



Town of Minot

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

Board of Selectmen Meeting
Minot Town Office
Monday, November 13th, 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: Harold Bridgham (resident)

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 23rd, 2023 – Joint Budget Meeting
- b. Tuesday, October 24th, 2023 – Joint Budget Meeting
- c. Monday, October 30th, 2023 – Regular Meeting

Motion: Brittany Hemond made a motion to approve the Minutes from the Joint Budget Meetings on October 23rd & 24th, 2023 and the Regular Meeting minutes from October 30th, 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 November 13th 2023.

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4. Warrants

a. Payroll Expense Warrant

b. Treasurer's Warrant

Motion: Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$27,746.84 and the Treasurer's Warrant in the amount of \$349,498.48; second by Brittany Hemond.

Discussion: Danielle added that the Treasurer's Warrant does include an RSU payment.

Vote: Unanimous Approval (5/0)

Chief Dean Campbell was present, so Chair Gilpatric moved **6. Department Head Updates C. Fire Department Report** up in the meeting.

- No new updates on the dry hydrant on Fortin Dr.
- Waiting on the Electrician to finish up some electrical projects at Central Station and the plumber is set to hook up the new extractor.
- Basic Fire School is complete with 3 new interior Firefighters.
- The Christmas Tree lights are working for the Tree Lighting set for 6 pm on November 25th. This event will include crafts with the Minot Community Club, hot chocolate, and cookie decorating. Danielle will contact Sharon Campbell regarding the cookie decorating.
- The EMS Class is set to start on November 27th in Turner. Dean and Brittany are unsure of the other dates involved and the fee per person.
- Dean provided Danielle with a quote for a 20ft storage container to be delivered to Central Station for \$2,500.00. Lisa Cesare added that she thought at the last meeting the Selectmen agreed to hold off on purchasing the container and focus on getting members to the EMS Class. Danielle responded that the reserve money must be used for equipment and not for classes. The Selectmen agreed to move forward with the purchase and use the money from the reserve account.

See attached memo for more information.

5. Old Business

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a. Discussion of Drainage Issues on Center Minot Hill Rd.

Harold Bridgham was present to discuss the drainage issue with the property he recently purchased as requested by the Selectmen. There was various discussion regarding what Mr. Bridgham would like to do to resolve the issue and his NRCS proposal. Mr. Bridgham requested that Chair Gilpatric recuse himself from the conversation due to his spouse, Candace Gilpatric, working with Mr. Bridgham on his NRCS proposal. Matthew Callahan led the conversation from that point forward since he is also an engineer that deals with culverts and drainage daily. Mr. Callahan stated that the Town's proposal to Mr. Bridgham would involve Mr. Brigham signing a permanent drainage easement, removing the upper culvert, and replacing it with a 24" culvert which Mr. Bridgham would pay to purchase the culvert. This work would be completed in the Spring of 2024 at the earliest. Mr. Bridgham requested the work be done earlier to avoid more damage to his barn and the Selectmen agreed that this would not be possible. Mr. Bridgham asked if he could do some temporary drainage work to negate the problem until the Spring and the Selectmen answered that he could not complete any drainage work in any Town right of ways. After more discussion the Selectmen said that they would discuss the issue more and get back to Mr. Bridgham with an answer. Mr. Bridgham left the meeting. After various discussion the Selectmen agreed to present their original proposal as stated above to Mr. Bridgham in writing.

b. Continued Discussion of Upgraded Security for Town Property

Danielle and Sara discussed the staff's security concerns with the Selectmen as shown in Sara's Clerks Report. The Selectmen liked the idea of removing the 2nd set of entry doors, moving the front counter over, and blocking off the back offices with a buzzer door to use as needed. This would allow staff a place to exit the front office in the event of a safety concern. They also agreed to reinforce the wall area and the glass windows at each station. Danielle is going to get quotes for various upgrades/ scenarios and present them to the Selectmen for approval.

6. Department Head Updates

a. Clerks Report submitted and read by Clerk Sara Farris

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- Danielle gave an overview of the various projects going before the Planning Board and the status of some previous projects.
- GAHS will be hosting a Pet Clinic at the Office on November 8th from 9-11:30 am. The office will be open for the same time to allow Minot residents to register their dog(s).
- Closing at 2pm on November due to overlapping schedules.
- There are 3 properties that received 45-Day Notices on November 9th.
- Excise was up \$13,740.81 compared to October of 2022

See attached report for more information.

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

- The new plow truck has been repainted red but is still on hold due to air dryer placement and items being bolted to it.
- Scott also checked the Christmas Tree lights and found out that the Santa in the old plow is no longer working. Brittany said she would work on purchasing a new one before the 25th.
- Hadfield Rd. is scheduled to be paved this week.
- Scott is hoping that rebuilding the water pump on the grader will correct an antifreeze issue.

See attached report for more information.

7. Town Administrator's Report Presented by Danielle Loring

- Danielle explained that the town has received various concerns regarding the MCS closure due to misinformation on Facebook and other tactics.

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There was various discussion regarding the RSU and MCS. The Selectmen requested that Danielle send the Superintendent of RSU 16, Todd Sanders, a freedom of access request requesting the following information:

- Expense Detail information (budget vs actual), including current year, showing expenses for all schools in the district with the focus being on capital improvements and repairs for the buildings.
- A copy of the capital replacement plan that Mr. Hawley put together prior to leaving the district 5+ years ago.

8. Selectmen Comment

Lisa Cesare provided the group with an overview of the most recent Androscoggin County Budget Meeting discussions as she is a member.

9. Public Comment

None, see 5. Old Business, a. Discussion of Drainage Issues on Center Minot Hill Rd.

10. Next Meeting Dates

a. Monday, November 27, 2023 – Regular Meeting

Date acknowledged.

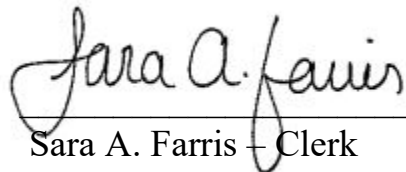
11. Adjournment

Motion: William Perry made the motion to adjourn at 8:07 pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 8:07 pm.


Sara A. Farris – Clerk

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Recording Secretary

Daniel Gilpartic – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond

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