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Select Board:

Duncan Bond

David W. Lunt

Pat McEachron

Robert Roxby

Robert Stuart

Approved on  **12-13-2011 Selectboard Meeting Minutes**

 **November 29, 2011**

**Submitted By:**

Rebecca Lenfestey, Admin. Assistant

December 13, 2011

**Call To Order**

The meeting was called to order at 6:05pm on Tuesday November 15, 2011 by serving chair person Robert Stuart via Skype. Select board members present, Duncan Bond , David W. Lunt, Robert Roxby. Rob Stuart and Pat McEachron were present via Skype. Administrative Assistant Rebecca Lenfestey, Town Administrator Michael Colleran via Skype and 2 members of the public were also present.

1. MINUTES-

Review of minutes from Select board Meeting on November 15th 2011. DB offers the suggestion of correcting the spelling of Michael noted. With change - DB 1st , RR 2nd. Unanimous Approval. Minutes of Special Select Board Meeting on November 20th, 2011 Reviewed, Motion to accept DB 1st, RR 2nd. Unanimous Approval. Special Town Meeting Minutes on November 15th, 2011, Reviewed, Motion to make changes noted. RL to submit changes to Clerk. RR 1st, DB 2nd. Unanimous Approval.

1. Old Business
2. Selectboard Projects- RL provides a review. Position of Code Enforcement Officer is still vacant. All other select board projects are on agenda.
3. Code Enforcement Officer Position is still vacant.
4. Grants- (CDBG & Shore and Harbor Technical Assistance Program)

MC provides the board with a copy of the application submitted. MC thanks RS, PM, and RL for help. Nothing more to be done.

CDBG- MC has contacted interested people and we will know more in the Spring of 2012.

1. Flood Plain Insurance Program Update- MC has received a draft of the Flood Plain Ordinance that is required to be updated by the Maine State Planning Office. MC will review the draft from SPO looking for anything that would be problematic and will discuss with the board at next meeting. The time line on this will be in the Spring of 2012 review at a public hearing, and place on the Town Meeting Warrant for June 2012.
2. New Business
3. Snow Plow Contract- RR and DB report back to the board of the discussion they had with Jay Desjardin regarding his bid. Changes were agreed upon and the board made documentations of those in the contract. RL reports she and Jay Desjardin have researched the options for the salt order. RL has arranged a discount with EBS in Town Hill, with the agreement Jay Desjardin will pick the salt up. Motion to approve expenditure through EBS on Salt for Town Roads, DB 1st, PM 2nd. Unanimous Approval.
4. Postal Contract- MC has spent time researching for a contact person since personnel changes with the USPS. He will call the contact person to get more information. There is a form that will need to be filled out with justification behind the amount of money to be increased for the contract showing significant increases in cost to run the Postal Unit. Due to difficult times with the USPS at this time, it may be unlikely for them to provide money they are not obligated to provide. MC has requested RS and RL to look for documents that will help with this process. PM has a question- if the amount of money doesn’t increase, then can the board decrease the hours to sustain the finances of the Mail Association. MC reports if that were to take place the board would need to terminate the contract for any changes. MC and the board to continue work on this.
5. Select Board Policy for Warrant Signatures- A Draft was provided from PM for review by the board.

**Motion regarding required signatures on town warrants**

*In order to insure that town warrants are signed in a timely and legal fashion the following procedural motion is suggested:*

Upon verbal acceptance and approval of the Warrant at a regular meeting of the Select Board by a quorum of the Board, attending in person or via video conference, only one signature of a Select Board member in attendance is required to signify approval.

Motion to accept RR 1st, DB 2nd. Unanimous Approval.

1. ADMINISTRATIVE
2. Warrant presented and signed. Treasurer Receipt provided. Motion to accept DB 1st, PM 2nd. Unanimous Approval.
3. MAIL- The selectboard reviewed mail.
4. The Tree Growth Paper work due Dec. 9th, passed on to Assessors. Filled out and submitted by DB.
5. HCPC support letters drafted and presented to the board. Unanimous acceptance to submit. DB delegated as select board contact person and his signature was provided for these letters.
6. HCPC sent a letter to advise Frenchboro of the amount owed to HCPC for dues that are due in 2012. The amount is $570.00.
7. RL gives board request from Marissa Rozenski for copy of tax commitment information. RR responded. Board to provide the spreadsheet either on disc or available on the town website. Board will continue work on this.
8. RR reports of another matter on tax bills. Board to discuss at Assessor meeting.
9. Tammy Desjardin Tax Collector and Town Clerk has submitted a request for ½ her payment of salaries to be paid in December. Board discussed. Consideration should be given to all town employees that have an interest in this. Motion for policy by the board of selectmen: If a person requests ½ payment of salaries for town jobs, and if it doesn’t place the town in financial difficulty to be determined by the treasurer, then the board authorizes expenditures of the funds. RR 1st, DB 2nd. Unanimous Approval.
10. Tammy Desjardin, Tax Collector has sent a request to the board/assessors for a copy of the commitment letter. RR will work on this.
11. MEMA request for financial records. Done by RL.
12. OTHER BUSINESS
13. None before the board

1. Adjourned.-

Motion to adjourn at 7:20 pm. Next Meeting December 13, 2011.