



Town of Minot

329 Woodman Hill Road
Minot, ME 04258
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Board of Selectmen
Minot Town Office
329 Woodman Hill Road
Monday, March 8, 2021, 6:30 pm
Minutes*

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

Staff: Danielle Loring (Administrator)

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. **February 22, 2021**

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: Brittany Hemond motioned to accept the Payroll Expense Warrant in the amount of \$22,061.78, and the Treasurer's Warrant in the amount of \$232,716.58; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

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

Mrs. Loring explained that Executive Order #35 issued on March 5, 2021 started to relax meeting requirements by increasing capacity to 50% of permitted occupancy starting March 26th and 75% starting May 29th. She was waiting to hear what the occupancy for the Minot Consolidate Gym so that they could begin moving forward with Town Meeting.

After discussing the requirements, the Board elected to set the 2021 Town Meeting date as April 17th at 9am. Once staff heard back about the occupancy numbers, they could start planning how to stay within compliance and notify the public.

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

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

b. Code Enforcement Update

Mrs. Loring stated that the new Notice of Violation had been issued to the property owner, but they had not received a response yet. She reminded the Board that the reason for the notice was so that the courts did not send them away for not actively seeking to work with the owner. The hope was that they would be able to get a court date sometime in the summer.

6. New Business

a. Consideration and Approval of Road Name for Private Drive

i. Cattle Drive

Mrs. Loring summarized that the request was to name a portion of the old railroad bed, which served as access for the Marchessault property, which was already serving as access for the Club House and it was planned that two more residential buildings would be added in the future. This would assist with E911 notification and numbering.

MOTION: Brittany Hemond motioned to accept Cattle Drive as a private drive; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

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

a. Discussion about Hebron and Brighton Hill Construction

Mrs. Loring explained that the Town of Hebron had approached Mr. Parker regarding the paving schedule for Brighton Hill Road and requested that Minot manage Hebron's portion and include it in the Town's bid package. She added that Mr. Parker had told Hebron that, if the Board approved, they would be responsible for changing out their own culverts and shoulders, but Minot would handle the sweeping. The Board agreed to the arrangement with Hebron and permitted staff to move forward with including it in the pavement bid.

Mrs. Loring continued that they were preparing the bid documentation, which would include some changes. First, the document would have language that acceptance would be dependent on Town Meeting. Next, it would allow for the use of an escalator and multi-year proposals due to the nature of the work.

b. Scholarship Update

Mrs. Loring summarized her conversation with MMA Legal regarding acceptance of the scholarships. After looking into the matter, it was discovered that the Harris Scholarship was the only one that was accepted at Town Meeting and the others were considered *de facto* in their administration. She was advised that the scholarships would need to be formally accepted at Town Meeting before any changes could be brought to the Attorney General for consideration. In the event that the scholarships were rejected at Town Meeting, the Attorney General would need to be consulted in order to return the funds to the estate.

She asked if the Board wanted to include the Articles in the 2021 Town Meeting Warrant. Chairman French felt that it was important to stay as close to the Draft Warrant printed in the Town Report as possible and that the matter could wait until the 2022 Town Meeting, and the others agreed.

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9. Selectmen Comment

Chairman French wanted to comment on a recent article in the paper where another Town had accepted a resolution that resulted in public backlash. He felt that the other town’s board likely felt pressured to act on the resolution and reminded everyone that there was a policy that the Minot Board would take two weeks to consider any issues that were brought to them unsolicited.

10. Public Comment – None

11. Next Meeting Dates

a. March 22, 2021 – Confirmed

12. Adjournment

MOTION: Daniel Callahan motioned to adjourn; seconded by Brittany Hemond.

DISCUSSION: Everyone thanked Danny for his time on the Board and wished him well. They hoped he would come back and visit them often.

VOTE: UNANIMOUS APPROVAL (5/0)

The Board adjourned at 7:13pm.

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

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