

BOARD OF SELECTPEOPLE - TOWN OF MACHIAS

NOVEMBER 18, 2020

A meeting of the Machias Board of Selectpeople was called to order via the Zoom platform at 6:07 PM by Chairman Josh Rolfe. In attendance were Board members Paula Johnson-Rolfe, James Jackson, and Leslie Haynes; Town Manager Christina Therrien; Secretary Cathy Lord; Town Clerk Sandra Clifton; Finance Director Meghan Dennison; Police Chief Todd Hand; Mary Angarola, Jessica Lewis, Bob Berta.

1. MINUTES - REVIEW AND ACTION

On a motion by Paula Johnson-Rolfe, seconded by James Jackson, the Board voted to approve the minutes of the October 14, 2020 Board meeting.

2. WARRANTS - REVIEW AND ACTION

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

To approve municipal warrant #37 in the amount of \$13,861.18; to approve municipal warrant #38 in the amount of \$1,200,561.26; to approve municipal warrant #39 in the amount of \$9,730.65; to approve municipal warrant #40 in the amount of \$1,628,155.70; to approve municipal warrant 41 in the amount of \$14,238.31; and, to approve municipal warrant #42 in the amount of \$70,023.47

On a motion by Paula Johnson-Rolfe, seconded by Leslie Haynes, the Board
VOTED:

To approve school warrant #110620 in the amount of \$302,190.49 and to approve school warrant #112020 in the amount of \$283,079.21 .

Ms. Dennison explained that the school warrant numbers are now based on the date of the actual school warrant.

3. DECK THE FALLS CHRISTMAS DECORATING CONTEST

Mr. Rolfe asked the Board if the Town wants to hold the Christmas decorating contest known as "Deck the Falls" this year to celebrate the holiday? Ms. Therrien noted that the Town's cost is approximately \$500. for prizes. Ms. Dennison advised the Board that last year there was a cost of \$182. for trophies and a cost of \$133. for advertising. Ms. Johnson-Rolfe suggested that the Board would need to look at the status of the budget for the prize money. Ms. Dennison informed the Board that there is \$5000. remaining in the contingency account. Mr. Rolfe polled the Board regarding holding the contest this year. Ms. Johnson-Rolfe said that it would be great to see people participating this year and that it "would be a nice thing to do". Mr. Rolfe added that the contest encourages festivity for the time of the year. Mr. Jackson observed that people need uplifting especially this year in light of the Covid-19 pandemic. Mr. Haynes commented that he fully supports holding the contest. Ms. Dennison pointed out that last year there were two categories for participants (residential and commercial). It was the consensus of the Board to hold the Christmas decorating contest this year.

Mr. Rolfe noted that advertising the event would need to include dates for the actual judging by the members of the Board. He suggested judging be performed on December 21st, 22nd, and 23rd. Ms. Johnson-Rolfe suggested that judging be done on a portion of the weekend. Mr. Rolfe revised the judging schedule to the dates of December 20th, 21st, and 22nd with judging hours designated from dusk to 8:00 PM. The members of the Board agreed with the schedule. Ms. Therrien said that the event will be advertised along with the judging dates and list of prize categories.

Mr. Rolfe advised the Board that he will be decorating Bad Little Falls with lights and will advise anyone who wants to help with the decorating when this will be done. Mr. Haynes said that he would assist and asked Mr. Rolfe to contact him.

4. ANIMAL CONTROL OFFICER APPOINTMENT

Ms. Therrien advised the Board that an candidate for the Animal Control Officer's position was reviewed and the applicant's credentials were checked by herself and the Police Chief; she advised the Board that she would like to recommend a candidate for the position. Ms. Therrien recommended that the position be offered to the applicant, Jessica Lewis, with the condition that she attend the necessary training when it becomes available.

On a motion by Leslie Haynes, seconded by Paula Johnson-Rolfe, the Board
VOTED:

Based on the recommendation of the Town Manager and the Police Chief, to appoint Jessica Lewis as Machias Animal Control Officer.

Ms. Lewis gave a brief synopsis of her background and current employment status. Mr. Rolfe asked that Ms. Lewis meet with the Town Manager and the Police Chief regarding her responsibilities and the scope of the position. Ms. Therrien said that she would reach out to Ms. Lewis tomorrow to discuss the activities of the Animal Control Officer. Mr. Rolfe welcomed Ms. Lewis to her position as Machias Animal Control Officer.

5. DISPATCHER APPOINTMENT

Ms. Therrien advised the members of the Board that she has interviewed a candidate for the dispatcher's position and reviewed the candidate's credentials. Ms. Therrien told the Board that she and the Fire Chief recommend offering the position to Dustin Maxie.

On a motion by Paula Johnson-Rolfe, seconded by Leslie Haynes, the Board
VOTED:

To appoint Dustin Maxie to the dispatcher's position with the understanding that the candidate will provide proof of a fit-for-duty physical within six months.

Ms. Therrien advised the Board that she has a candidate for the part-time (24 hours per week) driver dispatcher position/spare driver for the Public Works Department. She asked that Adam Hall be offered the position.

On a motion by Paula Johnson-Rolfe, seconded by Leslie Haynes, the Board
VOTED:

To hire Adam Hall as part-time driver dispatcher and spare driver for the Public Works Department with the understanding that Mr. Hall will provide proof of a fit-for-duty physical within six months.

6. AIRPORT CONSULTANT SERVICES - REQUEST FOR PROPOSALS

Ms. Therrien informed the Board that the request for proposals for airport consulting services has been sent to a comprehensive list of possible consultants which can provide these services. She noted that responding consultants will provide proposals which will be scored for their response to the needs of Machias. Ms. Therrien advised that a recommendation will be provided to the Board and that the Board will make the final decision on the designation of the choice of the airport consultant.

7. CUTLER NAVAL BASE WATER TESTING

Ms. Therrien advised the Board that municipalities were informed that there would be water testing of wells in the area of the former Cutler Navy Base. She told the Board that she would forward the information to them for their review.

8. HUNTING AT THE MUNICIPAL AIRPORT

Mr. Rolfe noted that he had talked with Mr. Radeka regarding the request to hunt at the airport. Mr. Rolfe reported that Mr. Radeka advised him that the members of the Machias Airport Committee do not have any concerns. Mr. Rolfe noted that there are some concerns about allowing hunting at the airport such as that of protecting municipal employees - he pointed out that the Town has gravel stored out on the airport property which may present safety issues if employees are accessing the gravel storage pile for use. Ms. Therrien explained that in the past when the hunting request was made she had reviewed safety precautions with the interested people; she suggested that the Board might want to discuss allowing the Police Chief to handle monitoring the hunting. Mr. Rolfe commented that there is nothing in municipal policy to reference when this request was received and that the Board wanted to get some input from the members of the airport committee. He noted that the Board wants to treat everyone fairly and in the same way. Mr. Rolfe thought it would be sensible to discuss hunting safety precautions with individuals to ensure that people are aware of what they can and cannot do when hunting at the airport.

Ms. Therrien said that she would definitely continue to review safety precautions and expectations with interested hunters; she noted that she could also document in written form that these expectations were discussed and agreed upon with the hunter(s). Ms. Johnson-Rolfe said she was a bit apprehensive that by granting permission the Town would be setting up a possible liability situation. She asked if the Board should consider something in writing stating that the Town takes "no responsibility for improper activity". Ms. Therrien also noted that the airport grant stipulates that the Town would practice wildlife management practices at the municipal airport. Mr. Rolfe commented that the Board can ask that the hunter(s) sign an agreement on responsibilities and expectations. The remaining members of the Board agreed there should be an agreement. Mr. Hand asked how many hunters would be allowed to hunt on the airport property? Ms. Therrien said that two to three hunters make the request every year. Ms. Clifton advised the Board that she had received another request just recently. It was the consensus of the Board based on input from the Machias Airport Committee to allow hunting at the airport with specified hunters with the hunters signing an agreement as to expectations.

9. SEWER ABATEMENT REQUEST - DALE LAMBERT

Mr. Rolfe noted that Mr. Lambert does not appear to be on the Zoom platform to discuss his sewer abatement request. Ms. Clifton informed the Board that Mr. Lambert had come in to the town office to obtain information on his account to substantiate his request. Ms. Therrien noted that in the past when these types of requests are made the Town requires that the user install a meter to monitor their water usage. Mr. Rolfe suggested that the Board table this item of business since Mr. Lambert is not in attendance. The members of the Board agreed.

10. PUBLIC SAFETY BUILDING UPDATE

Ms. Therrien explained that she had met with personnel at the ambulance and fire departments regarding the use of the vacated space at the public safety building since the police department is now housed at the telebusiness center. She updated that Board on the discussions.

11. STATE VALUATION

Ms. Therrien advised the Board that the Town has received information on new state valuations which she will send out to the Board.

12. CHRISTMAS PARADE

Mr. Jackson suggested that the Town should have some type of parade permit notification procedure to allow the police department heads-up to the scheduling of an event, documentation of dates and times of the event, and a plan for needed resources such as police officers and traffic control. He noted that there would be no fee involved but that town officials would have detailed information of scheduled events. Chief Hand noted that he had contacted the Maine Department of Transportation regarding the scheduling of parades on state roads and he was advised that there needs to be an action plan of the event approved by the municipality's governing body (Board of Selectpeople/Town Manager). Chief Hand added that the MDOT needs a copy of the plan five days in advance of the event.

Mr. Rolfe said that the Board can review and adopt a policy on parades. Ms. Therrien suggested that the Town should be notified of the date of an event by at least ten days before the date of the parade. Mr. Rolfe suggested that a fourteen day advance notification could be utilized. Chief Hand commented that adequate planning time would allow the police department the opportunity to plan for resources and personnel. He commented that a thirty day window would be preferable to allow sufficient pre-planning. The Board discussed the amount of advance notice the Town should have for parades. It was the consensus of the Board to request information on parades thirty days prior to the event on a parade permit.

13. FENCE REPAIR ON MAIN STREET

Ms. Therrien advised the Board that the cost to repair the fence located on Main Street leading to the downtown parking lot is \$2900; she reminded the Board that the damage was from an automobile.

Ms. Therrien noted that the work on the Porter Memorial Library statue has been completed.

14. OTHER BUSINESS

A. Mr. Jackson asked about the status of the water company's requested rate increase? Mr. Rolfe responded that the request is still in process and under review by the Maine PUC. Ms. Therrien told the Board that she will update the members of the Board when she has further information.

B. Ms. Therrien asked the Board if there would be a town Christmas party this year? Mr. Rolfe commented that everyone would like to have the annual Christmas party but that it would be extremely difficult to hold it this year due to health concerns. The Board discussed having a Christmas party. It was the consensus of the Board that it is not advisable to hold the party this year due to Covid-19 concerns.

C. The Board discussed the scheduling of Board meetings in December. It was decided to hold meetings on December 9th and on December 30th.

D. Ms. Therrien was welcomed back after her leave of absence.

E. Ms. Therrien suggested that the Board consider making a donation in Dr. Whalen's memory to the fire/public safety department. The Board agreed to do this.

On a motion by Paula Johnson-Rolfe, seconded by Leslie Haynes, the Board voted to adjourn the meeting at 7:13 PM.