

St. Agatha Board of Selectmen Meeting

Held December 16, 2011 at 3:30 pm

at the St. Agatha Town Office

MINUTES

Present: Beurmond Banville, Dale Chamberland, Dan Bechard, Christy Sirois & Fred Holmes

Chairman Bechard called the meeting to order and established a quorum at 3:31pm.

Article 1 - Minutes

November 8, 2011 – Motion by Mr. Chamberland and seconded by Mr. Banville to approve the minutes as written. All approved.

Article 2 - Financial Reports

Period ending November 30, 2011 – Motioned by Mr. Banville and seconded by Mr. Chamberland to approve the financial reports as presented. All approved.

Article 3 – Regional Airport Report

Mr. Fred Holmes presented the Board with a report of the airport. Overall the airport is up 17%. The flight instruction has steadily increased. The hanger is full, which is good revenue for the airport. The airport is looking into the possibility of building another hanger. The airport is doing well. The board thanked Mr. Holmes for his report. No action needed.

Article 4 – 2012 Town Service Fees

Ms. Sirois presented the board with a listing of the current town services fees as well as 2 proposed new fees. The new fees would be a NSF (non-sufficient funds) fee of \$25 per payment that is returned. This fee also has to be approved at town meeting. The other new fee is a research fee of \$2 per search. This fee pertains to vital records (birth, death & marriage) only. This applies if research needs to be done to confirm relationship when requesting a record other than the requester's. An example would be if a resident wanted a copy of her/his parent's birth or marriage certificate. Per new State regulations we need proof of the relationship (i.e. birth certificate that lists the parents). If the resident doesn't have a copy of their birth certificate we have to look it up to confirm IF it is one that is on file. If we do this research then the \$2 fee would be charged. This is a common practice being implemented at town offices around the state because of the time it takes for research due to the new regulations. Ms. Sirois will also look into the research fee attached to information requests made by the public. This would be a fee assessed to a resident if they request information from the office and it requires more than an hour of work. This is also a fee that the State allows towns to charge but there are guidelines. Ms. Sirois will look into and get back to the board.

Article 5 – Renewal of Municipal Order 906

The renewal of this municipal order allows for tax payments to be applied to the oldest tax first rather than the choice of the payer (i.e. paying the 2010 bill before the 2011 bill). Motioned by Mr. Banville to renew the municipal order 906 and seconded by Mr. Chamberland. All approved.

Article 6 – FY 2013 Mileage Reimbursement

The Town uses the standard mileage rate from the IRS. The IRS announced that the rate will be \$0.555 per business mile. Motioned by Mr. Banville to use the IRS rate of \$0.555 for Fiscal Year 2013 and seconded by Mr. Chamberland. All approved.

Article 7 – Disbursement Warrant Ordinance

The proposed ordinance would allow for the Board of Selectmen to sign off on account payable individually after they have reviewed. This would eliminate the need for the signing to be done at a public meeting. Currently the board meets once a month and accounts payable are done on a weekly basis. This ordinance would allow for payments to be done and mailed in a timely fashion after board approval. The ordinance will still require a majority of the Board signing the warrant before payment can be made. The ordinance would also still allow approval at a public meeting if needed. It adds additional warrant approval methods instead of changing them. Motioned by Mr. Banville to put the ordinance on the 2012 Annual Town Meeting Warrant and seconded by Mr. Chamberland. All approved.

Article 8 – Renewal of Town Manager’s Employment Contract for two years

It was proposed to renew the employment contract for the Town Manager will be renewed for a two year period. A contract was not agreed upon – just that the Board was in favor of renewing it and for a two year period instead of the current 1 year. The current contract is due to expire June 31, 2012. A contract will be reviewed and discussed before that date. Motioned by Mr. Banville to renew the employment contract of Ms. Sirois for a two year period and seconded by Mr. Chamberland. All approved.

Article 9 – Preliminary Design Report for Regional Wastewater Project

On November 22, 2011 a Regional Wastewater Project meeting was held at Lakeview. At the meeting Frenchville and St Agatha were presented with a preliminary design report. The report presented both communities with a second option for the design. Mr. Banville and Mr. Bechard were not able to make the November meeting. At the meeting the Towns were each asked to review the report and make comments. The Board requested a meeting with Mr. Bridges of Woodard & Curran. They would like to see the updated cost comparisons between the two options for operation, treatment and the project overall. The next project meeting is to be held at 7pm on December 20. The Board would like to meet that same day at 3pm. Ms. Sirois will set the meeting up. No action taken. Tabled.

OTHER BUSINESS

Regional Recreation Program

Ms. Sirois notified the board that she had met with Ms. Cote from Frenchville and it will be proposed the Frenchville Board to contribute to half of the summer program costs. This is the first step to regionalizing the program. This would Frenchville youth to participate for the same fee at St Agatha youth. Currently there is an additional cost for all participants who are not residents of St Agatha. Mr. Banville also suggested contacting the County to see if they would also like to contribute to the program for their Sinclair and Crosslake residents.

Having no further business the meeting was adjourned at 4:25pm.

Respectfully Submitted,

Christy Sirois,

Town Manager

Approved by the Board of Selectmen on the 9th day of January, 2012



