



Town of Minot

329 Woodman Hill Road
Minot, ME 04258
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Board of Selectmen
Minot Town Office
329 Woodman Hill Road
Monday, December 14, 2020, 6:30 pm
Minutes*

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

Absent: Daniel Callahan

Staff: Danielle Loring (Administrator)

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. **November 30, 2020**

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

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

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

MOTION: Brittany Hemond motioned to accept the Payroll Expense Warrant in the amount of \$24,887.51, and the Treasurer's Warrant in the amount of \$227,358.60; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

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

Mrs. Loring stated that there was operationally nothing new to report. That staff was working to finalize any existing grants that closed with the end of the year. She continued that she was working through negotiations with surrounding towns involving an interlocal plowing agreement. Though she did not think that the Town would benefit directly, she did think that it was important to be part of those conversations.

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

Board of Selectmen Meeting Minutes Dated December 14, 2020

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

The Board continued discussions involving the vacancy in the Highway Department and efforts to fill that position. Though there had been applications, this time of year proved problematic with scheduling interviews between storms and holidays and the Director would like to wait until spring, if he could manage it, to hire someone. Mr. Gilpatric suggested reaching out to Perry Transport to see about contracting an additional driver to fill the position. The Town would save on payroll, where the driver would only be used during storms, and would be able to manage existing staff. Mrs. Loring would work with the Director to begin discussions with Perry regarding such arrangement.

b. Code Enforcement Update

Mrs. Loring stated that there was nothing new to report.

6. New Business

a. Discussion and Consideration of Holiday Closures

Mrs. Loring explained that other towns were giving Christmas Eve and New Year's Eve off as paid holidays as a show of appreciation for the difficult year. Chairman French asked what the impact to the budget would be, and Mrs. Loring responded that it would be the same, and Mrs. Loring explained that there would be no impact and they were scheduled to already be closed half a day. Chairman French felt that they should grant it, and the other Board members agreed.

MOTION: Lisa Cesare motioned to grant Christmas and New Year's eves as paid holidays; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

b. Consideration of Revisions to Personnel Policy

Mrs. Loring presented changes in the Personnel Policy for consideration that would address either recent policy or legal changes. They included:

- Adopting language that would address Earned Personal Leave (EPL) for full-time, part-time and per diem employees. Not much would change for permanent employees because they already received Personal Time Off (PTO) and the policy would clarify that they were the same thing. However, it does stipulate how per diem employees would earn and use EPL.
- Change the payroll date from Thursday to Wednesday, which was permitted the previous spring, and convert from biweekly to weekly payroll. Mrs. Loring explained that they were changing payroll companies and they were able to negotiate a rate that would result in a modest increase to move to weekly and the current staff was requesting the change. Chairman French felt that it was important to support and acknowledge that some employees were in a position that they lived paycheck to paycheck.
- Codify the change to add family coverage as a cost share of 80/20 between the Town and employee.

MOTION: Lisa Cesare motioned to accept the revisions to the Personnel Policy; seconded by Brittany Hemond.

DISCUSSION: None.

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VOTE: UNANIMOUS APPROVAL (4/0)

c. Discussion of Potential Venues for 2021 Annual Town Meeting

Mrs. Loring explained that the Clerk had reached out to the Minot Consolidated School (MCS) Principal about using the gym for Town Meeting in March, and the response was that they were not allowing the public to use the facilities at this time and, that may change, but they were recommending finding another venue. Mrs. Loring was looking for direction about other venues.

The Board felt that the response from the RSU was unacceptable, and that they were willing to pay for additional cleaning, if that was necessary. They would entertain other venues, such as the municipal complex or even moving to a referendum vote, but they wanted to have additional discussions with the RSU first. Mrs. Cesare volunteered to reach out to the Superintendent to try and persuade him allow the Town to use the school.

7. Department Head Updates

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

b. Highway Report as submitted by Scott Parker, Highway Director

8. Town Administrator's Report

9. Selectmen Comment

10. Public Comment – None

11. Next Meeting Dates

a. December 28, 2020 – Confirmed

12. Adjournment

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

VOTE: UNANIMOUS APPROVAL (4/0)

The Board adjourned at 8:03pm.

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

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