

**Minutes  
Town of Skowhegan  
Regular Selectmen's Meeting  
5:30 P.M.  
Tuesday, January 26, 2021**

**\*\*Public wishing to see this meeting may do so from the  
Town of Skowhegan Facebook page\*\***

**Board of Selectmen:**

Paul York, Chairman  
Betty Austin, Vice Chairman  
Charles Robbins  
Todd Smith  
Roger Staples

**Town Manager:**

Christine Almand

**Executive Secretary:**

Cara L. Mason

Call Selectmen's Meeting to order.

Paul York called the meeting to order.

1. The Pledge of Allegiance was recited.
2. Town Manager's Report and Department & Committee Reports

Foreclosure notices were mailed out December 21<sup>st</sup> on 97 accounts. As of 4:30 pm today, 57 of the accounts had paid off the 2019 taxes. Payments for 2019 taxes must be received by February 1<sup>st</sup> at 4:30 pm.

After a meeting last Wednesday with the school and the attorneys, we decided that we needed a few more answers before proceeding on the Option and Park Relocation Agreement. Jon Moody is talking to their architects and contacts at the Department of Education. We need a better understanding of actual site costs, replacement values, and what the DOE is willing to pay for in relation to these things before we proceed with the agreement. I will let you know when we have a better grasp on this information.

Department Reports:

Jeff Hewett:

- We have submitted the Letter of Intent for another Town wide Façade Grant. Any businesses that are interested, please contact the office at 474-6905.
- The car charging station is up and running, behind the Chamber of Commerce. The site is on the car charging station travel map. So far there has been no activity on site. We

receive an email every month which will detail any activity at the site. Greg did install the signs at the site.

- The Solar project for the landfill has completed the CMP study, but there is a new level of review being asked for. We are waiting for information on what is required for this new review and how it will impact the project.

Bryan Belliveau:

### **Solid Waste & Recycling**

- We recently received notification from Waste Management with our 2.5% yearly increase for disposal costs as outlined in Amendment Two of our contract. The new rates will be effective May 1, 2021.
- We also received a report for our textile recycling efforts. Through this program the town has removed 11.25 tons of textiles from our waste stream. That was with only a few months of collecting. We could easily collect 30 tons per year. I will be working with KVCOG and Apparel Impact to expand the program this year.
- I completed and submitted our annual Permit by Rule for our compost program. We have not received our Annual Solid Waste Management Report form yet. I will update you all when that process has been completed.

### **Code Enforcement & Planning**

- The Planning Board is currently working on the Economic portion of the Comprehensive Plan and will start working on Historic Profile and Transportation at the next scheduled meeting.
- Our updated Shoreland Zoning Ordinance that was adopted at the annual Town Meeting will be updated on the Town of Skowhegan website this week, now that it is effective.
- I have completed our recertification report for the Community Rating System (FEMA) program. All required documents have been submitted for review. We have two chances to meet the 90% correctness requirement in order to keep our current rating. I am confident that we will meet that requirement on the first attempt.

Shawn Howard:

- Life Safety inspections are keeping us very busy. We are working on 10 commercial projects in conjunction with Code Enforcement and the Fire Marshal's office.
- We have responded to several furnace issues in the past few weeks with this cold weather snap. We want to remind people of the importance of having your heating system inspected and cleaned annually.
- The state has had several incidences of people falling through the ice this year. Please check ice conditions before venturing out. Even with the cold weather, it has not been a good year for making safe ice.
- A reminder that 60% of home fires start in the kitchen. Never leave your stove unattended and keep a portable fire extinguisher near the kitchen.
- The Public Safety Building is making progress. We should have the floor plan, elevation plan, and site plan finalized this week. We had our initial meeting with mechanical and electrical engineers yesterday. The PSB committee is meeting tomorrow night at 5:30.

Greg Dore

- We haven't had much luck filling the two seasonal vacancies. We had two applicants, but they didn't work out. We found out last Friday that one of our employees that has been out sick will not be able to return to work. Presently we have a full time opening, a seasonal opening and a fulltime employee out for an extended period of time due to an illness. I would like to thank Matt Quinn and Rick Caldwell for stepping up to help us out during the past storm.
- I have met with the Sidewalk Committee to review the priority list and condition reports for all the sidewalks. We have developed an updated priority list and conditions report and from that have developed a draft 10-year plan. We will meet again the third Wednesday in February to finalize the 10-year plan and the new construction plan.
- I am continuing to work the bugs out of the new fuel system. We have had some minor issues with some of the driver id's, and also the reconciliation has been off. The driver id issues were mostly either the employee missing or input the wrong number. The reconciliation is not working properly due to an issue with the pulsars. The contractor has been diligently working on the problem and is getting it resolved.
- We have been experiencing some very expensive breakdowns with the trucks. The 2012 Volvo wheeler and 2012 International wheeler both have had to be towed to Herman for repairs that we are unable to perform. The 2017 & 2018 have had issues with the DEF systems. The 2018 is the only truck still out of service because we are waiting for parts.
- We are presently trying a new road patch product. The cost is competitive with the product we have been using. The company claims this product will stay much longer than any other road patching products. I'll let you know how it goes.

Denise LeBlanc:

- Reminder that the Skowhegan Community Center Outdoor Ice Rink Facility located at 39 Poulin Drive is Open. It is FREE and Open to All. FREE SKATE HOURS are Monday thru Friday 9:00am-8:00pm, Saturday 9:00am-10:30am Stick & Puck, Free Skate 11:00am-8:00pm & Sunday 11:00am-5:00pm. (weather permitting). Everyone MUST follow all State COVID-19 Guidelines at the facility and face coverings must be worn at all times. Please check our "Skowhegan Parks & Recreation Dept." Facebook page for all department news & updates.
- Our youth basketball program is going very well, and our in-house teams start in-house scrimmages at the Community Center this weekend while following all State Guidelines.
- February 13<sup>th</sup> – 14<sup>th</sup> is Maine Ice Fishing Weekend, and the Skowhegan Parks & Rec. Dept. is offering a "Let's Go Ice Fishing" Program at Lake George Regional Park. Ice fishing is one of the most revered times of the year, and the Rec. Dept. encourages kids and families to spend time outside, create memories with family and friends while catching some fish. Pre-Registrations is accepted now until Feb. 5<sup>th</sup> at the Skowhegan Community Center for Ages 8 & Up (Under 8 must be supervised by a parent or an adult). Cost: \$10.00 Residents/\$20.00 Non-Residents, which includes ice fishing instruction, supervision, bait, supplies, lunch and everything needed to have a fun, safe day of ice fishing. State COVID guidelines will be followed at all times. For more information, contact the Skowhegan Rec. Dept.

Recording Time: 12:04

3. Selectmen's Items

Todd Smith said that businesses and restaurants are still struggling. If you are going to spend money, spend it locally.

Charles Robbins agreed with Todd Smith. It is important to keep money in town as much as possible.

Charles Robbins asked if there was going to be a discussion about the Spirit of America award.

Christine Almand said that each year we do a Spirit of America award and we dedicate the Town Report to someone. Sometimes Selectmen will talk to her about what their thoughts are going into that meeting. Sometimes other people will make suggestions. Basically, ideas are thrown out at the meeting and you make a decision. Spirit of America is awarded to someone who exemplifies volunteerism. It can be an individual or a group. The Town Report dedication can be anything.

Roger Staples agreed that shopping local helps everybody.

Betty Austin also agreed with shopping local. She bought a gift locally for someone in Minnesota. They sent her a thank you for shopping local.

Betty Austin said that the Miller's Table is doing Thursday night fundraisers.

**Consent Agenda:**

1. Approve the Minutes from the following:

Regular Selectmen's Meeting – December 22, 2020

Regular Selectmen's Meeting – January 12, 2021

**A motion was made by Betty Austin and seconded by Charles Robbins to approve the Consent Agenda as written.**

**Vote: 5/0**

**Regular Agenda:**

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

Bigelow Brewing Company

473gelow Hill Road

**A motion was made by Charles Robbins and seconded by Betty Austin to approve the Application for Malt, Vinous License for Bigelow Brewing Company.**

**Vote: 5/0**

**Christine Almand said that the typos on the Minutes from the Consent Agenda had been**

2. Discussion and decision to approve the Application for Malt, Vinous, Spirits License for:

Ken's Drive-In Inc. d/b/a Ken's Family Restaurant  
411 Madison Avenue

**A motion was made by Roger Staples and seconded by Todd Smith to approve the Application for Malt, Vinous, Spirits License for Ken's Drive-In Inc. d/b/a Ken's Family Restaurant.**

**Vote: 5/0**

3. Discussion and decision to set the Annual Town Meeting date for June 5, 2021.

**A motion was made by Betty Austin and seconded by Roger Staples to set the Annual Town Meeting date for June 5, 2021.**

Christie Almand said that is a Saturday. We are planning that we will still be dealing with COVID regulations.

**Vote: 5/0**

4. Discussion and decision to allow Christine Almand to accept tax payments in full, prior to the award of foreclosure sale bids, in order to sell any foreclosed property back to the previous owner.

**A motion was made by Todd Smith and seconded by Charles Robbins to allow Christine Almand to accept tax payments in full, prior to the award of foreclosure sale bids, in order to sell any foreclosed property back to the previous owner.**

**Vote: 5/0**

5. Discussion and decision to approve the following Tax write-offs in the amount of \$327.38:

Marjorie Henshaw, Map 32, Lot 17 – ON1	\$173.17 (\$91.00 principal)
New England Rent to Own LLC, Map 4, Lot 5 – 02ON	\$154.21 (\$52.96 principal)

**A motion was made by Betty Austin and seconded by Roger Staples to approve the following Tax write-offs in the amount of \$327.38:**

**Marjorie Henshaw, Map 32, Lot 17 – ON1 \$173.17 (\$91.00 principal)**  
**New England Rent to Own LLC, Map 4, Lot 5 – 02ON \$154.21 (\$52.96 principal)**

**Vote: 5/0**

6. Discussion and decision to accept criminal forfeiture funds in the amount of \$7,493.15 and deposit those funds into the Police Department Reserve Account, Drug Forfeiture Designation.

**A motion was made by Todd Smith and seconded by Betty Austin to accept criminal forfeiture funds in the amount of \$7,493.15 and deposit those funds into the Police Department Reserve Account, Drug Forfeiture Designation.**

**Vote: 5/0**

7. Discussion and decision to allow Greg Door to go out to bid for Heat Pump Units for the highway garage.

**A motion was made by Betty Austin and seconded by Roger Staples to go out to bid for Heat Pump Units for the highway garage.**

Roger Staples asked if we heat with oil up there now.

Paul York answered, yes.

Charles Robbins asked if there were already bids submitted for this. He has been told that contractors have already looked at this project.

Christine Almand said that sometimes before we go out to bid, we might ask for some quotes to get an idea of price.

Greg Dore said that we did get quotes over the summer.

**Vote: 5/0**

8. Discussion and decision to approve the amended Purchasing Policy.

**A motion was made by Todd Smith and seconded by Charles Robbins to approve the amended Purchasing Policy.**

Christine Almand said that there were also changes made to make the language gender neutral.

Charles Robbins said that this town has a lot of small businesses. He feels that department heads should use all local businesses, instead of just using one. The Town should do its duty and spread the wealth. This has nothing to do with the Purchasing Policy, it's just his two cents.

Christine Almand said she thinks we do a good job and are cognizant of that. Sometimes it makes more sense than others. If there is something specifically, please let her know.

Paul York said that in the past he has mentioned this. Hopefully we are checking around and not just calling one place.

Todd Smith asked if the department heads that originally has feedback on this policy, give any feedback on these changes.

Cara Mason said that it was not specifically sent out to the department heads after the changes were made.

Christine Almand said that the only changes that were made were the ones specifically discussed at the meeting.

Greg Dore said that he was fine with the changes that were made. Greg Dore said that in his department they share the wealth whenever they can, except for big ticket items.

Christine Almand said that she and Todd Smith has a conversation and she did a spreadsheet regarding local preference. The 2% on bids over \$50,000.00 are now capped at \$2,000.00, which was previously \$5,000.00. In the other categories, bid under \$10,000.00 and bids from \$10,000.00 to \$50,000.00 bidder could strategically bid to get more of a local preference. We decided the best way to avoid this was to put a cap on each category. We capped the under \$10,000.00 local preference at 10% not to exceed \$500.00 and the \$10,000.00 to \$50,000.00 local preference at 5% not to exceed \$1,000.00.

**Vote: 5/0**

Recording Time: 26:31

9. Discussion and decision to approve four pole location permits, to allow CMP and Consolidated Communications to place the following poles:

- 2 poles on Eaton Mountain Road – beginning 1,100' south of 288 Eaton Mountain Road
- 8 poles on Eaton Mountain Road – beginning 2,350' south of Swain Hill Road
- 4 poles on Eaton Mountain Road – beginning 1,700' south of Lamphere Lane
- 8 poles on Eaton Mountain Road – beginning 2,350 south of Canaan Road

A motion was made by Roger Staples and seconded by Betty Austin to approve four pole location permits, to allow CMP and Consolidated Communications to place the following poles:

- 2 poles on Eaton Mountain Road – beginning 1,100’ south of 288 Eaton Mountain Road
- 8 poles on Eaton Mountain Road – beginning 2,350’ south of Swain Hill Road
- 4 poles on Eaton Mountain Road – beginning 1,700’ south of Lamphere Lane
- 8 poles on Eaton Mountain Road – beginning 2,350 south of Canaan Road

Vote: 5/0

10. Treasurer’s Warrants to be approved:

#55	\$	43,872.64 (Payroll #2)
#56	\$	46,165.42 (Payroll #3)
#57	\$	11,632.56 (State Payables)
#58	\$	849,083.51 (FY 2021 Accounts Payables)
<b>Total</b>	<b>\$</b>	<b>950,754.13</b>

A motion was made by Betty Austin and seconded by Todd Smith to approve the Treasurer’s Warrants as written.

Vote: 5/0

11. Other Business

There was no Other Business.

12. Unfinished Business

Review Policies and Ordinances – Will review the Emergency Management Policy next. Christine Almand said that she has some work to do before bringing it to the Selectmen. She is the Emergency Management Director, but delegates a lot to Chief Howard and others.

- Run of River/Economic Development
- Utilizing Outside Services
- Marketing/Celebrating Skowhegan
- Public Safety Building – Working on some fine-tuning of the floor plan.

Paul York said that having the location changes some of the layout.

Christine Almand said they didn’t want to invest too much energy into the floor plan of all four possible buildings.

- Sidewalks and Bike Trails/Lanes
- Second Bridge
- Solar Power

Charles Robbins asked about the joint meeting with the Planning Board.

There was discussion about whether to have it in-person or via Zoom and microphone/sound issues.

Questions via Facebook:

Jason Gayne asked if the PSB Committee has been involved in the floor plan of the building.

Christine Almand said that they delegated to the Chiefs to work on the programming, since they have a better grasp of what is needed.

Paul York said that the Committee does have input.

Christine Almand said that this is being covered with the Committee tomorrow night. The Committee will see the new drawings.

Paul York said that the Committee is emailed with changes. He called Chief Howard to find out why swinging doors were being used instead of traditional doors.

Christine Almand said that all of the Committee meetings are live on Facebook.

Charles Robbins said that we need to get past this and open back up to the public.

Paul York said that we are trying to work on that.

Betty Austin said if we did a hybrid meeting with Zoom, more people could be involved.

**13. Sign Documents**

The Selectmen signed documents.

**Adjourn Selectmen's Meeting.**

Approved and signed on February 9, 2021.

_____	_____
_____	_____
_____	

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