

**Minutes
Town of Skowhegan
Regular Selectmen's Meeting
5:30 P.M.
Tuesday, March 22, 2016
Municipal Building – Council Room**

Board of Selectmen:

Donald Skillings, Chairman
Paul York, Vice Chairman
Betty Austin
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

Today is the 3rd Annual Abner Coburn Day. Skowhegan Heritage Council held a tribute at the Superior Courthouse today.

Reminder: Upcoming budget meetings are scheduled for tonight following this meeting and March 23rd & 30th at 6:00 pm.

Reminder: The Downtown TIF Workshop is scheduled for April 12th at 4:30 pm.

The Paving Bid closes on April 5th at 1:00 pm. For more information, visit our website or contact Greg Dore.

The Town has a 1990 Arial Fire Truck for sale. For more information, visit our website or contact Chief Howard.

Skowhegan's 10th Annual Maple Festival will be March 25th to 27th. A limited number of tickets for the Rotary's Beer, Wine, and Food Tasting are available at West Front Market and Hammond Lumber. The Talent Show is on Saturday at 7:30 pm in the Opera House. For more event details visit Main Street Skowhegan's website or the Maple Fest Community Facebook page.

Main Street Skowhegan is holding a Shape the Future of Skowhegan Public Forum in the Council Room on March 31st at 5:30 pm. They are seeking discussion and input for their strategic plan, which will also be used for the Town's Downtown TIF Amendment.

Skowhegan Area Chamber of Commerce is holding a Business After Hours/Wellness After Hours at Somerset Public Health on April 6th from 5:00 to 7:00 pm.

There is a Benefit for Jeremy Bolduc at the Community Center on April 9th at 6:00 pm. It will be a benefit basketball game with teams of Fire, EMS, and Police. Jeremy is Chief Bolduc's son and was recently diagnosed with Ewing Sarcoma, a form of bone cancer.

2. Items by the Public

There were no Items by the Public.

3. Selectmen's Items

Betty Austin said she was happy to see all of the community involvement in the Maple Festival. The events were listed in the newspaper today.

Paul York said that Denise LeBlanc received an award last night from the Maine Parks and Recreation Association. The William V. Haskell, Distinguished Professional of the Year award.

Donald Skillings asked the community to do as much as they can to support Chief Bolduc and his family. He also asked everybody to think for a moment about Chuck Robbins who lost his battle with cancer today.

4. Department & Committee Reports

Chief Howard said that last Saturday and Sunday the fire department did some training on Silver Street.

Chief Howard asked to add another firefighter to the SAFER Grant for two years. This was approved for one firefighter at the last meeting. This way he could remove one position from the upcoming budget and still be able to fill two positions.

A motion was made by Betty Austin and seconded by Soren Siren to allow Chief Howard to apply for the Safer Grant for two firefighters for two years.

Vote: 5/0

Chief Howard gave his condolences to the Robbins family.

Denise LeBlanc said that the spring/summer brochures are out and will be on the website shortly.

Denise thanked everybody that attended the event last night.

Recording Time: 09:17

Jeff Hewett said that there will be a broadband meeting in Norridgewock on Thursday at the new fire station.

Gail Pelotte said that nomination papers are available and are due back on May 2nd for two Selectmen, one Assessor, one Overseer of the Poor, two Park Commissioners, and three School Board members.

Christine Almand said she had received a message from Chief Bolduc that we have been awarded the Speed Grant.

Consent Agenda:

1. Approve and sign Minutes for the following:

Regular Selectmen's Meeting	February 23, 2016
Regular Selectmen's Meeting	March 8, 2016

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

Vote: 5/0

Regular Agenda:

1. Discussion and decision to accept the resignation of Robert Schneider from the Budget & Finance Committee effective March 22, 2016.

A motion was made by Paul York and seconded by Darla Pickett to accept the resignation of Robert Schneider from the Budget & Finance Committee effective March 22, 2016.

Vote: 5/0

2. Discussion and decision to appoint Patrick Dore as a member of the Budget & Finance Committee with a term expiring June 30, 2018.

A motion was made by Paul York and seconded by Betty Austin to appoint Patrick Dore as a member of the Budget & Finance Committee with a term expiring June 30, 2018.

Vote: 5/0

3. Discussion and decision to approve the Application for Pawn Broker License for:

Casino Hill Trading Post
432 Canaan Road

A motion was made by Betty Austin and seconded by Paul York to approve the Application for Pawn Broker License for Casino Hill Trading Post.

Vote: 5/0

4. Discussion and decision to approve the Contract for Planning Board and Planning Office Administration with KVCOG and authorize Christine Almand to sign the contract.

A motion was made by Betty Austin and seconded by Soren Siren to approve the Contract for Planning Board and Planning Office Administration with KVCOG and authorize Christine Almand to sign the contract.

Donald Skillings said that we are changing from Chris Huck to somebody who works with Chris. There is a big cost difference.

Randy Gray said that Joel Greenwood is an excellent planner, and he feels that this is a good year to make this change.

Donald Skillings said that Chris Huck has been an amazing asset to this town. These will be some big shoes to fill.

Randy Gray said that the new planner is one office down from Chris Huck.

Vote: 5/0

5. Discussion and decision to approve the Cemetery Sexton Contract with Mark Bossie and authorize Christine Almand to sign the contract.

A motion was made by Betty Austin and seconded by Darla Pickett to approve the Cemetery Sexton Contract with Mark Bossie and authorize Christine Almand to sign the contract.

Christine Almand said that she was able to get Mark Bossie to agree to keep the same rate as last year. The only difference is that he will now also be paid the differential that we charge for burials on weekends and holidays. Based on last year that would be about \$1,100.00.

Vote: 5/0

6. Discussion and decision to approve the Contract for Tax Assessment Services with William Van Tuinen and authorize Christine Almand to sign the contract.

A motion was made by Darla Pickett and seconded by Betty Austin to approve the Contract for Tax Assessment Services with William Van Tuinen and authorize Christine Almand to sign the contract.

Vote: 5/0

Recording Time: 14:43

7. Discussion and decision to approve the Temporary Construction Easements for Phase 3.4 of the CSO Project and authorize Christine Almand to sign the easements.

A motion was made by Paul York and seconded by Betty Austin to approve the Temporary Construction Easements for Phase 3.4 of the CSO Project and authorize Christine Almand to sign the easements.

Brent Dickey said that in his memo he had referenced eight easements. That was an error. Currently we have eleven.

Donald Skillings said that as the motion is written there is not a limiting number.

Vote: 5/0

8. Discussion and decision to approve Change Order #1 for Jordan Excavation Phase 3.2 in the amount of \$18,137.66 and authorize Christine Almand to sign the change order.

A motion was made by Betty Austin and seconded by Soren Siren to approve Change Order #1 for Jordan Excavation Phase 3.2 in the amount of \$18,137.66 and authorize Christine Almand to sign the change order.

Vote: 5/0

9. Discussion and decision to approve Change Order #1 for T-Buck Construction Phase 3.3 in the amount of -\$78,117.80 and authorize Christine Almand to sign the change order.

A motion was made by Paul York and seconded by Soren Siren to approve Change Order #1 for T-Buck Construction Phase 3.3 in the amount of -\$78,117.80 and authorize Christine Almand to sign the change order.

Darla Pickett asked what the negative meant.

Mandy Olver said that there can be a lot of variables in these projects. We pay based on the actual number of tons of pavement and linear feet of pipe. This is the fairest way to do these earthwork projects, because you just never know what you are going to find under the ground. With these two change orders, you are at \$60,000.00 less than expected.

Vote: 5/0

10. Discussion and decision to allow Brent Dickey to go out for bids for the CSO Project, Phase 3.4. Bid documents are available for review in the Town Manager's office.

A motion was made by Paul York and seconded by Betty Austin to allow Brent Dickey to go out for bids for the CSO Project, Phase 3.4. Bid documents are available for review in the Town Manager's office.

Vote: 5/0

11. Discussion regarding the reverter agreement for property located at 5 Greenwood Avenue (Map 33, Lot 103).

Tom Davis, CEO of Skills Inc., said that in 1968 the Town of Skowhegan gave some land to the Upper Somerset Association for Retarded Children. That association has been merged multiple times and is now part of Skills, Inc. We recently decided to market the property, and were not aware of the reverter clause. When Skills received the property it was land. Four building have been added since then. The land is 20.6% of the total value of the property. Tom Davis asked the Selectmen to authorize them to sell the property and divide the proceeds with that percentage going to the Town.

Donald Skillings sais that at this point, discussing this in terms of percentages, is a public conversation. If it gets to a point of discussing actual numbers, we may need to go into Executive Session.

There was a small school on the property prior to the property being given in 1968.

Christine Almand said that this agreement was put in place by a Town Meeting vote. Any change to that would have to be done by Town Meeting vote. She is looking for direction from the Selectmen on what they want to do.

Recording Time: 24:53

A motion was made by Betty Austin and seconded by Soren Siren to enter into Executive Session in accordance with M.R.S.A. Title 1 § 405 (6)(C) at 6:17 p.m. to discuss the reverter agreement for property located at 5 Greenwood Avenue (Map 33, Lot 103).

Vote: 5/0

A motion was made by Betty Austin and seconded by Darla Pickett to exit Executive Session at 6:24 p.m.

Vote: 5/0

Second Recording Started

A motion was made by Darla Pickett and seconded by Soren Siren to table this item until more information could be obtained from our attorney.

Vote: 5/0

12. Discussion regarding mileage reimbursement.

Donald Skillings said that this came up at a recent Budget Meeting. Purchasing vehicles was discussed, and the subject of fewer vehicles and employees using their own vehicles and being reimbursed for mileage was brought up. The reimbursement rate is currently set at \$0.38 per mile, which is significantly below the federal guideline. The federal rate is \$0.54 per mile.

Darla Pickett said that the difference can be claimed when they file their taxes.

Soren Siren said that he thinks that if we are going to reduce department vehicles and require employees to use their personal vehicles, we should reimburse at the current federal rate.

Jimmy Carrier said that employees are more careful with their own vehicles than with company owned vehicles, and it would take the liability off of the Town if an accident occurs.

Paul York said that if we were going to have employees using their personal vehicles that we should be reimbursing them fairly.

Darla Pickett said that it also had to be looked at from the other side. If an employee was using their personal vehicle all the time and it was in rough places...is that fair.

A motion was made by Soren Siren and seconded by Darla Pickett to budget for mileage reimbursement at \$0.54 per mile for the 2017 budget.

Donald Skillings said that we are not changing the policy, we are allocating the funds. If we decide to change the policy, we will do that at a later date.

Recording Time: 08:30

Vote: 5/0

13. Treasurer's Warrants to be approved:

#76	\$	34,331.77 (Payroll #10)
#77	\$	36,136.23 (Payroll #11)
#78	\$	13,387.96 (State Payables)
#79	\$	<u>2,266,450.51</u>
Total	\$	2,350,306.47

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

Vote: 5/0

14. Other Business

Donald Skillings said that the Town of Skowhegan has a memorandum of Understanding with regards to the Sappi mill in Skowhegan. Some of the language is still being worked on. The agreement says that Skowhegan will assess Sappi in the upcoming year at \$380,000,000.00, which is a decrease of approximately \$64,000,000.00. That amount will be fixed for three years. There may be some adjustments to that number based on depreciation, new purchases. Sappi has agreed that they will drop the 2014 And 2015 abatements.

Donald Skillings thanked the Board of Selectmen and the Board of Assessors for their support in this. He also thanked Christine Almand, David Silk and Bill Van Tuinen for their work in this. He thanked Sappi for coming forward. He said it is in our best interest to work with all of our employers and community members. We are trying to protect our town and or jobs and our companies that are located here.

We will be having some talks with our representatives about the school formula and trying to recoup some of that lost value in a quicker fashion. Those conversations will be ongoing and will happen immediately.

Any questions or concerns should be directed to Bill Van Tuinen and Christine Almand.

15. Unfinished Business

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

16. Sign Documents

The Selectmen signed documents.

Adjourn Selectmen's Meeting.

Approved and signed on April 12, 2016.

_____	_____
_____	_____

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