



TOWN OF MINOT

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Board of Selectmen
Minot Town Office
Monday, February 25, 2019, 6:30 pm
Agenda

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

Staff: Danielle Loring (Administrator) and Jim Allen (Fire Chief)

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. **February 11, 2019**

MOTION: Lisa Cesare motioned to accept the minutes for the February 11, 2019 meeting as presented; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

4. **Warrants**
 - a. **Payroll Expense Warrant – February 25, 2019**
 - b. **Treasurer’s Warrant – February 25, 2019**

MOION: Brittany Hemond motioned to accept the Payroll Warrant, dated February 25, 2019, in the amount of \$18,293.14, and the Treasurer’s Warrant, dated February 25, 2019, in the amount of \$44,255.63; seconded by Daniel Gilpatric.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

5. **New Business**
 - a. **Town Meeting Preparation**

Mrs. Loring stated that in preparation for the Town Meeting, she had created a schedule of events to present to the moderator. She explained that there were also a couple changes that needed to made due to updated figures. These were for the County taxes, MMA dues, AVCOG dues and hazardous waste collection services. After they reviewed those changes the Board and Mrs. Loring went over each of the Articles to be considered in the Town Meeting Warrant and listed the changes as a refresher:

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ARTICLE 6: Changes to the Cemetery Ordinance to allow for non-residents to purchase plots; allow Town to purchase for cenotaphs, and revise standards for headstone foundations.

ARTICLE 7: Adopting E911 Standards to create criteria for numbering properties and give Code Officer Enforcement authority.

ARTICLE 8: Amend the Impact Fee process to exclude fees for schools and revise the number of required public hearings to one (1) if the Board wanted to amend the fee structure.

ARTICLE 9: Amend the violation procedure to simplify and align with the State statute for fines.

ARTICLE 10: Adopt codes by name and edition across the Land Use Code to align with State agencies.

ARTICLE 11: Carry forward balances for reserve accounts that will be discussed with the Reserve Policy agenda item.

ARTICLE 12: This is the State required LD-1 Limit to restrict the municipal budget increase to align with the growth factor for the Town and State. We are asking to override in the event that we exceed this number. Chairman French asked if the Town was going to exceed this figure, and Mrs. Loring responded that she had not yet calculated this year's levy but was going to work with the Assessor's Agent later in the week. (NOTE: The 2019 Levy was calculated as \$669,055, which is \$18,973 less than the Levy Limit calculated at \$688,028).

ARTICLE 13: She explained that the increase was related to 2.5% Cost of Living Adjustment (COLA); market adjustments for the Clerks, Code Officer, and Administrator; related increases in payroll taxes to be collected, and increases to health and dental insurance premiums.

ARTICLE 14: Increases were in staff training and computer roll-out to prepare for the TRIO upgrade in 2020. There were also decreases as costs were budgeted to their actual departments.

ARTICLE 15: Increase was due to moving costs out of the Town Office account that were truly interdepartmental expenses, and these were listed in the article for clarification.

ARTICLE 16: The roads that were scheduled to be paved were Millett Road, Jeffery Road, and Cross Road. These were chosen based on their need and location to avoid a mobilization fee to move the crew. This was a total of 3,976 tons at an estimated \$80/ton.

ARTICLE 17: The increase was due to moving the Highway Department cell phone to this account in addition to Janitorial Services. There was also \$600.00 budgeted for the repeater if that was approved.

ARTICLE 18: Increase was due to labor costs in an attempt to mirror actual expense and resulting increase in payroll taxes collected. Also increased usage of salt.

ARTICLE 19: Increase was due to labor costs in an attempt to mirror actual expense and resulting increase in payroll taxes collected. There were decreases in contract services for striping and tree services. There was also a decrease in materials that was transferred to the Rec Department for putting lime on the fields.

ARTICLE 20: Increase is due to contracting out repairs on newer equipment.

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ARTICLE 21: Will increase coverage for the Highway Department workers, which basically require line of sight to be able to communicate now. CDL drivers are not allowed to use cell phones while operating a vehicle. Options are to either purchase cell phones and hands-free equipment for each employee, but does not alleviate the issue off communicating with multiple members at once, or to rent a frequency from Dirigo, located on Streaked Mountain, for \$400/month, which would surpass the cost of owning our own in less than 3 years.

ARTICLE 22: This department decreased from the previous year.

ARTICLE 23: This article is requesting to purchase a \$425,000 vehicle to replace existing Engine #8 pumper. The idea is to use \$100,000 from Undesignated Fund Balance to buy down the principle and reduce interest payments. Mrs. Loring explained that if the article did not pass, that the Town would utilize the non-appropriation clause of the bond to “walk away” from the loan. She continued that if it did pass, the first payment was due at the end of March in the amount of \$93,431.08 and would be included in this year’s tax rates.

ARTICLE 24: Amount included all assessing services as well as tax maps updates and online services.

ARTICLE 25: This was to update the parcel shapes to upload into the E911 data base, which had not been done since 2012.

ARTICLE 26: The increase was due to anticipated increase quoted by the contractor.

ARTICLE 27: 2018 expenses were due to expenditures related to hiring a bond counsel for the Fire Truck.

ARTICLE 28: Increase in County tax to \$245,925.62 from what was listed in the warrant.

ARTICLE 29: Increase was due to increase in usage but not tonnage, which was remaining at \$40/ton.

ARTICLE 30: Mrs. Loring suggested increasing the Article to \$1,150 to cover an additional charge in administrative costs that AVCOG just communicated.

ARTICLE 31: There was not change in this budget item but Mrs. Loring would bring a list of the street lights.

ARTICLE 32: Mrs. Loring suggested changing the Article to \$3,253 due to a decrease in anticipated dues.

ARTICLE 33: Mrs. Loring suggested changing the Article to \$3,376 due to an increase in anticipated AVCOG dues.

ARTICLE 34: Mrs. Loring explained that this was needed because of the trail grant.

ARTICLE 35: The change was due to a decrease in Workmens Comp and an increase in Property & Casualty that resulted in a net decrease in this line item, which also include fire fighter insurance and volunteer insurances.

ARTICLE 36: Same amount and the Library would be present at the meeting, as well as Mrs. Cesare as the Library Trustee Board Member.

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ARTICLE 37: Same.

ARTICLE 38: Increase due to using the same salary model as surrounding towns to ensure coverage.

ARTICLE 39: Same.

ARTICLE 40: Same. Mrs. Cesare asked why they were not carrying forward the unexpended amount and Mrs. Loring stated that she would look to see if there were any limitations to do so in the future.

ARTICLE 41: Mrs. Loring explained that this item had been corrected in the budget because the intention was designate revenue that was refunded by the State but there had been instances where it had been raised and appropriated in the past.

ARTICLE 42: Increase was for anticipated costs from the school employee for Town Meeting, but there were also increases due Town Report printing. Chairman French stated that in the future the article should be clearer in order to outline all of those costs, and Mrs. Loring agreed.

ARTICLE 43: This was to restore the Community Day Reserve account to the original \$2,500.

ARTICLE 44: This was a new article to raise funds for cemetery maintenance and materials.

ARTICLE 45: This was a new article but the funds were transferred out of the Highway Department materials line.

ARTICLE 46: This was the general recommendation for this request.

Mrs. Loring stated that even with the Fire Truck payment, the budget had decreased \$11,030.99, which was a reduction of 0.9% from the previous year.

b. Consideration and Approval of Financial Policies

i. Undesignated Fund Balance Policy

Mrs. Loring summarized that the purpose of this account was to maintain the health of the Undesignated Fund Balance and to justify the use of funds when using it for projects or tax reductions. She explained the influx of the Town's revenues in relation to the fiscal year and how they relied upon the Fund Balance to act in its place and it was important to make sure they balanced to avoid having to get a Tax Anticipation Note (TAN). The Board agreed that the policy was necessary and they would revisit in the future if they found the amounts to not be consistent with actual trends.

MOTION: Lisa Cesare motioned to accept the Undesignated Fund Balance Policy as presented; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

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ii. Reserve Fund Policy

Mrs. Loring presented the Reserve Fund Balance that would outline the carry over funds and their allowed uses. She explained that there were some accounts that were not in use at the moment but they may be useful to have in the future, such as the Revaluation Reserve or Fire Apparatus Reserve, to help with the purchase of equipment. She explained that the Board would have discretion over the use of these policies and that they would have discussion during the budget process. This meant that is more monies were needed for the Undesignated Fund Balance, that they Board could opt not to have funds carried forward.

Mrs. Loring then reviewed the accounts and their uses for Board discussion. Chairman French felt that the Town Office Equipment Reserve should not be limited to “equipment” and should be broadened to include the building as well for items such as the a new roof. The Board discussed what projects should be included and their relative costs. Chairman French suggested that there be no limitation on the amount but the Board agreed that the limit should be increased to \$50,000.

The Board also discussed the Community Day Fund and the limitations to that account. Mrs. Loring explained that the intentions of the higher limit was to allow the group to raise money to become self sustaining and fund events that do not typically generate revenue, such as the tree lighting. She felt that \$10,000 was reasonable and not likely to be reached anytime soon and did not want to set the limit so low to detract from people making donations to the account.

MOTION: Lisa Cesare motioned to accept the Reserve Fund Policy with the change that the word “equipment” be removed from the Town Office Equipment Reserve and the limit for that account be increased to \$50,000; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

iii. Tax Acquired Property Policy

Mrs. Loring stated that the purpose of this account is to create consistency with how these accounts are dealt with and have it written down so that they can referred to it if there were any accounts that qualified for the State’s process of managing Tax Acquired Property sales. Mr. Callahan asked about the status of the existing payment arrangements and about the maximum timelines.

MOTION: Lisa Cesare motioned to accept the Tax Acquired Property Policy as presented; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

iv. Credit Card Policy

Mrs. Loring explained that the purpose of this policy was to outline acceptable uses and procedures for using the Town’s credit card, including consequences for misuse. Mr. Callahan asked who had cards and what their limits were, and Mrs. Loring responded that one was held by the Fire Department with a limit of \$2,500, one by the Administrator with a limit of \$1,500, and one held by the Treasurer with a limit of \$200,

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which was not activated. She explained that all purchases were subject to the purchasing policy and she noted approvals on slips as they were turned in.

MOTION: Lisa Cesare motioned to accept the Credit Card Policy as written,; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

6. Department Head Updates

- a. Clerk's Report – Submitted by Sara Farris, Town Clerk**
- b. Highway Report – Submitted by Scott Parker, Highway Supervisor**
- c. Fire Department Update – Jim Allen, Fire Chief**

Mrs. Cesare asked Chief Allen what he was going to have available for materials at Town Meeting regarding the Fire Truck request, and he presented revised hand outs for the Board to review. The Board commended Chief Allen for his efforts and designing user friendly materials.

7. Town Administrator's Report

8. Selectmen Comment

9. Next Meeting Dates – Confirmed

- a. March 2, 2019 – Town Meeting**
- b. March 11, 2019 – Regular Meeting**

10. Adjourn

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

VOTE: UNANIMOUS APPROVAL (5/0)

The Board adjourned at 8:32pm.

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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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