



Town of Minot

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

Board of Selectmen Meeting
Minot Town Office
Tuesday, February 18th, 2025
6:30 pm
Minutes*

REGULAR MEETING

Selectmen: Vice Chair Lisa Cesare, Matthew Callahan, Brittany Hemond,
and William Perry
Absent: Chair Daniel Gilpatric
Staff: Danielle Loring (Administrator), Sara Farris (Clerk & Recording
Secretary), and Jeffrey Burt (Minot Fire/ Rescue Chief)
Public: Michael Downing – RSU 16 School Board Member

Chief Burt was present before the meeting started and then had to leave to attend a fire call.

1. Call to Order

Vice Chair Lisa Cesare called the meeting to order at 6:30pm and a quorum was present.

2. Pledge of Allegiance

Recited

3. Approval of Minutes

a. Monday, February 3rd, 2025 – Regular Meeting

Motion: Brittany Hemond made a motion to approve the meeting minutes from February 3rd, 2025 as written; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (4/0)

** Written minutes serve as reference to the official record, which are recording kept at the Town Office.

Board of Selectmen Meeting Minutes Dated February 18th 2025.

*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 \$31,724.55 and the Treasurer's Warrant in the amount of \$311,388.55; second by Brittany Hemond.

Discussion: Danielle Loring stated that the Treasurer's Warrant includes the RSU 16 payment.

Vote: Unanimous Approval (4/0)

5. New Business

a. Consideration and Approval of Ordinances to be Presented at Town Meeting.

Danielle Loring explained that Mr. Belanger, who created the road off Shaw Hill Road and was previously approved as Bear Foot Drive, has requested that the name be changed to Bearfoot Lane to match the sign they had created. Danielle added that this change will require staff time to complete.

Lisa Cesare stated that there should be a formal document/ application created for road naming purposes. Danielle stated that if Article 9 is approved at Town Meeting the Planning Board will be responsible for road approval and an application can be created.

Motion: William Perry made a motion to correct Bear Foot Drive to Bearfoot Lane as requested; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (4/0)

b. 2025 Town Meeting Review

Sara Farris provided the Selectmen with a "script" to open Town Meeting so the housekeeping items are completed.

Lisa Cesare asked if Brittany Hemond would like to present Matthew Manson the Spirit of America Award since she made the initial recommendation. Brittany said she would make the presentation.

Lisa Cesare asked Sara Farris if she would have the required oath paperwork prepared for the meeting, specifically Lisa Cesare, Moderator on 2/28, swearing in Town Meeting Moderator Randall Greenwood. Sara said she would have everything prepared.

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The Selectmen and Danielle agreed that the Fire Department related Articles may be the most discussed items at Town Meeting. This includes the articles regarding MEPERs (# 38), the overall Fire Department budget (# 18), and the creation of an Apparatus Reserve Account (#19). Danielle is going to be prepared to answer number related questions as best as she can including numbers related to Chief Burt and the MEPERs program and the reserve created by the Town to help cover the cost of the year he has missed in the program. The Town will be responsible for half and Chief Burt will be responsible for half. Danielle has not heard back from Andrea at Androscoggin Bank regarding the fees associated with moving staff currently enrolled in a 401-K to a 401-A or a 457 retirement plan.

Danielle stated that she believes it is important to show residents at Town Meeting how investing in Departments in the past has shown a great return on the investment and now it is the Fire Department's turn to see these benefits. The Selectmen agreed.

Sara Farris added that Articles 6 – 9 were not updated to show “no opinion” regarding the ordinances as the Selectmen requested before the Town Report went to print. This can be mentioned as a correction in Article 3 before the Town Report is accepted. Sara added that the Warrants legally posted were updated before posting to reflect the “no opinion” recommendation.

6. Department Head Updates

a. Clerk's Report submitted and read by Clerk Sara Farris

See attached report for more information.

- The tenant/ resident that lives at 99 Bailey Rd, the only 2022 foreclosed property, came in to register a vehicle and Deputy Clerk Jordan De Vito recognized the address and told her that the property was foreclosed due to unpaid taxes. The tenant/ resident did meet with Danielle Loring and Sara Farris before she left. The property owner has until April 28, 2025 to respond to the foreclosure notice before the Town can take action.

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

See attached report for more information.

- The crew is working on keeping roads clear of snow drifts due to the wind.

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c. Fire Department Report Submitted by Fire Chief Jeffrey Burt

See attached report for more information.

- The report was not discussed.

7. Town Administrator's Report Presented by Danielle Loring

- Staff are preparing for Town Meeting and the Town Report should be printed and ready for pick up by the end of this week. Danielle and Scott Parker plan to pick up the reports that are ready on Thursday after their meeting with Sebago Technics.
- Danielle is working on the January check reconciliation, but some adjustments must be made to the beginning balance before it will be ready for the Selectmen's approval.

8. Selectmen Comment

Lisa Cesare attended Helen Clifford's wake and funeral this afternoon and there was mention of donations being made to the Fire Department in her memory. Lisa asked if the Town has any way to accept donations for the Fire Department. Danielle answered Mrs. Clifford's daughter has reached out to us regarding donations and that she is looking into the process required to accept donations since the Town no longer has a Fire Department Association. Danielle suggested that maybe an education fund could be created and used to pay for member training.

Lisa requested that any funds collected be mentioned at Town Meeting.

9. Public Comment

Mike Downing was present as a Minot RSU 16 School Boad Member. He voiced his concerns with the current Presidency/ administration regarding the Department of Education and how decisions made could affect the RSU 16 Budget if federal funds are not received.

Danielle stated that at the RSU 16 Cost Sharing Meeting next Tuesday the group will be presented with possible percentage breakdowns based on student count and town valuations. Danielle will then be able to plug those numbers into the tax rate calculator and see how each scenario impacts property taxes.

There were other various discussions regarding the RSU 16 Budget and the Cost Sharing Formula.

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10. Next Meeting Dates

a. Monday, March 3rd, 2025 – Regular Meeting

Date acknowledged.

This was William “Bill” Perry’s last meeting as a Selectmen. The Selectmen, staff, and residents present enjoyed cake to celebrate. William Perry stated that it has been a pleasure serving as a Selectmen for the Town of Minot and thanked his fellow board members for helping him learn the ropes. Mr. Perry returned his Remarkable to Danielle Loring.

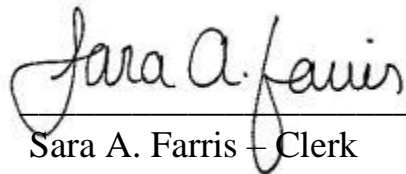
11. Adjournment

Motion: Brittany Hemond made the motion to adjourn at 7:15 pm; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (4/0)

The board adjourned at 7:15 pm.



Sara A. Farris – Clerk
Recording Secretary

Daniel Gilpatric – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond

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