



# 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  
Wednesday, November 14<sup>th</sup>, 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:** George Allen, Charles Buker and 2 resident Boy Scouts, Calvin and Nolan.

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. November 2<sup>nd</sup>, 2022

Motion: Lisa Cesare made a motion to approve the Minutes from November 2<sup>nd</sup>, 2022; second by Brittany Hemond.

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 \$18,735.38 and the Treasurer's Warrant in the amount of \$273,094.04; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

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## 5. Public Comment

George Allen wanted the Selectmen's input on the new valuation of his property since the revaluation was done this spring, specifically the table 2 and table 3 difference. The Selectmen instructed him to get in touch with Denis at J.E. O'Donnell's for more information. Danielle Loring said that she would get in touch with Denis and then let Mr. Allen know what she found out. Mr. Allen provided Danielle with a property in Minot for comparison.

Charles "Chuck" Buker and 2 Boy Scouts, Calvin and Nolan, came to donate food for the Thanksgiving and Christmas baskets. Calvin collects donations for his birthday every year. Mr. Buker explained that the Scouts were working towards their "Building a Better World" pin and to receive that they must meet with a Town Official and see what being a Town Official entails. The Selectmen gave examples of various aspects of being a Selectmen. The Scouts had no questions for the Selectmen.

## 6. New Business

### a. FY 2023 Budget Review and Recommendations

Danielle Loring provided the Selectmen with a draft Warrant and Budget breakdown for reference.

Articles 6 and 7     Danielle explained that these Articles are more administrative changes then code changes and after speaking with Legal the Planning Board still must hold the Public Hearing, not the Selectmen. The Planning Board will meet in December and January to discuss more.

Articles 8 and 9     not discussed.

Article 10             Motion: Lisa Cesare motioned to recommend **\$414,786.00** for **account 5000 Town Salaries and Benefits**; second by Brittany Hemond.  
Discussion: None  
Vote:                  Unanimous Approval (5/0)

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- Article 11            Motion: Lisa Cesare motioned to recommend **\$28,050.00 for account 5300 Town Office Maintenance and Supplies;** second by William Perry.  
Discussion: None  
Vote:            Unanimous Approval (5/0)
- Article 12            Motion: William Perry motioned to recommend **\$30,400 for accounts 8000 and 8025 Interdepartment and IT Services;** second by Lisa Cesare.  
Discussion: None  
Vote:            Unanimous Approval (5/0)
- Article 13            Motion: Brittany Hemond motioned to recommend **\$93,400 for accounts 6500 and 6700 Operating Costs of the Town Garage and Equipment Repair;** second by Lisa Cesare.  
Discussion: None  
Vote:            Unanimous Approval (5/0)
- Article 14            Danielle explained that the plow truck would be financed for 3 years instead of 4 with the amount financed of \$99,999.00 to avoid legal consultation fees. She suggests keeping the amount raised at the flat amount of \$60,341.00.  
Motion: Brittany Hemond motioned to recommend **\$60,341 for account 6678 2022 Peterbilt Plow Truck;** second by Lisa Cesare.  
Discussion: None  
Vote:            Unanimous Approval (5/0)
- Article 15            Danielle explained that the increase in this account is due to the increase in the cost for sand and salt.  
Motion: Lisa Cesare motioned to recommend **\$345,000.00 for account 6400 Winter Roads;** second by Brittany Hemond.  
Discussion: None  
Vote:            Unanimous Approval (5/0)

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- Article 16            Motion: Lisa Cesare motioned to recommend **\$255,500.00 for account 6200 Common Roads**; second by Brittany Hemond.  
Discussion: None  
Vote:                Unanimous Approval (5/0)
- Article 17            The Selectmen agreed on a \$5,000.00 decrease to the Safety Equipment line and adding \$650.00 for Life Flight under the Contracted Services line.  
Motion: Matthew Callahan motioned to recommend **\$87,441.00 for account 9000 Minot Municipal Fire Department Including the Rescue Division**; second by William Perry.  
Discussion: None  
Vote:                Unanimous Approval (5/0)
- Article 18            Motion: Lisa Cesare motioned to recommend **\$341,851.00 for account 9600 Principal Payments and Interest**; second by Matthew Callahan.  
Discussion: None  
Vote:                Unanimous Approval (5/0)
- Article 19            Motion: Lisa Cesare motioned to recommend **\$25,000.00 for account 2550 Contract Assessing & GIS Services**; second by Matthew Callahan.  
Discussion: None  
Vote:                Unanimous Approval (5/0)
- Article 20            Motion: Lisa Cesare motioned to recommend **\$56,150.00 for account 5075 Code Enforcement and Planning**; second by Matthew Callahan.  
Discussion: None  
Vote:                Unanimous Approval (5/0)
- Article 21            Motion: Brittany Hemond motioned to recommend **\$8,650.00 for account 2500 Annual Audit**; second by Lisa Cesare.  
Discussion: None  
Vote:                Unanimous Approval (5/0)

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- Article 22            Motion: Matthew Callahan motioned to recommend **\$10,000.00 for account 7700 Legal Fees**; second by Lisa Cesare.  
Discussion: None  
Vote:            Unanimous Approval (5/0)
- Article 23            The Selectmen skipped this Article as the County Tax amount was not provided at this time.
- Article 24            Motion: Brittany Hemond motioned to recommend **\$62,600.00 for account 7000 Solid Waste Disposal & Contracted Services**; second by Matthew Callahan.  
Discussion: None  
Vote:            Unanimous Approval (5/0)
- Article 25            Motion: Matthew Callahan motioned to recommend **\$3,000.00 for account 7400 Street Lights**; second by Brittany Hemond.  
Discussion: None  
Vote:            Unanimous Approval (5/0)
- Article 26            The Selectmen skipped this Article pending the final amounts for AVCOG and GAHS.
- Article 27            Motion: Brittany Hemond motioned to recommend **\$51,450.00 for account 5200 Town Insurance**; second by Lisa Cesare.  
Discussion: None  
Vote:            Unanimous Approval (5/0)
- Article 28            Motion: Matthew Callahan motioned to recommend **\$22,000.00 for account 4000 Library Services**; second by Brittany Hemond.  
Discussion: None  
Vote:            Unanimous Approval (5/0)

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- Article 29            Motion: Brittany Hemond motioned to recommend **\$3,850.00 for account 8220 Animal Control**; second by Matthew Callahan.  
Discussion: None  
Vote:            Unanimous Approval (5/0)
- Article 30            Motion: Lisa Cesare motioned to recommend **\$2,000.00 for account 7200 General Assistance**; second by William Perry.  
Discussion: None  
Vote:            Unanimous Approval (5/0)
- Article 31            Motion: Brittany Hemond motioned to **continue to move the 2023 Cable Franchise money into the broadband account for broadband expansion**; second by Lisa Cesare.  
Discussion: None  
Vote:            Unanimous Approval (5/0)
- Article 32            Motion: Brittany Hemond motioned to **continue to donate the snowmobile registration refund to the Minot Moonshines Snowmobile Club**; second by Lisa Cesare.  
Discussion: None  
Vote:            Unanimous Approval (5/0)
- Article 33            Motion: Lisa Cesare motioned to recommend **\$9,225.00 for account 5350 Elections and Annual Town Meeting**; second by William Perry.  
Discussion: None  
Vote:            Unanimous Approval (5/0)
- Article 34            Motion: Brittany Hemond motioned to recommend **\$5,000.00 for account 5400 Minot Cemeteries**; second by Matthew Callahan.  
Discussion: None  
Vote:            Unanimous Approval (5/0)

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Article 35            Motion: Lisa Cesare motioned to recommend **\$10,000.00 for account 5650 Recreational Field Maintenance**; second by Matthew Callahan.  
Discussion: None  
Vote:            Unanimous Approval (5/0)

Article 36            Motion: Lisa Cesare motioned **no recommendation for Article 36**; second by William Perry.  
Discussion: None  
Vote:            Unanimous Approval (5/0)

Article 38            Danielle explained that the 2023 max interest rate for property taxes is not available yet. Sara provided them with a few different options. The Selectmen agreed on **Friday, December 15<sup>th</sup>, 2023 as the due date for the 2023 taxes.**

**b. Executive Session pursuant to Title 1 MRSA §405 (6)(a):  
Discussion with Town Administrator Regarding Ongoing Legal Matter**

Motion:           Brittany Hemond motioned to enter executive session at 7:39 pm; second by Lisa Cesare

Discussion: None

Vote:            Unanimous Approval (5/0)

The Selectmen, Administrator Danielle Loring, and Town Clerk Sara Farris entered executive session.

Motion:           Brittany Hemond motioned to exit executive session at 7:56 pm; second by Lisa Cesare

Discussion: None

Vote:            Unanimous Approval (5/0)

The executive session was ended.

## **7. Department Head Updates**

### **a. Clerk's Report**

- 67% turnout for the 11/8/22 General Election
- Supplementals and Abatements from last meeting were processed
- Nominations papers available 11/23/2022 and due back 1/3/2023
- 5 real estate accounts in jeopardy of foreclosure on 12/19/2022

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**b. Highway Report submitted by Highway Supervisor, Scott Parker and read by Danielle Loring**

- Cleaning up cemeteries and culverts
- Still finishing up winter sand
- Back on 8-hour days for the winter season

**c. Fire Department Report submitted by Fire Chief, James Allen and read by Danielle Loring**

- Mr. Allen met with Capt. Moretto of Auburn Fire about the used SCBA packs, and he is asking Patrick Francoeur of Minot Fire to create a list of the Station's current SCBA packs. This will ensure that Mr. Allen can balance out the expiration dates for future purchases.
- A list of calls from 10/31/2022 – 11/13/2022 was also provided

**8. Administrator's Report Presented by Danielle Loring**

- Danielle was looking for guidance from the Selectmen regarding a request to have a wedding in September 2023 on the Community Fields. The Selectmen agreed not to allow this as it is during soccer season. The Selectmen would also like Danielle to create a policy for Town facilities use.
- The Selectmen agreed that there is no time to team up with Poland and Mechanic Falls for their Christmas holiday celebrations.
- The final payment for FirstLight has been submitted and there has been a lot of positive feedback from residents that benefited from the FirstLight expansion. Spectrum expansion should happen within the next few years.

**9. Selectmen Comment**

Lisa Cesare requested the Selectmen receive their stipends on the next warrant, all other Selectmen present agreed, and Danielle said that could be done.

**10. Next Meeting Date**

**a. Friday November 18<sup>th</sup>, 2022** – Selectmen are hosting an employee appreciation at the Town Office from noon to 2pm

**b. Monday, November 28<sup>th</sup>, 2022**

Both times Confirmed

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## 11. Adjournment

Motion: Brittany Hemond made the motion to adjourn at 8:17 pm; second by  
Lisa Cesare

Vote: Unanimous Approval (5/0)

The board adjourned at 8:17 pm

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Sara A. Farris - Clerk  
Recording Secretary

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Daniel Gilpartic – Chair

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Matthew Callahan

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Lisa Cesare – Vice Chair

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William Perry

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Brittany Hemond

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