



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 29, 2024
6:30 pm
Minutes*

REGULAR MEETING

Selectmen: Chair Daniel Gilpatric, Vice Chair Lisa Cesare, Brittany Hemond, Matthew Callahan, and William Perry
Staff: Sara Farris (Clerk & Recording Secretary), Dean Campbell (Fire Chief), and Danielle Loring (Town Administrator)
Public: Tobais Farnsworth via Zoom of St. Laurent and Sons

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. Tuesday, April 16, 2024 – Regular Meeting

Motion: Brittany Hemond made a motion to approve the meeting minutes from April 16, 2024 as written; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed the April 16, 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 29 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: Lisa Cesare motioned to accept the Payroll Expense Warrant in the amount of \$29,199.22 and the Treasurer's Warrant in the amount of \$25,164.70; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

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

Danielle requested to table the March check reconciliation as it is not completed for the meeting. The Selectmen tabled the approval of the March check reconciliation.

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

- EMT School is still ongoing and will end mid-May.
- The 2nd round of Fire Chief interviews will be held on Friday May 3. Dean has taken the top 3 candidates on tours of the Fire Stations to show them what Minot has for equipment and to help them expand on their answers at the 2nd round of interviews.
- Dean received a quote for new radios and they are just under \$1,000.00 per radio. These radios are used in interior firefighting situations and/ or under water situations. Matt Conklin is going to continue to work on the grant he is working on, and Danielle is going to look into the Spark grant through Walmart to help cover some of the costs.
- Fire Attack School is ongoing.
- Dean is going to get a quote for the repairs for truck 5 (the forestry truck) over to Danielle.
- Scene lights replaced with LED lights on Engine 4.
- Dean is working with a rep from Maine Federation of Fire Fighters to get all members enrolled in their program. Enrollment includes a life insurance plan for the member and the member can build on it if they would like.
- Members attended training on hose advances and SCBA.

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

Board of Selectmen Meeting Minutes Dated April 29 2024.

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

- 2 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.

5. Bid Opening

a. 2024 Paving

Daniel Gilpatric opened and read out loud the 6 bids the Town received. The bids were priced per ton as follows:

Pike Industries

\$91.25 9 ½ mm

99.00 binder

P & B Paving

\$75.00 9 ½ mm

\$85.00 binder

Glidden

\$92.42 9 ½ mm

\$100.00 binder

St. Laurent & Sons

\$92.25 9 ½ mm

\$99.95 binder

Spencer

\$91.00 9 ½ mm

\$95.00 binder

Northeast

\$120.50 9 ½ mm

\$128.00 binder

P & B Paving is the apparent low bidder with a total project cost of \$243,200.00.

Northeast is the apparent high bidder with a total project cost of \$389,028.00

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

Board of Selectmen Meeting Minutes Dated April 29 2024.

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

Motion: Lisa Cesare made a motion to authorize Highway Supervisor Scott Parker to manage the contract with P & B Paving on the Town's behalf; second by William Perry.

Discussion: None

Vote: Approval (4/0/ 1 abstained)
Matthew Callahan abstained as he works for Glidden Paving and bid on the project on their behalf.

Tobias of St. Laurent and Sons, who attended via Zoom, left the meeting.

6. New Business

a. Consideration of Approval if Gravel Bid

Daniel Gilpatric opened and read out loud the 2 gravel bids the town received. The bids were as follows:

Pike Industries

\$8.75

\$4.55 – delivery fee

\$13.30 per ton delivered

Auburn Aggregates

\$9.36

\$5.00 – delivery fee

\$14.36 per ton delivered

Brittany Hemond pointed out that the bids were completed differently and Danielle added that the RFP was verbal so one company may have misunderstood what was said.

Motion: Matthew Callahan made a motion to authorize Highway Supervisor Scott Parker to meet with Pike Industries to a) see if they can meet the trucking requirements to have the product delivered quickly and b) to inspect the product. If Scott Parker finds the product or trucking unsuitable the Selectmen authorize him to contact Auburn Aggregates; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

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

Board of Selectmen Meeting Minutes Dated April 29 2024.

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

**b. Executive Session Pursuant to Title 1 MRSA §405 (6)(a):
Personnel Matter Discussion with Town Administrator**

Motion: Brittany Hemond made the motion to enter the Executive Session at 7:14 pm; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

Sara Farris left the meeting and the Selectmen and Danielle Loring continued with the session.

Motion: Brittany Hemond made the motion to exit the Executive Session at 7:44 pm; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

Sara Farris was called back to the meeting. No motions were needed on the items discussed in the Executive Session.

7. Department Head Updates

a. Clerks Report submitted and read by Clerk Sara Farris

- The site walks for Albert Hemond on Millett Rd. and Greg Washburn on Woodman Hill Rd. went well. The Planning Board will be holding a public hearing for both on May 7 at 6 pm.
- Sara has accepted the proof for the RSU ballots and the State and RSU ballots should be arriving anytime.
- The RSU 16 District Budget Meeting will be May 21 at 6:30 pm at the PRHS auditorium.
- Excise tax for April is up over \$10,000 compared to April of 2023!

See attached report for more information.

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

- The cemeteries are open.
- The crew has been picking up brush and downed trees from the last snowstorm.
- The water is turned on at the ballfields.

See attached report for more information.

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

Board of Selectmen Meeting Minutes Dated April 29 2024.

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

8. Town Administrator's Report

- Collette Monuments is going to fix the stones that were damaged by downed trees from the last snowstorm, but insurance will not cover the cost. Lisa asked if the Town's perpetual care will cover the costs and Danielle answered that it would.
- Danielle is working to get grub control at the ballfields as well as aerating and overseeding.
- Danielle attended a DOT class last week and was able to speak with them regarding the work done on Center Minot Hill Rd last year and possibly reclassifying the road.

Danielle learned at the class that the Town needs an ordinance for the digital sign at the office because it changes screens in less than 20-minute intervals. An ordinance is also needed for the Town to legally install street signs. These ordinances only need approval by the Selectmen, so Danielle is going to work on creating them.

- The Town Audit was last week, and Danielle is waiting to hear back from Mindy Cyr.
- Danielle is looking into grants to fix the lighting issues as the ball fields as well as a Homeland Security Grant to complete security upgrades at the Town Office.

9. Selectmen Comment

- There was various discussion regarding an ongoing matter that was previously discussed in Executive Session.
- Brittany Hemond added that there is a community forum tomorrow with the RSU 16 Strategic Planning Committee.
- Lisa Cesare stated that at the last RSU Budget Meeting there was some discussion regarding a possible walk through at one of the schools like they have done in the past, but time is running out as the District Budget Meeting is May 21.

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

Board of Selectmen Meeting Minutes Dated April 29 2024.

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

10. Public Comment

None

11. Next Meeting Dates

a. Monday, May 13, 2024 – Regular Meeting

Date acknowledged.

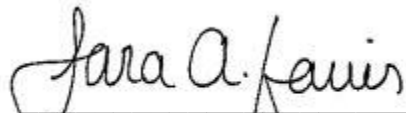
12. Adjournment

Motion: Lisa Cesare made the motion to adjourn at 8:21 pm; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 8:21 pm.



Sara A. Farris – Clerk
Recording Secretary

Daniel Gilpartic – 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 April 29 2024.

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