



Town of Minot

329 Woodman Hill Rd.
Minot, ME 04258
207-345-3305
www.minotme.org

Board of Selectmen Meeting

Minot Town Office
Monday, July 11th, 2022
6:30 pm
Minutes*

REGULAR MEETING

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

Staff: Danielle Loring (Administrator) and Sara Farris (Clerk)

1. Call to order: Chair Daniel Gilpatric called the meeting to order at 6:30pm and a quorum was present.

2. Pledge of Allegiance

3. Approval of Minutes

a. June 13, 2022

Motion: Lisa Cesare made a motion to approve the Minutes from June 27th, 2022; second by William Perry

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 \$18,599.69 and the Treasurer's Warrant in the amount of \$265,768.40; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

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

Board of Selectmen Meeting Minutes Dated June 28th 2022.

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

5. New Business

a. Consideration of Vote for MMA Legislative Policy Committee and Androscoggin County Budget Committee.

Motion: Brittany Hemond made a motion to vote for Danielle Loring and Thomas Carabine for MMA's Legislative Policy Committee with a term ending June 30th, 2024; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

Motion: Brittany Hemond made a motion to vote Diane Hines as the Vice President of the MMA Committee for a 1-year term and Ivan McPike, Phillip Crowell, and Anthony Ward as Committee Members for a 3-year term; second by William Perry

Discussion: None

Vote: Unanimous Approval (5/0)

b. Consideration of Vote for Androscoggin County Budget Committee Nominations

Motion: Brittany Hemond made the motion to vote for Lisa Cesare and Kevin Nichols for the Androscoggin County Budget Committee District 7; second by William Perry

Discussion: None

Vote: Unanimous Approval (5/0)

c. Consideration of Approval of New Hire Appointments

Motion: Lisa Cesare made a motion to accept Katherine King as Administrative Assistance, Finance Assistant, Assessor's Agent, Deputy Treasurer, Deputy Clerk, and Deputy Tax Collector for a term ending December 31st, 2022; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

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d. Consideration of Approval of Mid-Year Wage Adjustments

Danielle Loring explained that the Deputy Clerk received a \$1 raise, and the Clerk received a \$2 raise, to include a raise when certified.

Motion: Lisa Cesare made a motion to accept the wage increases as specified by the Administrator; second by Willian Perry

Discussion: None

Vote: Unanimous Approval (5/0)

e. Consideration of Approval for October Training Schedule

Clerk, Sara Farris, gave the Selectmen the below to options for Election Training:

- Close the office on Wed. 10/12 so Norma and Sara can attend the Title 21A in Augusta. Sara would attend the Registrar class on Tues. 10/11 by herself.
- There is also a Title 21A in Bangor on Thurs. 9/8 and Norma said she would be willing to go to Bangor if necessary. Sara would take the Augusta Classes on 10/11 & 12.

Motion: Matthew Callahan made a motion to close the office on Wed. 10/12 so Norma and Sara can attend the Title 21A in Augusta. Sara would attend the Registrar class on Tues. 10/11 by herself; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

6. Department Head Updates

a. Clerks Report Presented by Sara Farris

Sara asked the selectmen for their input on the Boston Post Cane criteria, as Minot does not have a current policy that she could find. After discussion the Selectmen decided to create a policy with the following residency regulations:

Resident of the Town for 5 years

Over 90 years old

If you are a resident but in a nursing home or other facility, you are still eligible

The Selectmen can pick as they seem fit

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b. Fire Chief Update

None

c. Highway Supervisors Report submitted by Scott Parker and read by Danielle Loring

The Highway Department was off last week, Ryan did come in and mow as needed.

P&B Paving is working on Hersey Hill School Rd and Holbrook Rd.

It doesn't look like the Town will have the new truck from Whited this year so we will have to maintain the Sterling for the road.

7. Administrator's Report

Brittany Hemond shadowed Lori-Anne in the finance office last week.

There was some discussion on fire ponds.

Brittany Hemond mentioned having the Planning Board meet 2 times a month instead of 1 and that if the second meeting could not be cancelled if not needed.

Danielle advised her to get in touch with Planning Board Chair, Jim Brown.

8. Selectmen Comment – None

9. Public Comment (3-minute limit) – None

10. Next Meeting Dates

a. Monday, July 11th, 2022 – Confirmed

11. Adjournment

Motion: Matthew Callahan made the motion to adjourn at 7:21pm; second by William Perry

Vote: Unanimous Approval (5/0)

The board adjourned at 7:21 pm

Sara A. Farris - Clerk
Recording Secretary

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Daniel Gilpartic – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond

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