



Town of Minot

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

Board of Selectmen Meeting

Minot Town Office
Monday, May 13, 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), Danielle Loring (Town Administrator), and Jeffrey Burt (Fire Chief Candidate)
Public: Joshua Belanger & Family

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 29, 2024 – Regular Meeting

Motion: Brittany Hemond made a motion to approve the meeting minutes from April 29, 2024 as written; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed the April 29, 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 May 13, 2024.

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4. Warrants

a. Payroll Expense Warrant

b. Treasurer's Warrant

Motion: Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$22,544.17 and the Treasurer's Warrant in the amount of \$257,607.87; second by Lisa Cesare.

Discussion: Danielle added that the Treasurer's Warrant includes the May RSU 16 payment.

Vote: Unanimous Approval (5/0)

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

5. New Business

a. Discussion of Potential Private Drive Application on Shaw Hill Rd. – Joshua Belanger

Danielle provided the Selectmen with a Google maps overview of the property in question and the Ordinance pertaining to private roads. She also explained that 2 property owners can have a shared driveway but when 3rd owner requires access it needs to become a private way and the road must meet standards as set in the Ordinance. Mr. Belanger introduced himself to the board and staff. He told them that he has been a property owner in Minot on Shaw Hill Rd. for 3 years and that his property abuts Kevin Delorenzo's and Cynthia Duplissis's property. Mr. Belanger and Mr. Delorenzo have a right of way easement on their deeds to access their properties. Mr. Belanger has started to build out the road using material to meet State specs and has a loop turn around. He stated that the road is currently 12-19 ft. wide and he would like to push it to 20 ft. wide. Fire Chief Dean Campbell voiced his concern that 20 ft. wide is not wide enough to fit 2 apparatus passing each other if they needed to get water to the residence and that he suggests pushing it out to 24 ft. Mr. Belanger agreed and Mr. Campbell added that he would like to go out to the property and inspect the current turn around.

Daneille added that Highway Supervisor Scott Parker is fine with the private road as the driveway entrance is an existing entrance. Danielle asked Mr. Belanger, based on their previous conversation on Friday, if he intended to ask for a waiver to not pave the private road. Mr. Belanger agreed that he would rather not pave the road if he didn't have to. The Selectmen were not opposed to the road not being paved.

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There was some various other discussion, and the Selectmen came to an agreement that they would like Mr. Belanger to look over the Ordinance and then come to a future Selectmen Meeting to see what aspects of the Ordinance he would like waived and to complete an application. Danielle said she would email Mr. Belanger the application.

At this point in the discussion no motion was required. The Selectmen thanked Mr. Belanger and his family for attending the meeting and they left the meeting.

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

- Dean did not have any updates on the fire ponds but said he would get in contact with Fortin.
- 2 Fire Department members will complete EMT School in 7 days.
- Danielle added that she applied for the Spark grant for the radios as discussed at a previous meeting.
- Fire Attack School is going well, and the next class is May 28.
- Dean did not have a quote for the repairs to Truck 5 but would work on getting it to Danielle in the coming week.
- Dean stated that the State is looking for Fire Chiefs to weigh in on the possible new OSHA changes and how they will affect Maine towns and cities.
- Saturday May 18 the Department will complete hose and ladder testing as well as attending the Community Club's event for touch a truck.
- There have been 5 calls in the last 2 weeks.
- There was various discussion regarding a call that the Department received over the weekend involving United Ambulance and Dispatch. They also discussed various other resources for fire and EMT services.

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**b. Executive Session Pursuant to Title 1 MRSA §405 (6)(a):
Consideration of Appointment of Fulltime Fire Chief**

Motion: William Perry made the motion to enter the Executive Session at 7:16 pm; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

Danielle asked Jeffrey Burt to please leave the room and the Board, Danielle Loring, and Dean Campbell entered the Executive Session.

Danielle asked Mr. Burt to come back to the Executive Session at 7:33 pm

Motion: Brittany Hemond made the motion to exit the Executive Session at 7:51 pm; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

The Board exited the Executive Session

Motion: William Perry made the motion to appoint Jeffrey Burt as Minot's first full time Fire Chief; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed Jeffrey Burt's appointment paperwork and job offer. They congratulated Mr. Burt and thanked Mr. Campbell for all he has done for the Department to get it back in working order.

The Selectmen also agreed to hold a meeting with the Fire Department on June 3 to introduce Mr. Burt to the members and to show their support for him. Clerk Sara Farris will also swear Mr. Burt in at that meeting. Dean Campbell and Jeffrey Burt left the meeting.

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c. Consideration of Approval for Boston Post Cane Recipient Nomination

Sara Farris stated that Mrs. Barbara Paiton was nominated by her family to receive the Boston Post Cane award. Mrs. Paiton qualifies for the award as she has been a resident of Minot for 9+ years and is 95 years of age.

Motion: Brittany Hemond made the motion to approve Mrs. Barbara Paiton as the next Boston Post Cane Recipient; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed the Resolution and Sara stated that she would contact the family to set up a date and time when Mrs. Paiton could be awarded.

d. Consideration of Appointment - Matthew LeClair – Alternate Planning Board Member

Sara stated that the Planning Board is now fully staffed!

Motion: Lisa Cesare made the motion to appoint Matthew LeClair as an alternate Planning Board member; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed the appointment paperwork for Mr. LeClair.

e. Consideration of Nomination for Town Administrator to Legislative Policy Committee

Motion: Matthew Callahan made the motion to nominate Danielle Loring as a member of the Legislative Policy Committee; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

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**f. Executive Session pursuant to Title 1 MRSA §405 (6)(f):
Consideration of Scholarship Awards**

Motion: Brittany Hemond made the motion to enter the Executive Session at 8:06 pm; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen entered the Executive Session.

Motion: Brittany Hemond made the motion to exit the Executive Session at 8:10 pm; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

The board exited the Executive Session, and the following motion was made.

Motion: Brittany Hemond made the motion to award Jessica Hendricks \$1,000.00 from the Hemond Scholarship and Connor Cyr and Briyanna Velilla \$200.00 each from the Theriault Scholarship; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

**g. Executive Session pursuant to Title 1 MRSA §405 (6)(e):
Discussion of Potential Legal Matter**

Motion: Brittany Hemond made the motion to enter the Executive Session at 8:12 pm; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen entered the Executive Session.

Motion: Matthew Callahan made the motion to exit the Executive Session at 8:22 pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The Board exited the Executive Session and no motions were required.

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6. Department Head Updates

a. Clerks Report submitted and read by Clerk Sara Farris

- At the May 7 Planning Board meeting the board approved Washburn's application and decided to table Hemond's application as they wanted more input from Erica at AVCOG.
- Sara has received both State and RSU absentee ballots and is waiting to mail them after the RSU Meeting on 5/21.
- The Budget Committee is now fully staffed!
- Boat excise has doubled over the last 2 weeks.
- Sara has started to include a table for building and plumbing permits to show the Selectmen what kinds of permits are being issued.
- Excise for April was up over \$17,000.00 compared to April 2023.
See attached report for more information.

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

- FEMA is going to reimburse the Town around \$47,000.00 to cover brush clean up hours and equipment hours from the storms.
- The Crew is working on street sweeping.
- They are also working on cemetery clean up and will be putting the flags up for Veterans next week before Memorial Day.
- Due to staffing issues Scott and Danielle are looking into non-manned flagging equipment to use when completing paving projects and other work requiring flaggers. If Scott likes the equipment, he may consider buying their own.
See attached report for more information.

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7. Town Administrator's Report

- The Cemetery Committee is starting to work on the drainage project at Center Minot Hill, as well as the cremation lots and fencing. Main-Land will be out to plot the cremation lots. Each 2-place lot with vault will be \$400.00 for Minot residents to purchase.
- Danielle is working with Catalis to complete the website refresh. The goal is to keep the website simple and to use some of the pictures we have collected in the past to personalize it. Once the site is created and approved Catalis will work on switching over to our current site. Danielle is also looking to create QR codes to give residents more access to Minot's cemetery history and that will be a part of the website refresh.
- Danielle is working on the Homeland Security Grant and is expecting to receive around \$65,000.00 to use towards the security upgrade in the office. She also is looking into a Brick Grant for the Fire Department generator.
- Danielle stated that she is very happy to have Jeffrey Burt on board as the full-time Fire Chief and believes that he will be great for the Department.

8. Selectmen Comment

- Lisa Cesare stated that Donna Wallace, a Minot resident and interim Library Director, accepted the position of Library Director at the Auburn Public Library.

9. Public Comment

Public Comment was addressed in 5. New Business, a. Private Drive Application with Joshua Belanger.

10. Next Meeting Dates

- a. Tuesday, May 28, 2024 – Regular Meeting**
 - b. Monday, June 3, 2024 – Joint Meeting with the Fire Department**
- Dates acknowledged.

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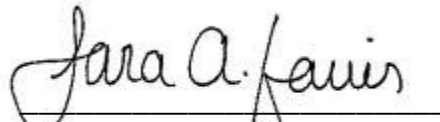
11. Adjournment

Motion: William Perry made the motion to adjourn at 8:42 pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 8:42 pm.


Sara A. Farris – Clerk
Recording Secretary

Daniel Gilpartic – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond

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