



Town of Minot Selectmen Epacket

February 18, 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, February 18, 2025
Agenda*

REGULAR MEETING

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
 - a. Monday, February 3, 2025 Meeting
4. Warrants
 - a. Payroll Expense Warrant
 - b. Treasurer's Warrant
5. New Business
 - a. Consideration of Approval to Correct Bearfoot Drive to Bearfoot Lane
 - b. 2025 Town Meeting Review
6. Department Head Updates
 - a. Clerk's Report
 - b. Highway Report
 - c. Fire Department Report
7. Town Administrator's Report
8. Selectmen Comment
9. Public Comment (3-minute limit) – Items in public comment may be scheduled for a future meeting to provide for Board consideration and public notice
10. Next Meeting Dates
 - a. Monday, March 3, 2025 (Regular Meeting)
11. Adjournment



Town of Minot

329 Woodman Hill Rd.
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Board of Selectmen Meeting
Minot Town Office
Monday, February 3rd, 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: None

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. Tuesday, January 21st, 2025 – Regular Meeting

Motion: Lisa Cesare made a motion to approve the meeting minutes from January 21st, 2025 as written; 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 February 3rd 2025.

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

4. Warrants

a. Payroll Expense Warrant

b. Treasurer's Warrant

Motion: Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$28,239.22 and the Treasurer's Warrant in the amount of \$41,988.13; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

Chair Gilpatric moved **7. Department Head Updates, c. Fire Department Report** up in the agenda as Chief Burt was present. Please see the attached report for more information.

- Chief Burt is working to update members pay scales based on years of service and job specs for each member. Updated job specs will allow each member to know what their job entails.

William Perry asked if there was a performance review process in place for the Fire Department and if not, could one be created. Chief Burt answered that there currently is not, but other departments he has worked with do them and he receives one as the Fire Chief from the Town Administrator.

Chief Burt left the meeting.

5. New Business

a. Consideration and Approval of Ordinances to be Presented at Town Meeting.

Danielle Loring provided the Selectmen with the attached draft red line version of the proposed ordinance changes. The ordinance changes will be articles 6-9 in the Town Meeting Warrant. Danielle gave the Selectmen an overview of each proposed change and there was some discussion and clarification.

Lisa Cesare asked how article 7, Event Venues, will affect already existing venues. Brittany Hemond answered that she attended the Planning Board's Public Hearing and was told that existing venues will be grandfathered and that the new ordinance pertains to new venues only.

Danielle explained that the Selectmen must make a motion to include all 4 proposed ordinance changes in the Town Meeting Warrant if they approve them

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Board of Selectmen Meeting Minutes Dated February 3rd 2025.

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and make a recommendation to support, oppose, or have no opinion on them. Lisa Cesare stated that she would like to vote no opinion to show faith in the Planning Board and the changes they have made and to allow them to answer questions on Town Meeting floor.

Motion: Lisa Cesare made a motion to include articles 6, 7, 8, and 9 in the Town Meeting Warrant as presented and to recommend no opinion on all; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed the Ordinance Certification provided by Sara Farris.

b. Consideration and Approval of FY 2025 Town Meeting Warrant
Danielle provided the Selectmen with the attached draft Warrant for review.

Article 15 Lisa Cesare asked if LRAP was in jeopardy due to the freeze on grants under the Trump Administration. Danielle responded that Minot already received LRAP funds for FY 2025 but they could be affected moving forward.

Article 38 Danielle stated that the article for MEPEs was moved to #38 because the wording required makes it a longer article. If passed, this will allow for MEPEs to be effective FY 2026. Danielle has not heard back from Andrea at Androscoggin Bank regarding the 401-A or 457 options but there will be administrative costs in 2026 due to switching current staff to the chosen new retirement plan option.

Ordinances Lisa Cesare pointed out that the ordinance articles were not listed in the back of the Warrant as previously discussed. Danielle said she would move them, but the Selectmen agreed that they were fine to leave where they currently are.

Danielle stated that the front cover of the Town Report was created by Sara and will include a picture taken at Minot's Annual Tree Lighting.

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Board of Selectmen Meeting Minutes Dated February 3rd 2025.

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

Motion: Lisa Cesare made a motion to accept the FY 2025 Annual Town Meeting Warrant as presented; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed the FY 2025 Town Meeting Warrant.

6. Department Head Updates

a. Clerk's Report submitted and read by Clerk Sara Farris

See attached report for more information.

- 99 Bailey Rd is the only property that foreclosed on 1/27. The owner now has 90 days to contact Danielle and the Selectmen. The 90-day deadline is 4/28/2025
- Excise tax collection for January 2025 increased \$7,441.34 compared to January 2024.

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

See attached report for more information.

- Dan Brown has removed the lights at the Memorial Ballfields and the Highway Department will cut down the polls in the spring.

7. Town Administrator's Report Presented by Danielle Loring

- Due to the grant funding halt from the Trump Administration the current projects regarding Bucknam Bridge Road, Marston Hill Road, the sand/ salt shed, and the Homeland Security Grant for the front office are all on hold.
- Danielle gave the Selectmen an overview of the first Cost Sharing Formula Meeting. Poland is looking to base the formula solely on student population and not valuation. At the next meeting they will start to look at the actual formula possibilities with different percentages of student population and valuation.
- The Town Report will be completed tomorrow and sent to print. Sara will post the Warrant around town the week of the 18th.

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Board of Selectmen Meeting Minutes Dated February 3rd 2025.

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

8. Selectmen Comment

- The Selectmen request an update on pending legal matters that were previously discussed in executive session.
- The Selectmen requested an update on the heating issue at the Town Office. Danielle answered that Jason Bryant came to fix the circulator on the boiler, and it seems to be working, but it will need to be replaced in the future. Danielle has Mr. Bryant come regularly to inspect it, but the town has to keep putting money into it to have it repaired.

9. Public Comment

None

10. Next Meeting Dates

a. Tuesday, February 18th, 2025 – Regular Meeting

Date acknowledged.

This will be William Perry's last meeting as a Selectmen.

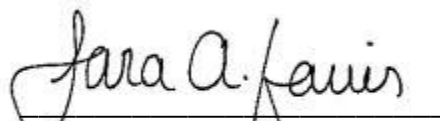
11. Adjournment

Motion: Brittany Hemond made the motion to adjourn at 7:40 pm; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 7:40 pm.


Sara A. Farris – Clerk
Recording Secretary

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Board of Selectmen Meeting Minutes Dated February 3rd 2025.

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Daniel Gilpatric – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond

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Board of Selectmen Meeting Minutes Dated February 3rd 2025.

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Pledge of Allegiance with the assembly.

LISA CESARE (Moderator on 2/28/25 Election night) swears in **RANDALL GREENWOOD** as Moderator

RANDALL GREENWOOD swears in his Tellers

*I will have oath sheets prepared for all of this and tellers already chosen
Alexandria Richardson and Jordan De Vito.*

RANDALL NOW TAKES OVER THE MEETING

Please take this slot to introduce yourself if you would like.

RANDALL Read the results of the March 1st, 2025 Town Election and swear in the newly elected officials

2 Selectmen – 3-year term

2 RSU 16 School Board Members – 3-year term

I will have the results for you and oath sheets with names and term info.

Dedications and special presentations done by the Selectmen.

(Not sure who is announcing) announces and presents the Spirit of America Award.

Matthew Manson – Blackies Farm Fresh Produce

RANDALL There are a few rules I would like to address before we start:

1. If you wish to speak, please state your name.
2. When making a motion Please repeat the article. An example would be “I make a motion to raise and appropriate 287,400.00 for county taxes”.
3. When voting on an article please do so by raising your orange card.
4. A paper ballot can be request on any Article

5. Each person must return their own paper ballot. If you need assistance, please raise your hand and a Teller will come to you.

6. Discussion will only be based on the articles published in the warrant.

RANDALL There must be a motion made to allow all non-residents to speak on Town affairs. This allows our Town Administrator and other town employees to speak that are not residents

Motion and 2nd must be made to allow all non-residents to speak.

Continue to Article 3 and so on through the warrant.

Read the article and the selectmen/ budget committee recommendations only. Extra financial info is not needed. I will go through your copy and take all the extra stuff out.

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Article 3.

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

- The Selectmen agreed at their meeting on 2/3 to recommend no opinion on articles 6-9 regarding proposed ordinance changes.

Article 4.

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

Selectmen will make a motion for Daniel Gilpatric

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:

Amount Requested Budget Committee Recommends

Selectmen \$1,500.00 each

Chairman of Selectmen \$ 500.00

Three Assessors \$ 50.00 each

Chairman of Overseer of Poor \$ n/a

Please mention that the proposed ordinance changes are appended in Town Report immediately following Town Meeting Warrant Articles starting on page 150.

Article 6.

To see if the Town will vote to adopt amendments to Chapter 4 by creating Section 501.20 Warehousing/Wholesale standards 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

The Planning Board Recommend Article 6

The Board of Selectmen Recommend no opinion on Article 6

Article 7.

To see if the Town will vote to adopt amendments to Chapter 4 by creating Section 501.21 Event Venue standards 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.

The Planning Board Recommend Article 7

The Board of Selectmen Recommend no opinion on Article 7

Article 8.

To see if the Town will vote to adopt amendments to Chapter 4 by creating Section 501.22 Small Engine Repair & 501.23 Vehicle Repair standards 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.

The Planning Board Recommend Article 8

The Board of Selectmen Recommend no opinion on Article 8

TR PAGE 139

Article 9.

To see if the Town will vote to adopt amendments to 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 striked out language type as shown.

The Planning Board Recommend Article 9

The Board of Selectmen Recommend no opinion on Article 9

Article 10.

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 Account, balance of	\$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 and Budget Committee recommend carrying forward all balances

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.

Selectmen and Budget Committee Recommend \$473,120.00

Article 12.

To see what sum the Town will vote to raise and appropriate for Town Office Maintenance and Supplies

Selectmen and Budget Committee Recommend \$42,800.00

TR PAGE 140

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

Selectmen and Budget Committee Recommend \$43,850.00

Article 14.

To see what sum the Town will vote to raise and appropriate for Operating Costs of the Town Garage and Equipment Repair.

Selectmen and Budget Committee Recommend \$127,750.00

Article 15.

To see what sum the Town will vote to raise and appropriate for Paving and Patching Roads for the ensuing year.

Selectmen and Budget Committee Recommend to appropriate a total of \$410,000.00 raise \$334,804.00 and use \$75,196.00 from LRAP

Article 16.

To see what sum the Town will vote to raise and appropriate for Winter Roads for the ensuing year

Selectmen and Budget Committee Recommend \$397,100.00

TR PAGE 141

Article 17.

To see what sum the Town will vote to raise and appropriate for the Maintenance of Common Roads, Culverts, Bridges and Bushes for the ensuing year.

Selectmen and Budget Committee Recommend \$352,000.00

Article 18.

To see what sum the Town will vote to raise and appropriate for the Minot Municipal Fire Department including the Rescue Division for the ensuing year

Selectmen and Budget Committee Recommend \$272,620.00

Article 19.

To see what sum the Town will vote to raise and appropriate for the purchase of a Fire Department Apparatus Reserve for the ensuing year

Selectmen recommend raising and appropriating \$20,000.00 for the Reserve Account

The Budget Committee recommends raising and appropriating \$20,000.00 annually for 5 years for the Reserve Account 4 Y / 0 N / 1 Abstain

Article 20.

To see what sum the Town will vote to raise and appropriate for Principal Payments and Interest.

2024 Plow Truck (2 of 3):

Principal: \$62,585.00

Interest: \$8,255.00

Selectmen and Budget Committee Recommend \$70,840.00

Article 21.

To see what sum the Town will vote to raise and appropriate for Contract Assessing & GIS Services.

Selectmen Budget Committee Recommend \$28,400.00

TR PAGE 142

Article 22.

To see what sum the Town will vote to raise and appropriate for the Code Enforcement and Planning for the ensuing year.

Selectmen and Budget Committee Recommend \$57,150.00

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.

Selectmen and Budget Committee Recommend \$8,650.00

Article 24.

To see what sum the Town will vote to raise and appropriate for Legal Fees for the ensuing year.

Selectmen and Budget Committee Recommends \$10,000.00

Article 25.

To see what sum the Town will vote to raise and appropriate for the County Tax set by Androscoggin County.

Selectmen Recommend \$412,703.00

The Budget Committee Recommends Paying the Bill From Androscoggin County

Article 26.

To see what sum the Town will vote to raise and appropriate for Solid Waste Disposal & Contract Services.

Selectmen and Budget Committee Recommend \$65,100.00

Article 27.

To see what sum the Town will vote to raise and appropriate for Street Lights.

Selectmen and Budget Committee Recommend \$3,000.00

TR PAGE 143

Article 28.

To see what sum the Town will vote to raise and appropriate for Municipal Organizations and Contracts.

Maine Municipal Association (MMA)	\$4,000
Androscoggin Valley Council of Governments (AVCOG)	\$4,460
Greater Androscoggin Humane Society (GAHS).....	\$4,100
TRIO	\$10,894

Selectmen and Budget Committee Recommend \$23,454.00

Article 29.

To see what sum the Town will vote to raise and appropriate for Town Insurance.

Selectmen and Budget Committee Recommend \$64,600.00

Article 30.

To see what sum the Town will vote to raise and appropriate for Library Services with the Auburn Public Library.

Selectmen and Budget Committee Recommend \$22,500.00

Article 31.

To see what sum the Town will vote to raise and appropriate for the Animal Control Officer.

Selectmen Recommends \$4,850.00

Budget Committee Recommends \$4,850.00 5 Y / 1 N

Article 32.

To see what sum the Town will vote to raise and appropriate for General Assistance (Health and Welfare).

Selectmen and Budget Committee Recommends \$2,000.00

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.

*Amount received was \$*_____

Selectmen and Budget Committee recommend donating the 2025 snowmobile registration reimbursement to the Minot Moonshiners for trail maintenance

Article 34.

To see what sum the Town will vote to raise and appropriate for Elections and Annual Town Meeting.

Selectmen and Budget Committee Recommend \$12,000.00

Article 35.

To see what sum the Town will vote to raise and appropriate for the funding care and maintenance of Minot's Cemeteries.

Selectmen and Budget Committee recommend \$10,000.00

Article 36.

To see what sum the Town will vote to raise and appropriate for the funding Recreational Field Maintenance.

Selectmen and Budget Committee Recommend \$5,000.00

Article 37.

To see what sum the Town will vote to raise and appropriate to be donated to Charitable Organizations.

Requests:

LifeFlight.....	\$ 691.50
SafeVoices	\$ unspecified request
Seniors Plus	\$ 500
Maine Public	\$ 100
TOTAL:	\$1,291.50

Selectmen recommend \$0.00

Budget Committee Recommends \$0.00

TR PAGE 145

Article 38.

To see if the Town of Minot will vote to join the Maine Public Employees Retirement System (MainePERS) as a Participating Local District effective January 1, 2026 , and:

- a. To offer Special Plan 3C to its full-time firefighters who are not seasonal or temporary and to its fire chief, effective January 1, 2026; and
- b. To exclude all other employees, including part-time, seasonal and temporary firefighters and all other elected/appointed officials from participating in the MainePERS defined benefit plan; and
- c. To allow eligible employees who opt to participate in MainePERS the option to purchase prior service for employment with Town upon the employee's full payment of all associated costs. The Town will not participate in the purchase of prior service and so an employee who wishes to purchase prior service is responsible for paying the full liability associated with this service; and
- d. To adopt the provisions of 5 M.R.S. §18252-C as enacted by PL 2021, Chapter 286 as allowed by MainePERS Rule Chapter 803 for its non-participating employees with optional membership who previously declined to participate in MainePERS ("eligible employees") and to comply with the following requirements:

- i. Beginning in 2025, to annually offer eligible employees who have been employed for less than 5 years the opportunity to join MainePERS on a prospective basis during an open enrollment period from September 1st through November 1st and to provide MainePERS with documentation of each election made by eligible employees under this provision; and
 - ii. To calculate employee contributions against gross compensation as with other participating employees and then withhold and report employee contributions for employees who join under this provision on an after-tax basis and remit them to MainePERS (i.e., employee contributions for those who join under this provision are subject to both federal and state income tax); and
- e. To authorize its Town Administrator to enter into an agreement with MainePERS to adopt a 457 and/or 401(a) defined contribution plan through the MaineStart program in addition to the defined benefit plan at any time. There is no additional administrative cost to the Town to do this and it will give all Town employees an additional way to save for retirement; and
- f. To authorize the Town Administrator to sign the defined benefit plan agreement, and any future defined contribution plan agreement between the Town of Minot and the Maine Public Employees Retirement System.

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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 2024 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

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

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

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.

END OF ARTICLES

Motion needed to adjourn the meeting.



TOWN OF MINOT

329 Woodman Hill Road
Minot, Maine 04258-0329

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

Clerk's Report

February 18, 2025


Sara A. Farris - Clerk

Hello Selectmen,

Updates:

Board of Appeals & Planning Board:

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 Ballots are available for 2/28 and staff is scheduled for both days.

Town Reports should be available by the end of the week.

Inland Fisheries & Wildlife:

Boat Excise YTD: \$ 116.40

February IF&W

1 Boat

0 registered online

47 Snowmobiles

ATV

1 Game Licenses

The above amounts are as of 2/18/2025.

Vitals:

Birth Certificates - 4

Death Certificates - 1

Marriage Certificate - 1

Marriage Intentions/ Licenses - 0

Vital Requests as of 2/18/2025

Dogs:

8 Dog Registrations have been completed in February so far.

Late fees started 2/1/2025 at \$25 per dog.

Building/ Plumbing Permits for 2025:

Building Permits:

New Home	1
Garage	1
Addition	
Remodel	
Shed	
Porch/ deck	
Pool	
Solar Panels	3
Demo Permits	2
Camping Permits	

As of February 3, 2025

Plumbing Permits:

Internal	1
Septic	2

As of February 18, 2025

Real Estate Taxes:

2022 taxes - \$ 791.08 for 1 account

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

Foreclosed 1/27/2025. He now has 90 days to respond to the notice I sent regular & certified mail. I also had him served by Oxford County. The 90-day deadline is 4/28/2025

2023 taxes - \$ 22,318.43 for 15 accounts

2024 taxes - \$ 173,189.65 for 96 accounts

2025 prepayments – \$ 10,142.53 for 20 accounts

Total owed: \$ 196,299.16

- \$ 14,290.19

Personal Property Taxes:

2023 - \$985.98 on 3 accounts

2024 - \$627.96 on 4 accounts

2025 prepayments - \$1.00 on 1 account

Excise Tax:

<u>MONTH</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>+/-</u>
JAN.	\$50,306.29	\$46,666.44	\$54,107.78	+ \$7,441.34
FEB.	\$51,718.92	\$53,006.15	\$24,843.71	- \$28,162.44
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 (02/03-02/16/2025)

We have been busy with storms just about every other day for the last two weeks. I have a mechanic coming here in the next week or so to replace the broken bolts and exhaust manifold on the old wheeler plow truck.

Select board meeting department update

February 18, 2025

Minot Fire / Rescue Department

Chief Jeff Burt

Calls for service: 4 fire / 5 medical (9 total)

Old business:

The Cascade compressor is entirely in service, and the clean air test passed. NE will be back within the coming week to add direct fill for a variety of filling potentials if the air trailer is out of service or there is a large-scale incident.

- NE advised they will have Truck 5 scheduled by tomorrow and will have it in for winch repairs within two weeks, they will call and confirm the date on 02-19-2025

New business:

New axes have arrived and will be placed in service shortly. Additionally, bolt cutters have been added to Engines 8 and 4, four gas meters have been added to Engines 1 and 4, and an explosive gas meter has been added to Engines 8 and 4.

- A new member applied; he had previous experience with Mechanic Falls a few years ago; he will be undergoing his physical shortly. Additionally, a new junior firefighter and two additional interior firefighters have joined within the past weeks

- Multiple members going in for mandatory medical clearance with Concentra, expected costs, Moreso a notification in case deductions are noted in the onboarding line

- Employment classification reports will be done by tomorrow, files will remain at town office.

- No new business

Respectfully submitted

~ Chief Jeff Burt

EXPENSE SUMMARY

WARRANT #4
FEBRUARY 18, 2025

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	---- Y T D ----		UNEXPENDED BALANCE
			DEBITS	CREDITS	
2500 - AUDIT SERVIC	0.00	0.00	300.00	0.00	-300.00
0213 - CONTRAC SVCS	0.00	0.00	300.00	0.00	-300.00
3550 - EDA ELF RESE	0.00	0.00	1,494.03	200.00	-1,294.03
0012 - DONATIONS	0.00	0.00	0.00	200.00	200.00
0197 - REIMBURS.	0.00	0.00	797.24	0.00	-797.24
0198 - FOOD	0.00	0.00	696.79	0.00	-696.79
4025 - TOWNWELL RES	0.00	0.00	107.69	0.00	-107.69
0300 - LABOR	0.00	0.00	100.00	0.00	-100.00
7010 - PAYROLL TAX	0.00	0.00	7.69	0.00	-7.69
5000 - OFF SALARIES	0.00	0.00	82,446.08	5,868.08	-76,578.00
1001 - CLK/TAX COLL	0.00	0.00	7,153.86	0.00	-7,153.86
1002 - DEP CLERK	0.00	0.00	8,716.86	0.00	-8,716.86
1003 - ADMINISTRAT	0.00	0.00	9,230.82	0.00	-9,230.82
7010 - PAYROLL TAX	0.00	0.00	1,847.22	0.00	-1,847.22
7020 - HLTH INSUR	0.00	0.00	48,964.84	3,871.86	-45,092.98
7021 - VISION INS	0.00	0.00	375.40	319.73	-55.67
7025 - DENTAL INSUR	0.00	0.00	3,174.04	941.65	-2,232.39
7030 - SIMPLE IRA	0.00	0.00	2,143.44	0.00	-2,143.44
7035 - AFLAC	0.00	0.00	60.60	96.96	36.36
7041 - PFML	0.00	0.00	779.00	0.00	-779.00
7042 - PFML ACCRUAL	0.00	0.00	0.00	637.88	637.88
5075 - CODE ENF/PLA	0.00	0.00	4,471.05	0.00	-4,471.05
0200 - TELEPHONE	0.00	0.00	62.23	0.00	-62.23
0210 - MLG/EXP REIM	0.00	0.00	68.90	0.00	-68.90
0213 - CONTRAC SVCS	0.00	0.00	247.00	0.00	-247.00
1007 - CODE ENFORCE	0.00	0.00	3,800.71	0.00	-3,800.71
7010 - PAYROLL TAX	0.00	0.00	292.21	0.00	-292.21
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	5,844.21	90.00	-5,754.21
0012 - DONATIONS	0.00	0.00	0.00	90.00	90.00
0200 - TELEPHONE	0.00	0.00	304.41	0.00	-304.41
0201 - ELECTRICITY	0.00	0.00	626.68	0.00	-626.68
0203 - FUEL & GAS	0.00	0.00	1,254.43	0.00	-1,254.43
0204 - REPAIRS	0.00	0.00	942.13	0.00	-942.13
0205 - SUPPLIES	0.00	0.00	757.57	0.00	-757.57
0206 - JANITORIAL	0.00	0.00	1,220.00	0.00	-1,220.00
0207 - DUES/SUBSCR	0.00	0.00	165.00	0.00	-165.00
0208 - STAFF TRAIING	0.00	0.00	95.00	0.00	-95.00
0209 - POSTAGE	0.00	0.00	300.00	0.00	-300.00
0213 - CONTRAC SVCS	0.00	0.00	149.00	0.00	-149.00

EXPENSE SUMMARY

ALL Departments
JANUARY TO FEBRUARY

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	---- Y T D ----		UNEXPENDED BALANCE
			DEBITS	CREDITS	
5300 - T-O MAINT CONT'D					
0403 - SECURITY	0.00	0.00	29.99	0.00	-29.99
5350 - ELECT/MEET	0.00	0.00	4,018.26	0.00	-4,018.26
0213 - CONTRAC SVCS	0.00	0.00	4,018.26	0.00	-4,018.26
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
5650 - REC MAINT	0.00	0.00	2,700.00	0.00	-2,700.00
0213 - CONTRAC SVCS	0.00	0.00	2,700.00	0.00	-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	103,515.87	0.00	-103,515.87
0205 - SUPPLIES	0.00	0.00	4,406.51	0.00	-4,406.51
0213 - CONTRAC SVCS	0.00	0.00	18,510.31	0.00	-18,510.31
0300 - LABOR	0.00	0.00	42,080.40	0.00	-42,080.40
0406 - SALT	0.00	0.00	35,443.67	0.00	-35,443.67
7010 - PAYROLL TAX	0.00	0.00	3,074.98	0.00	-3,074.98
6500 - HWY EQ REP.	0.00	0.00	3,458.24	0.00	-3,458.24
0203 - FUEL & GAS	0.00	0.00	996.16	0.00	-996.16
0204 - REPAIRS	0.00	0.00	1,824.55	0.00	-1,824.55
0205 - SUPPLIES	0.00	0.00	637.53	0.00	-637.53
6700 - TOWN GARAGE	0.00	0.00	5,279.85	0.00	-5,279.85
0200 - TELEPHONE	0.00	0.00	62.23	0.00	-62.23
0201 - ELECTRICITY	0.00	0.00	740.92	0.00	-740.92
0203 - FUEL & GAS	0.00	0.00	1,824.66	0.00	-1,824.66
0204 - REPAIRS	0.00	0.00	1,681.29	0.00	-1,681.29
0205 - SUPPLIES	0.00	0.00	725.75	0.00	-725.75
0206 - JANITORIAL	0.00	0.00	200.00	0.00	-200.00
0213 - CONTRAC SVCS	0.00	0.00	45.00	0.00	-45.00
7000 - SOLID WASTE	0.00	0.00	5,161.07	0.00	-5,161.07
0213 - CONTRAC SVCS	0.00	0.00	5,161.07	0.00	-5,161.07
7400 - STREET LTS	0.00	0.00	269.57	0.00	-269.57
0201 - ELECTRICITY	0.00	0.00	269.57	0.00	-269.57
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
7810 - MMA DUES	0.00	0.00	4,099.00	0.00	-4,099.00

EXPENSE SUMMARY

ALL Departments
JANUARY TO FEBRUARY

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	---- Y T D ----		UNEXPENDED BALANCE
			DEBITS	CREDITS	
7810 - MMA DUES CONT'D					
0207 - DUES/SUBSCR	0.00	0.00	4,099.00	0.00	-4,099.00
8000 - INTERDEPT	0.00	0.00	3,544.99	0.00	-3,544.99
0213 - CONTRAC SVCS	0.00	0.00	2,347.99	0.00	-2,347.99
0217 - ADVERTISING	0.00	0.00	100.00	0.00	-100.00
0218 - SOFTWARE LIC	0.00	0.00	924.00	0.00	-924.00
0501 - DEED TRANS	0.00	0.00	59.00	0.00	-59.00
0502 - LIENS	0.00	0.00	114.00	0.00	-114.00
8025 - IT SERVICES	0.00	0.00	7,112.65	0.00	-7,112.65
0199 - INTERNET	0.00	0.00	122.22	0.00	-122.22
0200 - TELEPHONE	0.00	0.00	542.73	0.00	-542.73
0213 - CONTRAC SVCS	0.00	0.00	4,000.00	0.00	-4,000.00
0218 - SOFTWARE LIC	0.00	0.00	2,447.70	0.00	-2,447.70
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	453,361.66	0.00	-453,361.66
0213 - CONTRAC SVCS	0.00	0.00	453,361.66	0.00	-453,361.66
9000 - MINOT FIRE	0.00	0.00	42,210.01	0.00	-42,210.01
0195 - EMPLOYEE APP	0.00	0.00	73.75	0.00	-73.75
0196 - ONBOARDING	0.00	0.00	841.00	0.00	-841.00
0197 - REIMBURS.	0.00	0.00	275.50	0.00	-275.50
0198 - FOOD	0.00	0.00	75.64	0.00	-75.64
0200 - TELEPHONE	0.00	0.00	227.24	0.00	-227.24
0201 - ELECTRICITY	0.00	0.00	779.52	0.00	-779.52
0203 - FUEL & GAS	0.00	0.00	1,680.75	0.00	-1,680.75
0204 - REPAIRS	0.00	0.00	9,459.66	0.00	-9,459.66
0205 - SUPPLIES	0.00	0.00	1,486.69	0.00	-1,486.69
0207 - DUES/SUBSCR	0.00	0.00	220.00	0.00	-220.00
0208 - STAFF TRAING	0.00	0.00	3,450.27	0.00	-3,450.27
0213 - CONTRAC SVCS	0.00	0.00	2,790.00	0.00	-2,790.00
0221 - RESCUE SUPP	0.00	0.00	2,541.58	0.00	-2,541.58
0223 - APP. SUPP.	0.00	0.00	534.50	0.00	-534.50
0224 - PPE EQUIP	0.00	0.00	4,295.12	0.00	-4,295.12
0226 - BLDING MAINT	0.00	0.00	2,730.00	0.00	-2,730.00
0302 - PER DIEMS	0.00	0.00	2,970.00	0.00	-2,970.00
1014 - FIRE CHIEF	0.00	0.00	7,011.96	0.00	-7,011.96
7010 - PAYROLL TAX	0.00	0.00	766.83	0.00	-766.83
Final Totals	0.00	0.00	752,527.80	11,558.08	-740,969.72