



Town of Minot

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

Board of Selectmen Meeting

Minot Town Office
Monday, June 9th, 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 6:30 pm and a quorum was present.

2. Pledge of Allegiance

Recited

3. Approval of Minutes

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

Motion: Brittany Hemond motioned to approve the meeting minutes from May 27th, 2025 as written; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed the minutes as presented.

4. Warrants

a. Payroll Expense Warrant

b. Treasurer's Warrant

Motion: Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$23,510.83 and the Treasurer's Warrant in the amount of \$262,826.42; 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.

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5. Check Reconciliation Review

Danielle stated that the Check Reconciliations for January through April 2025 are available, but she is still working on them. She requested that the Selectmen hold off on approving them until the next meeting. The Selectmen agreed.

6. New Business

a. Review of 2024 Draft Audit

Danielle provided the Selectmen with a draft audit for review (attached). Danielle noted that there were no major issues that the auditor found and the undesignated fund balance did increase. The Selectmen requested more time to review the audit before the final approval. Danielle said she would bring it back for approval at the next meeting.

b. Consideration of FY2025-26 Greater Androscoggin Humane Society Service Contract

Danielle provided the Selectmen with the contract for review (attached). Lisa Cesare asked if there was enough funds budgeted to cover the contracted amount. Danielle answered that the current bill is \$4,011.00 and the budgeted amount was \$4,100.00 so there is a small excess.

Motion: Matthew Callahan motioned to accept the agreement with Greater Androscoggin Humane Society and to authorize Danielle Loring, the Town Administrator, to sign on their behalf; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

c. Discussion of Juneteenth Holiday

Danielle stated that the office staff would like to work on June 19th and take the Friday after Christmas off.

Motion: Matthew Callahan motioned to allow staff to use Juneteenth as a floating holiday, preferably the day after Christmas; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

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7. Old Business

None

8. Department Head Updates

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

See the attached report for more information.

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

See the attached report for more information.

- Minot Hebron Athletic Association (MHAA) requested speed limit signs be placed on the roads leading to Community and Memorial Fields. A speed study would have to be done through the State to place a sign. Danielle asked the Selectmen for their opinion on the matter. The Selectmen do not feel there is a need to have speed limit signs placed.
- There will be a speed study done on Garfield Road as there is no sign on the Shaw Hill Road end. With the new subdivision going in this will be important once traffic increases.

c. Fire Department Report submitted by Chief Nugent and read by Danielle Loring

See the attached report for more information.

- The EMS Stability Grant that Dean Campbell and Danielle Loring were working on has been granted. This will cover the generator at Orchard Station and radios.
- Brittany Hemond stated that current members are excited to be working with Chief Nugent.

9. Town Administrator's Report

- The new front door has been installed. A locksmith will be out to change the lock to match the old keys.
- Danielle is working with legal on pending matters.

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10. Selectmen Comment

a. Library Municipal Fee Review – Lisa Cesare

Danielle provided the Selectmen with a memo from the Auburn Public Library (attached).

Lisa added that Minot currently has about 350 active members that use the library. If the contract municipality and non-member fees increase too much Minot could possibly move to library choice with another local library. Lisa said she would keep the Board updated.

6. New Business

b. Executive Session Pursuant to Title 1 MRSA §405(6)(a): Personnel Discussion with Town Administrator

Motion: Brittany Hemond motioned to enter the Executive Session at 6:55 pm; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen, Town Administrator, and Sara Farris entered the Executive Session.

Motion: Brittany Hemond motioned to exit the Executive Session at 7:02 pm; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

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

11. Public Comment

None

12. Next Meeting Dates

a. Monday, June 23rd, 2025 – Regular Meeting

Date acknowledged.

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14. Adjournment

Motion: Brittany Hemond made the motion to adjourn at 7:03 pm; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 7:03 pm.



Sara A. Farris – Clerk
Recording Secretary

Lisa Cesare – Chair

Matthew Callahan

Daniel Gilpatric – Vice Chair

Dean Campbell

Brittany Hemond

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