



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 29th, 2025

6:30 pm

Minutes*

REGULAR MEETING

Selectmen: Lisa Cesare - Chair, Daniel Gilpatric– Vice Chair, Matthew Callahan, and Dean Campbell

Absent: Brittany Hemond

Staff: Danielle Loring (Administrator) and Sara Farris (Clerk & Recording Secretary)

**Public: Benjamin Pratt
Sarah Robinson**

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, September 15th, 2025 – Regular Meeting

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

Motion: Daniel Gilpatric motioned to approve the meeting minutes from September 15th, 2025 as written; second by Dean Campbell.

Discussion: None

Vote: Unanimous Approval (3/0/1)

Matthew Callahan abstained as he did not attend the September 15th meeting.

The Selectmen signed the Meeting Minutes.

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated September 29th 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 \$27,967.48 and the Treasurer's Warrant in the amount of \$55,521.54; second by Daniel Gilpatric.

Discussion: None

Vote: Unanimous Approval (4/0)

The Selectmen signed the Payroll and Treasurer's Warrants.

5. New Business

a. Consideration of Approval of Private Drive Extension Application of Arthur's Way – Benjamin Pratt

Mr. Pratt provided the Selectmen with a road plan and a narrative for review and Danielle Loring provided the selectmen with the Chapter 8 Minimum Street Construction Requirements of the Land Use Code (attached). Danielle stated that Mr. Pratt is having trouble selling his lot of land because people do not want to or can't afford the full 40 +/- acres. He is trying to extend Arthur's Way with a private drive that would allow him to create 2 lots with the correct amount of road frontage to make them buildable. The extension will not be paved, it will be built out to common drive standards, and it will never be accepted as a town road. The new owners will be responsible for a deeded road maintenance agreement, and any future division or development will need to go before the Planning Board. Danielle added that the Code Enforcement Officer considers the lots being buildable with addition of the extension. There were no further questions for Mr. Pratt.

Motion: Matthew Callahan motioned to approve the extension of Arthur's Way as presented; second by Dean Campbell.

Discussion: None

Vote: Unanimous Approval (4/0)

Danielle is going to complete the agreement with the town for approval. Benjamin Pratt and Sarah Robinson left the meeting.

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated September 29th 2025.

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Chair Cesare moved item **5. New Business, b. Executive Session Pursuant to Title 1 MRSA §405 (6)(a): Town Administrator's Annual Review** to later in the meeting and moved on to Department Head Updates.

6. Old Business

None

7. Department Head Updates

a. Clerks 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 Danielle Loring

See the attached report for more information.

- The 1973 broom is up and running.
- The town is waiting to pay the paving contractor until the driveway work on Marston Hill Road is complete.

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

See the attached report for more information.

8. Town Administrator's Report Presented by Danielle Loring

- Danielle continues to work with staff regarding their budgets. With current projections and aggressive estimates, the FY26 budget is at a 7.93% (\$194,427.00) increase over last year.
Danielle has worked with Sara Farris to combine Election, Tax Collection, and Trio under the 5350 account.
- The Minot Historical Society has received a quote for the electrical work at the Center Minot Hill Church in the amount of \$4,800.00. Danielle has spoken with Jeanne Letourneau, and she believes that their fundraising efforts so far will be enough to cover the work.
Lisa Cesare asked if the town plans to install the repeater back on top of the Church and if the town has filed an insurance claim for the repeater.
Danielle replied that that is the plan, or the town would have to pay to have the FCC License changed. There has been a claim filed for the repeater, but they are waiting to hear from Motorola.

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated September 29th 2025.

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Danielle added that the town could contribute to the cost of a grounding rod at the Church if the Historical Society does not collect enough to cover that cost.

9. Selectmen Comment

- Lisa Cesare stated that the current Androscoggin County Budget has an increase of 14% and that the increase is mostly due to the jail and the sheriff's office receiving less funding from the State.
- Dean Campbell requested that the town conduct a feasibility study to determine future equipment and building needs so the town can create a schedule. Danielle suggested the use of the Community Resilience Program (CRP) to complete this.

10. Public Comment

None

5. New Business

b. Executive Session Pursuant to Title 1 MRS §405 (6)(a): Town Administrator's Annual Review

Motion: Matthew Callahan motioned to enter the Executive Session at 6:55 pm; second by Daniel Gilpatric.

Discussion: None

Vote: Unanimous Approval (4/0)

Danielle Loring and Sara Farris left the room, and the Selectmen entered the Executive Session.

Dean Campbell requested that Danielle re-enter the meeting.

Motion: Dean Campbell motioned to exit the Executive Session at 7:10 pm; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (4/0)

The Selectmen and the Town Administrator exited the Executive Session. No motions or decisions were required after the Executive Session. Danielle Loring requested that Sara Farris re-enter the meeting.

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated September 29th 2025.

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12. Next Meeting Dates

a. Tuesday, October 14th, 2025 – Regular Meeting

Corrected to October 14th instead of the 13th as the 13th is a holiday and the office is closed.

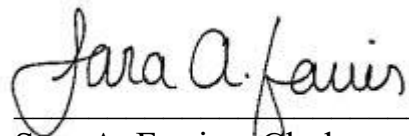
13. Adjournment

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

Discussion: None

Vote: Unanimous Approval (4/0)

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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