



TOWN OF MINOT

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Board of Selectmen
Minot Town Office
Monday, May 20, 2019, 6:30 pm
Minutes*

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

Staff: Danielle Loring (Administrator)

Other: Eriks Peterson (Journalist)

1. **Call to Order:** Chairman Steve French called the meeting the meeting to order at 6:30pm and a quorum was present.
2. **Pledge of Allegiance**
3. **Approval of Minutes**
 - a. **May 6, 2019**

MOTION: Brittany Hemond motioned to approve the minutes; seconded by Daniel Callahan.

DISCUSSION: None.

VOTE: MOTION CARRIED (3/0/2 [SF, LC])

4. **Warrants**
 - a. **Payroll Expense Warrant – May 20, 2019**
 - b. **Treasurer’s Warrant – May 20, 2019**

MOTION: Lisa Cesare motioned to approve the Pay Roll Expense warrant in the amount of \$15,354.39, and the Treasurer’s Warrant in the amount of \$25,829.00; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

5. **New Business**
 - a. **Presentation and Discussion of Proposed Services and Feasibility Study – Brian Lippold, Casco Bay Advisers – Postponed**
 - b. **Consideration and Approval of Engagement Letter with Smith & Associates for FY2018 Audit Services**

Mrs. Loring presented the letter of engagement for the Board’s consideration. This was for Smith & Associates to conduct the audit for the 2018 fiscal year. She explained that the cost was \$6,650. Chairman French asked if this the same firm that had completed it before and she confirmed. She added that they were

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expected to begin on May 23, 2019 and that the Treasurer had been working hard to prepare for their visit and hoped those efforts would make the process smoother.

MOTION: Lisa Cesare motioned to accept the engagement letter with Smith and Associates for the 2019 audit; seconded by Brittany Hemond.

DISCUSSION: Daniel Gilpatric felt that the motion should be for the 2018 audit, and Lisa Cesare stated that she was referring to the year that it was completed but would amend her motion for clarity.

AMENDED MOTION: Lisa Cesare motioned to accept the engagement letter with Smith and Associates for the 2019 audit for the 2018 fiscal year; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

c. Executive Session pursuant to Title 1 MRSA §405 (6)(d): Consideration of Contract Acceptance with Casco Bay Advisers – Postponed

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

8. Selectmen Comment

Lisa Cesare announced that she was going to nominate herself for a position on the Androscoggin County Budget Committee.

Chairman French asked about work that needed to be completed at the Hodge Cemetery. He stated that there were a couple stones that were knocked over on the wall and the gate was in need of repair. Mrs. Loring answered that she would look into the matter and report back to the Board.

9. Next Meeting Dates

a. June 3, 2019 – Confirmed

10. Adjournment

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

VOTE: UNANIMOUS APPROVAL (5/0)

The Board adjourned at 7:15pm.

Recorded by Danielle Loring
Town Administrator

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Steve French, Chairman

Daniel W. Gilpatric, Vice Chairman

Daniel Callahan Jr.

Lisa Cesare

Brittany Hemond

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