



Town of Minot

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

Board of Selectmen
Minot Town Office
Monday, January 2, 2020, 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)

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. **December 16, 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 – January 2, 2020 (2)**
 - b. **Treasurer's Warrant – January 2, 2020 (2)**

(NOTE: There are multiple warrants due to the fact that the meeting on December 30th was postponed due to weather and then the Year End Warrant occurred on December 31st).

MOTION: Lisa Cesare motioned to approve the first Payroll Expense Warrant at \$25,739.40 and the second one at \$22,517.55, and the first Treasurer's Warrant at \$60,349.36 and the second at \$13,444.68; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

5. **New Business**
 - a. **Consideration and Approval of Abatements**

Mrs. Loring stated that the Assessor's Agent was bringing forward administrative abatements to review issues that had been brought before him.

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**i. Daren R. Nichols
Map R01, Lot 021
0 Old Woodman Hill Road**

Mrs. Loring explained that the owner felt that the lot was unbuildable because it lacked proper road frontage. However, the Code Officer had indicated that he would issue a building permit because the lot 21A was already split out in 1995 before the Ordinance was adopted in 2008, therefore it was considered a Nonconforming Lot of Record and did not need to meet dimension requirements for frontage and it was a large enough lot to be considered for a permit. She added that if the lot was determined to be unbuildable that it should be combined back with 21A to make it more conforming.

The Board discussed the options and Chairman French asked if Mr. Nichols had been made aware of these two scenarios. Mrs. Loring responded that she did not believe that he had, and Chairman French responded that he would like the abatement tabled until the Mr. Nichols was notified.

MOTION: Lisa Cesare motioned to table the abatement until Daren Nichols could be contacted; seconded by Daniel Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

**ii. Fortin Home Construction
Map R05, Lot 048-I00
0 Fortin Drive**

Mrs. Loring summarized that Fortin Construction had requested the abatement because they were claiming that the lot was included in the third phase of the development, which was currently not buildable. The Board discussed the history of the development but was not sure how the project was phased and felt that the lot may lack road frontage. They wanted more information on the development in order to decide, including the cost of the other lots in the development.

MOTION: Lisa Cesare motioned to table the abatement for Fortin Construction until further information could be provided.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

b. Consideration of Carry Forward and Overage Requests

Mrs. Loring presented a breakdown of the carry forward requests as of the date of the meeting:

Description	2019	Existing Funds	Total
Town Office Equipment Reserve Account	\$723.38	38.65	\$762.03
Highway Capital Equipment Reserve Account	\$10,213.41	6633.07	\$16,846.48
General Assistance Donation Reserve	\$7,106.04	0	\$7,106.04
Town Well Reserve Account	\$4,153.44	0	\$4,153.44
Cemetery Reserve Account	\$3,794.20	0	\$3,794.20

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Minot Community Events Reserve	\$855.34	0	\$855.34
Minot Recreation Department Reserve	\$0.00	0	\$0.00
Fire Department Reserve	\$28,309.48	0	\$28,309.48
IT Reserve	\$1,899.75	0	\$1,899.75
TOTAL:	\$56,331.66	6671.72	\$63,003.38

She explained that these may change as final 2019 expenditures were processed but it should be close to the final numbers. She continued that the bulk of these were already carryforward requests in use but there were a couple that were being added due to various projects or department goals. She also provided documentation that moving the money forward did not over expend the 2019 Budget and that they had gotten more revenues that was anticipated to refresh the Undesignated Fund Balance.

Town Office Equipment Reserve – Leftover monies from the Town Office Repair line that would be carried forward to use toward unforeseen expenses or needs.

Highway Capital Equipment Reserve – Leftover monies from the Highway Equipment Repair Account that could be used toward future equipment purchase. This amount could purchase the new pick up truck, after trade-in.

General Assistance Donation Reserve – (Eda’s Elf Fund): Donation funds used for Thanksgiving and Christmas assistance as well as gap coverage for those applying for General Assistance.

Town Well Reserve Account – Revenues received for the RSU’s use of the Town’s well. Monies over staff costs as well as maintenance.

Cemetery Reserve Account – Leftover monies from the Cemetery Account as well as revenues brought in from the sale of lots.

Minot Community Events Reserve – Leftover monies from the account as well as funds from tshirt sales and event activities.

IT Reserve – Leftover monies from the Network Security Project. Ran out of time to complete the work and that work was not included in the 2020 Budget. This work is necessary to prepare for the Homeland Security Grant received in 2019.

Chief Allen amended the figure available for the Fire Department as \$24,031, because additional expenditures had been realized. He explained that he would like that amount broken into three categories:

- Apparatus Reserve – Save for the next acquisition.
- Grant Reserve – To be used as matching funds for when grants became available.
- Capital Equipment Repair Reserve – For maintenance and improvements to buildings.

Mrs. Cesare asked about the process of adding these reserve accounts, and Mrs. Loring explained that if approved, the policy would be amended to include them, and the amounts would go before Town Meeting. Mrs. Cesare asked if the funds would be specific to the Department, and Mrs. Loring confirmed stating that it would be a different account than the general capital reserve that was part of the program.

Mrs. Cesare asked if it was expected to have this much monies left over year to year and was concerned with the perception that the department was asking for too much money. Chief Allen responded that they were careful with expenditures the previous year because they were not positive if/when they would get the

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new truck and what other needs may surface as the truck went into use. He did not see this being a reoccurring issue moving forward. Mr. Gilpatric added that it was a department that would have fluctuating costs because it depended on the number and type of calls in responded to, and Chairman French agreed. Chief Allen explained that there were other major expenditures that were postponed, such as hose testing, because they had been trying to accomplish it inhouse but had not been able to coordinate the manpower.

Mrs. Cesare asked for the breakdown of expenses for each reserve account. Chief Allen replied that he would like \$7,000 for the Apparatus Reserve, \$ 10,000 for the Grant Reserve, and \$7,000 for the Capital Equipment Reserve. Mrs. Cesare was not sure about the limit of \$400,000 for the apparatus, and Mr. Callahan felt that it would be spent long before they reached that amount. Mrs. Loring reminded them that they can always reject a request to move Carry Forwards to next budget cycle. Chairman French wanted Mrs. Loring to change the wording to “unlimited” rather than \$400,000, and Mrs. Cesare felt more comfortable with that language.

c. Consideration and Approval of Annual Appointments

The Board reviewed the list of annual appointments as submitted by the Town Clerk.

Chairman French explained that for the Lake Auburn Watershed appointment, that there was one representative for the towns of Minot, Hebron, and Buckfield. He explained that he had been serving up to this point and was willing to continue.

MOTION: Brittany Hemond motioned to appoint Steve French as the Lake Auburn Watershed representative; seconded Lisa Cesare.

DISCUSSION: None.

VOTE: MOTION CARRIED (4/0/1 ab SF)

MOTION: Lisa Cesare motioned to appoint those listed as Election Clerks; seconded by Daniel Callahan.

DISCUSSION: Lisa Cesare asked if she needed to be appointed as well, and Danielle Loring responded that Clerk could appoint others as necessary.

VOTE: MOTION CARRIED (4/0/1 ab BH)

MOTION: Lisa Cesare motioned to appoint Brittany Hemond as the Deputy Health Officer; seconded by Daniel Callahan.

DISCUSSION: None.

VOTE: MOTION CARRIED (4/0/1 ab BH)

MOTION: Brittany Hemond motioned to appoint James Allen as Fire Chief; seconded Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

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MOTION: Lisa Cesare motioned to appoint Robert Larrabee as Animal Control Officer; seconded by Brittany Hemond.

DISCUSSION: Steve French asked if Mr. Larrabee was still interested in serving the Town and Danielle Loring responded that he had been very responsive since his pay had been switched from hourly to an annual stipend.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Lisa Cesare motioned to appoint Scott McElravy as the Code Enforcement Officer & LPI; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Lisa Cesare motioned to appoint Sara Farris as the Town Clerk, Tax Collector, Constable, and Voter Registrar; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Brittany Hemond motioned to appoint Norma Dulac as Deputy Clerk, Deputy Tax Collector, and Deputy Voter Registrar; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Brittany Hemond motioned to appoint Holly Packard as the Treasurer, Deputy Tax Collector, and Deputy Clerk; seconded by Lisa Cesare.

DISCUSSION: Lisa Cesare asked if Assessing Assistant should be included, and Danielle Loring responded that she did not feel it was necessary because it was not a position defined by statute.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Brittany Hemond motioned to appoint Danielle Loring as Administrator, Constable, Deputy Clerk, Deputy Tax Collector, Deputy Treasurer, Road Commissioner, Cemetery Designee, General Assistance Director, Emergency Management Agency Director, and Health Officer; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

d. Consideration of School Board Vacancy Candidate – Passed due to lack of candidate

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6. Department Head Updates

- a. Clerk’s Report as submitted by Sara Farris, Town Clerk
- b. Highway Report as submitted by Scott Parker, Highway Director

7. Town Administrator’s Report - None

8. Selectmen Comment – None

9. Public Comment – None

10. Next Meeting Dates

- a. January 13, 2020

11. Adjournment

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

VOTE: UNANIMOUS APPROVAL (5/0)

The Board adjourned at 7:50pm.

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

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