



TOWN OF MINOT

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Board of Selectmen
Minot Town Office
Monday, April 8, 2019, 6:30 pm
Minutes*

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

Absent: Vice Chair Daniel Gilpatric

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

Other: Angela Booker (516 Brighton Hill Road) and Eriks Peterson (Journalist)

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 25, 2019**

MOTION: Lisa Cesare motioned to approve the minutes from the March 25, 2019 meeting; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

4. **Warrants**
 - a. **Payroll Expense Warrant – April 8, 2019**
 - b. **Treasurer’s Warrant – April 8, 2019**

MOTION: Brittany Hemond motioned to accept the Payroll Expense Warrant in amount of \$15,900.50 and the Treasurer’s Warrant in the amount of \$196,074.98; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

5. **New Business**
 - a. **Request for Tax Acquired Property Payment Arrangement for 516 Brighton Hill Road – Angela Booker**

Mrs. Loring explained that Ms. Booker had been sent notices in accordance with State law and the Town’s policies, but Ms. Booker’s notice for her certified mail had been misplaced until recently. Ms. Booker was

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

present to request that the Board grant her a payment arrangement and the Board had been presented with the information for her tax account. Chairman French asked if Ms. Booker had anything to add, and she stated that she had run into hardship this past winter and was unable to keep up on her taxes.

Chairman French stated that the Town was not interested in being in the real estate business but there were certain requirements that they were held to by law. He asked what Ms. Booker would like to be the outcome of their meeting, and she responded that she would like to keep her house. Mrs. Loring indicated that she had worked out a payment arrangement in accordance with the Town's policy that would have all backed taxes paid within six (6) months. She also stated that she had had a conversation with Ms. Booker explaining how the arrangement worked and the repercussions of missing a payment.

Chairman French asked if the Tax Collector was aware of this arrangement, and Mrs. Loring stated that she was. He then followed up by asking if Ms. Booker agreed to the terms of this arrangement, and indicated that she did. Mrs. Loring stated that she should come into the Town Office within the next fifteen (15) days to make her first payment and set her payment arrangement. Chairman French considered the matter settled.

b. Market Rate Wage Adjustment Request – James Allen, Fire Chief

Mrs. Loring summarized that she had asked Chief Allen to come before the Board to request a market adjustment for the Fire Department members in order to make the ranges consistent with surrounding towns and adjust for the recent State mandated minimum wage adjustment. She explained that she had looked at the Maine Municipal Association (MMA) salary survey in regard to towns with similar populations and in the immediate area and found that the range that Chief Allen was proposing with consistent with those figures. Mrs. Cesare felt that there was still room for growth. Mrs. Loring agreed and said that the Fire Chief's position was still underpaid and should be increased by an additional \$2.00, and Chairman French said that it would be addressed in the next budget proposal.

Chief Allen presented information to support the different pay scales and explained the qualifications that an individual would need to be considered for each wage category. Mrs. Loring asked what would happen when the minimum wage increased again in 2020, and Chief Allen explained that he would look to make additional adjustments as necessary.

MOTION: Lisa Cesare motioned to accept the Fire Department pay rate increases for 2019 as presented by Jim Allen; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

c. Freedom of Information Access Training for Elected Officials

Mrs. Loring conducted Freedom of Access training for the Board members to cover information necessary by law for elected officials.

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d. Consideration of Appointment of Miranda Hinkley (Mechanic Falls Town Clerk) and Matthew Garside (Poland Town Manager) as Fair Hearing Authorities for the Town of Minot

Mrs. Loring explained that a Fair Hearing Authority (FHA) was needed in the event that an applicant appealed a decision that she may make and a hearing would need to be held within five (5) days of the appeal. She explained that she had made arrangements with staff from Poland and Mechanic Falls to act in this capacity in the event that one was needed. Mrs. Cesare stated that she did not remember having this in the past, and Mrs. Loring stated that there was probably no need to appeal because the Town has always supplemented with the Donation fund in the event that someone was over the limits, so there was no need to appeal the decision.

MOTION: Brittany Hemond motioned to appoint Miranda Hinkley and Matthew Garside as the Fair Hearing Authorities for Minot; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

6. Old Business

a. Continued Discussion Regarding Adopting the Rapid Renewal Process

Mrs. Loring explained that they had received a quote from TRIO to add the module to their current suite, which was in the amount of \$420 annually (which would be prorated to coincide with the current fiscal year and start date), and gone through a presentation with the staff from the staff. She felt that the pros for adopting Rapid Renewal far outweighed the cons. She explained that the only loss would be the \$3 agent fee for each transaction, but they would still receive all excise tax and credit card charges would be paid by the registrant. She did not feel that this would negatively impact staff but would help to balance out the number of people at the window and give them the opportunity to focus on one of their other tasks that they were responsible for, as well as give them to branch out into other areas that may benefit the Town. Mrs. Cesare agreed and thought that the only reason they had not taken it on sooner was because they were told that the Town would lose more revenue from their excise tax.

MOTION: Lisa Cesare motioned for the Town of Minot to begin offering Rapid Renewal; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

7. Department Head Updates

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

b. Highway Report Submitted by Scott Parker, Highway Supervisor

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8. Town Administrator's Report

Mrs. Loring stated that she was looking to schedule an appointment with MDOT and the Highway Supervisor to discuss their future plans for State roads in Minot. She asked if there were any Board members interested in being part of that discussion and Chairman French indicated that they should make the appointment based on their schedules and members would attend if they were able to.

Mrs. Loring reminded them of the meeting that was scheduled for April 10th to discuss cooperative broadband expansion with other local towns. They would be hearing a presentation from Brian Lippold of Casco Bay Advisors, who they were looking to contract with for the ConnectME grant and feasibility study. Mrs. Cesare and Mrs. Hemond said that they were hoping to attend. Mrs. Loring then showed some of the data that had already been collected through their survey available on SurveyMonkey.

Mrs. Loring explained that she was finishing up with a network security audit that she was having conducted by Woodbrey Consulting. She stated that the results would be used to apply for a Homeland Security Grant in order to improve their network security, which would be separate from the hardware upgrades that were currently budgeted.

9. Selectmen Comment

Mrs. Cesare stated that there was an auction being conducted by the Auburn Public Library and she wanted to post it on the Town's website so that residents could participate.

10. Next Meeting Dates – Confirmed

- a. April 22, 2019**
- b. April 29, 2019 – Special Meeting to Consider Fire-Rescue Pumper Truck Bids**

11. Adjourn

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

VOTE: UNANIMOUS APPROVAL (4/0)

The Board adjourned at 8:47pm.

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Steve French, Chairman

Daniel W. Gilpatric, Vice Chairman

Daniel Callahan Jr.

Lisa Cesare

Brittany Hemond