



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 30th, 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), Sara Farris (Clerk), and Dean Campbell (Fire Chief)
Public: Robert Klar (Former RSU 16 Task Force Member) and Timothy Worden (Budget Committee Member)

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 16th, 2023 – Regular Meeting

Motion: Brittany Hemond made a motion to approve the Minutes from Monday, October 16th, 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 October 30th 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 \$24,365.30 and the Treasurer's Warrant in the amount of \$32,003.13; second by Brittany Hemond.

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.

- No new updates on the tree removal at Orchard Station.
- The Fire Prevention event at MCS went well.
- Engine #8 slid into a ditch on Harris Rd. during training. There was no damage to the truck. Dean explained that the truck is about 10ft wide, and the road is 12ft with a slope.
- The EMTs that Minot has went to Lewiston to help with the Mass Shooting in Lewiston on October 25th.
- The Department will be at the Truck-or-Treat at MCS on the 31st.
- Truck #5 is now back in service.
- The Basic EMT Class lost its funding/ grant and is no longer free. The class will also take place over multiple days. To send the 5 EMTs it will be close to \$11,000.00. The Selectmen agreed that still sending the members looking to become an EMT is important.
- Dean has been looking at storage containers to have at Central Station. Maine Trailer has a 20ft container for \$2,700.00 delivered. More storage room is needed due to the extractor taking up room previously utilized for trucks 5's jet sled. They also need to maintain room around the trucks in the station. There was some discussion regarding the need for a container compared to sending the EMTs to the Basic EMT Class.
- Steve French is looking into fixing the hydrant that was struck by a vehicle and damaged. If he cannot fix it Danielle will look into a possible insurance claim to cover the costs.

See attached memo for more information.

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

Board of Selectmen Meeting Minutes Dated October 30th 2023.

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

5. Assessor's Business

a. Consideration and Approval of Abatement

i. Michael Hricko

76 Holbrook Rd.

Map R16, Lot 022

Administrative abatement for stabilized taxes FY2023

Motion: Lisa Cesare motioned to approve the abatement for Michael Hricko in the about of \$46.66; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

All Assessors present signed the abatement paperwork.

6. New Business

b. Consideration of Letter of Support for a Public Hearing Regarding the Potential Closure of Minot Consolidated School

See attached letter.

Danielle drafted a letter for Selectmen approval requesting that the RSU hold a public hearing regarding the closure of MCS before the School Board votes in December.

Danielle updated the group regarding the informative meeting being held on November 7th at MCS. This meeting is not hosted by the RSU, but by concerned residents to help get the word out. The Community Club originally supported the meeting but had to be removed from the flyer due to their ties to the RSU. Danielle added that the Town cannot take any action until the School Board makes their decision at the December School Board meeting.

Mr. Klar said that he was on the RSU Steering Committee and has since been removed after providing information about MCS and the equipment/ items that need to be repaired. He said that he would like to stay involved any way he can to help. The Selectmen agreed they would keep him in mind if an opportunity came up.

Motion: Matthew Callahan motioned to allow Danielle to send the letter to the RSU as drafted; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

Danielle agreed to send the letter to the RSU tomorrow and post to the appropriate places once we received a response.

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

Board of Selectmen Meeting Minutes Dated October 30th 2023.

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

c. Revisited Discussion of Upgraded Security for Town Property

After the mass shooting event that took place in Lewiston on October 25th the Selectmen agreed that security should be a priority. Some ideas included cameras that would allow staff to see in the parking lot, a door lock/ buzzer to let people in, bulletproof glass at the front counter, and a half door at the front office. The Selectmen asked how much money was left in ARPA Funds to do some of these upgrades and Danielle responded that there is about \$23,000.00. The Selectmen asked Sara Farris to talk with staff about what they would like to see for safety features and report back to them.

10. Public Comment

Timothy Worden, a Budget Committee Member and resident, was present and voiced his concerns regarding possible RSU funding if the School Board does vote to close MCS and the full time Fire Chief position.

In response to Mr. Worden's MCS question Danielle responded that they are going to add an article to the Town Meeting Warrant taking \$100,000.00 from the undesignated fund to cover any legal costs, feasibility studies, and upkeep of MCS if Minot residents vote to keep MCS open after the School Board votes to close it. In the event this does happen the Town would welcome residents with backgrounds in the various aspects of the school to help with repairs or ideas for repairs.

As for the full-time Fire Chief position, Mr. Worden believes to get this to pass at Town Meeting the Town must provide the residents there with as much information as possible. To summarize, the Selectmen and Danielle responded that a full-time position is needed for the Fire Department to run as it should. The Chief position involves more work and organization than a part-time person can provide. The Town needs someone who can monitor all aspects of the Department and keep all the moving pieces in check. Based on the time Dean has been Fire Chief it has shown the kind of results a full-time chief could create.

Mr. Worden thanked the Selectmen, Mr. Klar, and Staff for their time and dedication. Mr. Worden and Mr. Klar both 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 30th 2023.

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

a. & d. Discussion of Drainage Issues on Center Minot Hill and Executive Session Pursuant to Title 1 MRSA § 405 (6) (a): Discussion with Town Administrator Regarding Ongoing Land Use Matters.

Motion: Brittany Hemond motioned to enter Executive Session at 7:47 pm; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

The board entered the Executive Session.

Motion: Lisa Cesare motioned to exit Executive Session at 8:04 pm; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

The board exited the Executive Session. No action after the Executive Session was needed.

7. Department Head Updates

a. Clerks Report submitted and read by Clerk Sara Farris

- There have been 158 absentee ballots issued so far for the 11/7 Election.
- Sara provided the Selectmen with a list of properties in jeopardy of foreclosure and stated that she sent out reminder letters before the 45-Day Notices.
- Sara provided the Selectmen with a list of upcoming special and holiday hours for November and December.
- There have been 64 dog registrations in October, 18 of them online.
- Excise for October is up about \$300.00 compared to October 2022.
See attached report for more information.

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

- P&B Paving will be working on Hadfield Rd. starting next week.
- The stacker broke and will cost between \$3-4,000.00 to repair so a bulldozer was rented to finish the sand pile.
See attached report for more information.

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

Board of Selectmen Meeting Minutes Dated October 30th 2023.

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

8. Town Administrator’s Report Presented by Danielle Loring

- Danielle Loring will be putting together another Safety Committee Meeting soon.
- The updated numbers for Town Insurance should be in by next week.

9. Selectmen Comment

Lisa Cesare requested to discuss the Fire Department storage container and the upcoming EMT class and figure out a response for Chief Campbell. After some discussion the Selectmen would like to focus on using funds to get the 5 Members to EMT training and hold off on purchasing a storage container.

11. Next Meeting Dates

a. Monday, November 13, 2023

Date acknowledged.

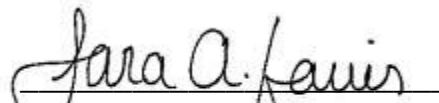
12. Adjournment

Motion: Brittany Hemond made the motion to adjourn at 8:20 pm; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 8:20 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 30th 2023.

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