

BOARD OF SELECTPEOPLE - TOWN OF MACHIAS

FEBRUARY 13, 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, and James Whalen; Town Manager Christina Therrien; Secretary Cathy Lord; Ed Pellon, David Clark, Mary Angarola, David Bell, Bruce Smith, Adam Stephenson, Megan Prescott, Matt DuBois, James Jackson.

1. MINUTES - REVIEW AND ACTION

On a motion by James Whalen, seconded by Paula Johnson-Rolfe, the Board voted to approve the minutes of the January 23, 2019 Board meeting.

Mr. Whalen noted that he had made a reasonable request for a description of the senior housing project proposed by Downeast Community Partners at the Board's last meeting. Ms. Therrien explained that the Town does not have a description of this housing project and therefore the document could not be provided as requested. Mr. Whalen said that Board members need information to approve the \$425. Mr. Rolfe pointed out that the \$425. was to obtain a valuation for land to be swapped for another piece of land located adjacent to the airport. Ms. Johnson-Rolfe noted that the Town Manager can request the information Mr. Whalen is requesting from Mr. Green.

Mr. Whalen noted that he asked for the opportunity to review ambulance contracts before signing off on them. Ms. Therrien said that the contracts had been filed since three Board members had signed and approved the contracts and she had pulled a copy of the contract for Mr. Whalen to review.

2. WARRANTS - REVIEW AND ACTION

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

To approve municipal warrant #61 in the amount of \$17,024.86; to approve municipal warrant #62 in the amount of \$203,860.64; to approve municipal warrant #63 in the amount of \$11,692.80; to approve municipal warrant #64 in the amount of \$37,116.38; and, to approve municipal warrant #65 in the amount of \$14,765.04 .

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

To approve school warrant #31 in the amount of \$244,950.97 and to approve school warrant #33 in the amount of \$245,163.61 .

3. AMERICAN LEGION POST #9 - REQUEST APPROVAL FOR GAME OF CHANCE LICENSE

The Board reviewed a request for a game of chance license (blackjack and poker) submitted by the American Legion Post #9 to conduct the game on Saturday, March 9, 2019 at 5:00 PM

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

To approve a request to conduct a game of chance on March 9, 2019 by the American Legion Post #9.

4. AMBULANCE CONTRACT - REVIEW/SIGNING

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

To accept and sign the ambulance contract with the Town of Machiasport.

Mr. Whalen asked if the money from ambulance contracts goes into the enterprise account; Ms. Therrien confirmed this was standard procedure.

Mr. Whalen asked what happens if a Machiasport resident requests ambulance service and does not have insurance to pay for the service. Ms. Therrien explained that the person can fill out paperwork outlining their inability to pay which can be considered for a hardship case.

5. 2019 MACHIAS SPIRIT OF AMERICAN FOUNDATION TRIBUTE

Mr. Rolfe explained that the Board has been asked to consider selecting a local person to receive a 2019 Machias Spirit of America Foundation Tribute. He noted that the deadline for submission is February 28th. Mr. Rolfe asked the members of the Board to consider candidates and he asked that this item be placed on the Board's February 27th meeting agenda.

6. SMOKE SOLUTIONS LLC - LICENSE REQUEST

The Board reviewed a request for a license for the sale of medical marijuana submitted by Smoke Solutions LLC. The owner, Adam Stephenson, confirmed that the greenhouse is not currently in use. Ms. Therrien noted that the license covers only the storefront located on Dublin Street. Ms. Therrien reviewed the ordinance stipulations allowing for quarterly payments of the license during the first year of the license.

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

Contingent upon receipt of the first quarterly payment for the license and on-time quarterly payments thereafter, to approve a medical marijuana license for Smoke Solutions LLC.

Mr. Rolfe cautioned that quarterly payments must be made on time in order for the business to retain its license. Ms. Therrien told the Board that the quarterly payments will be monitored.

7. BOLD COAST SMOKE SHOP - LICENSE REQUEST

The Board reviewed a license request submitted by Bold Coast Smoke Shop for the sale of medical marijuana.

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

To approve a medical marijuana license for Bold Coast Smoke Shop contingent upon payment of the license fee.

It was noted that the Machias Planning Board would need to approve a separate license for a growing facility.

8. FUNDING OF FIRE DEPARTMENT EXTRACTOR/WASHER

The members of the Board discussed purchasing an extractor/washer for the Machias Fire Department. Mr. Whalen voiced his strong support that firefighters need urgent support to purchase this equipment. Ms. Johnson-Rolfe agreed and noted that the Board needs to know the complete costs for the purchase and installation of this equipment. Mr. Rolfe added that due to the documented safety concerns for firefighters it is imperative to purchase this equipment; he added that he would support funding the purchase from the Town's undesignated funds balance. It was the consensus of the Board that this purchase is a priority. Ms. Therrien will place this item on the Board's next meeting agenda for discussion of location, costs (including water and sewer), and cost of the equipment. Mr. David Clark suggested approaching Marshfield for their support. Mr. Rolfe asked that the Town Manager contact Marshfield representatives. Mr. Pellon suggested purchasing a hot water tank that comes with a rebate.

Ms. Therrien noted her concern that asphalt shingles are not being removed prior to training burns as stipulated by law. She advised the members of the Board that she would be sending a memo to the Fire Chief outlining the need to have asphalt shingles removed before a training burn.

9. MAINE WILD BLUEBERRY - PURCHASE AND SALES AGREEMENT

Mr. Rolfe noted that the Board has an updated purchase and sales agreement on the telebusiness center. He noted that language was changed in the document as suggested.

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

To approve the purchase and sales agreement on the sale of the Machias Telebusiness Center.

Vote On Motion: 3 votes in favor of the Motion (Mr. Kitchen, Mr. Rolfe, Mr. Whalen)
1 vote opposing the Motion (Ms. Johnson-Rolfe)

10. OTHER BUSINESS

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

VOTED:

To schedule a public hearing at 7:00 PM on March 13th to receive public comments on a CDBG application for downtown revitalization funds.

B. Ms. Therrien advised the Board they have an MDOT bicycle pedestrian survey.

C. Mr. Whalen suggested that Board meetings be televised to the public. The Board discussed options to televise meetings. Members of the Board suggested researching how other communities are doing this.

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

VOTED:

To direct the Town Manager to look into broadcasting Board meetings

11. DISCUSSION OF TOWN MANAGER'S EVALUATION

Ms. Therrien said that she preferred having the discussion of her employee evaluation in open session.

Mr. Rolfe noted that at the conclusion of the Board's last discussion on evaluating the Town Manager the members of the Board had agreed to evaluate the Town Manager on an "on-going basis". Ms. Johnson Rolfe shared with the other members of the Board the outline format of a possible evaluation form that could be used. The Board reviewed the form. Ms. Johnson-Rolfe explained that the form allows the Board to list goals and objectives for the upcoming year. Mr. Whalen commented that this form was worthy of consideration. The members of the Board discussed utilizing the form. Ms. Johnson-Rolfe explained that the form clearly defines what the Board is looking at for goals and objectives. It was the consensus of the Board to use the presented form. Mr. Rolfe requested that the Board fill out what they are looking at for goals and objectives and the Board can look at what they have at their next meeting. It was agreed to fill out goals/objectives from the Town Manager's last contract up to January 1, 2019.

12. EXECUTIVE SESSION

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

VOTED:

To adjourn into executive session at 7:22 PM to discuss a personnel matter in accordance with M RSA Title I s/s405 6A for a labor union contract.

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

VOTED:

To adjourn the executive session at 8:05 PM and reconvene into open session.

Ms. Johnson-Rolfe advised the Board that she would be unable to attend the last scheduled budget meeting.

On a motion by Paula Johnson-Rolfe, seconded by James Whalen, the Board voted to adjourn the meeting at 8:07 PM.