



TOWN OF MINOT

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Board of Selectmen
Minot Town Office
Monday, April 22, 2019, 6:30 pm
Minutes**

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

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

Other: Eriks Peterson (Journalist)

1. **Call to Order:** Chairman Steve French called the meeting to order and a quorum was present.
2. **Pledge of Allegiance**
3. **Approval of Minutes**
 - a. **April 8, 2019**

MOTION: Daniel Callahan motioned to accept the minutes; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: MOTION CARRIED (4/0/1 DG)

4. **Warrants**
 - a. **Payroll Expense Warrant – April 22, 2019**
 - b. **Treasurer's Warrant – April 22, 2019**

MOTION: Lisa Cesare motioned to accept the Payroll Expense Warrant in the amount of \$15,348.21 and the Treasurer's Warrant in the amount of \$27,231.72; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

- *6. **New Business**
 - a. **Discussion of Entering into an Agreement with Casco Bay Consulting**

Mrs. Loring summarized the meeting from April 11th regarding broadband expansion, which included representatives from Minot, Hebron and Poland. She explained that she was currently working to find other communities to work with as Poland has decided not to proceed and is waiting to hear back from Hebron. She continued that working with other communities would increase their chances of getting the ConnectME grant.

She explained that she wanted to find out what the Board's tolerance for spending money on this initiative because if they were not able to find partners, and did not get the grant, the full cost of the feasibility study would fall on the Town if they chose to move forward. She explained that the cost of the grant application

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was \$1,500 and the cost of the feasibility was \$33,500 and that the grant, if successful would cover 50% of this. She explained the funding structure for the portion not covered by the grant and that the project cost would likely go down if there were more towns included.

The Board discussed the importance of broadband expansion in their community as well as some of the testimony received from the public. Mr. Callahan asked about how the build out would be paid for, and Mrs. Loring explained that the feasibility project would outline what their options were, potential funding structures and available Internet Service Providers (ISP) that were available to work with. Mr. Callahan followed up by asking if the ISPs already had this information, and Mrs. Loring responded that it depended but it gave the Town leverage to work with existing companies or approach others to address the need.

Mrs. Cesare asked about the existing agreement for their cable franchise agreement, and Mrs. Loring responded that it was a different approach because, though they could not discuss broadband specifically in the negotiations due to the law, it was a reasonable expectation that if cable was built out in an area that broadband would be included. She added that these discussions also empowered the Town regarding its rights because there were areas of Town that were not built out that should be under the existing agreement.

The Board continued their discussion regarding ways to provide broadband throughout the Town. Mrs. Cesare commented on the costs for individuals to bring cable/internet to their homes and felt that the Town could do something to help. She asked about the use of the Cable Franchise Agreement Fees, and Mrs. Loring responded that they would designate funds for that purpose in a reserve account but they were considered General Revenue presently.

Chairman French asked if Mrs. Loring was looking for the \$1,500 now to proceed with the grant, and Mrs. Loring responded that she was not but was looking for feedback from the Board so that she would know where they stood if she was unsuccessful in getting partners for the project. The Board chose to wait on an update and encouraged her to reach out to additional towns.

***5. Old Business**

a. Volunteer Farmland Protection Program Update – Candace Gilpatric

Mrs. Gilpatric presented information to the Board regarding agricultural use for the Town and the County. She outlined some of the factors that had been considered when considering a program like that one for the Town. They discussed the different exemption types available and Mrs. Loring said that she would follow up with the Assessor's Agent to get clarification on each. Mrs. Gilpatric asked whether they were looking to only cover those activities with agricultural uses or forestry uses too, and there was discussion that both groups would be included.

Chairman French asked what the next steps were, and Mrs. Gilpatric said that to form the group she would like to send out mailers to who were in the Farmland program. Mrs. Loring explained that they were currently cleaning up those accounts that they would have good data regarding farm demographics and a good list to mail to. Mr. Callahan asked what the impact would be, and Mrs. Gilpatric explained that would be determined by working with the Assessor's Agent. Mrs. Loring explained that there were parameters to limit the program as well as ways to control the program's growth. Mrs. Gilpatric added that there was also the factor of interested because of the easement commitment, which is why she wanted to include a good group of land use owners. Mrs. Cesare stated that she wanted general residents included as well to get their perspective on the program and promote buy-in.

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***7. Department Head Updates**

a. Review of Fire-Rescue Pumper Bids

Chief Allen presented the Fire-Rescue pumper bids and requested that they open them so that if there were any questions for the following Monday, he could address them. The sealed bids were opened as follows:

- K&T Fire Equipment of Island Falls bid \$472,033
- New England Fire Equipment & Apparatus of North Haven, Connecticut: \$413,145 plus \$5,000 in trade for the existing truck.
- HME Ahrens-Fox of Wyoming, Michigan, bid \$441,700

Chief Allen read a summary from Fire Department Member Dale Doughty comparing the trucks and finding that the HME and Spartan were closely matched in their specifications, though the HME had a slight edge given the pump volume. In preparation for Monday's meeting, Mrs. Loring advised the Fire Department to prepare comparisons of the bids so that the Board could align any differences. She also indicated that they could call the vendors to address any cost differences in bid specifications to ensure that each vehicle was accurately priced as well as prepare a recommendation for the Board's consideration.

b. Clerk's Report as Submitted by Sara Farris, Town Clerk

c. Highway Report as Submitted by Scott Parker, Highway Supervisor

Mrs. Loring stated that she had the culvert bids for the Board to consider. She explained that there was one bidder missing but they were generally higher than the others, so they felt confident in moving forward with acceptance. The bids for the total project were as follows:

- Lane Enterprises: \$8,175.00
- Paris Farmers Union: \$10,724.00
- Shurtleff Stormwater Solutions: \$14,911.80

Mrs. Loring stated that the apparent low bidder was Lane Enterprises and Mr. Parker would like to move forward with trying them out. Chairman French stated that he was in favor of going with the low bid and had confidence that Mr. Parker would review the materials to ensure that they were sufficient.

MOTION: Lisa Cesare to accept the Lane Enterprises bid for 2019 culverts in the amount of \$8,175.00; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

(NOTE: E.J. Prescott submitted a bid on 4/23/19 in the amount of \$14,456.00)

8. Town Administrator's Report

9. Selectmen Comment

10. Next Meeting Dates – Confirmed

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

b. May 6, 2019 – Regular Meeting

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11. Adjourn

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

VOTE: UNANIMOUS APPROVAL (5/0)

The Board adjourned at 8:06 pm.

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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