



# Town of Minot

329 Woodman Hill Rd.  
Minot, ME 04258  
207-345-3305  
[www.minotme.org](http://www.minotme.org)

Board of Selectmen Meeting

Minot Town Office

Tuesday, October 14<sup>th</sup>, 2025

6:30 pm

Minutes\*

## REGULAR MEETING

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

**Staff:** Danielle Loring (Administrator), Sara Farris (Clerk & Recording Secretary), and Corey Nugent (Fire Chief)

**Public:** None

### 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 29<sup>th</sup>, 2025 – Regular Meeting

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

**Motion:** Matthew Callahan motioned to approve the meeting minutes from September 29<sup>th</sup>, 2025 as written; second by Dean Campbell.

**Discussion:** None

**Vote:** Unanimous Approval (5/0)

The Selectmen signed the Meeting Minutes.

\*\* Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated October 14<sup>th</sup> 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 Acceptance of September 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 \$37,275.01 and the Treasurer's Warrant in the amount of \$393,195.98; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed the Payroll and Treasurer's Warrants.

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

Discussion: None

Vote: Unanimous Approval (5/0)

#### **5. Public Hearing**

##### **a. Discussion and Consideration of Approval for 2025-26 General Assistance Ordinances Appendices (A-H)**

Motion: Matthew Callahan motioned to open the public hearing at 6:35 pm; second by Dean Campbell.

Discussion: None

Vote: Unanimous Approval (5/0)

There were no residents present. Danielle provided the Selectmen with a copy of the Appendices to review and discussed the changes with them.

Motion: Matthew Callahan motioned to close the public hearing at 6:38 pm; second by Dean Campbell.

Discussion: None

Vote: Unanimous Approval (5/0)

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Board of Selectmen Meeting Minutes Dated October 14<sup>th</sup> 2025.

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Motion: Brittany Hemond motioned to accept the General Assistance Ordinance Appendices (A-H) as presented; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

## **6. Assessors' Business**

### **a. Tree Growth Penalty in the amount of \$14,621.40**

**Joseph Christiani**

**R13-006-B**

Sara Farris provided the Selectmen with the Supplemental paperwork for approval.

Motion: Brittany Hemond motioned to accept the Supplemental for Joseph Christiani in the amount of \$14,621.40 as presented; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

## **7. New Business**

### **a. After the Fact Liquor License Approval for Maurices Restaurant for an event at Arbella Acres on October 11, 2025**

The Selectmen approved the license for October 11, 2025. The license was signed by 3 Selectmen on October 2, 2025 to have it approved before the event.

### **b. Discussion of Liquor License Process and Appointment of 1-Day Catering/ Liquor License Approval Designee.**

Sara Farris provided the Selectmen with the appointment paperwork.

Motion: Matthew Callahan motioned to appoint Sara Farris and Danielle Loring as 1-Day Catering/ Liquor License Approval Designees; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

Sara Farris completed the appointment and the Selectmen signed.

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Board of Selectmen Meeting Minutes Dated October 14<sup>th</sup> 2025.

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## **8. Old Business**

### **a. Continue Discussion Regarding Fire Department Cost Recovery Policy and Adoption Process**

Danielle Loring sent the original policy created by Chief Nugent to legal for review. Legal sent back a redline version for Chief Nugent to rework. Chief Nugent also discussed and shared the policy with the billing company, and they approved it as well. The Selectmen were provided the updated version for review. Chief Nugent and Danielle discussed the changes with the Selectmen.

Lisa Cesare asked the Board for ideas as to how to get the word out to residents to make them aware of the new policy and that the intent is to target insurance companies not individuals. She was also contemplating whether the full policy should be included in the Town Report. Matthew Callahan responded that the more transparent they are regarding the policy the better and the other Selectmen agreed. They also agreed to include the full policy in the Town Report.

Motion: Brittany Hemond motioned to accept the Cost Recovery Policy as presented and to continue with the adoption process; second by Dean Campbell.

Discussion: None

Vote: Unanimous Approval (5/0)

## **9. Department Head Updates**

### **a. Clerks Report Submitted and read by Clerk Sara Farris**

*See the attached report for more information.*

- Brittany Hemond asked if the Minot Historical Society could hold their bake sale in the kitchen area during the November 4 Election. Sara responded that they could.

### **b. Highway Report Submitted by Highway Supervisor Scott Parker and read by Danielle Loring**

*See the attached report for more information.*

- The crew is helping in Mechanic Falls starting tomorrow.

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Board of Selectmen Meeting Minutes Dated October 14<sup>th</sup> 2025.

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

*See the attached report for more information.*

- The ladders on the apparatus at West Minot Station failed inspection and at this time Chief Nugent does not intend to have them replaced.
- Regarding the Center Minot Hill Church repairs, Brittany Hemond stated that the electrical will be about \$4,800.00 and the steeple will be \$3,700.00. The Historical Society should be able to cover both with the donations they have received.

**8. Town Administrator's Report Presented by Danielle Loring**

- Danielle updated the Selectmen regarding Maine Waste to Energy funding issues. If there are no funds to run the facility the trash will have to be diverted to another facility for a much higher cost. Minot intends to pay their member municipality share by the end of the year.
- Danielle updated the Selectmen on pending legal matters that were previously discussed in Executive Session.
- FY26 Budget Presentations will take place on October 20 & 21.

**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, salary increases, and insurance increases. The Public Hearing will be next Wednesday.

**10. Public Comment**

None

**12. Next Meeting Dates**

- a. Monday, October 20<sup>th</sup>, 2025 – FY2026 Budget Presentations**
- b. Tuesday, October 21<sup>st</sup>, 2025 – FY2026 Budget Follow-up Session**
- c. Monday, October 27<sup>th</sup>, 2025 – Regular Meeting**

Noted and acknowledged.

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Board of Selectmen Meeting Minutes Dated October 14<sup>th</sup> 2025.

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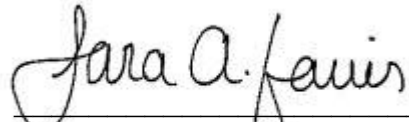
**13. Adjournment**

Motion: Brittany Hemond made the motion to adjourn at 7:15 pm; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 7:15 pm.



Sara A. Farris – Clerk  
Recording Secretary

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Lisa Cesare – Chair

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Matthew Callahan

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Daniel Gilpatric – Vice Chair

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Dean Campbell

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Brittany Hemond

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