



TOWN OF MINOT

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Board of Selectman Meeting
Minot Town Office
Monday, June 4, 2018, 6:30 pm
Meeting Minutes*

PRESENT: Chairman Stephen French, Vice Chairman Daniel Gilpatric, Daniel Callahan, Lisa Cesare and Brittany Hemond.

TOWN STAFF: Danielle Loring, Town Administrator and Jim Allen, Fire Chief

OTHERS: Julie Rioux (MHAA/Schoolboard)

1. **Call to Order:** Chairman French called the meeting to order at 6:30 pm.
2. **Pledge of Allegiance**
3. **Approval of Meeting Minutes:**
 - a. **May 21, 2018**

MOTION: Brittany Hemond motioned to accept the minutes as presented; seconded by Daniel Callahan.

DISCUSSION: None.

VOTE: UNANIMOUSLY APPROVED (5/0)

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.

Julie Rioux spoke on behalf of Minot-Hebron Athletic Association (MHAA) regarding the use of pesticides on town fields to control ticks. Lisa Cesare recalled that the Board had had this discussion before. Daniel Gilpatric agreed and stated that they were not able to apply anything because it would make the town liable for any damages or injury that any felt was associated with the treatment. Mrs. Rioux continued that the biggest complaints were in regard to the fields behind the school and wanted to know if the Association had permission to pursue. Mrs. Cesare did not recommend moving forward without investigating potential liability and stated that the town would investigate that.

Mrs. Rioux explained that she was following up regarding the door at the snack shack that had vandalized the previous year before. She believed that the town was willing to pay the necessary repairs to secure the building. Mrs. Cesare responded that the town should take care of the repairs. Chairman French inquired about going through insurance, and Mrs. Cesare responded that the town should just have the Highway Department prices out the cost of the new door and repairs. Mr. Gilpatric agreed.

Mrs. Rioux continued that she was also before the Board on behalf of the Schoolboard. She explained that the RSU#16 Budget Report had gone out to homes in the mail and it contained information regarding the budget line items as well as the increases that were included that year. She explained that Minot was realizing an increase of \$99 increase per \$1,000 of valuation and that the increases were largely due in part to

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federal grants that were expiring and the desire to continue those positions for the benefit of the students. Mrs. Cesare explained that she had been at the budget line item vote and had relayed information to the Board concerning those items as well as concerns that she had regarding certain positions. Mrs. Rioux explained that the additional positions would provide behavior support to younger students before they became problematic or increased in severity. She also explained that this would also reduce interruptions to the student body as a whole in the event that there was an episode that needed to be addressed, because right now faculty in nearby classrooms would assist in mitigating behavioral disturbances, leaving their students unattended.

Mrs. Rioux continued that the Schoolboard would be choosing the new Superintendant at their next meeting, and had heard many positive things regarding both candidates though she did not have specifics yet. She also explained that the Schoolboard was working on local outreach and planned to rotate at Selectboard meetings. Mrs. Cesare asked when the new schoolboard members started, and Mrs. Rioux responded that she felt that it was in the coming weeks and it was confirmed that it appeared to be when the new fiscal year started in July.

5. New Business:

a. Consideration of Town Appointments

Mrs. Loring presented the list of appointments for the previous Town Administrator and asked for confirmation for what they would like her to maintain. She explained that she had already met with the Emergency Management Agency (EMA) about the necessary training to be Minot's Emergency Management Director.

MOTION: Lisa Cesare motioned to appoint Danielle Loring to the position of Emergency Management Director; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUSLY APPROVED (5/0)

The Board discussed the following appointments and agreed to proceed. Mrs. Hemond stated that she was interested in becoming the Local Health Officer (LHO), and Mrs. Loring explained that the town could have two if they chose.

MOTION: Lisa Cesare motioned to appoint Danielle Loring as Town Administrator, Constable, Road Commissioner, Deputy Clerk, Deputy Tax Collector, Deputy Treasurer, Deputy General Assistance (G.A.) Director and Local Health Officer; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUSLY APPROVED (5/0)

MOTION: Lisa Cesare motioned to appoint Brittany Hemond as secondary Local Health Officer; seconded by Daniel Callahan.

DISCUSSION: None.

VOTE: UNANIMOUSLY APPROVED (4/0/1 ab BH)

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6. Department Updates

a. Fire Department – Fire Chief Jim Allen

Chief Allen explained that Engine 8 had had a severe pump malfunction at the most recent hose testing event. It was unknown what it was going to cost to replace but was investigating alternatives until it was back on the road or a replacement truck could be arranged. Chairman French added that they were looking to track down spare parts but it would be difficult. Mrs. Cesare asked if they should be looking to include a new truck on the warrant, and Chief Allen responded that he was already pricing out trucks as this one was next to be replaced and the truck did not carry much value without the pump.

Chief Allen continued to update the Board regarding Fire permit software, community outreach initiatives and equipment inventory.

b. Highway Department submitted by Scott Parker, Highway Supervisor

Mr. Parker's memo updated the Board regarding clean up activities for the past two weeks, current ditching work and the status of the new truck.

c. Town Clerk's Report submitted by Sara Farris, Town Clerk

Mrs. Farris's report updated the Board regarding the upcoming election activities, lien notices, and taxes.

7. Unfinished Business

a. Recall Ordinance

Mrs. Loring stated that she had reviewed correspondence from the Town Attorney and stated that there was no way to recall a schoolboard member but residents could take personal action themselves. Mrs. Cesare clarified that this was due to the town not having a charter.

8. Town Administrator's Report

a. Homeland Security Grants

Mrs. Loring stated that the first phase of the Homeland Security Grants had become available and she was interested in applying for a couple projects. The first being to install an auto switch on the generator for the Fire Station and Town Office to keep them operational in the event of severe weather and the other to upgrade security for the municipal complex. The grants were 100% without matching funds and Chairman French added that the town may still have to contribute in the event that funding was short the full amount. Mrs. Cesare felt that it would still be a good opportunity given neither project was large scale.

Mrs. Loring continued that she did not feel the security upgrades would be excessive in that she was looking at a couple cameras, door chimes and panic buttons. The first step would be to create a wishlist of items needed for both projects and then work to get three quotes to complete the actual work. The Board agreed that she should pursue the grant.

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b. Updates

Mrs. Loring updated the Board regarding projects that she was working on for website updates and computer upgrades and was hoping to make some progress before the end of the fiscal year, as there were many items that were outdated. She was working on potential vendors and solutions that would cover both creating a new website as well provide email.

9. Selectmen Comment

None.

10. Fiscal Warrants

a. Treasurer's Warrant – June 4, 2018

MOTION: Brittany Hemond motioned to approve the Treasurer's Warrant dated June 4, 2018 in the amount of \$191,949.13; seconded by Daniel Callahan.

DISCUSSION: None.

VOTE: UNANIMOUSLY APPROVED (5/0)

b. Payroll Warrant – June 4, 2018

MOTION: Brittany Hemond motioned to approve the Payroll Warrant dated June 4, 2018 in the amount of \$28,228.84; seconded by Daniel Gilpatric.

DISCUSSION: None.

VOTE: UNANIMOUSLY APPROVED (5/0)

11. Scheduling Next Selectman's Meeting:

a. June 18, 2018 – Confirmed for 6:30pm

12. Adjourn

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

VOTE: UNANIMOUSLY APPROVED (5/0)

Chairman Stephen French adjourned the meeting a 7:50pm.

Recorded by Danielle Loring
Town Administrator

Steve French, Chairman

Daniel W. Gilpatric, Vice Chairman

Brittany Hemond

Lisa Cesare

Daniel Callahan Jr.