



Town of Minot

329 Woodman Hill Rd.
Minot, ME 04258

207-345-3305

www.minotme.org

Board of Selectmen Meeting

Minot Town Office
Monday, May 1st, 2023
Meeting in Basement
6:30 pm
Minutes*

REGULAR MEETING

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

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

Public: James Allen (Fire Chief), Robert Klar, and Matthew Sweatt

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

i. Tuesday, April 18th, 2023

Motion: Lisa Cesare made a motion to approve the Minutes from Tuesday, April 18th, 2023; 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 May 1st 2023.

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

4. Warrants

i. Payroll Expense Warrant

ii. Treasurer's Warrant

Motion: Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$19,000.53, Treasurer's Warrant #1 in the amount of \$21,007.53, and Treasurer's Warrant #2 in the amount of \$21,725.00 ; second by Brittany Hemond.

Discussion: There was some discussion and clarification of the Payroll Expense Warrant amount.

Vote: Unanimous Approval (5/0)

5. New Business

a. Bid Opening

i. Gravel Bids

Danielle Loring read off the 2 bids that were received. They were as follows:

- Pikes \$8.50 a ton picked up \$17.10 a ton delivered
- Auburn Aggregate \$8.50 a ton picker up \$15.05 a ton delivered

The lowest apparent bidder was Auburn Aggregate and Highway Supervisor Scott Parker recommends awarding the bid to Auburn Aggregate.

Motion: Matthew Callahan made a motion to award the bid to the lowest apparent bidder, Auburn Aggregate; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

b. New Business

i. Consideration of Approval for Paving Bid Results

Danielle Loring informed the Selectmen that Highway Supervisor Scott Parker spoke with P & B Paving, and they are willing to work with the Town's current budget. Scott recommends awarding the bid to P & B Paving.

Motion: Brittany Hemond made a motion to accept the bid from P & B Paving; second by Lisa Cesare.

Discussion: None

Vote: Approval (4/0/1)

Matthew Callahan abstained from voting as he works for Glidden paving, and they bid on the Paving Bid.

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

Board of Selectmen Meeting Minutes Dated May 1st 2023.

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

ii. Consideration of Approval of Addressing Officer Appointment

Motion: Lisa Cesare made a motion to appoint Scott McElravy as the Addressing Officer for a term ending 12/31/2023; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed the appointment for Scott McElravy.

iii. Consideration of Approval for RSU Task Force Appointment

Danielle provided the Selectmen with letters of interest for the 6 people who were interested in being the Community Representative for the Task Force as well as an overview of the responsibilities and requirements for the position. The names in no particular order were Deseree Davis, Daniel French, Robert Klar, Matthew Sweatt, Aubrey Sweatt, and Michael Susi.

Lisa Cesare asked Brittany Hemond if she was still interested in being the Town Official Representative and she said she was.

Motion: Lisa Cesare made a motion to appoint Brittany Hemond as the Minot Town Official Representative for the RSU 16 Task Force; second by William Perry.

Discussion: None

Vote: Approval (4/0/1)

Brittany Hemond abstained.

The Selectmen signed the appointment for Brittany Hemond.

There were various discussions about the 6 candidates. Robert Klar was present for the meeting and the Selectmen asked him various questions as to why he was interested in the position.

Motion: Matthew Callahan made a motion to appoint Robert Klar as the Minot Community Member Representative for the RSU 16 Task Force; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed the appointment for Robert Klar

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

Board of Selectmen Meeting Minutes Dated May 1st 2023.

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

6. Department Head Updates

a. Clerks Report submitted and read by Clerk Sara Farris

- Scholarships due back today and we have received 6 back so far.
- RSU 16 Bond Election tomorrow and we have received 6 absentees.
- Taking absentee requests for the RSU 16 Budget Validation Election,
- Spirit of America Award Ceremony Wednesday night at 6:30 pm at the County Building
- Boat Excise YTD \$920.80
- Excise for April is down \$2,466.21 compared to last April.

See attached report for more information.

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

- The Crew started mowing last week and will work on cleaning up after today's rainstorm.

See attached report for more information.

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

- Call report provided from 7/14 to 4/30.

See attached report for more information.

7. Town Administrator's Report Presented by Danielle Loring

- Danielle Spoke with Lena Hann from Androscoggin Bank and they made some adjustments in the town's favor regarding fees as discussed at a previous Selectmen's Meeting. With the new information that has been provided Danielle recommended moving forward with Positive Pay and continue to use Androscoggin Bank. The Selectmen agreed.
- Danielle said she would not be able to attend the June 12th Selectmen Meeting in person as she will be out of the State with her family.
- The server and town email project as discussed at a previous Selectmen Meeting is underway.

8. Selectmen Comment

None

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

Board of Selectmen Meeting Minutes Dated May 1st 2023.

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

9. Public Comment

- Matthew Sweatt, one of the residents who expressed interest in the RSU 16 Task Force showed up after the Community Candidate was chosen. Danielle informed him that Robert Klar was selected as the Community Member Representative and Brittany Hemond was selected as the Town Official Representative.

Before the Selectmen entered executive session Matthew Sweatt, James Allen, and Sara Farris were asked to leave the room.

5. New Business

i. Executive Session pursuant to Title 1 MRSA §405 (6)(A): Discussion of Fire Chief Appointment

Motion: Lisa Cesare made a motion to enter Executive Session at 7:18 pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The Board entered the Executive Session.

Motion: William Perry made a motion to exit Executive Session at 7:39 pm; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

The Board exited the Executive Session and Sara Farris was called back to the meeting.

Motion: Lisa Cesare made a motion to appoint Dean Campbell as Minot's Fire/ Rescue Chief for a term ending 12/31/2023; second by Matthew Callahan.

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 May 1st 2023.

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

10. Next Meeting Dates

a. Monday, May 15th, 2023

Meeting date and time confirmed.

There was also talk about the Selectmen attending the next Fire Department Meeting to announce their selection and to get more feedback from the Department. Danielle was going to reach out to the Fire Department and confirm the date and time of their next meeting.

11. Adjournment

Motion: Matthew Callahan made the motion to adjourn at 7:41 pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 7:41 pm

Sara A. Farris - Clerk
Recording Secretary

Daniel Gilpartic – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond

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

Board of Selectmen Meeting Minutes Dated May 1st 2023.

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