



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, August 18th, 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: Angela Swenson – RSU 16 School Board Member
Jeffrey Hill - Resident
Andrea Karkos – Androscoggin Bank

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, August 4th, 2025 – Regular Meeting

Danielle Loring provided the Selectmen with the minutes prepared by Sara Farris for consideration.

Motion: Brittany Hemond motioned to approve the meeting minutes from August 4th, 2025 as written; second by Daniel Gilpatric.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed the Meeting Minutes.

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated August 18th 2025.

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

4. Warrants

a. Payroll Expense Warrant

b. Treasurer's Warrant

c. Review and Consideration for Approval July Check Reconciliation

Danielle Loring provided the Selectmen with the above-mentioned items for consideration.

Motion: Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$28,505.09 and the Treasurer's Warrant in the amount of \$749,147.18; second by Brittany Hemond.

Discussion: Danielle stated that the Treasurer's Warrant includes the RSU 16 payment and the County Tax payment.

Vote: Unanimous Approval (5/0)

The Selectmen signed the Payroll and Treasurer's Warrants.

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

Discussion: None

Vote: Unanimous Approval (5/0)

5. Assessors' Business

a. Consideration of Approval for Androscoggin County Tax Return

Danielle Loring provided the Selectmen with the Androscoggin County Tax Return for consideration.

Motion: Brittany Hemond motioned to approve the Androscoggin County Tax Return as presented; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

The Assessors, Lisa Cesare, Brittany Hemond, and Daniel Gilpatric signed the Androscoggin County Tax Return.

Chair Lisa Cesare moved **11. Public Comment**, up in the agenda, Angela Swenson and Jeffrey Hill were present.

Mr. Hill introduced himself and stated his interest in the open RSU 16 School Board position. Lisa Cesare stated that there are currently 2 letters of interest, and the Selectmen will make their appointment at their meeting on 9/2.

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Board of Selectmen Meeting Minutes Dated August 18th 2025.

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Mrs. Swenson updated the Selectmen regarding the RSU 16 School Board.

- Sarah Robinson is the new School Board Chair and Patrick Irish is continuing his role as Vice Chair.
- RSU 16 is getting rid of 2 buses and replacing them with new ones.
- Angela is going to be on the Teacher Negotiations Committee instead of the Budget Committee this year.
- The next RSU 16 School Board Meeting will be held on September 8th.

The Selectmen thanked Angela for her time and appreciate her help in keeping the Selectmen informed regarding the RSU.

6. New Business

a. Discussion of Employee Retirement Plan Transition – Andrea Karkos, Androscoggin Bank

Danielle provided the Selectmen with documents from SetAway and John Hancock which showed the costs associated with a 457 (attached). Danielle added that Corey Nugent, Minot Fire Chief, will not be enrolling in MEPERS as he is already enrolled through the City of Auburn.

Mrs. Karkos provided an overview of the documents provided by Danielle, advantages and disadvantages to a 457, and what the next steps will be. Some key points were:

- The Town of Minot can contribute more with a 457.
- There are 2 types of 457 accounts, governmental and non-governmental. Creditors cannot garnish a governmental 457.
- A 457 account allows for various options to match.
- The employee can borrow against a 457 account and pay back through payroll.
- A downfall to a 457 account is the administrative fees that are associated with SetAway, John Hancock, and for the services that Mrs. Karkos provides.
- Mrs. Karkos will speak with each employee about the switch and what it will look like for them individually.

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Board of Selectmen Meeting Minutes Dated August 18th 2025.

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Danielle would like the Selectmen to consider a 5% match opposed to the current 3% under the Simple IRA and she will need to know what percentage match the Selectmen will want to move forward with. Lisa Cesare stated that she would like to have the agreement finalized before budget deliberations start or in the process.

Motion: Brittany Hemond motioned to proceed with the process of switching to a 457; second by Daniel Gilpatric.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen did not make a decision regarding the percentage match amount.

b. Consideration for Approval to Allow Town Administrator to Cast Vote for MMA Executive Committee Members

Danielle provided the Selectmen with a memo from Maine Municipal Association (MMA).

Motion: Brittany Hemond motioned to allow Danielle Loring, the Town Administrator, to vote for MMA Executive Committee Members; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

7. Old Business

a. Continued Discussion of Intersection Change for Holbrook/Simion Roads

Danielle provided the Selectmen with information from the MMA Roads Manual. She stated that the town must enact a traffic ordinance if they would like to place stop signs. If there is no ordinance, the sign is not enforceable and could be grounds for a lawsuit if the placement contributes to an accident. Danielle added that this type of ordinance can be established by the Selectmen and a public hearing and that Town Meeting approval is not required. After some discussion key points to consider when creating the ordinance are:

- The ordinance should be as basic as possible.
- The procedure on how a control is created and why.
- What traffic control devices include (yields, crossings, stop, etc.)

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Board of Selectmen Meeting Minutes Dated August 18th 2025.

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- Should snow removal be included as the State of Maine already has a law enforcing this?
- Can a parking ban be included if it impedes the removal of snow?
Danielle said she will look at other traffic ordinances and create one to present to the Selectmen.

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 roof at the Highway Garage was replaced last Friday.
- Danielle Loring and Scott Parker met with Mr. Eastman regarding plowing, and he is willing to hold Mr. Castonguay's prices. Danielle would like the Selectmen to still consider purchasing plow gear for the highway truck in the event that there are any issues with the new vendor.

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

See the attached report for more information.

9. Town Administrator's Report

- Legal notices have been mailed out to the 3 properties in violation. Each notice has deadlines to meet.
- Notices have been mailed out to vendors regarding ACH.
- The FY26 Budget Calendar will be up for approval at the meeting on 9/2.
- FY26 budget goal setting will begin at the meeting on 9/15. Department Heads Scott Parker, Chief Corey Nugent, and Sara Farris. Danielle is already expecting a 26% increase from Anthem for insurance and wants to continue to focus on investing in employees.
- The town received \$2,542.00 in Workers' Compensation and Property & Casualty dividends for limited to zero claims and policies that promote the same.

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10. Selectmen Comment

None

13. Next Meeting Dates

a. Tuesday, September 2nd, 2025 – Regular Meeting - Basement

The date and location were acknowledged.

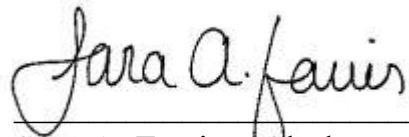
14. Adjournment

Motion: Daniel Gilpatric made the motion to adjourn at 7:39 pm; second by Brittany Hemond.

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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