



Town of Minot

329 Woodman Hill Rd.
Minot, ME 04258
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www.minotme.org

Board of Selectmen Meeting

Minot Town Office

Tuesday, November 12, 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: Brianna Michaud – President of MHAA
Tess Brown – Vice President of MHAA
Michael Downing – RSU 16 School Board Member for Minot

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, October 28, 2024 – Regular Meeting

Motion: Lisa Cesare made a motion to approve the meeting minutes from the Regular Meeting held on October 28, 2024 as written; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed the October 28, 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 \$24,129.46 and the Treasurer's Warrant in the amount of \$308,847.70; second by Brittany Hemond.

Discussion: Danielle added that the Treasurer's Warrant included the RSU payment

Vote: Unanimous Approval (5/0)

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

Chair Gilpatric moved item 6. a. up in the meeting as the Brianna and Tess from MHAA were present.

6. Old Business (Pending Matters)

a. Continued Discussion Regarding Memorial Field Lighting Options with MHAA

Brianna Michaud, President, and Tessa Brown, Vice President, were present on behalf of MHAA. Lisa Cesare stated that at the recent budget discussions Brittany Hemond suggested that portable light towers could be an option to replace the 8 stationary lights at the Minot Memorial Fields. Lisa Showed them a picture of what the towers look like. The portable towers could serve multiple purposes. They could be used by the Highway Department and Fire Department, be used at the Community Fields, and can be used as a generator for power if needed. The Board believes that they would only need 4 to cover the lighting instead of 8. Each portable light tower costs about \$2,000 used verses \$80,000 quoted about 4 years ago to replace the current 8 lights a Memorial Fields

Brianna and Tessa did have some questions and concerns regarding the towers. A concern was that if the towers must be moved each time they were used, they would not be a great option because volunteer support on MHAA is low. The Board suggested that they could be left at the fields or that Highway could move them if needed.

They asked what the towers used for fuel and if they were loud while running. Matthew Callahan answered that the towers run on diesel, and they do last for quite some time on 1 tank. Brittany Hemond responded that a light tower was used a Truck-or-Treat if they attended that, and she did not think they are loud while running.

Biranna and Tessa were going to take the idea back to MHAA and see what the rest of the Board thinks. Lisa Cesare sent Brianna the pictures for reference. Brianna Michaud and Tess Brown left the meeting

Chair Gilpatric moved item 7. c. up in the meeting as Chief Burt was present.

7. Department Head Updates

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

See attached report for more information.

- 2 new Fire Fighters/ EMTs have joined the Department.

Chief Burt left the meeting.

5. New Business

a. Consideration of Appointment for Representatives for the RSU Cost-Sharing Review Committee.

Danielle Loring provided the Selectmen with a copy of the initiation letter for reviewing the cost-sharing formula from RSU 16. Sara Farris provided the Selectmen with appointment paperwork if they chose to make their appointments at this meeting. The Board was required to choose 2 at-large members and 1 School Board member. After some discussion the Board chose Brittany Hemond and Colleen Quint as their at-large members pending a conflict-of-interest check for Colleen Quint as she serves as the Moderator at the District Budget Meetings. The board also chose Angela Swenson as their School Board Representative.

Motion: Lisa Cesare motioned to appoint Brittany Hemond and Colleen Quint as Minot's At-Large Representatives pending the conflict check for Colleen and Angela Swenson as Minot's School Board Representative; second by William Perry.

Discussion: None

Vote: Unanimous Approval (4/0/1 Brittany Hemond abstained as she was an appointee)

The Selectmen signed the appointment paperwork and returned it to Sara.

b. Consideration of Approval of E911 Road Name Bear Foot Drive (private)

Danielle explained that Joshua Belanger's road located off Shaw Hill Road has been completely installed and Highway Supervisor Scott Parker has approved it based off the plan Mr. Belanger provided. He has chosen the name Bear Foot Drive and would like the Selectmen's approval for the name.

Motion: Lisa Cesare motioned to approve the road name Bear Foot Drive for Joshua Belanger; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

7. 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.

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

- Danielle is continuing to work on the budget. She has received the increase percentages for insurance which included a 9% increase for health and a 1% increase for dental. Maine Municipal Health Trust is also making changes to some plans. Andrea is coming to discuss employee's IRA portfolios with them.
- Danielle is going to set up a meeting with Jason Simard regarding the FEMA Safety Grant the Town received to remodel the front office to make it safer for staff. Danielle stated that some things that were included in the original plan will have to be removed because the amount of funds received from the grant is not enough to cover everything.
Willam Perry asked if the project should be put out to bid and Danielle responded that the grant application required the town look into receiving 3 bids and Mr. Simard was the only contractor that responded. The Selectmen agreed that the town tried to receive 3 bids, and another bid process is not required.
- This is Warrant # 23, so that means there are only 3 Warrants/ left until year end.

9. Selectmen Comment

None

10. Public Comment

Lisa Cesare asked Michael Downing if he had any questions or concerns for the Board and he did not. Lisa asked if the RSU has held any meetings regarding the cost sharing formula and Mr. Downing said he believes they have held 1 meeting so far. Mr. Downing left the meeting.

Danielle stated that the Board must enter an Executive session concerning a potential legal matter. This item was not listed on the original agenda.

Executive Session Pursuant to Title 1 MRSA §405 (6)(e): Discussion of Potential Legal Matters

Motion: Lisa Cesare motioned to enter Executive Session at 7:05 pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The Board entered the Executive Session.

Motion: Lisa Cesare motioned to exit Executive Session at 7:25 pm; second by Willaim Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

The Board exited the Executive Session. No motions were required.

11. Next Meeting Dates

a. Monday, November 25, 2024 – Regular Meeting

Date acknowledged. Danielle added that this meeting will be when the Board makes their budget recommendations.

12. Adjournment

Motion: Brittany Hemond made the motion to adjourn at 7:26 pm; second by Willaim Perry.

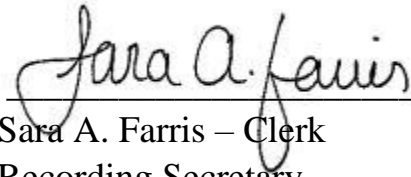
Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 7:26 pm.

Board of Selectmen Meeting Minutes Dated November 12, 2024.

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



Sara A. Farris – Clerk
Recording Secretary

Daniel Gilpartic – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond