



Town of Minot

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

Board of Selectmen
TeleConference via Teams
Monday, April 20, 2020, 6:30 pm
Minutes*

Present: Chairman Steve French, Vice Chairman Daniel Gilpatric (joined at 6:35pm), Daniel Callahan, Lisa Cesare and Brittany Hemond

Staff: Danielle Loring (Administrator), Scott Parker (Highway Director) and Sara Farris (Town Clerk)

Others: Larry Morin (St Laurent & Son Paving), Matthew Callahan (Glidden Paving), Dennis Spencer (Spencer Group Paving, LLC), and Rob Mowatt (Pike Industries).

1. **Call to Order:** Chairman Steve French called the meeting to order at 6:30pm and a quorum was determined by roll call. Mr. Gilpatric was not present at that time.
2. **Pledge of Allegiance**
3. **Approval of Minutes**
 - a. **April 6, 2020**

MOTION: Lisa Cesare motions to accept the minutes; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0 taken by roll call)

4. **Warrants**
 - a. **Payroll Expense Warrant – April 20, 2020**
 - b. **Treasurer’s Warrant – April 20, 2020**

MOTION: Lisa Cesare motioned to approve the Payroll Expense Warrant dated April 5, 2020 in the amount of \$12,143.36 and another dated April 10, 2020 in the amount of \$10,430.78, and the Treasurer’s Warrant dated April 20, 2020 in the amount of \$20, 364.99; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0 taken by roll call)

5. **New Business:** Daniel Gilpatric joined at 6:35pm at the beginning on the bid opening.
 - a. **Bid Opening for 2020 Paving**

Mrs. Loring announced that there were five (5) bids received by the deadline this afternoon. She explained that she would open the bids, announce the pricing and then at the end announce the apparent low bidder. She reiterated that it was past practice to have the Highway Director review the bids and then comeback with a recommendation for acceptance.

The bids received were:

- P&B Paving, Inc: \$81.63/ton
- St Laurent & Son Paving: \$76.49/ton
- Glidden Excavating & Paving, Inc: \$76.75/ton
- Spencer Group Paving, LLC: \$70.68/ton
- Pike Industries: \$73.50/ton

Mr. Callahan asked if the Town was going to consider moving forward with paving with everything that was going on, and Mrs. Loring stated that it was up to the Board to decide but she felt that that they should try to figure out a way to make it work to keep up with their paving program. She asked Mr. Parker what it would mean for the Highway Department, and he stated that he was also concerned with putting paving off for a year but the crew would continue with prep work and ground work regardless.

Mrs. Cesare asked about removing roads from the paving program to cut project costs, and Mr. Parker responded that typically vendors based their pricing off of tonnage and reducing it would likely result in a price increase. Mr. Callahan restated his concern with moving forward due to the burden to the taxpayer, and Mrs. Loring explained that these projects were already approved at Town Meeting and the bulk of the increases are the result of the increase in the County Tax and RSU School budget.

Chairman French suggested that they hold off on making a decision until the next meeting so that they can review the Town's financials and see what happens as they near the end of the emergency order. The Board agreed.

b. COVID-19 Response Update

i. Revenue/Expense Cash Analysis and Potential Need for a Tax Anticipation Note (TAN)

Mrs. Loring presented the cash analysis that she had created to evaluate the potential impacts of the current pandemic. She explained that she was projecting a decrease in revenues, particularly Revenue Share based on communications from the State. She was also projecting a delay and potential reduction Excise Tax figures and a weaker tax collection schedule. She explained that this was her "worst case scenario" estimates in order to determine whether they may need a Tax Anticipation Note (TAN).

At this point, she felt that the lowest the Town could get was about \$500,000 before they began receiving taxes. She felt that it was prudent to setup a TAN in the event that her projections were incorrect. Mrs. Loring also added that she was making sure to reduce expenses when possible, and she was looking to recoup any expenses that she could from FEMA. Mrs. Cesare felt that it was a good idea to not factor those funds in because they could not be considered actual revenue or offset until received. Chairman French felt that it would be good to look into getting a TAN, and Mrs. Hemond agreed because it would serve as a safety net in the event the Town needed rather than scrambling once it was too late.

MOTION: Lisa Cesare motioned to authorize the Town Administrator to investigate a Tax Anticipation Note (TAN); seconded by Brittany Hemond.

DISCUSSION: None.

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

ii. Current Operations

Mrs. Loring explained that they were continuing to rotate staff and work at reduced hours from 10am-4pm, Monday through Thursday. They were encouraging residents to use online services but had opened the vestibule for limited services for renewals and tax collections.

iii. Discussion of Options and Future Needs

Staff was preparing the office to transition toward being open to the public in the coming weeks, but it would depend upon the Governor's orders. One of the concerns was adequate internet access to those in the community who were trying to telecommute or home school in areas where there was no service and they were trying to think of ways to increase that coverage using Town property. Mrs. Cesare suggested increasing access points to increase the coverage outside the Town Office to allow people to use it along the trails or from the parking lot. Mrs. Loring said that she would look into it and report back.

c. Consideration of Revised Fee Schedule

Mrs. Loring presented the updated fee schedule. She explained that there was a new fee for commercial structures that would be for the non-traditional items such as towers, windmills, or solar panels because these projects often with not have much impervious surface but were often large scale and would involve a lot of staff time reviewing and inspecting. There was also a note that the Code Officer could require an escrow if the Town needed to hire a third-party inspector. There was also an additional fee for Tower antennas because these were becoming common but there was no mechanism to capture permitting revenues.

Mrs. Hemond asked about the residential fee on the first page, and Mrs. Loring explained that it was a typo and she had forgotten to "untrack" changes when she had copied and pasted to keep them on the same page.

MOTION: Brittany Hemond motioned to accept the changes to the fee schedule as presented; seconded by Lisa Cesare.

DISCUSSION: Brittany Hemond listed the changes as the Commercial Construction Fee and the Tower Antenna Fee.

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

6. Department Head Updates

a. Highway Department Update – Scott Parker, Highway Director

Mr. Parker stated that the crew was keeping busy with maintaining vehicles, checking roads and patching roads. He was keeping an eye on the weather to determine when they can switch gear on the trucks and was planning to lift the posted road ban the following week.

Chairman French asked about the backhoe, and Mr. Parker responded that the backhoe had been ordered and it was expected within 60-90 days from then and he would follow up to see when they could expect delivery He felt that it might be delayed under the current circumstances.

b. Clerk's Report – Sara Farris, Town

Mrs. Farris read her report. She also commented that the RSU had pushed their budget referendum to the July election along with the State and there was a push by the Clerk's Association to make that absentee only. She would keep the Board updated as this topic progressed.

7. Town Administrator's Report

Mrs. Loring explained that she had been approached about communicating to the taxpayers regarding the school budget and encouraging tax payments. She felt that they should include a mailer in the tax bills in August and outline the options for taxpayers. In terms of the school budget, she felt that social media was the best bet to

communicate through social media in the event that anything changed, as was likely to happen to maintain social distancing. Mrs. Farris was going to investigate costs and get back to the group.

8. Selectmen Comment

9. Public Comment

10. Next Meeting Dates

- a. **May 4, 2020** – Confirmed and will resume using Teams

11. Adjournment

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

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

The Board adjourned at 7:46pm.

X	X
Steve French, Chairman	Daniel W. Gilpatric, Vice Chairman
X	X
Daniel Callahan, Jr.	Lisa Cesare
X	
Brittany Hemond	