



Town of Minot

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

Board of Selectmen Meeting

Minot Town Office
Monday, May 12th, 2025
6:30 pm
Minutes*

REGULAR MEETING

Selectmen: Lisa Cesare - Chair, Daniel Gilpatric– Vice Chair, Brittany Hemond, Matthew Callahan, and Dean Campbell - Interim Fire Chief

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, April 28th, 2025 – Regular Meeting

Motion: Matthew Callahan motioned to approve the meeting minutes from April 28th, 2025 as written; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

4. Warrants

a. Payroll Expense Warrant

b. Treasurer's Warrant

Motion: Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$ 23,484.89 and the Treasurer's Warrant in the amount of \$ 299,085.17; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed the Payroll and Treasurer's Warrants.

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

Board of Selectmen Meeting Minutes Dated May 12th 2025.

*Items may be taken out of order at the Chairman's Discretion.

5. New Business

a. Executive Session Pursuant to Title 1 MRSA §405(6)(f): Consideration of Scholarship Awards

Danielle Loring provided the Selectmen with the scholarship award criteria (attached).

Motion: Lisa Cesare motioned to enter the Executive Session at 6:32 pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen and Town Administrator entered the Executive Session.

Motion: Brittany Hemond motioned to exit the Executive Session at 6.36 pm; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen and Town Administrator exited the Executive Session.

Motion: Brittany Hemond motioned to use \$2,000.00 from the Kurt Theriault Scholarship Fund and award each applicant \$500.00; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

6. Old Business

None

7. Department Head Updates

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

See the attached report for more information.

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c. Fire Department Report submitted and read by interim Chief Dean Campbell

Chief Campbell provided the Selectmen with a list of the calls received from 4/28 to 5/12.

- Chief Campbell has completed the walk throughs with the full-time Fire Chief candidates before their 2nd round of interviews on Friday. The candidates were also given “homework” to complete that will be discussed at their interview.
- Chief Campbell and Danielle Loring have been working on cleaning up the offices at Central Station and wrapping up pending items that were left from the prior Chief.
- There is a Fire Department Meeting on May 14th to discuss what is happening in the department to help members feel comfortable with the upcoming change(s).
- The refrigerator at Orchard Station died and is in the process of being replaced.

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

See the attached report for more information.

- Scott Parker provided the Selectmen with a quote from Gendron Paving to include Hunter Avenue and Lane Road as shown in his report. The Selectmen were ok with moving forward with the additions.

8. Town Administrator’s Report

- Danielle Loring and Highway Supervisor Scott Parker are working with Sebago Technics to finish up the Bucknam Bridge Road project. Danielle will apply for a Maine Infrastructure Grant to complete the work to move the road and bring it to the Selectmen for approval.
- Scott Parker was able to fix Truck 5 with a small fix instead of replacing the head gasket which was believed to be the issue.
- Danielle provided the Selectmen with an update on pending legal matters that were previously discussed in various executive sessions.

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10. Selectmen Comment

None

11. Public Comment

None

12. Next Meeting Dates

a. Tuesday, May 27th, 2025 – Regular Meeting

Moved to Tuesday because of Memorial Day on 5/26.

Date acknowledged.

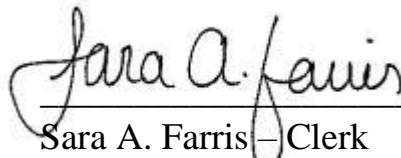
14. Adjournment

Motion: Matthew Callahan made the motion to adjourn at 7:09 pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 7:09 pm.



Sara A. Farris – Clerk
Recording Secretary

Lisa Cesare – Chair

Matthew Callahan

Daniel Gilpatric – Vice Chair

Dean Campbell

Brittany Hemond

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