



Town of Minot

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

Board of Selectmen Meeting
Minot Town Office
Tuesday, October 15, 2024
6:30 pm
Minutes*

REGULAR MEETING

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

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

Public: Dan Poirier, Chuck Buker, and Scouts from Troop 1791

1. Call to Order

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

2. Pledge of Allegiance

Lead by Scout Troop 1791.

3. Approval of Minutes

a. Tuesday, September 3, 2024 – Regular Meeting

Motion: Lisa Cesare made a motion to approve the meeting minutes from September 30, 2024 as written; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed the September 30, 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 \$30,154.62 and the Treasurer's Warrant in the amount of \$246,831.65; second by Brittany Hemond.

Discussion: Danielle added that the Treasurer's Warrant includes the October RSU 16 payment and the amount was reduced due to last month's payment.

Vote: Unanimous Approval (5/0)

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

5. Assessors' Business

a. Consideration of Approval of Abatement

Danielle Loring requested to table this topic until more information is provided by the Town's lawyer. The Selectmen agreed to table 5. a.

6. New Business

a. Updated Proposal for Town Office Bulletin Board – Scout Troop 1791

The Scouts provided the Selectmen with an updated proposal to fix the bulletin board at the front of the building. They have decided to keep the board in its original place and use plexiglass provided by the Town Office to lower costs. The proposed project total is \$235.00.

The Troop asked how funds should be handled and Danielle responded that they should submit receipts to her and the Troop would be reimbursed.

Lisa Cesare asked when the work would be completed, and the Troop answered that the bulletin board should be complete by the end of this year.

Motion: Lisa Cesare made a motion to use \$235.00 of Town funds to complete the proposed project to update the bulletin board; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

b. Discussion of Plow Truck Repairs and Highway FY2024 Budget

Danielle explained that the DPF filter on John’s plow truck went and must be repaired before the first snow flies. Scott Parker, Highway Supervisor, has tried to repair it with no luck. Scott received 2 quotes to replace and repair the filter, 1 from Allegiance Trucks and 1 from Whited Truck Center (attached). It will be around \$10,000.00 to complete and this could cause an overage in the 2024 budget Highway Repair line if any other unforeseen issues arise. Danielle requested the Selectmen’s approval to move forward with this repair. The Selectmen agreed that the truck was a priority and needed to be repaired as soon as possible.

Motion: Lisa Cesare made a motion to authorize Danielle Loring and Scott Parker to move forward with the repairs to John’s plow truck; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

7. Old Business (Pending Matters)

a. Consideration of Appointment of Budget Committee Member – George Buker

Sara Farris provided the Selectmen with 1 appointment to the Budget Committee for approval that she forgot to include at the last meeting.

Motion: Lisa Cesare made a motion to appoint George Buker to the Budget Committee for a 3-year term; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed the appointment as presented.

8. Department Head Updates

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

See attached report for more information.

- Minot Fire will be attending a live burn in Turner as a training opportunity.

a. Clerks Report submitted and read by Clerk Sara Farris

See attached report for more information.

- The Selectmen would like Sara to work on creating a Sign Ordinance to ban all political signs on Town owned property.

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

See attached report for more information.

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

- Danielle, Scott, Sara, and Chief Burt participated in a mock budget presentation to receive ideas from other staff regarding their budgets. Danielle added that the focus of this budget season is investing in departments and cross training and how that effects the various department and the Town in a positive way.
- Danielle is working with MEMA to install a backup generator at Orchard Station.
- The air quality test will be completed at West Minot Station this week. Brittany Hemond added that at the last Fire Department meeting there was some discussion regarding who owns the building and Stephen French said he believes that the Town owns the building but leases the land for \$1.00 and he is unsure if this was ever documented. There was some discussion about closing the station. If that is determined based on the air quality test Danielle stated that this will not affect the Town's ISO ratings.
- It appears that the State will not be completing their portion of Center Minot Hill Road and Jackson Hill Road again this year. The work was supposed to be completed last year but was never done.

10. Selectmen Comment

- William Perry emailed the Selectmen a draft of the thank you letter to A1 Appliances for providing the Town with a deal on the Stove for Central Station. The Selectmen said the letter was good and asked Danielle to mail it.
- Lisa Cesare updated the Seletmen on the Androscoggin County Budget

11. Public Comment

None

12. Next Meeting Dates

- a. Monday, October 21, 2024 - Joint Meeting with Budget Committee – Department Head Presentations**
- b. Tuesday, October 22, 2024 – Joint Meeting with Budget Committee – Committees and Follow Up**
- c. Monday, October 28, 2024 – Regular Meeting**

Dates acknowledged.

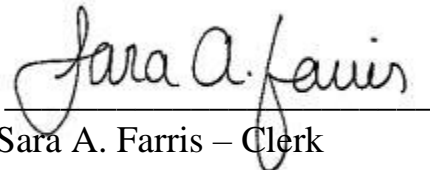
13. Adjournment

Motion: Matthew Callahan made the motion to adjourn at 7:23 pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 7:23 pm.



Sara A. Farris – Clerk
Recording Secretary

Daniel Gilpartic – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond