



# Town of Minot

329 Woodman Hill Road  
Minot, ME 04258  
207-345-3305  
[www.minotme.org](http://www.minotme.org)

Board of Selectmen  
Minot Town Office  
Monday, September 23, 2019, 6:30 pm  
Minutes\*

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

**Staff:** Danielle Loring (Administrator) and James Allen (Fire Chief, arrived at 7:30pm)

**Other:** Eric & Kimberly Walsh (91 Jackson Hill Road)

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. **September 9, 2019**

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

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

4. **Warrants**
  - a. **Payroll Expense Warrant – September 23, 2019**
  - b. **Treasurer's Warrant – September 23, 2019**

MOTION: Brittany Hemond motioned to approve the Payroll Expense Warrant in the amount of \$17,924.32, and the Treasurer's Warrant in the amount of \$258,671.86; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

5. **Public Hearing**
  - a. **Discussion and Consideration of Approval for 2019-20 General Assistance Ordinance Appendices (A-F & H)**

Mrs. Loring explained that these were the amendments to the State's General Assistance Ordinance that outlined the amounts for allowable aid when considering an application. She provided a breakdown of how those changes impacted the current program and was recommending approval.

Chairman French opened the public hearing for discussion.

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Mrs. Cesare asked if the changes would impact the current budget, or if the Town should consider increasing. Mrs. Loring explained that she felt that the current budget of \$2,000 was sufficient as they were reimbursed by the State for 70% of allowable expenses which made those funds go further.

Chairman French asked if there were additional comments and there were none.

MOTION: Lisa Cesare motioned to accept the 2019-20 General Assistance Appendices; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

### **\*10. Public Comment**

Mr. Walsh explained that he was upset regarding the music levels and noise that was coming from the Hemond's Moto-X Park during the previous weekend and wanted the Town to adopt a noise ordinance. Mrs. Hemond explained the situation regarding the promotor and the steps that they would take in the future to prevent it from happening again. Mr. Walsh still wanted to know what their options were.

The Board continued by explaining the history of the draft Mass Gathering Ordinance, which had included restrictions regarding noise, but had been voted down at Town Meeting. Mr. and Mrs. Walsh stated that they had recalled the discussions but had not been aware of the full process. Mrs. Cesare explained that the best option was for the group of concerned residents to approach the Planning Board about consideration of drafting an ordinance that dealt specifically with noise. She was not sure regarding the timeline but did caution that it would be tight between now and the following Town Meeting in March.

The Board agreed that they would let the Planning Board manage this request and would await further input.

## **6. New Business**

### **a. Bid Opening and Consideration for Award of 2019-20 Winter Sand Bid**

The bids received for winter sand for the 2019-20 season were:

- \$5.00/yard (not delivered) by ECI Materials of South Paris
- \$8.10/yard (delivered) by Peter Hemond Excavation, Inc of Minot
- \$8.50/yard (delivered) by KR Youland & Son of Turner
- \$11.50/yard (delivered) by CH Stevenson, Inc. of Wayne

Mrs. Loring stated that the apparent low bidder, meeting all of the Town's requirements, was Peter Hemond Excavation in the amount of \$8.10/yard.

MOTION: Brittany Hemond motioned to accept the 2019-20 Winter Sand bid from Peter Hemond Excavation in the amount of \$8.10/yard, delivered; seconded by Daniel Gilpatric.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

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## **b. FY2020 Goal Setting Meeting for Upcoming Budget Deliberations**

Mrs. Loring presented the information from the previous year's goals explaining that the Selectmen had set the goal of a 2% increase, but the budget had been decreased by at least 4%. She continued that the budget had also been \$293,719 under the LD-1 limit. She was looking for goals to guide the Department Heads in developing their budget requests for the 2020 fiscal year.

After discussion, the Board set the following budget goals:

1. Reduce the number of warrant articles by consolidating Town Departments' articles where practicable.  
(An example is the Highway Department, which has six articles now, which could be reduced to potentially three. The contributing cost centers would still be listed under the article for transparency and, where Minot uses the "open article" format at Town Meeting, the residents could vote to increase or decrease an article). The hope is that by making the process more efficient that more people would be able/willing to attend.
2. Investigate cost savings that may be available by moving services in-house rather than outsourcing.  
(Utilizing staff efficiently to keep costs low)
3. Investigate establishing a capital reserve for future major equipment purchases.
4. Town Administrator to investigate and recommend potential salary increases to maintain competitive position in the employment marketplace & investigate strategies to increase benefits while being mindful of cost saving opportunities
5. Strive for flat budget where possible and no more than a 2% increase across municipal budget  
(Note: This would be a municipal budget equal or less than \$1,726,825).

## **c. Consideration and Approval of Increasing Motor Vehicle Agent Fee Pursuant to LD917**

Mrs. Loring explained that the new bill had go into effect on September 19<sup>th</sup> that would allow municipalities to increase the agent fee to reregister and register vehicles. The Town had the option to increase fees from \$3 to \$5 and \$4 to \$6 respectively.

MOTION: Daniel Gilpatric motioned to increase the Motor Vehicle Agent fees to the maximum allowed by law; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

## **d. Consideration of Highway Department's Request to Send Out Mailing Regarding Private Snow Removal Activities**

Mrs. Loring presented a letter drafted by the Highway Supervisor that advised residents and taxpayers of the law regarding snow removal. The issue observed in the past was that individuals were either pushing snow into or across the road, causing hazardous and difficult situations for the Highway Crew. The intention would be to send each developed property owner a letter reminding them of the restrictions to help reduce the number of incidents. It was estimated that the cost would be around \$600 and would come out of the Highway Department. Mrs. Cesare asked if the expense had been budgeted, and Mrs. Loring responded that it was not an anticipated expense, but Mr. Parker had assured her that there were funds to cover the project. Mrs. Cesare asked about only sending to offenders, and Mrs. Loring responded that the intention was to be proactive in stopping the activities as well as encourage the public to monitor one another. Mrs. Cesare

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wanted to see personalized contact information in the conclusion of the letter, and Mrs. Loring responded that she would add herself as the Road Commissioner. Mr. Callahan asked whether the Town foresaw any issues with people not having space to store the snow on their property, and Mrs. Loring responded that the hope was that sending the letter out early enough would allow for people to push snow further back at the start of the season.

MOTION: Lisa Cesare motioned to authorize the mailing with amendments to the letter; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

**\*7. Department Head Updates**

**a. Fire Department Updates – James Allen, Fire Chief**

Chief Allen stated that the porch had been removed from the side of the building because it was no longer safe. In the process of removing it, the Highway Department had discovered that there was a gas line under it, but the line was now covered, and he was looking into whether it should be relocated. He was also investigating whether they should construct a new porch in the same location or move it to the back of the building where the snow would not build up over it.

Chief Allen continued that he was also looking into a grant to purchase equipment. It was a 50/50 match towards \$10,000, meaning the Town would be responsible for \$5,000.

**b. Clerk's Report submitted by Sara Farris, Town Clerk**

**c. Highway Report submitted by Scott Parker, Highway Supervisor**

**\*6. New Business**

**e. Executive Session pursuant to Title 1 MRSA §405 (6)(a): Town Administrator's Annual Review**

MOTION: Brittany Hemond motioned to go into Executive Session at 8:42pm pursuant to Title 1 MRSA §405 (6)(a) for Town Administrator's Annual Review; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Lisa Cesare motioned to come out of Executive Session at 9:25pm; seconded by Brittany Hemond.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Lisa Cesare motioned for the Board of Selectmen to enter into a three (3) year agreement with Danielle Loring (Town Administrator) with yearly salary review and immediate (annual) salary adjustment to \$62,500; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

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**\*11. Next Meeting Dates**

**c. October 7, 2019 – Confirmed**

**\*12. Adjournment**

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

VOTE: UNANIMOUS APPROVAL (5/0)

The Board adjourned at 9:28pm.

Recorded by Danielle Loring  
Town Administrator

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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

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