



Town of Minot

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

www.minotme.org

Board of Selectmen &
Budget Committee Meeting
Minot Town Office
Monday, October 17th, 2022
6:30 pm
Minutes*

JOINT MEETING

Selectmen: Vice Chair Lisa Cesare, Matthew Callahan, Brittany Hemond, and William Perry

Absent: Chair Daniel Gilpatric

Budget Committee: Timothy Worden, Elaine Pratte, Richard Hemond, Amy Osborne, and Lisa Bonney

Staff: Sara Farris (Clerk), Danielle Loring (Administrator), Scott Parker (Highway Director), and James Allen (Fire Chief)

Residents: None

1. Call to order: Vice Chair Lisa Cesare called the meeting to order at 6:30pm and a quorum was present.

2. Pledge of Allegiance

3. Selectmen Consideration and Appointment of Additional Budget Committee Members

Motion: Brittany Hemond made a motion to appoint Lisa Bonney and Amy Osborne on the Budget Committee for a 3-year term; second by William Perry.

Discussion: None

Vote: Unanimous Approval (4/0)

4. Town Clerk to Swear in New Budget Committee Members

Town Clerk Sara Farris swore in Lisa Bonney and Amy Osborne for a 3- year term.

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

Board of Selectmen Meeting Minutes Dated October 17th 2022.

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

5. Introduction - Danielle Loring, Town Administrator

Danielle Loring gave an overview of the budget with an overall decrease of \$49,059 or 2.5%. See Danielle's "Memorandum" as attached.

6. Department Head Presentations

a. Fire Department – James Allen, Fire Chief

Chief James Allen presented a 68.67% decrease from last years budget. See the Attached budget breakdown for more information. The Selectmen and Budget Committee had no questions for Mr. Allen.

b. Elections and Town Meeting – Sara Farris, Town Clerk

Clerk Sara Farris requested to increase her budget to \$9,200 due to the quotes she received from various vendors and staffing for the possible 5 elections in the 2023 year. There was some discussion about the RSU Budget Election and their election timeline for 2023. See the attached budget for more information.

c. Highway Department – Scott Parker, Highway Director

Scott Parker gave an overview of the Highway Department budget. There was a few questions from the Budget Committee and the Selectmen. Roadside mower (Elaine Pratte) – Would it be feasible for the Town to purchase its own and rent it like the Town of Raymond does (We will be using Raymond's mower and an operator for this year)? Scott responded that the surrounding town/cities already have options from other people or have their own so it would not be feasible to purchase one.

Plowing Strategy (Richard Hemond) – Scott responded that they go out as needed and use salt and sand when needed.

There was discussion about the use of a tarp for the sand/ salt pile as the cost of a tarp went up to \$7,000 from \$3,500. Danielle would like to look into getting grants for a possible sand/ salt shed in the future. The cost per ton of salt and sand when up this year.

Matthew Callahan asked how much salt the Town receives a year and Scott answered they use around 900 tons but bid 1,000.

See the attached budget for more information.

d. Remaining Budget Items - Danielle Loring, Town Administrator

Danielle Loring gave an overview of the following budget categories: Office Salaries and Employee Benefits, Code Enforcement and Planning Department, Town Insurances, Town Office Maintenance, Solid Waste, General Assistance, Streetlights, Legal Fees, Contracted Services and Memberships, animal

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Control, and Interdepartment & IT Services. See the attached budget for more info about the various departments.

There was various discussion about the Town Office staff, Selectmen, and the Budget Committee and how each group contributes to the overall financially responsible budget that was presented.

7. Adjournment

Motion: Matthew Callahan made the motion to adjourn at 7:55 pm; second by Brittany Hemond

Vote: Unanimous Approval (4/0)

The board adjourned at 7:55 pm

Sara A. Farris - Clerk
Recording Secretary

Daniel Gilpartic – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond

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