

# TOWN OF CHINA

571 Lakeview Drive  
China, ME 04358



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## Select Board Meeting

Wednesday – 11/02/2016 – Town Office Meeting Room

8:00 A.M.

## Minutes

The Chair opened the meeting and welcomed all in attendance at 7:00 p.m. Board members present were Irene L. Belanger, Robert MacFarland, Neil Farrington, Ronald R. Breton, and Joann C. Austin. Others present were Jim Wilkens, Tom Michaud, John Deasy, Mary Grow and the Town Manager. All present recited the Pledge of Allegiance to the American Flag. Selectperson Joann C. Austin needed to leave before the completion of the meeting, thus some of the votes on following items reflect four votes.

On a motion by Selectperson Irene L. Belanger and a second by Selectperson Ronald R. Breton, the Board voted 5-0 to accept the minutes of the 10/17/2016 Select Board meeting as presented.

On a motion by Selectperson Irene L. Belanger and a second by Joan C. Austin, the Board voted 5-0 to accept China Payroll Warrant #26 for \$22,411.53, Warrant #27 CBI and YCC Payroll Warrant for \$37.14 and Town Payables Warrant #28 for \$93,402.08 as presented.

## Unfinished Business:

- **Public Comment:** Mr. Jim Wilkens, Mr. Tom Michaud, and Mr. John Deasy were in the audience and wanted to discuss the possibility of proceeding on the implementation of the town's 2008 voter approved Comprehensive Plan.
- **Organization/Other Reports; RSU#18 Cost Share Committee, Selectpersons Breton and Belanger:** Selectpersons Irene L. Belanger reported the on the current events relating to respective organizations. She noted, among other things, that the Shredding-On-Site offering during the HHW Day was not used as would be expected; She and Selectperson Ronald R. Breton reported on the "Cost Share Committee" deliberations of the RSU#18; she asked the Board to consider attending the RSU#18 Governance meeting on November 17, 2016; and she commented about a ballot question and the affect it might have on the school funding formula of the MDOE.
- **Transfer Station Co-Coordinator's Conversation:** Selectperson Irene L. Belanger commented about the Free-For-Taking building, expressing dismay that the Board did not discuss and decide on an alternate proposal by one of the transfer station employees that would have altered the floor plan of the FFT building and adding additional space for items.

Selectperson Neil Farrington initiated a conversation about the ordering of trash bags for Palermo residents and how the bags would be delivered and paid for by the town of Palermo. Board members commented on how the distribution and payments are to be processed. It was again noted that the Board agreed to absorb the sales/excise tax costs associated with the procurement of the bags from a vendor. The Board also discussed the payment structure from Palermo relating to the town contribution outside of the bag charge to Palermo residents.

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- **Tim Basham and Request for Meeting – Town Forest at CPS and Anita Smith and Elaine Philbrook:** The Board Chair presented this item to the Board for discussion early in the meeting. Elaine and Anita informed the Board about the historical stewardship of the town forest at the CPS, touching on resources derived from grant funding to projects completed over the years. They humbly noted that many State and local entities have noted the Project Learning Tree status and Tree Farm of the Year designation they helped to attain for the forest.

There was additional discussion about the mission of the forest committees. The Town Manager noted the Forest Committee does not understand what is expected of them from the Select Board and that Mr. Basham is inquiring about that item in particular in his communications to the administration and to the Board. Selectperson Joann C. Austin suggested that the various forest related committees are responsible for their own stewardship of the respective forests they oversee and that the Forestry Committee would pursue recommendations to the Select Board for all other forested property areas owned by the town.

Anita and Elaine informed the Board that they would present to the next Select Board their vision for the forest at the CPS, possibly in December.

## **New Business:**

- **Public Comment:** There was not any public comment at this time.
- **Policies and Procedures:** The Board will continually review policies and procedures with the intent of updating any and all that need attention.
- **Administrative Consent Agreement:** On a motion by Selectperson Irene L. Belanger and a second by Selectperson Ronald R. Breton, the Board voted 4-0 to approve of and to authorize the Board Chair and Town Manager, on behalf of the town, to sign the appropriate documents to perfect the execution of the agreement. China CEO Paul Mitnik explained the specifics of the agreement to the Board.
- **Appointments – Deputy Warden:** On a motion by Selectperson Irene L. Belanger and a second by Selectperson Ronald R. Breton, the Board voted 4-0 to accept and sign the recommended appointment as presented. A copy of the appointment papers will be on file at the town office.
- **RF Proposals and RF Quotes Limits:** The Board discussed the policy limits associated with RFP's and RFQ's and ultimately agreed to have a more formal and definitive discussion after the November election when the positions on the new Select Board will be known. There had been earlier discussions about thresholds in purchasing that would trigger an RFP or an RFQ. In this current discussion the Board agreed to have the Town Manager move forward with the regrinding and paving at the transfer station after discussion about the potential costs of the project. Selectperson Neil Farrington commented that the considerations on projects also take into consideration more than monetary concerns. Selectperson Robert MacFarland commented that there might be some consideration about doing a larger project to correct the drainage over a longer timeframe rather than to do an overlay with pavement that might last for only several years. On a motion by Selectperson Ronald R. Breton and a second by Selectperson Irene L.

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Belanger, the Board voted 4-0 to move forward with the project, regrinding and repaving in front of the recycling building, paving over the areas approaching the express lane and paving behind the demolition and debris bays, at the transfer station.

- **MRC Newsletter and Associated Update:** The Town Manager noted the MRC Newsletter highlights and reminded the Board that they proposed Selectperson Irene L. Belanger as a candidate for the Board of Directors of the MRC.
- **TIF and CMP Upgrade on Route #3:** The Town Manager referenced the Board's earlier decision to move forward with a TIF application relating to the CMP upgrade of a sub-station off Route #3 in China. The Board asked who might be involved in the application process and noted that Bill Najpauer might be asked for his assistance if needed. The Town manager noted that the KVCOG, William Van Tuinen and the Town Manager would be directly involved in the application. Selectperson Irene L. Belanger asked that an extension of an earlier TIF award related to the CMP Power Line upgrade to 30 years from 20 years and possibly to combine both the Power Line generated TIF and the proposed sub-station upgrade off Route #3 if at all possible.

## **Manager's Communications (Non-Action Items):**

- **Public Comment:** There was not any public comment at this time.
- **Committees – Meetings/Updates: Thurston Park II, Economic and Community Development Committee, Transfer Station Committee, Thursday, November 10, 2016 at 8:30 A.M. in the Town Office, and TIF Committee, Wednesday, November 9, 2016 at 6:30 P.M. in the town office meeting room, and Emergency Preparedness Committee, Tuesday, November 27, 2016 at 10:15 A.M. in the Town Office.** The respective dates, times, and places of the meetings were announced.
- **HHW Collection Day – Report on the Results of the Offering:** The cost of the HHW collection day was not available from the KVCOG, the sponsoring agency of the program. The Town Manager noted that there were estimates that the cost would approximate \$800-900.00, significantly below the cost in previous years, indicating a lower participation rate. It was noted that there are fixed costs to set-up the program and variable costs associated with the number of participants from a community and the units of HHW processed.
- **Drug Take-Back Day, Saturday, October 22, 2016 – Report from Selectperson Belanger:** Selectperson Irene L. Belanger reported on the success of this annual town offering.
- **Personnel Items – Executive Session?:** As noted below, there was an Executive Session after the regular meeting.
- **TIF Information/Conversations:** The Board agreed to have this item on the agenda for continued conversation and clarification. There were not any comments on this topic at this meeting.

On a motion by Ronald R. Breton and a second by Selectperson Neil Farrington, the Board voted 4-0 to adjourn at 9:56 a.m.

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Respectfully submitted,

Irene L. Belanger, Secretary  
China Select Board

Assessors' Meeting  
11/02/2016  
Wednesday Morning

The meeting was opened at 9:57 a.m. Board members present were Robert MacFarland, Neil Farrington, Ronald R. Breton, and Irene L. Belanger. Others present were Mary Grow and the Town Manager.

## Agenda

1. Abatements and/or Supplemental Tax Assessments: On a motion by Selectperson Neil Farrington and a second by Selectperson Ronald R. Breton, the Board voted 5-0 to accept and sign the abatement and supplemental tax assessment requests as presented. Copies of the associated instruments are on file at the town office.
2. Other Items
3. Adjourn: On a motion by Selectperson Neil Farrington and a second by Selectperson Ronald R. Breton, the Board voted 4-0 to adjourn at 10:02 a.m.

The Select Board Chair Robert MacFarland convened an Executive Session 10:05 a.m. Board members present were Robert MacFarland, Neil Farrington, Ronald R. Breton, and Irene L. Belanger. The Town Manager was present.

On a motion by Ronald R. Breton and a second by Selectperson Irene L. Belanger, the Board voted 4-0 to come out of Executive Session and adjourn at 9:56 a.m. The Chair noted that there could not be any motions made on any additional item as the Board had already adjourned the regular meeting. The Board agreed to bring up the discussed topic (in Executive Session) again after the November election.