



Town of Minot

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

Board of Selectmen Meeting
Minot Town Office
Tuesday, December 13th, 2022
6:30 pm
Minutes*

REGULAR MEETING

Present: Chair Daniel Gilpatric, Vice Chair Lisa Cesare, Brittany Hemond, and Matthew Callahan

Absent: William Perry

Staff: Sara Farris (Clerk) and Danielle Loring (Administrator)

Residents: Ralph Carlton and Tatyanna McCourt

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 28th, 2022

Motion: Matthew Callahan made a motion to approve the minutes from November 28th, 2022; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (4/0)

4. **Warrants**

a. **Payroll Expense Warrant**

b. **Treasurer's Warrant**

Motion: Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$23,015.96 and the Treasurer's Warrant in the amount of \$588,413.16; second by Brittany Hemond.

Discussion: Danielle Loring added that the Treasurer's Warrant includes the second paving bond and the final school payment.

Vote: Unanimous Approval (4/0)

** 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.

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Chair Gilpatric allowed Tatyanna McCourt to present her Senior Celebration Project next.

6. New Business

a. Senior Celebration Project Presentation and Request to Place Tiny Libraries in Minot- Tatyanna McCourt, PRHS Senior

Tatyanna's project presentation included 2 tiny libraries in Minot, 1 at the Town Office and 1 at the Church on Center Minot Hill Rd. The libraries would be checked once on a 2-week basis. The idea is to use a take one leave on system so the community would eventually restock the libraries. Residents would not have to leave a book to take one.

Motion: Lisa Cesare made a motion to accept Tatyanna's Senior Celebration Project for the Tiny Libraries as presented.

Discussion: None

Vote: Unanimous Approval (4/0)

Selectmen Brittany Hemond is a part of the Minot Historical Society and would get an answer about the library at the Church. Tatyanna and Danielle would be in touch about moving forward with the project

5. Assessors' Business

a. Consideration of Approval for Abatement:

- i. Kristin Pratt
10 Arthur's Way
Map R10, Lot 028-F
Re: Abatement for 2022 Homestead Exemption
- ii. Daniel & Pamela Leclair
Center Minot Hill Rd
Map R08, Lot 005
Re: Abatement to adjust land for public access to Open Space classification

Danielle explained each abatement to the Selectmen.

Motion: Lisa Cesare motioned to accept the abatements for Kristin Pratt and Daniel & Pamela Leclair; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (4/0)

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6. New Business

b. Consideration of Approval for a Town Property Use Policy

Danielle provided the Selectmen with examples of Town Property Use Policies from 2 other towns. The Selectmen liked aspects of each policy example and asked Danielle to create a draft policy using both examples by taking out certain parts and adding some.

c. Consideration of Approval of New 5-year Agreement with Lewiston-Auburn Water Pollution Control Authority for Management of Septic Tank Waste and Holding Tank Waste Disposal

Danielle explained that the agreement covers 5 years at \$250.00 a year.

Motion: Matthew Callahan motioned to accept the agreement with Lewiston-Auburn Water Pollution Control Authority; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (4/0)

d. Consideration of Approval to Expand Administrator's Approval Authority Under Purchasing Policy for Pending Legal Matter

There was various discussion about the pending legal matter as mentioned above and the upcoming fees associated with that matter.

Motion: Matthew Callahan motioned to expand the Administrator's approval authority for the pending legal matter; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (4/0)

7. Department Head Updates

a. Clerk's Report submitted and presented by Clerk Sara Farris

- Various discussion on the Tax Stabilization Program
- Update on possible foreclosed properties.
- Excise tax collection less than last year by \$38,118.71 but on target for projected amount used for tax commitment.

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

- Cleaning leaves out of culverts and ditches
- All equipment is operational and storm ready
- Friday will be the first major storm

c. Fire Department Report submitted by Chief James Allen and presented by Danielle Loring

- Received SCBA information from Auburn Fire Department and will work on converting it to a spreadsheet. Danielle said she offered staff to help with this process.
- List of calls from 11/28 – 12/11 was provided

8. Administrator's Report Presented by Danielle Loring

- Updated the Selectmen on pending Code Enforcement issues
- New generator will be installed next Tuesday and will include a pad and 100amp service to each building
- About \$39,000.00 left in the Fire Department budget and Danielle requested to use it for server and email expansion project. The Selectmen requested Danielle roll the money over to an IT reserve and work on the project for next year.
- Danielle updated the Selectmen on the 12/8 Budget Committee Meeting
- Update on possible e-packets instead of paper packets for Selectmen Meetings

9. Selectmen Comment

Brittany Hemond updated the other Selectmen on the Christmas baskets for residents. She said there are a total of 17 families and 50 kids. Also, Target donated a case of bags for the Christmas baskets.

10. Next Meeting Dates

a. Tuesday, December 27th, 2022 @ 6:30 pm

Confirmed

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11. Adjournment

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

Vote: Unanimous Approval (4/0)

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

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