



Town of Minot

329 Woodman Hill Road
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Board of Selectmen
Minot Town Office
329 Woodman Hill Road
Monday, March 7, 2022, 6:30 pm
Minutes*

Present: Chair Daniel Gilpatric, Vice Chair Lisa Cesare, Brittany Hemond (Remote), Matthew Callahan, and William Perry.

Staff: Danielle Loring (Administrator)

1. **Call to Order:** Interim Chairman Daniel Gilpatric called the meeting to order at 6:30pm and a quorum was present.
2. **Pledge of Allegiance**
3. **Nomination and Election of Selectmen Chair and Vice Chair**

Interim Chair Gilpatric called for nominations for Board Chair.

MOTION: Lisa Cesare motioned to nominated and appoint Daniel Gilpatric as Selectmen Chair; seconded by Matthew Callahan.

DISCUSSION: Daniel Gilpatric accepted the nomination.

VOTE: MOTION CARRIED (4/0/1 ab DG; vote taken by roll call)

Chairman Gilpatric called for nominations for Board Vice Chair.

MOTION: Matthew Callahan motioned to nominate and appoint Lisa Cesare as Selectmen Vice Chair; seconded by William Perry.

DISCUSSION: Lisa Cesare accepted nomination.

VOTE: MOTION CARRIED (4/0/1 ab LC; vote taken by roll call)

4. **Approval of Minutes**
 - a. **February 22, 2022**

MOTION: Matthew Callahan motioned to accept the minutes as written; seconded by William Perry.

DISCUSSION: None.

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

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

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

Board of Selectmen Meeting Minutes Dated March 7, 2022

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

MOTION: Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$21,708.27, and the Treasurer's Warrant in the amount of \$256,471.94; seconded by Lisa Cesare.

DISCUSSION: None.

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

6. New Business

a. Recap of Town Meeting

Mrs. Loring stated that every item passed, but she wanted to discuss some of the comments that were made during the meeting so they could determine if there were any changes. First, with the passage of the plow truck she wanted to confirm that she was delaying closing on the loan until delivery of the truck was established and the Board confirmed. In terms of wording of the Article, she did not feel that there were any changes that needed to be made regarding appropriation of first payment as it was historical language and practice, and the Town was obligated to pay the debt. Mrs. Cesare confirmed and stated that she confirmed that the previous bond question included extensive information regarding the payment schedule and remembered it being discussed at length at Town Meeting so felt no changes were necessary, and Mrs. Loring stated that she would follow up with Legal to confirm.

Mrs. Loring asked about including the itemized budget in the warrant, because that had not been the Town's past practice, but the previous expense report was included. The Board did not feel that was necessary to include and felt that the information was available at the Town Office for review and there were at least six meetings annually that the public could attend with either the Selectmen or Budget Committee to review figures and understand the consideration that went into approval.

Mrs. Loring stated that she felt that they should schedule for a referendum regarding the use of ARPA funds for Broadband with the June election, which would also mean holding a public hearing, and the Board agreed. Mrs. Loring also added that she was working to get final numbers for the Spectrum build out because there were some properties left out of the original estimates. She was also working on a proposal for the County Commissioner for some of their funds toward the project and would work with Colleen Quint and Mrs. Cesare to finalize that information.

Mrs. Loring explained that she would also look resources to make understanding the budget easier for residents to participate in discussion, including an understanding of the Levy Limit (LD-1), revenues, and tax calculations. She asked the Board what their feelings were regarding moving to a referendum, and they felt that they should wait one more year before deciding.

b. Discussion of Proposed Policy for Pre-Payment of Invoices

Mrs. Loring stated that there was an informal process started by a previous chair that would allow for staff to issue payments to the State prior to a warrant being approved so that there were no delays in processing fees. She would like to formalize that understanding into a policy and include a provision that the Administrator can send out a payment for debt services, such as loan or credit card payments, where a delayed payment would result in fees and penalties. The Board agreed to consider a draft policy and asked her to prepare something.

c. Discussion of ARPA Funding and Broadband Update – Previously Discussed

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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
- c. Fire Department Report – None

8. Town Administrator’s Report – None

9. Selectmen Comment

Mrs. Cesare shared that the Planning Board had chosen a Chair and Vice Chair and felt that things were going well but hoped they would have a new agreement with AVCOG for a planner or replacement option soon.

10. Public Comment – None

11. Next Meeting Dates

- a. Monday, March 21, 2022 – Confirmed

12. Adjournment

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

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

The Board adjourned at 7:34pm.

X	X
Daniel Gilpatric, Chairman	Lisa Cesare, Vice Chairman
X	X
Matthew Callahan	Brittany Hemond
X	
William Perry	

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