



Town of Minot

329 Woodman Hill Road
Minot, ME 04258
207-345-3305
www.minotme.org

Board of Selectmen
Minot Town Office
329 Woodman Hill Road
Monday, November 1, 2021, 6:30 pm
Minutes*

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

Staff: Danielle Loring (Administrator), James Allen (Fire Chief), and Dale Doughty (Deputy Fire Chief)

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. **October 18, 2021**

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

DISCUSSION: None.

VOTE: MOTION CARRIED (3/0/ ab SF & DG)

- b. **October 25, 2021 – Tabled**
 - c. **October 26, 2021 – Tabled**
4. **Warrants**
 - a. **Payroll Expense Warrant**
 - b. **Treasurer's Warrant**

MOTION: Lisa Cesare motioned to accept the Payroll Expense Warrant in the amount of \$23,506.03, and the Treasurer's Warrant in the amount of \$12,129.86; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

5. **Public Hearing**
 - a. **Title 28-A MRSA §653: Liquor License Renewal
Barbara Fogarty DBA Maine Wedding Barn
418 Center Minot Hill Road, Minot, ME 04258**

Mrs. Loring presented the Liquor License Renewal for consideration and explained that there were no violations or complaints to date and the staff was recommending approval.

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MOTION: Brittany Hemond motioned to open the public hearing at 6:32pm to discuss the Liquor License Renewal for the Wedding Barn; seconded by Lisa Cesare.

VOTE: UNANIMOUS APPROVAL (5/0)

Chairman Steve French asked if there was any public comment for or in opposition for the application and there was none.

MOTION: Brittany Hemond motioned to approve the Liquor License for the Wedding Barn; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

The Board wished the owners another year of success.

MOTION: Brittany Hemond motioned to close the public hearing at 6:35pm; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

6. Old Business

a. Consideration of FirstLight Proposal (Amendment to Funding Source)

Mrs. Loring presented the newest draft for the agreement and stated that she was waiting for the consultant to review the information and respond. Mrs. Cesare explained that her only concern was the language regarding the Town having first refusal to purchase the infrastructure, and Mrs. Loring responded that it was standard language to allow the Town to transfer to another ISP. Mrs. Cesare did not think that the Town had interest in owning the lines, and Mrs. Loring stated that she felt that it was important where the Town was investing in the upgrade that they be allowed to buy out their interest or the residents would go without. Mrs. Hemond asked if this would be reviewed further by legal, and Mrs. Loring responded that Mark Bower, esq., worked for Jensen Baird and was acting as the Town's counsel during this contract negotiation.

7. New Business

a. Discussion of Changes to Fire Department Standard Operation Procedures (SOP)

Chief Allen stated that he did not have the information from Livermore yet, but he was prepared to talk about the SCBA equipment and Deputy Chief Doughty was also present to answer questions. He continued that he had responded to Mrs. Cesare's email with the information regarding current wage rates and response hours for the crew. Deputy Chief Doughty also presented a description of the necessary number of SCBAs needed for the apparatuses that the Town owned. Based off of this information, they would need a minimum of 12 setups and 2 tanks per mask. Mrs. Loring was suggesting a total of 15 masks and that they be bought 5 masks at a time for the next three years as well as 6 tanks a year for the next 5 years to space them out. Deputy Doughty felt that was feasible and could be combined with existing equipment.

Mrs. Cesare asked if this process could include refurbished equipment, and Chief Alen stated that it could and Deputy Doughty added that his company dealt with demo equipment, but he would need to know how the Town may wanted to purchase so that he could preorder. Mrs. Cesare asked if they reduced the life of the equipment, and Deputy Doughty responded that it would be 1 to 2 years into its cycle before the Town

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would receive it but it was covered under warranty and may have little to no use. Mrs. Cesare responded that she still needed to see a bid go out, and Mrs. Loring added that she would make sure that there was an option to include demo equipment.

b. Discussion and Consideration of Adopting Resolution for American Rescue Plan Act (ARPA) Funds Use

Mrs. Loring presented Falmouth's resolution of the use of that town's ARPA funding. Mrs. Loring wanted guidance on if she should draft something similar for Minot. Mrs. Cesare asked for examples of what would be included, and Mrs. Loring responded that she would include language about the broadband funding, lost revenues, and network security. Chairman French asked about essential employee funding, and Mrs. Loring stated that she could include that too but would need guidance on the amounts. She would prepare a draft and bring back for their consideration.

c. Discussion of Maine Waste to Energy Transfer Station Issues

Mrs. Loring explained that the dump was having an issue with traffic caused by individuals bring a small number of bags to drop off. They had implemented a \$5 minimum on dumping, which was impacting the Town as it paid the tickets. She was suggesting placing a larger dumpster at the Town Office and targeting those individuals and asking them to dump at the Town Office instead. Mr. Callahan was concerned with the issue it may cause and did not think that it would be feasible. Mrs. Cesare agreed and thought that it would be better to produce a brochure and that the Board should consider increasing the cost of a dump sticker. Mrs. Loring responded that she would make sure that was noted when they voted on the fee schedule.

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**

9. Town Administrator's Report

Mrs. Loring confirmed the date of the employee appreciation party as Friday, November 19th at noon. She would have to post since the Board would be present as a quorum.

Mrs. Loring notified the Board of an ongoing land use matter. She explained that the owner had illegally subdivided the lot in 2012 and that the abutters had approached the Town in 2014, but there was no formal action taken by Minot at that time. The abutters put a letter of violation on the owner in 2014, and she was now asking for an abatement because she considered her lot non-buildable. However, the Assessor's Agent was uncertain where the Town had not taken action. As a result, it was advised that she apply to the Planning Board and it would be sent to legal for review. Mr. Gilpatric stated that there was nothing that could be done due to the covenants, and that it was not a Town matter. Mrs. Loring explained that it was a formality to get something on the record that the Assessor's Agent could respond to because it was unclear of its status.

10. Selectmen Comment

11. Public Comment

12. Next Meeting Dates

- a. November 15, 2021 – Confirmed**
- b. November 19, 2021 – Employee Appreciation Celebration**

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13. Adjournment

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

VOTE: UNANIMOUS APPROVAL (5/0)

The Board adjourned at 8:26pm.

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

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