



# TOWN OF MINOT

329 Woodman Hill Road  
Minot, Maine 04258-0329  
1-207-345-3305  
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Board of Selectman Meeting  
Minot Town Office  
Tuesday, October 9, 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 (Administrator), Holly Packard (Treasurer) and Jim Allen (Fire Chief).

**Other:** Erics Peterson (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.
4. **Approval of Meeting Minutes:**
  - a. **September 24, 2018**

MOTION: Lisa Cesare motioned to accept the minutes from the September 24, 2018 meeting; seconded by Daniel Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

5. **Fiscal Warrants**
  - a. **Payroll Warrant – October 9, 2018**
  - b. **Treasurer’s Warrant – October 9, 2018**

MOTION: Lisa Cesare motioned to accept the Payroll Warrant, dated October 9, 2018, in the amount of \$18,921.28, and the Treasurer’s Warrant, dated October 9, 2018, in the amount of \$486,666.02; seconded by Brittany Hemond.

DISCUSSION: None.

MOTION: UNANIMOUS APPROVAL (5/0)

6. **Public Comment:** None.

7. **Public Hearing**

- a. **Consideration and Review of 2018-19 General Assistance Maximums (Appendices A-D)**

Mrs. Loring explained that this was the model ordinance created by Maine Municipal Association (MMA) to outline General Assistance (GA) administration, and the purpose of the public hearing is to get input for the maximums that would be effective October 1, 2018 through September 30, 2019.

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\*Items may be taken out of order at the Chairman’s discretion

Chairman Steve French opened the public hearing at 6:32pm for comment and there was none. He closed the public hearing at 6:33pm.

MOTION: Daniel Gilpatric motioned to accept the new GA Ordinance as most current; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

## **8. New Business**

### **a. Executive Session pursuant to Title 1 MRSA §405 (6)(a): Consideration and Review of Town Treasurer's Employment Agreement**

MOTION: Brittany Hemond motioned to go into Executive Session pursuant to Title 1 MRSA section 405(6)(a) for consideration and review of Town Treasurer's Employment Agreement; seconded by Lisa Cesare.

VOTE: UNANIMOUS APPROVAL (5/0)

Chairman Steve French announced that the Board was going into Executive Session at 6:35pm.

MOTION: Brittany motioned to come out of Executive Session at 6:39pm; seconded by Lisa Cesare.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Lisa Cesare motioned to accept the details as discussed in Executive Session; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

### **b. Consideration and Approval of Revised Personnel Policy**

Mrs. Loring outlined the remaining items that needed to be considered for the revised Personnel Policy. The first was the "insurance opt out" provision and she was recommending that this be \$6,000 to be added to the employee's salary over normal pay increments. She added that MMA recommends that the Town collect proof that the employee has another source of health insurance as a best practice, though it was not a legal requirement. Mr. Callahan how this amount compared to the amount paid for employee insurance and Mrs. Cesare answered that it was about 50%. After further discussion, the Board agreed that this was a goos provision.

The next item was Retirement Plan contribution and Mrs. Loring explained that Mr. Downing was correct in that the Town was capped at 3% for contribution so the policy needed to be changed back to that percentage

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from the 4.5%. She was recommending the Town approach MMA to see about getting assistance for choosing a good program and insurance program. The Board agreed with this approach.

Continuing, Mrs. Loring explained that the next item for discussion was the vacation plan. After talking with other towns, she found that there were many ways that this was being handled, but did not think that they needed to change too much from their current practice. She was suggesting that full time employees over 35 hours be given 40 hours a week for vacation and that anyone below would revert to their normally scheduled hours. The Board agreed that this was the best approach.

Mrs. Loring stated that the policy had been reviewed by legal and was ready to accept but would like the Board to make it effect January 1, 2019 to give her time to present to staff and bring back any comments to the Board.

MOTION: Lisa Cesare motioned to accept the updated Personnel Policy, effective January 1, 2019, as revised; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

### **c. 2019 Municipal Budget Goal Setting**

Mrs. Loring explained that she was looking for direction from the Board regarding what direction they were looking for the upcoming budget season. This would include staff salary increases, increases to the municipal operating budget and funding for the replacement fire truck. She explained that based upon the building information that they had on file and the assessor's projections, the Town could realize as much as \$3 million in residential growth as well as some debt payoff. She has normalized the Town's expenditures and revenues for a full 12 month on the tax rate calculator and felt that they had an estimated \$50,000 in operations growth, while maintaining the mill rate.

For salary adjustments, Mrs. Loring was recommending a Cost of Living Adjustment (COLA) that was consistent with inflation. She was recommending that they look at the Consumer Price Index (CPI) average over the last 12 months, which was 2.2%, and the suggested increase for Social Security, which was projected at 2.7%. She was recommending a salary adjustment of 2.5% and using the MMA Salary survey, which had just been updated, as their guide to help set goals for their staff.

Next, the Board discussed financing the replacement truck for the Fire Department. Mrs. Loring said that there were two approaches, one being that the Board budget for a target amount and, if approved, the staff would work towards getting a replacement that would not exceed that amount, or put the specifications out to bid to present a figure that would be included the final purchase price. The Board discussed the merits of each method and felt that the residents would be more receptive if they were presented with information regarding the truck. Chairman French suggested that Chief Allen put a place holder in his budget of what he anticipated the cost to be and they would look to bid the truck before Town Meeting for final numbers. The Board agreed.

In terms of the operating budget, Mrs. Loring was looking for figures that the Board was looking for growth. Mrs. Cesare suggested an overall increase of 2% but wanted to see a budget that would meet the Town's needs and they would discuss with the Department Heads any opportunities.

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**9. Department Updates (As Needed)**

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

**10. Town Administrator’s Report**

Mrs. Loring updated the Board regarding training activities and asked that they consider allowing the Town Office to be closed one day the following year so that staff can attend the MMA conference.

**11. Selectmen Comment –None**

**12. Scheduling Next Selectman’s Meeting:**

- a. October 22, 2018 – Confirmed**

**13. Adjourn**

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

VOTE: UNAMOUS APPROVAL (5/0)

Recorded by Danielle Loring  
Town Administrator

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Steve French, Chairman

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Daniel W. Gilpatric, Vice Chairman

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Daniel Callahan Jr.

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Lisa Cesare

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Brittany Hemond

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