



## Town of Minot Selectmen Epacket

March 17, 2025 at 6:30pm  
Regular Meeting

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# Town of Minot

329 Woodman Hill Road  
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207-345-3305  
[www.minotme.org](http://www.minotme.org)

Board of Selectmen  
Minot Town Office  
329 Woodman Hill Road  
Monday, March 17, 2025  
6:30 pm  
Agenda\*

## REGULAR MEETING

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
  - a. 2025 Annual Town Meeting Minutes
  - b. Monday, March 3, 2025 Meeting
4. Warrants
  - a. Payroll Expense Warrant
  - b. Treasurer's Warrant
5. Fire Department Update – Jeffrey Burt, Fire Chief
6. New Business
  - a. Discussion of Payment of Delinquent Taxes for Tax Acquired Property:  
Derek Cotnoir OBO Claude & Joanne Cotnoir  
For 99 Bailey Road
  - b. Discussion of Board of Selectmen vs Selectboard Title Shift
  - c. Executive Session pursuant to Title 1 MRSA §405(6)(a): Discussion of Personnel Matters involving the Fire Department with Town Administrator
7. Department Head Updates
  - a. Clerk's Report
  - b. Highway 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, March 31, 2025 (Regular Meeting)
12. Adjournment

# Minot's Annual Election and Annual Town Meeting

February 28 and March 1, 2025

## Friday, February 28, 2025

Town Clerk and Voter Registrar Sara Farris arrived at the Town Office at 3:00 pm to allow for voter registration. No residents arrived to register.

Residents present at 3:45pm: Stephen French, Bernice Fraser, Rene Fraser, Dean Campbell, Sharon Campbell, Lisa Cesare, Susan Trundy, Thomas Hoffman, and Sara Farris

Town Clerk Sara Farris read the Greetings.

"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 (3) in the afternoon, 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 (8) o'clock in the morning 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"

1. To choose a Moderator to preside at said meeting and to give him/her power to appoint ballot clerks.

Sharon Campbell made the motion to nominate Lisa Cesare to serve as Moderator.

Seconded by Stephen French.

There were no other nominations.

All residents present unanimously voted Lisa Cesare as Moderator with 9 votes.

Sara Farris Swore in Lisa Cesare as Moderator.

Lisa Cesare then swore in Susan Trundy and Thomas Hoffman as Election Clerks.

The Moderator opened the Polls for voting on Article 2 at 4:00pm.

2. To elect two (2) Selectmen for a term of three years and two (2) members of the Superintending School Committee for a three-year term.

Voting occurred at the Minot Town Office from 4pm to 8pm.

The Moderator recessed the Town Election at 8:00 pm until Saturday March 1, 2025 at 9:00 am. All the votes were counted, and the results were as follows:

TOTAL VOTES CAST: 44

Results:

2 Selectmen for a 3-year term

**DANIEL GILPATRIC - 38**

**DEAN CAMPBELL – 40**

Other votes:

Daniel French - 1

2 RSU 16 School Board Member for a 3- year term

**SARAH ROBINSON - 40**

**STEPHEN HOLBROOK – 38**

Other votes:

Whitney King-Buker – 1

Alexandra French – 1

## **Saturday, March 1, 2025**

Town Clerk Sara Farris swore in Candace Gilpatric and Constance Benwitz as Election Clerks to check in residents as they arrived.

Alexandria Richardson and Jordan De Vito served as Voter Registrars. There were no new voter registrations completed.

Voter check-in and registration started at 8 am.

Staff Present:

Administrator Danielle Loring

Town Clerk Sara Farris

Deputy Clerk Alexandria Richardson

Deputy Clerk Jordan De Vito

Selectmen Chair Daniel Gilpatric

Vice Chair Lisa Cesare

Matthew Callahan

Dean Campbell

Brittany Hemond

Outgoing Selectmen William Perry

Fire Chief Jeffrey Burt

Planning Board: Chair James Brown, Vice Chair Kerry Bonney, William Wallace, Michael Theriault, and Alternate Matthew LeClair

Budget Committee: George Buker, Matthew LeClair, Lisa Bonney, and Susan Spencer

In total 52 residents/ registered voters were present.

The Annual Town Meeting started at 9 am with Moderator Lisa Cesare leading the assembly in the Pledge of Allegiance.

Lisa Cesare appointed Randall Greenwood as Deputy Moderator and swore him in.

Randall Greenwood swore in his 2 tellers, Jordan De Vito and Alexandria Richardson.

Mr. Greenwood introduced himself to the assembly.

Mr. Greenwood announced the results of the February 28, 2025 Town Election.

Daniel Gilpatric and Dean Campbell were present and were sworn into office as Selectmen for a 3-year term.

Sarah Robinson was present and was sworn into office as an RSU 16 School Board Member for a 3-year term. Stephen Holbrook was not present.

#### Town Report Dedication

None

#### Spirit of America Award – Matthew Manson

Brittany Hemond presented the Spirit of America Award to Matthew Manson, the owner of Blackie's Farm Fresh Produce, for his generosity to the residents of Minot.

The Moderator called for a motion to allow all non-residents present to be able to speak on town affairs.

Matthew Callahan made the motion for all non-residents to be allowed to speak.

Second by Sharon Campbell.

By a show of orange cards all non-residents were allowed to speak on town affairs.

Town Report Corrections

Mr. Greenwood stated that articles 6 - 9 in the Town Report should show “no opinion” as the Selectmen recommendation.

3. Matthew Callahan moved the Town vote to accept the Town Report as amended.

Second by William Perry.

By a show of orange cards, the motion passes.

4. Matthew Callahan moved the Town vote to elect Daniel Gilpatric as an Assessor for a three (3) year term.

Second by Sharon Campbell.

By a show of orange cards, the motion passes.

5. Matthew Callahan moved the Town vote accept the salaries as set below.

Selectmen	\$1,500.00 each
Chairman of Selectmen	\$ 500.00
Three Assessors	\$ 50.00 each
Chairman of Overseer of Poor	\$ n/a

Second by Sharon Campbell.

By a show of orange cards, the motion passes.

Moderator Randall Greenwood mentioned to the assembly that the proposed ordinance changes are appended in the Town Report following the Town Meeting Warrant Articles.

6. Matthew Callahan moved the Town 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.

Second by Sharon Campbell.

Candace Gilpatric thanked the Planning Board for their hard work on the ordinances that were presented but she questioned AVCOGs help in drafting them as she found numerous errors. Regarding Article 6 she noted that:

- There were no definitions provided for terms Warehouse and Wholesale.

- She believes that more of an explanation for the term flammable should be included because a lot of different items are considered flammable including hay and agriculture products.
- Why are Warehouses and Wholesale only allowed in the General Development and Village Districts? As shown in the ordinance, if structures must be 1,000 ft from a dwelling that could be hard to meet since these 2 Districts are the smallest.

James Brown, the Planning Board Chair, stated that Mrs. Gilpatric did have some good input and asked why she did not attend the Public Hearing held on the proposed ordinances. Mr. Brown continued that the intent of the ordinance was only to apply to commercial warehouses and not agriculture. Village and General Development District are the only 2 districts that allow for large commerce so that is why they were chosen. Mr. Brown agreed with Mrs. Gilpatric that the ordinance as presented could use some fine tuning and presented again at next year's Town Meeting.

Sharon Campbell stated that she did not see any provision for fire protection and suppression in the ordinance. She agreed that the ordinance should be revamped and presented at next year's meeting.

James Brown posed the question, what would be the possible downside and implications if they went another year with no ordinance in place and more of these types of buildings started being constructed in town with no provisions. Mr. Brown suggested passing the ordinance as is and using the ideas from today's Meeting to rework it and present at next year's meeting.

Sharon Campbell asked if presenting the ordinance at the June Referendum would be an option. Clerk Sara Farris stated that it could be possible, but she would have to look at the actual timeline. George Buker stated that he believes the ordinance would have a better chance at passing if presented at next year's meeting.

Candace Gilpatric stated that she believes the Planning Board has provisions to approve or deny applications on a site-by-site basis.

By a show of orange cards, the motion failed.

7. Matthew Callahan moved the town 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.

Second by Sharon Campbell.

Candace Gilpatric stated that there is no definition for event venue listed in the ordinance and she asked why was parking being monitored. The parking stipulations could hurt local groups and businesses.

James Brown stated that the term event venue was intended to mean buildings constructed for the purpose of holding events, specifically wedding barns, as there is a lot of interest in them. He added that the intent of the ordinance was to be specific as to what type of

events were included. The parking aspect was added to limit roadside parking specifically to avoid congestion.

Lisa Cesare requested clarification that this would not affect businesses that are already in operation. Mr. Brown answered that that was the intent.

Mrs. Gilpatric stated that a definition needs to be added for future use and clarity of the ordinance.

Mr. Brown asked if accepting the ordinance with conditions was an option and George Buker stated that what really matters is how the ordinance is written not what is said at Town Meeting.

By a show of orange cards, the motion failed.

8. Matthew Callahan moved the Town vote to adopt amendments to Chapter 4 by creating Section 501.22 Small Engine 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.

Second by Sharon Campbell.

Candace Gilpatric stated that she appreciated the included definitions, but she still found some issues with the ordinance as presented.

- Are home occupations included in this ordinance?
- Why is the ordinance limited to certain Districts?
- If flammable items are a concern why just target small engine repair and not other trades with flammable products like painters?

Dean Campbell stated that the flammable storage concern came from a case that involved the Planning Board and a small engine shop. William Perry asked if Fire Chief Burt could speak on the issue. Chief Burt stated that the flammable storage provision ensures that OSHA and safety codes are followed and helps to maintain compliance throughout all small engine repair shops.

A resident asked why 5 parking spaces per bay was chosen. James Brown answered that the number was recommended by AVCOG.

Candace Gilpatric asked why the 2 Districts were chosen. Mr. Brown answered that the ordinance was intended to apply to large commerce, which is allowed in Village and General Development Districts, and not to affect work done at home by individuals.

By a show of orange cards, the motion passes. \*\*

\*\* *see the following minutes. Motion was amended and ultimately failed on page 7.*

9. Matthew Callahan moved the Town vote to adopt administrative 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.

Second by Lisa Cesare.

George Buker stated that the Land Use Code changes could not be adopted as some of the changes are relevant to articles 6 & 7 that failed.

Candace Gilpatric would like to see the Town and the Planning Board be unified regarding the term Selectmen or Selectboard.

Sharon Campbell stated that the dates of when the Land Use Code was adopted are inconsistent throughout articles 6-9. Brittany Hemond stated that the Land Use Code was originally adopted March 4, 2006 as shown in article 6 but shows March 3, 2006 in articles 7-9.

Dean Campbell stated that the changes that were associated with the previous failed articles would not be included when the Land Use Code is updated.

Moderator Randall Greenwood requested a quick recess for clarification with Danielle Loring. Danielle asked Selectmen Lisa Cesare to join them. After the recess and discussion, it was determined that article 9 must be voted down due to the incorrect date and that article 8 must be reconsidered and voted down as well.

By a show of orange cards, the motion regarding article 9 failed.

\*\* RECONSIDERED 8. Matthew Callahan moved the Town vote to reconsider article 8 due to the incorrect date listed in the article.

Second by Lisa Cesare.

By a show of orange cards, article 8 was reconsidered.

Matthew Callahan moved the Town vote to not adopt article 8 due to the clerical error regarding the original adoption date of the Land Use Code.

Second by William Perry

There was some discussion as to the validity of a negative motion and the Moderator approved the process.

By a show of orange cards, the reconsidered motion for article 8 failed.

10. Matthew Callahan moved the Town 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

Second by Sharon Campbell.

By a show of orange cards, the motion passes.

11. Matthew Callahan moved the Town vote to authorize the Selectmen to appoint and set salaries for any necessary Town Officials that are not elected); and raise and appropriate \$473,120.00 for Town Salaries and Benefits.

Second by William Perry.

By a show of orange cards, the motion passes.

12. Matthew Callahan moved the Town raise and appropriate \$42,800.00 for Town Office Maintenance and Supplies.

Second by Sharon Campbell.

By a show of orange cards, the motion passes.

13. Brittany Hemond moved the Town vote to raise and appropriate \$43,850.00 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

Second by William Perry.

By a show of orange cards, the motion passes.

14. Brittany Hemond moved the Town vote to raise and appropriate \$127,750.00.00 for Operating Costs of the Town Garage and Equipment Repair.

Second by William Perry.

By a show of orange cards, the motion passes.

15. Brittany Hemond moved the Town vote to appropriate \$410,000.00, raise \$334,804.00 and use \$75,196.00 from LRAP for paving and patching roads.

Second by William Perry.

By a show of orange cards, the motion passes

16. Brittany Hemond moved the Town vote to raise and appropriate \$397,100.00 for Winter Roads for the ensuing year.

Second by William Perry.

By a show of orange cards, the motion passes.

17. Lisa Cesare moved the Town vote to raise and appropriate \$352,000.00 for the Maintenance of Common Roads, Culverts, Bridges and Bushes for the ensuing year.

Second by Sharon Campbell.

Sharon Campbell requested an explanation regarding the increase. Danielle Loring replied that Marston Hill Road is due to be paved this year and will need 2 - 6ft culverts replaced and 5 sections of the road will have to be reclaimed. This job will also require a large excavator to be rented for a longer period of time.

By a show of orange cards, the motion passes.

18. Lisa Cesare moved the Town vote to raise and appropriate \$272,620.00 for the Minot Municipal Fire Department including the Rescue Division for the ensuing year.

Second by William Perry.

By a show of orange cards, the motion passes.

19. Moderator Randall Greenwood noted the difference between the Selectmen and Budget Committee recommendations regarding article article 19.

The Selectmen recommend \$20,000.00

The Budget Committee recommends \$20,000.00 annually for 5 years

Lisa Cesare moved the Town vote to raise and appropriate \$ 20,000.00 for the creation of a Fire Department Apparatus Reserve.

Second by Matthew Callahan.

Sharon Campbell questioned if this article was meant to add to the current Fire Department Apparatus Reserve instead of creating another reserve account. There was some confusion, and the Moderator requested that Mrs. Cesare restate her motion, and she did so as shown above.

Lisa Cesare stated that she would like to withdraw her motion as a Fire Department Apparatus Reserve already exists. Matthew Callahan withdrew his second.

Lisa Cesare moved the Town vote to raise and appropriate \$ 20,000.00 to add to the existing Fire Department Apparatus Reserve.

Second by Matthew Callahan.

By a show of orange cards, the motion passes.

George Buker stated that at the Budget Meetings he was under the impression that the \$ 20,000.00 was intended to purchase a forestry truck and not be placed in an Apparatus Reserve. Matthew Callahan responded that that was the intent and placing the funds in the reserve will allow Chief Burt to use them when the right vehicle is available. He added that the Selectmen appreciated and supported the Budget Committee's idea but did not want to place at \$ 100,000.00 in the budget at this time.

20. Lisa Cesare moved the Town vote to raise and appropriate \$70,840.00 for Principal Payments and Interest.

Second by Matthew Callahan.

By a show of orange cards, the motion passes.

21. Lisa Cesare moved the Town vote to raise and appropriate \$28,400.00 for Contract Assessing & GIS Services.

Second by Matthew Callahan.

By a show of orange cards, the motion passes.

22. Matthew Callahan moved the Town vote to raise and appropriate \$57,150.00 for the Code Enforcement and Planning for the ensuing year.

Second by Sharon Campbell.

By a show of orange cards, the motion passes.

23. Matthew Callahan moved the Town vote to raise and appropriate \$8,650.00 for the Annual Audit of the Town books and officer's accounts.

Second by Sharon Campbell.

By a show of orange cards, the motion passes.

24. Matthew Callahan moved the Town vote to raise and appropriate \$10,000.00 for Legal Fees for the ensuing year.

Second by Sharon Campbell.

By a show of orange cards, the motion passes.

25. Moderator Randall Greenwood noted the difference between the Selectmen and Budget Committee recommendations regarding article 25.

The Selectmen recommend \$ 412,703.00

The Budget Committee recommend paying the bill as provided by Androscoggin County

Matthew Callahan moved the Town vote to raise and appropriate \$412,703.00 for the County Tax set by Androscoggin County.

Second by Sharon Campbell.

By a show of orange cards, the motion passes.

26. Matthew Callahan moved the Town vote to raise and appropriate \$65,100.00 for Solid Waste Disposal & Contract Services.

Second by William Perry.

By a show of orange cards, the motion passes.

27. Matthew Callahan moved the Town vote to raise and appropriate \$3,000.00 for Street Lights.

Second by Sharon Campbell.

Candace Gilpatric stated that \$ 3,200.00 was expended last year for street lights and asked why not raise the budget line. Danielle replied that she is working with Central Maine Power to reduce the amount.

A resident asked how many street lights are in Town and Danielle Loring answered there are 15.

By a show of orange cards, the motion passes.

28. Brittany Hemond moved the Town vote to raise and appropriate \$23,454.00 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

Second by Sharon Campbell.

By a show of orange cards, the motion passes.

29. Brittany Hemond moved the Town vote to raise and appropriate \$64,600.00 for Town Insurance.

Second by Sharon Campbell.

By a show of orange cards, the motion passes.

30. Brittany Hemond moved the Town vote to raise and appropriate \$22,500.00 for Library Services with the Auburn Public Library.

Second by Sharon Campbell.

Donna Wallace, a Minot resident and the interim director at Auburn Public Library, stated that the library has evolved to more than just books and that they host various events for library members and the public to attend. She also added that the library is at the Minot Town Office on the 3<sup>rd</sup> Thursday of the month from 4-6 pm and that residents can request books for them to bring. There are currently 345 Minot residents with active library cards.

By a show of orange cards, the motion passes.

31. Brittany Hemond moved the Town vote to raise and appropriate \$4,850.00 for the Animal Control Officer.

Second by Matthew Callahan.

By a show of orange cards, the motion passes.

32. Brittany Hemond moved the Town vote to raise and appropriate \$2,000.00 for General Assistance (Health and Welfare).

Second by Matthew Callahan.

Sharon Campbell asked why is the budget for only \$ 2,000.00 when about \$ 4,200.00 was expended. Danielle responded that the Town is reimbursed 70% by the State and there is legislature that could move that to 90%.

By a show of orange cards, the motion passes.

33. Matthew Callahan moved the Town vote to donate the Snowmobile Registration Refund in the amount of \$ 1,072.44 to the Minot Moonshiners Snowmobile Club for trail maintenance.

Second by William Perry.

By a show of orange cards, the motion passes.

34. Matthew Callahan moved the Town vote to raise and appropriate \$12,000.00 for Elections and Annual Town Meeting.

Second by Sharon Campbell.

George Buker stated that Town staff uses \$ 400.00, as shown in his Budget Committee worksheets, to go out to eat after Town Meeting. Clerk Sara Farris responded that his statement was incorrect and the \$ 400.00 is used for supper at the elections throughout the year usually consisting of a subway platter, chips, and drinks.

By a show of orange cards, the motion passes.

35. Matthew Callahan moved the Town vote to raise and appropriate \$10,000.00 for the funding care and maintenance of Minot's Cemeteries.

Second by Sharon Campbell.

By a show of orange cards, the motion passes.

36. Matthew Callahan moved the Town vote to raise and appropriate \$5,000.00 for the funding Recreational Field Maintenance.

Second by Sharon Campbell.

Candace Gilpatric asked for clarification that the Recreation Field Maintenance Reserve Account can also be used and Danielle Loring answered that it can.

By a show of orange cards, the motion passes.

37. Matthew Callahan moved the Town vote to raise and appropriate \$0.00 to be donated to Charitable Organizations.

Requests:

LifeFlight	\$ 691.00
SafeVoices	\$ unspecified
Seniors Plus	\$ 500.00
Maine Public	\$ 100.00
TOTAL:	\$ 1,291.00

Second by William Perry.

By a show of orange cards, the motion passes.

38. Lisa Cesare moved the Town 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.

Second by William Perry.

Sharon Campbell asked for clarification on the Maine Public Employees Retirement System (MEPERS). Danielle explained the article verbiage and added that MEPERS was a program that eligible candidates were requesting when they were interviewing for the full time Fire Chief position. Because of that, the Selectmen felt that it was necessary to attract and keep high quality candidates. She added that the effective date is January 1, 2026 because current staff will have to be move to a different retirement plan because the Town can not have a 401-K and MEPERS

George Buker voiced concern that there was already \$ 8,000.00 in the account and that this could be available to all town employees, including volunteer and part-time. Danielle Loring responded that part B of the article is very specific as to who is not eligible, and the article was written in compliance with Maine law.

George Buker asked why all other full-time employees are not eligible. Danielle responded that offering MEPERS to all full-time employees an employee by back would have the be calculated for and considered by each employee. She added that the \$ 8,000.00 is in a reserve account to assist Chief Burt with the Town's portion of his buy back for the year he has missed.

William Perry introduced himself as a prior Selectmen and a part of the interview committee for the full time Fire Chief position. He stated that \$ 8,000.00 is a small amount to attract and keep quality people.

Fire Chief Jeffrey Burt stated that it is very common for public safety officials to be enrolled in the MEPERS program. It is said that firefighting takes about 10 years off your life due to the hazardous nature of the job. Chief Burt added that the call volume is up about 140% from last year and Minot receives about 400 calls each year.

George Buker asked what the current 401-K match for the town is. Danielle Loring replied it is a 3% match for staff on the current plan.

Mr. Buker asked why the Budget Committee never saw this article. Danielle Loring replied that the article was discussed at the Budget Committee Meetings as to whether it would be included or not, but the article is more of an administrative change and not a budget item. The verbiage was provided from the State at the last minute and there was no time to bring it to the Budget Committee.

By a show of orange cards, the motion passes.

39. Lisa Cesare moved 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.

Second by Sharon Campbell.

By a show of orange cards, the motion passes.

40. Lisa Cesare moved the Town vote to establish a due date of December 15<sup>th</sup>, 2025 for payment for the 2025 property taxes with interest charged thereafter at the State maximum rate of 7.5 %.

Second by William Perry.

By a show of orange cards, the motion passes.

41. Lisa Cesare moved the Town vote to set a rate of 4 percentage points less than the delinquent rate as allowed by State law for overpayments resulting from abatements not prepayment of taxes.

Second by William Perry.

George Buker wanted clarification that interest was not accruing on property tax prepayments. Danielle Loring replied that interest was only applied to accounts with overpayments due to abatements.

By a show of orange cards, the motion passes.

42. Lisa Cesare moved the Town vote to give the Selectmen the authority to use whatever sum they deem advisable from surplus to lower the 2025 tax rate.

Second by William Perry.

By a show of orange cards, the motion passes.

43. Lisa Cesare moved the Town vote to give the Selectmen the authority to estimate the Excise Tax Revenue and use the same to lower the 2025 tax rate.

Second by William Perry.

By a show of orange cards, the motion passes.

44. Lisa Cesare moved the Town 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.

Second by Sharon Campbell.

By a show of orange cards, the motion passes.

45. Matthew Callahan moved the Town vote to authorize the Tax Collector to collect interest and costs before applying funds to the principal of the oldest outstanding tax assessment.

Second by Sharon Campbell.

By a show of orange cards, the motion passes.

46. Matthew Callahan moved the Town vote to authorize the Selectmen to overdraft accounts with uncontrollable expenditures when necessary and such overdraft will come out of the Undesignated Fund Balance.

Second by William Perry.

Stephen French stated that he will vote to support the article but would like to see the Selectmen consider including an article to approve any overdrafts moving forward as the current process bypasses the Budget Committee and Town Meeting.

By a show of orange cards, the motion passes.

47. Matthew Callahan moved the Town 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).

Second by Sharon Campbell.

By a show of orange cards, the motion passes.

48. Matthew Callahan moved the Town 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.

Second by William Perry.

By a show of orange cards, the motion passes.

49. Matthew Callahan moved the Town vote to authorize the Selectmen and Town Treasurer to sell and assign unmatured tax liens for not less than the unpaid interest and costs.

Second by Sharon Campbell.

By a show of orange cards, the motion passes.

Moderator Randall Greenwood asked for any other comments before the meeting was adjourned. George Buker stated there was an increase of \$ 395,000.00 in the budget and asked residents to consider this combined with the upcoming RSU 16 School Budget increase. Matthew Callahan responded that the Town's calculations show an increase of \$ 195,457.00, about 8.66%. There was some other various discussion regarding the topic, but it was decided that Mr. Buker could reach out to the Board to discuss further after the meeting.

William Perry moved to adjourn Minot's Annual Town Meeting at 11:05 am.

Second by Sharon Campbell.

By a show of orange cards, the Meeting was adjourned at 11:05 am.

Attest:

  
Sara A. Farris, Town Clerk



# Town of Minot

329 Woodman Hill Rd.  
Minot, ME 04258  
207-345-3305  
[www.minotme.org](http://www.minotme.org)

Board of Selectmen Meeting

Minot Town Office  
Monday, March 3<sup>rd</sup>, 2025  
6:30 pm  
Minutes\*

## REGULAR MEETING

**Selectmen:** Lisa Cesare, Matthew Callahan, Brittany Hemond, Daniel Gilpatric, Dean Campbell  
**Staff:** Danielle Loring (Administrator), Sara Farris (Clerk & Recording Secretary), and Jeffrey Burt (Minot Fire/ Rescue Chief)  
**Public:** Michael Downing & Angela Swenson – RSU 16 School Board Members

### 1. Call to Order

The meeting was called to order at 6:30pm and a quorum was present.

### 2. Pledge of Allegiance

Recited

### 3. Nomination and Election of Chair & Vice Chair

Daniel Gilpatric confirmed that he was no longer interested in being Chair. Matthew Callahan asked Lisa Cesare if she was interested in being Chair and she said yes. Lisa Cesare asked Daniel Gilpatric if he wanted to be Vice Chair, and he said yes.

**Motion:** Matthew Callahan made a motion to nominate Lisa Cesare as Chair of the Selectmen; second by Dean Campbell.

**Discussion:** None

**Vote:** Unanimous Approval (5/0)

**Motion:** Lisa Cesare made a motion to nominate Daniel Gilpatric as Vice Chair of the Selectmen; second by Dean Campbell.

**Discussion:** None

**Vote:** Unanimous Approval (5/0)

Lisa Cesare took over the meeting as Chair.

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

Board of Selectmen Meeting Minutes Dated March 3<sup>rd</sup> 2025.

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

#### **4. Approval of Minutes**

##### **a. Tuesday, February 26<sup>th</sup>, 2025 – Regular Meeting**

Brittany Hemond stated that the date should be Tuesday, February 18<sup>th</sup> not the 26<sup>th</sup>.

Motion: Brittany Hemond made a motion to approve the meeting minutes from February 18<sup>th</sup>, 2025 as written; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (4/0/1)

*Dean Campbell abstained as he was not at the 2/18/2025 meeting.*

#### **5. Warrants**

##### **a. Payroll Expense Warrant**

##### **b. Treasurer's Warrant**

Motion: Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$29,659.85 and the Treasurer's Warrant in the amount of \$57,934.52; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

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

- Danielle Loring asked for confirmation that the work on T5 winch will be covered by insurance and Chief Burt agreed.
- The Halligan tool discussed is a multipurpose prybar tool.
- The Selectmen congratulated Chief Burt on a great first Annual Town Meeting in Minot and thanked him for his comments on Article 38 regarding MEPEERS. Chief Burt felt that the article was not going to pass if he didn't speak on it.

Chief Burt asked the Selectmen if they would like to work with Central Maine Recovery to potentially bill for EMS calls. He added that the Selectmen would have to create an ordinance stating what type of cases they would like billed. The service would not cost the town any money, but the town would receive a check for cases billed. These funds would be used to reimburse the Fire Department.

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Board of Selectmen Meeting Minutes Dated March 3<sup>rd</sup> 2025.

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Dean Campbell stated that the town had a program like this in the past and there may be an old ordinance somewhere to use as a reference. Danielle said she would check and get back to the board.

Brittany Hemond stated that the reimbursement could possibly be put in the Apparatus Reserve Account.

Lisa Cesare would like more information regarding the service and the other Selectmen agreed. Chief Burt said he would do so.

## **6. New Business**

### **a. 2025 Town Meeting Wrap Up**

Lisa Cesare stated that she believes the town's people did not realize that the proposed ordinances were for new businesses and would not apply to existing ones and that is why there was so much opposition.

Danielle added that the ordinances were created to address all aspects of the type of cases the Planning Board and the Code Office are currently seeing. The Land Use Code is a "living" document and should be revisited and updated as needed.

Dean Campbell stated that AVCOG did not do a great job with drafting the ordinances. Danielle responded that AVCOG is currently short 3 employees and acknowledged that she should have run the drafts by legal before Town Meeting, but she ran out of time. Next year she would like to get the process going sooner.

Dean Campbell asked if the Selectmen currently have a representative to attend the Planning Board Meetings. Lisa Cesare said she was but no longer has time to do so. Dean Campbell offered to be the Selectmen representative and the board agreed.

Lisa Cesare acknowledged that being on the Planning Board does take a lot of time and dedication and that is why members are receiving a stipend for being a member, \$25 for regular members and \$15 for alternate members per meeting.

There was some discussion regarding the incorrect dates in Articles 6 – 9 and how the Planning Board missed the error. Danielle stated that the Planning Board is not involved in wording the ordinance articles, just the actual ordinance. The Warrant is ultimately the Selectmen's document and although staff works on it, they have final approval. Lisa Cesare stated that the error was not any one groups fault.

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Board of Selectmen Meeting Minutes Dated March 3<sup>rd</sup> 2025.

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

The Selectmen were surprised that there were no questions asked regarding Fire Department budget.

Danielle said that she believes Town Meeting went well overall and that she made notes of the concerns that were raised. She has also received compliments on the Town Report and is happy that it was decided to include all ordinance changes in the Town Report.

Dean Campbell asked if Chief Burt should stay for the next agenda item as it has to do with the Fire Department. Danielle responded that if Chief Burt wants to, he can but it is more of an administrative item for the Selectmen. Chief Burt left the meeting.

#### **b. Discussion of Fire Department Donation Account Setup**

Sara Farris stated that the town has received \$425 in donations for the Fire Department in memory of Helen Clifford. Danielle added that the funds are currently being put into the Fire Department Donation expense account, but she does not recommend leaving them there. She believes a reserve account or an account that collects interest like the scholarship account would be better. Danielle would like the Selectmen to decide how they would like the donations spent and if they would like to limit what they were used for.

Lisa Cesare said she would like to see the funds spent and not carried over and that they should be used for education as previously discussed.

Dean Campbell said he would like to see the funds used for employee appreciation, like sweatshirts, or equipment/ tools. Lisa Cesare did not agree with Dean Campbell's suggestion of sweatshirts for members but was ok with equipment or tools

Brittany Hemond brought up the possibility of creating a Fire Association again to handle donations, but the Selectmen did not wish to do that.

After some discussion it was decided to move the donations to a Fire Department Reserve Account at Chief Burt's discretion.

Motion: Brittany Hemond motioned to move the donations received for the Minot Fire Department in memory of Helen Clifford to a reserve account chosen at Chief Burt's discretion; second Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (4/01)

*Dean Campbell abstained as he is the Battalion Chief for Minot Fire*

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Board of Selectmen Meeting Minutes Dated March 3<sup>rd</sup> 2025.

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### **c. Update Regarding RSU Cost Sharing Committee Meetings**

Danielle Loring is Minot's Town Administrator and one of Mechanic Fall's representatives for the Committee and Brittany Hemond is a Selectman and representative on the Committee for Minot. Danielle stated that at their second meeting they were presented with different options for pupil/ valuation percentage combinations. Brittany Hemond read off some of the different combinations and the increases for each town.

Danielle feels like the consensus of the reps from Minot and Mechanic Falls is that they would like to see no change, but she acknowledged that Poland could always petition to have it revisited and keep voting the RSU budget down until a change is made as they have more registered voters than Minot and Mechanic Falls. A motion and a vote would have to be taken by the Committee on a percentage and then be presented to voters or the Committee could also not find a resolution and the process ends.

Brittany Hemond said as of right now she needs more information before she feels comfortable making a decision and that she needs to feel comfortable explaining why this is being done to residents that may ask her. Daneille agreed.

Danielle Loring asked Angela Swenson if the RSU is making staffing cuts to below EPS will the local share for the towns decrease. Angela Swenson said she would not expect any change to the local share. Angela Swenson added that as a Minot representative on the Committee she is not supportive of a change based on the information presented so far.

There is a RSU 16 Budget Committee Meeting tomorrow night, 3/4/2025.

Lisa Cesare asked if Michael Downing or Angela Swenson had anything else they would like to address and they did not, their concerns were already addressed.

## **6. Department Head Updates**

### **a. Clerk's 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.*

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Board of Selectmen Meeting Minutes Dated March 3<sup>rd</sup> 2025.

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## **7. Town Administrator's Report Presented by Danielle Loring**

- Danielle Loring and Highway Supervisor Scott Parker are going to Sebago Technics next week instead of tomorrow as originally planned to discuss the Bucknam Bridge Road project. It appears that FEMA funds are affected by the grant freeze and not the funds for the Bucknam Bridge Road project.
- The town is using FEMA funds for the front office safety project. The grant does allow for a 3-year timeframe so the funds may still be available. Danielle is working with a new contractor to receive a quote on the project.
- Danielle provided the Selectmen with an Expense Summary report with the carry forwards approved at Town Meeting applied.

## **8. Selectmen Comment**

None

## **9. Public Comment**

None, discussed in **6. a.**

## **10. Next Meeting Dates**

### **a. Monday, March 17<sup>th</sup>, 2025 – Regular Meeting**

Date acknowledged.

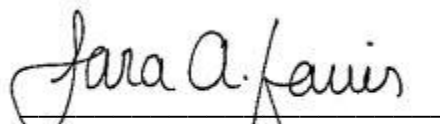
## **11. Adjournment**

Motion: Brittany Hemond made the motion to adjourn at 7:28 pm; second by Daniel Gilpatric.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 7:28 pm.

  
Sara A. Farris – Clerk  
Recording Secretary

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Board of Selectmen Meeting Minutes Dated March 3<sup>rd</sup> 2025.

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

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Lisa Cesare – Chair

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Matthew Callahan

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Daniel Gilpatric – Vice Chair

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Dean Campbell

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Brittany Hemond

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Board of Selectmen Meeting Minutes Dated March 3<sup>rd</sup> 2025.

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

**RE Account 526 Detail  
as of 03/18/2025**

Name: MINOT, TOWN OF  
Location: 99 BAILEY ROAD  
Acreage: 1.00 Map/Lot: R16-027  
Book Page: B2088P151

Land: 53,000  
Building: 14,074  
Exempt: 67,074  
Total: 0

Ref1:

2024-1 Period Due:  
1) 764.13

Mailing Address: T.A. / COTNOIR, CLAUDE & JOANNE  
329 WOODMAN HILL RD  
MINOT, ME 04258

Year/Rec #	Date	Reference	P C	Principal	Interest	Costs	Total
2024-1 R	08/06/2024	Original		747.88	0.00	0.00	747.88
		Billed To:		COTNOIR, CLAUDE A & COTNOIR, JOANNE S			
		CURINT		0.00	-16.25	0.00	-16.25
		Total		747.88	16.25	0.00	764.13
2023-1 L	08/07/2023	Original		670.74	0.00	0.00	670.74
		Billed To:		COTNOIR, CLAUDE A & COTNOIR, JOANNE S			
0	07/01/2024	DEMAND	A 3	0.00	0.00	-11.69	-11.69
				Demand Fees			
	08/06/2024	Liened		670.74	35.03	69.33	0.00
		CURINT		0.00	-33.39	0.00	-33.39
		Total		670.74	68.42	69.33	808.49
2022-1 L	08/09/2022	Original		660.68	0.00	0.00	660.68
		Billed To:		COTNOIR, CLAUDE A & COTNOIR, JOANNE S			
0	06/20/2023	DEMAND	A 3	0.00	0.00	-11.10	-11.10
				Demand Fees			
	07/25/2023	Liened		660.68	16.52	59.10	0.00
0	12/11/2024	CHGINT	A I	0.00	-37.07	0.00	-37.07
0	12/11/2024	FCFEES	A L	0.00	0.00	-12.64	-12.64
				Lien Maturity Fee			
		CURINT		0.00	-7.12	0.00	-7.12
		Total		660.68	60.71	71.74	793.13
2021-1 R				0.00	0.00	0.00	0.00
2020-1 R				0.00	0.00	0.00	0.00
2019-1 R				0.00	0.00	0.00	0.00
2018-1 R				0.00	0.00	0.00	0.00
2017-1 R				0.00	0.00	0.00	0.00
2016-1 R				0.00	0.00	0.00	0.00
2015-1 R				0.00	0.00	0.00	0.00
2014-1 R				0.00	0.00	0.00	0.00
2013-1 R				0.00	0.00	0.00	0.00
2012-1 R				0.00	0.00	0.00	0.00
2011-1 R				0.00	0.00	0.00	0.00
2010-1 R				0.00	0.00	0.00	0.00
<b>Account Totals as of 03/18/2025</b>				<b>2,079.30</b>	<b>145.38</b>	<b>141.07</b>	<b>2,365.75</b>

+ 116.26  
\$ 2,482.01

Per Diem	
2024-1	0.1766
2023-1	0.1491
2022-1	0.0734
Total	0.3990

Exempt Codes: 26 TAX ACQUIRED

Note: Payments will be reflected as positive values and charges to the account will be

## 2022 FORECLOSURE FEES

WHAT	COTNOIR Acct 526
CERT & REG MAIL	\$ 10.33 (1)
SHERIFF'S SERVICE REQUEST	\$ 6.62
SHERIFF'S SERVICE BILLED	\$ 99.31
<b>TOTAL</b>	<b>\$ 116.26</b>

NOT AN OFFICIAL COPY  
NOT AN OFFICIAL COPY  
08117 A N O F F I C I A L O F F I C I A L  
KNOW ALL MEN BY THESE PRESENTS  
BOOK 2088 PAGE 151  
C O P Y C O P Y

MAINE REAL ESTATE  
TRANSFER TAX PAID

MAINE REAL ESTATE  
TRANSFER TAX PAID

DESCRIPTION NOT VERIFIED

THAT I, STEPHEN C. HOLBROOK of Minot, in the County of Androscoggin, and State of Maine, for consideration paid, grant to CLAUDE A. COTNOIR and JOANN S. COTNOIR, being married, of P. O. Box 407, Oxford, County of Oxford and State of Maine, with WARRANTY COVENANTS, as joint tenants and not as tenants in common, the land in Minot, in the County of Androscoggin, and State of Maine.

A certain lot or parcel of land situated in Minot, County of Androscoggin and State of Maine, bounded and described as follows:

Beginning at an iron pin in the wall on the southeasterly line of the French Hill, so-called, at the corner of Minot and Auburn town line; thence eighty-seven (87') feet to cemetery following the cemetery line one hundred ten (110') feet to an iron pin; thence seventy (70') feet back to an iron on the road limits, in a northerly direction aforesaid road one hundred ten (110') feet to point of beginning.

Together with a trailer located on the above described premises.

Being the same premises conveyed to Stephen C. Holbrook by a quitclaim deed of Raphaelle C. Holbrook dated December 13, 1978, and recorded in the Androscoggin County Registry of Deeds in Book 1382, Page 269.

Witness our hands this 1 day of May, 1987.

Ronald J. Mason  
WITNESS

Stephen C. Holbrook  
STEPHEN C. HOLBROOK

STATE OF MAINE

ANDROSCOGGIN, SS.

May 1, 1987

Then personally appeared the above named Stephen C. Holbrook and acknowledged the foregoing instrument to be his free act and deed.

LEWIS J. MASON  
NOTARY PUBLIC  
MY COMMISSION EXPIRES SEPT. 14, 1988

Before me,

Ronald J. Mason  
Notary Public

TURNER & WHITTIER, P.A.  
ATTORNEYS AT LAW  
P. O. BOX 248  
SOUTH PAIRS, MAINE 04281

Deeds#8, Holbrook.ded

ANDROSCOGGIN SS.  
RECEIVED MAY 12 1987  
AT 10 H. 30 M. A.M.

000526

State of Maine  
Tax Lien Certificate  
2022

COTNOIR, CLAUDE A and COTNOIR, JOANNE S  
PO BOX 407  
OXFORD ME 04270

I, Sara A. Farris, Collector of Taxes for the Town of Minot, a municipal corporation located in the County of Androscoggin, State of Maine, hereby give you notice that a tax in the amount of \$660.68 has been assessed, and was committed to me for collection on August 8, 2022, against real estate in said Town of Minot, and against COTNOIR, CLAUDE A and COTNOIR, JOANNE S as owner(s) thereof, said real estate being described as follows:

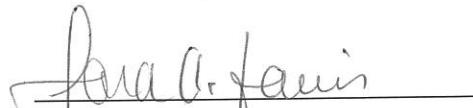
Real Estate located at: 99 BAILEY ROAD Map Lot Description: R16-027 Registry of Deeds reference: B2088P151 05/12/1987

Map and Lot numbers refer to such numbers as found on tax maps of the Town of Minot, prepared by: O'Donnell Associates and dated April 2022, on file at the Town of Minot municipal office.

I give you further notice that said tax, together with interest in the amount of \$16.52, which has been added to and has become part of said tax, remains unpaid; That a lien is claimed on said real estate, above described, to secure the payment of said tax; that proper demand for payment of said tax has been made in accordance with Title 36, Section 942, revised statutes of 1964, as amended

Costs to be paid by taxpayer:

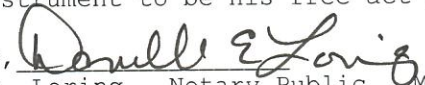
Statutory Fees and	
Mailing Costs	\$59.10
Principal	\$660.68
Interest	\$16.52
<u>Total</u>	<u>\$736.30</u>

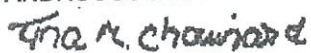
  
 Sara A. Farris  
 Tax Collector  
 Town of Minot

NOTICE: The municipality has policy under Title 36, M.R.S.A. Section 906 to apply all payments to the oldest outstanding tax obligation. If you are uncertain of the status on this property, contact the Tax Collector. Partial payments do not waive a lien.

Androscoggin, SS. State of Maine Minot, Maine July 25, 2023

Then personally appeared the above named Sara A. Farris, Collector of Taxes, and acknowledged the foregoing instrument to be his free act and deed in his said capacity.

Before Me,   
Danielle E. Loring Notary Public March 24, 2026

ANDROSCOGGIN COUNTY  
  
REGISTER OF DEEDS

000526

State of Maine  
Tax Lien Certificate  
2023

COTNOIR, CLAUDE A and COTNOIR, JOANNE S  
PO BOX 407  
OXFORD ME 04270

I, Sara A. Farris, Collector of Taxes for the Town of Minot, a municipal corporation located in the County of Androscoggin, State of Maine, hereby give you notice that a tax in the amount of \$670.74 has been assessed, and was committed to me for collection on August 7, 2023, against real estate in said Town of Minot, and against COTNOIR, CLAUDE A and COTNOIR, JOANNE S as owner(s) thereof, said real estate being described as follows:

Real Estate located at: 99 BAILEY ROAD  
Map Lot Description: R16-027  
Registry of Deeds reference: B2088P151 05/12/1987

Map and Lot numbers refer to such numbers as found on tax maps of the Town of Minot, prepared by: O'Donnell Associates and dated April 2023, on file at the Town of Minot municipal office.

I give you further notice that said tax, together with interest in the amount of \$35.03, which has been added to and has become part of said tax, remains unpaid; That a lien is claimed on said real estate, above described, to secure the payment of said tax; that proper demand for payment of said tax has been made in accordance with Title 36, Section 942, revised statutes of 1964, as amended.

NOTICE: The municipality has policy under Title 36, M.R.S.A. Section 906 to apply all payments to the oldest outstanding tax obligation. If you are uncertain of the status on this property, contact the Tax Collector.

NOTICE: Partial payments do not waive a lien

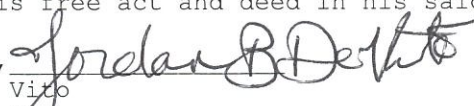
Costs to be paid by taxpayer:

Statutory Fees and	
Mailing Costs	\$69.33
Principal	\$670.74
Interest	\$35.03
<u>Total</u>	<u>\$775.10</u>

  
Sara A. Farris  
Tax Collector  
Town of Minot

COUNTY>, SS. State of Maine Minot, Maine August 6, 2024

Then personally appeared the above named Sara A. Farris, Collector of Taxes, and acknowledged the foregoing instrument to be his free act and deed in his said capacity.

Before Me,   
Jordan De Vito  
Notary Public  
October 4, 2030

**Town of Minot**  
**TAX ACQUIRED PROPERTY POLICY**

1. The purpose of this policy is to provide guidance regarding properties acquired by the Town for non-payment of taxes pursuant to State statute.
2. Prior to the maturity of any tax liens resulting in automatic foreclosure, the Board of Selectmen shall review the list of potential tax acquired properties for any liability or hazardous condition concerns. At that time, the Selectmen may also recommend that any former taxpayers be barred from entering into a payment arrangement for the benefit of the Town.
3. If the former owner (herein referred to as “Taxpayer”), after the property has achieved tax acquired status, requests a reasonable payment schedule that will provide for the repayment of all outstanding taxes, the Town Administrator will allow a payment schedule for up to six (6) months from the date of the agreement, which must be done within ninety (90) days of automatic foreclosure. If the payment schedule, as established by the Town Administrator, is not acceptable to the taxpayer, appeal may be made to the Board of Selectmen.
4. If the Taxpayer becomes more than thirty (30) days delinquent in meeting the payment schedule as established by the agreement, the account will be referred to the Board of Selectmen for further action.
5. Upon completion of the payment arrangement, the Taxpayer shall be issued a quit claim deed for all liens included in the payment arrangement. Said payment arrangement does not preclude the Taxpayer from maintaining current status on any taxes that may be committed during its duration.
6. Annually, the Board of Selectmen will consider all tax acquired properties that have not entered into a payment arrangement by the deadline in section 3 or are delinquent per Section 4 and or use the alternate sale process as described in Section 7.
7. Pursuant to MRS Title 36 §943-C the Municipality must notify the former owner by first class, certified mail of the intent to sell the acquired property.

The municipal officers or their designee must list the property for sale with a real estate broker or agent licensed in Maine, at the highest reasonable price at which the property is anticipated to sell. The broker/agent may not hold an elected or appointed office in the municipality nor be employed by the municipality. The municipality must allow at least 12 months after listing for the property to sell. Once sold the property must be conveyed to the successful buyer via quitclaim deed.

If after 3 attempts the Municipal Officers are unable to contract with a real estate broker or agent or if the broker/ agent is unable to sell the property within 12 months the Municipal Officers may sell the property in any manner authorized by the municipality’s legislative body (Section 9 of this policy). The former owner must still receive any excess sale proceeds. MMA Legal recommends documenting all attempts.

Any excess sale proceeds must be returned to the owner of record. Excess sale proceeds include any sale proceeds less the following:

- The sum of all taxes owed on the property;
  - Property taxes that would have been assessed on the property during the period following foreclosure when the property is owned by the municipality;
  - All accrued interest;
  - Fees, including advertising, mailings, recordings, and property listing and real estate broker's fees;
  - Any other expenses incurred by the municipality in selling or maintaining the property, including, but not limited to, documented administrative costs and reasonable attorney's fees.
  - The cost to the municipality of the lien and foreclosure process, including, but not limited to, reasonable attorney's fees; and
  - Unpaid sewer, water or other utility charges and fees imposed by the municipality.
- The State of Maine recommends that the calculation of these funds be documented for the Municipalities records.

If excess proceeds exist, at least 30 days before they distribute the proceeds to the former owner(s), the Municipal Officers must provide notice of the proceeds to (1) the former owner(s) and (2) any record holder of an interest in the property. Notice must be sent by first class mail and certified mail, return receipt requested. The former owner(s) may request a written accounting of the amount of excess sale proceeds, and an itemization of any deductions allowed in § 943-C(3)(C)

Within 10 days after excess sale proceeds are paid to the former owner(s), the municipality must record a notice in the registry of deeds confirming the distribution of proceeds using the form provided by Maine Revenue Services. It must be signed by the municipal officers. Although not specifically required by the statute, MMA Legal recommends that the Municipal Officers consider recording a similar notice in the county registry of deeds even if no excess proceeds resulted from the property sale. Taking this step can document that the municipality followed the required sale process and that no excess proceeds existed; it may eliminate title concerns as to the municipality's compliance/omission.

The receipt of excess proceeds by the former owner acts as a waiver of the former owner's right to challenge the lien foreclosure process pursuant to 36 M.R.S. § 946-B. (Section 946-B normally allows up to 5-years to challenge foreclosures of liens recorded after 10/13/14).

If the former owner(s) cannot, after reasonable diligence, be located in order for the municipal officers to send the written notice of intent to distribute proceeds, the board may publish notice once a week for three consecutive weeks in a newspaper of general circulation in the county. The published notice must contain the name of the former owner, a description of the property, the amount of excess proceeds, and the date by which the proceeds must be claimed. If the former owner fails to claim the excess proceeds within 30 days after the final notice is published, the proceeds must be transferred to the Unclaimed Property Fund in the State Treasurer's office.

8. If a property is not redeemed under Sections 3 - 5 or sold under Section 7, the property shall be sold by sealed bid or any other method approved by the Selectmen which maximizes the return to the Town. The Selectmen shall reserve the right to accept or reject bids in any bid process. A

notice of intent to sell the property shall be published in the newspaper; shall be posted in those areas where warrants are posted; and shall be sent to the Taxpayer(s) by certified (return receipt requested) and regular mail to all known addresses. The excess funds as described in Section 7 must be returned to the owner of record at time of foreclosure.

9. If the municipality will retain tax-acquired property for municipal use (e.g., as a park, fire station), the municipal officers must procure an appraisal of the property. The appraiser must be licensed to provide appraisals in Maine and may not hold an elected or appointed office in, or otherwise be employed by, the municipality. See 36 M.R.S. § 943-C(7).  
The municipal officers must calculate whether any excess sale proceeds exist using the appraised value (instead of the sale price) and then must provide the notices otherwise required for post-sale distribution of proceeds (§ 943-C(8)). The appraisal must be prepared within 120 days before the distribution of excess proceeds (if any).  
The appraisal fee may be included in the calculation of excess proceeds. See § 943-C(C)(4).

*Policy created based on guidance provided by Maine Municipal Association (MMA) Legal Services is a document titled “2024 CHANGES TO SALE PROCEDURES FOR TAX-ACQUIRED PROPERTY” dated May 15, 2024*

Adopted: July 22, 2024

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Daniel Gilpatric, Chair

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Lisa Cesare, Vice Chair

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Brittany Hemond, Selectman

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Matthew Callahan, Selectman

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William Perry, Selectman



# TOWN OF MINOT

329 Woodman Hill Road  
Minot, Maine 04258-0329

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

## Clerk's Report

March 17, 2025

  
Sara A. Farris - Clerk

Hello Selectmen,

### Updates:

#### Board of Appeals & Planning Board:

PB Meeting 4/1/2025

808 Main Street c/o Derek Dube

Application sent via email from Alex 3/17/2025

Approval to remove and rebuild an existing shed said to be slightly smaller than the previous.

#### FD Donations in Memory of Helen Clifford

\$ 575.00 in the account currently

#### MV New Pine Tree Plates

The new plates should be out for delivery directly from the vendor within the next few weeks. The actual swapping of plates will start May 1<sup>st</sup> and be done as people come to re-register their vehicles or do new registrations. More info about this will be in the April issue of the Country Connection.

#### Tree Growth Applications

Denis from J.E. O'Donnell's and I are working on updating Minot's Tree Growth records. 43 letters were mailed to property owners that needed updated plans.

### Inland Fisheries & Wildlife:

Boat Excise YTD: \$ 198.40

March IF&W

2 Boats

0 registered online

5 Snowmobiles

0 ATV

1 Game Licenses

*The above amounts are as of 3/17/2025.*

### Vitals:

Birth Certificates - 7

Death Certificates - 1

Marriage Certificate - 4

Marriage Intentions/ Licenses - 1

*Vital Requests as of 3/17/2025*

**Dogs:**

3 Dog Registrations have been completed in March so far.

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

We should be receiving about \$144.00 from Animal Welfare for the Town’s portion of online dog registrations.

48 registered online X \$ 3.00 = \$ 144.00

**Building/ Plumbing Permits for 2025:**

Building Permits:

New Home	1
Garage	1
Addition	
Remodel	4
Shed	
Porch/ deck	
Pool	
Solar Panels	3
Demo Permits	2
Camping Permits	

*As of March 17, 2025*

Plumbing Permits:

Internal	2
Septic	2

*As of March 17, 2025*

**Real Estate Taxes:**

2022 taxes - \$ 793.06 for 1 account

2023 taxes - \$ 22,435.80 for 15 accounts

2024 taxes - \$ 153,373.76 for 86 accounts

2025 prepayments – \$ 12,492.53 for 21 accounts

Total owed: \$ 176,602.62

- \$ 6,674.25

**2022 Foreclosed Property**

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

*Foreclosed 1/27/2025.*

*The 90-day deadline is 4/28/2025*

*Danielle has been in contact with Derek Cotnoir on behalf of Claude and he is set to attend the 3/17 Selectmen Meeting with payment as shown in the Epacket. If the payment clears the Quit Claim Deed will be signed on 3/31 back to Claude Cotnoir.*

**Personal Property Taxes:**

2023 - \$991.38 on 3 accounts

2024 - \$631.89 on 4 accounts

2025 prepayments - \$1.00 on 1 account

**Excise Tax:**

<b><u>MONTH</u></b>	<b><u>2023</u></b>	<b><u>2024</u></b>	<b><u>2025</u></b>	<b><u>+/-</u></b>
JAN.	\$50,306.29	\$46,666.44	\$54,107.78	+ \$7,441.34
FEB.	\$51,718.92	\$53,006.15	\$50,738.40	- \$2,267.75
MARCH	\$62,362.95	\$57,687.68	\$33,085.31	- \$24,602.37
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		
<b>TOTAL</b>	<b>\$ 735,871.13</b>	<b>\$ 786,996.91</b>		



## INTEROFFICE MEMO

To: Board of Selectmen

CC: Danielle Loring, Town Administrator

From: Scott Parker, Highway Director

RE: Highway Department (03/03-03/16/2025)

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We have spent some time steaming more culverts as well as opening ditches to prepare for the rain we are now receiving. So far everything has been flowing good.

We will be putting culverts and gravel out to bid this week and paving soon to follow.

**EXPENSE SUMMARY**  
ALL Departments  
WARRANT #6 - 03/17/2025

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	---- Y T D ----		UNEXPENDED BALANCE
			DEBITS	CREDITS	
2500 - AUDIT SERVIC	8,650.00	0.00	300.00	0.00	8,350.00
<b>0213 - CONTRAC SVCS</b>	<b>8,650.00</b>	<b>0.00</b>	<b>300.00</b>	<b>0.00</b>	<b>8,350.00</b>
2550 - ASSESS CONTR	28,400.00	0.00	0.00	0.00	28,400.00
<b>0213 - CONTRAC SVCS</b>	<b>28,400.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>28,400.00</b>
3050 - SNOMBL REFD	0.00	0.00	0.00	1,072.44	1,072.44
<b>0197 - REIMBURS.</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,072.44</b>	<b>1,072.44</b>
3550 - EDA ELF RESE	0.00	0.00	1,494.03	7,801.86	6,307.83
<b>0002 - (CARRY FWD)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,601.86</b>	<b>7,601.86</b>
<b>0012 - DONATIONS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>200.00</b>	<b>200.00</b>
<b>0197 - REIMBURS.</b>	<b>0.00</b>	<b>0.00</b>	<b>797.24</b>	<b>0.00</b>	<b>-797.24</b>
<b>0198 - FOOD</b>	<b>0.00</b>	<b>0.00</b>	<b>696.79</b>	<b>0.00</b>	<b>-696.79</b>
4000 - AUB. PUB LIB	22,500.00	0.00	0.00	0.00	22,500.00
<b>0213 - CONTRAC SVCS</b>	<b>22,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>22,500.00</b>
4025 - TWNWELL RES	0.00	0.00	348.07	17,822.08	17,474.01
<b>0002 - (CARRY FWD)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,627.66</b>	<b>10,627.66</b>
<b>0197 - REIMBURS.</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,194.42</b>	<b>7,194.42</b>
<b>0300 - LABOR</b>	<b>0.00</b>	<b>0.00</b>	<b>300.00</b>	<b>0.00</b>	<b>-300.00</b>
<b>0401 - TESTING</b>	<b>0.00</b>	<b>0.00</b>	<b>25.00</b>	<b>0.00</b>	<b>-25.00</b>
<b>7010 - PAYROLL TAX</b>	<b>0.00</b>	<b>0.00</b>	<b>23.07</b>	<b>0.00</b>	<b>-23.07</b>
5000 - OFF SALARIES	473,120.00	0.00	120,508.73	10,959.40	363,570.67
<b>1001 - CLK/TAX COLL</b>	<b>63,860.00</b>	<b>0.00</b>	<b>11,923.10</b>	<b>0.00</b>	<b>51,936.90</b>
<b>1002 - DEP CLERK</b>	<b>75,000.00</b>	<b>0.00</b>	<b>14,381.16</b>	<b>0.00</b>	<b>60,618.84</b>
<b>1003 - ADMINISTRAT</b>	<b>80,000.00</b>	<b>0.00</b>	<b>15,384.70</b>	<b>0.00</b>	<b>64,615.30</b>
<b>1004 - SELECTMEN</b>	<b>8,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,000.00</b>
<b>1005 - ASSESSORS</b>	<b>150.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>150.00</b>
<b>7010 - PAYROLL TAX</b>	<b>17,000.00</b>	<b>0.00</b>	<b>3,067.41</b>	<b>0.00</b>	<b>13,932.59</b>
<b>7020 - HLTH INSUR</b>	<b>202,950.00</b>	<b>0.00</b>	<b>65,355.70</b>	<b>5,810.26</b>	<b>143,404.56</b>
<b>7021 - VISION INS</b>	<b>0.00</b>	<b>0.00</b>	<b>491.59</b>	<b>427.05</b>	<b>-64.54</b>
<b>7025 - DENTAL INSUR</b>	<b>6,160.00</b>	<b>0.00</b>	<b>4,188.08</b>	<b>1,469.33</b>	<b>3,441.25</b>
<b>7030 - SIMPLE IRA</b>	<b>12,000.00</b>	<b>0.00</b>	<b>3,138.47</b>	<b>637.88</b>	<b>9,499.41</b>
<b>7031 - MEPERS</b>	<b>8,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,000.00</b>
<b>7035 - AFLAC</b>	<b>0.00</b>	<b>0.00</b>	<b>109.08</b>	<b>145.44</b>	<b>36.36</b>
<b>7041 - PFML</b>	<b>0.00</b>	<b>0.00</b>	<b>915.78</b>	<b>915.78</b>	<b>0.00</b>
<b>7042 - PFML ACCRUAL</b>	<b>0.00</b>	<b>0.00</b>	<b>1,553.66</b>	<b>1,553.66</b>	<b>0.00</b>
5075 - CODE ENF/PLA	57,150.00	0.00	8,506.05	0.00	48,643.95
<b>0200 - TELEPHONE</b>	<b>750.00</b>	<b>0.00</b>	<b>124.46</b>	<b>0.00</b>	<b>625.54</b>
<b>0205 - SUPPLIES</b>	<b>500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>
<b>0207 - DUES/SUBSCR</b>	<b>150.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>150.00</b>
<b>0208 - STAFF TRAIING</b>	<b>750.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>750.00</b>
<b>0210 - MLG/EXP REIM</b>	<b>1,500.00</b>	<b>0.00</b>	<b>119.60</b>	<b>0.00</b>	<b>1,380.40</b>

### EXPENSE SUMMARY

ALL Departments  
JANUARY TO DECEMBER

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	--- Y T D ---		UNEXPENDED BALANCE
			DEBITS	CREDITS	
<b>5075 - CODE ENF/PLA CONT'D</b>					
0213 - CONTRAC SVCS	5,000.00	0.00	1,507.00	0.00	3,493.00
1007 - CODE ENFORCE	45,000.00	0.00	6,272.71	0.00	38,727.29
7010 - PAYROLL TAX	3,500.00	0.00	482.28	0.00	3,017.72
<b>5100 - T-O RESERVE</b>	0.00	0.00	0.00	73.03	73.03
0002 - (CARRY FWD)	0.00	0.00	0.00	73.03	73.03
<b>5200 - TOWN INSUR</b>	64,600.00	0.00	13,191.94	915.78	52,323.84
0103 - PROP/CASULTY	34,000.00	0.00	0.00	0.00	34,000.00
0106 - WORKERS COMP	23,000.00	0.00	11,004.80	0.00	11,995.20
0303 - VOLUNTEER	100.00	0.00	0.00	0.00	100.00
7041 - PFML	7,500.00	0.00	1,271.36	0.00	6,228.64
7042 - PFML ACCRUAL	0.00	0.00	915.78	915.78	0.00
<b>5300 - T-O MAINT</b>	42,800.00	0.00	8,121.51	150.00	34,828.49
0012 - DONATIONS	0.00	0.00	0.00	90.00	90.00
0200 - TELEPHONE	2,500.00	0.00	530.93	0.00	1,969.07
0201 - ELECTRICITY	4,000.00	0.00	1,138.35	0.00	2,861.65
0203 - FUEL & GAS	6,000.00	0.00	1,254.43	0.00	4,745.57
0204 - REPAIRS	2,500.00	0.00	1,050.01	0.00	1,449.99
0205 - SUPPLIES	5,000.00	0.00	1,374.81	0.00	3,625.19
0206 - JANITORIAL	8,800.00	0.00	1,830.00	0.00	6,970.00
0207 - DUES/SUBSCR	1,000.00	0.00	165.00	0.00	835.00
0208 - STAFF TRAIING	2,000.00	0.00	120.00	0.00	1,880.00
0209 - POSTAGE	3,500.00	0.00	300.00	60.00	3,260.00
0212 - INSPECTIONS	1,500.00	0.00	0.00	0.00	1,500.00
0213 - CONTRAC SVCS	6,000.00	0.00	298.00	0.00	5,702.00
0403 - SECURITY	0.00	0.00	59.98	0.00	-59.98
<b>5350 - ELECT/MEET</b>	12,000.00	0.00	4,611.43	0.00	7,388.57
0198 - FOOD	400.00	0.00	0.00	0.00	400.00
0205 - SUPPLIES	200.00	0.00	0.00	0.00	200.00
0209 - POSTAGE	1,200.00	0.00	0.00	0.00	1,200.00
0210 - MLG/EXP REIM	0.00	0.00	26.44	0.00	-26.44
0213 - CONTRAC SVCS	4,850.00	0.00	4,018.26	0.00	831.74
0215 - EQUIPMENT	1,000.00	0.00	0.00	0.00	1,000.00
0217 - ADVERTISING	250.00	0.00	0.00	0.00	250.00
1011 - ELEC CLERKS	3,500.00	0.00	311.25	0.00	3,188.75
1012 - MODERATOR	300.00	0.00	250.00	0.00	50.00
7010 - PAYROLL TAX	300.00	0.00	5.48	0.00	294.52
<b>5400 - CEMETERY MAI</b>	10,000.00	0.00	2,704.00	7,267.55	14,563.55
0001 - APPROPRIATED	10,000.00	0.00	0.00	0.00	10,000.00
0002 - (CARRY FWD)	0.00	0.00	0.00	1,867.55	1,867.55
0501 - DEED TRANS	0.00	0.00	4.00	0.00	-4.00

### EXPENSE SUMMARY

ALL Departments  
JANUARY TO DECEMBER

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	---- Y T D ----		UNEXPENDED BALANCE
			DEBITS	CREDITS	
<b>5400 - CEMETERY MAI CONT'D</b>					
<b>7046 - PLOT SALES</b>	0.00	0.00	2,700.00	5,400.00	2,700.00
<b>5650 - REC MAINT</b>	5,000.00	0.00	2,700.00	4,800.52	7,100.52
<b>0001 - APPROPRIATED</b>	5,000.00	0.00	0.00	0.00	5,000.00
<b>0002 - (CARRY FWD)</b>	0.00	0.00	0.00	4,800.52	4,800.52
<b>0213 - CONTRAC SVCS</b>	0.00	0.00	2,700.00	0.00	-2,700.00
<b>6200 - COMMON RDS</b>	352,000.00	0.00	2,754.53	0.00	349,245.47
<b>0205 - SUPPLIES</b>	6,000.00	0.00	576.78	0.00	5,423.22
<b>0207 - DUES/SUBSCR</b>	0.00	0.00	584.00	0.00	-584.00
<b>0208 - STAFF TRAIING</b>	1,000.00	0.00	0.00	0.00	1,000.00
<b>0213 - CONTRAC SVCS</b>	60,000.00	0.00	0.00	0.00	60,000.00
<b>0300 - LABOR</b>	190,000.00	0.00	0.00	0.00	190,000.00
<b>0401 - TESTING</b>	400.00	0.00	0.00	0.00	400.00
<b>0404 - MATERIALS</b>	60,000.00	0.00	1,593.75	0.00	58,406.25
<b>0405 - TRUCKS- EQUI</b>	20,000.00	0.00	0.00	0.00	20,000.00
<b>7010 - PAYROLL TAX</b>	14,600.00	0.00	0.00	0.00	14,600.00
<b>6300 - PAVINGS RDS</b>	334,804.00	0.00	0.00	104,165.18	438,969.18
<b>0002 - (CARRY FWD)</b>	0.00	0.00	0.00	104,165.18	104,165.18
<b>0213 - CONTRAC SVCS</b>	309,804.00	0.00	0.00	0.00	309,804.00
<b>0404 - MATERIALS</b>	25,000.00	0.00	0.00	0.00	25,000.00
<b>6400 - WINTER RDS</b>	397,100.00	0.00	155,004.23	0.00	242,095.77
<b>0205 - SUPPLIES</b>	15,000.00	0.00	11,205.49	0.00	3,794.51
<b>0213 - CONTRAC SVCS</b>	75,000.00	0.00	27,121.31	0.00	47,878.69
<b>0300 - LABOR</b>	160,000.00	0.00	66,419.57	0.00	93,580.43
<b>0404 - MATERIALS</b>	8,600.00	0.00	0.00	0.00	8,600.00
<b>0406 - SALT</b>	82,000.00	0.00	45,418.49	0.00	36,581.51
<b>0407 - SAND</b>	44,000.00	0.00	0.00	0.00	44,000.00
<b>7010 - PAYROLL TAX</b>	12,500.00	0.00	4,839.37	0.00	7,660.63
<b>6500 - HWY EQ REP.</b>	105,000.00	0.00	20,161.05	0.00	84,838.95
<b>0203 - FUEL &amp; GAS</b>	38,000.00	0.00	6,927.50	0.00	31,072.50
<b>0204 - REPAIRS</b>	50,000.00	0.00	9,481.28	0.00	40,518.72
<b>0205 - SUPPLIES</b>	9,000.00	0.00	1,731.74	0.00	7,268.26
<b>0213 - CONTRAC SVCS</b>	8,000.00	0.00	2,020.53	0.00	5,979.47
<b>6600 - HWAY CAP EQ</b>	0.00	0.00	0.00	2,112.77	2,112.77
<b>0002 - (CARRY FWD)</b>	0.00	0.00	0.00	2,112.77	2,112.77
<b>6700 - TOWN GARAGE</b>	22,750.00	0.00	7,787.54	799.38	15,761.84
<b>0200 - TELEPHONE</b>	700.00	0.00	124.46	0.00	575.54
<b>0201 - ELECTRICITY</b>	4,500.00	0.00	1,672.60	799.38	3,626.78
<b>0203 - FUEL &amp; GAS</b>	6,000.00	0.00	2,735.79	0.00	3,264.21
<b>0204 - REPAIRS</b>	6,400.00	0.00	1,956.29	0.00	4,443.71

### EXPENSE SUMMARY

ALL Departments  
JANUARY TO DECEMBER

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	---- Y T D ----		UNEXPENDED BALANCE
			DEBITS	CREDITS	
<b>6700 - TOWN GARAGE CONT'D</b>					
0205 - SUPPLIES	3,000.00	0.00	908.40	0.00	2,091.60
0206 - JANITORIAL	1,200.00	0.00	300.00	0.00	900.00
0212 - INSPECTIONS	400.00	0.00	0.00	0.00	400.00
0213 - CONTRAC SVCS	550.00	0.00	90.00	0.00	460.00
<b>7000 - SOLID WASTE</b>	65,100.00	0.00	8,982.17	0.00	56,117.83
0205 - SUPPLIES	600.00	0.00	0.00	0.00	600.00
0213 - CONTRAC SVCS	62,000.00	0.00	8,982.17	0.00	53,017.83
0225 - ENVIRON HHW	2,500.00	0.00	0.00	0.00	2,500.00
<b>7100 - COMM DAY RES</b>	0.00	0.00	0.00	943.48	943.48
0002 - (CARRY FWD)	0.00	0.00	0.00	898.48	898.48
0012 - DONATIONS	0.00	0.00	0.00	45.00	45.00
<b>7200 - GENL ASSIST</b>	2,000.00	0.00	0.00	0.00	2,000.00
0001 - APPROPRIATED	2,000.00	0.00	0.00	0.00	2,000.00
<b>7300 - CONSER COMM</b>	0.00	0.00	0.00	100.00	100.00
0002 - (CARRY FWD)	0.00	0.00	0.00	100.00	100.00
<b>7400 - STREET LTS</b>	3,000.00	0.00	588.99	0.00	2,411.01
0201 - ELECTRICITY	3,000.00	0.00	588.99	0.00	2,411.01
<b>7700 - LEGAL FEES</b>	10,000.00	0.00	33.00	0.00	9,967.00
0213 - CONTRAC SVCS	10,000.00	0.00	33.00	0.00	9,967.00
<b>7810 - MMA DUES</b>	4,000.00	0.00	4,099.00	0.00	-99.00
0207 - DUES/SUBSCR	4,000.00	0.00	4,099.00	0.00	-99.00
<b>7820 - AVCOG DUES</b>	4,460.00	0.00	0.00	0.00	4,460.00
0207 - DUES/SUBSCR	4,460.00	0.00	0.00	0.00	4,460.00
<b>7900 - COUNTY TAX</b>	412,703.00	0.00	0.00	0.00	412,703.00
0001 - APPROPRIATED	412,703.00	0.00	0.00	0.00	412,703.00
<b>8000 - INTERDEPT</b>	8,050.00	0.00	4,042.80	1.00	4,008.20
0207 - DUES/SUBSCR	0.00	0.00	60.00	0.00	-60.00
0210 - MLG/EXP REIM	250.00	0.00	0.00	0.00	250.00
0213 - CONTRAC SVCS	5,000.00	0.00	2,680.80	1.00	2,320.20
0217 - ADVERTISING	1,500.00	0.00	200.00	0.00	1,300.00
0218 - SOFTWARE LIC	0.00	0.00	924.00	0.00	-924.00
0501 - DEED TRANS	300.00	0.00	64.00	0.00	236.00
0502 - LIENS	1,000.00	0.00	114.00	0.00	886.00
<b>8025 - IT SERVICES</b>	35,800.00	0.00	9,672.63	0.00	26,127.37
0199 - INTERNET	1,500.00	0.00	244.44	0.00	1,255.56
0200 - TELEPHONE	3,300.00	0.00	813.99	0.00	2,486.01
0202 - HARDWARE	2,000.00	0.00	0.00	0.00	2,000.00

### EXPENSE SUMMARY

ALL Departments  
JANUARY TO DECEMBER

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	---- Y T D ----		UNEXPENDED BALANCE
			DEBITS	CREDITS	
<b>8025 - IT SERVICES CONT'D</b>					
0205 - SUPPLIES	2,000.00	0.00	0.00	0.00	2,000.00
0213 - CONTRAC SVCS	24,000.00	0.00	6,000.00	0.00	18,000.00
0218 - SOFTWARE LIC	3,000.00	0.00	2,614.20	0.00	385.80
<b>8026 - TRIO</b>	10,894.00	0.00	10,893.53	0.00	0.47
0213 - CONTRAC SVCS	10,894.00	0.00	10,893.53	0.00	0.47
<b>8210 - HUMANE SOC</b>	4,100.00	0.00	0.00	0.00	4,100.00
0213 - CONTRAC SVCS	4,100.00	0.00	0.00	0.00	4,100.00
<b>8220 - ANIMAL CTL</b>	4,850.00	0.00	1,159.19	0.00	3,690.81
0210 - MLG/EXP REIM	600.00	0.00	82.31	0.00	517.69
0300 - LABOR	4,000.00	0.00	1,000.00	0.00	3,000.00
7010 - PAYROLL TAX	250.00	0.00	76.88	0.00	173.12
<b>8600 - EDUCATION</b>	0.00	0.00	680,042.49	86,994.00	-593,048.49
0002 - (CARRY FWD)	0.00	0.00	0.00	86,994.00	86,994.00
0213 - CONTRAC SVCS	0.00	0.00	680,042.49	0.00	-680,042.49
<b>9000 - MINOT FIRE</b>	272,620.00	0.00	63,026.74	425.00	210,018.26
0012 - DONATIONS	0.00	0.00	425.00	425.00	0.00
0195 - EMPLOYEE APP	6,000.00	0.00	434.25	0.00	5,565.75
0196 - ONBOARDING	6,200.00	0.00	841.00	0.00	5,359.00
0197 - REIMBURS.	0.00	0.00	275.50	0.00	-275.50
0198 - FOOD	2,300.00	0.00	120.53	0.00	2,179.47
0200 - TELEPHONE	1,600.00	0.00	376.50	0.00	1,223.50
0201 - ELECTRICITY	5,000.00	0.00	1,589.69	0.00	3,410.31
0203 - FUEL & GAS	12,000.00	0.00	3,566.22	0.00	8,433.78
0204 - REPAIRS	13,000.00	0.00	11,209.66	0.00	1,790.34
0205 - SUPPLIES	5,000.00	0.00	1,911.21	0.00	3,088.79
0207 - DUES/SUBSCR	600.00	0.00	220.00	0.00	380.00
0208 - STAFF TRAING	20,000.00	0.00	3,450.27	0.00	16,549.73
0210 - MLG/EXP REIM	200.00	0.00	72.05	0.00	127.95
0212 - INSPECTIONS	1,000.00	0.00	0.00	0.00	1,000.00
0213 - CONTRAC SVCS	2,500.00	0.00	2,790.00	0.00	-290.00
0219 - DISPATCHING	16,600.00	0.00	0.00	0.00	16,600.00
0221 - RESCUE SUPP	3,000.00	0.00	2,541.58	0.00	458.42
0223 - APP. SUPP.	10,000.00	0.00	4,347.46	0.00	5,652.54
0224 - PPE EQUIP	20,000.00	0.00	6,884.50	0.00	13,115.50
0226 - BLDING MAINT	2,500.00	0.00	2,924.00	0.00	-424.00
0301 - CALL MEMBER	22,000.00	0.00	0.00	0.00	22,000.00
0302 - PER DIEMS	45,500.00	0.00	4,970.00	0.00	40,530.00
0401 - TESTING	7,000.00	0.00	1,111.15	0.00	5,888.85
1014 - FIRE CHIEF	60,770.00	0.00	11,686.60	0.00	49,083.40
7010 - PAYROLL TAX	9,850.00	0.00	1,279.57	0.00	8,570.43

### EXPENSE SUMMARY

ALL Departments  
JANUARY TO DECEMBER

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	---- Y T D ----		UNEXPENDED BALANCE
			DEBITS	CREDITS	
9200 - FIRE DEPT CP CONT'D					
9200 - FIRE DEPT CP	0.00	0.00	0.00	929.19	929.19
<b>0002 - (CARRY FWD)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>929.19</b>	<b>929.19</b>
9250 - FD APP RES	20,000.00	0.00	0.00	870.58	20,870.58
<b>0001 - APPROPRIATED</b>	<b>20,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>20,000.00</b>
<b>0002 - (CARRY FWD)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>295.58</b>	<b>295.58</b>
<b>0012 - DONATIONS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>575.00</b>	<b>575.00</b>
9300 - GRANT	0.00	0.00	0.00	7,077.92	7,077.92
<b>0002 - (CARRY FWD)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,077.92</b>	<b>7,077.92</b>
9600 - DEBT SERVICE	70,840.00	0.00	0.00	0.00	70,840.00
<b>0600 - INTEREST</b>	<b>8,255.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,255.00</b>
<b>0608 - PRINCIPAL</b>	<b>62,585.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>62,585.00</b>
Final Totals	2,864,291.00	0.00	1,130,733.65	255,281.16	1,988,838.51