



Town of Minot

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

Board of Selectmen Meeting

Minot Town Office
Monday, January 9th, 2023
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)

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 27th, 2022

Motion: Lisa Cesare made a motion to approve the Minutes from December 27th, 2022; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

4. Warrants

a. Payroll Expense Warrant

b. FY 2022 Treasurer's Warrant

c. FY 2023 Treasurer's Warrant

Motion: Mathew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$9,355.18, the FY 2022 Treasurer's Warrant in the amount of \$11,908.70, and the FY 2023 Treasurer's Warrant in the amount of \$105,666.90; second by Brittany Hemond.

Discussion: Danielle added that the FY 2023 amount includes the closing payment for the new plow truck.

Vote: Unanimous Approval (5/0)

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Board of Selectmen Meeting Minutes Dated January 9th 2023.

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5. Public Hearing

No Public Hearing held on 01/9/2023

6. New Business

a. Consideration of Approval for IT Reserve Request

Danielle supplied the Selectmen with an “Interoffice Memo” regarding the FY 2023 Carry Forward Recommendations and IT Reserve Request and went over the memo with them. Danielle explained that rolling over the remaining funds in the Fire Department Account to the IT Reserve Account would be a cleaner way to use the funds. William Perry asked about using cloud storage instead of off-site storage and Danielle responded that cloud storage would not support programs and software in the event of an issue, just documents. The amount requested for the IT Reserve totals to \$22,292.00. With the \$22,306.00 left in the Fire Department Account and the \$1,697.00 left in the IT Reserve there will be plenty to cover the project (*See memo for more information*).

Motion: Mathew Callahan motioned to carry over \$22,292.00 from the Fire Department Account to the IT Reserve Account to use for the backup server project and to create and manage a local email server; second by Brittany Hemond

Discussion: None

Vote: Unanimous Approval (5/0)

Danielle also requested guidance on moving forward with e-packets for the Selectmen Meetings using tablets. Danielle received a quote for \$1,700.00 for 5 tablets as previously discussed. With the amount of paper used for each meeting the Selectmen agreed that it would save money and was a good idea.

Motion: Mathew Callahan motioned to use ARPA Funds in the amount of \$1,700.00 to purchase tablets for the Selectmen Meeting’s e-packets; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

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b. Consideration of Approval for FY 2023 Carry Forward Requests

Danielle provided the Selectmen with the carry forward amounts as shown in the “Interoffice Memo”.

Motion: William Perry motioned to accept the carry forward amounts as shown; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

c. Consideration of Approval for FY 2022 Letter of Engagement for Maine Municipal Auditing Services

Danielle would like authorization for Chair Daniel Gilpatric and herself, the Town Administrator, to sign the FY 2022 Letter of Engagement for Maine Municipal Auditing Services.

Motion: Lisa Cesare motioned to accept the Letter of Engagement and allow Chair Daniel Gilpatric and Administrator Danielle Loring to sign on behalf of the Town; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

d. Discussion and Consideration of Article for “Reestablishing Minot Board of Appeals”

Danielle explained that Deputy Clerk Norma Dulac is taking over the Board of Appeals as their secretary and has since found some issues with how the Board was originally created. To correct the issues there must be another warrant article voted on at Town Meeting with the correct wording as show in the attached email from MMA Legal “Section 1 Establishment; Reestablishment”

Motion: William Perry motioned to recommend adding “Section 1 Establishment; Reestablishment” to the March 4th, 2023 Town Meeting Warrant; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

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e. Consideration of Approval of 2023 Annual Appointments as Presented by Town Clerk

Clerk Sara Farris provided the Selectmen with the 2023 Annual Appointments to consider and approve.

Board of Appeals

Motion: Lisa Cesare motioned to appoint Candace Gilpatric and John Geismar to the Board of Appeals for a 3-year term; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

CEO and LPI

Motion: Lisa Cesare motioned to appoint Scott McElravy as the CEO and LPI for a 1-year term; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

Danielle Loring

Motion: Lisa Cesare motioned to appoint Danielle Loring as Town Administrator, Treasurer, Road Commissioner, General Assistance Director, Constable, Health Officer, Deputy Clerk, Deputy Tax Collector, Cemetery Designee, Pole Permit Designee, Director of E.M.A., and Maine Waste to Energy Board Member for a 1-year term; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

Katherine King

Motion: Lisa Cesare motioned to appoint Katherine King as Administrative Assistant, Finance Assistant, Assessor's Agent, Deputy Clerk, Deputy Treasurer, and Deputy Tax Collector for a 1-year term; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

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Norma Dulac

Motion: Lisa Cesare motioned to appoint Norma Dulac as Deputy Clerk, Deputy Tax Collector, Deputy Voter Registrar, and Addressing Officer for a 1-year term; second by Brittany Hemond.

Discussion: Lisa Cesare asked if Norma should also be appointed as the Board of Appeals Secretary and Danielle agreed to create an appointment to be signed at the next meeting.

Vote: Unanimous Approval (5/0)

Sara Farris

Motion: Lisa Cesare motioned to appoint Sara Farris as Town Clerk, Tax Collector, Voter Registrar, Constable, and Freedom of Access Officer for a 1-year term; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

Animal Control Officer

Motion: Lisa Cesare motioned to appoint Robert Larrabee as the Animal Control Officer for a 1-year term; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

Deputy Health Officer

Motion: Lisa Cesare motioned to appoint Brittany Hemond as the Deputy Health Officer for a 1-year term; second by William Perry.

Discussion: None

Vote: Unanimous Approval (4/0/1 *Brittany Hemond abstained from voting*)

GA Fair Hearing Authority

Motion: Lisa Cesare motioned to appoint Matthew Garside as General Assistance Fair Hearing Authority for a 1-year term; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

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Fire & Rescue Chief

It was decided to extend the current Fire and Rescue Chief James Allen's term to expire on March 31st, 2023. December 31st, 2022 was put on the original appointment paperwork in error. Sara Farris agreed to correct this.

7. Old Business

a. Consideration of Approval of the New "Use of Town Property Policy"

Danielle Loring pointed out that she added the fees and right to deny as discussed and requested at the 12/27/2022 Selectmen's Meeting

Motion: Brittany Hemond motioned to accept the "Use of Town Property Policy" as written; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

8. Department Head Updates

a. Clerks Report submitted and read by Clerk Sara Farris

Sara Farris stated that the Gym is booked for Town Meeting and that Mr. Greenwood is available as Moderator. Mr. Sirois is also available for sound. The 3 people that were up for re-election returned nomination papers with enough signatures to be placed on the 3/3/2023 Town Meeting Election Ballot.

Danielle explained the Planning Board Update submitted by Norma Dulac.

There was various discussion about properties that recently paid off their 2020 taxes to avoid foreclosure.

(See attached for full report)

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

The Highway Crew is still working on cleaning up trees and brush from the recent windstorm that was put on hold with the snow and ice that we had last week.

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

James Allen provided the Selectmen with a chart of calls from 12/26/22 to 1/8/2023.

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9. Town Administrator's Report Presented by Danielle Loring

Danielle Loring is working on getting the Town Report wrapped up. The Town Meeting Warrant will be on the next Selectmen Meeting's Agenda for the Selectmen to sign off on. There is also a photo contest going on for the Town Report cover photo. Staff will look over the pictures received for the best 3-5 and then the Selectmen will have the final say.

Danielle requested that Sara Farris create a list of potential people to dedicate the Town Report to for the next Selectmen's Meeting.

Danielle also asked for ideas for the Spirit of America Award recipient.
Motion: Brittany Hemond motioned to select Daniel Callahan Jr. as the recipient of the Spirit of America Award; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

10. Selectmen Comment

None

11. Public Comment

None, no public present for the meeting

12. Next Meeting Dates

- a. Monday, January 23rd, 2023 @ 6:30 pm**
Regular Selectmen Meeting

Meeting date and time confirmed.

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13. Adjournment

Motion: Matthew Callahan made the motion to adjourn at 7:35 pm; second by William Perry.

Vote: Unanimous Approval (5/0)

The board adjourned at 7:35 pm

Sara A. Farris - Clerk
Recording Secretary

Daniel Gilpartic – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond

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