



Town of Minot

329 Woodman Hill Road
Minot, ME 04258
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Board of Selectmen
TeleConference
Monday, April 6, 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 Sara Farris (Town Clerk).

1. **Call to Order:** Chairman French called the meeting to order at 6:30pm and a rollcall was conducted to confirm that a quorum was present.
2. **Pledge of Allegiance**
3. **Approval of Minutes**
 - a. **March 23, 2020**

MOTION: Lisa Cesare motioned to approve the minutes as presented; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

4. **Warrants**
 - a. **Payroll Expense Warrant – April 6, 2020**
 - b. **Treasurer's Warrant – April 6, 2020**

MOTION: Brittany Hemond motioned to accept the Payroll Warrant (#6), dated March 22, 2020, in the amount of \$18,771.23 and the Warrant (#6-A), dated March 30, 2020, in the amount of \$10,433.23, and the Treasurer's Warrant dated April 6, 2020 in the amount of \$175,390.19; seconded by Lisa Cesare.

DISCUSSION: Danielle Loring explained that there were two payroll warrants because they had moved to weekly payroll during the Governor's order.

VOTE: UNANIMOUS APPROVAL (5/0 taken by roll call)

5. **New Business**
 - i. **Coronavirus (COVID-19) Update**

Mrs. Loring provided an update regarding operations during the Governor's "Stay at Home" Order.

- **Unemployment:**
 - Currently pay \$700 in annual premiums and this would increase to cover any benefits paid out as a Direct Reimbursement Employer, as well as any benefits.
 - Chairman French felt that it was expected that they would continue to pay staff because it was already budgeted in their tax rate.

- Cash Flow:
 - In terms of tax payments, at some point they may need to consider moving the delinquency date but should not move the tax due date so that mortgage companies will still make payments.
 - In order to estimate revenues, would take a reduced estimate of previous year's numbers. These would include the areas of Revenue Share, Excise Tax, Tax Collection and miscellaneous revenue.
 - Recommends looking into setting up a Tax Anticipation Note (TAN) where they would collect to make up for revenues in small increments.
- RSU Budget:
 - Holding their School Board vote on the budget on April 13th. The Superintendent said that he would putting forward the recommended budget for consideration and would allow the Board to make any cuts they felt was appropriate.
 - The RSU received notification that they would still receive their school supplement in the approximate amount of \$1.1 million dollars. When asked about use of undesignated funds that may result from lowered operation costs due to the shutdown, he explained that they may use more funds from the current fund balance than allowed knowing that it may be replenished but they could not designate those funds from future Fund Balance since it needed to be validated by the auditors.
 - The health care costs were expected to come in flat to prior year and the cost increase had been removed from the current budget draft. Mrs. Cesare remarked that there was a decrease of around \$300,000 but it was still showing a \$1.7 million increase. She was concerned about the impact of such an increase on the community, especially with the current state of affairs, and Mrs. Loring added that she had communicated that concern to the Superintendent.

6. Department Head Updates

a. Clerk's Report – Sara Farris, Town Clerk

Mrs. Farris explained they had seen a decrease of revenues from excise tax in comparison to previous years. She explained that they had ended March with \$35,646.38 compared to \$64,087.74 for 2019 and there were the typical numbers for rapid renewals.

7. Town Administrator's Report

8. Selectmen Comment

9. Public Comment

10. Next Meeting Dates

a. April 20, 2020 – Confirmed

11. Adjournment

MOTION: Lisa Cesare motioned to adjourn; seconded by Brittany Hemond.

VOTE: UNANIMOUS APPROVAL (5/0 taken by roll call)

The Board adjourned at 7:10pm.

X

Steve French, Chairman

X

Daniel W. Gilpatric, Vice Chairman

X

Daniel Callahan, Jr.

X

Lisa Cesare

X

Brittany Hemond