

BOARD OF SELECTPEOPLE - TOWN OF MACHIAS

OCTOBER 11, 2023

A meeting of the Machias Board of Selectpeople was called to order at 6:05 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, Code Enforcement Officer Kevin Brodie; Tim Mace, Stephen Simmons, Paul Sylvain, Mary Angarola, David Clark, Bob Berta.

1. MINUTES - REVIEW AND ACTION

On a motion by Carole Porcher, seconded by Ben Edwards, the Board voted to approve the minutes of the September 27, 2023 Board meeting.

2. WARRANTS - REVIEW AND ACTION

On a motion by Carole Porcher, seconded by Ben Edwards, the Board VOTED:

To approve payroll warrant #27 in the amount of \$24,630.14 and to approve payroll warrant #29 in the amount of \$24,897.04 .

On a motion by Carole Porcher, seconded by Ben Edwards, the Board VOTED:

To approve accounts payable warrant #28 in the amount of \$1,569,068.17 and to approve accounts payable warrant #30 in the amount of \$117,396.48 .

On a motion by Carole Porcher, seconded by Ben Edwards, the Board VOTED:

To approve school warrant #100623 in the amount of \$303,660.81 .

3. PROPANE BIDS

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

Bids:

J & K Fuel - \$2.095 guaranteed price per gallon (firm differential of 0.75)
Dead River - \$1.45 guaranteed price per gallon (firm differential of 0.20)
R.H. Foster - \$1.64 guaranteed price per gallon (firm differential of 0.25)

Members of the Board noted that R.H. Foster's bid stated that there was a caveat regarding the price possibly being higher depending on market conditions. Mr. Kitchen pointed out that Dead River submitted the lowest price with no caveat attached to their bid.

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

To award the bid for the purchase of propane fuel to Dead River at \$1.45 guaranteed price per gallon.

4. FUEL OIL BIDS

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

Bids:

J & K Fuel - \$3.58 guaranteed price per gallon (0.25 firm differential)
Dead River - \$3.20 guaranteed price per gallon (0.46 firm differential)
R.H. Foster - \$3.229 guaranteed price per gallon (0.18 firm differential)

Members of the Board pointed out that the R.H. Foster bid stated that there was a caveat that the per gallon price could be higher depending on market prices. Ms. Sinford noted that the bid was not fair and that other companies could change their bids also. Mr. Patryn commented that the caveat is hard to understand since the bid could change at any time. Mr. Kitchen advised the Board that they are locking in the Town's fuel prices for the coming year.

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

To award the bid for the purchase of fuel oil to Dead River at \$3.20 guaranteed price per gallon.

5. BIDS - OLD RESCUE TRUCK

Mr. Kitchen reported that he had put out the old rescue truck with the bid specifications outlining a minimum bid of \$9000. after consultation with the Fire Chief and the Public Works Director. Mr. Kitchen advised the Board that no bids were submitted to the Town. He told the Board that he had previously had interest from someone willing to purchase the truck with an offer of \$7500. but that this person did not submit a bid. The Board discussed how to proceed. Members of the Board suggested that the minimum bid be lowered to allow the sale of the truck.

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

To put the old rescue truck out to bid with no minimum bid with the right to reject or accept any and all bids.

6. JOINT TRAINING

Mr. Kitchen announced that there would be a joint training workshop presented by Eaton-Peabody for members of the Board of Selectpeople, the Planning Board, and the Appeals Board on either October 30th or November 2nd from 5:00 PM to 8:00 PM. He noted that he will firm up the training date.

7. SETTING DATE FOR MARIJUANA WORKSHOP

Mr. Kitchen noted that there will be an initial marijuana meeting to discuss options and procedures on October 18th at 6:00 PM at the telebusiness center. The Board discussed that the meeting would be public for the Board's discussion. Mr. Patryn noted that the meeting will be for internal planning and an organizational workshop for the Board members.

8. POLICE DEPARTMENT UPDATE

Chief Mercier advised the Board that he and Nicole Case are working on the school resource officer program and that the University of Maine at Machias is hiring a campus police officer. Chief Mercier reported on the 116 calls for service since 9/1/23.

9. MACHIAS AMBULANCE SERVICE

Machias Ambulance Service Chief Ryan Maker reported on the number of calls for service during the past month. He advised that the new ambulance has been delivered and that the next step will be to purchase the equipment needed to outfit it. Mr. Patryn noted that the Town is in the process of learning the amount existing in the ambulance enterprise account. Mr. Kitchen explained that a draft report of the 2021 audit will be available on October 13th; he pointed out that the tardiness of the audit is due to the financial practices of the school department. Mr. Kitchen reviewed with the Board the amount of incoming receipts for the ambulance service. Mr. Kitchen noted that the revenue of the ambulance service is coming from contracts and from billings for service and he pointed out that most months the ambulance service is pulling in finances of at least \$35,000.

Mr. Maker advised the Board that due to the specialty of the equipment that apparatus such as the heart monitor for the ambulance would not be available from any supply company but would have to be purchased from specific companies. He noted that the Board would have to waive the formal bid process to purchase this type of equipment. Mr. Maker noted that one of the ambulances is still out of service needing repairs.

The Board discussed a suggestion made by Mr. Patryn that the necessary equipment be purchased bypassing the town's bid process. Mr. Edwards suggested that the Board await the results of the audit; he noted that the Board will have the specific numbers shortly and that the Board can even schedule a special meeting to authorize the purchase of the equipment. Mr. Edwards pointed out that the bigger issue is that the school department continues to delay the audit due to its financial practices and stops other municipal departments from functioning in a forthright manner. He noted that the Town's leaders need to fix this problem as it continues to habitually cause problems for the Town. Mr. Patryn assured everyone that the Board is trying to expedite purchasing the ambulance equipment. Ms. Porcher cautioned that it is important to address the problem as soon as possible since every day that goes by the ambulance service is losing income. Mr. Maker agreed with Mr. Edward's suggestion to await the financial numbers and noted that the two day wait is acceptable. The members of the Board discussed how to proceed. Mr. Patryn stated that the Board will await the financial numbers and schedule a special meeting if needed to address the purchase of the ambulance equipment.

10. CODE ENFORCEMENT OFFICER KEVIN BRODIE

Code Enforcement Officer Kevin Brodie advised the Board of a dangerous building complaint against the status of a building at 7 Free Street in danger of collapsing. Mr. Brodie noted that the Board makes the final decision regarding derelict buildings. The Board discussed giving the building's owner a timeframe to come up with a plan for the building. Mr. Brodie advised the Board that the owner lives in the building located at 7 Free Street but that it is important to initiate the dangerous building process to keep people safe. Ms. Sinford suggested giving the property owner ample communication. Mr. Patryn agreed with giving the property owner the opportunity to share their plan to improve the condition of the building and ask for their plan to address the conditions of the dangerous building. Mr. Brodie said that he was open to delivering the letter of notification to the property owner and ask the owner to share their plan to address the building conditions. Mr. Edwards commented that an initial attempt to establish personal contact is a good idea before the official letter is sent to the owner. Mr. Brodie outlined that he would ask the property owner to sign receipt of the letter of notification. Mr. Brodie noted that the condition of the building is a public safety issue. Ms. Porcher suggested that the letter also contain the name and telephone contact of the Code Enforcement Officer. Ms. Sinford asked what the CEO would do if his attempted contact with the owner is unsuccessful? Mr. Brodie noted that he will make two attempts at direct contact, leave his card, and that he can send a certified letter to the property owner as another effort at communication.

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

To notify the owner of the property located at 7 Free Street with a dangerous building notice delivered by the Code Enforcement Officer.

Mr. Brodie gave the Board copies of standard operating procedures to be utilized by an appeals board and the planning board for their review. He noted that it is a synopsis of state and town ordinances.

11. OTHER BUSINESS

A. Mr. Kitchen reported that Court Street is being paved by the MDOT.

B. Mr. Kitchen reported some sewer problems emanating from the old system and that the Public Works Department is trying to find the source of the problem. He noted that Public Works is working with the Machias Water Company and MDOT. Mr. Kitchen pointed out that Machias is experiencing problems similar to other municipalities having a sewer system that dates back a hundred and fifty years.

C. Mr. Kitchen noted that there is public meeting at the Gaffney Gym to review the development of the airport runway on October 12th - a 5:30 PM informational session and a 6:00 PM formal presentation.

D. Ms. Sinford noted that she received a request for a drop box at the Town Office to conduct after-hours business.

12. ADJOURNMENT

On a motion by Michael Hinerman, seconded by Carole Porcher, the Board voted to adjourn the meeting at 7:41 PM.