

BOARD OF SELECTPEOPLE - TOWN OF MACHIAS

SEPTEMBER 26, 2018

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; Finance Director Meghan Dennison; Public Works Director Mike Schoppee; Ed Pellon, David Clark, Mary Angarola, James Ackley, Bruce Smith, Gordon Beck, James Jackson, Bob Berta, Sarah Craighead Dedmon.

1. MINUTES - REVIEW AND ACTION

On a motion by Bill Kitchen, seconded by Paula Johnson-Rolfe, the Board voted to approve the minutes of the September 12, 2018 Board meeting with the name of Bruce Smith added to the attendance roster.

2. WARRANTS - REVIEW AND ACTION

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

To approve municipal warrant #23 in the amount of \$11,628.82; to approve municipal warrant #24 in the amount of \$432,156.94; to approve municipal warrant #25 in the amount of \$18,736.78; and, to approve municipal warrant #26 in the amount of \$518,521.36 .

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

To approve school warrant #13 in the amount of \$202,059.56 .

3. SOLID WASTE DISPOSAL AGREEMENT - WASHINGTON COUNTY UNORGANIZED TERRITORIES

The members of the Board signed the solid waste disposal agreement with the Washington County Unorganized territories.

4. VEHICLE CHARGING STATION PROPOSAL - A CLIMATE TO THRIVE

Mr. Gordon Beck, representing an entity called A Climate to Change, explained to the Board a formal proposal for the installation of an EV charging station in the Water Street parking lot. Mr. Beck recited a list of municipalities which have charging stations at the current time. He noted that A Climate to Change pays all the costs associated with the equipment and installation and that the Town will own the charging station. Mr. Beck explained that the town's Public Works Department would be asked to work with the installer (ReVision Energy) and the electrical contractor (Border Electric) to provide for the trenching work needed to bury the electric conduit running from the electric service panel to the charging station. Mr. Beck noted that the Town would be responsible for the

cost of the energy that the users utilize to charge their vehicles.

Mr. Rolfe asked if revenue would be collected from the use of the charging station. Mr. Beck explained that initially there would be no charge for use but there would be a donation box for contributions. He added that there is a potential in the future to modify the system to collect fees to cover the cost of the electricity. Mr. Rolfe asked specifically what entity is providing the funding for the charging station; Mr. Beck explained that funding is being provided by a private source which is unwilling to disclose itself. Mr. Kitchen commented that he was in favor of providing this service since it would bring people into the area and he supported the message it sends out that the Town supports clean energy. Mr. Whalen said that he does not support the Town having to pay for the costs of electricity; he pointed out that if the Town subsidizes this electrical cost maybe it should subsidize the electrical costs of its own citizens. Ms. Johnson-Rolfe asked what kind of liability issues would arise from the Town providing this service. Mr. Beck advised the Board that equipment liability would be covered under equipment warranties and that general liability would be covered under the town's own insurance.

Mr. Pellon pointed out that the service would be taxpayer funded; he pointed out that ordinary citizens would also have to pick up the gas taxes not being paid by the owners of the electric cars using the charging station. Mr. Rolfe said that the service is not intended to be free forever; he noted that the service would be provided free initially to electric car owners. Mr. Kitchen asked how users would learn that Machias has a charging station and Mr. Beck explained that information is posted on various sites, vehicle owners are aware of locations, and he noted that the municipality can also erect signs informing the public. Mr. Whalen said that he needed to think about this proposition; he pointed out that the Town would be giving a franchise and providing electricity at no cost only to some people. He also questioned if there was a time limit on the agreement with A Climate to Thrive.

Ms. Therrien noted that it is hoped to begin using the station in January 2019. She explained that three potential location sites for the charging station were identified in Machias and that the Water Street location was chosen. Mr. Beck noted a list of other municipalities where these charging stations have been installed and he pointed out that these towns have chosen to cover the cost of electricity for users. He added that towns can look at the revenue question for the future since there will only be an annual cost of a few hundred dollars initially. Ms. Johnson-Rolfe commented that she would really like to see data on electrical costs; she added that she is concerned that the Town not compete with private business. Mr. Pellon suggested that this be voted on by citizens at annual town meeting. Ms. Johnson-Rolfe said that she would like to see an option to opt out of any agreement if the electrical bill increases significantly; she expressed concern that the risk is the unknown cost of the electricity since there are no estimates on the true costs of the energy.

The Board discussed where the funds to pay for costs would be allocated; Mr. Rolfe suggested funding from the contingency account and that the Town would keep a close eye on the electrical bills. He suggested that the Board review the actual costs after a one year period. Mr. Beck informed the Board that ReVision Energy will install the charger at a cost of \$9000. Mr. Rolfe commented that this is a great service to provide to electric vehicle owners and Mr. Kitchen agreed. Mr. Beck noted that the contract would be for a two year commitment to allow accessibility and pay the costs of electricity.

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

VOTED:

To request that written contracts for the EV charging station be sent to the Town of Machias.

5. DISCUSSION OF WASHINGTON COUNTY BUDGET PROCESS WITH TOWN REPRESENTATIVE

Mr. Rolfe explained that he felt that the Board should provide some guidance to Mrs. Dennison this year which would allow her to speak authoritatively for Machias during county budget meetings. He noted that this discussion would benefit all involved parties as a starting point. Mrs. Dennison told the Board that this will be the ninth year she has served as the town's representative; she noted that the largest increase in this year's county budget is in law enforcement costs. Mr. Rolfe commented that Mrs. Dennison has done a great job representing Machias. Mrs. Dennison informed the Board that the first meeting of the group will be on September 27th.

Ms. Therrien informed the Board that last year's overall county budget increase was 7.7893%. The Board reviewed data sheets on this year's county budget. Mrs. Dennison pointed out that the proposed budget does not include the additional costs being proposed for law enforcement. Mr. Rolfe asked the other Board members if they had any specific directives for Mrs. Dennison. Ms. Therrien commented that Mrs. Dennison does a great job representing Machias since she asks many questions during the meetings and uses common sense approach. Ms. Therrien noted that one of her concerns regarding the proposed increase for law enforcement to deal with the drug problem in Washington County is assurance that personnel hired not be reassigned to other duties; she added that she would like to see a three year plan outlined to reassess effectiveness of this program. Mr. Rolfe asked that Mrs. Dennison update the Board at her discretion. He thanked Mrs. Dennison for her past efforts and spoke for the Board in saying that the Board knows she will represent Machias effectively.

6. WINTER SAND BIDS

Members of the Board opened bids received in response to a request for the purchase of 2000 cubic yards of sand for winter road maintenance.

Bids:

Wayne Spear & Son: Option #1 - \$12.50 per cubic yard Option #2 - \$7.50 per cubic yard

Ivan Hanscom: Option #1 - \$13.91 per cubic yard Option #2 - \$10.00 per cubic yard

By Us Co.: Option #1 - \$8.35 per cubic yard Option #2 - \$5.60 per cubic yard

Hanscom Construction: Option #1 - \$9.45 per cubic yard Option #2 - \$7.15 per cubic yard

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

VOTED:

To award the bid for 2000 cubic yards of sand for winter road maintenance to the By Us Co. leaving the decision as to the option to be utilized up to the discretion of the Public Works Director.

7. FUEL OIL BIDS

Members of the Board opened bids received in response to a request for the purchase of fuel oil for the municipal building, schools, the Porter Memorial Library, and general assistance recipients.

Bids:

Taylor Fuel: \$2.40 per gallon - firm differential of \$0.18 - delivered cost of \$2.58 per gallon
Dead River: \$2.52 per gallon - firm differential of \$0.12 - delivered cost of \$2.648 per gallon
Frazier Energy: \$2.366 per gallon - firm differential of \$0.05 - delivered cost of \$2.416 per gallon

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

To award the bid for the purchase of fuel oil to Frazier Energy at a delivered cost of \$2.416 per gallon.

8. TOWN OFFICE CLOSURE FOR ELECTIONS TRAINING

Ms. Therrien advised the Board that the Machias Town Office will be closed for business on October 17th to allow personnel to attend mandatory elections training.

9. RESIGNATION OF RESERVE POLICE OFFICER

The Board reviewed a letter of resignation submitted by Darrel Hinerman from his position as reserve police officer. Mr. Rolfe commented that Mr. Hinerman was extremely well respected during his nineteen years of service to Machias and that he will be missed. Other members of the Board concurred.

On a motion by Josh Rolfe, seconded by James Whalen, the Board
VOTED:

To accept Mr. Hinerman's letter of resignation with regret.

10. POLICY ON BOARD MEETINGS AND PUBLIC PARTICIPATION

Ms. Therrien noted that Board members have copies of sample policies on board meetings and public participation to review. It was the consensus of the Board that a separate workshop date will be scheduled for the Board to work on this policy.

11. POLICY ON TOWN SAND/SALT USE BY RESIDENTS

Ms. Therrien advised the Board that the town's insurance carrier has suggested posting that only the small sand pile at the Public Works Department can be accessed by citizens for private use. She noted that something could be drafted into a board policy and she will order signs advising citizens that they can use the smaller sand pile but there will be no accessing the large sand pile. Mr. Whalen suggested replying to the insurance

company that the Town of Machias utilizes practices that do not endanger the lives of its citizens. Mr. Rolfe noted that the placement of the signs will assure citizens of the correct practice to be followed.

12. PURCHASE OF COMMUNITY CHRISTMAS BANNERS

Ms. Therrien explained that that when the town's Christmas banners were laundered after last year's holiday season the banners were in "rough shape". She noted that that at a revitalization meeting a representative of a local bank suggested that the bank would donate \$800. for the purchase of new banners if the Town could donate \$800. along with collecting \$1000. from outside matches. Ms. Therrien noted that the sum of \$800. has already been spent on a Christmas garland. The Board discussed purchasing new banners.

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

To allocate \$800. from contingency to match an \$800. donation from Machias Savings Bank for the purchase of new Christmas banners.

13. DISCUSSION OF VACANT SELECTPERSON'S POSITION

The Board discussed options for filling the vacant position on the Board. Ms. Johnson-Rolfe commented that the time element and cost involved in having a special election was not practical. Other members of the Board agreed and several members commented that at the present time the Board is functioning well with its current four remaining members.

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

To leave the open seat on the Board vacant until the June municipal election.

14. LETTER FROM GUDRUN FRANZ REGARDING PURCHASE OF 54 WATER STREET

The members of the Board reviewed a 9/18/18 letter addressed to them from Gudrun Franz. Mr. Rolfe explained that Ms. Franz was the winning bidder of the town-acquired property located at 54 Water Street and that she is asking for a payment plan to pay the \$12,936. accepted bid to purchase the property. Mr. Rolfe noted that Ms. Franz proposes to pay a \$9000. deposit with the remaining \$3960. paid in full by 12/31/18 in equal monthly installments. Ms. Therrien noted that Ms. Franz was unable to attend tonight's meeting. Ms. Johnson-Rolfe pointed out that the proposed tax and sewer acquired property policy has been withdrawn from consideration at the present time. Mr. Whalen pointed out that the Town would be, in essence, extending credit. Mr. Rolfe commented that the Board is trying to arrange payment for the property so the property is placed back onto the tax rolls. The members of the Board discussed the payment schedule Ms. Franz is requesting. Ms. Johnson-Rolfe said that she would support accepting the \$9000.

deposit but she added that if the monthly payments are not made in full by 12/31/18 this \$9000. payment would be forfeited by Ms. Franz. Ms. Therrien added that the Board should request that Ms. Franz provide proof of insurance through the payment period. Mr. Whalen cautioned that no deed for the property would be issued to Ms. Franz until the entire purchase price has been paid to the Town.

Mr. James Ackley commented that if he had known that the Town would accept a payment plan he would have submitted a higher bid. Ms. Johnson-Rolfe noted the need to have a comprehensive policy to address issues with tax and sewer acquired property. Mr. Kitchen asked Mr. Ackley if he was willing to give the Town a check in the amount of \$9000. and Mr. Ackley said that he would.

Mr. Whalen made this motion for consideration:

To withdraw the property until a tax and sewer acquired property policy is in place.

Motion failed due to lack of a second.

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

To advise Ms. Gudrun that the sum of \$9000. is due as payment by 4:00 PM on 9/28/18 and that she agrees to pay the entire outstanding balance totaling \$3960. in monthly payments by 12/31/18 or else forfeit the \$9000. deposit and that she will provide proof of insurance to the Town.

15. TAX AND SEWER ACQUIRED PROPERTY POLICY

It was the consensus of the Board that a separate workshop date will be scheduled for the Board to work on this policy.

16. DISCUSSION OF ESTABLISHING PARKS/RECREATION DIRECTOR

Mr. Whalen proposed that the Board consider creating a coordination director for parks and recreation who would schedule activities at seasonal times of the year, work with the Public Works Director to prepare areas for use, provide activities for all ages, and improve the town's parks and recreation areas. Ms. Johnson-Rolfe suggested discussing this concept at budget preparation meetings. Mr. Whalen said that the interim time would allow the Town Manager the opportunity to develop a formal presentation to discuss during budget development meetings next year.

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

To authorize the Town Manager to develop a parks/recreation budget to include a director with benefits, facilities, and activities program for the Board to consider.

17. AIRPORT BUSINESS PLAN

Mr. Whalen noted that the federal government had plans for creation of a five thousand foot runway extension at the Machias Valley Airport which will require a host of business activities and maintenance needing to occur at the facility. He suggested that the

Board ask its citizens if they are willing to accept this burden. Mr. Kitchen pointed out that the Town is not applying for the extension and the extension is not in the airport improvement plan. Mr. Rolfe noted that the Town is a long ways away from any such development and any discussion of an airport business plan is premature.

18. PLAN FOR REPAIRS/REPLACEMENT OF SIDEWALKS, CURBS, ROADS

Mr. Whalen commented that the Town should “set an example for cleaning its sidewalks and property owners would follow suit”. He suggested that the Town needs a plan for repair and replacement of sidewalks. Mr. Whalen said that “the Town can do better in keeping roads and sidewalks clean” and he would like to address the capital improvement of sidewalks in town. Ms. Johnson-Rolfe commented this is a discussion to have at budget development meetings during the next budget cycle. Ms. Therrien reiterated her comments from a previous meeting about the MDOT requiring engineering for state owned roads and that the Town would need to address funding these engineering costs; she noted that there are no monies to address these costs in the current municipal budget. Mr. Rolfe stated that the Town could ask an engineer for an estimate of engineering costs. Mr. Kitchen said he thought it would be a good idea to put replacement of sidewalks before the voters to see if they are willing to absorb these costs into their property taxes.

19. OTHER BUSINESS

A. Ms. Therrien noted that the Board has a notification on a Business After Hours scheduled on 10/4/18 from 5:00 to 7:00 PM at Bar Harbor Bank & Trust.

B. Ms. Therrien called the Board’s attention to an e-mail request from Marcus Librizzi for permission to conduct a ghost hunt in the Atusville burial ground the night of 9/29/18.

C. Ms. Therrien pointed out that the Board has an updated cost comparison of property taxes since 2003 (Your Taxes at Work) and a copy of the MDOT snow and ice control agreement.

D. Mr. Whalen asked about the annual written evaluation of the town manager. Mr. Rolfe suggested that the Board be provided with a copy of the last evaluation and that the members of the Board consider the process of evaluation and look at ideas for the evaluation.

E. The Board discussed scheduling a workshop on 10/17/18 on the adult use and medical marijuana ordinance. Ms. Therrien suggested utilizing the Machias Savings Bank community room for the workshop and she said that she would tentatively set this up. Mr. Rolfe noted that this will be a working discussion by the Board of medical marijuana laws and the impact on Machias and will not have a citizen input component. The other members of the Board agreed that the purpose of the workshop is for the Board to have a discourse on legalized marijuana.

On a motion by Paula Johnson-Rolfe, seconded by Bill Kitchen, the Board voted to adjourn the meeting at 8:10 PM.