



Town of Minot

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

Board of Selectmen Meeting

Minot Town Office
Monday, March 31st, 2025
6:30 pm
Minutes*

REGULAR MEETING

Selectmen: Lisa Cesare - Chair, Daniel Gilpatric– Vice Chair, Brittany Hemond, and Dean Campbell

Absent: Matthew Callahan

Staff: Danielle Loring (Administrator) and Sara Farris (Clerk & Recording Secretary)

Public: Carlton Wilcox – 49 Butler Hill Rd.

1. Call to Order

The meeting was called to order at 6:30pm and a quorum was present.

2. Pledge of Allegiance

Recited

3. Approval of Minutes

a. Monday, March 17th, 2025 – Regular Meeting

Motion: Brittany Hemond made a motion to approve the meeting minutes from March 17th, 2025 as written; second by Dean Campbell.

Discussion: None

Vote: Unanimous Approval (3/0/1)

Daniel Gilpatric abstained as he was not at the meeting.

The Selectmen signed the meeting minutes.

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Board of Selectmen Meeting Minutes Dated March 31st 2025.

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4. Warrants

a. Payroll Expense Warrant

b. Treasurer's Warrant

Motion: Brittany Hemond motioned to accept the Payroll Expense Warrant in the amount of \$ 24,320.47 and the Treasurer's Warrant in the amount of \$ 34,776.13; second by Dean Campbell.

Discussion: None

Vote: Unanimous Approval (4/0)

The Selectmen signed the Payroll and Treasurer's Warrants.

Chair Cesare moved **12. Public Comment** up on the agenda as Mr. Carlton Wilcox was present and requested to speak earlier in the meeting. Mr. Wilcox voiced his concern that there appears to be no dry hydrant on Minot Ave. Dean Campbell responded that there is a dry hydrant at Hackett Mills behind the guardrail across from Woodman Hill Rd (Rt. 119). He added that the Fire Department can also draft water from the Androscoggin River using Lower Rd. Chair Cesare asked if Mr. Carlton had any other concerns and he said no and left the meeting.

5. Fire Department Update – Jeffrey Burt, Fire Chief

Chief Burt was not present and did not provide a report.

6. Bid Opening and Consideration of Approval

a. Culvert Bids

Danielle Loring stated that the Town received 4 Culvert Bids and read them off as follows. Each number is for the total bid package unless otherwise noted.

Core & Main

\$ 22,665.00

Lane

\$ 33,313.92 with shipping

Portland Plastic Pipe

\$ 7,449.60 for plastic only

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Paris Farmer's Union

\$ 18,983.05

Danielle stated that Paris Farmer's Union is the apparent low bidder in the amount of \$ 18,983.05 and requested that Highway Supervisor Scott Parker review the bids to make sure the bid specs were met. The Selectmen agreed.

Motion: Brittany Hemond motioned to accept the bid from Paris Farmer's Union in the amount of \$ 18983.05 with approval from Highway Supervisor Scott Parker that the bid meets the requirements; second by Daniel Gilpatric.

Discussion: None

Vote: Unanimous Approval (4/0)

b. Gravel Bids

Danielle Loring stated that the Town received 3 Gravel Bids and read them off as follows. Each number is for the total bid package unless otherwise noted.

Pike

\$ 31,820.00 with the price locked for 2 years

Auburn Aggregate

\$ 32,500.00

P & K

\$ 57,200.00

Danielle stated that Pike is the apparent low bidder in the amount of \$ 31,820.00 and requested that Highway Supervisor Scott Parker review the bids to make sure the bid specs were met. The Selectmen agreed.

Motion: Brittany Hemond motioned to accept the bid from Pike in the amount of \$ 31,820.00 with approval from Highway Supervisor Scott Parker that the bid meets the requirements; second by Daniel Gilpatric.

Discussion: None

Vote: Unanimous Approval (4/0)

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7. Assessor's Business

a. Helen Clifford c/o Cathy & Marc LaPlante

R07-092

Tree Growth Penalty Supplemental \$ 3,762.80

b. Samantha Manson / Jeanne Carpenter

R08-019

Farmland Penalty Supplemental \$ 625.07

Tax Collector Sara Farris provided the Selectmen with the Supplemental paperwork for review. Danielle Loring stated that both penalties have already been paid.

Motion: Brittany Hemond motioned to approve the Tree Growth and Farmland Penalty Supplementals as presented; second by Daniel Gilpatric.

Discussion: None

Vote: Unanimous Approval (4/0)

The 3 Assessors, Brittany Hemond, Daniel Gilpatric, and Lisa Cesare, signed the paperwork as presented.

8. New Business

a. Consideration of Approval for Quit Claim Deed for Tax Acquired Property

Claude Cotnoir

99 Bailey Rd, R16-027

Tax Collector Sara Farris provided the Selectmen with the Quit Claim Deed for review and approval. Danielle Loring added that she has not received word from Androscoggin Bank that the check has not cleared.

Motion: Brittany Hemond motioned to approve the Quit Claim Deed for Claude Cotnoir at 99 Bailey Rd. as presented; second by Daniel Gilpatric.

Discussion: None

Vote: Unanimous Approval (4/0)

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The Selectmen signed the Quit Claim Deed, Danielle Loring signed as a witness, and Sara Farris notarized the document.

b. Freedom of Access Training and Assessing Information Review

Danielle Loring held the Freedom of Access Training and had the Selectmen, Sara Farris, and herself complete the Freedom of Access Training Completion Form.

Lisa Cesare asked when the Selectmen will be receiving Town emails as previously discussed. Danielle Loring responded that once the internet service from Spectrum is stabilized the Board will receive emails. The service at the Town Office is spotty and an outage could mean no email communication.

Danielle stated that at recent Cost Sharing meetings there has been some discussion and confusion as to how tax assessments work and that she wanted to be sure that Minot's Selectmen understood the process.

There were various discussions including but not limited to:

- Tax rate and assessment are separate. Assessments are completed by the Town's Assessor based on market values. The tax rate is set by the selectmen at the time of Tax Commitment and is used to create tax bills based on the FY approved budget.
- The County and RSU 16 payments and Cost Sharing Formula are based on the State's assessment of the Town, which is based on sales data.
- Sales data can be categorized as a "real" or "distressed" sale. A real sale is the amount a full property sells for. A distressed sale could include foreclosures, partials, and quick sales.
- Municipalities must complete a revaluation every 10 years or when their certified ratio reaches 70%. If the ratio goes below 70% the municipality will lose reimbursement from the state including Homestead and Veteran Exemption reimbursements.

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c. RSU 16 Cost Sharing Update

There were various discussions regarding the recent Cost Sharing Committee Meeting. The Committee is working on an informative document to share with residents of Minot, Mechanic Falls, and Poland.

Lisa Cesare asked if the Committee is required to hold a public hearing to get the information out to residents and allow them to ask questions. Danielle Loring and Brittany Hemond, both on the Committee, were unsure of the answer. Lisa said she would bring it up at the next RSU 16 Budget Meeting.

9. Department Head Updates

a. Clerk's 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.

10. Town Administrator's Report

- Danielle Loring and Highway Supervisor Scott Parker are moving forward with the Marston Hill Rd. and Bucknam Bridge Rd. project as they have not heard any objection from the mailings, and it has been 14 days which signifies approval.
- Danielle has posted the full time Fire Chief job to the town website and Maine Municipal Association. They have received 2 applications so far.
- The Town Audit will take place this Thursday April 3rd.

11. Selectmen Comment

None

13. Next Meeting Dates

a. Monday, April 14th, 2025 – Regular Meeting

Date acknowledged.

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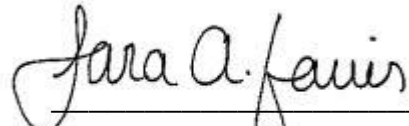
14. Adjournment

Motion: Brittany Hemond made the motion to adjourn at 7:46 pm; second by Dean Campbell.

Discussion: None

Vote: Unanimous Approval (4/0)

The board adjourned at 7:46 pm.



Sara A. Farris – Clerk
Recording Secretary

Lisa Cesare – Chair

Matthew Callahan

Daniel Gilpatric – Vice Chair

Dean Campbell

Brittany Hemond

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