



TOWN OF MINOT

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Board of Selectman Meeting
Minot Town Office
Monday, September 10, 2018, 6:00 pm
Regular Meeting Minutes

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

Absent: None.

Staff: Danielle Loring (Town Administrator), and James Allen (Fire Chief).

Other: Joe Theriault, Buster Downing, and Eriks Peterson (Journalist)

1. **Call to Order:** Chairman French called the meeting to order at 6:00pm and a quorum was present.

2. **Pledge of Allegiance**

***5. Public Comment**

Joe Theriault wanted to know about whether the minimum lot size in his area was going to change because it used to be 2 acres but now it was 5 acres. Mrs. Cesare responded that the Planning Board had been discussing it, but believed that it may only be going down to 3 acres, rather than going back to 2. Mr. Theriault said that he is interested in an updated status because the 5 acre minimum is not feasible because it creates lots that are too expensive and too large for people to be interested in buying them. Chairman French directed Mr. Theriault to the Planning Board because it was their issue, and Mrs. Cesare stated that she would make the Planning Board Chair aware of their conversation but cautioned that even if the issue was to move forward it would have to go to Town Meeting in March 2019 for approval. Mr. Gilpatric added that this change went into effect as a result of the Comprehensive Plan changes.

3. **Approval of Meeting Minutes:**

a. **August 27, 2018**

MOTION: Lisa Cesare motioned to accept the minutes of the August 27, 2018 meeting; seconded by Daniel Callahan.

DISCUSSION: None.

MOTION: UNANIMOUS APPROVAL (5/0)

4. **Fiscal Warrants**

a. **Payroll Warrant – September 10, 2018**

b. **Treasurer's Warrant – September 10, 2018**

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Board of Selectmen Meeting Minutes Dated September 10, 2018

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MOTION: Lisa Cesare motioned to accept the Payroll Warrant, dated September 10, 2018, in the amount of \$14,735.20, and the Treasurer's Warrant, dated September 10, 2018, in the amount of \$189,254.05; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

6. New Business

c. Request for Use of Community Park and Trails for Middle School Cross Country Event on Thursday, October 11th

Mrs. Cesare explained that she was approached regarding the use of the trails for the cross country team on August 30th and October 11th. She said that they would be adding an additional port-o-potty at the soccer field due to the increased use. The Board agreed that this was an acceptable use and they were pleased to see that the community was utilizing the facilities.

Chairman French asked Mrs. Loring to brief the Board regarding procedural changes for facility usage. Mrs. Loring explained that the RSU was enacting an existing policy regarding the application process and usage of RSU facilities. This change would remove any facility access from non-RSU employees and would require the applicant to pay for any staff time (usually overtime) to be present to secure the facility. This would include the annual Town Meeting and any sporting events held at the school. Mrs. Loring was concerned that this would have an adverse effect as the costs would be passed on to the tax payers in all three towns and the families who were signing up for activities. The Board was concerned with this information and asked for updates but hoped that the RSU would reconsider its position.

7. Public Hearings

MOTION: Daniel Gilpatric motioned to open the public hearing; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

Chairman French asked Mrs. Cesare to provide a history of the ordinance and the proposed changes and recommendations. Mrs. Cesare explained that the Impact Fee Ordinance was originally created to allow for fees to be collected for new construction and then utilized for improvements to Health & Safety, Recreation and the School in relation to growth. Since the adoption of the ordinance, the RSU took over the schools so the money for that department are no longer being collected and there has been an effort to return any monies the Town has in that account. The ordinance changes would also include removing language as it related

For the other fees, the recommendation was that those for Health & Safety go toward the final payment of the Orchard Station expansion (about \$ 35,000 of the \$45,000+ payment) and that the funds for Recreation go towards the expanded parking for the fields. She continued that, moving forward, the recommendation was to stop collecting fees because there was no land for recreation expansion and there were plans to expand the Health & Safety, but they would leave the ordinance in place in the event that there was an opportunity in the future.

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Chairman French asked if they would need to go back to Town Meeting to reinstate the fees, and Mrs. Cesare confirmed that it was a Board decision because the ordinance would still remain in effect. Mr. Callahan stated that they could add the Impact Fees in the future, and Mrs. Cesare confirmed because the use of the fees were based on growth and they were not seeing those trends at this time.

Chairman French asked if there was public comment, and there was none.

**a. Pursuant to Minot Land Use Code Chapter 3-101.2 and Title 30-A MRSA §4354:
A. Use of Impact Fees for final payment of Orchard Station Expansion**

MOTION: Lisa Cesare motioned for use of the Health & Safety Impact Fees for the final payment of the Orchard station expansion; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

B. Use of Impact Fees for expansion of parking at Recreation Fields

MOTION: Lisa Cesare motioned for use of the remaining Recreation Impact Fees for expanded parking at the Recreation Fields; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

C. Proposed changes to Impact Fee Schedule

MOTION: Lisa Cesare motioned to stop collecting Impact Fees for Recreation and Health & Safety; seconded by Brittany Hemond.

DISCUSSION: Steve French asked if this could go into effect immediately or have to wait until Town Meeting, and Lisa Cesare confirmed that it would be immediate because it was part of the fee schedule. The only requirement was to hold a public hearing.

VOTE: UNANIMOUS APPROVAL (5/0)

**b. Pursuant to Minot Land Use Code Chapter 1-401.2 and Title 30-A MRSA §4352:
A. Proposed changes to the Impact Fee Ordinance**

MOTION: Lisa Cesare motioned to accept the changes to the Impact Fee Ordinance as written; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

B. Proposed changes to Cemetery Ordinance

Mrs. Cesare listed the changes to the Cemetery Ordinance and there was no public comment. Chairman French asked if Mr. Downing if he had anything to add and he did not.

MOTION: Lisa Cesare motioned to accept the changes to the Cemetery Ordinance as listed; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

c. To receive public comment regarding the disposition of “Engine 8” fire truck

Chief Allen stated that there were an estimated \$20,000 in repairs to Engine #8 and had investigated the retail value of similar vehicles, which were selling for a range of \$16,000-50,000. He felt that this meant that they would be investing more than 50% of the vehicles value into repairing the current problem when there could be more unforeseen issues once the repairs were completed or shortly down the road, given the age of the apparatus, especially with the tank. Mr. Callahan felt that it could be a nice truck with the repairs, and Mrs. Cesare reminded him that the Board had already made the decision not to repair Engine #8 and this was about how to dispose of it.

Chief Allen stated that he felt that he could get more in trade, rather than a private sale. Mr. Callahan asked about the tank material for a new truck, and Chief Allen responded that it would probably be plastic. Mr. Callahan asked if there would be potentially more issues with the pump, even if it were repaired, and Chief Allen confirmed because the repairs would be enough to make it functional but not for longevity. He added that the truck had other issues in the past due to age.

Chairman French asked what Chief Allen’s recommendation was, and he responded that it should be used as a trade-in towards the value of the truck. Mrs. Loring confirmed that this was also the recommendation of the bank, as it would bring down the principal of the loan. Mrs. Cesare asked what would happen if the purchase of the truck did not pass Town Meeting, and Chief Allen responded that the Town would need to evaluate its options. Mr. Callahan asked if, in that case, they would just sell the truck outright, and Chief Allen confirmed.

Chairman French requested that the truck be stored inside for the winter, and Chief Allen said that they would accommodate the request.

MOTION: Lisa Cesare motioned that the Town keep Engine #8 as trade-in as recommended by the bank and Fire Chief; seconded by Daniel Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Daniel Gilpatric motioned to close the Public Hearing at 6:55pm; seconded by Daniel Callahan.

DISCUSSION: None.

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VOTE: UNANIMOUS APPROVAL (5/0)

8. Department Updates

- a. **Clerk's Report – Submitted by Sara Farris, Town Clerk**
- b. **Highway Department Report – Submitted by Scott Parker, Highway Supervisor**

9. Town Administrator's Report

- a. **Interim Code Enforcement Officer**

Mrs. Loring explained that the Hiring Committee had unanimously recommended that the Town move forward with Mr McElravy as their interim Code Enforcement Officer, and also as a candidate, while they completed the hiring process. Mrs. Cesare agreed, as a member of the committee, and stated that they felt that he was an exceptional candidate and was a good for Minot. The Board agreed with the decision.

- b. **MMA Conference – October 3rd & 4th**

Mrs. Loring explained that she would be attending the annual MMA Conference and requested their authorization to represent the Town for the various votes that MMA would be conducting during its members meeting. The Board agreed.

MOTION: Lisa Cesare motioned to allow the Town Administrator to act of behalf of the Town of Minot as a Voting Delegate at the MMA Conference; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

- c. **MMA Training**

Mrs. Loring outlined the recent trainings that the staff had completed, including one for HR compliance tracking. She explained that she was intending to utilize it to track various staff compliance issues and issue it across all departments.

10. Selectmen Comment – None

11. Scheduling Next Selectman's Meeting

- a. **September 24, 2018 – Confirmed**

5. Adjourn

MOTION: Brittany Hemond motioned to adjourn; seconded by Daniel Callahan.

VOTE: UNANIMOUS APPROVAL (5/0)

The meeting adjourned at 6:55 pm.

Recorded by Danielle Loring
Town Administrator

Steve French, Chairman

Daniel W. Gilpatric, Vice Chairman

Daniel Callahan Jr.

Lisa Cesare

Brittany Hemond

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