



Town of Minot

329 Woodman Hill Road
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Board of Selectmen & Budget Committee
Minot Town Office
Tuesday, October 26, 2020, 6:30 pm
Joint Meeting Minutes*

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

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

Absent: Steve French, Daniel Gilpatric and Timothy Worden.

Staff: Danielle Loring (Administrator)

1. **Call to Order:** Interim Chairwoman Lisa Cesare called the meeting to order at 6:30pm and a quorum of each group was present.
2. **Pledge of Allegiance**
3. **Committee Presentations**

- a. **Committee Overview and Requests– Danielle Loring, Town Administrator**
 - i. **Recreation Committee:**

Mrs. Loring explained that the request for the Recreation Department would remain flat, but they were looking to make some changes by changing to a local landscaping company for the ground maintenance. Ms. Pratte asked who was responsible for equipment, and Mrs. Loring responded that Minot-Hebron Athletic Association (MHAA) was responsible for anything above ground but that the Town took care of the mowing and grass/parking upkeep. She was looking to work out an arrangement to get the fields aerated and overseeded with the help of volunteers.

- ii. **Conservation Committee:**

Mrs. Loring presented this as a flat budget that was necessary due to their agreements for the fields and trails system. Her recommendation was to maintain this at \$100.

- iii. **Cemetery Committee:**

The Committee was requesting that the budget be increased to \$5,000 from \$2,500 to continue maintenance with the different cemeteries. She explained that they had completed site walks for at least 16 of the 29 cemeteries and they had found that there were some items that needed to be addressed, including tree removal, signage installation, stone and fencing repairs. Selectwoman Cesare asked about the remaining funds in the account, and Mrs. Loring explained that there were some expenses that had not cleared to

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remove trees as well as purchase more trees for the Center Hill Cemetery. Any funds that were remaining would be requested as a carryforward.

4. General Budget Discussion

a. Fire Department Update

Mrs. Loring presented the information that the Chief had received regarding the SCBA pricing. Mr. Perry said that he wanted to see the law regarding the number of tanks needed for their equipment and what the consequences were for not complying. Selectwoman Cesare wanted some more information referenced in her email in addition to data regarding the time of days that they were receiving calls so that they could strategically schedule the Per Diems. She was also concerned with purchasing the equipment all at once and wanted to see a replacement schedule moving forward.

b. Highway Department Update

i. New Plow Truck Financing

Mrs. Loring distributed the financing quotes for the new plow truck. Both Selectwomen Cesare and Hemond agreed that they would consider three-year financing as an option. Selectwoman Hemond stated that it made sense given the likelihood that the final cost would be lower than expected due to the trade-in and the fact that the next piece of equipment was due in 2024.

ii. Grader Repairs

Mrs. Loring presented the information for the grader repairs. She explained it was expected to be around \$7,500 and the Town would be purchasing the materials. She explained that the timing would place the repairs outside of the existing fiscal year, which is why she was recommending that the repair line be increased to \$30,000. Mr. Callahan recommended buying the parts to ensure that they would be available and that the price did not increase further, and Mrs. Loring stated that she would pass that on to Mr. Parker. Mr. Hemond asked if the Town would consider replacing the grader, and Mrs. Loring responded that Mr. Parker was adamant he did not consider that a feasible option. It was used as backup plow rig but was not used enough to justify the cost.

5. Adjourn

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

VOTE: UNANIMOUS APPROVAL (3/0)

The meeting adjourned at 7:26pm.

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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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