



# Town of Minot

329 Woodman Hill Rd.  
Minot, ME 04258  
207-345-3305  
[www.minotme.org](http://www.minotme.org)

Board of Selectmen Meeting

Minot Town Office  
Monday, April 14<sup>th</sup>, 2025  
6:30 pm  
Minutes\*

## REGULAR MEETING

**Selectmen:** Lisa Cesare - Chair, Daniel Gilpatric– Vice Chair, Brittany Hemond, Matthew Callahan, and Dean Campbell  
**Staff:** Danielle Loring (Administrator), Sara Farris (Clerk & Recording Secretary), and Jeffrey Burt (Minot Fire Chief)  
**Public:** Dennis Spencer – Spencer Paving Group  
Tobias Farnsworth - Gendron & Gendron  
*Both via zoom*

### 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. Monday, March 31<sup>st</sup>, 2025 – Regular Meeting

**Motion:** Dean Campbell made a motion to approve the meeting minutes from March 31<sup>st</sup>, 2025 as written; second by Lisa Cesare.

**Discussion:** None

**Vote:** Unanimous Approval (4/0/1)

*Matthew Callahan abstained as he was not at the meeting.*

The Selectmen signed the meeting minutes.

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Board of Selectmen Meeting Minutes Dated April 14<sup>th</sup> 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 \$ 38,127.53 and the Treasurer's Warrant in the amount of \$ 296,133.31; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed the Payroll and Treasurer's Warrants.

#### **5. Fire Department Update – Jeffrey Burt, Fire Chief**

*See the attached report provided by Chief Burt for more information.*

- The Easter Egg hunt was rescheduled to Saturday, April 19 due to the weather. Brittany Hemond and her children have filled 2,000 eggs for the event.
- Chief Burt asked if the Board was discussing the interview schedule for the full time Fire Chief position tonight. Danielle answered that they were but later in the meeting. Chief Burt decided to stay for the discussion.

#### **6. Bid Opening for Paving and Consideration of Approval**

Danielle Loring stated that the town received 5 Paving Bids and read them out loud as follows. Matthew Callahan input the numbers as read into an Excel spreadsheet to create the total bid cost as shown.

##### **P & B Paving**

\$ 91.66/ ton of 9 ½ surface

\$ 91.66/ ton of binder

For a total bid of \$ 329,976.00

##### **Gendron & Gendron**

\$ 91.00/ ton of 9 ½ surface

\$ 97.00/ ton of binder

For a total bid of \$ 331,200.00

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**Glidden**

\$ 93.81/ ton of 9 ½ surface

\$ 101.67/ ton of binder

For a total bid of \$ 342,432.00

**Spencer Paving Group**

\$ 94.50/ ton of 9 ½ surface

\$ 93.25/ ton of binder

For a total bid of \$ 339,450.00

**Northeast Paving**

\$ 98.00/ ton of 9 ½ surface

\$ 105.00/ ton of binder

For a total bid of \$ 357,000.00

Danielle Loring stated that P & B Paving is the apparent low bidder in the amount of \$ 329,976.00 and requested that Highway Supervisor Scott Parker review the bid to make sure P & B can meet the bid specs. The Selectmen agreed.

Matthew Callahan stated that the difference between the 2 lowest bidders, P & B Paving and Gendron & Gendron, is \$ 1,224.00. He suggested that if P & B Paving could not meet the deadline to have the project completed by September 30<sup>th</sup> that Scott Parker should contact Gendron & Gendron.

Motion: Brittany Hemond motioned to accept the bid from P & B Paving in the amount of \$ 329,976.00 with approval from Highway Supervisor Scott Parker that the bid meets the requirements; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (4/0/1)

*Matthew Callahan abstained since he submitted a bid for the project on behalf of Glidden.*

Both attendees via zoom left the meeting.

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## **7. New Business**

### **a. Discussion of Repairs to Town Office Front Entryway**

Danielle Loring provided the Selectmen with 2 quotes from Facility Door Solutions (*attached*). One was to fix the existing doors, and the other was to completely replace the doors. Danielle stated that the Town was awarded the safety grant to renovate the whole front office, including the entryway, but per the grant the money is issued as a reimbursement after the work is completed. With the current grant freeze, Danielle does not recommend spending town funds on the project in case the money is not reimbursed. Danielle acknowledged that this was not included in the recently passed FY 2025 budget, but the doors must still be fixed to keep the building secure.

The quotes do not include installing an ADA button, but this can be installed at a later date. The new doors may also be lighter than the current doors.

The Highway Supervisor and other contractors have tried to fix the current doors with no luck. The Selectmen reviewed the quotes and agreed that the current doors are not worth fixing.

Motion: Matthew Callahan made a motion to proceed with the replacement of the doors for a cost not to exceed \$8,000.00 as quoted by Facility Door Solutions; second by Dean Campbell.

Discussion: None

Vote: Unanimous Approval (5/0)

## **8. Old Business**

### **a. Update Regarding RSU # 16 Cost Sharing Committee Recommendations**

Danielle Loring provided the Selectmen with the report from the Cost Sharing Committee (*attached*).

Brittany Hemond stated that she has contacted Amy Hediger, RSU # 16 Superintendent, because she would like the cost sharing formula percentage breakdowns provided as dollar amounts after the RSU has decided what the total local share will be for the upcoming budget. She believes that this will be easier for residents to comprehend when making their decision on election day.

Lisa Cesare stated that she did ask why there was not going to be a public hearing regarding the proposed cost sharing formula change, and she was told that the Cost Sharing Committee would have had to request a public hearing be held.

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She added that there is a public awareness meeting on April 30<sup>th</sup> regarding the budget and chances are the cost sharing formula will be discussed.

The Selectmen agreed that it is very important to make sure residents from Minot and Mechanic Falls vote on election day as Poland has about double the registered voters in each town. Danielle added that Sara Farris has been working on Minot's May Country Connection article that will discuss the June 10<sup>th</sup> Election. The June article will discuss the cost sharing formula.

Lisa Cesare provided the Selectmen with an update regarding the RSU # 16 proposed budget. The total budget is right around \$ 29 million, which is a 5.2% increase. Some of the items they have cut from the proposed budget include the following:

- 6 teachers were eliminated due to various reasons.
  - 1 from Poland Community School
  - 1 from Elm Street School in Mechanic Falls
  - 2 from Whittier Middle School
  - 1 from Poland Regional High School
  - 1 from the gifted and talented program
- The ecology school and learning lab program are being removed.
- \$ 100,000.00 worth of projects have been removed from CIP, mostly at Poland Community School.
- They have also taken \$ 1 million out of the undesignated fund balance in an effort to keep the proposed budget low.

Although the Selectmen agreed that teachers need to be paid more, salary increases continue to be a huge part of the budget. The legislature is also looking at a law to raise the minimum salary requirements for teachers, which will increase all school budgets dramatically.

Dean Campbell asked what the current student count was for RSU 16. Brittany Hemond found in her notes that there are about 1,700 students currently enrolled, which is a 3% decrease over the last 5 years. She added that the number of children being born is also decreasing.

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Chair Lisa Cesare moved item **10. Town Administrator's Report** up in the agenda. The following was submitted verbally by Town Administrator, Danielle Loring.

- 10 applications have been submitted for the full-time Fire Chief position. Dean Campbell and Lisa Cesare said they would most likely be available to be on the hiring committee if the interviews were held on a Friday. Daniel Gilpatric and Matthew Callahan could possibly be available in the afternoons if needed. Danielle will work on scheduling interviews and is hopeful to have someone hired by June 1<sup>st</sup>. She will also email out the interview questions for the Selectmen to review and make any suggestions. Lisa asked if Chief Burt had any questions, he did not and he left the meeting.
- Danielle is working on Covid fund reporting.
- Danielle and Highway Supervisor Scott Parker met with Tom, a representative from R.E. Hemond Farms, to discuss the Bucknam Bridge Road project last week. Tom and the R.E. Hemond Board are willing to work with the town as needed to complete the project.
- She is working with Erica at AVCOG to figure out who should be held responsible for cleaning the Summit Drive fire pond. The plans for Summit Drive discuss creating an HOA but the individual deeds to the properties do not mention an HOA or Covenants. Erica believes that in this case the responsibility would fall back on the original developers. Dean Campbell asked if the Highway Department could clean the pond and Danielle answered that they will be too busy this summer with the Marston Hill Road project and all their other work to add that on. Danielle added that she also believes a permit by rule is required as the fire pond is an established water source/ eco system.
- Danielle is working on a FEMA generator grant for Orchard Station.
- Danielle attended an emergency Maine Waste to Energy Meeting last week because they are running out of funds due to the shut down costs and fees. They have increased their per ton fees for member municipalities and another increase can be expected next year. Danielle has been reviewing the town's contract with Maine Waste to Energy and if they run out of funds the member municipalities will be required to pay the bills based on the percentage set in the contract. In order to cut costs Maine Waste to Energy is considering cancelling their property and casualty insurance as the insurance

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doesn't even cover the full amount to rebuild if a catastrophic event did happen and they have not had to actually use it. They acknowledge that this is a huge risk, but the money saved could be used to grow back the undesignated fund balance.

- The Town Audit was completed with a few minor corrections required in Trio.

## **9. 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.**

*See attached report for more information.*

- Peter Hemond and Perry Transport both approached Scott requesting a rate increase. Danielle stated that Scott is advocating for the increases to be approved and that the requests will fit within the current budget.

## **11. Selectmen Comment**

Discussed in 8. Old Business regarding the RSU 16 Budget.

## **12. Public Comment**

None

## **13. Next Meeting Dates**

### **a. Monday, April 28<sup>th</sup>, 2025 – Regular Meeting**

Date acknowledged.

## **14. Adjournment**

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

Discussion: None

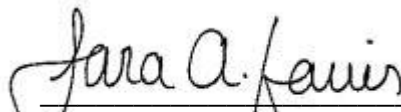
Vote: Unanimous Approval (5/0)

The board adjourned at 7:31 pm.

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Sara A. Farris – Clerk  
Recording Secretary

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Lisa Cesare – Chair

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Matthew Callahan

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Daniel Gilpatric – Vice Chair

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Dean Campbell

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Brittany Hemond

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