

Minutes
Town of Skowhegan
Regular Selectmen's Meeting
5:30 P.M.
Tuesday, July 23, 2019
Municipal Building – Council Room

Board of Selectmen:

Paul York, Chairman
Gene Rouse, Vice Chairman
Betty Austin - **Absent**
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.

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

1. Town Manager's Report

On June 21st we sent out 559 – 30 Day Lien Notices for the 2019 taxes. To date we have collected in full on 240 of those accounts.

Last month the US Department of State did an audit of our passport program with Cara Mason as overseer of the program. Leisa Emery is our additional Acceptance Agent. We received a Certificate of Achievement for exemplary performance for three consecutive Facility Oversight visits. Congratulations on this accomplishment!

Earlier this month, Kristina Cannon and I visited whitewater parks in Bend, Oregon and Boise, Idaho doing research for Run of River. We learn more with each visit and conversation and are even more excited about the future of this project.

The Police Cruiser Bid closes on September 10th at 10:00 am. For more information, visit our website or contact Chief Bucknam.

Doug Harlow from the Morning Sentinel wanted me to let everyone know that he is on medical leave in case anyone was wondering why they hadn't heard from him. He will be back.

Free Summer Movie Series at Margaret Chase Smith School every Tuesday night at 6:30 from now through August 6th. 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 now through August 25th. For more information, check the Coburn Park website.

The Kneading Conference will be held July 25th – 26th at the Skowhegan State Fairgrounds. For more information or to register, visit www.kneadingconference.com . The Artisan Bread Fair will be held on July 27th from 9:00 – 3:00 at the Skowhegan State Fairgrounds. This event is free to the public. Parking is \$5.

River Fest is July 31st - August 3rd. Moonlight Madness is on Thursday, August 1st. Visit the website at www.skowheganriverfest.com for a schedule of events.

The Skowhegan State Fair is open August 8th – 17th.

During the fair, don't forget to stop by the New Balance Tent Sale.

2. Items by the Public

Kristina Cannon handed out copies of the new Skowhegan Visitor's Guide.

Kristina Cannon asked the Selectmen to approve the Incorporated Civic Organization Liquor License for Main Street Skowhegan for the Dinner in Coburn Park on August 3, 2019. She did not get it turned in on time for the agenda.

A motion was made by Gene Rouse and seconded by Roger Staples to approve the Incorporated Civic Organization Liquor License for Main Street Skowhegan for the Dinner in Coburn Park on August 3, 2019

Vote: 3/1 (Dennis Willette opposed)

Jason Gayne said that the movie night on August 6th will be at Coburn Park instead of at MCS School.

3. Selectmen's Items

There were no Selectmen's Items.

4. Department & Committee Reports

Denise LeBlanc said that RiverFest is coming up. Register for the bed races at Parks and Rec. or at the Parks and Rec tent at Moonlight Madness. The Glowstick run is on Friday. Saturday there will be family events at the Municipal Parking Lot. Raft rides with Moxie will start at 9:00 a.m. Raft ride bracelets will be available in the Municipal Parking Lot. We will be wrapping up summer activities in a couple weeks.

Chief Howard reminded everybody that Chinese lanterns are illegal in the State of Maine.

The Public Safety Building Committee is meeting tomorrow at 5:30 p.m. at the fire station.

Chief Bucknam said that the streets will be closed for Moonlight Madness. National Night Out is August 6th.

Jeff Hewett said that he was able to get a FedCap employee to work on the weeding in the downtown.

Greg Dore said that the East River Road is half done. Dudley Corner Road and Russell Road are finished. With the weather as warm as it has been they are having trouble planning the paving on North Avenue. More than likely it will have to be done at night.

The bridge construction has started. They will start milling Waterville Road and West Front Street this Sunday.

The Route 2 Bypass Lane at the Community Center... Greg Dore said that the wall that was proposed is going to be too costly. CMP is going to design it with three poles instead.

Recording Time: 14:33

There will be a pole on Poulin Drive, one across the street and another pole at the edge of the next property. They will be in the right-of-way and we won't need an easement for a guide wire. That design should be done within a week or so. Another few weeks to get the poles in and for the other utilities to move their wires. Construction should start by the end of August or early September.

The new lift system showed up today. It is pretty impressive.

Public Hearing:

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

Beth Terstegen
Brick House Kitchen d/b/a Kel-Mat Café
147 Madison Avenue

Paul York opened the Public Hearing at 5:45 p.m.

There were no comments.

Paul York closed the Public Hearing at 5:45 p.m.

A motion was made by Gene Rouse and seconded by Roger Staples to approve the Victualer License for Brick House Kitchen d/b/a Kel-Mat Café.

Vote: 4/0

Consent Agenda:

1. Approve and sign Minutes from the following:
Regular Selectmen's Meeting – July 9, 2019
2. Approve and sign Cemetery Deeds in the East Skowhegan Cemetery for the following:
Danielle C. McKay, Lot 175 (2nd South Grave)
Richard Waters, III, Lot 175 (1st South Grave)

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

Vote: 4/0

Regular Agenda:

1. Discussion and decision to appoint Bryan Belliveau as Code Enforcement Officer, Building Inspector, Plumbing Inspector and Public Safety Building Committee Member and Randall Gray as Deputy Code Enforcement Officer, Alternate Building Inspector and Alternate Plumbing Inspector with terms expiring June 30, 2020.

A motion was made by Gene Rouse and seconded by Roger Staples to appoint Bryan Belliveau as Code Enforcement Officer, Building Inspector, Plumbing Inspector and Public Safety Building Committee Member and Randall Gray as Deputy Code Enforcement Officer, Alternate Building Inspector and Alternate Plumbing Inspector with terms expiring June 30, 2020.

Vote: 4/0

2. Discussion and decision to authorize the town's attorney, through the Town Manager, to pursue legal action regarding a land use violation against the owners and occupants at 1121 Waterville Road (Map 18, Lot 1A).

A motion was made by Roger Staples and seconded by gene Rouse to authorize the town's attorney, through the Town Manager, to pursue legal action regarding a land use violation against the owners and occupants at 1121 Waterville Road (Map 18, Lot 1A).

Vote: 4/0

3. Discussion and decision to approve the applications for Beano/Bingo and Games of Chance for the Skowhegan State Fair from August 8, 2019 through August 17, 2019.

A motion was made by Roger Staples and seconded by Gene Rouse to approve the applications for Beano/Bingo and Games of Chance for the Skowhegan State Fair from August 8, 2019 through August 17, 2019.

Vote: 4/0

4. Discussion and decision to expend an amount not to exceed \$5,000.00 from the Fire Department Reserve Account, Protective Clothing Designation for 10 pair of turnout boots.

A motion was made by Gene Rouse and seconded by Roger Staples to expend an amount not to exceed \$5,000.00 from the Fire Department Reserve Account, Protective Clothing Designation for 10 pair of turnout boots.

Vote: 4/0

5. Discussion and decision to expend an amount not to exceed \$10,000.00 from the Administrative Reserve Account, Information Technology Improvements Designation to purchase 11 desktop computers and 6 monitors.

A motion was made by Gene Rouse and seconded by Roger Staples to expend an amount not to exceed \$10,000.00 from the Administrative Reserve Account, Information Technology Improvements Designation to purchase 11 desktop computers and 6 monitors.

Gene Rouse asked about 11.

Christine Almand said that last year 12 were replaced.

Dennis Willette asked what they are for.

Christine Almand said that there are over 40 PCs. Each year we replace some of them on a rotating schedule.

Dennis Willette asked what they are being used for.

Christine Almand said that she didn't bring the updated inventory list with her. There are 15 computers on this level of the Municipal Building...there are several in the police department. All of the departments have computers...highway department, recreation department, fire department, etc. The administrative reserve account takes care of computers for every department, except pollution control. They have a very sophisticated computer system over there that he budgets for.

Dennis Willette asked why each department didn't have their own budget for computers.

Christine Almand said it is better to do them all at once. The reserve account also takes care of servers. All IT improvements are handled out of this one account.

Vote: 4/0

Recording Time: 22:03

6. Discussion and decision to award the Engineering RFP. The following proposals were received:

Sewall Engineers	\$27,475.00
Dirigo Engineering Services	\$25,000.00
Main Land Engineering	\$32,500.00
Plymouth Engineering	\$32,570.00
CES	\$18,500.00
Wentworth Partners	\$27,000.00 (\$25,625.00 local preference)

Greg Dore recommends awarding the Main Street Engineering RFP to CES with a total bid amount of \$18,500.00 and expending that amount from the Highway Department Reserve Account, Streets and Sidewalks Designation. 50% reimbursement from Maine DOT.

A motion was made by Gene Rouse and seconded by Roger Staples to award the Main Street Engineering RFP to CES with a total bid amount of \$18,500.00 and expend that amount from the Highway Department Reserve Account, Streets and Sidewalks Designation.

Dennis Willette asked if this is for the widening of that turn.

Greg Dore answered, yes.

Vote: 4/0

7. Discussion and decision to allow the Cemetery Committee to go out to bid for the Southside Cemetery Reconstruction Project.

A motion was made by Roger Staples and seconded by Dennis Willette to allow the Cemetery Committee to go out to bid for the Southside Cemetery Reconstruction Project.

Vote: 4/0

8. Discussion and decision to allow the Cemetery Committee to go out to bid for the East Skowhegan Cemetery Road Project.

A motion was made by Roger Staples and seconded by Dennis Willette to allow the Cemetery Committee to go out to bid for the East Skowhegan Cemetery Road Project.

Vote: 4/0

9. Discussion and decision to approve the letter of support for Kennebec on Fire in collaboration with the Wesserunset Arts Council.

A motion was made by Gene Rouse and seconded by Roger Staples to approve the letter of support for Kennebec on Fire in collaboration with the Wesserunset Arts Council.

Vote: 4/0

10. Discussion and decision to approve the contract with Brantner, Tibodeau & Associates for the 2019 Audit.

A motion was made by Gene Rouse and seconded by Roger Staples to approve the contract with Brantner, Tibodeau & Associates for the 2019 Audit.

Vote: 4/0

11. Discussion and decision to vote for a Vice President and three Executive Committee Members for MMA.

A motion was made by Gene Rouse and seconded by Roger Staples to vote for the candidates as listed on the ballot for Vice President and three Executive Committee Members for MMA.

Vote: 4/0

12. Discussion and decision to pre-approve Warrant #6 in an amount not to exceed \$7,904.00 for the filing of tax liens.

A motion was made by Gene Rouse and seconded by Roger Staples to pre-approve Warrant #6 in an amount not to exceed \$7,904.00 for the filing of tax liens.

Vote: 4/0

13. Treasurer's Warrants to be approved:

#3	\$	42,446.78 (Payroll #28)
#4	\$	42,445.57 (Payroll #29)
#5	\$	13,061.32 (State Payables)
#108	\$	99,126.50 (FY 2019 Accounts Payables)
#7	\$	76,956.47 (TY 2020 Accounts Payables)
Total	\$	274,036.64

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

Vote: 4/0

14. Other Business

Kristina Cannon said that Main Street received a \$20,000.00 grant from the Quimby Foundation for Run of River.

Kristina Cannon said that there will be a swift water rescue training, as part of the AmeriCorp Outdoor Recreation Program on Thursday and Friday in the gorge. There are still a couple of spots available. This is free for community members. We are also doing a paddle sports leadership conference at Lake George next week. We will be going to Millinocket to learn white water kayaking on August 16th, 17th and 18th.

15. 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

Christine Almand said that the grant application has been submitted for the charging station grant. We are waiting to hear back.

She is waiting to schedule the next Second Bridge Committee meeting. She and Greg Dore met with DOT in Augusta. We will be looking to have a public meeting in September.

Paul York asked where Main Street is with extending the trails.

Kristina Cannon said that \$20,000.00 in grant funds is waiting to be used. Jeff Hewett is talking with Denise LeBlanc about making a mountain bike trail near the Philbrick Trails. Also looking to resurface the portion by the railroad bed that the Town owns to make that accessible for New Balance employees. She is just waiting on the go-ahead from Jeff and Denise.

16. Sign Documents

The selectmen signed documents.

Adjourn Selectmen's Meeting.

Approved and signed August 13, 2019

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