



TOWN OF MINOT

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Board of Selectmen
Minot Town Office
Monday, July 1, 2019, 6:30 pm
Minutes*

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

Staff: Danielle Loring (Administrator) & James Allen (Fire Chief)

Other: 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. **June 17, 2019**

MOTION: Lisa Cesare motioned to accept the minutes; seconded by Daniel Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

4. **Warrants**
 - a. **Payroll Expense Warrant – July 1, 2019**

MOTION: Brittany Hemond motioned to accept the Treasurer's Warrant in the amount of \$17,935.29; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

- b. **Treasurer's Warrant – July 1, 2019**

Mrs. Loring explained that there was a computer error and that the warrant would be ready to sign the following day.

(NOTE: The Board signed the Treasurer's Warrant on July 3, 2019 in the amount of \$220,593.28).

*Written minutes serve as reference to the official record, which are recordings kept at the Town Office.

Board of Selectmen Meeting Minutes Dated July 1, 2019

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

5. New Business

a. Consideration and Approval of Spirit of America Resolution

The Board confirmed the information in the resolution for Hester Gilpatric as the Spirit of America recipient that was prepared by the Town Clerk, Sara Farris, and signed it.

b. Consideration and Approval of Androscoggin County Budget Committee Ballot

Mrs. Loring explained that the Selectmen needed to vote on the Budget Committee members for District 7 for the 2020-22 budget seasons. The current nominees were Kevin Nichols, Selectman from Turner, and Ryan Keith, resident from Turner.

MOTION: Lisa Cesare motioned to accept Kevin Nichols and Ryan Keith to the Androscoggin County Budget Committee for 2020, 2021 and 2022; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

c. Consideration and Approval of Amended 2019 Fee Schedule

Mrs. Loring presented the amended fee schedule. She explained the first change was based on a recommendation from the Cemetery Committee, which was in add the charge of \$800.00 for the purchase of a cemetery plot by a non-resident. This addition was coming about in light of the recent ordinance change to allow for purchase by non-residents. They were also proposing that there be a fee of \$25.00 for the local burial permit to help reimburse for staff time associated with preparing a lot for a burial.

She continued that the present Code Officer was much more active in the field and that this proposed fee structure would help generate revenue to support the department but not pose a significant burden, especially since they were no longer collecting Impact Fees at this time and used to be \$2,800 when the program first began. She added that this expanded the topics that a permit could be requested for which helped to facility communication with the Assessing Department and capture some of those changes through valuation.

Mrs. Cesare asked how the Code Officer would know about an internal renovation, and Mrs. Loring responded that generally the Town finds out when a contractor comes to get a Plumbing Permit or when someone calls the office. Chairman French asked if there was any need for the Private Campsite Permit fee, and Mrs. Loring responded that there was a specific section of the Town Land Use Code that covered this topic and there was currently a campsite on Verrill Road. She explained that it was important to know when someone was establishing a campsite due to time limitations and wanting to ensure that there was appropriate disposal of waste.

She added that there was a proposed fee for entrance permits, whereas currently the charge was for the culvert that the Highway Department installed.

MOTION: Lisa Cesare motioned to accept the new fee schedule, effective July 1, 2019; seconded by Brittany Hemond.

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DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

6. Department Head Updates

a. Fire Department Updates – James Allen, Fire Chief

Chief Allen reported that he had spoken to Glen Davis of Lakes Region Fire Apparatus in regard to the new pumper truck. Mr. Davis had stated that the truck had left the production line the previous Friday and it would just be a matter of scheduling for delivery. Chairman French asked if it was there to have the foam system installed and Chief Allen confirmed. Chief Allen also presented the proposed lettering for the new truck for review, and the Board felt that it looked good.

Mr. Callahan asked about the status of dry hydrants/fire ponds around Town, and Chief Allen responded that the Department was currently taking inventory. He stated that there were some that were in need of repairs and another that had an infestation of goldfish but the new truck would allow for them to draw off the pond without the use of the hydrant.

b. Clerk's Report – Sara Farris, Town Clerk

c. Highway Report – Scott Parker, Highway Supervisor

7. Town Administrator's Report

Mrs. Loring reiterated some of the points made in the department reports and added that the Town Office would be closed on July 5th as a personal day for staff.

8. Selectmen Comment

9. Next Meeting Dates

a. July 15, 2019

10. Adjournment

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

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Steve French, Chairman

Daniel W. Gilpatric, Vice Chairman

Daniel Callahan, Jr.

Lisa Cesare

Brittany Hemond

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