



Town of Minot

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

Board of Selectmen Meeting

Minot Town Office
Monday, March 16th, 2026
6:30 pm
Minutes*

REGULAR MEETING

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

Via Zoom: Dean Campbell - Selectmen

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. Nomination and Election of Chair and Vice Chair

Lisa Cesare stated that she is still running for County Commissioner and that if she wins the November election, she will resign from the Selectboard effective 12/31/2026. If she does not win, she will take out Nomination Papers to run for Selectmen again as her term is up in 2027. She also stated that she was ok with remaining Selectmen Chair if that is what the rest of the Board wanted. There was some discussion as to whether Matthew Callahan or Brittany Hemond wanted to be Vice Chair because Daniel Gilpatric was not interested. It was decided that Brittany Hemond would be Vice Chair.

Motion: Matthew Callahan motioned to appoint Lisa Cesare as Chair of the Selectboard and Brittany Hemond as Vice Chair of the Selectboard; second by Daniel Gilpatric.

Discussion: None

Vote: Unanimous Approval (5/0)

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated March 16th 2026.

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

4. Approval of Minutes

a. Monday, March 2nd, 2026 – 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 March 2nd as written; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen, with the exception of Dean Campbell, signed the Meeting Minutes.

5. Warrants

a. Payroll Expense Warrant

b. Treasurer's Warrant

c. Consideration of Approval of December 2025 Check Reconciliation (Tentative)

Danielle Loring provided the Selectmen with the Payroll Expense Warrant and the Treasurer's Warrant for consideration. The December 2025 Check Reconciliation was not provided and tabled for this meeting.

Motion: Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$37,498.46 and the Treasurer's Warrant in the amount of \$414,702.84; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen, with the exception of Dean Campbell, signed the above-mentioned warrants.

Intentionally left blank

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6. New Business

a. Town Meeting Recap Discussion

The Selectmen and staff agreed that Town Meeting went well overall. There were some questions as to whether the Selectmen should allow residents to make the motions and seconds to give the residents more control over the meeting. It was decided that at the beginning of the next Town Meeting the Selectmen would give the residents the option and go from there. Sara Farris asked if the Selectmen would like her to reach out to the residents that were asking the majority of the questions to see if they had any interest in being on the Budget Committee as there are 6 open positions on the 9-member committee. The Selectmen agreed that that would be a good idea.

The Selectmen then discussed Article 22 regarding the lease of the cardiac monitor for the Fire Department. There was some confusion as to where the numbers and the 5-year lease approved at Town Meeting originated from. Staff and the Selectmen looked a prior meeting packets for the quotes provided by Chief Nugent. After more discussion and searching it was decided that Chief Nugent would work with the representative from Stryker to make sure the lease fits the specifications that were approved at Town Meeting, being a 5-year lease purchase not to exceed \$13,500.00 per year or \$67,500.00 total purchase price.

Motion: Matthew Callahan motioned to authorize Danielle Loring to enter into a lease agreement with Stryker after Chief Nugent meets with the representative and has a lease set to the specifications voted on at Town Meeting; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

Intentionally left blank

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Board of Selectmen Meeting Minutes Dated March 16th 2026.

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b. Consideration and Approval of Fire Utility Vehicle Build bid

Danielle Loring provided the Selectmen with bids received for the fire utility vehicle for review. Chief Nugent stated that the bid from K&T was not to spec and over the amount approved at Town Meeting. With that said, Chief Nugent would like the Selectmen to consider choosing the combined bids from Messer and Ripley & Fletcher Ford to create the utility vehicle. The final build would be billed by Ripley and Fletcher Ford.

Danielle Loring added that the 1st payment would be made at closing and this would bring the loan under \$99,999.00 so no financial note is needed.

Motion: Daniel Gilpatric motioned to approve the bids from Messer and Ripley & Fletcher Ford and to approve the loan in the amount of \$110,000.00 for a term of 3-years, 5.15% interest, and to make the first payment at closing; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

c. Consideration of Approval of Fire-Rescue Department Cost Recovery Policy and Fee Schedule

Danielle Loring provided the Selectmen with the draft Cost Recovery Policy and Fee Schedule for review. Chief Nugent stated that the policy has been reviewed by Danielle Loring, the Town's Attorney, and the 3rd party billing vendor and there is no glaring issues as presented. Lisa Cesare asked when the policy would take effect if approved. Chief Nugent replied that he has a start date set for April 1st, 2026.

Motion: Brittany Hemond motioned to accept the Fire-Rescue Department Cost Recovery Policy and Fee Schedule as presented; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen, with the exception of Dean Campbell, signed the above-mentioned policy.

Chair Cesare moved 7. Executive Session to the end of the meeting and continued to the Department Head Updates. Since Chief Nugent was present Chair Cesare let him go first.

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8. Department Head Updates

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

See the attached report for more information.

- 2-Way Communications is working with Motorola to try and speed up the process.
- 3 members still need to complete fit tests. Chief Nugent is working with these members to make sure it gets done or if not, the correct protocol is followed. Chief has also mailed notices to 4 members who he has not met and who have not been attending training regarding their member status and what needs to be done to remain on the department.
- Chief Nugent asked for the Selectmen's approval to donate older SCBA masks to the Hebron Fire Department. Chief Nugent acknowledged that there may still be some monetary value to the masks, maybe between \$25.00 to \$100.00 per mask, but he would rather help a local/ mutual aid department. At this time, he has about 10 that he would like to donate but members are going through the old SCBAs so there may be more. The Selectmen agreed that if Chief Nugent has enough for Minot's members, they approve Chief Nugent donating old SCBAs to the Town of Hebron.

a. Clerks Report Submitted and read by Clerk Sara Farris

See the attached report for more information.

- Sara Farris stated that Elections got back to her this afternoon and based on the training dates provided for the new CVR2 program she would like to close the office on March 24th for staff to attend the training. The Selectmen agreed.
- Danielle Loring requested that Sara Farris discuss upcoming staffing conflicts and the June 9th State Primary and RSU Election with the Selectmen. The Selectmen agreed that the front office will be closed on June 9th to accommodate. Sara stated that she would include this on all info for the Election so it is well publicized.

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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

- Danielle Loring was approached by Stephen French who requested a raise from \$100.00 to \$150.00 for the work he does with the well/ water testing for the Town. Danielle granted the request but wanted to make the Selectmen aware.
- Danielle Loring has the FY26 budget entered in Trio as shown on the expense detail.
- Danielle Loring submitted a fine review regarding BLS and she is waiting to hear back from them.

10. Selectmen Comment

- Lisa Cesare updated the Selectmen regarding the RSU 16 Budget as she is on the RSU 16 Budget Committee and has attended a few meetings now. Some areas of the budget that show an increase are Special Education and transportation/ maintenance. The RSU is working on contract negotiations so that information was pulled from the salaries/ benefits line which made the true increase unclear. Lisa asked the RSU what their goal increase was and they replied with \$1.4 million. Lisa is curious what amount the RSU will have to use from their undesignated fund balance (UFB) to hit that goal. She will pass along information to the rest of the Board as she receives it.
- Lisa Cesare updated the Selectmen regarding the agreement with Auburn Public Library (APL) as she is on their Board. Auburn's Mayor is saying that if APL removes Minot's agreement, he will consider reinstating \$37,000.00 back into APL's budget OR Minot can stay and pay that amount. Lisa is looking for possible ways to keep the program with Minot Consolidated School even if the agreement with the town goes away. To help lower Minot's share she is also looking at ways to reduce the services to Minot residents which could include removing APL coming to the Town Office once a month and removing Minot's representative(s) from the board. Lisa suggested that Minot create a small committee to prepare for a reimbursement program for library choice if Minot no longer has the agreement with APL.

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11. Public Comment

None

12. Executive Session

a. Executive Session Pursuant to Title 1 MRSA §405(6)(e): Ongoing Land Use Legal Matters

Motion: Brittany Hemond made the motion to enter the Executive Session at 7:28 pm; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

The Board, Town Administrator, and Town Clerk enter the executive session.

Motion: Birttany Hemond made the motion to exit the Executive Session at 7:34 pm; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

No decisions/ motions were required after exiting the Executive Session.

12. Next Meeting Dates

a. Monday, March 30, 2026 – Regular Meeting

Acknowledged

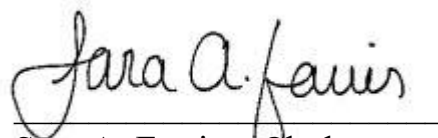
13. Adjournment

Motion: Matthew Callahan made the motion to adjourn at 7:35 pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The Board adjourned at 7:35 pm.



Sara A. Farris – Clerk
Recording Secretary

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Lisa Cesare – Chair

Matthew Callahan

Daniel Gilpatric

Dean Campbell

Brittany Hemond – Vice Chair

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