



TOWN OF MINOT

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Board of Selectman Meeting
Minot Town Office
Monday, July 2nd, 2018, 6:30 pm
Regular Meeting Minutes

Present: Chairman Steven French, Vice Chair Daniel Gilpatric (6:45), Lisa Cesare, and Daniel Callahan.

Absent: Brittany Hemond

Staff: Danielle Loring, Town Administrator and Jim Allen, Fire Chief

Other: Eriks Peterson, Journalist

1. **Call to Order:** Chairman French called the meeting to order at 6:30pm and a quorum was present.
2. **Pledge of Allegiance**
3. **Approval of Meeting Minutes:**

a. June 21, 2018

MOTION: Lisa Cesare motioned to accept the minutes dated June 21, 2018 as presented; seconded by Daniel Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (3/0)

4. Fiscal Warrants

a. Payroll Warrant – July 2, 2018

MOTION: Lisa Cesare motioned to approve the Payroll Warrant, dated July 2, 2018, in the amount of \$17,992.79; seconded by Daniel Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (3/0)

b. Treasurer's Warrant – July 2, 2018

MOTION: Lisa Cesare motioned to approve the Treasurer's Warrant, dated July 2, 2018, in the amount of \$34,039.87; seconded by Daniel Callahan.

DISCUSSION: None.

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Written minutes are serve as reference to the official recorded, which are recordings kept at the Town Office.
Board of Selectmen Meeting Minutes Dated July 2, 2018

VOTE: UNANIMOUS APPROVAL (3/0)

5. Public Comment: –

Daniel Callahan introduced himself to Eriks Peterson, journalist for Sun Journal, and expressed his concern regarding media coverage for their meetings and asked that he work with staff to ensure that any articles about Town business were accurate. Mr. Peterson agreed.

6. New Business

a. Discussion Regarding Cemetery Administration

Mrs. Loring stated that she was looking for direction from the Board on how to administer the Town's Cemetery Ordinance. She explained that the particular issue was in regard to cemeteries that were no longer open to new burial plots because she had been receiving requests to place markers for individuals who were not known to be buried in some cemeteries and had passed one to two hundred years ago. Her concern was having people disturb the ground in these cemeteries where we did not know the condition of what was within it.

The Board discussed with her the particulars of the requests that she had received and what the issues were that she was having with each case. The decision was made that for requests that were either not straight forward or outside the "usual" request, it would need to go before the Board for consideration. In terms of the existing request that had been made for Hodge Cemetery, she was instructed to only allow for a flush mounted marker.

b. Election for MMA's Legislative Policy Committee

Mrs. Loring presented the nomination form from Maine Municipal Association (MMA) for the Legislative Policy Committee and explained its purpose and the criteria for an individual nominated. The Board did not have a nominee for the committee.

c. Discussion Regarding Personnel Reviews and Procedures

Mrs. Loring asked for clarification regarding her role during the probationary period. She asked about making changes to procedures and staffing issues. Chairman French responded that he felt that should carry out the position as she would as a permanent employee. Mr. Callahan agreed and asked that she keep the Board apprised of any changes or communications, including presenting new hires for consideration before hiring. Mrs. Cesare added that the topic of personnel reviews were also an item for consideration and asked for the Board's opinion. Chairman French stated that he felt the same in that respect and that Mrs. Loring should carry out the day-to-day business as she saw fit with communication with the Board. She also requested a workshop with the Board to discuss changes to the Personnel Policy that she had been drafting with Mrs. Cesare, and Chairman French agreed to schedule one in August.

7. Selectmen Comment

a. Impact Fees

Lisa Cesare updated the Board regarding the Impact Fee Committee's progress. She explained that they had worked up some revisions to the ordinance for consideration and

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their recommendation was to halt collection of fees moving forward. She explained that she had been working with Mrs. Loring to determine whether it was feasible to reallocated Building Permit fees to a reserve account for capital improvements, rather than the general fund. Chairman French asked how many years they had until the money had to be returned, and Mrs. Cesare explained that it was 15 years and that some of the accounts were reaching that deadline but they were going to spend the Safety funds on the final payment for the Orchard Station expansion, but they would need to hold a public hearing first to spend the funds and should have the one for the ordinance revisions at the same time.

Mrs. Cesare asked about making a motion to halt collecting all Impact Fees, and Chairman French said that he would like to wait until they had a new program in place before extinguishing the old. Mrs. Cesare confirmed if that would mean the Town would collect fees until the public hearing in the fall (September before the final payment was due in November), and Chairman French confirmed.

b. Blossom Drive

Mrs. Cesare explained that she had been approached over the weekend by three residents regarding the car lot operation on Blossom Drive and how they were concerned that it was affecting their properties. She was looking for follow up regarding the Town's potential action toward the property owner or his plans to move onto Minot Avenue. Mrs. Loring stated that she had a meeting scheduled with the Code Officer and would follow up with the Board once she knew more.

c. MWAC Annual Meeting

Mr. Callahan explained that he had attended MWAC's annual meeting and had found the information beneficial. He explained that he believed that the current tonnage was \$41 and that they were looking to keep the tonnage consistent for the next 18 months. He thought that they were doing a good job with managing costs and providing service to the Town.

8. Department Updates (As Needed)

a. Fire Department

Chief Allen explained that he was investigating options for replacing engine 8 and had found a feasible truck that would cost \$320,000 and other options ranging upwards of \$400,000. Mrs. Cesare asked what the options were for financing, and Chairman French stated that they would have to look into it but thought that some purchase options would allow for the first payment to be deferred until 2019 budget season. Mrs. Cesare asked about timing for purchase because she did not think that there was urgency for replacement, and Chairman French clarified that there was not but this was the exact vehicle that they were looking to replace and wanted to discuss the possibility. Chief Allen added that other trucks could become available but there was no control over the specifications or when they would be available unless they custom built a truck.

The Board continued to discuss the options for purchase and the consensus was that any option would include having to get a vote from Town Meeting or referendum. Mrs. Loring stated that she would reach out to the bank to discuss potential financing options.

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Chief Allen also discussed the work being done on the current FEMA (Homeland Security) grant that would improve security at the Municipal Complex, including fire station.

9. Town Administrator's Report

Mrs. Loring announced that a representative from Senator Susan Collins Office would be at the Town Office on July 18th from 1-2pm to be available to speak with any constituents who may be interested in discussing their topics.

Mrs. Loring announced that the current award figure for the Homeland Security Grant looked to be around \$2800, depending on the number of applicants and that the current project amount would exceed that. She wanted to ensure that the Board was interested in moving forward, and Mrs. Cesare stated that the remaining balance would still only be a small amount and that the projects were worth pursuing.

Mrs. Loring explained that she and the staff were working to prepare the calculations for the annual tax commitment and was confident that they would be ready for the 16th.

10. Scheduling Next Selectman's Meeting:

a. July 16, 2018 - Confirmed

11. Adjourn

MOTION: Lisa Cesare motioned to adjourn the meeting; seconded by Daniel Callahan.

VOTE: UNANIMOUS APPROVAL

Chairman Steven French adjourned the meeting at 8:00pm.

Recorded by Danielle Loring
Town Administrator

Steve French, Chairman

Daniel W. Gilpatric, Vice Chairman

Lisa Cesare

Daniel Callahan Jr.

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