

BOARD OF SELECTPEOPLE - TOWN OF MACHIAS

OCTOBER 23, 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, Bill Kitchen, James Whalen, and James Jackson; Town Manager Christina Therrien; Secretary Cathy Lord; David Clark, Mary Angarola, Bruce Smith, Denny Farley, Lynn Bubar-Smith.

1. MINUTES - REVIEW AND ACTION

On a motion by Paula Johnson-Rolfe, seconded by Bill Kitchen, the Board voted to approve the minutes of the October 9, 2019 Board meeting.

2. WARRANTS - REVIEW AND ACTION

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

To approve municipal warrant #32 in the amount of \$10,288.30; to approve municipal warrant #33 in the amount of \$538,852.05; to approve municipal warrant #34 in the amount of \$16,962.77; and to approve municipal warrant #35 in the amount of \$399,188.72 .

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

To approve school warrant #17 in the amount of \$268,333.04 .

3. REQUEST FOR PROPOSALS FOR THE COMPREHENSIVE/DOWNTOWN PLAN UPDATES

Ms. Therrien advised the Board that she sent out requests for proposals, advertised, sent the information to Maine Municipal Association, and posted the information on the town's web site seeking proposals for the town's comprehensive and downtown plan updates. She noted that only one proposal was received. Ms. Therrien advised the Board that the bidder objects to the retainage of funds; she advised the Board that she would prefer to reword the contract so as not to withhold payment if the bidder meets specifications. The Board discussed the contractor's request.

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

Based on a review by the Town Manager and meeting all the bid specifications, to award the contract for the comprehensive plan and the downtown plan updates to Washington County Council of Governments.

Mr. Whalen noted that there should be interim reports from the contractor and that the contractor should bill the Town monthly as work on the updates is completed. Ms. Therrien noted that the work is broken down by the month and she will make sure that the contractor bills monthly as the work is completed. Ms. Therrien explained that funds for the comprehensive plan are raised at annual town meeting and that the plan needs to be updated every ten years. Ms. Therrien advised the Board that she would review the proposal and sign the documents. She added that she will advertise for people willing to serve on Downtown Revitalization Committee and the Comprehensive Plan Committee.

4. TAX-ACQUIRED PROPERTIES

Ms. Therrien advised the Board that the Town has foreclosed on three properties and she explained that the Town could potentially benefit from using two of the properties in a plan to provide an alternate vehicle route. The members of the Board discussed this plan. Mr. Rolfe commented that this would be a huge endeavor for the Town to take on; Ms. Therrien explained that the MDOT could be consulted for their interest in such a project. Mr. Whalen said that the Town should ask the MDOT for their advise. Ms. Johnson-Rolfe agreed to look into the viability of such a plan and put on hold selling the properties but not to indefinitely. Mr. Jackson agreed to look into the possibility of the potential use of the land. Mr. Rolfe noted that it is the consensus of the Board to look into using the foreclosed property for an alternate purpose.

5. COMMUNITY PROMOTION - MAINEBIZ ARTICLE

Mr. Kitchen commented on an article in MaineBiz Magazine; he noted that the Town should capitalize on the article by looking at promoting the Machias area as much as possible. The Board discussed how to capitalize on ways to increase interest in the Machias area. Mr. Kitchen suggested performing research and consider the options for promotion. The other members of the Board agreed.

6. MEET AND GREET FOR POLICE CHIEF

Ms. Therrien reminded those in attendance of a "meet and greet" for the new police chief scheduled for Friday 10/25/19 from 12:00-2:00 PM at the Machias Savings Bank Community Room.

7. TOWN OFFICE CLOSURE AND CHRISTMAS PARTY

The Board discussed the town's annual Christmas party scheduled for Monday 12/16/19 from 1:00-4:00 PM at the Machias Tele-business Center (storm date of 12/17/19).

On a motion by Bill Kitchen, seconded by James Whalen, the Board

VOTED:

To schedule the annual Machias municipal Christmas party on 12/16/19 from 1:00-4:00 PM at the Machias Tele-business Center.

Mr. Rolfe asked that all boards and committee members be invited. Ms. Therrien advised the Board that town office employees will utilize their vacation time for leave on Tuesday, December 24th and Thursday, December 26th. Mr. Rolfe asked that advertisement of these dates be published adequately.

8. PERSONNEL POLICY REVIEW

Ms. Therrien noted that the Board has copies of the draft municipal personnel policy for their review. The Board agreed to review one to two chapters of the draft policy per meeting.

9. TELEVISED BOARD MEETINGS

Ms. Therrien said that she would invite Mr. Varian to the next meeting to continue discussion of televised Board meetings.

10. DECK THE FALLS CHRISTMAS CELEBRATION

Mr. Rolfe suggested that the Board finalize the Deck the Falls Celebration categories at their 11/13/19 meeting.

11. SMOKING POLICY FOR MUNICIPALITY

Ms. Therrien told the Board that she made changes to the proposed policy. The Board decided to address the smoking policy under the town's personnel policy.

12. UPDATE ON BALLFIELDS

Mr. Whalen updated the Board on the ballfields; he noted that the first draft of proposed expenditures for the projects is estimated at \$260,000. He reviewed a draft report of the committee.

13. BOARD AGENDA ITEMS

It was the consensus of the Board that the deadline for submission of Board agenda items is Wednesdays at 4:00 PM.

14. OTHER BUSINESS

A. Ms. Therrien noted the loss of a town employee; she advised the members of the Board that she sent flowers on behalf of the Town.

B. On a motion by Bill Kitchen, seconded by James Whalen, the Board VOTED:

Based on the recommendation by the Town Manager, to hire Dennis Cobb to the Transfer Station 28 hour per week part-time position with a starting date of 11/3/19.

C. Ms. Therrien noted receipt of a thank-you card from Doug and Christine Guy.

D. Ms. Therrien advised the Board that there was a cost of \$10,241.18 to make the Sterling truck ready for winter service. Ms. Therrien suggested looking at the status of the town's current equipment loans and have a discussion at budget time on equipment priorities.

E. Ms. Therrien reminded the Board of the meeting on recreational marijuana scheduled for 10/24/19 at 7:00 PM at the tele-business center.

F. Ms. Therrien noted receipt of a letter on dewatering costs; she added that no money was received from the grant.

G. Ms. Therrien advised the Board that she has a \$4600. quote to complete repairs to the town's civil war statue.

H. M. Therrien advised the Board that she is looking at repairs to the doors and lighting at the tele-business center.

On a motion by Paula Johnson-Rolfe, seconded by James Jackson, the Board voted to adjourn the meeting at 8:02 PM.