



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, April 29, 2019, 6:30 pm
Minutes*

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. **April 22, 2019**

MOTION: Lisa Cesasre motioned to accept the minutes; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

4. **New Business**
 - a. **Consideration and Possible Award of Fire-Rescue Pumper Bids**

Mrs. Loring explained the process for reviewing the bids and explained that she had asked the Fire Chief to create a comparative chart for the bids. She also asked that he reach out the vendors and get any costs for items that were either left off or extras so that they could have better cost estimates to evaluate the trucks on. She reminded the Board that the Town had the right to negotiate with the vendors now that the bids were opened due to the nature of the bid process. Chairman French agreed with approach because these were not just one item that they were comparing but hundreds of components that made of the item.

Chief Allen explained that he had chosen thirty (30) items to compare that he felt were most important in evaluating the apparatuses. After he had reviewed whose items, he looked up pricing on the items that were missing that would either have to be installed after-market or requested. He felt that doing so, increased the relative value of the Spartan vehicle but it was not the Department's preferred vehicle due to tank size and pump value in comparison to the HME. Mrs. Hemond asked if the HME was the truck that was originally priced at \$441,700. Chief Allen confirmed and stated that the adjusted bid amount was \$421,870 after making some adjustments and removing some warranty items that were not important. He continued that he was also going to talk to a broker about selling the existing Engine 8.

Mr. Gilpatric agreed that the vehicle looked like it was a better apparatus for the Towns needs. Mr. Callahan asked what the gross weight was going to be on the vehicle because he wanted to be sure that the engine was sufficient when loaded. Chief Allen explained that the vehicle had to pass certain testing, which included starting on a specific grade and coming to a stop within a safe distance.

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

Mrs. Hemond asked what the truck would need after it was delivered, and Chief Allen responded that it would need a few accessories that were not on the existing Engine 8 and he would have to check to see if letter was included. Mrs. Cesare asked if the Fire Department members had discussed the bids and made a decision, and Chief Allen responded that they had and had chosen the HME. Chairman French agreed that the HME had stood out among the other bids. Mrs. Cesare asked if the truck met the Town's needs, and Chief Allen responded that it should be good for the next 10-12 years.

MOTION: Lisa Cesare motioned to purchase the HME (from Lakes Region Fire Apparatus) in the amount of \$421,870 and to authorize Danielle Loring and Jim Allen to make that purchase; seconded by Brittany Hemond.

DISCUSSION: Brittany Hemond asked if this was going to be the total price, and Danielle Loring responded that Jim Allen would contact the vendor and let them know that this was the price accepted and not be exceeded. Lisa Cesare asked if there were any additional costs to get the apparatus on the road, and Jim Allen explained that it did not need to be registered.

Daniel Callahan asked about training, and Jim Allen responded that any member would need ten (10) hours before being allowed to operate it. Brittany Hemond added that an individual would need an Emergency Operator's Certificate (EOC), and Jim Allen confirmed that they would need that before going to training. He added that he would ensure that the right individuals were operating the vehicle.

VOTE: UNANIMOUS APPROVAL (5/0)

Mr. Callahan asked if the apparatus had a plastic tank, and Chief Allen confirmed. Mr. Callahan commented that it was good because it would lighten the load.

5. Department Updates

Chief Allen stated that he had purchased a couple sump pumps at the beginning of the year and they had already been used five (5) times around the community on different flooding events.

6. Town Administrator's Report

a. Culvert Bid

Mrs. Loring stated that after the Highway Supervisor had reviewed the materials further that the culverts from Lane would not meet the Town's needs, as they would require additional materials and steps to be functional. She was requesting that they authorize them to proceed with the Paris Farmer's Union bid instead, which was the next lowest bidder. Mr. Gilpatric confirmed this information and added that it was because they made their own piping that it was so much lower.

MOTION: Brittany Hemond motioned to accept the bid for \$10,724 from Paris Farmer's Union for the 2019 culverts; seconded by Daniel Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

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b. Gravel Bid

Mrs. Loring explained that they had received three bids for gravel as follows:

- ECI was \$12.75 a cubic/yard for either 1.5” crushed gravel or ¾” dense gravel
- Auburn Aggregates was \$9.15/ton for 1.5” crushed gravel or \$7.60/ton for ¾” dense gravel
- KR Youland & Son was \$16.50/yard for 1.5” crushed gravel or \$18.00/yard for ¾” crushed gravel

Mrs. Loring explained that there was a \$250 difference between the two lowest bidders and the decision to go with ECI was based off of experience working with the vendor and the quality of their materials.

MOTION: Lisa Cesare motioned to accept the bid from ECI for gravel at the price of \$12.75 per cubic yard; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

- **2017 Homeland Security Grant**

Mrs. Loring announced that the 2017 Homeland Security Grant for the Fire Department repeater equipment had been completed and they were just waiting on their reimbursement check.

7. Selectmen Comment

a. Assessing Penalties

Mrs. Cesare asked Mrs. Loring to speak on an assessing matter that they had discussed, and Mrs. Loring explained that when they were recently audited by the State for their assessing practices that their agriculture accounts had come into question. She explained that there were many that did not have their five (5) year income statements and that the Assessor’s Agent had since sent out a letter to gather the necessary information. She added that this step was also important in gaining an accurate picture of those in Farmland as they potentially move forward with the Farmland Protection Ordinance.

Mrs. Loring continued that there were a few to many accounts that have come into question as there is a group that was converted from tree growth to farmland but may not meet the criteria for either program. She explained that, if this was found to be the case, that the Town would be required to impose a penalty to get back the lost taxes but could choose to abate then, which would affect the Town’s overlay. She explained that this was also being done in Code Enforcement to help transition that department with staff changes as well as complete the Town’s records. Mrs. Hemond asked what tax year this would go into effect and Mrs. Loring said that it would impact 2020, as the 120 day notice would take them beyond the commitment date for 2019. Mr. Gilpatric added that this was common with some confusion over the open space and tree growth deadlines that people were not aware of and that they could apply to the correct program now, and Mrs. Loring stated that they may not qualify for any exemption presently and that is why there will be a penalty.

Mrs. Loring told the Board that she would keep them updated as this progressed.

8. Next Meeting Dates – Confirmed

a. May 6, 2019 – Regular Meeting

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9. Adjourn

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

VOTE: UNANIMOUS APPROVAL (5/0)

The Board adjourned at 7:26pm.

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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