



Town of Minot Selectmen Epacket

February 6, 2023 at 6:30pm
Regular Meeting

Table of Contents

<i>Agenda</i>	<i>1</i>
<i>Minutes for January 23, 2023</i>	<i>2</i>
<i>Certificate of Appointment for Lake Auburn Watershed Board (6a)</i>	<i>7</i>
<i>Certificate of Appointment for Board of Appeals (6b)</i>	<i>8</i>
<i>Materials for MDOT School Zone Signage (6c).....</i>	<i>10</i>
<i>Department Head Reports</i>	
• <i>Clerk's Report</i>	<i>13</i>
• <i>Highway Report.....</i>	<i>16</i>
<i>Town Administrator's Report.....</i>	<i>17</i>



Town of Minot

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

Board of Selectmen
Minot Town Office
329 Woodman Hill Road
Monday, February 6, 2023
Meeting at 6:30pm
Agenda*

REGULAR MEETING

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
 - a. January 23, 2023
4. Warrants
 - a. Payroll Expense Warrant
 - b. Treasurer's Warrant
5. Training
 - a. Review of New Digital Devices for Selectmen E-Packets
6. New Business
 - a. Lake Auburn Water Protection Commission Update – Glen Holmes, Representative
 - b. Consideration of Approval of Appointments for Board of Appeal Members
 - c. Consideration of Approval of School Zone Signage From DOT
7. Department Head Updates
 - a. Clerk's Report
 - b. Highway Report
 - c. Fire Department Report
8. Town Administrator's Report
9. Selectmen Comment
10. Public Comment (3-minute limit) – Items in public comment may be scheduled for a future meeting to provide for Board consideration and public notice
11. Next Meeting Dates
 - a. Monday February 20, 2023
12. Adjournment



Town of Minot

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Board of Selectmen Meeting
Minot Town Office
Monday, January 23rd, 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. January 9th, 2023

Motion: Brittany Hemond made a motion to approve the Minutes from January 9th, 2023; second by Lisa Cesare

Discussion: None

Vote: Unanimous Approval (5/0)

4. Warrants

a. Payroll Expense Warrant

b. Treasurer's Warrant

Motion: Mathew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$25,848.94 and the Treasurer's Warrant in the amount of \$234,189.49; 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 January 23rd 2023.

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

5. Assessor's

a. Consideration of Approval for Tree Growth Penalty

i. Nason Family Trust

222 Garfield Road

Map R07, Lot 086

Request by owner to remove a portion from Tree Growth for a building lot.

Motion: Lisa Cesare motioned to accept the Tree Growth Penalty as presented; second by Brittany Hemond

Discussion: None

Vote: Unanimous Approval (5/0)

6. New Business

a. Consideration of Approval for 2023 Town Meeting Warrant

Danielle Loring stated that they are still waiting to receive the Cable Franchise amount and the Snowmobile Reimbursement amount. She also added Article 9 regarding the reestablishment of the Board of Appeals.

Motion: Matthew Callahan motioned to accept the 2023 Town Meeting Warrant as presented and to add the Cable Franchise and Snowmobile Reimbursement amount when they are received; second by Brittany Hemond

Discussion: None

Vote: Unanimous Approval (5/0)

b. Consideration of Approval for 2023 Town Report Cover, Dedication, and Spirit of America Award

• Town Report Cover

Danielle Loring provided the Selectmen with a few different options using the pictures that received the most staff votes and a collage style cover including all 4 pictures. The Selectmen chose the collage option as presented.

• Town Report Dedication

Sara Farris provided the Selectmen with 3 options for the Town Report Dedication and a full list of residents that have passed away in 2022 to review for other options. The Selectmen chose to dedicate the Town

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Board of Selectmen Meeting Minutes Dated January 23rd 2023.

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

Report to Wayne Bridgham. Sara was going to reach out to Mr. Bridgham's family.

- Spirit of America Award

Sara Farris provided the Selectmen with a Resolution to sign choosing Daniel Callahan Jr. to receive the Spirit of America Award. The Selectmen would like a typo fixed and a picture added but approved and signed the Resolution.

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

Motion: Lisa Cesare motioned to enter Executive Session at 6:43 pm; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)
The board enter the Executive Session.

Motion: Brittany Hemond motioned to exit Executive Session at 6:52 pm; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)
The Board Exited the Executive Session.

Motion: Brittany Hemond motioned to allow Danielle Loring to sign the Consent Agreement as discussed in the Executive Session; second 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 updated the Selectmen on 3 possible new political parties, Peoples, Forward, and No Labels. Sara did not have information on what these parties are about to provide the Selectmen as the State did not provide that information to her. *(See attached for full report)*

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Board of Selectmen Meeting Minutes Dated January 23rd 2023.

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

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

The Highway Crew has been very busy with the past few storms. They are keeping an eye on the Storm coming Wednesday night into Thursday.

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

None

8. Town Administrator's Report Presented by Danielle Loring

- Danielle Loring is working on getting the Town Report wrapped up and it should be sent to the printer earlier than usual.
- She pulled a plumbing permit for the Town Office to have a new toilet installed in the women's restroom.
- She has also been in touch with members of the Fire Department and getting ideas and feedback on how to move forward. The survey for Fire Department members will go out soon.
- Will be attending the LPC (Legislative Policy Committee) meeting on Thursday (1/26) in Augusta to discuss current laws.
- Will be attending a Maine Waste to Energy meeting and a Maine DOT Safe Passageways meeting Wednesday (1/25). The Safe Passageways meeting will help to learn about different programs and grants to help with current road concerns.

9. Selectmen Comment

- Lisa Cesare asked if there was a tentative date for the upcoming Fire Department Workshop and Danielle said she was working on figuring out what date works best for them.
- Lisa Cesare asked when the Remarkable tablets would be delivered, and Danielle said they would be here on 1/25.
- There was also a question about when the Selectmen would have Town email accounts. Danielle said it will have to wait until after Town Meeting when the funds are voted on.

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Board of Selectmen Meeting Minutes Dated January 23rd 2023.

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

- Lisa Cesare asked if we have received the dates for the RSU Budget Meeting and Referendum. Sara and Danielle have not received any dates yet.

10. Public Comment

None, no public present for the meeting

11. Next Meeting Dates

- a. **Monday, February 6th, 2023 @ 6:30 pm**
Regular Selectmen Meeting

Meeting date and time confirmed.

12. Adjournment

Motion: Matthew Callahan made the motion to adjourn at 7:12 pm; second by
Brittany Hemond

Vote: Unanimous Approval (5/0)

The board adjourned at 7:12 pm

Sara A. Farris - Clerk
Recording Secretary

Daniel Gilpartic – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond

** Written minutes serve as reference to the official record, which are recording kept at the Town Office.

Board of Selectmen Meeting Minutes Dated January 23rd 2023.

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

CERTIFICATE OF APPOINTMENT
(Title 30, M.R.S.A. § 2253)

SELECTMEN'S OFFICE

MUNICIPALITY OF MINOT

On February 6th, A.D. 2023.

To Glen Holmes

of _____, in the County of _____.

and State of Maine. There being a vacancy in the position of Lake Auburn Watershed Protection Board of Directors Member the Selectmen of the Municipality of _____ Town Of Minot do in accordance with the provisions of the laws of the State of Maine, hereby appoint you within and for the Municipality of the Town Of Minot, such appointment to be effective until December 31, 2022.

Given under our hand this 6th day of February, 2023.

_____)
_____)
_____)
_____)
_____)

Selectmen
of
TOWN OF MINOT

COUNTY OF ANDROSCOGGIN, ss.

February 6th 2023

Personally appeared the above name Glen Holmes who has been duly appointed by the Selectmen as a Lake Auburn Watershed Protection Board of Directors Member in said Municipality, and took the oath necessary to qualify him/her to discharge said duties for the term specified above according to law, before me.

_____, Notary Public
Sara A. Farris

This Certificate and the Certificate of Oath shall be returned to the Municipal Clerk for Filing.

CERTIFICATE OF APPOINTMENT
(Title 30, M.R.S.A. § 2253)

SELECTMEN'S OFFICE

MUNICIPALITY OF MINOT

On February 6th, A.D. 2023.

To Michael Susi

of Minot, in the County of Androscoggin.

and State of Maine. There being a vacancy in the position of Board of Appeals Member
the Selectmen of the Municipality of Town Of Minot do in
accordance with the provisions of the laws of the State of Maine, hereby appoint you within and
for the Municipality of the Town Of Minot, such appointment to be effective until
December 31, 2026.

Given under our hand this 6th day of February, 2023.

_____)
_____)
_____)
_____)
_____)

Selectmen
of
TOWN OF MINOT

COUNTY OF ANDROSCOGGIN, ss.

February 6th 2023

Personally appeared the above named Michael Susi
who has been duly appointed by the Selectmen as a Board of Appeals Member
in said Municipality, and took the oath necessary to qualify him/her to discharge said duties for
the term specified above according to law, before me.

_____, Notary Public
Sara A. Farris

**This Certificate and the Certificate of Oath shall be returned
to the Municipal Clerk for Filing.**

CERTIFICATE OF APPOINTMENT
(Title 30, M.R.S.A. § 2253)

SELECTMEN'S OFFICE

MUNICIPALITY OF MINOT

On February 6th, A.D. 2023.

To Thomas Hoffman

of Minot, in the County of Androscoggin.

and State of Maine. There being a vacancy in the position of Board of Appeals Member
the Selectmen of the Municipality of Town Of Minot do in
accordance with the provisions of the laws of the State of Maine, hereby appoint you within and
for the Municipality of the Town Of Minot, such appointment to be effective until
December 31, 2025 (2-year term to keep term exp. dates staggered).

Given under our hand this 6th day of February, 2023.

Selectmen
of
TOWN OF MINOT

COUNTY OF ANDROSCOGGIN, ss.

February 6th 2023

Personally appeared the above named Thomas Hoffman
who has been duly appointed by the Selectmen as a Board of Appeals Member
in said Municipality, and took the oath necessary to qualify him/her to discharge said duties for
the term specified above according to law, before me.

_____, Notary Public
Sara A. Farris

**This Certificate and the Certificate of Oath shall be returned
to the Municipal Clerk for Filing.**



Application for School Zone Signage
WIN 025497.00

Priority will be given to communities not previously awarded.

School zone flashing lights have been shown to increase speed compliance in school zones. Coupled with a dynamic speed feedback sign further increases that compliance. MaineDOT has developed this application to allow school districts/municipalities to apply for one set of school zone flashing lights to help increase safety within a school zone. Each set will be comprised of two complete assemblies as shown below: 2 flashing LED lights, a 15 mph school zone sign, sign post and a dynamic speed feedback sign. This equipment is valued at around \$11,000 uninstalled. We anticipate 24 pairs to be available for this offering.



To help MaineDOT make decisions on the grant, please complete all the information requested below including pictures of the proposed location. Photos should include a view from each side along with a view from the approaching roadway in each direction. Aerial maps are very helpful and may be available from mapping apps. Selection will be based on posted speed limit, sight

distance at the school entrance/exit, traffic engineer recommendations, and the ability of the municipality/school district to install the unit within 6 months of training and receipt of the equipment. The school district/municipality will be responsible for the installation. By submitting this application, the applicant is stating that it has arranged for some entity (school district/municipality) to pay for the installation.

MaineDOT will base its selections based on the information set forward in this grant application. The more information you can include, the more we have to base our decisions on. If you have any questions regarding the application, please contact Stephen Landry, MaineDOT State Traffic Engineer via email at stephen.landry@maine.gov.

Municipality: _____ Location: _____
Name of the municipality where school is located Street Name(s) where the school zone is located

AADT (Average Annual Daily Traffic on the roadway) : _____ (MaineDOT can help with this once we know the location)

Posted Speed Limit: _____ (This does not mean the 15 mph school zone speed, but the posted speed when school is not in session.)

Contact information:

Name: _____ Phone number: _____

Mailing Address: _____

What type of school is in this area? _____
(Elementary, Middle, High School)

Are there any sight distance limitations?

Please describe (obvious) limitations of sight lines between the vehicular traffic and the crossing pedestrians (vegetation, curves, hills, structures)

Insert aerial map showing location:

Insert or attach aerial photograph showing where the crossing is located in relation to other roadways

Are there documented issues with safety of the students entering or leaving the school grounds and/or vehicles exceeding the speed limit at this location?

If so, please share those issues?

List issues (pedestrian related crashes, excessive speed, etc)

Can the Municipality/school district get the unit installed within a 6-month timeline upon receipt?

Municipality/School District shall sign an agreement agreeing to install in that timeline



TOWN OF MINOT

329 Woodman Hill Road
Minot, Maine 04258-0329

Tel: 1-207-345-3305
Fax: 1-207-346-0924

Clerk's Report

February 6th, 2023

Hello Selectmen,

Updates:

Town Election

Absentee Ballots became available for the 3/3 Town Election on 2/3. The cutoff date to request one is 2/28 at 4 pm without special circumstances.

I passed along the script/ Warrant to Mr. Greenwood, our Moderator, so he has an idea of what we expect. I based this off previous years.

1st Amendment Audit Zoom

The office will be closed for a long lunch (noon - 1) so staff can attend the 1st Amendment Audit Zoom on 1/15/23.

A 1st Amendment Audit is a growing movement of self-described First Amendment Audit practitioners that test constitutional rights; in particular, the right to photograph and video record in a public space. They believe that the movement promotes transparency and open government.

There have been multiple Town and Cities in Maine that have had this happen to them. This Zoom will help us understand how to respond and what they can and can't do or have access to.

Scholarships

Scholarship applications are available until May 1st.

We also have a scholarship application that the State is doing for people interested in a municipal career path.

Board of Appeals from Norma:

Norma is working on getting the BOA situated and an application created.

Planning Board from Katherine:

Planning Board Meeting: 2/7/2023 @ 6:30 pm

Working on updating chapter 2 to match MUBC and discuss if the Planning Board wants to try an adopt an ordinance for short term rentals and Air BnB's.

Inland Fisheries & Wildlife:

Boat Excise: \$0.00

o Boats

6 Snowmobile

o ATVs

o Game Licenses

The above amounts are as of 2/6/2023

Vitals:

Vital Requests as of 2/6

Birth- 4

Death- 0

Marriage- 1

Intentions- 1

Dogs:

5 Dogs

\$25 late fees per dog started 2/1

Building/ Plumbing Permits for 2023:

Building Permits: 2

Plumbing Permits: 3

Real Estate Taxes:

2021 taxes - \$20,697.59 for 14 accounts

2022 taxes - \$149,106.75 for 98 accounts

2023 pre-payments - \$4,413.34 for 33 accounts

Total owed: \$169,804.34

Total Owed: 1/23/2023: \$178,203.11

Difference of \$8,398.77

Personal Property Taxes:

2020 - \$170.71 on 1 account

2021 - \$155.56 on 1 account

Village Trading Post left for 2020 & 2022

Going to send a letter to see if I can collect the amount due for both years.

2022 - \$140.29 on 3 accounts

Excise Tax:

<u>MONTH</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>+/-</u>
JAN.	\$51,264.36	\$43,055.03	\$50,306.29	+ \$7,251.26
FEB.	\$45,129.36	\$48,596.73	\$12,005.29	- \$36,591.44
MARCH	\$75,065.57	\$56,912.29		
APRIL	\$77,682.59	\$61,663.04		
MAY	\$67,323.14	\$64,848.92		
JUNE	\$59,529.52	\$92,120.11		
JULY	\$73,304.01	\$63,394.65		
AUG.	\$77,159.71	\$65,209.36		
SEPT.	\$70,632.04	\$69,727.87		
OCT.	\$50,817.13	\$54,012.11		
NOV.	\$41,312.77	\$50,624.95		
DEC.	\$45,494.20	\$45,564.33		
TOTAL	\$734,714.40	\$715,729.39	\$ 62,311.58	

January Rapid Renewals: 33

February Rapid Renewals: 10

Sara A. Farris

Sara A. Farris
Clerk/ Tax Collector/ Voter Registrar



INTEROFFICE MEMO

To: Board of Selectmen

CC: Danielle Loring, Town Administrator

From: Scott Parker, Highway Director

RE: Highway Department (1/23 – 2/5/2023)

In between storms and clearing drifts, we have been servicing equipment and pushing back snow banks.



INTEROFFICE MEMO

Date: February 6, 2023
To: Members of Minot Fire-Rescue
CC: Board of Selectmen

From: Danielle Loring, Administrator
RE: Survey

The Board of Selectmen are conducting this outreach to better understand the needs of the Department. This information may be used to budget for trainings, capital improvements and assist with member retention and recruitment. The results of the survey will be discussed in a general manner at future workshop(s) that you will be invited to and the individual answers will be anonymous.

This survey will be sent via email but will not capture where the response came from and a hardcopy sent to your home address on file with a self-addressed stamped envelope if you are more comfortable responding in that manner. We ask that you respond by February 18th so that results can be compiled and formatted.

If you have any questions or concerns, please do not hesitate to reach out to me. Again, the intention of this exercise is to recognize strengths and address any opportunities for improvement while looking to the Department's future. We sincerely appreciate your time and efforts with the Minot Fire-Rescue Department.

Minot Fire- Rescue Member Survey

The intention of this survey is to help the Board of Selectmen better understand the Department's needs, retain existing membership as well as recruit new members. The results of this survey are anonymous, but you are welcome to reach out to Danielle Loring, Town Administrator, to discuss any questions or concerns you may have. Results will be presented in a general format at a future workshop involving the Department members and Selectmen in the near future. Hardcopies have also been mailed to your address on file with a self-addressed envelope. Thank you for your participation.

1. Are you a current or previous member?

Mark only one oval.

Current

Previous

Other: _____

2. Do/Did you feel supported by the Board of Selectmen? (Please explain your answer)

3. Do/Did you feel supported by the Town Administrator? (Please explain your answer)

4. Do/Did you feel supported by the Chief? (Please explain your answer)

5. Do/Did you feel supported by the Department's Officers? (Please explain your answer)

6. Have/Did you receive(d) the following documents for the Department (check all that apply):

Check all that apply.

- Minot Personnel Policy
- Fire Department SOP's
- 2020 Fire Department Ordinance
- BLS Requirements for your position
- Did not know that these existed
- Other: _____

7. Are there any equipment/hardware or software programs that you feel that the Department would benefit from?

8. Do/Did you feel that the equipment that the Department uses or you have been issued (PPE) is adequate enough to allow you to perform your duties safely?

Mark only one oval.

- Yes
- No
- Unsure
- Other: _____

9. Are there any trainings that you would like to take? (Check all that apply)

Check all that apply.

- EVOC
- Advanced Fire Fighter Training
- EMS Training
- First Responder
- Officer Training
- None
- Other: _____

10. What are your overall goals with Fire-Rescue service and how does that correlate to your work for Minot?

1. Do you feel that you have been adequately trained for your position?

Mark only one oval.

- Yes
- No
- Unsure
- Other: _____

12. What additional trainings do you want to see covered by the Department?

13. What do you feel that your position on the Minot Fire-Rescue Department entails?

14. What are some examples of things that you feel the Department does well?

15. What are some examples of things that you feel the Department needs to improve upon?

16. What are some future changes or opportunities that you would like to see?

17. Additional Comments:

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