



TOWN OF MINOT

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Board of Selectmen
Minot Town Office
Monday, August 26, 2019, 6:30 pm
Minutes*

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

Staff: Danielle Loring (Administrator), Scott Parker (Highway Supervisor), & James 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. **August 12, 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 – August 26, 2019**
 - b. **Treasurer’s Warrant – August 26, 2019**
 - c. **2019 County Tax Payment**

MOTION: Brittany Hemond motioned to accept the Payroll Expense Warrant in the amount of \$17,404.37, and the Treasurer’s Warrant in the amount of \$443,944.88; seconded by Lisa Cesare.

DISCUSSION: Daniel Gilpatric commented that this included both the RSU payment and the County Tax payment.

VOTE: UNANIMOUS APPROVAL (5/0)

5. **New Business**
 - a. **Review and Consideration for Suggested Changes for 2019-20 Plow Season**

Mrs. Loring stated that they had not been able to make contact with Perry Trucking to confirm whether they were planning to come back for the 2019-20 plowing season. The general feeling was that they were not, and she and Scott Parker had been discussing the Town’s options. After conducting interviews and hiring a different individual, they agreed that there was another candidate who could assist with plowing but only in the one-ton, as he did not have a CDL license yet. Given the Board’s interest in maintaining the seasonal summer position after filling the driver position, they felt that there may be potential for another full time, year round individual with this change.

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

Mrs. Loring continued that the one-ton would only cover a portion of the contractor's route and the remainder would be completed by Mr. Parker in the grader. Mrs. Cesare asked about extending the existing routes. Mr. Parker responded that the current routes took about three to three-and-a-half hours to complete and there would be some modifications to the routes to adjust for new staff, but further extending the routes would cause issues with staff fatigue and making it harder to keep up with the snow fall. Mr. Callahan asked about turning the focus to higher priority roads, and Mr. Parker responded that they already have a system in place, which was why the one-ton would likely cover subdivisions and smaller roads, as it would take four passes on a main road because it did not have a wing and it did not carry a lot of sand.

Mr. Callahan asked about the new driver, and Mrs. Loring stated that he had not started yet. Chairman French stated that it was an existing position that had been posted for two years, and Mrs. Loring added that it was the original intention to remove Mr. Parker from the current routes and put him in the one-ton in order to work smaller sections and remain available for maintenance. However, losing the contractor was not just a driver but the use of their wheeler as well. Mr. Callahan asked about the other one-ton contractor, Dave Castongauy, and Mrs. Loring stated that he was locked in for the current season due to the agreement that the Selectmen had made with him this spring, but it was likely that he would not be on for many more seasons.

Mrs. Loring stated that the pay scale would be different because this individual would not have any benefits as a seasonal employee, but he would be adjusted if brought on as a year-round employee. Mrs. Hemond felt that was fair but wanted there to be more incentive to make sure that they fulfilled the season. Mrs. Cesare agreed and felt that the person should expect to make a minimum amount at the end of the season and asked Mr. Parker to estimate the number of hours the current contractor worked over the season. He responded that it was about 400 hours, and Mrs. Cesare stated that she would be comfortable at guaranteeing \$10,000 for the season.

Mr. Parker stated that he felt that the time was coming for the Town to expand its fleet, as it was likely that the other contractor would only be on for a couple more seasons. Chairman French did not disagree with Mr. Parker's assessment and would take his recommendation under advisement. Mrs. Cesare asked if they were looking for a truck under the current budget, and Mrs. Loring responded that they were only looking to shift funds under the Winter Roads Department from contracted services to the labor line. In regard, to increasing it the fleet, they wanted feedback from the Board now so that they can make plans for the 2020 budget presentations. She added that they were still considering the replacement of the half-ton with a three-quarter ton adding a backhoe versus replacing the grader. She cautioned that the increased use of the grader and the one-ton in the upcoming season could also mean that there would be increases to the repair line, and Mr. Parker added that there were no plans to replace the grader in the near future.

Mr. Callahan asked what they would be looking to get for a truck, and Mr. Parker responded that he would look to see what was available for used one-ton trucks. Chairman French asked about the possibility of a new truck, and Mr. Parker stated that he was looking to conserve costs. Mrs. Cesare agreed that a new truck may be more feasible depending on the vehicle they were considering. Mrs. Loring stated that they may want to consider consolidating the Highway purchases and acquiring another bond in order to spread the costs out over a couple years.

The Board agreed with the direction as presented, and Mrs. Loring stated that she would update them as things progressed.

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b. Review of Fire Department Ordinance and Potential Changes for 2020 Town Meeting

Mrs. Loring present the changes to the existing Fire Department Ordinance that her and Chief Allen had created. She explained that the intention was update the ordinance to be more consistent with current operating procedures. She added that this also removed the West Minot Fire Department as a benefactor, since it had been discontinued in 2017. Mr. Callahan asked about what they would do if they wanted to establish another one, and Mrs. Cesare stated that they had been advised against that. Chief Allen stated that there were Town's that received funding from third-party benefactors in order to purchase equipment, and Mrs. Loring felt that relationship was acting more as a funding source, whereas West Minot Fire Association had owned the assets. Chairman French gave the history of the two associations. Chief Allen suggested removing the language but establishing a procedure for accepting funds from benefactors.

The Board agreed to the changes as presented, and Mrs. Loring was going to send these to the Town's attorney for review and would present the final changes for their consideration at a later date.

c. Consideration and Approval for Warrants for Rural District Minimum Lot Size Reduction for the November Ballot

Mrs. Loring presented the warrants for the proposed Comprehensive Plan and Land Use Code changes that would reduce the Rural District minimum lot size from 5 (five) acres to 2.5 (two and a half) acres. She explained that the Land Use Code changes were dependent upon the changes to the Comprehensive Plan passing. Chairman French asked if this would require a public hearing, and Mrs. Loring responded that the Planning Board had held it on August 6, 2019. She continued that the next step was for the Board to vote to include it on the warrant for the November referendum on November 5, 2019.

MOTION: Lisa Cesare motioned to accept the *Ordinance Amending Section I of the Comprehensive Plan* and the *Ordinance Amending the minimum lot size for the Rural I district within the Land Use Code*; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

6. Department Head Updates

- a. Clerk's Report as submitted by Sara Farris, Town Clerk**
- b. Highway Report as submitted by Scott Parker, Highway Supervisor**

7. Town Administrator's Report

8. Selectmen Comment

9. Next Meeting Dates

- a. September 9, 2019—Confirmed**

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10. Adjournment

MOTION: Daniel Callahan motioned to adjourn; seconded by Lisa Cesare.

VOTE: UNANIMOUS APPROVAL (5/0)

The Board adjourned at 8:03pm.

Recorded by Danielle Loring
Town Administrator

Steve French, Chairman

Daniel W. Gilpatric, Vice Chairman

Daniel Callahan, Jr.

Lisa Cesare

Brittany Hemond