



Town of Minot

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

Board of Selectmen Meeting

Minot Town Office

Tuesday, February 17th, 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)

Budget Committee: Matthew LeClair and Lisa Bonney

Public: Nicole Rancourt – Auburn Public Library Representative
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, February 2nd, 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 February 2nd as written; second by Brittany Hemond.

Discussion: None

Vote: Approved (5/0)

The Selectmen signed the Meeting Minutes.

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated February 17th 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 Payroll Expense Warrant in the amount of \$35,664.68, and the Treasurer's Warrant in the amount of \$311,209.95; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed the Payroll and Treasurer's Warrants.

5. Assessor's Business

a. Tree Growth Penalty in the amount of \$1,864.40

Stephanie Negron

413 Pottle Hill Rd. (R03-007)

Sold a portion of this property and it is not large enough to remain in the Tree Growth Program.

Motion Brittany Hemond motioned to accept the Tree Growth Penalty in the amount of \$1,864.40 ; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

The 3 Assessor's, Lisa Cesare, Daniel Gilpatric, and Brittany Hemond, signed the Supplemental Paperwork as presented.

Chair Lisa Cesare move **9. Selectmen Comment** up in the meeting. Lisa Cesare and Nicole Rancourt updated the group regarding the Auburn Public Library (APL) as they are both on the APL Board as representatives for Minot. Lisa Cesare read a memo she prepared regarding a fee increase. The Mayor of Auburn is requesting \$55,000.00 instead of \$23,000.00 that is currently budgeted from Minot and increasing the non-resident fee to \$175.00 from \$60.00 as he believes that Minot is not paying their fair share. Danielle Loring stated that it seems like the Mayor of Auburn is trying to turn APL into a "profit machine" instead of a public service as the library is intended to be. There was some discussion at a recent APL Board Meeting to increase Minot's budgeted amount at Town Meeting. Danielle stated that the Selectmen could technically do that at Town Meeting as the articles are open articles, but she does not recommend it. The Selectmen agreed.

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Nicole Rancourt spoke about the borrowing program through libraries and said that the Mayor of Auburn is looking to remove this service as well.

Dean Campbell asked what it costs, if anything, to have Minot residents utilize APL. Lisa Cesare responded that it cost APL nothing for Minot residents to attend, Minot residents bring in revenue and donations.

Matthew Callahan asked if there is anything that the Mayor of Auburn can do to make these changes. Lisa Cesare replied that Auburn pays about 80% of the total library budget so Auburn does have a “big pull” in their budget.

Matthew LeClair asked if there was an active MOU and Lisa Cesare replied that there currently is not one in place. He also asked if this has anything to do with the Library Director being a Minot resident. Lisa Cesare replied that she does not believe this has anything to do with the Director, but she did ask her not to attend Town Meeting on behalf of APL this year to promote the library until this situation is figured out.

In closing Lisa Cesare stated that the Auburn Public Library’s budget makes up less than 10% of Auburn’s total budget. The goal was to keep APL’s budget relatively flat but have a small increase for cost of living raises for staff as many are underpaid. Lisa Cesare will continue to update the Selectmen on the situation but access to Minot residents could be in jeopardy.

6. New Business

a. FY2026 Annual Town Meeting Review

Danielle Loring provided the Selectmen with a script created by Sara Farris for the Town Meeting Moderator to follow. Danielle asked the Selectmen to review it and note any required changes. Lisa Cesare read it out loud. Lisa Cesare said that she would present the Town Report Dedication and Brittany Hemond added that she would present the Spirit of America Award. Lisa added that she would do both if Brittany was not present at the meeting.

Danielle Loring started going through each article with the group to review the need, why there was an increase/ decrease, and to address any additional questions.

Article 6 The focus is life safety

Article 8 Consolidated solar to 1 section in the Land Use Code

Article 9 Life safety and emergency vehicle access was the goal.

Street approval will be given to the Planning Board to make sure standards are met. Town road approval will still follow the old process.

Article 10 This was needed to correct grammar and formatting issues.

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Board of Selectmen Meeting Minutes Dated February 17th 2026.

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- Article 13 The increase includes cost of living raises, a health insurance increase, and the 457/ Roth IRA change over.
- Article 14 Danielle noted a typo. The Selectmen and Budget Committee both recommend \$41,550.00.
- Article 15 Danielle is still working to receive quotes for the Town Office boiler project.
- Article 16 Decreased because some items moved to the Tax Billing and Elections Department.
- Articles 18, 19, 20, and 21
The Highway budget stayed mostly flat.
The proposed budget will provide for crack sealing on Shaw Hill Road and Center Minot Hill Road.
Danielle added that due to the cold weather Highway is going through salt faster than normal and may need to order more before the season is over.
- Article 22 This article will facilitate an increase in services that will need to be maintained in the future.
The goal is to permit to an advanced level NOT paramedic as originally presented. Advanced level is more practical for an organization that does not transport patients. The cardiac monitor is still required for advanced level.

While on the topic of the Fire Department there was some discussion regarding a resident's concern with over drafting accounts and the process. The Selectmen will be prepared to speak on this if needed as article 51 allows the Selectmen to overdraft for uncontrollable expenditures and this has been reviewed by the town attorney.

- Article 27 The decrease is due to the amount of hours the Code Officer worked and he is taking free classes when offered.

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- Article 31 Danielle Loring updated the group regarding Maine Waste to Energy (MW2E). There is a broken part and they are currently down. This results in about a \$10,000 loss per day. The vendor cannot come early to fix the part because MW2E does not have the funds to pay the vendor. Auburn still has not paid their portion of the bill. At the last MW2E Meeting the Board voted to increase tonnage fees to \$88 a ton starting July 1st. Danielle believes that the current budget as presented should be enough as she used \$80 a ton as an estimate, but it may need to be changed at Town Meeting. There has also been some discussion amongst the MW2E Board regarding rebuilding MW2E. This would require each member municipality to pull a bond.
- Article 32 All streetlights are now LED so this should help keep the current budgeted amount feasible. This also depends on rate increases from CMP.
- Article 38 It looks like a huge increase, but it is not. It is due to tax related items like Trio, liens, and lien discharges being moved to Tax Billing and Elections.
- Article 39 Drainage at the Center Minot Hill Cemetery still needs to be completed.
- Article 40 Danielle Loring and Scott Parker had a scheduled meeting with Minot Hebron Athletic Association (MHAA) but the meeting fell through and MHAA has not reached out to reschedule. They have some safety concerns to discuss.
- Article 41 The snowmobile refund check has not arrived yet.
- Article 43 Chief Nugent is ready to answer any questions at Town Meeting. It is important that residents know that this is a draft and that the discussion at Town Meeting is for input and approval for the Selectmen to move forward with the final approval process.

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

See the attached report for more information.

- Chief Nugent is working to decommission Truck #5 due to overheating and more recent, head gasket issues. The repairs will cost the Fire Department more than Chief Nugent is willing to pay to keep the truck. Highway Supervisor Scott Parker is still interested in taking the truck for Highway Department use.

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

See the attached report for more information.

- Scott Parker has ordered road posted and more bump signs to post around town.

8. Town Administrator's Report Presented by Danielle Loring

- The Town Office & AVCOG staff held a meeting regarding the completion of Fortin Drive. The Highway Department was concerned with the proposed plan's options for snow removal and right of ways. The Fire Department had safety concerns regarding the proposed driveways and turn-round options. It was also mentioned that the proposed plan does not allow each lot to have enough road frontage for a buildable lot. There are still ongoing concerns regarding the HOA never being created and the fire pond. Erica Bufkins of AVCOG is working with Fortin Construction to discuss their options.
- Danielle Loring provided the Selectmen with information regarding a community solar partnership with Ampion (*attached*). Danielle stated that for every resident that signed up with them Ampion would donate \$100.00 to the town. The town would make information available to residents, these could be flyers or mailers, created by and paid for by Ampion. Danielle added that there were some other towns in the area that had signed up. After some discussion the Selectmen did not want to create a partnership with Ampion.

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10. Public Comment

- Angela Swenson updated the group regarding the 3 School Revolving Renovation Fund (SRRF) grants that the RSU received. These grants will be on the ballot for approval at the June 2026 Referendum. If these grants are not passed the RSU will not be able to apply for SRRF funds for 5 years and the project(s) will still need to be completed. This will result in them being added to the RSU Budget.
- The Minot Consolidated School heating project will be funded through Bank of America with a 4% interest rate and the first payment being due July 2027. The yearly payment is approximately \$265,000.00 for a 15-year Tax Exempt Lease Purchase (TELP). Work will begin in the summer of 2026.
- The FAPE Program will require the RSU to provide appropriate schooling for 3- & 4-year-olds with IEPs by 2028 per State Law. The RSU is looking to purchase a modular building to be placing in Poland as the Functional Life Skills class is already there and would be an easier transition for the students. The playground may need to be moved to facilitate this.

Chair Lisa Cesare thanked everyone who attended the meeting and asked them to leave so the Selectmen could enter their Executive Session.

6. New Business

b. Executive Session Pursuant to Title 1 MRSA §405(6)(f): Poverty Abatement

Motion: Brittany Hemond made the motion to enter the Executive Session at 8:09 pm; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

Motion: Matthew Callahan made the motion to exit the Executive Session at 8:31 pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

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Motion: Matthew Callahan made the motion for Town Administrator Danielle Loring to draft and send a denial letter regarding the Poverty Abatement; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

After the Executive Session there was some discussion regarding pending legal matters in town. Danielle Loring said she would follow up with the attorney and the Code Enforcement Officer regarding these cases and work to get them resolved.

11. Next Meeting Dates

a. Monday, March 2, 2026 – Regular Meeting

Noted

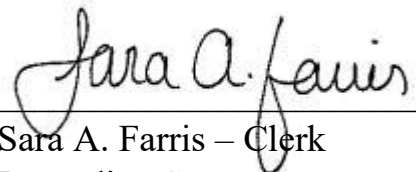
12. Adjournment

Motion: Matthew Callahan made the motion to adjourn at 8:36 pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 8:36 pm.



Sara A. Farris – Clerk
Recording Secretary

Lisa Cesare – Chair

Matthew Callahan

Daniel Gilpatric – Vice Chair

Dean Campbell

Brittany Hemond

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