



Town of Minot

329 Woodman Hill Road
Minot, ME 04258
207-345-3305
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Board of Selectmen
Minot Town Office
329 Woodman Hill Road
Monday, October 19, 2020, 6:30 pm
Minutes*

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

Absent: Daniel Callahan

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. **October 5, 2020**

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

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

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

MOTION: Brittany Hemond motioned to accept the Payroll Expense Warrant in the amount of \$19,431.86 and the Treasurer's Warrant in the amount of \$73,952.19; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

5. **Old Business**
 - a. **COVID-19 Update**

Mrs. Loring had nothing new to report.

- b. **Code Enforcement Update**

Mrs. Loring reported that there was one case where the property owner had been sent a potential notice of violation and had failed to make proper arrangements to rectify the situation. There were concerns from

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

staff given comments the owner had made concerning his property rights, and the Code Officer was looking for guidance on how to proceed. The Board stated that the property owner should be sent an invitation to discuss the matter with them.

6. New Business

a. Continued Discussions Regarding Employee Benefits

Mrs. Loring presented the figures that were derived from a survey that she had sent to staff. She explained that she was waiting on the 2021 rates to finalize her numbers, and they would also be dependent on how many employees signed up for family coverage. The Board discussed the rates and whether they would look to add additional coverage through an Health Reimbursement Account (HRA) or Flexible Savings Account (FSA) and it was decided that they would wait to see what happened in the future but would allow Mrs. Loring to proceed with the \$40,000 as discussed to devise a program.

b. Consideration and Approval of FY2019 Audit

Mrs. Loring presented the draft audit that was completed by Smith & Associates for the 2019 fiscal year. She explained that there were no discrepancies found or unusual notes on the findings. She explained that there was a higher number of adjustments than the previous year because she and the Treasurer had decided to hold off on making the usual adjustments given they were having an issue with TRIO, more than likely due to the change in fiscal year. However, the issue had been hopefully corrected moving forward.

She was recommending adopting as presented.

MOTION: Daniel Gilpatric motioned to accept the 2019 audit completed by Smith & Associates for the Town Report; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

7. Department Head Updates

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

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

8. Town Administrator's Report

Mrs. Loring was planning to close the Friday after the election to give the staff a chance to recuperate from the election and allow for the cleaning crew to put everything back in order. She also alerted the Board to a group that had been visit town offices in the area and call themselves "First Amendment Auditors." She planned to have a discussion with staff and make them aware of the issue. The primary concern was that the individuals appeared to be confrontational and looking to engage with staff.

9. Selectmen Comment – None

10. Public Comment – None

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11. Next Meeting Dates

- a. **October 26, 2020 – Department Head Budget Presentations – Confirmed**
- b. **October 27, 2020 – Town Committee Budget Presentations - Confirmed**
- c. **November 2, 2020 – Regular Meeting (Location: Town Office Basement) – Confirmed**

12. Adjournment:

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

VOTE: UNANIMOUS APPROVAL (4/0)

The Board adjourned at 8:07pm.

	X	X
	Steve French, Chairman	Daniel W. Gilpatric, Vice Chairman
13.		
	X	X
	Daniel Callahan, Jr.	Lisa Cesare
14.		
	X	
	Brittany Hemond	