



# 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 18<sup>th</sup>, 2023  
6:30 pm  
Minutes\*

## REGULAR MEETING

**Selectmen:** Chair Daniel Gilpatric, Vice Chair Lisa Cesare, Brittany Hemond, and Matthew Callahan

**Absent:** William Perry

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

**Public:** Tobias Farnsworth – St. Laurent (*in person*)  
Dennis Spencer – Spencer Paving (*via zoom*)

### 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, March 28<sup>th</sup>, 2023 (Workshop)

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

Motion: Brittany Hemond made a motion to approve the Minutes from Tuesday, March 28<sup>th</sup>, 2023 and Monday, April 3<sup>rd</sup>, 2023; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (4/0)

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#### **4. Warrants**

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

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

Motion: Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$19,456.44 and the Treasurer's Warrant in the amount of \$232,869.48; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (4/0)

#### **5. New Business**

##### **a. Bid Openings**

##### **i. Paving Bid**

Danielle Loring opened the bids in the following order and read off the amounts for each company.

The bids were as follows:

Company Name	9 ½ mm	Binder Coarse	Total Bid
P&B Paving	85.90	85.90	\$ 194,134.00
Pike Industries	95.02	123.12	\$ 217,836.20
Littlefield Paving	101.40	98.05	\$ 228,795.50
St. Laurent	89.95	89.95	\$ 203,287.00
Glidden Paving	91.70	109.00	\$ 209,145.00
Spencer Paving	86.50	99.00	\$ 196,865.00

Matthew Callahan Calculated the total bid amount for each company using an Excel sheet and then read off the totals as shown above for each company. The apparent lowest bidder was P&B Paving with \$194,134.00. Danielle was going to relay the bid information to Scott Parker, the Highway Supervisor, and have him check with P&B Paving to make sure they have the equipment needed to complete the job as specified in the bid packet. More information will be provided at the next meeting.

##### **ii. Gravel Bid**

As requested by the Highway Supervisor, the Gravel Bid opening was postponed.

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**b. Consideration of Approval for Letter of Support for Community Resilience Partnership.**

Danielle Loring drafted a letter in support for Zach Gosselin of AVCOG to start requesting provider funds on behalf of the Town of Minot. *Letter attached.* Danielle Loring reminded the Selectmen of the 3 projects she has 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.

Motion: Lisa Cesare made a motion to approve the Letter of Support for the Community Resilience Partnership as written; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (4/0)

All Selectmen present signed the letter in approval.

**c. Consideration of Approval for Alternate Code Officer/ LPI**

Danielle Loring added that Alex Sirios is the Code Officer and LPI for the Town of Raymond and he is also a Minot resident. He would only be utilized if our current Code Officer was not available.

Motion: Lisa Cesare motioned to appoint Alex Sirois as an Alternate Code Officer/ LPI for a term effective until 12/31/2023; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (4/0)

All Selectmen present signed the appointment.

**d. Consideration of Approval for Updated 2023 Fee Schedule**

Danielle Loring stated that the update was to include fees associated with the Board of Appeals.

Motion: Lisa Cesare motioned to accept the Fee Schedule as written; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (4/0)

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### **e. Consideration and Discussion of Creating a Media and Communications Policy**

Danielle Loring requested the Selectmen's opinion on creating a Media and Communications Policy that would discuss where all Town business should be posted on various media platforms. She also wanted to know how they felt about going digital, an example would be recording all meetings and posting to a YouTube channel. There was various discussion about the above topics. All Selectmen present agreed to hold off on making a decision for both topics and to continue posting items as we have been and as required per State Law.

## **6. Department Head Updates**

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

- RSU 16 Bond Public Hearing will be held on April 26<sup>th</sup> at 6:30pm at PRHS.
- John Briggs of Hygrade reached out and asked if we would like to include a free efficiency Maine insert in the 2023 tax bills. The Selectmen agreed that they did not want the inserts included. Sara was going to reach out to Mr. Briggs to let him know.
- Clarification that there were no changes to Chapter 14 of the Land Use Code as stated in the Election Warrant from the previous meeting. The Warrant has been corrected.
- YTD Boat Excise: \$483.20
- The owner of Village Trading Post paid the personal property taxes that were due for 2020 and 2021.
- Motor vehicle excise tax is about half compared to last April.
- Tax Stabilization Letters were mailed out today. There were 188 total, 4 were letters to people who did not qualify. Danielle added that there are still some bills in the Legislature regarding Tax Stabilization and this could affect the 2023 Tax Commitment timeline.

*See attached report for more information.*

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

- Cleaning trucks and painting wings.
- Sweeping roads and "road posted" signed have been pulled.
- Ballfields are dry and gates are open.

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- Switched to Summer hours.

*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 April 3<sup>rd</sup> to April 16<sup>th</sup>, 2023.

*See attached report for more information.*

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

- IamResponding has been initiated and used on various calls.
- Danielle had a conversation with Melissa Adams of Maine EMS and asked for clarification of what Fire Fighters can respond to and what they can't. They can respond to CPR/ AED, Narcan, stop the bleed, and auto event/ accident calls. They cannot respond to fall calls. Danielle also added that Fire Fighters can respond to the "can" type of calls without the Town having an EMS License.
- Auburn and Poland are willing to work with Minot regarding responding to rescue calls. This would involve re-districting the Town to clarify what parts of Town Auburn and Poland have.
- The Fire Department nominated Anthony Corey as the next Fire Chief. There will be an executive session next Selectmen Meeting to discuss and appoint who the Selectmen would like.
- Danielle was contacted by MHAA President Brianna Michaud regarding charging travel teams for field usage to recoup operating costs. All Selectmen present agreed that MHAA could charge travel teams for field usage to recoup costs.
- Danielle requested the Selectmen's opinion on creating a policy for the Herbert Shaw Fund. The requirements to use the funds that are in place now are very vague. The Selectmen agreed that the funds should be used on a case-by-case basis, be used for an event that was unexpected like an illness or death in the family, and require receipts. There was no final decision made at this time.

*See attached report for more information.*

**8. Selectmen Comment**

None

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**9. Public Comment**

None, no public present

**10. Next Meeting Dates**

**a. Monday, May 1st, 2023**

Regular Meeting – the meeting will be held in the basement at the request of the Town Clerk to set up for the May 2<sup>nd</sup> RSU 16 Bond Referendum.

Meeting date and time confirmed.

**11. Adjournment**

Motion: Matthew Callahan made the motion to adjourn at 7:52 pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (4/0)

The board adjourned at 7:52 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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