



# 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 July 12, 2021, 6:30 pm  
Minutes\*

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

**Staff: Danielle Loring (Administrator) and James Allen (Fire Chief)**

**Public: Dan Carroll and James & Eric 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 28, 2021**

MOTION: Brittany Hemond motioned to accept the minutes; seconded by Matthew Callahan.

DISCUSSION: Lisa Cesare stated that she was going to abstain because she was not present at the meeting.

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

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

MOTION: Lisa Cesare motioned to accept the Payroll Expense Warrant in the amount of \$18,584.32, and the Treasurer's Warrant in the amount of \$252,218.80; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

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

Mrs. Loring presented the findings from the Town Attorney regarding the status of Jarvi Road as well as the concerns expressed by the Planning Board. Mrs. Cesare, who was at the meeting, felt that the letter from the Attorney addressed all the concerns. Mr. Stevens stated that he had also reviewed the conditions from the Attorney and asked about what he was liable for and was concerned if someone got hurt on the access way. Mr. Gilpatric explained that it was the same as any other public access road and it was considered "at your own risk." Mr. Stevens asked if he needed to sign it in that manner, and Mrs. Loring stated that she would check with the Town Attorney but knew that he could not sign the access road against public use or

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

barricade it. Mr. Stevens asked about a “Dead End” sign because they had vehicles go down the trail the other day, and Mrs. Loring said she would follow up with Highway Department.

Mrs. Loring stated that she felt that there should be a condition that would trigger the improvement of the road. Mr. Stevens stated that Mr. (Alvah) Jarvi had already discussed with him the potential of developing his property. Mrs. Loring cautioned allowing too much development before the Town considered upgrading the road and potentially adopting it all as town-maintained. The Board felt that it was a discussion that would be triggered at the time that an additional extension was requested.

MOTION: Lisa Cesare motion to approve the application as submitted by the Stevens to privately maintain an extension off of Jarvi Road; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

Mrs. Loring would get the Town Attorney to prepare a maintenance agreement that would be presented in August for consideration and discussion.

**b. COVID-19 Update – None**

**c. Code Enforcement Update**

Mrs. Cesare stated that she had discussed with the Planning Board the Code Office activities and wanted to know if they were at the point that additional help was needed. Mrs. Loring responded that she felt that things were going well but if the building activity continued that they may want to consider contracting with a third-party inspector so that Mr. McElravy could spend more time in the office with the public or issuing permits.

**6. New Business**

**a. Consideration and Approval of Fire Department Staff Wage Increases**

Chief Allen presented mid-year market increases to wages that he felt were justified with the current market trends. The Board felt that they were acceptable and wanted to see additional increases reflected in the FY2022 budget year in order to stay competitive.

**b. Consideration and Approval of Remote Meeting Policy**

Mrs. Loring presented the draft Remote Meeting Policy for consideration and explained that, if the Board approved, a public hearing would need to be scheduled before enacting. This policy would apply to all boards and committees for the Town and allow the public and staff to participate remotely but require that Members be present unless there was illness, an emergency or a weather event in order to count as part of the quorum. The Board felt that the policy was acceptable and scheduled it to be included in the Public Hearing on July 26<sup>th</sup>.

**7. Department Head Updates**

**a. Fire Department – James Allen, Fire Chief**

Chief Allen thanked the Highway Director for assisting with a tree removal on Pottle Hill on the 4<sup>th</sup> of July.

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- 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**

Mrs. Loring followed up regarding a request by the Cemetery Committee from the last meeting. She referenced a letter and invoice sent to Swan's Concrete for damage to Center Minot Hill Cemetery last June. The invoice had gone unpaid and the Cemetery Committee felt that they should be restricted from the cemeteries until restitution was made.

Mrs. Hemond was concerned that there were not many options for obtaining vaults and felt that it would hurt residents more than the company. Mrs. Cesare was concerned that too much time had passed. Mrs. Loring took responsibility for the process because she realizes now that she should have gone through the insurance company.

**9. Selectmen Comment**

**10. Public Comment**

**11. Next Meeting Dates**

- a. July 26, 2021 – Confirmed

**12. Adjournment**

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

VOTE: UNANIMOUS APPROVAL (5/0)

The Board adjourned at 7:31pm.

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

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