

Note: Before beginning the public hearing, those assembled stood and recited the Pledge of Allegiance.

PUBLIC HEARING
TOWN OF MACHIAS GENERAL ASSISTANCE ORDINANCE
SEPTEMBER 22, 2021

A public hearing to provide opportunity for public comments on amending the municipal general assistance ordinance (Appendices A through H) was called to order at 5:08 PM by Vice Chairman Leslie Haynes. In attendance were Board members James Jackson, Sandra Sinford, Carole Porcher; Interim Town Manager Bill Kitchen; Secretary Cathy Lord; Finance Director Meghan Dennison; Carol Christianson, Bruce Smith, Ed Pellon, Josh Rolfe, DOT Project Manager Marty Rooney.

Mr. Haynes explained that the public hearing provides the opportunity for citizens to voice their comments regarding municipal general assistance guidelines. Mr. Kitchen explained that the Machias ordinance follows recommendations made by the State on changes to eligibility, levels of assistance, and allowances for utilities. Mr. Haynes asked if there were any questions or comments.

Hearing no questions or comments from the public, Mr. Haynes closed the public hearing at 5:12 PM.

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BOARD OF SELECTPEOPLE - TOWN OF MACHIAS

SEPTEMBER 22, 2021

A meeting of the Machias Board of Selectpeople was called to order at 5:13 PM by Vice Chairman Leslie Haynes. In attendance were Board members James Jackson, Sandra Sinford, and Carole Porcher; Interim Town Manager Bill Kitchen; Secretary Cathy Lord; Finance Director Meghan Dennison; DOT Project Manager Marty Rooney, Josh Rolfe, Ed Pellon, Carol Christianson, Bruce Smith.

1. MINUTES - REVIEW AND ACTION

On a motion by James Jackson, seconded by Sandra Sinford, the Board voted to approve the minutes of the September 8, 2021 Board meeting.

On a motion by James Jackson, seconded by Sandra Sinford, the Board voted to approve the minutes of the September 15, 2021 Board meeting.

2. WARRANTS - REVIEW AND ACTION

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

VOTED:

To table acceptance of the municipal and school warrants.

3. MUNICIPAL GENERAL ASSISTANCE ORDINANCE APPROVAL

On a motion by James Jackson, seconded by Sandra Sinford, the Board

VOTED:

To accept the Town of Machias general assistance ordinance (Appendices A through H).

Ms. Porcher said that she would like to see the actual changes in the ordinance; Mr. Kitchen said that he can provide the members of the Board with a copy of the ordinance.

4. MAINE DEPARTMENT OF TRANSPORTATION - UPDATE ON DIKE PROJECT

Mr. Kitchen noted the success of the recent public event held by MDOT on the dike project and he noted this starts the process of the discussion of the future topography of the dike area. He pointed out that there is a deadline of October 6th for the submission of the public reply forms.

Mr. Marty Rooney, Maine Department of Transportation Project Manager for the dike project, gave a presentation noting that the MDOT is currently gathering information on citizen concerns and working on a study of the renovation of the dike. Mr. Rooney noted that the informational session held on the dike was very well attended with approximately 125 members of the public who talked with engineers, biologists, and MDOT designers. Mr. Kitchen displayed an artist's rendering of the potential future look of the dike area. Mr. Rooney noted that the MDOT understands that the dike area is a special place to the community and the MDOT wants to capture that value to the community. Mr. Kitchen noted that the MDOT has been very clearly understanding of the economic and cultural value of the dike. He pointed out that the dike is the most visible signature asset of the town. Mr. Kitchen commented that Machias could be the poster community for the MDOT's ability and willingness to partner with a rural coastal community. Mr. Rooney commented that the MDOT will work with the town and wants to move forward as a partnership. Mr. Kitchen said that Machias appreciates that the MDOT is willing to consider the public's concerns and wants. Mr. Rooney listed the components of the dike that are important in the planning stages - vehicle traffic lanes, the farmer's market area, the Sunrise trail, a pedestrian walkway, and planting areas. Mr. Kitchen pointed out that nothing can be accomplished without the cooperation between the town and the MDOT. Mr. Kitchen thanked Mr. Rooney for attending and discussing the project with the Board.

5. CHIEF OF POLICE JOB DESCRIPTION

Mr. Kitchen reminded the Board that at their last meeting they had discussed extensively what the police chief's job description should look like. He distributed a working document describing the components of the job description for the Board to review and read it aloud to those assembled. Mr. Kitchen asked the Board if they wanted to adopt a job description this evening? Ms. Dennison commented that the job description for this position should stand "the test of time". Mr. Kitchen noted that when the town manager hires the police chief the town manager will need to discuss the expectations of the position with the candidate. Ms. Dennison pointed out that the job description documents the standards of the position and would not specifically state the number of hours that a working police chief would spend performing specific duties. Ms. Sinford suggested that the job description not list the number of specific hours. Mr. Jackson added that the number of hours will vary as the police department becomes fully staffed. It was the consensus of the Board that it should be communicated to candidates that the police chief will be expected to be out in the public on the road working. Mr. Kitchen told the Board that he would revise the job description as discussed and give the revised document to the Board who can vote on the changes at their next meeting. In the interim, the Board decided to continue with the interview process of the candidates for the position. Mr. Kitchen outlined that the Board can then go into executive session at their next meeting to come up with a consensus on the recommendation on who to hire for the position.

6. REMOTE MEETING PARTICIPATION POLICY

On a motion by James Jackson, seconded by Sandra Sinford, the Board
VOTED:

To adopt the Town of Machias remote meeting participation policy.

7. OTHER BUSINESS

A. Mr. Kitchen reported that the Town is moving forward with filing the lien document for Bad Little Falls Brewing; he advised the Board that the town's attorney has recommended getting the business owner to sign a document outlining the lien on the brewery's equipment if the business should fail to meet the expectations of the CDBG program.

- B. Mr. Kitchen reported that work on the fuel farm at the airport is continuing.
- C. Mr. Kitchen reported that work at the telebusiness center is progressing.
- D. Mr. Kitchen noted that there is a September 23rd meeting scheduled for public input on the comprehensive plan (5:00 PM).
- E. Mr. Haynes expressed concern for children in the area of Bad Little Falls Brewing where there is a problem with a fence and a hole which could be a safety concern. Mr. Kitchen said that he would look at the area in question.
- F. Ms. Porcher expressed concern that the Machias area really needs a veterinarian. She noted that this is a huge problem for pet owners.
- G. Mr. Smith asked the Board what happens to the by-products produced by a brewery and if this should be a concern. Mr. Kitchen said that he would look into the question.

8. EXECUTIVE SESSION

On a motion by Sandra Sinford, seconded by James Jackson, the Board
VOTED:

To adjourn into executive session at 6:31 PM in accordance with MRSA Title 1 Chapter 13 Subchapter 1 Subsection 405 (a) to discuss a personnel matter.

Note: Ms. Dennison attended the executive session.

Note: The Board asked Mr. Kitchen to exit the meeting at 6:40 PM and he was asked to return to the meeting at 6:52 PM.

On a motion by James Jackson, seconded by Sandra Sinford, the Board voted to adjourn the executive session at 7:01 PM.

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

To appoint Bill Kitchen as the Machias Town Manager effective immediately.

Mr. Kitchen told the members of the Board that he would accept the position and he thanked the Board for providing him with this opportunity.

Ms. Dennison recommended that the Board appoint Mr. Kitchen as Treasurer, Tax Collector, Airport Manager, General Assistance Director, Harbormaster, Public Information Officer, Road Commissioner, and Economic and Community Development Director.

On a motion by Carole Porcher, seconded by James Jackson, the Board
VOTED:

To appoint Bill Kitchen as Town Manager, Treasurer, Tax Collector, Airport Manager, General Assistance Director, Harbormaster, Public Information Officer, Road Commissioner, and Economic and Community Development Director effective immediately.

Mr. Jackson pointed out that the State offers training seminars in some of these areas. Mr. Jackson questioned if Mr. Kitchen should be given a phone specifically for managerial duties. Mr. Kitchen said that he would find it difficult to maintain two phones. It was pointed out that the Town would pay the standard fee for cell phone use as was done with the previous town manager.

9. EXECUTIVE SESSION

On a motion by James Jackson, seconded by Sandra Sinford, the Board

VOTED:

To adjourn to executive session at 7:08 PM in accordance with MRSA Title 1 Chapter 13 Subchapter 1 Subsection 405 (a) to discuss a personnel matter.

Ms. Dennison attended the executive session.

On a motion by James Jackson, seconded by Sandra Sinford, the Board voted to adjourn the executive session at 7:48 PM.

On a motion by James Jackson, seconded by Sandra Sinford, the Board voted to adjourn the meeting at 7:50 PM.