



TOWN OF MINOT

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Board of Selectman Meeting
Minot Town Office
Monday, July 30, 2018, 6:00 pm
Regular Meeting Minutes

PRE-MEETING SITE WALK

Present: Chairman Steve French, Daniel Gilpatric (6:25pm), Daniel Callahan, Lisa Cesare, and Brittany Hemond.

Staff: Danielle Loring (Town Administrator) and Buster Downing (Cemetery Committee)

Other: Eriks Petersons (Journalist) and Anne Hall

***5. New Business – a. Request to Place Markers at Hodge Cemetery – Anne Hall, Derby, VT**

The Board conducted a site walk at Hodge Cemetery at 6:00pm to review the request being made from Anne Hall. Mrs. Loring introduced the requests stating that Ms. Hall had approached the Town regarding several stones to commemorate residents from Minot who had served in various war throughout history but there remains were unknown. Her concerns were that the Town Clerk had found documentation indicating that more than 50% of those buried at 1820 were unmarked, and that there were concerns with erosion and damage if the soil were disturbed.

Ms. Hall gave a history of her research for her family history in connection with the Town of Minot. She had already had stones installed for Jonathan Hutchins, Jr, who had served in the Civil War and was buried in a mass grave in North Carolina, as well another stone for his wife, Sarah Hutchins. She explained that she had had a stone set for Nancy Rider, who they did not know where her remains were but she was the mother to Benjamin Hutchins, who had served in the Revolutionary War. Her additional requests were to set stones for Jonathan Hutchins Sr., who had served in the War of 1812, and his wife, Naomi Bradbury, who were the parents of Jonathan Hutchins Jr.

The Board mirrored their concerns regarding setting stones without knowing whether they were disrespecting someone's remains as well as effecting current conditions for the cemetery. They explained that they had already approved Ms. Hall for a flush mounted marker within her existing family plot. Ms. Hall explained that she was amending her request to be a flush marker to include both parents. Ms. Cesare confirmed that the upright marker the Board had seen was no longer being considered, and Ms. Hall confirmed. Chairman French pointed out the existing corner markers and raised area of the plot and stated that he felt that it was safe to assume that they were all part of the same group, and the group agreed. He asked Ms. Hall if she would agree to have the stone set within that area as a flush marker, and she agreed. Mrs. Cesare confirmed that there would be no more requests for markers, and Ms. Hall confirmed that there may be others from family members but that the one in question was all she was concerned about.

The site walk concluded at 6:30pm.

REGULAR MEETING

Present: Chairman Steve French, Daniel Gilpatric, Daniel Callahan, Lisa Cesare (6:40 pm), and Brittany Hemond.

Staff: Danielle Loring (Town Administrator) and Buster Downing (Cemetery Committee)

Other: Eriks Petersons (Journalist) and Michael Edgecomb (Sewell Consultant)

1) Call to Order: Chairman Steve French called the meeting to order at 6:35pm and a quorum was present.

2) Pledge of Allegiance

3) Approval of Meeting Minutes:

a) July 16, 2018

MOTION: Brittany Hemond motioned to accept the minutes of July 16, 2018 as submitted; seconded by Daniel Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

4) Fiscal Warrants

a) Treasurer's Warrant – July 30, 2018

MOTION: Daniel Gilpatric motioned to accept the Treasurer's Warrant, dated July 30, 2018, in the amount of \$18,947.51; seconded by Brittany Hemond.

VOTE: UNANIMOUS APPROVAL (4/0)

b) Payroll Warrant – July 30, 2018

MOTION: Daniel Gilpatric motioned to accept the Payroll Warrant, dated July 30, 2018, in the amount of \$14,871.30; seconded by Brittany Hemond.

VOTE: UNANIMOUS APPROVAL (4/0)

***7) Department Head Updates**

a) Fire Department

Chief Allen requested that conduit be installed for underground utility service between the Town Office and Fire Department. The Board agreed that it made sense in order to avoid damage to the existing lines and Mrs. Loring stated that she would coordinate the work with the Highway Department.

***10) Town Administrator's Report**

Mrs. Loring announced that the next Community Day meeting was scheduled for August 23rd at 6:00pm at the Town Office. They were looking for volunteers and any assistance getting the word out there.

Mrs. Loring stated that they had been receiving complaints regarding barking dogs and had been told that Minot did not enforce the ordinance. She wanted to confirm that information before proceeding to work with the Animal Control Officer. Chairman French read Section 17 into the record regarding Nuisance Dogs and the Board agreed that if there was an ordinance that they should be enforcing it. However, they requested that Town staff attempt to work with the owner before escalating, and Mrs. Loring agreed.

Mrs. Loring stated that she had received a request for a letter of support for the Western Maine Transportation Services and their attempt to get a grant. She was recommending support given that there were likely residents utilizing these services. The Board agreed that a letter of support was acceptable.

Mrs. Loring announced that she had chosen a new vendor, GovOffice, to host and facilitate the launch of the new Town website. She explained that most of the work would be done in house and that she was looking to departments and community leaders for their input to make sure that the site was balanced. She explained that she was already receiving pictures that represented different aspects of Town to be included on the site. Right now, they were projecting a launch of end of summer, given there was adequate staff time.

5) New Business

b) Cemetery Committee Update and Requests – Buster Downing, Cemetery Committee Member

Mr. Downing came to the Board to update them regarding the Cemetery Committee's current projects and potential requests. He said the Committee would be meeting August 16th but he wanted to get the Board's feelings regarding a couple matters. One was requesting funding for a memory garden that had been discussed as part of the Center Minot Hill Cemetery expansion. He explained that he was looking to gather quotes and did not have any cost estimates at this time.

Next, Mr Downing explained that he was suggesting that there be ordinance revisions to remove the residency restriction because he did not feel that there would be a lot of requests for those who were not associated with the Town, and when Minot did not have plots for its own residents, they relied upon utilizing space in surrounding towns. Mrs. Cesare said that the ordinance changes would need to go to a public hearing in preparation for Town Meeting. Mr. Downing replied that he wanted to review any changes with the Cemetery Committee first, and Mrs. Loring stated that there was plenty of time before the notices would be published. Mr. Downing asked if there were any other potential changes, and Mrs. Loring suggested language that required monuments to be installed by a professional or vendor.

Mr. Downing asked for permission to receive proposals from landscapers for the garden project which would also include a flag pole. Mrs. Cesare asked if the money for the project was going to be donated, and Mr. Downing explained that it would come from whatever was designated from the expansion fund. He also explained that the Town had raised money for the bicentennial to clean up stones at Center Minot Hill and Riverside cemeteries, but that work needed to continue. Chairman French stated that he thought that work had been done in Center Minot Hill Cemetery the previous year. Mr. Downing stated that he was not sure because the quotes that he had submitted were collected by the previous Town Administrator in 2014 and thought that any increase would not be substantial. Chairman French agreed with the work and thought that a group had come in and used aluminum brackets and adhesive to fix upright

stones that had broken. Mr. Gilpatric agreed that the Town should continue to maintain cemeteries and clean them annually.

Mr. Downing stated that he would bring all of this information to the next Committee meeting and report back their official direction.

6) Public Comment: NONE

8) Executive Session pursuant to Title 1 MRSA §405 (6)(d): Consultation with Contractor regarding Cable Franchise Agreement Negotiation with Charter/Spectrum

MOTION: Brittany Hemond motioned to go into Executive Session pursuant to Title 1 MRSA §405 (6)(d) for Consultation with Contractor regarding Cable Franchise Agreement Negotiation with Charter/Spectrum; seconded by Lisa Cesare.

VOTE: UNANIMOUS APPROVAL (5/0)

The Board went into Executive Session at 7:32pm.

MOTION: Lisa Cesare motioned to come out of Executive Session; seconded by Brittany Hemond.

VOTE: UNANIMOUS APPROVAL (5/0)

The Board came out of Executive Session at 7:56pm.

MOTION: Brittany Hemond motioned to allow their contractor to pursue negotiations and obtain estimates on proposed expansions; seconded by Daniel Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

9) Selectmen Comment: NONE.

7) Scheduling Next Selectman's Meeting:

a) August 13, 2018 – Confirmed

8) Adjourn

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

VOTE: UNANIMOUS APPROVAL (5/0)

Chairman Steve French adjourned the meeting at 8:05pm.

Recorded by Danielle Loring
Town Administrator

Steve French, Chairman

Daniel W. Gilpatric, Vice Chairman

Daniel Callahan Jr.

Lisa Cesare

Brittany Hemond