



# 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  
Tuesday, April 16, 2024  
6:30 pm  
Minutes\*

## REGULAR MEETING

**Selectmen:** Chair Daniel Gilpatric, Vice Chair Lisa Cesare, Brittany Hemond, and William Perry  
**Absent:** Matthew Callahan  
**Staff:** Sara Farris (Clerk & Recording Secretary), Dean Campbell (Fire Chief), and Danielle Loring (Town Administrator)  
**Public:** Charles Buker, Calvin Buker, Daniel Poirier, and Chad Poirier all residents representing Boy Scout Troop 1791.

### 1. Call to Order

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

### 2. Pledge of Allegiance

Calvin Buker and Chad Porier led the Pledge of Allegiance.

### 3. Approval of Minutes

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

**Motion:** Brittany Hemond made a motion to approve the meeting minutes from April 1, 2024 as written; second by William Perry.

**Discussion:** None

**Vote:** Unanimous Approval (4/0)

The Selectmen signed the April 1, 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 16 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 March Check Reconciliation for Approval**

Motion: Brittany Hemond motioned to accept the Payroll Expense Warrant in the amount of \$24,195.29 and the Treasurer's Warrant in the amount of \$268,626.19; second by William Perry.

Discussion: Danielle added that the Treasurer's Warrant included the RSU payment.

Vote: Unanimous Approval (4/0)

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

Danielle requested to table the check reconciliation for March as it was not completed for the Meeting. The Selectmen tabled the approval.

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

- The full time Fire Chief description is complete. The interviews for the 6 applicants are all scheduled for Friday April 19 between 11 am and 5 pm. William Perry requested that the interview committee meet before 11 am on Friday to discuss the interview questions and Dean and Danielle agreed on 10:30 am.
- Dean is looking to purchase 4-6 intrinsically safe radios to keep on the apparatus to use during fire attack situations. Dirigo has leased radios that can be purchased for a lower cost after the lease has expired. The cost would be around \$700.00 - \$800.00 per radio.
- The department received a donated gear drying rack. The rack is in good shape, it might need the fan replaced at some point.
- Truck 5 will need work done to fix the winch after damage done in the last storm.
- The new changes that OSHA is proposing could mean trouble for small volunteer fire departments. The new regulations will most likely require more money from towns to meet.
- 16 calls in the past 2 weeks.

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

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Board of Selectmen Meeting Minutes Dated April 16 2024.

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

## **5. New Business**

### **a. Discussion of Potential Boy Scout Project – Calvin Buker and Troop 1791**

Chad Poirier along with Calvin Buker, Chuck Buker, and Dan Poirier representing Boy Scout Troop 1791 proposed to the Selectmen that they would like help from the Town to fix and move the information board located at the front of the building. The original information board was completed as an Eagle Scout Project by Dan Poirier.

Chad Poirier stated that they would contact Dig Safe first before removing the old board and to make sure it is safe to dip at the new location. Dan Poirier asked if the Troop would be able to utilize an excavator that the town rents to dig up the old board as it was set in the ground with concrete. Danielle responded that this can be done when the Highway Department rents an excavator to complete work on Shaw Hill Rd. this Summer. Mr. Poirier also requested that the Highway Department/ Town mark where they would like the board placed ahead of time and Danielle agreed that that could be done.

As for the budget for this project the Troop did not have a for sure amount but would estimate about \$100.00 - \$200.00 for supplies to fix the board and place it in the new location. Lisa Cesare asked where the money for the project would come from the town's budget and Danielle and the Selectmen agreed that it would come from the Recreation line.

Danielle said she would talk with Highway Supervisor Scott Parker regarding the questions the Troop had and would get back to Mr. Poirier. The Selectmen thanked the Troop for their time, and they left the meeting.

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## **b. Consideration of Approval of 2024 Androscoggin County Hazard Mitigation Plan**

Danielle provided the Selectmen with the 2024 Androscoggin County Natural Hazard Mitigation Plan and Resolution for approval. *See attached report for more information.* The goal of the Mitigation Plan is to minimize loss and disruption of life, property, and the environment. Danielle added that the work the town has been doing with FEMA and AVCOG will all tie into hazard mitigation as well.

Motion: Lisa Cesare motioned to accept the 2024 Androscoggin County Natural Hazard Mitigation Plan Resolution; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (4/0)

The Selectmen signed the Resolution as presented.

## **c. Consideration and Approval of the RSU 16 Bond Referendum Warrant**

Sara presented the Selectmen with 9 copies of the RSU 16 Bond Warrant to sign and explained that the Budget Warrant will be separate as the RSU has to wait until after the Budget Meeting on May 21. There was various discussion regarding the 2024-2025 RSU 16 Budget. Lisa Cesare is the Minot representative on the RSU 16 Budget Committee and gave the other Selectmen an update based on the last meeting she attended. Some key points discussed amongst the Selectmen were:

- Salaries and benefits are a huge portion of the RSU's budget with a 5% increase.
- The RSU included an over \$100,000.00 "stipend" line and when asked what that is for the response was to cover the extra classes, seminars, etc. that teachers take/ attend.
- The District Nurse position was included in the budget for this year as well. The concern with this is that the position was created to help navigate Covid and may not be needed moving forward with each School already having a Nurse on staff.
- The Selectmen believe that if the RSU Budget as presented doesn't pass at the Budget Validation Election the only possible place to cut would be salaries and staff. The Selectmen were also in agreement that this is not a great place to cut the budget as it will be harder to run the schools with less staff and make class sizes larger.

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- Daniel Gilpatric, working in a local school, has seen firsthand how schools are underfunded and do not have the resources to hire better staff who can keep up with maintenance issues as they arise. He also sees the need for staff, including nurses, to help the students navigate possible difficulties at home, issues with drugs, etc.

Danielle added that the School and County increases are the main reason why the town's budget has increased and in turn, causes the increase in property taxes. The Selectmen hope to see more residents come out to vote for the RSU Budget Election and attend the Budget Meeting to have their voices heard.

Motion: Lisa Cesare motioned to accept the RSU 16 Bond Warrant for the School Revolving Renovation Fund as presented; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (4/0)

The Selectmen signed all 9 copies of the RSU 16 Warrant.

## **6. Department Head Updates**

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

- The site walks for Hemond and Washburn will be tomorrow, 4/17, starting at 8:30 am at the Hemond property on Millett Rd.
- Sara is waiting on the ballot proof for the RSU Budget and Bond Election from ES&S.
- O'Donnell's start field work for the 2024 tax commitment last Thursday and Friday and it may spill over into this week.
- Excise tax for March ended up quite a bit lower than in 2023.  
*See attached report for more information.*

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

- The crew is working on brush clean up from the last wet snowstorm. The State is responsible for cleanup of brush on the roadsides of State roads.
- Road load limit signs were pulled 4/17.
- The road to the ball fields has been opened and Scott is going to check in the cemetery roads this week.
- Paving is out to bid and due back at the next Selectmen's Meeting.
- The Crew has switched to their summer hours.

*See attached report for more information.*

**7. Town Administrator's Report**

- Animal Welfare and our ACO Robert Larrabee are both aware of the horses on Center Minot Hill Rd. and are working closely with the owner to get the horses out of the mud. The horses do have shelter to get out of the mud if they choose to for now and the owner plans to fix the area once the ground dries.
- Danielle submitted a safety grant to get staff new chairs. Some of the chairs currently being used are not in the best shape and need to be updated.
- Danielle is working to complete the FEMA reporting from the most recent snow/ rainstorm.
- Danielle explained that General Assistance applications may start to increase with CMP sending out shut off notices as of April 15. Depending on many factors, including what the applicant has done to avoid the situation, will determine if they are eligible for assistance.

**8. 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 but she would contact the Town's lawyer for an update.

**10. Next Meeting Dates**

**a. Monday, April 29, 2024 – Regular Meeting**

Date acknowledged.

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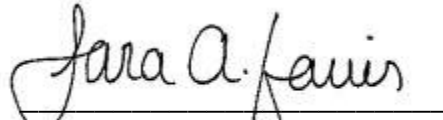
## 11. Adjournment

Motion: Lisa Cesare made the motion to adjourn at 7:50 pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (4/0)

The board adjourned at 7:50 pm.

  
Sara A. Farris – Clerk  
Recording Secretary

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Daniel Gilpartic – Chair

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Matthew Callahan

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Lisa Cesare – Vice Chair

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William Perry

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Brittany Hemond

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