

Selectmen Meeting



# Town of Minot

Board of

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

Minot Town Office  
Monday, June 26<sup>th</sup>, 2023  
6:30 pm  
Minutes\*

## REGULAR MEETING

**Selectmen:** Chair Daniel Gilpatric, Vice Chair Lisa Cesare, Brittany Hemond, William Perry, and Matthew Callahan  
**Absent:** Robert Larrabee (Animal Control Officer)  
**Staff:** Danielle Loring (Administrator), Sara Farris (Clerk), Scott Parker (Highway Supervisor), 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. Tuesday, May 30<sup>th</sup>, 2023

**Motion:** Lisa Cesare made a motion to approve the Minutes from Monday, June 12<sup>th</sup>, 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 June 26<sup>th</sup> 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 \$22,970.65 and the Treasurer's Warrant in the amount of \$64,290.87; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

Chair Daniel Gilpatric moved items 6 c., 5 a., and 6 b. up on the agenda as Chief Campbell and Highway Supervisor Scott Parker were present.

#### **6. Department Head Updates**

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

Dean Campbell reviewed and discussed his report with the Selectmen.

- Danielle was going to reach out to Fortin Construction regarding cleaning the dry hydrant pond and replacing the pipe.
- The Fire Department had an in service to get everyone up to date and familiar with the new packs.
- Chief Campbell received a quote for around \$70,000 to replace Truck # 5 (Forestry Truck) with all the required equipment.
- Chief Campbell is reaching out to Mike O'Connor to get a quote to build a work desk for the Per Diem staff.
- The Department purchased 6 new portable radios.
- Dean is looking to purchase t-shirts and "work shirts" for staff. The "work shirts" would be given to members with tenure as they are more expensive.
- Sharon and Dean Campbell are going to work on the BLS binder to make sure the required information is in it and up to date.
- Dean is also working on creating a new pay scale to attract new and qualified staff to the Department.
- Working on a replacement schedule for the trucks and equipment.
- Danielle is looking to purchase Dean a laptop so he can work on Fire Department items from home.

*See attached report for more information.*

Chief Campbell left the meeting.

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## **5. New Business**

### **a. Review and Discussion of Highway Capital Improvement Program (CIP)**

Scott Parker reviewed and discussed his replacement plan with the Selectmen. He expressed concern regarding the current 16-year replacement schedule for the plow trucks due to the newer equipment in the trucks failing sooner. He would like to move to a 14-year replacement plan for the plow trucks. *See attached report for a table of the replacement plan.*

Danielle Loring is going to reach out to Androscoggin Bank regarding a quote for a possible paving and equipment bond. The quote would be for a \$1 or \$1.5 million bond with a 3- or 4-year term.

Scott added that the Highway Department strives to keep their budget flat but with costs going up and more maintenance needed on equipment it is becoming harder to do.

Selectmen William Perry asked what some of Scott's biggest concerns for the upcoming budget season and the future in general were. Danielle and Scott agreed that contracted drivers for winter plowing was a concern. Also, the Highway Garage will need some attention in the long-term future.

Danielle added that they have started to apply for funds through the Community Resilience Program with AVCOG for the sand/ salt shed but that it is a very long process.

## **6. Department Head Updates**

### **b. Highway Report submitted by Highway Supervisor, Scott Parker**

*See attached report for more information.*

- Pottle Hill Rd. paving completed.
- Received a quote of \$25,000 from P & B Paving to repave an 800' section of Hadfield Rd. Scott would like to utilize \$14,000 of ARPA funds and \$11,000 left over from paving to complete this project. The Selectmen agreed with this proposal and Danielle was going to look into the use of ARPA Fun

Scott Parker left the meeting.

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## **5. New Business**

### **b. Update and Discussion Regarding ARPA Funds**

Danielle is looking at utilizing ARPA Funds for various projects as the State is looking at trying to take unused funds back from Maine towns and cities. Some projects she had in mind are installing non-key door locks and updating the computer at the Fire Station. She would like more ideas from the Selectmen and Staff.

Regarding broadband and the use of ARPA Funds, First Light's expansion is complete. Spectrum is still in the pole permitting process.

### **c. Discussion of Personnel Policy Changes**

#### **i. Dress Code**

Expanding Courtesy and Professionalism to include Dress Code. Danielle explained that she used wording from other towns and cities to come up with the policy as presented. There were various discussions about the wording. Selectmen Lisa Cesare requested that the line "Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional appearance at work." be removed and add that above the knee shorts are not allowed. The other Selectmen agreed, and Danielle removed and added the items as shown above.

#### **ii. FMLA Updates**

Danielle explained that per State Law pregnancy had to be added to the Disability Accommodations Policy. This allows for reasonable accommodation to be made for someone who becomes pregnant so they can do their job efficiently.

#### **iii. Employee Recognition Program**

Danielle would like to create a policy for an Employee Recognition Program so there can be a budget item starting in 2024. The Selectmen liked the idea of providing monetary or clothing items and to let the employee choose based on years of service to the Town. Danielle is also looking into retirement plans to offer employees.

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**d. Executive Session Pursuant to Title 1 MRSA §405 (6)(e):  
Discussion with Town Administrator, Clerk, and Animal Control  
Officer Regarding Potential Legal Matter**

Motion: Brittany Hemond motioned to enter Executive Session at 8:06 pm;  
second by William Perry

Discussion: None

Vote: Unanimous Approval (5/0)  
The Selectmen entered Executive Session

Motion: Brittany Hemond motioned to exit Executive Session at 8:16 pm;  
second by William Perry

Discussion: None

Vote: Unanimous Approval (5/0)  
The Selectmen exited Executive Session

**e. Executive Session Pursuant to Title 1 MRSA §405 (6)(a):  
Discussion with Town Administrator and Town Clerk Regarding  
Personnel Matters**

Motion: Brittany Hemond motioned to enter Executive Session at 8:17 pm;  
second by Lisa Cesare

Discussion: None

Vote: Unanimous Approval (5/0)  
The Selectmen entered Executive Session

Motion: Brittany Hemond motioned to exit Executive Session at 8:55 pm;  
second by William Perry

Discussion: None

Vote: Unanimous Approval (5/0)  
The Selectmen exited Executive Session

**6. Department Head Updates**

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

- The solar project on Rt. 124 was requested to be moved to the August meeting to wrap up ongoing issues. No Planning Board Meeting in July due to no agenda.

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*See attached report for more information.*

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

- The front door was fixed by a locksmith today and he agreed, that the door is sagging so that repair will be scheduled.

**8. Selectmen Comment**

None

**9. Public Comment**

None

**10. Next Meeting Dates**

**a. Monday, July 10<sup>th</sup>, 2023**

Date acknowledged.

**11. Adjournment**

Motion: Brittany Hemond made the motion to adjourn at 9:00 pm; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

The Board adjourned at 9:00 pm.

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Sara A. Farris - Clerk  
Recording Secretary

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Daniel Gilpatric – 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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