



TOWN OF MINOT

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Board of Selectmen
Minot Town Office
Monday, January 28, 2019, 6:30 pm
Minutes

Present: Chairman Steve French, Vice Chair Daniel Gilpatric, Daniel Callahan, Lisa Cesare, and Brittan Hemond.

Staff: Danielle Loring (Administrator)

Other: Eriks Peterson (Journalist)

1. **Call to Order:** Chairman French called the meeting to order and a quorum was present.
2. **Pledge of Allegiance**
3. **Approval of Minutes:**

a. January 14, 2019

MOTION: Lisa Cesare motioned to accept the minutes of the January 14, 2019 meeting; seconded by Daniel Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

4. Warrants

- a. **Payroll Expense Warrant – January 28, 2019**
- b. **Treasurer's Warrant – January 28, 2019**

MOTION: Lisa Cesare motioned to accept the Payroll Expense Warrant, dated January 28, 2019, in the amount of \$19,817.50, and the Treasurer's Warrant, dated January 28, 2018, in the amount of \$45,247.91; seconded by Brittany Hemond.

DISCUSSION: None.

MOTION: UNANIMOUS APPROVAL (5/0)

5. New Business

a. Consideration and Approval of 2019 Town Report Cover

Mrs. Loring stated that she and Mrs Hemond had approached Minot Consolidated School second through sixth graders in search of this year's Town Report Cover. They were hoping to have the submissions for consideration at this meeting but, due to curriculum schedules and snow days, they were requesting an

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extention. She was also hoping that the Board would allow her and Mrs. Hemond to make the final decision. The Board felt confident in allowing them to decide the cover and thought that the project was a good idea.

b. Consideration and Approval of Town Report Dedication

Mrs. Loring presented the Town Report Dedication nomination as Normand “Blackie” Labbe and the write up created by the Town Clerk, Sara Farris. The Board agreed with the choice and thought the dedication was very well written.

MOTION: Brittany Hemond motioned to accept the Town Report Dedication as presented; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

c. Consideration and Approval of 2019 Board/Committee/Staff Appointments

Mrs. Loring presented the 2019 Committee Appointments as prepared by the Town Clerk for the Board’s consideration and approval. Mrs. Cesare asked which General Assistance position they were supposed to be approving for Mrs. Loring, and Mrs. Loring responded that the current General Administrator had taken a leave of absence without a specified return date. She was suggesting that they make her the General Assistance Administrator, with Mrs. Cesare as the deputy, until they got more information. The Board agreed with that decision.

MOTION: Brittany Hemond motioned to accept the 2019 appointments as presented; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

d. Consideration and Approval of 2019 Fee Schedule

Mrs. Loring presented the 2019 Fee Schedule for the Board’s consideration. She explained that there were no changes from previous year’s but there may be some in the future, especially if the ordinance changes were accepted at Town Meeting.

MOTION: Lisa Cesare motioned to accept the 2019 Fee Schedule, effective January 1, 2019; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

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e. Consideration and Approval of 2019 Town Meeting Warrant Including Review of Outstanding Warrant Articles

Mrs. Loring asked the Board to consider the remaining articles that needed approval for the Town Meeting Warrants. She explained that Articles 7, 9, and 10 were all Land Use changes that the Planning Board was recommending that they adopt. She pointed out that the Article regarding the acreage change was removed, and Chairman French agreed stating that it was dependent on the Comprehensive Plan being changed to allow the change to the ordinance.

MOTION: Lisa Cesare motioned to recommend Articles 7, 9 and 10; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

Mrs. Loring Continued that Article 11 was in regard to the carry-forward balances. She pointed out that the Highway Reserve account was more than the starting balance because she had rolled over the amount that was in the repair account, consistent with her budget presentations the previous fall. The idea was that these monies could either be used as a down payment on a new piece of equipment or be available in the event that there was a catastrophic failure of an existing piece of equipment. Chairman French stated that the Town did not have capital equipment reserves, traditionally, but felt that it was a good idea.

MOTION: Brittany Hemond motioned to recommend the carry-forwards outlined in Article 11; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

6. Department Head Updates

a. Clerk's Report – Submitted by Sara Farris, Town Clerk

b. Highway Report – Submitted by Scott Parker, Highway Supervisor

7. Town Administrator's Report

Mrs. Loring stated that she was working with staff to get the Town Report ready for the printers in a couple of weeks and they were hoping to have them back by February 22nd.

8. Selectmen Comment – None

***5f. Executive Session pursuant to Title 1 MRSA §405 (6)(f): Consideration of 2019 Scholarship Applications**

Motion: Brittany Hemond motioned to go into Executive Session at 7:20pm pursuant to Title 1 MRSA section 405 (6)(f) for Consideration of 2019 Scholarship Applications; seconded by Lisa Cesare.

VOTE: UNANIMOUS APPROVAL (5/0)

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MOTION: Lisa Cesare motioned to come out of Executive Session at 7:32pm; seconded by Brittany Hemond.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Brittany Hemond motioned to give each applicant \$100 from each scholarship; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

9. Next Meeting Dates – Confirmed

f. February 11, 2019

6. Adjourn

MOTION: Lisa Cesare motioned to adjourn; seconded by Brittany Hemond.

VOTE: UNANIMOUS APPROVAL (5/0)

The Board adjourned at 7:32pm.

Recorded by Danielle Loring
Town Administrator

Steve French, Chairman

Daniel W. Gilpatric, Vice Chairman

Daniel Callahan Jr.

Lisa Cesare

Brittany Hemond

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