



# 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, April 3<sup>rd</sup>, 2023  
6:30 pm  
Minutes\*

## REGULAR MEETING

**Selectmen:** Chair Daniel Gilpatric (Assessor), Vice Chair Lisa Cesare (Assessor), Brittany Hemond, Matthew Callahan, and William Perry

**Staff:** Sara Farris (Clerk) and Danielle Loring (Administrator)

**Public:** Zach Gosslin (AVCOG)

### 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 20<sup>th</sup>, 2023

**Motion:** Lisa Cesare made a motion to approve the Minutes from Monday, March 20<sup>th</sup>, 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 \$24,665.57 and the Treasurer's Warrant in the amount of \$49,680.97; second by Brittany Hemond.

**Discussion:** None

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

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Board of Selectmen Meeting Minutes Dated April 3<sup>rd</sup> 2023.

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## **5. Assessors' Business**

### **a. Consideration of Approval for Tree Growth Penalty**

Nason Family Trust

222 Garfield Rd.

Map R07, Lot 086 (Acct 1137)

Removing 90.95 Acres from Tree Growth

Danielle Loring gave an overview of the Tree Growth Penalty and provided the Selectmen with the Supplemental paperwork to review.

Motion: Brittany Hemond motioned to approve the Tree Growth Penalty for the Nason Family Trust in the amount of \$9,901.53; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

The Town of Minot Assessors, Brittany Hemond, Lisa Cesare, and Daniel Gilpatric signed the Supplemental paperwork.

## **6. New Business**

### **a. Community Resilience Partnership Program Presentation – Zach Gosselin, AVCOG**

Zach Gosselin gave his presentation regarding AVCOG's Community Resilience Partnership. *See attached documents for more info.*

Mr. Gosselin, being the service provider, would help the Town through the whole process including the public hearing and grant writing.

William Perry asked Mr. Gosselin if there was a timeframe to use the money and what the amount of money given for a project was based on? Mr. Gosselin answered that the money would be used in a 1–2-year timeframe and the money received is based on what the needs of the community are, the community size, and how much the program is willing to cover. Mr. Gosselin added that once the resolution was completed it is good for 2 years and that the Town could apply for funds up to 4 times, 2 times per year.

Danielle Loring stated that she has 3 projects in mind for the Town. *Projects listed in no particular order.*

- Sand/ Salt Shed feasibility study.
- Evaluate the dry hydrants in Minot.
- Looking at the Town Office building and its assets for longevity.

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Mr. Gosselin is going to draft a letter of support and get it to Danielle for the Selectmen to sign if they would like to utilize the program.

**b. Consideration of Approval of Town Warrant for June Referendum**

Danielle Loring commented the Warrant is needed to vote on the Board of Appeals Ordinance.

Motion: Matthew Callahan motioned to approve the Municipal Warrant for the June 13<sup>th</sup>, 2023 Referendum as written; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

**c. Consideration of Approval of Appointment for Alternate Code Officer**

Danielle Loring added that Mr. Summers is the Code Officer for the Town of Paris and that she will also reach out to Alex Sirois, a Minot resident and the Code Officer in Raymond, to see if he is interested in being an alternate Code Officer for the Town.

Motion: Lisa Cesare motioned to appoint Christopher Summers as an alternate Code Enforcement Officer for a 1-year term; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

**d. Consideration of Approval of “Alcohol and Controlled Substances Testing Policy”**

Danielle provided the Selectmen with a draft policy and explained that this policy must be in place to let staff know that they can be tested with reasonable suspicion at any time. The policy mostly applies to staff that have CDL’s but can apply to any and all staff if needed.

Motion: Matthew Callahan motioned to approve the Alcohol and Controlled Substances Testing Policy as written; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

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**e. Executive Session pursuant to Title 1 MRSA §405 (6)(a):  
Discussion with Town Administrator and Code Enforcement  
Officer Regarding Employment Negotiations.**

Scott McElravy, the Code Enforcement Officer, was not present and asked Danielle to negotiate on his behalf.

Motion: Brittany Hemond motioned to enter Executive Session at 7:00pm;  
second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectboard entered Executive Session

Motion: Lisa Cesare motioned to exit Executive Session at 7:40pm;  
second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectboard exited Executive Session.

Motion: Brittany Hemond motioned to approve the Code Enforcement  
negotiations as presented; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

All Selectmen present signed the negotiation paperwork.

Matthew Callahan would like Danielle to reach out to Patrick Francoeur regarding dry hydrant information that was requested at the Fire Department Workshop on March 28<sup>th</sup>, 2023. Mr. Francoeur told Mr. Callahan that the information would be available by this meeting. Mr. Callahan would like the information by the April 18<sup>th</sup> Selectmen's Meeting.

## **7. Department Head Updates**

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

- 2 absentee ballots for the RSU Bond have been requested. The Warrant has been posted at the regular places.
- The Board of Appeals voted John Geismar as Chair, Adam Bowie as Vice Chair, and Norma Dulac as Secretary.
- The Caspian Minot Solar Public Hearing is tomorrow, April 4<sup>th</sup> at 6pm
- Excise Tax for March is up \$5,450.66 compared to March 2022.

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*See attached report for more information.*

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

- Patching and hauling gravel on dirt roads until they can grade them.
- Working on maintenance or equipment

*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 list of calls from March 20<sup>th</sup> to April 2<sup>nd</sup>.

*See attached report for more information.*

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

- The Cemetery Committee will be meeting this month.
- IamResponding has been initiated and will be set up for Fire-Rescue and The Highway Department.
- Meeting scheduled with Maine EMS regarding the Town's Licensing.
- Danielle is now on the contact list with Dispatch to receive call reports.

*See attached report for more information regarding the topics listed above.*

- The RSU 16 Heating Bond and the new Tax Stabilization Laws that are currently in the Legislature could affect the date of the 2023 Tax Commitment. We would have to wait for both issues to be resolved before committing to avoid having to re-commit or make corrections.
- The Country Connection has reached out to Danielle with a discounted rate to write a monthly article. Danielle has some topics lined up.

**9. Selectmen Comment**

Danielle and the Selectmen discussed the Freedom of Access Request Danielle submitted to the RSU 16 and the RSU's response regarding the Heating Bond.

**10. Public Comment**

None, no public present

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## 11. Next Meeting Dates

### a. Tuesday, April 18<sup>th</sup>, 2023

Regular Meeting – Monday, April 17<sup>th</sup> is Patriot’s Day and the Office will be closed.

Meeting date and time confirmed.

## 12. Adjournment

Motion: Matthew Callahan made the motion to adjourn at 8:11 pm; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 8:11 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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