



Town of Minot

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

Board of Selectmen Meeting

Minot Town Office

Monday, January 22nd, 2024

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: James McCarver (Resident)

1. Call to Order

Chair Daniel Gilpatric called the meeting to order at 6:30pm. A quorum was present.

2. Pledge of Allegiance

Recited

3. Approval of Minutes

a. Monday, January 8th, 2024 – Regular Meeting

Motion: Lisa Cesare made a motion to approve the meeting minutes from January 8th, 2024 as written; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed the January 8th, 2024 Selectmen Meeting minutes.

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

Board of Selectmen Meeting Minutes Dated January 22nd 2024.

*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 \$26,548.35 and the Treasurer's Warrant in the amount of \$240,003.35; second by Brittany Hemond.

Discussion: Danielle explained that the Treasurer's Warrant is so much because it includes the final payment for the Spectrum/ Broadband project and that she is negotiating to get service to the final few areas in town.

Vote: Unanimous Approval (5/0)

The Selectmen signed the Payroll Expense and Treasurer's Warrants.

5. Bank Reconciliations

a. October 2023

b. November 2023

c. December 2023

Motion Matthew Callahan motioned to accept the bank reconciliations as presented; second by Brittany Hemond

Discussion: None

Vote: Unanimous Approval (5/0)

Chair Gilpatric moved **7. Department Head Updates, c. Fire Department Report** up in the meeting as Chief Dean Campbell was present.

- No update on the dry hydrant on Fortin Drive.
- The washer/ extractor is fully installed and programmed.
- EMT school is still ongoing and the members attending are getting paid for their time.
- Still looking into getting trees cleared at Orchard Station.
- New members will be taking the full 8-hour BLS training soon and old members will be taking a refresher course.
- Chief Campbell and the Selectmen decided to discuss the full time Fire Chief position in depth at the February 20th Selectmen's Meeting
- Dean is still working with the solar farm project regarding the proposed UTV and fire suppression for the solar farm.
- The forestry pack was drained, dried, and is now in the storage box for the Winter.

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- Dean will be purchasing the Fire Department members work shirts or sweatshirts to show appreciation. He will have to purchase about 15 of them. *See attached report for more information.*

The Selectmen thanked Chief Campbell for his time, and he left the meeting.

6. New Business

a. Executive Session Pursuant to Title 1 MRSA §405 (6)(d): Discussion with Onie Christner and James McCarver Regarding Tax Acquired Property including Tax Collector and Town Administrator

Motion Lisa Cesare motioned to enter executive session at 6:45pm; second by William Perry

Discussion: None

Vote: Unanimous Approval (5/0)

Motion William Perry motioned to exit executive session at 6:50pm; second by Brittany Hemond

Discussion: None

Vote: Unanimous Approval (5/0)

No decisions were discussed or made out of the executive session. The Selectmen thanked Mr. McCarver for his time, and he left the meeting.

b. Consideration of Approval for 2024 Fee Schedule

Danielle explained that there were no changes made to the Fee Schedule.

Motion William Perry motioned to accept the 2024 Fee Schedule as presented; second by Brittany Hemond

Discussion: None

Vote: Unanimous Approval (5/0)

c. Consideration of Approval of 2024 Town Meeting Warrant

Article 29 Daneille explained that the County Tax number as presented is an estimate based on last year's number plus a 10% increase and that the number should be available by Town Meeting.

Motion William Perry motioned to recommend accepting the value as written until the final number is available on Town Meeting floor; second by Matthew Callahan

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Discussion: None

Vote: Unanimous Approval (5/0)

Motion Matthew Callahan motioned to accept the 2024 Town Meeting Warrant as written; second by Brittany Hemond

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed the 2024 Town Meeting Warrant.

d. Consideration of Approval of Letter of Engagement for FY2023 Audit by Maine Municipal Audit Services (Mindy Cyr)

Danielle stated that the cost for her services increased by \$100.00 this year.

Motion Matthew Callahan motioned to approve the Letter of Engagement with Maine Municipal Audit Services; second by William Perry

Discussion: None

Vote: Unanimous Approval (5/0)

Chair Gilpatric signed the Letter of Engagement on behalf of the Selectboard.

e. Consideration of Approval of 2024 Personnel Policy

Danielle stated that there were no changes to the Personnel Policy.

Motion Matthew Callahan motioned to accept the Personnel Policy as presented; second by Brittany Hemond

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed the 2024 Personnel Policy.

f. Consideration of Approval of 2024 Tax Acquired Property Policy

Danielle stated that she would like to table this item as the Town Attorney has not reviewed the updated policy Sara has been working on. The Selectmen agreed to table approval of the 2024 Tax Acquired Property Policy.

g. Consideration of Appointment – Jordan De Vito Board of Appeals Alternate and Secretary

Motion Lisa Cesare motioned to appoint Jordan De Vito as Board of Appeals Alternate and Secretary for a term ending December 31st 2026; second by William Perry

Discussion: None

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Vote: Unanimous Approval (5/0)
The Selectmen signed the appointment paperwork.

7. Department Head Updates

a. Clerks Report submitted and read by Clerk Sara Farris

- Most of Sara's report was regarding the Tax Acquired Property at 551 Brighton Hill Rd.
- The Town Office will be open February 6th and 7th from 1-4 pm only for Title 30-A Town Meetings and Elections training. Alex, Jordan, and Sara all need this training.
- Excise for January is looking low compared to January 2023.
See attached report for more information.

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

- The Crew has been busy with the most recent snowstorms and keeping equipment operational.
See attached report for more information.

8. Town Administrator's Report Presented by Danielle Loring

- Danielle is looking to keep the agenda light for the February 5th meeting as she will not be able to make it due to prior obligations.
- Danielle is going to check with the RSU regarding a Budget Member nomination.

9. Selectmen Comment

None

10. Public Comment

None

11. Next Meeting Dates

a. Monday, February 5th, 2024 – Regular Meeting

Date acknowledged.

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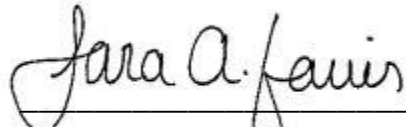
12. Adjournment

Motion: Matthew Callahan made the motion to adjourn at 7:25 pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 7:25 pm.



Sara A. Farris – Clerk
Recording Secretary

Daniel Gilpartic – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond

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