



# Town of Minot

329 Woodman Hill Rd.  
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[www.minotme.org](http://www.minotme.org)

Board of Selectmen Meeting

Minot Town Office

Monday, September 16, 2024

6:30 pm

Minutes\*

## REGULAR MEETING

**Selectmen:** Chair Daniel Gilpatric (Assessor), Vice Chair Lisa Cesare (Assessor), William Perry, and Brittany Hemond (Assessor)

**Absent:** Matthew Callahan

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

**Public:** Angela Swenson  
Michael Downing

*Both Minot residents and RSU 16 School Board Members*

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

**Motion:** Brittany Hemond made a motion to approve the meeting minutes from September 3, 2024 as written; second by Lisa Cesare.

**Discussion:** None

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

The Selectmen signed the September 3, 2024 Selectmen Meeting minutes.

#### **4. Warrants**

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

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

##### **c. Review and Consideration of July & August Check Reconciliation**

Motion: Brittany Hemond motioned to accept the Payroll Expense Warrant in the amount of \$23,576.45 and the Treasurer's Warrant in the amount of \$277,027.79; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (4/0)

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

Motion: Brittany Hemond motioned to accept the July & August Check Reconciliation as presented; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (4/0)

Chair Gilpatric 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/ business.

- Chief Burt is looking to partner with local Fire Departments to possibly get a deal when ordering new member gear in bulk to help save money. Turn out gear is around \$5,000.00 through Globe but alternatives could be looked at. Willaim Perry asked if there were grants available to cover the costs and Chief Burt said there were some he could look in to.
- Chief Burt provided the Selectmen with a quote fixing the winch on the forestry truck.
- Chief Burt said that people are continuing to join the department, and that mutual aid is even directing possible members to come check out Minot.
- Regarding the Per Diem pay scale, Danielle has reviewed the proposed amounts with Chief Burt and she believes they are reasonable and responsible. The new scale will be put in place for the last quarter of 2024 to try it out and possible performance-based increases in the future.
- The Chief will continue to work on retaining coverage on his days off (Friday, Saturday, and Sunday).

Chair Gilpatric moved **10. Public Comment** up in the agenda as Angela Swenson and Michael Downing, who are Minot members on the RSU 16 School Board, were present.

Angela stated that she and Michael have been wanting to attend a Selectmen Meeting for a while now but with all the School Board Meetings taking place on the same dates as the Selectmen Meetings, it is hard to attend. She added that they were there to listen. The RSU 16 Budget was discussed as well as the meeting with the Town Managers, Administrators, and Clerks of Minot, Poland, and Mechanic Falls regarding what their position is if Budget 3.0 fails on 9/17.

## **5. Assessors Business**

### **a. Timepayment Corp**

**PP Account #65**

Equipment removed prior to 4/1

### **b. Connie & Glenn King**

**RE Account # 1541**

**Map R07 Lot 086-F**

Adjusted to reflect development restrictions.

Danielle gave the Selectmen an overview of each abatement and Sara provided them with the abatement paperwork.

Motion: Lisa Cesare motioned to accept abatement for Timepayment Corp in the amount of \$42.93 as presented; second by William Perry.

Discussion: None

Vote: Unanimous Approval (4/0)

Motion: Lisa Cesare motioned to accept abatement for Connie and Glenn King in the amount of \$340.07 as presented; second by William Perry.

Discussion: None

Vote: Unanimous Approval (4/0)

The 3 Assessors signed the abatements as presented.

## **6. New Business**

### **a. Consideration and Discussion of the FY2025 Budgetary Goals**

Danielle provided the Selectmen with a memo regarding budgets for each Department including Highway, Fire, Elections, and overall Town and staff costs and she reviewed it with them. See attached Memo for more information.

#### Highway

- Lisa Cesare asked if a bond for paving would be an option this year and Danielle answered that the interest rates are still high so she wouldn't recommend it.
- William Perry asked what roads would require crack sealing. Danielle answered that Millett and Pottle Hill were a few but it would be about 5 miles of roads in Minot. Crack sealing extends the life of the road for about 5 years if done before too much damage is done. The Town would hire a company to complete the crack sealing as Highway has never done it on their own.

#### Fire

- Lisa Cesare asked Chief Burt if he had a cap for the current year's budget as he has about \$48,000.00 left as of 9/16. There was various discussion but the final answer was that it would be hard to cap the budget at this time, but the department will remain fiscally responsible and do it's best to not go over.

There was some discussion regarding personnel and planning for the future.

## **7. Department Head Updates**

### **a. Clerks Report submitted and read by Clerk Sara Farris**

See attached report for more information.

- The Selectmen agreed to close the front office on 11/5 for the Presidential Election and to open late on 11/6 if staff must stay late and hand count RSU budget ballots. Sara added that her 2 Deputies will act as voter registrars at the front counter and that she would be there to help and fill in where needed.
- Sara mailed out reminder letters to residents with unpaid 2022 taxes.

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

See attached report for more information.

- Highway staff from the Town of Raymond was supposed to complete roadside mowing last week but they came back today to finish up. Today may be his last day in Town.
- KB Tree Service will be working on Jeffrey Road to cut trees back to help eliminate storm issues this winter.

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

- Danielle has started working on budgets with department heads.
- LPC has started up and Danielle is on subcommittee regarding GA and housing, unfunded mandates, and PFAS. She is also going to advocate to bring the stop gap for education funding.

**9. Selectmen Comment**

None

**10. Next Meeting Dates**

**a. Monday, September 30, 2024 – Regular Meeting**

Date acknowledged.

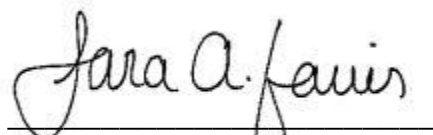
**11. Adjournment**

Motion: William Perry made the motion to adjourn at 8:17 pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (4/0)

The board adjourned at 8:17 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