



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, November 29, 2021, 6:30 pm
Revised Agenda*

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. **November 15, 2021**

MOTION: Lisa Cesare motioned to accept the minutes as written; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

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

MOTION: Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$31,307.84, and the Treasurer's Warrant in the amount of \$19,796.28; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

5. **Assessor's Business**
 - a. **Abatement for Homestead Exemption**
Minnie & William B White
116 Hadfield Road
Map R12, Lot 032

Mrs. Loring presented the abatement and explained that it was for a Homestead Exemption on a living tenancy. She explained that there was confusion because the estates personal representative had moved the accounts information moved to her mailing address and had it removed, but the occupant showed evidence that it was his residence.

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

Board of Selectmen Meeting Minutes Dated November 15, 2021

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

MOTION: Lisa Cesare motioned to approve the abatement in the amount of \$351.69 for Minnie and William White; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

6. New Business

a. Consideration and Appointment of Member to the RSU Budget Committee

Mrs. Loring asked for a nomination to serve on the RSU's Budget Committee for the FY2022-23 discussions. She added that in the past it had been Mrs. Cesare. Mrs. Cesare stated that she was willing to serve again but wanted to know about the title used on the nomination forms, and Mrs. Loring stated that she was not sure about why it was titled as Communications Advisory Committee, but she would look into it.

MOTION: Brittany Hemond motioned to nominate and approve Lisa Cesare as the RSU Communications Advisory Committee Member for Minot; seconded by Matthew Callahan.

DISCUSSION: None.

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

(NOTE: The title was the one used in previous year's when nominating members and the Clerk had carried it forward to the present term).

b. Consider and Approval of Essential Worker Pay

Mrs. Loring presented the breakdown of essential worker pay based on previous discussions. The parameters were that the individuals had to be working directly with the public (not remotely) or handling materials from the public, and essential to the Town continuing business. She explained that the calculations came to about \$1.50/hour for the 18 months of the State of Emergency. She had also included the Planning Board members at \$15 per attended meeting because they were handling applications and continuing approval services through the duration of the order as well as the Selectmen because they were overseeing financial and essential functions.

Mrs. Cesare wanted to see the amount for the Planning Board increased to \$20 per attended meeting and reduce the Selectmen in order to make that happen, and the other members agreed.

MOTION: Lisa Cesare motioned to approve the Payroll Premium for Essential Workers in the amount of \$2,500 for full time employees, \$1,500 for the part time employee, \$468 for the four full term Selectmen, \$234 for the two partial term Selectmen, and \$20 per attended meeting for the Planning Board; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

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c. Consideration and Approval of Certified Notice for Shoreland Zoning Amendment Requirement

Mrs. Loring presented the list of individuals who had received notification regarding the Planning Board Public Hearing on December 7th for ordinance revisions. Particularly, the law required that any individuals being placed in Resource Protection be notified and that the list of those individuals be certified by the municipal officers. She added that the list was comprehensive to include all individuals in Shoreland Zoning because they wanted to make sure that no one was left out.

MOTION: Brittany Hemond motioned to accept the Certified Notice for Shoreland Zoning; seconded by Matthew Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

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 reviewed the items for the Planning Board public hearing as there may be some questions from the public.

Mrs. Loring explained that Matthew Callahan had brought the SCBA bid in Lewiston to her attention and there were questions about whether Minot could benefit from their pricing. The Board reviewed the quotes they had received as part of the budget discussion to the proposals that Lewiston had received and felt that it would be in the Town's best interest to investigate. Mrs. Cesare volunteered to reach out the procurement manager to ask about the bid and would report back.

Mrs. Loring explained that there was a potential violation that may need further action. She continued that there was a resident that was not obtaining a proper permit before constructing a building that did not meet code. The Code Officer had been in touch with the owner several times including going over the permitting process and the requirements for construction, but the individual had ignored his advice and the stop work orders. The Code Officer had sent Notices of Potential Violation but was now looking to move forward with the Board's blessing. They instructed that the Code Officer should move toward a notice of violation and take action.

9. Selectmen Comment – None

10. Public Comment – None

11. Next Meeting Dates

- a. December 13, 2021 – Regular Meeting – Confirmed**

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12. Adjournment

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

VOTE: UNANIMOUS APPROVAL (5/0)

The Board adjourned at 7:49pm.

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

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