



# Town of Minot

329 Woodman Hill Road  
Minot, ME 04258  
207-345-3305  
[www.minotme.org](http://www.minotme.org)

Board of Selectmen  
Minot Town Office  
329 Woodman Hill Road  
Monday, July 27, 2020, 6:30 pm  
Minutes\*

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

**Staff: Sara Farris (Town Clerk), Scott Parker (Highway Supervisor), (Remotely) Denis Berube (Assessors' Agent), and Danielle Loring (Administrator)**

1. **Call to Order:** Chairman Steve French called the meeting to order at 6:00pm and a quorum was present.
2. **Pledge of Allegiance**
3. **Approval of Minutes**
  - a. **June 29, 2020**

MOTION: Brittany Hemond motioned to accept the minutes from June 29, 2020; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANMOUS APPROVAL (5/0)

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

MOTION: Brittany Hemond motioned to accept the Payroll Expense Warrant in the amount of \$19,951.05 and the Treasurer's Warrant in the amount of \$47,884.42; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

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

Mrs. Loring explained that the reimbursement for COVID-19 had been submitted to FEMA in the amount of \$5,246.27 for funds spent on supplies and equipment. She is hopeful that they would be reimbursed for all costs incurred.

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She explained that they were also funds available through the second round of the Keep ME Healthy Program, which could include costs for sanitation, public education, and business services. She was applying for up to \$53,000 for supplies, staff time and a digital sign to replace the manual sign out front of the Town Office. Mrs. Cesare asked if she would proceed with the sign if the funds were not granted, and Mrs. Loring responded that she would not because it only came up as an option through this program opportunity.

## **b. Code Enforcement Update**

Mrs. Loring stated that the junkyard issue on Brighton Hill Road was scheduled to appear in court on September 17<sup>th</sup> for initial appearance. She explained that if the property owner did not appear, the judge may make a judgement and issue fines. She would keep the Board updated.

Mr. Callahan asked for an update on the junkyard issue on Minot Avenue, and Mrs. Loring reminded him that the Board had granted an extension through August, which is the deadline that the property owner had given the tenant. Mr. Callahan asked what would happen if the tenant did not leave, and Mrs. Loring responded that was a civil matter to be resolved by those parties because the Town's concern was getting the lot cleaned up and the property owner had expressed a commitment to doing so. The Code Officer would monitor activity and report whether the lot was getting any worse, but it currently appeared that progress was being made to get things cleaned up.

## **6. New Business**

### **a. Tax Commitment and Setting of FY2020 Mill Rate**

Mrs. Loring presented a range of potential mill rates for 2020 in five cent increments from \$16.45 per \$1,000 of valuation to \$16.65 and a chart of the last ten years of rates and associated overlays. She explained that the Town's current accounts were in good shape, but they were still seeing shortfalls in revenues and could see a decline in tax collection, which was needed to for the following budget year. She continued that the Town's 2.4% budget increase was covered by the increase in taxable value and increase in revenue share but these were not enough to also cover the 7.6% increase from the RSU and the 11.3% increase from the County Taxes.

Mr. Berube explained that the local real estate value increased by \$1.6 million and the person property decreased by \$40,000. He explained that it appeared that the taxable value would appear to have dropped on the Tax Rate Calculator because the homestead exemption had increased and he suspects that same may be the case for the personal property and an increase in qualifying Business Equipment Tax Exemptions (BETE). He also reviewed the certified ratio which had decreased from 95% to 90%, which meant that the gap between the local assessment and State assessment had increased, and it impacted the amount of reimbursement the Town received from various programs. He felt that this trend would continue before the revaluation took place and the Town could make it to as low as 80% before the new values were captured. Mr. Callahan asked when the revaluation could take place, and Mrs. Loring responded that the field work would occur next summer by the values would not be committed until 2022, because they needed to hold hearings and allow the residents an opportunity to respond to any value changes.

Mrs. Loring provided a break down of the revenues considered in the proposed mill rates. These included maintaining the excise tax projections at \$650,000, keeping the increase in Revenue Sharing at \$191,000, accounting for the carry forwards and designated revenues at \$146,433, and anticipating \$100,000 in additional revenues and reduced expenditures.

Mrs. Loring was suggesting a mill rate of at least \$16.50 to maintain a healthy overlay at historical levels. Mrs. Cesare explained that she was concerned with being able to maintain Undesignated Fund Balance

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levels for the next year, and felt that they should increase the rate to cover the increase from the outside agencies and any decrease in the tax collection rate. She suggested a rate of \$16.55 which provided an overlay of \$50,390.75.

MOTION: Lisa Cesare motioned to set the mill rate at \$16.55 for the 2020 Tax Year; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

**\*c. Cemetery Parking Update**

Mrs. Loring explained that this project had been flagged as “discretionary” with everything that was going on but the overall accounts were in good shape so she was hoping to move forward with some planned projects, including the drainage improvements at the cemetery. She was hoping that moving forward would help to curtail any water issues next spring and allow the Committee to move forward with planning the cremation plots as intended, as well as expand the exiting parking to move it off of the sides of Center Minot Hill.

The Board had no objection with the project as costs were within the budget.

**\*e. Petition to Discontinue Auburn Portion of Butler Hill Road**

Mrs. Loring stated that the City Manager from Auburn had reached out to inform the Town that a petition had been received to discontinue the Butler Hill Road at the Auburn town line. She recalled a request from 2018, where the Minot residents wanted the road to be limited to local traffic only but nothing had become of it because Auburn had not received similar complaints, and explained that Department Heads were not concerned with the potential closure but wanted additional information about the timeline and location of barriers.

Mrs. Cesare was concerned about notice to the residents on the Minot side, and Mrs. Loring responded that she planned to send a communication once Auburn responded with additional information but was not sure if they would allow Minot residents to speak at the public hearing. Mrs. Cesare also felt that Auburn should provide the Town with any signage needed to make the road a dead end, and Chairman French agreed. Mrs. Loring would follow up with Auburn with a written response outlining the Town’s requests. She will report back with additional information.

**\*b. Appointment of Deputy Addressing Officer**

Mrs. Loring was requesting that Norma Dulac be appointed as the Deputy Addressing Officer as a back up to the current Addressing Officer and Code Officer.

MOTION: Brittany Hemond motioned to appoint Norma Dulac as the Deputy Addressing Officer; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

**\*d. Facility Use Request: Community Fields for 5k – Shawn Vincent, BWMS**

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Mrs. Loring explained that Mr. Vincent was requesting to use the Community Fields for the Tri-Town Family 5K as they have done in the past. Mrs. Loring added that she had obtained a copy of the RSU's insurance in the event that anything were to happen.

MOTION: Lisa Cesare motioned to allow the Bruce Whittier Middle School use the Community Fields to host the Tri-Town Family 5K; seconded by Daniel Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

## **7. Department Head Updates**

### **a. Highway Report as Submitted by Scott Parker, Highway Director**

Mr. Parker added that there was likely to be about \$30,000 left over in the paving budget and there was work that could be done on Pottle Hill from Verrill Road to Goodwin Road with those funds. Mrs. Cesare was concerned with the status of Town accounts, and Mrs. Loring responded that they were in good shape and felt it would be good to get the work done with the future revenues and costs being unknown at this point. The Board agreed that it was acceptable to move forward with the paving.

### **b. Clerk's Report as Submitted by Sara Farris, Town Clerk**

Mrs. Farris added that she had priced out the cost for a ballot box to go in front of the Town Office. She explained that the State would reimburse \$1,500 from CARES Acts funds, which would leave about \$500 for the Town to cover. Mrs. Loring explained that the funds were available in the Election budget and the box could also be used for after hour tax payments. The Board agreed with proceeding with the grant.

## **8. Town Administrator's Report**

## **9. Selectmen Comment**

Brittany Hemond presented her plan for an upcoming event at Hemond's Moto-X. She explained that she had been in touch with the State Police, who were in charge of the enforcing the Executive Orders, and they did not have any concerns given the space where the event was being held.

## **10. Public Comment – None**

## **11. Next Meeting Dates**

### **a. August 10, 2020 – Confirmed**

## **12. Adjournment**

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

VOTE: UNANIMOUS APPROVAL (5/0)

The Board adjourned at 8:22pm.

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

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