



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, February 8, 2021, 6:30 pm
Minutes*

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

Absent: Daniel Callahan

Staff: Danielle Loring (Administrator)

Other: Colleen Quint (Broadband Committee) and Ron Berry (Marston Hill Road)

1. **Call to Order:** Chairman Steve French called the meeting to order and a quorum was present.
2. **Pledge of Allegiance**

***5. Public Hearing**

a. Broadband Municipal Referendum Question (available via Zoom)

Chairman French stated that he was moving the Public Hearing up to respect the participants' time. He called for a motion to open the Public Hearing.

MOTION: Brittany Hemond motioned to open the Public Hearing at 6:33pm; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

Chairman French asked Colleen Quint, Chair for the Broadband Committee, to summarize the referendum question being considered. Ms. Quint stated that the Broadband Committee had been meeting for over a year and working with Brian Lippold from Casco Bay Advisors as the Town's Consultant. After reaching out to the providers in the area, they were able to negotiate an agreement with FirstLight to expand their service to roughly 150 homes, which was around half of the underserved locations in Minot. Mr. Lippold added that FirstLight already had the fiber infrastructure in the northern part of Town and they were looking to expand that.

Ms. Quint continued that the reason that they had encouraged this initiative to be moved to a referendum question from the Town Meeting was due to timing. Because the application was due this spring, the Town would need to have funds committed prior to applying, whereas, in the past, a letter from the town officials would suffice. Mr. Lippold confirmed this information and added that the application was going to be due in April. Ms. Quint that the Board had chosen to take the funds from the Undesignated Fund Balance (UFB), due to the availability of funds, rather than split the cost between tax revenues and UFB.

Mrs. Loring added that the project would expand FirstLight's territory but would overlay Fiber to the Home (FTTH) infrastructure within that footprint. Mr. Lippold confirmed this information. Mrs. Loring only wanted to make the distinction because existing FirstLight customers were getting DSL service and this proposal included a superior product that no one in Town was getting the advantage of.

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

Board of Selectmen Meeting Minutes Dated February 8, 2020

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

Chairman French asked if there were any questions. Mr. Berry asked who was going to be getting the service area and Ms. Quint described the area based on a map provided. Mrs. Loring also added that this was considered just a phase in the Committee's efforts to get the whole Town access to broadband level service.

MOTION: Brittany Hemond motioned to close the Public Hearing at 6:44pm; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

Chairman French closed the Public Hearing.

3. Approval of Minutes
a. January 25, 2021

MOTION: Britany Hemond motioned to accept the minutes; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

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

MOTION: Lisa Cesare motioned to accept the Payroll Expense Warrant in the amount of \$19,246.62, and the Treasurer's Warrant in the amount of \$211,328.53; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

6. Old Business
a. COVID-19 Update – None
b. Code Enforcement Update

Mrs. Loring explained that she had talked to the Town's Attorney and the courts were still not scheduling land use cases. However, he was suggesting that the Town use the wait time to continue enforcement and to re-issue notices of violation. He felt that this would make a stronger case in court. The only caveat was that it also reopened the appeal windows, and the Town currently did not have an active Appeals Board. She was working with the Town Clerk to fill these positions but had not found anyone yet.

The Board felt that it was prudent to make contact with the property owner again with the guidelines that the notice be for 30 days with a restoration plan of no more than 3 months.

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

Board of Selectmen Meeting Minutes Dated February 8, 2020

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

7. New Business

a. Consideration and Approval of 2021 Municipal Election and Referendum

Mrs. Loring presented the municipal election and referendum warrant for consideration and approval, as prepared by the Town Clerk, for the March 12th ballot which would be held from 4pm to 8pm.

MOTION: Lisa Cesare motioned to accept the warrant for the secret ballot election on March 12, 2021; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

b. Consideration and Approval of Fire Truck Refinancing

Mrs. Loring presented the Allonge, as prepared by Androscoggin Bank, that would amend the interest terms for the existing bond for the Engine 8 Fire Truck. It would decrease the interest rate from 4.19% to 1.99%. The terms of maturation would remain the same and there would be no penalty for paying off early, because it was an effect 2 term, maturing in 2023, but the Board intended to pay it off by 2022.

MOTION: Brittany Hemond motioned to amend the \$425,000 Lease Purchase Agreement Number 5318011342 dated December 4, 2018, and awarded to Androscoggin Bank, Lewiston, Maine, by amending the interest rate, payment amounts and payment schedule in accordance with the attached Allonge, which is hereby adopted as if fully stated herein, and further to authorize the Treasurer and Chair of the Select Board to execute said Allonge and all other documents necessary to complete said amendment. All other terms and conditions as stated in said Lease Purchase Agreement will remain the same; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

c. Consideration of Scholarship Deferral Request

Mrs. Loring presented a request from a 2020 scholarship recipient, who had postponed starting classes until the fall of 2021. She was requesting that her scholarship be carried forward to the next award year. Chairman French asked what the amount of the scholarship was, and Mrs. Loring responded that it was \$100. Mrs. Cesare asked if there were consequences, and Mrs. Loring felt that it was a small enough amount that it should not impact future recipients and felt that the Board should consider amending the policy to include a potential expiration of award.

The Board agreed to postpone the award by one year.

d. Review of Draft Warrant for Inclusion in Town Report

Mrs. Loring explained that the only a draft of the Town Meeting Warrant would be included in the Town Report where the date had not been set. She was asking for them to make a final review of the items to ensure that the items were correct before publishing.

First, she could not find the vote to recommend the Land Use Code articles for the warrant.

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

Board of Selectmen Meeting Minutes Dated February 8, 2020

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

MOTION: Lisa Cesare motioned to recommend Articles 5 through 10 for adoption; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

Article 22: Principal Payments

Mrs. Loring explained that by changing the interest rate they were also changing the interest rate for the annual payment and the Board was looking to pay it off in 2 years, so the payment would have to increase to \$125,000 in order to do so. This would increase the warrant article from \$150,762 to \$175,524.

MOTION: Brittany Hemond motioned to amend the recommendation for Article 22 to \$175,524 for Principal and Interest Payments; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

Article 27: County Tax

MOTION: Lisa Cesare motioned to recommend Article 27 in the amount of \$287,400 for the County Tax Payment; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

8. Department Head Updates

- a. Clerk's Report as submitted by Sara Farris, Town Clerk**
- b. Highway Report as submitted by Scott Parker, Highway Director**

9. Town Administrator's Report

a. Paying Annual Membership Dues

Mrs. Loring wanted to clarify how membership dues should be handled for payment before Town Meeting approval, especially where some had increased. Mrs. Hemond read them off as Maine Municipal Association (MMA), Androscoggin Valley Council of Governments (AVCOG), Greater Androscoggin Human Society (GAHS), and Trio. Mrs. Cesare felt that the decrease in the Trio agreement was enough to cover any incidental increases in the other organizations because they were one Article in the Warrant. The rest of the Board agreed and felt that they should be paid as the came due.

b. Investments

Mrs. Loring explained that the rate of return of the checking and savings account had decreased again, and she was interested in looking into an investment manager to see if they could get a better return on their endowment accounts such as the scholarships and cemetery. Chairman French was concerned with the level of risk in the market and did not want the Town to lose any money. Mrs. Cesare was concerned by the fees associated with investment managers. The Board was openminded to a presentation with Daniel Lee at their next meeting.

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

Board of Selectmen Meeting Minutes Dated February 8, 2020

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

c. Finishing the Server Project

Mrs. Loring explained that the server room was built at the Fire Department and was ready to be network. She wanted to bring back Dominic Dymond and Jason Bryant to finish the work. She explained that the cost would be less where it would only be a day's work. The Board was fine with the arrangement as long as Mrs. Loring was satisfied with their work.

d. Personnel Policy

Mrs. Loring wanted to continue a discussion that they had had back in December regarding personal time for employees. She explained that the current policy gave 5 days a year with an allowed maximum limit of 15 days and a payout of 120 hours. She explained that she would like to see the bank of hours increase to come closer to other municipalities and allow those with higher tenure more of a cushion in case something happened, especially where the Town did not offer income protection, paid leave or short term disability.

She presented information from MMA that showed the annual accumulation, total bank and pay out for other towns across the State. Minot scored in the lower percentile in each category. She was only suggesting that the bank be increased to 60 days while the annual amount and payout would remain the same. There were concerns regarding productivity raised and the advantages to the Town for increasing the bank, but they felt that it would help the Town to be more competitive in the job market. Mrs. Loring would bring a revised policy to approve to the next meeting.

e. Energy Grants

Mrs. Loring explained that she was pursuing a grant from efficiency Maine for lighting and heat upgrades. She explained that there was a project cap, and the Town would be responsible for the balance. She was getting quotes and would evaluate the cost benefits before submitting. She would update when she had more information.

10. Selectmen Comment – None

11. Public Comment – None

12. Next Meeting Dates

a. February 22, 2021 – Confirmed

13. Adjournment

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

VOTE: UNANIMOUS APPROVAL (4/0)

The Board adjourned at 8:01pm.

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

Board of Selectmen Meeting Minutes Dated February 8, 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.