



Town of Minot

329 Woodman Hill Rd.
Minot, ME 04258
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www.minotme.org

Board of Selectmen Meeting

Minot Town Office
Monday, July 22, 2024
6:30 pm
Minutes*

REGULAR MEETING

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

1. Call to Order

Interim Chair Brittany Hemond called the meeting to order at 6:30 pm. A quorum was present.

2. Pledge of Allegiance

Recited.

3. Approval of Minutes

a. Monday, July 8, 2024 – Regular Meeting

Motion: Matthew Callahan made a motion to approve the meeting minutes from July 8, 2024 as written; second by William Perry.

Discussion: None

Vote: Unanimous Approval (3/0)

The Selectmen signed the July 8, 2024 Selectmen Meeting minutes.

4. Warrants

a. Payroll Expense Warrant

b. Treasurer's Warrant

c. Consideration of Approval of June Check Reconciliation

Motion: Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$29,423.64 and the Treasurer's Warrant in the amount of \$65,052.57; second by William Perry.

Discussion: None

Vote: Unanimous Approval (3/0)

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

Motion: Matthew Callahan motioned to approve the June Check Reconciliation as presented; second by William Perry.

Discussion: None

Vote: Unanimous Approval (3/0)

Interim Chair Brittany Hemond moved **7. Department Head Updates, c. Fire Department Report** up in the agenda as Chief Burt was present. See attached report provided by Chief Burt for more information regarding the Fire Department within the last 2 weeks and ongoing projects.

5. New Business

a. Consideration and Approval of Revised Tax Acquired Property Policy

Sara Farris provided the Selectmen with the revised policy for approval and final guidance provided by Maine Municipal Association (attached).

Motion: Matthew Callahan motioned to approve the Tax Acquired Property Policy as presented; second by William Perry.

Discussion: None

Vote: Unanimous Approval (3/0)

The Selectmen signed the Policy.

6. Old Business (Pending Matters)

a. Discussion Regarding York Road Lot Development – Andrea Gleezen

Mrs. Gleezen was not present, and this item was not discussed.

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.

Danielle has been working with Scott Parker to survey the roads. This technology gives each road a “grade” that will help determine when and what kind of maintenance is needed. There is a GPS tool that maps out roads as you drive them and allows you to pinpoint where road signs are. Danielle added that this program will help with the budget process by providing the town with information about why roads are selected for maintenance.

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

- Danielle Loring spoke with the Town’s Attorney and had an update regarding an ongoing drainage issue. Matthew Callahan requested that this topic be discussed in Executive Session. William Perry and Brittany Hemond agreed.
- The Maine Municipal Association Annual Convention will be held October 2 and 3. Danielle requested the Office be closed October 2 for staff to attend. The Selectmen agreed.
- Danielle asked if the Selectmen would like to hold an employee appreciation event in August like they had in the past. The Selectmen agreed on Wednesday, August 21 and Danielle is going to check with staff regarding the date.

The Selectmen thanked Eriks Peterson for attending and asked him to leave before entering the Executive Session.

Motion: Matthew Callahan motioned to enter Executive Session at 7:05 pm;
second by William Perry.

Discussion: None

Vote: Unanimous Approval (3/0)

The Selectmen entered the Executive Session.

Motion: Matthew Callahan motioned to exit Executive Session at 7:19 pm;
second by William Perry.

Discussion: None

Vote: Unanimous Approval (3/0)

The Selectmen exited the Executive Session. No motions were required at this time.

9. Selectmen Comment

None

10. Public Comment

None

11. Next Meeting Dates

a. Monday, August 5, 2024 – Regular Meeting

Date acknowledged.

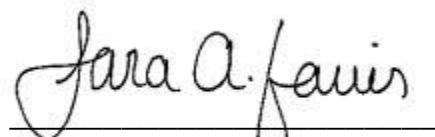
12. Adjournment

Motion: Matthew Callahan made the motion to adjourn at 7:25 pm; second by William Perry.

Discussion: None

Vote: Unanimous Approval (3/0)

The board adjourned at 7:25 pm.



Sara A. Farris – Clerk
Recording Secretary

Daniel Gilpartic – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond

Board of Selectmen Meeting Minutes Dated July 22, 2024.

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