



# 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  
Wednesday, September 6<sup>th</sup>, 2023  
6:30 pm  
Minutes\*

## REGULAR MEETING

**Selectmen:** Chair Daniel Gilpatric, Vice Chair Lisa Cesare, Brittany Hemond, and Matthew Callahan  
**Absent** William Perry  
**Staff:** Danielle Loring (Administrator), Sara Farris (Clerk), and Dean Campbell (Fire Chief)  
**Public:** Robert Klar (Minot's RSU 16 Task Force Community Member), Zachary Gosselin (AVCOG)

### 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 21<sup>st</sup>, 2023

**Motion:** Brittany Hemond made a motion to approve the Minutes from Monday, August 21<sup>st</sup>, 2023; second by Lisa Cesare.

**Discussion:** None

**Vote:** Unanimous Approval (4/0)

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Board of Selectmen Meeting Minutes Dated September 6<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 \$18,653.08 and the Treasurer's Warrant in the amount of \$86,016.34; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (4/0)

##### **c. Review and Approval of Check Reconciliation for July**

Motion: Brittany Hemond motioned to approve the check reconciliation for July; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (4/0)

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

- Work needs to be done on the Highland Drive fire pond.
- The watch desk at Central Station is almost complete.
- Rescue #2 is serviced and up to date.
- Everyone in the Department completed a fit test for the SCBAs.
- EVOG and Basic Fire School starts next week.
- Truck #5 is out of service due to the breaks.
- Everyone who has applied has been onboarded at this time.

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

Chief Campbell left the meeting.

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## **5. New Business**

### **a. Community Resilience Partnership Informational Meeting – Zachary Gosselin, AVCOG**

Mr. Gosselin provided the Selectmen with handouts regarding the timeline and what happens next. There are 72 actions/ areas where the State allows this grant money to be used.

Matthew Callahan asked if a sand/ salt shed could be an option for the grant money. Mr. Gosselin responded that they could look at the actions/ areas and see if they could make the project fit. Danielle added that it might be able to fit as an environmental issue due to the current sand/ salt pile being uncovered and open to the elements causing erosion.

Mr. Gosselin then went through the next steps for completing the process and drafting documents. He believes that the next grant will be released early 2024/ March and it is a good idea to start thinking about potential projects early. Minot being a 1<sup>st</sup> time applicant will be graded differently than repeat applicants.

Lisa Cesare asked if there was a certain number of residents that had to attend the community meeting when it was held. Mr. Gosselin responded that there is not a set number of residents needed to hold the meeting, but he will do his best to get the word out and make sure residents have every opportunity to voice their opinions.

The Selectmen thanked Mr. Gosselin for his time and Mr. Gosselin left the meeting.

*See attached for more information.*

### **b. Update regarding RSU 16 Task Force from Mr. Robert Klar, Minot's Community Representative Member**

Mr. Klar and Brittany Hemond updated the Selectmen on what was discussed at the task force meetings. Mr. Klar believes that Minot Consolidated School needs a detailed assessment done and some technical support from qualified community members. Mr. Klar presented the idea that a task force of knowledgeable community members and Code Officers be created that would be directed by the Administrators/ Managers of Minot, Mechanic Falls, and Poland to help with the issues the schools are currently facing. Although the Selectmen liked Mr. Klar's idea, they were concerned that Minot does not own Minot Consolidated School, the RSU does, so the town does not have the authority to make this task force happen. It would be up to the RSU. If the Town of Minot was to own Minot

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Consolidated School in the future a task force to help fix and maintain the building would be very beneficial. Danielle is going to ask the Managers in Poland and Mechanic Falls what their thoughts are and get back to Mr. Klar about possibly setting up a meeting with them. The Selectmen also agreed that, if possible, they should attend the School Board Meeting on September 11<sup>th</sup>.

**c. Discussion and Approval of the FY2024 Budget Calendar**

Danielle provided the Selectmen with a draft FY2024 Budget Calendar to review. Danielle said she would like to move the Committee night to the first night and keep the second night to allow the Selectmen and Budget Committee to digest the information presented at the first meeting. The Selectmen approved the Budget Calendar as presented.

**6. Department Head Updates**

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

- Updated the Selectmen on the Semi-Open Primaries starting in 2024.
- Nomination Papers for Selectmen and RSU available 11/22/23 and due back 1/2/2024. 2 Selectmen and 2 RSU positions are up. 1 Assessor position up to be elected at Town Meeting.
- Excise for August up \$14,222.08 compared to August 2022. The town would need to collect around \$51,000 for the last 4 months of the year to hit last year's total.

*See attached report for more information.*

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

- Working on shoulders.
- The plow truck arrived but it was white not red as ordered so it was sent to be painted. It should be done before we get snow.
- The cost of sand increased from the budgeted amount of \$7,000 to \$8,600. Danielle would like to use ARPA funds to cover the additional \$1,600 and the selectmen agreed.

*See attached report for more information.*

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## **7. Town Administrator's Report Presented by Danielle Loring**

- Jordan starts as a Deputy Clerk on 9/11 so Danielle is working on moving the financial information into her office so Sara can move her stuff into the old Finance Office.
- The office is closed 9/13 so staff can attend the Mental Health First Aid class in Augusta.
- Danielle is concerned with the current wages of the Highway Department compared to other local departments and would like to investigate it more with the upcoming budget.
- Danielle has been reviewing the goals set for her at her last review in preparation for her review on the 18<sup>th</sup>.
- Danielle is following various laws and regulations to make sure that they are followed and put in Personnel Policy when needed. One of them being the changes to the Family Medical Leave Act with the commission starting in 2024 and becoming active in 2025. This would allow staff to take 6 weeks' paid leave for qualified medical/ personal events. The information regarding FMLA is still uncertain and in the works so there will be more information to come.

## **8. Selectmen Comment**

None

## **9. Public Comment**

As discussed in 5. New Business a. and b.

## **10. Next Meeting Dates**

### **a. Monday, September 18<sup>th</sup>, 2023**

Date acknowledged.

## **11. Adjournment**

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

Discussion: None

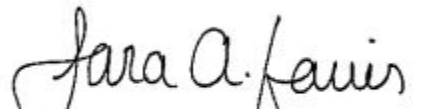
Vote: Unanimous Approval (4/0)

The board adjourned at 8:00 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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