



Town of Minot

329 Woodman Hill Road
Minot, ME 04258
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Board of Selectmen
Minot Town Office
329 Woodman Hill Road
Tuesday, February 22, 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. **February 9, 2022**

MOTIONL 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 \$24,051.46, and the Treasurer's Warrant in the amount of \$278,054.56; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

5. **New Business**
 - a. **Consideration and Preliminary Approval of Plow Truck Bids**

Mrs. Loring presented the truck bids for the proposed plow truck and announced that the apparent low bidder was Whited Trucks with a bid of \$176,444, which included a trade in of \$30,500. She explained that the next bidder was Freightliner of Maine at \$176,472 with no trade-in, but they had asked if they wanted to include one for the Sterling. Chairman French stated that he was concerned with receiving bid information after the close and felt that they should move forward with Whited. Mrs. Loring also explained that they had received separate bids from the plow equipment vendors and by changing from HP Fairfield to Viking would save the Town additional money, and that was what the Highway Director was recommending. Mr. Gilpatric stated that they should move forward with that recommendation.

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

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

Mrs. Loring then brought their attention to the deliver dates. At the time of the bid, the truck was due in fall of 2023 and she was concerned with financing. She explained that interest rates were on the rise and the bank was recommending closing in April, but she felt that the Board could choose to put the amount of the quoted financing payments into a reserve and utilize that to buy down the purchase price and make the payment at closing, which could also reduce the interest points and reduce the amount of time for financing and keep the funds in the Town's possession. The Board felt that was a good direction and was prepared to speak to it at Town Meeting. Mrs. Cesare suggested they proceed with the amount for the 3-year financing option, and the Board agreed.

MOTION: Steve French motioned to accept the bid from Whited Truck Center (Auburn) with Viking plow gear and trade-in for the existing Sterling truck, seconded by Matthew Callahan. Motion was amended by Lisa Cesare to include the language that the Town would appropriate the amount equal to the quote for three-year financing, also seconded by Matthew Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

b. Review of Material for 2022 Annual Town Meeting

The Board briefly reviewed the materials for Town Meeting and felt confident that they were prepared.

***6. Department Head Updates**

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

***7. Town Administrator's Report – None**

***8. Selectmen Comment**

***9. Public Comment**

***10. Next Meeting Dates**

- a. Monday, March 7, 2022 – Confirmed

Mrs. Cesare stated that there was an issue with runoff coming from the Auburn portion of Center Minot Hill Road into the Minot right-of-way. Mrs. Loring stated that she would work with the Highway Director to reach out to Auburn to see how it could be mitigated.

***5. New Business**

- c. Executive Session pursuant to Title 1 MRSA §405 (6)(a): Discussion with Town Administrator Regarding Ongoing Legal Matter

MOTION: Lisa Cesare motioned to go into Executive Session pursuant to Title 1 MRSA section 405 (6)(a) for a discussion with Town Administrator regarding an ongoing legal matter at 7:55pm; seconded by Matthew Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

The Board went into Executive Session at 7:55pm.

MOTION: Lisa Cesare

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***11. Adjournment**

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

VOTE: UNANIMOUS APPROVAL (5/0)

The Board adjourned at 8:22pm.

X	X
Steve French, Chairman	Daniel W. Gilpatric, Vice Chairman

X	X
Lisa Cesare	Brittany Hemond

X
Matthew R. Callahan