



## Town of Minot Selectmen Epacket

May 15, 2023 at 6:30pm  
Regular Meeting

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# Town of Minot

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

Board of Selectmen  
Minot Town Office  
329 Woodman Hill Road  
Monday, May 15, 2023  
Meeting at 6:30pm  
Agenda\*

## REGULAR MEETING

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
  - a. Monday, May 1, 2023
  - b. Tuesday, May 9, 2023 (Workshop)
4. Warrants
  - a. Payroll Expense Warrant
  - b. Treasurer's Warrant
5. New Business
  - a. Bid Openings
    - i. Executive Session pursuant to Title 1 MRSA §405 (6)(a): Discussion with Fire Chief regarding duties
    - ii. Executive Session pursuant to Title 1 MRSA §405 (6)(f): Consideration of Scholarship Awards
    - iii. Executive Session pursuant to Title 1 MRSA §405 (6)(e): Discussion of potential land use violations
6. Department Head Updates
  - a. Clerk's Report
  - b. Highway Report
  - c. Fire Department Report
7. Town Administrator's Report
8. Selectmen Comment
9. Public Comment (3-minute limit) – Items in public comment may be scheduled for a future meeting to provide for Board consideration and public notice
10. Next Meeting Dates
  - a. Tuesday, May 30, 2023 – Due to Memorial Day
11. Adjournment



# Town of Minot

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[www.minotme.org](http://www.minotme.org)

Board of Selectmen Meeting

Minot Town Office  
Monday, May 1<sup>st</sup>, 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 18<sup>th</sup>, 2023

Motion: Lisa Cesare made a motion to approve the Minutes from Tuesday, April 18<sup>th</sup>, 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 1<sup>st</sup> 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.*

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Board of Selectmen Meeting Minutes Dated May 1<sup>st</sup> 2023.

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**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

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Board of Selectmen Meeting Minutes Dated May 1<sup>st</sup> 2023.

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## **6. Department Head Updates**

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

- Scholarships due back today.
- 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 12<sup>th</sup> 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

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Board of Selectmen Meeting Minutes Dated May 1<sup>st</sup> 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)

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Board of Selectmen Meeting Minutes Dated May 1<sup>st</sup> 2023.

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**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

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Board of Selectmen Meeting Minutes Dated May 1<sup>st</sup> 2023.

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# Town of Minot

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

Minot Fire Department Workshop

Minot Town Office  
Tuesday, May 9<sup>th</sup>, 2023  
6:00 pm  
Minutes\*

## Minot Fire Department Workshop

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

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

**Fire Department:** James Allen, Joshua Conklin, Dean Campbell, Stephen French, Douglas Bishopp, Anthony Corey, Maddie Valentine, Tyler Kimball, Matthew Conklin, Patrick Francoeur, Roseanne Francoeur, Chase Gordon, and Douglas Francoeur

### 1. Call to Order

Chair Daniel Gilpatric called the meeting to order at 6:00pm and a quorum was present.

### 2. New Business

#### a. Update

##### i. I am Responding Launch and Training

Danielle Loring gave an update on the I am Responding System and asked for comments, concerns, and questions. There was various discussion about I am Responding.

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

Minot Fire Department Workshop Minutes Dated March 28<sup>th</sup> 2023.

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

## **ii. Risk Review**

Danielle updated the group that the Highway and Fire Department was a part of a risk review last week and that there is work to be done in both departments. Danielle will be working with both Departments to correct the issues before initiating the SHAPE review through BLS.

## **iii. IT Project**

Danielle is working with IT to get all departments on the same network. They are also working on bringing the phone and computer systems up to date and setting up email accounts for all Fire Department members.

## **3. Announce Fire Chief Appointment for 2023**

Danielle stated that there was much discussion with the Selectmen and the parties involved to come up with the Selectmen's appointment. This person was chosen because of his time on the Department previously, previous experience as Minot's Fire/ Rescue Chief, and his business skills to help get the Department back up to par. She added that all current Officer positions will remain for the time being. At this time Danielle announced that the Selectmen's appointment was for Dean Campbell to be Minot's Fire/ Rescue Chief effective now until December 31<sup>st</sup>, 2023. The Selectmen will continue to work with the Department to get them what they need training and equipment wise and look towards hiring a full-time Chief in the future.

Danielle asked if there were any questions, comments, or concerns. There were various discussions about the appointment between Danielle, the Selectmen, and Fire Department members.

## **4. Discussion of Goals**

### **a. Next Steps**

Danielle said the next steps for the Department would include the following in no particular order:

- Hold more Workshops with the Fire Department and Selectmen.
- Create an onboarding and training process.
- Review the Department's policies and SOPs.
- Review compliance and training to avoid fines.
- Create a task force to review equipment and safety.
- Hire a Grant Writer to work on grants for the Department.

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Minot Fire Department Workshop Minutes Dated March 28<sup>th</sup> 2023.

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

**b. Member Feedback and Suggestions**

There was no added feedback or suggestions from the Department.

**5. Adjournment**

Motion: William Perry made the motion to adjourn at 6:30 pm;  
second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 6:30 pm

The Selectmen, Danielle Loring, and Sara Farris left the meeting and new Fire Chief Dean Campbell took over the meeting for the Fire Department.

\_\_\_\_\_  
Sara A. Farris - Clerk  
Recording Secretary

\_\_\_\_\_  
Daniel Gilpartic – Chair

\_\_\_\_\_  
Matthew Callahan

\_\_\_\_\_  
Lisa Cesare – Vice Chair

\_\_\_\_\_  
William Perry

\_\_\_\_\_  
Brittany Hemond

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Minot Fire Department Workshop Minutes Dated March 28<sup>th</sup> 2023.

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# TOWN OF MINOT

329 Woodman Hill Road  
Minot, Maine 04258-0329

Tel: 1-207-345-3305  
Fax: 1-207-346-0924

## **Clerk's Report**

May 15<sup>th</sup>, 2023

Hello Selectmen,

### **Updates:**

#### **June 13<sup>th</sup> RSU 16 Budget Validation & Municipal Election**

Taking absentee requests now, ballots will be available 5/24. We have no requests at this time.

Budget Validation Meeting 5/23 @ 6:30 PRHS Auditorium

You can find the Budget Meeting Validation paperwork on their website. We also have it posted at the Office.

#### **Board of Appeals from Norma:**

Nothing to report on.

#### **Planning Board from Katherine:**

The solar farm did submit the required materials, so the next meeting Planning Board Meeting will be June 6<sup>th</sup> at 6:30pm. The Meeting is not a public hearing. The solar farm is still up for consideration for approval if the board votes to not have another public hearing.

#### **LD – 290 in Trio**

In the most recent Trio update they added more processes to administer LD-290 at Tax Commitment time.

### **Inland Fisheries & Wildlife:**

Boat Excise YTD: \$1,371.60

21 Boats (*May*)

1 done online.

0 Snowmobiles

12 ATVs

8 Game Licenses

*The above amounts are as of 5/15/2023.*

### **Vitals:**

Vital orders as of 5/15

Birth Certificates- 9

Death Certificates- 2

Marriage Certificates- 6

Intentions- 5

### **Dogs:**

1 dog registration in May

## **Building/ Plumbing Permits for 2023:**

Building Permits: 19

Plumbing Permits: 11

## **Real Estate Taxes:**

2021 taxes - \$20,999.07 for 14 accounts

2022 taxes - \$89,163.24 for 68 accounts

2022 30-Day Notices: June 20<sup>th</sup>

2022 Liens: July 20<sup>th</sup>

2023 pre-payments - \$15,502.02 for 40 accounts

Total owed: \$110,162.31

Total Owed: 5/1/2023: \$116,728.43

- \$6,566.12

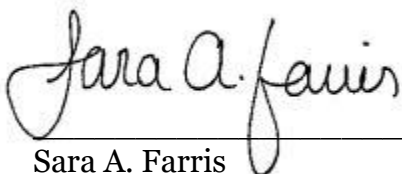
## **Personal Property Taxes:**

2022 - \$18.47 on 1 account

## **Excise Tax:**

<b><u>MONTH</u></b>	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>	<b><u>+/-</u></b>
JAN.	\$51,264.36	\$43,055.03	\$50,306.29	+ \$7,251.26
FEB.	\$45,129.36	\$48,596.73	\$51,718.92	+ \$3,122.19
MARCH	\$75,065.57	\$56,912.29	\$62,362.95	+ \$5,450.66
APRIL	\$77,682.59	\$61,663.04	\$59,196.83	- \$2,466.21
MAY	\$67,323.14	\$64,848.92	\$29,727.24	- \$35,121.68
JUNE	\$59,529.52	\$92,120.11		
JULY	\$73,304.01	\$63,394.65		
AUG.	\$77,159.71	\$65,209.36		
SEPT.	\$70,632.04	\$69,727.87		
OCT.	\$50,817.13	\$54,012.11		
NOV.	\$41,312.77	\$50,624.95		
DEC.	\$45,494.20	\$45,564.33		
<b>TOTAL</b>	<b>\$734,714.40</b>	<b>\$715,729.39</b>	<b>\$ 253,312.23</b>	

May Rapid Renewals: 26



Sara A. Farris  
Clerk/ Tax Collector/ Voter Registrar



## INTEROFFICE MEMO

To: Board of Selectmen

CC: Danielle Loring, Town Administrator

From: Scott Parker, Highway Director

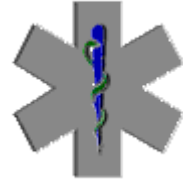
RE: Highway Department (5/1 – 5/14/2023)

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We have been changing a few driveway culverts as well as working on some equipment. The crew has also started cleaning cemeteries in time for Memorial Day and services.



**Minot Fire Department**  
**P.O. Box 154**  
**Minot, ME 04258**



Dean Campbell  
Fire Chief



To Selectmen:

Several questions getting started.

1. Disposal of surplus gear and equipment
  - a. Old gear
  - b. Old air packs
  - c. Excess covid PPE
  - d. Radio equipment/emergency lights
2. Expectations
3. Time lines
4. Heating contractor
5. Dry hydrant repairs
  - A. HOA ponds
  - B. Non-HOA ponds
6. Pave West Minot apron

Large dollar expenditures

1. Air packs and bottles
2. Tires for squad and truck 5
3. Training EMT/Firefighter
4. Storage Building (Conex Box?)
5. Electrical service upgrade West Minot
6. PPE
7. Updated extrication tools
8. Truck 5 replacement

Other issues

1. New hires
2. Starting Junior program
3. Future full-time help