



# Town of Minot

329 Woodman Hill Road  
Minot, ME 04258  
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[www.minotme.org](http://www.minotme.org)

Board of Selectmen  
Minot Town Office  
329 Woodman Hill Road  
Monday, September 20, 2021, 6:30 pm  
Minutes\*

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

**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. **September 9, 2021**

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

DISCUSSION: Steve French stated that he was abstaining because he was not at the last meeting.

VOTE: MOTION CARRIED (4/01/1 ab SF)

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

MOTION: Lisa Cesare motioned to accept the Payroll Expense Warrant in the amount of \$19,746.68, and the Treasurer's Warrant in the amount of \$55,645.86; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

5. **Assessors**
  - a. **Consideration and Approval of Abatement and Supplements**
    - i. **Larry P. Poirier**  
581 Woodman Hill Road  
R16-005A  
Abatement for missed Veterans' Exemption

Mrs. Loring presented the abatement as prepared by the Assessor's Agent and recommended it for approval.

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MOTION: Brittany Hemond motioned to accept the abatement for Larry Poirier for Map R16, Lot 005A in the amount of \$84.41; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

- ii. Brian Allen & Sandra Vasquez**  
**0 Old Buckfield Road**  
**R15-014**  
Tree growth penalty at agent's request

Mrs. Loring presented the voluntary supplement for consideration as prepared by the Assessor's Agent and recommended it for approval.

MOTION: Lisa Cesare motioned to accept the Tree Growth Penalty for Brian Allen and Sandra Vasquez for Map R15, Lot 014 in the amount of \$7,647.90; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

- iii. Diane A Jordan**  
**0 Center Minot Hill Road**  
**R08-019F**  
Farmland penalty at agent's request

Mrs. Loring presented the volunteer Farmland Penalty as prepared by the Assessor's Agent and recommended it for approval. Mrs. Hemond asked if it was the same that had already been approved previously, and Mrs. Loring did not think so because the previous one had been on Jackson Hill Road and had a different ownership.

MOTION: Lisa Cesare motioned to accept the Farmland Penalty for R018, Lot 019F in the amount of \$3,320.13; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Lisa Cesare motioned to accept the Supplemental Commitment in the amount of \$10,968.03; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

## **6. New Business**

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**a. Discussion with Mike O'Donnell of O'Donnell & Associates Regarding Upcoming Revaluation**

Mrs. Loring summarized her previous discussions with Mr. O'Donnell and explained that, though the assessors did not concern themselves with tax collections, that they would need to be informed of the Board's direction regarding overlay and how much they were looking to capture at commitment. Mr. Gilpatric asked how the assessors decide where to set the valuation in relation to the State, and Mr. O'Donnell responded that they will keep the value in mind but they do not try to focus on it as the end goal because it is not consistent or fair to the taxpayer, when trying to find an equitable value.

He presented the data used in Turner's valuation that was part of calibrating the sales. He explained that they would use the same model with Minot and look at the last three years of sales data to see the trends and ratios against existing valuations. Mrs. Loring asked if they would adjust by neighborhood, and Mr. O'Donnell explained that the Town was not big enough or have zoning structure that was conducive to evaluating the Town historically in the manner. Instead, they would use the sales data to validate assumptions made based on the assessments. He continued to explain the sales data and how it would be used and added that if a property type did not see in order to make an adjustment, they would use comparable data from surrounding towns.

Mr. O'Donnell cautioned against being too cautious because he did not think that the current sales were a temporary condition. Mrs. Loring asked if the State Valuation numbers were behind by two years, and he confirmed and, because of this, the Town could expect there to be an additional increase. He was hoping to have the sales data ready to compare later this winter and then they could begin discussions of where they wanted the assessments to be finalized at, in addition to reviewing the property data and suggesting edits.

**7. Old Business**

**a. Consideration and Approval of the Agreement with John E O'Donnell & Associates for the 2021-22 Revaluation**

Mrs. Loring explained that the Board had some additional questions about the agreement and the work that was going to be performed. She explained that there were concerns about not doing internal inspections, and she wanted to know if though impact the accuracy of the values. Mr. O'Donnell explained that this was due to the pandemic but that they had trained associates to recognize improvements passively.

Mr. Callahan asked about the annual assessment agreement for the usual commitment and whether that work overlapped with the Revaluation, and Mr. O'Donnell responded that they would make additional inspections based on permits pulled, separate from the revaluation. He continued by explaining their process of making visits and what could be expected in case there were any calls received.

MOTION: Brittany Hemond motioned to accept the contract for the Revaluation services; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

**8. Executive Session**

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**a. Executive Session pursuant to Title 1 MRSA §405 (6)(a): Town Administrator's Annual Review**

MOTION: Lisa Cesare motioned to go into Executive Session pursuant to Title 1 MRSA section 405 (6)(a) for the Town Administrator's Annual Review at 8:08pm; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Lisa Cesare motioned to come out of Executive Session at 8:42pm; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Lisa Cesare motioned to increase the Town Administrator's salary by 3% effective October 1<sup>st</sup> for the ensuing year; seconded by Brittany Hemond,

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

**9. Department Head Updates**

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

**10. Town Administrator's Report**

**11. Selectmen Comment – None**

**12. Public Comment – None**

**13. Next Meeting Dates**

- a. October 4, 2021 – Confirmed**

**14. Adjournment**

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

VOTE: UNANIMOUS APPROVAL (5/0)

The Board adjourned at 9:02pm.

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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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