



# Town of Minot

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

Board of Selectmen  
Minot Town Office  
329 Woodman Hill Road  
Monday, October 5, 2020, 6:30 pm  
Minutes\*

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

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

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. **September 21, 2020**

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

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 \$20,016.08, and the Treasurer's Warrant in the amount of \$228,471.86; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

5. **Assessor's Business**
  - a. **Consideration of Administrative Abatements and Supplements**

Mrs. Loring presented a list of administrative abatements and supplements for Board consideration and recommended them for approval.

- i. **Walter P & Debra J Dan**  
Map R04, Lot 067-A00  
Abatement to remove duplicative land value

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MOTION: Lisa Cesare motioned to accept the abatement in amount of \$85.86 for Walter & Debra Dan; seconded by Daniel Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

**ii. Bigelow & Rybeck**

Map R05, Lot 030

Abatement to restore homestead exemption that was removed

MOTION: Lisa Cesare motioned to accept the abatement in the amount of \$990.52 for Earl & Janice Bigelow and Kathleen Rybeck; seconded by Brittany Hemond.

DISCUSSION: Steve French asked if this was for more than one year, and Mrs. Loring confirmed it was for the 2018, 2019 and 2020 tax year.

VOTE: UNANIMOUS APPROVAL (5/0)

**iii. Alvar R & Leah L Jarvi**

Map R10-019

Abatement to correct ownership in land transfer

MOTION: Lisa Cesare motioned to accept the abatement in the amount of \$297.32 for Alvar & Leah Jarvi; seconded by Brittany Hemond.

DISCUSSION: Steve French asked if it balanced out with the supplement for the Pratte's and Mrs. Loring confirmed.

VOTE: UNANIMOUS APPROVAL (5/0)

**iv. Michel C & Kathy A Pratte**

R10, Lot 019-A00

Supplemental to correct Ownership

MOTION: Lisa Cesare motioned to accept the supplemental assessment value of \$17,965 and \$297.32 in taxes to the account of Michel & Kathy Pratte; second by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

**6. Old Business**

**a. COVID-19 Update – None**

**b. Code Enforcement Update – None**

## **7. New Business**

### **a. Consideration and Acceptance of 2020-21 Sand Bid**

Mrs. Loring stated that the Town had received two (2) sealed bids for 4,000 yards of winter sand delivered.

- Peter Hemond - \$8.30/yd delivered
- ECI Materials - \$5.00/yd not delivered

Mrs. Hemond asked what the previous year's bid had been, and Mrs. Loring said that she would look and let the Board know (NOTE: Peter Hemond's bid was \$8.10/yd for 2019 and ECI was the same). Chairman French stated that even though ECI was lower per yard, once the cost of trucking was factored in, it was not worth the wear and tear on Town equipment. The other Board members agreed.

MOTION: Brittany Hemond motioned to accept Peter Hemond's bid for winter sand at \$8.30/yard, delivered; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

### **b. Consideration of Approval for Center for Tech and Civil Life (CTCL) Grant Funds in the amount of \$5,000 for Election Costs**

Mrs. Loring stated that the Town had received the grant in the amount of \$5,000 from CTCL for election costs including PPE, materials, advertising, payroll and other expenses for any elections between June 15<sup>th</sup> and December 30, 2020. She was recommending accepting the grant funds.

MOTION: Lisa Cesare motioned to accept the grant in the amount of \$5,000 to be used for election costs with this fiscal year; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

### **c. Consideration and Appointment of Alan Plummer as Alternate Code Officer**

Mrs. Loring explained that she was working with the Mechanic Falls Code Officer, Alan Plummer, to arrange for him to serve as the alternate when the Minot Code Officer was unavailable. She was going to recommend that he spend time with Mr. McElravy so that he can become familiar with his process. She did not feel that they would call on him often but wanted the option there if something were to come up or as a back up for when the Code Officer was out.

MOTION: Lisa Cesare motioned to appoint Alan Plummer as the Alternate Code Officer; seconded by Brittany Hemond.

DISCUSSION: Steve French stated that he would abstain from the vote where Mr. Plummer was a coworker of his, and the Board accepted his decision.

VOTE: UNANIMOUS APPROVAL (5/0)

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## **8. Department Head Updates**

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

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

## **9. Town Administrator's Report**

Mrs. Loring stated that she was getting out the budget materials to begin compiling the FY2021 presentation materials. She wanted direction from the Board regarding goals to pass on to Department Heads. Mrs. Cesare stated that she felt a good benchmark was to strive for less than a 2% increase across the whole municipal budget but to not cut services in order meet that objective.

Mrs. Loring stated that she was looking at critical infrastructure projects, including paving and property maintenance, while looking for areas that they could make logical reductions, including areas like elections and the Fire Department. However, she said that the one area she was receiving a lot of inquiry from was regarding family benefits for the staff, because the Town did not currently provide subsidy for coverage. She felt that she could design a program that would have minimal impact to the Town if she was given the opportunity to talk to the staff about this as a real possibility.

Mrs. Cesare asked if she was looking to shop other vendors, and Mrs. Loring responded that she was going to stay within the MMA Health Trust because she had learned that, due to the small size of their pool, the costs were about the same for a drastically reduced program. Chairman French stated that he wanted to see a proposal and it was long overdue. Mrs. Cesare asked about employee cost of living increases, and Mrs. Loring stated that she did not anticipate that being included this year. Mrs. Cesare responded that she wanted to see something offered, even if 1%, and Chairman French felt that it may not be as high of need as benefits. Mrs. Loring stated that she would draft the goals to include the possibility.

## **10. Selectmen Comment – None**

## **11. Public Comment – None**

## **12. Next Meeting Dates**

**a. October 19, 2020 – Confirmed**

## **13. Adjournment**

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

VOTE: UNANIMOUS APPROVAL (5/0)

The Board adjourned at 7:39pm.

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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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