

## BOARD OF SELECTPEOPLE - TOWN OF MACHIAS

DECEMBER 30, 2020

A meeting of the Machias Board of Selectpeople was called to order via the Zoom platform at 6:02 PM by Chairman Josh Rolfe. In attendance were Board members Paula Johnson-Rolfe, James Jackson, and Leslie Haynes; Town Manager Christina Therrien; Secretary Cathy Lord; Town Clerk Sandra Clifton; Finance Director Meghan Dennison; Police Chief Todd Hand; Mary Angarola, William Merritt, Bob Berta.

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

On a motion by Paula Johnson-Rolfe, seconded by James Jackson, the Board voted to approve the minutes of the December 9, 2020 Board meeting.

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

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

To approve municipal warrant #50 in the amount of \$15,830.46; to approve municipal warrant #51 in the amount of \$513,938.14; to approve municipal warrant #52 in the amount of \$15,916.41; to approve municipal warrant #53 in the amount of \$31,059.16; to approve municipal warrant #54 in the amount of \$22,239.46; and, to approve municipal warrant #55 in the amount of \$77,978.34

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

To approve school warrant #121820 in the amount of \$511,595.84 and to approve school warrant #123020 in the amount of \$468,433.35 .

### **3. MUNICIPAL CONTRACTS - BOARD SIGNATURES**

The Town Manager presented the Board with fire, ambulance, and transfer station contracts for the Board members to review and sign:

- Town of Northfield (fire and ambulance contracts)
- Town of Whitneyville (fire, ambulance, and transfer station contracts)
- Town of Jonesboro (ambulance contract)
- Unorganized Territories (transfer station contract)
- Town of East Machias (ambulance contract)
- Town of Machiasport (ambulance contract)
- Town of Whiting (ambulance contract)
- University of Maine/Machias (ambulance contract)
- Town of Cutler (ambulance contract).

Ms. Therrien explained that the charges for the transfer station are based on operational costs, the ambulance contracts are based on a flat rate for population along with updated charges for allowable Medicare/Maine Care billing, and that fire contract charges were increased last year and remain the same this year.

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

To sign the fire, ambulance, and transfer station contracts as presented.

#### **4. LIQUOR LICENSE RENEWAL - BLUEBIRD RANCH RESTAURANT**

The Board reviewed a liquor license renewal for the Bluebird Ranch Restaurant.

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

To approve a liquor license renewal for the Bluebird Ranch Restaurant.

#### **5. RECREATIONAL MARIJUANA BUSINESS INQUIRY - WILLIAM MERRITT**

Mr. William Merritt addressed the Board and explained that he is interested in having a recreational marijuana shop located in Machias. He asked the Board if Machias voters would be acting on a recreational ordinance before November. Mr. Rolfe explained that the Board had worked extensively on the recreational marijuana policy and an ordinance prior to the Covid-19 emergency and held many meetings working on this issue. Mr. Rolfe noted that at the last meeting dealing with recreational marijuana the Board was discussing a fee structure and he gave an overview of the working document developed by the Board. Ms. Johnson-Rolfe observed that there are some areas to fine tune in the working document. Mr. Rolfe asked that this topic be added to the Board's agenda under old business. Ms. Therrien told the Board that she would provide them with copies of the working document since it has been awhile since this was worked on by the Board. Mr. Rolfe explained that once the policy is finished a public hearing would be scheduled for the public to comment on the proposed ordinance. Mr. Merritt thanked the Board for their work on the policy.

#### **6. 2021 FIREWORKS DISPLAY**

Ms. Therrien informed the members of the Board that the fireworks company which provides this service to Machias called to inform her that the company is experiencing issues with their personnel and asked if the Town would be interested in moving its fireworks display to July 3rd. Mr. Rolfe asked the members of the Board for their input. Ms. Johnson-Rolfe said that having the fireworks display a day early would attract more people to Machias since there would be no conflict with other displays hopefully resulting in a larger turnout. Mr. Jackson agreed the display on July 3rd would be fine. Mr. Haynes agreed to hold the display on July 3rd. Mr. Rolfe suggested that the Town Manager ask the company for a discount since Machias is willing to reschedule the previously agreed upon date of the fireworks display. Ms. Therrien said that she would advise the company of the Board's decision and ask about the discount.

#### **7. MACHIAS AIRPORT REQUEST FOR PROPOSALS**

Ms. Therrien advised the Board that the group who worked on reviewing and scoring the RFPs for the airport project are recommending that the contract be awarded to the top scorer which is Dubois & King. Ms. Therrien recommended awarding a three year contract (1/1/21 to 1/1/24) to the consulting company along with a possible two year contract extension.

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

To award a three year contract with the option to extend the agreement by an additional two years to Dubois & King.

Mr. Jackson asked if the company would agree to the additional two year extension? Ms. Therrien said that she would discuss the extension with the company and advise the Board of the company's decision.

## **8. SHELLFISH ORDINANCE**

The Board reviewed the proposed shellfish ordinance provided by the Town Manager. Mr. Rolfe noted that the Board would conduct a public hearing on the proposed ordinance and then proceed to a special town meeting for approval after that hearing is held. He suggested that the Board could wait to also take up consideration of the recreational marijuana ordinance at the same time. He asked that the Board continue to review the shellfish ordinance.

## **9. WORKING COMMUNITIES CHALLENGE UPDATE**

Ms. Therrien advised the Board that she has submitted a letter of intent regarding the Working Communities Challenge and that the Town is moving forward with the challenge.

## **10. BUDGET COMMITTEE VACANCY**

Ms. Therrien informed the Board of one vacancy on the municipal budget committee; she noted that citizens had voted to expand the committee to five members even though it is difficult to find five people willing to serve on a committee. Mr. Rolfe suggested placement of a notice on the municipal website and he also suggested that Board members can put forward the names of interested citizens. Mr. Jackson said that he has a new neighbor who could be interested when he returns to Machias.

## **11. OTHER BUSINESS**

A. Ms. Therrien informed the Board of a resignation within the Public Works Department and she informed the Board of interest from another employee in the vacated position. Ms. Therrien advised that an ad will be placed on an employee opening. She told the Board that she recommends that Mr. Larry Armstrong be designated as Leadman in the Public Works Department.

On a motion by Paula Johnson-Rolfe, seconded by Leslie Haynes, the Board  
VOTED:

To promote Larry Armstrong to the position of Leadman within the Public Works Department under the leadman's salary pay scale in the union contract.

B. Ms. Therrien informed the Board that LED fixtures have been installed in the police department at the tele-business center to realize a cost savings through Efficiency Maine. She explained that the cost savings are still good in 2021; she informed the Board that the cost to replace the fixtures is \$8990. with a rebate of \$4151. Ms. Therrien noted that town departments are saving \$18,000. to \$20,000. annually on future lighting bills with the energy efficient fixtures.

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

To approve the LED energy savings plan update on the bottom floor of the tele-business center.

C. Ms. Therrien discussed the occupancy status of the top floor in the tele-business center and noted that the Town is actively seeking parties interested in leasing space. She advised the Board that a sign has been erected on the industrial park road and that she would reach out to industrial park businesses on interest in placing signs for their businesses. Mr. Rolfe suggested that the Board could consider using the second floor conference room when meetings resume in the tele-business center.

D. Town Clerk Sandra Clifton reminded the members of the Board that they should be coming into the town office every week to sign documents; she suggested that Thursday would be the best day to come in.

E. Mr. Berta asked for clarification on the water company's rate increase and the amount of cost savings from Efficiency Maine at the tele-business center.

Mr. Rolfe reiterated several times that the Town of Machias does not have a charter and he pointed out that Mr. Berta has made this inaccurate claim.

On a motion by Paula Johnson-Rolfe, seconded by James Jackson, the Board voted to adjourn the meeting at 7:09 PM.