



# Town of Minot

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

Board of Selectmen Meeting

Minot Town Office  
Monday, July 24<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  
**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, July 10<sup>th</sup>, 2023

**Motion:** Brittany Hemond made a motion to approve the Minutes from Monday, July 10<sup>th</sup>, 2023; second by William Perry.

**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 July 24<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 \$24,974.70 and the Treasurer's Warrant in the amount of \$38,668.98; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

Chair Daniel Gilpatric moved item **7 Department Head Updates c. Fire Department Report** up on the agenda as Chief Dean Campbell was present.

- Danielle has been in contact with Fortin regarding the dry hydrant but is still waiting for a response.
- The service for the Rescue Tool was scheduled for today (7/24) but the technician never showed up. Dean will reach out to reschedule.
- Dean is going to get the automatic door openers for Central Station looked at. He believes the remote is having trouble connecting to the receiver.
- He is working on the SOP (standard operation procedure) for the Junior Firefighter Program.
- The Fire Department, Highway Department, and Town Office are working on creating a Safety Committee. Danielle is still in the process of getting it organized.
- Dean is looking into purchasing radio pagers for the Fire Department. The cost per radio right now on sale is \$335.00 each compared to the full-size radios at a cost of \$450.00 each. The radio pagers can get wet and still function and have 8 radio frequencies to choose from.
- Radio communication in Minot isn't great due to the various hills and low points in town. In the future there may need to be a new radio tower set up to allow better communication.
- NIMS training for new hires. Minot may host the class and allow other local Departments to send their new hires to make it worth the instructor's time and to help benefit local towns/ cities.

*See attached report and other items for more information.*

Chief Campbell left the meeting.

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## **5. Old Business**

### **a. Continued Discussion Regarding ARPA Funds**

*See attached report for breakdown of funds.*

- Highway: Paving of Hadfield Rd. and upgrading and repairing radios  
Fire Department: 6 handheld radios, extractor, and 8 SCBA bottles  
IT Projects: New computer equipment, Digital door locks, and finishing other network projects.
- Motion: Lisa Cesare motioned to give Danielle Loring the Authority to expend \$75,810.00 of ARPA Funds for projects as discussed; second by William Perry.
- Discussion: None
- Vote: Unanimous Approval (5/0)

## **6. New Business**

### **a. Consideration of Approval for New Employee Appointments**

Clerk Sara Farris provided the selectmen with 3 appointments for Alexandria Richardson as Deputy Clerk, Deputy Tax Collector, and Deputy Voter Registrar. Sara and Danielle added that Alexandria is doing a great job and really taking all the information in and asking great questions.

- Motion: Matthew Callahan motioned appoint Alexandria Richardson as Deputy Clerk, Deputy Tax Collector, and Deputy Voter Registrar; second by Brittany Hemond.

Discussion: None

- Vote: Unanimous Approval (5/0)

All Selectmen present signed all 3 appointment papers for Alexandria Richardson and returned them to the Clerk.

### **b. Consideration of Approval of funding for Water Filter Maintenance**

*See attached memo and quote for more information.*

Danielle explained that the quote comes to \$22,250.00. There is \$17,764.33 currently in the account. In 2018 the previous Town Administrator mentioned that \$8,181.11 that was in the Well Account was not carried forward on the Town Meeting Warrant and is currently in Undesignated Funds. Danielle recommend the Selectmen use the combined total of \$25,945.44 to cover the quote and Stephen French's stipend for the rest of the year.

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Motion: William Perry motioned use the \$8,181.11 in Undesignated Funds and use the balance of \$17,764.33 in the Well Account to cover the quote of \$22,250.00 to maintain the water filter system and to pay Stephen French's stipend for testing the well; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

**c. Executive Session Pursuant to Title 1 MRSA §405 (6)(A): Discussion with Town Administrator Regarding Potential Land Use Matter**

Motion: Brittany Hemond motioned to enter Executive Session at 7:34 pm; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen entered Executive Session

Motion: Matthew Callahan motioned to exit Executive Session at 7:39 pm; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen exited Executive Session

Motion: Matthew Callahan motioned to authorize Danielle Loring to follow up with the DEP as to why they are not acting and then to move forward as discussed in the Executive Session; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

**7. Department Head Updates**

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

- 2022 Liens will be filed the Androscoggin County Registry of Deeds 7/25. There are 31 2022 tax accounts that will transfer to lien.
- With a week left for excise tax collection we should be able to fall close to the July 2022 amount collected.

*See attached report for more information.*

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

- The new plow truck is built and waiting to be shipped.
- Lucas Striping will start on Pottle Hill as soon as possible.

*See attached report for more information.*

**8. Town Administrator's Report Presented by Danielle Loring**

- 2023 Tax Commitment scheduled for August 7<sup>th</sup> meeting. LD290 was repealed but will be in effect until 4/1/2024 which means the 2023 taxes will have to include the stabilized tax amounts for residents who qualified. Danielle asked the Selectmen if they would like to use \$150,000.00 from Undesignated Funds to keep the mil rate the same which would limit the amount of work to administer LD290 or raise the mil rate for the 2023 commitment. The Selectmen would like Danielle to work with our Assessor, Denis Berube, and create a tax rate calculator with a mil rate of .5 more, .10 more, and .15 more.
- There will be an Employee Appreciation Supper on August 21<sup>st</sup>. More details, including time, to come. The Selectmen Meeting that week will be moved to Tuesday the 22<sup>nd</sup> at 6:30pm.
- Danielle is looking into other options, possibly using another town/ city, to provide General Assistance to residents.
- Danielle reached out to Poland and Mechanic Falls regarding recycling, and they are not willing to let Minot residents use their facilities. Auburn has seen an increase in their usage since moving the bins to Auburn Public Works. Danielle has not heard back from them, but she is assuming the answer will be no.
- Danielle has been attending seminars regarding EMA Hazard Mitigation to see what ways this program can benefit the town for future projects.

**9. Selectmen Comment**

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

**9. Public Comment**

None

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**10. Next Meeting Dates**

**a. Monday, August 7<sup>th</sup>, 2023**

Date acknowledged.

**11. Adjournment**

Motion: William Perry made the motion to adjourn at 8:36 pm; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 8:36 pm.

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Sara A. Farris - Clerk  
Recording Secretary

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Daniel Gilpartic – 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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