

# BOARD OF SELECTPEOPLE - TOWN OF MACHIAS

SEPTEMBER 13, 2023

A meeting of the Machias Board of Select-People was called to order at 6:12 PM by Chairman Jake Patryn. In attendance were Board members Carole Porcher, Sandra Sinford, Ben Edwards (via Zoom), and Michael Hinerman; Town Manager Bill Kitchen; Secretary Cathy Lord; Ambulance Chief Ryan Maker; Police Chief Keith Mercier, Tom Simmons, Paul Sylvain, John Morse, Ross Pedersen, Bob Berta.

## **1. MINUTES - REVIEW AND ACTION**

On a motion by Sandra Sinford, seconded by Michael Hinerman, the Board voted to approve the minutes of the August 23, 2023 Board meeting.

## **2. WARRANTS - REVIEW AND ACTION**

On a motion by Michael Hinerman, seconded by Sandra Sinford, the Board VOTED:

To approve payroll warrant #6 in the amount of \$288.04; to approve payroll warrant #7 in the amount of \$15,512.88; to approve payroll warrant #9 in the amount of \$29,079.04; to approve payroll warrant #11 in the amount of \$16,555.56; to approve payroll warrant #13 in the amount of \$24,085.78; to approve payroll warrant #15 in the amount of \$15,763.55; to approve payroll warrant #17 in the amount of \$30,341.10; to approve payroll warrant #19 in the amount of \$16,819.28; and, to approve payroll warrant #21 in the amount of \$21,947.59 .

On a motion by Michael Hinerman seconded by Carole Porcher, the Board VOTED:

To approve accounts payable warrant #8 in the amount of \$181,776.40; to approve accounts payable warrant #10 in the amount of \$1,419,637.64 to approve accounts payable warrant #12 in the amount of \$1591,325.16; to approve accounts payable warrant #14 in the amount of \$42,494.13; to approve accounts payable warrant #16 in the amount of \$90,262.76; to approve accounts payable warrant #18 in the amount of \$51,711.27; to approve accounts payable warrant #20 in the amount of \$1,504,027.95; and, to approve accounts payable warrant #22 in the amount of \$394,867.52 .

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

To approve school warrant #071423 in the amount of \$478,733.48; to approve school warrant #072823 in the amount of \$298,937.24; to approve school warrant #081123 in the amount of \$278,174.48; to approve school warrant #082523 in the amount of \$379,521.53; and, to approve school warrant #090823 in the amount of \$283,248.45 .

## **3. MAINE MUNICIPAL ASSOCIATION - VOTING DELEGATE CREDENTIALS**

Mr. Kitchen advised the members of the Board that MMA's annual business meeting is scheduled to be held on 10/4/23 in Augusta and he requested that the Board appoint a voting delegate and an alternate for the meeting.

On a motion by Carole Porcher, seconded by Michael Hinerman, the Board  
VOTED:

To assign the Town Manager as a voting delegate to the MMA business meeting on  
10/4/23 and to appoint Chairman Patryn as alternate.

Vote on Motion: 4 to 0; Mr. Patryn abstained

#### **4. PROPANE BIDS**

Members of the Board opened the two bids received for the purchase of propane fuel.

##### Bids

Dead River Company: \$1.14 Price per gallon 0.13 Firm differential \$1.27 Net  
delivered price per gallon

R. H. Foster: \$1.579 Price per gallon 0.06 Firm differential \$1.639 Net delivered  
price per gallon

Mr. Patryn compared this year's bids to last year's bids and he noted that this year's bids  
are significantly lower. He also pointed out that there is a significant 25% difference in  
this year's two bids. Mr. Kitchen noted that the propane tanks are owned by the fuel  
companies and that if there needs to be a switch in tanks that there should be no cost to  
the Town. He recommended that the bid be awarded to the lowest bidder. Mr. Patryn  
pointed out that the tank changeover was addressed in the bid specifications.

On a motion by Michael Hinerman, seconded by Sandra Sinford, the Board  
VOTED:

To award the bid for the purchase of propane to Dead River Company for a net delivered  
price of \$1.27 per gallon.

#### **5. FUEL OIL BIDS**

Members of the Board opened the two bids received for the purchase of fuel oil.

##### Bids

Dead River Company \$3.48 Price per gallon 0.08 Firm differential \$3.56 Net  
delivered price per gallon

R. H. Foster \$3.334 Price per gallon 0.296 Firm differential \$3.63 Net delivered  
price per gallon

Mr. Patryn compared this year's bids to the bids received last year. Mr. Kitchen noted  
that he had not been thrilled about the services of Dead River last year, there were real  
issues initially but that the company addressed those issues and the problems were  
resolved.

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

To award the bid for fuel oil to Dead River Company at a net delivered price of \$3.56 per  
gallon.

Ms. Sinford requested that the Town Manager keep the members of the Board updated on the status of customer service this year.

## **6. WINTER SAND BIDS**

Members of the Board opened bids received on the purchase of winter sand.

### Bids

By Us Company - \$15.00 per cubic yard

Old School Construction - \$10.85 per cubic yard

Mr. Kitchen noted that the specifications call for the contractor to screen and deliver sand to the Town's pit. Mr. Patryn reviewed specifics regarding the contractor whom he noted are experienced.

On a motion by Michael Hinerman, seconded by Sandra Sinford, the Board  
VOTED:

To award the bid for winter sand to Old School Construction at \$10.85 per cubic yard.

## **7. MACHIAS POLICE DEPARTMENT**

Chief Mercier updated the Board on recent activities within the Machias Police Department. He noted that the department has received over one thousand calls since January 1st and are on track to receive fifteen hundred calls for the year. Chief Mercier advised the Board that he is waiting for the contract for the SRO with the school department, he noted plans for the Walk For Recovery event, and he updated the Board on the progress of the town's police officer presently attending the police academy with an expected December 15th graduation date.

## **8. AMBULANCE SERVICE**

Mr. Ryan Maker, Chief of the Machias Ambulance Service, updated the Board on activities in the ambulance service. He noted that one hundred twenty-five calls were taken in August and that there are twenty-five people on the current ambulance roster; he noted that the service has resolved its employment issues and are progressing. He explained to the Board that he will slow down on recruitment now that these issues have been solved. Mr. Maker pointed out that the service has sent out \$106,0991. in billing for August compared to \$35,000. in August of last year. Mr. Maker noted that ambulance transfers are making a big difference in the financial recovery of the service.

Mr. Maker noted that Dustin Maxie is coming on as an EMT in the ambulance service. He noted that Mr. Maxie has graduated from the apprenticeship program. He recommended that the Board appoint Hannah Maker as an EMT to the service.

On a motion by Carole Porcher, seconded by Michael Hinerman, the Board  
VOTED:

As recommended by the Ambulance Chief, to hire Hannah Maker as an EMT to the Machias Ambulance Service.

Mr. Kitchen advised the Board that details regarding pay issues that the Board addressed at their last meeting are currently being worked out.

Mr. Kitchen, Mr. Maker, and the Board discussed the financial status of the ambulance service. It was noted that there is currently \$330,000. in the ambulance enterprise account; Mr. Maker noted that \$40,000. was spent to purchase the power lift and the stretcher. He advised the Board that the used ambulance will cost \$70,000. and that the refurbished cardiac unit will cost \$30,000. Mr. Edwards commented that he was nervous about the financial status of the ambulance service; he commented that the numbers need to be resolved.

Mr. Tom Simmons, Assistant Chief of Brooks Ambulance Service, advised the Board that the ambulance being sold to the Machias Ambulance Service probably won't be ready to be turned over to Machias until the end of September. He noted that Brooks purchased the ambulance new in 2020 and has approximately 111,000 miles on it. Mr. Simmons told the Board that maintenance records can be provided. Mr. Maker noted that the ambulance is in the parking lot and can be inspected. Mr. Patryn suggested that the Board can take some time to examine the numbers and get some clarity. He noted that the Board can put together a special meeting if the need arises. Mr. Simmons commended Mr. Maker and Mr. Simmons on their efforts in rebuilding the ambulance service. Mr. Patryn noted that the members of the Board appreciate their efforts. After a short discussion, Mr. Patryn suggested that the Board can wait to take action at their next regularly scheduled meeting.

## **9. OTHER BUSINESS**

A. Mr. Kitchen noted that the old rescue truck is being retired and that he has received some inquiries regarding the purchase of this vehicle. Mr. Kitchen advised the Board that the vehicle should be put out to bid with a minimum bid.

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

To authorize the Town Manager to put the old fire rescue truck out to bid with a minimum bid set on the vehicle to be approved by the Fire Chief and the Public Works Director with the funds realized by the sale of the vehicle to revert to the fire department.

B. Mr. Kitchen advised the Board that he is attempting to get MMA to set up a local workshop for municipal boards and committees. Ms. Sinford suggested that surrounding town officials would be interested in participating in such a meeting.

C. Mr. Kitchen reported that Maine Department of Transportation has postponed the local paving project until next year. He noted that MDOT will include the paving of Court Street in the project.

## **10. ADJOURNMENT**

On a motion by Michael Hinerman, seconded by Sandra Sinford, the Board voted to adjourn the meeting at 7:23 PM.