

TOWN OF MACHIAS SELECT BOARD MINUTES

JULY 10, 2024

A meeting of the Machias Select Board was called to order at 6:02 PM by Chairman Jacob Patryn. In attendance were Board members Carole Porcher, Sandra Sinford, Ben Edwards, and Michael Hinerman; Town Manager Bill Kitchen, Town Clerk Sandra Clifton, Interim Board Secretary Sarah Craighead Dedmon, Officer Tim Mace, Officer James Frauhenhoffer, Paul Sylvain, Ambulance Chief Ryan Maker, and Assistant Ambulance Chief Stephen Simmons.

1. MINUTES - REVIEW AND ACTION

On a motion by Carole Porcher and seconded by Michael Hinerman, the Board voted to approve the minutes of the May 22, 2024 Board meeting.

On a motion by Sandra Sinford and seconded by Carole Porcher, the Board voted to approve the minutes of the June 12, 2024 Board meeting, pending a correction to the town clerk's name. It was incorrectly written as Sandra Hanscom, instead of Sandra Clifton. The correction was made.

2. WARRANTS - REVIEW AND ACTION

On a motion by Ben Edwards and seconded by Sandra Sinford, the Board
VOTED:

To approve payroll warrant #104 in the amount of \$26,757.78; to approve payroll warrant #106 in the amount of \$18,278.77; to approve payroll warrant #108 in the amount of \$59,458.42; and, to approve payroll warrant #1 in the amount of \$18,593.77.

On a motion by Sandra Sinford and seconded by Michael Hinerman the Board
VOTED:

To approve accounts payable warrant #105 in the amount of \$83,342.86; to approve accounts payable warrant #107 in the amount of \$113,925.08; to approve accounts payable warrant #109 in the amount of \$1,848,245.43; and, to approve accounts payable warrant #2 in the amount of \$37,993.79.

On a motion by Ben Edwards and seconded by Sandra Sinford, the Board
VOTED:

To approve school warrant #061424 in the amount of \$356,274.30; and, to approve school warrant #062824 in the amount of \$598,067.82.

3. HONORING LES HAYNES

All in attendance at the meeting participated in a moment of silence in recognition of the passing of Les Haynes of Machias, who served many terms on the Machias Select Board, as well as with the Machias Fire Department, the Machias Ambulance Service, and on the Machias Budget Committee. Mr. Haynes was also a veteran of the Vietnam War.

Town Manager Kitchen commended Mr. Haynes's spirit of service and said that the town honored Mr. Haynes by keeping watch from the time of his passing to the time of his cremation.

4. TOWN REPORT BIDS

The Board opened three bids to produce 250 copies of the 2024 Town Report, and one quote which was submitted via email.

Jacob Patryn opened a bid from the Snowman Group of Hermon, Maine, for \$841.35.

Michael Hinerman opened a bid from Albison's Printing of Augusta, Maine, for \$944.

Sandra Sinford opened a bid from Downeast Graphics and Printing of Ellsworth, Maine, for \$1,780.20.

The emailed quote from XPress Copy, of Portland, Maine, came to \$688.95.

On a motion by Ben Edwards and seconded by Michael Hinerman, the Board VOTED:

To reject all bids entered for the town reports.

Town Clerk Sandra Clifton will follow up with Xpress Copy.

5. USE OF REMAINING 2023/24 BOARD CONTINGENCY FUNDS

Mr. Kitchen explained that the Select Board has money remaining in its contingency fund, which typically begins each year with \$10,000. However, the Planning Board has exceeded its annual budget of \$1,500 due to unforeseen legal expenses and appeals board activities.

Ben Edwards suggested that in the coming fiscal year, the Select Board should consider using some of its contingency funds to pay for strategic planning guidance for the Select Board, particularly to help with the town's strategic planning.

On a motion by Ben Edwards and seconded by Michael Hinerman the Board
VOTED:

To allocate all remaining select board contingency funds to cover overextended budgets beginning with the planning board, and then at the discretion of the finance director.

6. MACHIAS POLICE DEPARTMENT UPDATE

The Board welcomed the newest Machias Police Officer, James Frauenhoffer, to the Department. Officer Mace said that Officer Frauenhoffer is on track to have his state certification completed this month and that the Police Department has finalized its budget proposal for the coming fiscal year.

Mr. Kitchen asked how traffic and events have impacted the Police Department. Officer Mace said that the recent paving on Route 1 has created terrible traffic.

Mr. Kitchen said the completion date for the paving has been extended to mid-August, and that Maine Department of Transportation declined to authorize night paving. Mr. Patryn said the traffic has created difficulty for businesses whose entrances are located along the route.

7. MACHIAS AMBULANCE UPDATE

Assistant Chief Stephen Simmons told the Board that the Ambulance completed more than 1,500 calls in the year ending June 30, 2024, a 60% increase over the previous year. In the 10 days before the meeting, the Ambulance completed 56 calls and eight transfers.

The Ambulance is working with Maine EMS to pursue a connectivity project grant to equip all three of the Ambulance's vehicles with high-speed internet connectivity. It will also interface with Google and Apple Maps to alert motorists if the Ambulance is working at an accident scene. The cost of the service would be free for the first two years of a five-year contract. Maine EMS and Maine DOT are working to make it free for the full five years, but at this point there are costs for years three through five.

The Ambulance will return to the next Board meeting with the final figures and request the Board to motion and approve Chief Maker to sign the contract.

8. OTHER BUSINESS

Mr. Kitchen thanked the Fire Department, Police Department, and Ambulance Service for their work during the Fourth of July fireworks. He said the fireworks and the parade were excellent and that next year, with the Downeast Coastal Conservancy's blessing, the fireworks will be launched from a higher position in Middle River Park.

Town Clerk Sandra Clifton asked for long-term direction on the town office situation. Currently, many of the records used by town office staff are located in the closed office on Lower Court Street. She said the current office situation is acceptable, but that it would be nice to have the finance director's office closer to the rest of the offices, and that they need their records relocated into the building on Stackpole Road.

Mr. Kitchen asked Sandra Clifton to compile a list of the must-have items that need to be relocated so they can find space in the temporary office on Stackpole Road.

Mr. Kitchen told the Board that a bank purchased the building at 101 Court Street in auction, the former home of Bad Little Brewing.

9. ADJOURNMENT

On a motion by Ben Edwards and seconded by Michael Hinerman, the Board voted to adjourn at 6:58 PM.