



TOWN OF MINOT

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Board of Selectman Meeting
Minot Town Office
September 24, 2018, 6:30 pm
Regular Meeting Agenda

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

Staff: Danielle Loring

Other: George Downing, Eriks Peterson

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. September 10, 2018

MOTION: Lisa Cesare motioned to accept the minutes for the September 10, 2018 meeting; seconded by Daniel Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

4. Fiscal Warrants

a. Payroll Warrant – September 24, 2018

b. Treasurer's Warrant – September 24, 2018

MOTION: Brittany Hemond motioned to accept the Payroll Warrant, dated September 24, 2018, in the amount of \$14,825.39 and the Treasurer's Warrant, dated September 24, 2018, in the amount of \$62,555.93; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

5. Public Comment:

Chairman French asked George Downing to update the Board regarding recent improvements to the Center Minot Hill Cemetery, and Mr. Downing explained that the garden had been installed, which included a change to the design to include a road to guide one-way traffic through the area as well as installing three

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sugar maples outside of the fence to provide continuity. He explained that the flagpole was the next item to be installed and should be in within the next week and then the granite benches within 4-6 weeks.

The Board thanked Mr. Downing for his work on the project, and in return he thanked the Board and Town Administrator for their support.

6. New Business

a. Town Office Paving Issue – Thomas & Patricia Coulombe (Woodman Hill Road)

Mrs. Loring explained that this issue had been resolved because the Highway crew had located the pins. The two parties were in agreement that they would clearly delineate the boundaries so that there was no future confusion leading to unanticipated encroachment on either side.

b. Consideration and Approval Scott McElravy's Appointment as Code Enforcement Officer.

Mrs. Loring presented Mr. McElravy's appointment papers and explained that he had been working out well in his position as interim Code Officer and felt that it would in the Town's best interest to move forward with him as the permanent replacement. Mrs. Cesare agreed because she felt that he interviewed very well and though that he was a good fit.

MOTION: Lisa Cesare motioned to appoint Scott McElravy as Code Enforcement Officer as a permanent employee, effective immediately; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

c. Opening of 2018-19 Winter Sand Bids

Lisa Cesare opened the Winter Sand bids with the following results:

K. R. Youland (KRY) & Son, out of Turner, in the amount of \$8.50/ton, delivered
ECI Materials, out of South Paris, \$4.95/ton, not delivered
Peter Hemond Excavating, out of Minot, \$7.95/ton, delivered

Mr. Callahan asked how much the bids were last year, and Mrs. Loring was not sure about all the bids but thought that Hemond's was \$7.50/ton. Chairman French stated that he did not feel that it was worth considering the bid for materials that were not delivered due to the cost of hauling and wear on vehicles.

MOTION: Lisa Cesare motioned to accept the bid from Peter Hemond Excavating for winter sand in the amount \$7.75/ton, delivered, for the coming year; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

Mr. Callahan was curious to learn what Mechanic Falls was paying and asked that it be looked into.

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d. Consideration of Adopting New Addressing Ordinance

Mrs. Loring explained that this ordinance had been brought before the Planning Board and they were sending it to the Selectmen for considered. She continued that the ordinance was one of the steps recommended as part of the E911 change over that had happened around 20 years ago. She felt that this would be an important ordinance to give the Code Officer enforcement authority to correct any addressing issues and would help to improve the process for accepting new road names, because the only standards that were in place now, were part of the subdivision provisions of the ordinance. Chairman French agreed that that it was particularly difficult to respond to a safety call if a house was not properly marked, even in the case of finding their neighbor and recalled the working being done to mark home numbers.

Mrs. Loring explained that the intention was not to cause an issue with existing house numbers but to ensure that new homes were properly numbered as part of their construction process, as well as be able to correct any problematic areas that posed any safety concerns. Chairman French asked what the next steps were, and Mrs. Loring explained that this would go back to the Planning Board for review because there were questions regarding what was considered the center of Town, which Chairman French believed was the Post Office on Minot Avenue.

e. Cemetery Update and Donation Approval

Mrs. Loring reiterated that the garden project had been completed with the exception of the donated items. She continued that Mr. Downing, Mr. Pittman and GA Downing & Company wanted to donate funds in the amounts of the flagpole and granite benches. She was recommending that the interested parties be allowed to donate the funds to the Town and then the Town invoiced in the amount of those items so that it was clear that the Town was the owner of those items. She was requesting a motion by the Board in order to show the auditors what had occurred. Mrs. Cesare asked whether Mrs. Loring wanted to wait for the invoices to arrive, and Mrs. Loring responded that she did not think that it was necessary to wait, but would return to the Board if she needed an amended vote.

MOTION: Lisa Cesare motioned to allow the Town Administrator to accept donations from anyone to pay for cemetery garden expenses; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

Mrs. Hemond brought up a matter concerning Community Day. She explained that this year the Community Day was managed by volunteers outside of the Community Club and Fire Department, and that she intended to donate the funds raised from the games and the dunk tank to the Historical Society because they were heavily involved in planning and helping things to come together. She continued that the group felt more comfortable if the Board made the decision as a whole. The Board agreed because the intention of the celebration was to give back to the community, rather than profit from it, as well as raise awareness about several groups around Town.

MOTION: Lisa Cesare motioned to donate the funds collected at Community Day to the Historical Society; seconded by Daniel Gilpatric.

DISCUSSION: None.

VOTE: UNANANIMOUS APPROVAL (5/0)

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f. Discussion of Preliminary 2019 Budget Schedule

Mrs. Loring presented the Board with the FY2019 Budget Development Schedule. She explained that one of the changes that she was proposing was that the Budget Committee be present for the Department Head and Committee presentations/requests. She felt that this would help to provide everyone with more uniform information in order to make decisions. Mr. Callahan felt that this was a good idea because often the Budget Committee was being asked to make decisions without having any background on how the numbers were derived.

Mrs. Loring asked that the Board choose dates for those joint meetings, as she was also suggesting that the two groups (Department Heads/Committees) be separated into separate nights. The Board decided that these presentations would occur outside of their normal meeting schedule and that they wanted this invitation extended to those who have made donation requests.

g. Consideration and Approval of Revised Personnel Policy

The Board discussed the final revisions to the Personnel Policy but requested additional information and decided to table this matter until the next meeting.

7. Department Updates (As Needed)

a. Clerk's Report – Submitted by Sara Farris, Town Clerk

b. Highway Department Report – Submitted by Scott Parker, Highway Supervisor

8. Town Administrator's Report

Mrs. Loring asked for clarification regarding sign work that needed to be done, especially regarding the Community Fields. Mr. Callahan explained that he felt that the sign was dated and it should just include the name of the fields and when it was established. The Board agreed and Mrs. Loring said that it would also be repainted by the High School Volunteers coming in October.

Mrs. Loring also explained that she had received notice that the insurance company was not going to cover the costs of the repairs to the air conditioning unit in the attic, but would cover the water damage to the ceiling. She continued that she did not want to repair the ceiling until the unit was repaired because they would test it by pouring water through it, which could leak. She explained that the major issue was there were no more funds in the repair budget due to the furnace being repaired earlier in the year. Mr. Callahan agreed that the repairs should be completed and would expect to go over budget, and the Board agreed.

9. Selectmen Comment: None.

10. Scheduling Next Selectman's Meeting:

a. Tuesday, October 9, 2018 (Due to Monday holiday) – Confirmed

11. Adjourn

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

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VOTE: UNANIMOUS APPROVAL (5/0)

The meeting adjourned at 8:30pm.

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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