



# Town of Minot

329 Woodman Hill Rd.  
Minot, ME 04258  
207-345-3305  
[www.minotme.org](http://www.minotme.org)

Board of Selectmen Meeting

Minot Town Office  
Monday, August 19, 2024  
6:30 pm  
Minutes\*

## REGULAR MEETING

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

### 1. Call to Order

Chair Daniel Gilpatric called the meeting to order at 6:30 pm. A quorum was present.

### 2. Pledge of Allegiance

Recited.

### 3. Approval of Minutes

#### a. Monday, August 5, 2024 – Regular Meeting

**Motion:** Lisa Cesare made a motion to approve the meeting minutes from August 5, 2024 as written; second by Matthew Callahan.

**Discussion:** None

**Vote:** Unanimous Approval (5/0)

The Selectmen signed the August 5, 2024 Selectmen Meeting minutes.

#### **4. Warrants**

##### **a. Payroll Expense Warrant**

##### **b. Treasurer's Warrant**

**Motion:** Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$23,428.06 and the Treasurer's Warrant in the amount of \$672,687.46; second by William Perry.

**Discussion:** Danielle added that the Treasurer's Warrant includes the County and RSU 16 payments.

**Vote:** Unanimous Approval (5/0)

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

#### **5. Public Hearing**

##### **a. Consideration of Approval for Liquor License Application**

##### **Doom Forest Distillery DBA Chadwick's Craft Spirits**

##### **Wedding Reception located at 695 Woodman Hill Rd**

**Motion:** William Perry made a motion to open the Public Hearing at 6:34 pm; second by Matthew Callahan.

**Discussion:** None

**Vote:** Unanimous Approval (5/0)

Lynn Chadwick was present but there were no other members of the public present. The Selectmen confirmed that this was only a one-time license. The Selectmen asked Mrs. Chadwick some questions regarding her business.

**Motion:** Matthew Callahan made a motion to close the Public Hearing at 6:39 pm; second by Lisa Cesare.

**Discussion:** None

**Vote:** Unanimous Approval (5/0)

**Motion:** Lisa Cesare made a motion to approve the Liquor License for Doom Forest Distillery DBA Chadwick's Craft Spirits for a wedding reception located at 695 Woodman Hill Road to be held on 8/24/2024; second by William Perry.

**Discussion:** None

**Vote:** Unanimous Approval (4/0/1 Brittany Hemond abstained as the event is on her property)

The Selectmen signed the license and Sara Farris collected the \$100.00 fee from Mrs. Chadwick. Mrs. Chadwick thanked the Selectmen and left the meeting.

Chair Gilpatric moved **8. 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/ business. After Chief Burt gave his report he left the meeting.

## **6. New Business**

### **a. Review and Discussion of Planning Board Bylaws**

The Selectmen were provided with draft bylaws created by the Planning Board to review and give feedback on. Lisa Cesare suggested that they could add a paragraph as to what AVCOG's role is in the Planning Board Process is. Danielle said she would pass the suggestion on to Alex Richardson, and Planning Board's Secretary, for their consideration. No approval/ motion to approve was needed.

### **b. Consideration and Approval of the RSU 16 Budget Validation Election Warrant**

Motion: Lisa Cesare made a motion to accept the RSU 16 Budget Validation Election Warrant #3 to be held on 9/17/2024; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

## **7. Old Business (Pending Matters)**

### **a. Discussion Regarding York Road Lot Development – Andrea Gleezen**

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

## **8. 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 added that if the Selectmen receive complaints about the roadside mowing cutting small trees it is because the roadsides are so grown up and have not been done for so long. The roadside mowing looks like it will take around 4 weeks to complete instead of 2 so Danielle and Scott Parker are working with the Town of Raymond to come up with a fair agreement.

Board of Selectmen Meeting Minutes Dated July 22, 2024.

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

## **9. Town Administrator's Report given by Danielle Loring, Administrator**

Danielle stated that she is going to start working with Department Heads regarding their budgets for the upcoming budget season.

Office staff will also be attending training in the upcoming months including Election Training, General Assistance Training, and the MMA Conference.

## **10. Selectmen Comment**

None

## **11. Public Comment**

Eriks Peterson asked what members of the board attended the RSU Leaders Meeting on 8/13/2024 and how they felt the meeting went. Danielle answered that Lisa Cesare, Matthew Callahan, Sara Farris, and herself attended. There was various discussion as to how the staff that attended thought the meeting went. Lisa Cesare asked what ideas the board would like her to bring to the next RSU Budget Meeting. The consensus was that the RSU should look at EPS standards and try to meet them for the time being.

Eriks left the meeting so the Board could enter Executive Session.

## **6. New Business**

### **c. Executive Session Pursuant to Title 1 MRSA §405 (6) (e): Discussion of Potential Legal Matters**

Motion: Lisa Cesare made a motion to enter the Executive Session at 7:20 pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The Board entered the Executive Session.

Motion: Lisa Cesare made a motion to exit the Executive Session at 7:39 pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

No motions were required after the Executive Session.

## **12. Next Meeting Dates**

### **a. Tuesday, September 3, 2024 – Regular Meeting**

Date acknowledged.

Board of Selectmen Meeting Minutes Dated July 22, 2024.

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

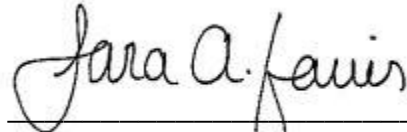
### 13. Adjournment

Motion: Matthew Callahan made the motion to adjourn at 7:41 pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 7:41 pm.



Sara A. Farris – Clerk  
Recording Secretary

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Daniel Gilpartic – Chair

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Matthew Callahan

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Lisa Cesare – Vice Chair

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William Perry

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Brittany Hemond