



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 23rd, 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 Corey Nugent (Minot Fire Chief)
Public: Angela Swenson and Michael Downing (Minot RSU 16 School Board Members)

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. Monday, June 9th, 2025 – Regular Meeting

Motion: Brittany Hemond motioned to approve the meeting minutes from June 9th, 2025 as written; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed the minutes as presented.

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

Board of Selectmen Meeting Minutes Dated June 23rd 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 \$24,482.17 and the Treasurer's Warrant in the amount of \$112,529.37; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed the Payroll and Treasurer's Warrants.

5. Check Reconciliation Review

a. January 2025

b. February 2025

c. March 2025

d. April 2025

Treasurer Danielle Loring requested that approval be tabled until the next Selectmen Meeting. She would like to try and have Lori-Anne Wilson come and review them with her before they are submitted for final approval. The Selectmen agreed.

6. New Business

a. "First Due" Fire Department Program Request – Chief C. Nugent

Chief Nugent provided the Selectmen with an overview of the First Due program and how it will fit in the current Fire Department budget (*attached in his report*). First Due will replace the current MEFIRS program that is provided free of charge from the State of Maine. The MEFIRS program is great for the EMT side of call reporting, as it was created by an EMT, but is lacking in the fire side of call reporting. First Due excels in both. Selectmen and department member Dean Campbell agreed that MEFIRS is a difficult program to work with.

Chair Lisa Cesare stated that if Chief Nugent believes that the program is needed and there is money available in the Fire Department budget, he may use it for the First Due program but that will be \$4,000.00 from other parts of the department's budget. Chief Nugent said he understood, and he is confident that the current budget can support this with no loss to the other budget line items.

Danielle Loring asked if Chief Nugent would be required to put the project out to bid. After some discussion the Selectmen decided that that was not necessary.

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Lisa Cesare asked if First Due will require additional technical supplies/ support and if staff training will be required. Chief Nugent replied that additional tech will not be required and that Officers and members will receive training. Training is included in the \$4,000.00 cost.

Motion: Matthew Callahan motioned to approve Chief Nugent to move forward with the First Due program; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

Chair Cesare moved **8. Department Head Updates, c. Fire Department Update** up in the agenda. Chief Nugent discussed his report with the Selectmen (*attached*).

Chair Cesare moved **11. Public Comment** up in the agenda as Angela Swenson and Michael Downing of the RSU 16 School Board were present. Angela Swenson asked for some clarification regarding the overpayment of taxes due to the RSU 16 School Budget last year. The 2024 taxes were committed using Budget #2 that did not pass. Budget #3 did pass so there is a small overage. Minot saved the overage in a reserve account that will be used towards the school payment portion of the 2025 Tax Commitment. Other towns chose to use the overage differently. Danielle explained that regardless as to how the money is used it will ultimately lower the amount due by falling into the “other revenues” category at the time of Tax Commitment.

There was some discussion regarding the possibility that the cost sharing question could be coming back in the following years. Angela Swenson said that the School Board is required to review the cost sharing formula regularly as part of the budget process, but it could also be brought back to the voters via the petition process.

The School Board is also working on finding a new Chair since Mary Martin has retired.

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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.

- The culvert on Marston Hill Road will most likely be replaced in the 3rd week of July.
- Danielle Loring and Scott Parker had an interview with a potential Highway Crew candidate. They are waiting to hear back from him.

7. Old Business

a. Review of 2024 Draft Audit

Lisa Cesare and Brittany Hemond said they both reviewed the draft and did not find any issues.

Motion: Lisa Cesare motioned to approve the 2024 draft audit as presented; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

9. Town Administrator's Report

a. School Zone Sign Update

A new school zone sign will be installed on Shaw Hill Road by Minot Consolidated School. Minot Highway will set the polls for the sign the Northern Signs will do the sign install. Because the sign is on town property the town had to sign the agreement. Danielle does have a verbal agreement with John Hawley at the RSU that the RSU will pay to have the sign maintained and repaired if needed. Danielle will work with Mr. Hawley to create a signed agreement.

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b. Maine Waste to Energy Rate Increase Update

Maine Waste to Energy has increased their member rate by \$7.00 per ton to try and stabilize their budget.

Insurance coverage of the facility was considered as an option to cut costs as the current coverage would not be enough to replace the facility in a catastrophic event. 3 options were presented and are as follows. 1. Keep the \$44 million coverage and find other ways to cut it, 2. Drop the amount of coverage to about \$20 million that should cover normal things that may fail, and 3. Drop coverage completely. The Maine Waste to Energy Board chose to drop the amount of coverage.

Maine Waste to Energy will invoice Minot \$32,000.00 due by 4/2/2026. Danielle plans to pay what the Town can with the current budget and then have Maine Waste to Energy invoice the remainder.

10. Selectmen Comment

None

12. Next Meeting Dates

a. Monday, July 7th, 2025 – Regular Meeting

The date was not corrected on the agenda, but the correct date of July 7, 2025 was mentioned acknowledged.

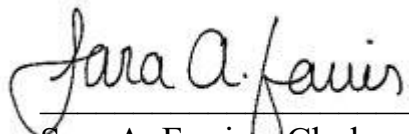
14. Adjournment

Motion: Matthew Callahan made the motion to adjourn at 7:06 pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 7:06 pm.


Sara A. Farris – Clerk
Recording Secretary

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Lisa Cesare – Chair

Matthew Callahan

Daniel Gilpatric – Vice Chair

Dean Campbell

Brittany Hemond

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