



Town of Minot

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

Board of Selectmen Meeting
Minot Town Office
Monday, September 30, 2024
6:30 pm
Minutes*

REGULAR MEETING

Selectmen: Chair Daniel Gilpatric, Vice Chair Lisa Cesare, William Perry,
and Matthew Callahan

Absent: Brittany Hemond

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: Matthew Callahan made a motion to approve the meeting minutes from September 16, 2024 as written; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (4/0)

The Selectmen signed the September 16, 2024 Selectmen Meeting minutes.

4. Warrants

a. Payroll Expense Warrant

b. Treasurer's Warrant

c. Review and Consideration of July & August Check Reconciliation

Motion: Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$24,257.65 and the Treasurer's Warrant in the amount of \$20,853.47; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (4/0)

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

5. Public Hearing

a. Consideration of Approval for 2024-25 General Assistance Maximums.

Motion: Lisa Cesare made a motion to open the Public Hearing at 6:33 pm; second by William Perry.

Discussion: None

Vote: Unanimous Approval (4/0)

Danielle stated that the Town is required to adopt the State maximum amount each year and that the maximum amounts increased about \$5.00 which is not helpful to struggling individuals/ families in this economy.

There was no other comment on the topic.

Motion: Lisa Cesare made a motion to closed the Public Hearing at 6:35 pm; second by William Perry.

Discussion: None

Vote: Unanimous Approval (4/0)

Motion: Lisa Cesare made a motion to adopt the 2024-25 General Assistance Maximums set by the State of Maine as presented; second by William Perry.

Discussion: None

Vote: Unanimous Approval (4/0)

6. New Business

a. Consideration of Appointment of Budget Committee Members

Sara Farris provided the Selectmen with 4 appointments to the Budget Committee for approval. Sara added that she has not heard back for sure from everyone, but schedules were mailed out to the people who showed interest.

Motion: Lisa Cesare made a motion to appoint Matthew LeClair, Kristin Carlton, Donald Dubuc, and Susan Spencer to the Budget Committee for a 3-year term; second by William Perry.

Discussion: None

Vote: Unanimous Approval (4/0)

The Selectmen signed the appointments as presented.

7. Old Business (Pending Matters)

a. Consideration and Review of Revised Planning Board Bylaws (Section 2 Paragraph G)

The Selectmen agreed that the addition of Paragraph G fulfilled their request regarding AVCOG and had no other comments to add. No vote was required by the Selectmen. Danielle said she would let Alexandria Richardson, Planning Board Secretary, know that the draft is ok for approval by the Planning Board.

Lisa Cesare added that AVCOG has been cut from the County's preliminary budget in the amount of \$8,000.00 because the County believes that Towns and Cities pay for the services already. Lisa stated that she was going to work to get the funds included back in the budget.

8. Department Head Updates

a. Clerks Report submitted and read by Clerk Sara Farris

See attached report for more information.

- Since Sara mailed the reminder letters to residents with unpaid 2022 taxes some have paid or started making payments.
- Sara believes excise for September 2024 will end up being around the same as the 2023 amount as rapid renewals are still coming in.

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

See attached report for more information.

**c. Fire Department Report Submitted and read by Fire Chief
Jeffrey Burt**

See attached report for more information.

- L/A Appliances were able to help the Fire Department purchase a new stove for \$300.00 compared to \$700.00 after the old stove was ruined by rodents.
- Chief Burt and Danielle will be conducting an air quality test at West Minot Station as there appears to be some kind of damage to the ceiling. Chief Burt added that if they were no longer able to use the West Minot Station it would not affect the town's ISO rating because mutual aid is close enough to the area.

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

- Danielle is working on multiple grants regarding roads and Highway related items including but not limited to:
 - \$50,000.00 for Bucknam Bridge Road
 - A CRP Grant in the amount of \$30,000.00 for part of Bucknam Bridge Road and Marston Hill Rd.
 - A CRP Grant for an energy audit of all town buildings
 - BRICK Grant for the sand/ salt shed
- Maine Municipal Association came last week to do an inspection of all the town building and there were a few minor items required at each building.
- Danielle is working to get fiber to the Highway Garage as lightening keeps damaging the bridge that was installed. This interrupts phone and internet services.
- Danielle has started working on budgets with department heads. The first Budget Meeting will be held on 10/21 at 6:30 pm.
- LPC has started up and Danielle is on subcommittee regarding GA and housing, unfunded mandates, and PFAS and gave the Selectmen an overview of each.

10. Selectmen Comment

None

11. Public Comment

Angela Swenson and Michael Downing were present from the RSU 16 School Board. There was some discussion regarding the funding formula. Angela does not believe that the RSU has found a mediator yet. If the process moves forward the decision will ultimately be up to the voters.

Regarding the heating issues in the Elementary Schools the RSU is looking at utilizing SRRF funds and focusing on Minot Consolidated first instead of all 3 schools. They are also exploring and applying for grant options.

Michael and Angela believe the School Board is taking steps in the right direction. The members are speaking up and asking more questions at the meetings.

The Selectmen thanked Angela and Michael for attending and they both left the meeting so the Selectmen could enter Executive Session.

6. New Business

b. Executive Session Pursuant to Title 1 MRSA §405 (6) (a): Personnel Matter Discussion with Town Administrator and Fire Chief

Motion: Lisa Cesare made a motion to enter executive session at 7:22 pm;
second by William Perry.

Discussion: None

Vote: Unanimous Approval (4/0)

Motion: Lisa Cesare made a motion to enter executive session at 7:36 pm;
second by William Perry.

Discussion: None

Vote: Unanimous Approval (4/0)

No votes were required after this session.

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

Motion: Lisa Cesare made a motion to enter executive session at 7:38 pm;
second by William Perry.

Discussion: None

Vote: Unanimous Approval (4/0)

Motion: Lisa Cesare made a motion to enter executive session at 7:50 pm;
second by William Perry.

Discussion: None

Vote: Unanimous Approval (4/0)

No votes were required after this session.

**d. Executive Session Pursuant to Title 1 MRSA §405 (6) (a): Town
Administrator's Annual Review**

Motion: Lisa Cesare made a motion to enter executive session at 7:55 pm;
second by William Perry.

Discussion: None

Vote: Unanimous Approval (4/0)

Danielle Loring and Sara Farris left the room so the Selectmen could discuss.
Lisa Cesare called Danielle back to the session.

Motion: Matthew Callahan made a motion to exit executive session at 8:20
pm; second by William Perry.

Discussion: None

Vote: Unanimous Approval (4/0)

Sara was called back to the meeting. No votes were required after this
session.

12. Next Meeting Dates

a. Tuesday, October 15, 2024 – Regular Meeting

Date acknowledged.

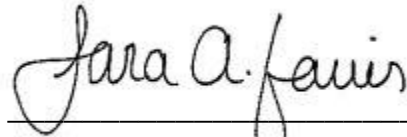
13. Adjournment

Motion: Matthew Callahan made the motion to adjourn at 8:22 pm; second by William Perry.

Discussion: None

Vote: Unanimous Approval (4/0)

The board adjourned at 8:22 pm.



Sara A. Farris – Clerk
Recording Secretary

Daniel Gilpartic – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond