



# 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, May 31, 2022  
Workshop to Start at 5:30pm  
Regular Meeting at ~6:30pm  
Minutes\*

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

**Staff:** Danielle Loring (Administrator), Sara Farris (Town Clerk) and Michael O'Donnell & Denis Berube (Assessors' Agents)

1. **Call to Order:** Chairman Daniel Gilpatric called the meeting to order at 6:30pm and a quorum was present.
2. **Pledge of Allegiance**

## Workshop

3. **Topic**
  - a. **Discussion of Valuation Ratios with Assessors' Agent for Revaluation**

The Assessor's Agents reviewed the current revaluation report and their concerns with recent sales data. It was decided that they would move forward with the current calculation estimates, which put the Town at 102%. Mr. Berube would with Mrs. Loring to come up with a schedule that would meet the deadlines for tax commitment. The Board agreed that the current recommendation was feasible and did not want the valuations adjusted any higher.

## Regular Meeting (Started at 6:30pm)

4. **Approval of Minutes**
  - a. **May 16, 2022**

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

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

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

MOTION: Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$20,457.43, and the Treasurer's Warrant in the amount of \$210,611.72; seconded by Brittany Hemond.

DISCUSSION: None.

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

Board of Selectmen Meeting Minutes Dated May 31, 2022

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

VOTE: UNANIMOUS APPROVAL (5/0)

**6. New Business**

**a. Follow up Votes to Revaluation Workshop Topics (as needed) – Not applicable**

**b. Approval of RSU16 Budget Referendum Warrant (Post-signature)**

The Board had already signed the RSU Warrant because of posting deadlines but were taking a vote to acknowledge its acceptance.

MOTION: Lisa Cesare motioned to accept the RSU Budget Referendum Warrant; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

**c. Consideration and Appointment of Danielle Loring as Treasurer**

Mrs. Loring was recommending that she be appointed as Treasurer as the current Treasurer had resigned. Mr. Callahan asked if it was an Interim position, and Mrs. Loring explained that the plan was to have the new employee brought on as a Deputy and then work with them to determine if they want to advance to the Treasurer position.

MOTION: Matthew Callahan motioned to appoint Danielle Loring as Treasurer; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

Mr. Callahan asked who the back-up for check signing was, and Mrs. Loring explained that no one had been designated yet but that Mrs. Hemond had been assisting with cash management procedures. She explained that it was usually the Selectmen Chair, but she would confirm with the bank who they recommended.

**d. Consideration and Approval of Draft Cable Franchise Agreement with Charter-Spectrum**

Mrs. Loring presented the final draft of the Cable Franchise Agreement for approval. She explained that this was in compliance with the changes in law, included the potential for PEG services, and increased the fee to 5% from 3% currently being charged. Mrs. Cesare explained that she was concerned with the increase given the current increases in services, and Mrs. Hemond provided an example of the current fees being billed. Mrs. Hemond asked what the fees would be used for if broadband was no longer a project, and Mrs. Loring responded that it would recoup the funds that were being taken out of ARPA and put back into the Undesignated Fund Balance as a general revenue.

MOTION: Matthew Callahan motioned to approve the Draft Cable Franchise Agreement with Charter-Spectrum as presented; seconded by William Priest.

DISCUSSION: None.

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VOTE: MOTION CARRIED (3/2 BH & LC)

**e. Consideration and Approval of Draft Broadband Infrastructure (BBI) Agreement with Charter-Spectrum for Broadband Expansion Project**

Mrs. Loring explained that she was presented the draft agreement for consideration so that she could request any changes prior to the vote on June 14<sup>th</sup> for efficiency. She explained that there still was not response from the County regarding their funding request but, if the vote passed, they would be allowed to execute the agreement and move toward the construction phase.

MOTION: Lisa Cesare motioned to accept the Broadband Infrastructure Agreement with Charter-Spectrum; seconded by Matthew Callahan.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

**7. Department Head Updates**

- a. Clerk's Report as presented by Sara Farris, Town Clerk**
- b. Highway Report as submitted by Scott Parker, Highway Director**

**8. Town Administrator's Report**

Mrs. Loring was still working to get final numbers to include the Holbrook portion of Town in the FirstLight Agreement, and she would hopefully have an answer soon so that they could take action while they were still in the area. Next, she asked about how much the Board wanted to use for Excise Taxes for the commitment projections, and the Board agreed to \$675,000, given the current projections.

**9. Selectmen Comment**

Mrs. Cesare asked if there was any information regarding the SCBA bid, and Mrs. Loring responded that she has not gotten information from Auburn. Mr. Callahan stated that he saw that it had closed the previous Thursday and would look to see if there were results posted.

**10. Public Comment (3 minute limit) – NONE**

**11. Next Meeting Dates**

- a. Monday, June 13, 2022 - CONFIRMED**

**12. Adjournment**

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

VOTE: UNANIMOUS APPROVAL (5/0)

The Board adjourned at 7:08pm.

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X

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Daniel Gilpatric, Chairman

X

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Lisa Cesare, Vice Chairman

X

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Matthew Callahan

X

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Brittany Hemond

X

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William Perry