



Town of Minot

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

Board of Selectmen Meeting
Minot Town Office
Tuesday, January 21st, 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: Angela Swenson – RSU 16 School Board

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, January 6th, 2025 – Regular Meeting

Motion: Lisa Cesare made a motion to approve the meeting minutes from January 6th, 2025 as written; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

Chair Gilpatric moved **7. Department Head Updates, c. Fire Department Report** up in the agenda as Chief Burt was present. Please see the attached report for more information.

- Truck 5 is back in service and received a Maine Inspection Sticker.
- Chief Burt is working on staffing schedules for the newly promoted Officers (listed in attached report). He added that it is nice to have staff excited about the change and growth that the Fire Department has ahead.

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Board of Selectmen Meeting Minutes Dated January 21st 2025.

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Chief Burt left the meeting.

4. Warrants

a. Payroll Expense Warrant

b. Treasurer's Warrant

c. November 2024 Check Reconciliation

d. December 2024 Check Reconciliation

Motion: Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$30,597.06 and the Treasurer's Warrant in the amount of \$61,163.40; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

Motion: Brittany Hemond motioned to approve the November and December 2024 Check Reconciliations as presented; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

5. New Business

a. Consideration and Approval of Spirit of America Award

Sara Farris provided the Selectmen with the Spirit of America Resolution for the chosen candidate.

Motion: Lisa Cesare made a motion to approve the Spirit of America Resolution as presented; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed the Resolution.

Chair Gilpatric moved **6. Old Business, a. Consideration of Approval of FY 2025 Warrant Changes and Recommendations** up in the meeting. Danielle provided the Selectmen with a draft Warrant for review.

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Article 10 After the last Budget Committee Meeting Danielle has decided to keep the MEPERS language in the Warrant to be effective FY 2026 in hopes of a smooth transition. Danielle is working with Diana at MEPERS to figure out the actual motion wording that is required to be in the Warrant.

Danielle met with Andrea from Androscoggin Bank and Andrea is going to work on building packages for each option based on Minot's demographic of workers and funds. Once Andrea has created the packages, they will be presented to the Selectmen so they can make the final decision.

Danielle would also like to schedule meetings with staff and their families if they would like to discuss their new plan with Andrea.

Article 19 Danielle explained that at the last Budget Committee Meeting they decided to recommend \$20,000.00 annually for 5 years and create a reserve to invest long term in apparatus purchases.

After some discussion the Selectmen would like to keep their recommendation of \$20,000.00 and have it be a single line item every year. The reason being that \$20,000.00 annually for 5 years would require Chief Burt to include that amount every year in the Fire Department budget. This could cause issues if the budget is cut or must remain flat and there are other items that are required in the Fire Department budget for that year.

The split in recommendations will allow the towns people to decide on Town Meeting floor and allow the Selectmen and Budget Committee to discuss why they recommended what they did.

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Article 25 Danielle received the Androscoggin County tax amount of \$412,403.00 which is about a \$50,000.00 increase from last year. She explained that the Budget Committee decided to make the recommendation to pay the bill that is received. The Selectmen would rather include the actual number in their recommendation for transparency.

Motion: Lisa Cesare made a motion to recommend raising and appropriating \$412,703.00 to pay the Androscoggin County Tax bill; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

Article 33 Danielle explained that the Budget Committee recommend donating the amount received to the Minot Moonshiners. Matthew Callahan stated that the amount is usually available by Town Meeting for them to include in the motion.

Motion: Lisa Cesare made a motion to recommend donating the 2025 Snowmobile Reimbursement to the Minot Moonshiners Snowmobile Club; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

Article 36 Will be left as is not allow for field maintenance.

Article 37 Danielle requested quotes from 4 electricians and received 2 back.

- A D Electric - \$5,600.00
- Dan Brown - \$2,700.00

Dan Brown was the apparent lowest quote received. Danielle read the quote received from Dan Brown and it includes disposing of the lights and wiring and completing the work as soon as possible. Danielle added that Scott Parker, Highway Supervisor, would still remove the polls. Danielle pointed out that Mr. Brown's quote is lower than the amount in Minot's Purchasing Policy.

There was some discussion as to whether Article 37 should remain in the Warrant to allow the towns people to decide if the lights should be

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replaced in the future. The Selectmen agreed to remove the article and possibly include a statement in the Town Report explaining their reasoning.

Motion: Brittany Hemond made a motion to remove article 37 from the Warrant and to authorize Danielle Loring to move forward with the quote from Dan Brown in the amount of \$2,700.00; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

Article 40 Danielle stated that the State maximum rate was posted on their website as 7.50%.

Motion: Lisa Cesare made a motion to recommend December 15, 2025 as the due date for the 2025 taxes with interest starting thereafter at the State maximum amount of 7.50%; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

Ordinances Lisa Cesare asked if the proposed ordinances were ready for review. Danielle answered that she is still working on cleaning up the ordinances, but they will be brought to the Selectmen for review at their February 3rd meeting.

Chair Gilpatric moved **10. Public Comment** up in the meeting as Angela Swenson was present. Lisa Cesare stated that Angela Swenson and herself attended a RSU 16 meeting regarding the upcoming budget. Lisa said there were no numbers discussed at this meeting and the items discussed were expected.

Tomorrow, January 22, is the first meeting for the RSU 16 Cost Sharing Board. Brittany Hemond, Colleen Quint, and Angela Swenson are Minot's members. Danielle Loring is also a member for Mechanic Falls.

There was various discussion regarding RSU 16's Operations Committee, their Capital Improvement Plan (CIP), and upcoming elections for the school budget and cost sharing. Angela stated that the RSU has halted their work with Energy Management Consultants, INC. (EMC) and has started working with Building Infrastructure Management Solutions (BIMS) to receive funds and not have to include the boiler work in their CIP. She believes that the Operations

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Committee has their eyes wide open and is looking to make sure the schools are taken care of correctly.

5. New Business

b. Consideration of Approval of FY 2025 Public Safety Answering Point (PSAP) and Dispatching Service Agreement with Androscoggin County

Motion: Brittany Hemond made a motion to authorize Danielle Loring to sign the PSAP and Dispatching Agreement with Androscoggin County; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

c. Continued Discussion Regarding Town Employee Retirement Benefits

This Item was discussed earlier in the meeting with 6. Old Business, a. Consideration of Approval of FY 2025 Warrant Changes and Recommendations, Article 12.

6. Old Business

b. Continued Discussion of Memorial Ballfield Lighting

This item was discussed earlier in the meeting with 6. Old Business, a. Consideration of Approval of FY 2025 Warrant Changes and Recommendations, Article 37.

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.

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8. Town Administrator's Report Presented by Danielle Loring

- Danielle has been working with Scott Parker regarding the Marston Hill Road culvert replacement and the Buckam Bridge Road projects/ grants. The Marston Hill Road project included some research regarding endangered species in the waterway including but not limited to Long Eared Bats, Salmon, Alewives, and Monarch Butterflies.
- Danielle received the reimbursement check from FEMA to cover storm damages in the amount of \$55,224.01. Danielle would like the Selectmen to consider putting those funds in a highway grant match reserve. Some grants that will be available in the future include a flood mitigation grant which could be used for the wing walls on Shaw Hill Road and a BRICK grant that could be used for the foundation work for the sand/ salt shed.

Motion: Brittany Hemond made a motion to place the \$55,224.01 received from FEMA in a highway grant fund matching reserve; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

9. Selectmen Comment

None

11. Next Meeting Dates

a. Monday, February 3rd, 2025 – Regular Meeting

Date acknowledged.

12. Adjournment

Motion: William Perry made the motion to adjourn at 7:45 pm; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 7:45 pm.


Sara A. Farris – Clerk

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Recording Secretary

Daniel Gilpatric – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond

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