



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 19th, 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), Danielle Loring (Administrator), and James Allen (Fire Chief)
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. September 6th, 2022

Motion: Matthew Callahan made a motion to approve the Minutes from September 6th, 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 \$20,109.17 and the Treasurer's Warrant in the amount of \$39,389.85; 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 19th 2022.

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

5. Public Hearing

a. Discussion and Consideration of Approval for 2022-23 General Assistance Ordinance Appendices (A-G)

Daniel Gilpartic asked for a motion to open the public hearing at 6:32pm

Brittany Hemond made the motion to open the Public Hearing regarding the discussion and consideration of approval for 2022-23 General Assistance Ordinance Appendices (A-G); second by Lisa Cesare.

Daniel Gilpartic asked for public comment and there was none. Danielle Loring provided the Selectmen with various information about the 2022- 23 General Assistance Ordinance. Lisa Cesare made the comment that the budget for General Assistance should be reviewed with the increases made under the ordinance.

Brittany Hemond made the motion to close the Public Hearing at 6:39pm; second by Matthew Callahan.

Motion: Matthew Callahan made the motion to accept the 2022-23 General Assistance Ordinance Appendices (A-G); Second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

6. New Business

a. Consideration of Approval for FY2022 Winter Sand Bid

The Town of Minot received 2 bids, one from KR Youland and one from Peter Hemond. Daniel Gilpartic opened each bid, and the bids were as follows:

KR Youland - \$12.00 per ton delivered

Peter Hemond - \$10.00 per ton delivered

Motion: Matthew Callahan motioned to accept Peter Hemond's Winter Sand bid of \$10.00 per ton delivered; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

b. Consideration of Approval for 2022 Public Safety Answering Point (PSAP) and Dispatching Services Agreement with Androscoggin County

Motion: Lisa Cesare motioned to accept the 2022 Public Safety Answering Point (PSAP) and Dispatching Services Agreement with

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

Board of Selectmen Meeting Minutes Dated September 19th 2022.

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

Androscoggin County in the amount of \$14,990.25 for 1/1/2023 to 12/31/2023; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

Danielle Loring presented the selectmen with the Androscoggin County Dispatching Service Agreement for them to sign. All selectmen present signed the Agreement and Clerk Sara Farris attested.

c. Consideration of Approval of Draft FY2023 Budget Deliberation Schedule

Danielle Loring presented the Selectmen with a draft FY2023 Budget Deliberation Schedule to review. It was decided that Committees with increase requests would present them to the Selectmen but if the budget stays flat then they did not have to.

Motion: Brittany Hemond motioned to accept the FY2013 Budget Deliberation Schedule; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

d. Discussion and setting of FY2023 Budget Goals

After various discussion of FY2023 budget Goals the Selectmen decided on a 4% cost of living (COLA) raise for staff. They also decided on a 9% increase overall. If any department would be over 9% they would need to show supporting documentation as to why.

The Selectmen and Danielle Loring spoke with Fire Chief Jim Allen about his budget and goals.

7. Old Business

a. Consideration and Approval for Draft Remote Work Policy

Danielle Loring requested to postpone this until the next meeting. The Selectmen okayed the postponement.

8. Department Head Updates

a. Clerks Report Presented by Sara Farris

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

Board of Selectmen Meeting Minutes Dated September 19th 2022.

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

Nomination Papers are available 11/23/2022 and due back 1/3/2023.

Positions up are:

1 Selectmen, 3-year term

1 RSU School Board Member, 1-year term

1 RSU School Board Member, 3-year term

There are currently 66 Absentee Ballot requests and there will be 2 tabulators set up at the Election.

Public Hearing 10/4 at 6pm for the following.

2 site walks 9/20/2022

Stuart Davis for Wallingford Realty LLC @ 8am

Elaine Pratte of Pratte Properties LLC @ 9am

Will reach out to Mrs. Walsh about the Boston Post Cane presentation

Mr. Sawyer, the current owner of the Village Trading Post site, asked if the Town Office could help collect items for a time capsule project he is doing. The selectmen would like him to collect items on his own, the Town would contribute an item.

There are 7 properties in possible foreclosure status. 45 Day Notices will be mailed 11/4/2022 and the foreclosure date is 12/19/2022.

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

The Highway Crew is doing ditching and shoulder work with the backhoe and some mowing. Holbrook Rd. is completed.

Riverside Cemetery may need to be closed early due to issues with vehicles. There is already damage to the road but there is also concern about the stones. The Selectmen agreed to shut the cemetery down early.

Paving was completed within the estimated tons. Negotiations are in the final stages with paving contractors.

c. Fire Department Report

Jim Allen was present, but no report was given. See item 6d.

9. Administrator's Report Presented by Danielle Loring

Danielle requested the Selectmen's input on use of the Community Trails for a local youth cross country meet on 9/24/2022 between 1 and 3pm. The Selectmen okayed this use.

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

Board of Selectmen Meeting Minutes Dated September 19th 2022.

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

10. Selectmen Comment

None

11. Public Comment (3-minute limit)

None

12. Next Meeting Dates

a. Monday, October 3rd, 2022 – Confirmed

13. Adjournment

Motion: Matthew Callahan made the motion to adjourn at 7:46 pm; second by Lisa Cesare

Vote: Unanimous Approval (5/0)

The board adjourned at 7:46 pm

Sara A. Farris - Clerk
Recording Secretary

Daniel Gilpartic – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond

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

Board of Selectmen Meeting Minutes Dated September 19th 2022.

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