

**St. Agatha Board of Selectmen Meeting  
February 13, 2017 @ 6:30 pm  
at the St Agatha Town Office  
MINUTES**

**Present:** Beurmond Banville, Dale Chamberland, Dan Bechard and Gary Picard.

Chairman Banville called the meeting to order and established a quorum at 6:30 pm

**Article 1 – To Consider the Minutes of January 4, 2017.**

A motion was made by Dan Bechard to approve the January 4, 2017 minutes as presented. Dale Chamberland seconded the motion, all were in favor.

**Article 2 – To Consider the General Ledger, Revenue & Expense Summary Reports for the period ending January 31, 2017.**

A motion was made by Dale Chamberland to approve the financial reports as presented. Dan Bechard seconded the motion, all were in favor.

**Article 3 – Monthly Sewer Report.**

No action on this article except some discussion by Beurmond about flows that looked a bit high. The Town Manager explained to the Board that due to the way the system is configured, the gallons that are sent to treatment for a given day doesn't necessarily mean that was the actual flow for the day. Sometimes batch setting have to be increased if the level in the equalization tank creeps up over time. The town manager did explain that flows for January seemed higher than the norm, and suggested that could be caused by one or two homes that keep taps running to prevent freezing.

**Article 4 – 2017 CDBG Economic Development Program Letters of Intent Board Review.**

The Board reviewed three CDBG EDP Pre-applications for Cedar Specialties, LLC, Josh J. Babin, and Peggy and Dave Weyneth. The Town Manager provided the Board with a current tax account status of each respective business as in house credit background check. CDBG program rules explain that all applicants to the CDBG program be current on taxes, and an applicants' credit history is reviewed at the State Level and considers credit worthiness in all applications.

After a review of each applicants account status by the Board; Beurmond Banville made a motion to approve the Josh J. Babin, and the Cedar Specialties, LLC preliminary Grant Applications, and deny the Peggy & Dave Weyneth application since it was submitted as incomplete, and the fact that the applicants were not current in their taxes.

Dan Bechard seconded the motion. Dale Chamberland abstained from the discussion and vote. The motion carried.

**Article 5 – 2017 Aroostook County Sheriff Dispatch Service Contract.**

This is a yearly contract with the Sheriff Department for emergency dispatch service for the Fire Department. The price for 2017 is unchanged from 2016.

A motion was made by Dan Bechard to Approve the 2017 Dispatch Service Contract.  
Dale Chamberland seconded the motion, all were in favor.

**Article 6 – 2017 COLA approval, employee wage review.**

The Town Manager provided the Board with the Consumer Price Index (CPI) for 2017, which was @ 1.07% for the year. Also included for the discussion was information related to the new minimum wage rate of \$9.00 per hour effective January 1, 2017, and how that will impact some of the Town's employees. The Town Manager indicated that all of the Town's seasonal recreation department employee's wages would be increased by \$0.66 per hour in order to be in line with the new state law. The Town Manager also suggested for discussion that the Board consider wage adjustments two town employees currently making more than minimum wage by at least the \$0.66 per hour since the minimum wage law incrementally increases the minimum wage by a dollar each year until \$12.00 and then be tacked to inflation every thereafter.

A motion was made by Dan Bechard to approve the 2017 COLA at 1.07%, and table the employee wage adjustment to the March 13 BOS meeting where more information will be provided.

Dale Chamberland seconded the motion, all were in favor.

**Article 7- FY17 Maine Certificate of Assessment corrections, BETE audit correction.**

The Board was informed by the Town Manager that an error had been made in the BETE reimbursement calculation where the Town's certified ratio of 80% was not calculated in the BETE reimbursement calculation. This occurred because the Trio module for personal property is the "short maintenance" version, and the certified ratio is not a feature included where the assessment certification forms are printed out by TRIO. Because of this, we have to use a separate program and manually enter all the values, including the BETE reimbursement affected by the certified ratio. The corrected assessment certifications need Board approval and signatures. Since this a loss in revenue to the Town, it has reduced our overlay by \$8,031.88, thus putting the overlay at a negative (\$4,452.43). The Town Manager explained to the Board that the loss of revenue would not create a budgetary shortfall as we are ahead of our benchmark in revenues, and that we would still end the year with revenues over budget estimates. The only negative effect would be that the loss of revenue would reduce the amount of money that may have gone to surplus.

A motion was made by Dan Bechard to approve the corrected Assessment certifications.  
Dale Chamberland seconded the motion, all were in favor.

**Article 8 - D & D Specialties Liquor License renewal application.**

The Board reviewed the renewal application by D & D Specialties.

A motion was made by Dan Bechard to approve the application.  
Dale Chamberland seconded the motion, all were in favor.

**Article 9- Ambulance Service Inc. municipal subsidy request, Town of Madawaska ambulance service proposal.**

The Board reviewed the ambulance services proposals from both ASI & The Town of Madawaska. There was some discussion initiated by Beurmond that Fort Kent has expressed interest in studying the possibility of a regional ambulance service operated in the same manner as VRF. The town Manager indicated that Madawaska was also interested in studying this as well.

The Board agreed by consensus to table this article to the Board & Budget Committee meeting in April.

**Article 10 – 2017 IRS Mileage Rates.**

The Town Manager provided the Board with the 2017 mileage rate information, which is set at \$0.535 per mile.

Dan Bechard made a motion to approve the 2017 Mileage rate of \$0.535.  
Dale Chamberland seconded the motion, all were in favor.

**Article 11 – Northern Business Solutions Annual network support contract proposal.**

The Board reviewed a proposal by Northern Business solutions for an annual IT support maintenance contract, and also proposals to update and replace the two front desk computers & monitors, remove the outdated office server, and purchase a new laptop and monitors for the Town Manager office. The cost of the annual IT maintenance contract is \$35.00 per computer, where we have four computers it would cost \$1680.00 per year.

The computer replacement proposals total cost is \$4371.00. The Town Manager indicated that the office computer purchases could be paid from the General Government Capital Reserve Account. The explained that the Town's computers were now 6 years old, and that the office server was outdated and no longer supported. Keith from Northern Business Solutions informed the Town Manager that after an assessment of our systems, he found that the sever was not really being used to it's potential, and that one of the new computers could serve as the server to all of our systems.

A motion was made by Dan Bechard to approve the purchase of the new computers paying it from the General Government Capital Reserve Account, and table the annual maintenance contract proposal to the March 13 BOS meeting.

Dale Chamberland seconded the motion, all were in favor.

**Article 12 – 2017 Board of Selectmen Meeting Schedule.**

The Board approved the proposed 2017 meeting schedule by consensus, and ordered it posted in the town office window,

**Article 13 – Town Manager Contract Discussion, Executive Session recommended per; 1 M.R.S.A. ss 405(6)(d).**

The Board received an employment contract proposal by Gary Picard for consideration by the Board.

A motion was made by Dan Bechard to enter into executive session according to 1 M.R.S.A. ss 405(6)(d) at 7:55 pm.

Dale Chamberland seconded the motion, all were in favor.

A motion was made by Dan Bechard to exit executive session @ 8:35 pm.

Dale Chamberland seconded the motion, all were in favor.

**POST-EXECUTIVE ACTION:**

A motion was made by Beurmond Banville to renew Gary Picard's Town Manager employment contract beginning July 1, 2017 until July 1, 2019, for an annual salary of \$51,500, with an option for a one year extension and annual salary consideration after Board review.

Dan Bechard seconded the motion, all were in favor.

**Article 14 – Discussion on Governor's Budget, impact to Homestead Exemption and Revenue Sharing.**

The Board had some discussion in regards to the Governor's budget and the potential impacts to communities. It was suggested by Beurmond that it might be a good idea for municipal leaders to carpool to Budget Hearing in Augusta with willing communities to assist our delegation in preventing the changes that would have disastrous consequences on our communities. The Town manager indicated that this idea was brought up at a recent AMA meeting of town managers, and that there is interest by municipal leaders to attend these meetings.

The Board agreed by consensus that the Town should be active in these hearings along with other communities.

**Article 15 – Kevin Lavoie, Field of Dreams funding request.  
THIS ARTICLE TAKEN OUT OF ORDER.**

Kevin Lavoie, the representative from Field of Dreams attend the BOs meeting and presented the Board with a budget for soccer field completions at Wisdom High School. The total budget for field completion is \$44,906 to which Kevin has requested \$10,000 from the Town in the next budget cycle. Kevin explained that the soccer field is a resource available to the Town's Rec Department, and that if ever the school were to close, the property would than become property of the Town. The Board thanked Kevin for his presentation, and communicated to him that this request would be put before the budget committee meeting in April.

**Article 16 – FY16 Town & Sewer Department Audit.**

The Board communicated that they would like to table this article until the March 13, 2017 meeting so that they have more time to review the audit.

**Article 17 – To Consider Any Other Business before the Board.**

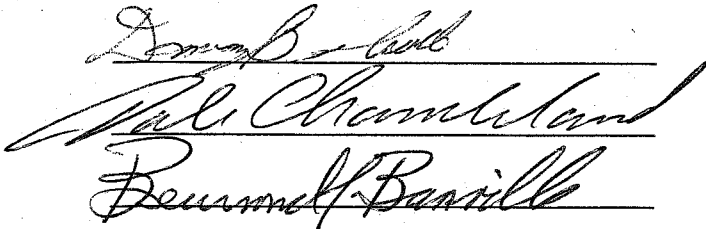
No other business acted on.

Having no further business the meeting was adjourned at 9:30 pm

Respectfully Submitted,

Gary Picard,  
Town Manager

Approved by the Board of Selectmen on the 13<sup>th</sup> of March, 2017.

  
The image shows three handwritten signatures in cursive script, each written over a horizontal line. The signatures are: 1. Donald B. [unclear], 2. Paul Chamberland, and 3. Deanne M. Banfill.