



Town of Minot

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

Board of Selectmen Meeting

Minot Town Office
Monday, July 8, 2024
6:30 pm
Minutes*

REGULAR MEETING

Selectmen: Chair Daniel Gilpatric, Vice Chair Lisa Cesare, Matthew Callahan, William Perry, and Brittany Hemond
Staff: Danielle Loring (Town Administrator), Jeffrey Burt (Fire Chief), and Sara Farris (Clerk & Recording Secretary),
Public: None

1. Call to Order

Chair Daniel Gilpatric called the meeting to order at 6:35 pm. A quorum was present.

2. Pledge of Allegiance

Recited.

3. Approval of Minutes

a. Monday, June 24, 2024 – Regular Meeting

Motion: Brittany Hemond made a motion to approve the meeting minutes from June 24, 2024 as written; second by William Perry.

Discussion: None

Vote: Approved (4/0/1 Lisa Cesare abstained as she did not attend the June 24 Meeting)

The Selectmen signed the June 24, 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 July 8, 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 \$23,101.37 and the Treasurer's Warrant in the amount of \$325,600.57; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

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

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

- 15 calls in the last 2 weeks (6 fire and 9 medical)
- See attached report
- Chief Burt is looking into various cost-effective options to fix the radio on Engine 8. He is working with Dirigo to purchase a used one until a grant is available to purchase a new one.
- Department members have requested hands-on training involving an ambulance so they can see how the equipment and supplies on an ambulance work to better help in medical situations. Chief Burt is going to set this up with United Ambulance Service.
- Chief Burt stated that there has been a great turnout to calls with at least 2 units attending most calls.
- Danielle added that Chief Burt has worked as Chief for 30 days and she will meet with him to create a plan to move forward.

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

The Selectmen would like Chief Burt to speak at Town Meeting regarding the Departments improvements over the last year so that residents can see that creating this full-time position has been invaluable for the Town and its residents.

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6. Old Business

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

Danielle provided the Selectmen with the attached Finding of Fact document for them to consider and review. Danielle stated that the Planning Board looked over the plan provided by Mr. Belanger and the Finding of Fact document and did not have any concerns.

Motion: Matthew Callahan motioned to accept the Finding of Fact document for the creation of a private drive off Shaw Hill Road for Mr. Belanger as presented; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed the Finding of Fact document.

b. Discussion Regarding York Road Lot Development

This item was not discussed.

5. New Business

a. Consideration and Approval of RSU 16 Budget Election Warrant

There was various discussion regarding the new proposed RSU 16 Budget.

Motion: Lisa Cesare motioned to accept the RSU 16 Budget Election Warrant for Tuesday, July 30, 2024 as presented; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed the RSU 16 Budget Election Warrant.

7. Department Head Updates

a. Clerks Report submitted and read by Clerk Sara Farris

See attached report for more information.

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

See attached report for more information.

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

- Danielle and Scott Parker are going to start surveying roads to collect data using RSMS 16. This will let them know what the current condition of the roads are and when paving or work will most likely be needed in the future.
- When staff arrived this morning, there was no hot water. Danielle had Jason Bryant of J Bryant Heating and Cooling come and inspect the boiler. The problem is fixed for now and Jason is going to periodically inspect it. Mr. Bryant did recommend replacing the boiler within the next 5 years.
- The Town was awarded the Community Resilience Grant in the amount of \$30,000 not 60 as originally thought. Danielle is working on the RFP for the projects this grant will be used for.
- Danielle is also working on the RFP for the MDOT Grant.
- Tax commitment will be delayed depending on if the RSU Budget passes on July 30. The Selectmen may have to consider commitment with the most recently passed budget numbers and revisit commitment when the budget is approved.
- Maine Waste to Energy's previous insurance company will no longer provide them with insurance so they are looking into all other options for insurance. If something was to happen to the facility the town would be liable via a bond. Maine Waste to Energy is also looking at possible state funded programs or reclassifying their facility. Danielle stated that this is a widespread problem for all recycling facilities in the area.

9. Selectmen Comment

There was some discussion regarding a previous legal matter as Lisa Cesare requested an update. Danielle did not have an update to provide.

10. Public Comment

None

11. Next Meeting Dates

a. Monday, July 22, 2024 – Regular Meeting

Date acknowledged.

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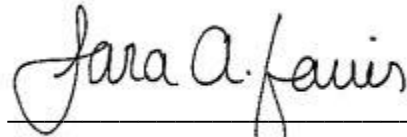
12. Adjournment

Motion: William Perry made the motion to adjourn at 7:47 pm; second by
Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 7:47 pm.



Sara A. Farris – Clerk
Recording Secretary

Daniel Gilpartic – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond

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