



Town of Minot

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

Board of Selectmen Meeting

Minot Town Office
Monday, June 10, 2024
6:30 pm
Minutes*

REGULAR MEETING

Selectmen: Chair Daniel Gilpatric, Vice Chair Lisa Cesare, Matthew Callahan, and William Perry
Absent: Brittany Hemond
Staff: Sara Farris (Clerk & Recording Secretary), Jeffrey Burt (Fire Chief), and Danielle Loring (Town Administrator)
Public: Dean Campbell, Joshua Belanger, and Eriks Peterson – SunJournal

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, May 28, 2024 – Regular Meeting

Motion: Lisa Cesare made a motion to approve the meeting minutes from May 28, 2024 as written; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (4/0)

The Selectmen signed the May 28, 2024 Selectmen Meeting minutes.

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

Board of Selectmen Meeting Minutes Dated June 10, 2024.

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

4. Warrants

a. Payroll Expense Warrant

b. Treasurer's Warrant

c. Consideration of Approval of March and April Check Reconciliation

Motion: Lisa Cesare motioned to accept the Payroll Expense Warrant in the amount of \$22,399.07 and the Treasurer's Warrant in the amount of \$286,619.34; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (4/0)

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

Motion: Lisa Cesare motioned to accept the Check Reconciliation for March and April as written; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (4/0)

The Selectmen signed the March and April Check Reconciliation.

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

- This was Chief Burt's first week as the Fire Chief. He has been getting to know the members and the department needs.
- The quote for Truck 5 should be complete just waiting to hear from NorthEast.
- Basic Fire Attack School is complete with 3 members graduating.
- 2 members have completed EMT School, and they are working on their clinicals.
- Chief Burt has scheduled full in-depth inspections on Engine 8 and Engine 1.
- Minot won the bid through Farmington Fire Department for a used SCBA compressor. The bid was for \$2,500 and the equipment was in good condition. The used equipment saved the Town quite a bit of money and we will not have to use surrounding towns anymore.
- The department attended the school fun day at MCS and the department will also be at the touch a truck event at Poland Springs Resort on Saturday. Chief Burt added that member participation has been great. Members have been attending extra events and extra trainings after calls.
- Oxygen bottles sent to Maine Oxy for testing.

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- Squad 7 needs a new light bar, updated communication technology, and new tires.

See attached report for more information.

6. Old Business (Pending Matters)

a. Creation of Private Drive Off Shaw Hill Road – Joshua Belanger

Joshua Belanger provided the Selectmen with a sketch of his proposed private drive and a plan of action. *See attached documents.*

Chief Burt voiced his concern with the 60' turn around. He believes that a T shape would be better for an apparatus to turn around in if needed. Mr. Belanger said there is room to change the turnaround to 75' if needed. There is also room to back an apparatus up in Mr. Belanger's driveway and Mr. Delorenzo's driveway.

Matthew Callahan requested that Mr. Belanger provide a more specific sketch of the road regarding what he is using for gravel, where he is using it, and the depth of it (gravel road profile).

Dean Campbell asked if the town had any regulations in place to make sure the road is maintained. Danielle answered that they do not, and the Selectmen agreed. Mr. Belanger answered that he would maintain the road and if anything were to happen to him, he has an agreement in place with his neighbors to maintain.

The Selectmen would like to have Mr. Belanger complete the gravel road profile, go before the Planning Board for their input, and receive input from Highway Supervisor Scott Parker. Mr. Belanger is going to try to get the information requested to Danielle before the 24th to be included at the next Planning Board meeting.

5. New Business

a. Discussion Regarding York Road Lot Development- Andrea Gleezen

Mrs. Gleezen was not present for the meeting. Danielle gave the selectmen an overview of what the issue was with the lot so when Mrs. Gleezen did attend, they would be informed. The concern is that the Gleezen's lot does not have road frontage on York Road but an easement. Danielle has done some research regarding the lot in question, and it appears that prior Code Officer Ken Pratt would not approve 3 building permits for the lot and the decision was taken to the Appeals Board. The Appeals Board sided with the applicant and the Selectmen took the Appeals Board to Superior Court. Superior Court sided with the Appeals

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Board but only granted 1 building permit, the Gleezen's property. The main concern is that the definition of back lot driveway was unclear. Danielle is also working with Erica at AVCOG to make sure they have all the information when Mrs. Gleezen comes to a future meeting. Lisa Cesare asked if the new LD 2003 law for accessory dwellings would be allowed for this lot and Danielle said it would and that Code Officer Scott McElravy offered it to the Gleezens as an option.

b. Consideration of Approval for FY 2023 Audit

Danielle requested that the Selectmen table approval so they have time to review it and present any questions they may have. The Selectmen agreed and tabled the approval.

7. Department Head Updates

a. Clerks Report submitted and read by Clerk Sara Farris

- Overview of applications that are going before the Planning Board.
- There have been 61 absentee requests for the State Primary and 60 Requests for the RSU.
- Boat excise is continuing to come in with every registration.
- Unpaid 2023 taxes will receive 30-day notices on July 1 and liened July 31. There are currently 55 accounts eligible.
- Excise tax ended up increasing around \$9,000 compared to May 2023.
See attached report for more information.

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

- Continuing ditching on Shaw Hill Road.
- Mowing ball fields and cemeteries.
- Gravel delivered from Pike Industries.
- Scott and Danielle went to MCS to take a picture with Mrs. Gagnon's class for submitting the winning plow truck name Frostbite.
See attached report for more information.

8. Town Administrator's Report given by Danielle Loring, Administrator

- The town will receive \$60,000 back from FEMA for the storms this past winter. They will also help with the Bucknam Bridge Road project and the wing walls on Shaw Hill Road.

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- The town received a grant for \$30,000 from the Community Resilience Program. The next round of grants will be available soon and Danielle would like to try for the Sand/ Salt Shed.
- The RFQ for the MDOT Grant is available. This process allows firms to show how they can meet Minot's needs and then allows the town to pick what works best for the town.
- Danielle has been working with Chief Burt in his first week as Chief. She believes he is doing great.

9. Selectmen Comment

- Lisa Cesare requested to discuss the Sun Journal article regarding the property on Lower Road. Danielle said she did speak with the writer of the article and provided him with the actual letter that was sent to the property management company and cc'd the property owners. The letter did not say the owner would be fined but requested that they contact the town and clean it up or the town would take further action. Danielle also said when she spoke with the writer she tried to keep a neutral/ no comment stance. She was also concerned that the article mentions a \$10,000 septic but no permits were filed at the town office.
- Lisa Cesare also asked if roadside mowing was going to be completed this year. Danielle answered that Scott Parker has been in contact with the Town of Raymond and the mowing will start around the 1st week in August.

10. Public Comment

None

11. Next Meeting Dates

a. Monday, June 24, 2024 – Regular Meeting

Date acknowledged.

12. Adjournment

Motion: Lisa Cesare made the motion to adjourn at 7:20 pm; second by Matthew Callahan.

Discussion: None

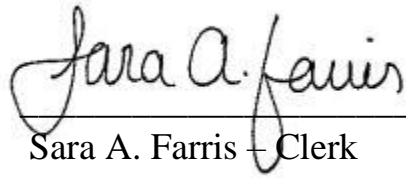
Vote: Unanimous Approval (4/0)

The board adjourned at 7:20 pm.

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Sara A. Farris – Clerk
Recording Secretary

Daniel Gilpartic – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond

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