



Town of Minot

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

Board of Selectmen Meeting

Minot Town Office

Monday, February 5th, 2024

6:30 pm

Minutes*

REGULAR MEETING

Selectmen: Chair Daniel Gilpatric, Vice Chair Lisa Cesare, Matthew Callahan, William Perry, and Brittany Hemond
Staff: Sara Farris (Clerk & Recording Secretary) and Dean Campbell (Fire Chief)
Absent: Danielle Loring (Town Administrator)
Public: None

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 22nd, 2024 – Regular Meeting

Motion: Brittany Hemond made a motion to approve the meeting minutes from January 22nd, 2024 as written; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed the January 22nd, 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 February 5th 2024.

*Items may be taken out of order at the Chairman's Discretion.

4. Warrants

a. Payroll Expense Warrant

b. Treasurer's Warrant

Motion: Lisa Cesare motioned to accept the Payroll Expense Warrant in the amount of \$25,747.53 and the Treasurer's Warrant in the amount of \$70,170.81; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

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

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

- Going to work with Danielle regarding the HOA fire pond issue.
- The washer/ extractor is fully installed and programmed.
- EMT school is still ongoing.
- The BLS binder is almost complete.
- Still looking into getting trees cleared at Orchard Station.
- The IT work at Orchard Station is set to be finished in the next week.
- Dean provided the Selectmen with some information regarding the full time Fire Chief position for review before the meeting on the 20th.
- Dean said he has still not heard back from the solar farm project. Sara added that the application may be tabled at the 2/6 Planning Board Meeting.

See attached report for more information.

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

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5. Assessors Business

- a. Jacqueline Lothrop
16 Butler Hill Rd.
Map U01, Lot 031
\$ 2,820.40**

Sara explained that Mrs. Lothrop requested to remove her land from tree growth and the penalty was required.

Motion Lisa Cesare motioned to accept the tree growth penalty for Mrs. Lothrop in the amount of \$2,820.40; second by William Perry

Discussion: None

Vote: Unanimous Approval (5/0)

The Assessors approved and signed the Tree Growth Penalty paperwork as presented.

6. New Business

- a. Consideration of Approval for Quit Claim Deed for:
James McCarver and Onie Christner
551 Brighton Hill Rd.
Map R14, Lot 021**

Motion Lisa Cesare motioned to approve the Quit Claim Deed for Mr. McCarver and Mrs. Christner for property located at 551 Brighton Hill Rd.; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed the Quit Claim Deed as presented.

- b. Consideration of Appointment – Jordan De Vito - Deputy General Assistance Director**
c. Consideration of Appointment – Sharon Campbell - Election Clerk

Motion Lisa Cesare motioned to appoint Jordan De Vito as Deputy General Assistance Director and Sharon Campbell as an Election Clerk as presented; second by Brittany Hemond

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed the appointment paperwork.

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7. Department Head Updates

a. Clerks Report submitted and read by Clerk Sara Farris

- Working on getting FOAA Training completed for required staff.
- 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.
- Getting prepared for the March Elections. Sara is going to have Jordan and Alex fill the roles of Voter Registrar and Teller at Town Meeting, so they be involved with the process.
- Excise was low for January 2024 compared to January 2023.
See attached report for more information.

b. Highway Report Submitted by Highway Supervisor Scott Parker and read by Clerk Sara Farris.

- The DPF filter on the scheduled to be traded truck is no longer fixable so a new one had to be ordered.
See attached report for more information.

8. Town Administrator's Report Submitted by Danielle Loring and read by Sara Farris

- Town Reports are available!
- The MDOT grant application for Bucknam Bridge Road has been submitted.
- Charter/ Spectrum has agreed to build out the remaining portions of Town, but it could take up to a year to complete.
- The RFB for the plow truck and pickup have been posted and are due back 2/16.
- Review of the Town Meeting Warrant articles at the 2/20 Selectmen Meeting.

See attached report for more information.

9. Selectmen Comment

There was some discussion regarding where information is posted and made available to residents by the Town. The Selectmen agreed to have staff continue to post as the normally do and as required by State Law.

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10. Public Comment

None

11. Next Meeting Dates

a. Tuesday, February 20th, 2024 – Regular Meeting

Date acknowledged.

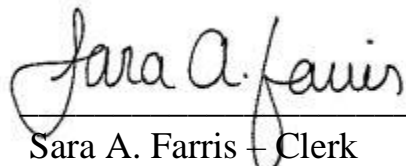
12. Adjournment

Motion: Matthew Callahan made the motion to adjourn at 7:04 pm; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 7:04 pm.


Sara A. Farris – Clerk
Recording Secretary

Daniel Gilpartic – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond

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