



Town of Minot

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

Board of Selectmen Meeting
Minot Town Office
Tuesday, February 20th, 2024
6:30 pm
Minutes*

REGULAR MEETING

Selectmen: Chair Daniel Gilpatric, Matthew Callahan, William Perry, and
Brittany Hemond

Absent: Vice Chair Lisa Cesare

Staff: Sara Farris (Clerk & Recording Secretary), Dean Campbell (Fire
Chief), and 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, February 5th, 2024 – Regular Meeting

Motion: Brittany Hemond made a motion to approve the meeting minutes from February 5th, 2024 as written; second William Perry.

Discussion: None

Vote: Unanimous Approval (4/0)

The Selectmen signed the February 5th, 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 20th 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 \$21,610.25 and the Treasurer's Warrant in the amount of \$283,176.53; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (4/0)

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

Chair Gilpatric moved **6. Department Head Updates, c. Fire Department Report** up in the meeting as Chief Dean Campbell was present.

- Danielle added that James Brown who lives on Carriage Rd. wanted the Department to know that his property could be an option for a fire pond in West Minot.
- The IT project at Orchard Station is complete.
- Chief Campbell is going to review active shooter protocol with the Department members after the recent fire/ active shooter situation on Woodman Hill Rd.
- There was various discussion regarding ballistic vests for Fire Department members. Deans concern is that the weight of the vest will add to the weight of the other gear that is required. The vests also must be fitted to each member. Chief Campbell acknowledged that the vests could have a use in other various situations, more so than fires. There could be more discussion on this topic in the future.

See attached report for more information.

Chief Campbell and the Selectmen also discussed the full time Fire Chief position (**5. New Business, c. Reviewing Full Time Fire Chief Position**). Dean provided the Selectmen with a list of what he would like to see candidates and a list of various aspects of the job that would be expected by the candidate. Danielle also provided the Selectmen with different job descriptions from Maine Municipal Association. *See attached report for more information.* Dean explained that he would like the ideal candidate to have Fire Fighter 1 & 2 Training, a Maine Basic EMT License, as well as experience on a Fire Department in a leadership role. He would consider Fire Fighter 1 Training and Basic EMT as the bare minimum. He would

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

Board of Selectmen Meeting Minutes Dated February 20th 2024.

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

also like to see the candidate be involved with Code Enforcement in the future. Dean explained to the Selectmen that the town may have to enroll in Maine State Retirement to entice better quality candidates. There was various discussion regarding the Fire Department and what would happen if the full time Fire Chief position failed at Town Meeting. It was decided that there would have to be more discussion as to how the town and its residents wanted to proceed. The Selectmen and Chief Campbell agreed that the position of Fire Chief is no longer a position a volunteer can fulfill and have a Fire Department run smoothly.

Danielle, Chief Campbell, and the Selectmen discussed the Fire Department account overdrafts with the in case it was a topic of discussion at Town Meeting (part of **5. New Business, e. Review of Town Meeting Articles**). Danielle pointed out that some of the reasons for the overage were due to outdated equipment and neglect, which led to spending more money than anticipated to get the Department back in good standing. Onboarding new members is also quite expensive but is required to have a full and functional department. Danielle also added that some of the money spent will be reimbursed by FEMA. Danielle reminded the Selectmen that the FY2023 Fire Department was cut due to how much the former chief was carrying over into the next fiscal year.

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

5. New Business

a. Consideration of Approval for Appointment of RSU Budget Representative

Motion: Brittany Hemond motioned to appoint Lisa Cesare as the RSU 16 Budget Representative for the Town of Minot; second by William Perry.

Discussion: None

Vote: Unanimous Approval (4/0)

The Selectmen signed the appointment paperwork as presented.

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

Board of Selectmen Meeting Minutes Dated February 20th 2024.

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

b. Consideration of Appointment – William Wallace and Michael Theriault - Planning Board Members

Motion William Perry motioned to appoint William Wallace and Michael Theriault as Planning Board Members as presented; second by Brittany Hemond

Discussion: None

Vote: Unanimous Approval (4/0)

The Selectmen signed the appointment paperwork.

Danielle added that the Planning Board and Board of Appeals will be holding a training in March with Erika from AVCOG as a refresher course.

Danielle also gave the Selectmen an update on the current solar farm project after the applicant requested to table their application to a date unknown, the earliest being August.

d. Consideration of Plow Truck & ¾ - ton Pick Up Truck Bids

Danielle provided the Selectmen with an Excel sheet with the bids received for the Plow Truck and added that Whited Truck Center was the apparent low bidder. *See attached report for more info.* She explained that the numbers listed outside of the table include additional horsepower as the bids from Whited came in so low, they could go with the extra horsepower option. For the extra horsepower and stainless steel as Scott Parker, Highway Supervisor recommends, Whited's bid came in at \$214,296.00.

Motion Matthew Callahan motioned to approve the bid from Whited Truck Center including the additional horsepower and stainless steel in the amount of \$214,296.00 and to allow Danielle to negotiate and discuss as needed with all parties involved on the Town's behalf; second by William Perry

Discussion: None

Vote: Unanimous Approval (4/0)

There was only 1 bid received for the pickup truck. The bid was from Lee GMC with a net price of \$35,789.00 including the trade in. With the highway equipment needing more repair than expected there will not be \$25,000.00 available in the Highway Equipment Reserve Account to put towards the purchase

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

Board of Selectmen Meeting Minutes Dated February 20th 2024.

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

of the truck. Brittany Hemond added that the amount will be closer to \$23,575.00 according to what she is seeing. The Selectmen and Danielle agreed that Article 19 will have to be amended on Town Meeting floor to appropriate an amount not to exceed \$15,000.00 instead of \$10,000.00 as originally expected.

e. Review of Town Meeting Articles, Town Meeting Script, and Certification of Ordinance Text

Danielle explained to the Selectmen that with the Fire Department included, the budget was a 15.5% to 16.5% increase. Not including the Fire Department, the budget was an 11% increase. She added that the County tax amount is still not available. There was various discussion regarding the RSU 16 Budget increases and Danielle added that Todd Saunders, the Superintendent, will attend a Selectmen Meeting in the future to discuss the upcoming budget.

Danielle went through each article with the Selectmen and explained why the Ordinance changes were needed or why there was an increase/ decrease from last year's request.

Art. 6 is needed to remove the obsolete building code now that Minot has adopted MUBEC and the 2-year time frame for open building permits has expired.

Art. 7 is needed to comply with the State standard regarding Accessory Dwellings.

Art. 8 will allow the CEO to approve a change of use without going to the Planning Board although they will still have the ability to use the Planning Board if needed.

Art. 9 creates standards for cremation plots.

Art. 10 Danielle explained that continuing to have the Broadband Reserve is needed because there are some places in town that still do not have internet, but negotiations are happening to change that within the next year.

Art. 11 is needed in the event that there is any kind of heating issue or potential closure at MCS.

Art. 13 there is an increase due to insurance and salary positions.

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

Board of Selectmen Meeting Minutes Dated February 20th 2024.

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

Art. 20 there is an increase due to salt and sand costs.

Art. 21 there is an increase due to road work that will be completed in 2024 including Shaw Hill Rd.

Art. 22 there is an increase due to realized actual costs to run the Fire Department.

Art. 24 includes the final payment on the 2023 Plow Truck that will be paid off faster and with less interest.

Art. 29 will have to be amended on Town Meeting floor when the actual number is available.

Art. 32 there is an increase due to all agency cost increasing.

Art. 36 staying flat but the Town could be reimbursed at 90% instead of 70% if legislature passes.

Art. 37 the amount received is \$16,681.03.

Art. 38 the amount received is \$1,343.86.

Art. 39 the increase is due to more elections in 2024.

Art. 40 the increase is needed due to drainage issues the building the cremation area.

Art. 41 decreased due to the use of carry forwards.

Sara Farris asked the Selectmen if they liked the layout of the beginning of the script that she provides to the Moderator at Town Meeting and they said everything looked fine as is.

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

Board of Selectmen Meeting Minutes Dated February 20th 2024.

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

The Selectmen signed the Municipal Officers' Certification of Official Text of a Proposed Ordinance as presented by Sara. Sara explained that after the recent Town Meeting and Elections training and according to MMA Legal we should be completing this form for all ordinance changes and/or creations and it is filed with the official copies of the ordinances.

Danielle added that after reviewing the articles with the Selectmen she would like to see them help answer questions that residents have on Town Meeting floor.

6. Department Head Updates

a. Clerks Report submitted and read by Clerk Sara Farris

- Requesting to have the Selectmen Meeting on March 4 in the basement to allow time for election set up. The Selectmen agreed.
- Sara explained that the State now allows for online voter registration for all Maine residents and ongoing absentee requests for residents 65 and over or that self-identify with a disability.

See attached report for more information.

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

- More repairs are needed for various equipment.

See attached report for more information.

7. Town Administrator's Report

None

8. Selectmen Comment

None

9. Public Comment

None

10. Next Meeting Dates

a. Monday, March 4th, 2024 – Regular Meeting - Basement

Date and location acknowledged.

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

Board of Selectmen Meeting Minutes Dated February 20th 2024.

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

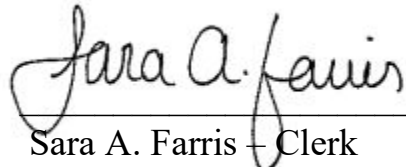
11. Adjournment

Motion: Matthew Callahan made the motion to adjourn at 8:20 pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (4/0)

The board adjourned at 8:20 pm.


Sara A. Farris – Clerk
Recording Secretary

Daniel Gilpatric – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond

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

Board of Selectmen Meeting Minutes Dated February 20th 2024.

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