



# Town of Minot

329 Woodman Hill Road  
Minot, ME 04258  
207-345-3305  
[www.minotme.org](http://www.minotme.org)

Board of Selectmen  
Minot Town Office  
329 Woodman Hill Road  
Monday, January 10, 2022, 6:30 pm  
Minutes\*

**Present: Chair Steve French, Vice Chair Daniel Gilpatric, Lisa Cesare, Brittany Hemond (Remotely) 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 27, 2021**

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

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0 taken by roll call)

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

MOTION: Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$11,079.61, the FY2021 Treasurer's Warrant in the amount of \$20,955.63, and the FY2022 Treasurer's Warrant in the amount of \$55,503.39; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0 take by roll call)

5. **Old Business**
  - a. **Consideration and Approval of FY2021 Final Audit Report**

Mrs. Loring presented the draft FY2020 audit report and stated that she was hesitant about accepting it as is because the auditor did not sound confident in her results. Because it had been submitted so late, there was not a lot of time to review the documents but the third-party accountant, who used to complete the audit, would be reviewing it and providing feedback. She was asking that the Board accept it conditionally based on the review results. Chairman French recommended publishing the document in the Town Report as a draft to provide more time to verify the information, and the other members agreed.

MOTION: Matthew Callahan motioned to approve the FY2020 audit as a draft until reviewed by the third-party accountant; seconded by Lisa Cesare.

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DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0 taken by roll call)

## **6. New Business**

### **a. Consideration and Approval of 2022 Appointments**

MOTION: Lisa Cesare motioned to accept the following appointments:

- Kristin Carlton for the Zoning Board of Appeals
- Stephen French for the Lake Auburn Watershed
- James Allen as Fire Chief
- Matthew Garside and Fair Hearing Officer
- Brittany Hemond as Deputy Health Officer
- Robert Larrabee as Animal Control Officer
- Caitlin Legare as Addressing Officer
- Sara Farris as Town Clerk, Voter Registrar, Tax Collector, Freedom of Access Officer, Constable
- Norma Dulac as Deputy Town Clerk, Deputy Tax Collector, Deputy Address Officer, Deputy Voter Registrar, Planning Board Assistant
- Holly Packard as Treasurer, Assessor's Assistant, Deputy Clerk, Deputy Tax Collector
- Danielle Loring as Administrator, Cemetery Director, Constable, Deputy Clerk, Deputy Tax Collector, Deputy Treasurer, Director of EMA, General Assistance Director, Health Officer, MWAC Board Member, Road Commissioner
- Scott McElravy as Code Enforcement Officer and Local Plumbing Inspector (LPI)
- Kerry Bonney for the Planning Board
- John Geismar as Planning Board Alternate
- Charles Buker for the Planning Board
- James Brown as the Planning Board Vice Chair
- Michael Hemond for the Planning Board
- Candance Gilpatric as constable and election clerk
- Brittany Hemond as Election Clerk
- Lisa Cesare as Election Clerk
- Amy Osbourne as Election Clerk
- Constance Benwitz as Election Clerk
- Pamela Cooper as Election Clerk
- Ramona Gould as Election Clerk
- Susan Trundy as Election Clerk
- Amy Kivus-Rouleau as Election Clerk
- Diane Karpowitz as Election Clerk
- Cathy Emery as Election Clerk
- Sharon Campbell as Election Clerk

Seconded by Matthew Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0 taken by roll call)

### **b. Consideration and Approval of 2022 Fee Schedule**

Mrs. Loring reviewed the proposed changes for fees. She explained that there was only one change that was not listed from the Code Officer. He was suggesting that if construction started prior to obtaining a building

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permit that the fee would double. Chairman French that was already in effect, and Mrs. Loring explained that it was for Plumbing Permits as mandated by the State. Mrs. Hemond felt that it was the result of bad habits but that residents should know to check. Mrs. Loring agreed and felt that the Code Officer would use discretion in implementing the fee if the Board approved. The Board agreed with the provision.

MOTION: Lisa Cesare motioned to accept the FY2022 Fee Schedule effective January 10, 2022 with amended language to double permit fees for projects started without a permit; seconded by Matthew Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0 taken by roll call)

### **c. Consideration and Approval of 2022 Carry Forwards and FY2022 Budget Adjustments**

Mrs. Loring presented and reviewed the proposed carryforwards for the FY2022 budget. Mrs. Cesare asked to make one clarifying vote to ensure that the Broadband Grant Funds were properly included in the Broadband Expense Account.

MOTION: Lisa Cesare motioned to transfer the \$100,000 for the broadband FirstLight Grant Match to the Broadband reserve account for similar uses; seconded by Matthew Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0 take by roll call)

There was one correction for the Fire Department Capital Equipment Reserve which reduced it \$6,275 from \$6,500.

MOTION: Matthew Callahan motioned to accept the carry forward requests with the one amendment for the Fire Department Capital Equipment Reserve; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0 taken by roll call)

Mrs. Loring requested one adjustment to Article 30 as the quote for the Trio contract was less than the actual invoice which was \$8,721. She explained that this would increase the recommendation from \$19,364.00 to \$19,414.00.

MOTION: Matthew Callahan motioned to increase the recommendation for Article 30, Municipal Organizations and Services, to \$19,414.00; seconded by Daniel Gilpatric.

DISCUSSION: Steve French stated that he wanted to see that the Budget Committee had the opportunity to change their recommendations as well, and Mrs. Loring responded that they would have a chance to cote on changes on the 20<sup>th</sup>.

VOTE: UNANIMOUS APPROVAL (5/0 taken by roll call)

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Mrs. Loring explained that she was still waiting on the remaining items (maximum delinquent tax rate, cable franchise agreement check amount and snowmobile registration reimbursement) but was hopeful that she would have them before the Town Report was sent to the printers.

#### **d. Consideration and Approval of 2022 Spirit of America Award**

Mrs. Loring wanted to confirm that they wanted to proceed with their choice for the Spirit of America Award recipient and the Board confirmed. She would present a resolution for the Board to consider at their next meeting.

#### **\*9. Selectmen Comment**

Lisa Cesare explained that she had acquired the list of personal property accounts for the Auburn Public Library to solicit for their annual fundraiser. She wanted to be transparent and make the Board aware of it when letters started going out. The Board felt that it was a great opportunity to and wished the Library luck.

#### **7. Department Head Updates**

##### **a. Fire Chief Update – James Allen, Fire Chief**

Chief Allen let the Board know that he had received notice that the Department had been awarded a VFA grant, which would reimburse for 50% of qualified items specified in the award. He was expecting delivery of items starting that week.

He also inquired about the status of the SCBA packs, and Mrs. Loring responded that she was working to get in touch with Auburn because they were not able to add on to the Lewiston order. She explained that they had assembled a committee and were looking to issue their RFP soon. She recommended waiting to see whether they could join with that Department before proceeding with their own RFP, and the Board agreed.

#### **8. Town Administrator's Report**

#### **\*10. Public Comment**

#### **\*11. Next Meeting Dates**

##### **a. January 24, 2022 – Regular Meeting – Confirmed**

#### **\*12. Adjournment**

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

VOTE: UNANIMOUS APPROVAL (5/0 taken by roll call)

The Board adjourned at 8:08pm.

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X

Steve French, Chairman

X

Daniel W. Gilpatric, Vice Chairman

X

Lisa Cesare

X

Brittany Hemond

X

Matthew R. Callahan

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