



Town of Minot

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Minot, ME 04258
207-345-3305
www.minotme.org

Board of Selectmen &
Budget Committee Meeting
Minot Town Office
Monday, October 20th, 2025
6:30 pm
Minutes*

SPECIAL and JOINT MEETING

Selectmen: Chair Lisa Cesare, Matthew Callahan, Brittany Hemond, and Dean Campbell

Absent: Daniel Gilpatric

Budget Committee: Lisa Bonney, Kristin Carlton, Susan Spencer, and Matthew LeClair

Staff: Sara Farris (Clerk), Danielle Loring (Administrator), Scott Parker (Highway Director), and Corey Nugent (Fire/ Rescue Chief)

Residents: None

- 1. Call to order:** Vice Chair Lisa Cesare called the meeting to order at 6:30pm and a quorum was present.
- 2. Pledge of Allegiance**

SPECIAL MEETING

- 3. New Business**
 - a. Acceptance of RSU 16 School Board Resignation for Sarah Robinson**

Danielle provided the Selectmen with a letter of resignation from Sarah Robinson via email. The Selectmen accepted the resignation as presented.

** Written minutes serve as reference.

Board of Selectmen & Budget Committee Joint Meeting Minutes Dated October 20th 2025.

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

b. Consideration of Appointment of RSU 16 School Board Member to Fill Vacancy

Chair Lisa Cesare explained that the Selectmen had 2 other candidates show interest in the prior open RSU 16 School Board position back in September. Mrs. Cesare would like to appoint Cheryl Robert as she was the next resident to show interest. The Selectmen agreed. Sara Farris explained that Mrs. Robert must take out Nomination Papers each year until Sarah Robinson's original term is up, which would be 2028.

Motion: Brittany Hemond made a motion to appoint Cheryl Robert for a term ending at the 2026 Town Meeting Election; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (4/0)

JOINT MEETING

All items discussed and supporting documentation can be found in the FY2026 Budget Packet Each member was provided with a FY2026 Budget Packet at the start of the meeting as well as a current expense detail report.

SECTION #1

General Information – Red Tab

Danielle Loring opened the meeting by reviewing the Budget Request Memo with the group, talking a bit about each department and some key items in the budget overall. The budget as presented is a \$253,927.00 increase or 10.36%, which is more than the 9% goal set by the Selectmen. Danielle believes that once actual insurance numbers are available the budget will be able to be decreased. There were no questions, so the group moved on.

3. Department Head Presentations

a. Fire Department – Corey Nugent, Fire Chief

SECTION #3

Fire Department – Light Orange Tab

Corey Nugent reviewed the Fire Department Budget Proposal Memo with the group and asked for questions.

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EMS Equipment and Licensing Upgrades

The Department is looking to be licensed as EMT but permitted to paramedic. This requires the department to have certain equipment including a cardiac monitor.

Matthew LeClair asked Chief Nugent if the Per-Diem pay rates will increase with the change to the license/ permitting and if so, is that included in the presented budget. Chief Nugent replied that there will be no rate increase at this time but there could be in the future. The current rate of pay for an EMT in Minot is \$25.00 an hour, which is more than what neighboring towns are paying.

Matthew LeClair asked if the current apparatus/ vehicles that the department has are able to hold this new equipment. Chief Nugent replied that the requested Utility Vehicle will have plenty of room to store the equipment. The vehicles will also be supplied with paramedic level “jump packs” for members of that training level to use.

Susan Spencer asked why Chief Nugent can't respond to a call at a paramedic level if he is a paramedic. Chief Nugent answered that there is specific licensing involved that limits what he can do when working for Minot. Licensing at the EMT level but permitted to paramedic will allow him to use all his training when he arrives on a call. As a basic EMT you are limited to general assessment and limited medication use. The more you progress through different levels the more you can do, depending on the individual's training.

There were some questions regarding the permit to paramedic level and the town's insurance coverage. Danielle Loring confirmed with Maine Municipal that this will not affect insurance rates. The cardiac equipment will have to be added to the insurance, but the addition is miniscule. In the future if the town wishes to have a transport service (an ambulance) then that would affect the insurance rates.

Lisa Cesare asked how many members that are currently enrolled in the Fire Department can respond at an advanced EMT or paramedic level. Chief Nugent answered 3, including himself. He does expect more people with those credentials to join or current members to take the required classes with the level increase.

Lisa Bonney asked who would be responsible to pay for the required training for these members. Chief Nugent replied that the members would be required to pay for the training on their own. Mrs. Bonney also asked if there was a payment plan available for the cardiac monitor. Chief Nugent replied that he has a meeting with a representative from Bound Tree tomorrow and he will know more about the payment plan option after that meeting. He believes that Stryker, who the

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quotes in the packet are provided by, may also have a payment plan but he is unsure of the stipulations.

There was some discussion between Brittany Hemond and Chief Nugent regarding the Non-Transport Inspection Form that was provided in the packet.

Dean Campbell questioned the quotes for the new and used cardiac monitor provided by Stryker since they are a difference of \$10,000.00. Chief Nugent confirmed that the quotes are correct and that both have the same warranty. There was some discussion regarding different brands of monitors, Zoll being one. Chief Nugent received quotes from Stryker because he prefers them over Zoll and most of the neighboring towns use Stryker. Brittany Hemond requested that Chief Nugent request a quote from Zoll. She would also like Chief Nugent to investigate the possibility of leasing a cardiac monitor.

Kristin Carlton asked what the like expectancy of a cardiac monitor is. Chief Nugent was unsure but with the correct upkeep and maintenance, which is included in the Stryker quotes, they should last quite a while.

Per-Diem Program Development

Lisa Cesare asked Chief Nugent to explain the above-mentioned memo that was provided in the packet. The memo also included 5 different options for Per-Diem shifts with varying hours per week, shifts, and costs. Option #1 is what the town is currently utilizing. The different options do take the Fire Chief's schedule into consideration and does count him toward the required number of staff. Chief Nugent would like to have 2 members on staff, an interior firefighter and driver, for every shift. It would be ideal to have one of the 2 members be an EMT but that would depend on if an EMT signed up for that shift. There are currently 4-5 members signing up for shifts so there is plenty of interest.

Vehicle Acquisition – Utility Truck

Danielle explained that the 4-year financing option is built into the presented budget but there is a 3-year option available in the packet for review if the Selectmen or Budget Committee chose to recommend that option.

Chief Nugent asked if there were any other questions and there were none. The group moved on to discuss the Highway Department budget.

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b. Highway Department – Scott Parker, Highway Director

SECTION #2

Highway Department – Orange Tab

Scott Parker reviewed the Highway Department Budget Request Memo with the group.

Highway Replacement Schedule

As shown in the Highway Replacement Schedule the department plans to keep the 2015 Peterbilt as a spare in hopes of bringing on a 5th crew member with one member retiring in 2026. There is also the potential to hire a 6th member in the future due to current contracted drivers possibly not coming back.

Roadside Boom Mower

Scott Parker provided a picture of and specs for the requested mower in the budget packet. He explained that the town currently works with the Town of Raymond to complete roadside mowing. Raymond provides the staff at a rate of \$60 an hour. There is a possibility that this mower could be rented like Raymond does if the town does bring on the 6th crew member. The going rate per hour to rent a mower with an operator is \$165.00 so the mower could potentially pay for itself in about 5 years.

Lisa Cesare asked, since the mower is being purchased from the undesignated fund balance (UFB) will it still be on the Warrant for Town Meeting. Danielle replied that it would so the town can approve the use of funds from the UFB.

Matthew Leclair asked if the town would be looking to hire a 6th crew member right away if the mower was purchased. Scott Parker answered not right away but there is also a need to hire another member due to the loss of help from current plowing contractors.

Plowing Contractors

There was some discussion regarding the current contracted plowing services. Scott Parker assured the Selectmen and Budget Committee that even without the contractors the roads would still be plowed and maintained.

Scott Parker asked if there were any other questions and there were none. The group moved on to discuss Elections, Town Meeting, and Tax Commitment.

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**c. Elections, Town Meeting, and Tax Commitment – Sara Farris,
Town Clerk**

SECTION #4

Election and Tax Billing – Yellow Tab

Clerk Sara Farris reviewed her Elections, Tax Billing, and Trio Memos with the group. This department is combining the 3 categories so if cuts are required in the future these essential processes/ items are not cut. Some key topics discussed were:

- Ballot printing outsourcing for the RSU 16 ballot that will most likely be lumped with the State June 2026 Election.
- The town was able to bring back our usual sound contractor for Town Meeting.
- Cutting the number of Town Reports ordered to 300 from 400 last year due to having an abundance left over.
- Registry of Deeds fee change for municipalities to a flat \$25.00 regardless of page count.
- A request has been sent to Trio for a quote but Sara has not heard back from them.

Sara Farris asked if there were any additional questions, and there were none. The group moved on to the remaining budget items.

d. Remaining Budget Items – Danielle Loring, Town Administrator

- i. Operations & Insurances**
- ii. Committee Requests**
- iii. Debt Service**
- iv. Other Organization Requests**

SECTION # 5

Town Office, Operations, and Contracts – Green Tab

Administrator Danielle Loring reviewed the Operations Memo with the group.

- There was some discussion regarding the quote to replace the Town Office boiler.
- Danielle updated the group regarding Maine Waste to Energy and 2 increases that are affecting the FY26 Budget.

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SECTIONS # 6, 7, & 8

Debt Services – Blue Tab

Committee Requests – Light Blue Tab

Donation Requests – Purple Tab

Danielle reviewed each section with the group.

- There was some discussion regarding the test pits at Center Minot Hill Cemetery.
- Danielle has not heard anything from Minot Hebron Athletic Association (MHAA) since the removal of the lights at Memorial Field last year.
- There were 3 donation requests. Danielle stated the town usually does not include donations in their budget.

There were no additional questions for Danielle Loring, so the group moved on to closing questions and considerations.

4. Questions/ Additional Considerations

Chair Cesare asked if there were any other closing questions based on tonight's presentations or the information provided.

Matthew LeClair asked if the PFMLA is included in this budget with talk of it possibly being repealed. Danielle replied that it was included to make sure it was covered if it is not repealed.

Chair Cesare wanted to touch on the following topics before the meeting was adjourned.

Cost Recovery and Restitution Policy

Lisa Cesare and Chief Nugent reviewed the process with the group. This policy was discussed in Chief Nugent's Fire Department Budget Proposal memo in the budget packet.

Matthew LeClair asked if office staff would be processing the billing and if so, were admin costs added to the FY26 budget as presented. Chief Nugent responded that a 3rd party billing company would be processing the billing at no cost to the town.

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Excise Tax Use

Chair Cesare explained that the town uses \$750,000.00 in excise tax to offset the tax commitment each year. The Selectmen have discussed taking any excise tax collected over that amount and placing it in reserve account for future purchases for the Fire Department, Highway Department, and Town Office. This will allow the town to plan for the future and get ahead if any issues arise.

Danielle added that the Selectmen have also discussed using the Community Resilience Program (CRP) to complete a feasibility study to assess the town's needs.

Lisa Bonney asked if the town has polled residents to see what they think the town's needs are. Danielle Loring said that was done with the last CRP Grant the town received with low participation, but a poll could be done in the future.

Fee Schedule Changes

Chair Cesare stated that some fees on the fees schedule will be increased for 2026. The increases are small.

5. Next Meeting

a. Tuesday, October 21, 2025 at 6:30 pm

The Selectmen, Budget Committee, and staff agreed that the October 21 meeting was not necessary after tonight's meeting. Danielle added that if anyone has any further questions while reviewing the information in their packets to please reach out to her.

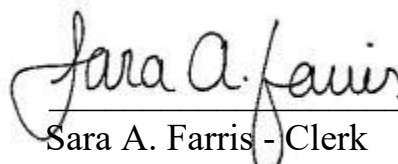
6. Adjournment

Motion: Brittany Hemond made the motion to adjourn at 8:20 pm; second by Matthew Callahan

Discussion: None

Vote: Unanimous Approval (4/0)

The board adjourned at 8:20 pm


Sara A. Farris - Clerk
Recording Secretary

Lisa Cesare – Chair

Matthew Callahan

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Daniel Gilpartic – Vice Chair

Dean Campbell

Brittany Hemond

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