



TOWN OF MINOT

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Board of Selectmen
Minot Town Office
Monday, March 25, 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), Michael Hemond (Planning Board Member), 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. **March 11, 2019**

MOTION: Lisa Cesare motioned to accept the minutes from March 11, 2019; seconded by Daniel Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0/1 ab BH)

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

MOTION: Brittany Hemond motioned to accept the Payroll Expense Warrant in the amount of \$18,708.90 and the Treasurer's Warrant in the amount of \$70,216.30; seconded by Lisa Cesare.

DISCUSSION: Daniel Gilpatric asked why it was lower than the previous warrant and Mrs. Loring stated that the current one did not include any school payments.

VOTE: UNANIMOUS APPROVAL (5/0)

5. **New Business**
 - a. **Discussion of Removal Bond for Hersey Hill Tower – Candace Gilpatric, Planning Board Chair**

Chairman French explained that the discussion that the Selectboard had regarding the removal band was in response to trying to understand why it was required because it was located on private property. Mrs. Cesare stated that she remembered the bond being part of the discussion but thought that it was a private matter that would be sorted out with property owner. Chairwoman Gilpatric stated that the need for the Removal Bond was due to language in the Comprehensive Plan that stated that the Town would ensure that the rural character of Minot would be preserved. She continued that the developer, Blue Sky Tower, was will to provide a bond, but it was now the issue of them finding a company that would be willing to provide the money up front.

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Chairwoman Gilpatric continued that the Town did not have a tower ordinance that stated any requirements but felt that they could refer to the Comprehensive Plan for justification. She had found examples from other municipalities that had standards and thought that it could be something that they could look into in the future. Mrs. Loring added that she had also spoken the company's representative and he stated that this was the model that they used, which was a long term bond policy that was paid annually versus putting the money up front. He had told her that they were not willing to create an escrow and she was not sure what their rights were because the tower was already constructed and willing to provide the removal bond.

Mr. French asked about other places in Town, and Mr. Hemond stated that there was a tower owned by Arthur Harris that was no longer in use and there was not a removal bond to have it taken away. He felt that it was not safe and was a danger if anyone decided to climb on it. Chairwoman Gilpatric added that she was looking to contact the applicant and require that they come back before the Planning Board every five years to have the removal bond reconsidered.

Chairman French thanked her for her time and felt that this had clarified the matter for them.

b. Discussion of Potential New Committees

i. Volunteer Farm Protection Program

Chairman French summarized the history of the program and where they had left off last fall when Stephanie Gilbert had come and done a presentation on the tax relief program. He recalled that Mrs. Gilpatric was interested in being involved and asked if that would still be the case. Mrs. Gilpatric stated that she would need to be in touch with Mrs. Gilbert, review the program and come back to them with a schedule and plan to pull together a committee of interested stakeholders and residents.

The Board continued to discuss the aspects of the program and what they recalled the different limitations were. Mrs. Loring added that the Assessor's Agent would be involved in the process as they would want to know the impact on the tax rate, his guidance on how to proceed and the demographics of the farmland in town. They expressed the different ways to implement the program which was to implement the ordinance first and then adopt a process or create the process and then adopt an ordinance that meets those standards. Mrs. Loring felt it could be up to two years before the program was implemented.

Mrs. Gilpatric stated that she would plan to come back to the first meeting in May to follow up with the Board.

ii. Broadband Build Out Task Force

Mrs. Loring stated that she would like to create a Broadband Task Force, which would act as the driving force toward expanding adequate internet speeds in areas of need in Minot. She explained that the first step would be to create a survey that would collect critical data as well as find those who were interested in serving on the task force. The Board discussed the importance of having this as an adequate service in Town and the ways it could be utilized. They would wait for additional information from Mrs. Loring.

c. Review of New Pumper Truck Request for Proposals – James Allen, Fire Chief

Mr. Callahan asked Chief Allen if he had found a truck that was adequate, and he responded that they still liked the truck that was at the dealership in New Hampshire but they would need to see the bid results and would like to see an affordable option with a foam sprayer. Mr. Callahan asked how the foam sprayer worked and what the cost was, and Chief Allen explained the purpose and function of the sprayer and stated that the cost range was \$3,000-5,000.

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Mr. Callahan asked what the process of acquiring the truck was, and Chief Allen stated that even though the Purchasing did not require it, Mrs. Loring had wanted the Board to review the proposal materials and get their blessings. Mr. Callahan complimented the specifications and wanted to know what would happen if the dealer had a different vehicle, and Chairman French stated that they could ask for an exception. Mr. Callahan asked who would complete any work to the vehicles, and Chief Allen stated the proposal covered that as well and would stipulate that warranty work should be completed on-site and other work would be done within a specified radius. Mr. Callahan asked who would drive the vehicle, and Chief Allen stated that any operator would need five hours of training before they were legal to drive.

d. Discussion of Contract Plowing Services

Mrs. Loring stated that she wanted to begin negotiating next season's plow contracts. She recalled that she had discussed with Board having a minimum payout for the agreements and the Highway Supervisor was interested in multi-year agreements. The Board agreed that it was important to prepare for the following year and gave her the discretion to negotiate an agreement that was agreeable to both parties.

Mrs. Loring continued that their other contractor, Dave Castonguay, who plowed smaller roads and the Orchard Station, was looking to cancel his general liability insurance because he was retiring but wanted to continue plowing for the time. After speaking with Risk Management at MMA, Mrs. Loring learned that the automobile policy did not cover the Town as much as they needed to, and she was looking for guidance from the Board.

After discussing the various options, the Board decided that the Town would offer Mr. Castonguay an amount equal to what his annual premium is, and Mrs. Loring stated that she would discuss it with him and let the Board know of his decision.

e. Consideration of Quit Claim Deed:

- i. Margaret J. Larlee
418 Brighton Hill Road
Map R13-008**

MOTION: Brittany Hemond motioned to accept the Quit Claim Deed for Margaret J. Larlee; seconded by Lisa Cesare.

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**

7. Town Administrator's Report

8. Selectmen Comment – None

9. Next Meeting Dates – Confirmed

- a. April 8, 2019**

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10. Adjourn

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

VOTE: UNANIMOUS APPROVAL (5/0)

The Board adjourned at 8:55pm.

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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