



Town of Minot

329 Woodman Hill Road
Minot, ME 04258
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Board of Selectmen & Budget Committee
Minot Town Office
Monday, October 28, 2019, 6:30 pm
Joint Meeting Minutes*

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

Budget Committee – Chairman Matthew Callahan, William Perry, Denis Decoster, Bernice Fraser Timothy Worden and Karen Nichols

Absent: Reggie Emery

Staff: Danielle Loring (Administrator), Scott Parker (Highway Supervisor), Sara Farris (Town Clerk) & James Allen (Fire Chief)

Other: Eriks Peterson (Journalist)

1. **Call to Order:** Selectmen Chairman Steve French called the meeting to order at 6:30pm and a quorum of both groups was present.
2. **Pledge of Allegiance**
3. **Introduction – Danielle Loring, Town Administrator**

Mrs. Loring explained that the budget was in compliance with the goals that were set by the Selectmen, which were:

1. Reduce the number of warrant articles by consolidating Town Departments' articles where practicable
2. Investigate cost savings that may be available by moving services in-house rather than outsourcing
3. Investigate establishing a capital reserve and possible appropriation to such fund 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 total municipal budget

She continued by outlining examples of how the budget met the above criteria. She explained that the budget had a net decrease of \$9,285 or -0.56% to prior year. BC Chairman Callahan asked for clarification on the total number for the budget request, and Mrs. Loring explained how she arrived at the net number.

4. **Department Head Presentations**
 - a. **Highway Department – Scott Parker, Highway Supervisor**

Mr. Parker summarized that the total Highway Department had a net increase of 0.001% or \$890 which was partially due to increasing salaries in order to fill the vacant driver position. He stated that the Highway

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Repeater was now installed within and working properly, so no additional funds would be requested for that project. He was suggesting that Harris Road, Rodmar Road and Simeon be paved in the upcoming year and that the use of Local Roads funds (LRAP) be used again to offset the road construction expense in the amount of \$64,724.

He reviewed the individual accounts for the Highway Department:

- 6200 – Common Roads
 - Increasing Supplies (6200-0205) by \$1,000.
 - Increasing contracted services (6200-0213) by \$5,000 for anticipated tree work for the following year
 - Increasing labor (6200-0300) by \$25,000 to cover the increase in base salaries
 - Decrease in Equipment (6200-0405) by \$6,000 because they do not rent the boom mower every year
 - Increase in payroll tax (6200-7010) for increase in salaries
 - (Note: Overall increase of \$26,910)
- 6300 – Paving Roads
 - Anticipating increase in paving due to required prevailing wage rates for compliance with new state law and unknown rates for crude oil products (estimating \$82/ton).
 - To compensate, smaller roads were chosen to reduce tonnage to 3,240 tons.
 - Decreased paving by \$49,400
 - Noted that Minot is in a maintenance mode for road construction. Balancing roads that need shim/overlay versus total construction such as York and Hadfield Roads.
- 6400 – Winter Roads
 - Increasing labor (6400-0300) by \$15,000 and payroll taxes (6400-7010) to cover base salaries
 - Increasing salt (6400-0406) by \$9,600 to move toward actual usage
 - (Note: Overall increase of \$25,748)
- 6500 – Highway Equipment Repair
 - Decreasing inhouse repairs (6500-0204) by \$1,100 but increasing dealer repairs (6500-0213) by \$1,000 to cover work on newer equipment.
- 6600 – Highway Capital Equipment
 - Project completed. No additional funds requested.
- 6675 – Replacement Pickup Truck
 - Requesting to replaces the existing ½ ton pick-up with a ¾ ton truck for expanded usage. Anticipating truck to come in at \$35,000 and cost \$15,000 with trade-in. This amount is built in to the current budget.
- 6677 – Backhoe Purchase (New)
 - Finding that they are getting further behind on small ditching projects, such as driveway projects, because they require the department to rent an excavator.
 - Was currently looking at used prices, which were around \$80,000
- 6700 – Town Garage
 - Increase to fuel line (6700-0203) because propane was being charged to the Town Office account incorrectly
 - Adding a line item for fire extinguisher inspections (6700-0212) in the amount of \$280

b. Fire Department – Jim Allen, Fire Chief

Chief Allen outlined the changes in his budget:

- Decreased the telephone account by \$500 to mirror actual usage
- Increase electricity by \$500 due to increases in CMP rates

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- Decrease food expenses by \$500 because no longer serving meals at every meeting
- Increasing inspections by \$740 because of annual inspections
- Zeroing out Computer Support account because funds will be moved to centralized IT department

Overall budget decreased by \$135 and was looking into grants to replace necessary equipment for the Department.

c. Elections and Town Meeting – Sara Farris, Town Clerk

Mrs. Farris presented the budget for one the newly created departments. She explained that some of the costs were already present in the budget and there were other costs that were proposed to increase efficiency for the budget. She explained that she wanted to rent an additional tabulator for the upcoming presidential elections because there had been comments that people felt that wait times were too long. She added that the current number was an estimate because the State was going out to bid for who would provide them.

She was able to get two voting booths from Gorham for free, which would help Minot to have the required number available. This saved the Town \$500 and helped them to come into compliance. She showed the break down for the number elections that were anticipated for 2020. There would be an increase because a law was recently passed requiring the municipalities to hold primary versus caucus elections for candidates. Payroll would also increase because minimum wage was increasing from \$11 to 12 an hour for election workers. Mrs. Loring asked if Rank Choice Voting impacted the Town's budget, and Mrs. Farris responded that it did not because that was handled by the State if it was necessary for ballots to be collected for that purpose.

Mrs. Farris continued that this department would also manage the Town Meeting process, which included the costs to print the Town Report, hire the audio technician and pay the school for their staff costs to clean the school. Mrs. Cesare asked if this would still include the moderator, and Mrs. Loring responded that the moderator was still included with the general salaries but could be moved over.

d. Town Office and Operating Costs – Danielle Loring, Town Administrator

i. Includes Code Enforcement/Planning and IT Services

Mrs. Loring review some of the other items remaining in the budget:

- Engine 8 Fire Truck Payment: Was recommending that the Town pay \$100,000, including interest, rather than the minimum payment to continue to decrease the principal and the final interest paid on the bond.
- TRIO: They were going to start the move to the TRIO SQL version. All of the required equipment had been updated and was on Windows 10. The timing would depend on converting from the file share computer to the server, which was being paid for with the EMA grant.
- IT Services: Was funded by consolidating existing funds in the budget. This was being done to create consistent operating systems and improve security. Was also necessary to qualify for the grant funds from EMA in the amount of \$24,950, because the Town was going to pay for labor and software in lieu of a grant match.
- Code Enforcement/Planning: Costs were currently covered under miscellaneous and general salaries but being broken down to assess actual needs. Was proposing an increase in hours and potential pay rate based on whether MUBEC was passed. Including a memo from the Code Officer outlining the possible increase in time for inspections.

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5. Adjourn

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

VOTE: UNANIMOUS APPROVAL (5/0)

The meeting adjourned at 7:51 pm.

Recorded by
Danielle Loring
Town Administrator

X	X
Steve French, Chairman	Daniel W. Gilpatric, Vice Chairman
X	X
Daniel Callahan, Jr.	Lisa Cesare
X	
Brittany Hemond	