



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, May 16, 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) and Sara Farris (Town Clerk)

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. **May 2, 2022**

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

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 \$23,035.11, and the Treasurer's Warrant in the amount of \$59,378.92; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

5. **New Business**
 - a. **Consideration of Nominating the Town Administrator to Legislative Policy Committee**

Mrs. Loring requested that the Board nominate her to the Legislative Policy Committee (LPC) so that she could represent rural committees and keep the Town apprised of legal issues, like the Access Dwelling Unit (ADU) discussion.

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

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b. Discussion and Consideration of Utilizing Positive Pay Banking Service

Mrs. Loring stated that the bank was offering a newer fraud service that would reconcile the checks issued each warrant with those being remitted for payment as well as include an approval process for ACHs that do not fit into the normal transaction limits. She explained that in exchange for the service, \$75,000 would be transferred to a separate holding account and interest from those funds would be collected by the bank in exchange for the service. She continued that this was estimated at \$150.00 a year whereas commercial accounts paid \$75/month for the same service. She explained that the bank may eventually require this service in order to remain a client or refuse to cover losses that result from fraud.

Mrs. Cesare stated that this was a standard product in the banking industry and did not see any issues with it. Mr. Perry wanted to know if there was a way that to request for a flat fee rate that could be budget for, rather than having it be an open-ended transaction. Mrs. Loring stated that she would look into it and get back to the Board.

c. Executive Session pursuant to Title 1 MRSA §405 (6)(a): Discussion of Personnel Matters with Town Clerk and Town Administrator

MOTION: Brittany Hemond motioned to go into Executive Session pursuant to Title 1 MRSA section 405 (6)(a) for discussion of personnel matters with Town Clerk and Town Administrator at 7:00pm; seconded by Lisa Cesare.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Brittany Hemond motioned to come out Executive Session at 7:28pm; seconded by William Perry.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Matthew Callahan motioned to accept the resignation of Holly Packard (Treasurer); seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

d. Executive Session pursuant to Title 1 MRSA §405 (6)(f): Consideration of 2022 Scholarship Applications

MOTION: Brittany Hemond motioned to go into Executive Session pursuant to Title 1 MRSA section 405 (6)(f) for consideration of 2022 Scholarship Applications at 7:29pm; seconded by William Perry.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Brittany Hemond motioned to come out of Executive Session at 7:37pm; seconded by Matthew Callahan.

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VOTE: UNANIMOUS APPROVAL (5/0)

MOTION: Matthew Callahan motioned to approve all scholarship applications for the Kurt Theriault Memorial Scholarship in the amount of \$200 each for a total of \$1,200; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

6. Department Head Updates

- a. Clerk's Report as presented by Sara Farris, Town Clerk**
- b. Highway Report as submitted by Scott Parker, Highway Director**
- c. Code Concern Regarding Hemlock as submitted by Scott McElravy, Code Officer**

Mr. McElravy submitted information regarding the use of hemlock in building. He explained that the Maine Code did allow for the use of native species in construction as long as the inspector approved of its quality, but he did not feel qualified to make that judgement and it was becoming a more common material, given the lower cost. He was concerned given the fact that it was not rot resistant, had the tendency to become brittle and had less "bow strength" than traditional building materials. He was looking for direction on how to proceed as the CEO community was split on the issue and some were requiring that the wood be graded.

Both Chairman Gilpatric and Mrs. Hemond stated that they milled their own hemlock and used it often and were not concerned with its use, and Chairman Gilpatric stated that the frustration was that the State had not taken a position on its use. Mr. Perry was concerned in its general use given the items brought up by the Code Officer and felt that it may be a more acceptable material for outbuildings, such as garages and sheds, for the timing being, and the other members agreed. Mrs. Loring added that they would include a statement on permits that materials and construction methods should adhere to the code and are at the owners' discretion.

7. Town Administrator's Report

Mrs. Loring presented two pieces of correspondence for the Board. The first being a notice about the City of Auburn is receiving comment regarding their Comprehensive Plan update for Growth Management. The other was a request for individuals to serve on the Budget Committee for the County Commissioners. Mrs. Cesare thought she was already the representative and planned to attend the meetings and would confirm.

8. Selectmen Comment – None

9. Public Comment (3 minute limit) – None

10. Next Meeting Dates

- a. Tuesday, May 31, 2022 – 5:30pm for Workshop with Assessors' Agent followed by regular meeting (approximately 6:30pm) – Confirmed**

11. Adjournment

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

VOTE: UNANIMOUS APPROVAL (5/0)

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The Board adjourned at 7:38pm.

X

Daniel Gilpatric, Chairman

X

Lisa Cesare, Vice Chairman

X

Matthew Callahan

X

Brittany Hemond

X

William Perry

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