



Town of Minot

329 Woodman Hill Road
Minot, ME 04258
207-345-3305
www.minotme.org

Board of Selectmen
Minot Town Office
329 Woodman Hill Road
Monday, December 27, 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. **December 13, 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: Brittany Hemond motioned to accept the Payroll Expense Warrant in the amount of \$25,353.64, and the Treasurer's Warrant in the amount of \$100,516.20; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

5. **New Business**
 - a. **Consideration and Approval of Changes to Personnel Policy**

Mrs. Loring presented the draft Personnel Policy that would increase the number of holidays to thirteen to include Juneteenth, which was a federal and state holiday that had been added in 2021. She explained that those offices would be closed and that there were other towns following suit.

Mrs. Loring added that there was another matter that was brought to her attention regarding major holidays. She explained that the existing policy would designate holiday observation to working days but no additional compensation was made if work was performed on the actual holiday. She explained that this generally was not a problem because holidays fell during the week but for days like Christmas or New Years, the Highway Department may be called in to plow on the actual holiday but would only receive

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Board of Selectmen Meeting Minutes Dated December 27, 2021

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straight overtime. It was suggested that the Town consider double time to compensate for responding. Chairman French asked for a breakdown of the existing compensation structure, and Mrs. Loring responded that it was:

- 1.5 (time-and-a-half) for any hours worked outside of the normal work hours at the discretion of the Highway Director
- Observed Holidays were 1.5 plus 8 hours for the holiday and this change would allow for double-time (2x's) for hours work on the actual holiday,

MOTION: Matthew Callahan motioned to approve the changes to the personnel policy adding Juneteenth as a paid holiday and the addition of “double time” for holidays that do not fall on a workday; seconded by Lisa Cesare.

b. Consideration and Approval of Final FY2020 Audit Report

Mrs. Loring asked that this item be tabled because she had not received the report yet, and they discussed strategies if the Auditor did not follow through with producing the report.

6. Department Head Updates

a. Fire Department Update

Chief Allen stated that he reviewed the SCBA specs that Lewiston had provided for their bid and felt that the apparatuses would be sufficient for the department. He felt that the addition of Minot and Auburn to Lewiston's bid would decrease the price further. Mrs. Loring added that she had attempted to reach out to the FireTech rep and was waiting on a call back.

7. Town Administrator's Report

Mrs. Loring provided a breakdown of some yearend items:

- Revaluation – The balance of the account would appear as a carryforward as the final expenses would occur in 2022.
- FirstLight – They were still waiting to hear back from the representatives regarding the contract changes. She was continuing to reach out weekly and the remainder of that account would also occur as a carryforward.
- ARPA Funds – With the yearend occurring, she would be able to calculate the revenues and determine whether there were funds available for use by the Town that would also be able to reduce the proposed budget. She would hopefully have those numbers at the next meeting.
- Hadfield Road – She had received an inquiry from a resident wanting to know when the road was going to be paved. She explained to the gentleman that it had been discussed in the past but it was considered an expensive road considering that it involved needing the road to be engineered to estimate costs because there was ledge that needed to be blasted, utilities that needed to be moved, and drainage that would need to be addressed. She also felt that it could be considered for ARPA funding use if it qualified.

8. Selectmen Comment

Mrs. Hemond summarized the outcome from the Christmas basket donations. She explained that they had helped 22 families and 60 children. Mrs. Cesare asked whether funds had to be used, and Mrs. Hemond responded that because the Village Trading Post was not available this year, the Town did have to purchase some of the gift items, but the public had pulled through in getting more items for those on the list. They were able to utilize grocery pick up and local vendors to ensure all needs were met.

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Board of Selectmen Meeting Minutes Dated December 27, 2021

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9. Public Comment – None

10. Next Meeting Dates

a. January 10, 2022 – Regular Meeting – Confirmed

11. Adjournment

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

VOTE: UNANIMOUS APPROVAL (5/0)

The Board adjourned at 7:13pm.

X

Steve French, Chairman

X

Daniel W. Gilpatric, Vice Chairman

X

Lisa Cesare

X

Brittany Hemond

X

Matthew R. Callahan

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