



TOWN OF MINOT

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Board of Selectmen
Minot Town Office
Wednesday, January 2, 2019, 6:30 pm
Minutes

Present: Interim Chair Daniel Gilpatric, Daniel Callahan, Lisa Cesare and Brittany Hemond.

Absent: Steve French

Staff: Danielle Loring, Town Administrator

Other: Eriks Peterson, Journalist

1. **Call to Order:** Interim Chair Daniel Gilpatric called the meeting to order at 6:30 pm and a quorum was present.
2. **Pledge of Allegiance**
3. **Approval of Minutes:**
 - a. **December 17, 2018**

MOTION: Brittany Hemond motioned to accept the minutes of December 17, 2018; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

2. Warrants

- a. **Payroll Expense Warrant – January 2, 2019**
- b. **Treasurer's Warrant – January 2, 2019**

MOTION: Brittany Hemond motioned to accept the minutes of December 17, 2018; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

3. New Business

- a. **Preliminary RSU Budget Discussions and Introductions – Ken Healey, Superintendent, and Mary Martin, Schoolboard Chair**

RSU Superintendent Ken Healey introduced himself and explained the purpose of his request to meeting with the Board. He explained that his overall goals were to increase communication, not only within the communities, but with the Boards and leaders as well. Part of that would involve the 2019 budget

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deliberations.

He continued that the budget directive was that the submitted requests should be status quo as well as supplemented with a list of each departments' needs and wants and the budget process would prioritize those requests. He explained that the audit would begin on January 14th and that would help the RSU understand what funds would be carried forward from 2018 and then additional requests. He estimated that February would be when the budget numbers would be close to final.

Mrs. Cesare asked if the cost share formula would be re-evaluated this year, and Mary Martin, Schoolboard Chair, answered that the Reorganization Plan stipulates that the formula needs to be evaluated periodically. She continued that it had been looked at the previous budget year and there was negligible change in the three communities. The Board had decided that it was as fair as it had been when the RSU was formed.

Mrs. Cesare stated that she was concerned with the upcoming bond payment being due in 2019 rather than 2020, which would impact the Town around \$87,000 for this year's budget. Mr. Healey explained that the amount of the payment was preliminary and was dependent on a few factors that were not finalized.

Mrs. Martin asked who the Budget Representative from Minot was and Mrs. Cesare answered that it was her. Mrs. Martin explained that the plan was to go through the budget. Mr. Callahan asked how much debt there was at the RSU level, and Mr. Healey estimated that there was \$400,000 for the Middle School, but that project was paid for with State revenues so there would be no positive impact to the tax rate when it expired unlike the debts on the elementary schools.

Mrs. Cesare asked what other capital improvements were planned for the other schools, and Mr. Healey answered that they were evaluating the schools and looking to group the repairs together. He felt that Minot Consolidated was in the most need but there were no plans in the near future to make repairs. He explained that the solution could range anything from constructing new buildings or making renovations to existing buildings.

Mr. Callahan asked if there was a possibility of any of the schools closing, and Mr. Healey responded that it was a certainly an option in order to secure funding. Mrs. Hemond asked why Minot could not secure funding on its own as a community school, and Mr. Healey explained that the last time Minot applied for funding it was in the middle of 73 other communities because ranked n priority. He continued that consolidating schools ranked higher but they would continue to make improvements year-over-year within the budget.

Mrs. Martin explained that the major difference in the budget process this year was that the RSU was looking to hold the budget referendum in May, rather than June. Mr. Healey explained that there were two reasons for this change. The first was that it would allow the RSU an early start on hiring new employees and, hopefully, a larger candidate pool. The other was in the event that the budget failed, there would still be time for another budget vote before the end of the school year. Mrs. Cesare stated that she was concerned with voter turnout because it was small with the current setup of being paired with the state referendum. Mrs. Martin understood her concerns but stated that this was for the best given the area of competition for staff.

Mr. Callahan asked if the RSU population had changed at all, and Mrs. Martin responded that it had not. Mr. Healey estimated the population to be 1,765 students between all five schools. Mrs. Martin added that there had been shifts in population within the district but there were no increases to the overall population.

Mrs. Cesare asked when she could expect budget materials, and Mrs. Martin explained that they were looking to send them out two weeks prior to the meeting, which was scheduled for February 26th. She stated that they were looking to have one long day, rather than a couple smaller meetings, to cut down on the number of night meetings.

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b. Discussion of Potentially Investigating the Adoption of Rapid Renewal Online Services

Mrs. Loring stated that she was inquiring about interest in starting online car renewal services for the Town. She said that this was an initiative that would provide a service to those in Town who have been asking it, not as an initiative to save on staffing costs because they would balance workloads for areas that needed support.

She provided information that she had gotten from the Town of Mechanic Falls and added that she could not verify that there costs would be the same but that the fees for the service were reasonable. Mrs. Cesare said that she thought there was a portion of excise that was taken by the State, and Mrs. Loring stated that the State would get the agent fee (\$2) and 2% which was collected from the registrant. Mrs. Cesare added that she thought that it was a good service to provide to the residents.

Mr. Callahan asked who would use the service, and Mrs. Loring stated it would be available to anyone in town who wanted to reregister their vehicles, which could be individuals with busy schedules or students studying out of Town, but it could be used by anyone. She added that anyone doing a first time registration or making changes to their account would still need to come to the Town Office.

Mrs. Cesare asked if this would also include boat registrations, and Mrs. Loring said that they could but did not think there was as high of a demand. Mr. Gilpatric asked who would be sending out the registration and the stickers, and Mrs. Loring stated that it would come from the State. Mr. Callahan asked is all vehicles could register, and Mrs. Loring stated that she knew that Passenger Vehicles were included but did not know about commercial but she assumed that any re-registration would qualify.

MOTION: Lisa Cesare motioned to instruct the Administrator get a proposal for Rapid Renewal Services for the 2019 year; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

4. Old Business

a. Consideration, Review and Adoption of 2017 Audit by Smith & Associations

Mrs. Loring stated that she had gotten responses for items on the audit that were in question. This included getting the Fire Association cleaned up. Mr. Callahan asked what was left to clean up because they were dissolved, and Mrs. Loring responded that there was no formal documentation on the matter but the Auditor said that they would work to assist in that process. Mrs. Cesare asked if the Selectmen could provide documentation about the status of the West Minot Fire Association, and Mrs. Loring responded that she would get the specifics when the Auditor returned this spring.

Mrs. Loring explained that the item that was in regard to the Manager's report is an independent document that was filled out by the Town. The Auditor said that they would provide assistance with this at an additional cost, but Mrs. Loring was asking to hold off on it because it was not a project that she was looking to take on this year.

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Mrs. Loring explained that the other items were in regard to practices that she was already working with the Treasurer to address. They had already worked to ensure that any expected expenses were included on the year end warrant to address compliance and felt confident in their ability to address the concerns raised by the Auditor.

MOTION: Lisa Cesare motioned to accept the 2017 Audit completed by Smith & Associates; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

5. Department Head Updates

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

6. Town Administrator's Report

Mrs. Loring stated that they had a successful yearend and the staff was working to make sure that the books were properly closed out. She was pleased with all of the things that were accomplished such as closing out the 2017 Homeland Security Grant for the Fire Department repeater, getting the generator switch installed, as well as repairing the door to the Snack Shack and the ceiling in the front meeting room. She thanked the Board for their support and looked forward to all they would accomplish in the coming year.

7. Selectmen Comment

Mrs. Cesare stated that she had sent communication to the Budget Committee regarding their discussion and vote for the Community Day budget item and felt that it was resolved. She felt that they should discuss this at some point since the topic had come up before about having the event at the Hemond property. Mrs. Hemond stated that it had been held at the school in previous years because it was run by the Community Club but they were no longer able to and the Hemond's offered their property for the last couple of years. She said that she wanted to start advertising for a Community Event Group that would begin working on this year's event. Mrs. Loring agreed and suggested renaming the budget item to "Community Events" and including a note with the article because the funding was used for other community events, such as the tree lighting and the Board agreed.

Mrs. Cesare talked about the Christmas baskets that were completed last month and thanked Mrs. Hemond for her efforts in making that event happen. Mrs. Loring added that there were 26 households that received support as well as over 30 children in addition to the 18 households at Thanksgiving. Mrs. Hemond listed all of the areas that they had received support from, including residents and local businesses, and stated that they were in a good position to help more families next year.

8. Next Meeting Dates

- a. January 14, 2019 – Confirmed**

9. Adjourn

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

VOTE: UNANIMOUS APPROVAL (4/0)

The meeting was adjourned at 8:48 pm.

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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