



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 17th, 2025
6:30 pm
Minutes*

REGULAR MEETING

Selectmen: Lisa Cesare - Chair, Matthew Callahan, Brittany Hemond, and Dean Campbell

Absent: Daniel Gilpatric– Vice Chair

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
Claude Cotnoir – owner of 99 Bailey Rd.

1. Call to Order

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

2. Pledge of Allegiance

Recited

3. Approval of Minutes

a. 2025 Annual Town Meeting Minutes

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

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

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 March 17th 2025.

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4. Warrants

a. Payroll Expense Warrant

b. Treasurer's Warrant

Motion: Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$27,695.52 and the Treasurer's Warrant in the amount of \$291,969.74; second by Brittany Hemond.

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

Vote: Unanimous Approval (4/0)

Chair Cesare moved **6. New Business, a. Discussion of Payment of Delinquent Taxes for Tax Acquired Property** up in the agenda as Mr. Claude Cotnoir was present.

Cotnoir, Claude & Joann
99 Bailey Road
R16-027

Tax Collector Sara Farris provided the Selectmen with the amount due plus fees totaling to \$ 2,482.01. Lisa Cesare asked Mr. Cotnoir if he was prepared to pay the full amount, and he said he was via check. She also asked if he was taking the appropriate steps to avoid being in this situation in the future and he said he was. Lisa Cesare instructed Mr. Cotnoir to work with Sara Farris to collect the payment. The meeting continued.

5. Fire Department Update – Jeffrey Burt, Fire Chief

See attached report for more information.

After his report and some discussion, Chief Burt left the meeting.

6. New Business

b. Discussion of Board of Selectmen vs Selectboard Title Shift

Motion: Brittany Hemond motioned to continue to use the term Board of Selectmen as they always have; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (4/0)

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Chair Lisa Cesare moved **7. Department Head Updates, b. Highway Report and 8. Town Administrator's Report** up in the agenda as Sara Farris was still working with Mr. Cotnoir.

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

See attached report for more information.

Town Administrator's Report Presented by Danielle Loring

- The Town Office Audit will take place on April 3
- There are 3 legal cases that Danielle Loring, the town attorney, and Code Officer Scott McElravy will be starting to work on. All 3 cases have been discussed in a prior executive session.

Mr. Cotnoir left the meeting and Chair Lisa Cesare continued to item **7. Department Head Updates, a. Clerks Reports**

See attached report for more information.

9. Selectmen Comment

None

10. Public Comment

There was some discussion regarding the RSU 16 School Budget and the RSU 16 Cost Sharing Committee with the Selectmen, Danielle Loring, Angela Swenson, and Michael Downing.

Danielle Loring – Cost Sharing rep for Mechanic Falls & Minot Town Administrator

Brittany Hemond – Cost Sharing rep for Minot and Selectmen

Lisa Cesare – RSU 16 Budget Committee rep for Minot and Selectmen

Angela Swenson - RSU 16 School Board rep for Minot

Michael Downing - RSU 16 School Board rep for Minot

Lisa Cesare stated that she really appreciated the new format the RSU is using to present the budget to the committee by presenting it based on how it is voted on and presented at the District Budget Meeting.

The next RSU 16 Budget Meeting will be held Wednesday, March 19th and the next Cost Sharing Committee Meeting will be held on Thursday, March 27th.

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Lisa Cesare asked if Michael Downing or Angela Swenson had anything else they would like to address. Angela Swenson asked Danielle Loring if John Hawley, RSU 16 Director of Operations, ever reached out to her regarding the lights removed from Memorial Field. Danielle said that he had but they were already disposed of. Danielle said she would reach out to Mr. Hawley and let him know.

Micheal Downing and Angela Swenson left the meeting.

6. New Business

c. Executive Session Pursuant to Title 1 MRSA §405(6)(a): Discussion of Personnel Matters Involving the Fire Department with the Town Administrator

Motion: Lisa Cesare motioned to enter the Executive Session at 7:10 pm;
second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (4/0)

The Board the Danielle entered the Executive Session

Motion: Lisa Cesare motioned to exit the Executive Session at 7:30 pm;
second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (4/0)

No decisions or motions were required outside of the Executive Session.

11. Next Meeting Dates

a. Monday, March 31st, 2025 – Regular Meeting

Date acknowledged.

12. Adjournment

Motion: Matthew Callahan made the motion to adjourn at 7:31 pm; second by
Brittany Hemond.

Discussion: None

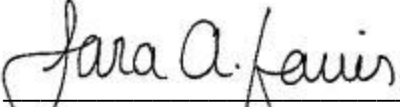
Vote: Unanimous Approval (4/0)

The board adjourned at 7:31 pm.

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Sara A. Farris – Clerk
Recording Secretary

Lisa Cesare – Chair

Matthew Callahan

Daniel Gilpatric – Vice Chair

Dean Campbell

Brittany Hemond

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