



Town of Minot

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

Board of Selectmen Meeting

Minot Town Office
Tuesday, January 20th, 2026
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: 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, January 5th, 2026 – 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 January 5th as written; second by Brittany Hemond.

Discussion: None

Vote: Approved (4/0/1)

Dean Campbell abstained as he was not present at the meeting.

The Selectmen signed the Meeting Minutes.

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated January 20th 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: Matthew Callahan motioned to accept the 12/29/2025 to 12/31/2025 Payroll Expense Warrant in the amount of \$11,156.71, the first Payroll Expense Warrant for 2026 in the amount of \$39,679.57, and the Treasurer's Warrant in the amount of \$328,334.50; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed the Payroll and Treasurer's Warrants.

5. New Business

a. Consideration of Approval of 2026 PSAP Agreement

Danielle Loring provided the Selectmen with the PSAP Agreement with the Androscoggin County Sheriff's Office for review and consideration. Danielle noted that there were no changes made from last year.

Motion: Matthew Callahan motioned to approve the PSAP Agreement as presented; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

b. Consideration of Approval of Letter of Engagement for FY2025 Audit

Danielle Loring provided the Selectmen with the Letter of Engagement from Maine Municipal Audit Services for review and consideration.

Motion: Matthew Callahan motioned to approve the Letter of Engagement from Maine Municipal Audit Services; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

Danielle Loring and Lisa Cesare signed the agreement.

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated January 20th 2026.

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6. Old Business

a. Consideration of Approval of FY2026 Fee Schedule

Danielle Loring provided the Selectmen with the proposed Fee Schedule that was altered based on discussions from a prior Selectmen Meeting. There were also some items added by Sara Farris as they should have been on the Fee Schedule but were not.

Danielle asked for the Selectmen's opinion regarding the fee for the Maine Waste to Energy trash stickers. The Budget Committee proposed to remove the fee at their last meeting. The Selectmen agreed to keep the Maine Waste to Energy sticker fee as it is a revenue. Lisa Cesare stated each change listed on the proposed schedule and asked if there were any other changes required or discrepancies, there were none.

Motion: Daniel Gilpatric motioned to approve the FY2026 Fee Schedule with the changes as presented; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

7. Department Head Updates

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

See the attached report for more information.

- There was some discussion as to whether the duplexer would be covered by the town's insurance and Danielle Loring responded that she believed that it would as it is evident that the damage was caused by the lightning strike.

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.

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated January 20th 2026.

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8. Town Administrator's Report Presented by Danielle Loring

- Bureau of Labor Standards (BLS) showed up unexpectedly on January 14th. The meeting went well overall but there were some issues that could result in fines/ violations. Staff are working to resolve the issues before the case is closed out. Some employees from the Fire Department and Highway Department are being interviewed as part of the process. Danielle Loring will most likely appeal the fines/ violations due to the recent change in administration in the Fire Department and Chief Nugent working diligently to get the department caught up. The Fire Department was scheduled to hold BLS training that same night. Danielle still plans to call Safety Works in the future for a review.
- The town will no longer be using Dirigo Wireless due to recent service or lack thereof for the town. The town will now be working with 2-Way Communications. This company is very responsive and knowledgeable. Lisa Cesare asked if there are higher costs associated with the new company. Danielle Loring stated that initially there will be in order to get caught up.
- Danielle is still working on end of year cleaned up, the retirement account switch over, prepping for the audit in April, and compiling the Town Report.
- Danielle has been working on cleaning up the scholarship accounts in Trio so it is clear as to what funds are available to award. Danielle expects funds from all scholarships to be available this year. Scholarship Applications are available and due back May 1st.

9. Selectmen Comment

- Lisa Cesare attended a budget presentation/ meeting for the RSU 16 School Budget as she is the town representative. The Committee will continue to work on the budget for the next 6 weeks and have their first budget meeting in March. Lisa Cesare does expect a high increase compared to last year. The RSU is looking to hire a new Business Administrator/ Manager, an HR Manager, and more drivers.
- Lisa Cesare is also on the Androscoggin County Budget Committee. She believes their budget process is complete. Danielle Loring asked for the final share for Minot and Lisa said she would get it for Danielle.

** Written minutes serve as reference.

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10. Public Comment

Angela Swenson was present and updated the Selectmen on RSU 16 related items including but not limited to the following.

- The RSU is looking at a Tax-Exempt Lease Program (TELP) instead of a Master Lease Purchase for the heating and ventilation project at Minot Consolidated School (MCS). This was suggested by BIMS as a better option.
- The MCS project community forum went well overall. It got heated at some points but there were good ideas and feedback shared. After the Community Forum there are concerns over the CO2 levels in the schools. There are measurers currently in place to try and remedy the levels, as well as continued monitoring, until long-term changes can be made. These measures can be found in the community correspondence that Amy Hediger and John Hawley have been sending out. It has also been mentioned in them that a community meeting could be held in the future. The School Board is unaware of the details at this time but will update as soon as new information is available.
- The RSU has 3 applications for SRRF (School Revolving Renovation Funds) grants submitted to the State for funding. These grants, if selected, will be 60% funded by the State and 40% by the RSU/ Towns.
- The heating and ventilation project at MCS will be included in the budget for MCS operations and it is vital that residents attend and pass that line at the District Budget Meeting. If not, cuts will have to be made in other areas to allow funding for the work.

11. Next Meeting Dates

a. Monday, February 2, 2026 – Regular Meeting

Acknowledged

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated January 20th 2026.

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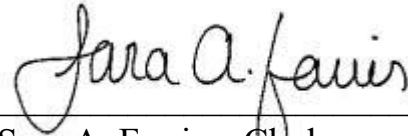
12. Adjournment

Motion: Matthew Callahan made the motion to adjourn at 7:30 pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 7:30 pm.



Sara A. Farris – Clerk
Recording Secretary

Lisa Cesare – Chair

Matthew Callahan

Daniel Gilpatric – Vice Chair

Dean Campbell

Brittany Hemond

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