

BOARD OF SELECTPEOPLE - TOWN OF MACHIAS

APRIL 22, 2020

A meeting of the Machias Board of Selectpeople was called to order (via Zoom platform) at 6:00 PM by Chairman Josh Rolfe. In attendance were Board members Bill Kitchen, Paula Johnson-Rolfe, James Whalen, and James Jackson; Town Manager Christina Therrien; Secretary Cathy Lord; Town Clerk Sandra Clifton; Police Chief Todd Hand; Finance Officer Meghan Dennison; Fire Chief Joey Dennison; Sarah Craigman Dedman, William MacDonald, Jarod Guillette (Zoom host).

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 March 11, 2020 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 #76 in the amount of \$16,891.37; to approve municipal warrant #77 in the amount of \$96,081.49; to approve municipal warrant #78 in the amount of \$11,461.00; to approve municipal warrant #79 in the amount of \$805,914.35; to approve municipal warrant #80 in the amount of \$19,773.56; to approve municipal warrant #81 in the amount of \$457,305.92; to approve municipal warrant #82 in the amount of \$13,227.17; to approve municipal warrant #83 in the amount of \$24,898.30; to approve municipal warrant #84 in the amount of \$15,831.55; to approve municipal warrant #85 in the amount of \$191,555.85; to approve municipal warrant #86 in the amount of \$11,832.68; to approve municipal warrant #87 in the amount of \$25,624.42; to approve municipal warrant #88 in the amount of \$20,966.50; and, to approve municipal warrant #89 in the amount of \$88,115.69 .

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

To approve school warrant #37 in the amount of \$286,246.42; to approve school warrant #39 in the amount of \$236,577.44; to approve school warrant #41 in the amount of \$206,588.56; and, to approve school warrant #43 in the amount of \$188,588.15 .

3. DISCHARGE OF DEBT FOR TRAILERS PER RESULTS OF SPECIAL TOWN MEETING

Ms. Therrien presented the Board with the discharge of debt document on the trailers that citizens voted not to proceed with foreclosure due to their derelict

condition at a special town meeting. Members of the Board reviewed the document and signed the discharge of debt.

4. SIGNATURES FOR AMBULANCE CONTRACT - TOWN OF CUTLER

Ms. Therrien advised the Board that the Town of Cutler has returned its signed ambulance contract for the Board's signatures.

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

To sign the ambulance service contract with the Town of Cutler.

5. DISCUSSION OF BUDGET MEETINGS AND SCHEDULE

Ms. Therrien asked the members of the Board how they wanted to proceed in further development of the municipal budget. She noted that up to the current national Coronavirus pandemic the Board had made good progress in budget development. Ms. Therrien suggested holding a budget meeting on 4/29/20 at 2:00 PM and holding the third-party request meeting on 4/20/20 at 4:00 PM. The members of the Board discussed the dates and agreed to schedule the budget meetings as suggested. Ms. Therrien advised that she would involve the two members of the budget committee using social distancing in the town office.

6. ELECTION AND TOWN MEETING DATES

Ms. Therrien advised the Board that the state election has been re-scheduled to July 14th; she suggested that the Board would want to align the local election with the state schedule. The Board agreed that municipal elections will take place on July 14th and the annual town meeting will be held on July 15th. Mr. Whalen asked what the effect would be on candidates. Mr. Kitchen commented that he understood that all related deadlines were going to be extended. Mr. Rolfe pointed out that the date for candidates running for the Board of Selectpeople has passed but that this could change. Ms. Therrien noted that there is always the option of a candidate utilizing a write-in campaign. Mr. Rolfe asked about the scheduling of the school budget referendum; Ms. Therrien said that she would discuss a date with the school superintendent.

7. AWARD OF ANNUAL TOWN REPORT BID

The bids for the printing of the annual town report:

Albison's Printing - \$1,834.00
Creative Print Services - \$2,450.50
Downeast Graphics - \$3,256.25
The Snowman Group - \$1,868.76
X-press Copy - \$1,826.70

Ms. Therrien advised the members of the Board that she contacted the low bidder (X-press Copy) and discussed the work to be performed; she told the Board that the company agreed to work cooperatively with the Town as needed to complete the printing project.

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

To award the bid for the printing of the annual town report to X-press Copy in the amount of \$1,826.70 .

8. AWARD OF BID FOR PROJECT MANAGEMENT/COMMUNITY FACILITATION

Ms. Therrien explained that requests for proposals were solicited for project management services for the riverfront project to include all administrative services and community facilitation. She advised the Board that the Washington County Council of Governments submitted a proposal to perform the work for \$10,000. or less. The Board discussed the bid.

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

To award the bid for project management services to Washington County Council of Governments to perform the scope of work for \$10,000. or less contingent upon federal funding.

Mr. Whalen asked if the Board should consider putting the project on hold "until the future becomes clearer". Ms Therrien explained that there is an established timeline for completion and the grant funding for the project has been appropriated. She advised the Board that she can contact Maine Emergency Management to consult on funding status.

9. AWARD OF BID FOR ENGINEERING SERVICES FOR FEMA PRE-MITIGATION GRANT & SHIP

Ms. Therrien explained that she reviewed the proposals submitted to provide engineering services on the FEMA pre-mitigation grant and she recommends that Ranson Designs be awarded the bid to provide engineering services.

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

Based on the recommendation of the Town Manager, to award the bid to Ranson Designs contingent upon federal funding.

Mr. Whalen expressed concern that Machias citizens be hired to work on the project as opposed to non-residents. Mr. Rolfe commented that this is a good point and should be kept in mind to discuss with the contractor. Ms. Therrien

explained that a local engineering firm did not choose to submit a proposal; she pointed out that the contract work is in a specialized field with a limited number of companies with the expertise to respond to a request for proposals. Ms. Therrien pointed out that the jobs created for the project are not usually construction jobs.

10. WATER REPORT SAMPLES AND PFOS/PFAS

Mr. Whalen advised the other members of the Board that he contacted a consultant with the State on testing the town's water who recommended that he contact a water quality firm to perform an analysis of a water sample. Mr. Whalen reported that he sent a water sample to the company which analyzed the sample and found no evidence of PFAS (cost of the test was \$250.). It was noted that there is still a question as to why there is evidence of PFAS present in sewer wastewater. Mr. Rolfe and Mr. Kitchen expressed appreciation to Mr. Whalen for having a sample of the town's water analyzed. Ms. Therrien suggested that Mr. Whalen and Mr. Pellon be reimbursed for the cost of the sample analysis.

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

To reimburse Mr. Whalen and Mr. Pellon the sum of \$125. each for the cost of a municipal water sample analysis with funding allocated from contingency.

Vote on Motion: 4 votes in support of motion with 1 abstention (Mr. Whalen)

11. SOLID WASTE/TRANSFER STATION

Mr. Rolfe noted that at the Board's last meeting the Board had requested that the Town Manager look into the costs of municipal roadside trash pick-up. Ms. Therrien said that she would need more time to look into all the costs associated with such an operation and develop an analysis for the Board. Mr. Rolfe suggested that the Board await further consultation and research into municipal trash options.

12. OTHER BUSINESS

A. Ms. Therrien informed the Board there is a total cost of \$8500. to move the police department to the telebusiness building and complete conversions to the building.

The members of the Board discussed the two bids received to perform necessary carpentry work at the telebusiness center. Mr. Rolfe noted that one bidder (10-31 Builders) was very specific in detailing their bid outlining the work and materials to be provided whereas the other bidder (J & C Masonry) provided a bid with very little detail. Mr. Jackson commented that the contractor who provided a less detailed bid was dependable and would do a good job. The Board discussed how to proceed.

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

Based on clarification that the low bidder would install like materials and detailing, to award the bid to the low bidder contingent on the contractor agreeing to the specifications outlined in the request for bids.

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

To move the police department to the telebusiness center building contingent on the award of the bid for carpentry costs to complete the conversion.

B. Ms Therrien advised the Board that Axiom Technologies has submitted to the State an application for a thirty day permit by rule on the expansion of fiberoptic.

C. Ms. Therrien informed the Board of a delay on training in using the extractor at the public safety building due to the on-going health crisis.

D. Ms. Therrien updated the Board on the airport project.

E. Mr. Kitchen encouraged local businesses to participate in the second round of stimulus funding.

F. Ms. Therrien suggested development of a promotional video highlighting the town's businesses which could be included on the town's web page. The members of the Board gave their approval.

On a motion by James Whalen, seconded by Paula Johnson-Rolfe, the Board voted to adjourn the meeting at 7:31 PM.