



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 August 9, 2021, 6:30 pm
Minutes*

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

Staff: Danielle Loring (Administrator)

Public: Mindy Cyr (Maine Municipal Audit Services)

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 26, 2021**

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

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

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

MOTION: Lisa Cesare motioned to accept the Payroll Expense Warrant in the amount of \$18,805.74, and the Treasurer's Warrant in the amount of \$226,859.97; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

5. **New Business**
 - a. **Discussion of Proposal for Audit Services with Maine Municipal Audits**

Mrs. Loring introduced Mindy Cyr, the owner of Maine Municipal Audit Services, and asked her to give an overview of her proposal. Ms. Cyr explained that she had been in business since 2011 and served nearly 50 small communities in Maine. She gave a brief explanation of her credentials and asked if there were any questions.

Mrs. Loring asked about the format of her audits (in-person or remote), and Ms. Cyr responded that she preferred to be in-person and planned to come for two days as well as an additional day during the day,

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which was included in the proposal. She explained that she liked to run the reports herself from TRIO, and Mrs. Loring responded that that was acceptable and they would have a station for her to work from. Mrs. Loring asked if travel and hotel stay was included in the bid, and Mrs. Cyr confirmed.

Mrs. Loring asked if she had any experience with TRIO, and Ms. Cyr answered that she was well versed with TRIO. Mrs. Loring explained that the Town had recently move from Access version to Web and that they were currently working out some accounting issues but was assured that they would be resolved by the end of the fiscal year.

Mrs. Loring stated that it appeared that she represented mostly smaller communities and wanted to know if they would the largest, and Ms. Cyr responded that Minot would fall in the upper half and that there were other mid-sized townships. Mrs. Loring asked if she had reviewed their financial information online and, if so, if there was anything that stood out to her, and she responded that she had and there wasn't.

Mrs. Loring asked if it was just her in the business, and she responded that she did have an assistant who helped "behind the scenes," but the Town would always work with her personally. Mrs. Loring asked if there was an hourly rate listed for the additional services listed in the proposal, and she responded that she worked at a daily rate of \$150 and that she would give project costs to be included in a separate agreement.

Mr. Gilpatric asked if she had backup, and she responded that she did have another firm that she worked with who was able to step in, if needed. Mrs. Loring stated that the audit was to be completed by June of each year and wanted to know when she planned to do the site visit. Ms. Cyr responded that she would look to come around March.

The Board thanked Ms. Cyr for her time and would be in touch with their decision.

b. Executive Session pursuant to Title 1 MRSA §405 (6)(d): Board discussion regarding audit proposals for contracted services

MOTION: Lisa Cesare motioned to go into Executive Session pursuant to Title 1 MRSA section 405 (6)(d) for a Board discussion regarding audit proposals for contracted services at 6:44pm; seconded by Matthew Callahan.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Brittany Hemond motioned to come out of Executive Session at 6:49pm; seconded by Lisa Cesare.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Lisa Cesare motioned to accept the proposal from Maine Municipal Audit Services for one year to complete the 2021 fiscal year audit; seconded by Brittany Hemond.

VOTE: UNANIMOUS APPROVAL (5/0)

6. Department Head Updates

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

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

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7. Town Administrator's Report

Mrs. Loring explained that she had been in touch with the County Administrator regarding the change to dispatching services, and it looked like it would likely impact the County Taxes and that the PSAP agreement may go away. Chairman French gave the background from when this conversation had previously occurred and felt that the towns should come together to discuss. Mrs. Cesare asked if the Town should consider creating their own dispatch center with the other tri-towns, and Mrs. Loring said that it is a consideration, given the amount of money that they are being charged. Chairman French said that he wanted to have a conversation with the Town's Commissioner, and Mrs. Cesare added that they should consider talking to State reps as well.

8. Selectmen Comment

Lisa Cesare asked for an update on broadband, and Mrs. Loring explained that she had spoken to their consultant the previous week and that they were just waiting for FirstLight to accept the contract. She continued that the delay was due to five-year auditing requirements that had been added after the applications were in, but he felt confident that they would be ready for construction in September.

She added that she had also heard back from Spectrum regarding the build out costs, and they were requesting around \$250,000 from the Town, but she was waiting on clarification about whether they would also seek ConnectME funding. She was also investigating whether ARPA funds could be used as a grant match for that program because she did not think that it did based on the wording in the interim rule.

9. Public Comment – None

10. Next Meeting Dates

a. August 23, 2021 - Confirmed

11. Adjournment

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

VOTE: UNANIMOUS APPROVAL (5/0)

The Board adjourned at 7:51pm.

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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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