



# 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, December 13, 2021, 6:30 pm  
Minutes\*

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

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

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 29, 2021**

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

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

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

MOTION: Matthew Callahan motion to accept the Payroll Expense Warrants in the amounts of \$20,975.86 and \$9,862.92, and the Treasurer's Warrant in the amount of \$567,526.76; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

5. **New Business – None**
6. **Selectmen Comment**

Mrs. Loring asked for an update on the SCBA bid through Lewiston, and Mrs. Cesare responded that she had not gotten additional information but would forward her last correspondence. Chairman French asked Chief Allen whether he had any comments regarding the Town going that route, rather than issuing their own RFP. Chief Allen responded that he and the Deputy had not reviewed the bid specifications but would be able to comment after doing so.

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

Board of Selectmen Meeting Minutes Dated December 13, 2021

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

Mr. Gilpatric stated that the Town’s plow contractor, Peter Hemond, had reached out to him regarding concerns about vehicles being parked in the right-of-way. Mrs. Loring stated that she was aware of the property and that the Town had sent a letter to the owner a couple weeks ago to ask them to move the vehicles. Mr. Gilpatric suggested that the Town consider an ordinance, and Mrs. Loring responded that she would collect information about what was needed to execute one. Mrs. Cesare asked about placing signage in that area, and Mrs. Loring said that it could be an option as well. Mr. Callahan felt that it may fall under the “deadly fixed object” provision under law and removed under that provision. Mrs. Loring agreed, but her concern was that the vehicles were not along the road but parked in the driveway but not very far back. She added that it was an issue with road construction because the cul de sac was not deep enough to allow for a plow with a wing.

**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**

**9. Public Comment**

**10. Next Meeting Dates**

- a. December 27, 2021 – Regular Meeting – Confirmed**

**11. Adjournment**

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

VOTE: UNANIMOUS APPROVAL (5/0)

The Board adjourned the meeting at 7:30pm.

**X**

Steve French, Chairman

**X**

Daniel W. Gilpatric, Vice Chairman

**X**

Lisa Cesare

**X**

Brittany Hemond

**X**

Matthew R. Callahan

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