



Town of Minot

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

Board of Selectmen
Minot Town Office
Monday, January 27, 2020, 6:30 pm
Agenda*

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

Staff: Danielle Loring (Administrator)

Other: Ken Healey (Superintendent), Amy Hediger (Assistant Superintendent), Mary Martin (School Board Chair), James Crouse, Eriks Peterson (Journalist), Jeanie Cody, Dave Castonguay, Stefanie Mahr Damien

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. **January 13, 2020**

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 27, 2020**
 - b. **Treasurer’s Warrant – January 27, 2020**

MOTION: Lisa Cesare motioned to approve the payroll expense warrant in the amount of \$25,008.28, and the Treasurer’s warrant in the amount of \$56,740.31; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

5. **New Business**
 - a. **RSU #16 Budget Introduction – Superintendent Ken Healey, Assistant Superintendent Amy Hediger, School Board Chair Mary Martin**

Mr. Healey explained that they were currently working though budget proposals for 2020-21 fiscal year, and that there would be increases as a result of working to achieve competitive salaries for teachers and support staff. This year, that would include a 5% increase, which would put teachers just below the average. He

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explained that this could be one of the issues contributing to the problems they were experiencing with getting applicants for the ed tech positions. They found during exit interviews that people mostly cited pay as the reason they were leaving.

Regarding the tax commitment for each town, it would depend upon the ED279 subsidy numbers that they would receive in February, but they would likely be asking for an increase from each town. He explained that they had used a healthy amount from their surplus but that it was not feasible to continue that trend. He continued that they faced a few challenges in the coming years. First was the need to meet the \$40,000 minimum salary for teachers within the next three years in response to the State Law, which the latest teachers' agreement would accomplish, and the other was consideration that the district spent nearly \$3,000,000 less than average for one their size.

Chairman French asked if the district was seeing much turnover in staff, and Mr. Healey responded that he hired 34 teachers his first year and 16 his second. He added that because they got the budget approved earlier, they were able to get access to the candidate pool earlier.

Mrs. Marin stated that the open house for the additions was on the 13th and made special mention of Mrs. Cesare for her work on the Building Committee. She then outlined the budget process that they were following, which was similar to last year, also commented that the community survey that they had conducted also concluded that their teachers and staff were underpaid.

Mrs. Hediger explained that the district was doing much to strengthen curriculum and that those efforts would be supported by a strong, longstanding staff.

***c. Consideration of Appointment for School Board Vacancy**

Mrs. Loring explained that there was a vacancy on the School Board since Julie Rioux had resigned in December. She continued that the Selectmen could appoint a member to stand until the next election and James Crouse had expressed interest, since he was running for the current 1 year term. She submitted correspondence from Mr. Crouse stating his interest in the appointment.

MOTION: Brittany Hemond motioned to appoint James Crouse to the School Board for the remainder of the (fiscal) year; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

***b. Consideration and Approval or Proceeding with Sale of Tax Acquired Property**

Mrs. Loring stated that the deadline had passed for the 30-day Notice of Sale that was sent to the previous owner of the foreclosed property and that they had not come forward to setup a payment arrangement. Per the last discussion with the Board, she had drafted bid documents which stipulated the conditions the Board had requested: bid must be at least 20% of assessed value and give a deposit check that was equal to 10% of the bud. She added that the tenant of one of the properties was there to discuss the sale of the property.

Ms. Cody stated that she had lived at the property on West Minot Road for over 6 years and was interested in how she could acquire it. She explained that she had reached out to the previous owner, who had since become unresponsive, to get her to come and make a payment arrangement with the Town. She requested that she pay of the back taxes in exchange for a Quit Claim Deed. The Board did not think that was possible

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because it was their practice to put the properties up for bid. Ms. Cody was concerned with being evicted from the property.

The Board discussed the parameters of the bidding process and felt that it was best to wait and see what the results of the process were before deciding. They felt that they could choose what was right by the Town in awarding the bid. They tentatively set the due date for February 24th.

***d. Consideration and Approval for Letter of Engagement to Complete 2019 Audit**

Mrs. Loring presented the standard Letter of Engagement to proceed with Smith & Associates as the audit for the 2019 fiscal year and recommended approval.

MOTION: Brittany Hemond motioned to approve the Letter of Engagement for the Smith & Associates to complete the 2019 audit; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

6. Old Business

a. Consideration and Approval of Amended Reserve Fund Policy

Mrs. Loring presented the amended policy that removed the limits for the Fire Department Apparatus Reserve and added the reserves that had been requested by the Fire Department.

MOTION: Brittany Hemond motioned to accept the changes to the Reserve Fund Policy; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

b. Consideration of 2020 Spirit of America Nomination

Mrs. Loring stated that she was nominating the Community Club for the 2020 Spirit of America Award. She submitted a summary of their accomplishments that had been written by the MCS Principle and felt that they were a good candidate because of all their accomplishments. The Board agreed and felt that they were an excellent candidate.

MOTION: Brittany Hemond motioned to nominate the Minot Community Club for the Spirit of America Award; second by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

c. Discussion of the Town-Owned Property Formerly Owned by William Ladd

Mrs. Loring was following up to the inquiry made by the Historical Society about acquiring the former Ladd property at the corner of Jackson Hill Road and Center Minot Hill Road. She had submitted the deeds for their review as they had been concerned with covenants. The Board reviewed the documents and discussed

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their options. They decided that it was best to retain the property in the Town's name but extend stewardship to the Minot Historical Society and allow them the ability to control the properties interests. They asked Mrs. Loring to draft a letter and notify them of this decision.

7. Department Head Updates

a. Code Enforcement Officer's Report submitted by Scott McElravy, CEO

Mr. McElravy's report summarized efforts to work with a property owner to clean up an automobile graveyard. He explained that such efforts had failed, and he was looking to the Board for guidance regarding the next steps. The Board felt it was in the best interest of the Town to contact legal and proceed with the next recommend action.

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

c. Highway Report submitted by Scott Parker, Highway Director

d. Fire Department Annual Report Submitted by James Allen, Fire Chief

8. Town Administrator's Report

Mrs. Loring updated the Board regarding the duplicate poles around Minot. She got a response from CMP that they had move their utilities from the pole and were waiting on the secondary utilities to do the same. However, they have notified those utilities of the Town's concerns and desires to have the poles removed. She also spoke to the CMP arborist regarding the trees along the edge of the driveway and they will be trimming them in the coming season as part of their right-of-way maintenance.

9. Selectmen Comment – None

10. Public Comment – None

11. Next Meeting Dates

a. February 10, 2020 – Confirmed

12. Adjournment

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

VOTE: UNANIMOUS APPROVAL (5/0)

The Board adjourned at 8:10pm.

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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