

BOARD OF SELECTPEOPLE - TOWN OF MACHIAS

JUNE 10, 2020

A meeting of the Machias Board of Selectpeople was called to order (via Zoom platform) at 6:10 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, Bruce Smith, Sarah Craighead Dedman, Richard Larson, Mary Angarola, Bob Berta, 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 May 27, 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 #100 in the amount of \$16,955.15 to approve municipal warrant #101 in the amount of \$182,041.52; to approve municipal warrant #102 in the amount of \$17,559.84; and, to approve municipal warrant #103 in the amount of \$55,640.20 .

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

To approve school warrant #49 in the amount of \$253,095.09 .

3. LIQUOR LICENSE RENEWAL/SPECIAL AMUSEMENT PERMIT - THIRSTY MOOSE

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

To approve a liquor license renewal and a special amusement permit for the Thirsty Moose.

4. LETTER TO TOWN AUDITOR

Ms. Therrien advised the Board that she has sent a letter to the town's current auditor advising renewal of the agreement with the auditor to conduct the annual audit. Mr. Whalen pointed out that the audit was late this year, not being received until late April. Ms. Therrien explained that some corrections and additional information had to be provided by the school department which delayed the completion of the audit. The Town Manager advised the Board that the school department has been asked to provide information in a more timely manner to allow the audit to be finished in November. It was the consensus of the entire Board to renew the agreement with the town's current auditor.

5. GOVERNOR'S NEW EXECUTIVE ORDER ON ELECTIONS

Mr. Rolfe noted that Governor Mills recently issued an executive order that impacts municipal elections and town meetings. Town Clerk Sandra Clifton explained that municipalities have the option to conduct elections by referendum for both school and municipal departments. Ms. Clifton cautioned that utilizing a referendum requires that every question be placed on the ballot which could mean extensive time for voters to complete a ballot and that there would be no formal town meeting. Mr. Rolfe noted that perhaps twenty-five to thirty voting booths could be set up in the school gym to accommodate voters. Ms. Clifton noted that would mean a lot of work and that the town does not possess that many voting booths. Mr. Rolfe commented that the members of the Board do not take all the extra work required lightly. Ms. Johnson-Rolfe added that the Town is seeking more participation from its citizens. Ms. Clifton cautioned that the ballot would have at least seventy questions for voters to review. Ms. Therrien commented that voters could be encouraged to use absentee ballots.

Mr. Rolfe suggested that the Board examine all options on conducting voting this year. He asked the Board to think about voting on municipal business at a town meeting and voting on the school items in a referendum format since there is time to set up voting in this manner. The Board discussed conducting voting as Mr. Rolfe suggested. It was the consensus of the Board to use this format this year. Ms. Clifton noted that July 14th would be set aside for voting. Ms. Therrien told the Board that she would inform the school superintendent of the Board's decision and that she will consult with MMA on the separate voting formats. Ms. Clifton told the Board that they would have to look at scheduling the second half of the town meeting sometime after that. Mr. Rolfe acknowledged this and noted that as soon as the entire budget is finalized the Board can make a decision on this date.

6. DESHON SCHOLARSHIP AWARDS

Ms. Therrien announced the recipients of the municipal scholarships. She noted that there were two eligible candidates for the scholarships this year who will receive monies whereas there were no candidates last year.

7. AIRPORT DONATION

Ms. Therrien announced that Mr. Phil Ryder of Gatesville, Ohio has donated \$2,500. (\$500. for 5 years) to the airport. She advised the Board that she will forward a letter of thanks to Mr. Ryder. The Board expressed their appreciation to Mr. Ryder for his donation.

8. TOWN OFFICE CLOSURE INFORMATION

Ms. Therrien advised the Board that the Machias Town Office will be closed to regular business on July 1st in order for personnel to conduct the year-end closure of books and completion of state reports as well as being closed on July 14th for elections/referendum.

9. FIREFIGHTER APPLICATION

Ms. Therrien asked the Board to appoint Mr. Jonathan Montgomery as a volunteer firefighter; she reviewed Mr. Montgomery's credentials and explained that she and the Fire Chief are making this recommendation.

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

Upon a recommendation from the Town Manager and the Fire Chief, to appoint Mr. Jonathan Montgomery as a volunteer firefighter with the stipulation that Mr. Montgomery must provide proof of a fit-for-duty physical examination within six months time.

10. SIDEWALK UPDATE & RECOMMENDATION

Ms. Therrien informed the Board that she reviewed and discussed the bid received on sidewalk repairs with the Public Works Director, Mr. Schoppee. She advised the Board that she also discussed the bid with the contractor, Mr. Donnie Hanscom, who offered some suggestions as to cost saving shortcuts to the sidewalk repairs but, she noted, that she thought it best to try to obtain quality results that would extend the life of the sidewalks. Ms. Therrien reviewed the sidewalks which she recommended be repaired with the funds allocated in the budget for the repairs.

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

To accept the bid prices from Hanscom Construction for sidewalk projects (Items #1 to #6 on the RFP) in the amount of \$91,273.

11. MACHIAS WATER COMPANY LETTER

Ms. Therrien asked the members of the Board to review a letter of response received from the Machias Water Company and she suggested that the Board allow an official response by the Town.

12. OTHER BUSINESS

A. Mr. Whalen noted that the budgets for the school and municipal entities clearly separate school from town responsibilities and he specifically pointed to the budget items for maintenance and groundskeeping. He noted that the school department employs eight custodians yet expects the Town to provide some services. Mr. Rolfe asked that the Town Manager and the Public Works Director provide input on Mr. Whalen's concerns. Ms. Therrien commented that the Public Works Department should take care of municipal activities. She noted that the Town and the school department had jointly purchased a riding lawn mower. Ms. Therrien encouraged the members of the Board to tour the school grounds.

B. Ms. Therrien noted receipt of a letter from the Sunrise Economic Council advising the Town of plans to move forward with the entrepreneurial building project.

C. Ms. Therrien noted that the Board has the most recent transfer station billing update for their review.

D. Ms. Therrien informed the Board that the costs of the extractor installation did go over budget; she explained that there were \$10,500. in donations with \$15,000. placed in the budget for installation costs. Ms. Therrien noted that the total project cost totaled \$32,209.45 resulting in a \$6,709.45 shortfall. She advised the Board that the shortfall was funded from the building improvements budget.

E. Ms. Therrien noted that the Board has a copy of a letter from the MDOT on the bypass project.

F. Ms. Therrien reviewed the crosswind assessment runway meeting recently conducted. She noted that there is a slideshow presentation that members of the Board can review as well as a report to examine. Ms. Therrien added that there is a two week window for public comment.

On a motion by Paula Johnson-Rolfe, seconded by Bill Kitchen, the Board voted to adjourn the meeting at 7:06 PM.