



Town of Minot

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

Board of Selectmen Meeting

Minot Town Office

Monday, September 15th, 2025

6:00 pm

Minutes*

REGULAR MEETING

Selectmen: Lisa Cesare - Chair, Daniel Gilpatric– Vice Chair, Brittany Hemond, and Dean Campbell

Absent: Matthew Callahan

Staff: Danielle Loring (Administrator), Sara Farris (Clerk & Recording Secretary), Corey Nugent (Minot Fire Chief), and Scott Parker (Highway Supervisor)

Public: None

1. Call to Order

The meeting was called to order at 6:05 pm and a quorum was present.

2. Pledge of Allegiance

Recited

3. Approval of Minutes

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

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

Motion: Lisa Cesare motioned to approve the meeting minutes from September 2nd, 2025 as written; second by Brittany Hemond.

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 15th 2025.

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

4. Warrants

a. Payroll Expense Warrant

b. Treasurer's Warrant

c. August Check Reconciliation Review and Consideration

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

Motion: Lisa Cesare motioned to accept the Payroll Expense Warrant in the amount of \$29,815.75 and the Treasurer's Warrant in the amount of \$292,953.82; second by Brittany Hemond.

Discussion: Danielle Loring stated that the Treasurer's Warrant included the RSU 16 school payment.

Vote: Unanimous Approval (4/0)

The Selectmen signed the Payroll and Treasurer's Warrants.

Motion: Brittany Hemond motioned to accept the August Check Reconciliation as presented; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (4/0)

5. Public Hearing

Liquor License Approval

Mac's Grill for an event at Arbella Acres (661 Pottle Hill Rd.) on 9/20/2025

Motion: Lisa Cesare motioned to open the public hearing at 6:10 pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (4/0)

Sara Farris provided the Selectmen with the application for review and the approval form and stated that the \$100.00 fee has been paid. Danielle Loring stated that the building is up to code and that there have been no reported issues on the property. No one from the public was in attendance.

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated September 15th 2025.

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Motion: Brittany Hemond motioned to approve the Liquor License for Mac's Grill at Arbella Acres on 9/20/2025; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (4/0)

The Selectmen signed the approval form as presented.

Motion: Brittany Hemond motioned to close the public hearing at 6:12 pm; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (4/0)

Chair Cesare moved **7. New Business, b. Executive Session Pursuant to Title 1 MRSA §405 (6)(a): Personnel Matter Discussion with Fire Chief and Town Administrator** up in the agenda.

Motion: Brittany Hemond motioned to enter the Executive Session at 6:13 pm; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (4/0)

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

Motion: Brittany Hemond motioned to exit the Executive Session at 6:18 pm; second by Daniel Gilpatric.

Discussion: None

Vote: Unanimous Approval (4/0)

The Selectmen, Town Administrator, Sara Farris, and Chief Nugent exited the Executive Session. No motions or decisions were required after the Executive Session.

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated September 15th 2025.

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Chair Cesare moved **7. New Business, Discussion of Town Representative spot for RSU 16 FY2026-27 Budget Deliberation** up in the agenda.

Lisa Cesare said she would be willing to fill the position for one more year.

Motion: Brittany Hemond motioned to appoint Lisa Cesare as the Minot's Town Representative for RSU 16's FY2026-27 Budget Deliberation; second by Daniel Gilpatric.

Discussion: None

Vote: Unanimous Approval (4/0)

Sara Farris completed the appointment paperwork, and the Selectmen signed it as presented.

6. Workshop

a. Discussion of Funding for Highway and Fire Departments' Reserve Accounts

Chair Cesare gave some ideas based on other municipalities' fee schedules and from reviewing ours. Topics and discussion points were as follows.

- Increase the Liquor License fees.
- Increase the Camping Permit fee.
 - Would like to increase to \$50.00
- Increase the fee for new homes.
- Increase the fees on accessory buildings like sheds, garages, decks, pools, greenhouses, and barns but not limited to.
 - Would like to increase from \$30.00 to \$35.00 for the base charge.
- Increase the Cemetery Plot fees for non-residents.
 - Fees collected for the cemetery are used for the perpetual care of the cemeteries only.
- Create fees for marijuana grows.
 - The Town would have to opt in and create an ordinance to charge fees.
 - Minot does not have the districts to allow store fronts.
- Increase the Planning Board Application from \$75.00 to \$150.00.

The Selectmen would like to move forward with increasing the Camping Permit fee to \$50.00, increasing the accessory building as listed above base fees to \$35.00, and increase the Planning Board Application fees to \$150.00. The fee schedule must be updated and presented to the Selectmen for approval.

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Board of Selectmen Meeting Minutes Dated September 15th 2025.

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Danielle Loring brought up a previous discussion regarding the use of excise tax to fund reserve accounts. Per Maine Statute 36 MRS § 1489 excise tax can be used for any purpose for which the municipality may appropriate money, not just roads as previously thought. The amount of excise tax used at tax commitment is an estimated amount based on prior tax years. The amount used at commitment amount could be capped at \$750,000.00 and then any overage collected can be placed in reserve accounts for the Highway and Fire Departments. The Selectmen agreed that this was a good way to fund reserve accounts but did not decide on how the funds should be shared among the reserve accounts.

Danielle Loring provided the selectmen with the proposed “Minot Fire Rescue Department Billing and Restitution Policy” as created by Chief Nugent (attached). The policy would require a Town Meeting Article for approval. Some key topics discussed were as follows.

- The Company would bill the insurance companies to start and not the resident.
- There would be restitution costs for at fault and/ or arson cases.
- Some insurance companies have a cap as to how much they will pay so the total amount billed may not be paid.
- Motor vehicle accidents will be the target to bill as they generally take less time and equipment to clear the scene, and they will most likely be paid.
- The company responsible for billing will receive read only access to all reports to bill. The reports must include all information including what tools and apparatuses were used. If the incident is a motor vehicle accident the crash report number will need to be included.
- The billing company will only be paid if the town is paid and at the percentage.

Motion: Brittany Hemond motioned to allow Danielle Loring and Chief Nugent to continue to work on the policy and submit it to legal for review; second by Dean Campbell.

Discussion: None

Vote: Unanimous Approval (4/0)

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Board of Selectmen Meeting Minutes Dated September 15th 2025.

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The discussion then moved to the Highway Department and Fire Department Replacement Schedules and FY 26 Budget Goals.

Danielle Loring provided the Selectmen with the Highway Department Replacement Schedule as created by Highway Supervisor Scott Parker (attached).

- Roadside Mower

Scott Parker would like to include the purchase of a roadside mower in his budget. They range in price from \$30,000.00 to \$60,000.00. The town is currently paying the Town of Raymond \$10,000.00 to mow the roadsides in a months' time and not all roads are being completed. Brittany Hemond asked if the mower could be used for other purposes and Scott Parker replied that it is a specialty item and is only set up for roadside mowing purposes. There was also some discussion about possibly mowing for other towns in the future with it to generate revenue. The Selectmen agreed to allow the mower to be included in the budget.

- 2015 Peterblit

The 2015 Peterblit will not be traded towards the purchase of a new plow truck but be kept as a spare instead of purchasing a different used truck as a spare. The crew is familiar with this truck and a purchased used one they would not be. With no trade in a new plow truck would be financed for around \$250,000.00.

Danielle Loring provided the Selectmen with the Fire Department CIP (Capital Improvement Plan) Memo and Replacement Schedule as created by Chief Nugent (attached).

- UTV and Utility 1

Chief Nugent is looking a grants to obtain the UTV to replace Truck 5 (Forestry Truck). Utility 1 will replace Squad 7 and will be used to haul the UTV and outfitted for everyday use including EMS calls.

- Command Car

The Selectmen agreed that the Command Car should be moved to FY 2027 as the UTV and Utility 1 will both be new FY 2026.

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Board of Selectmen Meeting Minutes Dated September 15th 2025.

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- CIP

Chair Cesare asked Chief Nugent what his main CIP targets would be. Chief Nugent responded that station renovations are a top priority to provide a better facility for Per Diem members. EMS equipment is also a top priority. Chief Nugent would like to increase the town's license to paramedic level as Chief Nugent is a paramedic. This would also allow members to do everything that they are able to do under their license when they arrive on scene instead of waiting for United to arrive. This would require more EMS equipment to be purchased. Lisa Cesare asked if this could be achieved over a 1 to 2 year period. Chief Nugent responded that it could, but the license cannot change until the town has the equipment.

- The proposed Fire Department budget is about \$326,000.00 +/- which is a 17.82% increase from last year.

The discussion then changed to the repeater on top of the church on Center Minot Hill Rd that was recently damaged by lightning. Danielle Loring stated that when the church was struck by lightning the power was damaged beyond repair. The town has insurance on the repeater (\$20,000.00) but the Minot Historical Society does not have insurance on the church to fix the damage. Since the wiring in the church is so old the electrician will only fix it by replacing all the wiring. Danielle Loring asked the Selectmen if the Historical Society needed funds from the town to get the electricity in the church fixed and in turn get the repeater back up and running, would the town be interested? This could include a loan or gift of funds. Brittany Hemond added that the Historical Society did create a Go Fund Me account to help raise money for the repairs and they are waiting on a quote from the electrician. After some discussion the Selectmen decided that they are neither for nor against the idea but would like to wait to see the quote from the electrician.

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Board of Selectmen Meeting Minutes Dated September 15th 2025.

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The discussion then moved to the overall budget goals. Danielle Loring provided the Selectmen with the Proposed FY26 Budget Goals Memo and the Budget Initial Request Worksheet (attached) and reviewed the Memo with them. Some other topics discussed were as follows:

- Bucknam Bridge Road
Danielle Loring and Scott Parker are continuing to work with Sebago Technics to complete deed work for the new road layout.
- Cemetery Budget
Lisa Cesare asked if the Cemetery budget could be lowered this year. Danielle answered that due to the ongoing test pit and drainage tile project she is unsure if that would be possible.
- 457 Plans
The Selectmen do not wish to stay at 3% but they do not feel that they can financially make the jump to 5%. Danielle is going to survey staff to see if they would change their contributions or leave them the same and then she will be able to provide a more accurate cost estimate.
- Look Towards the Future!
Danielle would like the Selectmen to be proactive and make decisions now that set the town up for success in the future.
- Proposed Budget Increase
The current proposed budget is a \$80,397.00 increase, about 3.3% for the town operations. Danielle proposes an increase of 6-8% when the other departments are factored in.

Danielle requested that the Selectmen set some goals for the budget so staff can finalize their proposed budgets for the 10/16 deadline.

- Max of 9% collective budget increase.
- Budget for 5% regarding the 457 match but may have to go to 4% for fit within the allowed increase.
- The Town Office boiler, Fire Department Utility 1 Truck, and the Highway Department roadside mower are to be included in the FY 26 Budget.
- 2.5% cost of living increase but could be up to 3% if it can work within the overall increase allowance of 9%.

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Board of Selectmen Meeting Minutes Dated September 15th 2025.

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8. Department Head Updates

b. Highway Report Submitted and Read by Highway Supervisor Scott Parker.

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.

- Chief Nugent requested that the town utilize funds from the general fund to allow him to purchase a mobile radio for an amount not to exceed \$6,000.00. This would allow Chief Nugent to maintain better communications while the repeater is down. Once the repeater is fixed the radio will be installed on Utility 1. Chief Nugent does believe that some calls have been missed due to the lack of working communications, and this would help prevent that in the meantime. There was some discussion about a mobile repeater, the timeline as to when the repeater could be fixed, and how soon Chief Nugent could expect to have the radio once purchased. It was questioned whether this should go out to bid, but Dean Campbell and Chief Nugent explained the Dirigo Wireless is really the only vendor that would deal with this type of radio.

Motion: Brittany Hemond motioned to approve an overage not to exceed \$5,000.00 to purchase a radio for Chief Nugent to use while the repeater is down; second by Dean Campbell.

Discussion: None

Vote: Unanimous Approval (4/0)

a. Clerks Report Submitted and read by Clerk Sara Farris

See the attached report for more information.

9. Town Administrator's Report

- The town is still looking for someone to serve on the Lake Auburn Watershed Commission and still looking for Budget Committee members.

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated September 15th 2025.

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10. Selectmen Comment

None

11. Public Comment

None

12. Next Meeting Dates

a. Monday, September 29th, 2025 – Regular Meeting

The date was acknowledged.

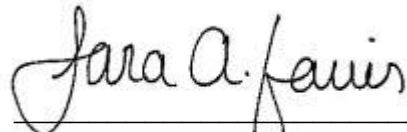
13. Adjournment

Motion: Daniel Gilpatric made the motion to adjourn at 8:41 pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (4/0)

The board adjourned at 8:41 pm.



Sara A. Farris – Clerk
Recording Secretary

Lisa Cesare – Chair

Matthew Callahan

Daniel Gilpatric – Vice Chair

Dean Campbell

Brittany Hemond

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