



Town of Minot

329 Woodman Hill Road
Minot, ME 04258
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Board of Selectmen
Minot Town Office
329 Woodman Hill Road
Monday, March 21, 2022, 6:30 pm
Agenda*

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

Staff: Danielle Loring (Administrator), James Pross (Town Attorney), and James Allen (Fire Chief)

Other: Daniel Poirer (Scout Leader)

1. **Call to Order:** Chairman Gilpatric called the meeting to order at 6:30pm and a quorum was present.
2. **Pledge of Allegiance**
3. **Approval of Minutes**
 - a. **March 7, 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 approve the Payroll Expense Warrant in the amount of \$23,941.99, and the Treasurer's Warrant in the amount of \$172,738.99; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

5. **New Business**
 - a. **Minot Cub Scout Discussion with Board Regarding Community Needs**

Scout Leader Daniel Poirer explained that his pack was working on the Arrow of Light as the final part of Cub Scouts. He explained that included hours dedicated to community service and wanted to see that the Town had for needs and to have his Pack learn about the different functions of Town government. He asked for them to explain what the Board did, and the Board gave examples of their various functions and provided a list of different projects around Town including moving the bulletin board out front, cleaning the garden beds, repairing signs and helping with veterans' flag for Memorial Day.

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Board of Selectmen Meeting Minutes Dated March 7, 2022

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

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

MOTION: Brittany Hemond motioned to enter into Executive Session pursuant to Title 1 MRSA section 405 (6)(a) for a discussion with Town Administrator and Town Attorney regarding an ongoing legal matter at 6:45pm; seconded by Matthew Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Lisa Cesare motioned to come out of Executive Session at 7:18pm; seconded by Matthew Callahan.

VOTE: UNANIMOUS APPROVAL (5/0)

c. Consideration and Acceptance of School Board Resignations from Scott & Jennifer Tiner

Mrs. Loring presented the letters from resignation from Scott and Jennifer Tiner for their School Board positions because they were moving. She explained that the Clerk had posted to request letters of interest for the vacancy and that she had checked with Legal because Elizabeth Martin was already in line to fill Mrs. Tiner's slot as the result of the last election but wanted to ensure Ms. Martin could be appointed to start her term early, and Legal confirmed Ms. Martin could. Mrs. Loring explained that if the Board wanted to move in that direction, it would just be about appointing someone to serve until the next municipal election in March 2023 and both positions would be appointed at the next meeting. Mrs. Cesare noted that she was concerned about timing in reference to the budget votes, and Mrs. Hemond compared the schedule to confirm they would start before the vote.

MOTION: Lisa Cesare motioned to accept the resignation of Jennifer and Scott Tiner from the School Board; seconded by William Perry.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

Mrs. Cesare requested to discuss the RSU Budget presentation, and the Board agreed. She continued that there was a large increase being proposed to bring on previously suspended positions back into the budget as well as proposing a shift from federal (ESSR II) funds to local funding. She agreed with some of the moves but felt that there were several cuts that could be made to help lessen the impact. The Board discussed whether a meeting with representatives of the RSU, including School Board members was necessary, and Mrs. Cesare felt that may be a good option after seeing the results of the next Budget Meeting.

d. Discussion of ARPA Referendum Question for June for Broadband Expansion

Mrs. Loring explained that she was continuing discussions with Charter-Spectrum about expanding their broadband service and was looking to request the difference from the County. However, she felt that it was a good idea to schedule a public hearing and move forward with putting the request to use ARPA funds in that manner on the June referendum.

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MOTION: Lisa Cesare motioned the public hearing for April 4th for the use of ARPA funds for broadband expansion; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

6. Old Business

a. Discussion and Consideration of SCBA Bid Options with Auburn

Mrs. Loring updated regarding the process of procuring SCBAs through Auburn's bid process. She explained that they had finished demoing equipment and were getting ready to publish their RFP and include Minot in that process and had provided the Board with the draft bid. Chief Allen added a break down of existing equipment with expiration dates and added that she had spoken with Chief Chase about used equipment and they had several units that had significant time left on them. He explained that their requirements would differ from Auburn because Minot wanted 30 minute tanks versus the 45 that Auburn was soliciting.

The Board discussed options and decided that it would be prudent to purchase a mix of new and used equipment.

MOTION: Brittany Hemond motioned to allow the Fire Chief to coordinate the purchase of 5 new Self-Contained Breathing Apparatuses (SCBAs) and bottles through Auburn's bid and 7 used SCBAs and bottles from Auburn; seconded by William Perry.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

b. Consideration and Approval of Check Writing Policy – Tabled

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**

8. Town Administrator's Report

9. Selectmen Comment – See above

10. Public Comment – None

11. Next Meeting Dates

- a. Monday, April 4, 2022 – Confirmed**

12. Adjournment

MOTION: Lisa Cesare motioned to adjourn; seconded by Brittany Hemond.

VOTE: UNANIMOUS APPROVAL (5/0)

The Board adjourned at 8:38pm.

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X

Daniel Gilpatric, Chairman

X

Lisa Cesare, Vice Chairman

X

Matthew Callahan

X

Brittany Hemond

X

William Perry

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