



# 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, January 8<sup>th</sup>, 2024  
6:30 pm  
Minutes\*

## REGULAR MEETING

**Selectmen:** Vice Chair Lisa Cesare, Matthew Callahan, William Perry, and  
Brittany Hemond

**Absent:** Chair Daniel Gilpatric

**Assessors Present:** Brittany Hemond and Lisa Cesare

**Staff:** Danielle Loring (Administrator), Sara Farris (Clerk & Recording  
Secretary), and Dean Campbell (Fire Chief)

**Public:** None

### 1. Call to Order

Vice Chair Lisa Cesare called the meeting to order at 6:30pm since Chair Gilpatric was absent. A quorum was present.

### 2. Pledge of Allegiance

Recited

### 3. Approval of Minutes

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

**Motion:** Matthew Callahan made a motion to approve the meeting minutes from December 26<sup>th</sup>, 2023; second by Brittany Hemond.

**Discussion:** None

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

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

Board of Selectmen Meeting Minutes Dated January 8<sup>th</sup> 2024.

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#### **4. Warrants**

##### **a. Payroll Expense Warrant**

##### **b. Treasurer's Warrant – FY2023**

##### **c. Treasurer's Warrant – FY 2024**

Motion: Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$24,740.79, the EOY 2023 Treasurer's Warrant in the amount of \$15,138.45 and the 2024 Treasurer's Warrant in the amount of \$296,532.29; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (4/0)

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

##### **a. Consideration and Approval for Abatements**

###### **i. Wayne J. Slattery**

**U03-009, Acct # 1396**

**\$80.00**

###### **ii. Wayne and Joni Slattery**

**R10-011, Acct # 70**

**\$35.00**

Danielle Loring stated that Mr. and Mrs. Slattery met with her and the Assessors' Agent regarding their 2023 tax bills. She explained that the abatement for account # 1396 for \$80.00 was to change the Site Improvement Grade from a 2 to a 1 and the abatement for account # 70 was needed because the account was already included in another account owned by the Slattery's.

Motion Brittany Hemond motioned to approve the abatement for U03-009 in the amount of \$80.00 and the abatement for R10-011 in the amount of \$35.00; second by William Perry

Discussion: None

Vote: Unanimous Approval (4/0)

The 2 Assessors present signed the Abatement paperwork as presented.

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## **6. New Business**

### **a. Appointment for Benjamin Piper as Planning Board Alternate**

Motion Brittany Hemond motioned to appoint Benjamin Piper as a Planning Board Alternate with a term ending December 31<sup>st</sup>, 2027; second by Matthew Callahan

Discussion: None

Vote: Unanimous Approval (4/0)

The Selectmen signed the appointment paperwork as presented.

Lisa Cesare stated that in the Clerk's report she noticed a question regarding spouses serving on the Planning Board together. After various discussion the Selectmen decided that one could serve on the Planning Board but not both due to it being a conflict of interest. The Selectmen agreed that the spouse that is not on the Planning Board is more than welcome to join another Board or Committee.

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

Lisa Cesare read the Resolution as provided by Danielle to the board.

Motion Brittany Hemond motioned to approve the Community Resilience Partnership Resolution as presented; second by Matthew Callahan

Discussion: None

Vote: Unanimous Approval (4/0)

The Selectmen signed the Resolution paperwork as presented.

### **c. Consideration of 2024 Spirit of America Resolution**

Danielle provided the Selectmen with the Resolution to review.

Motion William Perry motioned to select the Minot Cemetery Committee for the 2024 Spirit of America Award and to approve the Resolution as written; second by Matthew Callahan

Discussion: None

Vote: Unanimous Approval (4/0)

The Selectmen signed the Resolution paperwork as presented.

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**d. Consideration of FY 2024 Carry Forwards**

Danielle provided the Selectmen with a draft warrant for review showing the 2024 Carry Forward amounts in each account.

Motion Matthew Callahan motioned to accept Article 10 for the 2024 Carry Forwards as written; second by William Perry

Discussion: None

Vote: Unanimous Approval (4/0)

Danielle noted that there was a few more changes and corrections to the Warrant to discuss as well.

*See attached draft warrant for more information.*

Article # 24

Danielle explained that since they took the money that was left and applied it to the principal it lowered the 2024 payment amount.

Motion Brittany Hemond motioned to accept the new corrected amount for Article 24 in the amount of \$46,363.00; second by William Perry

Discussion: None

Vote: Unanimous Approval (4/0)

Article # 44

Danielle stated that residents like to keep the tax due date the same from year to year but the 15<sup>th</sup> of December falls on a Sunday this year so it would default to the 16<sup>th</sup>.

Motion Brittany Hemond motioned to set the 2024 property tax due date as December 16, 2024 and to use the State's max interest rate of 8.50%; second by Matthew Callahan

Discussion: None

Vote: Unanimous Approval (4/0)

Danielle added that she has not received the amounts for the cable franchise or the snowmobile refund and that she is working on scheduling a Budget Committee Meeting for January 18<sup>th</sup> at 2pm.

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## **7. Old Business**

### **a. Continued Discussion of Town Office Safety Upgrades**

Jason Simard provided the Selectmen with a quote for the upgrades as discussed at a previous Selectmen's Meeting. After various discussion the Selectmen decided to table/ take no action on the project and revisit it after Town Meeting in March.

## **8. Department Head Updates**

### **c. Fire Department Report submitted and read by Fire Chief Dean Campbell**

- The Department is starting BLS training this month.
- Dean provided the Selectmen with a sample job description for the Full Time Fire Chief position. There was no further discussion on the job description.
- Dean and the town are still waiting to hear back from the solar farm project regarding their decision on fire suppression.

*See attached report for more information.*

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

- No update on the foreclosed property on Brighton Hill Rd.
- Everyone that took out Nomination Papers has returned them except for Mr. Klar who is now on the RSU 16 Strategic Committee.
- Excise tax was up \$20,151.56 in 2023 compared to 2022!

*See attached report for more information.*

Danielle provided the Selectmen with 3 different Town Report cover options created by Sara. The Selectmen decided to select the full picture option with the gray background. *Examples are attached to these minutes.*

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

- The Crew has been working on storm clean up and preparing for the next round of storms.
- Working on keeping the 2012 Peterbilt on the road.

*See attached report for more information.*

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**9. Town Administrator’s Report Presented by Danielle Loring**

- Year-end went well, and Lori-Ann was there for the morning to help prepare and make some corrections as needed.
- Bids will have to be prepared soon for the 2 trucks for the Highway Department.
- Danielle is continuing to work on the budget and getting the Town Report finalized to send to print by January 23<sup>rd</sup>.

**10. Selectmen Comment**

None

**11. Public Comment**

None, no public present

**12. Next Meeting Dates**

**a. Monday, January 22<sup>nd</sup>, 2024 – Regular Meeting**

Date acknowledged.

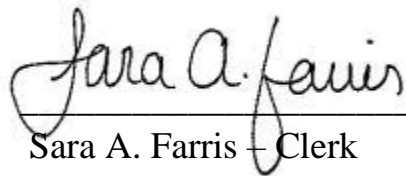
**13. Adjournment**

Motion: William Perry made the motion to adjourn at 7:12pm; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (4/0)

The board adjourned at 7:12 pm.

  
 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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