



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), Barbara Fogarty (The Maine Wedding Barn), and Whitney King-Buker (Resident)

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. December 12th, 2022
- b. December 13th, 2022

Motion: Lisa Cesare made a motion to approve the Minutes from December 12th and December 13th, 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 \$26,610.21 and the Treasurer's Warrant in the amount of \$80,859.94; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

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Board of Selectmen Meeting Minutes Dated November 28th 2022.

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5. Public Hearing

a. Title 28-A MRSA §653: Liquor License Renewal

Barbara Fogarty DBA Maine Wedding Barn
418 Center Minot Hill Rd., Minot, ME 04258

Motion: Brittany Hemond motioned to open the Public Hearing at 6:33pm.;
second by Lisa Cesare

Discussion: None

Vote: Unanimous Approval (5/0)

The Public Hearing was opened and Chair Gilpatric asked for comments. There were none. Danielle Loring added that the Town has not received any complaints regarding The Maine Wedding Barn.

Motion: Brittany Hemond motioned to approve the Liquor License for The Maine Wedding Barn, second Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

All selectmen present signed the Liquor License, Clerk Sara Farris made a copy to keep on file and collected the \$10.00 license fee.

Motion: Brittany Hemond motioned to close the Public Hearing at 6:38pm.;
second by Lisa Cesare

Discussion: None

Vote: Unanimous Approval (5/0)

Barbara Fogarty left the meeting.

6. New Business

a. Traffic & Sight Distance Concerns at the Intersection of Harris Road and Center Minot Hill Road – Whitney King-Buker

Resident Whitney King-Buker voiced her concerns regarding the above-mentioned intersection and requested a convex mirror be placed there. Danielle added that the State DOT plans to do a visit of the site and assess what could be done. The Selectmen agreed to move forward with the review from the State DOT first and asked Danielle to look into having a speed review done and to obtain a list of accidents at the location. Danielle Loring said she would reach out to Mrs. King-Buker with any updates and progress as she receives them.

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Board of Selectmen Meeting Minutes Dated November 28th 2022.

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b. Consideration of Appointment to the RSU 16 Superintendent Selection Committee

Danielle explained that the meeting will be held on January 4th from 5-8:30pm and that Aubrey Sweatt, Matthew Sweat, and Jeff Gagnon were interested and if not one of them she would be willing to fill the position.

Motion: Lisa Cesare motioned to appoint Aubrey Sweatt to the RSU 16 Superintendent Selection Committee; seconded by William Perry

Discussion: None

Vote: Unanimous Approval (5/0)

Whitney King-Buker left the meeting

c. Consideration of Approval for Financing Options for the New Plow Truck as Approved at the 2022 Annual Town Meeting

Danielle Loring presented the Selectmen with 2 financing options (A. & B. as shown in attached documents) provided by Androscoggin Bank.

Motion: William Perry motioned to accept option A. Lease Amount of \$99,999.00 with a 2-year term and a 4.99% tax exempt interest rate with 2 payments of \$51,216.62 with the final payment varying slightly if needed; second Brittany Hemond

Discussion: None

Vote: Unanimous Approval (5/0)

d. Consideration of Approval of 2023 Personnel Policy

Danielle Loring explained that the only thing that has changed is the addition of the remote work policy as discussed and approved at a previous Selectmen's Meeting.

Motion: Matthew Callahan motioned to accept the 2023 Personnel Policy as written; second by William Perry

Discussion: None

Vote: Unanimous Approval (5/0)

e. Consideration of Approval of the New Use of Town Property Policy

Danielle Loring provided the Selectmen with a draft policy created by Clerk Sara Farris. The Selectmen wanted to add under the Assignment section that the Town reserves the right to approve or deny any application as they see fit with no

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reason needed and that the applicant can appeal to the Selectmen for further review if the application is denied. They also wanted to add the Required Fees section a \$50.00 fee and a \$25.00 for a total of \$100.00 with the \$25.00 deposit returned if left clean. The fees may be waiver for affiliated groups. Danielle said she would add these items and bring it back to them for final approval.

f. Consideration of Approval of FY2023 Fee Schedule

Danielle provided the Selectmen with a red line of the fee schedule. The Selectmen agreed to add the fees discussed in New Business item e. as mentioned above. They also agreed on the \$10.00 Liquor License fee as written in the red line and to add a \$90.00 legal add fee subject to change if costs change.

Motion: William Perry motioned to approve the fee schedule as discussed and written; seconded by Matthew Callahan

Discussion: None

Vote: Unanimous Approval (5/0)

7. Department Head Updates

a. Clerks Report submitted and read by Clerk Sara Farris

Sara Farris requested the Selectmen’s input on using the waiver process moving forward for Liquor Licenses approved for 5+ years with no complaints. After speaking with the State, a lot of Towns add the application to a Selectmen Meeting agenda and ask that the business owner attend that meeting. This way the Selectmen can address any complaints. The Selectmen agreed that this would be a good process to use moving forward.

The 2 properties that were in jeopardy of foreclosure paid off the amount due for the 2020 taxes on 12/19/2022, the foreclosure deadline.

As requested at the last meeting there were a total of 323 Tax Stabilization Applications submitted by the 12/1/2022 deadline.

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

Crews have been busy cleaning up roadways after the recent weather we’ve had in the last couple of weeks. Scott would like to thank the Fire Department for all their help during the storms with road closures and downed trees.

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

James provided a list of calls from 12/12- 12/25. Danielle added that she was very happy with the teamwork between the Office Staff, Highway Department, and the Fire Department in regard to the recent storms.

8. Administrator's Report Presented by Danielle Loring

Danielle Loring stated that the new generator is installed and tested with no issues. Also, this week is year end, and that the office is closing at noon on Friday 12/30 to complete this process. There will be a warrant ready for the Selectmen to sign Friday.

9. Selectmen Comment

None

10. Public Comment

None

11. Next Meeting Dates

a. Monday, January 9th, 2023 @ 6:30 pm

Regular Selectmen Meeting

Meeting confirmed

12. Adjournment

Motion: Lisa Cesare made the motion to adjourn at 8:07 pm; second by Matthew Callahan

Vote: Unanimous Approval (5/0)

The board adjourned at 8:07 pm

Sara A. Farris - Clerk
Recording Secretary

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Daniel Gilpartic – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond

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