



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 24, 2024
6:30 pm
Minutes*

REGULAR MEETING

Selectmen: Chair Daniel Gilpatric, Matthew Callahan, William Perry, and
Brittany Hemond

Absent: Vice Chair Lisa Cesare

Staff: Sara Farris (Clerk & Recording Secretary), Jeffrey Burt (Fire
Chief), and Danielle Loring (Town Administrator)

Public: 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. Monday, June 10, 2024 – Regular Meeting

Motion: Matthew Callahan made a motion to approve the meeting minutes from June 10, 2024 as written; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (4/0)

The Selectmen signed the June 10, 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 June 24, 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: Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$23,529.64 and the Treasurer's Warrant in the amount of \$77,480.10; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (4/0)

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

Motion: Matthew Callahan motioned to approve the Check Reconciliation for May as written; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (4/0)

The Selectmen signed the May Check Reconciliation.

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

- 13 calls in the last 2 weeks (6 fire and 7 medical)
- Still waiting for the quote to fix Truck 5's winch.
- Service completed on Engine 8 and 1. Cotter pin fixed on Engine 8.
- Chief Burt is going to contact the town's electrician to have the compressor wired.
- Working on Squad 7 updates including the lightbar and radio.
- New firefighter and EMT from town is joining the Department. Possible 2 or 3 more applicants. Members are coming in on their days off to help organize Engine 8 and Truck 3. Chief Burt created a Per-Diem program and will be utilizing it shortly.
- Chief Burt is working on quotes for battery powered extrication tools for upcoming grants. The goal is to have one at each end of town and keep the old one the town currently has in service as well.
- Chief Burt stated that the Department has had great community involvement, and he is communicating with other local Chiefs for mutual aid. Firefighters from other Departments are considering joining Minot because they have heard good things about the growth of the Department.

She attached report for more information.

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William Perry asked Chief Burt if a permit is required to have a fire in a fire pit. The chief responded that if the fire is 3ft high or less and 3ft in diameter or less and/ or is used for cooking/ warming you do not need a permit.

Matthew Callahan asked Chief Burt to stay for the discussion with Mr. Belanger regarding his private drive off Shaw Hill Road.

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 road profile as requested at the last Selectmen Meeting that shows what kind of gravel he is using, where, and how thick it will be. The Selectmen were happy with the sketch as presented

Chief Burt is going to schedule a time to meet with Mr. Belanger and bring a fire truck to make sure an apparatus can access the property if needed.

Mr. Belanger gave Daneille his sketches for her to receive feedback or comments from the Highway Supervisor and to be presented to the Planning Board for comment. Danielle reminded Mr. Belanger that the next step if approved would be to come before the Selectmen with a road name for approval.

Mr. Belanger and Chief Burt left the meeting.

5. New Business

a. Discussion Regarding York Road Lot Development- Andrea Gleezen

Mrs. Gleezen was not present for the meeting. Danielle stated that if Mrs. Gleezen can provide right, title, and interest to the easement then a back lot could be considered without Selectmen approval. Danielle also added that the tax map will need to be correct to reflect this and she would contact J.E. O'Donnel's to have this done.

Intentionally left blank

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b. Consideration of Approval for FY 2023 Audit

Danielle stated that all journal entries were completed with no issues and that the auditor reported no items of concern.

Motion: Matthew Callahan motioned to accept the FY 2023 Audit as presented; second by William Perry.

Discussion: None

Vote: Unanimous Approval (4/0)

Chair Daniel Gilpartic signed the FY 2023 Audit for approval

7. Department Head Updates

a. Clerks Report submitted and read by Clerk Sara Farris

- The RSU 16 Budget Meeting will be held July 10 and the Budget Validation will most likely be held July 30 pending School Board approval. The ballots for the validation election will be hand counted.
- The State has sent posters for the Pine Tree plate switch over which will be starting May 1, 2025. Residents can keep their old plate number by paying a onetime \$25.00 fee and requesting it online or through the mail.
- 30-Day Notices for unpaid 2023 taxes will be mailed out July 1.
- Excise for June 2024 is low compared to June 2023 but there is still a week of collection plus rapid renewals.
See attached report for more information.

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

- Ditching on Shaw Hill Road is complete.
- Raymond Public Works will start roadside mowing the first week of August. Scott would like the Selectmen to consider the potential of purchasing their own instead of relying on other Towns. Clerk Sara Farris added that Nick Marchesseault recently registered 2 roadside mowers and she believes when he was in the office he said he planned on renting them out to Municipalities. Danielle said she would pass this info along to Scott.
- Discussing crack sealing on Death Valley Road, Brighton Hill Road, and Millett Road.

See attached report for more information.

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

- Danielle asked the Selectmen's opinion on closing the office July 5 to extend the July 4 holiday weekend if staff uses PTO to cover the day. The Selectmen agreed. Sara stated that she would update Facebook, the website, the sign, and create a sign for the main entrance.
- Danielle is still working with FEMA regarding the \$60,000.00 reimbursement from the December 2023 storms.
- Danielle has been working on creating the QR codes for Minot Cemeteries. The QR codes will be added to the cemetery signs and when scanned it will bring you to the Town's website. There you will find the links to the cemetery's history, who is buried there, and google maps driving instructions.

9. Selectmen Comment

None

10. Public Comment

None

11. Next Meeting Dates

a. Monday, July 8, 2024 – Regular Meeting

Date acknowledged.

12. Adjournment

Motion: Matthew Callahan made the motion to adjourn at 7:23 pm; second by Brittany Hemond.

Discussion: None

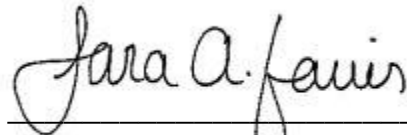
Vote: Unanimous Approval (4/0)

The board adjourned at 7:23 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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