



# 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  
329 Woodman Hill Road  
Tuesday, September 8, 2020, 6:30 pm  
Minutes\*

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

**Staff:** Danielle Loring (Administrator) and James Allen (Fire Chief)

**Other:** Wendy & John Glennon

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. **August 24, 2020**

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

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

4. **Warrants**
  - a. **Payroll Expense Warrant**
  - b. **Treasurer's Warrant**

MOTION: Lisa Cesare motioned to accept the Payroll Expense Warrant in the amount of \$19,482.93, and the Treasurer's Warrant in the amount of \$231,000.77; seconded by Daniel Gilpatric.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

## 5. **Old Business**

### **\*b. Code Enforcement Update**

Mrs. Loring stated that several updates on the properties being managed by the Code Officer. First, the property owned by "Yummy" was moving toward compliance and gotten much of the stuff off the front of his property. She continued that the Code Officer has made several visits to the property at the end of Woodman Hill Road and was working with them regarding the shed that was being built in the Shoreland

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

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Zone. Finally, there had been no update on the Brighton Hill matter or any additional information about a court date being rescheduled.

Mrs. Loring introduced Wendy and John Glennon as the owners of the lot where Fat Boy's garage was located. She added that the Code Officer had made an inspection of the property recently and determined that it was in compliance as of the deadline. She asked if they had anything additional to add.

Mr. And Mrs. Glennon summarized the events leading up to receiving notice of the violation and Mr. Lowe's eviction. They explained that they were still working to clean the property up. Mr. Callahan asked if there was anything in the building, and Mrs. Glennon responded that there was nothing. Mr. Callahan also asked who owned the trailer behind the garage because there were a lot of cars out there as well, and Mrs. Glennon responded that she was not sure because it was not her property. Mrs. Loring explained that the Code Officer was working with that owner to get the noncompliant vehicles removed.

Mr. Callahan asked what the plans were for the properties, and Mrs. Glennon explained that she was not sure because they were working to get the property cleaned up the remnants from her father's business. They had not made the decision whether to sell off the individual lots or sell it as a single transaction, but they would remain in touch with the Town.

#### **\*a. COVID-19 Update**

Mrs. Loring explained that they had received approval to begin work on the activities related to the Keep ME Healthy grant, and that she had ordered the digital sign as well as made their first reimbursement request for staff time for August. She was still waiting for a final determination from FEMA.

### **6. New Business**

#### **a. Consideration of Appointments**

- i. Ben Piper – Planning Board Alternate**
- ii. Danielle Loring – MMWAC Board Representative**
- iii. Daniel Callahan – MMWAC Board Alternate**

MOTION: Steve French motioned to appoint Ben Piper as Planning Board Alternate, Danielle Loring as MMWAC Board Representative, and Daniel Callahan as MMWAC Board Alternate; Seconded by Lisa Cesare.

DISCUSSION: Lisa Cesare asked if the Planning Board was now full, and Danielle Loring confirmed that the five-member board was full and with two alternates.

VOTE: UNANIMOUS APPROVAL (5/0)

### **7. Department Head Updates**

#### **a. Fire Department Update – James Allen, Fire Chief**

Chief Allen wanted to make sure that he was within the Purchasing Policy by ordering hose testing from one vendor. He said that it was about \$275/hose and under \$1,500. Mrs. Loring responded that that amount was within her discretion to approve and, where it was a specialized service, it could be sole sourced, and the Board agreed.

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Chief Allen also mentioned that Engine 8 was having warranty work completed on it because it was experiencing electrical issues due to the wires chaffing in the tubing on the driver's side door. Mr. Callahan asked if the truck needed to be sent out, and Chief Allen responded that the vendor was sending someone to do the work on site and the truck should only be out of service for the day.

**b. Clerk's Report submitted by Sara Farris, Town Clerk**

**c. Highway Report submitted by Scott Parker, Highway Director**

**8. Town Administrator's Report**

Mrs. Loring reminded the Board that her review was the next meeting and she had prepared a summary of her accomplishments for the last year as requested. Mrs. Cesare also explained that she was collecting comments from Board members to put in a document.

**9. Selectmen Comment – None**

**10. Public Comment – None**

**11. Next Meeting Dates**

**a. September 21, 2020 – Confirmed**

**12. Adjournment**

MOTION: Lisa Cesare motioned to adjourn; seconded by Daniel Callahan.

VOTE: UNANIMOUS APPROVAL (5/0)

The Board adjourned at 7:35pm.

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X	X
Steve French, Chairman	Daniel W. Gilpatric, Vice Chairman
X	X
Daniel Callahan, Jr.	Lisa Cesare
X	
Brittany Hemond	

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