



# 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, March 18, 2024  
6:30 pm  
Minutes\*

## REGULAR MEETING

**Selectmen:** Chair Daniel Gilpatric, Vice Chair Lisa Cesare, and Matthew Callahan.

**Absent:** Brittany Hemond and William Perry

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

**Public:** Stephen French

### 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, March 4, 2024 – Regular Meeting

**Motion:** Matthew Callahan made a motion to approve the meeting minutes from March 4, 2024 as written; second Lisa Cesare.

**Discussion:** None

**Vote:** Unanimous Approval (3/0)

The Selectmen signed the March 4, 2024 Selectmen Meeting minutes.

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

Board of Selectmen Meeting Minutes Dated March 18<sup>th</sup> 2024.

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

#### **4. Warrants**

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

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

##### **c. Review and Consideration of January's Check Reconciliation**

Motion: Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$25,118.68 and the Treasurer's Warrant in the amount of \$347,250.70; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (3/0)

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

Motion: Matthew Callahan motioned to accept January's Check Reconciliation as presented, second by Lisa Cesare

Discussion: None

Vote: Unanimous Approval (3/0)

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

- Dean is going to talk with CEO Scott McElravy regarding the Highland Dr. fire pond as it needs to be cleaned and he needs to figure out who is responsible.
- Dean and Daniel Gilpatric are going to walk around Orchard Station at some point to see about tree cutting/ clearing.
- Dean is working on BLS training for new members.
- Fire Attack School starts mid-April and there are 4 members attending.
- Some of the older members of the Department must complete respiratory clearance again.
- The Office has received 4 applications for the full-time Fire Chief position.
- There have been some boiler issues at Central Station that should be repaired on Monday.
- 8 calls in the past 2 weeks.

*See attached report for calls and for more information.*

The Selectmen thanked Chief Campbell for his time.

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Chair Gilpatric moved **9. Public Comment** up in the meeting as Stephen French was present.

Mr. French voiced his concern regarding over drafting accounts, specifically Legal Fees (Article 28 page 136) and the Fire Department (Article 22 page 135) articles in the Budget as presented in the Town Report. He is not upset about the money being spent but wants to make sure the Selectmen are following the correct protocol. The Selectmen agreed that due to articles 48 and 50 on page 139 of the Town Report and approved at Town Meeting, they can overdraft for “uncontrollable expenditures” and no more than 25%. Danielle Loring added that the only specific accounts that are different are Winter Roads (Article 20 page 134) and General Assistance (Article 36 page 137) and they are on allowed 15%. The Selectmen and Danielle agreed that Danielle would talk with Legal and confirm that articles 48 and 50 cover the overdrafts on the 2 accounts in question.

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## 5. New Business

### a. Review and Adoption of Paperwork for Plow Truck Closing

Danielle explained that the closing paperwork as presented is needed because any lease purchase over \$100,000.00 requires legal opinion.

Motion: Matthew Callahan motioned to approve the “Certificate of Clerk” as presented stating:

(1) That a Capital Acquisition Project (the "Project") consisting of the Lease of a new plow truck with associated equipment and accessories, is hereby approved; and

(2) That the financing for the Project in the principal amount of up to \$200,000 is awarded to Androscoggin Bank at an interest rate of 6.39%; and

(3) That the Town Administrator, Treasurer or Clerk are authorized to execute the Municipal Lease Purchase Agreement, Lease Number 5324000479, and all other documents reasonably necessary to accomplish the purpose of this vote, as the documents may require;

(4) That the Select Board hereby confirms its determination that the term of the Lease does not exceed 120% of the economic life of the Project.

(5) That said Lease is hereby designated a “bank qualified tax-exempt obligation” of the Town for the 2024 calendar year under the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended

And that this vote has not been amended or rescinded and remains in full force and effect; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (3/0)

Chair Gilpatric, Danielle Loring, and Sara Farris signed and sealed the paperwork as required and presented.

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**b. Consideration of Approval for Public Safety Answering Point (PSAP) Agreement with Androscoggin County Dispatch**

Danielle Loring provided the Selectman with a copy of the agreement to review and approve.

Motion: Lisa Cesare motioned to accept and approve the Public Safety Answering Point (PSAP) Agreement with Androscoggin County Dispatch as presented, second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (3/0)  
The Selectmen signed the Agreement.

**c. Executive Session pursuant to Title 1 MRSA §405 (6)(a): Discussion with Town Administrator and Clerk Potential Legal Matters**

Motion: Lisa Cesare motioned to enter Executive Session at 6:47 pm, second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (3/0)  
Dean Campbell and Stephen French left the meeting. The Selectmen, Danielle Loring, and Sara Farris entered the Executive Session.

Motion: Lisa Cesare motioned to exit Executive Session at 7:28 pm, second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (3/0)  
No decisions or votes were required after the Executive Session.

**6. Department Head Updates**

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

- The Board of Appeals and the Planning Board held their training on March 12.  
4/1 Planning Board Meeting/ Public Hearing  
Hemond – proposed use of existing garage for small auto repair shop. 411 Millett is in Res. District.  
Washburn – application to demolish existing garage and replace it with a new one. The garage is in Res. District I.
- Sara reached out to Mr. Sanders, Superintendent of RSU 16, regarding the Master Lease Purchase Agreement for the HVAC needs of the 3 Elementary

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Schools approved by the School Board at their March 11 meeting to see if that required a vote of the Towns. Mr. Sanders replied that it did not but there would be a bond question with the Budget Validation Election in June pertaining to accepting money from the Maine Department of Education as part of the School Revolving Renovation Funds that the district was awarded. He stated that the School Board will vote on the wording for the Warrant and for the Bond at their April 8th meeting and if anything changes, he will reach out to Sara as soon as possible.

There was various discussion regarding the RSU budget and the HVAC project.

*See attached report for more information.*

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

- The grader tested fine but may need repairs in the future and Scott has sent the head out to be tested.
- The new plow truck has been ordered from Whited and the pickup should be in next week.

*See attached report for more information.*

**7. Town Administrator's Report**

None

**8. Selectmen Comment**

None

**10. Next Meeting Dates**

**a. Monday, April 1, 2024 – Regular Meeting**

Date acknowledged.

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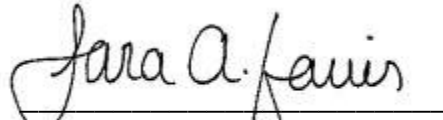
## 11. Adjournment

Motion: Matthew Callahan made the motion to adjourn at 7:47 pm; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (3/0)

The board adjourned at 7:47 pm.

  
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Sara A. Farris – Clerk  
Recording Secretary

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Daniel Gilpartic – Chair

\_\_\_\_\_  
Matthew Callahan

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Lisa Cesare – Vice Chair

\_\_\_\_\_  
William Perry

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Brittany Hemond

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