



Town of Minot

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

Board of Selectmen Meeting

Minot Town Office
Monday, April 1, 2024
6:30 pm
Minutes*

REGULAR MEETING

Selectmen: Chair Daniel Gilpatric, Vice Chair Lisa Cesare, Matthew Callahan, Brittany Hemond, and William Perry
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, March 18, 2024 – Regular Meeting

Motion: Lisa Cesare made a motion to approve the meeting minutes from March 18, 2024 as written; second William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed the March 18, 2024 Selectmen Meeting minutes.

Intentionally left blank

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

Board of Selectmen Meeting Minutes Dated April 1 2024.

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4. Warrants

a. Payroll Expense Warrant

b. Treasurer's Warrant

c. Review and Consideration February's Check Reconciliation

Motion: Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$23,723.34 and the Treasurer's Warrant in the amount of \$59,819.14; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

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

Motion: Brittany Hemond motioned to accept February's Check Reconciliation as presented, second by Matthew Callahan

Discussion: None

Vote: Unanimous Approval (5/0)

Chair Gilpatric moved **8. Department Head Updates, c. Fire Department Report** up in the meeting as Chief Dean Campbell was present.

- Dean will meet with a Representative from Fortin Construction regarding the Fortin Dr. fire pond once the ground dries up some.
- 3 members are set to attend Fire Attack School starting 4/16.
- The office has received 6 applications for the Fire Chief position. Danielle and Dean met last week to go over interview questions and to review some of the applications they have received so far. Danielle will start working on scheduling applicants for interviews on 4/19.
- The detergent feed on the extractor/ gear washer is all set up and operational.
- Members have started fit tests.
- A member has started working on a grant for new radios. The radios that are currently in the apparatuses are over 20 years old and need to be updated.
- 6 calls in the past 2 weeks.

See attached report for calls and for more information.

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

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5. Public Hearing

a. Consideration of Acceptance of 2023 MMA Model GA Ordinance

Motion: Brittany Hemond motioned to open the Public Hearing at 6:44 pm,
second by Lisa Cesare

Discussion: None

Vote: Unanimous Approval (5/0)

No residents were present for the Public Hearing. Danielle explained that after her General Assistance (GA) audit with DHHS it was brought to her attention that the Selectmen needed to adopt the newer version that Danielle has presented them. She added that the audit went well with just a few minor things she would have to do differently in the future while dealing with GA cases.

Motion: Lisa Cesare motioned to close the Public Hearing at 6:48 pm, second
by Matthew Callahan

Discussion: None

Vote: Unanimous Approval (5/0)

Motion: Lisa Cesare motioned to accept the 2023 MMA Model GA Ordinance
as presented, second by Brittany Hemond

Discussion: None

Vote: Unanimous Approval (5/0)

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6. Assessors Business

a. Michael Lyle

R08-045

Tree Growth Penalty \$531.20

Removing 1 acre to build on in the future.

b. Michael Hricko

R16-023

Tree Growth Penalty \$2,398.56

Removing 3.80 acres

Motion: Lisa Cesare motioned to accept the Tree Growth Penalty for Michael Lyle in the amount of \$531.20 and Michael Hricko in the amount of \$2,398.56, second by William Perry

Discussion: None

Vote: Unanimous Approval (5/0)

Lisa Cesare, Daniel Gilpatric, and Brittany Hemond sworn in as assessors signed the Supplemental paperwork as presented.

7. Old Business

a. Discussion of Security Upgrades as well as ADA Enhancements

Danielle explained that the office is now equipped with 6 panic buttons, a camera at the front counter, and a motion sensor at the back door that alerts in Sara's office through SimpliSafe. She is also going to order 2 cameras to place at each entrance outside. Staff each received a panic button and they were able to place it where they felt it would be most accessible in an emergency. The Selectmen chose a location in the Meeting Room to place a panic button. The Selectmen would like to see signs put up stating that a camera is in use and Danielle asked Sara to purchase indoor and outdoor signs tomorrow.

Danielle explained that a handicap resident voiced concern regarding the main entrance not having a push button to open the door. Danielle added that the doors are quite heavy in general, and she is unsure why a door opener was not installed when the elevator was put in. The Selectmen considered making the back entrance ADA accessible instead of the front door since the elevator is in the basement and goes up to the main floor. Danielle said she believes the ADA entrance in the basement is the side door and there is no ramp, it just goes to the side of the building with a slight ramp due to the hill. Danielle is going to look into

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possible grants but stated that in the safety renovation project the push button should be a top priority.

8. Department Head Updates

a. Clerks Report submitted and read by Clerk Sara Farris

- The 4/2 Planning Board Meeting is NOT a Public hearing like Sara had included in her report for the last meeting. Jordan will be taking over the meeting for Alex.
- Sara is working on the 6/11 Election Clerk schedule and working with ES&S to create the RSU ballots.
- Sara is working with Denis to make sure all deeds and exemptions are processed as of 4/1. O'Donnell's is going to start field work for the 2024 tax commitment to add value to any new building or renovations within the next few weeks.
- The 2022 taxes foreclose in January 2025, 30-Day Notices for 2023 taxes will be mailed 7/1 and will be Liened 7/31. As of today, there are 14 accounts eligible for foreclosure and 75 eligible for 30-Day Notices/ Liens.
- Excise tax for February ended up higher than in 2023. March 2024 is looking to be less than 2023 but we still have Rapid Renewals coming in.
See attached report for more information.

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

- The grader head is back from the shop and tested fine. Due to the repairs being done in house the cost was \$2,000 versus \$5,000.
- Danielle and Scott met with FEMA last week to review the December 2023 storm with them, and the Town should receive a \$27,000 reimbursement. The Town also qualifies for additional grants to improve Bucknam Bridge Road after the scoping project through MDOT is completed as well as adding concrete wingwalls on Shaw Hill Road as mitigation projects.
- Danielle and Scott will be picking up the new truck from Lee tomorrow and trading in the RAM. Lee GMC required Danielle to have an authorization form signed by the Selectmen to complete paperwork on the Town's behalf. The Selectmen signed the form and Sara signed and sealed it as the Clerk.
- The Crew will be doing their best to keep up with the storm arriving Wednesday and into Friday.
See attached report for more information.

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9. Town Administrator's Report

- The Town will receive \$50,000 to complete assessments of Town owned property through AVCOG's Community Resilience Program.
- The office will likely be closed Thursday and possibly Friday due to the storm coming on Wednesday night.
- Danielle asked the Selectmen that due to staffing issues and the solar eclipse if the office could close early on Monday 4/8. The Selectmen agreed to have the office close at 2 pm. There was some discussion about staying open later on Friday to make up the hours from Monday but the Selectmen decided that residents would not know the Office was open as that is not our normal schedule.
- Danielle updated the Selectmen regarding overdrafting accounts from the March 18 Selectmen Meeting. She did discuss the situation with the Town's lawyer, and he agreed that due to articles 48 and 50 on page 139 of the Town Report and approved at Town Meeting, the Selectmen have the authority to overdraft for "uncontrollable expenditures" and no more than 25%. Danielle added that the lawyer did say that the Selectmen could not use these articles to purchase something that the Town's people specifically voted down UNLESS it was unavoidable. The example Danielle gave was that if the Town voted to not install a new boiler because it was operational at the time of Town Meeting and the boiler suddenly broke, the Selectmen would have to use funds to keep the Office operational regardless of the previous vote.
- Danielle told the Selectmen that the lawyer recommended that the Town's Dog Ordinance be revisited and updated at some point.
- Bert Gosselin Cleaning will start cleaning the office on 4/5 after the contract with Jan-Pro fell through. Danielle added that staff have been cleaning the office since January 1st.
- Code Enforcement is going back to summer hours starting today. His hours will be Monday through Thursday 8am – 2pm and Friday 8am – 1pm.

10. Selectmen Comment

Lisa Cesare asked for updates regarding items that were previously discussed in Executive Session. Danielle responded that there were no updates on either items.

10. Next Meeting Dates

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a. Tuesday, April 16, 2024 – Regular Meeting

Date acknowledged.

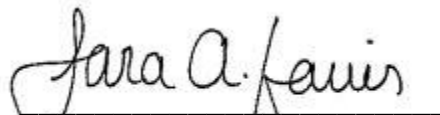
11. Adjournment

Motion: Matthew Callahan made the motion to adjourn at 7:35 pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 7:35 pm.



Sara A. Farris – Clerk
Recording Secretary

Daniel Gilpartic – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond

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