



Town of Minot

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

Board of Selectmen
Minot Town Office
Monday, February 10, 2020, 6:30 pm
Minutes*

Present: Interim Chairman Daniel Gilpatric, Daniel Callahan, Lisa Cesare and Brittany Hemond

Absent: Steve French

Staff: Danielle Loring (Administrator)

1. **Call to Order:** Interim Chairman Daniel Gilpatric called the meeting to order at 6:30pm and a quorum was present.
2. **Pledge of Allegiance**
3. **Approval of Minutes**
 - a. **January 27, 2020**
 - b. **February 4, 2020**

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

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

4. **Warrants**
 - a. **Payroll Expense Warrant – February 10, 2020**
 - b. **Treasurer’s Warrant – February 10, 2020**

MOTION: Lisa Cesare motioned to accept the Payroll Expense Warrant in the amount of \$23,927.63, and the Treasurer’s Warrant in the amount of \$200,847.89; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

5. **New Business**
 - a. **Consideration and Approval of 2020 Annual Town Meeting Warrant**

Mrs. Loring presented the final draft with changes which included the final total for the Moonshiners Club reimbursement for Article 40 and Article 54 to amend the language to “...such terms as they deem advisable and in the best interest of the Town...” per the Town Attorney’s advice. She asked about Article 39 because there had been discussion to include a carry forward for the balance of the 2019 revenues from the Cable Franchise Agreement fees.

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

Board of Selectmen Meeting Minutes Dated February 10, 2020

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

MOTION: Brittany Hemond motioned to amend the recommendation to include the carry forward of the 2019 fees in the amount of \$5,261.61; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

6. Department Head Updates

a. Clerk's Report submitted by Sara Farris, Town Clerk

b. Highway Report submitted by Scott Parker, Highway Director

Mrs. Loring added that the Director was looking to purchase a newer style cutting edge that was in small sections versus a long blade. She explained that it was not in the current budget but would cost \$2,100 for the setup. The Board felt comfortable with him making the purchase.

7. Town Administrator's Report

Mrs. Loring stated that she wanted to transfer the appointment of Local Health Officer from herself to the Code Officer.

MOTION: Brittany Hemond motioned to appoint Scott McElravy as the Local Health Officer; seconded by Lisa Cesare.

DISCUSSION: Lisa Cesare asked how the stipend would be handled and Danielle Loring responded that he would receive a stipend this year, but it would be incorporated into his salary next year.

VOTE: UNANIMOUS APPROVAL (4/0)

Mrs. Loring also stated that she was interested in changing the payroll date in the Personnel Policy to allow it to be earlier in the week to encourage more people to accept direct deposit. The Board felt that it was at her discretion to decide that.

8. Selectmen Comment

9. Public Comment

10. Next Meeting Dates

a. February 24, 2020 – Confirmed

11. Adjournment

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

VOTE: UNANIMOUS APPROVAL (4/0)

The Board adjourned at 7:05pm.

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X

Steve French, Chairman

X

Daniel W. Gilpatric, Vice Chairman

X

Daniel Callahan, Jr.

X

Lisa Cesare

X

Brittany Hemond