

## **BOARD OF SELECTPEOPLE - TOWN OF MACHIAS**

**NOVEMBER 13, 2019**

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 Bill Kitchen, James Whalen, and James Jackson; Town Manager Christina Therrien; Secretary Cathy Lord; David Clark, Mary Angarola, Bruce Smith, Deke Talbot, Ed Pellon, Lynn Bubar-Smith, Ken Varian.

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

On a motion by Bill Kitchen, seconded by James Whalen, the Board voted to approve the minutes of the October 23, 2019 Board meeting.

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

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

To approve municipal warrant #36 in the amount of \$10,278.94; to approve municipal warrant #37 in the amount of \$92,626.56; to approve municipal warrant #38 in the amount of \$13,067.57; to approve municipal warrant #39 in the amount of \$36,774.39; and, to approve municipal warrant #40 in the amount of \$12,102.98 .

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

To approve school warrant #19 in the amount of \$237,860.02 .

### **3. GAME OF CHANCE/SPECIAL ENTERTAINMENT PERMIT - AMERICAN LEGION POST #9**

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

To approve a game of chance (Mr. & Mrs. Pickle) and a special entertainment permit for the American Legion Post #9.

### **4. DONATION FROM AT&T FOR CHRISTMAS CELEBRATION**

Ms. Therrien informed the Board that she had a discussion with representatives of AT&T and that the company is donating the sum of \$5000. to the Town. Ms. Therrien noted that she would like to utilize \$1500. of the sum for the purchase of Christmas toys for presents and to sponsor the Christmas parade. The members of the Board discussed other uses for the funds. Ms. Therrien suggested purchasing a small pre-fabricated building that could be used as a location for children to visit Santa Claus. Mr. Rolfe said that he would like to see use of the

remaining money for purposes that would benefit the Town throughout the year. Ms. Therrien explained that the members of the Board can take the time to consider uses for the remaining funds. Mr. Rolfe suggested the purchase of a new gazebo and that the gazebo could also be utilized for storage purposes. Ms. Therrien noted that a small building could be purchased for storage. The Board thought the purchase of Christmas toys and sponsoring the Christmas parade were great uses for the money. Ms. Therrien suggested recognizing AT&T for the donation; she suggested advertising that activities are being sponsored by AT&T.

#### **5. DOCUMENTS ON SALE OF MACHIAS INDUSTRIAL PARK LOT #4**

The Board reviewed documents for the sale of Lot #4 in the Machias Industrial Park to Rising Tide Towers LLC. Mr. Talbot, the town's attorney, reviewed the documents for the Board to sign. The members of the Board signed a settlement statement, a declaration of authorization to sell the property, a quit claim deed to Rising Tide Towers LLC, a Form REW-3 (documenting Maine residency), a Form 10995 (disclosure of tax identification number), a Form W9 (taxpayer's identification number), a certificate of non-foreign status, a title affidavit, and a notice regarding location of petroleum facilities.

On a motion by Bill Kitchen, seconded by James Jackson, the Board VOTED;

To sign documents authorizing sale of Lot #4 in the Machias Industrial Park to Rising Tide Towers LLC and to authorize the Town Manager to sign the required sale documents acting as the Town's official agent.

Mr. Talbot announced his official retirement as of 12/19 and told the Board he was closing his office. He suggested that the Town look into finding another attorney for representation.

#### **6. DISCUSSION OF BOARD MEETING DATES**

Ms. Therrien and the members of the Board discussed scheduling meeting dates in November and December. It was decided not to hold a meeting on November 27th and to hold meetings on December 4th and December 18th (if needed).

#### **7. LIGHTING FOR MACHIAS TELEBUSINESS CENTER**

Ms. Therrien advised the Board of repairs to the lighting at the telebusiness center; she noted that the lights in the front of the building have been addressed as well as ordering lights for the side door. Mr. Whalen suggested that the "Board of Selectmen" meeting room sign be moved to the telebusiness center. Ms. Therrien also suggested that a large sign be placed at the road

entrance saying "Machias Industrial Park" and that a sign be placed on the access road designating the "Machias Telebusiness Center".

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

To authorize the purchase of "Machias Industrial Park" and "Machias Telebusiness Center" signs.

## **8. TELEVISED BOARD MEETINGS DISCUSSION**

Mr. Ken Varian advised the Board that he has two quotes for the Board to consider on the purchase of equipment for televising board meetings: (#1) \$3907. & (#2) \$2900. He told the Board that a streaming service would be \$228. per year (based on usage) or \$1500. per year (next step up on usage). Mr. Whalen recommended spending more to do a good job at televising the meetings. After discussion of the options, Mr. Rolfe thanked Mr. Varian for his assistance. Mr. Rolfe explained that the goal is to reach out and involve more people; he suggested that the amount of bandwidth available be checked on before proceeding. He added that equipment should not be purchased if it is non-useable.

The Board asked the Town Manager to look into available ISP providers and the bandwidth needed to televise meetings. It was the consensus of the Board to move forward with this project.

## **9. DECK THE FALLS CHRISTMAS CELEBRATION**

The Board discussed the Deck the Falls Christmas Competition. Mr. Rolfe suggested that the Board follow the guidelines for prizes utilized from last year's competition: a Business category with 1st, 2nd, & 3rd prizes and a Residence category with 1st, 2nd, & 3rd prizes. The other members of the Board agreed with the prize categories. The Board agreed to judge the contest on 12/17/19 & 12/18/19 from 4:00 PM to 8:00 PM and that entries will be accepted at the Town Office through 12/17/19 to ensure that the judges can judge displays.

## **10. DISCUSSION OF STATUS OF CROSSWIND RUNWAY**

Mr. Whalen noted that the FAA will make a decision regarding the Machias runway in January; he asked if legislators have been contacted and he asked if the Town has started the processing of purchasing the land.

Mr. Rolfe noted that the Board and the Machias Airport Committee believe a longer runway is a benefit to the town. He commented that there needs to be citizen support for building the new runway and he pointed out that at the present time the Town does not have the funds to make the land purchase. Ms. Therrien explained that Machias does not have a "shovel-ready" project to receive funding.

in January. She explained that Senator Collins, Senator King, the MDOT, and the FAA are all aware of the critical status of the Machias Valley Airport. Ms. Therrien advised that the next step hinges on the environmental impact study to be completed by an independent outside private consultant.

Mr. Whalen suggested the need for a December airport meeting to formally look at finding a private consultant and funding for an environmental impact study. Mr. Rolfe explained that it is up to the airport committee to meet and make decisions. He also noted that there is a problem that the runway project was never included in the town's airport master plan. Mr. Whalen said that he would reach out to the airport committee chairman.

#### **11. REPORT ON BALLFIELDS**

Mr. Whalen told the Board that there is good progress on the ballfields project.

#### **12. OTHER BUSINESS**

A. The Board discussed hooking up the washer/dryer extractor. Mr. Pellon described his efforts in looking at setting up this equipment and he outlined steps that need to be taken to complete the project at the public safety building. Ms. Therrien asked Mr. Pellon to bill the Town for the time he has spent looking into the project. She noted that the project specifications for the installation will need to be detailed. Mr. Rolfe thanked Mr. Pellon for researching the specifics for the installation of the equipment.

B. Ms. Therrien advised the Board that there are a few items such as snowshoes, toboggan, etc... removed from a condemned house in Machias; she told the Board that she would like to give the items to the Machias Rotary to sell in their yard sale. It was the consensus of the Board to donate these items to the Rotary as suggested.

C. Ms. Therrien asked the Board to think about the town's hiring process since this policy has not been updated since July 2015. She suggested that the Board could follow state statutes for hiring. The Board agreed to follow state statutes (town manager hires and makes recommendations to the Board).

On a motion by James Whalen, seconded by James Jackson, the Board voted to adjourn the meeting at 8:20 PM.