



Town of Minot

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

Board of Selectmen & Budget Committee
Minot Town Office
Monday, October 26, 2020, 6:30 pm
Joint Meeting Agenda*

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

Budget Committee: Matthew Callahan, Bernice Fraiser, Denis Decoster, Timothy Worden, and William Perry.

Absent: Daniel Callahan

Staff: Danielle Loring (Administrator), Sara Farris (Town Clerk), Scott Parker (Highway Director) and James Allen (Fire Chief)

1. **Call to Order:** Chairman Steve French called the meeting to order at 6:35pm, and a quorum of both groups was present.
2. **Pledge of Allegiance**
3. **Introduction – Danielle Loring, Town Administrator**

Mrs. Loring outlined her memo summarizing the proposed FY2021 budget and highlighted the areas where major changes occurred. Chairman Callahan asked about the paving program and whether bonding funds would be used to leverage longer contracts with paving companies, and Mrs. Loring stated that was a possibility and they would certainly include that option when the bids were released. Mr. Parker added that the concern with that was the escalators, which the Town did not typically allow, but saw how they could be beneficial in a case like this.

4. **Department Head Presentations**
 - a. **Elections and Town Meeting – Sara Farris, Town Clerk**

Mrs. Farris presented her proposed budget for FY2021 and explained that there was a slight decrease but she was hesitant to reduce it further given the current situation and not knowing how they would effect costs, especially in regard to Town Meeting and the State elections. The Town was still receiving some aid but there were other areas where the Town was responsible, which may become expensive.

- b. **Highway Department – Scott Parker, Highway Director**

Mr. Parker summarized the changes in the Highway Department. He stated that, for the most part, the Department was proposing flat budgeting across most cost centers except for areas related to the proposed paving programming. Specifically, Paving would increase to account for increased tonnage, Common Roads to cover the cost of increased materials (gravel) and Contracted Services for the rental of the boom mower.

- c. **Remaining Budget Items – Danielle Loring, Town Administrator**

*Written minutes serve as reference to the official record, which are recordings kept at the Town Office.
Board of Selectmen and Budget Committee Meeting Minutes Dated October 26, 2020

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

Mrs. Loring reviewed her memo regarding the changes to the other Town Departments. She highlighted that the largest increase was in the Town Salaries & Benefits cost center because the Town was extending benefits subsidy to include family coverage. Otherwise most of the Town's costs were being held flat to current year expenses.

d. Fire Department – Jim Allen, Fire Chief

Chief Allen reviewed the changes for the Fire Department that resulted in an overall decrease for the department. Mr. Perry asked if there were any concerns that they were decreasing funds for the department, and Chief Allen responded that he was not concerned given that the costs aligned well with the historical numbers. Mrs. Loring added that the Town was continuing to invest in the department through continued payments for the Engine 8 Fire Truck and including the paving of the Orchard Station in the Paving Budget. She explained that her vision for the Town was an interdepartment approach where there was cross training, such as the Addressing Officer coming from the Fire Department but assisting with a Code function. She was hoping to continue this effort in the coming year. She also added that this was just a temporary reduction in order to help offset taxes but that the department was going to work to develop a plan to get more members and find additional opportunities to expand the department across other Town Departments.

Chief Allen also explained that the department was going to continue to seek out grants for supplies and equipment. Mrs. Cesare asked if that meant that he would be requesting carry forward funds, and he responded that he was just looking to replenish what they had used from the Grants reserve to make it whole.

5. Adjourn

The meeting adjourned at 7:56pm.

X	X
Steve French, Chairman	Daniel W. Gilpatric, Vice Chairman

X	X	X
Daniel Callahan, Jr.	Lisa Cesare	Brittany Hemond