

**Minutes
Town of Skowhegan
Regular Selectmen's Meeting
5:30 P.M.
Tuesday, July 12, 2016
Municipal Building – Council Room**

Board of Selectmen:

Donald Skillings, Chairman (Absent)
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.

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 24th we sent out 553 – 30 Day Lien Notices for the 2016 taxes. To date we have collected in full on 106 of those accounts.

The revaluation fieldwork is continuing. They are currently working on tax map 21. For more detailed information, visit our website.

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

Skowhegan Area Chamber of Commerce is holding a Business After Hours at Sappi on July 21st from 5:30 to 7:00 pm.

The Recycled Shakespeare Company is performing a Shakespeare Sampler at Coburn Park on July 23rd at 1:00 pm.

2. Items by the Public

Jason Gayne said that Riverfest would be the first week of August. The paperwork is done, he was just too late to get it on the Agenda for this meeting.

3. Selectmen's Items

Betty Austin said that there will be an SEDC Meeting tomorrow morning.

She attended an event at the Skowhegan School of Painting and Sculpture last Thursday. She was able to see some of the projects and talk to some of the artists. The director of the school said that she hopes to work more with the town.

Darla Pickett asked about the hole in the street with the cone by Cumberland Farms.

Greg Dore said that the covers were taken off of the manholes for the paving project. Once the milling and paving is completed, they will be replaced.

Darla Pickett asked about the in and out signs for the parking lot.

Greg Dore said that in and out signs were placed on the Indian Parking Lot. He said that he had forgotten about the signs for the other parking lot.

Darla Pickett asked about the furnace at the Community Center.

Christine Almand said that the report from the engineer came in yesterday. The engineer recommended going back to one of the bidders to see what it would cost to add another section to what they bid.

Darla Pickett asked about the Glow Sticks for the Recreation Department.

Mickey Hoyt said that they are used for the Glow Stick River Run during Riverfest. Approximately 1100 were purchased for this.

Darla Pickett asked Chief Howard about the purchase of flashlights.

Chief Howard said that 30 flashlights were purchased. One for each firefighter. They did not previously have their own flashlight. The department had four that were shared. It is extremely important for them to have these especially on the side of the road at night. They clip to the gear which makes them much more visible.

Soren Siren asked about the collaboration with Fairfield.

Chief Howard said that there had been a lot of discussion. We have created a Central Maine Fire Chiefs Group. This new group brings in more chiefs from Kennebec County. We are working on group purchasing, tower usage, etc.

Paul York thanked Greg Dore for the cutting on the East River Road. It looks much better.

4. Department & Committee Reports

Chief Howard said that Matt Quinn was hired as a new full-time firefighter last week. He has been a call firefighter for 15 years. Having the new position and a utility firefighter, we saved \$938.00 in vacation costs last week.

Randy Gray said that he and Jeff Hewett did an inspection of the Skowhegan History House last week. The permit for the lookout was approved. It is a beautiful History House and people should utilize it more.

Brent Dickey said that Sargeant Corp. is finishing up the small job on Pleasant Street this week. They are digging test holes on Mt. Pleasant Avenue and Joyce Street.

Greg Dore said that the shim coat will be started tomorrow. They will be back in a couple weeks to do the finish coat.

The lights that we purchased will be installed so that those lights will be back working properly. We dug up the sensors, so they have been running on a timer.

All of the painting is done, except for what is being paved. He will come back after the paving is done to paint those streets.

Recording Time: 15:45

Jeff Hewett said that Dog Not Gone, which is made by Maine Stitching Specialties, is a semi-finalist for season two of the Greenlight TV program. This year's prize is \$200,000.00.

We have started the photo contest on the website. We are trying to get photos that will be used on the website update.

Joel Cummings said that the robbery that occurred yesterday morning is a tough case. He hopes to have it wrapped up by the end of next week.

Josh King used Narcan to save the life of a person this week.

We had the shaving of heads in support of the Chief's son. Five or six officers participated in that.

Christine Almand said that there was also a newspaper article about the Chief and his son visiting another boy with the same cancer.

Mickey Hoyt said that all of the summer programs are in full swing. Over 50 kids are participating in the Outdoor Adventure Program, over 40 in the cheering program, over 40 in the track program, over 70 in field hockey. We also have good turnout for the adult programs...BINGO, the trips to Boothbay Harbor, etc. August 1st we will start taking registrations for fall programs.

Gail Pelotte said that the upcoming election is going to be a big election. We are going to need a lot of ballots for the referendum question of appointed or elected.

Public Hearing:

1. Discussion and decision to approve the Application for Special Taste Testing Event License for Main Street Skowhegan to hold BrewFest on September 3, 2016 from 2:00 p.m. until 7:00 p.m.

Paul York opened the Public Hearing.

Kristina Cannon said that there are now 19 brewers taking part in the event.

She said that next year she will apply for everything all at once. This year she didn't know how the state licensing worked, so she had already done the Paades & Processions application for the event.

Paul York asked why this was being done on Water Street, instead of in the parking lot.

Kristina Cannon said that they hope to have enough people coming to this event, that all of the parking spaces will be used.

Paul York asked if there would be police presence for this event.

Kristina Cannon said that Chief Bolduc has attended all of the meetings. There will be police coverage at this event. There will also be a police officer, possibly Chief Bolduc, checking IDs at the door and scanning tickets.

Paul York closed the Public Hearing.

A motion was mad by Betty Austin and seconded by Soren Siren to approve the Application for Special Taste Testing Event License for Main Street Skowhegan to hold BrewFest on September 3, 2016 from 2:00 p.m. until 7:00 p.m.

Vote: 4/0

Presentation:

1. Kristina Cannon will present the Main Street Skowhegan Quarterly Report.

Now that the Strategic Plan has been approved, we will be holding our first community implementation meeting July 19, 2016 at 7:30 a.m. in the Renaissance Center. All are invited to attend.

Main Street has a number of business support initiatives that we are currently working on. The second Quick Books training seminar was this morning. There will be more of these seminars in the future.

We are trying to get the word out that we are doing ribbon cutting ceremonies for new businesses. There were a couple of new businesses recently that she was not aware were opening. You Broke It recently opened. The ribbon cutting ceremony will be at 1:00 p.m. tomorrow.

We are also working on business profiles. We just completed one for Marc LeBlanc from Computer Improvements. In July we will be showcasing West Front Market.

We are trying to put together a job shadow program with the local schools and businesses.

The startup of www.visitskowhegan.com was launched.

The Maine Motorcoach Network will be stopping here. The people that put together tours for people to go on will be visiting here on their way from Bar Harbor to Rangeley. They will be having lunch at Maine Grains Café, and listening to Kristina talk about Skowhegan. This will hopefully lead to more bus tours coming to Skowhegan.

Kristina said that she has been doing some additional research regarding the economic impact study for Run of River. She went to the Open Canoe Whitewater Championships in Old Town last week. She met with Clayton Cole who is associated with the American Canoe Association, New England Chapter.

Riverfest is August 2nd through the 6th. Brewfest is September 3rd.

She will be presenting a potential ribbon cutting package for new businesses to SEDC tomorrow morning.

She has received some additional letters in support of holding the moose lottery here. Lila Ware suggested that we actually put together a formal proposal.

Consent Agenda:

1. Approve and sign Minutes for the following:

Regular Selectmen's Meeting June 28, 2016

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

Vote: 4/0

Recording Time: 33:24

Regular Agenda:

1. Discussion and decision to appoint Donald Skillings as Finance Officer and Paul York as Deputy Finance Officer with terms expiring June 30, 2017.

A motion was made to appoint Donald Skillings as Finance Officer and Paul York as Deputy Finance Officer with terms expiring June 30, 2017.

Vote: 4/0/1 (Paul York abstained)

2. Discussion and decision to appoint Christine Almand and one Selectman to the KVCOG General Assembly.

A motion was made by Darla Pickett and seconded by Soren Siren to appoint Christine Almand and Betty Austin to the KVCOG General Assembly.

Vote: 4/0

3. Discussion and decision to vote for two candidates to serve on the MMA Legislative Policy Committee.

A motion was made by Betty Austin and seconded by Soren Siren to vote for Elaine Aloes and Tim Curtis to serve on the MMA Legislative Policy Committee.

Vote: 4/0

4. Discussion and decision to vote for one Vice President and three Executive Committee members for MMA.

A motion was made by Soren Siren and seconded by Betty Austin to vote for the candidates as listed on the ballot (Linda Cohen for Vice President - James Gardner, Jr., Christine Landes and Mary Sabins for Directors).

Vote: 4/0

5. Discussion and decision to approve the Understanding of Services Agreement with Brantner, Thibodeau & Associates for the fiscal year 2016 audit.

A motion was made by Betty Austin and seconded by Soren Siren to approve the Understanding of Services Agreement with Brantner, Thibodeau & Associates for the fiscal year 2016 audit.

Betty Austin asked if we would be going out to bid for audit services in the future.

Christine Almand said that she had a discussion about that with Gail Pelotte. There was concern about going out to bid this year because of how close it is to the election process. This is a presidential election year. Going out to bid now would put us behind on our single audit deadline. We have talked about needing to prepare to go out to bid around budget season for next year's audit.

Vote: 4/0

6. Discussion and decision to approve Change Order No. 9 for R.A. Paradis in the amount of -\$6,875.00.

A motion was made by Darla Pickett and seconded by Betty Austin to approve Change Order No. 9 for R.A. Paradis in the amount of -\$6,875.00.

Jeff Hewett said that some of the warranty work is being done by the subcontractor. The contractor and subcontractor have had a parting of ways. We have come to an agreement that we will subtract this amount from the contractor's contract and pay the subcontractor directly. It is the exact same money, it's just being paid to Sidewalk Solutions.

The sidewalks by Cumberland Farms...somebody walked right down the center before they hardened. There were also some sections by Aubuchon that spotted. Those sections are being replaced.

Vote: 4/0

7. Discussion and decision to expend an amount not to exceed \$2,889.00 from the Recreation Department Creative Playground Reserve Account to repair the fence at the Community Center playground.

A motion was made by Soren Siren and seconded by Betty Austin to expend an amount not to exceed \$2,889.00 from the Recreation Department Creative Playground Reserve Account to repair the fence at the Community Center playground.

Vote: 4/0

8. Discussion and decision to expend an amount not to exceed \$400.00 from the Planning Reserve Account, GIS Mapping Designation for a 10 drawer flat file cabinet.

A motion was made by Darla Pickett and seconded by Betty Austin to expend an amount not to exceed \$400.00 from the Planning Reserve Account, GIS Mapping Designation for a 10 drawer flat file cabinet.

Vote: 4/0

9. Discussion and decision to award the Hypochlorite Bid to Harcros Chemical with a total bid price of \$0.987 per gallon.

A motion was made by Darla Pickett and seconded by Soren Siren to award the Hypochlorite Bid to Harcros Chemical with a total bid price of \$0.987 per gallon.

Vote: 4/0

10. Discussion and decision to award the Polymer Bid to Polydyne Inc. with a total bid price of \$0.99 per pound.

A motion was made by Darla Pickett and seconded by Soren Siren to award the Polymer Bid to Polydyne Inc. with a total bid price of \$0.99 per pound.

Vote: 4/0

11. Discussion and decision to accept the 2014 Edward Byrne Memorial Justice Assistance (JAG) Program Grant in the amount of \$8,109.00.

A motion was made by Soren Siren and seconded by Betty Austin to accept the 2014 Edward Byrne Memorial Justice Assistance (JAG) Program Grant in the amount of \$8,109.00.

Vote: 4/0

12. Discussion and decision to allow Chief Bolduc to go out to bid for a new 2017 Ford SUV Police Interceptor.

A motion was made by Betty Austin and seconded by Soren Siren to allow Chief Bolduc to go out to bid for a new 2017 Ford SUV Police Interceptor.

Darla Pickett asked if this makes them all the same.

Joel Cummings said that one of the Crown Victoria's will be traded in, he is not sure which one.

Vote: 4/0

13. Discussion and decision to allow Gail Pelotte to go out to bid for the Southside Cemetery Reconstruction.

A motion was made by Betty Austin and seconded by Soren Siren to allow Gail Pelotte to go out to bid for the Southside Cemetery Reconstruction.

Vote: 4/0

14. Treasurer's Warrants to be approved:

| | | |
|--------------|-----------|--|
| #108 | \$ | 40,138.32 (Payroll #26) |
| #109 | \$ | 7,648.94 (State Payables) |
| #110 | \$ | 216,868.47 (FY 2016 Accounts Payables) |
| #1 | \$ | 35,456.73 (Payroll #27) |
| #3 | \$ | 98,543.20 (FY 2017 Accounts Payables) |
| Total | \$ | 398,655.66 |

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

Vote: 4/0

- 15. Pre-approval of a fiscal year 2017 Warrant in an amount not to exceed \$2,500.00 for tax bills.

A motion was made by Betty Austin and seconded by Soren Siren to approve a fiscal year 2017 Warrant in an amount not to exceed \$2,500.00 for tax bills.

Vote: 4/0

- 16. Other Business

There was no Other Business.

- 17. Unfinished Business

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

- 18. Sign Documents

The Selectmen signed documents.

Adjourn Selectmen's Meeting.

Approved and signed on July 26, 2016.

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