



# 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, Matthew Callahan, and William Perry  
**Staff:** Danielle Loring (Administrator), Sara Farris (Clerk), and Dean Campbell (Fire Chief)  
**Public:** Nicholas Farris

### 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. Wednesday, September 6<sup>th</sup>, 2023

**Motion:** Brittany Hemond made a motion to approve the Minutes from Wednesday, September 6<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 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 \$20,519.12 and the Treasurer's Warrant in the amount of \$235,489.05; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

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

Motion: Lisa Cesare motioned to approve the check reconciliation for August; 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.

- The watch desk at Central Station is completed.
- BLS and SDS are completed.
- EVOC testing was held Sunday, and everyone passed.
- Basic Fire School started on the 12th.
- Chief Campbell has started working on the Fire Department Budget for the upcoming Budget Meetings.
- Truck #5 is still out of service and needs a sticker. Due to the list of issues the truck will not pass a sticker. The estimated cost to get everything fixed and road ready is around \$5,000.00.

Danielle Loring recommended taking the funds out of the Apparatus Reserve Account to cover the cost of the repairs. The Selectmen agreed and approved Chief Campbell to move forward with the repairs.

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

Chief Campbell left the meeting.

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Chair Daniel Gilpatric moved item **5 New Business b. Discussion of Hunting on Town-owned Lands** up on the agenda as Nicholas Farris was present.

## **5. New Business**

### **b. Discussion of Hunting on the Town-owned Lands**

Danielle Loring explained that there was a recent request to put a hunting blind and hunt on the Minot Trails and she would like input from the Selectmen on how to move forward with this request. The Selectmen were opposed to having a hunting blind set up on the trails and there was various discussion regarding hunting and the safety of the residents that use the trail system.

Matthew Callahan referenced page 29 of the 2023-2024 IF&W Hunting Law Book and pointed out that it states no firearms within 300 ft of a marked walking trail. Nicholas Farris questioned if the Minot Trails were considered a part of the Bureau of Public Lands as the header on that page suggests that law applies to. Clerk Sara Farris added that prior to the meeting she called IF&W and spoke with the Game Wardens Office and explained the situation. The answer she received was that if the Selectmen did not want to allow hunting the land would have to be legally posted.

The Selectmen decided to table the discussion until they received more clarification and asked Danielle Loring to follow up with a Game Wardens Office. Mr. Farris also said he was going to look into it more as well.

### **a. FY 2024 Budget Discussion and Goal Setting**

There was various discussion regarding possible increases in the FY 2024 Budget as a whole. Lisa Cesare stated that she would like to see the Selectmen set a cap for budget increases and the other Selectmen agreed. Matthew Callahan asked if Danielle could come up with an estimated increase percentage based on the known factors as of now. Danielle responded to expect a 10-15% increase in the FY 2024 Budget based on known projected increases. Lisa Cesare said that she would like to see a cap increase of 12% to the Budget as a whole.

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**c. Executive Session Pursuant to Title 1 MRSA § 405 (6)(a): Town Administrator's Annual Review**

Clerk Sara Farris was asked to leave the room.

Motion: William Perry motioned to enter Executive Session at 7:42pm; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen and Danielle Loring enter the Executive Session.

Motion: William Perry motioned to exit Executive Session at 8:25pm; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

**6. Department Head Updates**

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

- MOSES/ IF&W agent fees increasing to \$5.00 for ATVs and Snowmobiles effective 10/25.
- Jordan and Alex are doing a great job and seem to be excited to learn all aspects of the Deputy Clerk job.
- Sara is set up in her office as Clerk.
- Dog Registration reminders will be mailed out 10/13. We can start completing registrations for 2024 on 10/16.
- Tax payments have been coming in, but we have not seen much from mortgage companies.
- Excise tax amounts for September are low compared to las September.  
*See attached report for more information.*

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

- Shoulder work has been completed for Pottle Hill Rd.
- The Crew is preparing Hadfield Rd. for paving.
- The Fire Department took all the calls from the potential hurricane over the weekend. This allowed the Highway Department to stay home and finish the clean up on Monday.  
*See attached report for more information.*

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**7. Town Administrator’s Report Presented by Danielle Loring**

- Spectrum and Hawkeye Fiber Optics has started work around town for the broadband expansion project.
- The Safety Committee consisting of Danielle, Sara, Dean, and Scott had their first meeting last month and have their next meeting on 9/20.

**8. Selectmen Comment**

None

**9. Public Comment**

As discussed in 5. New Business b.

**10. Next Meeting Dates**

**a. Monday, October 2<sup>nd</sup>, 2023**

Date acknowledged.

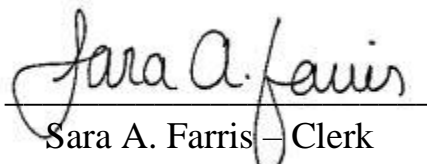
**11. Adjournment**

Motion: William Perry made the motion to adjourn at 8:46 pm; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 8:46 pm.

  
 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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