



# 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

Tuesday, September 3, 2024

6:30 pm

Minutes\*

## REGULAR MEETING

**Selectmen:** Chair Daniel Gilpatric, Vice Chair Lisa Cesare, Matthew Callahan, and Brittany Hemond

**Absent:** William Perry

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

**Public:** Eriks Peterson – Sun Journal

### 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 19, 2024 – Regular Meeting

**Motion:** Brittany Hemond made a motion to approve the meeting minutes from August 19, 2024 as written; second by Matthew Callahan.

**Discussion:** None

**Vote:** Unanimous Approval (4/0)

The Selectmen signed the August 19, 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 \$23,310.96 and the Treasurer's Warrant in the amount of \$41,140.25; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (4/0)

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

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.

- 8 fire calls and 3 medical calls in the last 2 weeks.
- Fire safety week is coming up so the Chief will be organizing events at Minot Consolidated School.
- The Chief will be working with new members to expand on their current skills and to learn new ones depending on their interests.

#### **5. Bid Opening**

##### **a. Consideration of Potential Approval of FY2024 Winter Sand Bid**

Chair Gilpatric opened the 1 bid that was received.

- Peter Hemond Excavation  
\$5.75 a yard not delivered

Motion: Matthew Callahan made a motion to accept the bid from Peter Hemond Excavation and to have Danielle and Scott check with Perry Transport regarding the delivery; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (4/0)

## **6. New Business**

### **a. Consideration of Approval of FY2025 Budget Deliberation Schedule**

Danielle provided the Selectmen with the Budget Schedule to review for any date conflicts. The Selectmen did not have any issues with the dates as presented. Eriks Peterson noticed that November 11<sup>th</sup> was listed on the Schedule and that is Veteran's Day. Danielle is going to move that meeting to November 12<sup>th</sup> on the schedule.

## **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 asked the Selectmen for input regarding the paving escalator we have with the P & B Paving. P & B paving is paving more roads for the Town as the price for asphalt is decreasing. Since he did not ask for a higher price to add on the roads Danielle and Scott would like the Selectmen to consider keeping the amount in the bid the same and not deescalating.

Matthew Callahan stated that he would like to go with the escalator price as that is how the bid was written and distributed.

Lisa Cesare would like to consider a compromise, maybe somewhere in the middle of the original and escalator price.

After various discussion the Selectmen agreed to table the conversation pending more information or a possible written agreement.

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

- Danielle has completed Chief Burt's 90-day review with him. Danielle said that she wanted him to focus on delegating more and to start bringing Per Diems on board.
- Danielle would like the Selectmen to reconsider the \$100 per year boot allowance for the Highway Department as the Personnel Policy would have to be updated. The Highway Crew require a pair of winter boots and summer boots or more depending on wear and tear. A good pair of boots cost \$200 +. Danielle suggested a \$200 boot allowance 2 times a year.

Matthew Callahan replied that most companies that have a boot allowance do not offer that much. He suggested \$200 per year to use when they would like and Lisa Cesare agreed.

The Selectmen would like Danielle to contact local boot vendors and see if they would be willing to give a discount if all boots were purchased through them and come up with a proposal to revisit at a later date.

## **6. New Business**

### **b. Executive Session Pursuant to Title 1 MRSA §405 (6)(e):**

#### **Discussion of Potential Legal Matters**

Chief Burt and Eriks Peterson left the Selectmen Meeting so they could enter Executive Session.

Motion: Lisa Cesare made a motion to enter the Executive Session at 7:00 pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (4/0)

The Board entered the Executive Session.

Motion: Matthew Callahan made a motion to exit the Executive Session at 7:31 pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (4/0)

No motions were required after the Executive Session.

## **10. Selectmen Comment**

There were various discussions regarding the RSU Budget Meeting to be held on September 5th and the RSU Budget. Lisa Cesare stated that at the last Budget Meeting she disagreed with using the amount listed from the Undesignated Fund Balance and voiced concern as to why it wasn't included in the last 2 budgets. She

Board of Selectmen Meeting Minutes Dated September 3, 2024.

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

added that since recommitment of taxes is not an option residents should pass the Budget as they are already paying their bill based on Budget #2 and will receive some relief next year from the difference of the final budget and Budget #2.

The Selectmen agreed that the RSU must work on their PR problem in hopes that a presented budget will pass. Danielle added that she believes that the RSU did not listen to the town's concerns voiced at the meeting with officials from all 3 towns held on August 13th.

Danielle added that there are multiple bills regarding school funding moving through the Legislature this year including a stop gap that was previously used.

### **11. Public Comment**

None

### **12. Next Meeting Dates**

#### **a. Monday, September 16, 2024 – Regular Meeting**

Date acknowledged.

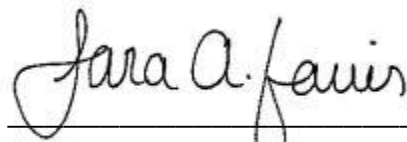
### **13. Adjournment**

Motion: Brittany Hemond made the motion to adjourn at 7:42 pm; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (4/0)

The board adjourned at 7:42 pm.



Sara A. Farris – Clerk  
Recording Secretary

---

Daniel Gilpartic – Chair

---

Matthew Callahan

---

Lisa Cesare – Vice Chair

---

William Perry

---

Brittany Hemond