



Town of Minot

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

Board of Selectmen Meeting

Minot Town Office
Monday, May 11th, 2026
6:30 pm
Minutes*

REGULAR MEETING

Selectmen: Lisa Cesare - Chair, Brittany Hemond – Vice Chair, Dean Campbell, and Daniel Gilpatric

Absent: Matthew Callahan

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, April 27th, 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 April 27th as written; second by Dean Campbell.

Discussion: None

Vote: Unanimous Approval (4/0)

The Selectmen signed the Meeting Minutes.

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated May 11th 2026.

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

4. Warrants

a. Payroll Expense Warrant

b. Treasurer's Warrant

c. January Check Reconciliation

d. February Check Reconciliation

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 \$30,881.74, the Treasurer's Warrant in the amount of \$348,645.34, and to approve the January and February Check Reconciliation as presented; second by Dean Campbell.

Discussion: None

Vote: Unanimous Approval (4/0)

The Selectmen signed the Warrants and Check Reconciliations.

5. Public Hearing

a. Discussion and Consideration of Approval of 2025 Model General Assistance Ordinance

Motion: Brittany Hemond motioned to open the Public Hearing at 6:31 pm; second by Dean Campbell.

Discussion: None

Vote: Unanimous Approval (4/0)

There were no members of the public present. General Assistance Administrator and Town Administrator Danielle Loring explained that the town is currently operating under the 2015 Ordinance and when the State performed their General Assistance audit, they suggested that we update to the 2025 version. Lisa Cesare asked what changes had to be made to our current ordinance and Danielle explained that the town adopts the State General Assistance Ordinance, we do not have our own, so no changes were required. The town would be adopting the newer version.

Motion: Brittany Hemond motioned to close the Public Hearing at 6:32 pm; second by Dean Campbell.

Discussion: None

Vote: Unanimous Approval (4/0)

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated May 11th 2026.

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Motion: Brittany Hemond motioned to adopt the 2025 General Assistance Ordinance; second by Dean Campbell.

Discussion: None

Vote: Unanimous Approval (4/0)

Chair Cesare moved **7. Department Head Updates and 8. Town Administrator's Report** up in the meeting.

7. Department Head Updates

a. Clerks Report Submitted and read by Clerk Sara Farris

See the attached report for more information.

- The Town Office will be closing at 4:30 pm instead of 5 pm on May 21 to make sure staff have plenty of time to get to the RSU 16 District Budget Meeting to check Minot residents in. The Selectmen were ok with this change.
- There have been some issues with the current pine tree plate sequence letters. Sara has a work around in place with the State if needed.
- Excise tax for April ended higher than anticipated with an increase of almost \$13,000.00 compared to last year.

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

See the attached report for more information.

- Brittany Hemond added that some Fire Department members attended May Day with Engine 8 at Minot Consolidated School this past weekend.

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

See the attached report for more information.

- Danielle Loring and Scott Parker were able to make some changes regarding the Bucknam Bridge Road project bringing the cost down to about \$800,000.00 instead of the original projected amount of \$1.3 million. This project will include processing the required land swaps with abutters, straightening out the road, replacing the triangle interception with a T, and raising the road 3 feet to avoid road flooding.
- Danielle, with some help from Sara Farris, has submitted a reimbursement for the first MIAF Grant.

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated May 11th 2026.

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- The Highway Department is working with G & G Landscaping to get Community and Memorial fields treated.

8. Town Administrator's Report Presented by Danielle Loring

- Danielle as the Treasurer of the Maine Waste to Energy (MW2E) Board is working with their President, Director, and AVCOG to apply for a NBRC (Northern Borders Regional Commission) Feasibility Grant. Some things the grant will focus on are looking at MW2E's buildings and their efficiency, looking at ways to make the plant more functional, and other possible revenue streams by connecting businesses to use resources. If this grant is approved a bond may not be needed to correct some of the issues with the plant. An NBRC Grant has never been issued to Androscoggin County but with this project helping multiple communities it has a good chance of being approved.
- The Town Audit is complete and only requires 6 adjusting journal entries. There was not significant issues found.
- The Turner Public Library agreement is in place. Mechanic Falls will be considering the agreement at their meeting on June 6th.

6. Executive Session

a. Executive Session Pursuant to Title 1 MRSA §405 (6)(f): Consideration of 2026 Scholarship Awards

Danielle Loring provided the Selectmen with the criteria for each scholarship and a Trial Balance Report for review.

Motion: Brittany Hemond made the motion to enter the Executive Session at 6:56 pm; second by Dean Campbell.

Discussion: None

Vote: Unanimous Approval (4/0)

The Selectmen, Town Administrator, and Town Clerk entered the executive session.

Motion: Brittany Hemond made the motion to exit the Executive Session at 7:07 pm; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (4/0)

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Motion: Brittany Hemond made the motion to award Michael Phillips \$1,000.00 from the Simion/ Fortin Scholarship Fund, Jack Gilpatric \$1,000.00 from the Hemond Scholarship Fund, and Rylee Bedard, Jenna Caron, and Tucker Nelson \$1,000.00 each from the Theriault Scholarship Fund; second by Dean Campbell.

Discussion: None

Vote: Unanimous Approval (3/0/1)

Daniel Gilpatric abstained as his son was one of the applicants.

9. Selectmen Comment

None

10. Public Comment

None

11. Next Meeting Dates

a. Tuesday, May 26, 2026 – Regular Meeting

Acknowledged

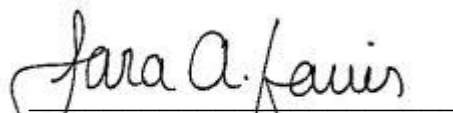
12. Adjournment

Motion: Brittany Hemond made the motion to adjourn at 7:10 pm; second by Dean Campbell.

Discussion: None

Vote: Unanimous Approval (4/0)

The Board adjourned at 7:10 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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