



TOWN OF MINOT

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Board of Selectman Meeting
Minot Town Office
Monday, May 21, 2018, 7:00 pm
DRAFT Regular Meeting Minutes

PRESENT: Chairman Steve French, Vice Chairman Danny Gilpatric, Danny Callahan, Lisa Cesare [8:07], and Brittany Hemond.

TOWN STAFF: Danielle Loring, Town Administrator

OTHER: Lisa Ravis (Naples, Maine)

1. **Call to Order:** Chairman French called the meeting to order at 7:01pm.
2. **Pledge of Allegiance**
3. **Approval of Meeting Minutes:**

- a. **May 7, 2018**

MOTION: Danny Callahan motioned to accept the minutes from the May 7, 2018 meeting as presented; seconded by Brittany Hemond.

COMMENTS: None.

VOTE: Unanimously approved (4/0)

4. **Public Comment:** – Citizens may comment on general topics related to town business during this portion of the agenda. Each citizen will be limited to five minutes.

Lisa Ravis from Naples, Maine asked for permission to speak regarding a topic as a non-resident. Chairman French granted her request. She explained that she was there to discuss implementing a recall ordinance for the Town in response to recent Schoolboard member elections.

Chairman French explained that the Town had looked into the matter and at that time there was no procedure in place to remove schoolboard members. Ms. Ravis asked if there was anyone heading that effort and Chairman French responded that, other than one resident coming forward at a meeting right after the election, there had been no push to get an ordinance implemented for such purposes.

Mr. Callahan commented that he felt that the situation would work itself out as there would not be many opportunities for the individual to act out during the normal course of the Schoolboard's business.

Ms. Ravis thanked the Board for their time and said she would leave her contact information with staff if any residence came forward.

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5. New Business:

a. Introduction of Town Administrator, Danielle Loring

Chairman French welcomed Danielle Loring as the new Town Administrator. Mrs. Loring thanked them and gave a brief summary of items that she was working on.

b. Setting of 2018-19 Tax Commitment Date

Mrs. Loring explained that because the fiscal year had been changed as well as the January tax payment being moved up to December, the Board would need to decide whether they would want to move the commitment date up to July in order to get tax billing out sooner. She presented them with options for dates in July and August. The Board discussed how the Commitment had been carried out in the past and voiced concerns regarding getting the information together, and Mrs. Loring responded that she was confident that staff would be able to meet the new deadline, as long as they communicated with the O'Donnell's Assessing services.

Chairman French stated that they would defer to the staff recommendation of moving the date up but asked they communicate any issues, should they arise, and Mrs. Loring agreed.

MOTION: Brittany Hemond motioned to set the Tax Commitment date to July 16, 2018; seconded by Danny Callahan.

COMMENTS: None.

VOTE: Unanimously approved (4/0)

c. Consideration and Approval of 2017-2018 County-Wide Hazard Mitigation Plan

Mrs. Loring presented the Maine Emergency Management Agency (MEMA) Hazard Mitigation plan for consideration and approval. She explained the process and outlined the four roads listed for consideration in the plan while noting that three of the four were already addressed, and there were no current plans to address the fourth (Bucknam Bridge Road). The Board discussed the issues surround that project and felt that it was prudent to continue to wait before making plans for any construction.

MOTION: Brittany Hemond motioned to approve the Hazard Mitigation Plan as presented; seconded by Danny Gilpatrick.

COMMENTS: None.

VOTE: Unanimously approved (4/0)

Mrs. Loring stated that she would make sure that the plan was updated to note that Death Valley work had been completed in 2017.

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d. Consideration and Approval of Utilizing Undesignated Funds to pay for Cable Franchise Agreement Site Work

Mrs. Loring presented an invoice for Sewell for site work preparation for the Cable Franchise Agreement negotiations. She explained that she did not think that it had been budgeted for and the plan was to utilize Undesignated Funds for that purpose.

Mr. Gilpatrick recalled previous discussions regarding the project and felt that they should move forward with designating the funding from that account.

MOTION: Brittany Hemond motioned to utilize Undesignated Fund to pay for the Cable Franchise Agreement Site Work; seconded by Danny Gilpatrick.

COMMENT: None.

VOTE: Unanimously Approved (4/0)

6. Department Updates

a. Highway Department Update – Submitted by Scott Parker, Highway Dept Supervisor

Chairman French summarized the memo from the Highway Department and commended the crew on their good work in the cemeteries. Mrs. Loring noted that included with the memo was the supplemental paving quote from the bid winner, All States Asphalt. They quoted to do the work at the Town Office for \$79-\$83/ton and the Town had budgeted \$120/ton. She added that the Town would be completing the site prep as well as installing the conduit and the contractor would work with the staff to make sure that business was not interrupted while the work was being completed.

Chairman French confirmed that the money had already been approved in the 2017 budget, and Mrs. Loring agreed but asked that the Board officially approve the agreement. Mrs. Hemond felt that it was the appropriate decision to make because it would save the Town money.

MOTION: Brittany Hemond motioned to approve the All States paving agreement as an extension of the existing bid; seconded by Danny Callahan.

COMMENTS: None.

VOTE: Unanimously Approved (4/0)

b. Clerk's Report – Submitted by Sara Farris, Town Clerk

Chairman French summarized Mrs. Farris's memo.

c. Fire Department Updates – Chairman Steve French

Chairman French explained that the Fire Department had implemented a new web tool for applying for burning permits. This would only cost the Town \$75.00 and was free for the public

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to use. The existing system through the State had charge applicants \$7, with \$2 going to the Town but there had been no record of the Town ever receiving any payments.

7. Unfinished Business

a. Impact Fee Ordinance

Mrs. Loring updated the Board that Mrs. Cesare was intending for the Impact Fee Committee to begin meeting in June in order to review the language. The Board discussed the current issues standing with the ordinance language. Mrs. Loring agreed and stated that the intention was to make the process more clear and adopt a procedure to make implementing the fees more consistent with the growth trends.

b. Recall Ordinance

Chairman French tabled this agenda item until all of the Board members were present.

c. Extending December 15th Tax Collection Date to December 17, 2018

Mrs. Loring stated that this agenda item was only to memorialize the correspondence with the Town Attorney stating that no further action was required in order to extend the tax deadline from December 15, 2018, which is a Saturday, to the 17th. She explained that this could be communicated as a supplement in the tax bills, but Chairman French questioned whether or not this was necessary. Mrs. Loring stated that she would check with staff.

8. Town Administrator's Report

Mrs. Loring stated that she had met with the Town's IT contractor to begin evaluating the future needs for computer equipment to meet upcoming changes to the Windows platform and support as well as preparing for the Trio conversion. She explained that she would be looking to implement a computer roll out that met those deadlines while looking for a financing structure that worked within the Town's budget. She explained that she had also spoken with the Town's website admin discuss options for redesigning the website to make it updated, more functional and allow for changes to be made easily by Town staff.

She confirmed that the Town Office would be closed Monday, May 28th in observance of Memorial day.

Mrs. Loring continued by explaining that the Town was finalizing the 2019 Peterbilt lease in the coming days and that the Town was making the initial payment in order to lower the interest rate with Androscoggin Savings Bank.

10. Fiscal Warrants

a. Treasurer's Warrant – May 21, 2018

b. Payroll Warrant – May 21, 2018

MOTION: Brittany Hemond motioned to approve the Treasurer's and Payroll Warrants as presented; seconded by Danny Callahan.

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COMMENTS: None.

VOTE: Unanimously Approved (4/0)

11. Scheduling Next Selectman's Meeting:

c. June 4, 2018

The Board discussed the next meeting date and whether to move the meeting the meeting time to 6:30pm.

MOTION: Danny Callahan motioned to start the meeting at 6:30pm; seconded by Brittany Hemond.

COMMENTS: Danny Callahan wanted to confirm that this time would also work with Lisa Cesare.

VOTE: Unanimously Approved (4/0)

***5. New Business**

e. Executive Session pursuant to Title 1 MRSA §405 (6)(a): Consideration of Highway Department Supervisor promotion to Road Commissioner

MOTION: Brittany Hemond motioned to go into Executive Session pursuant to Title 1 MRSA section 405 subsection 6a for a personnel matter to consider the Highway Department Supervisor's promotion to Road Commissioner; seconded by Danny Gilpatrick.

VOTE: Unanimously approved (4/0)

The Board went into Executive Session at 7:49pm.

MOTION: Brittany Hemond motioned to come out of Executive Session; seconded by Danny Gilpatrick.

VOTE: Unanimously approved (4/0)

The Board came out of Executive Session at 8:06pm.

***9. Selectmen Comment**

Lisa Cesare joined the Board at 8:07pm. She explained that she had been at the RSU budget line item vote. She said that there were around 75 people there and explained the various concerns and questions that were brought up.

The Board summarized the agenda items that Mrs. Cesare had missed. The Board continued to discuss items to consider with the current and future budget, including staffing needs.

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12. Adjournment

MOTION: Brittany Hemond motioned to adjourn; seconded by Lisa Cesare.

VOTE: Unanimously approved (5/0)

Recorded by Danielle Loring
Town Administrator

Steve French, Chairman

Daniel W. Gilpatric, Vice Chairman

Brittany Hemond

Lisa Cesare

Daniel Callahan Jr.