



Town of Minot

329 Woodman Hill Road

Minot, ME 04258

207-345-3305

www.minotme.org

Board of Selectmen
Minot Town Office
Monday, January 13, 2020, 6:00 pm
Agenda*

Present: Chairman Steve French, Vice Chairman Daniel Gilpatric, Daniel Callahan, Lisa Cesare and Brittany Hemond (Arrived at 6:10pm)

Staff: Danielle Loring (Administrator), James Allen (Fire Chief) and Dale Doughty (Deputy Fire Chief)

Others: Whitney King-Buker, Juls Goodell, Jeanne Letourneau, Gerry Bridgham, Dave Castonguay, Brian Lippold (Casco Bay Advisors), Matt Sweatt, David Hediger, Bill Burke, Kathy Pratte, Dan Poirier, and Colleen Quint.

1. **Call to Order:** Chairman Steve French called the meeting to order at 6:00pm and a quorum was present.
2. **Pledge of Allegiance**
3. **Approval of Minutes**
 - a. **January 2, 2020**

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

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

4. **Warrants**
 - a. **Payroll Expense Warrant – January 13, 2020 – None**
 - b. **Treasurer’s Warrant – January 13, 2020**

MOTION: Lisa Cesare motioned to approve the first Treasurer’s Warrant in the amount of \$196,755.67 (first for 2020), and the second one in the amount of \$14,766.91 (final warrant for 2019); seconded by Daniel Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

5. **New Business**
 - a. **Concerns with Snowmobile Trail Maintained by Moonshiners Club Across Town-owned Property with Historical Significance (Former Ladd Property)**

Whitney King-Buker, Hersey Hill Road, stated that she was concerned about the trail that had been re-routed to cross the Town’s property at the corner of Center Minot Hill and Jackson Hill Roads because the

* *Written minutes serve as reference to the official record, which are recordings kept at the Town Office.

Board of Selectmen Meeting Minutes Dated January 13, 2020

*Items may be taken out of order at the Chairman’s discretion

property had been owned by William Ladd who was a peacemaker in the 1800s. She explained that an archeological exploration had been done in 2009 by Bates College students and found some historical items. She felt that the trail could be moved to run along the abutting Minot Historical Society property in order to preserve the intention of the property when it was deeded to the Town, which was to become a scenic site with floral gardens.

Gerry Bridgham, Center Minot Hill Road, explained that the location of the trail was chosen was due to concerns regarding ditching and culverts along the side of Center Minot Hill Road. Dave Castonguay, West Minot Road and representing Minot Moonshiners Club, stated that he had approached Mr. Bridgham about the potential of moving the trail because it was too dangerous to leave it in its previous location, which was crossing Jackson Hill Road. He had done so because the Club had been instructed that the Minot Historical Society was responsible for the property. The resulting conversation was that the Club could move the trail as long as no trees were cut, and he had complied. Mr. Castonguay responded to Mrs. King-Buker's suggestion stating that maintenance equipment was too long to safely make the right hand turn that would be required for the crossing. He was willing to install a chain across the trail so that traffic could not go through during the off season.

Mr. Gilpatric felt that the trail created a walking trail for the public and saw it as making the property better. Mrs. Cesare did not see an issue with snowmobile traffic, if it did not include four wheelers, and Mr. Castonguay confirmed that it was restricted to snowmobiles.

Mr. Bridgham asked if there were any future plans for the site and whether were any intentions to do future digs. He also felt that they could invite the Bates's students back to mark the areas of significance. Mrs. King-Buker responded that she liked Mr. Castonguay's suggestion of chaining off the entrance to the trail and agreed that it did create a meandering trail that would be good for walking. Mrs. Cesare asked if they should be marking the trail, and Mr. Castonguay responded that it should not be necessary because how it was not a straight away, but it was marked as "Stay on Trail."

Juls Goodell, Historical Society President, explained that she had walked the trail with Jeanne Letourneau, member, and they both felt that it was better use than the lot had before. She suggested addressing the issue it in a year but felt that the improvements were safer. She reminded the Board that it was a Town-owned property, so the Board had the final say. Mr. Gilpatric felt that it was a win for all parties and the public. Mr. Bridgham asked why the property had not been turned over to the Historical Society if it had historical significance, and Chairman French said that they would look at the deed for restrictions and discuss it further.

***e. Consideration and Approval of Quit Claim Deed**

**i. Angela Booker
516 Brighton Hill Road
Map R13, Lot 027
Account 361**

Mrs. Loring stated that all back and 2019 taxes were paid in full for the foreclosed property, and she was recommending approving the Quit Claim Deed.

MOTION: Lisa Cesare motioned to approve the Quit Claim Deed for Angela Booker; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

* *Written minutes serve as reference to the official record, which are recordings kept at the Town Office.

Board of Selectmen Meeting Minutes Dated January 13, 2020

*Items may be taken out of order at the Chairman's discretion

***6. Old Business**

a. Consideration and Approval of Tax Abatements

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

Mrs. Loring explained that she was still working with Mr. Nichols to determine whether he wanted to move forward with the abatement.

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

Mrs. Loring presented information regarding the subdivision, which indicated that the lot was buildable as part of Phase 2 for the project, and she was recommending that the Board deny the abatement.

MOTION: Lisa Cesare motioned to deny the abatement for R05-48I as it was a buildable lot; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

***5. New Business**

***d. Consideration of Nomination for Town Report and Spirit of America Dedication**

Mrs. Loring presented the list of residents who had passed in the last year and explained that the Board's recent practice was to choose a person who had passed for the Town Report Dedication and someone living as the Spirit of America recipient. She continued that they had been provided a list with those who had passed and explained that there were two names that stood out as individuals who had contributed to the Town: Donald Verrill and Michael L Hemond. The Board agreed with recommendation.

MOTION: Lisa Cesare motioned to have the Town Report Dedication pages go to Donald Verrill and Michael L Hemond for 2020; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

***b. Broadband Feasibility Study Presentation by Brian Lippold, Casco Bay Advisors**

Brian Lippold, Casco Bay Advisors, presented the results of the feasibility study. Chairman French asked him to start by summarizing the difference between the different technologies available: DSL, cable and wireless. Mr. Lippold did so and highlighted that there was a difference between broadband and having internet access.

Mr. Lippold's report covered the available provider's available in Minot, where their infrastructure existed and the number of unserved homes. He used this information to estimate the costs for those providers to build out their services. The least expensive option appeared to work with Spectrum to build out their

* *Written minutes serve as reference to the official record, which are recordings kept at the Town Office.

Board of Selectmen Meeting Minutes Dated January 13, 2020

*Items may be taken out of order at the Chairman's discretion

broadband service to reach 345 households outside of their network. Mr. Sweatt asked about leveraging the Cable Franchise Agreement (CFA) to get them to build out to qualifying homes, and Mr. Lippold answered that the CFA regulated where cable service was available and broadband was unregulated. He did not feel that the 20 homes per mile in the Agreement would not be helpful, and Mr. Sweatt corrected that the current agreement was 15 homes per mile, and Mr. Lippold asked to see the updated Agreement because Spectrum was reporting the 1989 version versus the 2010 Agreement.

There was discussion regarding alternative technologies and providers for access, including 5G. Mr. Lippold explained that was something that the Committee and Town would need to work out because there was a difference between providing internet to every home versus highspeed broadband. Ms. Quint asked about the criteria for the ConnectME grant, and Mr. Lippold felt that the Town was showing positive figures that could score well toward getting costs covered by a grant but explained that it was a competitive process. He also cautioned that getting the providers to respond in a timely fashion was often difficult and the grant would only be successful if the providers were partnered with the Town.

The Committee would continue to discuss these issues at their meeting on January 22nd.

c. Consideration of Carry Forward & Ordinance Recommendations for Town Meeting

Mrs. Loring presented the draft Town Meeting Warrant and explained that they Board still had recommendations to make as well as couple articles to revise because new information had become available.

She continued that for Article 9 regarding the adoption of Maine Universal Building Code (MUBC), the Planning Board had held their public hearing and had voted to recommend adoption of the building code. Chairman French asked about Article 10 concerning the Energy Code and thought that the Town was not going to pursue that energy code, and Mrs. Loring responded that the Planning Board had wanted to give the residents the option to vote on both codes. She reminded them that, regardless of the outcome of the Town's vote, Maine Universal Building and Energy Code (MUBEC) needed to be built.

MOTION: Lisa Cesare motioned to recommend adoption of the Maine Universal Building Code; seconded by Daniel Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

She explained that the Planning Board had voted to take a "neutral stance" on the adoption of the code. Chairman French felt that they should make no recommendation.

MOTION: Lisa Cesare voted to make no recommendation for the adoption of the Maine Universal Energy Code; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

For Article 11 regarding the reserve accounts, Mrs. Loring stated that figures presented were the final numbers from 2019. She explained that the carry forward numbers were as they had previously discussed, except for the Fire Department reserves because after additional 2019 expenses had been deducted and \$10,000 allocated to the FD Grant Reserve, there was only enough for \$6,500 for both the FD Apparatus

* Written minutes serve as reference to the official record, which are recordings kept at the Town Office.

Board of Selectmen Meeting Minutes Dated January 13, 2020

*Items may be taken out of order at the Chairman's discretion

Reserve and the FD Capital Improvement Reserve, which the Board agreed with. However, they had never designated where the funds from the Engine 8 sale were to go. She asked if they wanted it to go into one of the reserve accounts or go into the General Fund. There was \$5,685 left from the \$6,000 sale after the \$300 was sent to Morrison & Sylvester's and \$15 was deducted for the wire transfer. Mrs. Cesare felt that it should go toward an additional principal payment and Chairman French agreed.

MOTION: Lisa Cesare motioned to make an additional principal payment on the new fire truck with the proceeds from the Engine 8 sale; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Lisa Cesare motioned to recommend Article 11 for the carry forward balances as presented; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

Mrs. Loring explained that the recommendation from the Budget Committee was different than the recommendation by the Selectmen in Article 31 because the final figure for Maine Municipal Association (MMA) had come in after they had made their vote. She was asking them to reconsider their recommendation to reflect the actual amount due.

MOTION: Brittany Hemond motioned to revise the recommendation for Municipal Organizations and Contracts to \$20,706; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

Mrs. Loring explained that this was the same situation for Article 41 because the Town Clerk had received notification that the lease of the voting machines was going to be more expensive than originally quoted due to the State's bid.

MOTION: Brittany Hemond motioned to revise the recommendation for Elections and Annual Town Meeting to \$8,510; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

For Article 48, Mrs. Loring explained that unless the Town voted to a lower interest rate, pursuant to MRS Title 36, §506-A, the Town must pay the same amount in interest as they have set for the delinquent taxes. The Law allowed for the Town to choose an amount that is four (4) percentage points lower than that rate.

MOTION: Lisa Cesare motioned that the Board recommend the Town adopt an overpayment rate four points lower than the delinquent rate; seconded by Brittany Hemond.

* *Written minutes serve as reference to the official record, which are recordings kept at the Town Office.

Board of Selectmen Meeting Minutes Dated January 13, 2020

*Items may be taken out of order at the Chairman's discretion

DISCUSSION: Lisa Cesare asked when this would apply, and Danielle Loring responded that if someone had paid their taxes and then receive an abatement. She continued that, generally, if someone overpaid on their taxes, the Tax Collector would contact them to make sure they wanted it go towards prepayment of the following year.

VOTE: UNANIMOUS APPROVAL (5/0)

Mrs. Loring explained that they would review the warrant one more time after the Budget Committee made their recommendation for Article 11. The final numbers for 2019 would be included as well.

7. Department Head Updates

a. Fire Department Update by James Allen, Fire Chief

Chief Allen explained that his 2019 report would be available shortly, and the Department had received notification that they had been chosen to get a Volunteer Firefighter Assistance Grant in the amount of \$4,200 which will be matched with Town funds.

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

c. Highway Report submitted by Scott Parker, Highway Director

8. Town Administrator's Report

Mrs. Loring explained that there were several accounts that she and the Treasurer were looking to consolidate to make them easier to manage. She presented them with a list of accounts that the Town currently managed for cemeteries, scholarships and funds. The recommendation was to consolidate all of the cemetery accounts into either a Perpetual Care Account, where the principal would go to, an interest account where interest of the fluid portion of the funds would be transferred to, and an expansion account for future development. They were also requesting that the Public Safety and School Impact Fees accounts be closed, and the balance transferred to the General Fund, because the remaining balance was the interest left over from the principal amounts being expended.

MOTION: Brittany Hemond motioned to manage the accounts as presented; seconded by Daniel Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

9. Selectmen Comment – None

10. Public Comment – None

11. Next Meeting Dates

b. January 27, 2020 – Confirmed

12. Adjournment

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

* Written minutes serve as reference to the official record, which are recordings kept at the Town Office.

Board of Selectmen Meeting Minutes Dated January 13, 2020

*Items may be taken out of order at the Chairman's discretion

VOTE: UNANIMOUS APPROVAL (5/0)

The Board adjourned at 8:20pm.

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

* *Written minutes serve as reference to the official record, which are recordings kept at the Town Office.

Board of Selectmen Meeting Minutes Dated January 13, 2020

*Items may be taken out of order at the Chairman's discretion