



Town of Minot

329 Woodman Hill Road
Minot, ME 04258
207-345-3305
www.minotme.org

Board of Selectmen
Minot Town Office
Monday, November 18, 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) & Dale Doughty (Deputy 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. **October 28, 2019 – Joint Meeting with Budget Committee**
 - b. **October 29, 2019 – Joint Meeting with Budget Committee**
 - c. **November 4, 2019**

MOTION: Lisa Cesare motioned to approve the two minutes for the joint meetings with the Budget Committee and the normal meeting minutes; seconded by Daniel Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

4. **Warrants**
 - a. **Payroll Expense Warrant – November 18, 2019**
 - b. **Treasurer's Warrant – November 18, 2019**

MOTION: Lisa Cesare motioned to approve the Payroll Expense Warrant in the amount of \$18,926.34, and the Treasurer's Warrant in the amount of \$ 30,801.23; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

5. **New Business**
 - a. **Consideration and Approval of 2020 Budget Figures**

Mrs. Loring presented the draft 2020 Budget Warrant for consideration for the Board. She explained that she was looking for a vote to recommend each of the financial articles starting with Article 5.

MOTION: Lisa Cesare motioned to recommend Article 5 as written; seconded by Brittany Hemond.

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DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

Mrs. Loring explained that Articles 6 through 10 would be for ordinance revisions and Article 11 would be calculated once she all the information to do the LD1 calculation.

MOTION: Lisa Cesare motioned to recommend Article 12 in the amount of \$336,934 for Town Salaries and Benefits; seconded by Brittany Hemond.

DISCUSSION: Lisa Cesare believed that this Article was appropriating the funds for the Selectmen and Assessor's salaries, which were voted on in the previous Article so she was deducting it from the presented number.

VOTE: UNANIMIOUS APPROVAL (5/0)

MOTION: Lisa Cesare motioned to recommend Article 13 to raise and appropriate \$29,500 for Town Office Maintenance and Supplies; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

Mrs. Loring stated that they needed to reconsider the vote for Article 12 because Article 11 only set the salaries for the elected positions but did not raise and appropriate it. She explained that they could either add that language to Article 11 or increase Article 12 to cover the difference. Mrs. Cesare asked why they votes were separated, and Mrs. Loring responded that the Selectmen should not be setting their own salaries.

MOTION: Lisa Cesare motioned to amend the recommendation for Article 12 to raise and appropriate \$346,234 for Town Office Salaries and Benefits; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Brittany Hemond motioned to recommend raising and appropriating \$28,750 for Interdepartment and IT Services; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Lisa Cesare motioned to recommend raising and appropriating \$206,956 and using \$64,724 from LRAP (Local Roads Assistance Program) for a total of \$271,680 for Paving and Patching Roads; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

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MOTION: Lisa Cesare motioned to recommend Article 16 to raise and appropriate \$80,080 for Operating Costs of the Town Garage and Equipment Repair; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Brittany Hemond motioned to recommend raising and appropriating \$270,468 for Winter Roads; seconded Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Brittany Hemond motioned to recommend raising and appropriating \$243,510 for Maintenance of Common Roads, Culverts, Bridges and Bushes; seconded by Daniel Gilpatric.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Lisa Cesare motioned to recommend raising and appropriating \$35,000 to Replace the Town Pick Up Truck; seconded by Brittany Hemond.

DISCUSSION: Daniel Callahan asked why they were asking for \$35,000 for the truck when the budget calls for \$15,000. Danielle Loring explained that the budget number was a place holder and the actual replacement value of the truck was \$35,000 but the trade in will impact the final number. Chairman Steve French asked if they would have the final number at Town Meeting, and Mrs. Loring responded that was the intention and they would be putting the vehicle out to bid in January. She added that this was the format that they had used in the past, which was to present the retail price of the vehicle in the printed warrant and then amend at Town Meeting once the final numbers were known.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Brittany Hemond motioned to recommend raising and appropriating an amount not to exceed \$120,000 and financed up to three years at a reasonable rate of interest; seconded by Daniel Callahan.

DISCUSSION: Lisa Cesare was concerned with the increase from the original request, and Steve French responded that he felt that it was warranted given that it was a new piece of equipment versus used. Brittany Hemond felt that it was worth the increase because of the cost of repairing major components. She felt that it was good to have a warranty and know the history of the machine. Daniel Gilpatric agreed with her and added that the Highway supervisor would maintain the vehicle so that they would get the maximum life out of it, where a used vehicle may have been neglected.

Lisa Cesare asked what the impact on the budget was and Danielle Loring responded that it depended on how the vehicle was financed. She continued that there may be an option to buy it outright or finance for two or three years. Lisa Cesare stated that she would not be able to vote on the purchase at this time because she was concerned with carrying the debt and wanted to see them finance it for fewer years.

VOTE: MOTION CARRIED (3/1(LC)/1(DC))

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MOTION: Lisa Cesare motioned to recommend Article 21 to raise and appropriate \$97,000 for the Fire Department; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Brittany Hemond motioned to recommend raising and appropriating \$100,000 for the principal and interest payment for the Fire Truck; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL

MOTION: Brittany Hemond motioned to recommend raising and appropriating \$23,000 for Contract Assessing and GIS Services; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Lisa Cesare motioned to recommend raising and appropriating \$29,350 for Code Enforcement and Planning; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Brittany Hemond recommended raising and appropriating \$8,650 for the Annual Audit; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Lisa Cesare motioned raising and appropriating \$5,000 for Legal Fees; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Lisa Cesare motioned to recommend raising and appropriating \$273,750 for County Tax; seconded by Brittany Hemond.

DISCUSSION: Danielle Loring stated that this number was still an estimate, but the County Administrator had said that this was the number he was recommending, which included an overlay, versus \$269,643, which did not. She continued that this was a 11.3% increase which was due in part to the increase in State valuation that Minot had recently been assessed.

VOTE: UNANIMOUS APPROVAL (5/0)

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MOTION: Lisa Cesare motioned to recommend raising and appropriating \$56,600 for Solid Waste Disposal and Contract Services; seconded by Brittany Hemond.

DISCUSSION: Lisa Cesare asked about the supply line that had not there previously, and Danielle Loring responded that it was to cover the cost of dump stickers as it was currently being charged to the miscellaneous account and the funds received for the sticker (\$2 for 2 years) went to General Revenue versus back to the expense account.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Brittany Hemond motioned to recommend raising and appropriating \$3,400 for Street Lights; seconded by Daniel Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Brittany Hemond motioned to recommend raising and appropriating \$20,628 for Municipal Organizations and Contracts; seconded by Lisa Cesare.

DISCUSSION: Danielle Loring asked if they wanted to keep the amount for the Greater Androscoggin Human Society to this group or if they wanted to see it moved to Animal Control. The Board felt that it was fine in this grouping.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Lisa Cesare motioned to recommend raising and appropriating \$100 for the Conservation Committee; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Brittany Hemond motioned to recommend raising and appropriating \$42,065 for Town Insurance; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Lisa Cesare motioned to recommend raising and appropriating \$22,000 for the Auburn Public Library; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Lisa Cesare motioned to recommend raising and appropriating \$2,000 for school books; seconded by Brittany Hemond.

DISCUSSION: None.

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VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Brittany Hemond motioned to recommend raising and appropriating \$3,650 for the Animal Control Officer; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Lisa Cesare motioned to recommend raising and appropriating \$2,000 for General Assistance; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Lisa Cesare motioned to recommend appropriating \$75,000 from the Undesignated Fund Balance for the Revaluation Reserve Account; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Brittany Hemond motioned to recommend appropriating the Cable Franchise Fees received in 2020 for the broadband expansion; seconded by Lisa Cesare.

DISCUSSION: Danielle Loring explained that this was similar to designating the snowmobile reimbursement as a refund for the Minot Moonshiners, only this would pay for services related to broadband expansion. She wanted to make sure that there were funds available if they needed to hire a consultant to go for grant funding through ConnectMe. Lisa Cesare asked about using anyone on the Broadband Committee for those services, and Mrs. Loring responded that it was possible but they would also need funds for their work as part of their mission would be to educate the public and collect data, so there would likely be material costs.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Brittany Hemond motioned to recommend donating the snowmobile reimbursement check to the Minot Moonshiners for trail maintenance; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Lisa Cesare motioned to recommend raising and appropriating \$7,510 for Elections and Annual Town Meeting; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

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MOTION: Lisa Cesare motioned to recommend raising and appropriating \$2,000 for Minot Community Events; seconded by Daniel Gilpatric.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Lisa Cesare motioned to recommend raising and appropriating \$5,000 for Minot Cemeteries; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Lisa Cesare motioned to recommend raising and appropriating \$5,000 for recreational field maintenance; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

Mrs. Loring listed the amounts being requested by charitable organizations:

- American Red Cross: \$500
- Maine Public \$100
- Safe Voices \$1,000
- SeniorsPlus \$500
- LifeFlight Foundation \$650
- Androscoggin Headstart \$100

She said that it came to a total of \$2,850. Chairman French asked why LifeFlight was not included in the Fire Department's budget, and Mrs. Loring responded that the Chief did not feel that it was appropriate to include as a service where they did not use them regularly. Mr. Gilpatric felt that it would be a worthy cause to invest in, and Mrs. Cesare responded that there were many that put money back into the community.

MOTION: Daniel Gilpatric motioned to make "no recommendation"; seconded by Daniel Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

Mrs. Loring explained that the draft budget would go to the Budget Committee for recommendation. The Board would have another opportunity to review the warrant in January when they voted to approve it as a whole, including the ordinance changes. She added that they would also need to hold a public hearing for the non-land use ordinance revisions, which presently included the Fire Department Ordinance and Cemetery Ordinance. She would be bringing them to the next meeting for them to schedule the hearing.

6. Department Head Updates

a. Fire Department Update

Deputy Fire Chief Dale Doughty explained that he and Chief Allen had completed a Risk Assessment for their equipment in order to see their needs for grant funding. He was applying for a Fire House Subs non-

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matching grant to rescue tools and hydraulics, including stabilization struts. He was also applying to the FEMA Assistance to Firefighters Grant (AFG) Program, which had a 5% grant match, for air packs because the ones they had were out of compliance. Mr. Gilpatric thought that the air packs had been replaced recently, and Chief Allen responded that it was just the bottles but the packs themselves were 17 years old and could be no earlier than 2007 in order to be compliant.

Mrs. Cesare asked where the funds would come from for the grant match, and Mrs. Loring responded that she had discussed with the Chief about making a carry forward request once they saw was left for funding. Chief Allen confirmed and explained that he would have some of the grant awards available before the current fiscal year ended but not in enough time to make the purchases. He continued that there was often a lag between when the award were noticed to when they were available.

Chief Allen stated that he had completed and submitted the application for the Volunteer Fire Assistance (VFA) Grant for protective gear, low level strainer coupling and 1 ¾" hose because the existing hose was delaminating. That grant was a 50/50 match.

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

c. Highway Report submitted by Scott Parker, Highway Supervisor

7. Town Administrator's Report – None

8. Selectmen Comment

Chairman French asked about the double poles around Town. He felt that they were unsightly. Mr. Callahan responded that he had made inquiries and had gotten the run around from the carriers. He felt that they would have to be persistent in order to get them removed. Mrs. Loring said that she would investigate it.

Mr. Callahan asked about the letters to the trash hauler, and Mrs. Loring responded that they had contacted her, and he assured that it would not continue. She would continue to monitor the situation and report back.

9. Public Comment

10. Next Meeting Dates

a. December 2, 2019 – Confirmed

11. Adjournment

MOTION: Daniel Gilpatric motioned to adjourn; seconded by Brittany Hemond.

DISCUSSION: Daniel Gilpatric said "yahoo."

VOTE: UNANIMOUS APPROVAL (5/0)

The Board adjourned at 8:14pm.

Recorded by
Danielle Loring
Town Administrator

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X

Steve French, Chairman

X

Daniel W. Gilpatric, Vice Chairman

X

Daniel Callahan, Jr.

X

Lisa Cesare

X

Brittany Hemond

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