



Town of Minot

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

Board of Selectmen Meeting

Minot Town Office
Monday, April 13th, 2026
6:30 pm
Minutes*

REGULAR MEETING

Selectmen: Lisa Cesare - Chair, Dean Campbell, and Matthew Callahan

Via Zoom: Brittany Hemond – Vice Chair

Absent: Daniel Gilpatric

Staff: Danielle Loring (Administrator) and Sara Farris (Clerk & Recording Secretary)

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. Approval of Minutes

a. Monday, March 30th, 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 March 30th as written; second by Dean Campbell.

Discussion: None

Vote: Unanimous Approval (4/0)

The Selectmen, with the expectation of Brittany Hemond, signed the Meeting Minutes.

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated April 13th 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 Payroll Expense Warrant and the Treasurer's Warrant for consideration.

Motion: Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$39,263.34 and the Treasurer's Warrant in the amount of \$301,780.05 ; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (4/0)

The Selectmen, with the expectation of Brittany Hemond, signed the Meeting Minutes.

5. Old Business

a. Discussion of Current Library Service Agreement and Consideration of "Library Choice" Option/ Policy for Residents

Danielle Loring provided the Selectmen with a draft policy for consideration. Chair Cesare stated that the Town will be working with the Turner Public Library and the Mechanic Falls Public Library to start and these 2 libraries will invoice the town. There is also a limit of not to exceed \$100.00 per household per fiscal year. Residents can choose to use a different library, but they will be required to cover the cost up front and the town will reimburse them up to \$100.00.

Danielle Loring noted that the current policy does not include anything for Minot Consolidated School, but it can be amended if an agreement is made or there is a plan in place to keep the current program.

Motion: Matthew Callahan motioned to approve the agreements with the Turner Public Library and the Mechanic Falls Public Library and to approve the Free Choice Library Access Policy as presented; second by Dean Campbell.

Discussion: None

Vote: Unanimous Approval (4/0)

The Selectmen, with the expectation of Brittany Hemond, signed the Meeting Minutes.

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated April 13th 2026.

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Chair Cesare requested to pass over 6. Executive Sessions for now and move to **7. Department Head Updates.**

a. Clerks Report Submitted and read by Clerk Sara Farris

See the attached report for more information.

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

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.

- The Highway Department is working with Maine Waste to Energy staff to complete a project instead of purchasing the tool.

8. Town Administrator's Report Presented by Danielle Loring

- The Town Audit is tomorrow April 14th.
- Staff have started to implement penny rounding. The rounding is currently coming out of Agent Fees, but Danielle is going to talk with the auditor when she is at the office tomorrow to see if she has any guidance or recommendations of a better way to handle this.
- Danielle is going to discuss the library reimbursement process with the auditor when she is here as well. Danielle would like to create a process other than reimbursing individuals through the warrant process and possibly having the Clerks at the front counter reimburse residents as they come in with their receipt.

This change will help the town see what the library budget will look like moving forward without the Auburn Public Library agreement.

- There will be an executive session after the bid opening at the Selectmen Meeting on April 21st. Highway Supervisor Scott Parker will be present.

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated April 13th 2026.

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The Selectmen then move to 6. Executive Sessions.

6. Executive Sessions

**a. Executive Session Pursuant to Title 1 MRSA §405(6)(a):
Personnel Matter**

Motion: Matthew Callahan made the motion to enter the Executive Session at 6:49 pm; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (4/0)

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

Motion: Matthew Callahan made the motion to exit the Executive Session at 6:54 pm; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (4/0)

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

**b. Executive Session Pursuant to Title 1 MRSA §405(6)(e):
Discussion of Pending Land Use Matter Involving Legal**

Motion: Matthew Callahan made the motion to enter the Executive Session at 6:54 pm; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (4/0)

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

Motion: Matthew Callahan made the motion to exit the Executive Session at 7:08 pm; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (4/0)

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

** Written minutes serve as reference.

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9. Selectmen Comment

- Chair Cesare provided the Selectmen with an update regarding the RSU budget. The RSU budget as of now is “bare bones” except for salaries and the budget for Special Education. The RSU did add \$100,000.00 back into CIP due to the recent water issues at Poland Central School (PCS) and Bruce Whitter Middle School (BWMS). Even using \$1.3 million from the general fund, the RSU is expecting a \$1.3 million increase. Lisa added that this will also be the first year since the new funding formula passed and it looks like Minot will be hit the hardest. Danielle Loring asked if the current legislature involving State funding passed would this offer any relief and Lisa stated that if it passes the RSU will actually lose money.

10. Public Comment

None

11. Next Meeting Dates

a. Tuesday, April 21, 2026 – Paving Bid Opening

b. Monday, April 27, 2026 – Regular Meeting

Acknowledged

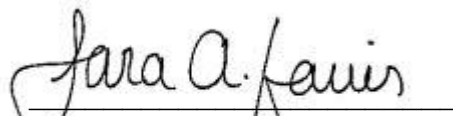
12. Adjournment

Motion: Matthew Callahan made the motion to adjourn at 7:15 pm; second by Dean Campbell.

Discussion: None

Vote: Unanimous Approval (4/0)

The Board adjourned at 7:15 pm.


Sara A. Farris – Clerk
Recording Secretary

Lisa Cesare – Chair

Matthew Callahan

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Daniel Gilpatric

Dean Campbell

Brittany Hemond – Vice Chair

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