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Select Board:

Myron C. Lenfestey, Jr.

Kim Smith

Zachary Lunt

Frenchboro Select Board Meeting July 9, 2014 at the Frenchboro Town Office

Present: Select Board members Zachary Lunt, Kim Smith, Myron Lenfestey. Present Rachel Bishop Treasurer, Present Rebecca Lenfestey, Town Administrator. Also present 1 member of the public.

The Meeting was called to order by Myron Lenfestey at 6:31pm.

1. Approval of minutes from last meeting on 6-16-14. RL did not have the minutes available as we were having difficulties with the internet and the computer after the storm. RL has spent 2 days working on the computer issues.
2. Old Business
   1. Ferry Pier Project Updates- The final stages of the project are here. Today the crew was working on paving the ferry pier area, and RL had talked with the crew that if they had any additional material to please use it on the town roads where possible. RL will attend the next project meeting with the crew.
   2. Road Repairs- RL had received the road repair estimate from Rings Paving, and the estimate came around $101,000 for the sunset road, and the misc. potholes throughout the community. There is just under $79,000 in the reserve therefore leaving us with not enough money to cover the project. RL advised the board on options (1) Look into a municipal bond to cover the entire work load using the reserve money to pay the payments back on the bond. RL doesn’t have information on the bonds so that will require some research. (2) Use all of the reserve money and ask for the additional money from the community therefore raising the amount to be raised for taxes which wouldn’t be a likely possibility (3) Get a bank loan for either the full amount or partial amount using reserve to pay back the loan payments (4) Decrease the amount of work to be done to fit within the budget. The board advised RL to do some research to see what the best options would be in a quick amount of time to get some of the repairs started this year. RL will report back at the next meeting.
   3. Town Wharf Repair Updates- There has been no update from the Harbor Master on the repair plan. ZL and KS will talk with Jay Fiandeca to see what the plan of action will be. There was discussion of purchasing new screws to hold down the decking, but the board agrees that some of the planks are in pretty rough shape. There will need to be further discussion on this, and in the meantime there will need to be a pass at your own risk sign placed on the wharf to protect the town. ZL will talk with JF.
   4. Teacher House Repairs- There have been many emails exchanged trying to make a plan as to what will happen at the house. The board discussed tonight and the consensus is for RL to call Gott’s and get a roll off dumpster placed at the house for the purpose of discarding the old couch, chairs, mattress, etc. The board agreed to keep the dishes that are there and store them upstairs in storage. There was also discussion about having someone local start the work because Luke Higgins can’t start the project until August, ZL 1st, KS 2nd not to have that happen because taking away from the list may discourage Luke Higgins from doing the work. There was also an estimate that came in from Luke Higgins on the repairs, the estimate was around $11,000. ZL 1st, KS 2nd to accept and to increase the project list to also include new flooring on the carpeted areas that smell like cat urine. KS will email the principal who has had the contact with Luke on the repairs.
3. New Business
   1. Teacher House Rental Agreement- RL did not get the agreement typed up fully because she wanted to confirm what the board wanted to see happen in the agreement. The changes will include $500 security deposit, tenant responsible for snow removal (already in there), utilities, and propane. RL will finalize this for next meeting. The board wanted to confirm the wording on pets, the section says with prior approval of the board. ZL and KS have checked the levels of propane and fuel, and the town will cap both of those off when the next delivery comes, but the tenant will be responsible after that. The board asked Rachel about the past due rent, which we are able to collect some, but there is still an outstanding amount that is owed to the town. The board advises Rachel to send monthly notices trying to collect those funds. KS would like RL to talk to MMA about using a collection agency to obtain the past due money.
   2. Audit Report 2013- The board has had over a month to review the audit report and ask questions if needed. The board signed the papers and RL will mail them back to the auditor. Copies of the Audit were provided to the board and copies are also available at the town office.
   3. Appointed Positions to be filled- Board Consensus on these appointments. Treasurer- Rachel Bishop, Administrative Assistant- Rebecca Lenfestey, . Harbor Master- Jay Fiandeca, Fire Chief remains vacant until the board finds someone. Emergency Management Director- had been Rebecca Lenfestey, she doesn’t want to continue with it where she isn’t here all year. Rachel Bishop is willing to take it over where she has been helping order medical supplies. Also brought up under this was the need for lighting in the building. KS 1st, ML 2nd to pay Zachary Lunt $100.00 to change out all of the bulbs in the Municipal Building. Code Enforcement- board asked RL to ask Jackie Robbins again, Election clerks- Rachel Bishop RL to aks Bev Roxby if she would continue- revisit again. Local Plumbing Inspector Carl Young resigned- RL to keep looking. Health Officer- RL to see if Chuck Amos will continue, Animal Control Officer- RL to see if Jerry Michaud will continue (yes training for this is required) Solid Waste Coordinator- RL had talked with Ann Fernald and she will continue in this position. Approval of appointed positions ZL 1st, ML 2nd.
   4. Bill from Wid Minctons- There has been an outstanding bill from Wid Minctons for moving the mooring. It had been reported to be paid, KS will continue on this and revisit at the next meeting if needed to discuss further action.
4. Administrative-
   1. Warrant- The warrant was reviewed. RL asked the board to discuss salaries at this time because the Town Administrator Salary was not on the warrant until the board approved the salary breakdown that was approved at town meeting. Motion to pay out the salaries as budgeted with the increase that was made going to the town clerk position, ZL 1st, ML 2nd. RL reminds that Rachel will also need to file the paper work with the bank removing Ann Fernald as an authorized signer and adding Myron Lenfestey Jr. as the third board member. The board reviewed the Treasurer’s receipt, motion by ZL 1st, KS 2nd to accept as submitted. KS will still do the bank reconciliation with Rachel on a monthly basis as suggested by the auditor.
   2. Mail & Email- Emailed things were about the teachers house all discussed already tonight. The second was the estimate and work agreement from Western Mountain Mapping to do the Tax Map work for Frenchboro. The project will be completed at the end of October. The outline provides a list of what Hope will do, and what the town will be expected to do. There will need to be some time put in from someone from Frenchboro to help this project along, and to save money that is paid out at a higher rate of pay. The board approved RL to work on this for now approving no more than $1,000 worth of work to make this happen, and help can be provided from KS as well. The rate of pay is $20/hr (opposed to the $55/hr) not to exceed a total of 50 hours between the two. ZL 1st, ML 2nd. The board signed the 2014-2015 LRAP form that RL filled out. The board reviewed the letter from the State regarding the violation of the Library. KS asked for RL to place this deadline on a calendar so that we can remind the library of the due date. The county tax bill came in, and RL had the board sign and submit to RB for payment.
5. Other Business
   1. Trainings and Workshops- RL reminds the board that there are some local trainings that will need to be done in the office, but there are also other elected officials trainings that the board needs to complete as well. There is a Select Board Training on Thursday Aug. 28th in Machias (possibility of remote access) RL is looking into the details and will report at the next meeting. It will be the closest one, if yes RL will register all 3 board members. Also, the clerk needed to complete training as well, and the next available training is Aug. 26th in Augusta. RL will talk to Brianna Gamester to make arrangements for her to attend the training. The clerk training will be all day, and can be done remotely. ZL 1st, KS 2nd the expenses to do the trainings.
6. The next meeting will be on Monday July 21, 2014 at 6:30 pm at the town office. Motion to adjourn ZL 1st, ML 2nd at 9:10pm.