



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 July 26, 2021, 6:30 pm
Minutes*

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

Staff: Danielle Loring (Administrator) and Candi Gilpatric (Planning Board Chair)

Public: Laurent and Donna Doyon, Daniel Callahan, Peter Theriault, and Pauline Durant.

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. **July 12, 2021**

MOTION: Lisa Cesare motioned to accept the minutes as written; seconded by Matthew Callahan.

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 \$21,891.42, and the Treasurer's Warrant in the amount of \$34,791.63; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

- *6. **Public Hearing**
 - a. **Consideration and Discussion of Updating the Comprehensive Plan with Focus on Updating Village District I & II for Expanded Uses**

MOTION: Lisa Cesare motioned to open the public hearing at 6:32pm; seconded by Brittany Hemond.

VOTE: UNANIMOUS APPROVAL (5/0)

Chairman Steven French opened the Public Hearing.

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Board of Selectmen Meeting Minutes Dated July 26, 2021

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Mrs. Loring started by summarizing the events that led to the public hearing being scheduled. The primary objective was to learn whether there was public concern regarding the Village Districts or the Comprehensive Plan in general. If there was, the Board could choose to opt for a full Comp Plan review and appoint a full committee, and, if there was not, the Board could choose to appoint the Planning Board as the review authority and choose to do only a small portion. Mrs. Loring asked if there was anything else that the Planning Board wanted considered.

Mrs. Gilpatric gave the history for how the districts were established when the last Comp Plan was created in 2006. She explained that there had been brief discussions regarding Village District I (VDI) off of Center Minot Hill Road, but the primary focus had been Village District II (VDII) off of Route 119/Woodman Hill Road because it was too restrictive even now there were grandfathered uses. She felt that the two districts were similar aside from their management of large commerce.

Peter Theriault was concerned that a change in district would reduce his development potential in the future because he had plans to expand. Mrs. Gilpatric felt that large commerce was allowed in all districts aside from VDII. He asked about his potential to build storage units or a residential building, and Mrs. Gilpatric stated that his projects would need to be considered by the appropriate review authority to approve it.

Mrs. Loring stated that she had gotten a call from Jeannie Carpenter, who wanted to see the zoning converted to residential because her family had no intentions of splitting and developing their lots for any use other than agriculture.

Mr. & Mrs. Doyon wanted to know about the proposed changes and how they would impact their district. Mrs. Gilpatric explained that the discussions were in the early stages, and it was possible that there would be no changes to VDI because there was nothing precipitating it. Mr. Theriault wanted to know what was bringing the issue to light, and Mrs. Gilpatric explained that the topic had developed over a building permit had been issued earlier in the year and the question of whether it should have been allowed given the restrictions.

Ms. Durant explained that she was concerned with future development, where she was located between the two Pratt buildings on Route 119. Mrs. Gilpatric asked what she felt would be unacceptable, and Ms. Durant explained that she felt anything larger than a Dunkin Donuts would be too much. Mrs. Gilpatric explained that she would note that and that there would be other opportunities for public input. Ms. Durant asked some additional questions about the impact of businesses in the area, such as noise and fireworks.

Chairman French asked if there were any additional questions, and there were none.

MOTION: Lisa Cesare motioned to close the Public Hearing at 7:05pm; seconded by Matthew Callahan.

VOTE: UNANIMOUS APPROVAL (5/0)

The Board decided that, based on the testimony given, that it would be best to amend only a portion of the Land Use Code and Comprehensive Plan. They also agreed that this work could be handled by the Planning Board with the assistance of AVCOG.

MOTION: Lisa Cesare motioned to appoint the Planning Board as the Comprehensive Review Committee; seconded by Brittany Hemond.

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Board of Selectmen Meeting Minutes Dated July 26, 2021

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DISCUSSION: Lisa Cesare commented that she did not feel that they should give the Planning Board direction on how to handle the Village District issue, but to let them work through it as they saw fit. The other members agreed.

VOTE: UNANIMOUS APPROVAL (5/0)

b. Consideration and Discussion of Remote Meeting Policy

MOTION: Brittany Hemond motioned to open the public hearing for the Remote Meeting Policy at 7:17pm; seconded Lisa Cesare.

VOTE: UNANIMOUS APPROVAL (5/0)

Mrs. Loring explained that the Board was holding a public hearing in accordance with Maine Law regarding the adoption of the policy. The policy would allow the Board or members to participate remotely in the event of an emergency, illness or if it was necessary to have a quorum. She explained that the public and staff could still attend remotely, and the option must always be made public in the event that any Board members participated in that manner. Mr. Callahan asked what would happen if he needed to attend a meeting remotely due to work, and Mrs. Loring stated that he could participate as a member of the public but that he could not vote unless a quorum was needed.

MOTION: Lisa Cesare motioned to close the public hearing at 7:20pm; seconded by Matthew Callahan.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Matthew Callahan motioned to accept the Remote Meeting Policy as written; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

***5. Old Business**

c. COVID-19 Update

Mrs. Loring explained that the State had requested an extension on distribution ARPA funds, and it looked like they would be receiving them after August 15th. Chairman French asked what her intentions were for the funding. Mrs. Loring explained that Broadband was always a major consideration but felt that the ruling excluded the use of the funds as a grant match. She then felt that they should be used to provided employees with a stipend as essential workers, especially considering the bonuses and incentives being offered to attract employees. She also wanted to focus on finishing the network security upgrades and felt that the remaining should be held for the third year of the paving bond. She felt that the Town should be budgeting \$400,000 to maintain its roads and avoid major reconstruction.

d. Code Enforcement Update – None

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Board of Selectmen Meeting Minutes Dated July 26, 2021

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***7. New Business**

a. Consideration and Approval of Appointing New RSU Board of Directors to Fulfill Term until 2023

Mrs. Loring presented the responses to the advertisements expressing interest to fill the vacancy from Jennifer Tiner and Whitney King-Buker. She explained that the Clerk had consulted with legal about whether a married couple could serve together, and there were no restrictions against it. She explained that there were no candidates at the last election for School Board, and all positions were chosen by write-in. In addition to Michael Downing having 13 votes and Scott Tiner having 11, Mrs. Tiner had received 9 and Mrs. King-Buker had received 2.

Mrs. Hemond felt that Mrs. King-Buker would do a good job of representing the Town. Mr. Callahan felt that the people had spoken in giving Mrs. Tiner the third most votes and encouraged Mrs. King-Buker to run in the next election.

MOTION: Matthew Callahan motioned to appoint Jennifer Tiner to the School Board to serve until the end of the 2023 term; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

b. Tax Commitment and Setting of FY2021 Mill Rate

Mrs. Loring presented the three options that she had prepared for the 2021 mill rate: \$16.55, \$16.60, and \$16.65 (all rates are per \$1,000 of property value). She explained that there were increases in the overall budget given the paving bond payment, County taxes, and operating expenses, these were offset by the \$4 million in property value increases and \$100,000 in personal property increases. She explained that some of the increases were eroded by the decrease in certified ratio from 90% to 85%, which reduced the revenues from the State for Homestead, BETE, Veterans, and Tree Growth reimbursements and explained that it would not be a problem the next year with the revaluation. She also explained that the impact of the RSU budget had been decreased with the State funding 55% starting this year, but it was unclear how long that would continue.

Mrs. Loring presented a breakdown of the revenues being applied to offset appropriations such as carry forwards, LRAP, and use of Undesignated Fund Balance. She added that she was recommend an increase in the use of UFB funds because there were funds leftover from the previous year due to the use of relief funds and budget cuts. She explained her estimates for excise tax and revenue share as well, which were projected to increase that year.

Chairman French asked what rate Mrs. Loring was recommending, and she was recommending that the rate remain flat at \$16.55.

MOTION: Matthew Callahan motioned to set the 2021 mill rate at \$16.55; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

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c. Opening of Proposals for Annual Auditing Services

Mrs. Loring explained that she had received two responses to the RFP: Maine Municipal Audit Services and RHR Smith & Company. The proposals were as follows:

- Maine Municipal Audit Services: \$6,000/year
- RHR Smith & Company: \$9,600/year plus hourly costs

Mrs. Loring explained that the current budget was \$8,600, and Smith & Associates was completing the audit for \$6,500/year and that the additional funds went towards paying the third-party auditor/bookkeeper for the time to help prepare for the audit and review the check reconciliations. She asked if the Board wanted to assemble a hiring committee to interview both firms, and Mrs. Cesare responded that she did not think it was necessary. She felt the Board should talk to the lowest bidder first because she did not think that their bookkeeping was too complicated for additional services, and the other members agreed. Mrs. Loring stated that she would arrange for the next meeting.

***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**

5. Town Administrator's Report

Mrs. Loring explained that she had spoken with Congressman Golden's office and the County EMA Director about future planning, and that there was interest in partnering with them to build a sand-salt shed. She explained that there were some steps that would need to be completed before it could move forward, but she wanted the Board's blessing first. They stated that they would be interested in learning more.

She continued by updating on the Center Minot Hill Cemetery trees. She explained that KB Trees had started removing the trees the previous week and would continue to make progress over the next couple of weeks before coming back to grind stumps. She explained that the trees in the right of way would be charged to the Highway Department, which would leave funds for replacements.

6. Selectmen Comment- None

7. Public Comment – Nonce

8. Next Meeting Dates

- a. August 9, 2021 – Confirmed**

9. Adjournment

MOTION: Lisa Cesare motioned to adjourn; seconded by Matthew Callahan.

VOTE: UNANIMOUS APPROVAL (5/0)

The Board adjourned at 8:27pm.

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

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