

**Minutes
Town of Skowhegan
Regular Selectmen's Meeting
5:30 P.M.
Wednesday, January 25, 2017
Municipal Building – Council Room**

Rescheduled from January 24, 2017 due to weather.

Board of Selectmen:

Donald Skillings, Chairman
Paul York, Vice Chairman
Betty Austin – Arrived at 6:33 p.m.
Darla Pickett
Soren Siren

Town Manager:

Christine Almand

Executive Secretary:

Cara L. Mason

Call Selectmen's Meeting to order.

Donald Skillings 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

The Auditor and his team were here last week. We were in the best position we have been in since Christine Almand has worked here. She thanked Gail Pelotte and Trisha Austin for all of their work on the audit.

2. Items by the Public

There were no Items by the Public.

3. Selectmen's Items

Darla Pickett asked if the sidewalk plow had been fixed.

Greg Dore said that it was fixed. Northeast Doran got it back to us the very next day. However, we now have two more issues with it.

Darla Pickett said kudos on the audit.

A motion was made by Darla Pickett and seconded by Soren Siren to suspend the Coffee and Conversation until July.

Vote: 4/0

Soren Siren thanked the Fire Department for their work in saving the house next to the large barn that caught fire.

Donald Skillings thanked the Highway Department, Fire Department and Police Department. They have all been pretty busy lately.

4. Department & Committee Reports

Greg Dore said that the sidewalk plow has been breaking down every week. It has an eight to ten year life span. It is nine years old. He will be putting together a memo with a couple options. We just put \$3,000.00 into it. The clutch that went is \$3,000.00 plus or minus. Then the drive shaft to the transmission...the spindle is broken. We are not sure how much damage is done to the transmission. That could range anywhere from \$1,500.00 to \$3,000.00 to fix.

H.P. Fairfield cannot loan machines anymore. They do have a machine that came from Brunswick. They are selling it for \$12,000.00, but he would sell it to us for \$8,000.00. He said that we would be able to recoup that money as a trade-in when we replace the machine. Greg Dore believes the machine is a 2012. We would run that one and keep the one we have for parts.

Soren Siren asked if a machine like what is used at the Recreation Department on the fields, could be used on sidewalks.

Greg Dore said that the trackless is designed for that. They are less than 60 inches wide. They are \$130,000.00 with the attachments.

Donald Skillings said we have had two trucks on hooks and a sidewalk plow that hasn't worked in the last month. He asked if we are doing daily checks, maintenance, etc.

Greg Dore said that we absolutely are doing those things. We have records of all of the services.

Recording Time: 11:22

Donald Skillings asked about the machine from Brunswick and how many hours were on it. Maybe we could get three to five years out of it, instead of just one.

Greg Dore said that he would give a list of options. He doesn't want to wait until the next meeting if we do this.

Donald Skillings said let's do it on a consensus kind of basis.

Christine Almand said that the Purchasing Policy allows her to do an emergency reserve expenditure. She can approve it and then email the Selectmen. The only issue is that this is a bid amount, so the Selectmen would need to waive the bid process.

Paul York asked if anything else has been looked into...instead of this kind of machine. A lot of times, we get storms that that machine won't go through. Some of the break-downs may be because they try to go through it anyway. \$130,000.00 is a good chunk of change.

Greg Dore said that you can't put a small loader on the sidewalk. Some towns use skid-steers. He has not looked into those to see how they work.

Paul York said he doesn't want to spend \$8,000.00 to use it a year and trade it in. We will never get that back out of it at trade-in.

Greg Dore said that he plans to get all of the information. He will call Brunswick to find out why they got rid of it.

A motion was made by Soren Siren and seconded by Darla Pickett to waive the bid process to allow Greg Dore to buy the sidewalk machine from H.P. Fairfield for \$8,000.00.

Paul York said he would like to see the other options first.

Donald Skillings said that this is to waive the bid process. The choices will be emailed to the Selectmen before the decision is made.

Vote: 4/0

Denise LeBlanc said that the ice rink is touch and go right now. She thinks that after Friday, it is supposed to be really cold. Hopefully we will have full week of the rink being open. Call ahead to make sure it is open before you go.

The 1996 groomer went last summer. Denise LeBlanc and Stephen McDaniels have been doing a lot of research to figure out what was going to be most efficient and cost effective replacement for that.

Basketball tournaments will be coming up, as well as February vacation.

Brent Dickey said that pre-bid meeting for Phase 3.5 is Friday. The bid opening will be February 2nd.

Chief Howard said he has had questions about the number of apparatus at fires. The fire the other night had a lot of fire departments involved. A lot of water was being hauled in from ten miles away. The aerial worked phenomenal. We put 93,000 gallons of water through that one apparatus.

Donald Skillings asked of Skowhegan was at the Madison Fire recently, by Lakewood.

Chief Howard said that we were there. There have been a lot of fires lately.

Jeff Hewett said that the Tech Spot is going to use the conference room at the Renaissance Center. We are hoping that that will make it easier for elderly people to be able to get there, since it is handicap accessible. They will be there Tuesdays and Wednesdays 2:30 to 4:30 p.m.

He has been working with Randy Gray on the individual slum and blight for the Façade projects. The old slum and blight designation can no longer be used, so each one has to be done individually. It has been a lot of extra work for Randy Gray.

Chief Bolduc said that Detective Katelyn Nichols was appointed to the MDEA last week. She is taking Kelly Hooper's place. We need to hire some more people before we can send her off for that. That position is completely funded by MDEA.

Recording Time: 24:38

We are posting the Detective and Detective Sargent openings today.

The new cruiser will be outfitted and in use in a couple weeks.

Donald Skillings asked how many officer we are down right now.

Chief Bolduc said we are down four officers. We may be losing another officer in the next few weeks, so we will need to hire two before we can send Katelyn Nichols the MDEA training.

Gail Pelotte said there are a couple of days left for people to license their dogs without a late fee. Everybody on the list has been called if we have a contact number.

Randy Gray said that last Thursday we hosted an interior plumbing course and a wastewater disposal course at the Community Center. They were both well attended.

Trisha Austin said she is working on budget sheets and is hoping to have them out tomorrow. Chief Bolduc's son had his last chemo treatment this week. She wished them the best of luck.

Public Hearing:

1. Public Hearing regarding the Island Avenue Parking Lot Park and Ride Project.

Because we postponed this meeting, the Public Hearing will be rescheduled at a later date in order to give proper public notice.

Presentation:

1. Kristina Cannon will present Main Street Skowhegan's Quarterly Report.

There will be a Strategic Plan implementation meeting sometime in February.

Main Street is partnering with the Wesserunsett Arts Council to complete a cultural plan for the County. Skowhegan will have great representation in that.

The business incentive package is out there and on the website.

We will be having a series of seminars on either social media or marketing.

Small Business Saturday went very well. Thirty seven businesses participated. For every purchase made there was a ticket for a chance to win a prize. There were 816 purchases that day; last year there were 383. Two businesses had their best sales day ever that day.

Run of River did submit the Sewall Grant application last week.

They are also working on the marketing plan, video and brochure promoting Run of River.

Kristina Cannon asked the Selectmen to schedule a workshop to discuss Run of River.

A workshop was scheduled for February 28, 2017 at 4:30 p.m.

Maine Motor-coach Network has decided to come back to Skowhegan this coming fall.

The moose permit lottery was submitted to Inland Fisheries and Wildlife on January 13, 2017.

The Holiday Stroll went very well.

We received a marketing grant from the Maine Office of Tourism. A video was made to showcase BrewFest. We felt it was very important to show more than just BrewFest in the video. This is going to be a big piece in marketing the town.

The video was viewed. It can also be seen at www.craftbrewfest.com

The next Craft Brew Festival will be September 2nd.

Recording Time: 38:34

www.visitskowhegan.com has been created for people to see what Skowhegan has to offer.

Consent Agenda:

1. Approve the Minutes for the following:

Regular Selectmen's Meeting January 10, 2017

2. Accept the resignation of Ann Spaulding from the Budget & Finance Committee effective January 13, 2017.

3. Accept the resignation of Steve Spaulding from the Cemetery Committee effective January 13, 2017.

Donald Skillings said that we have resignations from two long time volunteers as part of the Consent Agenda. He wanted to recognize them for their service.

A motion was made by Darla Pickett and seconded by Paul York to approve the Consent Agenda as written.

Darla Pickett said that she was so sorry that Ann and Steve Spaulding were resigning.

Vote: 4/0

Regular Agenda:

1. Discussion and decision to appoint the following to the Lake George Committee with terms expiring June 30, 2017:

Stephen Dionne
John Martin
Warren Shay

A motion was made by Paul York and seconded by Soren Siren to appoint the following to the Lake George Committee with terms expiring June 30, 2017:

**Stephen Dionne
John Martin
Warren Shay**

Vote: 4/0

4. Discussion and decision to appoint the following to the Downtown TIF Oversight Committee with terms expiring June 30, 2017:

Sally Dwyer
Vicki Alward
Sam Hight
Christine Almand
Amber Lambke
Donald Skillings

Donald Skillings asked to be removed from this committee for personal reasons.

A motion was made by Darla Pickett and seconded by Paul York to appoint the following to the Downtown TIF Oversight Committee with terms expiring June 30, 2017:

**Sally Dwyer
Vicki Alward
Sam Hight
Christine Almand
Amber Lambke
Soren Siren**

Vote: 4/0

5. Discussion and decision to appoint the following to the Run of River Committee with terms expiring June 30, 2017:

Clayton Cole
Jason Cooke
Jason Gayne
Taylor Walker
Anna Staehli Wisner

A motion was made by Paul York and seconded by Soren Siren to appoint the following to the Run of River Committee with terms expiring June 30, 2017:

**Clayton Cole
Jason Cooke
Jason Gayne
Taylor Walker
Anna Staehli Wisner**

Vote: 4/0

4. Discussion and decision to appoint Stephen J. Gould as a Reserve Police Officer with a term expiring June 30, 2017.

A motion was made by Paul York and seconded by Soren Siren to appoint Stephen J. Gould as a Reserve Police Officer with a term expiring June 30, 2017.

Vote: 4/0

5. Discussion and decision to allow Christine Almand to put three foreclosed properties out to bid.

A motion was made by Darla Pickett and seconded by Soren Siren to allow Christine Almand to put three foreclosed properties out to bid.

Vote: 4/0

6. Discussion and decision to write off taxes for Map 26, Lot 98 in the amount of \$177.16. This property was acquired by the Town due to non-payment of taxes.

A motion was made by Paul York and seconded by Soren Siren to write off taxes for Map 26, Lot 98 in the amount of \$177.16.

Vote: 4/0

Recording Time: 44:45

7. Discussion and decision to approve the Malt, Spirituous, Vinous License for:

Washburn Enterprises LLC d/b/a Central Maine Family Fun Bowling Center
414 Madison Avenue

A motion was made by Paul York and seconded by Soren Siren to approve the Malt, Spirituous, Vinous License for Washburn Enterprises LLC d/b/a Central Maine Family Fun Bowling Center.

Vote: 4/0

8. Discussion and decision to expend an amount not to exceed \$1,950.00 from the Police Department Reserve Account, Training Designation to send three officers to the leadership course.

A motion was made by Darla Pickett and seconded by Soren Siren to expend an amount not to exceed \$1,950.00 from the Police Department Reserve Account, Training Designation to send three officers to the leadership course.

Vote: 4/0

9. Discussion and decision to expend an amount not to exceed \$25,000.00 from the Solid Waste Reserve Account, Vehicle Replacement Designation to purchase a 2011 ¾ ton GMC pickup truck with plow from Hight Chevrolet Buick GMC.

A motion was made by Soren Siren and seconded by Darla Pickett to expend an amount not to exceed \$25,000.00 from the Solid Waste Reserve Account, Vehicle Replacement Designation to purchase a 2011 ¾ ton GMC pickup truck with plow from Hight Chevrolet Buick GMC.

Paul York said that he is still not sold on putting a plow on this truck.

Donald Skillings said that he also strongly disagrees with the plow. Our job is not to micro-manage departments and he will respect that.

Soren Siren agreed and said that he believes we could get that job done with a bobcat. He said he will support it, but he doesn't like the plow idea.

Vote: 4/0

10. Discussion and decision to allow Chief Howard to apply for the Maine EMS Non-Transporting First Responder License.

A motion was made by Paul York and seconded by Soren Siren to allow Chief Howard to apply for the Maine EMS Non-Transporting First Responder License.

Vote: 4/0

11. Discussion and decision to approve the changes to the RLF Guidelines.

A motion was made by Paul York and seconded by Soren Siren to approve the changes to the RLF Guidelines.

Jeff Hewett said that one of the reasons we are looking at this change is to support the Façade Grants. It allows them to use that as match for the program.

Vote: 4/0

12. Discussion and decision to allow Greg Dore to apply for the Wellness Grant in the amount of \$2,120.00. There is no match requirement for this grant.

A motion was made by Paul York and seconded by Soren Siren to allow Greg Dore to apply for the Wellness Grant in the amount of \$2,120.00.

Vote: 4/0

13. Discussion and decision to approve the Pole Location Permit to allow CMP to place 12 poles on the Back Road beginning 170 feet north of the Rowe Road intersection.

A motion was made by Paul York and seconded by Soren Siren to approve the Pole Location Permit to allow CMP to place 12 poles on the Back Road beginning 170 feet north of the Rowe Road intersection.

Vote: 4/0

14. Discussion and decision to approve the Channel 11 fiscal year 2018 budget in the amount of \$69,820.00.

A motion was made by Darla Pickett and seconded by Soren Siren to approve the Channel 11 fiscal year 2018 budget in the amount of \$69,820.00.

Vote: 4/0

15. Discussion regarding moving forward to make Moody Street a Town way.

Christine Almand said that after the December 16, 2016 Selectmen's Meeting she sent letters to five of the abutters, letting them know that if the street was accepted as a town way it could potentially impact their property. There are three properties on Moody Street and there are five that abut Moody Street from nearby roads. We have heard back from two of the five. The Elks Lodge sent a letter stating that they have no interest in the right-of-way that crosses their property becoming a town way. This would be the section that intersects with Hanover Street. Mr. Kresge called. He said he would like to know how it would impact his property first.

Darla Pickett asked who would pay for a survey.

Christine Almand said that when streets were accepted in 2010, the Town paid for the surveys. She heard that this one could cost \$2,000.00.

Soren Siren said we have input from people who are not interested. We need to hear from the others and we need to get an estimate of what a survey will actually cost.

Paul York said that we don't necessarily have to do anything to this street...just like Gilblair Street. We voted to take that on.

Greg Dore said that we don't have to, but there may be some things that need to be done.

Soren Sire said when we do maintenance we may encroach on somebody's property. Mr. Kresge wants to know how much of his back yard he may lose. We have to be real careful when we look at that.

Greg Dore said that we would ask for the minimum, which is 25 feet.

Darla Pickett asked about plowing and not maintaining the street.

Donald Skillings said that we cannot expend public funds on private property.

Donald Skillings said that with the information received, he is very reluctant. It is clear from the Skowhegan-Madison Elks that they are not interested...and we have another property owner who is apprehensive.

Darla Pickett asked if it was possible for the people to pay for the survey, since they want it to be a town way.

Donald Skillings said that we could do it that way. He wants to hear from the people who are not interested to see if the survey is going to make it ok...or not.

Charles Bolstridge said that there is a lot on Smith Street. That lot was surveyed and a fence was put up. That is already in the deed as a right-of-way. Brush has grown up there and it is growing out onto the asphalt. When he put the fence up, he stooped mowing out to the road.

Donald Skillings said that the right-of-way is to the property owners, not to the Town.

Christine Almand said it is the job of the person doing the survey to check all of those records. She said she is not an attorney, and is not going to try to figure it out.

Donald Skillings said it is not legal to expend public funds on a road that is not public. We have let this go as we have investigated it. We have two people with reservations right now. Do we continue to maintain while we continue to look at it? Have we gone past the point where we should have made a decision? He said he doesn't want to be in a situation where we are spending public funds in a non-prudent way.

Recording Time: 01:00:32

Donald Skillings said that surveying eight lots is not going to be a \$2,000.00 survey.

Christine Almand said that if we pursue the survey, the funds would be expended from our legal account. If the legal account goes over, she would expect to expend from the legal reserve account.

Donald Skillings said that we are close to needing to make a decision here. We can put it off a couple more weeks. We already have legal advice to stop this.

Soren Siren said that out of good faith we have some questions that need to be answered.

Charles Bolstridge asked if you have been doing a service for a number of years, can the Town stop that service. Wouldn't that have to go to Town Meeting?

Christine Almand said that the legal advice from two resources said that we should stop.

Donald Skillings said that we have to make a decision on whether or not to move forward to make this a town way. With two property owners saying they do not want it, it will take a lot to sway his mind in that direction.

Donald Skillings read the letter from the Skowhegan-Madison Elks Lodge.

Gail Pelotte asked if you stop doing something that you have been doing, what happens if there is a tragedy.

Chief Howard said that there are private drives longer than Moody Street. They make it work.

A motion was made by Soren Siren and seconded by Darla Pickett to send registered letters to the three abutters that did not respond previously and get an estimate on how much a survey will cost and continue with plowing until the next meeting.

Christine Almand said that letters were sent to Quirion, York, Kresge, Corson and the Elks. She had spoken to Mr. Rollins previously. His home is actually on Moody Street, so he would benefit from the town taking over the street. The concern here is the five abutters that will not directly benefit from this. Their back yard abuts the street.

Quirion, York and Corson will receive registered letters.

Vote: 5/0

16. Discussion regarding the Lake George Inter-local Agreement.

Christine Almand said Steve Dionne had brought it to her attention... The State gave us the property 24 years ago. We have an agreement with the State that automatically renews. Skowhegan and Canaan did an inter-local agreement that expired back in 2012.

Steve Dionne said this is the 25th year for Lake George Park. The property was acquired from Camp Modin back in 1992. This inter-local agreement kind of fell through the cracks. The Town of Canaan had forgotten about this agreement as well. When Karen Hart left the Board, she found this going through some old paperwork. Canaan has decided to bring this to the voters to be approved for another 20 years.

Darla Pickett said she is so proud of Lake George. She thinks that another 20 years wouldn't hurt, or coinciding it with the State. The two towns have worked so well together with this.

Steve Dionne said that this can be terminated at any time with one year's notice.

Christine Almand said that Ken Lexier had advised to keep it at 20 years because it keeps it in the Selectmen's thoughts.

A motion was made by Darla Pickett and seconded by Paul York to put the Lake George Inter-local Agreement with the Town of Canaan for 20 years on the Town Meeting Warrant for approval.

Vote: 5/0

Steve Dionne for the first 5 to 10 years it gradually grew to accommodating 8,000 to 10,000 people per year. Over the last ten years we are up to about 25,000 people every year. Some of the enthusiasm has waned, a lot of our big donors have passed away.

We rely on day passes and group fees. That is about 25% of what it takes to keep the park open. We are struggling financially. We still hold the spring auction and dinner at Lakewood every year which generates between \$5,000.00 and \$7,000.00. We have the fall dinner auction at the Community Center which generates about the same amount of money. The Triathlon with Somerset Sports and Fitness, we are trying to figure out how to generate income from that. It is a great community service. It is sort of like Winter Carnival that is coming up in February...it takes a lot of volunteer effort to put those on with very little revenue.

The Lake George Committee is looking for ideas from the community. The budget is roughly \$100,000.00.

Derek Ellis said that \$5,000.00 per month is the bare bones cost with one employee, lights, etc. That is if nothing happens. We have equipment repairs and costs. We have one very old snowmobile.

Steve Dionne said that Lake George does not receive any funding from the State or from the Town. They have raised the gate fees some over the last few years. We want to keep it an affordable option for everyone.

The books are supposed to be audited each year. For the first fifteen years the books were audited as part of the Town of Skowhegan's audit. The Town stopped doing this a few years ago.

Christine Almand and Cara Mason said they believed the audit was discontinued in 2010 when the Selectmen did away with things that they felt we shouldn't be doing.

Christine Almand said that the audit being included with the Town's audit was stopped because of some conversations that took place. There may have been some misinformation at the time. In the agreement with the State there is a requirement that both towns have the financials from Lake George in our audit.

Donald Skillings said that doesn't mean that we have to pay for their audit. That means that we have to have their balance sheet in our annual report. There is a vast difference.

Christine Almand said that back when we were doing it, we were actually paying for the audit. The audit needs to happen, and an audit is a good idea anyway. The question is, who pays for it.

Steve Dionne said that he would request that the Town pick that up again. Lake George didn't pay for it previously. The auditor gave an estimate of \$600.00 to \$700.00.

Donald Skillings said he is not comfortable continuing this conversation any further. He is extremely apprehensive about agreeing to that. This hasn't been reconciled in seven years. There have been no checks and balances. That is not your average audit.

Steve Dionne said that this had just been brought to their attention. He had assumed that Brantner & Thidodeau was taking care of the audit, because they were doing their 990 every year.

This will be discussed again at one of the meetings in February.

17. Treasurer's Warrants to be approved:

#58	\$	38,605.93 (Payroll #2)
#59	\$	34,433.85 (Payroll #3)
#60	\$	9,848.00 (State Payables)
#61	\$	286,510.59 (FY 2017 Accounts Payables)
Total	\$	369,398.37

A motion was made by Paul York and seconded by Soren Siren to approve the Treasurer's Warrants as written.

Vote: 5/0

18. Other Business

There was no Other Business.

19. Unfinished Business

- Review Policies and Ordinances
- Job Classes/Pay Scale
- Run of River/Economic Development
- Utilizing Outside Services
- Town Charter

There was no discussion.

20. Sign Documents

The Selectmen signed documents.

Adjourn Selectmen's Meeting.

Approved and signed on February 14, 2017.

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