



Town of Minot

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

Board of Selectmen Meeting
Minot Town Office
Tuesday, September 6th, 2022
6:30 pm
Minutes*

REGULAR MEETING

Present: Chair Daniel Gilpatric, Vice Chair Lisa Cesare, Brittany Hemond, Matthew Callahan, and William Perry
Staff: Sara Farris (Clerk) and Danielle Loring (Administrator)
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 22th, 2022

Motion: Matthew Callahan made a motion to approve the Minutes from August 8th, 2022; second 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 \$19,172.94 and the Treasurer's Warrant in the amount of \$226,866.35; second by Lisa Cesare.

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 September 6th 2022.

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

5. New Business

a. Discussion of Personnel Policy Amendments

Danielle Loring requested direction from the Selectmen regarding potential policies for remote work and for payout or carry over of vacation time in the event that an employee cannot use all of their time.

Remote Work

- The Selectmen thought it would be a good idea to have a policy in place in case of another pandemic/ emergency situation.
- Also that remote work could be at the discretion of the Administrator.

Payout or Carry Over of Vacation Time

- There was various discussion about this topic and in the end the Selectman requested that Danielle look at policies of other Towns similar to Minot for future discussion.

There was also discussion about potentially offering something more for Maternity Leave.

No final motions or decisions were made on any of the above listed topics.

6. Old Business

a. None

7. Department Head Updates

a. Clerks Report Presented by Sara Farris

- Reached out to the Boy Scouts to see if the bench on the walking trails would be a project they would be interested in. They responded that it could be a potential Eagle Project or a Troop Project, but he would get back to me.
- Got in touch with Kim Walsh about Mrs. Bartlett's Boston Post Cane ceremony and she is still working on the venue and final arrangements.
- Excise tax collected for August looks better at the beginning of the month.

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

- The Highway Crew has been doing light ditching and shoulder work with the backhoe and some mowing.
- Winter sand is out to bid, and Scott is speaking with private plow contractors regarding their new contracts as the old ones have expired.
- Paving is completed and within the estimated tons. Scott & the Crew hope to start shouldering the new pavement next week.

c. Fire Department Report

None

8. Administrator's Report Presented by Danielle Loring

A memo was sent to all Department Heads regarding the FY 2023 Budget preparation asking for more information about budgeted items that have a significant amount remaining or any upcoming projects. This information is due by September 15th. There was various discussion about the FY 2023 budget and different items in it. Danielle would like to start setting goals at the next Selectmen's Meeting and start scheduling Budget Committee Meetings.

9. Selectmen Comment

Lisa Cesare would like to do Danielle Loring's review on October 3rd, and all other Selectmen present agreed.

10. Public Comment (3-minute limit)

None

11. Next Meeting Dates

a. Monday, September 19th, 2022 – Confirmed

12. Adjournment

Motion: Lisa Cesare made the motion to adjourn at 8:01pm; second by Matthew Callahan

Vote: Unanimous Approval (5/0)

The board adjourned at 8:01 pm

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Sara A. Farris - Clerk
Recording Secretary

Daniel Gilpartic – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond

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