



Town of Minot

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Board of Selectmen & Budget Committee
Minot Town Office
Monday, October 25, 2021, 6:30 pm
Joint Meeting Minutes

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Selectmen Present: Interim Chairwoman Lisa Cesare, Brittany Hemond and Matthew Callahan

Budget Committee Members: Chair William Perry, Daniel Callahan, Bernice Fraser, Richard Hemond, Elaine Pratte, and Timothy Worden.

Absent: Steve French and Daniel Gilpatric

Staff: Danielle Loring (Administrator), James Allen (Fire Chief), Sara Farris (Town Clerk), and Scott Parker (Highway Director)

1. **Call to Order:** Interim Chairwoman Lisa Cesare called the meeting to order at 6:36pm and a quorum of each group was present.
2. **Pledge of Allegiance**
3. **Selectmen Consideration and Appointment of Additional Budget Committee Members**

Mrs. Loring stated that Daniel Callahan is also interested in being appointed to the Budget Committee.

MOTION: Matthew Callahan motioned to approve the Daniel Callahan's appointment to the Budget Committee; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (3/0)

4. **Town Clerk to Swear in Budget Committee Members**

Town Clerk Sara Farris swore in all members of the Budget Committee, with the exception of Mr. Worden because he was serving a three-year appointment.

5. **Introduction – Danielle Loring, Town Administrator**

Mrs. Loring summarized her budget memo and highlighted the items that were being proposed as part of the budget as well as the schedule for approval. She explained that the budget would continue to develop over the weeks as more information became available.

6. **Department Head Presentations**

a. **Fire Department – Jim Allen, Fire Chief**

Chief Allen presented the information for the Fire Department's budget and explained that the budget had been cut in 2021 to balance out the payments for Engine 8 and in response to COVID. He explained that

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Minot was also having problems finding staff but was hopeful to bring on some new members in the coming year. His budget was proposing to increase the per diem shift schedule from two (2) to five (5). He was looking to target hours during the business day when their volunteer members were typically working and unavailable for duty so there was coverage. Mr. Callahan asked if there were any discussion to share a full-time member with Mechanic Falls, and Chief Allen explained that there were no existing discussions based on the logistics of firefighting. Selectwoman Cesare asked if a per diem could respond to a fire by themselves, and he responded that they could transport and apparatus to wait for mutual aid and do perimeter battle in the meantime.

He continued by discussing the request for Self-Contained Breathing Apparatuses (SCBA). He explained that the existing ones were out of date and that he wanted to purchase more to replace them. He did not want to purchase them as a bulk purchase as was previously done, because they would end up needing to be replaced all at the same time again.

Selectwoman Hemond asked how many individuals were on the roster, and he responded that there were ten (10) but that the equipment needs were based off the National Fire Protection Association (NFPA) requirements for the number of seats. Selectwoman Cesare asked how many seats there were, and he responded that there were twelve (12). Mr. Hemond asked if extra masks were needed for personal vehicles, and he responded that they were kept on the apparatuses but were specific to the individual because they were fit tested. Selectwoman Cesare asked if there was a bid for the purchase, and he responded that there was not one yet.

Selectwoman Cesare stated that she was concerned with the drastic increase and wanted to know how he intended to use the remaining funds in the Fire Department budget. Chief Allen responded that about \$2,000 was going towards hose testing and another \$2,500 to pump testing, and Mr. Hemond asked why the Department was not doing it themselves. Chief Allen responded that it was due to lack of manpower and certification that they needed to outsource it but they still included the personnel for training purposes. Selectwoman Cesare asked if there were any other resources available, and he responded that there were grants that he would attempt to acquire. She asked if refurbished equipment was available, and he stated that it was an option as well as demo equipment. She added that she was also concerned with per diem scheduling and training. Mr. Worden recommended considering group purchasing with the other towns in the area.

b. Elections and Town Meeting – Sara Farris, Town Clerk

Mrs. Farris explained that her request was flat to prior year given the number of elections in the coming year. She continued that the Town still had the two tabulators provided by the State and that the lease was up in June 2022. She felt that the State was going to continue to provide two moving forward. Selectwoman Cesare felt that the amount for the moderator should increase, and Mrs. Farris responded that she was continuing to look for a replacement but left some room in the budget in case they needed to use the Town's attorney again. Mrs. Farris also noted that there was a slight increase in the cost of printing the Town Reports, and Mr. Perry asked if the number of reports ordered was feasible. Mrs. Farris responded that they had just given out the last report because they were giving them to new residents. She would look into the possibility of increasing the number ordered.

c. Highway Department – Scott Parker, Highway Director

Mr. Parker highlighted the changes to the Highway Department:

- Common Roads (6200)
 - Reduce contracted services to account for less tree work and striping
 - Reduce Trucks & Equipment because do not need boom mower in 2022

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- Paving Bond payment (6350)
 - Account for discussion purposes only. Will be moved to debt service. Revenues from LRAP will also be applied to payment.
- Winter Roads (6400)
 - Increase in supplies for cutting edges
 - Keeping contracted services flat but may increase next year.
 - Increase in labor by \$15,000 to account for staff wage increases with also result in an increase in payroll taxes.
- Highway Equipment Repair (6500)
 - He explained that his biggest concern was the Repair line because all of the funds were accounted for in needed repairs but the brakes on the grader also need to be replaced. He was waiting to hear from the technician but felt that it could be in the hydraulics.
- 2022 Plow Truck (6678)
 - Truck was included in the replacement schedule and would replace the 2008 Sterling. He had gotten a quote to replace the truck and the it had come in just under \$200,000 before trade in because they were asking for a higher horse power vehicle and the price of the plow equipment had increased by \$20,000 since 2018. Selectman Callahan felt that the price was reasonable given the current costs for replacing equipment and felt that the final cost would be lower with the trade-in. Mrs. Loring stated that she would have the financing details available the next night. Mr. Hemond asked if the truck had been put out to a bid, and Mr. Parker responded that it would go out in January before Town Meeting.
 - Phone costs reduced because services moved to IT but still need to cover cellphone.
 - Increasing Fuel & Gas line because of the increase in market price.

d. Remaining Budget Items – Danielle Loring, Town Administrator

Mrs. Loring reviewed her memo regarding the changes to the other budget items. She explained that there were many preliminary estimates, but she would have the final numbers in the coming weeks. She continued that the biggest outlier was health insurance because it was unknown what the overall increase would be and whether additional employees would choose family coverage. She would have those numbers by the middle of mark.

Mrs. Loring continued by explaining the changes to the Codes and Planning Department because she was increasing the hours for the Addressing Officer and giving that individual more responsibility to assist with inspections and administrative work. That person would also continue to provide training curriculum for the Fire Department. Selectwoman Cesare asked if there was overlap in payroll, and Mrs. Loring stated that there would not be because the trainings would occur during differently scheduled times and would be considered as part of the quarterly payroll for that department. She was also increasing the contract planner's time to \$5,000 to assist with technical review.

Mrs. Loring reviewed the changes to the IT Department and explained that it was increasing slightly because they VOIP phones had been moved to that area, but she could not recommend a decrease because the currently goals had not been accomplished due to the phone system having to be replaced early in the year. She added that the Selectmen had approved \$5,500 to replace the physical system and get it operational but there had been additional costs to getting the server connected at the Fire Department and running the fiber between the two buildings. Selectwoman Cesare asked about the remaining funds in the budget, and Mrs. Loring responded that those funds were earmarked to finish the networking project, but it had been difficult scheduling the contractors this year. She would be requesting the funds as a carryforward, but the overall hope was that the Town would see a loss of revenue based on the projections so that the

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American Rescue Funds could be used to complete the project in full, but those numbers would not be available until the end of the year.

7. Adjourn

MOTION: Brittany Hemond motioned to adjourn; seconded by Matthew Callahan.

VOTE: UNANIMOUS APPROVAL (3/0)

The meeting adjourned at 8:06pm.

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

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