



Town of Minot Selectmen Epacket

January 21, 2025 at 6:30pm
Regular Meeting

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Town of Minot

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

Board of Selectmen
Minot Town Office
329 Woodman Hill Road
Tuesday, January 21, 2025
Agenda*

REGULAR MEETING

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
 - a. Monday, January 6, 2025 Meeting
4. Warrants
 - a. Payroll Expense Warrant
 - b. Treasurer's Warrant
 - c. November 2024 Check Reconciliation
 - d. December 2024 Check Reconciliation
5. New Business
 - a. Consideration and Approval of Spirit of America Award
 - b. Consideration of Approval of FY2025 Public Safety Answering Point (PSAP) and Dispatching Services Agreement with Androscoggin County
 - c. Continued Discussions Regarding Town Employee Retirement Benefits
6. Old Business
 - a. Consideration of Approval of FY2025 Warrant Changes and Recommendations
 - b. Continued Discussion of Memorial Ballfield Lighting
7. Department Head Updates
 - a. Clerk's Report
 - b. Highway Report
 - c. Fire Department Report
8. Town Administrator's Report
9. Selectmen Comment
10. Public Comment (3-minute limit) – Items in public comment may be scheduled for a future meeting to provide for Board consideration and public notice
11. Next Meeting Dates
 - a. Monday, February 3, 2025 (Regular Meeting)
12. Adjournment



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Board of Selectmen Meeting
Minot Town Office
Monday, January 6th, 2025
6:30 pm
Minutes*

REGULAR MEETING

Selectmen: Chair Daniel Gilpatric, Vice Chair Lisa Cesare, Matthew Callahan, Brittany Hemond, and William Perry
Staff: Danielle Loring (Administrator), Sara Farris (Clerk & Recording Secretary), and Jeffrey Burt (Minot Fire/ Rescue Chief)
Public: Barbara Fogarty – Maine Wedding Barn *over the phone*

1. Call to Order

Chair Daniel Gilpatric called the meeting to order at 6:30pm and a quorum was present.

2. Pledge of Allegiance

Recited

3. Approval of Minutes

a. Monday, December 23rd, 2024 – Regular Meeting

Lisa Cesare requested a wording change be made to 5. New Business b. Consideration of Change to the FY 2025 Budget Recommendations. For Article 30 she would like “does not recall” to be corrected to “was not aware of”. Recording Secretary Sara Farris said she would make the correction.

Motion: Lisa Cesare made a motion to approve the meeting minutes from December 23rd, 2024 as written with the correction; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

** Written minutes serve as reference to the official record, which are recording kept at the Town Office.

Board of Selectmen Meeting Minutes Dated January 6th 2025.

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

4. Warrants

a. Payroll Expense Warrant

b. Treasurer's Warrant

c. November Check Reconciliation

Administrator Danielle Loring stated that the Payroll Warrant was approved with the end of year Warrant completed on 12/31/2024 and requested to table the November Check Reconciliation. She explained that there was 2 Treasurers Warrants required to complete payments to the 2024 budget and the 2025 budget.

Motion: Matthew Callahan motioned to accept the 2024 Treasurer's Warrant in the amount of \$24,741.10 and the 2025 Treasurer's Warrant in the amount of \$281,689.64; second by Brittany Hemond.

Discussion: Danielle stated that the 2025 Warrant includes the January 2025 RSU 16 payment.

Vote: Unanimous Approval (5/0)

Mrs. Fogarty of Maine Wedding Barn did not call in at 6:30 so Chair Gilpatric moved 7. Department Head Updates, c. Fire Department Report up in the agenda as Chief Burt was present.

7. Department Head Updates

c. Fire Department Report Submitted and read by Chief Jeffrey Burt

See attached report for more information.

- As requested by the Selectmen Chief Burt had Highway Supervisor Scott Parker inspect Truck 5. Scott believes it would be favorable to complete some of the repairs so the truck will pass the State Inspection. Chief Burt asked the Selectmen how they would like him to proceed. Lisa Cesare asked if the Highway Department was still interested in having Truck 5 in the future and Danielle answered that they were. The truck can no longer carry the water pump and tank to be a forestry truck but can still be used for other tasks. The Highway Department would use the truck to transport staff and mowing equipment and the Fire Department could still use the truck to remove downed trees. After some discussion the Selectmen instructed Chief Burt to move forward with servicing Truck 5 for \$2,000 or less so it will pass Maine Inspection.

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Board of Selectmen Meeting Minutes Dated January 6th 2025.

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- The Selectmen requested an update on some personnel/ legal matters that were previously discussed in Executive Session.

Chief Burt left the meeting. After Chief Burt's report Mrs. Fogarty still had not called, but the Selectmen decided to move forward with the liquor license consideration.

5. New Business

a. Consideration of Liquor License

Barbara Fogarty

Maine Wedding Barn at Farview Farm

418 Center Minot Hill Rd.

Sara Farris provided the Selectmen with the attached copy of the liquor license as submitted.

Motion: Lisa Cesare made a motion to approve the Liquor License for the Maine Wedding Barn at Farview Farm; second by Willaim Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed the approval form.

b. Consideration of FY 2025 Carry Forwards and Outlying Budget Considerations

Danielle provided the Selectmen with the attached draft warrant for review.

Article 9 Danielle explained that the Paving and Road Improvement Reserve was so high because the town received a low tonnage price from P&B Paving in FY 2024. Danielle does not expect to see those prices for FY 2025. The carry forward will be used for the Marston Hill Road project and crack sealing.

Danielle also explained that \$86,994 was moved to the RSU 16 Assessment Reserve to be used to lower the RSU 16 payment when committing the 2025 taxes.

Motion: Lisa Cesare made a motion to approve and expend from the reserve accounts as presented; second by Willaim Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

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Board of Selectmen Meeting Minutes Dated January 6th 2025.

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- Article 10 Danielle explained that Article 10 will need to be removed from the Warrant. After some discussion with Danielle's contact it has come to light that the town cannot have a Simple IRA and MEPERS at the same time but a 457 or a 401-A or K could be an option. Moving forward, employees currently enrolled in the Simple IRA may have to transfer funds to one of the other options to allow for MEPERS. Danielle added that the more time Chief Burt is not enrolled in the program the more money he will have to pay back to cover the time lost. The Selectmen could create a reserve to help with the amount due when he is able to enroll. This new information will require a change to be made in 2026 and have costs associated with it.
- Ordinances Danielle informed the Selectmen that the Planning Board will be holding their Public Hearing tomorrow night regarding the possible ordinance changes. Some things to be discussed are short- and long-term rentals and event permitting. There was some question as to whether the town has the staff to carry out all the requirements of these ordinance changes and how were these topics chosen. Danielle stated that Alex, the Planning Board Secretary and Deputy Clerk, has shown some interest in helping the Code Officer but she also has her counter duties as a Clerk. Danielle added that the Planning Board has the authority to create changes to be presented at Town Meeting as they see fit to help better the town. More information on the changes will be available after tomorrow's Public Hearing.
- Article 19 Danielle updated this article to create the Fire Department Apparatus Reserve for \$20,000 as previously discussed at the December 23, 2024 meeting.
- Article 25 Skipped as the County Tax amount is still unavailable.

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Board of Selectmen Meeting Minutes Dated January 6th 2025.

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Article 28 Danielle stated that the article was reduced because of a reduction in the amount due to Trio.
Motion: Lisa Cesare motioned to recommend **\$23,454.00 for accounts 7810, 7820, 8210, and 8026 Municipal Organizations and Contracts**; second by Willaim Perry.
Discussion: None
Vote: Unanimous Approval (5/0)

Article 30 Article 30 was tabled at the December 23rd meeting because Lisa Cesare, being on the Auburn Public Library Board, wanted to get clarification from Auburn Public Library regarding the increase. The increase will be \$500 for FY 2025 and \$500 for FY 2026. William Perry asked how many residents use the service and Danielle responded that she was not sure, but that Donna Wallace would have that information for Town Meeting. Lisa added that it would be disappointing if the increase caused the article to not pass at Town Meeting. If Minot no longer has that resource, it would require the library to remove Minot’s board members and to change their bylaws.
Motion: Matthew Callahan motioned to recommend **\$22,500 for account 4000 Library Services**; second by Brittany Hemond.
Discussion: None
Vote: Unanimous Approval (5/0)

Article 33 Danielle has not received the reimbursement amount but asked if the Selectmen wanted to recommend the article without it.
Motion: Lisa Cesare motioned to recommend **the 2025 Snowmobile registration reimbursement be donated to the Minot Snowmobile Club**; second by Willaim Perry.
Discussion: None
Vote: Unanimous Approval (5/0)

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Board of Selectmen Meeting Minutes Dated January 6th 2025.

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Article 37 After some discussion the Selectmen agreed to have the lights removed and the poles taken down for safety reasons. Moving forward, they do not have a plan to replace them. Matthew Callahan gave Danielle the names of some electricians to reach out to for quotes to remove the lights.

Article 40 The max interest rate is still not available.

Danielle stated that the Budget Committee has their next meeting on Thursday, January 9 at 2 pm.

c. Consideration of the 2025 Fee Schedule

Danielle provided the Selectmen with the attached draft Fee Schedule for their review. She stated that at this time the only fees added were for the cremation lots but if the ordinance changes are approved at Town Meeting the Schedule will have to be updated to reflect those associated fees.

William Perry pointed out that some fees on the last 2 pages were repeated and Danielle said she would make those corrections.

Motion: Lisa Cesare made a motion to accept the 2025 Fee Schedule as presented with the mentioned corrections; second by Willaim Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

d. Consideration of Approval for the FY2024 Audit Letter of Engagement – Maine Municipal Audit Services

Danielle provided the Selectmen with the attached letter of engagement.

Motion: Lisa Cesare made a motion to approve the letter of engagement with Maine Municipal Audit Services; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

Chair Gilpatric signed the letter of engagement.

During the approval of the letter of engagement Mrs. Fogarty called and apologized for not calling in at 6:30 pm as she forgot about the time difference. She asked if the Selectmen would still like to speak with her but because the license was already approved and they had no questions they did not need to.

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Board of Selectmen Meeting Minutes Dated January 6th 2025.

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7. Department Head Updates

a. Clerks Report submitted and read by Clerk Sara Farris

See attached report for more information.

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

See attached report for more information.

8. Town Administrator's Report Presented by Danielle Loring

- Danielle requested the Selectmen's opinion regarding body cameras for the Code Enforcement Officer. Danielle stated Scott McElravy, the Code Officer, approached her with the idea after attending some trainings. Sara Farris added that Scott told her that having a body camera helps to deescalate situations before they start based on what he has heard from other CEOs. The Selectmen agreed that if it made him feel more comfortable, they were not opposed to the idea. Lisa Cesare said would like to see a policy created to cover things like how long the videos must be stored and FOAA regulations regarding body cameras and the Selectman and Danielle agreed that that was a good idea. Danielle said she would talk more with Scott and see what other towns/ cities have for body camera policies.
- There was some discussion regarding the domestic incident on Woodman Hill Road last week involving the police. Danielle reached out to Androscoggin County after complaints from concerned residents as to why a mass announcement, like a shelter in place order, was not issued from the county or the town. The county responded that because the event was a domestic issue and there was no threat to the public an announcement was not issued. Danielle requested the Selectmen's opinion regarding a mass text/ announcement system as requested by a resident. The Selectmen chose to opt out of a mass text messaging system in the past and they still agree with that previous decision. The Selectmen agreed that staff handled the situation appropriately.

9. Selectmen Comment

None

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Board of Selectmen Meeting Minutes Dated January 6th 2025.

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10. Public Comment

None

11. Next Meeting Dates

a. Tuesday, January 21st, 2025 – Regular Meeting

Date acknowledged. The meeting has been moved to Tuesday because the 20th is Martin Luther King Jr. Day and the office will be closed.

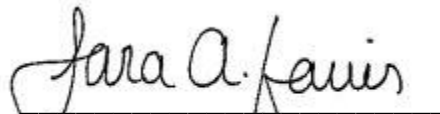
12. Adjournment

Motion: Brittany Hemond made the motion to adjourn at 7:49 pm; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 7:49 pm.


Sara A. Farris – Clerk
Recording Secretary

Daniel Gilpatric – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond

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Board of Selectmen Meeting Minutes Dated January 6th 2025.

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Municipal Resolution

The 2025 Minot, Maine Spirit of America Foundation Tribute honors **Matthew Manson** for commendable service to the Town of Minot.

Be it Resolved by the Minot Selectmen of the Town of Minot as follows:

Whereas Matthew Manson is the owner of Blackie’s Farm Fresh Produce.

Whereas Mr. Manson donates produce to the Thanksgiving and Christmas Baskets each year.

Whereas Mr. Manson, with the help of his staff, fill many tags for the Giving Tree to provide Christmas gifts to local families in need.

Whereas Blackie’s Farm Fresh Produce sponsors many local sports teams and organizations.

Be it Resolved this 21st day of January 2025 by the Minot Selectmen that **Matthew Manson** is hereby recognized for his outstanding generosity that he has brought upon this community with the 2025 Minot Spirit of America Foundation Tribute.

Minot Board of Selectmen:

Daniel Gilpatric, Selectmen Chair

Lisa Cesare, Selectmen Vice Chair

Brittany Hemond, Selectman

Matthew Callahan, Selectman

William Perry, Selectman

Town Meeting Warrant

To **Danielle E. Loring, a Constable in the Town of Minot in the County of Androscoggin.**

Greetings:

In the name of the State of Maine you are hereby required to notify and warn the inhabitants of said Town of Minot, qualified by law to vote in town affairs, to meet at the Minot Town Office, in said Town on **Friday, February 28, 2025 at three forty-five o'clock (3:45) in the afternoon, then and there to act upon Article 1 by secret ballot and by secret ballot on Article 2 as set below, the polling hours therefore to be from four o'clock (4) in the afternoon until eight o'clock (8) in the evening.** The Registrar will be in session at the Minot Town Office at three o'clock in the afternoon (3:00pm), of said meeting day for the purpose of correcting the list of voters.

And to notify and warn said inhabitants to meet at the Minot Consolidated School, in said Town on **Saturday, March 1, 2025 at nine (9) o'clock in the morning,** The Registrar will be in session at the Minot Consolidated School, Minot at eight o'clock in the morning (8:00am) on Saturday, March 1, 2025, of said meeting day for the purpose of correcting the list of voters. Said inhabitants to meet then and there to act on Article 3 through the completion of the Warrant as legally posted, to wit:

Article 1. To elect by written ballot a **Moderator by Secret Ballot** to preside at said meeting and give him/her power to appoint tellers.

Article 2. To elect by secret ballot **two (2) Selectmen** for a term of three (3) years and to elect **two (2) members** of the **Superintending School Committee** for a term of three (3) years.

Article 3. To hear and act on the **report of the Town Officers and acceptance of the Town Report.**

Article 4. To elect one (1) **Assessor** for a **three (3) year term.**

Article 5. To see what action the Town will take in regard to setting the **salaries of Selectmen, Assessors, and Overseer of the Poor.** Recommendations are as follows:

	<u>Amount Requested</u>	<u>Budget Committee Recommends</u>
Selectmen	\$1,500.00 each	\$1,500.00 each
Chairman of Selectmen	\$ 500.00	\$ 500.00
Three Assessors	\$ 50.00 each	\$ 50.00 each
Chairman of Overseer of Poor	\$ n/a	\$ n/a
TOTAL	\$8,150.00	\$8,150.00

Article 6. To see if the Town will vote to adopt amendments to **Chapter 4, Section 501.9 Lots Served by Nonconforming Right-of Ways** of the Land Use Code of the Town of Minot as adopted March 4, 2006 and amended through March 2, 2024, by adding the underlined language and deleting the strikethrough type as shown.

Proposed ordinance changes are appended in Town Report immediately following Town Meeting Warrant Articles.

The Planning Board Recommends Article 6
 The Board of Selectmen Recommend Article 6

Article 7. To see if the Town will vote to adopt amendments to **Rental Properties** of the Land Use Code of the Town of Minot as adopted March 3, 2006 and amended through March 2, 2024, by adding the underlined language and deleting the strikethrough type as shown.

Proposed ordinance change is appended in Town Report immediately following Town Meeting Warrant Articles.

The Planning Board Recommends Article 7
 The Board of Selectmen Recommend Article 7

Article 8. To see if the Town will vote to adopt amendments to **Overall Change of Use** of the Land Use Code of the Town of Minot as adopted March 3, 2006 and amended through March 2, 2024, by adding the underlined language type as shown.

Proposed ordinance change is appended in Town Report immediately following Town Meeting Warrant Articles.

The Planning Board Recommends Article 8
 The Board of Selectmen Recommend Article 8

Article 9. To see if the Town of Minot will vote to carry forward the unexpended balances in the following **Reserve Accounts** and to authorize the Selectmen to expend funds from these **Reserve Accounts** for the purposes for which they were established:

- Town Office Equipment Reserve Account**, balance of **\$73.03**
- Highway Capital Equipment Reserve Account**, balance of **\$2,112.77**
- Paving & Road Improvement Reserve**, balance **\$104,165.18**
- General Assistance Donation (Eda’s Elf Fund) Reserve Account**, balance of **\$7,601.86**
- Town Well Reserve Account**, balance of **\$10,627.66**
- Cemetery Reserve Account**, balance of **\$1,867.55**
- Minot Community Events Reserve**, balance of **\$898.48**
- Fire Department Apparatus Reserve**, balance of **\$295.58**
- Fire Department Grant Reserve**, balance of **\$7,077.92**
- Fire Department Capital Equipment Reserve**, balance of **\$929.19**
- Conservation Committee Reserve**, balance of **\$100.00**
- Recreational Field Maintenance Reserve**, balance of **\$4,800.52**
- RSU 16 Assessment Reserve**, balance of **\$86,994.00**

Selectmen Recommend to carry forward all balances by a vote of 5 yes 0 no
Budget Committee Recommends to carry forward all balances by a vote of 5 yes 0 no

Article 10. RESERVED FOR MePERS Language – Danielle looking into keeping in prep for FY 2026

Article 11. To authorize the Selectmen to appoint and set salaries for any necessary Town Officials that are not elected); and to see what sum the Town will vote to raise and appropriate for **Town Salaries and Benefits**. (\$435,035.00 in 2024, expended \$)
Account # 5000

Selectmen Recommend	\$ 473,120.00	vote: 5 yes	0 no
Budget Committee Recommends	\$ 473,120.00	vote: 5 yes	0 no

Article 12. To see what sum the Town will vote to raise and appropriate for **Town Office Maintenance and Supplies** (\$35,000.00 in 2024, expended \$)
Account # 5300

Selectmen Recommend	\$ 42,800.00	vote: 5 yes	0 no
Budget Committee Recommends	\$ 42,800.00	vote: 6 yes	0 no

Article 13. To see what sum the Town will vote to raise and appropriate for **Interdepartment & IT Services** for the ensuing year:

Mileage Reimbursement
Contract services (payroll, tax billing, trash removal...etc.)
Advertising
Deed and Lien services
Annual Software Licensing
Hardware Upgrades
Network Security

(\$39,800.00 in 2024 (includes carryforward), expended \$)

Account #s 8000 & 8025

Selectmen Recommend	\$ 43,850.00	vote: 5 yes	0 no
Budget Committee Recommends	\$ 43,850.00	vote: 6 yes	0 no

Article 14. To see what sum the Town will vote to raise and appropriate for **Operating Costs of the Town Garage and Equipment Repair.** (\$102,950.00 in 2024, expended \$)

Account #s 6700 & 6500

Selectmen Recommend	\$ 127,750.00	vote: 5 yes	0 no
Budget Committee Recommends	\$ 127,750.00	vote: 6 yes	0 no

Article 15. To see what sum the Town will vote to raise and appropriate for **Paving and Patching Roads** for the ensuing year (\$410,000.00 in 2024)

Account # 6300

Selectmen Recommends to appropriate a total of **\$410,000, raise \$334,804 and use \$75,196 from LRAP** vote: 5 yes 0 no

Budget Committee Recommends to appropriate a total of **\$410,000, raise \$334,804 and use \$75,196 from LRAP** vote: 6 yes 0 no

Article 16. To see what sum the Town will vote to raise and appropriate for **Winter Roads** for the ensuing year (\$381,100.00 in 2024, expended \$)

Account # 6400

Selectmen Recommend	\$ 397,100.00	vote: 5 yes	0 no
Budget Committee Recommends	\$ 397,100.00	vote: 6 yes	0 no

Article 22. To see what sum the Town will vote to raise and appropriate for the **Code Enforcement and Planning** for the ensuing year. (\$57,100.00 in 2024, expended \$)
Account # 5075

Selectmen Recommend	\$ 57,150.00	vote: 5 yes 0 no
Budget Committee Recommends	\$ 57,150.00	vote: 6 yes 0 no

Article 23. To see what sum the Town will vote to raise and appropriate for the **Annual Audit** of the Town books and officer's accounts. (\$8,650.00 in 2024, expended \$)
Account # 2500

Selectmen Recommend	\$ 8,650.00	vote: 5 yes 0 no
Budget Committee Recommends	\$ 8,650.00	vote: 6 yes 0 no

Article 24. To see what sum the Town will vote to raise and appropriate for **Legal Fees** for the ensuing year. (\$10,000.00 in 2024, expended \$)
Account # 7700

Selectmen Recommend	\$ 10,000.00	vote: 5 yes 0 no
Budget Committee Recommends	\$ 10,000.00	vote: 6 yes 0 no

Article 25. To see what sum the Town will vote to raise and appropriate for the **County Tax** set by Androscoggin County. (\$ in 2024, expended \$)

Selectmen Recommend	\$412,703	vote: yes 0 no
Budget Committee Recommends	paying the Androscoggin County Tax bill	vote: 5 yes 0 no

Article 26. To see what sum the Town will vote to raise and appropriate for **Solid Waste Disposal & Contract Services.** (65,100.00 in 2024, expended \$)
Account # 7000

Selectmen Recommend	\$ 65,100.00	vote: 5 yes 0 no
Budget Committee Recommends	\$ 65,100.00	vote: 6 yes 0 no

Article 27. To see what sum the Town will vote to raise and appropriate for **Street Lights.** (\$3,000.00 in 2024, expended \$)
Account # 7400

Selectmen Recommend	\$ 3,000.00	vote: 5 yes 0 no
Budget Committee Recommends	\$ 3,000.00	vote: 6 yes 0 no

Article 28. To see what sum the Town will vote to raise and appropriate for **Municipal Organizations and Contracts.** (\$22,148.00 in 2024, expended \$)
Account #s 7810, 7820, 8210, & 8026

Maine Municipal Association (MMA)	\$ 4,000.00
Androscoggin Valley Council of Governments (AVCOG)	\$ 4,460.00
Greater Androscoggin Humane Society (GAHS)	\$ 4,100.00
TRIO	\$10,894.00

Selectmen Recommend	\$ 23,454.00	vote: 5 yes	0 no
Budget Committee Recommends	\$ 23,454.00	vote: 5 yes	0 no

Article 29. To see what sum the Town will vote to raise and appropriate for **Town Insurance.** (\$57,950.00 in 2024, expended \$)
Account # 5200

Selectmen Recommend	\$ 64,600.00	vote: 5 yes	0 no
Budget Committee Recommends	\$ 64,600.00	vote: 5 yes	0 no

Article 30. To see what sum the Town will vote to raise and appropriate for **Library Services** with the Auburn Public Library. (\$22,000.00 in 2023, expended \$0.00)
Account # 4000

Selectmen Recommend	\$ 22,500.00	vote: 5 yes	0 no
Budget Committee Recommends	\$ 22,500.00	vote: 5 yes	0 no

Article 31. To see what sum the Town will vote to raise and appropriate for the **Animal Control Officer.** (\$3,850.00 in 2024, expended \$)
Account # 8220

Selectmen Recommend	\$ 4,850.00	vote: 5 yes	0 no
Budget Committee Recommends	\$ 4,850.00	vote: 5 yes	1 no

Article 32. To see what sum the Town will vote to raise and appropriate for **General Assistance** (Health and Welfare). (Raised \$2,000.00 in 2024, expended \$)
Account # 7200

Selectmen Recommend	\$ 2,000.00	vote: 5 yes	0 no
Budget Committee Recommends	\$ 2,000.00	vote: 6 yes	0 no

Article 33. To see what action the Town wishes to take regarding the **snowmobile registration refund** received annually from the Maine Department of Inland Fisheries and Wildlife. (Minot Moonshiners request **2025 snowmobile registration reimbursement** be donated to their club for trail maintenance.

Selectmen Recommend to donate **the 2025 snowmobile registration reimbursement to the Minot Moonshiners Snowmobile Club** vote: 5 yes 0 no

Budget Committee Recommends to donate **the 2025 snowmobile registration reimbursement to the Minot Moonshiners Snowmobile Club** vote: 5 yes 0 no

Article 34. To see what sum the Town will vote to raise and appropriate for **Elections and Annual Town Meeting.** (\$12,000.00 in 2024, expended \$)
Account # 5350

Selectmen Recommend	\$ 12,000.00	vote: 5 yes 0 no
Budget Committee Recommends	\$ 12,000.00	vote: 6 yes 0 no

Article 35. To see what sum the Town will vote to raise and appropriate for the funding care and maintenance of **Minot's Cemeteries.** (\$10,000.00 in 2024 (includes carryforward), expended \$)
Account # 5400

Selectmen Recommend	\$ 10,000.00	vote: 5 yes 0 no
Budget Committee Recommends	\$ 10,000.00	vote: 6 yes 0 no

Article 36. To see what sum the Town will vote to raise and appropriate for the funding **Recreational Field Maintenance.** (\$5,000.00 in 2024, expended \$)
Account # 5650

Selectmen Recommend	\$ 5,000.00	vote: 4 yes 0 no
Budget Committee Recommends	\$ 5,000.00	vote: 6 yes 0 no

Article 37. To see what sum the Town will vote to raise and appropriate for the funding **Repair, Replace or Remove the lighting at the Memorial Ballfield.** (\$0.00 in 2024)
Account # 5651

Selectmen Recommend	\$ TABLED	vote: yes 0 no
Budget Committee Recommends	\$	vote: yes 0 no

Article 38. To see what sum the Town will vote to raise and appropriate to be donated to **Charitable Organizations.** (\$0.00 raised in 2024)

Requests:

LifeFlight	\$ 691.00
SafeVoices	<i>Unspecified Amount</i>
Seniors Plus	\$ 500.00
Maine Public	\$ 100.00
<hr/>	
TOTAL:	\$1,291.00

Selectmen Recommend	\$ 0.00	vote: 5 yes 0 no
Budget Committee Recommends	\$ 0.00	vote: 6 yes 0 no

Article 39. Shall the Town vote to accept the **categories of funds** listed here as provided by the Maine State Legislature (Categories), and further authorize the Town to expend any such funds (Selectmen so recommend): American Rescue Plan Act (ARPA) Funds; Municipal Revenue Sharing; Local Roads Assistance Program; State Aid to Education; Public Library Aid Per Capita; Civil Emergency (FEMA) Funds; Snowmobile Registration Money; Tree Growth Reimbursement; General Assistance Reimbursement; Veteran’s Exemption and Homestead Exemption Reimbursement; and State and Federal Grants or other funds.

Article 40. To see what action the Town wishes to take to establish a **due date for payment for the 2025 property taxes** and to set the interest rate applied to delinquent accounts.

Selectmen and Budget Committee Recommends **December 15, 2025** with interest charged thereafter at the State maximum rate of **7.50%**

2024 was December 16, 2024, with 8.5% interest

Article 41. To see what action the Town wishes to take to establish an **overpayment interest rate.**

Selectmen recommend a rate 4 percentage points less than the delinquent rate as allowed by State law for overpayments resulting from abatements not pre-payment of taxes.

Article 42. To see if the Town will vote to give the **Selectmen** the **authority** to use whatever sum they deem advisable from surplus to **lower the 2025 tax rate.** (Selectmen so recommend).

Selectmen so recommend

Article 43. To see if the Town will give the **Selectmen** the authority to **estimate the Excise Tax Revenue** and use the same to **lower the 2025 tax rate** (Selectmen so recommend).

Selectmen so recommend

Article 44. To see if the Town will vote to authorize the Selectmen to **spend an amount not to exceed 25% of the budgeted amount in each category of the 2026 annual budget** during the period of **January 1, 2026 through the 2026 Annual Town Meeting.**

Article 45. To see what action the Town wishes to take regarding authorizing the **Tax Collector** to **collect interest and costs** before applying funds to the principal of the oldest outstanding tax assessment.

Selectmen so recommend

Article 46. To see if the Town will vote to authorize the **Selectmen to overdraft accounts** with **uncontrollable expenditures** when necessary and such overdraft will come out of the Undesignated Fund Balance.

Article 47. To see if the Town will vote **to authorize the Town Treasurer**, with approval of the **Selectmen, to sell and dispose of any real estate acquired by the Town** for non-payment of taxes thereon, on such terms as they deem advisable and in the best interest of the Town and execute quitclaim deeds without covenant for any such property. Except that the Selectmen shall use the special sale process required by Title 36 MRS § 943-C for qualifying homestead property if they choose to sell it to anyone other than the former owner(s).

Article 48. To see if the Town will vote **to authorize the Selectmen to procure a temporary loan or loans** in anticipation of taxes, for the purpose of paying obligations of the Town, such loan or loans to be paid during the ensuing year out of money raised during the ensuing year by taxes.

Article 49. To see if the Town will vote to authorize the **Selectmen and Town Treasurer** to sell and assign **unmatured tax liens** for not less than the unpaid interest and costs.

To transact any business that may legally come before this meeting.

X

Daniel Gilpatric, Chairman

X

Lisa Cesare, Vice Chairman

X

Matthew Callahan

X

Brittany Hemond

X

William Perry

A true copy of the Warrant

Attest:

Sara Farris, Town Clerk
Town of Minot

CONSTABLE'S RETURN

County of Androscoggin, ss

By virtue of the within warrant to me directed, I have warned and notified the inhabitants of the Town of Minot to assemble at the time and place and for the purpose therein named, by having posted attested copies of the Warrant at the Minot Town Office, Minot Post Office, Minot Country Store, Slattery's Hardware, and the Minot Consolidated School, the same being public and conspicuous places within the said **Town of Minot the 22nd day of February in the year of our Lord two thousand and twenty-three**, the same being at least seven days before the appointed time for said meeting.

Dated at Minot this 22nd day of February, two thousand and twenty-three.

X

Danielle E. Loring, Constable




TOWN OF MINOT

329 Woodman Hill Road
Minot, Maine 04258-0329

Tel: 1-207-345-3305
Fax: 1-207-346-0924

Clerk's Report

January 21, 2025


Sara A. Farris - Clerk

Hello Selectmen,

Updates:

Board of Appeals & Planning Board:

The Planning Board is not meeting in February as there is nothing on the agenda.

Town Meeting Election & Annual Town Meeting

Election

2/28/2025 4-8 pm Minot Town Office

Meeting

3/1/2025 9 pm Minot Consolidated School

Absentee requests for the Town Meeting Election are available now. Ballots will be available 1/28/2025.

I am working on scheduling staff for both days.

Inland Fisheries & Wildlife:

Boat Excise YTD: \$ 103.40

January IF&W

3 Boats

0 registered online

23 Snowmobiles

4 ATV

12 Game Licenses

The above amounts are as of 1/21/2025.

Vitals:

Birth Certificates - 3

Death Certificates - 0

Marriage Certificate - 0

Marriage Intentions/ Licenses - 0

Vital Requests as of 1/21/2025

Dogs:

43 Dog Registrations were completed in January so far.

Late fees start 2/1/2025, \$25 per dog.

Building/ Plumbing Permits for 2025:

Building Permits:

New Home	2
Garage	
Addition	
Remodel	
Shed	
Porch/ deck	
Pool	
Solar Panels	1
Demo Permits	
Camping Permits	

As of January 21, 2025

Plumbing Permits:

Internal	
Septic	

As of January 21, 2025

Real Estate Taxes:

2022 taxes - \$ 846.40 for 2 accounts

- *Foreclosure 1/25/2025, will allow payment on 1/27 because the 25th is a Saturday.*

Cotnoir, Claude & Joanne R16-027 99 Bailey Rd.

No contact since 2023 Lien notice was mailed. Last payment made 6/21/22 on 2021 taxes.

Crimmins, Susan U04-008 783 West Minot Rd.

I called her lawyer on 1/17 and he is sending a check to bring her up to date before 1/27.

Martin, Patricia, Joseph, & Cassandra R15-008 Brighton Hill Rd.

PAID 1/17/2025

2023 taxes - \$ 25,579.26 for 17 accounts

2024 taxes - \$ 191,244.18 for 102 accounts

2025 prepayments – \$ 5,242.53 for 17 accounts

Total owed: \$ 217,669.84

- \$ 24,670.57

Personal Property Taxes:

2023 - \$980.38 on 3 accounts

2024 - \$623.87 on 4 accounts

2025 prepayments - \$1.00 on 1 account

2024 RE & PP %

\$ 3,803,780.59 = total of RE & PP Taxes committed

\$ 3,639,349.13 = total of RE & PP Taxes paid as of 1/21/2025

95% of 2024 taxes paid as of 1/21/2025

Excise Tax:

<u>MONTH</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>+/-</u>
JAN.	\$50,306.29	\$46,666.44	\$32,591.79	- \$ 14,074.65
FEB.	\$51,718.92	\$53,006.15		
MARCH	\$62,362.95	\$57,687.68		
APRIL	\$59,196.83	\$76,488.98		
MAY	\$74,257.14	\$83,538.89		
JUNE	\$70,938.58	\$74,819.34		
JULY	\$57,419.67	\$72,889.97		
AUG.	\$79,431.44	\$77,848.75		
SEPT.	\$66,921.22	\$64,758.99		
OCT.	\$67,752.92	\$72,613.20		
NOV.	\$52,230.54	\$50,078.07		
DEC.	\$43,334.63	\$56,600.45		
TOTAL	\$ 735,871.13	\$ 786,996.91		



INTEROFFICE MEMO

To: Board of Selectmen

CC: Danielle Loring, Town Administrator

From: Scott Parker, Highway Director

RE: Highway Department (01/06 – 01/19/2025)

In between storms, we have been servicing trucks and equipment. We are also keeping an eye on some driveway culverts around Town, as they are starting to have ice buildup. I'm hoping they don't get any worse.

Select board meeting department update

January 21, 2025

Minot Fire / Rescue Department

Chief Jeff Burt

Calls for service: 6 fire / 5 medical (11 total)

Old business:

- Truck 5 is back in service.

- Cascade compressor almost wholly installed, electrification finishing up remaining wiring within the week

New business:

- Promotions concluded with the following new officers: Doug Bishopp – Captain (FD 4), Tyler Kimball – Lieutenant (FD 5), Regan Cohen – Lieutenant (FD 6), Joshua Conklin – Safety Officer / Lieutenant (FD 7)
- No new business

Respectfully submitted

~ Chief Jeff Burt

EXPENSE SUMMARY

WARRANT #2
01/21/2025

ACCOUNT	BUDGET	BUDGET	---- Y T D ----		UNEXPENDED
	ORIGINAL	ADJUSTMENT	DEBITS	CREDITS	BALANCE
5000 - OFF SALARIES	0.00	0.00	44,407.99	2,216.14	-42,191.85
1001 - CLK/TAX COLL	0.00	0.00	2,384.62	0.00	-2,384.62
1002 - DEP CLERK	0.00	0.00	3,009.90	0.00	-3,009.90
1003 - ADMINISTRAT	0.00	0.00	3,076.94	0.00	-3,076.94
7010 - PAYROLL TAX	0.00	0.00	623.76	0.00	-623.76
7020 - HLTH INSUR	0.00	0.00	32,089.38	1,448.86	-30,640.52
7021 - VISION INS	0.00	0.00	232.38	185.58	-46.80
7025 - DENTAL INSUR	0.00	0.00	2,028.08	282.05	-1,746.03
7030 - SIMPLE IRA	0.00	0.00	699.64	0.00	-699.64
7035 - AFLAC	0.00	0.00	0.00	36.36	36.36
7041 - PFML	0.00	0.00	263.29	0.00	-263.29
7042 - PFML ACCRUAL	0.00	0.00	0.00	263.29	263.29
5075 - CODE ENF/PLA	0.00	0.00	1,472.45	0.00	-1,472.45
1007 - CODE ENFORCE	0.00	0.00	1,367.33	0.00	-1,367.33
7010 - PAYROLL TAX	0.00	0.00	105.12	0.00	-105.12
5200 - TOWN INSUR	0.00	0.00	9,114.80	0.00	-9,114.80
0106 - WORKERS COMP	0.00	0.00	9,114.80	0.00	-9,114.80
5300 - T-O MAINT	0.00	0.00	1,302.14	90.00	-1,212.14
0012 - DONATIONS	0.00	0.00	0.00	90.00	90.00
0200 - TELEPHONE	0.00	0.00	89.95	0.00	-89.95
0205 - SUPPLIES	0.00	0.00	342.19	0.00	-342.19
0206 - JANITORIAL	0.00	0.00	610.00	0.00	-610.00
0207 - DUES/SUBSCR	0.00	0.00	165.00	0.00	-165.00
0208 - STAFF TRAING	0.00	0.00	95.00	0.00	-95.00
5400 - CEMETERY MAI	0.00	0.00	2,704.00	5,400.00	2,696.00
0501 - DEED TRANS	0.00	0.00	4.00	0.00	-4.00
7046 - PLOT SALES	0.00	0.00	2,700.00	5,400.00	2,700.00
6200 - COMMON RDS	0.00	0.00	367.18	0.00	-367.18
0205 - SUPPLIES	0.00	0.00	192.18	0.00	-192.18
0207 - DUES/SUBSCR	0.00	0.00	175.00	0.00	-175.00
6400 - WINTER RDS	0.00	0.00	27,230.33	0.00	-27,230.33
0205 - SUPPLIES	0.00	0.00	90.01	0.00	-90.01
0213 - CONTRAC SVCS	0.00	0.00	3,823.56	0.00	-3,823.56
0300 - LABOR	0.00	0.00	14,497.55	0.00	-14,497.55
0406 - SALT	0.00	0.00	7,758.02	0.00	-7,758.02
7010 - PAYROLL TAX	0.00	0.00	1,061.19	0.00	-1,061.19
6500 - HWY EQ REP.	0.00	0.00	1,685.01	0.00	-1,685.01
0203 - FUEL & GAS	0.00	0.00	996.16	0.00	-996.16
0204 - REPAIRS	0.00	0.00	51.32	0.00	-51.32

EXPENSE SUMMARY

ALL Departments
JANUARY TO JANUARY

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	---- Y T D ----		UNEXPENDED BALANCE
			DEBITS	CREDITS	
6500 - HWY EQ REP. CONT'D					
0205 - SUPPLIES	0.00	0.00	637.53	0.00	-637.53
6700 - TOWN GARAGE	0.00	0.00	100.00	0.00	-100.00
0206 - JANITORIAL	0.00	0.00	100.00	0.00	-100.00
7700 - LEGAL FEES	0.00	0.00	33.00	0.00	-33.00
0213 - CONTRAC SVCS	0.00	0.00	33.00	0.00	-33.00
8000 - INTERDEPT	0.00	0.00	234.20	0.00	-234.20
0213 - CONTRAC SVCS	0.00	0.00	132.20	0.00	-132.20
0501 - DEED TRANS	0.00	0.00	45.00	0.00	-45.00
0502 - LIENS	0.00	0.00	57.00	0.00	-57.00
8025 - IT SERVICES	0.00	0.00	6,673.60	0.00	-6,673.60
0199 - INTERNET	0.00	0.00	122.22	0.00	-122.22
0200 - TELEPHONE	0.00	0.00	270.18	0.00	-270.18
0213 - CONTRAC SVCS	0.00	0.00	4,000.00	0.00	-4,000.00
0218 - SOFTWARE LIC	0.00	0.00	2,281.20	0.00	-2,281.20
8026 - TRIO	0.00	0.00	10,893.53	0.00	-10,893.53
0213 - CONTRAC SVCS	0.00	0.00	10,893.53	0.00	-10,893.53
8220 - ANIMAL CTL	0.00	0.00	21.06	0.00	-21.06
0210 - MLG/EXP REIM	0.00	0.00	21.06	0.00	-21.06
8600 - EDUCATION	0.00	0.00	226,680.83	0.00	-226,680.83
0213 - CONTRAC SVCS	0.00	0.00	226,680.83	0.00	-226,680.83
9000 - MINOT FIRE	0.00	0.00	23,026.67	0.00	-23,026.67
0196 - ONBOARDING	0.00	0.00	829.00	0.00	-829.00
0198 - FOOD	0.00	0.00	75.64	0.00	-75.64
0200 - TELEPHONE	0.00	0.00	90.05	0.00	-90.05
0203 - FUEL & GAS	0.00	0.00	868.79	0.00	-868.79
0204 - REPAIRS	0.00	0.00	9,457.97	0.00	-9,457.97
0205 - SUPPLIES	0.00	0.00	555.57	0.00	-555.57
0208 - STAFF TRAING	0.00	0.00	3,450.27	0.00	-3,450.27
0213 - CONTRAC SVCS	0.00	0.00	2,250.00	0.00	-2,250.00
0223 - APP. SUPP.	0.00	0.00	20.96	0.00	-20.96
0224 - PPE EQUIP	0.00	0.00	2,145.90	0.00	-2,145.90
0302 - PER DIEMS	0.00	0.00	711.04	0.00	-711.04
1014 - FIRE CHIEF	0.00	0.00	2,337.32	0.00	-2,337.32
7010 - PAYROLL TAX	0.00	0.00	234.16	0.00	-234.16
Final Totals	0.00	0.00	355,946.79	7,706.14	-348,240.65