

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

BOARD OF SELECTPEOPLE - TOWN OF MACHIAS

NOVEMBER 10, 2021

A meeting of the Machias Board of Select-people was called to order at 6:02 PM by Chairman Paula Johnson-Rolfe. In attendance were Board members Leslie Haynes, James Jackson, Sandra Sinford, and Carole Porcher; Town Manager Bill Kitchen; Secretary Cathy Lord; Town Clerk Sandra Clifton; Finance Director Meghan Dennison; Police Chief Keith Mercier; Tim Mace, Mary Angarola, David Clark.

1. MINUTES - REVIEW AND ACTION

On a motion by Carole Porcher, seconded by Leslie Haynes, the Board voted to approve the minutes of the October 27, 2021 Board meeting.

2. WARRANTS - REVIEW AND ACTION

On a motion by James Jackson, seconded by Sandra Sinford, the Board
VOTED:

To approve municipal warrant #34 in the amount of \$1,694.24 and to approve municipal warrant #36 in the amount of \$13,049.76 .

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

To approve municipal warrant #35 in the amount of \$334,375.00 and to approve municipal warrant #37 in the amount of \$151,091.39 .

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

To approve school warrant #110521 in the amount of \$297,298.30 .

3. OSHA VACCINE MANDATE - NEXT STEPS

Mr. Kitchen advised the Board that he, Ms. Dennison, and Ms. Johnson-Rolfe participated in a webinar outlining the OSHA Covid-19 vaccine guidelines and that they are closely following developments; he pointed out that there is a lot to be decided within the next sixty days and that the Town is taking steps now to meet the December 5th (30 days) and January 4th (60 days) deadlines. Ms. Dennison noted that as an employer with over one hundred employees the Town must make plans to enforce the OSHA vaccine mandate. She pointed out that the Town sent out a letter to all employees asking for the submission of proof of a vaccine card and that following this step the Town will be reaching out to employees who have not submitted their proof of vaccination. Ms. Dennison advised the Board that at some point the Board will have to decide about offering testing to employees. Ms. Johnson-Rolfe noted her concern that the Town could experience loss of employees due to the OSHA mandate.

4. ANNUAL "DECK THE FALLS" HOLIDAY DECORATING CONTEST

The Board discussed holding the "Deck the Falls" decorating contest this year. Ms. Johnson-Rolfe pointed out that in previous years prizes were offered in both residential and commercial categories. Mr. Kitchen added that the Town had taken out ads in local newspapers outlining specifics of the contest and that interested participants were asked to contact the Town Office to sign up. Ms. Dennison reported that the costs of the contest last year were \$610.62 for the trophies (residential/commercial) and advertisements. Ms. Dennison pointed out that there are some people who decorate for the holidays but do not want to be part of the judging and do not

sign up to be judged. Mr. Jackson commented that the Board has authorized the decorating contest for the past two years and that it may be time to formalize the annual contest by budgeting for the costs in the municipal budget.

After discussing the decorating contest, it was the consensus of the Board to hold the contest judging only those who have formally signed up. The Board discussed the time period for the contest and the date of judging. Ms. Johnson-Rolfe pointed out that the judging last year was held the week before Christmas.

5. APPOINTMENT OF PLANNING BOARD ALTERNATE MEMBER

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

To appoint Cathy Lord as an alternate member of the Machias Planning Board for a term of three years.

6. POLICE DEPARTMENT UPDATE

Chief Mercier updated the Board on progress within the police department. Chief Mercier reported that the police department has started taking calls for service, setting up qualifications for firearms, getting the office set up and operating, updating the department's computers, and updating personnel files. He added that he is obtaining a quote on tasers for the department and ordering badges for officers. Chief Mercier reported that the new cruiser will be ready this week. The Chief thanked Officer Mace for all his assistance. Mr. Kitchen commented that the community chatter about the police department has been very positive. Other members of the Board agreed that citizens are glad to have a working police department in the town again.

7. CODE ENFORCEMENT OFFICER UPDATE

Mr. Kitchen reported that the Town is actively searching for a person who will take the CEO position.

8. FOURTH OF JULY FIREWORKS DISCUSSION

The Board discussed the scheduling of the town's fireworks display in 2022. Ms. Dennison pointed out that there had been some criticism that the fireworks display was held on July 3rd this year. The Board discussed scheduling the display on Monday, July 4th (2022). The members of the Board discussed the most appropriate date for the town's fireworks display in 2022. It was the consensus of the Board to have the fireworks on July 4th in 2022. Mr. Kitchen noted that Machias can check on other town's display schedules for conflict. Ms. Johnson-Rolfe pointed out that the Board can revisit the scheduling of the fireworks, if needed.

9. BERRY AVENUE PROPERTY

Ms. Clifton explained to the Board that earlier this year the owner of a piece of property located on Berry Avenue had offered to give the property in lieu of taxes to the Town but recent communication with the property owner indicates that the deed was never filed and legal paperwork not completed in the transferring of the property to the Town's ownership. Ms. Clifton explained that another tax bill was issued to the property owner resulting in \$896. in taxes accumulating on the property. Ms. Clifton explained that the issue of the property was inadvertently forgotten with the absence and eventual departure of the previous town manager. Ms. Clifton reviewed the minutes of the Board meeting at which the offer by the property owner was made and accepted by the Board. The members of the Board discussed the situation with the property. Ms. Johnson-Rolfe suggested that the Town could forgive the taxes since the Town legally owned the property but had not filed the deed. Mr. Jackson pointed out that there might be a question over the legal ownership of the property. Ms. Clifton advised the

Board that the owner of the property does not want the property and would be willing to provide another deed to the property.

On a motion by Sandra Sinford, seconded by Carole Porcher, the Board
VOTED:

That the Board accepts the property located on Berry Avenue in lieu of all back taxes.

10. OTHER BUSINESS

A. Mr. Kitchen announced that there is a Christmas parade scheduled on December 3rd. Police Chief Mercier noted that the police department should be notified of the parade route and other specifics. Ms. Clifton said that she would find out if Dean McGuire was going to be in charge of the parade again this year.

B. The Board discussed the Board's meeting schedule. The Board decided to forego the November 24th meeting and will next meet on December 8th. The members of the Board agreed to meet before the December 8th meeting, if needed.

On a motion by Sandra Sinford, seconded by Leslie Haynes, the Board voted to adjourn the meeting at 6:49 PM.