



Town of Minot

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

Board of Selectmen Meeting

Minot Town Office
Monday, July 10th, 2023
6:30 pm
Minutes*

REGULAR MEETING

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

Via Zoom: Vice Chair Lisa Cesare

Staff: Danielle Loring (Administrator), Sara Farris (Clerk), 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, June 26th, 2023

Motion: Brittany Hemond made a motion to approve the Minutes from Monday, June 26th, 2023; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0 roll call taken)

4. Warrants

a. Payroll Expense Warrant

b. Treasurer's Warrant

Motion: Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$22,032.99 and the Treasurer's Warrant in the amount of \$399,999.87; second by Brittany Hemond.

Discussion: Danielle added that the Treasurers' Warrant includes the paying payment, RSU 16 payment, and property and casualty payment.

Vote: Unanimous Approval (5/0 roll call taken)

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

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Chair Daniel Gilpatric moved items **5 New Business a. Review and Discussion of Fire Department CIP, 5 New Business b. Continued Discussion Regarding ARPA Funds, and 6 Department Head Updates c. Fire Department Report** up on the agenda as Chief Campbell was present. Items were not presented in order of the agenda.

- Dean asked Danielle if there was any new information regarding the dry hydrant on Fortin Dr. and Danielle answered that she hadn't heard anything, but she will reach out again.
- The Department has 3 new hires. Chief Campbell wants to focus on what applicants want to do for the Department and build on that. He believes that getting the word out in the community has really helped to bring new people.
- Chief Campbell provided the Selectmen with an Apparatus Replacement Schedule. He added that the current engines on the apparatuses were undersized and when new ones are purchased, they would look for more horsepower. When the vehicles are loaded with water, they are underpowered.
- Dean provided the Selectmen with a report regarding issues in each station and what replacements or renovations are needed for each. Dean is going to work on getting quotes for each station.
- Chief Campbell provided quotes to purchase a gear washer for Orchard Station. See attached for quote specifics from Daniels and Bergeron. Bergeron appears to be the lower quote and Dean added that the other Departments he has talked to are happy with the gear washer they purchased through Bergeron.
 - > The main goal of the washer is to remove the carcinogens, not get the gear clean.
 - > Getting the chemicals out of the gear will help it last longer.
 - > The washer uses 14 gallons of water per load and very mild soap.
 - > Each load can wash 2 sets of gear.

There was some concern about the chemicals going into the septic and the ground from the gear washer and that being harmful. Chief Campbell stated that it was more important to get the chemicals off the person because that is where they are harmful.

Danielle recommends using ARPA Funds for this purchase and for any needed plumbing and installation costs.

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- Dean has created a training schedule with a particular focus each month. Schedule attached. Stephen French and Sharon Campbell took the “Train the Trainer” class to help with the trainings.

See attached report and other items for more information.

Chief Campbell asked if the Selectmen could enter an executive session as show on the agenda for the meeting.

5. New Business

c. Executive Session Pursuant to Title 1 MRSA §405 (6)(a): Discussion with Town Administrator and Fire Chief Regarding Personnel Matters

Motion: William Perry motioned to enter Executive Session at 7:03 pm;
second by Brittany Hemond.

Discussion: None

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

Motion: Matthew Callahan motioned to exit Executive Session at 7:19 pm;
second by Brittany Hemond

Discussion: None

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

5. New Business

b. Continued Discussion Regarding ARPA Funds

Danielle has a few projects she suggests that ARPA Funds be used for. Some include cameras at the office, keyless door locks, Tough Books for the Fire Department, radios programmed for the Highway, internet service for the Highway Garage, to cover some of paving Hadfield Rd.

Danielle discussed the paving bond options through Androscoggin Bank with the selectmen. A decision was not made on what direction to go at this meeting. There will have to be further discussion and Danielle suggested possibly starting the budget season sooner than normal.

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6. Department Head Updates

a. Clerks Report submitted and read by Clerk Sara Farris

- Alex Richardson started today as our Deputy Clerk. She is asking a lot of great questions and really catching on quickly!
- 2022 Liens will be placed on July 20th to all unpaid 2022 taxes. As of today there are 37 unpaid accounts for a total of \$53,058.92.
- Excise tax for June of 2023 is down \$21,938.58 compared to June 2022.

See attached report for more information.

b. Highway Report Submitted by Highway Supervisor Scott Parker and read by Administrator Danielle Loring.

- The Crew has been cleaning culverts and ditching around Town.
- Did some work at Riverside Cemetery.

See attached report for more information.

7. Town Administrator's Report Presented by Danielle Loring

- Danielle explained that the Tax Stabilization Program is holding up the Town committing the 2023 taxes as it is still in the legislature. Some of the main concerns with the program are:
 1. Any improvement made to the property is not exempt from the law.
 2. There is not a system in place to track the tax amount from Town to Town if people move to or from Town.
 3. It could ultimately be an expanded Homestead Exemption or remain the Tax Stabilization Program with some changes.

All these concerns could cause additional abatements and supplements after tax commitment. Danielle said she is looking at the 1st week in August to commit taxes.

- The Office will have alternate hours on July 20th from 8am – 4pm instead of 10am - 6pm.
- Danielle has received comments from concerned residents regarding Maine Waste to Energy not providing sorted recycling for Auburn and Minot residents. Auburn residents now utilize the sort bins at Auburn Public Works but that is not a service provided to Minot residents. Danielle is in contact with Auburn Public Works and surrounding towns to see if Minot residents can utilize their recycling facilities.

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8. Selectmen Comment

Selectmen Brittany Hemond updated the Selectmen and staff on the RSU 16 Futures Task Force.

9. Public Comment

None

10. Next Meeting Dates

a. Monday, July 24th, 2023

Date acknowledged.

11. Adjournment

Motion: Mathew Callahan made the motion to adjourn at 8:14 pm; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0 roll call taken)

The board adjourned at 8:14 pm.

Sara A. Farris - Clerk
Recording Secretary

Daniel Gilpartic – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond

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