

**Minutes
Town of Skowhegan
Regular Selectmen's Meeting
5:30 P.M.
Tuesday, June 23, 2020**

****This meeting can be viewed on the town's Facebook page****

Board of Selectmen:

Paul York, Chairman
Gene Rouse, Vice Chairman
Betty Austin
Roger Staples
Dennis Willette

Town Manager:

Christine Almand

Executive Secretary:

Cara L. Mason

Call Selectmen's Meeting to order.

Paul York called the meeting to order.

1. The Pledge of Allegiance was recited.
2. Town Manager's Report/Department & Committee Reports

The MSAD 54 District Budget Public Hearing is tonight at 7:00. It is a Zoom meeting, and access information is available on the MSAD 54 website.

We are holding another Public Meeting for the Second Bridge Feasibility Study on June 25th at 7:00 pm. This will be a Zoom meeting, and we will be taking public comments for two weeks following the meeting. For more information, visit our website or our Facebook page.

The Flag Poles Bid for the Cemetery Committee closes on July 9th at 9:00 am. For more information visit our website or contact Gail Pelotte.

The Town offices will be closed on July 3rd in observation of Independence Day.

The Town offices will be closed on July 14th for election day. Staff will be working, but we will need to prioritize all public traffic in the building for elections only. We also anticipate the need for staff to assist with elections.

Gail Pelotte:

- We encourage voters to request an absentee ballot by phone or in person or on maine.gov, now through July 9th.

- Ten headstones were vandalized in North Cemetery this past week. A police report has been filed.

David Bucknam:

- Reminder to have registrations completed by July 11th, 2020.
- We are still conducting drug take back. Please bring unwanted medications to the back of the Police Department and we will meet you outside.

Shawn Howard:

- We have shut down burn permits for the Town of Skowhegan. This will remain in effect until we receive a significant amount of rain.
- He also provided a memo. We had insurance funds come in for damages to the ladder truck. The repair shop was closed due to COVID-19. He is asking for those funds to be transferred to a special revenue account so that he can expend them in July or August.

A motion was made by Gene Rouse and seconded by Betty Austin to transfer the insurance funds for the ladder truck into a special revenue account so that repairs can be completed in the next fiscal year.

Vote: 5/0

Greg Dore:

- The MDOT has completed the Island Ave / Re-decking of the Margaret Chase Smith Bridges, and I think you'll agree it is a great job.
- The West Front Street turn ramp is going well. We've had a couple unforeseen minor issues arise. We discovered a well in the middle of the lane. We were able to remove the 10' concrete top section and fill the well with gravel. We dug into a portion of the old foundation and removed that, plus the foundation was full of organic debris (the old burnt building). We filled the portion that is under the road with gravel. CMP has moved the pole on the corner and we will get the wires moved as soon as possible. Consolidated Communications is having difficulty scheduling the removal of the pole that is in the turn lane but they are confident it should be done before the end of the week.
- The poles have been set on the West Front Street turn lane area into the Community Center, and they are working on transferring the power lines and coordinating moving other lines. We should be able to begin construction of the turn lane the 3rd week in July.
- We ditched a section of Chamberlain Street and reset several culverts on that street and other culverts on out of town roads. We also cleaned part of the drainage ditch on Dennis Street. We will need to go back and finish when it dries up more.
- We've ordered the new pumps and are working with the fuel controller system company inputting data for all departments' vehicles and equipment with assigned operators and miscellaneous items. The pumps should be delivered in September.

Denise LeBlanc:

- ADA Trail/Drainage project is completed at the Carl Wright Baseball Complex located behind the Community Center. Thanks to Jon Powers and Skowhegan Sand & Gravel for their assistance.
- The following outdoor facilities opened up the last couple weeks for public use; Community Center Playground, Skatepark, Basketball Courts, Community Gardens, Tennis Courts, Memorial Field Playground, and Amanda Berry PlayPlace.
- The maintenance crew are currently working on the ballfields. Each field will open up upon completion of repairs & maintenance.
- Summer Food Program will begin next Wednesday, July 1st. Meals will be provided at the Community Center, Lake George Regional Park Beach Area-East Side and Yogi Bear Campground.
- Please check our Facebook page for all details and updates on all programs & facilities, and please follow all the facilities' COVID-19 safety guidelines out of respect to all users and for the health & safety of all. Thank you.

3. Selectmen's Items

Betty Austin asked if we have any idea how long on the opening of the baseball fields.

Denise LeBlanc said that they have been working on Memorial Fields. That will probably be wrapped up this week, if all goes well. Hoping to open that next week. They are starting the pitching mounds at the Carl Wright Complex. They are working towards having that finished the end of next week, if all goes as planned. Waiting on truckloads of infield mix. Then we have Bucky Quinn, Pat Quinn to complete. We are doing it field by field. They will all be opened by July 6th.

Betty Austin said that our town is as beautiful as it is because of volunteers.

Paul York said that we had a Public Safety Building Meeting. We went over potential other sites and amounts. There are a lot of "to be determined" amounts, so these figures are being looked at little more.

The Skills property (next door to the Municipal Building) – Police Department Only - \$3.7 M
Whit's End property (Madison Avenue) – Fire Station Only - \$6.2 M
Memorial Field – Police and Fire - \$10.4 M
East Madison Road – Police and Fire - \$8.2 M

Christine Almand said that after some of the figures are better nailed down...we intend to put an informational piece together and then putting out a survey. Some of these cost more in order to bring them closer to the downtown. That is what we heard people wanted from the last survey.

Paul York said that the cost for Memorial Field included building another field closer to the Community Center.

Christine Almand said that the engineering firm that we are working with looked at different types of construction to lower costs. These figures all use those reduced construction costs.

Paul York said that another option that is being looked at is to put just the Fire Station on the East Madison Road.

Paul York said that the construction is more like pre-fab structures rather than brick and mortar buildings. They have also cut down some on space.

Christine Almand said that anybody wishing to view that meeting may do so from our Facebook page.

Recording Time: 23:01

Paul York said he didn't want it get to the point where we keep cutting it back and shrinking things...then when the construction is complete we have something that doesn't meet our needs. They were able to decrease some things that wouldn't impact operation.

Betty Austin said that a lot of people were concerned with the East Madison Road Location because it is on the very end of town with only one way to get in. It would change people's fire rating with insurance. Have we looked at the MCS School location? That is one of the schools that is on the list to be rebuilt.

Paul York said that the problem with that is that we don't know what they are going to do with that property. We also learned that the Charter School has first dibs on the property.

Paul York said he knows that people were not pleased with the East Madison Road location. He heard from somebody that is not pleased with the Whit's End location. Not everybody will be pleased no matter where we put it.

Consent Agenda:

1. Approve the minutes from the following:

Regular Selectmen's Meeting June 9, 2020

2. Approve Cemetery Deeds in East Skowhegan Cemetery for the following:

Rose and Elwin Bailey – Lot 176 (4th & 5th South Graves)
Steve and Kathy Austin – Lot 177

A motion was made by Betty Austin and seconded by Gene Rouse to approve the Consent Agenda as written.

Vote: 5/0

Regular Agenda:

1. Discussion and decision to appoint Emily Dix and Ashley Smith as Reserve Police Officers with terms expiring June 30, 2020.

A motion was made by Gene Rouse and seconded by Betty Austin to appoint Emily Dix and Ashley Smith as Reserve Police Officers with terms expiring June 30, 2020.

Vote: 5/0

2. Discussion and decision to appoint Laurie Greenleaf as Warden of the State of Maine Primary & Special Referendum Election with a term expiring on July 15, 2020.

A motion was made by Gene Rouse and seconded by Roger Staples to appoint Laurie Greenleaf as Warden of the State of Maine Primary & Special Referendum Election with a term expiring on July 15, 2020.

Vote: 5/0

3. Discussion and decision to approve the renewal Application for Malt, Wine, Spirits License for:

Skowhegan State Fair
33 Constitution Avenue

The Miller's Table, LLC
42 Court Street

A motion was made by Gene Rouse and seconded by Roger Staples to approve the renewal Application for Malt, Wine, Spirits License for Skowhegan State Fair and The Miller's Table, LLC.

Vote: 5/0

4. Discussion and decision to approve the Warrant for the July 14, 2020 Secret Ballot Election.

A motion was made by Gene Rouse and seconded by Roger Staples to approve the Warrant for the July 14, 2020 Secret Ballot Election.

Vote: 5/0

5. Discussion and decision to approve the Warrant and Notice of Election for MSAD #54.

A motion was made by Betty Austin and seconded by Gene Rouse to approve the Warrant and Notice of Election for MSAD #54.

Vote: 5/0

Recording Time: 30:01

6. Discussion and decision to expend an amount not to exceed \$16,700.00 from the Downtown TIF Account for a 5-year lease and installation costs for a dual port charging station and authorize Christine Almand to sign the lease agreement.

A motion was made by Gene Rouse and seconded by Betty Austin to expend an amount not to exceed \$16,700.00 from the Downtown TIF Account for a 5-year lease and installation costs for a dual port charging station and authorize Christine Almand to sign the lease agreement.

Roger Staples asked what happens when the five-year lease is up.

Jeff Hewett said that we can renew at that point.

Christine Almand said that we could renew, but the equipment may be outdated by then. This type of technology moves pretty quickly. This was cheaper than purchasing and we would end up in the same boat.

We applied for a grant that we decided to turn down because it was cheaper to lease.

Roger Staples said he had voted against it, because he feels that owning is better.

Christine Almand said that this is all inclusive...any damages or problems with the equipment is taken care of. Purchasing them, you can purchase a service plan...but they are costly.

Jeff Hewett said that the service is included with the lease at no additional cost.

Vote: 4/1 (Roger Staples opposed)

7. Discussion and decision to expend an amount not to exceed \$600.00 from the Administration Reserve Account, Office Equipment Replacement Designation for the town's share of a ballot drop box.

A motion was made by Gene Rouse and seconded by Betty Austin to expend an amount not to exceed \$600.00 from the Administration Reserve Account, Office Equipment Replacement Designation for the town's share of a ballot drop box.

Gene Rouse asked what is it and where is it.

Christine Almand said that she and Gail Pelotte had talked about this. With COVID-19 and a Presidential Election coming up...there will be a lot more absentee voting. It is like a UPS drop box. The company letters it for us. The Highway Department will install a pad for it outside. It will be secured to the ground and Chief Bucknam will have a camera on it. We also received information from the State that they will pay for the majority of it. They are paying up to \$1,500.00. Our cost is minimal. It will be a permanent fixture for all future elections. It does lock. We had to meet seven criteria in order for the State to be willing to pay for it.

Dennis Willette asked if the concrete pad was included in that price.

Christine Almand said that it was not.

Vote: 5/0

8. Discussion and decision to expend an amount not to exceed \$15,400.00 from the Highway Department Roads and Sidewalks Reserve Account, Road Resurfacing Designation to pave a portion of Parkman Hill Road.

A motion was made by Gene Rouse and seconded by Betty Austin to expend an amount not to exceed \$15,400.00 from the Highway Department Roads and Sidewalks Reserve Account, Road Resurfacing Designation to pave a portion of Parkman Hill Road.

Paul York said that there isn't much to discuss because this is already done. He does not like this. He doesn't know how you can vote on something that is already done.

Vote: 5/0

9. Discussion and decision to expend an amount not to exceed \$500.00 from the Planning Reserve Account, GIS Mapping Designation for a data plan in order for Code Enforcement to have access to the mapping system while out in the field.

A motion was made by Betty Austin and seconded by Roger Staples to expend an amount not to exceed \$500.00 from the Planning Reserve Account, GIS Mapping Designation for a data plan in order for Code Enforcement to have access to the mapping system while out in the field.

Vote: 5/0

10. Discussion and decision to award the Southside Cemetery Reconstruction Bid. The following bids were received:

Elias Monuments	\$18,185.00
DW Contracting	\$117,000.00

The Cemetery Committee recommends awarding the Southside Cemetery Reconstruction bid to Elias Monuments with a total bid amount of \$18,185.00 and expending \$15,000.00 from the Cemetery Monument Reconstruction account and \$3,185.00 from the Cemetery Reserve Account, contingent upon Town Meeting vote.

A motion was made by Betty Austin and seconded by Gene Rouse to award the Southside Cemetery Reconstruction bid to Elias Monuments with a total bid amount of \$18,185.00 and expend \$15,000.00 from the Cemetery Monument Reconstruction account and \$3,185.00 from the Cemetery Reserve Account, contingent upon Town Meeting vote.

Dennis Willette asked why there was a discrepancy in the bids.

Gene Rouse said that Elias has been doing this for years. The other company does most of their work in upstate New York, Massachusetts, Rhode Island... where the bid specs are 250 pages instead of our four page bid specs. Anybody located outside of Maine is usually 3 to 5 times more expensive.

Vote: 5/0

11. Discussion and decision to create a special revenue account for insurance funds that we will be receiving for damages to the highway garage wall and the Wacker Neuson, and to transfer \$22,633.32 from the Vehicle Repairs Account into this special revenue account.

A motion was made by Betty Austin and seconded by Gene Rouse to create a special revenue account for insurance funds that we will be receiving for damages to the highway garage wall and the Wacker Neuson, and to transfer \$22,633.32 from the Vehicle Repairs Account into this special revenue account.

Christine Almand said that these damages occurred in FY 2020. We don't expect to have them fixed or paid for until next fiscal year. Trisha can only move up to \$20,000.00 into a special revenue account, which is why the Selectmen needed to vote on this.

Vote: 5/0

Recording Time: 41:20

12. Discussion and decision to accept the Bureau of Parks & Lands, Municipal Snowmobile Grant in the amount of \$18,737.60.

A motion was made by Gene Rouse and seconded by Roger Staples to accept the Bureau of Parks & Lands, Municipal Snowmobile Grant in the amount of \$18,737.60.

Dennis Willette asked if this is used to maintain the trails.

Christine Almand and Denise LeBlanc said that we cut the checks directly to the Snow Hawks and the Mercer Bog Riders.

Vote: 5/0

13. Discussion and decision to approve the "Athletic Field Rental Application and Agreement", "2020 COVID-19 Waiver Form", "Field Reservation Procedure" and "Ballfield COVID-19 Safety Guidelines & Procedures for 2020" for Phase 2 of the reopening plan for the recreation fields.

A motion was made by Gene Rouse and seconded by Roger Staples to approve the "Athletic Field Rental Application and Agreement", "2020 COVID-19 Waiver Form", "Field Reservation Procedure" and "Ballfield COVID-19 Safety Guidelines & Procedures for 2020" for Phase 2 of the reopening plan for the recreation fields.

Gene Rouse wanted to know why the person reserving the field need to be a Skowhegan resident. We have at least one coach who is not a resident. Why can't somebody from Norridgewock reserve the field just like someone from Skowhegan?

Denise LeBlanc said that we have had an agreement with the high school. It was discussed that it is the Town of Skowhegan's program. People from out of town would be charged fees. These teams have Skowhegan residents involved. We would prefer that that person be the contact person for field use.

Christine Almand said that this is what made the most sense.

Betty Austin asked why staff would need to make changes without notice.

Christine Almand said it is amazing some of the things that have to be dealt with.

Denise LeBlanc said that things may need to be cancelled for the safety and wellbeing of all involved. If there is an issue with the field, the pitching mound. If there are unsafe conditions we have the authority to change anything as necessary.

Vote: 5/0

14. Discussion and decision to approve the Appointments and Selectmen Appointments effective July 1, 2020.

Christine Almand said that the Cemetery Committee has honorary members...Carl McKenney and Felix Quirion.

All appointment expire on June 30th, which is why we are doing this now. The Selectmen Appointments may be brought back for changes after July Elections. At that point we will also do the sub-committee appointments.

A motion was made by Betty Austin and seconded by Gene Rouse to approve the Appointments and Selectmen Appointments effective July 1, 2020.

Vote: 5/0

15. Economic & Community Development Warrants to be approved:

#119	\$	<u>40.00</u>
Total	\$	40.00

A motion was made by Gene Rouse and seconded by Roger Staples to approve the Economic & Community Development Warrant as written.

Vote: 5/0

Recording Time: 54:03

16. Treasurer's Warrants to be approved:

#93	\$	39,360.93 (Payroll #24)
#94	\$	39,225.91 (Payroll #25)
#95	\$	17,039.81 (State Payables)
#96	\$	1,471,140.36 (FY 2020 Accounts Payables)
Total	\$	1,566,767.01

A motion was made by Betty Austin and seconded by Dennis Willette to approve the Treasurer's Warrants as written.

Vote: 5/0

16. Other Business

There was no Other Business.

17. Unfinished Business

- Review Policies and Ordinances
- Run of River/Economic Development
- Utilizing Outside Services
- Marketing/Celebrating Skowhegan
- Vehicle Charging Station
- Public Safety Building
- Sidewalks and Bike Trails/Lanes
- Second Bridge
- Solar Power – No updates
- Foreclosure Sales

The traffic light at Madison Avenue and Commercial Street is in the design phase and should be installed next spring.

18. Sign Documents

The Selectmen signed documents.

Adjourn Selectmen's Meeting.

Approved and signed on July 14, 2020.

A True Copy Attest: _____
Cara L. Mason, Executive Secretary