



# 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 20<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) 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, March 6<sup>th</sup>, 2023

Motion: William Perry made a motion to approve the Minutes from Monday, March 6<sup>th</sup>, 2023; second by Brittany Hemond.

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 \$23,828.19 and the Treasurer's Warrant in the amount of \$81,537.29; 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 March 20<sup>th</sup> 2023.

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

## **5. New Business**

### **a. Consideration and Signing of RSU Bond Warrant**

It was brought to the Selectmen's attention that interested contractors cannot find information on how to bid on the RSU's Heating Project. The Selectmen directed Danielle to submit a Freedom of Access Request to the RSU 16 to obtain the RFP for the Heating Project, who the RFP was sent to, responses from contractors, and any documents related to the Heating Project Bid. Danielle said she would submit a request for the above-mentioned information.

Motion: Matthew Callahan motioned to sign the Heating Bond Warrant submitted by RSU 16 under duress; second by William Perry.

Discussion: None

Vote: Approval Under Duress (5/0)

All Selectmen present signed the RSU 16 Heating Bond Warrant and returned it to Sara Farris.

### **b. Consideration of Approval of Board of Appeals Member**

Danielle Loring commented that the Board of Appeals will now have a full board with 1 alternate/ secretary, Deputy Clerk Norma Dulac.

Motion: Lisa Cesare motioned to appoint Scott Stuart to the Board of Appeals for a 1-year term expiring December 31<sup>st</sup>, 2023; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

### **c. Review and Discussion of Board of Appeals Ordinance**

Danielle Loring commented that Legal suggested an ordinance be created regarding how to appoint members, organization, and how to remove members if needed. All appointed members have or will be attending training. This ordinance will be voted on at the June Referendum and there will be a public hearing held by the Planning Board before the June vote.

Motion: Lisa Cesare motioned to approve the Board of Appeals Ordinance as written and to give the ordinance to the Planning Board for the public hearing; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

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**d. Consideration of Approval of Workers' Compensation Safety Incentive Program (WCSIP) Resolution through Maine Municipal Association (MMA)**

Danielle explained that the Workers' Compensation Safety Incentive Program (WCSIP) is a 3-step process that if completed would take 15% off of the premium for the Workman's Comp Policy. Danielle added that the last step will be the hardest to compete as it involves a voluntary State BLS Audit. The audit will allow the town to figure out where improvement is needed and because it is voluntary there is no fine involved.

Motion: Matthew Callahan motioned to approve the Workers' Compensation Safety Incentive Program Resolution through Maine Municipal Association; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

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

Motion: Lisa Cesare motioned to enter Executive Session at 7:10pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectboard entered Executive Session

Motion: Brittany Hemond motioned to exit Executive Session at 7:36pm; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectboard exited Executive Session.

**6. Department Head Updates**

**a. Clerks Report submitted and read by Clerk Sara Farris**

- Sara will post the RSU 16 Warrant at Minot County Store, the Post Office, Slattery's Hardware, and the Town Office tomorrow morning. We have not received any absentee requests for the election.

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- The 1<sup>st</sup> Board of Appeals Meeting will be held on March 30<sup>th</sup> or April 6<sup>th</sup> to go over applications, forms, and bylaws and to vote on Chair, Vice Chair, and Secretary.
- The Planning Board has a Site Walk on March 24<sup>th</sup> at 8am for the Caspain Minot Solar Application and a Public hearing on April 4<sup>th</sup> at 6pm.
- Excise tax looks to be on track for March.

*See attached report for more information.*

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

- The Sterling plow truck is having issues with its breaks, and they are working on getting them fixed before the storm this weekend.

*See attached report for more information.*

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

- The Auburn Fire Department accepted the bid for SCBAs. They will look at creating a replacement schedule for them.

*See attached report for more information.*

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

**a. Discussion of Community Resilience Partnership Application**

Danielle is looking to partner with AVCOG and submit a Community Resilience Partnership application for a sand/ salt shed. The funds received should cover most if not all the engineer costs. Danielle will have more information at the next meeting and possibly a presentation from Zach at AVCOG.

- The Tri-Town Optimist Club is looking to do roadside cleanup around town April 22<sup>nd</sup> and 23<sup>rd</sup>. Danielle agreed and is having them focus on some of the lower traffic roads for safety.
- Danielle is working on a PowerPoint presentation for the Fire Department Workshop on March 28<sup>th</sup>. She is looking for it to be a positive experience and to learn where the Fire Department needs to improve. Some key topics from the surveys were to start using the I Am Responding system with Androscoggin County, the forestry truck, a full-time Fire Chief, and more community involvement.

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**8. Selectmen Comment**

Lisa Cesare provided the other Selectmen, the Town Administrator, and the Town Clerk with an update regarding the RSU 16 Budget as she is on the RSU 16 Budget Committee.

**9. Public Comment**

None, no public present

**10. Next Meeting Dates**

**a. Tuesday, March 28<sup>th</sup>, 2023 @ 6:00 pm**

Workshop with Fire Department

**b. Monday, April 3<sup>rd</sup>, 2023**

Regular Meeting

Meeting date and time confirmed.

**11. Adjournment**

Motion: Matthew Callahan made the motion to adjourn at 8:00 pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 8:00 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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