

# TOWN OF FRENCHBORO

One Executive Drive  
Frenchboro, ME 04635  
(207) 334-2933 Phone  
(207)334-2971 Fax  
[frenchboro@gmail.com](mailto:frenchboro@gmail.com)

Selectboard:  
Sarah Brake  
Zachary Lunt  
Kimberly Smith

Selectboard Meeting  
MINUTES  
July 7, 2015  
6:30 pm

Meeting called to order at 6:32 pm by Zachary Lunt. In attendance: Selectboard Members Zachary Lunt, Sarah Brake, and Kimberly Smith; Treas/Temp Assistant ,Rachel Bishop; 10 members of the public.

I. Approval of minutes from 6/15/15

No minutes have been located from the previous meeting.

II. New Business

- a. D. Hasal initiated discussion on the condition of town roads. Z. Lunt explained that the ongoing project to obtain bond funds is going to include comprehensive road repairs, and is expected to be completed within this fiscal year.
- b. C. Amos initiated discussion of concerns over “condemned” or abandoned properties and other buildings in states of disrepair. A request was made to place this discussion on a future agenda to work on contacting property owners and discuss options.
- c. R. Bost reported on The Fire Dept Advisory Committee meeting of members David Lunt, Chuck Amos, Rod Bost, Bob Roxby, and Lauren Jennings. The committee recommends research into the Maine Municipal Assoc imposed 7/17/15 deadline for actions regarding mitigation on citations. Z. Lunt stated that MMA conducted a Risk Assessment site visit in summer of 2014, K. Smith reported information included in the annual town report with specific items listed. R. Bost also reported the committee would like help investigating the legal and liability requirements of declaring FBO does or does not have a fire dept, what happens if the town cannot meet requirements to move from “Level 10” to “Level 9” ; and requested use of Fire Dept funds to reimburse any travel costs the committee incurs. R. Bost also indicated Lauren Jennings is researching community liability with regard to the potential response of community members to a fire as good Samaritans.
- d. Job Descriptions
  - i. K. Smith initiated discussion of the new board’s roles. Z. Lunt is willing to continue as Chair. K. Smith made the motion; S. Brake 2<sup>nd</sup>.



# TOWN OF FRENCHBORO

- ii. K. Smith presented a revised job description for the renamed “Selectboard Assistant” with some duties moved from the former Town Administrator job description. R Bishop will produce new job description for posting.
- e. Selectboard Assistant Position
  - i. New Job Description attached
  - ii. Assistant must be located on island
  - iii. Job to be posted 7/8/15 with applications due 7/21/15. Start date 8/3/15
  - iv. Pay will be \$6000/ 11 months at \$545.
  - v. Treasurer R Bishop will assist in transition until Assistant is hired and trained
- f. Appointments
  - i. Rachel Bishop, Treasurer, Z. Lunt motioned; S. Brake 2<sup>nd</sup>
  - ii. Jay Fiandaca, Harbor Master; Z. Lunt will contact Jay to confirm interest in continuing that position.
- g.

## III. Old Business

- a. Post Office
  - i. S. Brake and K. Smith requested information on why Post Office has been included on the agenda. Z. Lunt reported a request from the Southwest Harbor Post Office to have the Selectboard terminate LJ Hopkin’s contract for mail delivery. Z. Lunt stated the board at the time refused on the grounds that the board did not hire Mr. Hopkins. Since that time, a new contract delivery person has begun bringing the mail from Bass Harbor.
- b. Ongoing projects
  - i. Teacher’s House- waiting for Luke Higgins to finish previously contracted work. Z. Lunt will contact Luke to set time line.
- c. Public Bathroom Contract
  - i. Chuck Amos and Ken Osier are the sole applicants for the contract and submitted a proposal. Contract was drawn up and edited by C. Amos and the board. K. Smith moved to accept, Z. Lunt 2<sup>nd</sup>. Contract attached and mailed to C. Amos.
- d. Island Fellow
  - i. C. Amos reported that the church board will be meeting in the next week or so to confirm use of the parsonage for housing, with Island Institute paying for utilities. K. Smith suggested postponing Zain’s visit until later in the summer so that the board and Jan can be available to meet with him with a better concept of what his duties will entail. K. Smith will contact him to reschedule his visit. K. Emerson has volunteered to assist in the comprehensive plan work the Fellow is going to be taking on. R. Bishop will locate work done by former Fellow Jess Bellah to pass on.



# TOWN OF FRENCHBORO

## e. Bond Counsel

- i. The lawyer for the bond counsel was waiting for town meeting approval of the bond project. K. Smith will contact him regarding moving the project forward.

## f. Town Buildings

- i. Z. Lunt advised on plans to replace the oil tanks at the Municipal Building. He gives a rough estimate of \$2,000 for the project and the job will be on a future agenda to be placed out to bid.

## IV. Other business

- a. Pat and Dave McEachron have submitted a request for a statement confirming their lot's status as a buildable /residential lot to be signed by the Selectboard/Assessors. There was discussion as to the guidelines for a buildable lot, building codes and set back rules, as well as whether the Board has the authority to issue such a statement. R. Bishop suggested contacting Maine Municipal Legal to determine if the Board has this authority, and if it should issue such statement. Board decided to withhold decision until MMA has been consulted. K. Smith will make that contact and advise the other members before the next meeting.

## V. Warrant- reviewed S. Brake moved to accept; Z. Lunt 2<sup>nd</sup>; signed

## VI. Mail-no mail

Next meeting July 29, 2015

Z. Lunt motioned to adjourn.

