



# TOWN OF MINOT

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Board of Selectmen  
Minot Town Office  
Monday, June 3, 2019, 6:30 pm  
Minutes\*

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

**Staff: Danielle Loring (Administrator)**

**Other: Brian Lippold (Casco Bay Advisers)**

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. **May 20, 2019**

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

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

4. **Warrants**
  - a. **Payroll Expense Warrant – June 3, 2019**
  - b. **Treasurer’s Warrant – June 3, 2019**

MOTION: Brittany Hemond motioned to accept the Payroll Expense Warrant in the amount of \$16,149.32, and the Treasurer’s Warrant in the amount of \$218,518.16; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

5. **New Business**
  - a. **Presentation and Discussion of Proposed Services and Feasibility Study – Brian Lippold, Casco Bay Advisers**

Brian Lippold of Casco Bay Advisers gave an overview of the proposal for services that his firm had submitted for a broadband feasibility study. He explained that his firm would do a study of the broadband assets for the community, what the capabilities were, and identify the gaps to understand the costs for the provider. He explained that the major assumption for why providers do not build out was that there was not a good enough rate-of-return, but that was not always the case. He continued that the information that would be included in the study would be important to help the Town leverage funds to do a build out through programs, such as ConnectME, or assist with creating opportunity with existing or new providers.

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Board of Selectmen Meeting Minutes Dated June 3, 2019

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

Chairman French asked if there was a law regarding build-out density requirements for providers, 15 homes per mile. Mr. Lippold confirmed and added that there was also a bill in the queue that had to do with pole location fees for underserved areas, but he felt that there may be some grounds for the provider companies to sue the State due to unconstitutionality. He explained that this would continue to delay any negotiations or work with providers.

Mr. Callahan asked about the timeframe for the study and then to complete the work and Mr. Lippold answered that the report would be available in December and any build-out would depend on the Town, providers and funding. He added that was going to be funds available on the State level over the next couple of years. Chairman French stated that he felt that there was good coverage in the areas that had it but the issue was with filling the gaps. Mr. Lippold agreed and added that expanded service did not happen overnight but felt that it could take as little as three years. He explained that some towns are even building their own networks but he felt that it was more work than what the average municipality was looking to do, though it could offer competitive pricing due to the lowered amount of overhead.

Chairman French asked what the next step in the process was, and Mr. Lippold responded that it was to approve the agreement to begin the study. Chairman French then asked if the study would be covered by the funds they received from the Cable Franchise Agreement, and Mrs. Loring confirmed. Mr. Callahan asked when he would get started, and Mr. Lippold said that work would begin in July as they were currently working on the ConnectME grant applications. Mr. Callahan followed up by asking if they were doing this to “beg for mercy” from the providers, and Mrs. Hemond stated that they were arming themselves with information. Mr. Lippold added that there was a similar study completed in Franklin County, which included 36 townships, and after it was completed two more providers came as a result and are currently negotiating a build-out at their cost.

Mr. Lippold asked if Minot defined as an Opportunity Zone under the President’s tax incentive program, and Mrs. Loring responded that they were not but it was adjacent to one. Mr. Lippold responded that people were using this program to invest in networks in order to avoid capital gains tax but there were concerns on follow through with the program. Mr. Gilpatric commented on the history of previous providers, such as Oxford Networks, and Mr. Lippold agreed that providers like that had a good history but had sold to First Light, which was business oriented, and may transfer residential service to a third party.

Chairman French asked for additional comments from the Board and there was a consensus that they were ready to proceed.

**MOTION:** Lisa Cesare motioned to accept the proposal from Casco Bay Advisers in the amount of \$12,500; seconded by Brittany Hemond.

**DISCUSSION:** Danielle Loring asked that the motion be amended to include where the money was coming from for the record.

**REVISED MOTION:** Lisa Cesare motioned to accept the proposal for the feasibility study by Casco Bay Advisers in the amount of \$12,500 from the Undesignated Fund Balance; seconded by Brittany Hemond.

**DISCUSSION:** None.

**VOTE:** UNANIMOUS APPROVAL (5/0)

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## **b. Nomination and Approval of Spirit of America Award**

Mrs. Loring explained that the Spirit of America Foundation had contacted her looking for Minot's nomination. She asked if they wanted to use the Town Report Dedicatee, choose another or have none. The Board discussed several options for the designee, and Chairman French asked that it be on the next agenda and that the Board be provided with a list of recipients for both honors.

## **c. Discussion and Consideration for Future Workshops for Employee Benefits**

Mrs. Loring stated that she was looking for direction regarding this area in time to make any adjustments for the 2020 budget, of necessary. She explained that the primary concern was in regard to open fulltime positions because many people who were interested in applying choose not after learning that the Town did not have family benefits. The Board agreed that they would look into expanding this area but needed more information regarding costs as well as evaluating how they would provide this benefit in a fiscally responsible way.

## **d. Executive Session pursuant to Title 1 MRSA §405 (6)(d): Consideration of Contract Acceptance with Casco Bay Advisers – Not needed**

## **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**

Mrs. Loring explained that the Cemetery Committee had recently voted to recommend that the Town move forward with purchasing the cemetery management software, Pontem, which had been included in the 2019 budget. She continued that this had not been purchased to date because they Board had asked that she hold off, given the cost in relation to the budget, \$2,100 out of \$5,000. Chairman French asked who would manage the software, and Mrs. Loring responded that she would likely be the one responsible for uploading the content into the software but that was a one-time activity, which would save time after that for daily information requests. Chairman French asked where they were with getting an intern, and Mrs. Loring responded that she did not prepare the application in time for this year's consideration. Mrs. Cesare suggested that Mrs. Loring look into getting High School students needing their volunteer hours fulfilled, and Mrs. Hemond stated that she would be willing to help with the project as well. The Board authorized Mrs. Loring to move forward with the purchase.

## **8. Selectmen Comment**

## **9. Next Meeting Dates – Confirmed**

**a. June 17, 2019**

## **10. Adjournment**

MOTION: Daniel Callahan motioned to adjourn; seconded by Daniel Gilpatric.

VOTE: UNANIMOUS APPROVAL (5/0)

The Board adjourned at 8:00pm.

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Steve French, Chairman

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Daniel W. Gilpatric, Vice Chairman

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Daniel Callahan, Jr.

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Lisa Cesare

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Brittany Hemond