



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 16th, 2023
6:30 pm
Minutes*

REGULAR MEETING

Selectmen: Chair Daniel Gilpatric, Vice Chair Lisa Cesare, Matthew Callahan, William Perry, and Brittany Hemond
Staff: Danielle Loring (Administrator) and Sara Farris (Clerk)
Public: None

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, October 2nd, 2023 – Regular Meeting

Motion: Lisa Cesare made a motion to approve the Minutes from Monday, October 2nd, 2023; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

4. Warrants

a. Payroll Expense Warrant

b. Treasurer's Warrant

c. Review and Approval of October Check Reconciliation

Motion: Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$21,368.92 and the Treasurer's Warrant in the amount of \$249,790.36; second by Brittany Hemond.

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 October 16th 2023.

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

Motion: Brittany Hemond motioned to approve the October Check Reconciliation as presented; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

Chief Campbell was present, so Chair Gilpatric moved **7. Department Head Updates C. Fire Department Report** up in the meeting.

- There are currently 5 Members enrolled in Basic Fire School.
- The FY 2024 Fire Department has been submitted to Danielle.
- The Department hosted a fire prevention event at MCS on Friday.
- The Fire Department will be at Trunk-or-Treat to help with parking.
- The gear extractor was delivered and should be installed soon.
- The Chief is still working on getting interested Members to a Basic EMT class.
- Not advertising the Full Time Fire Chief until after Town Meeting but Dean is getting the word out that Minot will be looking.
See attached memo for more information.

5. Old Business

a. Discussion of Hunting on Town-owned Lands

Danielle Loring is asking to table the discussion until after the current hunting season because there is not enough time to properly notice people before since Youth Day is next Friday and Saturday. She would also like to have a Game Warden come to a meeting when it is discussed again in the future.

The Selectmen agree to table the discussion until further notice.

6. New Business

a. Consideration of Approval of Budget Committee Appointment for Timothy Worden

Motion: Lisa Cesare motioned to appoint Timothy Worden to the Budget Committee for a term effective until December 31st 2026; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

All Selectmen present signed the appointment papers for Mr. Worden.

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b. Consideration and Approval of Surveying/ Engineering Quote for Cemetery Design

Danielle Loring provided the Selectmen with a quote from Main-Land Development Consultants, Inc. Chuck Buker, a Minot resident and Main-Land employee, is doing the engineering work for the Town. The Cemetery Committee is looking to create a cremation section in Center Minot Hill Cemetery as well as fixing some of the ongoing drainage problems. Danielle brought the quote to the Selectmen because it exceeds her amount to expend without Selectmen approval.

See attached quote for more information.

Motion: Lisa Cesare motioned to allow Danielle Loring to enter into an agreement with Main-Land Development not to exceed \$7,500.00 for work and improvement at Center Minot Hill Cemetery; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

c. Consideration and Approval for General Assistance Appendices as Discussed at the October 2nd Public Hearing

Danielle explained that the appendices were not voted on at the October 2nd Meeting so she would like to do that now.

Motion: Matthew Callahan motioned to approve the General Assistance Appendices as discussed at the October 2nd Meeting; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

d. Discussion and Consideration for a Truck Naming Contest

Danielle Loring explained that Lisa Cesare came up with the idea to have a truck naming contest for the new plow truck. The idea is to have all grades at Minot Consolidated School submit a name, the Selectmen will narrow them down to 3-5 options, and they will be voted on at Town Meeting in March.

The Selectmen agreed with the idea as presented.

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e. Additional American Rescue Plan Act (ARPA) Funds Request

i. ADA Compliance Program for Town Website

ii. Heat Pump Installation for Fire Department Server Room

Danielle explained that this program would bring the Town's website into ADA compliance and that staff would do website cleanup beforehand. The Selectmen said that they were happy with how the website currently looks but would like to look into it another time.

See attached quote for more information.

Motion: Lisa Cesare motioned to take no action with CivicPlus at this time; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

Danielle explained that the server room in the Fire Department is currently being cooled by a free-standing AC unit and it is failing. She provided the Selectmen with a quote from Rowe & Son Refrigeration. The Selectmen would like Danielle to reach out to other business in Town to receive quotes from them before making a decision.

Motion: Lisa Cesare motioned to allow Danielle Loring to enter into an agreement not to exceed \$6,500.00 for a new heat pump for the Fire Department server room; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

7. Department Head Updates

a. Clerks Report submitted and read by Clerk Sara Farris

- Sara is working on learning Assessing tasks with Denis.
- The Bureau of Motor Vehicles has updated their carbon copy title application form and changed title year requirements to 26 model years and older instead of 1994 and older.
- We have received 64 absentee requests so far for the 11/7 Election.
- We received snowmobile stickers on 10/13
- Dog registrations are available starting today.
- Excise for September is down about \$3,000.00 compared to last year.

See attached report for more information.

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

- The crew has been installing driveway culverts.
- Getting equipment ready for winter.
- Perry Transport will haul winter sand for \$4.50 a yard, which will bring our cost to the same amount the Town paid last year.

See attached report for more information.

8. Town Administrator's Report Presented by Danielle Loring

- Danielle asked the Selectmen's opinion on utilizing TextMyGov to get information out to residents and a way for residents to find information about the Town. The Selectmen said they were not interested at this time to try and keep the increase to the budget minimal.
- Danielle, Matthew Callahan, and Scott Parker have a meeting with Harold Bridgham on 10/17 regrading the culverts on land that he recently purchased. Danielle provided the Selectmen with a Engineering Assistance Report completed by Candace Gilpatrick for context. There was various discussion on the topic. Matthew Callahan added that they would be leaving from the Town Office at 3pm if any other Selectmen would like to attend.

9. Selectmen Comment

None

10. Public Comment

None

11. Next Meeting Dates

- a. Monday, October 23rd, 2023 – FY2024 Department Head Budget Presentations**
- b. Tuesday, October 24th, 2023 – FY2024 Committee and Follow Up Budget Presentations**
- c. Monday, October 30th, 2023 – Regular Meeting**
Dates acknowledged.

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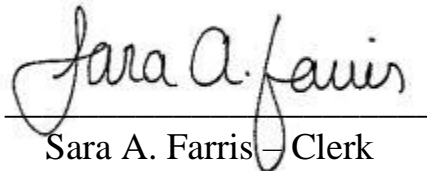
12. Adjournment

Motion: Brittany Hemond made the motion to adjourn at 7:40 pm; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 7:40 pm.


Sara A. Farris – Clerk
Recording Secretary

Daniel Gilpartic – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond

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