



Town of Minot

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

Board of Selectmen
Minot Town Office
329 Woodman Hill Road
Monday, June 1, 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: Mike Rioux (MHAA President)

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. **May 18, 2020**

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

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

4. **Warrants**
 - a. **Payroll Expense Warrants**
 - b. **Treasurer's Warrant – June 2, 2020**

MOTION: Brittany Hemond motioned to approve the Payroll Expense Warrants dated May 15, 2020, in the amount of \$9,107.84, and May 27, 2020, in the amount of \$9,129.81, and the Treasurer's Warrant in the amount of \$73,150.99; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

5. **Old Business**
 - a. **COVID-19 Update**

Mrs. Loring explained that the office was open to the public with restrictions. She explained that they had finalized the building modifications and was beginning to work on the FEMA grant application for reimbursements because they had just received the guidelines. They would continue to adjust procedures in the coming weeks.

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

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

6. New Business

a. Consideration of Request to Install Batting Cage at Community Fields – MHAA

Mr. Rioux wanted to check with the Board before installing batting cages at the Community Fields that would be made out of telephone poles. This would replace the temporary cages that were currently being used and there we not expecting anything from the Town. The Board had no issue with the improvement.

b. Discussion of Town Administrator’s Review Process

Mrs. Cesare stated that she wanted to a process before the Town Administrator’s review came due this fall and asked how the other Board members felt. The other members agreed that they should have a game plan but did not think that it needed to be formal. Mr. Callahan wanted to have an opportunity for the Board to speak with out the Administrator present. Mr. Gilpatric felt that if there were any issues, that they should be addressed before the review process, and the others agreed. Chairman French wanted the results to be outlined in a letter after the meeting and that they should be given notice the meeting prior in order to prepare.

Mrs. Loring reiterated that the Board would meet in Executive Session prior to joining them and the results would be outlined in written correspondence, and the Board confirmed. She started that she would remind the Board the meeting prior to the review, but she would have to look it up to see when that was.

7. Department Head Updates

a. Fire Department Update – James Allen, Fire Chief

Chief Allen stated that they were going to start meeting this month, and that their call volume had been 20% because Fire personnel were restricted from responding to EMS calls.

b. Code Enforcement Update

Mrs. Loring explained that the Code Officer was reporting that the Notices of Violations for the junkyards on Minot Avenue and Brighton Hill Road had not come into compliance or requested an extension. The Code Officer was looking for guidance about how it should proceed as the options were to either extend the notice or proceed with legal action. The Board felt that both cases had been given ample time and it was time to proceed to the next step with the Town Attorney.

MOTION: Daniel Callahan motioned to move forward with the Notice of Violation with the Town Attorney; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

c. Clerk’s Report submitted by Sara Farris, Town Clerk

d. Highway Report submitted by Scott Parker, Highway Director

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8. Town Administrator's Report

Mrs. Loring gave an update on the Broadband negotiations and explained the Committee wanted to contract with Casco Bay Advisers to help negotiation with potential Internet Service Providers (ISPs) for expanded service. She was hoping to have an agreement for them to consider at the next meeting.

Mrs. Loring updated the Board regarding the process for the RSU Budget. She explained there had been a budget information meeting the previous week where members of the public had expressed concern with the budget increases, but no cuts would be considered until the School Board met on June 8th. The RSU was still trying to figure out how the Budget Validation would work, and she would report as soon as she had information.

9. Selectmen Comment

Brittany Hemond stated that the Community Day was going to have to be canceled this year, because the current fifty-person limit would not make it possible to hold the events that they had planned. She would communicate with the Planning Committee and hopefully there would be things that they could plan in the fall.

10. Public Comment

11. Next Meeting Dates

a. June 15, 2020 – Confirmed

12. Adjournment

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

VOTE: UNANIMOUS APPROVAL (5/0)

The Board adjourned at 7:44pm.

X

Steve French, Chairman

X

Daniel W. Gilpatric, Vice Chairman

X

Daniel Callahan, Jr.

X

Lisa Cesare

X

Brittany Hemond

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