



Town of Minot Selectmen Epacket

April 28, 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
Monday, April 28, 2025
6:30 pm
Agenda*

REGULAR MEETING

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
 - a. Monday, April 14, 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 Road Maintenance Program including Crack Sealing
 - b. Consideration and Approval of the RSU 16 Budget Validation Referendum Warrant
(Cost Sharing Warrant to be signed on 5/12/2025 after School Board approves on 4/28/2025)
 - c. Lake Auburn Watershed Member Discussion
 - d. Executive Session pursuant to Title 1 MRSA §405(6)(a): Discussion of Personnel Matters involving the Fire Department with Town Administrator
7. Old Business
8. Department Head Updates
 - a. Clerk's Report
 - b. Highway Report
9. Town Administrator's Report
10. Selectmen Comment
11. Public Comment (3-minute limit) – Items in public comment may be scheduled for a future meeting to provide for Board consideration and public notice
12. Next Meeting Dates
 - a. Monday, May 12, 2025 (Regular Meeting)
13. Adjournment



Town of Minot

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

Board of Selectmen Meeting

Minot Town Office
Monday, April 14th, 2025
6:30 pm
Minutes*

REGULAR MEETING

Selectmen: Lisa Cesare - Chair, Daniel Gilpatric– Vice Chair, Brittany Hemond, Matthew Callahan, and Dean Campbell
Staff: Danielle Loring (Administrator), Sara Farris (Clerk & Recording Secretary), and Jeffrey Burt (Minot Fire Chief)
Public: Dennis Spencer – Spencer Paving Group
Tobias Farnsworth - Gendron & Gendron
Both via zoom

1. Call to Order

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

2. Pledge of Allegiance

Recited

3. Approval of Minutes

a. Monday, March 31st, 2025 – Regular Meeting

Motion: Dean Campbell made a motion to approve the meeting minutes from March 31st, 2025 as written; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (4/0/1)

Matthew Callahan abstained as he was not at the meeting.

The Selectmen signed the meeting minutes.

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

Board of Selectmen Meeting Minutes Dated April 14th 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 \$ 38,127.53 and the Treasurer's Warrant in the amount of \$ 296,133.31; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed the Payroll and Treasurer's Warrants.

5. Fire Department Update – Jeffrey Burt, Fire Chief

See the attached report provided by Chief Burt for more information.

- The Easter Egg hunt was rescheduled to Saturday, April 19 due to the weather. Brittany Hemond and her children have filled 2,000 eggs for the event.
- Chief Burt asked if the Board was discussing the interview schedule for the full time Fire Chief position tonight. Danielle answered that they were but later in the meeting. Chief Burt decided to stay for the discussion.

6. Bid Opening for Paving and Consideration of Approval

Danielle Loring stated that the town received 5 Paving Bids and read them out loud as follows. Matthew Callahan input the numbers as read into an Excel spreadsheet to create the total bid cost as shown.

P & B Paving

\$ 91.66/ ton of 9 ½ surface

\$ 91.66/ ton of binder

For a total bid of \$ 329,976.00

Gendron & Gendron

\$ 91.00/ ton of 9 ½ surface

\$ 97.00/ ton of binder

For a total bid of \$ 331,200.00

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Board of Selectmen Meeting Minutes Dated April 14th 2025.

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Glidden

\$ 93.81/ ton of 9 ½ surface

\$ 101.67/ ton of binder

For a total bid of \$ 342,432.00

Spencer Paving Group

\$ 94.50/ ton of 9 ½ surface

\$ 93.25/ ton of binder

For a total bid of \$ 339,450.00

Northeast Paving

\$ 98.00/ ton of 9 ½ surface

\$ 105.00/ ton of binder

For a total bid of \$ 357,000.00

Danielle Loring stated that P & B Paving is the apparent low bidder in the amount of \$ 329,976.00 and requested that Highway Supervisor Scott Parker review the bid to make sure P & B can meet the bid specs. The Selectmen agreed.

Matthew Callahan stated that the difference between the 2 lowest bidders, P & B Paving and Gendron & Gendron, is \$ 1,224.00. He suggested that if P & B Paving could not meet the deadline to have the project completed by September 30th that Scott Parker should contact Gendron & Gendron.

Motion: Brittany Hemond motioned to accept the bid from P & B Paving in the amount of \$ 329,976.00 with approval from Highway Supervisor Scott Parker that the bid meets the requirements; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (4/0/1)

Matthew Callahan abstained since he submitted a bid for the project on behalf of Glidden.

Both attendees via zoom left the meeting.

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Board of Selectmen Meeting Minutes Dated April 14th 2025.

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7. New Business

a. Discussion of Repairs to Town Office Front Entryway

Danielle Loring provided the Selectmen with 2 quotes from Facility Door Solutions (*attached*). One was to fix the existing doors, and the other was to completely replace the doors. Danielle stated that the Town was awarded the safety grant to renovate the whole front office, including the entryway, but per the grant the money is issued as a reimbursement after the work is completed. With the current grant freeze, Danielle does not recommend spending town funds on the project in case the money is not reimbursed. Danielle acknowledged that this was not included in the recently passed FY 2025 budget, but the doors must still be fixed to keep the building secure.

The quotes do not include installing an ADA button, but this can be installed at a later date. The new doors may also be lighter than the current doors.

The Highway Supervisor and other contractors have tried to fix the current doors with no luck. The Selectmen reviewed the quotes and agreed that the current doors are not worth fixing.

Motion: Matthew Callahan made a motion to proceed with the replacement of the doors for a cost not to exceed \$8,000.00 as quoted by Facility Door Solutions; second by Dean Campbell.

Discussion: None

Vote: Unanimous Approval (5/0)

8. Old Business

a. Update Regarding RSU # 16 Cost Sharing Committee Recommendations

Danielle Loring provided the Selectmen with the report from the Cost Sharing Committee (*attached*).

Brittany Hemond stated that she has contacted Amy Hediger, RSU # 16 Superintendent, because she would like the cost sharing formula percentage breakdowns provided as dollar amounts after the RSU has decided what the total local share will be for the upcoming budget. She believes that this will be easier for residents to comprehend when making their decision on election day.

Lisa Cesare stated that she did ask why there was not going to be a public hearing regarding the proposed cost sharing formula change, and she was told that the Cost Sharing Committee would have had to request a public hearing be held.

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Board of Selectmen Meeting Minutes Dated April 14th 2025.

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She added that there is a public awareness meeting on April 30th regarding the budget and chances are the cost sharing formula will be discussed.

The Selectmen agreed that it is very important to make sure residents from Minot and Mechanic Falls vote on election day as Poland has about double the registered voters in each town. Danielle added that Sara Farris has been working on Minot's May Country Connection article that will discuss the June 10th Election. The June article will discuss the cost sharing formula.

Lisa Cesare provided the Selectmen with an update regarding the RSU # 16 proposed budget. The total budget is right around \$ 29 million, which is a 5.2% increase. Some of the items they have cut from the proposed budget include the following:

- 6 teachers were eliminated due to various reasons.
 - 1 from Poland Community School
 - 1 from Elm Street School in Mechanic Falls
 - 2 from Whittier Middle School
 - 1 from Poland Regional High School
 - 1 from the gifted and talented program
- The ecology school and learning lab program are being removed.
- \$ 100,000.00 worth of projects have been removed from CIP, mostly at Poland Community School.
- They have also taken \$ 1 million out of the undesignated fund balance in an effort to keep the proposed budget low.

Although the Selectmen agreed that teachers need to be paid more, salary increases continue to be a huge part of the budget. The legislature is also looking at a law to raise the minimum salary requirements for teachers, which will increase all school budgets dramatically.

Dean Campbell asked what the current student count was for RSU 16. Brittany Hemond found in her notes that there are about 1,700 students currently enrolled, which is a 3% decrease over the last 5 years. She added that the number of children being born is also decreasing.

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Board of Selectmen Meeting Minutes Dated April 14th 2025.

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Chair Lisa Cesare moved item **10. Town Administrator's Report** up in the agenda. The following was submitted verbally by Town Administrator, Danielle Loring.

- 10 applications have been submitted for the full-time Fire Chief position. Dean Campbell and Lisa Cesare said they would most likely be available to be on the hiring committee if the interviews were held on a Friday. Daniel Gilpatric and Matthew Callahan could possibly be available in the afternoons if needed. Danielle will work on scheduling interviews and is hopeful to have someone hired by June 1st. She will also email out the interview questions for the Selectmen to review and make any suggestions. Lisa asked if Chief Burt had any questions, he did not and he left the meeting.
- Danielle is working on Covid fund reporting.
- Danielle and Highway Supervisor Scott Parker met with Tom, a representative from R.E. Hemond Farms, to discuss the Bucknam Bridge Road project last week. Tom and the R.E. Hemond Board are willing to work with the town as needed to complete the project.
- She is working with Erica at AVCOG to figure out who should be held responsible for cleaning the Summit Drive fire pond. The plans for Summit Drive discuss creating an HOA but the individual deeds to the properties do not mention an HOA or Covenants. Erica believes that in this case the responsibility would fall back on the original developers. Dean Campbell asked if the Highway Department could clean the pond and Danielle answered that they will be too busy this summer with the Marston Hill Road project and all their other work to add that on. Danielle added that she also believes a permit by rule is required as the fire pond is an established water source/ eco system.
- Danielle is working on a FEMA generator grant for Orchard Station.
- Danielle attended an emergency Maine Waste to Energy Meeting last week because they are running out of funds due to the shut down costs and fees. They have increased their per ton fees for member municipalities and another increase can be expected next year. Danielle has been reviewing the town's contract with Maine Waste to Energy and if they run out of funds the member municipalities will be required to pay the bills based on the percentage set in the contract. In order to cut costs Maine Waste to Energy is considering cancelling their property and casualty insurance as the insurance

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doesn't even cover the full amount to rebuild if a catastrophic event did happen and they have not had to actually use it. They acknowledge that this is a huge risk, but the money saved could be used to grow back the undesignated fund balance.

- The Town Audit was completed with a few minor corrections required in Trio.

9. 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.

- Peter Hemond and Perry Transport both approached Scott requesting a rate increase. Danielle stated that Scott is advocating for the increases to be approved and that the requests will fit within the current budget.

11. Selectmen Comment

Discussed in 8. Old Business regarding the RSU 16 Budget.

12. Public Comment

None

13. Next Meeting Dates

a. Monday, April 28th, 2025 – Regular Meeting

Date acknowledged.

14. Adjournment

Motion: Matthew Callahan made the motion to adjourn at 7:31 pm; second by Brittany Hemond.

Discussion: None

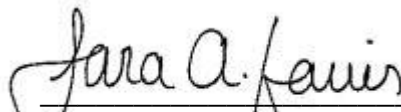
Vote: Unanimous Approval (5/0)

The board adjourned at 7:31 pm.

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Board of Selectmen Meeting Minutes Dated April 14th 2025.

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Sara A. Farris – Clerk
Recording Secretary

Lisa Cesare – Chair

Matthew Callahan

Daniel Gilpatric – Vice Chair

Dean Campbell

Brittany Hemond

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Board of Selectmen Meeting Minutes Dated April 14th 2025.

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SUMMARY

Paving	332000	Budget	514165.18	Projects	390470.1
Culverts	16740.05			Running Total	123695.13
Fabric	4000			Cracksealing	60550
	<u>352740.1</u>			CF FOR FY2026	<u>63145.13</u>
Additional	37730				
	<u>390470.1</u>				

COST BREAKDOWN

Budget	<u>410000</u>
Materials	25000
Paving	385000
Carryforward	104165.2
TOTAL	<u>514165.2</u>

<u>Culvert</u>	
24"	1517
6' & band + freight	11689.05
4'	<u>3534</u>
	16740.05

ADDITIONAL WORK

PAVING	
Lane Road	12430
Hunter Ave	<u>25300</u>
	37730

Crack sealing		
Death Valley	3000	
Brighton	3500	
Holbrook	1000	
Millett	2800	
Pottle Hill	<u>4400</u>	
SUBTOTAL	14700	51450
Simion	800	
Hersey Hill Sch	800	
Pottle Hill	<u>1000</u>	
TOTAL	17300	60550

Coastal Road Repair, LLC

207-893-8923

-----COMMERCIAL – RESIDENTIAL - MUNICIPAL-----

PROPOSAL SUBMITTED TO: Town of Minot

DATE- 4-17-25

Location- Minot ME

PART 1- GENERAL

SCOPE OF WORK- Cracksealing

- A. Work covered by this section consists of furnishing all material, labor and equipment to properly seal random cracks in bituminous concrete pavement.

1.02 REFERENCES – MUST EXCEED

A. ASTM Standards

D6690 Type 4 Joint and Crack Sealants, Hot-Applied, for Asphalt Pavements (formerly ASTM D3405)

PART 2 – MATERIALS

A. **CRACK SEALANT:** A Hot-Applied polymer modified asphalt product used to seal cracks and joints in bituminous concrete pavement.

B. **“DETACK”:** A liquid detackifying solution sprayed over freshly sealed cracks to allow vehicular traffic prior to cure.

2.04 EQUIPMENT

A. Air compressors shall be portable or fixed and capable of furnishing not less than 90 psi pressure at nozzle. The compressor shall be equipped with traps that maintain the compressed air free from oil and water.

B.. Manually operated gas powered air broom designed especially for cleaning pavement surfaces shall be used to remove a sufficient amount of debris, dirt and dust from cracks.

C. Hot-Air Lances for blowing clean cracks shall be a compressed air device.

D. Melting kettles shall be of the double-boiler, indirect fired, portable type. The space between the inner and outer shells shall be filled with a suitable heat transfer oil having a flash point of not less than 530 F. The kettle shall be equipped with a satisfactory means for agitating the crack sealant. This may be accomplished by continuous stirring with mechanically operated paddles. The kettle shall be equipped with a thermostatic control calibrated between 200 F and 550 F. The kettle shall be mounted on rubber tires and shall be equipped with a metal shield beneath the firebox to protect the pavement.

E. Wand applicator shall be connected to the holding tank through a heated applicator hose that ensures the safety of the operator and keeps the material at proper temperature at time of application.

F. Hand tools shall consist of brooms, shovels, metal bars with chisel shaped ends, wire wheel routers V-Squeegees and any other tools that may be required to accomplish the work.

PART 3 – EXECUTION

3.01 PREPARATION

A. VEGETATION: When cracks show evidence of vegetation, it shall be removed.

B. CLEANING: All cracks will be thoroughly cleaned by use of hot compressed air lance.

C. DEBRIS REMOVAL: All old material and debris removed from cracks shall be cleaned from pavement surface by means of manually operated air broom, compressed air or by hand brooms as necessary.

3.02 PREPARATION OF CRACK SEALANT

A. Crack sealant material shall be heated and applied at temperatures specified by the manufacturer. Field blending of materials will not be accepted.

3.03 INSTALLATION OF CRACK SEALANT

A. Crack sealant shall be applied to the cracks using a heated wand applicator following cleaning by hot compressed air lance.

B. Crack sealant shall be bonded to the pavement and may be slightly concave.

C. When necessary, “DETACK” shall be sprayed over sealed crack to allow traffic to pass over.

3.04 PRECAUTIONS

A. No crack sealant shall be applied in wet cracks or where frost, snow or ice is present or when ambient temperature is below 40_F.

PART 4 – WORKMANSHIP

4.01 All workmanship shall be of the highest quality. All excess and spilled sealer shall be removed from the pavement and discarded.

PART 5 – PAY ITEM

5.01 Contractor pricing shall be a Unit price to include all preparation and sealing of cracks specified herein. Traffic control included in unit pricing

Death Valley Rd (Maston hill- Harris Rd)

Brighton Hill Rd(TL-TL)

Holbrook Rd(TL-TL)

Millet Rd (2 Miles)

Pottle Hill Rd (Goodwin-Millet)

Unit price \$ 3.50 per LB

CUSTOMERS SIGNATURE _____

DATE: _____

AUTHORIZED SIGNATURE Aaron Cieslak

DATE: 4-17-25

This proposal may be withdrawn if not accepted within 30 days. If you wish to accept this proposal and have work scheduled, this proposal must be signed and returned.

Warrant for Regional School Unit Sixteen (16) Budget Validation Referendum (20-A M.R.S.A. §1486)

To: Stacie Field, a resident of the RSU 16 in the County of Androscoggin in the State of Maine.

Greetings: In the name of the State of Maine you are hereby required to notify and warn the inhabitants of the Town of Minot qualified to vote in Town affairs to meet at the **Minot Town Hall** on Tuesday, the 10th day of June 2025 A.D. beginning at 8:00 a.m. in the morning to act on Articles 1, 2 and 3 of this warrant to wit:

You are hereby notified that Articles 2 and 3 will be determined on a printed ballot by referendum vote in conformity with sections 2528 to 2532 of Title 30-A of the Maine Revised Statutes, as amended, which is the Australian secret ballot law, so called.

The polls will be open between the hours of 8:00 a.m. and 8:00 p.m.

The Registrar of Voters, Sara Farris, gives notice that the registrar's office will be in session from 8:00 a.m. to 8:00 p.m. on Tuesday, June 10, 2025 to register new voters and to correct the current list of voters.

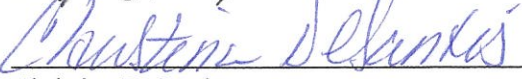
Article 1: To choose a moderator to preside at said meeting.

Article 2: "Do you favor approving the Regional School Unit Sixteen (16) budget for the upcoming school year that was adopted at the latest regional school unit budget meeting? (Yes/No)"

Article 3: "Do you wish to continue the budget validation referendum process in Regional School Unit Sixteen (16) for an additional three years? (Yes/No)"

Given under our hands this 14th day of April 2025:



Mary Martin, Chair


Christina DeSantis

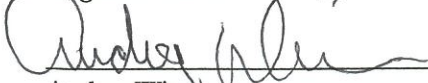
Melanie Harvey


Randy Lautz

Joe Parent

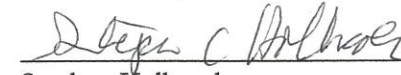

Sarah Robinson

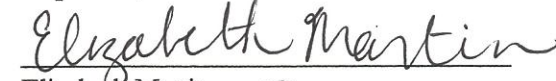
Angela Swenson


Andrea Winn


Patrick Irish, Vice Chair


Mike Downing


Stephen Holbrook


Elizabeth Martin


Emily Rinchich


Jessica Smith


Steve Turner

A majority of the Board of Directors, Regional School Unit Sixteen (16)

Warrant for Regional School Unit Sixteen (16) Budget Validation Referendum (20-A M.R.S.A. §1486)

Countersigned: 4/28/2025

Lisa Cesare, Chair

Matthew Callahan

Daniel Gilpatrick, Vice Chair

Brittany Hemond

Dean Campbell

A majority of the Municipal Minot, Maine

ATTEST: A True Copy




Sara A. Farris, Town Clerk

RETURN

Pursuant to the within notice, I have notified and warned the voters of the Town of Minot, Maine to meet at the time and place for the purposes therein named, by posting this day an attested copy of the within warrant, at the Post Offices in Minot, and at the Town Office, the same being conspicuous and public places in said Town.

Stacie Field
Resident of the RSU 16

Date

 Summarize this email**Glen Holmes**

to Cameron, Town, me ▾

1:08 PM (1 hour ago)



Good Afternoon,

First, it has just come to my attention that I wrote this email over two months ago but never hit send. It has been in my draft box.

I am writing to let you know that I am no longer an Assessor for the Buckfiel Village Corporation. After serving 15 years, it was time to pass the torch.

That said, as I am no longer a town official, I do not believe I can represent the three towns on the Lake Auburn Water Protection Commission.

I recommend that the Chairpersons from the three Selectboards meet to determine who should continue representing the communities.

I am happy to meet with whomever you all choose to pass along what I have collected over these past three years and give you some insight into what I see moving forward.

Thank you for being so supportive over the past few years. Please let me know if I can be of additional assistance.

Yours in Service

Glen E. Holmes

207-212-0735



TOWN OF MINOT

329 Woodman Hill Road
Minot, Maine 04258-0329

Tel: 1-207-345-3305

Fax: 1-207-346-0924

Clerk's Report

All amounts as of April 28, 2025


Sara A. Farris - Clerk

Hello Selectmen,

Updates:

Board of Appeals & Planning Board:

808 Main St./ Derek Dube

Lot behind the Post Office on Minot Ave.

There is a Public Hearing on 5/6 for the above-mentioned.

FD Donations in Memory of Helen Clifford

\$ 675.00 in the account currently

MV New Pine Tree Plates

Plate swaps begin 5/1 and will be done as residents come in to register their vehicles.

I received the inventory for the roll out including stickers.

Old unused Chick-a-dee plates will be returned via UPS paid for by the State.

ATV Registrations

2025-2026 ATV registrations begin 5/1

RSU 16 Meeting & Election

Budget Community Meeting

Wednesday, April 30 at 6pm

PCS Gym

District Budget Meeting

Tuesday, May 20 at 6pm

PRHS Auditorium

Election

Tuesday, June 10

Polls open 8 am to 8 pm

There is no State Election in June so we will have the RSU Ballot(s)

BALLOT 1 - Budget Approval/Budget Process

BALLOT 2 - Cost Sharing Question

Both ballots will be double sided and color coordinated.

I am working on getting my clerks scheduled.

Absentee Requests are available now. Ballots will be issued starting May 21 after the Budget Meeting.

Inland Fisheries & Wildlife:

Boat Excise YTD: \$ 758,406.60

April IF&W

30 Boats

4 registered online

0 Snowmobiles

2 ATVs

12 Game Licenses

Vitals:

Birth Certificates - 15

Death Certificates - 4

Marriage Certificate – 8

Marriage Intentions/ Licenses - 1

Dogs:

1 Dog Registration has been completed in April so far.

Building/ Plumbing Permits for 2025:

Building and plumbing projects are starting to pick up!

Building Permits:

New Home	1
Garage	2
Addition	2
Remodel	5
Shed	1
Porch/ deck	3
Pool	1
Solar Panels	6
Cell Tower Mods	1
Demo Permits	2
Camping Permits	

Plumbing Permits:

Internal	7
Septic	2

Real Estate Taxes:

2023 taxes - \$ 20,245.69 for 13 accounts

2024 taxes - \$ 138,107.59 for 76 accounts

2025 prepayments – \$ 20,247.96 for 27 accounts

Total owed: \$ 158,353.28

- \$ 7,819.14

Personal Property Taxes:

2023 - \$999.77 on 3 accounts

2024 - \$320.17 on 3 accounts

2025 prepayments - \$1.00 on 1 account

I sent out reminder letters on 4/10 to the 5 accounts that were still unpaid to try and collect the amounts due.

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	\$50,738.40	- \$2,267.75
MARCH	\$62,362.95	\$57,687.68	\$64,847.97	+ \$ 7,160.29
APRIL	\$59,196.83	\$76,488.98	\$62,205.09	- \$ 14,283.89
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	\$231,899.24	



INTEROFFICE MEMO

To: Board of Selectmen

CC: Danielle Loring, Town Administrator

From: Scott Parker, Highway Director

RE: Highway Department (04/14 – 04/27/2025)

After talking to P&B Paving about their schedule for paving, I feel it is in the best interest for the Town to award the bid to Gendron & Gendron with your blessing.

We have met with a crack sealing company for pricing on sealing some of our roads, as I feel it will help preserve them.

We have started sweeping roads and will be digging test pits on Bucknam Bridge Road this week.

The fields and cemetery are now open, and the water is turned on. We pulled road posters last week. We are now on our summer schedule.

Select board meeting department update

April 28, 2025

Minot Fire / Rescue Department

Chief Jeff Burt

Calls for service: 8 fire / 5 medical (13 total)

Old business:

- Easter egg hunt went smoothly, thank you, everyone, for helping!
- Grants are still on hold by the federal government, with no updated time frame.

New business:

- BT 5 recently experienced a significant coolant leak with an over-pressuring of the radiator, resulting in the cap blasting off while idling at Orchard Station. The engine began overheating before being shut off. Repair estimates are over \$3,000, as the head gaskets need to be replaced and other services. Consulting with Danielle, given the truck's value compared to the extensive funds recently applied to the continued servicing and repairs, the determination was made to retire the current truck five while maintaining considerations for a future apparatus.
- Maine EMS grant funding opportunity available, no associated cost to the town; I am in the process of reviewing how to acquire the allotted funds.
- Tank 3 is at Big Rig shop for servicing, while operating at a recent woods fire, it developed a "rough idle" with an unknown cause, the following day an additional road test was completed with notation that the idle was worsening in severity, unknown factor or associated costs yet.
- As a notation, Turners Fire Chief has resigned effective immediately, while this does not have a direct effect on Minot, it is worth noting as Turner FD in recent years provided multiple Basic Fire School courses that Minot members went through, additionally Turner was preparing to host the RIT course I had previously mentioned, it is unknown when or who the new TFD Chief will be and if TFD will continue in their previous direction of producing routine, certified trainings to area agencies. If TFD does not elect to continue

these trainings, decreased training opportunities will be likely or members will be required to travel an increased distance to ensure certification and experience occur.

- No other new business

Respectfully submitted

~ Chief Jeff Burt

EXPENSE SUMMARY

WARRANT #9
04/28/2025

ACCOUNT	BUDGET	BUDGET	---- Y T D ----		UNEXPENDED
	ORIGINAL	ADJUSTMENT	DEBITS	CREDITS	BALANCE
2500 - AUDIT SERVIC	8,650.00	0.00	300.00	0.00	8,350.00
0213 - CONTRAC SVCS	8,650.00	0.00	300.00	0.00	8,350.00
2550 - ASSESS CONTR	28,400.00	0.00	0.00	0.00	28,400.00
0213 - CONTRAC SVCS	28,400.00	0.00	0.00	0.00	28,400.00
3050 - SNOMBL REFD	0.00	0.00	0.00	1,072.44	1,072.44
0197 - REIMBURS.	0.00	0.00	0.00	1,072.44	1,072.44
3550 - EDA ELF RESE	0.00	0.00	1,494.03	7,801.86	6,307.83
0002 - (CARRY FWD)	0.00	0.00	0.00	7,601.86	7,601.86
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
4000 - AUB. PUB LIB	22,500.00	0.00	0.00	0.00	22,500.00
0213 - CONTRAC SVCS	22,500.00	0.00	0.00	0.00	22,500.00
4025 - TWNWELL RES	0.00	0.00	522.76	17,822.08	17,299.32
0002 - (CARRY FWD)	0.00	0.00	0.00	10,627.66	10,627.66
0197 - REIMBURS.	0.00	0.00	0.00	7,194.42	7,194.42
0209 - POSTAGE	0.00	0.00	12.00	0.00	-12.00
0300 - LABOR	0.00	0.00	400.00	0.00	-400.00
0401 - TESTING	0.00	0.00	80.00	0.00	-80.00
7010 - PAYROLL TAX	0.00	0.00	30.76	0.00	-30.76
5000 - OFF SALARIES	473,120.00	0.00	166,153.82	14,892.22	321,858.40
1001 - CLK/TAX COLL	63,860.00	0.00	19,076.96	0.00	44,783.04
1002 - DEP CLERK	75,000.00	0.00	22,704.60	0.00	52,295.40
1003 - ADMINISTRAT	80,000.00	0.00	24,615.52	0.00	55,384.48
1004 - SELECTMEN	8,000.00	0.00	0.00	0.00	8,000.00
1005 - ASSESSORS	150.00	0.00	0.00	0.00	150.00
7010 - PAYROLL TAX	17,000.00	0.00	4,884.39	0.00	12,115.61
7020 - HLTH INSUR	202,950.00	0.00	81,977.34	8,717.86	129,690.52
7021 - VISION INS	0.00	0.00	607.78	588.03	-19.75
7025 - DENTAL INSUR	6,160.00	0.00	5,202.12	2,260.85	3,218.73
7030 - SIMPLE IRA	12,000.00	0.00	4,506.59	637.88	8,131.29
7031 - MEPERS	8,000.00	0.00	0.00	0.00	8,000.00
7035 - AFLAC	0.00	0.00	109.08	218.16	109.08
7041 - PFML	0.00	0.00	915.78	915.78	0.00
7042 - PFML ACCRUAL	0.00	0.00	1,553.66	1,553.66	0.00
5075 - CODE ENF/PLA	57,150.00	0.00	13,035.90	0.00	44,114.10
0200 - TELEPHONE	750.00	0.00	186.69	0.00	563.31
0205 - SUPPLIES	500.00	0.00	0.00	0.00	500.00
0207 - DUES/SUBSCR	150.00	0.00	0.00	0.00	150.00
0208 - STAFF TRAIING	750.00	0.00	200.00	0.00	550.00

EXPENSE SUMMARY

ALL Departments
JANUARY TO DECEMBER

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	---- Y T D ----		UNEXPENDED BALANCE
			DEBITS	CREDITS	
5075 - CODE ENF/PLA CONT'D					
0210 - MLG/EXP REIM	1,500.00	0.00	119.60	0.00	1,380.40
0213 - CONTRAC SVCS	5,000.00	0.00	1,507.00	0.00	3,493.00
1007 - CODE ENFORCE	45,000.00	0.00	10,235.65	0.00	34,764.35
7010 - PAYROLL TAX	3,500.00	0.00	786.96	0.00	2,713.04
5100 - T-O RESERVE	0.00	0.00	0.00	73.03	73.03
0002 - (CARRY FWD)	0.00	0.00	0.00	73.03	73.03
5200 - TOWN INSUR	64,600.00	0.00	20,778.37	915.78	44,737.41
0103 - PROP/CASULTY	34,000.00	0.00	0.00	0.00	34,000.00
0106 - WORKERS COMP	23,000.00	0.00	17,840.90	0.00	5,159.10
0303 - VOLUNTEER	100.00	0.00	0.00	0.00	100.00
7041 - PFML	7,500.00	0.00	2,021.69	0.00	5,478.31
7042 - PFML ACCRUAL	0.00	0.00	915.78	915.78	0.00
5300 - T-O MAINT	42,800.00	0.00	12,317.92	167.20	30,649.28
0012 - DONATIONS	0.00	0.00	0.00	90.00	90.00
0200 - TELEPHONE	2,500.00	0.00	759.93	0.00	1,740.07
0201 - ELECTRICITY	4,000.00	0.00	1,622.79	0.00	2,377.21
0203 - FUEL & GAS	6,000.00	0.00	2,633.10	0.00	3,366.90
0204 - REPAIRS	2,500.00	0.00	1,050.01	0.00	1,449.99
0205 - SUPPLIES	5,000.00	0.00	1,769.50	0.00	3,230.50
0206 - JANITORIAL	8,800.00	0.00	2,440.00	0.00	6,360.00
0207 - DUES/SUBSCR	1,000.00	0.00	200.00	0.00	800.00
0208 - STAFF TRAIING	2,000.00	0.00	260.00	0.00	1,740.00
0209 - POSTAGE	3,500.00	0.00	651.00	77.20	2,926.20
0212 - INSPECTIONS	1,500.00	0.00	0.00	0.00	1,500.00
0213 - CONTRAC SVCS	6,000.00	0.00	621.00	0.00	5,379.00
0218 - SOFTWARE LIC	0.00	0.00	147.90	0.00	-147.90
0403 - SECURITY	0.00	0.00	89.97	0.00	-89.97
7035 - AFLAC	0.00	0.00	72.72	0.00	-72.72
5350 - ELECT/MEET	12,000.00	0.00	4,644.81	0.00	7,355.19
0198 - FOOD	400.00	0.00	33.38	0.00	366.62
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
5400 - CEMETERY MAI	10,000.00	0.00	3,325.00	8,467.55	15,142.55

EXPENSE SUMMARY

ALL Departments
JANUARY TO DECEMBER

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	---- Y T D ----		UNEXPENDED BALANCE
			DEBITS	CREDITS	
5400 - CEMETERY MAI CONT'D					
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	25.00	0.00	-25.00
7046 - PLOT SALES	0.00	0.00	3,300.00	6,600.00	3,300.00
5650 - REC MAINT					
	5,000.00	0.00	2,700.00	4,800.52	7,100.52
0001 - APPROPRIATED	5,000.00	0.00	0.00	0.00	5,000.00
0002 - (CARRY FWD)	0.00	0.00	0.00	4,800.52	4,800.52
0213 - CONTRAC SVCS	0.00	0.00	2,700.00	0.00	-2,700.00
6200 - COMMON RDS					
	352,000.00	0.00	19,147.69	0.00	332,852.31
0205 - SUPPLIES	6,000.00	0.00	1,438.18	0.00	4,561.82
0207 - DUES/SUBSCR	0.00	0.00	584.00	0.00	-584.00
0208 - STAFF TRAIING	1,000.00	0.00	0.00	0.00	1,000.00
0213 - CONTRAC SVCS	60,000.00	0.00	0.00	0.00	60,000.00
0300 - LABOR	190,000.00	0.00	0.00	0.00	190,000.00
0401 - TESTING	400.00	0.00	0.00	0.00	400.00
0404 - MATERIALS	60,000.00	0.00	17,125.51	0.00	42,874.49
0405 - TRUCKS- EQUI	20,000.00	0.00	0.00	0.00	20,000.00
7010 - PAYROLL TAX	14,600.00	0.00	0.00	0.00	14,600.00
6300 - PAVINGS RDS					
	334,804.00	0.00	0.00	104,165.18	438,969.18
0002 - (CARRY FWD)	0.00	0.00	0.00	104,165.18	104,165.18
0213 - CONTRAC SVCS	309,804.00	0.00	0.00	0.00	309,804.00
0404 - MATERIALS	25,000.00	0.00	0.00	0.00	25,000.00
6400 - WINTER RDS					
	397,100.00	0.00	223,830.28	0.00	173,269.72
0205 - SUPPLIES	15,000.00	0.00	11,539.08	0.00	3,460.92
0213 - CONTRAC SVCS	75,000.00	0.00	50,198.51	0.00	24,801.49
0300 - LABOR	160,000.00	0.00	97,138.31	0.00	62,861.69
0404 - MATERIALS	8,600.00	0.00	0.00	0.00	8,600.00
0406 - SALT	82,000.00	0.00	57,913.54	0.00	24,086.46
0407 - SAND	44,000.00	0.00	0.00	0.00	44,000.00
7010 - PAYROLL TAX	12,500.00	0.00	7,040.84	0.00	5,459.16
6500 - HWY EQ REP.					
	105,000.00	0.00	36,804.84	0.00	68,195.16
0203 - FUEL & GAS	38,000.00	0.00	14,073.94	0.00	23,926.06
0204 - REPAIRS	50,000.00	0.00	13,213.19	0.00	36,786.81
0205 - SUPPLIES	9,000.00	0.00	7,051.68	0.00	1,948.32
0213 - CONTRAC SVCS	8,000.00	0.00	2,466.03	0.00	5,533.97
6600 - HWAY CAP EQ					
	0.00	0.00	0.00	2,112.77	2,112.77
0002 - (CARRY FWD)	0.00	0.00	0.00	2,112.77	2,112.77
6700 - TOWN GARAGE					
	22,750.00	0.00	9,042.15	799.38	14,507.23
0200 - TELEPHONE	700.00	0.00	186.69	0.00	513.31

EXPENSE SUMMARY

ALL Departments
JANUARY TO DECEMBER

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	---- Y T D ----		UNEXPENDED BALANCE
			DEBITS	CREDITS	
6700 - TOWN GARAGE CONT'D					
0201 - ELECTRICITY	4,500.00	0.00	2,453.07	799.38	2,846.31
0203 - FUEL & GAS	6,000.00	0.00	2,735.79	0.00	3,264.21
0204 - REPAIRS	6,400.00	0.00	1,956.29	0.00	4,443.71
0205 - SUPPLIES	3,000.00	0.00	1,019.81	0.00	1,980.19
0206 - JANITORIAL	1,200.00	0.00	400.00	0.00	800.00
0212 - INSPECTIONS	400.00	0.00	155.50	0.00	244.50
0213 - CONTRAC SVCS	550.00	0.00	135.00	0.00	415.00
7000 - SOLID WASTE	65,100.00	0.00	13,997.03	0.00	51,102.97
0205 - SUPPLIES	600.00	0.00	0.00	0.00	600.00
0213 - CONTRAC SVCS	62,000.00	0.00	13,997.03	0.00	48,002.97
0225 - ENVIRON HHW	2,500.00	0.00	0.00	0.00	2,500.00
7100 - COMM DAY RES	0.00	0.00	52.79	963.48	910.69
0002 - (CARRY FWD)	0.00	0.00	0.00	898.48	898.48
0012 - DONATIONS	0.00	0.00	0.00	65.00	65.00
0198 - FOOD	0.00	0.00	52.79	0.00	-52.79
7200 - GENL ASSIST	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
7300 - CONSER COMM	0.00	0.00	0.00	100.00	100.00
0002 - (CARRY FWD)	0.00	0.00	0.00	100.00	100.00
7400 - STREET LTS	3,000.00	0.00	938.22	0.00	2,061.78
0201 - ELECTRICITY	3,000.00	0.00	938.22	0.00	2,061.78
7700 - LEGAL FEES	10,000.00	0.00	233.00	0.00	9,767.00
0213 - CONTRAC SVCS	10,000.00	0.00	233.00	0.00	9,767.00
7810 - MMA DUES	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
7820 - AVCOG DUES	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
7900 - COUNTY TAX	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
8000 - INTERDEPT	8,050.00	0.00	4,726.55	100.31	3,423.76
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	3,197.55	100.31	1,902.76
0217 - ADVERTISING	1,500.00	0.00	300.00	0.00	1,200.00
0218 - SOFTWARE LIC	0.00	0.00	924.00	0.00	-924.00
0501 - DEED TRANS	300.00	0.00	80.00	0.00	220.00
0502 - LIENS	1,000.00	0.00	165.00	0.00	835.00

EXPENSE SUMMARY

ALL Departments
JANUARY TO DECEMBER

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	---- Y T D ----		UNEXPENDED BALANCE
			DEBITS	CREDITS	
8025 - IT SERVICES CONT'D					
8025 - IT SERVICES	35,800.00	0.00	14,362.12	0.00	21,437.88
0199 - INTERNET	1,500.00	0.00	495.60	0.00	1,004.40
0200 - TELEPHONE	3,300.00	0.00	1,085.82	0.00	2,214.18
0202 - HARDWARE	2,000.00	0.00	0.00	0.00	2,000.00
0205 - SUPPLIES	2,000.00	0.00	0.00	0.00	2,000.00
0213 - CONTRAC SVCS	24,000.00	0.00	10,000.00	0.00	14,000.00
0218 - SOFTWARE LIC	3,000.00	0.00	2,780.70	0.00	219.30
8026 - TRIO	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
8210 - HUMANE SOC	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
8220 - ANIMAL CTL	4,850.00	0.00	1,182.77	0.00	3,667.23
0210 - MLG/EXP REIM	600.00	0.00	105.89	0.00	494.11
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
8600 - EDUCATION	0.00	0.00	906,723.32	86,994.00	-819,729.32
0002 - (CARRY FWD)	0.00	0.00	0.00	86,994.00	86,994.00
0213 - CONTRAC SVCS	0.00	0.00	906,723.32	0.00	-906,723.32
9000 - MINOT FIRE	272,620.00	0.00	95,235.36	425.00	177,809.64
0012 - DONATIONS	0.00	0.00	425.00	425.00	0.00
0195 - EMPLOYEE APP	6,000.00	0.00	468.75	0.00	5,531.25
0196 - ONBOARDING	6,200.00	0.00	865.00	0.00	5,335.00
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	528.28	0.00	1,071.72
0201 - ELECTRICITY	5,000.00	0.00	2,614.94	0.00	2,385.06
0203 - FUEL & GAS	12,000.00	0.00	6,413.12	0.00	5,586.88
0204 - REPAIRS	13,000.00	0.00	16,162.43	0.00	-3,162.43
0205 - SUPPLIES	5,000.00	0.00	2,547.62	0.00	2,452.38
0207 - DUES/SUBSCR	600.00	0.00	220.00	0.00	380.00
0208 - STAFF TRAING	20,000.00	0.00	3,739.27	0.00	16,260.73
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	4,415.30	0.00	-1,915.30
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	4,826.36	0.00	5,173.64
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	8,368.73	0.00	13,631.27

EXPENSE SUMMARY

ALL Departments
JANUARY TO DECEMBER

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	--- Y T D ---		UNEXPENDED BALANCE
			DEBITS	CREDITS	
9000 - MINOT FIRE CONT'D					
0302 - PER DIEMS	45,500.00	0.00	8,295.55	0.00	37,204.45
0401 - TESTING	7,000.00	0.00	1,111.15	0.00	5,888.85
1014 - FIRE CHIEF	60,770.00	0.00	18,698.56	0.00	42,071.44
7010 - PAYROLL TAX	9,850.00	0.00	2,717.14	0.00	7,132.86
9200 - FIRE DEPT CP	0.00	0.00	0.00	929.19	929.19
0002 - (CARRY FWD)	0.00	0.00	0.00	929.19	929.19
9250 - FD APP RES	20,000.00	0.00	0.00	970.58	20,970.58
0001 - APPROPRIATED	20,000.00	0.00	0.00	0.00	20,000.00
0002 - (CARRY FWD)	0.00	0.00	0.00	295.58	295.58
0012 - DONATIONS	0.00	0.00	0.00	675.00	675.00
9300 - GRANT	0.00	0.00	0.00	7,077.92	7,077.92
0002 - (CARRY FWD)	0.00	0.00	0.00	7,077.92	7,077.92
9600 - DEBT SERVICE	70,840.00	0.00	70,840.00	0.00	0.00
0600 - INTEREST	8,255.00	0.00	7,763.10	0.00	491.90
0608 - PRINCIPAL	62,585.00	0.00	63,076.90	0.00	-491.90
9950 - SELECTMEN AP	0.00	0.00	5,148.38	0.00	-5,148.38
0213 - CONTRAC SVCS	0.00	0.00	5,148.38	0.00	-5,148.38
Final Totals	2,864,291.00	0.00	1,642,529.64	260,650.49	1,482,411.85