



Town of Minot

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

Board of Selectmen Meeting

Minot Town Office
Monday, March 3rd, 2025
6:30 pm
Minutes*

REGULAR MEETING

Selectmen: Lisa Cesare, Matthew Callahan, Brittany Hemond, Daniel Gilpatric, Dean Campbell
Staff: Danielle Loring (Administrator), Sara Farris (Clerk & Recording Secretary), and Jeffrey Burt (Minot Fire/ Rescue Chief)
Public: Michael Downing & Angela Swenson – RSU 16 School Board Members

1. Call to Order

The meeting was called to order at 6:30pm and a quorum was present.

2. Pledge of Allegiance

Recited

3. Nomination and Election of Chair & Vice Chair

Daniel Gilpatric confirmed that he was no longer interested in being Chair. Matthew Callahan asked Lisa Cesare if she was interested in being Chair and she said yes. Lisa Cesare asked Daniel Gilpatric if he wanted to be Vice Chair, and he said yes.

Motion: Matthew Callahan made a motion to nominate Lisa Cesare as Chair of the Selectmen; second by Dean Campbell.

Discussion: None

Vote: Unanimous Approval (5/0)

Motion: Lisa Cesare made a motion to nominate Daniel Gilpatric as Vice Chair of the Selectmen; second by Dean Campbell.

Discussion: None

Vote: Unanimous Approval (5/0)

Lisa Cesare took over the meeting as Chair.

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4. Approval of Minutes

a. Tuesday, February 26th, 2025 – Regular Meeting

Brittany Hemond stated that the date should be Tuesday, February 18th not the 26th.

Motion: Brittany Hemond made a motion to approve the meeting minutes from February 18th, 2025 as written; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (4/0/1)

Dean Campbell abstained as he was not at the 2/18/2025 meeting.

5. Warrants

a. Payroll Expense Warrant

b. Treasurer's Warrant

Motion: Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$29,659.85 and the Treasurer's Warrant in the amount of \$57,934.52; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

Chair Cesare moved **7. Department Head Updates, c. Fire Department Report** up in the agenda as Chief Burt was present. Please see the attached report provided by the Chief for more information.

- Danielle Loring asked for confirmation that the work on T5 winch will be covered by insurance and Chief Burt agreed.
- The Halligan tool discussed is a multipurpose prybar tool.
- The Selectmen congratulated Chief Burt on a great first Annual Town Meeting in Minot and thanked him for his comments on Article 38 regarding MEPEERS. Chief Burt felt that the article was not going to pass if he didn't speak on it.

Chief Burt asked the Selectmen if they would like to work with Central Maine Recovery to potentially bill for EMS calls. He added that the Selectmen would have to create an ordinance stating what type of cases they would like billed. The service would not cost the town any money, but the town would receive a check for cases billed. These funds would be used to reimburse the Fire Department.

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Dean Campbell stated that the town had a program like this in the past and there may be an old ordinance somewhere to use as a reference. Danielle said she would check and get back to the board.

Brittany Hemond stated that the reimbursement could possibly be put in the Apparatus Reserve Account.

Lisa Cesare would like more information regarding the service and the other Selectmen agreed. Chief Burt said he would do so.

6. New Business

a. 2025 Town Meeting Wrap Up

Lisa Cesare stated that she believes the town's people did not realize that the proposed ordinances were for new businesses and would not apply to existing ones and that is why there was so much opposition.

Danielle added that the ordinances were created to address all aspects of the type of cases the Planning Board and the Code Office are currently seeing. The Land Use Code is a "living" document and should be revisited and updated as needed.

Dean Campbell stated that AVCOG did not do a great job with drafting the ordinances. Danielle responded that AVCOG is currently short 3 employees and acknowledged that she should have run the drafts by legal before Town Meeting, but she ran out of time. Next year she would like to get the process going sooner.

Dean Campbell asked if the Selectmen currently have a representative to attend the Planning Board Meetings. Lisa Cesare said she was but no longer has time to do so. Dean Campbell offered to be the Selectmen representative and the board agreed.

Lisa Cesare acknowledged that being on the Planning Board does take a lot of time and dedication and that is why members are receiving a stipend for being a member, \$25 for regular members and \$15 for alternate members per meeting.

There was some discussion regarding the incorrect dates in Articles 6 – 9 and how the Planning Board missed the error. Danielle stated that the Planning Board is not involved in wording the ordinance articles, just the actual ordinance. The Warrant is ultimately the Selectmen's document and although staff works on it, they have final approval. Lisa Cesare stated that the error was not any one groups fault.

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The Selectmen were surprised that there were no questions asked regarding Fire Department budget.

Danielle said that she believes Town Meeting went well overall and that she made notes of the concerns that were raised. She has also received compliments on the Town Report and is happy that it was decided to include all ordinance changes in the Town Report.

Dean Campbell asked if Chief Burt should stay for the next agenda item as it has to do with the Fire Department. Danielle responded that if Chief Burt wants to, he can but it is more of an administrative item for the Selectmen. Chief Burt left the meeting.

b. Discussion of Fire Department Donation Account Setup

Sara Farris stated that the town has received \$425 in donations for the Fire Department in memory of Helen Clifford. Danielle added that the funds are currently being put into the Fire Department Donation expense account, but she does not recommend leaving them there. She believes a reserve account or an account that collects interest like the scholarship account would be better. Danielle would like the Selectmen to decide how they would like the donations spent and if they would like to limit what they were used for.

Lisa Cesare said she would like to see the funds spent and not carried over and that they should be used for education as previously discussed.

Dean Campbell said he would like to see the funds used for employee appreciation, like sweatshirts, or equipment/ tools. Lisa Cesare did not agree with Dean Campbell's suggestion of sweatshirts for members but was ok with equipment or tools

Brittany Hemond brought up the possibility of creating a Fire Association again to handle donations, but the Selectmen did not wish to do that.

After some discussion it was decided to move the donations to a Fire Department Reserve Account at Chief Burt's discretion.

Motion: Brittany Hemond motioned to move the donations received for the Minot Fire Department in memory of Helen Clifford to a reserve account chosen at Chief Burt's discretion; second Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (4/01)

Dean Campbell abstained as he is the Battalion Chief for Minot Fire

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c. Update Regarding RSU Cost Sharing Committee Meetings

Danielle Loring is Minot's Town Administrator and one of Mechanic Fall's representatives for the Committee and Brittany Hemond is a Selectman and representative on the Committee for Minot. Danielle stated that at their second meeting they were presented with different options for pupil/ valuation percentage combinations. Brittany Hemond read off some of the different combinations and the increases for each town.

Danielle feels like the consensus of the reps from Minot and Mechanic Falls is that they would like to see no change, but she acknowledged that Poland could always petition to have it revisited and keep voting the RSU budget down until a change is made as they have more registered voters than Minot and Mechanic Falls. A motion and a vote would have to be taken by the Committee on a percentage and then be presented to voters or the Committee could also not find a resolution and the process ends.

Brittany Hemond said as of right now she needs more information before she feels comfortable making a decision and that she needs to feel comfortable explaining why this is being done to residents that may ask her. Daneille agreed.

Danielle Loring asked Angela Swenson if the RSU is making staffing cuts to below EPS will the local share for the towns decrease. Angela Swenson said she would not expect any change to the local share. Angela Swenson added that as a Minot representative on the Committee she is not supportive of a change based on the information presented so far.

There is a RSU 16 Budget Committee Meeting tomorrow night, 3/4/2025.

Lisa Cesare asked if Michael Downing or Angela Swenson had anything else they would like to address and they did not, their concerns were already addressed.

6. Department Head Updates

a. Clerk's 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.

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7. Town Administrator's Report Presented by Danielle Loring

- Danielle Loring and Highway Supervisor Scott Parker are going to Sebago Technics next week instead of tomorrow as originally planned to discuss the Bucknam Bridge Road project. It appears that FEMA funds are affected by the grant freeze and not the funds for the Bucknam Bridge Road project.
- The town is using FEMA funds for the front office safety project. The grant does allow for a 3-year timeframe so the funds may still be available. Danielle is working with a new contractor to receive a quote on the project.
- Danielle provided the Selectmen with an Expense Summary report with the carry forwards approved at Town Meeting applied.

8. Selectmen Comment

None

9. Public Comment

None, discussed in **6. a.**

10. Next Meeting Dates

a. Monday, March 17th, 2025 – Regular Meeting

Date acknowledged.

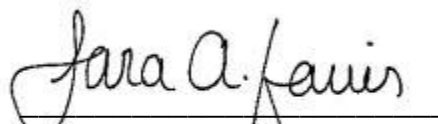
11. Adjournment

Motion: Brittany Hemond made the motion to adjourn at 7:28 pm; second by Daniel Gilpatric.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 7:28 pm.


Sara A. Farris – Clerk
Recording Secretary

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Daniel Gilpatric – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond

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