



# 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, May 3, 2021, 6:30 pm  
Minutes)\*

**Present:** Interim Chairman Daniel Gilpatric, Matthew Callahan, Lisa Cesare and Brittany Hemond (Remotely)

**Absent:** Steve French

**Staff:** Danielle Loring (Administrator)

**Public:** Daniel Callahan (Pottle Hill Road)

1. **Call to Order:** Chair Daniel Gilpatric called the meeting to order at 6:30pm and a quorum was present.
2. **Pledge of Allegiance**
3. **Approval of Minutes**
  - a. **April 20, 2021**

MOTION: Lisa Cesare motioned to accept the minutes as written; seconded by Matthew Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL VIA ROLL CALL (4/0)

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

MOTION: Lisa Cesare motioned to approve the Payroll Expense Warrant in the amount of \$17,784.73, and the Treasurer's Warrant in the amount of \$213,033.44; seconded by Matthew Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL VIA ROLL CALL (4/0)

5. **Assessor's Business**
  - a. **Consideration and Approval of Quit Claim Deed for Tax Liens**
    - i. David Bourget  
583 Brighton Hill Road  
R14-019  
All back taxes and interest have been paid.

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

Board of Selectmen Meeting Minutes Dated May 3, 2020

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

Mrs. Loring explained that Mr. Bourget had paid off his arrangement early including interest and fees. She and staff were recommending approval of the Quit Claim Deed and returning the property to him as the previous owner.

MOTION: Matthew Callahan motioned to approve the Quit Claim Deed for David Bourget (583 Brighton Hill Road) as presented; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL VIA ROLL CALL (4/0)

**6. Old Business**

- a. COVID-19 Update – None**
- b. Code Enforcement Update – None**

**7. New Business**

- a. Discussion and Consideration of Approval of Use of Secondary Roads by ATVs**

Mrs. Loring confirmed the process for approving the use of secondary roads for ATV use which included appropriate signage and site distance for the trail heads. She reiterated the concerns from staff which included that Death Valley is not used until after the road had been paved, that they know the location of the trail signs and have a contact person for replacing the sign or communicating concerns. She was also concerned about approving all secondary roads and felt that they should all be approved individually so that the Town remains in the loop. The Board agreed with staff's assessment.

MOTION: Lisa Cesare motioned to approve the use of the presented secondary roads, Death Valley, Pottle Hill Road and Goodwin Road, for ATVs for a six (6) month probationary period; seconded by Matthew Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL VIA ROLL CALL (4/0)

- b. Consideration and Approval of Warrant for RSU 16 Budget Validation Referendum Scheduled for June 8, 2021.**

Mrs. Loring presented the Warrant for the RSU Budget Validation. She added that there would be a public hearing prior to the vote.

MOTION: Lisa Cesare motioned to accept the RSU 16 Budget Validation Referendum Warrant as presented; seconded by Matthew Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL VIA ROLL CALL (4/0)

**8. Department Head Updates**

- a. Clerk's Report as submitted by Sara Farris, Town Clerk**
- b. Highway Report as submitted by Scott Parker, Highway Director**

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

Mrs. Loring explained that the analog phone system had failed and was not able to be recovered. She presented a list of options including purchasing a new analog system, going with their IT contractor to convert to a Voice Over IP (VOIP) service that would be managed in house or a VOIP service through a third-party vendor. Mrs. Loring continued that they were getting by using the fax line, but there was no voicemail or directory for the time being.

Mrs. Cesare felt that the reasonable option was to go with the IT contractor for a new system and asked whether a bid was required, and Mrs. Loring responded that the policy allowed for the Board to make a decision where this was an emergency expenditure and a specialty service. Mrs. Cesare asked when the system would be up, and Mrs. Loring was hoping for two (2) weeks, but it was dependent on when equipment arrived.

MOTION: Lisa Cesare motioned to accept "Option #2" (Memo from Admin) as presented at \$5,500; seconded by Matthew Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL VIA ROLL CALL (4/0)

Mrs. Loring explained that she had been in touch with Spectrum, and they had provided a build out estimate. She felt that the tone of the conversations was for Minot to use its ARPA funding or grants to cover the build out, but she and Brian Lippold had requested Spectrum's cost share information. She would update once she had more information.

## **10. Selectmen Comment**

Mrs. Cesare asked about the discussions regarding investment opportunities. Mrs. Loring responded that she would schedule the firm for the next meeting and asked if anyone had any specific questions. Mrs. Cesare stated that it appeared that the firm was cutting their typical fees by around 50% but she wanted to know if the amount of money they were looking to invest would yield beyond the fees, and Mrs. Loring responded that she would ask them but felt that it was more about the long term returns because they were not currently making enough to make the funds usable.

## **11. Public Comment – None**

## **12. Next Meeting Dates**

### **a. May 17, 2021 – Confirmed**

## **13. Adjournment**

MOTION: Lisa Cesare motioned to adjourn, seconded by Matthew Callahan.

VOTE: UNANIMOUS APPROVAL VIA ROLL CALL (4/0)

The Board adjourned at 7:15pm.

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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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