



# Town of Minot

329 Woodman Hill Rd.  
Minot, ME 04258  
207-345-3305  
[www.minotme.org](http://www.minotme.org)

Board of Selectmen Meeting  
Minot Town Office  
Monday, August 22<sup>nd</sup>, 2022  
6:30 pm  
Minutes\*

## REGULAR MEETING

**Present:** Chair Daniel Gilpatric, Vice Chair Lisa Cesare, Brittany Hemond, and Matthew Callahan  
**Absent:** William Perry (Selectmen) and Danielle Loring (Administrator)  
**Staff:** Sara Farris (Clerk) and Patrick Francour (Per Diem Firefighter)  
**Residents:** None

**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. August 8<sup>th</sup>, 2022**

**Motion:** Brittany Hemond made a motion to approve the Minutes from August 8<sup>th</sup>, 2022; second 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 \$19,358.88 and the Treasurer's Warrant in the amount of \$358,488.51; second by Brittany Hemond.

**Discussion:** None

**Vote:** Unanimous Approval (4/0)

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

Board of Selectmen Meeting Minutes Dated August 22<sup>nd</sup> 2022.

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

## **5. Assessors**

### **a. Consideration of Approval for FY2022 County Assessor's Return**

Brittany Hemond, Lisa Cesare, and Daniel Gilpatric, the Town of Minot's Assessors, signed the 2022 County Assessors Return and returned the form to Clerk, Sara Farris.

Lisa Cesare stated that she received the meeting dates for the Androscoggin County Budget Committee and that she would keep the other Selectmen in the loop.

## **6. New Business**

### **a. None**

## **7. Old Business**

### **a. Consideration of Approval for Positive Pay Enrollment**

Per Danielle Loring's written report Sara Farris stated that Androscoggin Bank has agreed to offer Minot a flat fee of \$150 versus collecting the interest from Minot's sweep account and that this offer is good until the end of September. Also, Katherine King, Minot's Finance Assistant, is on board with the Positive Pay program. Sara provided the agreement for the Selectmen to look over again if needed.

Motion: Matthew Callahan motioned to authorize Danielle to move forward with enrolling the Town of Minot in Positive Pay through Androscoggin Bank.

Discussion: None

Vote: Unanimous Approval (4/0)

## **8. Department Head Updates**

### **a. Clerks Report Presented by Sara Farris**

- A resident requested a bench be placed on the back side of the walking trails and they would be willing to pay \$200.00 towards the bench. Sara is looking for guidance from the Selectmen on how to proceed. The Selectmen agreed

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that would be a great idea and requested that Sara reach out to the Boy Scouts to see if that would be a project they would be interested in.

- Sara updated the Selectmen on the Planning Board per Planning Board Secretary Norma Dulac's notes.
- Tax Commitment went well, and residents have already started paying. The Town has received 1 Abatement request so far.
- Excise tax is not looking great for the month of August with a total of \$39,494.70 so far compared to \$77,159.71 in August 2021.

**b. Highway Supervisors Report submitted by Scott Parker and read by Sara Farris**

- Roadside mowing is finished
- The crew has been doing small projects with the backhoe and mowing cemeteries.
- The paving crew is in Town and have shimmed Holbrook Rd.

**c. Invitation to the Selectmen from Patrick Francour, Per Diem Firefighter.**

Patrick invited the Selectmen and their families to the Annual Fire Department Dinner. It is going to be a cookout at Orchard Station on Tuesday August 30<sup>th</sup>, 2022 at 6pm.

**9. Administrator's Report Presented by Sara Farris**

Per Danielle Loring's written report Sara Farris presented the Selectmen with the specs for the 2 generator options to serve the Town office and Central Station. The FEMA Grant will cover 50% of the amount and the rest would have to come from undesignated funds or be budgeted for next year. The Selectmen asked what the final delivery times were for each and per Danielle's report Sara answered that ESM (Electrical Systems of Maine) were not able to deliver until April 2023 and that Pow'r Point would be able to deliver by December 2022.

Motion: Brittany Hemond motioned to accept the quote from Pow'r Point and authorized Danielle to move forward with the Grant agreement with FEMA.

Discussion: None

Vote: Approved (3/0/ Lisa Cesare recused herself from this vote.)

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**10. Selectmen Comment**

None

**11. Public Comment (3-minute limit)**

None

**12. Next Meeting Dates**

**a. Tuesday, September 6<sup>th</sup>, 2022 – Confirmed**

**13. Adjournment**

Motion: Matthew Callahan made the motion to adjourn at 6:44pm; second by  
Brittany Hemond

Vote: Unanimous Approval (4/0)

The board adjourned at 6:44 pm

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Sara A. Farris - Clerk  
Recording Secretary

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Daniel Gilpartic – Chair

\_\_\_\_\_  
Matthew Callahan

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Lisa Cesare – Vice Chair

\_\_\_\_\_  
William Perry

\_\_\_\_\_  
Brittany Hemond

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