



TOWN OF MINOT

329 Woodman Hill Road
Minot, Maine 04258-0329
1-207-345-3305
1-207-346-0924 (fax)

Board of Selectmen
Minot Town Office
Monday, July 29, 2019, 6:30 pm
Agenda*

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 to order at 6:30pm and a quorum was present.
2. **Pledge of Allegiance**
3. **Approval of Minutes**
 - a. **July 15, 2019**

MOTION: Lisa Cesare motioned to approve the minutes; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

4. **Warrants**
 - a. **Payroll Expense Warrant – July 29, 2019**
 - b. **Treasurer's Warrant – July 29, 2019**

MOTION: Lisa Cesare motioned to approve the Payroll Expense Warrant in the amount of \$19,555.73, and the Treasurer's Warrant in the amount of \$32,451.25, both dated July 29, 2019; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

5. **New Business**
 - a. **Consideration and Appointment of School Board Member to Fill Resignation**

Mrs. Loring explained that this appointment was the result of a resignation (Lisa Dulac), which had come about after the last election. This appointment would fulfill the remainder of that term, which was up for re-election in March 2020. She continued that there were two people who had come forward, Tory Davis and

*Written minutes serve as reference to the official record, which are recordings kept at the Town Office.

Board of Selectmen Meeting Minutes Dated July 29, 2019

*Items may be taken out of order at the Chairman's discretion

Mike LeCasse and submitted an email from Mr. LeCasse that outlined his interests in serving on the Board. Mrs. Hemond recalled meeting him at the Community Days meetings, which he had attended.

MOTION: Lisa Cesare motioned to accept the appointment of Mike LeCasse to the School Board; seconded by Brittany Hemond.

DISCUSSION: The Board confirmed that Mr. LeCasse would need to rerun when the term was up in March 2020, and Mrs. Loring confirmed that he would need to pull papers if he decided to continue.

VOTE: UNANIMOUS APPROVAL (5/0)

- b. Consideration and Approval for Quit Claim Deed:
Stanley W. & Debra M. Laurinaitis
562 Pottle Hill Road
Map R03, Lot 016**

Mrs. Loring stated that this was an older lien that needed to be cleared up as the result the property selling and a title search showing that it had not been cleared.

MOTION: Lisa Cesare motioned for the Town of Minot to approve the Quit Claim Deed for Stanley W. & Debra M. Laurinaitis; seconded Daniel Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

***6. Department Head Updates**

- a. Clerk's Report as submitted by Sara Farris, Town Clerk**
- b. Highway Report as submitted by Scott Parker, Highway Supervisor**
- c. Fire Department Report as submitted by James Allen, Fire Chief**

***7. Town Administrator's Report**

Mrs. Loring presented the Board with an email from the Assessor's Agent, Denis Berube from O'Donnell's Associates, along with a letter from the State Revenue Services that explained that the Town had been over-reimbursed for the BETE (Business Equipment Tax Exemption) Program funds. She continued that this was because there were a couple applications for BETE could not be found. The options for the Town were to either fix the 2018 Tax Commitment and cut a check to the State of Maine or reduce the 2019 reimbursement by the overpayment amount. The Board agreed that it was best to take it out of the 2019 funds. Mrs. Cesare confirmed that this would affect this year's overlay, and Mrs. Loring agreed but did not think that it put the Town in any position of hardship due to the amount. Mrs. Cesare asked how they were going to make sure that this did not happen again, and Mrs. Loring stated that she could work with the Assessor's Agent to make sure that they had a reliable system in place that either included redundancy or improved filing system for applications.

*Written minutes serve as reference to the official record, which are recordings kept at the Town Office.

Board of Selectmen Meeting Minutes Dated July 29, 2019

*Items may be taken out of order at the Chairman's discretion

Mrs. Loring announced that the Pontem system for cemetery tracking was up and running and, once she had completed her training, she would work to begin training others. She also mentioned that \$410.00 was added to the Community Events fund from the Community Day booths, which included games, t-shirt sales and the dunk tank. She felt that the event was as successful as it could be given the hot weather and the competition of other events in the area. Mrs. Hemond agreed and felt that they would take all of that into consideration when planning next year's event but agreed that it had been successful.

. *8. Selectmen Comment

***5. New Business**

d. Executive Session pursuant to Title 1 MRSA §405 (6)(a): Discussion of Compensation for Highway Department Position

MOTION: Daniel Gilpatric motioned to go into Executive Session pursuant to Title 1 MRSA section 405 (6)(a) for a discussion regarding compensation for Highway Department Position; seconded by Brittany Hemond.

VOTE: UNANIMOUS APPROVAL (5/0)

The Board went into Executive Session at 7:17pm.

MOTION: Lisa Cesare motioned to come out of Executive Session at 8:10pm; seconded by Brittany Hemond.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Lisa Cesare motioned to adjust the Highway payscales as follows:

- Highway Position #3: \$16.50/hr
- Highway Position #2: \$18.00/hr
- Highway Position #1: \$21.50/hr
- Highway Supervisor: \$26.00/hr; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

Mrs. Cesare asked if they needed to amend the motion to include a start date, and Mrs. Loring responded that she assumed that it was starting the next pay period. The Board concurred that it would be effective immediately.

8. Next Meeting Dates – CONFIRMED

a. August 12, 2019

*Written minutes serve as reference to the official record, which are recordings kept at the Town Office.

Board of Selectmen Meeting Minutes Dated July 29, 2019

*Items may be taken out of order at the Chairman's discretion

9. Adjournment

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

VOTE: UNANANIMOUS APPROVAL (5/0)

The Board adjourned at 8:21pm.

Recorded by Danielle Loring
Town Administrator

Steve French, Chairman

Daniel W. Gilpatric, Vice Chairman

Daniel Callahan, Jr.

Lisa Cesare

Brittany Hemond

*Written minutes serve as reference to the official record, which are recordings kept at the Town Office.

Board of Selectmen Meeting Minutes Dated July 29, 2019

*Items may be taken out of order at the Chairman's discretion