



Town of Minot

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

Board of Selectmen
Minot Town Office
Monday, March 9, 2020, 6:30 pm
Minutes*

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

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

Other: Eriks Peterson (Journalist)

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

a. February 24, 2020

MOTION: Lisa Cesare motioned to accept the minutes of February 24, 2020 as written; seconded by Daniel Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

4. **Warrants**
 - a. **Payroll Expense Warrant – March 9, 2020**
 - b. **Treasurer's Warrant – March 9, 2020**

MOTION: Brittany Hemond motioned to approve the Payroll Expense Warrant, dated March 9, 2020, in the amount of \$21,737.18, and the Treasurer's Warrant, dated March 9, 2020, in the amount of \$226,216.26; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

5. **New Business**
 - a. **Nomination and Election of Board Chair and Vice Chair**

Mr. French asked Mr. Gilpatric to handle the nominations for Chair. Mr. Gilpatric call for nominations for Selectmen Chair. Mrs. Cesare nominated Steve French and there were no other nominations. Mr. French accepted the nomination.

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

Board of Selectmen Meeting Minutes Dated March 9, 2020

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

MOTION: Brittany Hemond motioned to appoint Steve French as Selectmen Chair; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: MOTION CARRIED (4/01 ab SF)

Chairman French called for nominations for Selectmen Vice Chair. Mrs. Hemond nominated Daniel Gilpatric and there were no other nominations. Mr. Gilpatric accepted the nomination.

MOTION: Brittany Hemond motioned to appoint Daniel Gilpatric as the Selectmen Vice Chair; seconded by Daniel Callahan.

DISCUSSION: None.

VOTE: MOTION CARRIED (4/01 ab DG)

b. Consideration and Approval of Quit Claim Deed

i. Tory & Deseree Davis

19 Lane Road

Map U01, Lot 002B

Mrs. Loring stated that all back taxes and fees were paid before the extended deadline set the Selectmen, and she was recommending that the Board approve the Quit Claim Deed.

MOTION: Lisa Cesare motioned to approve the Quit Claim Deed for Tory & Deseree Davis at 19 Lane Road; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

c. Consideration and Approval of Agreement with AVCOG for Contract Planning Services

Mrs. Loring explained that this contract would allow Androscoggin Valley Council of Governments (AVCOG) to accumulate planning hours for the review of planning projects for Planning Board Site Plan Review and ordinance revisions as presented in the 2020 budget. She added that there was already an application in the queue waiting to go before the Planning Board but that would be paid out of an escrow provided by the applicant. She was asking for approval to proceed with the agreement. The Board felt that the rates were reasonable.

MOTION: Brittany Hemond motioned to allow the Town Administrator to sign into a contract with AVCOG for planning services for the term of the agreement; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

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d. Town Meeting Follow Up

i. Review and Acceptance of Bids for Purchases Approved

Mrs. Loring asked the Board to consider approving the bid from Bessey Motors Sales for the 2020 RAM Tradesman for the net amount of \$19,784, which included \$17,000 for the 2016 Chevy Silverado.

MOTION: Lisa Cesare motioned to accept the bid for the 2020 RAM pick-up for the net price of \$19,784 including trade-in, using \$15,000 from the Highway Capital Reserve and raising appropriating the remainder; seconded by Daniel Callahan.

DISCUSSION: Daniel Callahan asked when they were expecting delivery, and Danielle Loring responded that they were expecting it within the next two weeks.

VOTE: UNANIMOUS APPROVAL (5/0)

Mrs. Loring asked that the Board approve the bid from Nortrax for the 2020 John Deere 310SL Backhoe in the amount of \$106,000. She explained that \$6,001 would get paid to the dealer at the time of order and that the remaining \$99,999 would be financed. The current interest rate through Androscoggin Bank was 3.09%, and she wanted to know if they wanted her to go through the Federal Program in an attempt to try and lower the amount. The Board felt that she should proceed with the financing quote that she had.

MOTION: Lisa Cesare motioned to accept the bid for the John Deere in the amount of \$106,000 and negotiate financing for not more than two years; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

ii. Feedback Regarding Process

The Board agreed that there should be an additional mic for the Board table. They also felt that they should make an announcement that the audience is welcome to make the motions for the articles, that the intention was to make it go smoother by having the Board start the motions.

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

8. Selectmen Comment

Mrs. Cesare gave an overview of the budget process leading up to the recent vote and felt that it would have significant financial impact on the Town if the budget were approved. She reviewed the items that were approved in addition to the mandated salary increases. The Board instructed the Town Administrator to schedule a workshop with the Minot School Board members.

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9. Public Comment – None

10. Next Meeting Dates

a. March 23, 2020 – Confirmed

11. Adjournment

MOTION: Lisa Cesare motioned to adjourn; seconded by Daniel Callahan.

VOTE: UNANIMOUS APPROVAL (5/0)

The Board adjourned at 7:59pm.

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