



# 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  
Monday, December 22<sup>nd</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) and Sara Farris (Clerk & Recording)

**Public:** Matthew Conklin  
Jessica Smith – RSU 16 School Board Chair  
Angela Swenson – RSU 16 School Board Member

**Via Zoom:** Trevor Brice – Skelton, Taintor, Abbot

### 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, December 8<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 December 8<sup>th</sup> as written; second by Brittany Hemond.

**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 22<sup>nd</sup> 2025.

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

Chair Lisa Cesare moved **5. New Business, a. Executive Session Pursuant to Title 1 MRSA §405 (6)(a): Disciplinary Hearing with Town Attorney involving Fire Department Member** up in the meeting as Mr. Conklin and Mr. Brice were present. Chair Cesare asked Jessica Smith and Angela Swenson to leave the meeting room before they entered Executive Session. Dean Campbell escorted them to the break room and returned to the meeting.

Motion: Brittany Hemond motioned to enter the Executive Session at 6:33pm ; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

The Board, Town Administrator Danielle Loring, Attorney Trevor Brice, Clerk Sara Farris, and Matthew Conklin entered the Executive Session.

Motion: Brittany Hemond motioned to enter the Executive Session at 6:45pm ; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

The Board, Town Administrator Danielle Loring, Attorney Trevor Brice, Clerk Sara Farris, and Matthew Conklin exited the Executive Session.

Attorney Trevor Brice left the meeting. Dean Campbell brought Jessica Smith and Angela Swenson back to the meeting.

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Board of Selectmen Meeting Minutes Dated December 22<sup>nd</sup> 2025.

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#### **4. Warrants**

##### **a. Payroll Expense Warrant**

##### **b. Treasurer's Warrant**

##### **c. November 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 \$37,514.02 and the Treasurer's Warrant in the amount of \$69,898.24; 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 November Check Reconciliation as presented; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed the November Check Reconciliation.

Chair Lisa Cesare moved **10. Public Comment** up in the meeting as Jessica Smith and Angela Swenson were present. Jessica Smith introduced herself as the new Chair of the RSU 16 School Board. Angela Swenson stated that there will be a public forum on January 6<sup>th</sup> at 6pm at the Minot Consolidated School. The forum is to allow public comment and questions regarding the Master Lease for the heating and ventilation project and Minot Consolidated School. Clerk Sara Farris added that she posted the flyer provided by the RSU in the lobby and on the town's Facebook page. Angela Swenson asked if the School Board Members that are up for re-election have taken out nomination papers. Sara Farris answered that Cheryl Robert has and returned them but she is unsure of the other candidates.

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Board of Selectmen Meeting Minutes Dated December 22<sup>nd</sup> 2025.

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## **5. New Business**

### **b. FY2026 Consideration of Approval of Annual Appointments**

Clerk Sara Farris provided the Selectmen with the appointment forms and a “cheat sheet” to streamline and process.

Danielle Loring – 1 year term

- Town Administrator
- Treasurer
- Road Commissioner
- Constable
- Director of EMA
- General Assistance Director
- Health Officer
- Cemetery Designee
- Deputy Clerk
- Deputy Tax Collector
- 1 Day Catering/ Liquor License Approval Designee
- Maine Waste to Energy Board
- Pole Permit Designee

Sara Farris – 1 year term

- Town Clerk
- Tax Collector
- Voter Registrar
- Deputy Treasurer
- Constable
- Freedom of Access Officer
- 1 Day Catering/ Liquor License Approval Designee

Alexandria Richardson – 1 year term

- Deputy Clerk
- Deputy Tax Collector
- Deputy Voter Registrar
- Deputy Addressing Officer

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Board of Selectmen Meeting Minutes Dated December 22<sup>nd</sup> 2025.

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Jordan De Vito – 1 year term

- Deputy Clerk
- Deputy Tax Collector
- Deputy Voter Registrar
- Deputy General Assistance Director

Scott McElravy – 1 year term

- Code Enforcement Officer & LPI
- Addressing Officer

Christopher Summers – 1 year term

- Alternate CEO & LPI

Corey Nugent – 1 year term

- Minot Fire/Rescue Chief

Robert Larrabee – 1 year term

- Animal Control Officer

Matthew Garside – 1 year term

- Fair Hearing Authority

Brittany Hemond – 1 year term

- Deputy Health Officer

Auburn Public Library Board – 1 year term

- Lisa Cesare
- Nicole Rancourt

Planning Board Member - Term Exp. 12/31/2028

- James Brown
- Kerry Bonney
- Matthew LeClair
- Kristin Carlton – Alternate

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Board of Selectmen Meeting Minutes Dated December 22<sup>nd</sup> 2025.

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Board Of Appeals Member - Term Exp. 12/31/2028

- Thomas Hoffman
- Adam Bowie

Election Clerks – Term Exp. 12/31/2027

- Amy Osborne
- Susan Trundy
- Amy Kivus-Rouleau
- Kristin Carlton
- Sharon Campbell
- Matthew LeClair
- Joyce Grygiel
- Thomas Hoffman
- Yvette Dailey
- Constance Benwitz
- Brittany Hemond
- Brenda Sawyer
- Diane Karpowitz
- Adam Bowie
- Lisa Cesare

Motion: Brittany Hemond and Lisa Cesare motioned to approve the appointments as listed; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

**6. Old Business**

None

**7. Department Head Updates**

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

*See the attached report for more information.*

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Board of Selectmen Meeting Minutes Dated December 22<sup>nd</sup> 2025.

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

*See the attached report for more information.*

- Lisa Cesare asked if Brittany Hemond had an update regarding the Minot Historical Society requesting funds for the Center Minot Hill Church lightening rod. Brittany stated that the Historical Society used their savings to pay the vendors but would appreciate funds from the town for the lightening rod to replenish their savings. Brittany believes that the lightening rod was around \$6,000.00.

Motion: Matthew Callahan motioned to reimburse the Minot Historical Society for the final amount due out of the Shaw Fund; second by Dean Campbell.

Discussion: None

Vote: Unanimous Approval (5/0)

- Lisa Cesare noted the overage for the Fire Department and asked if there will be much more overage before the end of the year. Danielle replied that Chief Nugent has put the department on a spending freeze but payroll and a possible invoice from Perfect Stitch will need to be paid.

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

*See the attached report for more information.*

- All Contracted vendors and the crew are working great together and keeping the roads clean and safe.

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

- Danielle Loring is working on the Town Report and end of year prep.
- The Maine Infrastructure Adaption Fund is opening again, and the Town will be applying to complete the work on the Bucknam Bridge Road project.

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Board of Selectmen Meeting Minutes Dated December 22<sup>nd</sup> 2025.

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- Danielle wanted to make sure the Selectmen understood what is going on with Maine Waste to Energy. She provided them with a short overview. They said that they understood.  
Danielle added that Auburn is still not paying the invoice because they believe that some of the costs listed cannot be billed to them. Danielle stated that the bylaws do not mention anything regarding what can and cannot be invoiced but do state that the bills can be passed on to member municipalities. If Auburn continues to refuse to pay their portion they could be “shut off” from Maine Waste to Energy.  
Brittany Hemond stated that Minot had paid their portion of the bill and Danielle agreed that they had.
- Danielle Loring and Highway Supervisor Scott Parker have been working with a resident on Harris Road whose property pins were damaged by the roadside mower. Scott Parker went out to the property to see the pins after it was reported to him. He painted the pins blaze so they would be visible in the future. Danielle Loring hired Sebago Technics to check the pins for accuracy, which are within the legal limit of deviation. The resident is requesting that the pins be completely reset, which would require a full survey costing upwards of \$3,500.00 +. Danielle believes that she and Scott have done all that they can do to resolve the problem. The Selectmen agreed that if the resident is still unhappy with that has already been done that they can come speak with the Selectmen. Danielle said that she would let the resident know.
- Danielle requested that the Juneteenth be used as a floating holiday to allow the office to be closed on January 2<sup>nd</sup>, 2026. The Selectmen agreed.

## **9. Selectmen Comment**

- Lisa Cesare provided the group with an update regarding the Auburn Public Library (APL). The library is raising the non-resident fee to \$65.00 but the amount the Town owes will remain the same. Lisa added that if services needed to be cut to keep the cost low there could be a compromise with APL coming to the Town Office every 3<sup>rd</sup> Thursday. She would not compromise on the program with Minot Consolidated School.
- Brittany Hemond completed the Christmas Baskets and they were picked today. There were 23 families with 60 children. There Selectmen thanked Brittany for all her hard work with the program. Brittany has been running the program for 8 years.

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**12. Next Meeting Dates**

**a. Monday, January 5, 2026 – Regular Meeting**

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

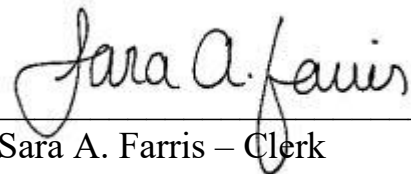
**13. Adjournment**

Motion: Matthew Callahan made the motion to adjourn at 7:20 pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 7:20 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

\_\_\_\_\_  
Brittany Hemond

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