



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, January 24, 2022, 6:30 pm
Minutes*

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. **January 10, 2022**

MOTION: Brittany Hemond motioned to accept the minutes; seconded by Matthew Callahan.

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 \$21,089.95, and the Treasurer's Warrant in the amount of \$238,221.64; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

5. **Assessor's Business**
 - a. **Consideration and Approval of Tree Growth Penalty**
 - i. **Gertrude H Snowe**
Map R08, Lot 045
0 Jackson Hill Road

New owner, Mike Lyle, has requested tree growth penalty in order to develop land as a building lot.

Mrs. Loring explained that this was a voluntary penalty for tree growth because the new owner had purchased the lot and wanted to develop it as a home lot. The penalty had been paid and staff was recommending approval.

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

Board of Selectmen Meeting Minutes Dated January 10, 2022

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

MOTION: Matthew Callahan motioned to accept the Tree Growth Penalty for Map R08, Lot 045; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

b. Consideration and Approval of Quit Claim Deed

i. Rene L & Jeannette I Therriault

Map R04, Lot 047

425 Millette Road

All backed taxes and lien costs have been paid in full.

Mrs. Loring explained that the Tax Collector had worked hard to track down the next of kin and made arrangements for the bank to pay the back taxes. All backed taxes, penalties and lien costs were paid and staff was recommending approval.

MOTION: Brittany Hemond motioned to approve the Quit Claim Deed for Rene L & Jeannette I Therriault; seconded by Matthew Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

6. Old Business

a. Consideration and Approval of FY2022 Warrant for Annual Town Meeting

Mrs. Loring reviewed the format of the warrant and updated a few items that needed reconsideration:

ARTICLE 14: Mrs. Loring explained that she had found an error with the way that the carry forward for Fire Department Grant Equipment Reserve and the new amount was \$9,251.45

MOTION: Lisa Cesare motioned to amend the carry forward recommendation to include the revised amount of \$9,251.45 for the Fire Department Equipment Reserve; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

ARTICLE 19: Mrs. Loring explained that given the carry forward for the Highway Department the request for the Equipment Repairs could be reduced by \$3,000 for the grader.

MOTION: Brittany Hemond motioned to amend the recommendation for Article 19: Operating cost for the Garage and Equipment repair to \$82,250; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

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

Board of Selectmen Meeting Minutes Dated January 10, 2022

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

ARTICLE 29: Mrs. Loring explained that they had received the estimated County tax amount and was recommending that the use that figure for the Warrant.

MOTION: Matthew Callahan motioned to recommend the County Tax amount which was \$312,815; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

ARTICLE 32: Mrs. Loring stated that the invoices that she had received for a couple organizations differed from the original quotes provided so was recommending the at the Board amend their recommendation.

MOTION: Lisa Cesare recommended amending the recommendation for Article 32: Municipal Organizations and Contracts to be \$19,697; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

ARTICLE 38: Mrs. Loring explained that they still had not received the checks for the Cable Franchise Agreement or the Snowmobile Refund, so she was recommending that the Board follow suit with the Budget Committee and just recommend how the revenues would be designated.

MOTION: Daniel Callahan motioned to designate the revenues from the Cable Franchise Agreement to the Broadband Expansion Account; seconded by Matthew Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

ARTICLE 39: Snow mobile Refund

MOTION: Daniel Callahan motioned to designated the revenues from the snowmobile refund to be donated to the Minot Moonshiners Snowmobile Club for trail maintenance; seconded by Matthew Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

ARTICLE 45: Mrs. Loring explained that Maine Revenue Services had set the maximum limit for the delinquent tax rate at 4% and staff was recommending setting it at that amount.

MOTION: Brittany Hemond motioned to set the 2022 delinquent tax rate at 4%; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

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

Board of Selectmen Meeting Minutes Dated January 10, 2022

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

MOTION: Matthew Callahan motioned to accept the Town Meeting Warrant with amendments; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

b. Consideration and Approval of Resolution for Spirit of America

Mrs. Loring presented the draft resolution to name Gerald Bridgham as Spirit of America recipient for 2022 as discussed.

MOTION: Brittany Hemond motioned to accept the Resolution to accept Gerald Bridgham as the Spirit of America recipient; seconded by Matthew Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

7. New Business

a. Consideration and Approval of Additional FY2022 Appointments

MOTION: Lisa Cesare motioned to accept the following appointments for 2022:

- Sara Farris for Freedom of Access Officer,
- Kristin Carlton for Election Clerk
- Adam Bowie for Board of Appeals; seconded by Matthew Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

8. Department Head Updates

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

9. Town Administrator's Report

Mrs. Loring explained that she had talked to the Auburn Fire Chief about their SCBA bid, and he had explained that they were interested in working with Minot but were still working on their specifications before going out to bid and would keep her updated.

10. Selectmen Comment

11. Public Comment

12. Next Meeting Dates

- a. February 7, 2022 (Tuesday) – Regular Meeting – Confirmed**

13. Adjournment

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

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

Board of Selectmen Meeting Minutes Dated January 10, 2022

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

VOTE: UNANIMOUS APPROVAL (5/0)

The Board adjourned at 7:25pm.

X

Steve French, Chairman

X

Daniel W. Gilpatric, Vice Chairman

X

Lisa Cesare

X

Brittany Hemond

X

Matthew R. Callahan

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

Board of Selectmen Meeting Minutes Dated January 10, 2022

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