

BOARD OF SELECTPEOPLE - TOWN OF MACHIAS

SEPTEMBER 8, 2021

A meeting of the Machias Board of Selectpeople was called to order at 6:10 PM by Chairman Paula Johnson- Rolfe. In attendance were Board members Leslie Haynes, James Jackson, Sandra Sinford, and Carole Porcher; Interim Town Manager Bill Kitchen; Secretary Cathy Lord; Town Clerk Sandra Clifton; Mary Angarola, David Clark, Sharon Mack, Josh Rolfe, Ed Pellon, Sarah Craighead Dedmon.

1. MINUTES - REVIEW AND ACTION

On a motion by James Jackson, seconded by Sandra Sinford, the Board voted to approve the minutes of the August 25, 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 #17 in the amount of \$545,566.02 and to approve municipal warrant #19 in the amount of \$20,964.97 .

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

To approve municipal warrant #18 in the amount of \$11,966.22 .

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

To approve school warrant #90321 in the amount of \$269,096.63 .

3. FUEL OIL BIDS

Members of the Board opened sealed bids responding to specifications for the purchase of heating oil.

<u>Bidder</u>	<u>Price Per Gallon</u>	<u>Firm Differential</u>	<u>Net Delivery Price Per Gallon</u>
R.H. Foster Energy LLC	\$2.1488	0.2732	\$2.4220
J & K Fuel	\$2.33	0.10	\$2.43
Dead River	\$2.0161	0.4377	\$2.5438
Fraser Energy Solutions	\$2.18	0.20	\$2.38

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

To award the bid for heating oil to the low bidder, Fraser Energy Solutions, for a net delivery price per gallon of \$2.38 .

4. PROPANE FUEL BIDS

Members of the Board open sealed bids responding to specifications for the purchase of propane fuel.

<u>Bidder</u>	<u>Price Per Gallon</u>	<u>Firm Differential</u>	<u>Net Delivery Price Per Gallon</u>
R.H. Foster Energy LLC	\$1.549	0.45	\$1.999
J & K Fuel	\$1.62	0.25	\$1.87
Dead River	\$1.17	0.7146	\$1.88
Fraser Energy Solutions	\$1.58	0.20	\$1.78

Mr. Rolfe pointed out that the ownership of the tanks used by the Town might have to be a consideration in awarding the bid. Ms. Clifton noted that Dead River owns the tanks currently being utilized by the Town. Members of the Board discussed how the ownership of the tanks could impact the price of the propane. Ms. Johnson-Rolfe noted that this needs to be flushed out for future bid specifications. It was the consensus of the Board to revisit the propane bids if there is an additional cost to change tanks.

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

To award the bid for propane fuel to the low bidder, Fraser Energy Solutions, for a net delivery price per gallon of \$1.78 contingent upon further investigation on tank ownership and there being no additional cost for tanks being changed out.

5. WINTER SAND BIDS

Members of the Board opened sealed bids responding to specifications for the purchase of winter sand. Ms. Johnson-Rolfe read the bid specifications aloud for the provision of 2100 cubic yards of winter sand to be ready for delivery by October 15th with delivery completed by October 29th.

<u>Bidder</u>	<u>Option #1</u>	<u>Option #2</u>
By Us Company	\$9.50/cubic yard	No Bid
Jonesboro Sand & Gravel	\$16.50/cubic yard	\$11.00/cubic yard
Hanscom Construction	\$11.50/cubic yard	\$7.75/cubic yard

Note: Option #1 - sand delivered and screened by contractor; Option #2 - Town picks up with municipal trucks

Mr. Pellon pointed out that the Town has a significant stockpile of sand left from last winter. Ms. Clifton noted that she had discussed the Town's needs for this coming winter with the Public Works Director and that Mr. Schoppee had told her that the Town needs 2100 cubic yards of sand for this year. Ms. Johnson-Rolfe clarified that the Public Works Director has assessed the Town's needs and requested that 2100 cubic yards of sand be specified in the request for bids. The Board discussed the bids received. Ms. Sinford suggested that when the Town opens bids for winter sand at this time next year Mr. Schoppee be asked to attend the meeting to provide his input.

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

To request that the Public Works Director make a decision as to awarding the bid to either By Us Company at \$9.50 per cubic yard for Option #1 or Hanscom Construction at \$7.75 per cubic yard for Option #2.

6. REMOTE MEETING PARTICIPATION POLICY

Mr. Kitchen shared an example of a remote meeting participation policy for the Board to review. He explained that groups are still allowed to meet remotely if the Board passes a remote participation policy. The members of the Board reviewed the policy. Mr. Kitchen summarized that a person would be allowed to participate remotely if that person cannot attend in person or cannot attend due to an emergency situation when the Board must have a meeting. Ms. Porcher asked, for example, if a person could not attend because they were on vacation this might be addressed under the participation policy? Mr. Kitchen said that a planned vacation does not appear to meet the standard. Mr. Jackson pointed out that there is language in the policy of "temporary absence" that would appear to address the situation if one were on vacation. Ms. Johnson-Rolfe pointed out that the Board can table the policy until their next meeting or act on the policy tonight. She explained that there needs to be a policy in place if some situation comes up; she added that the policy can be revised if needed.

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

To accept the remote meeting participation policy as presented.

7. TOWN MANAGER POSITION

Mr. Kitchen advised the members of the Board that he has resigned from the town manager search committee and that he has applied for the position of town manager.

The Board discussed the composition of the search committee. Ms. Johnson-Rolfe pointed out that it is difficult to have three members of the Board on the search committee. She pointed out that meetings would need to be advertised due to the attendance of three members of the Board. The members of the Board expressed their interest in serving on the search committee. Ms. Johnson-Rolfe commented that the first step should be to reach out to the seven to nine applicants to see if they are still interested in the position since they may have applied several months ago. Ms. Mack commented that the search committee should follow a process, possibly needing to reach out to MMA for advice. Ms. Johnson-Rolfe pointed out that two members of the Board have not reviewed resumes. She suggested that the Finance Director (a member of the search committee) could send out the resumes to Ms. Sinford and Ms. Porcher. It was decided that the search committee would meet on Sept. 15th at 6:00 PM.

8. MDOT/DIKE PROJECT

Mr. Kitchen reminded the Board that the MDOT will present plans for the dike renovation on Sept. 14th from 4:00 to 7:00 PM in a science fair format on the dike. He pointed out that there will also be a table with information on the flood wall.

Mr. Rolfe commented that there have been comments on social media claiming that the Board has made definite decisions about what will happen in the dike area. He stated that the Board has not made any vote in support of the bridge option or the baffles option.

9. BIKE MAINE WEEKEND

Mr. Kitchen reminded everyone that Bike Maine Weekend takes place in Machias on Sept. 11th & 12th with 250 riders and 50 volunteers along with 500+ people in attendance at the fiber festival (Pellon Center) on Saturday Sept. 11th. Mr. Kitchen noted that both the fire department and the ambulance service will be staged at the site and that the sheriff's department has been notified of the planned events.

10. COMPREHENSIVE PLAN COMMITTEE UPDATE

Mr. Kitchen advised that the comprehensive plan committee is in the planning and strategy phase for public input and is currently developing surveys (resident, business owner, visitor, surrounding community member) comprised of four questions which take only a few minutes to complete. Mr. Jackson suggested publishing the questions in local newspapers giving people the opportunity to respond more easily; he noted the need to get more people to provide input. Ms. Johnson-Rolfe suggested that another option would be to do something on-line. Mr. Kitchen noted that he would like to develop an e-mail listing of Machias residents which could be utilized for this type of purpose. Ms. Johnson-Rolfe suggested that residents could be asked to provide their e-mail addresses during an election/voting which would bring them into the town office.

11. POLICE DEPARTMENT UPDATE

Mr. Kitchen noted that the Board has met with police chief candidates. Ms. Johnson-Rolfe commented that there are two qualified applicants for the position. She advised the other members of the Board that she believes that there needs to be very clear expectations and clearly defined parameters of the job expectations the Board has for whomever is hired. Ms. Johnson-Rolfe stated that there needs to be a clearly defined job description. The members of the Board discussed clearly defining the expectations of the position. Mr. Kitchen said that he can put together a summary of the candidates' qualifications. He added that he can develop a job description that the Board can review and make revisions as needed. Ms. Sinford said that the description should clarify expectations on building a police department and maintaining all aspects of a department. Mr. Jackson agreed with Ms. Sinford's comments and he

noted that a police chief must be able to maintain the standards of a department. Ms. Johnson-Rolfe noted that Ms. Sinford's and Mr. Jackson's specifics are examples of what needs to be included in a description containing clear and concise expectations; she added that the expectations cannot be "wishy-washy" and the the Board cannot give false impressions of what the job entails. Ms. Johnson-Rolfe pointed out that the job description could change a candidate's interest in the position. Ms. Porcher pointed out the drafting of a job description needs to be expedited in this process. Mr. Rolfe commented that a job description of a working chief's position is unquestionably the priority. Ms. Johnson-Rolfe stressed that the Board needs a job description to give to the candidates.

12. OTHER BUSINESS

- A. Ms. Mack addressed the Board; she explained that she was speaking as a resident of the town in advocating for a group of people who would like to create an artist's council. She noted that such a group would like to be able to apply for grant monies. Ms. Mack asked if the Board would be willing to support an art council? After a brief discussion, it was the consensus of the Board to support an art council.
- B. Mr. Kitchen informed the Board that the fuel farm at the airport is currently under construction.
- C. Mr. Kitchen advised the Board that the Machias Town Office will be closed on Sept. 22nd due to unavoidable issues.
- D. The Board decided that their Sept. 22nd meeting would begin at 5:00 PM.

On a motion by James Jackson, seconded by Sandra Sinford, the Board voted to adjourn the meeting at 7:50 PM.