

**Minutes
Town of Skowhegan
Regular Selectmen's Meeting
5:30 P.M.
Tuesday, July 26, 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.

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 206 of those accounts.

I received a letter from the State Department of Economic and Community Development regarding the review of the façade grant program. I would like to congratulate Jeff Hewett's office for their excellent work.

The Maine Town & City Clerk's Association has awarded Gail Pelotte recertification as a Certified Clerk of Maine. She will receive the award at their annual meeting on September 13th. Congratulations on her dedication to on-going training.

Our Assistant Assessor, Leisa Emery entered for and won a full-week scholarship to the 2016 Property Tax School. This will save the town about \$200. I am thankful for her fruitful efforts.

Recently I have had about half a dozen complaints about fireworks. I would like direction from the Board of Selectmen as to how I should respond to the complaints.

The Selectmen agreed that this issue has already been voted on at Town Meeting...and the people decided not to have an ordinance. If there are life ad safety issues, they should be brought forward. Otherwise, the Selectmen recommend a petition be filed in order to bring it back to Town Meeting. The Selectmen said that they would all be open to discuss this if people wanted to contact them individually.

The revaluation fieldwork is continuing. They are currently working on tax map 23. Next week they will visit the Lake George and Oak Pond water front camp properties (tax maps 3, 7, 11, and 39). For more detailed information, visit our website.

The Southside Cemetery Reconstruction Bid closes on August 4th at 7:30 am. The Police Vehicle Bid closes on August 5th at 10:00 am. The Town has a 1990 Arial Fire Truck for sale. For more information, visit our website.

The Kneading Conference will be held July 28th – 29th at the Skowhegan State Fairgrounds. For more information or to register, visit www.kneadingconference.com . The Artisan Bread Fair will be held on July 30th from 9:00 – 3:00 at the Skowhegan State Fairgrounds. This event is free to the public. Parking is \$3.

2. Items by the Public

Jason Gayne said that there are many changes and things happening at the Chamber right now. If anybody has any input on the future of the Chamber, he is open to discussion. The Chamber is open Monday through Friday 8 a.m. – 8 p.m. Will be open for 10 a.m. – 3 p.m. the next two Saturdays. There is a plan to have it open 8 a.m. – 8 p.m. seven days a week.

Recording Time: 10:16

3. Selectmen's Items

Betty Austin said that Concerts in the Park are going on every Sunday. The first Sunday was rained out. The second Sunday they were able to complete half of the concert before the rain came. Last Sunday they were able to compete the whole thing. Funds are being raised for Run of River this year. So far they have raised over \$200.00.

Betty Austin would like to have a “what’s happening coffee” prior to the Selectmen’s Meeting once a month.

The Selectmen agreed to do this prior to the first meeting each month @ 5:00 p.m.

Darla Pickett said there was a really nice insert in the newspaper for RiverFest.

Congratulation to the Cal Ripkin Maine State Champions.

Darla Pickett said that’s he went on a tour of Sappi on July 21st with the Chamber. We are lucky to have them here as a business and taxpayer.

She asked if there was anything new on the boiler.

Christine Almand said that Denise LeBlanc is on vacation. The contractor sent in some more information. A boiler with an additional section, as suggested by the engineer...will take an additional six weeks. Christine Almand said she called the engineer to get some additional feedback. She has not heard back from him yet.

Darla Pickett asked about the In and Out signs for the Municipal Building Parking Lot.

Greg Dore said that they were ordered.

She asked about the road off from the Back Road.

Greg Dore said that they have not gotten to that road yet.

Darla Pickett wanted to know what the Highway Department need a used washing machine for.

Greg Dore said that they wash the rags and their clothes.

Soren Siren said that he is first up in the dunk tank next Thursday at 6:00 p.m.

Donald Skillings said that he is not available for that this year.

Soren Siren said he had lunch at Rollin Fatties and it was very good.

He asked about the North Avenue fountain not having any water.

Greg Dore said that the outlet was blown. Quality Electric is going to fix it.

4. Department & Committee Reports

Trisha Austin said that her son is back on American soil.

She has been busy. There is still an open position in the Highway Department and one in the Police Department.

Chief Howard said that the ladder truck is coming along. Looks like it will be here ahead of schedule. Possibly early to mid-October.

He asked for direction about what to do with our current ladder truck. He asked for permission to dispose of some of the equipment that is on the truck. The ground ladders could be sold by bid.

At some point do we cut our losses? We have had no offers and there is not a lot of value there, since it cannot be used by another fire department. The motor and transmission are worth something. Do we part it out? Do we see what it is worth for steel?

Donald Skilling said that as part of the grant that allowed us to get this new truck...this process stipulated that we cannot sell or give the old truck to another fire department in the United States.

Chief Howard said that the only way we could do that is if the other department would put it in writing that the truck would never be used on a fire scene. He also tried to market it in Canada.

Donald Skillings said that he feels that this is a wasted opportunity for some small town in northern Maine to have a ladder truck. Maybe we need to have a brainstorming session on creativity to see if there isn't some way to facilitate that.

Chief Howard asked if the Selectmen would object to selling the loose equipment.

Donald Skillings said that we need it until we get the new truck.

Chief Howard said that they would sell it with that stipulation.

Donald Skillings said that he would wait until November. He doesn't want us to be running around with a ladder that has an IOU because somebody bought it.

Christine Almand said that we could end up storing it at the Highway Department for a while.

Randy Gray said that his son is in Turkey right now.

Randy Gray said that he and the Fire Department did 12 inspections in one day last week. That program is really starting to come around. We are getting a lot of landlords that are really interested.

Donald Skillings said that he had a resident come to him to tell him how great Captain Frost handled himself at a fire scene. This was two back to back structure fires. The fire department got control of both fires and saved the buildings.

Greg Dore said that the shim coat is completed and the utilities have all been raised. We are just waiting for Thibodeau to come back to do the final paving. The cameras are also up and running. They will be connected to Greg's computer, so he can look at the intersections in the winter.

He received an email from the State on the Island Avenue Parking Lot project. We have approval to move forward.

Steve Landry from DOT contacted him to see if we wanted a dynamic speed limit sign. They would give it to us. Greg Dore will attend a four hour training to learn how to use it.

Almost all of the limbs and brush from the storm have been taken care of.

Walter Powell's son is very ill. He left last Wednesday to fly to North Carolina. He is in the hospital with double pneumonia.

A motion was made by Betty Austin and seconded by Darla Pickett to accept the Dynamic Speed Sign form the Department of Transportation.

Soren Siren said he thinks this would be great for our town. They help make people aware.

Vote: 5/0

Chief Bolduc said that Jim Gordon worked his last shift on Saturday. He started in Brewer today. We will be posting the job tomorrow. Sargent Cummings is at supervisor school this week.

Looking forward to River Fest and the Fair.

Mickey Hoyt said that they are getting ready for River Fest. Looking for bed race teams. Five people to a team.

Brent Dickey said that we have run into two issues with the Phase 3.4 CSO project. We are discontinuing the valley sewer line in that area, which means we have to run a deep sewer line on Mt. Pleasant Avenue.

In preparation Olver went to each home, did basement inspections (dye testing in some cases), etc. to try to determine where the sewer service was. The depth of the sewer line is determined by the lowest sewer service. The depth was determined to be 15 feet.

When Sargeant dug test pits to find each service, the actual elevation at 10 Center Street is one foot lower than originally thought. If we drop the Mt. Pleasant sewer line to 16 feet, it will cost and additional \$10,000.00.

A foot is a significant amount of additional work for the contractor. They initially proposed \$16,000.00. Olver negotiated them down to \$10,000.00. At this point we started looking at other options.

The option that makes the most sense financially, is to raise the interior sewer service at 10 Center Street by one foot. DEP will not fund any work inside a private home, so we would need to pay for this work from the Pollution Control Reserve Account.

The second issue is at 55 Mt. Pleasant Avenue. When inspecting this property they believed that the sewer exited to Mt. Pleasant. It has now been determined that the sewer exits to the rear, into the valley sewer. They have not been able to make contact with the homeowner. It may be possible that we can intercept is in the rear without encroaching on anyone else's property. We will the direct it into the Ash Street sewer line. If we are unable to intercept it...we would need to again, do an interior plumbing change to fix this issue.

Brent Dickey said that what he is proposing is to hire a contractor to do the interior plumbing work at these two properties, and to pay for it from the Pollution Control Reserve Account, Collection System Upgrades Designation. He thinks that this is a viable option to avoid the majority of the \$10,000.00 cost. Brent asked the Selectmen to approve to expend up to \$4,000.00. He is hoping it will be closer to half of that.

Darla Pickett asked what the valley sewer is.

Brent Dickey said that there is a depression in between Milburn Street and Mt. Pleasant Avenue. Any time there was a low point it was a natural place to place a sewer line when these lines were built around 1905. All of the homes in that area had connected to the valley sewer line. Makes a lot more sense now, to put the line in the public way. People were building structures over the old sewer line. The old line will remain there as a drain.

Donald Skillings said that he has a personal relationship with the property owner at 55 Mt. Pleasant Avenue, so he will need to abstain from this item. He handed the gavel to Paul York.

A motion was made by Darla Pickett and seconded by Betty Austin to expend an amount not to exceed \$4,000.00 from the Pollution Control Reserve Account, Collection System Upgrades Designation to fix sewer hookup issues at 10 Center Street and 55Mt. Pleasant Avenue as part of the CSO project.

Paul York asked if the homeowners are ok with us doing this.

Brent Dickey said that 10 Center Street is fully onboard. He knows what we are up against and what needs to be done. This will actually be to his benefit, to have basically a new sewer service. We have not been able to make contact with the homeowner at 55 Mt. Pleasant Avenue.

Soren Siren asked if this would go out to bid.

Christine Almand said that it would not go out to bid because it is under \$5,000.00. The Town's Purchasing Policy will be followed. If it is over \$1,000.00 we get three quotes and the Town Manager signs off on it.

Christine Almand said that they were concerned about sending public funds on private property. She obtained legal advice on this. It is in the Town's best interest because of the amount of savings.

Vote: 4/0/1 (Donald Skillings abstained)

Consent Agenda:

1. Approve and sign Minutes for the following:

Regular Selectmen's Meeting July 12, 2016

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

Vote: 4/0/1 (Donald Skillings abstained)

Regular Agenda:

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

The Dore Group, LLC, d/b/a Old Mill Pub
39 Water Street

A motion was made by Betty Austin and seconded by Soren Siren to approve the Application for Malt, Spirituous, Vinous License for The Dore Group, LLC, d/b/a Old Mill Pub.

Vote: 5/0

2. Discussion and decision to approve the Application to operate BEANO/BINGO or Game of Chance to allow Hospice Volunteers of Somerset County to hold a BEANO game on August 3, 2016 from 1:00 p.m. until 8:00 p.m. in the Municipal Parking Lot as part of Riverfest.

A motion was made by Paul York and seconded by Sore Siren to approve the Application to operate BEANO/BINGO or Game of Chance to allow Hospice Volunteers of Somerset County to hold a BEANO game on August 3, 2016 from 1:00 p.m. until 8:00 p.m. in the Municipal Parking Lot as part of Riverfest.

Vote: 5/0

Recording Time: 43:14

3. Discussion and decision to approve the Applications to operate BEANO/BINGO or Games of Chance to allow the Skowhegan State Fair to hold BEANO and 10 Games of Chance from August 11, 2016 through August 20, 2016 from 12:00 p.m. until 11:00 p.m. at the Fairgrounds.

A motion was made by Paul York and seconded by Soren Siren to approve the Applications to operate BEANO/BINGO or Games of Chance to allow the Skowhegan State Fair to hold BEANO and 10 Games of Chance from August 11, 2016 through August 20, 2016 from 12:00 p.m. until 11:00 p.m. at the Fairgrounds.

Vote: 5/0

4. Discussion and decision to approve the Application for Parades and Processions to allow Denise LeBlanc to hold Riverfest from August 1, 2016 through August 6, 2016.

A motion was made by Betty Austin and seconded by Paul York to approve the Application for Parades and Processions to allow Denise LeBlanc to hold Riverfest from August 1, 2016 through August 6, 2016.

Vote: 5/0

5. Discussion and decision to approve the Application for Parades and Processions to allow the Chamber of Commerce to hold Moonlight Madness on August 4, 2016 from 5:00 p.m. until 10:00 p.m.

A motion was made by Paul York and seconded by Betty Austin to approve the Application for Parades and Processions to allow the Chamber of Commerce to hold Moonlight Madness on August 4, 2016 from 5:00 p.m. until 10:00 p.m.

Vote: 5/0

6. Discussion and decision to approve the Application for Parades and Processions to allow New Balance to hold an Adoptive and Foster Families of Maine 5k on August 27, 2016 at 9:00 a.m.

A motion was made by Betty Austin and seconded by Soren Sire to approve the Application for Parades and Processions to allow New Balance to hold an Adoptive and Foster Families of Maine 5k on August 27, 2016 at 9:00 a.m.

Vote: 5/0

7. Discussion and decision to approve the Application for Parades and Processions to allow Lake George and Somerset Sports and Fitness to hold the 4th Annual Sprint Triathlon on September 11, 2016 starting at 9:00 a.m.

A motion was made by Betty Austin and seconded by Paul York to approve the Application for Parades and Processions to allow Lake George and Somerset Sports and Fitness to hold the 4th Annual Sprint Triathlon on September 11, 2016 starting at 9:00 a.m.

Vote: 5/0

8. Discussion and decision to expend an amount not to exceed \$1,141.00 from the Administration Reserve Account, Information Technology Improvements Designation for a backup server for GIS and plans.

A motion was made by Darla Pickett and seconded by Betty Austin to expend an amount not to exceed \$1,141.00 from the Administration Reserve Account, Information Technology Improvements Designation for a backup server for GIS and plans.

Vote: 5/0

9. Discussion and decision to waive the bid process and expend an amount not to exceed \$8,000.00 from the Road Maintenance Account to repair and pave the Municipal Building Parking Lot.

A motion was made by Betty Austin and seconded by Soren Siren to waive the bid process and expend an amount not to exceed \$8,000.00 from the Road Maintenance Account to repair and pave the Municipal Building Parking Lot.

Paul York said is not for this. Again, we are bypassing the bid process when there is no reason to.

Darla Pickett said that she asked Christine Almand about it, and her explanation made sense.

Christine Almand said that quite often we work with other organizations, so there is a bid process...just not our bid process. This is a little different. This price is from bids that we put out.

Greg Dore said that we won't save any money by putting it out to bid because it is such a small job. Now you are asking a company to mobilize for this one job. Fine Line does it for \$120.00 per ton because we pretty much give him all of our utility cut work. They are typically less than \$1,000.00. Also, when Pike had the bid all of this type of work when through Fine Line.

Vaughn Thibodeau has our paving contract. He charges \$125.00 per ton for hand work. Greg Dore said he doesn't believe that he would do this job for \$125.00 per ton, unless we waited until he was in town. Fine Line does it for \$120.00 per ton.

Darla Pickett asked if this will correct the flooding problem in this parking lot.

Greg Dore said that, that is why we are doing this.

Donald Skillings said he has been addressed by two local paving companies who feel that we never put the small bids out. These companies never get this work because we always go with Fine Line. They do great work...but for fairness this should go out to bid.

Paul York said that the perception is that we are using favorites. For us to say that they do all of our work, may be a problem. He uses them and recommends them. They do great work...but that is neither here nor there. These projects need to go out to bid.

Donald Skillings said that we may pay more, but it is about the process. He has been told a number of times that we can't reject bids because we will ostracize the bidders. This right here is doing that very thing.

Darla Pickett asked if there was a time factor involved in this.

Greg Dore said that there is not. His thought process was not to circumvent the system. He asked why these people have not come to him. He said that we will go out to bid. If it comes higher then we can reject the bids and use Fine Line. Whoever does it has to be here in a certain timeframe. He is not going to dig this parking lot out and have it sit for a week.

Vote: 0/5 (failed)

A motion was made by Betty Austin and seconded by Soren Siren to allow Greg Dore to put the Municipal Building Parking Lot paving out to bid.

Vote: 5/0

10. Discussion and decision to allow Chief Bolduc to apply for and accept the 2016 Homeland Security Grant in the amount of \$3,540.00. There is no match for this grant.

A motion was made by Betty Austin and seconded by Soren Siren to allow Chief Bolduc to apply for and accept the 2016 Homeland Security Grant in the amount of \$3,540.00.

Vote: 5/0

11. Discussion and decision to approve the renewal of the Recyclable Materials Agreement with Casella Recycling, LLC and authorize Christine Almand to sign the Agreement.

A motion was made by Betty Austin and seconded by Soren Siren to approve the renewal of the Recyclable Materials Agreement with Casella Recycling, LLC and authorize Christine Almand to sign the Agreement.

Vote: 5/0

12. Discussion and decision to allow Christine Almand to hold a Public Hearing regarding changing the positions of Town Clerk, Town Treasurer and Road Commissioner from elected to appointed positions on August 9, 2016 at 5:30 p.m.

A motion was made by Soren Siren and seconded by Paul York to allow Christine Almand to hold a Public Hearing regarding changing the positions of Town Clerk, Town Treasurer and Road Commissioner from elected to appointed positions on August 9, 2016 at 5:30 p.m.

Soren Siren said he would like to see a list of the pros and cons of this change.

Darla Pickett asked if we always have a Pubic Hearing and what the purpose is.

Christine Almand said that state statute says that a Public Hearing must be held for any referendum question.

Darla Pickett asked about an earlier discussion regarding pros and cons.

Soren Siren said he had asked Christine Almand about getting together that list. Christine Almand had told him that she had checked with other municipalities. There were a lot of pros and not a lot of cons. Soren Siren said he thinks that that information should be provided to the public.

Donald Skillings said that we need an impartial evaluation of pros and cons.

Christine Almand said that she is working on something like that. She put out an email to the Town Manager list-serve. Typically a Town Manager is going to be for changing it. Cons are typically things said by the public at the Public Hearing. There was a lengthy discussion at a Selectmen's Meeting back in February. She said she does side one way on this issue, but she will try to be impartial. The only con she can see is that the residents would no longer have control of who is in the positions.

Vote: 5/0

13. Discussion regarding Selectmen goals and guidelines.

Darla Pickett went over the Selectmen's Guidelines to correct some typos, and clarify some meanings.

Quorum...Three votes are needed for something to pass regardless of how many Selectmen are present. Majority of the whole Board.

Recording Time: 01:08:13

Limiting contact with staff...Christine Almand said that if it is a question that can be answered quickly, and doesn't take a up a large amount of time and resources...she doesn't have a problem with that. She does want to know anytime a Selectmen talks to her staff, so that she can manage that.

Donald Skillings said that if it is personal business it does not need to go to the Town Manager.

Publicly criticizing employees...Donald Skillings said that there is a level of governance that is necessary. Things have to be discussed at a public meeting. He said it would be inappropriate to go into a department heads office and scream them down.

Betty Austin also said that it would be inappropriate to talk about staff at the local coffee shop.

Christine Almand said that if department heads were not following Town policies and procedures then that is something that the Town Manager needs to manage. That is not a public process. It is a confidential process. Asking questions and saying that we shouldn't do something is a different thing.

Soren Siren said that as far as goals go, we still have items on the list that have not been addressed. He felt that we should work on those, and develop a new list at a later date.

The Selectmen agreed.

14. Treasurer's Warrants to be approved:

#111	\$	11,631.86 (FY 2016 State Payables)
#112	\$	70,988.72 (FY 2016 Accounts Payables)
#4	\$	39,304.97 (Payroll #28)
#6	\$	35,712.49 (Payroll #29)
#7	\$	15,343.13 (FY 2017 State Payables)
#8	\$	100,997.73 (FY 2017 Accounts Payables)
Total	\$	273,978.90

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

Vote: 5/0

15. Pre-approval of a fiscal year 2017 Warrant in an amount not to exceed \$7,258.00 for the filing of tax liens.

A motion was made by Betty Austin and seconded by Soren Siren for Pre-approval of a fiscal year 2017 Warrant in an amount not to exceed \$7,258.00 for the filing of tax liens.

Vote: 5/0

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 August 9, 2016.

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