



# Town of Minot

329 Woodman Hill Rd.  
Minot, ME 04258  
207-345-3305  
[www.minotme.org](http://www.minotme.org)

Board of Selectmen Meeting

Minot Town Office  
Monday, March 6<sup>th</sup>, 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), Danielle Loring (Administrator), and Patrick Francoeur (Fire Department)

### 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. Tuesday, February 21<sup>st</sup>, 2023

**Motion:** Lisa Cesare made a motion to approve the Minutes from Tuesday, February 21<sup>st</sup>, 2023; second by William Perry

**Discussion:** None

**Vote:** Unanimous Approval (5/0)

### 4. Nomination and Election of Chair and Vice Chair

**Motion:** William Perry nominated Daniel Gilpatric as Chair and Lisa Cesare as Vice Chair; Second by Brittany Hemond

**Discussion:** None

**Vote:** Approved (3/0/2 *Lisa Cesare and Daniel Gilpatric abstained*)

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

Board of Selectmen Meeting Minutes Dated March 6<sup>th</sup> 2023.

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

## **5. Warrants**

### **a. Payroll Expense Warrant**

### **b. Treasurer's Warrant**

Motion: Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$22,690.52 and the Treasurer's Warrant in the amount of \$217,016.76; second by Brittany Hemond

Discussion: None

Vote: Unanimous Approval (5/0)

## **6. Assessor's Business**

### **a. Consideration of Discussion for Abatement Application**

#### **i. Susan Spencer**

559 Center Minot Hill Rd.

Map R08, Lot 21-B

Abatement Application

Danielle Loring provided the Assessors with the application and explanation from Mrs. Spencer as well as the denial letter drafted and recommend by J.E. O'Donnell's to be approved and signed. As requested Clerk/ Tax Collector Sara Farris provided the selectmen with an account detail that showed the amount of taxes due for 2020, 2021, and 2022 as well as the Transfer Tax amount to show how much the property sold for. After reviewing the information provided there was various discussion between the Assessors/ Selectmen.

Motion: Matthew Callahan motioned to deny the claim for abatement; second by William Perry

Discussion: None

Vote: Unanimous Approval (5/0)

All 3 Assessor signed the denial letter as drafted by J.E. O'Donnell's. Danielle Loring stated that she would scan the email the letter to Mrs. Spencer and Sara Farris would mail the letter.

*Lisa Cesare, Brittany Hemond, and Matthew Callahan are Selectmen and Assessors for the Town of Minot. Assessor Matthew Callahan made the motion, and all Selectmen/ Assessors present voted on the motion.*

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Patrick Francoeur with the Fire Department was present to discuss possible dates for a workshop with the Fire Department Members so he could provide these dates to the members at the 3/7 Fire Department Business Meeting. The Selectmen gave him 2 date options, Tuesday, March 21<sup>st</sup> or Tuesday, March 28<sup>th</sup> both at 6pm and Patrick was going to let Danielle know what date worked best. Patrick Francoeur then left the Selectmen Meeting.

Clerk Sara Farris received a Warrant from the RSU 16 School Board for a Bond Referendum to be held Tuesday, May 2<sup>nd</sup>, 2023 from 8am – 8pm. Sara received this Warrant today, March 6<sup>th</sup>. At this time Danielle Loring notified the Selectmen that we received the above-mentioned Warrant and that it will be placed on the Monday, March 20<sup>th</sup> Selectmen Meeting Agenda for consideration to allow the public ample time to attend the Selectmen Meeting if they would like.

## **7. New Business**

### **b. Freedom of Information Training**

Danielle Loring presented the Freedom of Access PowerPoint training to the Selectmen as their yearly training. There was various discussion about various slide point. All Selectmen present completed a Certificate of Completion to be kept in their personnel file.

### **a. Post Town Meeting Review**

There was various discussion as to how the Election and Town Meeting held on March 3<sup>rd</sup> and 4<sup>th</sup> went and the overall consensus was that it went well. There was also discussion of a possible warrant article on next year's Town Meeting Warrant to discuss with residents the possibility of moving to a referendum style Town Meeting instead of an in-person Town Meeting. The Selectmen agreed that this would be a good way to get feedback from the residents.

## **8. Department Head Updates**

### **b. Clerks Report submitted and read by Clerk Sara Farris**

- The RSU Bond Referendum was already brought to the Selectmen's attention, so Sara did not repeat the topic.
- Town meeting was already discussed as well.
- Excise tax for February was up compared to last year.

*See attached report for more information.*

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

- Very busy the last few weeks with the weather.
- Working on getting the Sterling fixed this week.
- Roads will be posted Monday, March 6<sup>th</sup>.

*See attached report for more information.*

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

- Chief Allen provided a call list from 2/21 – 3/6.

*See attached report for more information.*

**9. Town Administrator's Report Presented by Danielle Loring**

- Danielle is working on getting materials together for the upcoming workshop with the Fire Department.
- ARPA reporting is coming up. Some of these funds are being paid Spectrum for broadband expansion. Danielle explained that the funds must be allocated by 2024 and expended by 2026
- Danielle has been notified of another potential senior project involving mapping and there will be more information to come about the project.
- There was various discussion about the Code Enforcement Office hours and the possibility of hiring part-time help in the future.
- Various discussion about the Fire Department.

**10. Selectmen Comment**

None

**11. Public Comment**

None, no public present

**12. Next Meeting Dates**

**a. Monday, March 20<sup>th</sup>, 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 7:48 pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 7:48 pm

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Sara A. Farris - Clerk  
Recording Secretary

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Daniel Gilpartic – Chair

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Matthew Callahan

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Lisa Cesare – Vice Chair

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William Perry

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Brittany Hemond

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