



# 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  
Monday, January 25, 2021, 6:30 pm  
Agenda\*

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

**Absent:** Daniel Callahan

**Staff:** Danielle Loring (Administrator) & Sara Farris (Town Clerk)

**Other:** Colleen Quint (Broadband Committee)

1. **Call to Order:** Steve French called the meeting to order at 6:30pm and a quorum was present.
2. **Pledge of Allegiance**
3. **Approval of Minutes**
  - a. **January 11, 2021**

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 – Year End Supplement**
  - c. **Treasurer's Warrant - #2 (2021)**

MOTION: Brittany Hemond motioned to accept the Payroll Expense Warrant in the amount of \$19,508.97, the 2020 year end supplemental Treasurer's Warrant in the amount of \$7,092.11, and the 2021 (#2) Treasurer's Warrant in the amount of \$34,383.66; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

5. **Assessor's Business**
  - a. **Consideration and Approval of Abatement**
    - i. **Elaine Pratte**  
**0 Woodman Hill Road**  
**R10-036-C00**  
Correcting acreage after a lot split in 2019

---

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

Board of Selectmen Meeting Minutes Dated January 25, 2020

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

---

Mrs. Loring explained that the wrong lot had been transferred with the house when the owner split the lot to the seller and had filed a corrective deed to adjust the acreage. There was no supplemental for the other because it was no fault of the seller's and it would be corrected with the 2021 assessment.

VOTE: Lisa Cesare motioned to accept the abatement for Elaine Pratte as presented; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

**6. Old Business**

**a. COVID-19 Update – None**

**b. Town Meeting 2021 Update**

Mrs. Farris presented the current guidelines set by the State, which stipulated that the Town Meeting could only be in one building and no setup inside in the building and an outdoor venue or separate buildings. She reiterated the concerns regarding the weather and accommodating staff. The Board felt that it would be best to wait until to wait until later this spring to early summer to schedule Town Meeting, but to keep the Municipal Election in March.

Mrs. Cesare asked that they consider adding the Broadband question as a referendum question on the ballot as previously discussed. Mrs. Quint agreed with the move because of the timing and structure of the grant. She would work with the Broadband Committee to get public education on the issue disseminated and help with any materials. Mrs. Loring explained the changes to the Article, explaining that there were enough funds leftover from the previous budget to cover the Broadband Grant and the remaining Reval balance. She confirmed with Mrs. Farris that the Broadband Resolution Article could be used as the referendum question.

MOTION: Lisa Cesare motioned to accept the updated language for Article 40 of the 2021 Town Meeting Warrant; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

MOTION: Lisa Cesare motioned to remove Article 40's language (Broadband) from the Town Meeting Warrant and to add it to the March 5<sup>th</sup> municipal referendum; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

Mrs. Farris reminded the Board that they would need to hold a public hearing and notice would need to go out at least 7 days prior to the hearing. The Board decided that the Hearing would be held at their next meeting on February 8<sup>th</sup>. Mrs. Farris stated that the absentee ballots would need to be available at least 30 days prior to the vote, which was scheduled for March 5<sup>th</sup>. Mrs. Loring questioned whether a ballot could be issued prior to the Public Hearing, and Mrs. Farris said that she would check with the Legal. Mrs. Loring

---

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

Board of Selectmen Meeting Minutes Dated January 25, 2020

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

---

suggested moving the vote by a week to allow for time, and the Board agreed to move the Municipal Election and Referendum to March 12<sup>th</sup>.

MOTION: Lisa Cesare motioned to schedule the Selectboard Public Hearing for the Broadband Referendum question for February 8<sup>th</sup> before their regular meeting; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

MOTION: Lisa Cesare motioned to move the Municipal Election and Referendum to March 12, 2021; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

Mrs. Farris stated that she would confirm with Legal that the proposed changes would work. Mrs. Loring asked what the tentative plan for Town Meeting was, and the Board responded that they would like to reschedule until later because they felt that the restrictions may be less restrictive at that time. They asked her to schedule the discussion for the April 5<sup>th</sup> meeting and to make the plan known to the media so they could get the information out to the public.

**c. Code Enforcement Update – None**

**7. New Business**

**a. Consideration and Approval of Final Warrant Figures**

Chairman French reminded that the dates would need to be corrected. Mrs. Farris stated that she would also check to see if the warrant for the election and town meeting would need to be separated. Mrs. Loring presented the updated Articles for consideration:

Article 12: Reserve Accounts – Mrs. Loring explained that the balances were now available because the final warrant had posted.

MOTION: Lisa Cesare motioned to recommend the balances as discussed; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

Article 13: Property Tax Levy Limit – Mrs., Loring explained that the 2021 figure had been calculated for \$907,456. She did not feel that they were at risk of exceeding it even though it had decreased from prior year, but it was more a formality to accept it because the articles were open, meaning they could increase on the Town Meeting floor.

---

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

Board of Selectmen Meeting Minutes Dated January 25, 2020

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

---

Article 14: Town Office Salaries & Benefits – Mrs. Cesare was expecting the figure to change after the insurance enrollment period. Mrs. Loring agreed and would get them an update number to consider. (Note: The correct figure is \$364,678 versus the \$386,273 that was presented in the draft).

Article 17: Paving Bond – Mrs. Loring presented the language for the proposed paving bond. She explained that the interest rate had decreased from 2.19% to 1.68% for the 3 year term. She said that they had the option of refinancing the Fire Truck under the same bond and saving on interested and bond counsel. The Board agreed that the two items should remain separate and directed her to get an additional quote to refinance the truck. It was suggested that the question also be amended to denote that the indebtedness amount was the existing bond for the fire truck.

MOTION: Lisa Cesare motioned to recommend Article 17 for the Paving Bond as amended; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

Article 31: Municipal Organizations and Contract – Mrs. Loring was requesting that the recommended total be amended from \$18,713 to \$18,767 to reflect an increase in AVCOG’s dues.

MOTION: Brittany Hemond motioned to amend the recommendation to \$18,767 for Municipal Organizations and Contracts; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

Article 45: Charitable Organizations – Mrs. Loring explained that they had received an additional request from Community Concepts in the amount of \$2,000 and asked if they wanted to reconsider their position of “no recommendation,” and the Board declined.

Article 47: Interest Rate for Delinquent Taxes – Mrs Farris explained that the State had amended the rate for delinquent taxes to 4% and the Town was allowed to set the rate anywhere from 0% to two points over the State Rate. The previous year’s rate was 8%.

MOTION: Daniel Gilpatric motioned to set the delinquency rate for taxes at the maximum allowed; seconded by Steve French.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

#### **b. Consideration of Town Report Dedication**

Mrs. Loring explained that Mrs. Farris had prepared the list of individuals who had passed in the last year and wanted to know if the Board wanted to select an individual for the Town Report Dedication. Mrs. Farris also pulled the obituaries for a couple individuals who stood out. After discussion, the Board agreed with

---

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

Board of Selectmen Meeting Minutes Dated January 25, 2020

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

---

the Clerk's recommendations and her assessment that there were many residents on the list who were involved in the community. They decided to move forward with a joint dedication.

MOTION: Lisa Cesare motioned to present the 2021 Town Report Dedication in memory of both Noella Hemond and Alfred Winslow; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

## **8. Department Head Updates**

### **a. Clerk's Report – Sara Farris, Town Clerk**

Mrs. Farris presented her updated format for Excise Tax that set 2019 as the baseline, since the 2020 numbers were affected by the pandemic and State shutdown.

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

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

## **10. Selectmen Comment**

Chairman French explained that the sanitary survey had been completed for the Town water system and everything was okay except that a backflow device was needed for Central Station. He was confident that he could get one at no cost to the Town. He was, however, concerned that they may need to increase the usage rate for the school to cover the cost of an Arsenic filter that would be needed in the next five (5) years and in the event that he was to retire and they needed to increase the rate to attract a new Well Manager. Mrs. Loring stated that she would begin negotiations with the RSU and report back.

## **11. Public Comment – None**

## **12. Next Meeting Dates**

### **a. February 8, 2021 – Confirmed**

## **13. Adjournment**

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

VOTE: UNANIMOUS APPROVAL (4/0)

The Board adjourned at 8:15pm.

---

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

Board of Selectmen Meeting Minutes Dated January 25, 2020

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

---

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

---

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

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

---