



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 June 28, 2021, 6:30 pm
Minutes*

Present: Chairman Steve French, Vice Chair Daniel Gilpatric, Brittany Hemond, and Matthew Callahan

Absent: Lisa Cesare

Staff: Danielle Loring (Administrator)

Public: Dan Carroll and James Stevens

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. **June 14, 2021**

MOTION: Brittany Hemond motioned to accept the minutes; seconded by Daniel Gilpatric.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (3/01 ab MC)

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

MOTION: Brittany Hemond motioned to accept the Payroll Expense Warrant in the amount of \$19,552.49, and the Treasurer's Warrant in the amount of \$37,273.30; seconded by Daniel Gilpatric.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

- *6. **New Business**
 - a. **Sale of Tax Acquired Property**

Mrs. Loring explained that she had completed all of the posting requirements as outlined by the Town Attorney and there had been no comments received from the abutters or the public. She continued that the draft quit claim deed had been drafted and included a third-party condition that Mr. Carroll could not impede the access way to R13-023A or the Town could take action. She reiterated that there could be issues

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Board of Selectmen Meeting Minutes Dated June 28, 2020

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for Mr. Carroll in getting title insurance and wanted to make sure that he was aware of that, and he said that he was and was fine with it. She added that the back taxes and lien costs came to \$201.54.

Chairman French asked what the next steps were, and Mrs. Loring stated that if they were satisfied with the process, they could authorize the Treasurer to complete the transfer to Mr. Carroll.

MOTION: Brittany Hemond motioned to authorize the Treasurer to transfer the property R13-024 to Daniel Carroll; seconded by Matthew Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

b. Application to Extend Jarvi Road as a Private Road Beyond R10-043C to Make Lot Buildable – James & Debra Stevens

Mrs. Loring presented the application submitted from the Stevens regarding their request to extend Jarvi Road as a privately maintained access road. She explained the next steps in the process, including determining if the application was complete, deciding whether a public hearing was necessary and sending to the Planning Board for comment.

Mr. Gilpatric asked if this would impact any other lots, and Mr. Stevens explained that the other property owners already had access on Jarvi Road or another Town road. Mr. Callahan asked what needed to be done to finish the Town's portion of the road, and Mr. Parker responded that the crew would need to complete the ditching and install a cross culvert for water, which would require a drainage easement from the abutter. Mrs. Loring added that it is estimated that it would cost about \$10,000 to complete the work and bring in materials. Chairman French asked if it would be at Mr. Stevens expense, and Mrs. Loring responded that it would not where it was the Town's portion of the road but they would be responsible for construction and maintenance of the proposed section.

MOTION: Brittany Hemond motioned to accept the application as submitted with waivers and send to the Planning Board for comment with no public hearing; seconded by Matthew Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

5. Old Business

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

6. New Business

- *c. Consideration of Planning Board Request to Solicit and Appoint a Comprehensive Plan Review Committee**

Mrs. Loring presented the request from the Planning Board for the Selectmen to appoint a Comprehensive Review Committee. She had asked the Planner, Shelley Norton, for guidance, which had been distributed to the Board. The Board would need to decide which method they wanted to use in order to proceed, and Ms.

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Board of Selectmen Meeting Minutes Dated June 28, 2020

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Norton had recommended a holding a public hearing before deciding. Mrs. Loring explained that if there was a lot of comment regarding the proposed updates to the Village District, they should move forward with a separate committee and start the process, but if there was no interest, that they should consider sending to the Planning Board to update that sections of the Comp Plan and ordinance in the shortest amount of time, but if they wanted the Comp Plan to be certified by the State, it would need to have a full review.

The Board felt that that they should hold a public hearing and proceed with a decision. Mrs. Loring requested that the public hearing be scheduled for July 26th so that she could have time to notice those in the Village District I & II, and the Board agreed.

***d. Consideration and Approval of Amended Fee Schedule**

Mrs. Loring presented the amended fee schedule, which updated it to include fees for solar farms and clarified the fees for tower antennas to \$100 “each”.

MOTION: Brittany Hemond motioned to approve the amendments to the fee schedule; seconded by Daniel Gilpatric.

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 explained that the with the State of Emergency ending on July 1st, the Boards and Committees would no longer be able to conduct business remotely unless they adopted a policy under the provisions of LD36. She was waiting for a draft policy from MMA and was planning to bring it for their consideration to the next meeting.

She also let the Board know that the Road Bond in the amount of \$1,000,000 had been closed the preceding Friday on the 25th and the funds would be reflected in the General Ledger account along with the current expenses.

Mrs. Loring presented a request from the Cemetery Committee for tree work at Center Minot Hill Cemetery. She explained that they had received two quotes to remove the six trees in from of the cemetery as well as a tree in the back corner. Both arborists that had responded that the trees were damaged and diseased and recommended that they be removed. The price of the quote also included stumping, and the Committee was recommending KB Tree Services as the low bidder. There were enough funds in the expense account and the perpetual care interest account to cover the costs.

Chairman French asked if the trees were in the Town’s right of way, and Mrs. Loring thought that they were and would confirm with Mr. Parker, and Chairman French felt that the costs could be split with the Highway budget for that fact, and Mrs. Loring said she would discuss to ensure there were available funds.

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Board of Selectmen Meeting Minutes Dated June 28, 2020

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MOTION: Matthew Callahan motioned to accept the bid from KB Tree Service to remove the trees at Center Minot Cemetery as presented; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

9. Selectmen Comment – None

10. Public Comment – None

11. Next Meeting Dates

a. July 12, 2021 – Confirmed

12. Adjournment

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

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

The Board adjourned at 7:42pm.

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

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