



Town of Minot

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

Board of Selectmen Meeting
Minot Town Office
Monday, October 2nd, 2023
6:30 pm
Minutes*

REGULAR MEETING

Selectmen: Chair Daniel Gilpatric, Vice Chair Lisa Cesare, and Matthew Callahan

Via Zoom: William Perry

Absent: Brittany Hemond

Staff: Danielle Loring (Administrator) and Sara Farris (Clerk)

Public: Nicholas Farris, Glen Holmes – Lake Auburn Watershed Rep., and Todd Sanders – RSU 16 Superintendent

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, September 18th, 2023 – Regular Meeting

b. Monday, September 25th, 2023 – Executive Session Meeting

Motion: Lisa Cesare made a motion to approve the Minutes from Monday, September 18th and Monday September 25th, 2023; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (4/0 roll call taken)

** Written minutes serve as reference to the official record, which are recording kept at the Town Office.

Board of Selectmen Meeting Minutes Dated October 2nd 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 \$19,326.60 and the Treasurer's Warrant in the amount of \$40,968.88; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (4/0 roll call taken)

5. Public Hearing

a. Discussion and Consideration of Approval for 2022-23 General Assistance Ordinance Appendices (A-G)

Motion: Lisa Cesare motioned to open the Public Hearing at 6:32pm; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (4/0 roll call taken)

The Selectmen agreed to let the public hearing remain open until the end of the meeting.

6. Old Business

a. Discussion of Hunting on Town-owned Lands

Danielle Loring opened the discussion by saying she has reached out to the Bureau of Public Lands and a Game Warden, and she is still waiting for a response. Nicholas Farris added that he also had no new information to add.

Motion: Matthew Callahan motioned to table the discussion until the next meeting in hopes of having more information; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (4/0 roll call taken)

** Written minutes serve as reference to the official record, which are recording kept at the Town Office.

Board of Selectmen Meeting Minutes Dated October 2nd 2023.

*Items may be taken out of order at the Chairman's Discretion.

7. New Business

a. Lake Auburn Watershed Association Update – Glen Holmes, Representative

Mr. Holmes provided the Selectmen with a packet of information outlining what the Lake Auburn Watershed is proposing and discussed it with them.

Lisa Cesare asked what portion of Minot is in the Watershed. Daniel Gilpatric responded that it is over by the Basin portion of Lake Auburn and Mr. Holmes agreed.

Mr. Holmes requested that the Selectmen look over the packet her provided and he would come back in January to discuss more and possibly be able to have an informative meeting for Minot residents. Mr. Holmes was also going to make sure that Danielle starts receiving the meeting minutes so she is able to pass the information along to the Selectmen.

The Selectmen thanked Mr. Holmes for his time, and he left the meeting.

c. Jordan De Vito Annual Appointments – Deputy Clerk, Deputy Tax Collector, and Deputy Voter Registrar

Motion: Lisa Cesare motioned to appoint Jordan De Vito as Deputy Clerk, Deputy Tax Collector, and Deputy Voter Registrar; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (4/0 roll call taken)

All Selectmen present signed the appointment papers for Jordan De Vito.

b. Consideration and Approval of FY 2023 Winter Sand Bids

Danielle Loring stated that there was only 1 bid received for the FY 2023 winter sand. Matthew Callahan opened the sealed bid and read it out loud.

Peter Hemond Excavation

\$5.50 a yard

Not delivered

Danielle added that the Town could use their own trucks or hire Perry Transport to deliver the winter sand. Matthew Callahan calculated that that would be about 219 loads of sand.

Motion: Matthew Callahan motioned to accept Peter Hemond's winter sand bid of \$5.50 a yard and to allow Danielle Loring and Scott Parker to supply a vendor for delivery; second by William Perry.

Discussion: None

** Written minutes serve as reference to the official record, which are recording kept at the Town Office.

Board of Selectmen Meeting Minutes Dated October 2nd 2023.

*Items may be taken out of order at the Chairman's Discretion.

Vote: Unanimous Approval (4/0 roll call taken)

12. Public Comment

Todd Sanders, RSU 16 Superintendent, introduced himself to the Selectmen and that he is looking forward to working with them and asked if they had any questions or concerns.

Danielle asked what the schedule moving forward is for the Task Force and Steering Committee. Mr. Sanders answered that the Task Force has completed their job of creating 2 scenarios and now everything is being moved to the Steering Committee. The Steering Committee will focus on getting the actual numbers for each scenario together.

Danielle wanted to know if more could be done to get information out to the residents of the 3 Towns. Mr. Sanders responded that we should direct residents to the RSU's website and if they still have more questions, we could direct them to him.

There was some discussion regarding the possibility of MCS being closed Lisa Cesare asked what is considered "closed"? Mr. Sanders answered that in order for a school to be "closed" no instruction of education would take place there. Instruction includes teaching of children as well as Adult Education classes.

Danielle also stated that she had some concerns with the language the RSU was using, specifically that there was no support from the Towns with funding the Bond Referendum.

Mr. Sanders added that they are looking into different options including funding from the State that is interest free to help with the heating costs.

Lisa Cesare stated that it was the Selectmen's understanding that the bid information only went out to a select few vendors and was not made public and that they had residents and vendors reaching to for the bid information. Mr. Sanders responded that the bid information is now public and available for any vendor/ resident.

There was various discussion regarding the RSU. Mr. Sanders added in closing that it is a difficult process for everyone involved and that he is going to be as transparent as possible with the Selectmen and residents. The Selectmen thanked him for his time, and he left the meeting.

** Written minutes serve as reference to the official record, which are recording kept at the Town Office.

Board of Selectmen Meeting Minutes Dated October 2nd 2023.

*Items may be taken out of order at the Chairman's Discretion.

8. Department Head Updates

a. Clerks Report submitted and read by Clerk Sara Farris

- The Solar Farm project requested to move approval to the November meeting and 808 Main St. may be back for the November Meeting.
- The Town will receive a \$8,408.23 reimbursement from the State plus \$5 per application received from the Tax Stabilization Program.
- Sara is working on updating the Tax Acquired Property Policy due to the recent U.S. Supreme Case.
- Alex & Jordan are continuing to do a great job. They are both going to attend a vitals class via Zoom in December.
- Danielle has been teaching Sara cash up and posting Rapid Renewal Journals.
- The office will be closed 10/9 for Indigenous People's Day.
- We have not received snowmobile stickers or absentee ballots yet but are expecting them anytime.
- Excise tax is low compared to last September but there are still some Rapid Renewal transactions to account for.

See attached report for more information.

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

- Hadfield Rd is ready for paving.
- The new plow truck should be here by the end of the month.
- The Crew is continuing to work on ditching and cleaning up roads around town.
- Danielle and Scott are continuing work on the Highway Budget.

See attached report for more information.

c. Fire Department Report Submitted by Fire Chief Dean Campbell and read by Administrator Danielle Loring.

- Chief Campbell is continuing to work on the Fire Department Budget.

See attached report for more information.

9. Town Administrator's Report Presented by Danielle Loring

- Spectrum's fiber project is complete, and they will be mailing out flyers to residents to notify them. Danielle is working with FirstLight to try and get coverage for the roads in town that are still without.

** Written minutes serve as reference to the official record, which are recording kept at the Town Office.

Board of Selectmen Meeting Minutes Dated October 2nd 2023.

*Items may be taken out of order at the Chairman's Discretion.

- Danielle is working on revamping the town website. The end product will look better, have more features, and be ADA compliant.
- Danielle and Sara will have policy changes to go over with the Selectmen in December. Some include the Personnel, Tax Acquired, and Cash Handling Policies.

5. Public Hearing

a. Discussion and Consideration of Approval for 2022-23 General Assistance Ordinance Appendices (A-G)

Motion: Lisa Cesare motioned to close the Public Hearing at 7:25 pm; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (4/0 roll call taken)

10. Executive Session

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

Clerk Sara Farris was asked to leave the room. Nicholas Farris left the meeting.

Motion: Lisa Cesare motioned to enter Executive Session at 7:24 pm; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (4/0 roll call taken)

The Selectmen and Danielle Loring enter the Executive Session.

Motion: Lisa Cesare motioned to exit Executive Session at 7:47 pm; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (4/0 roll call was taken)

11. Selectmen Comment

None

13. Next Meeting Dates

a. Monday, October 16th, 2023

Date acknowledged.

** Written minutes serve as reference to the official record, which are recording kept at the Town Office.

Board of Selectmen Meeting Minutes Dated October 2nd 2023.

*Items may be taken out of order at the Chairman's Discretion.

14. Adjournment

Motion: Matthew Callahan made the motion to adjourn at 7:51 pm; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (4/0 roll call taken)

The board adjourned at 7:51 pm.



Sara A. Farris – Clerk
Recording Secretary

Daniel Gilpartic – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond

** Written minutes serve as reference to the official record, which are recording kept at the Town Office.

Board of Selectmen Meeting Minutes Dated October 2nd 2023.

*Items may be taken out of order at the Chairman's Discretion.