



Town of Minot

329 Woodman Hill Road
Minot, ME 04258
207-345-3305
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Board of Selectmen
Minot Town Office
329 Woodman Hill Road
Monday, February 22, 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) and James Allen (Fire Chief)

Other: Daniel Lay, *Esq.*, and DJ Shaughnessy of HM Payson via Zoom

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. **February 8, 2021**

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 \$21,206.29, and the Treasurer's Warrant in the amount of \$48,762.32; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

5. **Assessor's Business**
 - a. **Consideration and Approval for Supplement
Nicholas & Colleen Labbe
Map R08, Lot 019F
Voluntary supplement for Farmland Penalty for land removed for program.**

Mrs. Loring explained that the new property owner had voluntarily removed the lot from the Farmland Program after purchasing to convert it into a house lot on Jackson Hill Road. He had already paid the penalty, and this was a formality to designate those funds.

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MOTION: Lisa Cesare motioned to accept the supplemental assessment for Nicholas and Colleen Labbe for Map R08, Lot 019F and taking 7.66 acres out of the Farmland Program; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

b. Consideration and Approval of Supplement

Joseph Theriault

Map R016, Lot 007

Supplement imposed for Tree Growth Penalty for land removed from program.

Mrs. Loring explained that this was a mandatory penalty for removing land out of Tree Growth and selling it to another owner. She added that the penalty had not been paid and interest would be imposed after 60 days.

MOTION: Daniel Gilpatric motioned to accept the supplemental assessment for Tree Growth Penalties for Joseph Theriault for Map R016, Lot 007; seconded by Brittany Hemond.

DISCUSSION: Lisa Cesare stated that she was abstaining from the vote because she was friends with the property owner.

VOTE: MOTION CARRIED (3/0/1 ab LC)

6. Old Business

- a. COVID-19 Update – None**
- b. Code Enforcement Update – None**

7. New Business

a. Investment Program Presentation by Daniel Lay, Esq. of HM Payson

Daniel Lay of HM Payson introduced himself and the mission of his firm. He gave basic information for how the investment process worked and the items that Board should consider. He and Mr. Shaughnessy gave examples of the work they did and how it could be structured if they were to move forward. Mrs. Loring asked what the next steps were, and Mr. Lay responded that it would be to update the Investment Policy to allow for a third party to manage their funds and set the parameters for how they could be invested. He explained that the final step would be picking the portfolio for the funds.

Mrs. Cesare explained that she was concerned with the fees that may come with their services, and whether they would be worth the return they were getting from the portfolio, and Chairman French explained that he was concerned with the idea of “risk” and the potential to lose the funds if the market went south. Mr. Lay explained that there was a natural fluctuation to the market and there would always be a rebound that the recovery time was the variable. He continued that his strategy for his clients was to have a five-year buffer of expendable funds if the market was less profitable.

The plan was to receive an example of a portfolio with fees that best matched their needs and decide whether the Board was interested in changing the investment policy to move forward. Mr. Gilpatric felt that this was good for them to consider so that the endowment funds could be used as they were intended.

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b. Consideration and Approval of 2021 Town Appointments as Submitted by Sara Farris, Town Clerk

Mrs. Loring present the list of appointments for 2021 as prepared by the Town Clerk and recommended their approval.

MOTION: Lisa Cesare motioned to accept the following appointments:

- Matthew Garside as the Fair Hearing Authority;
- Alan Plummer as the Alternate Code Enforcement Office;r
- James Allen as the Fire Chief;
- Robert Larrabe as Animal Control Officer;
- Caitlin Demers as Addressing Officer;
- Scott McElravy as Code Enforcement Officer and Local Plumbing Inspector;
- Norma Dulac as Deputy Clerk, Deputy Tax Collector, Deputy Registrar;
- Sara Farris as Clerk, Tax Collector, Registrar of Voters, Constable;
- Holly Packard as Treasurer, Deputy Clerk, Deputy Tax Collector;
- Danielle Loring as General Assistance Director, Road Commissioner, Constable, Administrator, Deputy Clerk, Health Officer, EMA Director, Deputy Tax Collector, Deputy Treasurer;
- Steve French as the Lake Auburn Water Protection Board of Directors;

Seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: MOTION CARRIED (3/0/1 ab SF)

c. Consideration and Approval of Personnel Policy Amendments

Mrs. Loring presented the revised Personnel Policy to reflect the change in accrued Personal Days from 15 to 30 day maximum.

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

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

d. Consideration and Approval of Contract Renewal with Androscoggin Valley Council of Governments (AVCOG) for Planning Services

Mrs. Loring presented the annual agreement with AVOCOG for additional Planning Services outside what was covered by the membership. She added that she felt that the previous year had gone well and the Planning Board was well equipped to handle applications but this offered another layer of review for those larger projects or to assist with ordinance revisions.

MOTION: Lisa Cesare motioned to accept the agreement for Planning Services with AVCOG for the period of February 8th through January 31, 2022; seconded by Brittany Hemond.

DISCUSSION: None.

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VOTE: UNANIMOUS APPROVAL (4/0)

e. Consideration and Approval of Letter of Engagement with Smith & Associates for 2020 Auditing Services

Mrs. Loring presented the Letter of Engagement with Smith & Associates for the 2020 audit for consideration and was recommending approval. They were expecting the audit to start on March 2nd.

MOTION: Lisa Cesare motioned to accept the Letter of Engagement with Smith and Associates for the 2020 audit; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

8. Department Head Updates

- a. Fire Department Update – James Allen, Fire Chief**
- b. Clerk’s Report as submitted by Sara Farris, Town Clerk**
- c. Highway Report as submitted by Scott Parker, Highway Director**

9. Town Administrator’s Report

- a. Road Postings**

Mrs. Loring asked how the Board wanted to handle road postings, and the Board wanted them to be managed by staff.

b. Recreation Department

Mrs. Loring stated that she was approached about a tri-town recreation department and wanted the Board to be aware of it for when she had more information.

c. Scholarship Funds

Mrs. Loring stated that she had been approached by the members of an estate about changing the principal amounts for a scholarship fund. After she investigated it, it did not appear that those funds we accept at Town Meeting. Legal was suggesting that that step would need to occur first before the request could go to the Attorney General’s Office. Mrs. Loring would continue to look into it and come back with additional information about the next steps.

10. Selectmen Comment – None

11. Public Comment – None

12. Next Meeting Dates

- a. March 8, 2021 – Confirmed**

13. Adjournment

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

VOTE: UNANIMOUS APPROVAL (4/0)

The Board adjourned at 8:24 pm.

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

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