



# 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  
Tuesday, April 19, 2022, 6:30 pm  
(Change due to Monday being a holiday)  
**Minutes\***

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

**Absent:** William Perry

**Staff:** Danielle Loring (Administrator)

1. **Call to Order:** Chairman Gilpatric called the meeting to order at 6:30pm and a quorum was declared.
2. **Pledge of Allegiance**
3. **Approval of Minutes**
  - a. **April 4, 2022**

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

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

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

MOTION: Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$19,120.49, and the Treasurer's Warrant in the amount of \$37,969.10; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

5. **New Business**
  - a. **Consideration and Appointment of Election Clerk**

Mrs. Loring presented the appointment for Judith Worden for election clerk and explained that the Town Clerk was recommending approval.

MOTION: Lisa Cesare motioned to accept the appointment of Judith Wordon as election clerk for 2022; seconded by Brittany Hemond.

---

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

Board of Selectmen Meeting Minutes Dated April 19, 2022

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

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

**b. Consideration and Appoint of Assistant Code Officer**

Mrs. Loring explained that Mrs. Legare had been completing training to support the Code Officer but in order to retain her credits, she needed to be appointed as Assistant Code Officer. She added that the Mr. McElravy would still be responsible for permitting, enforcement and remain the primary point of contact for the Department. Mrs. Cesare asked if it was time to advance that role to part time, and Mrs. Loring responded that she thought that the current setup was working fine but it would be a good discussion to have in the future during the budget process to create redundancy for the Department and succession planning.

MOTION: Lisa Cesare motioned to appoint Caitlin Legare as Assistant Code Officer for 2022; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

**c. Consideration and Appointment of Pole Permit Designee**

Mrs. Loring explained that CMP Pole Permits used to be approved by the Selectmen, but she was unsure when or why it moved over to the Administrator. She wanted to make it official so that there was documentation regarding the process.

MOTION: Matthew Callahan motioned to appoint Danielle Loring as the Pole Permit Designee; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVL (4/0)

**d. Discussion of Options Regarding Monitoring Town Facilities**

Mrs. Loring wanted to discuss ideas to manage the facilities considering the recent issues with vandalism at the Memorial Fields. She had had a discussion with the RSU Facilities Manager the previous fall about adding cameras to their system to monitor traffic at the Community Fields after the parking lot was getting torn up. He had quoted her \$4,000 to add a high-definition camera to their system. Mrs. Cesare felt that that may not address the issue and felt that game cameras at the facility would be better, and Mrs. Hemond agreed and added that there were cameras that would sync with cellphones to send alerts of activity. Mrs. Loring stated that she would look into it and bring back some options for their consideration.

**e. Emergency Management Performance Grant (EMPG) Application Request**

Mrs. Loring explained that there was ARPA funds available through Emergency Management that could be used to upgrade the generator. She continued that there was nothing wrong with the existing generator, but the Town got it used, it was from 1987, and was undersized to run both the Fire Department and Town Office in the event of an emergency. She wanted to apply for the grant but there was no funding budgeted

---

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

Board of Selectmen Meeting Minutes Dated April 19, 2022

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

because it was a 50% match, and the current quote was around \$22,000. The Board agreed that it was a good opportunity, and they would discuss funding if it was awarded.

**f. Acceptance of Planning Board Resignation and Consideration and Approval of Planning Board Member Appointment**

Mrs. Loring presented the letter of resignation for Mr. Buker from the Planning Board and was recommending appointing Kristin Carlton, who had been interested in serving but there had been no openings, so she had been appointed to the Zoning Board. Mrs. Loring was recommending her because she had received training for the position and was interested in the position still. She added that she felt that was important to keep a full Board because the Dwelling Unit law (LD 2003) had been passed in State Legislature so it may mean that the Planning Board could get business with applications or amending the ordinance.

Mrs. Cesare asked if this was alternate or regular position, and Mrs. Loring responded that it was a regular position.

MOTION: Lisa Cesare motioned to appoint Kristin Carlton to the Planning Board for 2022; seconded by Matthew Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

**6. Old Business**

**a. Consideration and Approval of Check Writing Policy – Tabled**

**\*8. Department Head Updates**

**a. Clerk’s Report as submitted by Sara Farris, Town Clerk**

**b. Highway Report as submitted by Scott Parker, Highway Director**

**\*9. Town Administrator’s Report**

**a. Lake Auburn Watershed Representative**

Mrs. Loring explained that the Town of Buckfield had appointed Glen Holmes as the representative for Minot, Herbron and Buckfield to the Lake Auburn Watershed Commission. She asked if there was any opposition to this appointment, and the Board confirmed that they did not oppose the appointment but wanted to contact prior to the appointment for the next term so that they could consider in advance.

**b. Repairs at Town Facilities**

Mrs. Loring explained that she was concerned with the limitations for the recreation budget. She explained that they had worked with TruGreen the last three years to provide maintenance services for the fields but they were looking to transition to G&G Landscaping because it was local. However, both companies had seen at least a 15% increase in services due to laws changing that impacted the chemicals used to control pests and labor costs. There were also some repairs that had come up as the signage had recently fallen down at the Community fields.

---

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

Board of Selectmen Meeting Minutes Dated April 19, 2022

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

As a result, she and Mr. Parker were recommending reducing maintenance to just grub control at the Memorial Fields and then increasing the budget for 2023.

Mrs. Cesare asked if MHAA could share in any of the costs, and Mrs. Loring explained that they were paying for port-a-potties, any structures on site, in-field weed control, and aerating and overseeding in the fall. She explained that this was a concern that they would likely face more and more because these were great resources to have but responsibility was falling more on the Highway Department and the Town should be acknowledging those costs and be considering options to fund maintenance, whether completed by staff, volunteers, or contractors.

The Board agreed and asked to be updated as Mrs. Loring received additional information.

### **c. CMP Project Update**

Mrs. Loring updated the Board regarding the construction progress for the CMP lines down Athletic Lane. She explained that the trees had been trimmed, poles delivered and once they were installed, they would come back to trim again before the line was installed. She explained that they were working quickly to avoid delaying the baseball season.

### **\*10. Selectmen Comment**

Mr. Callahan asked for staff to follow up regarding a concern in front of 551 Brighton Hill Road because the previous year's road construction had impacted the owner's driveway. Mrs. Loring stated that she would have the Highway Director look into it.

### **\*7. Executive Sessions**

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

MOTION: Brittany Hemond 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 7:48pm; seconded by Lisa Cesare.

VOTE: UNANIMOUS APPROVAL (4/0)

MOTION: Lisa Cesare motioned to come out of Executive Session at 8:08pm; seconded by Brittany Hemond.

VOTE: UNANIMOUS APPROVAL (4/0)

MOTION Lisa Cesare motioned to accept the consent agreement with Angela Booker as presented by the Town Attorney; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

### **11. Public Comment (3 minute limit) – NONE**

---

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

Board of Selectmen Meeting Minutes Dated April 19, 2022

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

**12. Next Meeting Dates**

**a. Monday, May 2, 2022 – Confirmed**

**13. Adjournment**

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

VOTE: UNANIMOUS APPROVAL (4/0)

The Board adjourned at 8:10pm.

<b>X</b>	<b>X</b>
Daniel Gilpatric, Chairman	Lisa Cesare, Vice Chairman

<b>X</b>	<b>X</b>
Matthew Callahan	Brittany Hemond

<b>X</b>
William Perry

---

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

Board of Selectmen Meeting Minutes Dated April 19, 2022

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