



# 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  
Monday, July 7<sup>th</sup>, 2025  
6:30 pm  
Minutes\*

## REGULAR MEETING

**Selectmen:** Lisa Cesare - Chair, Daniel Gilpatric– Vice Chair, Brittany Hemond, and Matthew Callahan  
**Absent:** Dean Campbell (Selectmen) and Corey Nugent (Minot 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 6:30 pm and a quorum was present.

### 2. Pledge of Allegiance

Recited

### 3. Approval of Minutes

#### a. Monday, June 23<sup>rd</sup>, 2025 – Regular Meeting

**Motion:** Matthew Callahan motioned to approve the meeting minutes from June 23<sup>rd</sup>, 2025 as written; second by Brittany Hemond.

**Discussion:** None

**Vote:** Unanimous Approval (4/0)

The Selectmen signed the minutes as presented.

\*\* Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated July 7<sup>th</sup> 2025.

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

#### **4. Warrants**

##### **a. Payroll Expense Warrant**

##### **b. Treasurer's Warrant**

Motion: Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$26,186.32 and the Treasurer's Warrant in the amount of \$315,738.23; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (4/0)

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**

Motion: Matthew Callahan motioned to accept the January, February, March, and April Check Reconciliation as presented; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (4/0)

The Selectmen signed the Check Reconciliations for January, February, March, and April.

Chair Cesare moved **7. Department Head Updates, 8. Town Administrator's Report, and 9. Selectmen Comment** up in the agenda.

#### **7. 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.*

- Danielle and Scott Parker have been working on compiling requested additional information from the Army Core of Engineers. After review they did approve the permit to replace the large culvert on Marston Hill Road.

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**c. Fire Department Report Submitted by Fire Chief Corey Nugent and read by Administrator Danielle Loring**

*See the attached report for more information.*

- After reviewing the Expense Detail Report provided by Danielle Loring Chair Lisa Cesare noted that there were some overages in individual line accounts in the Fire Department's budget including repairs and PPE equipment. Danielle replied that the PPE equipment line has an overage due to the previous Fire Chief's purchases and that she was unsure what the overage was in the repairs line, but she would look into it. Lisa Cesare stated that it was her understanding that the Fire Department was not allowed a percentage to go over budget like the previous year and Danielle and the other Selectmen agreed. Danielle added that it is important to look at the department's budget as a whole and that she is confident that Chief Nugent is paying close attention to the Fire Department budget.

**8. Town Administrator's Report**

- Danielle met with the property owners of the trees that are hanging over the Town Office's driveway to see if they would allow the town to remove the trees and replace them with new ones and if not, to let them know that the town intended to have the trees trimmed. The tree limbs are a hazard to the fire trucks, dump trucks, and other larger vehicles entering the office complex. The meeting did not go well, and the town plans to move forward with trimming the existing trees. The Selectmen would like Danielle to send a letter to the property owners to let them know and to invite them to a Selectmen Meeting if they have further questions.
- The 2025 Tax Commitment will take place at the next Selectmen Meeting on July 21<sup>st</sup>. Danielle and Tax Collector Sara Farris have been working with Denis of J.E. O'Donnell's to make sure our information and tax accounts are up to date and accurate. Danielle wanted the Selectmen's opinion on using funds from the undesignated fund balance (UFB) to keep the mil rate low and the overlay close to the same as previous years. The 2024 mil rate was 11.15 for reference.
  - \$ 0.00 from UFB would result in a mil rate of 12.25 and about a \$1.10 increase
  - \$200,000.00 from UFB would result in a mil rate of 11.50 and about a \$0.35 increase

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Board of Selectmen Meeting Minutes Dated July 7<sup>th</sup> 2025.

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Lisa Cesare asked what is currently in the UFB and Danielle answered about \$2.4 million based on the recent town audit and that removing \$200,000.00 would still leave the town a safe balance.

Matthew Callahan stated that he would like to see the mil rate at around 11.50 and the other Selectmen agreed.

Lisa Cesare stated that a \$0.35 to \$0.50 increase would be a good target area and the other Selectmen agreed.

After some various discussion about additional revenues and increase to the RSU 16 and Androscoggin County budgets Danielle said she will have Tax Commitment documents with mil rate options of 11.35, 11.45, and 11.55 for the next Selectmen Meeting.

## **9. Selectmen Comment**

- Lisa Cesare stated that the Androscoggin County Budget Committee will start meeting soon regarding the FY 26 Budget.

## **6. New Business**

### **a. Executive Session pursuant to Title 1 MRSA §405(6)(a): Personnel Discussion with Town Administrator Regarding Highway Department**

Motion: Brittany Hemond motioned to enter the Executive Session at 6:58 pm; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (4/0)

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

Motion: Brittany Hemond motioned to exit the Executive Session at 7:13 pm; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (4/0)

The Selectmen, Town Administrator, and Sara Farris exited the Executive Session. No decisions were required outside of the Executive Session.

## **10. Public Comment**

None

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Board of Selectmen Meeting Minutes Dated July 7<sup>th</sup> 2025.

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**11. Next Meeting Dates**

**a. Monday, July 21<sup>st</sup>, 2025 – Regular Meeting**

The date was acknowledged.

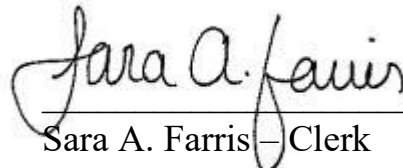
**12. Adjournment**

Motion: Lisa Cesare made the motion to adjourn at 7:14 pm; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (4/0)

The board adjourned at 7:14 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

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Brittany Hemond

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