



Town of Minot

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

Board of Selectmen Meeting
Minot Town Office
Monday, August 7th, 2023
6:30 pm
Minutes*

REGULAR MEETING

Selectmen: Chair Daniel Gilpatric, Vice Chair Lisa Cesare, Brittany Hemond, William Perry, and Matthew Callahan
Assessors: Daniel Gilpatric, Lisa Cesare, and Brittany Hemond
Staff: Danielle Loring (Administrator), Sara Farris (Clerk), and Dean Campbell (Fire Chief)
Public: Jeffrey and Sarah Hill (Minot Residents)

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 10th, 2023

Motion: Brittany Hemond made a motion to approve the Minutes from Monday, July 24th, 2023; second by Lisa Cesare.

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 August 7th 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 \$20,063.20 and the Treasurer's Warrant in the amount of \$257,042.77; second by Lisa Cesare.

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.

- The Watch Desk in almost complete and they are working on readjusting the space at the Fire Department.
- There is a new Per Diem schedule.
- The Members received Fire Department t-shirts.
- The SOP for the Junior Fire Fighter Program is almost complete.
- Chief Campbell asked if Minot was holding a Community Day this year so he could prepare, and Danielle answered that they will try to plan one for next year.
- The BLS binder is almost complete.
- Squad #7 needs some work. It wouldn't start and Dean had both batteries replaced. It also needs lower control arms, a pitman arm, and an alignment. The quote for the parts and labor comes to about \$1,800.00.
- They are working on getting insulation in the ceiling of Central Station.
- 5 members ready to attend a Basic EMT class and 5 ready to attend a Fire Fighter class.
- Still working on the IT projects at the other Stations.
- Dean has started working on the full time Fire Chief job description and provided a draft for the Selectmen to review and comment on. Danielle is also looking at full time Chief jobs on Maine Municipal Association and other job descriptions for the Town to help create the job description.
- Chief Campbell is looking to use the land at Orchard Station as a training area. This would involve cutting trees down so he would like to see if the lumber is worth anything.

See attached report and other items for more information.

Chief Campbell left the meeting.

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5. New Business

a. Consideration and Approval for Private Drive Name Change

i. Leilani Drive to Rock Ridge Road

Jeffrey and Sarah Hill, the owners of 20 Leilani Drive, were present at the meeting. Danielle explained that the Hills were looking to change their road name to Rock Ridge Road instead of Leilani Drive. Mrs. Hill asked if they had decided on a number and Danielle answered that the Code Officer had decided to give them the number 9 as they requested since they cannot subdivide the lot any further.

Motion: William Perry motioned to change 20 Leilani Drive to 9 Rock Ridge Road; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

Mrs. Hill asked what the next steps would entail, and Danielle answered that they would have to move their mailbox to the end of their road on Landon's Way and post their number on the mailbox. They would also have to purchase a blue sign with white letters clearly marking Rock Ridge Road as a private road.

Danielle will send the Hills the ordinance provisions to review.

Mr. and Mrs. Hill thanked the Selectmen and Danielle and left the meeting.

b. Consideration and Approval of the FY2023 Mill Rate Setting

Danielle Loring presented the Selectmen with 3 rate options, 9.90, 9.95, and 10.00 which is a .5, .10, and .15 increase from the 2022 rate.

Motion: Lisa Cesare motioned select a mill rate of 10.00 with an overlay of \$61,388.74; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

All Selectmen and Assessors present signed the 2023 Commitment paperwork with a mill rate of 10.00.

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c. Consideration and Review of the Tax Acquired Property Policy in Response to LD101

See attached LD101 for more information.

Danielle explained that a Supreme Court case is the reason why LD101 was created. LD101 allows Maine towns and cities to only keep money from the sale of tax acquired properties that covers outstanding taxes, fines, 10 % of administrative fees, etc. as described in LD101. Any excess money collected must be returned to the previous owner. Danielle told the Selectmen she was going to update the current policy but wanted them to review the current policy in case there was anything else they wanted to change.

6. Old Business

a. Consideration of Approval for 2023 Personnel Policy

Not discussed

7. Department Head Updates

a. Clerks Report submitted and read by Clerk Sara Farris

- Three possible applications pending for the 9/5/2023 Planning Board Meeting.
- Jordan DeVito was offered and accepted the Deputy Clerk position and starts on 9/11/2023.
- Will start working on tax commitment with John from O'Donnell's tomorrow morning.
- 45-Day Notices for the 2021 taxes will be mailed 11/9/2023 and if unpaid, will foreclose 12/26/2023. As of today, there are 9 accounts for 2021 that are not paid in full.
- Excise tax down about \$6,000.00 from July of 2022.

See attached report for more information.

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

- Working on fixing washouts and mowing
- Checking into renting equipment for roadside mowing.

See attached report for more information.

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8. Town Administrator’s Report Presented by Danielle Loring

- Moving the Selectmen Meeting from 9/5/2023 to 9/6/2023 due to the number of applicants for the 9/5/2023 Planning Board Meeting.
- 8/14/2023 is the Employee and Family Appreciation BBQ.
- Danielle is due to have her review before the end of September. Lisa Cesare will try to prepare for the review by 9/18/2023.

9. Selectmen Comment

None

9. Public Comment

None, moved up in the meeting.

10. Next Meeting Dates

a. Monday, August 21st, 2023

Date acknowledged.

11. Adjournment

Motion: Matthew Callahan made the motion to adjourn at 8:00 pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 8:00 pm.

Sara A. Farris - Clerk
Recording Secretary

Daniel Gilpartic – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond

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