



Town of Minot

329 Woodman Hill Road
Minot, ME 04258
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Board of Selectmen
TeleConference via Teams
Monday, May 4, 2020, 6:30 pm
Minutes*

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

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

1. **Call to Order:** Chairman Steve French called the meeting to order at 6:30 pm and a quorum was present as determined by role call.
2. **Pledge of Allegiance**
3. **Approval of Minutes**
 - a. **April 20, 2020**

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

DISCUSSION: None.

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

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

MOTION: Brittany Hemond motioned to accept the Payroll Expense Warrants titled #8A in the amount of \$9036.66 and #9 in the amount of \$8,972.44, and the Treasurer's Warrant in the amount of \$17,464.32; seconded by Lisa Cesare.

DISCUSSION: None.

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

5. **New Business**
 - a. **Consideration of Approving 2020 Pavement Bid**

Mrs. Loring presented information the potential tax impact with the current low bid for the 2020 paving work. She indicated that only a portion of the project would need to be raised from local taxes because the Town had already received their LRAP payment for FY2020 but by forgoing the current work, they may be jeopardizing their FY2021 LRAP payment. She also showed that if they removed Rodmar Road, they may be able to reduce the tax burden by \$10.00 for every \$100,000 of tax value. She indicated that the bidder had said that they would hold the tonnage price if that road was removed, and Mr. Parker confirmed.

Mrs. Cesare stated that she was conflicted with the decision because she felt it was important to reduce the tax burden for Minot's property owners, but it was also important to support the local economy. Chairman French

agreed and was ready to proceed with suspending the project but was concerned with the impact to the paving management program and felt that this situation was brought on by the RSU proposed budget. Mrs. Hemond agreed and felt that they needed to proceed with paving for the 2020 year because it was unsure how long this situation would last.

Mrs. Loring added that projections indicated that next year would be where the difficulty may occur, and it is the FY2021 budget process that may need to look into making cuts to programs. She also stated that there had already been cuts to that program because when she started in 2018 the Town was appropriating \$335,000 for paving and they were down to \$262,000. Mr. Callahan felt that this should be reevaluated for the next budget.

MOTION: Lisa Cesare motioned to award the 2020 Paving bid to Spencer Paving Group at \$70.68/ton for the roads recommended at Town Meeting; seconded by Brittany Hemond.

DISCUSSION: None.

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

b. Bid Opening for 2020 Culverts

The following bids were received to supply culverts for the 2020 work season (given as total package cost):

- Lane Enterprise -- \$5,978.40
- Everett J Prescott, Inc. -- \$11,438.40
- Portland Plastic Pipe -- \$5,965.20
- Paris Farmer's Union -- \$11,328.00

Mr. Parker explained that even though the apparent low bidder was Lane Enterprise, he would prefer not to use their product because it required connectors to use with existing product. He would prefer to evaluate the next bidder and see what their product was and Mrs. Hemond wondered whether Portland Plastic was getting their product from Lane due to how close the pricing. Mrs. Loring suggested that the motion to accept the bid was contingent on the Highway Director's approval, and the Board agreed.

MOTION: Brittany Hemond motioned to accept the Portland Plastic bid in the amount of \$5,965.20 as long as approved by the Highway Director; seconded by Daniel Callahan.

DISCUSSION: None.

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

c. COVID-19 Update

i. Current Operations

Mrs. Loring explained that business at the Town Office was picking up, but they were still closed to the public and rotating staff. However, they were working to accommodate people who called looking for services.

ii. Plans for Reopening Town Facilities

Mrs. Loring presented her plan to reopen the Town Office and Town facilities starting May 18th and it was subject to change based on the State's orders. Mrs. Cesare asked why they were not planning to open sooner, and Mrs. Loring stated that they were still in the process of preparing the office such as installing dividers and cleaning stations and were coinciding it with the Governor's Emergency orders. Anyone who was coming to the office before then was receiving service, but they were not advertising to that effect to keep the traffic manageable.

iii. Tax Anticipation Note (TAN) Update

Mrs. Loring explained that she had spoken to Bernstein Shur as their bond council to see about getting setup for a Tax Anticipation Note (TAN), but they indicated that the Town did not show evidence of needing one at this point. If the Town chose to move forward at this point, they would only be able to get a TAN in the amount of 5% of previous year's expenses rather than the deficit plus 5%. The plan was to reevaluate in July to see where the numbers were at that point and decide whether to move forward. She was assured that it would only take a week to secure once the process was started.

6. Department Head Updates

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

Mrs. Farris read her report as submitted and added that she had realized that the RSU budget referendum (July 14th) conflicted with the tax commitment, which had been scheduled for July 13th. She was recommending that the Town wait until July 27th to commit taxes and wait for the outcome of the referendum. She felt confident this should not impact the tax bills significantly as they typically were able to get out in a week. She continued that the worst case scenario was that the RSU budget failed and they could either wait for it to be reconsidered or use a lower number that could easily be rectified as overlay in the event that it was also defeated.

The Board also discussed the possibility of the insert. Mrs. Cesare felt that they had decided not to pursue that, and Mrs. Loring responded that they had left it at Mrs. Farris investigating costs and then drafting options for residents to facilitate them making their payments. The Board wanted to reconsider that when they got closer and rejected the energy efficiency insert that was requested by the vendor.

b. Highway Report – Scott Parker, Highway Director

Mr. Parker stated that they were finishing up with equipment in preparation for potential winter weather as well as sweeping and getting ready to patch roads. He reported that the backhoe had been ordered in May and was expected to be done by mid-June but would probably not be delivered until July 1st at the earliest because of the impact of the pandemic slowing up manufacturing.

7. Town Administrator's Report

Mrs. Loring first reported that GWI had reconsidered and decided to include them in their second round of funding from ConnectME and she supplied them with a letter of support. She explained that the Broadband Committee was planning to begin meeting remotely in May to discuss other options to get the remaining portion of Minot connected.

Next, before moving forward, the Board had discussed interest in increasing the external wifi capacity at the Town Office to assist individuals who needed to find a place to connect for distance learning or telecommuting. She felt that the Town may be able to get the costs reimbursed by FEMA but they had not received guidance yet. The Board felt that it was a good investment given the current situation.

MOTION: Brittany Hemond motioned to approve costs to provide external wifi access to the public; seconded by Lisa Cesare.

DISCUSSION: None.

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

8. Selectmen Comment – None

9. Public Comment – None

10. Next Meeting Dates

a. May 18, 2020 – In person with remote public access

11. Adjournment

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

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

The Board adjourned at 7:30pm.

X

Steve French, Chairman

X

Daniel W. Gilpatric, Vice Chairman

X

Daniel Callahan, Jr.

X

Lisa Cesare

X

Brittany Hemond