



Town of Minot

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

Board of Selectmen Meeting
Minot Town Office
Monday, October 28, 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: Eriks Peterson – Sun Journal
Anthony Corey

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, October 15, 2024 – Regular Meeting**

b. **Monday, October 21, 2024 – Joint Meeting w/ Budget Committee**

c. **Tuesday, October 22, 2024 – Joint Meeting w/ Budget Committee**

Motion: Brittany Hemond made a motion to approve the meeting minutes from the Regular Meeting held on October 15, 2024 and the Joint Meetings held on October 21, 2024 and October 22, 2024 as written; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed the October 15, October 21, and October 22, 2024 Selectmen Meeting and Joint Meeting minutes.

Board of Selectmen Meeting Minutes Dated October 28, 2024.

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

4. Warrants

a. Payroll Expense Warrant

b. Treasurer's Warrant

Motion: Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$24,125.98 and the Treasurer's Warrant in the amount of \$34,968.72; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

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

5. Assessors' Business

a. Consideration of Approval of Abatement

Chelsey & Kyle Bouffard

197 Center Minot Hill Rd.

Map R07, Lot 013-003

Account # 1479

Requesting abatement for valuation difference based on appraisal

The Selectmen were provided the abatement application submitted by the Bouffard's and a draft denial and approval letter for their consideration and review (attached). Danielle explained that at the request of the applicant this abatement application would not be handled by J.E. O'Donnell's. J. E. O'Donnell's also agreed that they did not want to work on this abatement application because of a legal conflict. Danielle is requesting that the Selectmen consider the abatement application as presented to avoid the administrative denial process which would happen if the Town did not respond within 45 days. The applicant is requesting the abatement based on the appraisal they received from a bank. After reviewing the information provided by the applicant and various discussion the Selectmen came to the agreement that the value assed by J.E. O'Donnell was a fair value and within the 10% +/- range allowed by law and within their right to deny the application for abatement.

Motion: Lisa Cesare motioned to deny the abatement application received by Chelsey & Kyle Bouffard; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed the denial letter as presented by Sara Farris. Sara will mail the letter to the Bouffard's certified mail tomorrow morning.

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, with the approval of Chief Burt, is using one of the Fire Department's Tough Books for a computer program to help the Highway Department read codes on their trucks. Timmy's truck is now having issues, and the code reader program will help avoid taking it to a dealership to have the code read. The program is about \$800 a year.
- Perry Transport was having issues with their trucks, so the Highway Department is using their trucks to haul the winter sand from Peter Hemond.

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

- Chief Burt is looking to receive quotes for the insulation installation at Central Station.
- Danielle would like Chief Burt to speak with her before he installs the new fire danger sign to discuss placement.

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

- Danielle praised the Department Heads for their budget presentation on October 21. She held a post budget meeting discussion with the Department Heads to summarize the discussions from the budget meeting on October 22 that they did not attend. Danielle instructed staff to compile a list of places in their budgets they would be willing to cut if needed at Town Meeting.
- The air quality test was completed with a specialist at West Minot Station. Danielle explained that the mold found was smooth asbestos and cleaning and painting over the spot was recommended. They also recommended that the Town consider ventilation in the form of an air exchanger or a dehumidifier.
- Danielle asked the Selectmen to consider moving their budget recommendation meeting to November 25 instead of November 12 as she will not have numbers for town insurance by the 12th. The Selectmen agreed to move their recommendation to the 25th.

Board of Selectmen Meeting Minutes Dated October 28, 2024.

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10. Selectmen Comment

None

11. Public Comment

Lisa Cesare asked if Eriks Peterson had any questions before they entered the executive sessions, and he would have to leave. There was some clarifying discussion regarding the minutes from the budget meetings held on October 21 and 22 as Mr. Peterson could not attend both meetings like he had hoped to. Danielle confirmed that the Selectmen would make their budget recommendations at the meeting on November 25 and the Budget Committee would make theirs at their meeting on December 5. Eriks Peterson left the meeting.

6. New Business

a. Executive Session Pursuant to Title 1 MRSA §405 (6)(a): Personnel Hearing

Motion: Lisa Cesare motioned to enter Executive Session at 7:10 pm; second by Willaim Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

The Board entered the Executive Session with Anthony Corey and Chief Burt.

Motion: Lisa Cesare motioned to exit Executive Session at 7:30 pm; second by Willaim Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

There was various discussion following the Executive Session.

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**b. Executive Session Pursuant to Title 1 MRSA §405 (6)(a):
Personnel Matter Discussion**

Motion: Brittany Hemond motioned to enter Executive Session at 7:43 pm;
second by Willaim Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

The Board entered the Executive Session.

Motion: Brittany Hemond motioned to exit Executive Session at 8:06 pm;
second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

No vote was required after the Executive Session.

12. Next Meeting Dates

a. Tuesday, November 12, 2024 – Regular Meeting

Date acknowledged.

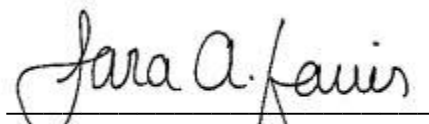
13. Adjournment

Motion: Brittany Hemond made the motion to adjourn at 8:06 pm; second by
Willaim Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 8:06 pm.



Sara A. Farris – Clerk
Recording Secretary

Daniel Gilpartic – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond