



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, April 4, 2022, 6:30 pm
Agenda*

Present: Chair Daniel Gilpatric, Vice Chair Lisa Cesare, Brittany Hemond (Remote), Matthew Callahan, and William Perry.

Staff: Danielle Loring (Administrator)

1. **Call to Order:** Chairman Gilpatric called the meeting to order at 6:30pm and a quorum was present.
2. **Pledge of Allegiance**
3. **Approval of Minutes**
 - a. **March 21, 2022**

MOTION: Brittany Hemond motioned to accept the minutes; seconded by Matthew Callahan.

DISCUSSION: None.

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 \$18,61798, and the Treasurer's Warrant in the amount of \$254,535.24; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

5. **Public Hearing**
 - a. **Feedback and Discussion Regarding the Use of Approximately \$150,000 of American Rescue Plan Act (ARPA) Funding for Expansion of Broadband Services Provided by Charter Spectrum**

Chairman Gilpatric opened the public hearing at 6:31pm.

Mrs. Loring presented explained that Maine Municipal Association (MMA) had been advising towns to get approval for expenditure of America Rescue Plan Act Funds (ARPA). However, the Town Attorney felt that they had authority to receive and expend funds per the Town Meeting Article that allowed them to do so, including ARPA Funds but that it was not a bad idea to have documentation as to how the funds were spent in accordance with the final rule and/or get approval from the legislative body for higher amounts.

*Written minutes serve as reference to the official record, which are recordings kept at the Town Office.

Board of Selectmen Meeting Minutes Dated April 4, 2022

*Items may be taken out of order at the Chairman's discretion

With that information, Mrs. Loring suggested amending the ARPA Fund resolution to allow the Board to have discretionary spending for anything up to \$50,000, but anything \$50,000 and above would go to the townspeople for a vote as that was a federal threshold. She explained that she had looked into this because they had had many discussions about using a portion of the funds for broadband.

She continued that she had completed negotiations with Spectrum and the total construction cost to expand the existing service was \$581,150, with the Town's portion being \$338,000. She was suggesting that \$150,000 come out of ARPA funds and the remainder, \$188,000, was being submitted to the Commissioners as a request for their ARPA funding. She had calculated that the Town's per capita amount based on the County's award was a total of \$523,137, so felt that the request was more than reasonable. She had submitted the agreement with Spectrum and the list of covered addresses for the Board's review.

The Board members agreed that this was the correct usage for funding and felt that it was appropriate to move forward with scheduling the question for the June 14th referendum.

MOTION: William Perry motioned to place a question on the ballot requesting \$150,000 from APRA funding for broadband expansion.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

Chairman Gilpatric felt that there should be an additional question on the ballot to cover the remaining portion if the Commissioners denied the request. Mrs. Loring asked this would be to appropriate funds or utilized from undesignated fund balance. The Board agreed that it should be from Undesignated Fund balance given that it was at a sufficient level, and they could utilize the remaining portion of ARPA funds as lost revenues to replenish the fund.

MOTION: William Perry motioned include a request on the ballot to utilize up to \$188,000 from Undesignated Fund Balance if the Commissioner's denied the request for funds; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

Mrs. Loring stated that she would send out the ballot questions for review and feedback.

6. New Business

a. Consideration and Appointment of School Board Replacements

Mrs. Loring presented the letters of interest and appointment paperwork to the Board. She explained that one set of papers had Elizabeth Martin prefilled because the Board had expressed interest in her starting early where she was already the elected replacement for Mrs. Tiner. She provided the election results for the Board to include in their considerations: Whitney King-Buker (candidate) at 63 votes for the 3-year term; Mary Letourneau (write-in) at 20 votes for 3-year term and 10 votes for the 1-year term; and Angela Swenson had no votes.

Mrs. Hemond felt that Mrs. King-Buker would serve the Town well given her passion, she did have the highest number of votes, and that a one-year term would be a good opportunity for her to try it out and rerun in March if she wanted.

*Written minutes serve as reference to the official record, which are recordings kept at the Town Office.

Board of Selectmen Meeting Minutes Dated April 4, 2022

*Items may be taken out of order at the Chairman's discretion

Mr. Callahan stated he knew Ms. Letourneau, and he felt that she would be a good candidate given her background.

Mr. Perry stated that he did not know any of the individuals but, based on the individuals' personal testimony, that he felt that Ms. Swenson based her arguments and statements off of what would make her a good board member toward serving the community as a whole.

Chairman Gilpatric asked if there were any motions.

MOTION: William Perry motioned to appoint Angela Swenson to the School Board until the next municipal election; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: MOTION CARRIED (3/2 BH & MC)

MOTION: Matthew Callahan motioned to appoint Elizabeth Martin for the remainder of Jennifer Tiner's term; seconded by William Perry.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

b. Gravel Bid Opening and Consideration/Approval of Vendor Pricing

Mrs. Loring presented the gravel bis for the Boards consideration:

Company	Material, Undelivered (\$/ton)	Material, Delivered (\$/ton)
Auburn Aggregates, Auburn	1-1/2" crushed gravel \$7.35	\$11.35
	3/4" gravel \$5.80	\$9.80
Pike Industries, Westbrook	1-1/2" crushed gravel \$8.55	\$11.80
	3/4" gravel \$9.35	\$12.85

Mrs. Loring explained that they would be looking to have the material delivered and it appeared that the apparent low bidder was Auburn Aggregates which is who Mr. Parker recommended accepting. Mr. Callahan also pointed out that Pike also charge a fuel surcharge in addition to being more expensive.

MOTION: Matthew Callahan motioned to accept the bid from Auburn Aggregates to supply gravel for 2022; seconded by William Perry.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

c. Culvert Bid Opening and Consideration/Approval of Vendor Pricing

Mrs. Loring presented the culvert bids for the 2022 construction season:

- Portland Plastic Pipe TOTAL: \$8986
- Paris Farmers Union TOTAL: \$9164

*Written minutes serve as reference to the official record, which are recordings kept at the Town Office.

Board of Selectmen Meeting Minutes Dated April 4, 2022

*Items may be taken out of order at the Chairman's discretion

- EJ Prescot TOTAL: \$11,850

Mrs. Loring explained that the apparent low bidder was Portland Plastic Pipe, who also had the lowest delivery time at 4-6 weeks as well as recommended by Mr. Parker.

MOTION: William Perry motioned to accept the bid from Portland Plastic Pipe for culverts for 2022; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

d. Discussion and Consideration of Easements with Central Maine Power (CMP) to Move Existing Powerlines to Memorial Fields to Athletic Lane Right of Way (ROW)

Mrs. Loring explained that, as discussed previously, a tree had taken down a line going to the Memorial Fields out back during a winter storm. Based on discussion with CMP, the line was originally constructed as a private line by John Gould and was assumed by CMP through their maintenance of it over the years. They had discussed moving the lines to run along Athletic Lane at CMP's cost to improve access to it and they would also widen the road, which had been a goal of the Town's.

She was trying to work quickly so that construction could begin and end before baseball season as she had been coordinating with MHAA to ensure that service was reinstated in a timely manner. If that could not happen, construction would happen in the fall, but everyone was motivated to get it done down. She could even get them a generator for the snack shack, but the real issue was the overhead lights.

If the Board agreed with this plan, she was requesting permission to accept any CMP easements and/or approvals to keep the project moving forward.

MOTION: Matthew Callahan motioned to authorize the Town Administrator to approve any CMP easements and to work with the Highway Director to approve appropriate locations for the new service; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

7. Old Business

- a. Consideration and Approval of Check Writing Policy – Tentative – Tabled**

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 – None

10. Selectmen Comment – None

11. Public Comment (3 minute limit) – Items in public comment may be scheduled for a future meeting to provide for Board consideration and public notice - None

*Written minutes serve as reference to the official record, which are recordings kept at the Town Office.

Board of Selectmen Meeting Minutes Dated April 4, 2022

*Items may be taken out of order at the Chairman's discretion

12. Next Meeting Dates

a. Monday, April 18, 2022 – Approved

13. Adjournment

MOTION: Matthew Callahan motioned to adjourn; seconded by Lisa Cesare.

VOTE: UNANIMOUS APPROVAL (5/0)

The Board adjourned at 7:33pm.

X	X
Daniel Gilpatric, Chairman	Lisa Cesare, Vice Chairman

X	X
Matthew Callahan	Brittany Hemond

X
William Perry

* *Written minutes serve as reference to the official record, which are recordings kept at the Town Office.
Board of Selectmen Meeting Minutes Dated April 4, 2022
*Items may be taken out of order at the Chairman’s discretion