



Town of Minot

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

Board of Selectmen Meeting
Minot Town Office
Tuesday, February 21st, 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

Recited

3. Approval of Minutes

a. Monday, February 6th, 2023

Motion: Lisa Cesare made a motion to approve the Minutes from Monday, February 6th, 2023; 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 \$21,644.22 and the Treasurer's Warrant in the amount of \$50,898.13; second by Brittany Hemond

Discussion: None

Vote: Unanimous Approval (5/0)

5. New Business

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

Board of Selectmen Meeting Minutes Dated February 21st 2023.

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

a. Town Meeting Review

Lisa Cesare would like to present the Spirit of America award at Town Meeting and Daniel Gilpatric will present the Town Report Dedication.

Danielle Loring reviewed articles 6-9 regarding ordinance changes and the Board of Appeals article with the Selectmen as a refresher in preparation for Town Meeting. William Perry suggested that someone from the Planning Board be present to speak on the ordinance articles. Danielle said she would reach out to James Brown to see if he is available.

Lisa Cesare added that a referendum style Town Meeting may need to be considered in the near future due to low turnout. The other Selectmen agreed that it should be considered.

Danielle Loring reviewed articles 11-38 with the Selectmen for context in preparation for Town Meeting.

Article # 25: Number updated to \$309,396.00 for County Taxes.

Articles # 33 & 34: \$17,698.77 for the Cable Franchise and \$1,641.76 for the Snowmobile Refund were added.

b. Consideration Of Approval of the Bill Payment Policy

Danielle presented the Selectmen with a draft of the Cash Management and Control Procedures and explained what was added and updated from the 2010 version. Some key additions were allowing certain time sensitive checks to be mailed before the warrant is signed by the Selectmen, who has what duties, and various checks and balances to ensure cash is handled correctly by all staff.

Motion: Lisa Cesare made a motion to accept the Cash Management and Control Procedures dated 2/21/2023 as presented. 2023; second by William Perry

Discussion: None

Vote: Unanimous Approval (5/0)

All Selectmen signed the Cash Management and Control Procedure as presented.

6. Department Head Updates

a. Clerks Report submitted and read by Clerk Sara Farris

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- Sara Farris and Danielle Loring updated the Selectmen regarding the bond that the RSU is looking to obtain for heating in the 3 elementary schools. The bond will need to be approved at an election in all 3 Towns. The RSU is looking at May 2nd at the earliest for the election date. Sara Farris also added that there will be no June State Election, just the RSU Budget Referendum. There was various discussion on this topic.
- After attending the 1st Amendment Audit Webinar held on the 15th Sara has added signage to the outside of the office doors to limit access to the public as signage was a key point in the presentation.
- Excise tax is low compared to last year but there is still a week to collect more.

See attached report for more information.

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

- The Crew will be posting roads soon as the temperatures begin warm up.

See attached report for more information.

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

- Chief Allen provided a call list from 2/6 – 2/19.

See attached report for more information.

7. Town Administrator’s Report Presented by Danielle Loring

- Dave Haskell, maintenance at the RSU, is in support of the MDOT sign project at MCS and Danielle is going to follow up with him on Friday.
- The new plow truck is now estimated to arrive in August. Danielle has been keeping in touch with Mr. Whited regarding the status.
- Danielle has received some surveys back regard the Fire Department.

8. Selectmen Comment

None

9. Public Comment

None, no public present

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10. Next Meeting Dates

a. Monday, March 6th, 2023 @ 6:30 pm

Regular Selectmen Meeting

Meeting date and time confirmed.

11. Adjournment

Motion: William Perry made the motion to adjourn at 7:42 pm; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 7:42 pm

Sara A. Farris - Clerk
Recording Secretary

Daniel Gilpartic – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond

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