



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, November 15, 2021, 6:30 pm
Minutes*

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

Staff: Danielle Loring (Administrator) and James Allen (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 25, 2021**
 - b. **October 26, 2021**
 - c. **November 1, 2021**

MOTION: Lisa Cesare motioned to accept all of the minutes as written; seconded by Brittany Hemond.

DISCUSSION: Steve French stated that he was no present at some of the meetings.

VOTE: UNANIMOUS APPROVAL (5/0)

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

MOTION: Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$18,834.38, and the Treasurer's Warrant in the amount of \$244,350.16; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

5. **Old Business**
 - a. **Consideration of FirstLight Proposal (Amendment to Funding Source)**

Mrs. Loring stated that she would need to table this discussion for another meeting until she gets an updated version from the consultant.

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b. Discussion of Changes to Fire Department Standard Operation Procedures (SOP)/Firefighter Policies

Mrs. Loring presented the policy drafted by Chief Allen for consideration that would allow unvaccinated firefighters return to service if they did not provide patient care and wore appropriate personal protective equipment (PPE) if on scene. Mrs. Cesare asked if this would allow for all members to return to the Department, and Chief Allen responded that it would allow those who qualified to return, and others may be assigned different duties due to the nature of their original positions. Mrs. Hemond asked whether this policy was necessary with the recent change to the CDC's requirements impacting EMS, and Mrs. Loring responded that though the CDC had removed its restrictions the Maine EMS had not. Chief Allen confirmed.

MOTION: Daniel Gilpatric motioned to accept the Fire Department Policy; seconded Matthew Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

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

Mrs. Loring presented a draft resolution based on their previous discussions. She explained that she broke the items into two tiers. The first were those that were immediately ready for expenditure based on the Interim Final Rule such as broadband and essential worker pay. The other tier would be available if the Town calculated lost revenues including network and physical security as well as miscellaneous capital improvements. Mrs. Cesare recommended increasing the amount for broadband to \$125,000 while reducing the amount for miscellaneous improvements to \$75,000, and the other members agreed.

MOTION: Lisa Cesare motioned to adopt the Resolution for the American Rescue Plan Act with the amendment to increase Tier I, broadband to \$125,000 and decrease Tier II, miscellaneous capital improvements to \$75,000.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

6. New Business

a. Consider and Approval of Letter of Engagement with Maine Municipal Auditing Services

Mrs. Loring presented the Letter of Engagement and stated that they were asking for it earlier than usual so that the new auditor could get prepared to complete the 2021 audit in 2022. Chairman French asked if the owner had hired additional staff, and Mrs. Loring was not sure but felt that she may do so given the amount of work with Smith & Associates leaving the field of municipal auditing.

MOTION: Matthew Callahan motioned to allow the Town of Administrator to execute the letter of engagement; seconded by Brittany Hemond.

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DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

b. Discussion Regarding OSHA's Emergency Temporary Standard (ETS) Order

Mrs. Loring presented the ETS order that primarily required employers with over 100 employees to either require the COVID vaccine or require weekly testing for unvaccinated employees. Though she did not think that this applied to the Town she wanted to know whether the Board wanted to enact a similar policy. At the current moment, the courts had suspended the order, but she felt that something would go into effect sooner and include smaller employers, and Mrs. Cesare agreed because it was already in effect for government contractors.

MOTION: Matthew Callahan motioned to table any action regarding the ETS order; seconded by Lisa Cesare.

DISCUSSION: Matthew Callahan felt it was more effective to wait to see what the courts did before making a decision.

VOTE: UNANIMOUS APPROVAL (5/0)

c. Consideration and Recommendations for the FY2022 Warrant

Mrs. Loring presented the draft FY2022 warrant with redline edits and explained that the budget was still a work in progress but they could make recommendations based on the items that were finalized. This would then be sent to the Budget Committee for consideration. She asked them to start with Article 12 to discuss, but Chairman French asked to go to Article 2 regarding elections and announced that he would not be running this term but would be retiring this year. The Board Members expressed their disappointment and thanked him for his service to the Town.

Article 12: Reserve Accounts

Mrs. Loring stated that this Article would need to wait until after year end in order to get the carry forward amounts and pointed out that the Revaluation Reserve would be added this year, since the project would not be completed in the current physical year.

Article 13: Levy Limit

Mrs. Loring stated that this would also have to wait until she had enough information to calculate the levy limit.

Article 14: Town Salaries and Benefits (Acct 5000)

Mrs. Loring stated that this number had changed from what was presented in the budget presentations because there were three individuals taking family insurance this year and the insurance premiums increased by 3% rather than the 9% estimated.

MOTION: Lisa Cesare motioned to recommend \$398,165.00 for Town Salaries and Benefits; seconded by Brittany Hemond.

DISCUSSION: None.

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VOTE: UNANIMOUS APPROVAL (5/0)

Article 15: Town Office Maintenance and Supplies (Acct 5300)

Mrs. Loring explained that this was the same as presented and the decrease was due to a reduction in the telephone line and supplies.

MOTION: Brittany Hemond motioned to recommend \$25,550; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

Article 16: Interdepartment and IT Support (Accts 8000 & 8025)

Mrs. Loring explained that this was the same amount as presented and the increase was due to moving the VOIP phone costs to this account from the various accounts but there was a chance that the request would decrease due to shift the expenses to the ARPA funds.

MOTION: Lisa Cesare motioned to recommend \$33,250 for Interdepartment and IT Support; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

Article 17: Operating Costs of the Town Garage and Equipment Repair (Accts 6500 & 6700)

Mrs. Loring explained that this had stayed the same as presented and the increased were due to fuel costs and carrying forward repairs to the grader.

MOTION: Lisa Cesare motioned to recommend \$85,250 for Operating Costs of the Town Garage and Equipment Repair; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

Article 18: New Plow Truck (Acct 6678)

Mrs. Loring explained that the final payment and interest rate will depend on the cost of the accepted bid, the trade in for the existing truck, and interest rate at the time of closing. She reminded them that there had been discussion about going with three-year financing, versus the four that she had presented in the warrant and budget.

MOTION: Lisa Cesare motioned to recommend that the replacement plow truck be financed for a three-year term at a reasonable rate of interest; seconded by Matthew Callahan.

DISCUSSION: None.

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VOTE: UNANIMOUS APPROVAL (5/0)

Article 19: Winter Roads (Acct 6400)

Mrs. Loring explained that this was the same amount as presented and the increase was due to wages.

MOTION: Matthew Callahan motioned to recommend \$287,615 for Winter Roads; seconded by Brittany Hemond.

DISCUSSION: None

VOTE: UNANIMOUS APPROVAL (5/0)

Article 20: Maintenance of Common Roads, Culverts Bridges and Bushes

Mrs. Loring explained that this was the same amount as presented and that the decrease this year had been due to removing the boom mower rental and moving grinding to the paving bond.

MOTION: Brittany Hemond motioned to recommend \$257,710 for maintenance of common roads, culverts, bridges and bushes; seconded by Daniel Gilpatric.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

Article 21: Minot Municipal Fire Department including the Rescue Division (Acct 9000)

Mrs. Loring felt that this department required more discussion given the conversations at the presentations. She felt that there were still decisions to be made regarding payroll totals and the plan for the SCBA equipment. Mrs. Cesare stated that she was still concerned regarding scheduling, and Chief Allen presented data that showed the average range in which incident calls came on each day of the week. He felt confident that the data supported the need to have per diem staff during 8am to 4pm hours. Mrs. Cesare was also concerned about getting individuals to staff all of the shifts, and Chief Allen felt that it was a statewide problem especially where other departments were requiring mandatory shifts that conflicted with what Minot was looking for.

Mrs. Cesare suggested reducing the per diem line item by \$10,000 in order to reduce the burden on the tax payers. Mr. Callahan asked how many tanks they were going to purchase in the current fiscal year, and Mrs. Loring stated that the bids from the RFP had not been received yet but thought they should consider around \$35,000 a year, given that they were around \$7,000 each. The Board considered the current amount left in the budget and felt that they could purchase 4 in the current year, and 5 the two years following and continue to replace the tanks as well. Mr. Callahan recommended increasing the Safety Equipment line by \$31,000 to purchase the SCBAs.

Chairman French stated that he was concerned with not having a separate warrant article, and Mr. Gilpatric agreed. The remaining members explained that they were concerned about the measure being defeated altogether but this plan showed that they had considered a responsible way to purchase the equipment without over extending the budget. This way it would be included in the expenses for the Department, rather than as a stand alone measure because it should be included as a regular replacement schedule item, not as a special purchase.

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MOTION: Lisa Cesare motioned to recommend \$126,685 for the Minot Municipal Fire Department including Rescue Division; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0/1 ab SF)

Article 22: Principal Payments and Interest (Acct 9600)

Mrs. Loring explained that these were the accurate payment numbers, including paying off Engine 8 a year early.

MOTION: Brittany Hemond motioned to recommend \$465,798 for Principal Payments and Interest; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

Article 23: Contract Assessing and GIS (Acct 2550)

Mrs. Loring explained that this was the amount that was present but that it may increase because she had asked for a quote to update the GIS Shape files. Mrs. Cesare asked if it was included in the amount for the revaluation, and Mrs. Loring responded that it was not but she would ask about it.

MOTION: Lisa Cesare motioned to recommend \$22,500 for Contract Assessing and GIS; seconded by Brittany Hemond.

DISCUSSION: None.

UNANIMOUS APPROVAL (5/0)

Article 24: Code Enforcement and Planning (Acct 5075)

Mrs. Loring explained that this was same amount that was presented and the increase was to adjust the hours for the Addressing Officer and increase the amount for the contract planner from \$1,000 to \$5,000.

MOTION: Lisa Cesare motioned to recommend \$44,684 for Code Enforcement and Planning; seconded by Matthew Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APROVAL (5/0)

Article 25: Annual Audit (Acct 2500)

Mrs. Loring explained that this was the same amount that had been presented.

MOTION: Brittany Hemond motioned to recommend \$8,650 for the Annual Audit; seconded by Matthew Callahan.

DISCUSSION: None.

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VOTE: UNANIMOUS APPROVAL (5/0)

Article 26: Legal Fees (Acct 7700)

Mrs. Loring stated that this was the same amount as presented, and Mrs. Cesare asked if it could be decreased. Mrs. Loring responded that she would not recommend it considering that they had ongoing legal matters that had not really started yet.

MOTION: Lisa Cesare motioned to recommend \$10,000 for Legal Fees; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

Article 27: County Taxes

Mrs. Loring explained that they would have to pass this because the tax rate had not been set yet.

Article 28: Solid Waste and Disposal Contract (Acct 7000)

Mrs. Loring explained that this was the same number that had been presented and that the increase was due to the tonnage increase from \$41/ton to \$46/ton but felt only a modest increase was necessary given that the tonnage had decreased after the stay at home order had ended.

MOTION: Brittany Hemond motioned to recommend \$60,600 for Solid Waste and Disposal Contract; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

Article 29: Street Lights (Acct 7400)

Mrs. Loring explained that this was the same number as presented and that the decrease was from transitioning to LED lights in 2020.

MOTION: Brittany Hemond motioned to recommend \$2,600 for Street Lights; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

Article 30: Municipal Organizations and Contracts (Accts 7810, 7820, 8026 & 8210)

Mrs. Loring explained that there was only one increase, which was the MMA Dues, and that there may also be an increase for TRIO, which was the Town's point of sale system. She added that Chairman French had also discussed moving it to another line item previously. She explained that she had originally budgeted it in this Article because the IT Department was new at the time and they could not afford to have it defeated. The Board felt that it could remain in its current Article.

MOTION: Lisa Cesare motioned to recommend \$18,923 for Municipal Organizations and Contracts; seconded by Brittany Hemond.

DISCUSSION: None.

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VOTE: UNANIMOUS APPROVAL (5/0)

Article 31: Conservation Committee (Acct 7300)

Mrs. Loring explained that there was no change in the historical article.

MOTION: Brittany Hemond motioned to recommend \$100 for the Conservation Committee; seconded by Daniel Gilpatric.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

Article 32: Town Insurance (Acct 5200)

Mrs. Loring explained that this was the same amount that was presented but it could also change when the actual premiums came in, especially Workers Compensation.

MOTION: Lisa Cesare motioned to recommend \$49,878 for Town Insurances; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

Article 33: Library Services (Acct 4000)

Mrs. Loring explained that this was the same amount as presented. She did not anticipate it increasing, and Mrs. Cesare confirmed as a Library Trustee.

MOTION: Brittany Hemond motioned to recommend \$22,000 for Library Services; seconded by Matthew Callahan.

DISCUSSION: Lisa Cesare stated that she would abstain from the vote as a trustee.

VOTE: UNANIMOUS APPROVAL (4/0/1 ab)

Article 34: Animal Control Officer (Acct 8220)

Mrs. Loring explained that this was the same amount presented, and Chairman French stated that Mr. Larrabee did an excellent job serving the Town.

MOTION: Daniel Gilpatric motioned to recommend \$3,850 for Animal Control; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

Article 35: General Assistance (Acct 7200)

Mrs. Loring explained that this was the same amount that was presented.

MOTION: Lisa Cesare motioned to recommend \$2,000 for General Assistance; seconded by Brittany Hemond.

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DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

Article 36: Cable Franchise Fees (Revenue Acct)

Mrs. Loring recommended tabling until the Town had received payment but the recommendation would be to utilize them in the same way until the Town was completely supported by some form of broadband, and the Board agreed to table.

Article 37: Snowmobile Registration Refund (Revenue Acct)

Mrs. Loring recommended tabling until the Town had received payment, and the Board agreed and felt that it would be used in the same manner as in the past.

Article 38: Elections and Annual Town Meeting (Acct 5350)

Mrs. Loring explained that the amount was the same as presented.

MOTION: Brittany Hemond motioned to recommend \$7,000 for Elections and Annual Town Meeting; seconded by Daniel Gilpatric.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

Article 39: Cemeteries (Acct 5400)

Mrs. Loring stated that the amount was the same as presented but, in full transparency, she had recently sold 15 plots and the account would have much more being carried forward than anticipated. Mrs. Cesare asked if the request could be reduced from \$5,850 to \$5,000, and Mrs. Loring agreed.

MOTION: Lisa Cesare motioned to recommend \$5,000 for Cemeteries; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

Article 40: Recreation Field Maintenance (Acct 5650)

Mrs. Loring explained that the amount was the same as presented.

MOTION: Daniel Gilpatric motioned to recommend \$5,000 for Recreation Field Maintenance; seconded by Matthew Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

Article 41: Charitable Organizations

Mrs. Loring presented the requests that she had received so far.

MOTION: Brittany Hemond motioned make no recommendation; seconded by Matthew Callahan.

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DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

Mrs. Loring explained that the remaining articles would need to be reviewed after more information was received, but they should have the final numbers shortly after the close of the current fiscal year.

7. Department Head Updates

- a. Clerk's Report as submitted by Sara Farris, Town Clerk**
- b. Highway Report as submitted by Scott Parker, Highway Director**

8. Town Administrator's Report

Mrs. Loring explained that they had begun assembling the Thanksgiving baskets and that pick up would be on the 20th. She then reviewed the holiday closure schedule and reminded them of the employee appreciation celebration the following Friday. All members would were planning to be in attendance with the exception of Daniel Gilpatric, as he had a prior engagement.

9. Selectmen Comment

Lisa Cesare still wanted to see that the Planning Board members received a stipend for volunteering, as they put in a lot of time and effort to review applications and ordinances. Mrs. Loring stated that she would review and bring something back for them to consider.

10. Public Comment

11. Next Meeting Dates

- a. November 19, 2021 – Employee Appreciation Celebration – Confirmed**
- b. November 29, 2021 – Regular Meeting- Confirmed**

12. Adjournment

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

VOTE: UNANIMOUS APPROVAL (5/0)

The Board adjourned at 8:18pm.

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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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