



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, October 18, 2021, 6:30 pm
Agenda*

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

Absent: Brittany Hemond

Staff: Danielle Loring (Administrator)

Public: Daniel Leclair

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. **October 4, 2021**

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

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

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

MOTION: Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$18,688.11 and the Treasurer's Warrant in the amount of \$205,210.13; seconded by Lisa Cesare.

DISCUSSION: None.

UNANIMOUS APPROVAL (4/0)

5. **New Business**
 - a. **Consideration and Approval of Budget Committee Appointments**

Mrs. Loring presented the appointments for the Board's consideration and recommended the individuals for appointment.

MOTION: Lisa Cesare motioned to appoint William Perry, Richard Hemond, Bernice Fraiser, and Elaine Pratte to the Budget Committee; seconded by Matthew Callahan.

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

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

DISCUSSION: Lisa Cesare asked if this constituted a quorum of the 9 members, and Mrs. Loring stated that this met the minimum. Mrs. Cesare recommended soliciting other members from the Broadband Committee, and Matthew Callahan stated that he would help with recruitment efforts.

VOTE: UNANIMOUS APPROVAL (4/0)

b. Discussion of RSU Budget Schedule and Impact to Elections

Mrs. Loring presented a letter from the Poland Selectmen to the RSU School Board requesting that they consider holding the budget referendum in June with the State election, versus the recommended date of May. She asked if the Board was interested in sending their own letter, and they agreed and added additional language to be included in the draft. Mrs. Loring stated that she would prepare something for their consideration.

c. Consideration of FirstLight Proposal (Amendment to Funding Source)

Mrs. Loring presented the draft agreement from FirstLight and stated that their contractor felt it was too brief and wanted to send it to an attorney to amend with language regarding the use of ARPA funds. The Board agreed and would wait for updates.

6. Department Head Updates

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

7. Town Administrator's Report

Mrs. Loring mentioned that the Livermore Fire Department was able to create an amendment to their Standard Operating Procedure (SOP) that allowed for unvaccinated fire fighters to serve on the department with the caveat that they could not provide patient care. She wanted to know if that was something that the Board was interested in, and they gave the recommendation that the Fire Chief look into it and come back with suggested language.

8. Selectmen Comment

Steve French wanted to make the Board aware that burn permits were now free through the State. He asked about what the status was on removing the duplicate CMP poles, and Mrs. Loring stated that she believes some had been removed but the process was held up by Consolidated Communications because they were not moving their lines. She also thought that there was a law being worked on that would fine the utility for not removing the pole, and she would look into the status of that.

Chairman French wanted to know about the status of using ARPA funds for staff, and Mrs. Loring stated that she was still waiting to get clarification on the use of the funds. There were concerns about warrant language and what was considered appropriate uses. She would check back in with other managers to see what they were going. He also stated that he wanted to do something for the staff and wanted to see that they got something like Town apparel and a celebration in their honor. Mrs. Loring stated that she was working with a vendor for clothing and would schedule something for the staff.

9. Public Comment – None

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10. Next Meeting Dates

- a. **October 25, 2021 – Budget Presentations: Department Heads – Confirmed**
- b. **October 26, 2021 – Budget Presentations: Committees – Confirmed**
- c. **November 1, 2021 – Regular Meeting – Confirmed**

***5. New Business**

- d. **Executive Session pursuant to Title 1 MRSA §405 (6)(a): Discussion of Personnel Matters**

MOTION: Lisa Cesare motioned to go into Executive Session pursuant to Title 1 MRSA section 405 (6)(a) at 7:26pm for discussion of personnel matters; seconded by Matthew Callahan.

VOTE: UNANIMOUS APPROVAL (4/0)

MOTION: Lisa Cesare motioned to come out of Executive Session at 7:52 pm; seconded by Matthew Callahan.

VOTE: UNANIMOUS APPROVAL (4/0)

11. Adjournment

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

VOTE: UNANIMOUS APPROVAL (4/0)

The Board adjourned at 7:53pm.

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

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