



TOWN OF MINOT

329 Woodman Hill Road
Minot, Maine 04258-0329
1-207-345-3305
1-207-346-0924 (fax)

Board of Selectman Meeting
Minot Town Office
Monday, August 27, 2018, 6:30 pm
Regular Meeting Minutes

Present: Chairman Steve French, Vice Chair Daniel Gilpatric, Daniel Callahan, Lisa Cesare, and Brittany Hemond.

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

Other: Fred Collins, McFalls CEO, and Eriks Petterson, Journalist

1. **Call to Order:** Chairman Steve French called the meeting to order at 6:30pm and a quorum was present.
2. **Pledge of Allegiance**
3. **Approval of Meeting Minutes:**
 - a. **August 13, 2018 – Regular Meeting**

MOTION: Lisa Cesare motioned to approve the minutes of the August 13, 2018 meeting; seconded by Daniel Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

- b. **August 13, 2018 – Workshop**

MOTION: Brittany Hemond motioned to approve the minutes of the August 13, 2018 workshop; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

4. **Fiscal Warrants**
 - a. **Payroll Warrant – August 27, 2018**
 - b. **Treasurer's Warrant – August 27, 2018 (includes 2018 County Taxes)**

MOTION: Lisa Cesare motioned to approve the Payroll Warrant, dated August 27, 2018, in the amount of \$14,942.00, and the Treasurer's Warrant, dated August 27, 2018, in the amount of \$369,672.91; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

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5. New Business

a. Executive Session pursuant to Title 1 MRSA §405 (6)(a): Discussion with Town Administrator Regarding Interim Code Enforcement Officer's Appointment

MOTION: Brittany Hemond motioned to go into Executive Session pursuant to Title 1 MRSA section 405 (6)(a) for a discussion with the Town Administrator regarding interim Code Officer's appointment; seconded by Lisa Cesare.

VOTE: UNANIMOUS APPROVAL (5/0)

The Board went into Executive Session at 6:34pm.

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 6:50pm.

MOTION: Lisa Cesare motioned to, effective immediately, increase the wages of the Town Clerk and Deputy Clerk by \$1.00; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

b. Consideration of Appointment for Fred Collins, Jr. as Interim Code Enforcement Officer

Mrs. Loring introduced Fred Collins as the Code Enforcement Officer for Mechanic Falls and explained that he would be assisting with permitting, inspections and general inquiries while the Town conducted its search for a replacement. Mr. Callahan asked if there was any interest in staying on long term, and Mr. Collins stated that he would only be able to assist for a short amount of time.

MOTION: Lisa Cesare motioned to accept Fred Collins, Jr., as the interim Code Enforcement Officer for the next 6-8 weeks; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

c. Consideration of Utilizing Recreation Impact Fees to Expand Parking as Part of Recreation Complex Expansion Project

Mrs. Cesare explained that there was Impact Fee money that has been collected for recreation improvements. She explained that she and Candi Gilpatric of the Recreation Committee agree that the funds should be used to expand parking at the Community Fields as part of that project and that the Highway Department could complete the work. This would be considered at the upcoming Public Hearing in order to use those funds.

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MOTION: Lisa Cesare motioned to plan on expanding the parking for the new ball fields with the remaining Impact Fees; seconded by Brittany Hemond.

DISCUSSION: None.

VOTES: UNANIMOUS APPROVAL (5/0)

Mr. Callahan asked about the signage outside of the Community Park. He felt that it was outdated, with some of the businesses no longer in operation and was in need of repair. Mrs. Cesare explained that there were also funds available in the Recreation Reserve account, about \$4,600, for that purpose. Mrs. Cesare asked that the staff price out replacement signage, and Mrs. Loring included that she would also look into replacing the sign at the Town Office.

d. Cemetery Committee Update and Request – Danielle Loring, Town Administrator

Mrs. Loring presented the items that the Cemetery Committee had been working on. The first were updates to the Cemetery Ordinance that would be considered at the September 10th public hearing. The items for consideration were removing the restriction that plots could only be sold to Minot resident's; codifying changes to the foundation requirements that had been made back in 2010; and adding the provision that the Town had the right to approve the vendor/individual who was installing the monument. She also added that the Committee wanted feedback from the Board as to whether they wanted to add a documentation requirement for cenotaphs, which were markers for graves but no burial. Mrs. Loring provided instances where this would be applicable and why it was important for the Town to track them. The Board agreed to allow them.

Next, Mrs. Loring presented the request from the Cemetery Committee that they be given conditional approval to move forward with the memorial garden project with a budget of \$8,000 so that they could move quickly once a contractor was found. She explained that they were trying to work within the Purchasing Policy requirements by obtaining three quotes but they were having trouble getting interested parties. She explained that she would oversee the project to ensure that best practices were being maintained.

MOTION: Daniel Callahan motioned to approve \$8,000 for the Memorial Garden project with the caveat that it was best to get at least two quotes; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

Mrs. Loring continued that the Cemetery Committee had received updated quoted from Collette's Monuments for the leveling and repair work Center Minot Hill and Riverside Cemeteries. She explained that the Committee had voted to request the funding from the cemetery accounts and that the total came to around \$11,000.

MOTION: Brittany Hemond motioned to approve the funds allocated to clean and repair the cemeteries as needed; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

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6. Public Comment: None

7. Selectmen Comment

Brittany Hemond wanted to inform the Board that the Burning Maine event would be occurring at the Moto Cross track on September 7th and 8th. She explained that it was a visual arts venue with fire lessons as well as music until 1:00am. She felt that it was a small event in comparison to others that they had held and that noise should not be an issue.

8. Department Updates

a. Fire Department – Jim Allen, Fire Chief

Chief Allen reviewed his memo in regard to apparatus management and utilizing Google Docs in order to track equipment, including mileage/fuel/maintenance, and employee's time. Chairman French inquired about how many miles Engine 8 had on it and Chief Allen responded that it had about 58,000. Mr. Callahan asked for clarification on the mileage and Chairman French stated that it also included pumping time due to how it operated. Chief Allen continued by stating that Engine 1's windshield was repaired and they had new members on the department.

9. Town Administrator's Report

Mrs. Loring updated the Board in regard to the quote which she had received for repairing the door at the Snack Shack, which was around \$2,500, or the Highway Department could try and refit the door to make it work better. Mrs. Cesare felt that they should just repair the door rather than trying to delay the inevitable. Mrs. Loring asked where the money was coming out of and they responded that it would come out of Recreation Reserve and that it would take precedence over replacing the signage.

Mrs. Loring explained that the staff was making good time on setting up the new website and she was coming that it would be launched in the coming weeks.

10. Scheduling Next Selectman's Meeting:

a. September 10, 2018, Starting at 6:00pm for Public Hearing – Confirmed

11. Adjourn:

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

VOTE: UNANIMOUS APPROVAL (5/0)

The meeting adjourned at 7:45pm.

Recorded by Danielle Loring
Town Administrator

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Steve French, Chairman

Daniel W. Gilpatric, Vice Chairman

Daniel Callahan Jr.

Lisa Cesare

Brittany Hemond

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