



Town of Minot

329 Woodman Hill Rd.
Minot, ME 04258
207-345-3305
www.minotme.org

Board of Selectmen Meeting

Minot Town Office

Tuesday, September 2nd, 2025

6:30 pm

Minutes*

REGULAR MEETING

Selectmen: Lisa Cesare - Chair, Daniel Gilpatric– Vice Chair, Brittany Hemond, and Matthew Callahan

Absent: 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

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 18th, 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 18th, 2025 as written; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (4/0)

The Selectmen signed the Meeting Minutes.

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated September 2nd 2025.

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

4. Warrants

a. Payroll Expense Warrant

b. Treasurer's Warrant

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 \$28,396.77 and the Treasurer's Warrant in the amount of \$32,720.61; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (4/0)

The Selectmen signed the Payroll and Treasurer's Warrants.

5. Bid Opening and Consideration for Acceptance

a. Winter Sand Bids for 2025-26 Season

The town received 2 sealed bids. Danielle Loring opened them and read them out loud as follows.

Peter Hemond Excavating, Inc.

\$6 per yard

not delivered

ECI Materials

\$10 per yard

not delivered

Peter Hemond Excavating, Inc. is the apparent low bidder. The Selectmen would like Highway Supervisor Scott Parker to contact Perry Transport about hauling the sand to the Highway Department.

Motion: Matthew Callahan motioned to accept the bid from Peter Hemond Excavating, Inc. pending the cost for Perry Transport to haul to the Highway Department; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (4/0)

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6. New Business

a. RSU 16 School Board Member Consideration of Appointment

Sara Farris provided the Selectmen with 3 letters of interest for the open RSU 16 School Board position to consider. Lisa Cesare stated that Jeffrey Hill attended the last meeting and believes that he should be chosen. After some discussion, the Selectmen decided to appoint Jeffrey Hill.

Motion: Brittany Hemond motioned to appoint Jeffrey Hill to the RSU 16 School Board for a term ending at the upcoming Annual Town Meeting on March 7, 2026; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (4/0)

Sara Farris provided the Selectmen with the appointment paperwork to sign.

b. Consideration of Approval for Budget Development Schedule

Danielle Loring provided the Selectmen with a draft budget schedule to review. The Selectmen agreed that the schedule was fine as is and no changes were required.

Danielle has been working with Department Heads to fine tune their budget in preparation for the Selectmen Meeting on 9/15. Some topics that were discussed are as follows.

- What roads were set to be paved next year and the Bucknam Bridge Road project.
- The Fire Department's Capital Improvement Plan (CIP)
- Danielle has been told to budget a 10% increase for insurance, but she believes 15% would be a more accurate estimate at this time.
- A possible percentage for employee raises.
- Combining Election and Tax Collection as they are essential services. In the event that items are cut the town must make sure the budget can support these services.
- Lisa Cesare discussed a possible Auburn Public Library (APL) fee increase and how that could put the contract the town currently has with them in jeopardy.
- Danielle is continuing to work with Andrea Karkos from Androscoggin Bank regarding the switch to a 457.
- Lisa Cesare updated the Selectmen regrading the Androscoggin County Budget.

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated September 2nd 2025.

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7. Old Business

None

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.

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

See the attached report for more information.

- **West Minot Station**

There was some discussion as to whether the building is worth keeping due to the condition of it including mold and asbestos.

- **Cost Recovery**

There was some discussion regarding billing insurance companies for calls as a way to collect revenue for the Fire Department. There will be no upfront costs to the taxpayers because the company takes a percentage of the funds paid by the insurance companies. Chief Nugent will have more information on this program at the next Selectmen Meeting as part of his budget discussion.

9. Town Administrator's Report

- **Lake Auburn Watershed Appointment**

Danielle Loring reached out to Stephen French, out previous representative, to see if he was interested and he declined. Hebron said they would make a post to see if there was any interest and Buckfield has no interest at all. The Selectmen believe that they do not know enough about the Watershed to be useful on the Commission. Danielle said she would make a post to see if there was any interest in the community. Lisa Cesare suggested that maybe someone on the Planning Board may have interest and a possible stipend could be discussed.

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Board of Selectmen Meeting Minutes Dated September 2nd 2025.

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- There are some vacancies on the 9-member Budget Committee. Danielle has included this in the September article for the Country Connection. Sara Farris added that there are currently 4 people interested in coming back, 2 that she has not heard from, and possibly 1 depending on who is chosen for the RSU 16 School Board position. Brittany Hemond suggested that Sara reach out to Willaim Perry and Reggie Emery to see if they are interested.

10. Selectmen Comment

None

11. Public Comment

Angela Swenson stated that the next School Board Meeting was scheduled for Monday 9/8.

12. Next Meeting Dates

a. Monday, September 15th, 2025 – Regular Meeting

The date was acknowledged.

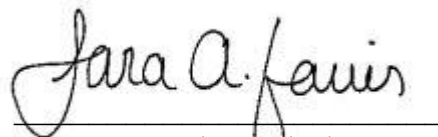
13. Adjournment

Motion: Brittany Hemond made the motion to adjourn at 7:20 pm; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (4/0)

The board adjourned at 7:20 pm.


Sara A. Farris – Clerk
Recording Secretary

Lisa Cesare – Chair

Matthew Callahan

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Daniel Gilpatric – Vice Chair

Dean Campbell

Brittany Hemond

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