



Town of Minot

329 Woodman Hill Road
Minot, ME 04258
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Board of Selectmen
Minot Town Office
Monday, November 4, 2019, 6:30 pm
Agenda*

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

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

1. **Call to Order:** Steve French called the meeting to order at 6:30pm and a quorum was present.
2. **Pledge of Allegiance**
3. **Approval of Minutes**
 - a. **October 21, 2019**

MOTION: Lisa Cesare motioned to approve the minutes as written; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

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

MOTION: Brittany Hemond motioned to accept the Payroll Expense Warrant in the amount of \$19,515.01, and the Treasurer's Warrant in the amount of \$245,344.58; seconded Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

5. **New Business**
 - a. **Consideration and Approval of 2020 Public Safety Answering Point (PSAP) and Dispatching Services Agreement with Androscoggin County**

Mrs. Loring presented the agreement between the Town and Androscoggin County for PSAP and police dispatching for 2020. She wanted the Board to consider the agreement because the budget had not yet been voted on for the expenditure, but the agreement was set to renew on January 1st. The Board agreed that it was a valuable service and wanted to see the Town continue utilizing the service.

Mrs. Loring made the Board aware that the agreement was to remain flat this year at \$13,269.63, which was within the \$13,500 that the Fire Department budgeted for contract services. However, it was projected that the per capita rates would increase with the 2021 and 2022 budgets and there could be additional increases

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with the census figures in 2020. Mrs. Hemond calculated that it would be roughly a \$750 increase each year for the current population and it was agreed that they would anticipate more with the census numbers.

MOTION: Daniel Callahan motioned to approve the PSAP Dispatching Agreement for 2020; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

b. Follow Up Regarding Budget Presentations

Mrs. Loring stated there were a couple changes to the budget since they last met. The first one was that the Code/Planning account line item for contract services, 5075-213, was increased to \$1,000 from \$0 because she had spoken to the Planning Board Chair and it was likely that they would be utilizing AVCOG more for ordinance revisions beyond what was allowed in their membership agreement.

Mr. Callahan asked what they would be looking to change, and Mrs. Loring stated that there was not a set list but there were several items being considered regarding towers, site plan review, and marijuana, to name a few examples. Mr. Callahan asked about the Town's position regarding marijuana and Mrs. Loring explained that its current status was "opt out" but that was only for adult use, not medical use. Mrs. Hemond explained the various areas that the Town could "opt in" and regulate.

Mrs. Loring explained that the other area of the budget that had increased was the internet line (8025-199) from \$1,000 to \$1,200 because the introductory offer had ended. She added that, with these increases, the budget was still at a decrease of 0.46% of prior year, but that would change once they decided on how to proceed with the backhoe.

She presented the estimates for the backhoe that a vendor had as an example, which was a 2015 310 series with over 1300 hours on it. It was listed at \$85,000 with no attachments. To get the attachments that were suggested, which was a wrist and a thumb, it would be an additional \$15,000. The vendor was also stated that a brand new vehicle was \$120,000, including the attachments. Mrs. Loring presented financing data for both two (2) and three (3) years. She was looking for direction on how to proceed with the budget.

Chairman French was concerned with getting an apparatus with both attachments because he had heard that there was a risk of breaking one or the other when used together. Mr. Gilpatric had concerns with buying used because the history of the vehicle was unknown and was concerned with putting more into the vehicle if something failed and gave examples from other towns. Mrs. Hemond agreed and felt that 1300 hours was a lot for a piece of equipment. Mrs. Cesare was concerned with financing and felt that a shorter duration was better due to interest and overlapping with other debt, citing that the next plow truck was due in 2022.

Mrs. Loring felt that either case was feasible and more from Undesignated could be utilized but wanted more data to back that up, given the Town's fiscal structure. She also reminded them the intention of the warrant article (Article 20) was to set an upper limit on spending but that the Town could always spend less if they found a better option. Chairman French recommended that the Department come with actual numbers in hand, and Mrs. Loring responded that the intention was to go out to bid in January to have accurate numbers to present.

Chairman French stated that he was making a motion for the purposes of discussion:

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MOTION: Steve French motioned to include an article for a backhoe with up to \$120,000 financing for up to three (3) years; seconded by Daniel Gilpatric.

DISCUSSION: Lisa Cesare stated that she was abstaining because she needed more information about the backhoe and the justification for the \$40,000 increase from used to new. She also wanted to see it financed for fewer years.

VOTE: MOTION CARRIED (4/0/1 LC)

Mrs. Loring stated that the next item was regarding Article 45, which related to the interest rate on delinquent taxes. She explained that the State had increased the allowable percentage last year to 9% but that the Board had chosen to stay at 8% to allow taxpayers another year to adjust to the change in fiscal year. The Tax Collector was recommending the increase to 9%. Mrs. Cesare asked if this would affect previous years, and Mrs. Loring responded that it would only apply to the 2019 year tax commitment.

MOTION: Daniel Callahan motioned to increase the recommended interest rate to 9% for delinquent 2020 taxes; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

Mrs. Loring continued to Article 48 & 50. Mrs. Loring explained that Chairman French had asked about the validity of their wording. Mrs. Loring had reached out to MMA Legal and they had adapted the articles to include some limitations. Rather than the word “reasonable” to describe expenditures from January (year start) to Town Meeting (March), it set the limit of 25% of the budgeted amount, since that period was ¼ of the fiscal year. The Board agreed that language was feasible.

The other change was to stipulate that overdrafts would come out of the Undesignated Fund Balance rather than have an open-ended expenditure. This allowed for expenses over the 15% allowed by law for road maintenance as well as granted the Board to approve unanticipated expenditures within the limits of the Undesignated Fund Balance Policy. The Board felt comfortable with this change.

Mrs. Loring asked if there were any other changes to the proposed budget. Mrs. Cesare asked about the stipend for General Assistance where the Town had moved back to in-house staff completing the position. The Board discussed the history of the stipend and the future of those positions and decided to leave it as it currently stood. Mrs. Loring was going to continue to find other staff members or contractors to take over the responsibility of currently assigned stipend positions.

6. Department Head Updates

- a. Town 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

Mrs. Loring explained that she has received a report that there were trash haulers who were picking up waste in other towns but then charging it to Minot at the facility in Auburn. She was looking for direction on how to handle it and was recommending sending a letter to the hauler(s) who were responsible. She felt that

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their privileges should be revoked if it continued, and the Board agreed with her suggestion. Mrs. Loring would draft a letter and work with Mrs. Cesare and Mrs. Hemond to ensure that the content was appropriate.

Mr. Callahan left at 7:40pm.

8. Selectmen Comment

Chairman French stated that the new water meter was installed at the school. He explained that the pump that the school had installed had burned out the old meter but this one was equipped to handle pump. HE thanked the Town Administrator for her diligence on the matter.

9. Public Comment – None

10. Next Meeting Dates

a. November 18, 2019 - Confirmed

11. Adjournment

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

VOTE: UNANIMOUS APPROVAL (4/0)

The Board adjourned at 7:55pm.

Recorded by
Danielle Loring
Town Administrator

X

Steve French, Chairman

X

Daniel W. Gilpatric, Vice Chairman

X

Daniel Callahan, Jr.

X

Lisa Cesare

X

Brittany Hemond

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