



TOWN OF MINOT

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Board of Selectmen
Minot Town Office
Monday, January 14, 2019, 6:30 pm
Minutes

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

Staff: Danielle Loring (Administrator), Candace Gilpatric (Planning Board Chair), Chuck Buker (Planning Board Member)

Other: Joe Theriault and Michael Edgecomb (Contractor)

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. **January 2, 2019**

MOTION: Lisa Cesare motioned to accept the minutes from January 2, 2019; seconded by Daniel Callahan.

DISCUSSION: None.

VOTE: MOTION CARRIED (4/0/1 ab SF)

4. **Warrants**
 - a. **Payroll Expense Warrant – January 14, 2019**
 - b. **Treasurer’s Warrant – January 14, 2019**

MOTION: Lisa Cesare motioned to approve the Payroll Expense Warrant, dated January 14, 2019, in the amount of \$21,797.20, and the first Treasurer’s Warrant in the amount of \$20,720.13 and another in the amount of \$194,341.84, both dated January 14, 2019; seconded by Brittany Hemond.

DISCUSSION: Mrs. Loring explained that the first amount for the Treasurer’s Warrant was to amend the year end amounts to include invoices and adjustments received after the previous settlement.

VOTE: UNANIMOUS APPROVAL (5/0)

5. **New Business**
 - *c. **Discussion of Options for Making Changes to Rural Zone Dimensional Requirements, Including Appointing a Planning Committee to Make Changes to the Comprehensive Plan**

Mrs. Loring explained that the Planning Board had been working on zoning changes that would change the dimensional requirements for the Rural District from 5 acres to 2.5 acres, but the Planner, Shelley Norton, from AVCOG had advised that this change was in violation of the Comprehensive Plan. She continued that

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Mr. Gilpatric's statement that the Comprehensive Plan was not enforceable as a standalone document was correct, but that the Land Use Code needed to be consistent or the ordinances would not be enforceable. She added that there had been comments that the Comprehensive Plan was no longer valid because it was expired. She had spoken with MMA legal, and they advised that this does not affect its role with zoning, as it is the Town's vision and guiding document for land use.

She continued that the Board had the decision to either leave the Comprehensive Plan and the dimensional requirements as they were, or appoint a Planning Committee tasked with taking on these changes. This could be a group from the public or could appoint the Planning Board, but, in either case, she was recommending that the Town utilize AVCOG's planning services to facilitate. Next, the group needed to be tasked with what to change which was either the zoning to potentially move some of the lots out of this district or work to amend the Comprehensive Plan. She cautioned that the State Planning Office had already rejected zoning that did not include large acreage lots but they may have changed their requirements in the last twelve years.

Mrs. Gilpatric confirmed Mrs. Loring's comments and stated the Planning Board had discussed the possibility at changing the zoning and they did not want to go in that direction. She continued by giving the history of the development of the Comprehensive Plan and the inconsistencies with the growth management laws that had led to this requirement being adopted. She was concerned about whether there was a State Planning Office to review any potential changes, and Mrs. Loring confirmed correspondence with them where they stated they would work with the Town to make amendments and expected a relatively quick turnaround. Mrs. Loring added that they could choose to not involve the State Planning Office but they ran the risk of inconsistencies making the Comprehensive Plan unsupported without a letter of compliance.

Chairman French asked about what the recommendation was for the Article changing the dimensional requirements, and Mrs. Gilpatric responded that she felt that the Comprehensive Plan should be changed first. Mrs. Gilpatric asked if there was time to get it changed for the March Town Meeting, and Mrs. Loring responded that there was not due to the notification requirements by statute but felt they could likely plan on the May or June referendums. Mrs. Gilpatric commented to the Board that she was recommending removing the Article from the Warrant to give them time to amend the Comprehensive Plan. Chairman French asked if they wanted to consider more of the Plan at the same time, and Mrs. Gilpatric stated that she wanted to wait to use this as a means to "test the water" with the State Planning Office first and then work on other areas if it went well. Chairman French asked about the Planning Board serving as the Planning Committee and Mrs. Gilpatric agreed that it may be the fastest course of action and a larger change should include more members from the public.

Mrs. Gilpatric stated that one of her main communications to the State Planning Office will be that the Comprehensive Plan created a burden to the residents due to dimensional requirements and did not support growth management as no one utilized the development aspects in the ways that they were intended. She added that another area they were looking to tackle was the Town's building code and standards.

MOTION: Lisa Cesare motioned to appoint the Planning Board as the Planning Committee to amend the Comprehensive Plan; seconded by Daniel Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

Mr. Gilpatric asked whether they were looking to leave the Rural District as a whole or break it up, and Chairman French stated that he had no opinion. Mr. Callahan stated that he felt that they should revert the

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whole area back to how it was before the Comprehensive Plan, and Mr. Gilpatric agreed. Mr. Gilpatric continued to give the history of the cluster housing and density controls and how they had not worked.

a. Executive Session pursuant to Title 1 MRSA §405 (6)(d): Consultation with Contractor regarding Cable Franchise Agreement Negotiation with Charter/Spectrum

MOTION: Lisa Cesare motioned to go into Executive Session at 6:51pm pursuant to Title 1 MRSA section 405 (6)(d) for a consultation with contractor regarding Cable Franchise Agreement negotiation with Charter/Spectrum; seconded by Daniel Callahan.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Brittany Hemond motioned to come out of Executive Session at 7:20pm; seconded by Daniel Callahan.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Brittany Hemond motioned for the contractor to submit the draft franchise agreement to Spectrum; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

b. Review of Potential Tax Acquired Properties

Mrs. Loring presented the potential liens that would foreclose on January 17th and asked if there were any properties that the Board wanted to waive their rights to. She explained that this decision had to be done before the lien matured and could only be reversed by going to court. She continued that the Board could also reject any payments with the previous owner and look to retain the property, if it served the best interest of the Town, or sell the property through sealed bid. If the Board chose to do so, the previous owner would need to be given a 30-day notice and the opportunity to bid on the property. They would also need to follow any new requirements for the elderly tax law.

The Board discussed whether there were any properties that they wanted to keep, and they felt that it was in the best interest to work with the taxpayers first. Chairman French agreed with coming up with the policy to document their procedure for consistency moving forward. The Board also agreed that they wanted payment arrangements that were no more than 6 months in duration and any requests for longer agreements would need to go before the Board.

6. Department Head Updates

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

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

7. Town Administrator's Report

Mrs. Loring inquired if there was any interest in upgrading the recording equipment for the meetings. She explained that tapes were becoming more expensive and they often ran out before the meeting ended

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without being noticed. The Board stated that they would entertain a quote but had not thought about needing to upgrade the system.

Mrs. Loring stated that the deadline to get the Town Report to the printers was February 4th. She and staff were working to collect the remaining documents needed for it. She was meeting with the Budget Committee on January 24th to review the remaining Article regarding carry over funds and to ask them to reconsider the Article regarding Community Day in light of information the Committee received after their vote. The Board discussed potential negative assumptions regarding Community Day and whether they should consider having the event on Town property. The first meeting to discuss Community Day would be on February 4th at 6:30pm.

Mrs. Loring continued that she was investigating grant funding for ergonomic equipment for the office. The grant through MMA would cover up to \$2,000 and would require a 1/3 match. The Board felt that it was a good idea to look into. She also explained that she had hired a consultant to audit the computer network and infrastructure. She felt that this was prudent if the budget passed for the computer upgrades and she wanted to be sure that those monies were spent wisely.

8. Selectmen Comment

9. Next Meeting Dates

a. January 28, 2019 – Confirmed.

10. Adjourn

MOTION: Brittany Hemond motioned to adjourn; seconded by Daniel Callahan.

VOTE: UNANIMOUS APPROVAL (5/0)

The Board adjourned at 8:07pm.

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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