



Town of Minot

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

Board of Selectmen
Minot Town Office
Monday, December 2, 2019, 6:30 pm
Minutes*

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

Staff: Danielle Loring (Administrator),

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. **November 18, 2019**

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

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

4. **Warrants**
 - a. **Payroll Expense Warrant – December 2, 2019**
 - b. **Treasurer's Warrant – December 2, 2019**

MOTION: Lisa Cesare motioned to accept the Payroll Expense Warrant in the amount of \$20,397.74, and the Treasurer's Warrant in the amount of \$41,043.03; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

5. **New Business**
 - a. **Review, Consideration and Approval of the 2019 Audit**

Mrs. Loring presented the final draft of the audit for the 2018 fiscal year. She explained that there were three parts: the breakdown of the full financial information, the overview and the signature forms, which included the acceptance of representation and the acknowledgement of responsibilities. She then summarized the categories and explained that the audit was seen to have gone better than the previous years. She and staff were continuing to make strides towards having a more efficient and "clean" audit.

MOTION: Daniel Callahan motioned to accept the 2018 audit as presented; seconded by Lisa Cesare.

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

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

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

b. Consideration of the Non-Land Use Ordinance Revisions for the 2020 Annual Town Meeting

Mrs. Loring presented the drafts for the two non-land use ordinances that had proposed changes. She explained that a public hearing needed to be scheduled in order to have considered for the next Town meeting. These were for the Fire Department Ordinance and the Cemetery ordinances, and she felt that because they were administrative in nature there were no anticipated issues or concerns. The Board concurred that the public hearing should be scheduled for the next meeting.

c. Facility Use Request – River Valley Girl Scouts Service Unit

Mrs. Loring explained that the local Girl Scout service unit no longer had a “cookie cupboard,” which provided them with packages for booth sales. She and Mrs. Hemond were interested in using the Town Office basement for that purpose from the end of March to the end of April. Chairman French asked about securing the room, and Mrs. Loring responded that they had tested the door and they were able to lock it.

MOTION: Daniel Gilpatric motioned to let the River Valley Girl Scout Unit use the Town Office basement; 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

8. Selectmen Comment - None

9. Public Comment - None

10. Next Meeting Dates

a. December 16, 2019 – Confirmed

11. Adjournment

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

VOTE: UNANIMOUS APPROVAL (5/0)

The Board adjourned at 7:25 pm.

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Recorded by
Danielle Loring
Town Administrator

X

Steve French, Chairman

X

Daniel W. Gilpatric, Vice Chairman

X

Daniel Callahan, Jr.

X

Lisa Cesare

X

Brittany Hemond

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