

**Minutes
Town of Skowhegan
Regular Selectmen's Meeting
5:30 P.M.
Tuesday, October 25, 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

Please come out to vote on Tuesday, November 8th. Polls will be open in the Council Room from 7:00 am to 8:00 pm. The Selectmen's Meeting will be held in the Opera House that night.

The revaluation fieldwork is continuing. They are currently working on tax map 33 – North Ave., Prospect St., Collins Ln., Madison Ave., Dyer St., Chandler St., Dane Ave., York St., Jewett St., Greenwood Ave., Gordon Ln., Reed St., Wood St., Parlin St., Harding St., St. Mark St., Beauford St., Cote St., Blair St., Short St., East Chandler St., East Dyer St., Ashley Ln., North School St., St. John St., Chestnut St., Pomelow St., and Armory Dr. For more detailed information, visit our website.

The Halloween Haunted House will be at the Community Center on October 28th from 6:30 pm to 8:30 pm. Admission is \$3.00 per person and is not recommended for small children.

The Haunted Hayrides are on October 28th and 29th from 6:00-10:00 pm at the Skowhegan Fairgrounds. For more information, contact the Skowhegan Area Chamber of Commerce.

Main Street Skowhegan and the Skowhegan Free Public Library are holding their Halloween Parade on October 29th at 10:30 am, which will start at the Federated Church on Island Avenue.

Somerset Humane Society is holding a Rabies Clinic on November 5th from 2:00 to 3:00 pm at Tractor Supply. Rabies shots are \$15.00 each.

Lake George is holding their Fall Auction and Spaghetti Supper fundraiser on November 5th at 5:00 pm at the Community Center.

There will be a rededication of the Veterans Memorial Park on November 11th at 11:00 for the ten year anniversary. The Veterans Park Committee has extended an invitation to the Board of Selectmen. Public are welcome to attend and to bring a balloon with a message for a veteran for the balloon release following taps.

2. Items by the Public

Danielle Denis from Somerset Public Health wanted the Selectmen to be aware that the ordinance currently in place for Marijuana and Methadone facilities would not cover the marijuana retail establishments if question #1 passes.

The state cannot limit the number of these establishments, but the municipality may. There is a municipal application process.

Donald Skillings asked if we needed to do a Moratorium until we can determine what we should do.

Christine Almand said that a Moratorium will only cover us for six months. Since there is more than six months between now and Town Meeting, if we wanted to put an ordinance in place it would require a special town meeting. This was the topic of discussion at the local town manager's meeting this morning.

A motion was made by Soren Siren and seconded by Darla Pickett to put a Moratorium in place to prohibit any retail marijuana establishment for six months in order to put an ordinance in place if question #1 passes.

Vote: 5/0

Kristina Cannon said that at 7:30 tomorrow morning Main Street will have a Strategic Planning Implementation meeting at the Renaissance Center. She is hoping for a lot of participation.

The Somerset Cultural Planning Committee is having a Community Conversation on Thursday at Noon in the Lakewood Golf Clubhouse.

Jason Gayne said that the annual Chamber Awards is November 17th.

There is a ribbon cutting ceremony this Saturday at Out of the Box Playland on South Factory Street.

Hospice is having an event at RFGH. Hospice is also having the annual pie sale on November 23rd.

3. Selectmen's Items

Betty Austin wanted to remind everyone to be careful during hunting season. A woman she knows lives in town, and has horses and a donkey. Last year someone shot very close to the animals. When woods abut land in town, people don't always realize how close to houses they are when hunting.

Darla Pickett asked if the street light on the bridge had been fixed.

Greg Dore said that he sent the form to CMP, he is not sure if they have taken care of it yet.

Recording Time: 18:56

Darla Pickett asked why the referendum for appointed or elected has an effective date of June 2018.

Donald Skillings said that is when the current terms end. They have already been elected for set terms.

Darla Pickett asked what precautions Gail Pelotte has taken in case there are crazy people on Election Day.

Gail Pelotte said that she had spoken to Chief Bolduc about an officer coming up immediately if she calls down, and having an officer walk through a couple times each hour. When the polls close that night, whomever is already in line and whomever is upstairs registering can still vote. We will have an officer at the end of the line.

Soren Siren said that the Planning Board of working on a Good Neighbor Ordinance. He has spoken to people who are trying to sell their property or have a nice property and their neighbors have trash piling up. There will be a discussion regarding this at the Planning Board Meeting on the first Tuesday of November.

Donald Skillings said that two years ago State Farm gave a \$25,000.00 grant to Marti Stevens Learning Center. This year another organization in Maine has qualified...Somerset Humane Society. They will get the \$25,000.00 grant if they make it into the top 40. People can vote daily at www.neighborhoodassist.com. Voting starts tomorrow.

Congratulations to all of the sports teams.

4. Department & Committee Reports

Denise LeBlanc said that the boilers are in. It looks amazing.

The Haunted House is Friday 6:30 to 8:30 p.m. at the Community Center.

The Community Thanksgiving Dinner is November 24th 11:00 a.m. to Noon at the Community Center. We will also be delivering dinners again this year.

Denise LeBlanc said this is her second year as President of the Park and Recreation Association. She attended the national conference a couple weeks ago. Maine was recognized at the national conference.

Soren Siren asked where things stood with the skate park fencing.

Denise LeBlanc said that the fencing was taken down while the football field was being worked on. We have the quotes. The fencing should be here next week and next month it should be up.

Gail Pelotte said that the Cemetery vault repairs were completed the day after the bid was awarded. And the cleanup was done the day after that.

There will be a mock election on October 26th for the 4th and 5th graders of Margaret Chase Smith School.

Absentee ballots will be processed on November 7th.

Reminders for 2015 taxes will go out in the mail on October 28th. The foreclosure date for those taxes is January 9, 2017. Foreclosure notices will also go out before December 1st.

Donald Skillings said that January 9th is the date. No arrangements can be made...after that all taxes have to be paid to avoid foreclosure.

Donald Skillings asked Chief Bolduc to make sure that there was coverage up around the funeral home on Halloween.

Rick Caldwell said that truck 11, the new ladder truck, will be here on October 31st. We will be driving it and then about three days of training on the aerial and a couple days on the pump. Then it will be in service.

Fire safety for the schools was just completed. A child from each class takes home a questionnaire and is entered into a drawing to be taken to school in a fire truck.

The inspection program is going very well. People are completing what is asked of them, and having us come back to make sure it is correct. It is very positive.

Darla Pickett asked about the repairs to one of the fire trucks.

Rick Caldwell said that is Engine #13. It is a 1999 that we got in 2000.

Greg Dore said that the paving is completed.

The International truck looks great. D&J Restoration did an excellent job.

The new Western Star truck should be here the first of next week.

Donald Skillings said he had a question from a resident that lives outside of town. They wanted to know, if they rake their leaves to the edge of the road, if we will pick them up.

Greg Dore said that they should call him. This all started years ago because the storm drains were getting clogged. By having people rake the leaves to the roadside, it saves the town multiple trips to unclog the same storm drain.

Rick Caldwell said that from a fire department standpoint, it is an incredible help. People want to burn leaves. Then there are smoke complaints and windy nights are fire concerns.

Consent Agenda:

1. Approve and sign Minutes for the following:

Regular Selectmen's Meeting October 11, 2016

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

Vote: 5/0

Recording Time: 35:47

Regular Agenda:

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

Fraternal Order of Eagles #1457
164 Water Street

DP Chen d/b/a Mei Lee Garden
381 Madison Avenue

A motion was made by Soren Siren and seconded by Paul York to approve the applications for Malt, Spirituous Vinous Licenses as written.

Vote: 5/0

2. Discussion and decision to approve the Civil Constable renewal for Cynthia Pearl with a term expiring October 27, 2017.

A motion was made by Darla Pickett and seconded by Soren Siren to approve the Civil Constable renewal for Cynthia Pearl with a term expiring October 27, 2017.

Vote: 5/0

3. Discussion and decision to approve the Warrant for the Special Town Meeting/Referendum Election for November 8, 2016.

A motion was made by Soren Siren and seconded by Betty Austin to approve the Warrant for the Special Town Meeting/Referendum Election for November 8, 2016.

Donald Skillings said he read the questions three times before he could figure out what a yes or no vote would mean. For clarity's sake if you vote yes it would change it to an appointed position. If you vote no, it would stay an elected position.

Vote: 5/0

4. Discussion and decision to waive the bid process and expend an amount not to exceed \$8,000.00 from the Fire Department Reserve Account, Fire Truck Replacement Designation for repairs to Engine 13.

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 Fire Department Reserve Account, Fire Truck Replacement Designation for repairs to Engine 13.

Darla Pickett asked how many trucks we have.

Rick Caldwell said that we have three pumpers and a ladder truck.

Donald Skillings said he doesn't like to waive the bid process, but there isn't a choice here. There is only one local place that can fix this truck.

Vote: 5/0

5. Discussion and decision to expend an amount not to exceed \$1,200.00 from the Downtown TIF Account, ADA Trail Maintenance Designation to remove two dead trees from the trail.

A motion was made by Betty Austin and seconded by Paul York to expend an amount not to exceed \$1,200.00 from the Downtown TIF Account, ADA Trail Maintenance Designation to remove two dead trees from the trail.

Vote: 5/0

6. Discussion and decision to approve a Pole Location Permit to allow CMP to place a pole on Norridgewock Avenue, 1400 feet from the intersection of Elm Street and Pleasant Street.

A motion was made by Soren Siren and seconded by Betty Austin to approve a Pole Location Permit to allow CMP to place a pole on Norridgewock Avenue, 1400 feet from the intersection of Elm Street and Pleasant Street.

Vote: 5/0

7. Discussion and decision to approve a Pole Location Permit to allow FairPoint Communications to place a pole on Route 150, 427 feet north of the Hilton Hill Road.

A motion was made by Paul York and seconded by Soren Siren to approve a Pole Location Permit to allow FairPoint Communications to place a pole on Route 150, 427 feet north of the Hilton Hill Road.

Vote: 5/0

8. Discussion and decision to include funding for the Renaissance Center public restrooms in the 2018 Town budget.

A motion was made by Betty Austin and seconded by Soren Siren to include funding for the Renaissance Center public restrooms in the 2018 Town budget.

Jeff Hewett said that this was supposed to say just discussion.

Christine Almand said that we could proceed with it the way it is. There are multiple steps in the process.

Jeff Hewett said that the costs for the Renaissance Center, other than the bathrooms, SEDC covers without a problem. The public bathrooms take a lot of cleaning and a lot of maintenance. The SEDC Board wanted it brought to the Selectmen to see if we can work together on the public bathrooms. We try to keep them open for any public event that is going on. We put cameras in the outside area to cut down on vandalism. It has helped, but it is still a heavy maintenance area. The total cost for the bathrooms is over \$8,600.00 per year.

Betty Austin said that the public bathrooms are an important part of sales and commerce. Many people from in town and tourists from out of town use them.

Darla Pickett asked where, in the town budget, would this money come from.

Jeff Hewett said that it had been talked about possibly coming from the Downtown TIF or maybe being a line item in the Town budget.

Betty Austin said that most of the board did not want to see it come out of the Downtown TIF.

Christine Almand said that it would probably be part of the Economic and Community Development Office budget.

Jeff Hewett said that other tourism communities are investing in public bathrooms. Bar Harbor has four public bathroom facilities in the town and their budget for that is \$90,000.00.

Darla Pickett said that the Chamber used to have bathrooms.

Jeff Hewett said that the Chamber is not set up to have their bathroom used as a public bathroom. The Municipal Building is the only other public bathroom in town.

Donald Skillings said he thought that an Aspire workers was cleaning the bathrooms.

Jeff Hewett said that he had an Aspire person for about two years. They pulled that person, and were unable to get anybody to fill that spot. Jeff Hewett, at that point, was going down to clean them himself.

Jason Gayne said that they reached out to the other programs, like Able. They were not successful, so they put it out to bid.

Donald Skillings said that the Town makes a significant investment in SEDC each year by diverting taxes with TIFs, assisted in the formation of SEDC, we fund the Economic Developer to work with them. That building was built on the thought that it would be self-sustaining.

Jeff Hewett said he doesn't know if they factored in as much as they should have.

Donald Skillings said that he was on the SEDC Board for a while. There was a time that it was revenue neutral. He said he is not jumping up and down to spend \$8,000.00 to \$9,000.00 per year to take care of a bathroom that we have paid for with TIF money and pay Jeff Hewett to work with them. Donald Skillings said if he was inclined to fund this at all he would think that the Downtown TIF is where it should come from because it benefits the Downtown district.

Jason Gayne said that it was discussed for 45 minutes at the last SEDC meeting. Betty Austin suggested asking the Selectmen before we tried to figure it out in every other direction. This is a starting point and we are exploring a bunch of other options. The upstairs tenants are taken care of with the upstairs bathroom. It is only the downstairs bathroom that is public access. Do we close it off to the public? We need that for the businesses and the tourism in the community. The Chamber doesn't have the capacity to have an open access bathroom in that building.

Betty Austin said that it was not her idea to see if they could get money from the Town...but that it certainly could be brought to the Selectmen to ask about it.

Paul York said that we now have a building that the SEDC chose to build with the offices and the bathrooms, and now it is costing all of this money and they are trying to figure out how to pay for it. Now they say they didn't realize what the maintenance was going to be. We run into this a lot where maintenance becomes an issue.

Recording Time: 51:37

Soren Siren said that maybe we fund a portion of that. Maybe look to the Chamber, Main Street, Economic & Community Development, etc. How much can be contributed from each of those? If we are going to push the recreation piece, we will need public bathrooms in town.

Betty Austin said that it was brought to the Selectmen to see if they would put it in the budget...not for a specific amount. Nobody gets exactly what they want when they ask.

Donald Skillings asked how much the Town already gives to SEDC...time, money, etc.

Jeff Hewett said that the only thing that is funded is his time. There is no other money that flows to SEDC. There is lease money that comes in from the Industrial Park. Loan funds are Town funds. SEDC doesn't pull any money from that.

Soren Siren asked what departments in other towns fund the bathrooms.

Jeff Hewett said that it seems to be Parks and Recreation that funds that in the four towns that he looked at.

Jeff Hewett said that another thing that the Town does for that facility is that the Police Department locks it up at night. The Highway Department also removes any piled up snow during the winter months.

Donald Skillings said that he would like to see SEDC's balance sheet. He has been on that board and knows what revenue is generated. They have a second business park that generates money. They just sold lots that generate pots of income. He understands that their mission is to loan out money, but they also need to maintain the infrastructure that they agreed to build.

Jeff Hewett said that money from the second Industrial Park is paying these costs now. The money that comes in from the sales, does not go to SEDC. The money comes to the Town to be dedicated for infrastructure improvements at Southgate. The money that does come in to SEDC is the lease payments on the New Balance project. The lease payments from Genplex basically pay that mortgage.

Kristina Cannon said that as we develop our relationship with the Maine Motor Coach Network and bring bus tours to town...we will not be considered a welcoming town without multiple public restrooms. This is another reason why these restrooms are really important.

Judi York said that the public was told that money for this building would not come from taxation. We should never have to pay anything out of our taxes. Now you are saying you need our money.

Christine Almand said that in regards to what the Town pays for SEDC. We pay for Jeff and Dena's time. SEDC does pay a certain amount to the Town towards that...a few thousand dollars per year.

Jeff Hewett said that SEDC does pay taxes on their property, just like everyone else.

Donald Skillings said that he does believe that the bathrooms are necessary. He also said that when busses drop people off in the downtown, he doubts that they are going to Hannaford or to the 201 Wine and Cheese shop. He really feels that the Downtown TIF is where this should come from. That is the district that is benefitting from this.

Vote: 1/4 (Betty Austin in-favor)

9. Treasurer's Warrants to be approved:

#118	\$	1,791.71 (FY 2016 Accounts Payables)
#32	\$	33,688.75 (Payroll #41)
#33	\$	32,919.22 (Payroll #42)
#30	\$	9,184.28 (State Payables)
#35	\$	2,958,723.65 (FY 2017 Accounts Payables)
Total	\$	3,036,307.61

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

Vote: 5/0

Recording Time: 01:03:25

10. Other Business

There was no Other Business.

11. Unfinished Business

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

Christine Almand said that at the last meeting she was tasked with putting together a list of Town Policies. She also provided a list of Ordinances because that also came up in conversation.

Darla Pickett asked which policy the \$5,000.00 limit fall under.

Christine Almand said that that is part of the Purchasing Policy. She suggested that if we look at that one, we do it individually because of the size. As part of the Personnel Policy, she has a list of things that need to be cleaned up...new Nepotism Policy...new Rehire After Retirement Policy. The fees need to be cleaned up in 13 different ordinances. We have tasked the Planning Board to work on those.

The Purchasing Policy will be discussed at a Workshop on December 13, 2016 at 4:00 p.m.

Soren Siren said that we should be looking for help in other areas. If we can't get an Aspire worker, maybe rebuilding the relationship with the Sheriff's Department.

Jeff Hewett said that they have been looking in those areas. They had somebody that went around and cleaned up the parking lots. He said they also have an Aspire person in the office right now.

Greg Dore said that he has somebody coming from the Jail on Monday. He has somebody from Able and another person from Aspire.

12. Sign Documents

The Selectmen signed documents.

Executive Session:

- 1. Executive Session in accordance with M.R.S.A. Title 1 § 405 (6)(A) to discuss the Town Manager's Annual Performance Appraisal.

A motion was made by Betty Austin and seconded by Paul York to enter into Executive Session in accordance with M.R.S.A. Title 1 § 405 (6)(A) at 6:45 p.m. to discuss the Town Manager's Annual Performance Appraisal.

Vote: 5/0

A motion was made by Soren Siren and seconded by Paul York to exit Executive Session at 7:05 p.m.

Vote: 5/0

Nothing to report.

Adjourn Selectmen's Meeting.

Approved and signed on November 8, 2016.

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