



Town of Minot

329 Woodman Hill Rd.

Minot, ME 04258

207-345-3305

www.minotme.org

REGULAR MEETING

Board of Selectmen Meeting

Minot Town Office

Monday, July 21st, 2025

6:30 pm

Minutes*

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: 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, July 7th, 2025 – Regular Meeting

Motion: Matthew Callahan motioned to approve the meeting minutes from July 7th, 2025 as written; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (4/0/1)

Dean Campbell abstained as he did not attend the July 7th meeting.

The Selectmen signed the minutes as presented.

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated July 21st 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 \$35,021.58 and the Treasurer's Warrant in the amount of \$100,847.48; 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. May 2025

b. June 2025

Motion: Matthew Callahan motioned to accept the May and June Check Reconciliation as presented; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed the Check Reconciliations for May and June.

6. Assessors Business

a. Tree Growth Penalty

Zachary C. Tyburski

16 Hersey Hill Rd. (R16-001)

Penalty to remove 45 acres from Tree Growth in the amount of \$8,550.20

Tax Collector Sara Farris provided the Selectmen with the attached Tree Growth Penalty breakdown and the Supplemental paperwork.

Motion: Brittany Hemond motioned to accept the Tree Growth Penalty for Mr. Tyburski as presented; second by Daniel Gilpatric.

Discussion: None

Vote: Unanimous Approval (5/0)

Assessors Brittany Hemond, Daniel Gilpatric, and Lisa Cesare signed the supplemental paperwork.

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated July 21st 2025.

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7. New Business

a. Consideration of Commitment of FY2025 Tax Rate

Town Administrator Danielle Loring provided the Selectmen with the attached tax rate calculators with a mil rate of 11.50, 11.55, and 11.60. These calculations include using \$250,000.00 from the Undesignated Fund (UFB) instead of the \$200,000.00 that was discussed at the last Selectmen Meeting. Lisa Cesare stated that she was leaning more towards 11.50 but wanted to hear what the other members of the Board thought. Brittany Hemond suggested 11.55 because it is the middle of the 3 provided and it will also help the inevitable increase next year seem less harsh. The other members of the Board agreed.

Motion: Brittany Hemond motioned to set the 2025 tax rate at 11.55; second by Daniel Gilpatric.

Discussion: None

Vote: Unanimous Approval (5/0)

Assessors Brittany Hemond, Daniel Gilpatric, and Lisa Cesare as well as Selectmen Dean Campbell and Matthew Callahan signed the Certification of Assessment provided by Danielle Loring.

b. Consideration of Approval of FY2025 Auburn Public Library (APL) Agreement

Danielle Loring provided the Selectmen with the agreement for review.

Motion: Brittany Hemond motioned to accept the agreement with the Auburn Public Library as presented; second by Daniel Gilpatric.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed the agreement.

Chair Lisa Cesare moved **8. Old Business, 9. Department Head Updates, 10. Town Administrator's Report, and 11. Selectmen Comment** up in the agenda.

8. Old Business

None

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated July 21st 2025.

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9. Department Head Updates

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

See the attached report for more information.

c. Fire Department Report Submitted and read by Fire Chief Corey Nugent

See the attached report for more information.

- After comments at the Selectmen Meeting on July 7th regarding the Fire Department budget Chief Nugent provided the Selectmen with a budget tracking document that he created (attached). This document will help break down each individual account and show the total budget.

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

See the attached report for more information.

10. Town Administrator's Report

- Danielle provided the Selectmen with a draft of the Memorandum of Understanding between Minot and RSU 16 for the school zone as requested.
- FY26 Budget goal setting will start in September with meetings regarding the budget starting in October.
- Danielle is working on closing out grants.
- Danielle and Highway Supervisor Scott Parker have completed the test pit data at Center Minot Hill Cemetery. They will set up a meeting with Charles Buker of Main-Land Development to discuss a mitigation plan.
- Danielle met with the neighboring property owner regarding the trees encroaching on the office driveway and they came to an agreement. Danielle is working to schedule KB Tree Service to complete the work.

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated July 21st 2025.

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11. Selectmen Comment

- There was some discussion regarding the possibility of bringing back Impact Fees. Dean Campbell stated that Impact Fees could be used in the future for Fire Department expansion when Minot possibly does not have a contracted ambulance service and service is needed. This would include an addition to the Fire Station to house the ambulance. The Selectmen agreed that funding was needed but they were not in agreement that Impact Fees are the best option. Danielle Loring suggested that various grants could be an option. Lisa Cesare stated that maybe permit fees could be increased and placed in a reserve account. This way the funds did not have to be managed like Impact Fees do. Chief Nugent suggested that the town could adopt a yearly licensing fee. There were no decisions made regarding Impact Fees at this time.

c. Executive Session pursuant to Title 1 MRSA §405(6)(f): Poverty Abatement

Motion: Brittany Hemond motioned to enter the Executive Session at 7:18 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.

Motion: Brittany Hemond motioned to exit the Executive Session at 7:28 pm; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

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

Motion: Brittany Hemond motioned to deny the poverty abatement due to lack of documentation of financial capacity; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

Danielle Loring will send a denial notice to the applicant before the July 24th 30-day deadline.

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated July 21st 2025.

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12. Public Comment

None

13. Next Meeting Dates

a. Monday, August 4th, 2025 – Regular Meeting

The date was acknowledged.

14. Adjournment

Motion: Matthew Callahan made the motion to adjourn at 7:30 pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 7:30 pm.


Sara A. Farris – Clerk
Recording Secretary

Lisa Cesare – Chair

Matthew Callahan

Daniel Gilpatric – Vice Chair

Dean Campbell

Brittany Hemond

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