



# Town of Minot

329 Woodman Hill Road  
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[www.minotme.org](http://www.minotme.org)

Board of Selectmen  
Minot Town Office  
329 Woodman Hill Road  
Monday, March 22, 2021, 6:30 pm  
Minutes\*

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

**Other:** Daniel Callahan (Potttle Hill Road)

**Staff:** Danielle Loring (Administrator), Sara Farris (Town Clerk), and James Allen (Fire Chief)

1. **Call to Order:** Chairman Steve French called the meeting to order and a quorum was present.
2. **Pledge of Allegiance**
3. **Approval of Minutes**
  - a. **March 8, 2021**

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

DISCUSSION: None.

VOTE: MOTION CARRIED (4/0/1 ab MC)

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

MOTION: Lisa Cesare motioned to accept the Pay Roll Expense Warrant in the amount of \$19,059.89, and the Treasurer's Warrant in the amount of \$178,514.36; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

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

Mrs. Loring explained that there were no new updates effecting operations. She was waiting for the specifics on the American Recovery Plan and what opportunities it would provide the Town. She had heard that there may be direct payments sent to towns or a way to apply for capital improvements or expenditures. She would update when she knew more.

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Board of Selectmen Meeting Minutes Dated March 22, 2020

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

Mrs. Cesare asked if anything would change at the Town Office with the restrictions lifting from the Governor's Office, and Mrs. Loring explained that she did not intend to until conditions improved further. She did not feel that the current procedures were negatively impacting the public and would prefer to wait until warmer weather to consider.

**b. Code Enforcement Update – None**

**6. New Business**

**i. Consideration and Appointment of Selectmen Chair and Vice Chair**

MOTION: Daniel Gilpatric nominated Steve French as Selectmen Chair; Seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: MOTION CARRIED (4/0/1 ab SF)

MOTION: Brittany Hemond motioned to nominate Daniel Gilpatric as Selectmen Vice Chair; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: MOTION CARRIED (4/0/1 ab DG)

As a point of order the Board reconsider the previous votes with the same results.

**ii. Discussion of Town Meeting Guidelines**

Mrs. Loring presented the guidelines for Town Meeting as prepared by the Town Clerk and pointed out the differences in procedure that included voting in a moderator by secret ballot. The only change that she noted from the document was that there should be threshold of no more than 5 individuals without masks. She continued that this was because they could not restrict anyone from participating without a mask but they could put a provision that they would move it a referendum. Other than that, she was also suggesting the provision that people remain seated for the duration of the Meeting.

Chairman French asked why there was a change, and Mrs. Farris responded that the change was due to the fact the previous election, held on March 12<sup>th</sup>, was more than 14 days before Town Meeting, whereas it was normally held the night before. She continued that she was in touch with MMA Legal to make sure that the event was in compliance. The Board felt that the guidelines were reasonable and made no additional changes. Mrs. Loring stated that they would have the final document ready by April 10<sup>th</sup>.

**iii. Consideration and Approval of April 17, 2021 Town Meeting Warrant**

Mrs. Loring presented the Town Meeting Warrant for consideration and explained that there were no changes from what was published in the Town Report, except that the dates had been filled in. She was requesting that the Warrant be approved as presented.

MOTION: Lisa Cesare motioned to approve the Town Meeting Warrant for April 17, 2021 as presented; seconded by Brittany Hemond.

DISCUSSION: None.

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Board of Selectmen Meeting Minutes Dated March 22, 2020

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VOTE: UNANIMOUS APPROVAL (5/0)

**7. Department Head Updates**

**a. Fire Department Update by James Allen, Fire Chief**

Chief Allen explained that the majority of the Department had received both of their vaccinations so that they could resume in person meetings next month. The renovations at Central Station had been completed.

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

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

**8. Town Administrator's Report**

**9. Selectmen Comment**

Lisa Cesare summarized the RSU Budget deliberation and the expected increases. She explained that they were waiting on the final numbers for the health insurance, which was currently projected at 10%, and she had requested that they look to reduce the capital improvement budget. She would update the Board after the next meeting.

**10. Public Comment – None**

**11. Next Meeting Dates**

**a. April 5, 2021 – Confirmed**

**12. Adjournment**

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

VOTE: UNANIMOUS APPROVAL (5/0)

The Board adjourned at 7:37pm.

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Board of Selectmen Meeting Minutes Dated March 22, 2020

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

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