



# 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  
Tuesday, December 26<sup>th</sup>, 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 & Recording Secretary), and Dean Campbell (Fire Chief)  
**Public:** None

### 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, December 11<sup>th</sup>, 2023 – Regular Meeting

**Motion:** Brittany Hemond made a motion to approve the meeting minutes from December 11<sup>th</sup>, 2023; second by Matthew Callahan.

**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 December 26<sup>th</sup> 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 \$21,230.62 and the Treasurer's Warrant in the amount of \$48,841.13; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

Chair Gilpatric moved **8. Department Head Updates C. Fire Department Report** up in the meeting as Mr. Campbell was present and no one was present for the Public Hearing.

- The electrician is coming next week to finish the electrical for the IT projects and the pending plumbing projects are done.
- The storage box was delivered to Central Station. Dean is working to get the water out of the Forestry Truck sled so it can be stored in the container.
- Working on getting all the apparatus inspected.
- There was no damage to the stations from the storm, but members did help respond to the various calls for trees, water, and accidents. The storm brought up the concern for a generator at Orchard Station. In the future they will look into grant options to get this done.
- Dean is working to assign members to each station so tasks will get done instead of having Per Diem staff.
- Dean is working on the Fire Chief job description and will have more on that at the next meeting.
- Dean has been in contact with Mr. Turner regarding fire suppression options for the subdivision proposed at the corner of Garfield and Shaw Hill Rd. Dean said her explained to Mr. Turner that sprinklers in each house or a cistern is the only options to meet Town requirements for fire suppression and that are fire pond/ dry hydrant or using Indian Brook are not options.
- Dean attended the last Planning Board meeting regarding the pending solar farm project. His concern is the lack of fire suppression around the perimeter of the solar farm and that he recommends a standpipe. After various discussion at the meeting the solar farm rep proposed a fully equipped UTV, trailer to haul it, and a building to store it. At this time, it is unclear how the solar farm wants to proceed regarding fire suppression.

Mr. Campbell left the meeting.

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## **5. Public Hearing**

### **a. Maine Wedding Barn at Farview Farm Inc. Barbara Fogerty & John St. Hilaire 418 Center Minot Hill Rd.**

Liquor License Renewal

Motion: Brittany Hemond made a motion to open the Public Hearing at 7:04pm; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

Mrs. Fogerty was not able to make the meeting and there were no members of the public present for the discussion.

Motion: Brittany Hemond made a motion to approve the liquor license for the Maine Wedding Barn at Farview Farm Inc.; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

Motion: Brittany Hemond made a motion to close the Public Hearing at 7:05pm; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

All Selectmen present signed the license as provided by Mrs. Fogerty.  
*Copy of license attached.*

## **6. New Business**

### **a. Consideration of Community Resilience Partnership Resolution**

Tabled until a future meeting. We are waiting to receive more community surveys back.

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## **b. 2024 Annual Appointments**

Sara Farris provided the Selectmen with a list of the required appointments and the appointment paperwork to sign.

*List can be found in the Clerks Report.*

### **RSU 16 Strategic Planning Team**

At the Selectmen Meeting on December 11<sup>th</sup> the Board voted to appoint Brittany Hemond and Robert Klar to the RSU 16 Strategic Planning Team and Sara provided the appointment paperwork for this meeting.

Motion: Lisa Cesare made a motion to appoint Brittany Hemond and Robert Klar to the RSU 16 Strategic Planning Team; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

### **Danielle Loring**

Motion: Lisa Cesare made a motion to appoint Danielle Loring as Town Administrator, Treasurer, Road Commissioner, Cemetery Designee, Constable, Deputy Clerk, Deputy Tax Collector, Director of EMA, General Assistance Director, Health Officer, MMWAC Board Member, and Pole Permit Designee; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

### **Sara Farris**

Motion: Lisa Cesare made a motion to appoint Sara Farris as the Town Clerk, Tax Collector, Voter Registrar, Deputy Treasurer, Constable, and Freedom of Access Officer; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

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Jordan De Vito

Motion: Lisa Cesare made a motion to appoint Jordan De Vito as Deputy Clerk, Deputy Tax Collector, and Deputy Voter Registrar; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

Sara added that Jordan will be appointed as the Board of Appeals Secretary after their business meeting and Deputy General Assistance Administrator after she attend the required classes.

Alexandria Richardson

Motion: Lisa Cesare made a motion to appoint Alexandria Richardson as Deputy Clerk, Deputy Tax Collector, Deputy Voter Registrar, and Deputy Addressing Officer; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

Scott McElravy

Motion: Lisa Cesare made a motion to appoint Scott McElravy as Code Enforcement Officer (CEO), Plumbing Inspector (LPI), and Addressing Officer; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

Alternate CEO & LPI

Motion: Lisa Cesare made a motion to appoint Christopher Summers and Alexander Sirois as Alternate Code Enforcement Officers and Alternate Plumbing Inspectors; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

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### Animal Control Officer

Motion: Lisa Cesare made a motion to appoint Robert Larrabee as the Animal Control Officer; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

### Deputy Health Officer

Motion: Lisa Cesare made a motion to appoint Brittany Hemond as the Deputy Health Officer; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

### General Assistance Fair Hearing Authority

Motion: Lisa Cesare made a motion to appoint Matthew Garside as the General Assistance Fair Hearing Authority; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

### Election Clerks

Motion: Lisa Cesare made a motion to appoint Amy Kivus-Rouleau, Susan Trundy, Judith Akerley-Adams, Constance Benwitz, Brittany Hemond, Lisa Cesare, Amy Osborne, Pamela Cooper, Brenda Sawyer, Diane Karpowitz, Joyce Grygiel, Kristin Carlton, Adam Bowie, Judith Worden, and Thomas Hoffman as Election Clerks; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

### **c. Discussion of 2024 Spirit of America Nomination**

Danielle is recommending that the Selectmen select the Town of Minot's Cemetery Committee because of their hard work and dedication to all of Minot's Cemeteries. The Selectmen agreed that the Committee was deserving of the award.

Motion: Matthew Callahan motioned to select the Town of Minot's Cemetery Committee for the 2024 Spirit of America Award; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

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**d. Consideration of Planning Board Amendments for Inclusion on the 2024 Warrant**

Danielle provided the Selectmen red line drafts of the proposed changes as they would appear in the Town Report and discussed the 4 articles.

*Above mentioned documents attached.*

Danielle added that the Planning Board is also discussing a nuisance rental ordinance, but the town's legal counsel advises against targeting rental properties only. A town wide nuisance ordinance would be like the noise/ mass gathering ordinance that was proposed and failed in the past.

Danielle explained that she needed a motion to include the changes in the 2024 Warrant and a motion to recommend if they do so.

Motion: Matthew Callahan made a motion to include the proposed ordinance changes in the 2024 Warrant as presented; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

Motion: Matthew Callahan made a motion to recommend the proposed ordinance changes in the 2024 Warrant as presented; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

**e. Nomination or 2023 Plow Truck Name for Consideration at Town Meeting**

Danielle read the options as presented.

- Ricky Bobby
- Blowy Bob
- Frost Bite
- Snowadactyle
- Plowabunga

The Selectmen selected Frost Bite and Snowadactyle as the 2 names to be voted on at Town Meeting.

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## **7. Old Business**

None

## **8. Department Head Updates**

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

- Closing at Noon on 12/29 for End of Year reporting.
- 1 tax account for 2021 was unpaid as of 4pm on 12/26 and is now foreclosed. The new foreclosure law (2023) allows the owner 90 days to make a written request for the alternate sale process or make a payment arrangement with the Selectmen. The 90-day deadline is 3/26/2024 and the notice will be mailed out tomorrow.
- Sara is no longer required to attend caucuses at the Voter Registrar.
- Excise tax for the 2023 year is up about \$9,500.00 compared to 2022!  
*See attached report for more information.*

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

- Scott and the Crew have fixed the washout on Shaw Hill Rd. from the rain and windstorm but will have to revisit it in the spring.
- The Crew will continue to do clean up around town.  
*See attached report for more information.*

## **9. Town Administrator's Report Presented by Danielle Loring**

- Danielle and Scott Parker had a Zoom meeting with the Sand, Soil, and Water Commission on Monday regarding some roads in town but due to the storm it has been postponed and not yet rescheduled.
- For End of Year on Friday Danielle will need 3 signatures on the warrant. She will let the Selectmen know when it is ready.
- There was some discussion on pending land matters.

## **10. Selectmen Comment**

None

## **11. Public Comment**

None

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**12. Next Meeting Dates**

**a. Monday, January 8<sup>th</sup>, 2024 – Regular Meeting**

Date acknowledged.

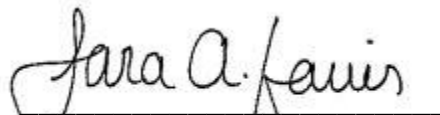
**13. Adjournment**

Motion: Brittany Hemond made the motion to adjourn at 7:58pm; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 7:58 pm.



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Sara A. Farris – Clerk  
Recording Secretary

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Daniel Gilpartic – Chair

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Matthew Callahan

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Lisa Cesare – Vice Chair

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William Perry

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Brittany Hemond

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