPDATE

Chief Mercier updated the Board on police department activities: cruiser bids (March 28th opening), activity of the School Resource Officer, budget development, a Zoom meeting for county police departments, status of the taser order (to be shipped at end of the month), and the hybrid cruiser is still being evaluated for repairs.

9. BUDGET COMMITTEE APPOINTMENTS

Mr. Kitchen advised the Board that Ed Pellon (term expires 2022) and Josh Rolfe (term expires 2024) are current members of the Machias Budget Committee. He told the Board that Rich Rolfe and Ben Edwards have expressed interest in serving on the committee.

On a motion by Carole Porcher, seconded by James Jackson, the Board
VOTED:

To appoint Rich Rolfe (term to expire 2023) and Ben Edwards (term to expire 2024) to the Machias Budget Committee.

Ms. Johnson-Rolfe noted that budget meetings have been scheduled on March 23rd and March 30th.

10. TAX-ACQUIRED PROPERTY AND FORECLOSURES

Mr. Kitchen reviewed the Board's actions on the tax-acquired property located at 18 Barker Street at their last meeting. He explained that Ms. Clifton has computed the amount of taxes, sewer charges, and fees owed on the property:

2018-2021 the sum of \$3641.97 is owed for taxes
2018-2021 the sum of \$2355.54 is owed for sewer charges
Total owed is: \$5997.51
Upcoming taxes on property - \$1275.00
Total amount outstanding is \$7272.51
Additional cost of land transfer fee and costs to issue a quit claim deed
Total owed on property is approximately \$7500.00

Mr. Kitchen advised the Board that his answer to the question as to the possible arrangement of another payment schedule was that he was doubtful that the Board would be willing to go that route again. Mr. Kitchen informed the Board that the son of the former owner said that he could make arrangements to pay the amount in full.

On a motion by Jim Jackson, seconded by Carole Porcher, the Board
VOTED:

To enter into an agreement with the sole surviving heir of the property at 18 Barker Street to pay the Town for all past due property taxes, sewer charges, and legal fees in full by March 30th and that the Town will then issue a quit claim deed for the property.

Ms. Johnson-Rolfe pointed out that the agreement includes the Town's costs to issue the quit claim deed to the sole heir.

11. OTHER BUSINESS

A. Ms. Dennison reminded the Board that the AOS meeting is scheduled on March 15th at 6:00 PM.

On a motion by Carole Porcher, seconded by James Jackson, the Board voted to adjourn the meeting at 7:13 PM.