



Town of Minot

329 Woodman Hill Rd.
Minot, ME 04258
207-345-3305
www.minotme.org

Board of Selectmen Meeting

Minot Town Office
Tuesday, May 30th, 2023
6:30 pm
Minutes*

REGULAR MEETING

Selectmen: Chair Daniel Gilpatric, Vice Chair Lisa Cesare, Brittany Hemond (via Zoom), and Matthew Callahan

Absent: William Perry, Selectmen

Staff: Sara Farris (Clerk), Danielle Loring (Administrator), and Dean Campbell (Fire Chief)

Public: None

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, May 15th, 2023

Motion: Lisa Cesare made a motion to approve the Minutes from Monday, May 15th, 2023; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (4/0 roll call taken)

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

Board of Selectmen Meeting Minutes Dated May 30th 2023.

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

4. Warrants

a. Payroll Expense Warrant

b. Treasurer's Warrant

Motion: Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$19,984.13 and the Treasurer's Warrant in the amount of \$207,132.89; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (4/0 roll call taken)

Chair Daniel Gilpatric moved item 6 c. up on the agenda as Chief Campbell was present.

6. Department Head Updates

c. Fire Department Report Submitted by Fire Chief, Dean Campbell

See attached report for more information.

Dean Campbell reviewed and discussed his report with the Selectmen. Lisa Cesare asked if some of the items that were listed in the report could be purchased with the current budget and Danielle Loring answered that some of the items could be and APRA Funds could be utilized. Danielle added that she has received great feedback from the current staff and crew regarding the Fire Department and how everything is progressing.

Chief Campbell left the meeting.

5. New Business

a. Consideration and Approval of FY2022 Audit

Danielle provided the Selectmen with a draft Audit for review. Danielle stated that there were no major defects, just some small journal entry corrections. There was various discussion regarding a few items in the draft Audit.

Motion: Lisa Cesare motioned to accept the FY 2022 Audit as presented; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (4/0 roll call taken)

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b. Consideration and Approval of the RSU June Referendum Warrant

The Selectmen were provided with a copy of the warrant to review. There was various discussion regarding the proposed RSU 16 Budget and the previously voted RSU 16 Bond Election.

Motion: Lisa Cesare motioned to accept the warrant for the RSU 16 Budget Validation Election as presented; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (4/0 roll call taken)

Sara Farris gave the warrant to Daniel Gilpatric, Lisa Cesare, and Matthew Callahan to sign. Sara Farris also signed and sealed the warrant as required.

c. Executive Session pursuant to Title 1 MRSA §405 (6)(a): Discussion with Town Administrator and Town Clerk Regarding personnel Matters

Motion: Lisa Cesare motioned to enter Executive Session at 6:59pm; second by Matthew Callahan

Discussion: None

Vote: Unanimous Approval (4/0 roll call taken)

The Selectmen entered Executive Session

Motion: Lisa Cesare motioned to exit Executive Session at 7:46pm; second by Matthew Callahan

Discussion: None

Vote: Unanimous Approval (4/0 roll call taken)

The Selectmen exited Executive Session

6. Department Head Updates

a. Clerks Report submitted and read by Clerk Sara Farris

- Advised by MMA Legal and the town's lawyer not to instruct Mr. Dulac on the process of withdrawing from the RSU.
- 6/12 Selectmen Meeting in the basement so Sara can set up for the 6/13 Election.
- Very busy with IF&W transaction in May.
- Sara sent letters to 6 residents that owe around \$200.00 or less on their 2022 taxes to try to get them paid before the 30-Day and Lien process starts.

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- May excise tax is up \$1,025.06 from May of 2022
See attached report for more information.

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

See attached report for more information.

7. Town Administrator's Report Presented by Danielle Loring

a. Summer Schedule

Danielle asked the Selectmen if the Office could be closed Monday July 3rd since the 4th of July is on a Tuesday and staff would use PTO to cover it. The Board discussed and came to agreement that staff could have Monday July 3rd off and use PTO.

b. Board of Assessment Review Hearing (June 7th, 2023)

Denis of J.E. O'Donnell's will represent the Town at the appeal hearing for the assessment review on June 7th at the Androscoggin County Building. John O'Donnell has been in contact with the County to provide guidance on the process since the County has not had an appeal in many years. Danielle plans on attending the hearing and would like the Selectmen to attend if they are available.

c. Employee Recognition Program

Danielle is looking for ideas from the Selectmen for an Employee Recognition Program. She would like to create separate budget line items in the future for employee appreciation and employee onboarding to fund these types of things.

Danielle is also trying to work with other Towns to outsource General Assistance.

8. Selectmen Comment

Brittany Hemond updated the other Selectmen about the RSU 16 Task Force meetings she has attended as the Municipal Member for Minot. There was various discussion regarding the heating issues and budget.

Lisa Cesare asked for an update on the filter for the well. Danielle answered that the filter is scheduled to be replaced on June 21st.

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9. Public Comment

None

10. Next Meeting Dates

a. Monday, June 12th, 2023 (Basement due to Election setup)

11. Adjournment

Motion: Lisa Cesare made the motion to adjourn at 8:22pm; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (4/0 roll call taken)

The board adjourned at 8:22pm.

Sara A. Farris - Clerk
Recording Secretary

Daniel Gilpartic – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond

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