

**St. Agatha Board of Selectmen Meeting  
March 9, 2017 @ 6:30 pm  
at the St Agatha Town Office  
Amended 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 February 13, 2017.**

A motion was made by Dale Chamberland to approve the February 13, 2017 minutes as presented. Dan Bechard seconded the motion, all were in favor.

**Article 2 – To Consider the General Ledger, Revenue & Expense Summary Reports for the period ending February 28, 2017.**

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

**Article 3 – Monthly Sewer Report.**

The Town Manager updated the Board on the status of the flow data logging system that went offline on January 15, 2017. Northern Business Solutions has worked on the system to bring it back online, the issue was that the FTP server host changed the address, and our system has no automatic FTP address recognition capabilities. Keith from Northern Business explained that our control panel system is an old system with basic capabilities. We are back online however the files coming in are blank, so more will have to be done. The Town Manager explained to the Board that the Keith indicated that the flow data was accurate even though it not in CSV (excel format). The Town Manager also explained that Frenchville purchased a flow data system that automatically receives flow data from the flow totalizer, which is in CSV format, and that the system likely cost a couple thousand dollars. Dan Bechard asked that the Town Manager to get information and pricing and a similar system, the Town Manager indicated that he already asked Keith from Northern Business Solutions to do so.

The Town Manager also explained that flows were up in February after some warmer weather & rain, and that the Public Works guys opened up some manholes to see where flows were coming from. The Town Manager explained to the Board that there are sections of sewer line that is not within reach of our camera system due the fact that the camera coil rod tends to "coil-up" in the pipe after a distance of 130 feet or so. This coiling occurs in the eight-inch gravity lines because there is room for the rod to bunch up. The Town Manager then explained that we have two options to get to those hard to reach areas, which are to hire Pelletier Sewer Services, or purchase a coiled pipe snake or a reel that we could attached our sewer camera to that would pull the camera. The cost for a reel snake is approximately \$1700.00. The Town Manager explained that this reel would allow us to go anywhere with our camera,

and the investment not only pay for itself in two to three years, but it would allow us to mobilize immediately when I & I is suspected.

The Town Manager explained that this would likely be the best year to equip ourselves with necessary equipment since the Sewer Department budget is over expended due to the Sewer Bill issue being resolved and paid, and also for our share the sewer forced main repair bill in Frenchville that will cause us to go into our reserves at the end out the fiscal year.

Dan Bechard made a motion to purchase the sewer line snake rod.

Dale Chamberland seconded the motion, all were in favor.

#### **Article 4 – Aroostook Municipal Association Request for Proposals for LED Street Lights Conversion**

The Town Manager explained to the Board that the AMA, has put out an RFP for LED Street Light Conversions. This RFP does not obligate any Town to move forward with a proposal, but is optional by each community if the RFP makes sense for each respective community. The intent of the RFP is to provide regional purchasing power, and simplify the conversion process. The deadline for proposals is March 27, 2018, and consultant selection will be on April 21, 2017. At some point the Board can have the consultant present at a Board meeting to discuss the proposal, and for Q & A.

No Action was taken on this article.

#### **Article 5 – St Agatha Fire Dept. Quotes for Tanker Refurbishment. THIS ARTICLE TAKEN OUT OF ORDER.**

Fire Chief Bob Guerrette and several members of the Fire Department attended the BOS meeting to discuss the tanker refurbishment proposal from K & T and Autotronics, as well as discuss a new option for a recently located used tanker truck. Chief Guerrette explained to the Board that the proposals to refurbish the old tanker would likely end up being higher since there can be potential for unforeseen necessary expenses during the refurbishment, and questions whether it makes any sense to spend \$75,000 in a 20-year-old truck, that most fireman have difficulty driving due to the type of transmission in the truck. A proposal for a refurbished 2005 Freightliner with an automatic transmission, complete with a new tank and pump controls was presented for an approximate cost of \$150,000. Mr. Guerrette explained that if the Board were to agree to this purchase, a deposit of 10% to 20% would be required to secure the truck, and that the truck would take roughly six months to build. The Town Manager explained that Town Funds for a new Fire Tanker, or refurbishment of the old tanker were already approved at the January 25, 2016 Special Town Meeting, where the Ambulance Building Reserve was recommitted for the Fire Department firefighting vehicle refurbishment or purchase, which at the time had a balance of \$38,406.74, and to withdraw from surplus an amount not to exceed \$40,000 for the same purpose. The Town Manager explained that the remaining balance needed would be approved at Special Town Meeting, and could be set for an amount not to exceed \$75,000.

The Board agreed that spending that much money on a 20-year-old truck was not a good option, and agreed to move the remainder of the purchase from the Towns' Undesignated Surplus for the Refurbished 2005 Freightliner Tanker to a Special Town Meeting on March 28, 2017.

Dan Bechard made a motion to hold a Special Town meeting on March 28<sup>th</sup> at 6:30 pm, and to secure the purchase first with a 10% security deposit in the next AP warrant next week, and then issue the remaining 10% security deposit after the March 28, 2017 Special Town Meeting.

Dale Chamberland seconded the motion, all were in favor

**Article 6 – Employee wage review tabled from February 13, 2017 BOS meeting.**

The Board reviewed the wage adjustment recommendations for Town Clerk Aubrie Michaud and Recreation Department Head Lisa Bosse. The Town Manager explained that neither of the employees requested a wage adjustment, but was recommending the adjustments for Lisa Bosse due to her current pay scale as being an issue with the new minimum wage law, where she would essentially be making the same hourly rate as her seasonal part-time employees. The new minimum wage law would impact the Recreation Department employees by a \$0.66/hour increase in pay, and that perhaps a sliding- scale adjustment for the regular employees would be inline. The Town Manager explained to the Board that the Town Clerk was doing an exceptional job, was well liked by patrons, and that an adjustment to her wages be fair compensation for the skill-set she now possesses. Beurmond Barville commented that he's received a lot of good feedback from the public about the Town Clerk.

The Town Manager's recommended wage adjustments for consideration are as follows:

Lisa Bosse, Recreation Department: A \$0.66/hour minimum wage sliding scale adjustment plus a \$0.34/hour rate increase for a new rate of pay of \$11.12, which includes the approved COLA of 1.07%

Aubrie Michaud, Town Clerk: A \$0.66/hour minimum wage sliding scale adjustment plus a \$.50/hour rate increase for a new rate of pay of \$15.20, which includes the approved COLA of 1.07%.

Dale Chamberland made a motion to approve a new rate of pay for Lisa Bosse of \$11.12/hour and \$15.00/hour for Aubrie Michaud.

Dan Bechard seconded the motion, all were in favor.

**Article 7- Ambulance Service Inc. municipal subsidy request discussion, Frenchville Board of Selectmen request for joint meeting.**

No Action taken on this article, this article will be taken up at the April Budget Committee meeting.

**Article 8 - Northern Business Solutions quotes for security camera, annual computer maintenance agreement, office copier capable of new motor vehicle registrations**

The Board reviewed the Camera System proposal from Northern Business Solutions for \$3525.00, as well as considered the annual computer maintenance agreement, at a cost of \$35.00 per computer per month for three computers for an annual cost of \$1260.00. The Town Manager informed the Board that he had been studying camera systems on the internet, and felt that we could probably get by with purchasing a system for several hundred dollars. The Town Manager also explained that he felt it was necessary to have coverage of the Town Office areas to in order to protect the office and staff as well as keep a camera on the AED defibrillator device to prevent abuse of the equipment. On the computer maintenance agreement, the Town Manager explained that for years we have not had a reliable IT

person, nor sufficient backup capabilities to protect the Towns' data. We essentially have two options, which is to have a maintenance agreement that would be more of an ongoing maintenance type of arrangement, or to not have the agreement, and pay-as-you go for issues when they present.

The last part of this article is for an office copier lease agreement for a new office copier that will be able to handle the new laser forms for Motor Vehicle Registrations which need to be implemented in June. The Town Manager explained that our old office copier annual lease agreement with Levesque Office Supply is due in June, and that he has asked Northern Business Solutions for a proposal, which has not yet been received.

Dale Chamberland made a motion to enter in an annual Computer Maintenance Agreement with Northern Business Solutions, and not to accept the camera system proposal but rather directed the Town Manager to get three prices for a camera system from vendors on the internet, and have those prices available at the April BOS meeting.

Dan Bechard seconded the motion, all were in favor.

The officer copier proposal is tabled for the April BOS meeting.

#### **Article 9- Submerged Land Program Grant Application for Boat Marina System.**

The Town Manager informed the Board that we recently learned of a grant opportunity from the Submerged Lands Grant Program where we can apply for a grant up to \$15,000 for lake access projects. The Town Manager explained that we could apply for the full grant amount of \$15,000 for the proposed 16 boat marina dock system for an estimated cost of \$50,000, which would require a commitment by the Board if the grant were approved.

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

#### **Article 10 – FY16 Town & Sewer Audit.**

The Board indicated that they still had not had much time to review the audit, and agreed to table the article until the April BOS meeting.

#### **Article 11 – Board of Selectmen FY18 Budget Review Date.**

The Board agreed by consensus to hold the BOS budget review meeting on the same night as the Special Town Meeting of March 28, 2017. The Board would meet at 5:00 pm, recess for Town Meeting at 6:30 pm, and reconvene after the special Town Meeting.

**Article 12 – Estimate by Todd's Custom Contracting for Rec Building Repairs.**

The Board reviewed the proposal by Todd Daigle for the Recreation building siding and porch renovations. The cost of the proposal is \$8262.05, which the Board agreed by consensus to include in the FY18 budget for budget committee consideration.

**Article 13 – Quotes for Public Works Garage Door Replacements.**

The Town Manager informed the Board that the Public Works Foreman, John Picard has received two quotes for replacement of two overhead doors that are rusted and are due for replacement.

Two proposals were received, one from PDQ Door for \$6470.00, and the second from Overhead Door Company for \$7386.00. Dan Bechard asked if a third proposal had been solicited, and mentioned that Gary Theriault from Hamlin Maine is very competitive and that we should request a price from him as well. The Town Manager indicated that he did not know if John had requested a third estimate. The Board agreed by consensus to get the additional pricing, and include the cost in the FY18 budget for Budget Committee consideration.

**Article 14 – St Agatha Road Paving Preliminary Assessments.**

The Town Manager discussed with the Board that he met with John Picard, the Public Works Foreman, and conducted a preliminary assessment of the Towns' paved roads in need of repair. The preliminary assessment, subject to change per discussion with the Lane Corp., has identified up to three miles of road in need of paving. The contractor was scheduled to meet with the John and the Town Manager on Tuesday the 7<sup>th</sup>, but those plans were cancelled due to snow having fallen on the roads that day. The Town Manager explained that he would prefer a more "staggered" road paving schedule, but didn't think that would be a possibility due to the conditions of the pavement. The Town Manager also explained that there was approximately \$211,000 in the Roads Reserve, as well as an additional annual allocation of approximately \$27,000 from the State of Maine FY18 LRAP program, and also an additional \$40,000 of annual appropriation (pending budget approval) to the Roads Reserve that would be available for road repair this calendar year.

No Action was taken on this article, further discussion to be held at the April BOS meeting.

## Article 15 – To Consider Other Business Before the Board.

- **Fitness Center Lease Renewal.**

The Town Manager explained to the Board that He along with Board Member Dale Chamberland met with Herman Sinclair and Darrell Bosse from the KC on March 7, 2017 to discuss the Fitness Center Lease renewal. Prior to any offers being made, the two parties discussed the current lease agreement and its' intentions. The 10-year-old lease agreement for a rate of \$1400.00 per month, including heat with a provision for a heating surcharge if oil exceeds \$2.50/gallon was intended to pay the \$85,000 ten-year loan, with an approximate monthly payment of \$860.00, as well as O & M costs. The length of the lease being ten years was tied to the debt service loan time period of ten years, which has recently been paid off. We then proceeded to solicit an offer from the KC, to which they indicated that they would reduce the monthly lease payment by \$200 per month, saving the Town \$2400 annually. They further explained that currently they were just getting by, and that plans were in the works to make exterior renovations to the remaining parts of the building not yet repaired. Additionally, they indicated that they were fine with the lease as it is written for an additional ten years. Dale and I did not make a counter proposal, and mentioned to them that we would take their proposal the Board of Selectmen for consideration.

At the BOS meeting, Beurmond Banville, citing personal conflict recused himself from the discussion.

Dan Bechard discussed openly the offer from the KC, and expressed his opinion about the cost of the lease being tied to the KC/ Fitness Center repair loan. The Town Manager, Dale & Dan discussed the current offer of \$1200/month as perhaps being a bit high, and also considered what we may expect to pay for commercial space elsewhere, and also concluded per Dan's suggestion that a ten-year period for the new lease may be too long. Dan also explained that his rationale for the three year lease was due to the uncertainty of the Wisdom High School within the next several years, and that we could end up with having space available at the High School in the future.

Dan Bechard made a motion that we entertain a counterproposal for a three- year lease, for a monthly cost of \$1000 which includes the fuel surcharge over \$2.50/gallon, or a three-year lease of \$1200 with no fuel surcharge.

Dale Chamberland seconded the motion, Beurmond Banville abstained and the motion passed.

- **AP & Payroll Warrants**

Dan Bechard mentioned that in years' past, the Board would receive by email a copy of the warrants, and would like to start receiving these by email again.

The Board agreed by consensus.

- **Weekly Town Manager Reports**

Dan Bechard indicated the Town Manager has not supplied the Board of Selectmen with a weekly manager's report in a while, and would like the Town Manager to resume the reports.

The Board agreed by consensus.

Having no further business, the meeting was adjourned at 8:15 pm

Respectfully Submitted,

Gary Picard,  
Town Manager

Approved by the Board of Selectmen on the 10<sup>th</sup> of April, 2017.

  
  
