



Town of Minot

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

Board of Selectmen Meeting

Minot Town Office
Monday, October 3rd, 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. September 19th, 2022

Motion: Lisa Cesare made a motion to approve the Minutes from September 19th, 2022; second by Matthew Callahan.

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 \$19,158.43 and the Treasurer's Warrant in the amount of \$580,553.90; second by Lisa Cesare.

Discussion: Comment was made on the amount of the Treasurer's Warrant and 2 larger bills were paid which caused the larger amount. It was also noted that Scott Parker caught a discrepancy with the paving bond escalator and corrected it.

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 October 3rd 2022.

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5. Old Business

a. Consideration of Approval for Draft Remote Work Policy

Danielle Loring gave an overview of the new remote work policy as seen in the Town of Minot Personnel Policy Draft on page 7. A copy was provided to all Selectmen to review as well. Danielle is still looking into PTO policies from other towns and FMLA.

The Selectmen agreed to table this discussion until all possible changes were made and then approve the final policy.

6. Department Head Updates

a. Clerks Report Presented by Sara Farris

Sara Farris requested guidance from the Selectmen regarding the use of the basement per a resident's request.

Motion: William Perry made a motion to allow use of the basement space for town business and non-profits only; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

Sara mailed out early reminders for residents that are in jeopardy of foreclosure to try and receive payment sooner rather than later.

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

The Highway Crew has finished installing shoulders in newly paved areas as well as shoulders and light ditching in other areas of town.

The water is shut of to the Memorial Ball Fields.

The issue with vehicles in Riverside Cemetery has not happened since closing them up.

Both private contractors have agreed to plow for the Town again this winter and will be signing contracts.

They are also going over equipment for the winter season and working to winterize the garage.

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7. Administrator's Report Presented by Danielle Loring

Danielle Loring spoke about the Legislative Policy Committee Meeting that she attended. She voiced her opinion about the new Tax Stabilization Law and LD 2003 regarding Accessory Dwellings.

8. Selectmen Comment

Lisa Cesare provided posters and information about free classes through The Maine State Library utilizing a program called Bendable.

Lisa also mentioned that the County Budget planned to cut their share to AVCOG, Sand, Soil, and Water Conservation Group, and a few other items. She wanted input as to if this would potentially make Minot's share to AVCOG go up. Danielle responded that it could impact Minot's dues and the other Selectmen agreed. Danielle was going to look into this. *UPDATE 10/4/22: See attached email from Amy Landry of AVCOG.*

William Perry said that the Boston Post Cane presentation on October 1st at the Poland Spring Resort went great, and the family was very appreciative.

9. Public Comment (3-minute limit)

None

10. Next Meeting Dates

a. Monday, October 17th, 2022 – Confirmed

11. Executive Session Pursuant to Title 1 MRSa ss405 (6)(a): Town Administrator's Annual Review

Motion: Lisa Cesare motioned to enter the executive session at 7:03 pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

Danielle Loring and Sara Farris left the room.

Danielle was then called back in to discuss her review with the Selectmen.

Motion: Lisa Cesare motioned to exit the executive session at 7:30 pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

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Sara was then called back in after the discussion was over.

Motion: Matthew Callahan motioned to accept the Town Administrator's review with the goals outlined and for a 4% increase effective October 9th 2022; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

12. Adjournment

Motion: Matthew Callahan made the motion to adjourn at 7:40 pm; second by Lisa Cesare

Vote: Unanimous Approval (5/0)

The board adjourned at 7:40 pm

Sara A. Farris - Clerk
Recording Secretary

Daniel Gilpartic – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond

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