



# TOWN OF MINOT

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Board of Selectmen  
Minot Town Office  
Monday, December 3, 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) and Jim Allen (Fire Chief)**

**Other: Eriks 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. **Approval of Minutes:**
  - a. **November 13, 2018 – Joint meeting with the Budget Committee**
  - b. **November 19, 2018 – Regular Meeting**
  - c. **November 26, 2018 – Special Meeting (Budget)**

MOTION: Lisa Cesare motioned to accept the minutes as presented; seconded by Daniel Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

4. **Warrants**
  - a. **Payroll Expense Warrant – December 3, 2018**
  - b. **Treasurer's Warrant – December 3, 2018**

MOTION: Lisa Cesare motioned to accept the Payroll Warrant, dated December 3, 2018, in the amount of \$20,493.39, and the Treasurer's Warrant, dated December 3, 2018, in the amount of \$41,094.44; seconded by Daniel Gilpatric.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

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Board of Selectmen Meeting Minutes Dated December 3, 2018

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

## 5. Old Business

### a. Consideration of Vote to Grant Town Administrator Signing Authority to Close on Truck Financing and to Grant Lee Bragg of Bernstein Shur Authorization to Complete Legal Opinion

Mrs. Loring explained Lee Bragg, *Esq.*, who was representing the Town as their bond counsel was recommending a revised votes to ensure compliance with IRS Code and to authorize Town Staff to sign at the closing. Mrs. Cesare asked why they were not using their own legal services, and Mrs. Loring explained that they were recommended by Androscoggin Bank. Chairman French read the revised vote:

VOTED by the Select Board for the Town of Minot, Maine as follows:

VOTED: (1) That a Capital Acquisition Project (the "Project") consisting of the Lease of a new fire truck with associated equipment and accessories, is hereby approved; and

(2) That the financing for the Project in the principal amount of up to \$425,000 is awarded to Androscoggin Bank at an interest rate of 4.19%; and

(3) That the Town Administrator, Treasurer or Clerk are authorized to execute the Municipal Lease Purchase Agreement, and all other documents reasonably necessary to accomplish the purpose of this vote, as the documents may require;

(4) That the Select Board hereby confirms its determination that the term of the Lease does not exceed 120% of the economic life of the Project.

(5) That said Lease is hereby designated a "bank qualified tax-exempt obligation" of the Town for the 2018 calendar year under the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

Chairman French asked for clarification on number 4, and Mrs. Loring explained that she believed that it meant that they could not exceed the value of the vehicle by more than 20% and probably could not be bonded for a longer duration than the vehicle was expected to last. Chairman French asked for clarification on number 3, and Mrs. Loring explained that all of these staff members would be involved in the closing. He continued with the use of the word "or" and Mrs. Cesare agreed that it was confusing. Mrs. Loring explained that it left the Town open to make changes in the event that a staff member was not available for closing.

MOTION: Lisa Cesare motioned to accept the vote as presented by the Town Administrator; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

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MOTION: Brittany Hemond motioned to accept Lee Bragg as the Town's Bond Counsel; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

**b. Consideration of Adopting "Post Issuance Compliance Policy" per Bond Counsel's Recommendation**

Mrs. Loring explained that this was an IRS requirement to ensure that the Town maintains proper documentation over the duration of the bond as well as follows any restrictions. She explained that this was particularly important if the Town decided to sell the truck before the maturity of the bond (ten years).

MOTION: Brittany Hemond motioned to adopt the "Post Issuance Compliance Policy"; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

**c. Consideration of Recommendation Warrant Article 44 for Cemetery Committee Funding Request**

Mrs. Loring explained that this was not on the draft warrant that was considered, though it had been part of the initial budget request. Mrs. Cesare asked if the Board would consider an alternative amount, like \$3,000, because she felt that they could do without the software this year. Chairman French asked what the alternatives were, and Mrs. Loring explained that they would continue with hardcopy document retention and work to improve that process. She continued that she was looking to get an interim for the 2019 summer and would task them with data input. Mrs. Cesare asked what would happen if the amount did not get approved, and Mrs. Loring explained that she would still build the program around survey work, especially for Riverside Cemetery. The Board considered discussion and decided that they would recommend the \$5,000 but that Town staff should consider other options before moving forward with the software.

**6. Department Head Updates**

**a. Fire Department – Jim Allen, Fire Chief**

Chief Allen explained that there was a good turnout for the tree lighting and that the projection lighting had worked, though there were some technical difficulties due to the cold and lighting. He continued that he would like to start a committee for next year so that they can begin preparing further in advance of the event. He also announced that the Fire Department would be ringing the bells for the Salvation Army on December 22<sup>nd</sup> at the Auburn Walmart.

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

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**c. Highway Report – submitted by Scott Parker, Highway Supervisor**

**7. Town Administrator’s Report**

Mrs Loring explained that Wednesday, December 6<sup>th</sup> was announced as a Federal and State holiday as a Day of Mourning for the late President Bush. She was looking for direction as to whether or not to close for the holiday. Chairman French felt that if they closed for the others that they should close for this one, and Mrs. Cesare was concerned with it being so close to the tax due date.

MOTION: Daniel Callahan motioned to close for the National Day of Mourning; seconded by Daniel Gilpatric.

DISCUSSION: None.

VOTE: MOTION CARRIED (4/1 LC)

**8. Next Meeting Date – Confirmed**

**a. December 17, 2018**

**9. Adjourn**

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

VOTE: UNANIMOUS APPROVAL (5/0)

Chairman Steve French adjourned the meeting at 7:25pm.

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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