



TOWN OF MINOT

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Board of Selectmen
Minot Town Office
Monday, December 17, 2018, 6:30 pm
Minutes

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

Absent: 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. December 3, 2018

MOTION: Lisa Cesare motioned to accept the minutes from the December 3, 2018 meeting as presented; seconded by Daniel Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

4. Warrants

a. Payroll Expense Warrant – December 17, 2018

b. Treasurer's Warrant – December 17, 2018

MOTION: Lisa Cesare motioned to accept the Payroll Expense Warrant, dated December 17, 2018, in the amount of \$28,347.83, and the Treasurer's Warrant, dated December 17, 2018, in the amount of \$202,522.20; seconded by Daniel Callahan.

DISCUSSION: None.

MOTION: UNANIMOUS APPROVAL (4/0)

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5. New Business

a. Consideration of Renewing Androscoggin County Sheriff's Office Agreement for PSAP and Dispatching Services for 2019

Mrs. Loring explained that this Agreement was for the dispatching services through Androscoggin County and there was no increase from the previous year's agreement. Mrs. Cesare asked if this was already included in the budget and Chief Allen confirmed.

MOTION: Lisa Cesare motioned to accept the renewal for the PSAP Agreement for dispatching services; seconded by Daniel Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

b. Consideration and Approval of NIMS Resolution as Recommended by Androscoggin County Emergency Management Association (EMA)

Mrs. Loring explained that the NIMS Resolution was adopted by the State of Maine after the 9/11 terrorist attacks. Its intention was to establish the chain of command and emergency response procedures. The Town had previously adopted the Resolution but the State was requiring it again as part of their update.

MOTION: Lisa Cesare motioned to adopt the updated NIMS Resolution for 2018; seconded by Daniel Gilpatric.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

c. Consideration and Review of FY17 Audit as Prepared by Smith & Associates

Mrs. Loring stated that she was waiting for a response from the auditor regarding their cited deficiencies to get more information regarding what they meant as well as what they recommendations to correct them were. She was not recommended that the Board sign off on the audit until the Board receives this information but wanted to distribute to them in case they had additional questions. She explained that they were already addressing some of the items included in the audit by way of adopting policies and carrying out existing procedures.

Chairman French TABLED the agenda item until the information had been received.

d. Consideration of Use of Herbert Shaw Savings Account

Mrs. Loring explained that this was in regard to the discussions at the last meeting for the lunch money accounts at the Minot School. She continued that the account currently had over \$21,000 in it and the stipulation was that \$5,000 needed to remain in as principle and that the monies could be used to assist the needy and poor in Minot.

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Mrs. Cesare stated that she felt the money could be used to help pay off lunch money accounts at the Minot Elementary School. Chairman French stated that he was concerned with the distribution of the monies because who would decide who got what, and Mrs. Loring felt that the staff would be able to identify which students needed help with their balances. Mr. Gilpatric stated that he felt that the funds were intended to be used if there was a catastrophic event, such as fire, and to be gap funding in the event that other organizations could not fully support those affected. Chairman French agreed and felt that the funding should be used as such. Mrs. Cesare stated that she would not recommend a significant portion of the funds be used but wanted to see something put toward the cause.

The majority consensus of the Board was to take no action.

e. Discussion of Adopting an Investment/Deposit Policy

Mrs. Loring stated that one of the auditors' notes was that the Town did not have an Investment Policy, but this was not an issue because the Town also had no investments. However, she was recommending the Town take advantage of current Certificate of Deposit (CD) rates and invest some of the Town's sweep account funds, which were only gaining 0.6% a month. She had taken the model policy provided by MMA and made some changes based on Minot's procedures. She outlined the major areas of the policy such as the percentage that was allowed to be invested, types of investments and duration of investment.

MOTION: Lisa Cesare motioned to accept the Investment Policy, as presented, on December 17, 2018; seconded by Daniel Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

f. Consideration of Investment Opportunity for Town Savings Accounts (Perpetual Care/Funds/Impact Fees/Scholarships)

Mrs. Loring presented the current list of savings accounts held by the Town of Minot in Sweep accounts and requested direction from the Board as what they were would allow to be invested. Mrs. Cesare felt that there was at least \$85,000 of opportunity with accounts in excess of \$10,000.

MOTION: Lisa Cesare motioned to allow the Town Administrator to use her best judgment to invest Town accounts into CDs starting in 2019; seconded by Daniel Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

6. Department Head Updates

a. Fire Department – Jim Allen, Fire Chief

Chief Allen stated that the Department would be having their annual Christmas dinner that week and that they would be ringing the bell for the Salvation Army on the following Sunday. Mrs. Cesare asked whether

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any progress had been made toward locating a truck to present at Town Meeting, and Chief Allen stated that he was working on it and would hopefully have something in the near future.

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

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

7. Town Administrator's Report

Mrs. Loring stated that at the Friend's of RSU meeting it was announced that the Bond Payment was going to be due in Fall of 2019, instead of 2020. This meant that there would be an increase in the school payment. She continued that it was also discussed that the Project Estimator was anticipating project costs would be higher than what was expected, meaning that the scope of the project would have to change, though she was not sure of the specifics nor could she recall the vote language for the project approval.

Mrs. Loring presented a format change request from the Moderator, Scott Cole, for the Town Meeting Articles. One was to round up the change to the nearest whole dollar, which the Board agreed was feasible. The other was to remove the previous year's budget and expenditure data, the Board felt that it should remain in the report but included in parentheses that it did not need to be read out loud and was a reference for the public's information.

Mrs. Loring stated that AFLAC would be visiting the office on January 2nd to offer supplemental insurance to the staff at their cost. She felt this tied into a future discussion that she would like to have regarding expanding employee health care benefits to include family coverage in order to make Minot more competitive in the labor market.

8. Selectmen's Comment

a. Community Day

Lisa Cesare had read the minutes regarding the Budget Committee's votes for the 2019 Budget and felt that there were misunderstandings regarding Community Funding. She volunteered to write correspondence to the Committee to clear up the matter. The Board was in agreement.

9. Next Meeting Dates

a. Wednesday, January 2, 2019

10. Adjourn

MOTION: Daniel Callahan motioned to adjourn; seconded by Lisa Cesare.

VOTE: UNANIMOUS APPROVAL (4/0)

The meeting adjourned at 8:07pm

Recorded by Danielle Loring
Town Administrator

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Steve French, Chairman

Daniel W. Gilpatric, Vice Chairman

Daniel Callahan Jr.

Lisa Cesare

Brittany Hemond

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