



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, May 2, 2022, 6:30 pm
Minutes*

Present: Chair Daniel Gilpatric, Vice Chair Lisa Cesare, Brittany Hemond, and Matthew Callahan

Absent: William Perry

Staff: Danielle Loring (Administrator)

1. **Call to Order:** Chairman Daniel Gilpatric called the meeting to order at 6:30pm and a quorum was present.
2. **Pledge of Allegiance**
3. **Approval of Minutes**
 - a. **April 19, 2022**

MOTION: Brittany Hemond motioned to accept the minutes; seconded by Lisa Cesare.

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 \$18,980.70, and the Treasurer's Warrant in the amount of \$202,763.34; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

5. **Assessors**
 - a. **Consideration and Approval of Tree Growth Penalty**
Gerard Bridgham
Map R08, Lot 004
0 Cross Road

Owner is requesting a Tree Penalty because selling the lot and wants to remove the lot from the program.

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

Board of Selectmen Meeting Minutes Dated May 2, 2022

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

Mrs. Loring presented the Tree Growth Penalty for the lot, which Mr. Bridgham was selling. She explained that the fees had already been paid and that staff was recommending approval.

MOTION: Lisa Cesare motioned to accept the Tree Growth Penalty for Gerard Bridgham; seconded by Matthew Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (4/0)

6. Old Business

a. Continued Discussion of Town Facilities

Mrs. Loring reiterated a concern regarding the bathroom facilities at the Memorial Fields. She explained that the bathrooms had not been available the previous weekend even though there were games, but she had learned that those games were not part of MHAA's scheduling but were travel teams. She continued that MHAA was responsible for opening the facilities and there were several factors at play: limited volunteers due to school vacation, the power being out due to the CMP project, and the water not being turned on by that point. After talking to MHAA's Director, she learned that there were other facilities available, they just were not as convenient as those at the Memorial Fields, but they would be repaired and available after field clean up, which was scheduled for April 30th.

Mrs. Cesare added her conversations with the resident and asked about whether an additional toilet was necessary. Mrs. Loring felt that MHAA was good at monitoring those needs, and this felt like an isolated incident, but she would suggest it to the Director. Her primary concern was the limited budget for services, and this would put additional strain based on one complaint. She would continue to work with MHAA to ensure that their needs were met.

Mrs. Loring would continue to keep the Board updated as it will likely have to be addressed in the next budget cycle.

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

a. Broadband Update

Mrs. Loring explained that the addresses had been posted for both FirstLight the proposed Spectrum buildouts so that they confirmed no one was left out, and it was discovered that Holbrook Road and Bailey Road were left out of the agreement for FirstLight. She was working with the vendor to see about adding the addresses in and what that cost would be. She wanted to make sure it was resolved prior to closing out the project.

b. Cable Franchise Agreement Channels

Mrs. Loring was in the process of negotiating a revised Cable Franchise Agreement to get the maximum amount allowed for the fee and there was discussion about removing the language regarding PEG services

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

Board of Selectmen Meeting Minutes Dated May 2, 2022

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

in order to do that, but she was asked to confirm whether the Town had access to surrounding town's local access channels. The Board did not believe so and asked her to proceed under the advice of the consultant.

c. Other Items

- Mrs. Loring was going to enroll the Town in a safety program that would save the Town on Workmen's Comp Insurance and wanted to confirm whether the Board agreed with that decision, and they told her to proceed.
- Auburn's RFP for SCBA units had posted and Minot was included. She would present the results when they were available.
- Mrs. Loring asked if there were any concerns with the 2021 audit that needed to be addressed and there were none.
- Mrs. Loring explained that there were complaints regarding a property on Woodman Hill Road and wanted to know if the Board wanted to revisit it, and Mrs. Hemond explained that the property was scheduled to be cleaned up and she would confirm when the date was.

9. Selectmen Comment

Mrs. Cesare confirmed that the RSU Budget Vote was on May 17th and there was a strategic planning meeting on May 10th.

10. Public Comment (3 minute limit) – None

11. Next Meeting Dates

- a. Monday, May 16, 2022 – Confirmed**
- b. Tuesday, May 31, 2022 – Confirmed**
 - i. Workshop at 5:30pm with Assessors' Agent and Regular Meeting at 6:30pm**

12. Adjournment

MOTION: Matthew Callahan motioned to adjourn; seconded by Brittany Hemond.

VOTE: UNANIMOUS APPROVAL (4/0)

The Board adjourned at 7:04pm.

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

Board of Selectmen Meeting Minutes Dated May 2, 2022

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

X

Daniel Gilpatric, Chairman

X

Lisa Cesare, Vice Chairman

X

Matthew Callahan

X

Brittany Hemond

X

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 May 2, 2022

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