



Town of Minot

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

Board of Selectmen Meeting

Minot Town Office
Monday, January 5th, 2025
6:30 pm
Minutes*

REGULAR MEETING

Selectmen: Lisa Cesare - Chair, Daniel Gilpatric– Vice Chair, Matthew Callahan, and Brittany Hemond

Absent: Dean Campbell

Staff: Danielle Loring (Administrator), Sara Farris (Clerk & Recording Secretary), and Corey Nugent (Minot Fire/ Rescue Chief)

Public: Angela Swenson – RSU 16 School Board Member

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 22nd, 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 22nd as written; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (4/0)

The Selectmen signed the Meeting Minutes.

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated January 5th 2026.

*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: Brittany Hemond motioned to accept the Payroll Expense Warrant in the amount of \$34,032.17, the end of year Treasurer's Warrant in the amount of \$23,317.28, and the first Treasurer's Warrant of 2026 in the amount of \$38,625.04; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (4/0)

The Selectmen signed the Payroll and Treasurer's Warrants.

5. On Premises Liquor License Approval

a. The Maine Wedding Barn at Farview Farm, Inc.

418 Center Minot Hill Rd.

Clerk Sara Farris provided the Selectmen with the approval form and added that if the Selectmen had questions or concerns Mrs. Fogarty was available to call. The Selectmen did not have any questions or concerns.

Motion: Brittany Hemond motioned to approve the on-premises liquor license for The Maine Wedding Barn; second by Daniel Gilpatric.

Discussion: None

Vote: Unanimous Approval (4/0)

The Selectmen signed the approval form.

6. New Business

a. Discussion of 2026 Town Report Dedication and Spirit of America Nomination

Sara Farris stated that her and Danielle Loring had discussed selecting Michael Downing as the recipient of the Town Report Dedication. The Selectmen agreed. Sara Farris asked if the Selectmen knew if he had previously served on the RSU 16 School Board or if they were only aware of his most recent terms. There was some discussion, but the Selectmen agreed that they could only remember his most recent term starting in 2018.

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated January 5th 2026.

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As for the Spirit of America award after some discussion the Selectmen chose Jeanne Letourneau to receive that award for her time on the Cemetery Committee, the Minot Historical Society, and for her work on the history of Minot's Boston Post Cane.

b. Consideration of Approval of FY2026 Carryforwards

Lisa Cesare read the carryforward amounts as follows:

Town Office Equipment Reserve Account, balance of \$ 73.03

Highway Capital Equipment Reserve Account, balance of \$ 11,231.01

Paving & Road Improvement Reserve, balance \$ 56,713.46

General Assistance Donation (Eda's Elf Fund) Reserve Account, balance of \$ 7,623.19

Town Well Reserve Account, balance of \$ 19,979.15

Cemetery Reserve Account, balance of \$ 11,244.20

Minot Community Events Reserve, balance of \$ 78.26

Fire Department Apparatus Reserve, balance of \$ 21,536.73

Fire Department Grant Reserve, balance of \$ 6,401.45

Fire Department Capital Equipment Reserve, balance of \$ 929.19

Conservation Committee Reserve, balance of \$100.00

Recreational Field Maintenance Reserve, balance of \$ 4,236.55

Motion: Lisa Cesare motioned to approve the carryforwards as read; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (4/0)

There were some questions regarding the amount in Eda's Elf Fund Reserve and Danielle Loring answered that some of the credit card statements from the Thanksgiving and Christmas Baskets have not been received yet so that number will decrease.

Danielle Loring asked the Selectmen if they would like to create a warrant article to add funds to the Minot Community Events Reserve. Now that the Fire Department is staffed there is a possibility that Community Day could be brought back. This reserve is also used for other community events like the Easter Egg Hunt and the Veterans Day celebrations that have been held in the past. The only money collected for this reserve currently is the sales from Minot t-shirts.

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated January 5th 2026.

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Motion: Brittany Hemond motioned to create a warrant article to raise and appropriate \$2,000.00 for the Minot Community Events Reserve; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (4/0)

c. Consideration of Approval of FY2026 Fee Schedule

Danielle requested that the Fee Schedule discussion be tabled to a future meeting. The Selectmen agreed.

7. Old Business

None

8. Department Head Updates

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

See the attached report for more information.

- After Meeting with the hospital pharmacy, the Town of Minot does not have a contract with them but Chief Nugent is looking to correct that. There is also a possibility that instead of being permitted to paramedic level the town will be permitted to Advanced EMT. After speaking with the hospital pharmacy there are some logistics that will need to be worked out. Chief Nugent is not opposed to the permitted to Advanced EMT level. Advanced EMT level still requires the cardiac monitor but is not allowed to have the drug box.
- Maine BOLS training will be held on January 14th and 21st. The new EMA (Emergency Management Agency) Director will be there.

Chief Nugent received a tone for a fire/ rescue department call and left the meeting. He was done his report.

a. Clerks Report Submitted and read by Clerk Sara Farris

See the attached report for more information.

- Sara provided a yearly overview of each aspect of her report.

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated January 5th 2026.

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11. Public Comment

During Sara's report she stated that not everyone on the RSU 16 School Board returned their nomination papers so they will not be listed on the Town Meeting ballot. Interested residents must run as write-ins.

Angela Swenson and the Selectmen discussed the commitment that it takes to be on the School Board. They also discussed the Community Forum at Minot Consolidated School on January 6th regarding the master lease for the heating and ventilation project at MCS.

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

See the attached report for more information.

9. Town Administrator's Report Presented by Danielle Loring

- End of year went well, and Danielle is still working on finishing things up.
- Danielle Loring and staff are still working on the Town Report.
- Danielle added that Auburn is still not paying the invoice from Maine Waste to Energy and she has a meeting with the Maine Waste to Energy Board to discuss their options.
- At a previous meeting the Selectmen had discussed capping the excise used towards taxes at \$750,000.00 and putting any overage in a reserve account for the Fire Department and the Highway Department. At 2025-year end excise collected was \$816,937.49 per Sara Farris's report. This leaves an additional \$66,937.49 to be split amongst the 2 departments. Danielle wanted to confirm that the Selectmen still wanted to do this. They agreed that they do.

10. Selectmen Comment

None

12. Next Meeting Dates

a. Tuesday, January 20, 2026 – Regular Meeting

Acknowledged

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated January 5th 2026.

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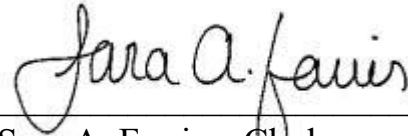
13. Adjournment

Motion: Matthew Callahan made the motion to adjourn at 7:32 pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (4/0)

The board adjourned at 7:32 pm.



Sara A. Farris – Clerk
Recording Secretary

Lisa Cesare – Chair

Matthew Callahan

Daniel Gilpatric – Vice Chair

Dean Campbell

Brittany Hemond

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