

## **BOARD OF SELECTPEOPLE - TOWN OF MACHIAS**

**JULY 24, 2019**

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 Paula Johnson-Rolfe, James Whalen, Bill Kitchen, and James Jackson; Town Manager Christina Therrien; Secretary Cathy Lord; David Clark, Mary Angarola, Ed Pellon, Sarah Dedman.

### **1. MINUTES - REVIEW AND ACTION**

On a motion by Bill Kitchen, seconded by Paula Johnson-Rolfe, the Board voted to approve the minutes of the July 10, 2019 Board meeting.

On a motion by Bill Kitchen, seconded by Paula Johnson-Rolfe, the Board voted to approve the minutes of the July 8, 2019 Board meeting.

### **2. WARRANTS - REVIEW AND ACTION**

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

VOTED:

To approve municipal warrant #5 in the amount of \$14,481.83; to approve municipal warrant #6 in the amount of \$62,396.93; to approve municipal warrant #7 in the amount of \$20,636.30; and, to approve municipal warrant #8 in the amount of \$223,565.80 .

On a motion by Paula Johnson-Rolfe, seconded by Bill Ktchen, the Board

VOTED:

To approve school warrant #3 in the amount of \$188,080.39 .

### **3. TOWN OF NORTHFIELD AGREEMENT**

Ms. Therrien reviewed a renewal of the agreement to provide municipal services (collection of vehicle/boat excise taxes and ATV/snowmobile registrations) to residents of the Town of Northfield; the agreement will be in force for the period of July 1, 2019 to June 30, 2020 and the specified charge for these services will be the annual sum of \$1,624. being due in two separate payments on 8/16/19 and 1/01/20 with the Town of Machias retaining all agent fees. The members of the Board reviewed the agreement.

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

VOTED:

To sign the agreement to provide municipal services to the Town of Northfield for the collection of vehicle/boat excise taxes and ATV/snowmobile registrations.

**4. LIQUOR LICENSE RENEWAL - SODEXO AMERICA LLC**

The Board reviewed a liquor license renewal application submitted by Sodexo America LLC.

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

VOTED:

To approve a liquor license renewal for Sodexo America LLC.

**5. CERTIFICATE OF COMMITMENT - SEWER USER RATES**

It was the consensus of the Board to sign the certificate of commitment for sewer user rates for the period of 4/1/19 to 6/30/19 in the amount of \$126,845.

**6. APPOINTMENT PAPERS**

The Board signed appointment papers for Mr. Rolfe/Mr. Kitchen as members of the Comprehensive Planning Committee and for Mr. Jackson as a member of the Downtown Revitalization Committee.

**7. HEATING SYSTEM AT PUBLIC WORKS GARAGE - QUOTES/BID**

Ms. Therrien explained that she contacted several contractors for quotes on the heating system for the public works garage and received responses from two contractors - E. Pellon Company (\$6881.60) and Bold Coast Plumbing & Heating (\$5574.57). Chairman Rolfe read aloud the bid specifications as the Board compared the two quotes. It was suggested that the quotes should both address replacement of the chimney; Mr. Rolfe noted that the Board can only look at comparable bid responses. Mr. Ward also suggested that the bid specifications should request a date of completion for the project. It was the consensus of the Board to give the two bid quotes back to the Town Manager and ask that the bid specifications be revised to include the BTUs of the system and the addition of a new chimney.

## **8. HYDROPOWER INFORMATION**

Ms. Therrien explained that there is interest in looking into options of utilizing hydro power from the Machias River and she asked the Board if they would be supportive of receiving data from such a project. Mr. Rolfe responded that the Board is open to the use of green energy and would be interested in hearing the specifics of such a project. Ms. Therrien noted that there are entities interested in looking at alternate sources of power production. Ms. Therrien advised the Board that she will communicate that the Board is willing to look at the concept of hydropower.

## **9. FIREFIGHTER APPLICATION**

The Board reviewed an application of employment as a volunteer firefighter submitted by Mr. Justin Farnsworth. Mr. Rolfe noted that the Fire Chief recommends this appointment.

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

VOTED:

As recommended by the Fire Chief, to appoint Mr. Justin Farnsworth as a volunteer firefighter contingent upon the applicant undergoing a fit-for-duty medical exam and the standard six month probationary period.

## **10. RAILINGS AND REPAIR COSTS/DATE FOR BAD LITTLE FALLS PARK WORK**

Ms. Therrien advised the Board that she has a quote of \$728.35 from Hammond Lumber for the pressure-treated materials needed to repair and install railings at Bad Little Falls Park. Ms. Therrien told the Board that she has discussed the project with the Public Works Director who suggested that it would be advantageous to assemble the new railings at the public works garage to use the necessary tools and then transport the railings to the site. Ms. Therrien also suggested that benches be constructed for the town's gazebo.

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

VOTED:

To allocate from contingency an amount not to exceed \$1000. for construction of railings and seating for the gazebo for Bad Little Falls Park.

The Board discussed a proposed work day. Members of the Board suggested doing the work before the blueberry festival. Ms. Therrien commented that she cannot be sure this work can be accomplished in time for the festival. It was the consensus of the Board that the Town Manager ask the Public Works Director to assemble the railings and let the Board know when the railings are ready at which time a work date will be agreed upon to work together to get the project completed.

## **11. GROVE STREET AND RECREATION SITE PLAN**

Ms. Therrien reviewed efforts the Town can take to commence improvements at the recreation area on Grove Street. She noted that parts of the project can be started such as the basketball court, a multi-purpose area, drainage, and placement of a port-a-potty. In the meanwhile, she suggested that the Town can investigate other grants and fundraising efforts for playground equipment. Ms. Therrien explained her plans to have the Public Works Department work on alleviating the drainage problem in the area. The members of the Board noted their support to improve the area as much as possible using the Town's resources.

## **12. FUND BALANCE INFORMATION**

Mr Rolfe noted that there is the potential to use some fund balance funds for municipal projects if approved by voters. The Board discussed potential uses of some of the fund balance. Ms. Therrien noted that there is also the purchase of a new fire truck to consider. Mr. Rolfe pointed out that Ms. Therrien can check with departments on potential needs. Ms. Therrien noted that she has had discussions with department heads regarding needed equipment.

Mr. Whalen suggested that the fire and ambulance departments could be combined into one enterprise account as other towns/cities have done; he added that other towns/cities have combined these two departments due to financial reasons. Mr. Whalen said that he would like to get clarification from other town/cities which have combined these two departments as to how this arrangement is working out. He added that there are many variables to look at and examine. Mr. Ward commented that it would be advisable to look at the most advantageous system/mechanism and look at more global solutions. The Board discussed the options of combining these two departments.

Mr. Kitchen noted his belief that the Town needs to go on record to purchase two push button crosswalk lights for placement on Main Street and at the top of college hill as a priority. Ms. Therrien advised the Board that there is a set of lights stored at the public works garage that the MDOT had purchased for Machias. She noted that she can submit another request to the MDOT for

another set of lights. Mr. Rolfe asked if the Town needs permission from MDOT to place the lights. Ms. Therrien said that she would have the Public Works Director request that the MDOT sight placement of the lights at the top of college hill. Ms. Therrien said that she would also make the request for another set of lights for placement on Main Street; she noted that the MDOT is absolutely aware of the pedestrian issues on Main Street.

### **13. UPDATE OF SOCCER FIELD/BALL FIELD**

Mr. Whalen updated the Board on progress with the school soccer field. He explained that there was a discussion with Superintendent Scott Porter as well as the group of volunteers holding various other meetings to work out specifics of the project. Mr. Whalen advised that the total projected costs for the project will be \$250,000. with the lighting and he reviewed plans for fund raising and budget development. Mr. Whalen stated that it was time to move forward with this project; he added that the group will not be asking Machias citizens for town money. Mr. Rolfe thanked Mr. Whalen for staying on top of this and providing the Board with information.

### **14. OTHER BUSINESS**

A. Ms. Therrien announced that the Town now owns the Machias redemption building; she noted that quotes are being solicited on material removal and she noted plans for demolition and disposal of the building.

B. Ms. Therrien advised the Board that she has reached out to people willing to serve on a committee to review applications and conduct interviews for the position of police chief. She noted that the committee will be comprised of Mr. Rolfe, Mr. Kitchen, the Town Manager, a representative of the Washington County Sheriff's Department (either the sheriff or the chief deputy), as well as three Machias residents - Sylvia Pouliot, Andrew Mulholland, and Cony Upton. Ms. Therrien noted that the deadline for submission of applications is August 5th.

C. Ms. Therrien advised the Board that she is advertising the twenty-four hour dispatcher position that was stipulated in the union contract.

D. The Board reviewed speed data gathered. The Board discussed enforcement of speed limits. Ms. Therrien advised the Board that there has been a request for placement of a speed bump on Water Street. The Board discussed the request. It was the consensus of the Board to support placement of speed bumps anywhere in town where the need exists.

E. Ms. Therrien informed the Board that she is asking for prices for sidewalk repair from Hansom's Construction since taxpayers voted to approve funding for repairs at annual town meeting. She suggested that Court Street repairs be addressed first and then other streets such as Broadway and Center Street. Ms. Therrien said that she is looking into using pre-cast cement in some areas as well as asphalt for other streets. She noted that the amount of work that can be done on the sidewalk project will depend on how far the funding will go. Mr. Whalen commented on the need to take into consideration tree root growth. Mr. Rolfe agreed that the contractor needs to take into consideration what is underneath the sidewalks. Mr. Whalen said that he applauds any improvement to the town's sidewalks.

#### **15. EVENT REQUEST FOR USE OF BAD LITTLE FALLS PARK - ARK ANIMAL SHELTER FUNDRAISER**

A representative of the Ark Animal Shelter asked for permission to use Bad Little Falls Park for a shelter event on September 21st from 10:00 AM to 3:00 PM; she noted that people are invited to bring their dogs and enjoy crafts, food vendors, a photo booth, and other activities. Members of the Board cautioned that participants would need to take care crossing the roadway to get to the event. Mr. Kitchen pointed out that events such as this activity are the reason why the town has a public park that should be used as much as possible. It was the consensus of the Board to support the use of the park for the event. Ms. Therrien explained that the shelter provide proof of liability insurance as well as being responsible for clean-up after the event; she added that there should be sufficient volunteers to assist people in crossing the roadway.

On a motion by Paula Johnson-Rolfe, seconded by Bill Kitchen, the Board voted to adjourn the meeting at 7:53 PM.