



Town of Minot

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

Board of Selectmen Meeting

Minot Town Office
Monday, April 28th, 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) and Sara Farris (Clerk & Recording Secretary)
Public: None

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 31st, 2025 – Regular Meeting

Motion: Brittany Hemond motioned to approve the meeting minutes from April 14th, 2025 as written; second by Dean Campbell.

Discussion: None

Vote: Unanimous Approval (5/0)

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

Board of Selectmen Meeting Minutes Dated April 28th 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 \$ 24,788.97 and the Treasurer's Warrant in the amount of \$ 62,192.13; 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

Chief Burt was not present for the meeting. Danielle Loring discussed his report during agenda item 9. Town Administrator's Report.

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

Dean Campbell provided the Selectmen with an update regarding Truck 5. It would cost about \$4,300.00 to replace the head gasket on Truck 5 so Dean has been searching for a used and cheap replacement motor as a possible option. The Selectmen agreed that they do not wish to spend the estimated \$4,300.00 to fix Truck 5.

Dean added that State of Maine surplus may have an old forestry truck that the town could purchase using the \$20,000.00 that was raised at Town Meeting and placed in the Fire Department Apparatus Reserve account. Danielle Loring was going to look to see if she had contact information for someone at Maine Surplus.

Danielle Loring is also looking into a grant opportunity that could be used for a forestry truck and to dredge the fire ponds in town. The grant requires that the town be within 10 miles of a pipeline and that the items purchased be used for fire suppression.

Danielle added that Highway Supervisor Scott Parker is still interested in Truck 5 and would like to look it over to see what work must be done to get it back in running order.

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6. New Business

a. Discussion of Road Maintenance Program Including Crack Sealing

Danielle Loring provided the Selectmen with a budget breakdown worksheet and an estimate from Coastal Road Repair, LLC (*attached*). She discussed both with the Selectmen.

Danielle requested that this project not be required to utilize the bid process, and that the town complete the project with Coastal Road Repair, LLC because crack sealing is a new project for the town. If the project goes well and needs to be completed in the future, then they could utilize the bid process.

Matthew Callahan stated that Coastal Road Repair, LLC is the only local company that does crack sealing that he knows of except for one possibly in northern Maine and one in Vermont.

Lisa Cesare asked what the timeline was to complete the crack sealing if they decided to go with Coastal Road Repair. Danielle answered that the company is willing to start whenever and work with Highway Supervisor Scott Parker's schedule.

Dean Campbell asked if flagging and traffic control was included in the estimate and Danielle replied that it was.

Motion: Brittany Hemond motioned to accept the contract/ estimate with Coastal Road Repair, LLC in an amount not to exceed \$6,500.00; second by Daniel Gilpatric.

Discussion: None

Vote: Unanimous Approval (4/0/1)
Matthew Callahan abstained as he is in the paving business and has worked with Coastal Road Repair, LLC.

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b. Consideration and Approval of the RSU 16 Budget Validation Referendum Warrant

Sara Farris provided the Selectmen with the Warrant for review and approval (*attached*).

Danielle Loring stated that the Cost Sharing Warrant is being signed by the RSU 16 School Board tonight during a special meeting and will be delivered sometime this week. Danielle asked the Selectmen if they would like to approve that Warrant tonight as well and then come in throughout the week to sign it. The Selectmen agreed.

Motion: Matthew Callahan motioned to approve the RSU 16 Budget Validation Referendum Warrant as presented and the RSU 16 Cost Sharing Warrant; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed the Budget Validation Warrant and Sara Farris will notify them when the RSU has delivered the Cost Sharing Warrant to collect their signatures.

c. Lake Auburn Watershed Member Discussion

Danielle Loring provided the Selectmen with an email from Glen Holmes (*attached*) stating that he is no longer a Town Official for the Town of Buckfield and can no longer serve as the representative for the Lake Auburn Watershed Commission for Minot, Hebron, and Buckfield.

Danielle stated that she will reach out to Hebron and Buckfield to see if any of their officials are interested in the position. She will also look into having Stephen French serve again if he is able and interested.

This topic was tabled until more information is available.

7. Old Business

None

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8. 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.

9. Town Administrator's Report

- Danielle Loring is working on completing the corrections in Trio required after the Town Audit.
- Danielle plans to attend the next Fire Department meeting on May 7th to update the Department. There have been 5 interviews for the full-time Fire Chief position and the committee has narrowed it down to 3. The 3 potential candidates were assigned some "homework" to do and will have a second interview before the committee makes their final decision.

10. Selectmen Comment

None

11. Public Comment

None

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6. New Business

d. Executive Session Pursuant to Title 1 MRSA §405(6)(a):

Discussion of Personnel Matters Involving the Fire Department with Town Administrator.

Motion: Brittany Hemond motioned to enter the Executive Session at 7:03 pm;
second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen and Town Administrator entered the Executive Session.

Motion: Matthew Callahan motioned to exit the Executive Session at 7:15 pm;
second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen and Town Administrator exited the Executive Session.

Motion: Lisa Cesare motioned to appoint Dean Campbell as interim Fire Chief
until a new Fire Chief is hired; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (4/0/1)

Dean Campbell abstained

The Selectmen signed the appointment paperwork as presented and Dean Campbell was sworn in by Town Clerk Sara Farris.

12. Next Meeting Dates

a. Monday, May 12th, 2025 – Regular Meeting

Date acknowledged.

14. Adjournment

Motion: Brittany Hemond made the motion to adjourn at 7:23 pm; second by
Dean Campbell.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 7:23 pm.

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Sara A. Farris

Sara A. Farris – Clerk
Recording Secretary

Lisa Cesare – Chair

Matthew Callahan

Daniel Gilpatric – Vice Chair

Dean Campbell

Brittany Hémon

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