



# 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  
Tuesday, May 27<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 - Interim Fire Chief

**Staff:** Danielle Loring (Administrator) and Sara Farris (Clerk & Recording Secretary)

**Public:** Corey Nugent – Fire Chief candidate

### 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, May 12<sup>th</sup>, 2025 – Regular Meeting

**Motion:** Brittany Hemond motioned to approve the meeting minutes from May 12<sup>th</sup>, 2025 as written; second by Matthew Callahan.

**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 \$21,457.97 and the Treasurer's Warrant in the amount of \$46,986.62 ; 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 27<sup>th</sup> 2025.

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

Chair Lisa Cesare noted that the Selectmen have not approved check reconciliation in a while and Danielle Loring responded that she is working on them after the changes required from the audit and will have January through April for approval soon.

## **5. New Business**

### **a. Executive Session Pursuant to Title 1 MRSA §405(6)(a): Discussions with Potential New Fire Chief and Town Administrator**

Motion: Brittany Hemond motioned to enter the Executive Session at 6:30 pm; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

Chair Cesare asked Corey Nugent and Sara Farris to leave the room, and the Selectmen and Town Administrator entered the Executive Session.

Motion: Brittany Hemond motioned to exit the Executive Session at 6:41 pm; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen and Town Administrator exited the Executive Session. Danielle Loring brought Corey Nugent and Sara Farris back to the meeting.

### **b. Consideration of Appointment of New Full Time Fire Chief**

Town Clerk Sara Farris provided the Selectmen with the full time Fire/Rescue Chief appointment paperwork. The Selectmen congratulated Corey Nugent and asked if he had any questions of them, he did not. The Selectmen did not have any questions for Corey.

Motion: Brittany Hemond motioned to appoint Corey Nugent as Minot's full time Fire/Rescue Chief; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed the appointment paperwork and Sara Farris sworn in Corey Nugent.

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Board of Selectmen Meeting Minutes Dated May 27<sup>th</sup> 2025.

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Motion: Lisa Cesare motioned to unappoint Dean Campbell as Minot's interim Fire/ Rescue Chief; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

**c. Executive Session Pursuant to Title 1 MRSA §405(6)(e): Ongoing Legal Matter**

Motion: Brittany Hemond motioned to enter the Executive Session at 6:57 pm; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen, Town Administrator, Sara Farris, and Chief Nugent entered the Executive Session. Danielle Loring requested that Chief Nugent stay for the Executive Session because some of the items being discussed involve cases that have included the Fire Department.

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

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen, Town Administrator, Sara Farris, and Chief Nugent exited the Executive Session.

**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.*

- The Selectmen agreed to have their next meeting on June 9<sup>th</sup> in the basement to allow Sara Farris to set up for the RSU 16 Election on June 10<sup>th</sup>.

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

*See the attached report for more information.*

- The ball fields were treated today by G & G Landscape. There is some damage to the multipurpose field at the Community Fields, possibly by skunks, that the town is working to correct.

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

- Dean Campbell gave an update on the calls received over the past 2 weeks which included a lot of burn permits.
- There was an interior rescue training held in Poland last Wednesday. Chief Nugent and some of Minot's members attended.

**8. Town Administrator's Report**

- The floors were stripped and waxed on Sunday, May 18<sup>th</sup> and the carpets were cleaned on Sunday, May 25<sup>th</sup>.
- Danielle is working with T-Mobile to switch the town cellphone service. This could save the town between \$50 - \$100.00 a month for the 5 lines. The town would also be a priority line. This means that our lines would not be bogged down in the event of an emergency.
- Danielle is meeting with a representative from Collette Monuments at Center Hill Cemetery to have some headstones repaired. Danielle and Highway Supervisor Scott Parker have checked the drainage test pits and they are still very wet. The drainage tiles will have to be included in the FY2026 budget. Danielle is planning to schedule a Cemetery Committee Meeting for the week of July 9<sup>th</sup>.

**10. Selectmen Comment**

Chair Lisa Cesare provided the group with an update regarding Androscoggin County's budget and the Commissioners.

**11. Public Comment**

None

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**12. Next Meeting Dates**

**a. Monday, June 9<sup>th</sup>, 2025 – Regular Meeting**

Date acknowledged.

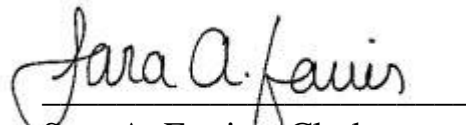
**14. Adjournment**

Motion: Brittany Hemond made the motion to adjourn at 7:12 pm; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 7:12 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

\_\_\_\_\_  
Brittany Hemond

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