



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, November 19, 2018, 6:30 pm
Minutes

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

Town Staff: Danielle Loring (Administrator)

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. **Minutes:**

a. November 5, 2018 – Regular Meeting

MOTION: Lisa Cesare motioned to accept the minutes from November 5, 2018; seconded by Daniel Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

4. Warrants

- a. **Payroll Expense Warrant – Dated November 19, 2018**
- b. **Treasurer's Warrant – Dated November 19, 2018**

MOTION: Lisa Cesare motioned to approve the Payroll Expense Warrant, dated November 19, 2018, in the amount of \$19,231.08, and the Treasurer's Warrant, dated November 19, 2018, in the amount of \$236,258.67; seconded by Daniel Gilpatric.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

5. New Business

a. Discussion and Consideration of Replacement Pumper Truck Financing

Mrs. Loring explained that the Board would need to decide whether they would like to move forward with the current financing options that were presented by Androscoggin Bank and lock in the interest rate, as presented.

*Written minutes serve as reference to the official record, which are recordings kept at the Town Office.

Board of Selectmen Meeting Minutes Dated November 19, 2018

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

Mrs. Cesare confirmed that the Town was currently covered, and Chairman French responded that they currently had gallons distributed across town with tank trucks, but by using tank trucks as a pumper truck (its secondary usage) it could not also be used as a tank truck. Mrs. Cesare asked what would happen if they also got rid of one of the tank trucks in addition to purchasing the new pumper, and Chief Allen explained that they would lose the truck at the Village Station. Chairman French added that all houses within 5 miles of a station were supposed to be covered.

Mrs. Hemond asked about the reduction in volunteer staff and whether this truck was necessary if there was no one to operate it. Mr. Callahan agreed that there was no way to know what the future holds. Chief Allen explained that if they were to merge with another department that the Town would sell any equipment that it was turning over, not just signing it over. Chairman French agreed that there was a shift in how departments were managed and felt that mutual aid would start billing for the use of their equipment and man hours. Chief Allen agreed and stated that the going rate was around \$500/hour for equipment.

Mrs. Hemond asked if this purchase was going out to bid. Mrs. Loring explained that the format was up to the Board but the Town's Purchasing Policy did require an expense of this size to go through the bidding process. Mrs. Hemond said that she wanted comparative specs for the truck to understand how it compared to the existing truck and what the Department's needs versus wants were for cost analysis. Chief Allen showed the Board pictures of current trucks that fell within the \$425,000 range and listed some of the features of those trucks, such as larger cab capacity, heated storage cabins and plastic tank. Mrs. Hemond explained that she felt that some of these items should be evaluated for their actual need so that they could justify the cost.

Mrs. Loring explained that the Board had the option of choosing either to do a custom body/chassis build-out, putting out a bid with certain specifications either and see what they get for pricing, or search for an existing truck, but in any event they would get the vehicle information to compare to Engine #8. She would keep the Board updated and look to them for guidance as they moved forward. There was hesitation from the Board about moving forward with the financing but felt that it was best to secure the lower interest rate with the protections they were granted in the event that the purchase did not pass at Town Meeting.

MOTION: Lisa Cesare motioned to accept the terms from Androscoggin Bank for a five (5) year term not to exceed \$425,000 at the designated interest rate; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

b. Consideration of 2019 Town Meeting Warrant Format and Additions

Mrs. Loring presented the Town Meeting warrant for the Board's consideration, which included the wording for the replacement of Engine #8. She asked for clarification regarding whether there would be a back up Article, or "Plan B," in the event that the Article did not pass. Mrs. Cesare said that based upon the public hearing they had, in the event that the Article did not pass, there would not be a second option because they were not fixing the truck. The Board agreed with this statement.

Mrs. Loring asked about whether there would be any changes to the donation request format, based upon the presentations at the last meeting. Mrs. Cesare clarified, that after the presentations at the last meeting, there were some organizations that Minot was receiving a high level of services from and felt that maybe the Board could have some discretionary funds to donate if the Board felt it was justified. The Board felt that

*Written minutes serve as reference to the official record, which are recordings kept at the Town Office.

Board of Selectmen Meeting Minutes Dated November 19, 2018

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

there were opportunities for the citizens to donate on their own and that they would not want to donate to a cause that conflicted with someone's beliefs/interests. Chairman French felt that they could make "no recommendation" rather than recommending the amount of \$0 so that anyone could stand up at Town Meeting and make a recommendation to donate to one of groups requesting funds.

Mrs. Loring explained that the Town Attorney was suggesting that the ordinance changes be published in the Town Warrant, rather than referred to, and she was suggesting that they be included as an appendix after the warrant articles, but that this would increase the length and did not feel that it would impact printing costs. The Board agreed with making this change. Another request was coming from the RSU to see if they could print past due lunch money accounts in the warrant. The Board did not feel that it was there place to get involved though they recognized the financial difficulties that these accounts caused.

6. Department Updates

a. Fire Department – Jim Allen, Fire Chief

Chief Allen explained that they were experiencing problems with the repeater equipment on Center Minot Hill and had a temporary solution in place. He explained that they were waiting on a response for the grant so that they could replace the equipment. Mrs. Loring explained that she was waiting on a response from MEMA to proceed with ordering the equipment.

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

c. Highway Report – Submitted by Scott Parker, Highway Supervisor

Mrs. Loring added that the Highway Department had been working hard to keep up with the unseasonable snow that they had been receiving. Though they had both contractors on board, one of them was having truck issues which meant that the crew's routes needed to be extended to cover. She explained that they would need start discussing what they were going to do about plowing in the future because it was likely this was the last season with their existing contractors. The Board instructed her and Mr. Parker to work with the contractors to see what could be done to keep them on board, including negotiating multi year agreements.

7. Town Administrator's Report

Mrs. Loring asked about the annual tree lighting and how they should proceed as they had not been installed yet. The Board agreed that they would like the tradition to continue and set the tentative date of Saturday, December 1st at 6:00pm, contingent upon the Fire Department having volunteers and the lights being installed for the event to happen.

Mrs Loring discussed the upcoming holiday schedules and confirmed that the Town Office would be closing at noon on both Christmas and New Years eves. She then wanted to know if the Board wanted to meet for FY18 Year End on the 31st earlier in the day or move the meeting to January 2nd, and the Board agreed with moving to the 2nd and coming in to sign the payroll warrant separately on the 31st.

8. Scheduling Next Selectmen's Meetings – Confirmed

a. November 26, 2018 – Budget Review and Vote

* *Written minutes serve as reference to the official record, which are recordings kept at the Town Office.

Board of Selectmen Meeting Minutes Dated November 19, 2018

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

b. December 3, 2018 – Regular Meeting

9. Adjourn

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

VOTE: UNANIMOUS APPROVAL (5/0)

Chairman Steve French adjourned the meeting at 8:15pm.

Recorded by Danielle Loring
Town Administrator

Steve French, Chairman

Daniel W. Gilpatric, Vice Chairman

Daniel Callahan Jr.

Lisa Cesare

Brittany Hemond

* *Written minutes serve as reference to the official record, which are recordings kept at the Town Office.

Board of Selectmen Meeting Minutes Dated November 19, 2018

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