



Town of Minot

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

Board of Selectmen Meeting
Minot Town Office
Monday, February 3rd, 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: None

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. Tuesday, January 21st, 2025 – Regular Meeting

Motion: Lisa Cesare made a motion to approve the meeting minutes from January 21st, 2025 as written; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

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4. Warrants

a. Payroll Expense Warrant

b. Treasurer's Warrant

Motion: Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$28,239.22 and the Treasurer's Warrant in the amount of \$41,988.13; second by Brittany Hemond.

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.

- Chief Burt is working to update members pay scales based on years of service and job specs for each member. Updated job specs will allow each member to know what their job entails.

William Perry asked if there was a performance review process in place for the Fire Department and if not, could one be created. Chief Burt answered that there currently is not, but other departments he has worked with do them and he receives one as the Fire Chief from the Town Administrator.

Chief Burt left the meeting.

5. New Business

a. Consideration and Approval of Ordinances to be Presented at Town Meeting.

Danielle Loring provided the Selectmen with the attached draft red line version of the proposed ordinance changes. The ordinance changes will be articles 6-9 in the Town Meeting Warrant. Danielle gave the Selectmen an overview of each proposed change and there was some discussion and clarification.

Lisa Cesare asked how article 7, Event Venues, will affect already existing venues. Brittany Hemond answered that she attended the Planning Board's Public Hearing and was told that existing venues will be grandfathered and that the new ordinance pertains to new venues only.

Danielle explained that the Selectmen must make a motion to include all 4 proposed ordinance changes in the Town Meeting Warrant if they approve them

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and make a recommendation to support, oppose, or have no opinion on them. Lisa Cesare stated that she would like to vote no opinion to show faith in the Planning Board and the changes they have made and to allow them to answer questions on Town Meeting floor.

Motion: Lisa Cesare made a motion to include articles 6, 7, 8, and 9 in the Town Meeting Warrant as presented and to recommend no opinion on all; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed the Ordinance Certification provided by Sara Farris.

b. Consideration and Approval of FY 2025 Town Meeting Warrant
Danielle provided the Selectmen with the attached draft Warrant for review.

Article 15 Lisa Cesare asked if LRAP was in jeopardy due to the freeze on grants under the Trump Administration. Danielle responded that Minot already received LRAP funds for FY 2025 but they could be affected moving forward.

Article 38 Danielle stated that the article for MEPERs was moved to #38 because the wording required makes it a longer article. If passed, this will allow for MEPERs to be effective FY 2026. Danielle has not heard back from Andrea at Androscoggin Bank regarding the 401-A or 457 options but there will be administrative costs in 2026 due to switching current staff to the chosen new retirement plan option.

Ordinances Lisa Cesare pointed out that the ordinance articles were not listed in the back of the Warrant as previously discussed. Danielle said she would move them, but the Selectmen agreed that they were fine to leave where they currently are.

Danielle stated that the front cover of the Town Report was created by Sara and will include a picture taken at Minot's Annual Tree Lighting.

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Motion: Lisa Cesare made a motion to accept the FY 2025 Annual Town Meeting Warrant as presented; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed the FY 2025 Town Meeting Warrant.

6. Department Head Updates

a. Clerk's Report submitted and read by Clerk Sara Farris

See attached report for more information.

- 99 Bailey Rd is the only property that foreclosed on 1/27. The owner now has 90 days to contact Danielle and the Selectmen. The 90-day deadline is 4/28/2025
- Excise tax collection for January 2025 increased \$7,441.34 compared to January 2024.

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

See attached report for more information.

- Dan Brown has removed the lights at the Memorial Ballfields and the Highway Department will cut down the polls in the spring.

7. Town Administrator's Report Presented by Danielle Loring

- Due to the grant funding halt from the Trump Administration the current projects regarding Bucknam Bridge Road, Marston Hill Road, the sand/ salt shed, and the Homeland Security Grant for the front office are all on hold.
- Danielle gave the Selectmen an overview of the first Cost Sharing Formula Meeting. Poland is looking to base the formula solely on student population and not valuation. At the next meeting they will start to look at the actual formula possibilities with different percentages of student population and valuation.
- The Town Report will be completed tomorrow and sent to print. Sara will post the Warrant around town the week of the 18th.

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8. Selectmen Comment

- The Selectmen request an update on pending legal matters that were previously discussed in executive session.
- The Selectmen requested an update on the heating issue at the Town Office. Danielle answered that Jason Bryant came to fix the circulator on the boiler, and it seems to be working, but it will need to be replaced in the future. Danielle has Mr. Bryant come regularly to inspect it, but the town has to keep putting money into it to have it repaired.

9. Public Comment

None

10. Next Meeting Dates

a. Tuesday, February 18th, 2025 – Regular Meeting

Date acknowledged.

This will be William Perry's last meeting as a Selectmen.

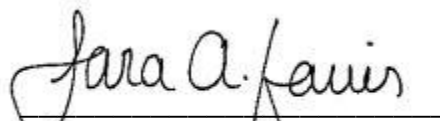
11. Adjournment

Motion: Brittany Hemond made the motion to adjourn at 7:40 pm; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 7:40 pm.


Sara A. Farris – Clerk
Recording Secretary

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Daniel Gilpatric – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond

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