Town of Minot

329 Woodman Hill Rd.
Minot, ME 04258
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www.minotme.org

Board of Selectmen Meeting
Minot Town Office
Monday, November 24th, 2025
6:30 pm
Minutes*

REGULAR MEETING

Selectmen: **Chair Lisa Cesare, Vice Chair Daniel Gilpatric, Brittany Hemond, Matthew Callahan, and Dean Campbell**
Staff: **Danielle Loring (Administrator), Sara Farris (Clerk & Recording Secretary), and Corey Nugent (Minot Fire/ Rescue Chief)**
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, November 10th, 2025 – Regular Meeting**

Motion: Brittany Hemond made a motion to approve the meeting minutes from November 10th, 2025; second by Dean Campbell.
Discussion: None
Vote: Unanimous Approval (4/0/1)
Matthew Callahan abstained as he was not preset for the November 10th meeting.

** Written minutes serve as reference
Board of Selectmen Meeting Minutes Dated November 24th 2025.
*Items may be taken out of order at the Chairman's Discretion.

4. **Warrants**
   a. **Payroll Expense Warrant**
   b. **Treasurer's Warrant**
   c. **October Check Reconciliation**

Danielle Loring provided the Selectmen with the above-mentioned warrants and check reconciliation for review.

Motion: Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of $30,417.86 and the Treasurer's Warrant in the amount of $100,180.39; second by Brittany Hemond.
Discussion: None
Vote: Unanimous Approval (5/0)
The Selectmen signed the warrants.

Motion: Matthew Callahan made a motion to approve the October check reconciliation as presented; second by Brittany Hemond.
Discussion: None
Vote: Unanimous Approval (5/0)
The Selectmen signed the check reconciliation.

5. **Old Business**
   a. **Review of Outstanding or Updated Warrant Articles for FY2026 Budget**

Danielle provided the Selectmen with a draft Warrant and a Manager Request Worksheet. *See attached. Article numbers could differ from the previous meeting due to the creation of a new article 24.*

Article 13 Danielle received the number for health insurance and was able to remove $11,000.00 from the previously estimated amount. Danielle asked the Selectmen to reconsider their 4% contribution decision regarding the 457b plan as discussed at their last meeting since the budget increase is well below the 9% the Selectmen requested as a max. Danielle stated that leaving the 5% match in the budget the town salaries and benefits line would now be $503,479.00. If the Selectmen chose to stay with the 4% match the line would be $495,479.00.

Lisa stated that she would like to stay with the 4% as previously discussed but would appreciate any other input from the other board members. Danielle Loring asked for more explanation since the budget is under 9% and still would be with the 5% match. Lisa Cesare replied that with the Androscoggin County and RSU 16 budget increases it is the safer and fiscally responsible option to choose 4% this year and revisit the 5% next year.
Daniel Gilpatric considered the 5% match as the current staff are great and do their job well. There was no discussion or agreement from the other Selectboard members.
Matthew Callahan agreed to keep 4% this year as it is a good start to the 457k plan and reconsider 5% next year. He stated that the Selectmen have given staff enough over the past few years, including but not limited to raises and a family health plan, so staff should pull their own weight and contribute more. There was some other various discussion, and the Selectmen came to a decision.
Motion: Brittany Hemond motioned to recommend **$495,479.00** for **account 5000 Town Salaries and Benefits**; second by Matthew Callahan.
Discussion: None
Vote: Unanimous Approval (5/0)

New Article 24 — Danielle created the new article 24 regarding the Fire Department Utility Vehicle based on discussion at the last meeting for the Selectmen to consider.
Motion: Brittany Hemond motioned to recommend **an amount not to exceed $150,000.00 to purchase a Fire Department Utility Vehicle to be financed for a term of 4 years at a commercially reasonable rate of interest**; second by Daniel Gilpatric.
Discussion: None
Vote: Unanimous Approval (5/0)

Article 25 — Not discussed

Article 30 Not discussed because the County Tax amount was not available.

Article 31 Danielle Loring was able to remove $32,000.00 from the prior amount due to the recent payment to Maine Waste to Energy.
Motion: Matthew Callahan motioned to recommend **$90,100.00 for account 7000 Solid Waste Disposal & Contracted Services**; second by Brittany Hemond.
Discussion: None
Vote: Unanimous Approval (5/0)

Article 41 Not discussed

6. **Department Head Updates**
   c. **Fire Department Report Submitted and read by Fire Chief Corey Nugent**

   See the attached report for more information.

- Regarding the repeater, Lisa Cesare asked for clarification as she thought that the repeater was being installed back on the Center Minot Hill Church and not Streaked Mountain. Chief Nugent replied that it was previously discussed as an option and he was collecting information on the cost and the process but not set in stone. Streaked Mountain would allow for a higher output than the church.

   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.

7. **Town Administrator's Report provided by Town Administrator Danielle Loring**

- Danielle is working on the budget and end of year prep.

8. **Selectmen Comment**

- Brittany Hemond stated that 20 Thanksgiving baskets were given to Minot residents in need today. The tags for the Giving Tree will be available by tomorrow afternoon. There are 22 families with 57 kids in total that will receive Christmas baskets including gifts and food.
- Lisa Cesare asked if Brittany Hemond has an update regarding the use of the Shaw Fund for some of the Center Minot Hill Church repairs. Brittany has not heard from Jeanne Letourneau.
- There was some discussion regarding pending legal matters that were originally discussed in Executive Session.

9. Public Comment

None

10. Next Meeting Dates

a. Monday, December 8th, 2025 – Regular Meeting

Date acknowledged.

11. Adjournment

Motion: Brittany Hemond made the motion to adjourn at 7:11 pm; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 7:11 pm.

Sara A. Farris

Sara A. Farris – Clerk
Recording Secretary

Lisa Cesare – Chair

Matthew Callahan

Daniel Gilpatric – Vice Chair

Dean Campbell

Brittany Hemond

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