



# TOWN OF MINOT

329 Woodman Hill Road  
Minot, Maine 04258-0329  
1-207-345-3305  
1-207-346-0924 (fax)

Board of Selectmen  
Minot Town Office  
Monday, March 11, 2019, 6:30 pm  
Minutes\*

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

**Absent: Brittany Hemond.**

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

1. **Call to Order:** Interim 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 25, 2019**

MOTION: Lisa Cesare motioned to accept the minutes from February 25, 2019 as written; seconded by Daniel Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

4. **Warrants**
  - a. **Payroll Expense Warrant – March 11, 2019**
  - b. **Treasurer’s Warrant – March 11, 2019**

MOTION: Lisa Cesare motioned to approve the Payroll Expense Warrant in the amount of \$19,939.24, and the Treasurer’s Warrant in the amount of \$320,309.75, both dated March 11, 2019; seconded by Daniel Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

5. **New Business**
  - a. **Nomination and Election of Board Officer**

Interim Chairman French asked for nominations for Board officers and the Board agreed to keep things as they were and nominated Stephen French as Chair and Daniel Gilpatric as Vice Chair.

### **i. Chair**

MOTION: Lisa Cesare motioned to accept Steve French as Chair for 2019; seconded by Daniel Callahan.

---

\*Written minutes serve as reference to the official record, which are recordings kept at the Town Office.

Board of Selectmen Meeting Minutes Dated March 11, 2019

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

DISCUSSION: None.

VOTE: MOTION CARRIED (3/0/1 ab SF)

**ii. Vice Chair**

MOTION: Lisa Cesare motioned to accept Daniel Gilpatric as Vice Chair for 2019; seconded by Daniel Gilpatric.

DISCUSSION: None.

VOTE: MOTION CARRIED (3/0/1 ab DG)

**b. Town Meeting Recap and Project Update**

Mrs. Loring solicited feedback from the Board regarding the process and format for the 2019 Town Meeting. She was also looking for guidance for the projects that were approved at Town Meeting, including the Highway Repeater Project and the purchase of the new fire-rescue pumper.

Mrs. Cesare stated that she needed a number for the truck and wanted to know what the annual payments were going to be. Mrs. Loring explained that the payments would likely remain \$93,341.08 because the Town voted to use the \$100,000 from Undesignated for the first payment, which was included in the current warrant, rather than raising and appropriating it and using that money to buy down the principle. Mrs. Cesare responded that she did not agree with that and wanted to know if they could still do both, and Mrs. Loring explained that they could not directly raise and appropriate the payment but could set an overlay within their limits to make additional payments.

Mr. Allen stated that the next step was to create a bid package and then the difference between the purchase price and the bond (\$425,000) would be rolled in to reduce the principle. He explained that they would create a standard format that would outline specifications and expectations and these would be sent out to at least three manufacturers to bid. Mr. Callahan stated that he wants the bid package to be presented at a meeting as well as the responses, and Mr. Allen agreed and stated that the process should be completed within a month.

Mrs. Cesare asked about the existing pumper, and Mr. Allen stated that there would be an option for them to accept that as a trade-in towards the purchase price. If that did not work, they would put the truck out for sale. Chairman French suggested reaching out to Mr. Hogan, known as the "Candy Man," to see if he would be willing to purchase the truck, as he buys trucks and reclaims them to donate for other municipalities. Chief Allen stated that he had found his letter requesting Engine #8 and he would contact him to see if he was still interested.

**c. Consideration and Approval of 2019 Library Services Agreement**

Mrs. Loring presented the 2019 Library Service Agreement for consideration. Mrs. Cesare pointed out a typo under the terms because it was stated for 2009 for \$15,000 rather than \$22,000, and Mrs. Loring stated that it should said 2019 and would get that corrected.

MOTION: Daniel Gilpatric motioned to accept the Library Service Agreement with changes and pay the sum due in full; seconded by Daniel Callahan.

---

\*Written minutes serve as reference to the official record, which are recordings kept at the Town Office.

Board of Selectmen Meeting Minutes Dated March 11, 2019

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

DISCUSSION: Lisa Cesare stated that she was going to abstain because she was serving on the Board of Trustees.

VOTE: UNANIMOUS APPROVAL (3/0/1 ab LC)

**d. Consideration and Approval to Allow Town Administrator to Enter into Tower License Agreement with Blue Sky Tower for Highway Repeater to be Located on Hersey Hill Tower Site**

Mrs. Loring stated that the repeater project for the Highway was moving forward and they were hoping to move forward quickly to utilize T-Mobile's construction crew when they deployed on Hersey Hill to save on costs. She explained that they were trying to iron out some issues with supply costs because they had recently learned that they may need an ice bridge, which was an additional \$3,200 and not included in the estimates. Though the product offered a level of assurance, she was concerned with it not being in the original budget and having to use reserve funds, but they were looking into other options such as a thicker cabling. Chairman French was disappointed with the contractor for not including that in the estimate so that could have been included with funds raised at Town Meeting.

Mr. Callahan inquired about the issue with the Planning Board and the tower owner, Blue Sky, regarding the removal bond. Mrs. Loring summarized the issue regarding the removal bond format as being part of a surety bond, where the company paid an annual premium to insure that the funds for the tower to be removed were available if it was abandoned. The Planning Board was looking for the funds to be available upfront and had asked her to contact Blue Sky's attorney to see about getting this changed and to get clarification. She had learned that this was the only form that they issued and were not likely going to change that, and she was waiting to hear from the Planning Board Chair about whether they wanted to pursue it further.

Mrs. Cesare stated that she remembered there being a conversation that the tower was on private property and that it was between the two parties to figure it out. Mrs. Loring could not recall that conversation but remembered that there was discussion about whether the bond was enough to cover inflation and Blue Sky had responded by increasing the coverage amount. Chairman French agreed that it was not a matter for the Town to concern themselves with, and Mr. Callahan added that if the Town did have to get involved that the amount in scrap would cover the cost of its removal. He did not think that the other tower on Harris Road had a removal bond, and Mr. Gilpatric agreed. The Board agreed that the current bond was sufficient for its purposes and any default would need to be handled between the two private parties.

MOTION: Lisa Cesare motioned to allow Danielle Loring to enter into the Tower Lease Agreement for the Town of Minot as presented; seconded by Daniel Gilpatric.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

**6. Department Head Updates**

**a. James Allen, Fire Department**

Chief Allen explained that they had mutually purchased a snow blower with the Town Office to assist with snow removal at the Central Station and Town Office walk ways. The Fire Department would house and

---

\*Written minutes serve as reference to the official record, which are recordings kept at the Town Office.

Board of Selectmen Meeting Minutes Dated March 11, 2019

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

maintain the blower. He also explained that there were working to correct phone issues they were having at the station, which he felt were the result of snow falling on the wires. Mrs. Loring stated that they were looking to move them underground this summer.

**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 she had been in touch with O'Donnell's and Associates regarding a revaluation in 2022. They were estimating the costs at \$150,000 for a full revaluation. They felt that they had about 30% uncaptured value: 20% from market rates and another 10% from administrative discrepancies with remodels or unrecorded buildings. She felt that it would be in the best interest put \$50,000 a year towards the project in order to minimize the impact to the overall tax rate.

**8. Selectmen Comment**

Mrs. Cesare gave a break down regarding the information that she learned about the school budget and its anticipated impact on the Town's tax rate. She explained that there were some smaller one-time projects, like upgrading the wifi service, that she was in agreement with but there were other large costs that she could not support because they were not well defined. She would continue to keep the Board updated as she learned more.

**9. Next Meeting Dates**

**a. March 25, 2019 – Confirmed**

**10. Adjourn**

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

VOTE: UNANIMOUS APPROVAL (4/0)

The Board adjourned at 7:58pm.

---

\*Written minutes serve as reference to the official record, which are recordings kept at the Town Office.

Board of Selectmen Meeting Minutes Dated March 11, 2019

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

Recorded by Danielle Loring  
Town Administrator

---

Steve French, Chairman

---

Daniel W. Gilpatric, Vice Chairman

---

Daniel Callahan Jr.

---

Lisa Cesare

---

Brittany Hemond

---

\*Written minutes serve as reference to the official record, which are recordings kept at the Town Office.

Board of Selectmen Meeting Minutes Dated March 11, 2019

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