



Town of Minot

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

Board of Selectmen Meeting

Minot Town Office
Monday, January 6th, 2025
6:30 pm
Minutes*

REGULAR MEETING

Selectmen: Chair Daniel Gilpatric, Vice Chair Lisa Cesare, Matthew Callahan, Brittany Hemond, and William Perry
Staff: Danielle Loring (Administrator), Sara Farris (Clerk & Recording Secretary), and Jeffrey Burt (Minot Fire/ Rescue Chief)
Public: Barbara Fogarty – Maine Wedding Barn *over the phone*

1. Call to Order

Chair Daniel Gilpatric called the meeting to order at 6:30pm and a quorum was present.

2. Pledge of Allegiance

Recited

3. Approval of Minutes

a. Monday, December 23rd, 2024 – Regular Meeting

Lisa Cesare requested a wording change be made to 5. New Business b. Consideration of Change to the FY 2025 Budget Recommendations. For Article 30 she would like “does not recall” to be corrected to “was not aware of”. Recording Secretary Sara Farris said she would make the correction.

Motion: Lisa Cesare made a motion to approve the meeting minutes from December 23rd, 2024 as written with the correction; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

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Board of Selectmen Meeting Minutes Dated January 6th 2025.

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4. Warrants

a. Payroll Expense Warrant

b. Treasurer's Warrant

c. November Check Reconciliation

Administrator Danielle Loring stated that the Payroll Warrant was approved with the end of year Warrant completed on 12/31/2024 and requested to table the November Check Reconciliation. She explained that there was 2 Treasurers Warrants required to complete payments to the 2024 budget and the 2025 budget.

Motion: Matthew Callahan motioned to accept the 2024 Treasurer's Warrant in the amount of \$24,741.10 and the 2025 Treasurer's Warrant in the amount of \$281,689.64; second by Brittany Hemond.

Discussion: Danielle stated that the 2025 Warrant includes the January 2025 RSU 16 payment.

Vote: Unanimous Approval (5/0)

Mrs. Fogarty of Maine Wedding Barn did not call in at 6:30 so Chair Gilpatric moved 7. Department Head Updates, c. Fire Department Report up in the agenda as Chief Burt was present.

7. Department Head Updates

c. Fire Department Report Submitted and read by Chief Jeffrey Burt

See attached report for more information.

- As requested by the Selectmen Chief Burt had Highway Supervisor Scott Parker inspect Truck 5. Scott believes it would be favorable to complete some of the repairs so the truck will pass the State Inspection. Chief Burt asked the Selectmen how they would like him to proceed. Lisa Cesare asked if the Highway Department was still interested in having Truck 5 in the future and Danielle answered that they were. The truck can no longer carry the water pump and tank to be a forestry truck but can still be used for other tasks. The Highway Department would use the truck to transport staff and mowing equipment and the Fire Department could still use the truck to remove downed trees. After some discussion the Selectmen instructed Chief Burt to move forward with servicing Truck 5 for \$2,000 or less so it will pass Maine Inspection.

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- The Selectmen requested an update on some personnel/ legal matters that were previously discussed in Executive Session.

Chief Burt left the meeting. After Chief Burt's report Mrs. Fogarty still had not called, but the Selectmen decided to move forward with the liquor license consideration.

5. New Business

a. Consideration of Liquor License

Barbara Fogarty

Maine Wedding Barn at Farview Farm

418 Center Minot Hill Rd.

Sara Farris provided the Selectmen with the attached copy of the liquor license as submitted.

Motion: Lisa Cesare made a motion to approve the Liquor License for the Maine Wedding Barn at Farview Farm; second by Willaim Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed the approval form.

b. Consideration of FY 2025 Carry Forwards and Outlying Budget Considerations

Danielle provided the Selectmen with the attached draft warrant for review.

Article 9 Danielle explained that the Paving and Road Improvement Reserve was so high because the town received a low tonnage price from P&B Paving in FY 2024. Danielle does not expect to see those prices for FY 2025. The carry forward will be used for the Marston Hill Road project and crack sealing.

Danielle also explained that \$86,994 was moved to the RSU 16 Assessment Reserve to be used to lower the RSU 16 payment when committing the 2025 taxes.

Motion: Lisa Cesare made a motion to approve and expend from the reserve accounts as presented; second by Willaim Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

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- Article 10 Danielle explained that Article 10 will need to be removed from the Warrant. After some discussion with Danielle's contact it has come to light that the town cannot have a Simple IRA and MEPERS at the same time but a 457 or a 401-A or K could be an option. Moving forward, employees currently enrolled in the Simple IRA may have to transfer funds to one of the other options to allow for MEPERS. Danielle added that the more time Chief Burt is not enrolled in the program the more money he will have to pay back to cover the time lost. The Selectmen could create a reserve to help with the amount due when he is able to enroll. This new information will require a change to be made in 2026 and have costs associated with it.
- Ordinances Danielle informed the Selectmen that the Planning Board will be holding their Public Hearing tomorrow night regarding the possible ordinance changes. Some things to be discussed are short- and long-term rentals and event permitting. There was some question as to whether the town has the staff to carry out all the requirements of these ordinance changes and how were these topics chosen. Danielle stated that Alex, the Planning Board Secretary and Deputy Clerk, has shown some interest in helping the Code Officer but she also has her counter duties as a Clerk. Danielle added that the Planning Board has the authority to create changes to be presented at Town Meeting as they see fit to help better the town. More information on the changes will be available after tomorrow's Public Hearing.
- Article 19 Danielle updated this article to create the Fire Department Apparatus Reserve for \$20,000 as previously discussed at the December 23, 2024 meeting.
- Article 25 Skipped as the County Tax amount is still unavailable.

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Article 28 Danielle stated that the article was reduced because of a reduction in the amount due to Trio.

Motion: Lisa Cesare motioned to recommend **\$23,454.00 for accounts 7810, 7820, 8210, and 8026 Municipal Organizations and Contracts**; second by Willaim Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

Article 30 Article 30 was tabled at the December 23rd meeting because Lisa Cesare, being on the Auburn Public Library Board, wanted to get clarification from Auburn Public Library regarding the increase. The increase will be \$500 for FY 2025 and \$500 for FY 2026. William Perry asked how many residents use the service and Danielle responded that she was not sure, but that Donna Wallace would have that information for Town Meeting. Lisa added that it would be disappointing if the increase caused the article to not pass at Town Meeting. If Minot no longer has that resource, it would require the library to remove Minot's board members and to change their bylaws.

Motion: Matthew Callahan motioned to recommend **\$22,500 for account 4000 Library Services**; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

Article 33 Danielle has not received the reimbursement amount but asked if the Selectmen wanted to recommend the article without it.

Motion: Lisa Cesare motioned to recommend **the 2025 Snowmobile registration reimbursement be donated to the Minot Snowmobile Club**; second by Willaim Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

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Article 37 After some discussion the Selectmen agreed to have the lights removed and the poles taken down for safety reasons. Moving forward, they do not have a plan to replace them. Matthew Callahan gave Danielle the names of some electricians to reach out to for quotes to remove the lights.

Article 40 The max interest rate is still not available.

Danielle stated that the Budget Committee has their next meeting on Thursday, January 9 at 2 pm.

c. Consideration of the 2025 Fee Schedule

Danielle provided the Selectmen with the attached draft Fee Schedule for their review. She stated that at this time the only fees added were for the cremation lots but if the ordinance changes are approved at Town Meeting the Schedule will have to be updated to reflect those associated fees.

William Perry pointed out that some fees on the last 2 pages were repeated and Danielle said she would make those corrections.

Motion: Lisa Cesare made a motion to accept the 2025 Fee Schedule as presented with the mentioned corrections; second by Willaim Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

d. Consideration of Approval for the FY2024 Audit Letter of Engagement – Maine Municipal Audit Services

Danielle provided the Selectmen with the attached letter of engagement.

Motion: Lisa Cesare made a motion to approve the letter of engagement with Maine Municipal Audit Services; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

Chair Gilpatric signed the letter of engagement.

During the approval of the letter of engagement Mrs. Fogarty called and apologized for not calling in at 6:30 pm as she forgot about the time difference. She asked if the Selectmen would still like to speak with her but because the license was already approved and they had no questions they did not need to.

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7. Department Head Updates

a. Clerks Report submitted and read by Clerk Sara Farris

See attached report for more information.

b. Highway Report Submitted by Highway Supervisor Scott Parker and read by Administrator Danielle Loring.

See attached report for more information.

8. Town Administrator's Report Presented by Danielle Loring

- Danielle requested the Selectmen's opinion regarding body cameras for the Code Enforcement Officer. Danielle stated Scott McElravy, the Code Officer, approached her with the idea after attending some trainings. Sara Farris added that Scott told her that having a body camera helps to deescalate situations before they start based on what he has heard from other CEOs. The Selectmen agreed that if it made him feel more comfortable, they were not opposed to the idea. Lisa Cesare said would like to see a policy created to cover things like how long the videos must be stored and FOAA regulations regarding body cameras and the Selectman and Danielle agreed that that was a good idea. Danielle said she would talk more with Scott and see what other towns/ cities have for body camera policies.
- There was some discussion regarding the domestic incident on Woodman Hill Road last week involving the police. Danielle reached out to Androscoggin County after complaints from concerned residents as to why a mass announcement, like a shelter in place order, was not issued from the county or the town. The county responded that because the event was a domestic issue and there was no threat to the public an announcement was not issued. Danielle requested the Selectmen's opinion regarding a mass text/ announcement system as requested by a resident. The Selectmen chose to opt out of a mass text messaging system in the past and they still agree with that previous decision. The Selectmen agreed that staff handled the situation appropriately.

9. Selectmen Comment

None

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10. Public Comment

None

11. Next Meeting Dates

a. Tuesday, January 21st, 2025 – Regular Meeting

Date acknowledged. The meeting has been moved to Tuesday because the 20th is Martin Luther King Jr. Day and the office will be closed.

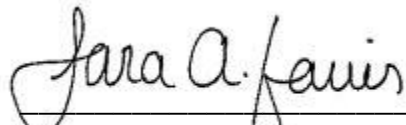
12. Adjournment

Motion: Brittany Hemond made the motion to adjourn at 7:49 pm; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 7:49 pm.



Sara A. Farris – Clerk
Recording Secretary

Daniel Gilpatric – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond

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