



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 21st, 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)

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, August 7th, 2023

Motion: Brittany Hemond made a motion to approve the Minutes from Monday, August 7th, 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 21st 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 \$19,449.47 and the Treasurer's Warrant in the amount of \$397,811.65; second by Brittany Hemond.

Discussion: Danielle Loring stated that the Treasurer's Warrant included the County Tax payment.

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.

- There is a plan in place for the Fortin Drive dry hydrant, but they are waiting until the ground is dryer.
- The Fire Department held a fit testing of the SCBAs.
- There is a date set for EVOC Training.
- Basic Fire Training starting on September 12th.
- The Squad SUV is still being worked on.

Dean discussed some budget items for the remainder of the FY as shown in the attached memo. He is continuing to investigate different grant and funding options to help reduce the budget. The items that he has been working on are to get the Department up to par and caught up.

Dean has also been working at Orchard Station to get the grass growing and looking nice again. He is also looking to develop the remaining 5 acres of the lot into a training area. This would involve clearing the 5 acres. Danielle asked if permits were needed to clear the 5 acres and to put in a fire pond. Daniel Gilpatric answered no to cutting the trees because it is less than 10 acres. Dean was not sure on the fire pond, but he would look into it. Lisa Cesare voiced her concern with the lot being in the Taylor Brook Watershed and Danielle agreed.

Motion: William Perry made a motion to allow Danielle to work with Garrett McCarferty to clear the 5 acres at Orchard Station; second by Matthew Callahan

Discussion: Danielle Loring was going to look into any potential issues with the the Taylor Brook Watershed before moving forward.

Vote: Unanimous Approval (5/0)

See attached report and other items for more information.

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Chief Campbell left the meeting.

5. Assessor's Business

a. Consideration of Approval for Abatement

Edward & Mary Achorn

Account # 574

Map R16, Lot 006-002

Danielle explained that this account should have been Stabilized and was missed.

Motion: Lisa Cesare made a motion to approve the abatement for Mr. & Mrs. Achorn in the amount of \$53.01; second by Matthew Callahan

Discussion: None

Vote: Unanimous Approval (5/0)

All Assessors signed the abatement paperwork.

b. Consideration of Approval for Special Supplemental

Angela Booker

Account # 361

Map R13, Lot 027

Danielle explained that this is to collect the fees owed from an ongoing legal matter.

Motion: Lisa Cesare made a motion to approve the special supplemental for Mrs. Booker in the amount of \$19,062.68; second by Willaim Perry

Discussion: None

Vote: Unanimous Approval (5/0)

All Assessors signed the supplemental paperwork.

6. New Business

a. Executive Session Pursuant to Title 1 M RSA 405 (6)(C): Discission of Future Property Acquisition

Motion: Brittany Hemond motioned to enter executive session at 7:32 pm; second by Willaim Perry

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen entered the executive session.

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Motion: Lisa Cesare motioned to exit executive session at 8:00 pm;
second by Willaim Perry

Discussion: None

Vote: Unanimous Approval (5/0)

7. Department Head Updates

a. Clerks Report submitted and read by Clerk Sara Farris

- Jordan DeVito starts on 9/11 and Sara is working on getting everything set up for her.
- Tax bills have been mailed and residents have started to pay them.
- The Office is closed 9/13 for a Mental Health First Aid Class in Augusta. Danielle explained that this class will help staff better facilitate residents with mental disabilities and substance use issues.
- Absentee requests are available for the 11/7 State Election.
- Excise tax for August is down \$16,690.17 but there is still about 2 weeks left in the month to collect.

See attached report for more information.

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

No report submitted. Mr. Parker is out for the day.

8. Town Administrator's Report Presented by Danielle Loring

- James Pross, the Town's Attorney, is leaving Skelton Taintor & Abbott. Danielle recommends that the Selectmen stay with Skelton Taintor & Abbott and move forward with Attorney Grady Burns. The Selectmen agree with Danielle's recommendation.
- \$2,334 in Worker's Compensation dividends was received today. Minot received this money due to its successful risk management activities and good loss experience.
- Danielle explained check reconciliation to the Selectmen. Since the Deputy Treasurer position is currently vacant Danielle would like the Selectmen to approve her work at the end of each month. The Selectmen agree that is good practice for the time being and would like it added to the agenda when needed.

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9. Selectmen Comment

None

9. Public Comment

None

10. Next Meeting Dates

a. Wednesday, September 6th, 2023

Date acknowledged.

Moved due to the Planning Board Meeting scheduled for September 5th with quite a lot on their agenda.

11. Adjournment

Motion: Matthew Callahan made the motion to adjourn at 8:19 pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 8:19 pm.

Sara A. Farris - Clerk
Recording Secretary

Daniel Gilpartic – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond

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