



# 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, September 21, 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 meeting to order at 6:30pm and a quorum was present.
2. **Pledge of Allegiance**
3. **Approval of Minutes**
  - a. **September 8, 2020**

MOTION: Lisa Cesare motioned to accept the minutes of September 8, 2020 as written; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS 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 \$20,703.62 and the Treasurer's Warrant in the amount of \$24,867.11; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

5. **Public Hearing**
  - a. **Discussion and Consideration of Approval for 2020-21 General Assistance Ordinance Appendices (A-H)**

Mrs. Loring explained that these were the revised appendices for 2020-21 incomes limits for the MMA Model GA Ordinance, which the Town had adopted. She provided a summary showing how the limits had changed from the previous year. She continued that the adoption of the amendments required a public hearing which had been properly noticed and published.

MOTION: Brittany Hemond motioned to open the Public Hearing at 6:36pm; seconded by Lisa Cesare.

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DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

Chairman French opened the Public Hearing and asked if there were any comments, and there were none.

MOTION: Brittany Hemond motioned to close the Public Hearing at 6:36pm; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

Mrs. Loring stated that she recommended adoption of the revised GA Ordinance Appendices.

MOTION: Lisa Cesare motioned to accept the State GA Maximums for the ensuing year; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

## **6. Old Business**

### **a. COVID-19 Update**

Mrs. Loring stated that the only changes in the past couple of weeks was that the staff had applied for another grant to pay for elections. The grant was issued by CTCL and was in the amount of \$5,000 and would cover election costs between June 15<sup>th</sup> through December 31, 2020 and could be used for cleaning supplies, staff costs and training.

She explained that the State was stepping up notification and enforcement of COVID-19 related issues, and staff had already received a couple notifications. She reiterated the Town's role in the educating and encouraging adherence to the Governor's executive orders. The steps included following up with the organizers to make sure that they understood the DECD guidelines for their specific event and offer resources to them. The Town reported the organizer's response and the State decides whether additional enforcement action is required either by the State Police or the licensing division, but the Town was not responsible for enforcement.

### **b. Code Enforcement Update**

Mrs. Loring explained that there were no updates for the remaining enforcement cases in Town.

## **7. New Business**

### **a. Consideration of New E911 Road Name**

#### **i. "Our Way"**

Mrs. Loring explained that this was a request because R015-007 did not have road frontage in Minot but did have adequate road frontage through their abutting lot in Hebron. The Code Officer in Hebron had agreed to issue an Entrance Permit if the driveway was given an E911 name that was the same in both Town's. The

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Addressing Officer has confirmed that the request met the Town's naming standards and recommended approval.

MOTION: Brittany Hemond to accept "Our Way" road name for E911 purposes only; seconded by Daniel Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

**b. Discussion of Including Financing for Broadband Expansion in the FY2021 Budget**

Mrs. Cesare explained that the Broadband Committee met to discuss options to achieve expanded services in Minot. They determined that the best option was to go for a ConnectME Grant, which would require the Town to commit a certain portion in Town funding. They discussed three options for raising those funds:

- Consider creating a Tax Increment Finance (TIF) District to raise funds
- Designate a portion of the Undesignated Fund Balance toward a broadband reserve
- Raise and appropriate the funds through local taxes.

She continued by summarizing the pros and cons of each and felt that the third option was the more likely solution, and they could use the same method that was used when the Trails Grant was approved. Mrs. Loring said that she would look up the specific language and report back. For budgeting purposes, they were going to assume that the local match would be \$200,000 but that could change based on project estimates.

**\*8. Department Head Updates**

**a. Fire Department Updates – James Allen, Fire Chief**

Chief Allen explained that the annual pump test had been completed. The Highway Department had also been completing drainage improvements to the Orchard Station parking lot, which included adding new gravel and ditching. They had also discovered a wet spot on the backside of the Station and no water pressure, and Hodgekins Well Drilling was scheduled to check on whether there was a break in the line, the well was dry or an issue with the pump.

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

**c. Highway Report as submitted by Scott Parker, Highway Director**

**7. New Business**

**c. Executive Session pursuant to Title 1 M RSA §405 (6)(a): Town Administrator's Annual Review**

MOTION: Brittany Hemond motioned to go into Executive Session pursuant to Title 1 M RSA section 405 (6)(a) for Town Administrator's Annual Review; seconded by Daniel Gilpatric.

DISCUSSION: Danielle Loring announced that she was going to leave and allow the Board to discuss her review before rejoining them for formal comment.

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VOTE: UNANIMOUS APPROVAL (5/0)

Chairman French announced that the Board was in Executive Session at 7:50pm.

MOTION: Brittany Hemond motioned to come out of Executive Session; seconded by Lisa Cesare.

VOTE: UNANIMOUS APPROVAL (5/0)

Chairman French announced that the Board was out of Executive Session at 8:08pm.

MOTION: Lisa Cesare motioned to accept the Performance Review for Danielle Loring including a pay increase to \$68,000 effective October 1, 2020; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

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

Mrs. Loring reviewed several items:

- Staff had received the new estimates for the Local Roads Assistance Program (LRAP), and they were going to have a 6.34% reduction from \$64,724 to \$60,382 for FY21.
- Staff had been contacted about a relator for Jasper Hill Estates because the owner was interested in building the road to the back lots as a Town-owned road. She had explained to them that there was a process described in Chapter 8 of the Land Use Code which included a performance bond estimated to be \$275,000 and an escrow of \$13,500 for professional services and that this did not guarantee acceptance at Town Meeting. They had also asked about maintaining it as a private road, which would require them going to the Planning Board have it approved as an Open Space Subdivision per the Land Use Code.
- Mrs. Loring was going to hire out to complete work for the server project. This would include running conduit from the offices to the server rack. This work would be completed by qualified individuals, but goal was to complete the work for less than was quoted by the electrician.
- Butler Hill Road Petition was going for its second reading before the City of Auburn Council. The Petition to close the road had failed the first reading, and if it passes, Auburn had agreed to meet the conditions requested by the Town.
- The Poland High School Boosters Club had requested to do a "Toll Booth" in front of Minot Consolidated School on October 17<sup>th</sup> from 8am to 12pm to raise money. They would use signage to alert traffic and had done this in the past in front of the Village Trading Post.

## **8. Selectmen Comment – None**

## **9. Public Comment – None**

## **10. Next Meeting Dates**

### **a. September 21, 2020 – Confirmed**

## **11. Adjournment**

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

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VOTE: UNANIMOUS APPROVAL (5/0)

The Board adjourned at 8:10pm.

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

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