



Town of Minot

329 Woodman Hill Rd.

Minot, ME 04258

207-345-3305

www.minotme.org

Board of Selectmen Meeting

Minot Town Office

Monday, August 4th, 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)

Absent: Corey Nugent (Minot Fire Chief)

Public: Angela Swenson – RSU 16 School Board Member

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 21st, 2025 – Regular Meeting

Motion: Brittany Hemond motioned to approve the meeting minutes from July 21st, 2025 as written; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed the Meeting Minutes.

4. Warrants

a. Payroll Expense Warrant

b. Treasurer's Warrant

Motion: Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$27,110.52 and the Treasurer's Warrant in the amount of \$62,883.62; 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.

Board of Selectmen Meeting Minutes Dated August 4th 2025.

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

5. New Business

a. Discussion of Scheduling a Workshop to Review Revenues for Highway, Code, and Fire Departments

Danielle Loring provided the Selectmen with examples of fee schedules from neighboring towns and Minot's current fee schedule as requested by Chair Cesare. Danielle opened the discussion by stating that Chief Nugent is looking at the possibility of a fire association as an option to raise funds for the Fire Department. She also reminded the Selectmen that they should be cautious of raising fees too much and deterring new construction. They should also look at comparable towns' fee schedules and take into consideration population and demographic of residents. This would ensure that Minot stays competitive but considerate of their residents. Danielle does believe that the Code fees should be adjusted because they are on the low side compared to other towns.

Regarding impact fees, Lisa Cesare stated that she believes the fees should be collected in a fair way, across the board and not just impact new builds. Minot only has about 4-8 new homes built a year so the fees would have to be large to add up.

Dean Campbell stated that he is not anti-development but why not deter new homes from being built in Minot. When there are new homes built it costs the town more money.

There was some discussion regarding excise tax. Lisa Cesare asked if boat excise was included in the amount estimated for excise tax. Sara Farris replied that it currently is not as the amount collected is so small. Danielle Loring suggested that \$750,000.00 be the minimum amount estimated to be used for tax commitment and have the remaining be put into reserve accounts for Highway, Code, and Fire.

The Selectmen decided on September 15 to hold a workshop regarding fees. The date was chosen so Scott Parker, Highway Supervisor and Chief Nugent can attend.

Lisa Cesare requested that Danielle provide a report regarding town revenues and Danielle said she would provide that for the meeting.

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated August 4th 2025.

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Lisa Cesare asked for an update regarding the Simion Road and Holbrook Road intersection and the recent accident that Danielle made them aware of via email. Danielle stated that the accident was not at the intersection but solely on Holbrook Road.

Dean Campbell suggested a 4-way stop may help at the Simion/ Holbrook intersection, but he is unsure if the town can make that change. Danielle Loring replied that she would meet with Highway Supervisor Scott Parker tomorrow regarding the 4-way stop and that if it was an option there would have to be plenty of notice that the change is coming.

6. Old Business

None

Chair Lisa Cesare moved **10. Public Comment**, up in the agenda as Angela Swenson was present.

The Selectmen voiced their sympathy regarding Michael Downing, one of Minot's RSU 16 School Board Members, passing. Angela was close with Mr. Downing and he will be missed on the School Board. In consideration of the circumstances the appointment of a new School Board Member will be slightly postponed out of respect for Mr. Downing. The position will be posted to Facebook on August 11 requesting letters of interest be provided for the Selectmen to consider at their meeting on September 2. Mr. Downing's term currently ends 2027 so the appointee will need to take out nomination papers if they choose to continue on the School Board in 2026.

Angela stated that the first School Board Meeting will be held August 11th so she will have more information for the Selectmen soon.

7. Department Head Updates

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

See the attached report for more information.

- Lisa Cesare asked if the resident that requested the Poverty Abatement had been in contact with the town regarding the Selectmen's decision. Danielle replied that they did not.

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated August 4th 2025.

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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.

- A resident has shown some interest in plowing the roads currently covered by Dave Castonguay. Danielle and Scott will meet with him and if the quote he provides is plausible the Town may consider going through the bid process. If it is a better deal to buy the plow gear for Scott's truck, they will go that route.

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

See the attached report for more information.

- Professional Development: Danielle added that the City of Auburn is paying for the courses and that Minot will cover the cost of the required books.
- Lisa Cesare asked for an update on the new software discussed at a previous meeting. Danielle replied that she believes the First Due program is still in the buildout stage. Dean Campbell added that there will be a training for Officers late in the month.

8. Town Administrator's Report

- Danielle Loring and Sara Farris attended ACH training through Androscoggin Bank last Wednesday. Danielle is working with Christine from Androscoggin Bank to get remaining questions resolved. Some concerns are...
 - The effective date and Selectmen Meetings. Danielle would like the Selectmen to approve the warrant first before processing an ACH transaction. This way if the Selectmen do not approve a payment as presented it can easily be fixed.
 - How will multiple invoices appear in the ACH transaction that the vendor receives. Danielle would prefer there to be a way to break them down if needed instead of sending 1 lump sum with no invoice information.

Danielle is going to add ACH processing to the current Cash Management Policy for the Selectmen to consider and approve.

9. Selectmen Comment

None

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated August 4th 2025.

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13. Next Meeting Dates

a. Monday, August 18th, 2025 – Regular Meeting

The date was acknowledged.

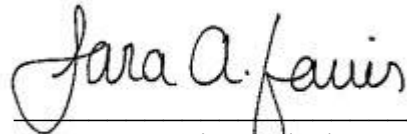
14. Adjournment

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

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 7:14 pm.



Sara A. Farris – Clerk
Recording Secretary

Lisa Cesare – Chair

Matthew Callahan

Daniel Gilpatric – Vice Chair

Dean Campbell

Brittany Hemond

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