



Town of Minot

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

Board of Selectmen Meeting
Minot Town Office
Monday, November 28th, 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), James Allen (Fire Chief), and Patrick Francoeur (Fire Department)

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 14th, 2022

Motion: Lisa Cesare made a motion to approve the Minutes from November 14th, 2022; second by William Perry.

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 \$27,129.30 and the Treasurer's Warrant in the amount of \$94,142.33; second by Brittany Hemond.

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 November 28th 2022.

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

Chair Gilpatric allowed Patrick Francoeur to show the Selectmen one of the new air packs before 5. New Business was started. Patrick did so and pointed out some of the new features on the air packs and answered the Selectmen's questions. He also plans on doing a training in the future with the current fire fighters so they know how to use the packs.

5. New Business

a. Review of FY2022 Budget Expense

Danielle Loring provided the Selectmen with an expense detail report for reference and went through each account with them.

Regarding Town Office supplies, Lisa Cesare asked if going digital with epackets would be an option to save paper. Danielle said she would look into options and town emails for the Selectmen.

The Selectmen agreed to push purchasing a new pickup for the Highway Department a bit longer in hopes the vehicles prices will drop.

Danielle commented that General Assistance calls have stated with the winter approaching.

Chair Gilpatric allowed Fire Chief James Allen to give his Fire Department Report next before moving on to 5 b..

The Selectmen were provided with a list of calls from 11/14 to 11/27

- Looking into receiving a used equipment list from Auburn.
- Working on starting a replacement plan for future air packs purchased.
- Receiving quotes for turnout gear, looking into NFPA Standards to create an RFP.
- Renewed Minot's EMS license for another year. EMS services may need to be dropped in the future if someone qualified is not hired in the future. There was various discussion regarding hiring and staffing to the Fire Department. The Selectmen recommended a possible workshop moving forward.

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5. New Business continued

b. Discussion of Androscoggin Bank Fees

Danielle explained that at a previous meeting with Androscoggin Bank, they agreeing to a flat rate of \$150/year for Positive Pay (anti-fraud) product versus holding funds. Since that discussion, the decision was made that they need to recoup costs for all their "free" services to municipalities. Currently, \$75,000 would be held to cover existing costs as well as the addition of Positive Pay. Androscoggin Bank now has said that there will be increase to \$125,000 in June to cover depositing services. There was discussion about negotiating to stay at \$75,000 as a cap and include the fees as shown and other various discussion.

Motion: Matthew Callahan motion to put banking services out to bid and see if the Town would benefit from moving forward with another bank; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

c. Discussion of RSU 16 Budget Vote Schedule

Danielle filled in the Selectmen about how the November 21st RSU 16 Workshop with the RSU and Town Managers/ Administrators from Minot, Poland, and Mechanic Falls went and some top topics discussed. Danielle asked the Selectmen if they would be willing to attend the RSU 16 School Board Meeting on Monday, December 12th at 6:30 at the PRHS Library and move the Selectmen Meeting to Tuesday, December 13th. All Selectmen present said they would be there if they can make it work with work and personal schedules. *See 9. Next Meeting Dates*

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

Motion: Willaim Perry motioned to enter executive session at 8:17 pm; second by Brittany Hemond

Discussion: None

Vote: Unanimous Approval (5/0)

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

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Motion: Lisa Cesare motioned to exit executive session at 8:55 pm; second by William Perry

Discussion: None

Vote: Unanimous Approval (5/0)

The executive session was ended.

6. Department Head Updates

a. Clerk's Report

- Tax Stabilization application are due December 1st. Working on letter to send to residents
- Some candidates have taken out Nomination Papers already.
- Update on possible foreclosed properties.
- Excise tax collection was up for November compared to last year.

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

- Equipment is working well since the few storms.
- Winter sand is complete, and contractors have signed their new contracts.
- Thank you to the Selectmen for showing appreciation to staff.

7. Administrator's Report Presented by Danielle Loring

None

8. Selectmen Comment

Brittany Hemond stated that a high school student would like to have a mini library installed in Town for a school project. Danielle will work with her to set up a time to come speak with the Selectmen.

9. Next Meeting Dates

a. Monday, December 12th, 2022 @ 6:30 pm

RSU 16 Meeting, PRHS Library

b. Monday, December 13th, 2022 @ 6:30 pm

Regular Selectmen Meeting

Both times Confirmed

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10. Adjournment

Motion: Brittany Hemond made the motion to adjourn at 9:00 pm; second by
Matthew Callahan

Vote: Unanimous Approval (5/0)

The board adjourned at 9:00 pm

Sara A. Farris - Clerk
Recording Secretary

Daniel Gilpartic – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond

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