

**Minutes
Town of Skowhegan
Regular Selectmen's Meeting
5:30 P.M.
Tuesday, June 25, 2019
Municipal Building – Council Room**

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.

Christine Almand called the meeting to order.

The Pledge of Allegiance to the Flag of the United States of America was recited.

Organizational Meeting:

1. Appoint a Chairman/Finance Officer for the Board of Selectmen.

A motion was made by Roger Staples and seconded by Betty Austin to nominate Paul York as Chairman and Finance Officer for the Board of Selectmen.

Nominations ceased.

Vote: 5/0

Paul York took over the meeting.

2. Appoint a Vice Chairman/Deputy Finance Officer for the Board of Selectmen.

A motion was made by Betty Austin and seconded by Roger Staples to nominate Gene Rouse as Vice Chairman and Deputy Finance Officer for the Board of Selectmen.

Nominations ceased.

Vote: 4/0/1 (Gene Rouse abstained)

1. Town Manager's Report

I would like to congratulate Betty Austin, Paul York and Dennis Willette on their elections.

On June 21st we sent out 30 Day Lien Notices for the 2019 taxes.

I will be out of the office July 1st – 8th for vacation. If you need assistance, you may contact Chief Bucknam.

The Masonry Repair Work Bid for the Municipal Building closes on July 2nd at 1:00 pm. For more information visit our website or contact Jeff Hewett's office.

The Town offices will be closed on July 4th in observation of Independence Day.

I am requesting Selectmen approval to accept a grant in the amount of \$1,000.00 from AARP through Somerset Public Health for our Age Friendly Community action plan and to approve the contract with Somerset Public Health.

A motion was made by Betty Austin and seconded by Gene Rouse to accept the AARP Grant in the amount of \$1,000.00.

Vote: 5/0

Free Summer Movie Series at Margaret Chase Smith School every Tuesday night at 6:30 from now through August 6th except for July 2nd. For more information, check the Skowhegan Area Chamber of Commerce Facebook page.

Free Concerts in the Park at Coburn Park every Sunday night at 5:00 from July 7th through August 25th. For more information, check the Coburn Park website.

2. Items by the Public

There were no Items by the Public.

3. Selectmen's Items

Betty Austin said that tomorrow morning at 9:30 a.m. at Miller's Table there is an event for older folks to have discussions. It is put on by AARP.

Roger Staples said he had mentioned Gifford's Ice Cream at the last meeting. He considers Gifford's Ice Cream an institution in the Town of Skowhegan. Skowhegan Electric Motors has been here since 1946. It is in its third generation of ownership. Scott and Mike Adams are the current owners. Mike was in a horrific motorcycle accident. There are donation cans around town. He is in pretty rough shape. Roger Staples attended a fundraiser event at the Elks Lodge last Sunday. He is proud to be a resident of Skowhegan.

Dennis Willette said that there will be a celebration of life this Sunday for Vanessa and Tom Quinn. Gene Rouse and Betty Austin said that they planned to attend.

Christine Almand said that it is Sunday at 1:00 p.m.

Paul York welcomed Dennis Willette and congratulated Betty Austin.

4. Department & Committee Reports

Greg Dore said that the contractor that is doing the bridge work will start on July 8th. The grinding on Waterville Road and West Front Street will begin on July 14th. This is all night work.

Paul York asked when the North Avenue paving would occur.

Greg Dore said that North Avenue is still on hold. The East River Road needs to be fixed first. North Avenue should be in another two weeks.

Recording Time: 10:29

Paul York asked what the status of the sweeper is.

Greg Dore said that they still have it. There are several problems with it. The company representative assured him that they will fix everything. Greg Dore told him that he wanted the money back or a new machine. They have not gotten back to him, but they are continuing to work on it.

Paul York asked what we are doing in the meantime about sweeping.

Greg Dore said that he rented one to clean up the downtown. He will make sure that the downtown is swept again before the 4th of July. That is about all he can do.

Paul York asked where we stand with the fountains.

Greg Dore said that he is waiting on the water company to turn the water on. The pumps are in and the power is there, we just need water.

Chief Howard said that the fire truck that was out of service for some paint issues is back in service today. That was the last of the warranty...from here on out it will be our responsibility. He is wicked excited about the bridge work starting on the 8th.

Chief Bucknam said that Camp POSTCARD is going on this week. Officer Daignault has been doing this for the past 13 years. It is a great event for the kids. There are four kids from Skowhegan attending camp this year.

Over the weekend there were a couple of cars stolen. People are able to steal cars because keys are being left in the ignition. Please, stop doing that. Lock your cars and take your keys with you. We will do our best to track your stuff down.

Public Hearing:

1. Public Hearing: Discussion and decision to approve the Application for Victualer License for the following, expiring May 31, 2020:

High Powered Nutrition
381 Madison Avenue

Paul York opened the Public Hearing at 5:44 p.m.

There were no comments.

Paul York closed the Public Hearing at 5:44 p.m.

A motion was made by Gene Rouse and seconded by Betty Austin to approve the Application for Victualer License for High Powered Nutrition, expiring May 31, 2020.

Vote: 5/0

Consent Agenda:

1. Approve and sign Minutes from the following:

Regular Selectmen's Meeting – June 11, 2019

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

Vote: 5/0

Regular Agenda:

1. Discussion and decision to accept a donation from Len Mytych in the amount of \$100.00 for the Police Department.

A motion was made by Gene Rouse and seconded by Betty Austin to accept a donation from Len Mytych in the amount of \$100.00 for the Police Department.

Vote: 5/0

2. Discussion and decision to expend an amount not to exceed \$12,024.00 from the Sale of Town-Owned Property Account for the purchase of the property located at 11 Maine Street (Map 23, Lot 52).

A motion was made by Gene Rouse and seconded by Roger Staples to expend an amount not to exceed \$12,024.00 from the Sale of Town-Owned Property Account for the purchase of the property located at 11 Maine Street (Map 23, Lot 52) and authorize Christine Almand to sign the closing documents.

Dennis Willette asked is the phone company and the power company has been contacted about removing that pole on the corner.

Greg Dore said that the design for the turn lane has not been done yet. We don't know yet if it will have to be moved. His thoughts are that it will be similar to the one across the street.

Roger Staples said that if it needs to be moved, DOT will notify CMP.

Vote: 5/0

3. Discussion and decision to award the Equipment Lift Bid. The following bids were received:

ARI Phoenix, Inc.	\$34,591.61
ARI Phoenix, Inc.	\$36,537.71
Express Fleet	\$59,178.70
NAPA	\$48,499.00 (\$46,074.05 with local preference)

Greg Dore recommends awarding the Equipment Lift Bid to ARI Phoenix, Inc. with a total bid price of \$36,537.71 and expending that amount from the Highway Department Reserve Account, Equipment Replacement Designation.

A motion was made by Roger Staples and seconded by Betty Austin to award the Equipment Lift Bid to ARI Phoenix, Inc. with a total bid price of \$36,537.71 and expend that amount from the Highway Department Reserve Account, Equipment Replacement Designation.

Betty Austin asked why Greg Dore chose the one he did.

Greg Dore said that one is wireless...so there are no cables between the posts. It is also battery operated, so it can be moved. One post only has to be plugged in to charge. So they can be used anywhere.

Paul York said we aren't going to be moving this thing. Why would you start moving these posts around? You are just asking for trouble.

Greg Dore said if you have the loader in the bay and you have a pickup or a dump truck that needs to be worked on. For the \$2,000.00 it was a nice addition. This offers more opportunity and these will be around for a long time. It was in the bid specs.

Vote: 5/0

4. Discussion and decision to Award the Vehicle Charging Station Partner Bid to Revision Energy. Only one bid was received.

A motion was made by Gene Rouse and seconded by Roger Staples to Award the Vehicle Charging Station Partner Bid to Revision Energy.

Vote: 5/0

Recording Time: 22:33

5. Discussion and decision to allow Jeff Hewett to apply for the Efficiency Maine, Level 2 Public Electric Vehicle Charging Stations Grant in the amount of \$10,000.00.

A motion was made by Gene Rouse and seconded by Betty Austin to allow Jeff Hewett to apply for the Efficiency Maine, Level 2 Public Electric Vehicle Charging Stations Grant in the amount of \$10,000.00.

Vote: 5/0

6. Discussion and decision to allow Greg Dore to send out the Main Street Engineering Request for Proposals.

A motion was made by Roger Staples and seconded by Betty Austin to allow Greg Dore to send out the Main Street Engineering Request for Proposals.

Paul York asked if the State was paying for any of this.

Greg Dore said that this is another MPI project. The State pays half and we pay half.

Vote: 5/0

7. Discussion and decision to create a fire department special revenue account for handling funds received from billing for motor vehicle accidents.

A motion was made by Gene Rouse and seconded by Roger Staples to create a fire department special revenue account for handling funds received from billing for motor vehicle accidents.

Paul York asked about the fees.

Chief Howard said that the fee schedule is on the website. We charge \$30.00 per hour for a firefighter, \$65.00 per hour for a hazmat technician, \$75.00 per hour for technical rescue, \$75.00 per hour for a utility vehicle (pickup), \$250.00 per hour for an engine or a tanker, \$350.00 per hour for a ladder truck, \$75.00 per hour for the technical rescue trailer or the hazmat trailer and \$75.00 per hour for the rescue boat.

Paul York asked who decides if the fire department gets called to an accident.

Chief Howard said it is ultimately his decision. They follow operating procedures and dispatch guidelines. Standard Dispatch protocols are used across the United States. With the use of cell phones, we are called out unnecessarily quite often. We respond to a motor vehicle accident any time there is fire involved, flammable or combustible liquids, roll-overs, air bags go off, and reported personal injury. That is standard operating procedure for the communication center. If the caller does not know if anybody is hurt, they err on the side of caution and dispatch the fire department.

Paul York said that the third party billing that we use for this has been spoken to so we don't have any further issues.

Chief Howard said that this comes from a conversation that we had here. We should be billing insurance companies and not going after the individuals. In Maine there is a requirement that you carry insurance as a driver. If somebody doesn't make a claim, we are not going to go after that individual for that. Unfortunately what happened was that somebody had an accident, the bill got sent to their insurance company. They had not filed a claim. When the insurance company received the bill they opened a claim. We do not want that to happen. Chief Howard has spoken to the billing company. They have changed their process. They will now check with the insurance company that a claim has been started before sending the bill. If there is no claim, they will not send the bill.

Roger Staples said the money used to go into the general fund.

Chief Howard said it was an accounts receivable that the Selectmen could decide what it was used for. It wasn't a specific fire department account.

Roger Staples asked if he was able to tap into that money.

Chief Howard said he could come to the Selectmen and request to use those funds.

Roger Staples said now the fire department wants control of the money.

Chief Howard said he is doing this in response to a conversation that took place here. Based on the conversation that took place, it is your wish for those funds to be used for the fire department. That money will then be used for things that we use for accidents...gloves, speedy dry, equipment repairs, etc.

Dennis Willette asked who would determine that the fire department was not needed, and send them back.

Chief Howard said that the officer on the scene would make that determination.

Christine Almand said that this is budgeted as a revenue. This is somewhat of a new venture for us. We budgeted \$5,000.00. When we originally started with this, we budgeted \$30,000.00 and we had trouble collecting...so we scaled that back. Now we are starting to pick up.

Chief Howard said that when we started with the third party company, we weren't seeing much. Since the company has been bought out, we have collected about \$9,000.00 in about 7 months.

Betty Austin asked if it would still come to the Selectmen when they want to buy something.

Christine Almand said that special revenue funds are just spent through the regular purchasing policy. Just like the special revenue account for the police department. It's not a reserve account where each expenditure needs Selectmen approval.

Vote: 5/0

Recording Time: 32:24

8. Discussion and decision to approve the Recyclable Materials Agreement with Casella Recycling LLC.

A motion was made by Gene Rouse and seconded by Roger Staples to approve the Recyclable Materials Agreement with Casella Recycling LLC.

Christine Almand said that the only thing that changed is the load requirement. We used to be able to ship 37,000 pounds. That has been changed to 40,000 pounds. That is not a problem for us capacity-wise.

Vote: 5/0

9. Discussion and decision to approve the Appointments, Selectmen Appointments and Selectmen Sub-Committee Appointments with terms expiring June 30, 2020.

A motion was made by Gene Rouse and seconded by Roger Staples to approve the Appointments, Selectmen Appointments and Selectmen Sub-Committee Appointments with terms expiring June 30, 2020 as amended.

Vote: 5/0

10. Discussion and decision to schedule a Goal Setting Workshop.

A motion was made by Betty Austin and seconded by Gene Rouse to set the Goal Setting Workshop for July 9, 2019 at 4:30 p.m.

Vote: 5/0

Recording Time: 43:11

11. Discussion regarding the Mechanic Street School (Map 23, Lot 108).

Paul York said he asked to have this added to the Agenda. This property was discussed in Executive Session on May 22nd. It is just sitting there. Getting worse. We should figure out what we want to do with the property. If we decide to let it go, what do we want that to look like? He feels that we should get rid of it. We haven't done anything with it.

Roger Staples asked if there was any historical value there.

Christine Almand said she doesn't know if it is on the historical registry.

Betty Austin said she would like some more information about the building, the size of the lot, the age of the building...before we decide what to do.

This will be discussed at the next meeting. The Selectmen want to know the age, condition, lot size, square footage of the building and whether or not it is listed as a historical building.

12. Treasurer's Warrants to be approved:

#101	\$	37,380.51	(Payroll #24)
#102	\$	12,614.68	(State Payables)
#103	\$	40,587.30	(Payroll #25)
#104	\$	1,038,740.26	(FY 2019 Accounts Payables)
Total	\$	1,129,322.75	

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

Vote: 5/0

13. Other Business

There was no Other Business.

14. 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

15. Sign Documents

The Selectmen signed documents.

Adjourn Selectmen's Meeting.

Approved and signed on July 9, 2019.

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