



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, August 24, 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. **August 10, 2020**

MOTION: Lisa Cesare motioned to accept the minutes; seconded by Daniel Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0/1 ab BH)

4. **Warrants**
 - a. **Payroll Expense Warrant**
 - b. **Treasurer's Warrant including 2020 County Tax Payment**

MOTION: Brittany Hemond motioned to accept the Payroll Expense Warrant in the amount of \$19,629.99, and the Treasurer's Warrant in the amount of \$304,613.25, which included the 2020 County Tax payment; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

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

Mrs. Loring explained that there was not much new going on, but there was a chance that FEMA was going to deny the Town's funding request in an effort to get the State to cover the expense with the CARES Act monies. She was working with her Project Manager to resubmit if necessary. However, they had received approval for the Keep ME Healthy grant, which would cover a portion of staff time, supplies, sanitation services for MHAA and the digital sign for the Town Office.

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

Board of Selectmen Meeting Minutes Dated August 24, 2020

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

Mrs. Cesare asked if there were any updates on the voting setup for November, and Mrs. Loring responded that the Clerk was waiting to receive direction from the Secretary of State because if certain criteria was not suspended, they would need to consider relocating the election. She did not think that the School would be an option because they would be in session and the RSU was not currently allowing public use of Town facilities.

b. Code Enforcement Update

Mrs. Loring explained that due to the Executive Orders pertaining to courts, the court date that they had scheduled in September was cancelled. The Town Attorney was trying to get the case transferred to another court, but they were all experiencing the same restrictions. She would update when she received more information and would follow up with the other case at Fat Boy's Garage as well.

Chairman French brought up the work at the Minot Consolidated School because he was not aware of it. Mrs. Cesare explained that she had seen a portion of the presentation and the work that was going to be completed and included the addition of the front of the School. Mrs. Hemond agreed and explained that it included offices from the secretary as well as additional space for the kitchen staff. Mrs. Loring added that it was part of a \$2.6 million energy efficiency lease-purchase project that was approved in May 2020 and managed by Seimens. She explained that the energy updates were supposed to offset the payments and have a net zero impact on the budget and would included ventilation and fire suppression improvements.

6. New Business

a. Consideration of Road Names

i. Leilani Drive

ii. Red Oak Trail

Mrs. Loring explained that these requests came as a result of the E911 Ordinance requirements and trying to improve safety concerns. She continued that Leilani Drive was a request by the property owner given the length of his driveway and the number of buildings. This was off of Landon's way, which was a private right of way. Mrs. Cesare asked if this would make it a road, and Mrs. Loring responded that it was for E911 purposes only to make locating the property easier.

Mrs. Loring stated that Red Oak Trail was being brought forward at the Town's request because it was the remaining portion of Old Buckfield Road that was discontinued in 2005. Staff did not realize that there was a house off this portion because the address was Holbrook Road and came out in Turner. However, the numbering was not consistent with the Turner numbers (100s) because it was 318 so it was confusing to find. The Turner Addressing Officer would also add this into their system to make this easier to find once it was accepted.

MOTION: Lisa Cesare motioned to accept Leilani Drive and Red Oak Trail as E911 road names; seconded by Daniel Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

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

Board of Selectmen Meeting Minutes Dated August 24, 2020

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

7. Department Head Updates

a. Fire Department Update – James Allen, Fire Chief

Chief Allen explained that the Department had purchased electric chainsaws to assist with tree removal during storm events because the gas-powered ones often had trouble starting in the rain. They had heard from other local departments that had done the same and were hoping to have the same success. They were also scheduling hose testing that had been put off due to the pandemic.

b. Clerk’s Report as Submitted by Sara Farris, Town Clerk

c. Highway Report as Submitted by Scott Parker, Highway Director

8. Town Administrator’s Report

Mrs. Loring updated the Board regarding the use of fund for School Books. She explained that the attorney did not recommend using the funds for homeschoolers, because it was use of public funds for a private use. She also learned that the request was supposed to be process by the RSU and forwarded to the Town with an itemized list of who was using the resources as it was for “book loans.” She also found that the language in the law stated that the Town “may” appropriate funds but were not required to, so it may be a consideration to remove as part of the budget. Mrs. Hemond and Mrs. Cesare both agreed that it was worth looking at as a cost savings for the Town.

9. Selectmen Comment – None

10. Public Comment – None

11. Next Meeting Dates

a. September 8, 2020 (Tuesday)

12. Adjournment

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

VOTE: UNANIMOUS APPROVAL (5/0)

The Board adjourned at 7:15pm.

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

Board of Selectmen Meeting Minutes Dated August 24, 2020

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

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

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

Board of Selectmen Meeting Minutes Dated August 24, 2020

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