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 27th, 2023
6:30 pm
Minutes*

REGULAR MEETING

Selectmen: **Vice Chair Lisa Cesare, William Perry, and Brittany Hemond**
Absent: **Chair Daniel Gilpatric and Matthew Callahan**
Staff: **Danielle Loring (Administrator), Sara Farris (Clerk & Recording Secretary), and Dean Campbell (Fire Chief)**
Public: **Jason Simard (resident & Consultant)**

1. **Call to Order**
   Vice Chair Lisa Cesare called the meeting to order at 6:30pm and a quorum was present.

2. **Pledge of Allegiance**
   Recited

3. **Approval of Minutes**
   a. **Monday, November 27th, 2023 – Regular Meeting**

Motion: Brittany Hemond made a motion to approve the meeting minutes from November 13th, 2023; second by William Perry.
Discussion: None
Vote: Unanimous Approval (3/0/ 2 absent from meeting)

** Written minutes serve as reference to the official record, which are recording kept at the Town Office.
Board of Selectmen Meeting Minutes Dated November 27th 2023.
*Items may be taken out of order at the Chairman's Discretion.

4. **Warrants**
   a. **Payroll Expense Warrant**
   b. **Treasurer's Warrant**

Motion: Brittany Hemond motioned to accept the Payroll Expense Warrant in the amount of $22,221.38 and the Treasurer's Warrant in the amount of $67,924.75; second by William Perry.
Discussion: None
Vote: Unanimous Approval (3/0/ 2 absent from meeting)

5. **New Business**
   a. **Discussion with Consultant Regarding Security Project – Jason Simard**

Mr. Simard was present to discuss exactly what the Selectmen and staff had as a vision for the project. Danielle opened the discussion by reiterating the discussions from the previous meetings and stating that the options were to revamp the current layout of the front office area or to change the layout by shifting the office over and creating a wall with a door limiting access to the back offices. Mr. Simard explained that various levels of protection were available from the vendor he spoke with and that there would be various costs associated with each level. A rough estimate for the project would be anywhere from $75,000 - $100,000. The Selectmen present agreed that improvements are needed but maybe not to the full extent to help reduce costs. The Selectmen, Mr. Simard, Danielle, and Sara looked over the front office area to help generate ideas and see what options were available with the space. Some items discussed were:

- Replacing the front entrance doors and the door in the Code Office.
- Adding a wall with a buzzer double door to separate the front and back offices, shifting the counter over.
- Redoing the floor tile at the front counter.
- Redoing the counter in the front office and adding power to the counter.
- Adding an ADA push button door system at the front entrance.

There was some concern as to where the front office would be located while the work was being completed and when the project would most likely start. After some discussion it seems the best option would be to move them to the Meeting Room. Danielle would discuss it with Woodbury Consulting and see if that is possible. Mr. Simard stated that his plan would be to start late March/ early April.

Vice Chair Lisa Cesare moved **6. Department Head Updates C. Fire Department Report** up in the meeting while Sara Farris and Mr. Simard were looking over the front office project more.

See attached report for more information as some of the conversation was missed by Mrs. Farris.

The Selectmen that were present agreed that Mr. Campbell could move forward with purchasing the storage container.

Motion: Brittany Hemond motioned to allow Mr. Campbell to purchase the storage container for the Fire Department in the amount of $2,500; second by William Perry.

Discussion: None

Vote: Unanimous Approval (3/0/ 2 absent from meeting)

Mr. Campbell has decided to assign Fire Department members to each Station instead of having per diems to complete each station's tasks due to staffing issues.

6. **Department Head Updates**
   a. **Clerks Report submitted and read by Clerk Sara Farris**

- The solar arm project will be up for approval at the December Planning Board Meeting.
- Due to multiple elections in March, Absentee Ballot issuance could be a little hectic, but Sara is confident that the girls will do great.
- 2 properties are in jeopardy of Foreclosure.
- Excise tax for November is down but could be on track by the end of the month.

  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 is set to be delivered this week.
- Shoulders installed on Hadfield Rd. and some culverts cleared.

  See attached report for more information.

5. New Business

b. Review and Recommendations for FY2024 Budget

Moved to the December 11th Selectmen Meeting when all members can be present.

c. Executive Session pursuant to Title 1 MRSA §405 (6)(a) Discussion with Town Administrator Regarding Ongoing Land Use Matter

Motion: William Perry motioned to enter Executive Session at 7:40pm; second by Brittany Hemond.
Discussion: None
Vote: Unanimous Approval (3/0/ 2 absent from meeting)

The Selectmen enter the Executive Session.

Motion: William Perry motioned to exit Executive Session at 7:54pm; second by Brittany Hemond.
Discussion: None
Vote: Unanimous Approval (3/0/ 2 absent from meeting)

7. Town Administrator's Report Presented by Danielle Loring

Regarding the 2024 Budget, insurance rates have increased 4.25%, assessing increased, and other items that were padded in the budget will need to stay that way due to increases.

8. Selectmen Comment

None

9. Public Comment

None

10. Next Meeting Dates

a. Monday, December 11th, 2023 – Regular Meeting

Date acknowledged.

11. Adjournment

Motion: Brittany Hemond made the motion to adjourn at 8:09 pm; second by William Perry.

Discussion: None

Vote: Unanimous Approval (3/0/ 2 absent from meeting)

The board adjourned at 8:09 pm.

Sara A. Farris – Clerk
Recording Secretary

Daniel Gilpartic – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond

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