



Town of Minot

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

Board of Selectmen Meeting

Minot Town Office
Monday, December 9th, 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 (Minot Fire/ Rescue 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, November 24th, 2025 – Regular Meeting

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

Motion: Brittany Hemond motioned to approve the meeting minutes from November 24th as written; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed the Meeting Minutes.

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated December 8th 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 \$38,156.27 and the Treasurer's Warrant in the amount of \$316,467.97; second by Brittany Hemond.

Discussion: Danielle Loring noted that the Treasurer's Warrant does include the last RSU 16 payment of the year.

Vote: Unanimous Approval (5/0)

The Selectmen signed the Payroll and Treasurer's Warrants.

5. New Business

a. Executive Session Pursuant to Title 1 MRSA §405 (6)(a): Pending Personnel Matter

Motion: Brittany Hemond motioned to enter the Executive Session at 6:32 pm; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen and Danielle Loring entered the Executive Session

Motion: Lisa Cesare motioned to exit the Executive Session at 6:45 pm; second by Daniel Gilpatric.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen and Danielle Loring exited the Executive Session. There was no action or motion required.

6. Old Business

Lisa Cesare stated that the Androscoggin County budget is currently at a 12.5% increase. Some items were cut or lowered but not much.

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated December 8th 2025.

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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.

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

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.

8. Town Administrator's Report Presented by Danielle Loring

- Danielle Loring is working on November's check reconciliation and prepping for end of year.
- Rob Farrington of Fortin Construction reached out to Danielle Loring after starting to work with DEP on phase 3 of Fortin Drive with some possible lot changes and a sketch (*provided to the Selectmen to review*) due to the wetlands rendering some of the lots unbuildable. Danielle Loring and Highway Supervisor Scott Parker drove out to Fortin Drive and they have some concerns. The plan does not allow for turnarounds, just driveways. This will cause a problem for snow removal and emergency vehicle access. The current street ordinance requires a 60ft cul-de-sac and this plan does not include that. Chief Nugent stated that he would like to see a 75ft cul-de-sac instead of the 60ft. The plan also does not complete the Fortin Drive loop as the original subdivision plan showed that it would.

Danielle Loring stated that to amend phase 3 of the subdivision they must go back before the Planning Board and that current subdivision standards must be met. Danielle added that she is not going to advise Mr. Farrington in any way and that it would ultimately be the Planning Boards responsibility to review their proposed changes. She added that the estimated bond/ credit to complete Fortin Drive is around 380,000.00.

There were some other various discussions regarding the plan amongst the Selectmen, Danielle Loring, and Chief Nugent.

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated December 8th 2025.

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9. Selectmen Comment

None

10. Public Comment

None

12. Next Meeting Dates

a. Monday, December 22nd, 2025 – Regular Meeting

b. Wednesday, December 31st, 2025 – Warrant Signing for Year End (No Meeting)

Danielle Loring reminded the Selectmen of the End of Year Warrant signing on December 31st. The Selectmen said they would be available to sign, just let them know when it is ready.

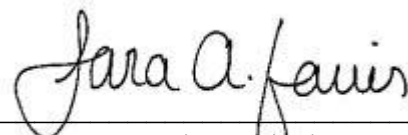
13. Adjournment

Motion: Brittany Hemond made the motion to adjourn at 7:16 pm; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 7:16 pm.



Sara A. Farris – Clerk
Recording Secretary

Lisa Cesare – Chair

Matthew Callahan

Daniel Gilpatric – Vice Chair

Dean Campbell

Brittany Hemond

** Written minutes serve as reference.

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