



Town of Minot

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

Board of Selectmen Meeting
Minot Town Office
Monday, November 10th, 2025
6:30 pm
Minutes*

REGULAR MEETING

FY26 Budget Recommendations

The article numbering sequence will be different than the final Warrant. See pages 5 & 6 of these minutes for more information.

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

Absent: Matthew Callahan and Corey Nugent (Minot Fire/ Rescue Chief)

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

Public: None

1. Call to Order

Chair Cesare called the meeting to order at 6:30pm and a quorum was present.

2. Pledge of Allegiance

Recited

3. Approval of Minutes

a. Monday, October 27th, 2025 – Regular Meeting

Motion: Brittany Hemond made a motion to approve the meeting minutes from October 27th, 2025; second by Dean Campbell.

Discussion: None

Vote: Unanimous Approval (4/0)

** Written minutes serve as reference

Board of Selectmen Meeting Minutes Dated November 10th 2025.

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4. Warrants

a. Payroll Expense Warrant

b. Treasurer's Warrant

Motion: Brittany Hemond motioned to accept the Payroll Expense Warrant in the amount of \$27,367.22 and the Treasurer's Warrant in the amount of \$324,743.70; second by Daniel Gilpatric.

Discussion: None

Vote: Unanimous Approval (4/0)

5. Old Business

a. Continued Discussion of Employee Retirement Contributions

Chair Cesare asked for the board's decision regarding moving forward with the 457k plan and if they would like to offer a 4 or 5% match.

Danielle Loring stated that she did poll staff and they would all choose the 5% if it was an option. 5% would require \$28,000.00 which is an additional \$8,000.00 added to the already budgeted \$20,000.00.

After some discussion Lisa Cesare suggested choosing 4% this year and to possibly consider 5% next year. Danielle added that making changes to the plan does require administrative fees and that she would have to check with Andrea Karkos, the town's rep, to see if this is possible to do. The Selectmen agreed on 4% for FY 2026.

Motion: Brittany Hemond motioned to move forward with the 457k plan with a 4% match; second by Daniel Gilpatric.

Discussion: None

Vote: Unanimous Approval (4/0)

6. New Business

a. Consideration of Approval of FY2025 Budget Recommendations for Town Meeting Warrant

Danielle provided the Selectmen with a draft Warrant, a Manager Request Worksheet, and supplemental document for the Fire Department. *See attached.*

Articles 1 through 4 not discussed.

Article 11 Reserve Account carry forwards are not available yet.

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Board of Selectmen Meeting Minutes Dated November 10th 2025.

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- Article 12 The Selectmen are not allowed to make a recommendation on their own salaries.
- Article 13 There was some discussion as to whether the amount should be changed or updated due to the 457k plan and Danielle Loring assured the board that the amount was correct and should stay as presented.
Motion: Brittany Hemond motioned to recommend **\$518,879.00 for account 5000 Town Salaries and Benefits;** second by Daniel Gilpatric.
Discussion: None
Vote: Unanimous Approval (4/0)
- Article 14 Motion: Brittany Hemond motioned to recommend **\$41,550.00 for account 5300 Town Office Maintenance and Supplies;** second by Daniel Gilpatric.
Discussion: None
Vote: Unanimous Approval (4/0)
- Article 15 Motion: Brittany Hemond motioned to recommend **\$16,500.00 from the undesignated fund balance to replace the 1999 boiler at the Minot Town Office** second by Daniel Gilpatric.
Discussion: None
Vote: Unanimous Approval (4/0)
- Article 16 Motion: Brittany Hemond motioned to recommend **\$42,550.00 for accounts 8000 and 8025 Interdepartment and IT Services;** second by Daniel Gilpatric.
Discussion: None
Vote: Unanimous Approval (4/0)
- Article 17 Motion: Brittany Hemond motioned to recommend **\$50,000.00 from the undesignated fund balance to purchase a used roadside mower;** second by Daniel Gilpatric.
Discussion: None
Vote: Unanimous Approval (4/0)

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- Article 18 Motion: Brittany Hemond motioned to recommend **\$127,750.00 for accounts 6500 and 6700 Operating Costs of the Town Garage and Equipment Repair**; second by Daniel Gilpatric.
Discussion: None
Vote: Unanimous Approval (4/0)
- Article 19 Motion: Brittany Hemond motioned to recommend **appropriating \$410,000.00, raising \$332,356.00, and using \$77,644.00 from LRAP for Account 6300 Paving and Patching Roads**; second by Daniel Gilpatric.
Discussion: None
Vote: Unanimous Approval (4/0)
- Article 20 Motion: Brittany Hemond motioned to recommend **\$423,100.00 for account 6400 Winter Roads**; second by Daniel Gilpatric.
Discussion: None
Vote: Unanimous Approval (4/0)
- Article 21 Motion: Brittany Hemond motioned to recommend **\$347,000.00 for account 6200 Common Roads**; second by Daniel Gilpatric.
Discussion: None
Vote: Unanimous Approval (4/0)

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Article 22

Chief Nugent was not present but provided the Selectmen with various quotes for the cardiac monitor, supplies, and a memo discussing the quotes. *See attached*

Danielle stated that Chief Nugent prefers the lease through Stryker if the lease option is chosen. Dean Campbell added that the Stryker monitor would have local service if the equipment needed to be serviced and that United and other local departments use Stryker. After some discussion and reviewing the quotes, the Selectmen decided to choose the Stryker 5-year lease agreement.

Brittany Hemond stated that she remembered Chief Nugent saying that the IV pump and supply list was included in his presented budget. Danielle confirmed that she spoke with Chief Nugent today and the IV pump was included but not the supply list. The Selectmen decided to make Article 22 just the cardiac monitor and to add \$6,000.00 to Article 23 to cover the supplies as shown on the list.

Motion: Brittany Hemond motioned to recommend **purchasing a cardiac monitor through a 5-year lease purchase not to exceed \$13,500.00 per year or \$67,500.00 total purchase price**; second by Daniel Gilpatric.

Discussion: None

Vote: Unanimous Approval (4/0)

Article 23

Account 9000 was originally presented as \$314,124.00. The Selectmen added \$6,000.00 to cover the supply list as discussed in Article 22.

Motion: Brittany Hemond motioned to recommend **\$320,124.00 for account 9000 Minot Municipal Fire Department Including the Rescue Division**; second by Daniel Gilpatric.

Discussion: None

Vote: Unanimous Approval (4/0)

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An article was not included in the draft Warrant for the proposed new Fire Department Utility Vehicle, so the Selectmen decided to table their recommendation until an article was written. It was noted that this will be Article 24 and will alter the numbering of the final Warrant Articles. The Manager Request Worksheet does show \$40,393.00 budgeted for account 9001 which would be 4-year financing for \$150,000.00. It also shows 3-year financing for \$52,531.00

Article 24 Danielle stated that the amount due will end up being less than \$70,840.00 as shown. The Selectmen decide to table this article for now.

Article 25 Motion: Brittany Hemond motioned to recommend **\$29,900.00** for **account 2550 Contract Assessing & GIS Services**; second by Daniel Gilpatric.
Discussion: None
Vote: Unanimous Approval (4/0)

Article 26 Motion: Brittany Hemond motioned to recommend **\$56,250.00** for **account 5075 Code Enforcement and Planning**; second by Daniel Gilpatric.
Discussion: None
Vote: Unanimous Approval (4/0)

Article 27 Motion: Brittany Hemond motioned to recommend **\$8,650.00** for **account 2500 Annual Audit**; second by Daniel Gilpatric.
Discussion: None
Vote: Unanimous Approval (4/0)

Article 28 Motion: Brittany Hmeond motioned to recommend **\$10,000.00** for **account 7700 Legal Fees**; second by Daniel Gilpatric.
Discussion: None
Vote: Unanimous Approval (4/0)

Article 29 The Selectmen tabled this article because the County Tax amount was not available. Lisa Cesare updated the group regarding the County budget.

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- Article 30 Danielle Loring stated that Maine Waste to Energy has started to send out bills to member municipalities due mostly in part to Auburn refusing to pay their portion.
Dean Campbell asked if the FY26 budgeted amount will be enough. Danielle answered that it will be enough to cover the tonnage increase.
Motion: Brittney Hemond motioned to recommend **\$122,673.00 for account 7000 Solid Waste Disposal & Contracted Services**; second by Dean Campbell.
Discussion: None
Vote: Unanimous Approval (4/0)
- Article 31 Motion: Brittany Hemond motioned to recommend **\$3,000.00 for account 7400 Street Lights**; second by Dean Campbell.
Discussion: None
Vote: Unanimous Approval (4/0)
- Article 32 The Selectmen decided to table this article due to the actual numbers not being available.
- Article 33 Motion: Brittany Hemond motioned to recommend **\$74,600.00 for account 5200 Town Insurance**; second by Daniel Gilpatric.
Discussion: None
Vote: Unanimous Approval (4/0)
- Article 34 Lisa Cesare, who is on the Auburn Public Library Board, is unsure of what the increase will be for FY27 as they would like Minot to pay more than the \$23,000.00 for FY26.
Motion: Brittany Hemond motioned to recommend **\$23,000.00 for account 4000 Library Services**; second by Daniel Gilpatric.
Discussion: None
Vote: Unanimous Approval (4/0)

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- Article 35 The Warrant shows that \$3,850.00 was budgeted for 2025.
Danielle Loring assured the board that there was not an increase
this year and that was an error.
Danielle asked the Selectmen if they would like to move the
Greater Androscoggin Humane Society (GAHS) contract to this
article to combine similar services. She explained that we have
a contract though GAHS so we do not have to house animals
picked up by the Animal Control Officer at the Town Office.
The Selectmen would like to leave the GAHS in Article 32 as it
always has been.
Motion: Brittany Hemond motioned to recommend **\$4,850.00**
for account 8220 Animal Control; second by Dean Campbell.
Discussion: None
Vote: Unanimous Approval (4/0)
- Article 36 Motion: Brittany Hemond motioned to recommend **\$2,000.00**
for account 7200 General Assistance; second by Daniel
Gilpatric.
Discussion: None
Vote: Unanimous Approval (4/0)
- Article 37 Motion: Brittany Hemond motioned to recommend **\$26,750.00**
for account 5350 Elections and Tax Billing; second by Daniel
Gilpatric.
Discussion: None
Vote: Unanimous Approval (4/0)

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- Article 38 Lisa Cesare asked if budgeted amount for last year was spent and Danielle Loring answered that \$9,900.00 was spent in 2025. She added that 50% of cemetery plot sales goes into the cemetery maintenance account.
Motion: Brittany Hemond motioned to recommend **\$10,000.00 for account 5400 Minot Cemeteries**; second by Daniel Gilpatric.
Discussion: None
Vote: Unanimous Approval (4/0)
- Article 39 Minot Hebron Athletic Association (MHAA) has not requested any additional funds at this time.
Motion: Brittany Hemond motioned to recommend **\$5,000.00 for account 5650 Recreational Field Maintenance**; second by Dean Campbell.
Discussion: None
Vote: Unanimous Approval (4/0)
- Article 40 The Selectmen decided to table this article for now as the snowmobile reimbursement was not available.
- Article 41 Motion: Brittany Hemond motioned to recommend **\$0.00 for Article 36**; second by Daniel Gilpatric.
Discussion: The Selectmen agree that donations should be made by individuals if they would like, not the town.
Vote: Unanimous Approval (4/0)
- Article 42 Motion: Brittany Hemond motioned to recommend establishing the **Minot Fire-Rescue Department Cost Recovery and Billing Policy and Fee Schedule**; second by Dean Campbell.
Discussion: None
Vote: Unanimous Approval (4/0)
- Article 43 Not discussed

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Article 44 Staff is still waiting on the maximum interest rate from the State before selecting a due date and interest rate for the 2025 taxes. Tax Collector Sara Farris recommends the due date being December 15, 2026.

Article 46, 47, & 49 Motion: Brittany Hemond motioned to recommend **Articles 46, 47, & 49**; second by Daniel Gilpatric.
Discussion: None
Vote: Unanimous Approval (4/0)

Article 45, 48, & 50 - 53 Not discussed

b. Consideration of Approval of Ordinance Certification for 2026 Annual Town Meeting

Danielle stated that the certification is just approving the text to be presented at Town Meeting. Danielle provided the Selectmen with a draft of the proposed changes and a brief overview of each. She added that the Selectmen usually do not make a recommendation on ordinance articles, but they could make a recommendation on articles 5 and 9. Article 5 is adopting the newest version of MUBC, which is required. Article 9 is regarding backlot provisions and street construction standards which the Selectmen have discussed and it moves the street construction standards authority from the Selectmen to the Planning Board.

Motion: Brittany Hemond motioned to certify the ordinances in Articles 5 - 10; second by Dean Campbell.

Discussion: None

Vote: Unanimous Approval (4/0)

Motion: Brittany Hemond motioned to **recommend Article 5 and Article 9 and to make no recommendation on Articles 6, 7, 8, and 10**; second by Daniel Gilpatric.

Discussion: None

Vote: Unanimous Approval (4/0)

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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.

c. Fire Department Report Submitted by Fire Chief Corey Nugent and read by Dean Campbell, Selectmen and Deputy Fire Chief

See the attached report for more information.

- The repeater has been fixed and is at Dirigo. The repeater and grounding rod should be installed soon. The Center Minot Hill Church steeple is repaired.

8. Town Administrator's Report

- Danielle has set up a table in the lobby area with various meal kits for residents struggling with food insecurity, no questions asked.

9. Selectmen Comment

- Brittany Hemond updated the Selectmen on the Thanksgiving and Christmas Baskets.
- Brittany Hemond also asked if the town still considered using the Shaw Fund to install the grounding rod. Danielle replied that she has spoken to Jeanne Letourneau from the Historical Society regarding this. Danielle believes that the town should pay for the installation of the grounding rod and the portion of the electrical installation bill that will be used by the town for the repeater install. The Selectmen agreed.

10. Public Comment

None

11. Next Meeting Dates

a. Monday, November 24th, 2025 – Regular Meeting

Date acknowledged.

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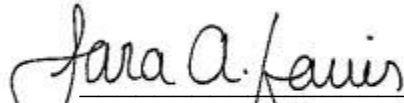
12. Adjournment

Motion: Brittany Hemond made the motion to adjourn at 7:57 pm; second by Daniel Gilpatric.

Discussion: None

Vote: Unanimous Approval (4/0)

The board adjourned at 7:57 pm.



Sara A. Farris – Clerk
Recording Secretary

Lisa Cesare – Chair

Matthew Callahan

Daniel Gilpatric – Vice Chair

Dean Campbell

Brittany Hemond

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