



# Town of Minot

329 Woodman Hill Rd.  
Minot, ME 04258  
207-345-3305  
[www.minotme.org](http://www.minotme.org)

Board of Selectmen Meeting  
Minot Town Office  
Monday, December 11<sup>th</sup>, 2023  
6:30 pm  
Minutes\*

## REGULAR MEETING

**Selectmen:** Chair Daniel Gilpatric, Vice Chair Lisa Cesare, Matthew Callahan, and Brittany Hemond  
**Absent:** William Perry  
**Staff:** Danielle Loring (Administrator), Sara Farris (Clerk & Recording Secretary)  
**Public:** Zach Gosselin (AVCOG)

### 1. Call to Order

Chair 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, November 27<sup>th</sup>, 2023 – Regular Meeting

**Motion:** Brittany Hemond made a motion to approve the meeting minutes from November 27<sup>th</sup>, 2023; second by Lisa Cesare.

**Discussion:** None

**Vote:** Unanimous Approval (4/0)

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Board of Selectmen Meeting Minutes Dated December 11<sup>th</sup> 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 \$26,117.40 and the Treasurer's Warrant in the amount of \$704,961.56; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (4/0)

#### **5. Assessors' Business**

##### **a. Personal Property Abatement**

###### **i. Wayne Bridgham (Estate)**

##### **b. Real Estate Abatement**

###### **i. Rodney & Pauline Gagnon**

###### **Map R13, Lot 029, Account # 363**

Danielle explained that the Abatement for Wayne Bridgham was an administrative abatement since Mr. Bridgham is deceased and the Gagnon abatement is because the lot is considered unbuildable.

Motion: Lisa Cesare motioned to accept the abatements for the Estate of Wayne Bridgham and Rodney & Pauline Gagnon as written; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (4/0)

Sara provided the Assessors with the abatement paperwork to sign.

#### **6. New Business**

##### **a. Community Resilience Forum – Zach Gosselin, AVCOG**

There were no residents present at the Community Resilience Forum. Mr. Gosselin asked the Selectmen what they thought Minot was doing well as a community. Danielle and their responses were...

- The town is responsive to the communities' concerns.
- The town is aggressive when it comes to road management projects and drainage issues.
- The town has capital improvement plans to be fiscally responsible.
- The town promotes public engagement with the environment by maintaining the walking trails.

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- There are various committees in the town that help with town-related issues.
- Minot's Planning Board is very responsive to State laws and regulation updates.

Mr. Gosselin asked what some of the town's short-term and long-term goals are. Some responses were...

Short-term

- Risk assessment
- Infrastructure of town buildings

Long-term

- Sand/ salt shed
- Business continuity planning
- Warming shelter/ community building
- Comprehensive Plan update
- Resources to help residents age in place

Mr. Gosselin explained that the Community Action Grant for 1<sup>st</sup> time applicants is due March 29<sup>th</sup>. Minot is a 1<sup>st</sup> time applicant and could have a better chance at receiving funding. The Grant then becomes open to repeat applicants in September.

There is also a grant through the Maine DOT and to qualify for this grant the town must be enrolled in the Community Resilience Program by February 2<sup>nd</sup>. Mr. Gosselin thought that the sand/ salt shed could fall under this grant.

Zach could be added to the town's EMA account and help Danielle with the grant application process. He stated that he has done this for other towns in the past and all they must do is submit the application when it is completed.

Danielle is going to schedule the Resolution for the Selectmen Meeting on December 26<sup>th</sup> in hopes that the town receives some community surveys back by then. Mr. Gosselin left surveys at the Town Office for residents to complete. Danielle and Mr. Gosselin will be in touch regarding the next steps in the Community Resilience Program. The Selectmen thanked Mr. Gosselin for his time, and he left the meeting.

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## **b. Consideration and Approval of Auburn Public Library Revisions**

Lisa Cesare explained that her and Danielle looked over the current contract with the library and some things they decided to add, or change were...

- Having someone from the library come to the town office once a month.
- Having the library coordinate with MCS for services.
- Trying to get more residents engaged with the library.
- Allowing the Selectmen to appoint residents to the Board of Trustees instead of having a Selectmen fill the position.

Lisa said that she will discuss the changes at the library meeting on December 12<sup>th</sup> but she does not believe any of the changes will be an issue.

Motion: Brittany Hemond motioned to support the changes to the Auburn Public Library contract as presented; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (4/0)

## **c. Discussion of Criteria for RSU Strategic Planning Team Appointments**

Danielle stated that she has 3 names of residents that have shown interest in the position. Danielle wanted to know if the Selectmen would like residents to create letters of intent and what criteria they would be looking for in a candidate. Her plan was to collect information for the Selectmen and have them vote on the position at the December 26<sup>th</sup> Selectmen Meeting. After various discussion the Selectmen agreed to appoint Brittany Hemond as the Minot Official Member and Robert Klar as the Community Member because they both are well informed regarding the RSU as they were both on previous RSU Teams/ Committees.

Motion: Lisa Cesare motioned to appoint Brittany Hemond and Robert Klar as Minot's members for the RSU Strategic Planning Team; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (4/0)

Danielle stated that she would update her post on Facebook and reach out to residents that have shown interest. Sara Farris will create appointments for the Selectmen to sign at the Selectmen Meeting on December 26<sup>th</sup>.

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#### **d. Consideration and Approval for FY2024 Budget Articles**

Danielle provided the Selectmen with a memo discussing changes since the budget was last discussed. *Memo attached.*

There was some discussion regarding the issues with the new plow truck and Matthew Callahan asked Danielle if the truck is still broken for the next snowstorm, could the town receive a loaner to plow with for the storm? Danielle said she would look into it.

Lisa Cesare added that AVCOG may not be included in the next County Budget and if it is not the cost will hit small towns like Minot. Lisa explained that for the past few years on the County Budget Committee she has had to fight to keep AVCOG.

Articles 1 through 4 not discussed.

Article 5            The Selectmen are not allowed to vote on their salaries.

Articles 6 through 9   not discussed.

Article 10           Danielle explained that she does not have the carry forward numbers at this time.

Article 11           Motion: Lisa Cesare motioned to recommend using **\$100,000 from the Undesignated Fund Balance** to establish a **Minot Consolidated School Reserve account**; second by Brittany Hemond.  
Discussion: None  
Vote:            Unanimous Approval (4/0)

Article 12           Danielle explained that she does not have the Property Tax Levy Limit number at this time.

Article 13           Motion: Lisa Cesare motioned to recommend **\$420,535.00 for account 5000 Town Salaries and Benefits**; second by Brittany Hemond.  
Discussion: None  
Vote:            Unanimous Approval (4/0)

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Article 14                    Motion: Brittany Hemond motioned to recommend **\$35,000.00 for account 5300 Town Office Maintenance and Supplies**; second by Matthew Callahan.

Discussion: None

Vote:                    Unanimous Approval (4/0)

Article 15                    Lisa Cesare asked for an explanation for the \$15,000 under contracted services. Danielle explained that this was due to our IT company moving to a monthly contract instead of charging per call.

Motion: Lisa Cesare motioned to recommend **\$39,800.00 for accounts 8000 and 8025 Interdepartment and IT Services**; second by Matthew Callahan.

Discussion: None

Vote:                    Unanimous Approval (4/0)

Article 16                    Motion: Lisa Cesare motioned to recommend **\$102,950.00 for accounts 6500 and 6700 Operating Costs of the Town Garage and Equipment Repair**; second by Brittany Hemond.

Discussion: None

Vote:                    Unanimous Approval (4/0)

Article 17                    Motion: Brittney Hemond motioned to **remove article 17 for the General Bond Obligation**; second by Matthew Callahan.

Discussion: None

Vote:                    Unanimous Approval (4/0)

Article 18                    Motion: Lisa Cesare motioned to recommend **appropriating \$410,000.00, raising \$335,756.00, and using \$74,244.00 from LRAP for Account 6300 Paving and Patching Roads**; second by Brittany Hemond

Discussion: None

Vote:                    Unanimous Approval (4/0)

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- Article 19 Danielle explained that the Budget Committee chose to recommend a 4-year term and round up the payment amount to \$70,000.00 but the Selectmen could recommend something different if they would like.  
Motion: Brittany Hemond motioned to recommend **financing the 2024 Peterbilt Plow Truck for a term of 3 years and to not exceed \$90,000.00 for an initial payment in 2024 for Account 6679 2024 Plow Truck**; second by Matthew Callahan  
Discussion: None  
Vote: Unanimous Approval (4/0)
- Article 20 Motion: Lisa Cesare motioned to recommend **appropriating an amount not to exceed \$10,000.00 for the purchase of a new truck for Account 6670 2024 Pickup**; second by Brittany Hemond  
Discussion: None  
Vote: Unanimous Approval (4/0)
- Article 21 Motion: Brittany Hemond motioned to recommend **\$381,100.00 for account 6400 Winter Roads**; second by Lisa Cesare.  
Discussion: None  
Vote: Unanimous Approval (4/0)
- Article 22 Motion: Lise Cesare motioned to recommend **\$288,200.00 for account 6200 Common Roads**; second by Brittany Hemond.  
Discussion: None  
Vote: Unanimous Approval (4/0)

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Article 23 Lisa Cesare voiced her concern about lowering the food line item to save some money in the Fire Department budget. After various discussion the Selectmen chose to leave the amount as is since the Fire Department numbers are increasing and the Department is improving by providing food at the training and meetings.

Motion: Matthew Callahan motioned to recommend **\$135,739.00** for **account 9000 Minot Municipal Fire Department Including the Rescue Division**; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (4/0)

Article 24 There was various discussion regarding the Full Time Fire Chief position. The Selectmen agreed that there should be a plan in place in the event that this article is defeated or changed to a part-time position. The Selectmen would like to have a meeting with the Fire Department in January to discuss the position more.

Motion: Lisa Cesare motioned to recommend **\$79,090.00** for the new **Full Time Fire Chief, Account 9001** second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (4/0)

Article 25 Motion: Brittany Hemond motioned to recommend **\$51,218.00** for **account 9600 Principal Payments and Interest**; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (4/0)

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- Article 26            Motion: Lisa Cesare motioned to recommend **\$27,400.00** for **account 2550 Contract Assessing & GIS Services**; second by Brittany Hemond.  
Discussion: None  
Vote:            Unanimous Approval (4/0)
- Article 27            There was some discussion regarding having to move Code Enforcement to full time in the future, including an increase in pay.  
Motion: Lisa Cesare motioned to recommend **\$57,100.00** for **account 5075 Code Enforcement and Planning**; second by Brittany Hemond.  
Discussion: None  
Vote:            Unanimous Approval (4/0)
- Article 28            Motion: Lisa Cesare motioned to recommend **\$8,650.00** for **account 2500 Annual Audit**; second by Brittany Hemond.  
Discussion: None  
Vote:            Unanimous Approval (4/0)
- Article 29            Motion: Brittany Hemond motioned to recommend **\$10,000.00** for **account 7700 Legal Fees**; second by Lisa Cesare.  
Discussion: None  
Vote:            Unanimous Approval (4/0)
- Article 30            The Selectmen skipped this Article as the County Tax amount was not provided at this time.
- Article 31            Motion: Lisa Cesare motioned to recommend **\$65,100.00** for **account 7000 Solid Waste Disposal & Contracted Services**; second by Brittany Hemond.  
Discussion: None  
Vote:            Unanimous Approval (4/0)

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- Article 32      Motion: Matthew Callahan motioned to recommend **\$3,000.00 for account 7400 Street Lights**; second by Brittany Hemond.  
Discussion: None  
Vote:            Unanimous Approval (4/0)
- Article 33      Motion: Brittany Hemond motioned to recommend **\$22,148.00 for account 7810 MMA Dues, 7820 AVCOG, 8026 Trio, and 8210 Humane Society**; second by Matthew Callahan.  
Discussion: None  
Vote:            Unanimous Approval (4/0)
- Article 34      Motion: Lisa Cesare motioned to recommend **\$57,950.00 for account 5200 Town Insurance**; second by Brittany Hemond.  
Discussion: None  
Vote:            Unanimous Approval (4/0)
- Article 35      Motion: Brittany Hemond motioned to recommend **\$22,000.00 for account 4000 Library Services**; second by Lisa Cesare.  
Discussion: None  
Vote:            Unanimous Approval (4/0)
- Article 36      Motion: Brittany Hemond motioned to recommend **\$3,850.00 for account 8220 Animal Control**; second by Matthew Callahan.  
Discussion: None  
Vote:            Unanimous Approval (4/0)
- Article 37      Motion: Brittany Hemond motioned to recommend **\$2,000.00 for account 7200 General Assistance**; second by Lisa Cesare.  
Discussion: None  
Vote:            Unanimous Approval (4/0)
- Article 38      Motion: Lisa Cesare motioned to **continue to move the 2024 Cable Franchise money into the broadband account for broadband expansion**; second by Brittany Hemond.  
Discussion: None  
Vote:            Unanimous Approval (4/0)

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- Article 39            Motion: Brittany Hemond motioned to **continue to donate the snowmobile registration refund to the Minot Moonshines Snowmobile Club**; second by Lisa Cesare.  
Discussion: None  
Vote:            Unanimous Approval (4/0)
- Article 40            Motion: Lisa Cesare motioned to recommend **\$12,000.00 for account 5350 Elections and Annual Town Meeting**; second by Matthew Callahan.  
Discussion: None  
Vote:            Unanimous Approval (4/0)
- Article 41            Danielle explained that the increase is due to drainage issues, fence repairs, and creating a cremation area.  
Lisa Cesare voiced some concern about the increase and asked if it could be moved to next year. Brittany added that the Cemetery Committee has worked hard to create this budget with the fixes and upgrades as listed above and that it would not work to push it back another year.  
Motion: Brittany Hemond motioned to recommend **\$10,000.00 for account 5400 Minot Cemeteries**; second by Matthew Callahan.  
Discussion: None  
Vote:            Approved (3/1)
- Article 42            Danielle explained that a carry forward will be used due to field work not being completed this year.  
Motion: Brittany Hemond motioned to recommend **\$5,000.00 for account 5650 Recreational Field Maintenance**; second by Lisa Cesare.  
Discussion: None  
Vote:            Unanimous Approval (4/0)

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Article 43            Motion: Matthew Callahan motioned to recommend **\$0.00 for Article 36**; second by Lisa Cesare.  
Discussion: The Selectmen agree that donations should be made by individuals if they would like, not the town.  
Vote:                Unanimous Approval (4/0)

Article 45            Staff is still waiting on the maximum interest rate from the State before selecting a due date and interest rate for the 2024 taxes.

Articles 44 through 46 were not voted on by the Selectmen.

Article 47            Motion: Matthew Callahan motioned to recommend **Article 47**; second by Brittany Hemond.  
Discussion: None  
Vote:                Unanimous Approval (4/0)

Article 48            Motion: Brittany Hemond motioned to recommend **Article 48**; second by Matthew Callahan.  
Discussion: None  
Vote:                Unanimous Approval (4/0)

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**e. Executive Session Pursuant to Title 1 MRSA §405 (6)(a):  
Discussion with Town Administrator Regarding Ongoing Land  
Use Matter**

Motion: Brittany Hemond motioned enter Executive Session at 8:03 pm;  
second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (4/0)

The Selectmen entered the executive session.

Motion: Matthew Callahan motioned exit Executive Session at 8:20 pm;  
second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (4/0)

The Selectmen exited the executive session.

**7. Department Head Updates**

**a. Clerks Report submitted and read by Clerk Sara Farris**

- 2 properties are in jeopardy of Foreclosure but both residents are making progress.
- The new 100% Disabled Veteran Exemption program could cost the town a lot of money in excise tax.
- Sara received some guidance from the Secretary of State regarding the Semi-open Primaries in 2024. She passed the guidance along to residents on Facebook and the town website. This could cause some confusion for residents and Election Clerk on election day.
- Excise tax for November was up \$1,605.59 compared to November 2022.  
*See attached report for more information.*

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

- Scott has been looking over the new plow truck to make sure all the issues have been corrected.
- The Crew has been doing cleanup since the snow and rainstorms.  
*See attached report for more information.*

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

- EMT school has started.
- The electrician completed the work at Central Station when he completed the work at the ball fields.

*See attached report for more information.*

**8. Town Administrator's Report Presented by Danielle Loring**

Danielle, Brittany, and staff have been working to organize Christmas baskets and coordinate pickup times.

**9. Selectmen Comment**

None

**10. Public Comment**

None

**11. Next Meeting Dates**

**a. Tuesday, December 26<sup>th</sup>, 2023 – Regular Meeting**

Date acknowledged.

**12. Adjournment**

Motion: Matthew Callahan made the motion to adjourn at 8:30 pm; second by Brittany Hemond.

Discussion: None

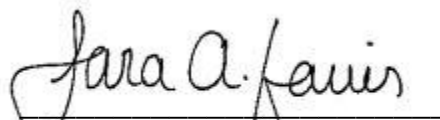
Vote: Unanimous Approval (4/0)

The board adjourned at 8:30 pm.

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Sara A. Farris – Clerk  
Recording Secretary

\_\_\_\_\_  
Daniel Gilpartic – Chair

\_\_\_\_\_  
Matthew Callahan

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Lisa Cesare – Vice Chair

\_\_\_\_\_  
William Perry

\_\_\_\_\_  
Brittany Hemond

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