



# Town of Minot

329 Woodman Hill Road  
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[www.minotme.org](http://www.minotme.org)

Board of Selectmen  
Minot Town Office  
329 Woodman Hill Road  
Monday, June 15, 2020, 6:30 pm  
Agenda\*

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

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

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. **June 1, 2020**

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

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

4. **Warrants**
  - a. **Payroll Expense Warrant**
  - b. **Treasurer's Warrant**

MOTION: Lisa Cesare motioned to accept the Payroll Expense Warrant in the amount of \$19,478.14 and the Treasurer's Warrant in the amount of \$208,388.50; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

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

Mrs. Loring explained that the office was open and adjusted into their new routine. She explained that she was continuing to work with FEMA to get any costs that she could covered and would keep them updated. She added that there had been issues with aggressive patrons, and she was working out ways to help support the staff. The Board supported her updating the Personnel Policy to empower staff to walk away when situations like this occurred.

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\* 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

## **b. Code Enforcement Update**

Mrs. Loring explained that the Brighton Hill junkyard had been forwarded to the Town Attorney for review. She that she had waited to forward the file for the garage on Minot Ave (“Fat Boy’s”) behind the Post Office because the landlord had requested more time in order to develop a restoration plan. She explained that the tenant had been issued an eviction notice, which was effective July 31<sup>st</sup>. She would keep the Board updated as both violations progressed.

### **6. New Business**

#### **a. Consideration and Approval of Tree Growth Supplement for Carol F Nightingale**

Mrs. Loring presented the Tree Growth Supplement for the Board’s consideration. She explained that this was a voluntary supplement and the Town had already received the payment. She was recommending acceptance.

MOTION: Daniel Gilpatric motioned to accept the Tree Growth Supplement for Carol F Nightingale; seconded by Daniel Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

#### **b. Consideration and Approval of Revised Delinquency Tax Rate as Corrected by State**

Mrs. Loring explained that the State Office had sent a communication that the Delinquency Rate of 9% for 2020 was incorrect and the actual number was 8%. The State had said that the State figure supersedes the rate approved at Town Meeting. She was asking that the Board approve the amended rate for the record.

MOTION: Daniel Gilpatric motioned to accept the amended delinquency rate of 8%; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

#### **c. Consideration and Approval of Agreement with Casco Bay Advisers as Consultant for Broadband Negotiations**

Mrs. Loring explained that the Town was not awarded the ConnectME grant to build out GWI’s network. The next step, which was recommended by the Broadband Committee, was to hire a consultant to negotiate with Internet Service Providers (ISPs) for expanded services in the unrepresented areas of Town. The recommendation was to go with Brian Lippold of Casco Bay Advisers. Mrs. Cesare was concerned with the amount of the agreement, and Mrs. Loring explained that the \$15,000 was the upper estimate for his time but there was no minimum billing and it may be a couple hours if there are no interested ISPs. She would be sure to note a limit of \$15,000, request that all meetings be held remotely and include check points.

MOTION: Lisa Cesare motioned to accept the agreement with Casco Bay Advisers and not to exceed \$15,000 for the year; seconded by Brittany Hemond.

DISCUSSION: None.

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VOTE: UNANIMOUS APPROVAL (5/0)

**7. Department Head Updates**

- a. Clerk’s Report submitted by Sara Farris, Town Clerk**
- b. Highway Report submitted by Scott Parker, Highway Director**

**8. Town Administrator’s Report**

Mrs. Loring commented on the Resolution that the City of Auburn was passing to considered all of their businesses as essential and asked if the Board wanted to do something similar for Minot. The consensus was that there not very many businesses impacted at this point to do something like that.

She explained that Fortin Construction was interested in completing the third phase of their development on Fortin Drive (“Scenic View”). She was in discussions with Main-Land to have them oversee the construction, which would be paid for by an escrow supplied by the applicant. She was waiting to hear when they wanted to get started because they would need to go back before the Planning Board to review the Performance Bond, which would also have to be accepted by the Selectmen. She asked if there were any other issues that the Board wanted to be addressed before the applicant got started, and they were interested in seeing the road completed.

**9. Selectmen Comment- None**

**10. Public Comment – None**

**11. Next Meeting Dates**

- a. June 29, 2020**

**12. Adjournment**

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

VOTE: UNANIMOUS APPROVAL (5/0)

The Board adjourned at 7:39pm.

X

Steve French, Chairman

X

Daniel W. Gilpatric, Vice Chairman

X

Daniel Callahan, Jr.

X

Lisa Cesare

X

Brittany Hemond

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