



# Town of Minot

329 Woodman Hill Road  
Minot, ME 04258  
207-345-3305  
[www.minotme.org](http://www.minotme.org)

Board of Selectmen  
Minot Town Office  
Monday, October 21, 2019, 6:30 pm  
Agenda\*

**Present:** Chairman Steve French, Vice Chairman Daniel Gilpatric, Daniel Callahan, and Lisa Cesare

**Staff:** Danielle Loring (Administrator)

**Other:** Barbara Fogarty (Wedding Barn Owner) and Eriks Peterson (Journalist)

1. **Call to Order:** Chairman Steve French call the meeting to order at 6:30pm and a quorum was present.
2. **Pledge of Allegiance**
3. **Approval of Minutes**
  - a. **October 7, 2019**

MOTION: Lisa Cesare motioned to accept the minutes; seconded by Daniel Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

4. **Warrants**
  - a. **Payroll Expense Warrant – October 21, 2019**
  - b. **Treasurer's Warrant – October 21, 2019**

MOTION: Brittany Hemond motioned to accept the Payroll Expense Warrant in the amount of \$24,570.75 and the Treasurer's Warrant in the amount of \$291,600.71; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

5. **Public Hearing**
  - a. **Title 28-A MRSA §653: Liquor License Renewal  
Barbara Fogarty DBA Maine Wedding Barn  
418 Center Minot Hill Road, Minot, ME 04258**

MOTION: Brittany Hemond motioned to open the Public Hearing for the Liquor License Renewal for the wedding barn at 6:33pm; seconded by Lisa Cesare.

DISCUSSION: None.

---

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

Board of Selectmen Meeting Minutes Dated October 21, 2019

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

VOTE: UNANIMOUS APPROVAL (5/0)

Chairman French explained that the purpose of the public hearing was to get comments regarding the establishment before approving their liquor license renewal. Mrs. Loring commented that there were no violations or complaint since the last renewal that were registered at the Town Office. The Board discussed their operations with the owners and the nature of the activities that they help at the venue. Mrs. Fogarty explained that they would be closing up soon for the season.

There were no additional comments from the public hearing.

MOTION: Lisa Cesare motioned to permit the Liquor License Renewal for the Wedding Barn for 2020; seconded by Brittany Hemond.

DISCUSSION: Barbara Fogarty asked if they would still need to come annually where they had had five years with no issue. Danielle Loring stated that it was up to the Board but felt that it was beneficial to do so because it allowed for the public to have an arena to speak at, and the Board agreed.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Brittany Hemond motioned to close the Public Hearing at 6:40pm; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

## **6. New Business**

### **a. Consideration of Engaging with AndroGov for Online Tax Payments**

Mrs. Loring presented that staff was approached by Androscoggin Bank about adopting AndroGov to allow for online tax payments to be made. She continued that it would use the current system that staff uses to process credit card payments. The same fee for credit card payments would be applied but there would be a fee for echecks (\$1.00). Mrs. Cesare asked how long it would take to get monies, and Mrs. Loring responded that they would be notified the next day and it would be deposited within two business days, same as the current credit card payments.

Chairman French stated that he was concerned with charging fees for services, and Mrs. Loring replied that as a non-profit they were allowed to pass fees to the cardholder rather than building it into the cost of goods and services. Mrs. Cesare added that there were additional fees that normally also factor into the transaction and there was no budget to absorb them if they were not able to do this. Mrs. Hemond also commented that this was just an added service for the residence and those who wished to use it and others could use the traditional methods, and Mrs. Loring agreed adding that people were currently calling into the office to have people run their cards over the phone.

Mrs. Cesare wanted to see an internal procedure created to make sure that they were getting all the Town's funds properly, and Mrs. Loring responded that she and the staff were all ready working on a checks-and-balances system to ensure that everything was working smoothly and it would be similar to the process that they follow for Rapid Renewal.

MOTION: Lisa Cesare motioned to enter into a partnership with AndroGov for online tax payments; seconded by Brittany Hemaond.

---

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

Board of Selectmen Meeting Minutes Dated October 21, 2019

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

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

**7. 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 Update as submitted by James Allen, Fire Chief**
- d. Code Enforcement Update as submitted by Scott McElravy, Code Officer**

**8. Town Administrator's Report**

**9. Selectmen Comment**

**10. Public Comment**

**11. Next Meeting Dates**

- a. October 28, 2019: Joint meeting with Budget Committee – Department Head Presentations**
- b. October 29, 2019: Joint meeting with Budget Committee – Committee Presentations**
- c. November 4, 2019**

**12. Adjournment**

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

VOTE: UNANIMOUS APPROVAL (5/0)

Recorded by Danielle Loring  
Town Administrator

---

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

Board of Selectmen Meeting Minutes Dated October 21, 2019

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

---

X

---

Steve French, Chairman

X

---

Daniel W. Gilpatric, Vice Chairman

X

---

Daniel Callahan, Jr.

X

---

Lisa Cesare

X

---

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 October 21, 2019

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