



Town of Minot Selectmen Epacket
September 29, 2025 at 6:00pm
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, September 29, 2025
6:30 pm
Agenda*

REGULAR MEETING

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
 - a. Monday, September 15, 2025 Meeting
4. Warrants
 - a. Payroll Expense Warrant
 - b. Treasurer's Warrant
5. New Business
 - a. Consideration of Approval of Private Drive Extension Application of Arthur's Way – Benjamin Pratt
 - b. Executive Session pursuant to Title 1 MRSA §405 (6)(a): Town Administrator's Annual Review
6. Old Business
7. Department Head Updates
 - a. Clerk's Report
 - b. Highway Report
 - c. Fire Department Update
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, October 13, 2025
12. 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, September 15th, 2025

6:00 pm

Minutes*

REGULAR MEETING

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

Absent: Matthew Callahan

Staff: Danielle Loring (Administrator), Sara Farris (Clerk & Recording Secretary), Corey Nugent (Minot Fire Chief), and Scott Parker (Highway Supervisor)

Public: None

1. Call to Order

The meeting was called to order at 6:05 pm and a quorum was present.

2. Pledge of Allegiance

Recited

3. Approval of Minutes

a. Tuesday, September 2nd, 2025 – Regular Meeting

Danielle Loring provided the Selectmen with the minutes prepared by Sara Farris for consideration.

Motion: Lisa Cesare motioned to approve the meeting minutes from September 2nd, 2025 as written; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (4/0)

The Selectmen signed the Meeting Minutes.

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated September 15th 2025.

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

4. Warrants

a. Payroll Expense Warrant

b. Treasurer's Warrant

c. August Check Reconciliation Review and Consideration

Danielle Loring provided the Selectmen with the above-mentioned items for consideration.

Motion: Lisa Cesare motioned to accept the Payroll Expense Warrant in the amount of \$29,815.75 and the Treasurer's Warrant in the amount of \$292,953.82; second by Brittany Hemond.

Discussion: Danielle Loring stated that the Treasurer's Warrant included the RSU 16 school payment.

Vote: Unanimous Approval (4/0)

The Selectmen signed the Payroll and Treasurer's Warrants.

Motion: Brittany Hemond motioned to accept the August Check Reconciliation as presented; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (4/0)

5. Public Hearing

Liquor License Approval

Mac's Grill for an event at Arbella Acres (661 Pottle Hill Rd.) on 9/20/2025

Motion: Lisa Cesare motioned to open the public hearing at 6:10 pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (4/0)

Sara Farris provided the Selectmen with the application for review and the approval form and stated that the \$100.00 fee has been paid. Danielle Loring stated that the building is up to code and that there have been no reported issues on the property. No one from the public was in attendance.

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated September 15th 2025.

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

Motion: Brittany Hemond motioned to approve the Liquor License for Mac's Grill at Arbella Acres on 9/20/2025; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (4/0)

The Selectmen signed the approval form as presented.

Motion: Brittany Hemond motioned to close the public hearing at 6:12 pm; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (4/0)

Chair Cesare moved **7. New Business, b. Executive Session Pursuant to Title 1 MRSA §405 (6)(a): Personnel Matter Discussion with Fire Chief and Town Administrator** up in the agenda.

Motion: Brittany Hemond motioned to enter the Executive Session at 6:13 pm; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (4/0)

The Selectmen, Town Administrator, Sara Farris, and Chief Nugent entered the Executive Session.

Motion: Brittany Hemond motioned to exit the Executive Session at 6:18 pm; second by Daniel Gilpatric.

Discussion: None

Vote: Unanimous Approval (4/0)

The Selectmen, Town Administrator, Sara Farris, and Chief Nugent exited the Executive Session. No motions or decisions were required after the Executive Session.

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated September 15th 2025.

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

Chair Cesare moved **7. New Business, Discussion of Town Representative spot for RSU 16 FY2026-27 Budget Deliberation** up in the agenda.

Lisa Cesare said she would be willing to fill the position for one more year.

Motion: Brittany Hemond motioned to appoint Lisa Cesare as the Minot's Town Representative for RSU 16's FY2026-27 Budget Deliberation; second by Daniel Gilpatric.

Discussion: None

Vote: Unanimous Approval (4/0)

Sara Farris completed the appointment paperwork, and the Selectmen signed it as presented.

6. Workshop

a. Discussion of Funding for Highway and Fire Departments' Reserve Accounts

Chair Cesare gave some ideas based on other municipalities' fee schedules and from reviewing ours. Topics and discussion points were as follows.

- Increase the Liquor License fees.
- Increase the Camping Permit fee.
 - Would like to increase to \$50.00
- Increase the fee for new homes.
- Increase the fees on accessory buildings like sheds, garages, decks, pools, greenhouses, and barns but not limited to.
 - Would like to increase from \$30.00 to \$35.00 for the base charge.
- Increase the Cemetery Plot fees for non-residents.
 - Fees collected for the cemetery are used for the perpetual care of the cemeteries only.
- Create fees for marijuana grows.
 - The Town would have to opt in and create an ordinance to charge fees.
 - Minot does not have the districts to allow store fronts.
- Increase the Planning Board Application from \$75.00 to \$150.00.

The Selectmen would like to move forward with increasing the Camping Permit fee to \$50.00, increasing the accessory building as listed above base fees to \$35.00, and increase the Planning Board Application fees to \$150.00. The fee schedule must be updated and presented to the Selectmen for approval.

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated September 15th 2025.

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

Danielle Loring brought up a previous discussion regarding the use of excise tax to fund reserve accounts. Per Maine Statute 36 MRS § 1489 excise tax can be used for any purpose for which the municipality may appropriate money, not just roads as previously thought. The amount of excise tax used at tax commitment is an estimated amount based on prior tax years. The amount used at commitment amount could be capped at \$750,000.00 and then any overage collected can be placed in reserve accounts for the Highway and Fire Departments. The Selectmen agreed that this was a good way to fund reserve accounts but did not decide on how the funds should be shared among the reserve accounts.

Danielle Loring provided the selectmen with the proposed “Minot Fire Rescue Department Billing and Restitution Policy” as created by Chief Nugent (attached). The policy would require a Town Meeting Article for approval. Some key topics discussed were as follows.

- The Company would bill the insurance companies to start and not the resident.
- There would be restitution costs for at fault and/ or arson cases.
- Some insurance companies have a cap as to how much they will pay so the total amount billed may not be paid.
- Motor vehicle accidents will be the target to bill as they generally take less time and equipment to clear the scene, and they will most likely be paid.
- The company responsible for billing will receive read only access to all reports to bill. The reports must include all information including what tools and apparatuses were used. If the incident is a motor vehicle accident the crash report number will need to be included.
- The billing company will only be paid if the town is paid and at the percentage.

Motion: Brittany Hemond motioned to allow Danielle Loring and Chief Nugent to continue to work on the policy and submit it to legal for review; second by Dean Campbell.

Discussion: None

Vote: Unanimous Approval (4/0)

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated September 15th 2025.

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

The discussion then moved to the Highway Department and Fire Department Replacement Schedules and FY 26 Budget Goals.

Danielle Loring provided the Selectmen with the Highway Department Replacement Schedule as created by Highway Supervisor Scott Parker (attached).

- Roadside Mower

Scott Parker would like to include the purchase of a roadside mower in his budget. They range in price from \$30,000.00 to \$60,000.00. The town is currently paying the Town of Raymond \$10,000.00 to mow the roadsides in a months' time and not all roads are being completed. Brittany Hemond asked if the mower could be used for other purposes and Scott Parker replied that it is a specialty item and is only set up for roadside mowing purposes. There was also some discussion about possibly mowing for other towns in the future with it to generate revenue. The Selectmen agreed to allow the mower to be included in the budget.

- 2015 Peterbilt

The 2015 Peterbilt will not be traded towards the purchase of a new plow truck but be kept as a spare instead of purchasing a different used truck as a spare. The crew is familiar with this truck and a purchased used one they would not be. With no trade in a new plow truck would be financed for around \$250,000.00.

Danielle Loring provided the Selectmen with the Fire Department CIP (Capital Improvement Plan) Memo and Replacement Schedule as created by Chief Nugent (attached).

- UTV and Utility 1

Chief Nugent is looking a grants to obtain the UTV to replace Truck 5 (Forestry Truck). Utility 1 will replace Squad 7 and will be used to haul the UTV and outfitted for everyday use including EMS calls.

- Command Car

The Selectmen agreed that the Command Car should be moved to FY 2027 as the UTV and Utility 1 will both be new FY 2026.

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated September 15th 2025.

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

- CIP

Chair Cesare asked Chief Nugent what his main CIP targets would be. Chief Nugent responded that station renovations are a top priority to provide a better facility for Per Diem members. EMS equipment is also a top priority. Chief Nugent would like to increase the town's license to paramedic level as Chief Nugent is a paramedic. This would also allow members to do everything that they are able to do under their license when they arrive on scene instead of waiting for United to arrive. This would require more EMS equipment to be purchased. Lisa Cesare asked if this could be achieved over a 1 to 2 year period. Chief Nugent responded that it could, but the license cannot change until the town has the equipment.

- The proposed Fire Department budget is about \$326,000.00 +/- which is a 17.82% increase from last year.

The discussion then changed to the repeater on top of the church on Center Minot Hill Rd that was recently damaged by lightning. Danielle Loring stated that when the church was struck by lightning the power was damaged beyond repair. The town has insurance on the repeater (\$20,000.00) but the Minot Historical Society does not have insurance on the church to fix the damage. Since the wiring in the church is so old the electrician will only fix it by replacing all the wiring. Danielle Loring asked the Selectmen if the Historical Society needed funds from the town to get the electricity in the church fixed and in turn get the repeater back up and running, would the town be interested? This could include a loan or gift of funds. Brittany Hemond added that the Historical Society did create a Go Fund Me account to help raise money for the repairs and they are waiting on a quote from the electrician. After some discussion the Selectmen decided that they are neither for nor against the idea but would like to wait to see the quote from the electrician.

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated September 15th 2025.

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

The discussion then moved to the overall budget goals. Danielle Loring provided the Selectmen with the Proposed FY26 Budget Goals Memo and the Budget Initial Request Worksheet (attached) and reviewed the Memo with them. Some other topics discussed were as follows:

- Bucknam Bridge Road
Danielle Loring and Scott Parker are continuing to work with Sebago Technics to complete deed work for the new road layout.
- Cemetery Budget
Lisa Cesare asked if the Cemetery budget could be lowered this year. Danielle answered that due to the ongoing test pit and drainage tile project she is unsure if that would be possible.
- 457 Plans
The Selectmen do not wish to stay at 3% but they do not feel that they can financially make the jump to 5%. Danielle is going to survey staff to see if they would change their contributions or leave them the same and then she will be able to provide a more accurate cost estimate.
- Look Towards the Future!
Danielle would like the Selectmen to be proactive and make decisions now that set the town up for success in the future.
- Proposed Budget Increase
The current proposed budget is a \$80,397.00 increase, about 3.3% for the town operations. Danielle proposes an increase of 6-8% when the other departments are factored in.

Danielle requested that the Selectmen set some goals for the budget so staff can finalize their proposed budgets for the 10/16 deadline.

- Max of 9% collective budget increase.
- Budget for 5% regarding the 457 match but may have to go to 4% for fit within the allowed increase.
- The Town Office boiler, Fire Department Utility 1 Truck, and the Highway Department roadside mower are to be included in the FY 26 Budget.
- 2.5% cost of living increase but could be up to 3% if it can work within the overall increase allowance of 9%.

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated September 15th 2025.

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

8. Department Head Updates

b. Highway Report Submitted and Read by Highway Supervisor Scott Parker.

See the attached report for more information.

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

See the attached report for more information.

- Chief Nugent requested that the town utilize funds from the general fund to allow him to purchase a mobile radio for an amount not to exceed \$6,000.00. This would allow Chief Nugent to maintain better communications while the repeater is down. Once the repeater is fixed the radio will be installed on Utility 1. Chief Nugent does believe that some calls have been missed due to the lack of working communications, and this would help prevent that in the meantime. There was some discussion about a mobile repeater, the timeline as to when the repeater could be fixed, and how soon Chief Nugent could expect to have the radio once purchased. It was questioned whether this should go out to bid, but Dean Campbell and Chief Nugent explained the Dirigo Wireless is really the only vendor that would deal with this type of radio.

Motion: Brittany Hemond motioned to approve an overage not to exceed \$5,000.00 to purchase a radio for Chief Nugent to use while the repeater is down; second by Dean Campbell.

Discussion: None

Vote: Unanimous Approval (4/0)

a. Clerks Report Submitted and read by Clerk Sara Farris

See the attached report for more information.

9. Town Administrator's Report

- The town is still looking for someone to serve on the Lake Auburn Watershed Commission and still looking for Budget Committee members.

** Written minutes serve as reference.

Board of Selectmen Meeting Minutes Dated September 15th 2025.

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

10. Selectmen Comment

None

11. Public Comment

None

12. Next Meeting Dates

a. Monday, September 29th, 2025 – Regular Meeting

The date was acknowledged.

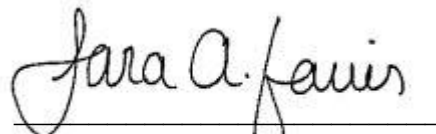
13. Adjournment

Motion: Daniel Gilpatric made the motion to adjourn at 8:41 pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (4/0)

The board adjourned at 8:41 pm.


Sara A. Farris – Clerk
Recording Secretary

Lisa Cesare – Chair

Matthew Callahan

Daniel Gilpatric – Vice Chair

Dean Campbell

Brittany Hemond

** Written minutes serve as reference.
Board of Selectmen Meeting Minutes Dated September 15th 2025.
*Items may be taken out of order at the Chairman’s Discretion.

Benjamin Pratt
275 Harris Rd
Minot, ME 04258
207-754-6538

Town Of Minot
Board Of Selectman
Planning Board

RE: Arthurs Way Private Ext.

To All,

I am seeking to divide my land, Lot 28E BOOK 6274 PAGE 341, into 2 possible lots with a private extension of Arthur's way as shown on the attached Plans from Main Land Development.

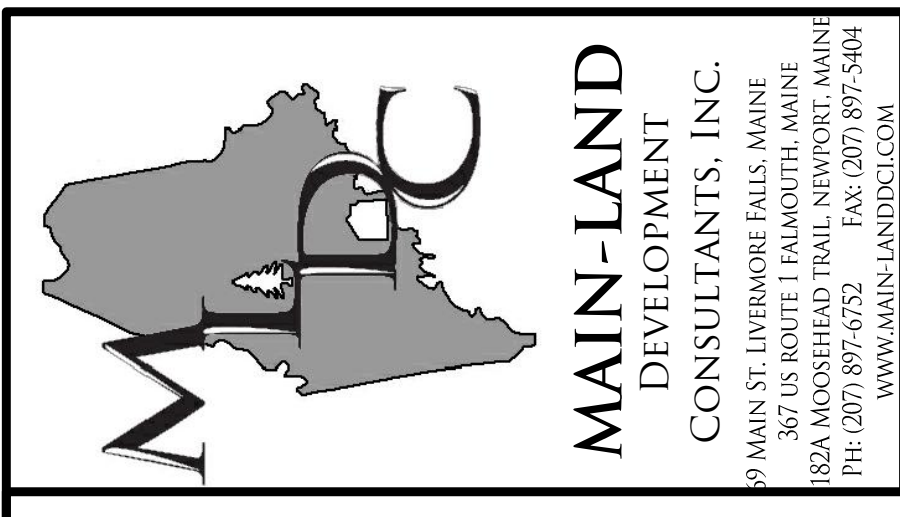
The Private Extension will be constructed to the common driveway standards, by the potential buyer, and a driveway maintenance agreement will be included with the deed transferring potential lot A, and potential lot B.

The Town of Minot will at no time in the future approve the private extension of Arthur's Way as a Public Road. The Road will meet the requirements for Emergency vehicle services. Any Additional Divisions of either lot will require Planning Board Approval and will require that the road be brought up to Current Road Standards.

Thank You for your Consideration on this matter.

Sincerely,

Benjamin M Pratt



SKETCH PLAN SHOWING LAND OF BENJAMIN PRATT
 ARTHUR'S WAY & HARRIS ROAD, TOWN OF MINOT, ANDROSOGGIN, STATE OF MAINE
 OWNER OF RECORD
BENJAMIN PRATT
 110 HARRIS ROAD, MINOT, MAINE 04258
 MADE FOR
BENJAMIN PRATT
 110 HARRIS ROAD, MINOT, MAINE 04258
 DRAWING SCALE:
 100 0 50 100
 (IN FEET)
 1 INCH = 100 FT

REVISION NOTES:
 PROJ. MGR. CLB
 DRAWN BY. UT
 CHECKED BY. CLB
 REVISION NO. N/A
 SURVEY DATE. N/A
 SUBMISSION DATE. 2025-09-17
 SUBMITTED FOR. FINAL

SKETCH PLAN

SEAL:

 CHARLES L. BUKER PLS #2397
 DRAWING NO. **S1.1**
 MIDC NO. 25-080
 1 OF 1

PLAN REFERENCES

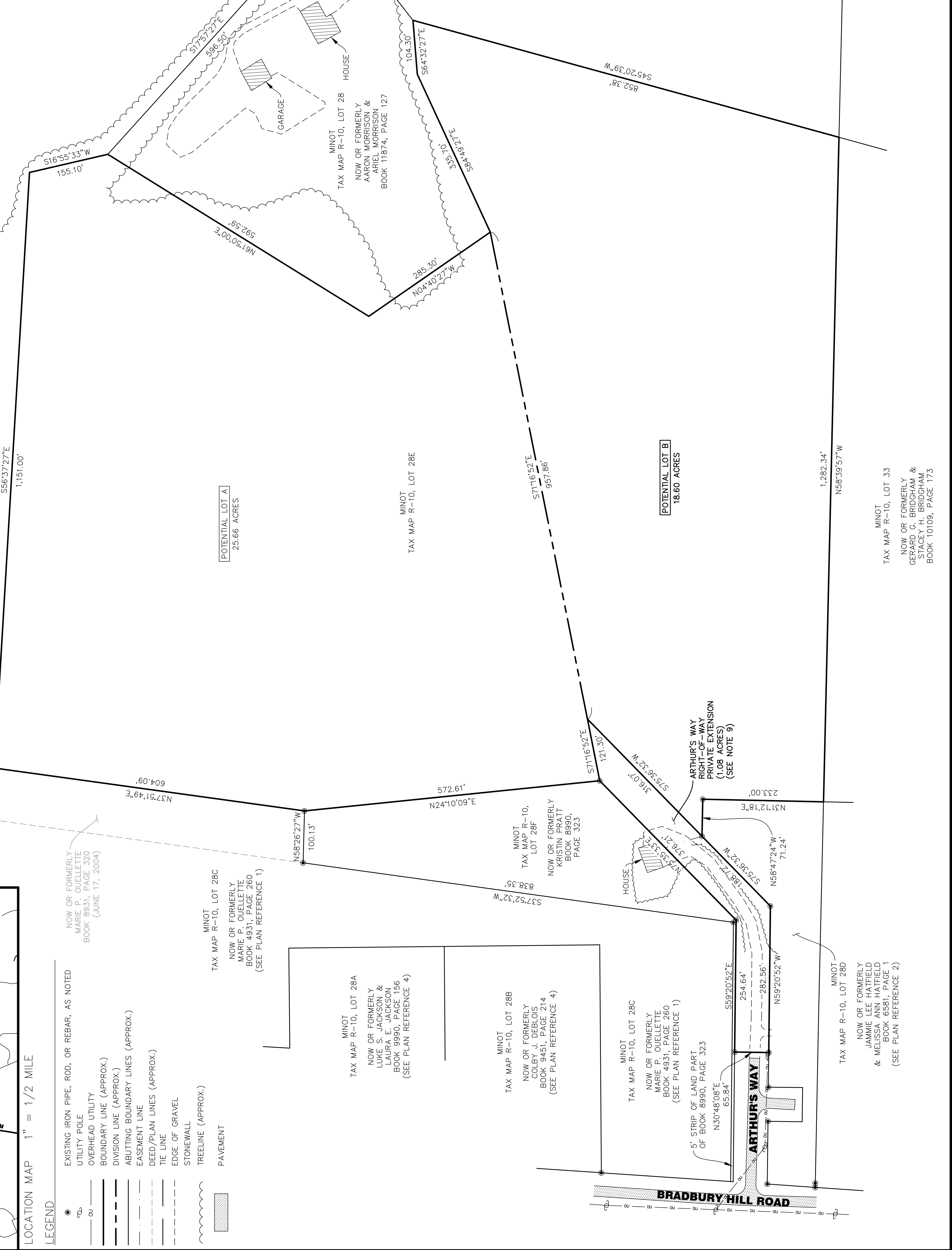
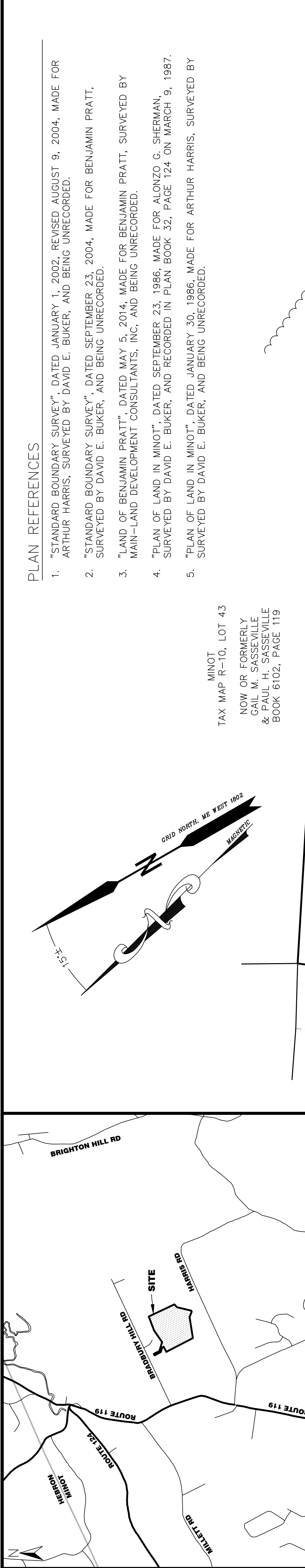
- "STANDARD BOUNDARY SURVEY", DATED JANUARY 1, 2002, REVISED AUGUST 9, 2004, MADE FOR ARTHUR HARRIS, SURVEYED BY DAVID E. BUKER, AND BEING UNRECORDED.
- "STANDARD BOUNDARY SURVEY", DATED SEPTEMBER 23, 2004, MADE FOR BENJAMIN PRATT, SURVEYED BY DAVID E. BUKER, AND BEING UNRECORDED.
- "LAND OF BENJAMIN PRATT", DATED MAY 5, 2014, MADE FOR BENJAMIN PRATT, SURVEYED BY MAIN-LAND DEVELOPMENT CONSULTANTS, INC. AND BEING UNRECORDED.
- "PLAN OF LAND IN MINOT", DATED SEPTEMBER 23, 1986, MADE FOR ALONZO G. SHERMAN, SURVEYED BY DAVID E. BUKER, AND RECORDED IN PLAN BOOK 32, PAGE 124 ON MARCH 9, 1987.
- "PLAN OF LAND IN MINOT", DATED JANUARY 30, 1986, MADE FOR ARTHUR HARRIS, SURVEYED BY DAVID E. BUKER, AND BEING UNRECORDED.

NOTES

- ALL BEARINGS ARE REFERENCED TO MAINE STATE GRID, WEST ZONE, NAD83.
- TOWN OF MINOT: TAX MAP R-10, LOTS 28 & 28E.
- OWNER OF RECORD AT TIME OF SURVEY: BENJAMIN PRATT; LOT 28E - BOOK 6274, PAGE 341
- AREA SUMMARY:
 LOT A: 25.66 ACRES, MORE OR LESS
 LOT B: 18.60 ACRES, MORE OR LESS
 ARTHUR'S WAY EXTENSION: 1.08 ACRES, MORE OR LESS
 TOTAL: 45.34 ACRES, MORE OR LESS
- ALL BOOK AND PAGES REFER TO THE ANDROSOGGIN COUNTY REGISTRY OF DEEDS.
- TREELINE, GRAVEL DRIVEWAYS, AND HOUSES SHOWN ARE APPROXIMATE AND WERE DIGITIZED FROM GOOGLE EARTH AERIAL PHOTOGRAPHY.
- THIS IS NOT A STANDARD BOUNDARY SURVEY PLAN. BOUNDARY LINES ARE BASED ON COMPILED OF PLAN REFERENCES. NO FIELD WORK WAS COMPLETED TO VERIFY BOUNDARY LINES.
- ANY ADDITIONAL DIVISIONS OF EITHER LOT WILL REQUIRE PLANNING BOARD APPROVAL AND WILL REQUIRE THAT THE ROAD WILL BE BROUGHT UP TO THE CURRENT ROAD STANDARDS.
- THE PRIVATE EXTENSION OF ARTHUR'S WAY WILL BE CONSTRUCTED TO THE COMMON DRIVEWAY STANDARDS AND A DRIVEWAY MAINTENANCE AGREEMENT WILL BE INCLUDED WITH THE DEED TRANSFERRING POTENTIAL LOT A AND POTENTIAL LOT B. THE TOWN OF MINOT WILL AT NO TIME IN THE FUTURE APPROVE THE PRIVATE EXTENSION OF ARTHUR'S WAY AS A PUBLIC ROAD.

POTENTIAL LOT A
 25.66 ACRES
 MINOT
 TAX MAP R-10, LOT 43
 NOW OR FORMERLY
 GAIL M. & PAUL H. SASSEVILLE
 BOOK 6102, PAGE 119

POTENTIAL LOT B
 18.60 ACRES
 MINOT
 TAX MAP R-10, LOT 40A
 NOW OR FORMERLY
 GERARD G. BRIDGHAM &
 STACEY H. BRIDGHAM
 BOOK 5908, PAGE 262
 BOOK 5343, PAGE 28



Chapter 8: Minimum Street Construction Requirements [Adopted March 2, 2007]

8-101 Purposes, Administration and Applicability

8-101.1 Statement of Purpose

The purpose of this Chapter is to promote the health, safety and public welfare of the residents of Minot through establishing minimum construction standards for streets.

8-101.2 Administration

The Board of Selectmen, hereafter referred to as the Board, shall administer this Chapter. The Board may appoint an Inspector to act as its agent in undertaking inspection duties prescribed by this Chapter.

8-101.3 Applicability

- A. This Chapter shall apply to all streets within the Town to be constructed or improved, or to be accepted as town ways after the effective date.
- B. Alterations, widening, and improvements shall be consistent with Section 8-401. The Town of Minot shall be exempt from the provisions of this Chapter when the Town undertakes alterations, widening and improvements.
- C. Nothing in this Chapter shall be construed to prevent the design and construction of streets which meet higher standards, use improved methods, or higher quality materials. The determination of the acceptability of other standards, methods or materials shall be made by the Board with advice from the Town Road Commissioner and the Planning Board.

8-201 Application Procedures

Prior to the construction of any new street or reconstruction or lengthening of an existing street, ten (10) copies of the application and plans shall be submitted to the Board of Selectmen at least thirty (30) days prior to a scheduled meeting of the Board.

8-201.1 Submission Requirements

- A. The name(s) of the applicant(s);
- B. The name(s) of the owner(s) on record of the land upon which the proposed street is to be located;

- C. A statement of any legal encumbrances on the land upon which the proposed street is to be located;
- D. The anticipated starting and completion dates of each major phase of street construction;

8-201.2 Plans

Plans and illustrations submitted as part of the application shall be prepared in accordance with these standards by a Licensed Professional Engineer to include the following information.

- A. The scale of the plan. (All streets and roadway plan and profile drawings shall be drawn to a scale 1"-50' horizontal and 1"-5' vertical);
- B. The direction of magnetic north;
- C. A plan profile and typical cross section views of all proposed streets;
- D. The starting and ending point with relation to established roads, streets or ways and any planned or anticipated future extensions of the streets. (All terminal points and the center line alignment shall be identified by survey stationing);
- E. The street limits with relation to existing buildings and established landmarks.
- F. Dimensions, both linear and angular, necessary for locating boundaries, and necessary for locating subdivisions, lots, easements and building lines;
- G. The lots, if any, as laid out and numbered on said street, showing the names of all owners of abutting property;
- H. All natural waterways and watercourses in or on land continuous to the said streets or ways;
- I. The kind, size, location, profile and cross section of all existing and proposed drainage ways and structure and their relationship to existing, natural waterways;
- J. The soil erosion and sedimentation control plan showing interim and final control provisions;
- K. Curve data for all horizontal and vertical curves shall be the center line radius, arc length, beginning of curve and end of curve points;
- L. All centerline gradients shall be shown and expressed as a percent;
- M. All curve and property line radii of intersections;
- N. The limits and location of any proposed sidewalk and curbing;
- O. The location of all existing and proposed overhead and underground utilities, to include, but not limited to, the following: (NOTE: when a location, in the case of any underground utility, is an approximate location, it shall be noted on the plan as such.)
 - 1. storm drains
 - 2. telephone/cable line poles or underground service

3. electrical power line poles or underground service
 4. street lights;
 5. public water supply lines
 6. sanitary sewer lines
- P. The name(s) of each proposed new road or street.
- Q. The location and type of street barriers (guardrails) where warranted.

8-201.3 Review by Planning Board and Road Commissioner

Upon receipt of an application for a proposed street, the Board shall also forward copies to the Planning Board and one copy to the Road Commissioner for review and comment.

8-201.4 Streets within Proposed Subdivisions

Streets proposed as part of a subdivision as defined in Chapter 14 shall be submitted to the Board of Selectmen as an integral part of the Subdivision Application. Plans shall conform to the provisions of this Chapter as well as that required by Chapter 7, Subdivision Standards.

8-301 Public Acceptance of Streets

The approval by the Board of a proposed public street shall not be deemed to constitute or be evidence of any acceptance by the Municipality of the street. Final acceptance of a proposed public street shall be by an affirmative vote at an annual Town Meeting.

8-401 Application Review

8-401.1 Complete Application

Within thirty (30) days from the date of receipt, the Board shall notify the applicant in writing either that the application is complete, or if incomplete, the specific additional material needed to make them complete. Determination by the Board that the application is complete in no way commits or binds the Board as to the adequacy of the application to meet the requirements of this Chapter

8-401.2 Application Approval

The Board shall, within thirty (30) days of a public hearing or within sixty (60) days of having received the completed application or within such other time limit as may be mutually agreed to by the applicant and Board, deny or grant approval on such terms and conditions as it may deem advisable to satisfy this Chapter and to preserve the public health, safety, and general welfare. In all instances, the burden of proof shall be upon the applicant. In issuing its decision, the Board

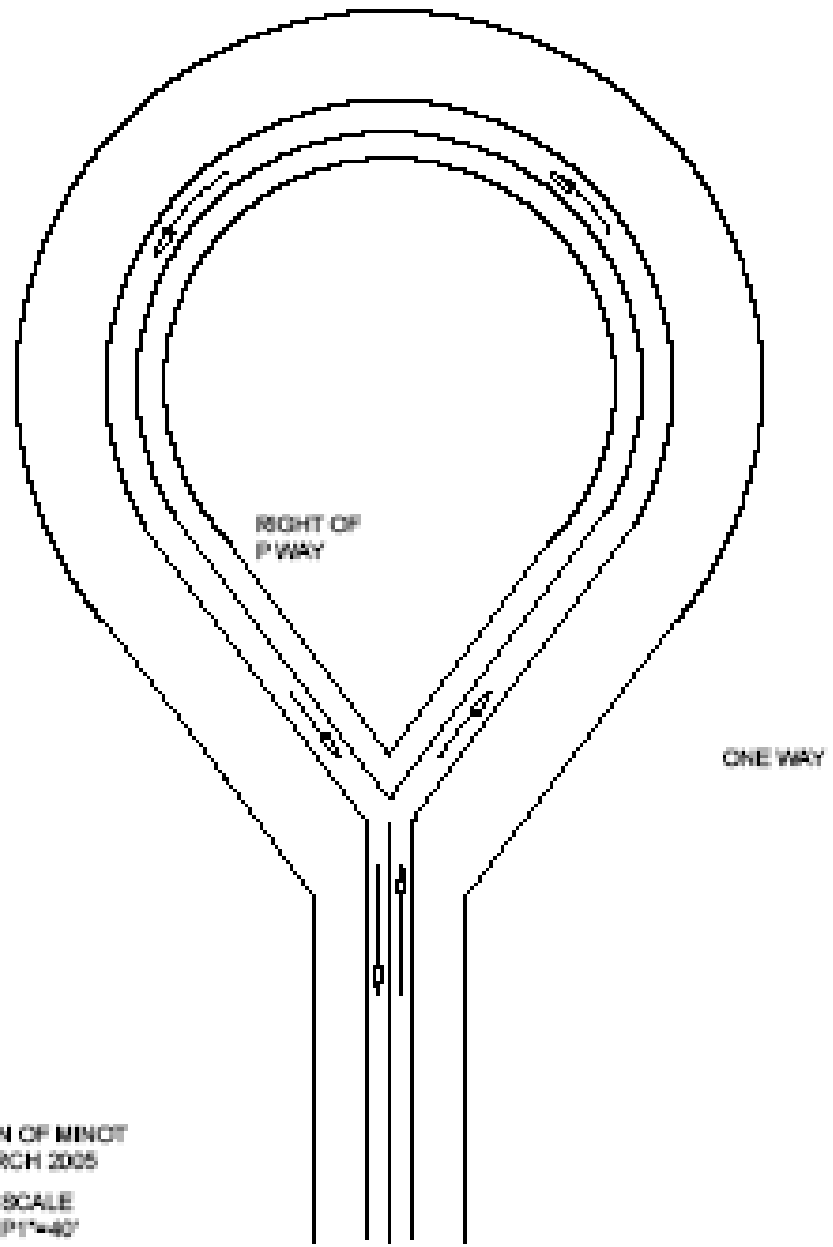
shall make a written finding of fact establishing that the application does or does not meet the provisions of this Chapter.

8-401.3 Public Hearing

The Board may hold a public hearing on the application. Should a public hearing be held the Board shall publish notice of the date, time and place of the hearing in a newspaper of general circulation in the municipality at least two times, the date of the first publication to be at least seven (7) days prior to the hearing. Notice of the public hearing shall be mailed to the applicant all abutters of the proposed street seven (7) days prior to the hearing by the Town.

PROPOSED CUL-DE-SAC FOR DEAD-END ROADS

P1
HD.8x; }



TOWN OF MINOT
17 MARCH 2005

SCALE
1" = 40'

8-501 General Requirements for all Street Construction

8-501.1 Minimum Design Standards

This Chapter incorporates by reference standards and specifications for street construction adopted by the State of Maine Department of Transportation then in effect to the extent that standards and specifications are not provided in this Chapter. Roads shall be built according to the most current version of the State of Maine, Department of Transportation, Highway Design Guide.

- A. A minimum right-of-way of sixty-six (66) feet wide.
- B. For streets to be accepted as town ways, the right-of-way shall be deeded to the Town in simple fee in accordance with Title 25 MRSA Section 3025.
- C. If a street is to be dead-end (does not connect to an accepted town, county, or state way on each end, or does not connect to itself), it shall be provided with a cul-de-sac turnaround with a minimum radius seventy-five feet (75') to the inside edge of the travel way, centered a minimum of one hundred forth feet (140') beyond the end of the sixty-six foot (66') right-of-way. The right-of-way for the cul-de-sac shall be thirty-three feet (33') and the travel way shall have a width of between twelve feet (12') and fourteen feet (14'). Traffic circulation within the cul-de-sac shall be one way (counter clockwise). No building lots will be allowed within the cul-de-sac.
- D. For design details, adhere to table 7-4, Geometric Design Criteria for Rural Local Roads, located in the state of Maine Department of Transportation Highway Design Guide.
- E. Culverts shall be placed and sized to meet the drainage conditions. In no case, shall culverts be less than fifteen (15) inches in diameter or extend less than six (6) feet beyond the shoulders.
- F. Culverts shall be reinforced concrete, corrosion protected corrugated metal pipe, or double-walled high density polyethylene pipe, and shall be properly installed.
- G. Vertical clearance to overhanging vegetation, structures, or utilities above the final surface must be a minimum of sixteen (16) feet.
- H. No grade (slope along the center of the travel way) shall be greater than ten percent (10%), 10 vertical feet in 100 horizontal feet).
- I. Street base shall be adequately compacted to insure that the structure of the street base or surface shall not deteriorate due to natural conditions or from expected traffic beyond normal deterioration. Base material shall meet Maine Department of Transportation (MDOT) standards specification number 703.04(B)-Type D for the entire fill thickness. Depth of fill material will be as measured after compaction. Compaction is required after each six (6) inch lift. All aggregate sub-base materials shall be free of rocks or

rock particles which exceed six (6) inches in diameter. All aggregate base materials shall be free of rocks or rock particles which exceed two (2) inches in diameter.

- J. Streets shall be designed to discourage through traffic within a residential subdivision.
- K. Roadway crown: All streets shall be constructed with a roadway crown of ¼" per foot.
- L. All street intersections at-grade shall be constructed according to Chapter 8 of the State of Maine Department of Transportation Highway Design Guide.
- M. All street curves shall be constructed according to Chapter 5 of the State of Maine Department of Transportation Highway Design Guide.
- N. Roadside barriers shall be warranted where an embankment is steeper than 3:1 and shall concur with Chapter 10 of the State of Maine Department of Transportation Highway Design Guide.
- O. Wire Based Buried Utilities

All buried telephone, cable television and electrical lines to be located in a public right-of-way shall be encased in conduit according to applicable codes.

8-501.2 Pavements

The travel way of all streets shall be paved and meet the following standards.

- A. Base Mix: A 2" depth of base mix (compacted) is required which meets MDOT specifications for plant mix grade B.
- B. Surface Mix: A 1" layer of mix (compacted) is required which meets MDOT specifications for plant mix for grade C or grade D.
- C. All existing pave surfaces to be newly paved shall be thoroughly cleaned and dry and shall be tack coated prior to placement at a minimum rate of 0.02 gallons/square yard. In addition, any manholes or catch basins will be adjusted at the direction of the Town Road Manager. All paving operations shall cease when the surface to repave is wet.
- D. Pavement may be placed between the dates of April 15th and November 15th provided that the air temperature as determined by an approved thermometer (place in the shade at the paving location) is 40° or higher and the area to be paved is not frozen.

8-501.3 Grades, Intersections and Sight Distances

- A. Grades of all streets shall conform in general to the terrain, so that cut and fill are minimized while maintaining the grade standards above.
- B. All changes in grade shall be connected by vertical curves to provide for the minimum sight distances below.

- C. Where new street intersections or driveway curb-cuts are proposed, sight distances, as measures along the road onto which traffic will be turning, shall be based upon the posted speed limit and conform to the table below:

<u>Posted Speed Limit</u>	<u>Sight Distance</u>
25 mph	200 feet
35 mph	305 feet
45 mph	425 feet
55 mph	570 feet

Where necessary, corner lots shall be cleared of all growth and sight obstruction, including around excavation, to achieve the required visibility.

- D. Cross (four-cornered) street intersections shall be avoided insofar as possible, except as shown on the Comprehensive Plan or at other important traffic intersections. A minimum distance of 200 feet shall be maintained between centerlines of side streets.

8-501.4 Street Construction Standards

- A. Before any clearing has started on the traveled way, the centerline and sidelines of the new street shall be staked or flagged at 50-foot intervals.
- B. Before grading is started, the entire right-of-way, width necessary for travelway, shoulders, sidewalks, drainageways, and utilities shall be cleared of all stumps, roots, brush, and other objectionable material. All shallow ledge, large boulders, and tree stumps protruding above the natural profile of the land shall be removed from the travelway, shoulders, sidewalks, and drainageways.
- C. All organic materials shall be removed to a depth of two (2) feet below the sub-base of the roadway. If rocks and boulders are protruding from the sub-base, they shall be removed to two feet below the sub-grade. On soils which have been identified as not suitable for roadways, the subsoil shall be removed from the street site to a depth of two (2) feet below the sub-grade and replaced with material meeting the specifications for gravel aggregate sub-base below. In lieu of removal of all organic material, engineering fabric (geotextile) may be used to stabilize the street base.

8-501.5 Additional Improvements and Requirements

- A. Erosion Control

The procedures outlined in the erosion and the size and location of all street signs, and may also specify and require the use of signs indicating the end of a dead-end street. Further, the Board may specify the requirement and installation of sedimentation control plan shall be implemented during the site preparation, construction, and clean-up stages.

- B. Clean Up

Following street construction, the developer or contractor shall conduct a thorough clean up of stumps and other debris from the entire street right-of-way. If on-site

disposal of the stumps and debris is proposed, the site shall be indicated on the plan, and be suitably covered with fill and topsoil, limed, fertilized and seeded.

C. Street Names, Signs and Lighting

Streets which join and are in alignment with streets of abutting or neighboring properties shall bear the same name. Names of new streets shall not duplicate, nor bear phonetic resemblance to, the name of existing streets within the municipality. The developer shall reimburse the municipality for the costs of installing street-name traffic safety and control signs. Street lighting shall be installed as approved by the Board.

D. It shall be the responsibility of the applicant, developer and/or lot owners association to maintain the street and associated drainage facility until such time as they maybe accepted by the Town.

8-601 Certification of Construction

Upon completion of street construction and all street drainage and buried utilities and prior to a vote by the Selectmen to submit a proposed public way to the legislative body, a written certification signed by a professional engineer registered in the State of Maine shall be submitted to the Board at the expense of the applicant, certifying that the proposed way and all associated drainage facilities [8.15.05] meets or exceeds the design and construction requirements of this Chapter and plans as approved [5.15.05]. "As built" plans, including but not limited to drainage facilities and underground utilities, shall be submitted to the Road Commissioner and the Board prior to any vote by the Board to recommended acceptance of the street.

8-701 Inspection/Enforcement

8-701.1 Notification of Construction

At least fourteen (14) days prior to commencing street construction or alteration of streets, the applicant shall notify the Board and Road Commissioner in writing of the time when it is proposed to commence construction so that the Board can cause inspections to be made to assure that all municipal specifications and requirements shall be met during the construction.

8-701.2 Underground Utilities Identified

Any underground utilities that have been previously installed shall be clearly marked prior to doing any type of work within the right-of-way

8-701.3 Town Inspection

The Town appointed inspecting official shall be responsible for observing all on-site and off-site construction of streets and all associated drainage facilities. The inspecting official will be on the project site during all phases of construction. The inspecting official shall prepare periodic reports and provide the same to the Board, Planning Board and Road Commissioner. The inspecting

official shall have no enforcement authority but is authorized to request the Code Enforcement Officer to take enforcement actions as necessary to ensure compliance including “Stop Work” orders. The Board shall notify the applicant, Road Commissioner and, if necessary, the bonding company, and take all necessary steps to preserve the municipality’s rights under the guarantee, security or bond.

8-701.4 Modification During Construction

If at any time before or during the construction of the required improvements, it appears to be necessary or desirable to modify the required improvements, the inspecting official is authorized to approve minor modifications due to unforeseen circumstances such as encountering hidden outcrops of bedrock, natural springs, etc. The inspecting official shall issue any approval under this section in writing and shall transmit a copy of the approval to the applicant, Board, Planning Board and Code Enforcement Officer. Revised plans shall be filed with the Town. For major modifications, such as relocation of rights-of-way, property boundaries, changes of grade by more than 1%, etc., the applicant shall obtain permission to modify the plans from the Board.

8-701.5 Inspection Fee

The applicant shall deposit with the Board a check in the amount of 5% of the estimated costs of construction and improvements to pay for the costs of inspection. If the inspection account shall be drawn down by 90%, the applicant shall deposit an additional 3% of the estimated costs of construction and improvements.

The Town at the request of the Board shall refund all the remaining monies in the inspection account upon the payment of all costs and services related to inspection. Such payment of remaining monies shall be made no later than 30 days after the submission of as built plans and final approval of the inspecting official. Such refund shall be accompanied by final accounting of expenditures from the fund. The monies in such fund shall not be used by the Planning Board for any enforcement purposes.

8-701.6 Performance Guarantee [8.15.05]

With submittal of the application for a street approval, the applicant shall provide one of the following performance guarantees for an amount adequate to cover the total construction costs taking into account the time-span of the construction schedule and the inflation rate for construction costs. The conditions and amount of performance guarantee shall be determined by the Board with the advice of the Road Commissioner.

- A. Either a certified check payable to the Town or a savings account or certificate of deposit naming the Town as owner for the establishment of an escrow account;
- B. A performance bond payable to the Town issued by a surety company approved by the Board. The performance bond shall detail the conditions of the bond, the method for release of the bond or portions of the bond to the applicant, and the procedures for collection by the municipality. The bond documents shall specifically reference the project for which approval is sought;

- C. An irrevocable letter of credit from a financial institution establishing funding for the construction from which the Town may draw if construction is inadequate approved by the Board. The irrevocable letter of credit from a bank or other lending institution shall indicate that funds have been set aside for the construction of the street and may not be used for any other project or loan; or
- D. An offer of conditional approval limiting the number of units built or lots sold until all required improvements have been constructed.
- E. Contents of Guarantee: The performance guarantee shall contain a construction schedule, cost estimates for each major phase of construction taking into account inflation, provisions for inspections of each phase of construction, provisions for the release of part or all of the performance guarantee to the developer, and a date after which the developer will be in default, and the Town shall have access to the funds to finish construction.
- F. Escrow Account: A cash distribution to the establishment of an escrow account shall be made by either a certified check made out to the municipality, the direct deposit into a savings account, or the purchase of a certificate of deposit. For any account opened by the subdivider, the municipality shall be named as owner or co-owner, and the consent of the municipality shall be required for a withdrawal. Any interest earned on the escrow account shall be returned to the applicant except for any portion of the interest earned which was needed in addition to the principal of the escrow account to pay for completion of the required improvements.
- G. Release of Guarantee: Prior to the release of any part of the performance guarantee, the Board shall determine to its satisfaction that the proposed improvements meet or exceed the design and construction requirements for that portion of the improvements for which the release is requested.
- H. Default: If, upon inspection, it is found that any of the required improvements have not been constructed in accordance with the plans and specifications filed as part of the application, the Inspecting Official shall so report in writing to the, Code Enforcement Officer, the Board, Planning Board and the subdivider or builder. The Board shall take any steps necessary to preserve the Town's rights.
- I. Privately-Owned Roads: Where streets in open space subdivisions are to remain privately-owned roads, the following words shall appear on the recorded plan.

“All roads shall remain private roads to be maintained by the developer or the lot owners and shall not be accepted or maintained by the Town.”

Where the Board makes written findings of fact that the applicant will suffer an undue economic or other hardship if the requirements of this Chapter are strictly applied, it may waive the necessity for strict compliance with the requirements of this Chapter in order to provide relief from the hardship in question and to permit a more practical and economical development provided, however, that the public health, safety and welfare will not be compromised and further provided that the waivers in question will not have the effect of nullifying the effect of this Chapter.

8-901 Appeals

Appeals shall be in accordance with Chapter 9.

AMENDED: MARCH 3, 2007

Activity	Minimum Required Parking
Automobile repair garages and gasoline filling stations	5 spaces for each bay or area used for repair work
Library, museum, art gallery	1 space for 150 sq. ft. of floor space
Commercial recreation facility	1 space for each 100 sq. ft. of floor area
Motor vehicle sales	1 space reserved for customers per 30 vehicles displayed on the lot

NOTES:

1. Where the calculation of the aforementioned parking spaces results in a fractional part of a complete parking space, the parking spaces required shall be construed to be the next highest number.
2. The above are minimum standards, and additional parking spaces shall be required by the Planning Board if necessary to provide off street parking.
3. Where floor space is to be used in calculating the number of required parking stalls, gross floor area shall be used unless otherwise noted.

K. In determining the adequacy of proposed parking facilities, the following minimums shall apply:

1. Typical parking space: approximately 9 feet wide and 18 feet long. With a boat and trailer, the length shall be considered 40 feet long.
2. Internal travel aisles: approximately 20 feet wide.

L. Parking areas shall be designed to prevent storm water runoff from flowing directly into a water body and, where feasible, to retain all runoff on-site.

4-501.3 Common Driveways

A. Common driveways may serve two single-family dwelling units. The Road Commissioner and/or Code Enforcement Officer shall review and approve all plans for common driveways.

B. The following design and construction standards shall apply to common driveways.

Minimum right-of-way	33 feet
Minimum travel width	12 feet
Maximum grade	15 percent
Minimum angle of street intersections	75 percent
Maximum grade within 30 feet of intersections	3 percent
Minimum r/o/w radii at intersections	10 feet
Minimum thickness of common driveway material after compaction	15 inches

C. Adequate provisions shall be undertaken to minimize erosion and sedimentation.

D. Deeds to lots, proposed to be accessed by a common driveway, shall include a driveway maintenance agreement.



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 September 29, 2025


Sara A. Farris - Clerk

Hello Selectmen,

Updates:

Board of Appeals & Planning Board:

Planning Board Meeting 10/7

They have finished the ordinance work.

Adopting the updated version of MUBEC (2015 to 2021 version) and will be holding a public hearing.

November 4 State Referendum Election

My clerks are scheduled.

We should receive absentee ballots this week so we can complete testing and start filling absentee requests

No on 1 Sign

No one came to remove the sign so I asked the party if I could remove it and they agreed. The resident who posted it has since picked it up.

No Labels Party

At the request of the No Labels party, the party has been disqualified as of 9/24/2025. The Secretary of State Elections Division corrected all records to unenrolled as of 9/24.

Nomination Papers & Town Meeting

Town Meeting Election – Fri 3/6/2026 4-8 pm

Town Meeting – Sat 3/7/2026 at 9 am

Papers will be available on 11/26 and due back 1/5/2026

1 Selectmen – 3-year term

1 RSU 16 School Board Member – 3-year term

1 RSU 16 School Board Member - 1 year term

Auburn Public Library

Donna is teaching an Adult Ed class and asked to move the times around a bit.

9/25 4-5:30 pm

10/16 4-5:30 pm

11/20 4-5:30 pm

12/18 4-6 pm

Inland Fisheries & Wildlife:

Boat Excise YTD: \$ 3,587.90

September IF&W

0 Boats

0 registered online

0 Snowmobiles

9 ATVs

10 Game Licenses

Snowmobile Stickers expected late September/ early October.

There will also be a fee increase for some 2026 game licenses. I have not received anything from IF&W about what they will be.

Vitals:

July 1 – December 31 2025

Birth Certificate Requests – 13

Death Certificate Requests - 3

Marriage Certificate Requests – 8

Marriage Intentions/ Licenses - 5

Dogs:

None in September.

Reminders for the 2026 license will be mailed by 10/15.

The State is completing online registrations again this year.

Building/ Plumbing Permits for 2025:

Building Permits:

New Home	6
ADU	1
Slab	1
Garage/ barn	6
Addition	3
Remodel	6
Shed	8
Porch/ deck	5
Pool	4
Sign	1
Solar Panels	11
Cell Tower Mods	1
Demo Permits	4
Camping Permits	1

Plumbing Permits:

Internal	13
Septic	9

Real Estate Taxes:

2023 taxes - \$ 9,180.85 for 7 accounts
45-Day Notices: will be mailed 12/23/2025
Foreclosure: 2/6/2026
2024 taxes - \$ 31,988.86 for 20 accounts
2025 taxes - \$ 3,568,071.89 for 1295 accounts
2026 prepayments – \$ 2,538.84 for 4 accounts
Total owed: \$ 3,609,241.60
- \$ 108,988.19

Personal Property Taxes:

2023 - \$ 218.86 on 1 account – AT&T Mobility, LLC
2024 - \$ 200.83 on 1 account – AT&T Mobility, LLC
2025 - \$25,675.23 on 19 accounts

Percentage of 2025 Paid

\$3,966,855.81 total Real Estate and Personal Property taxes billed.
Paid as of 9/29 \$ 373,108.69 = 9.4 %

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	\$75,413.72	- \$ 1,075.26
MAY	\$74,257.14	\$83,538.89	\$85,602.45	+ \$2,063.56
JUNE	\$70,938.58	\$74,819.34	\$78,023.22	+ \$3,203.88
JULY	\$57,419.67	\$72,889.97	\$88,374.08	+ \$15,484.11
AUG.	\$79,431.44	\$77,848.75	\$83,120.83	+ \$5,272.08
SEPT.	\$66,921.22	\$64,758.99	\$50,464.65	- \$14,294.34
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	\$630,693.10	- \$156,303.81



INTEROFFICE MEMO

To: Board of Selectmen

CC: Danielle Loring, Town Administrator

From: Scott Parker, Highway Director

RE: Highway Department (09/15 – 09/28/2025)

We have started doing repairs to the loader and getting ready to work on grader and stacker. We should finish shoulders on the new pavement this week.



Minot Fire-Rescue Department

329 Woodman Hill Road

Minot ME, 04258

Chief Corey Nugent – (207) 345-3305 – Minotfirechief@minotme.org



9/28/2025

Fire Department Update

Calls For Service 9/15/2025 – 9/28/2025

Medical Calls: 10

Fire Calls: 3

Mutual Aid Calls: 1

•

Capital Request: (9/15/2025)

- Request for additional funding for a Mobil Radio, request approved up to \$5,000
 - Request has been submitted to Dirigo, which should be on order, and have not received confirmation at this time.

Repeater Update:

- Currently at a stand still awaiting more information for Motorola
- Church appears to have approved the repair of the electricity, I believe this is in the process of being scheduled
- Once completed I will be able to test antenna and potentially place a temporary repeater back in to restore communications.

Grant Updates:

- No updates on grants currently, making progress for the following
 - Fire House Subs
 - FEMA
 - Maine Forest Service
 - Terry Farrell Foundation

Station Updates:

- Central Station: working with G & G Landscaping, recently received a quote for pest mitigation, working to move forward with this project for added protection and management
- Orchard Station: Nothing to report
- West Minot Station: Nothing to report

On-Going Projects:

- Patches have arrived, working with Perfect Stitch in South Paris to continue with the creation of uniforms. Currently working on transfer of embroidery and color matching. Looking forward to seeing the outcome soon.

Other Updates:

- Have been onboarding new members recently, with these new members we have been focusing on training especially around Apparatus operations both driving and pumping.
- EVOC class was a success and collectively we provided training to 8 Members of local Fire Department, our included.
- Continuing to build training plans and moving forward with an array of trainings in the future.

EXPENSE SUMMARY

WARRANT #20
09/29/2025

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	---- Y T D ----		UNEXPENDED BALANCE
			DEBITS	CREDITS	
2500 - AUDIT SERVIC	8,650.00	0.00	6,600.00	0.00	2,050.00
0213 - CONTRAC SVCS	8,650.00	0.00	6,600.00	0.00	2,050.00
2550 - ASSESSING	28,400.00	0.00	5,000.00	0.00	23,400.00
0213 - CONTRAC SVCS	28,400.00	0.00	5,000.00	0.00	23,400.00
3050 - SNOMBL REFD	0.00	0.00	1,072.44	1,072.44	0.00
0197 - REIMBURS.	0.00	0.00	1,072.44	1,072.44	0.00
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	22,500.00	0.00	0.00
0213 - CONTRAC SVCS	22,500.00	0.00	22,500.00	0.00	0.00
4025 - TWNWELL RES	0.00	0.00	1,841.11	20,919.04	19,077.93
0002 - (CARRY FWD)	0.00	0.00	0.00	10,627.66	10,627.66
0197 - REIMBURS.	0.00	0.00	0.00	10,183.69	10,183.69
0207 - DUES/SUBSCR	0.00	0.00	184.20	0.00	-184.20
0209 - POSTAGE	0.00	0.00	30.05	0.00	-30.05
0300 - LABOR	0.00	0.00	1,000.00	100.00	-900.00
0401 - TESTING	0.00	0.00	542.50	0.00	-542.50
7010 - PAYROLL TAX	0.00	0.00	84.36	7.69	-76.67
5000 - OFF SALARIES	473,120.00	0.00	361,058.74	34,648.02	146,709.28
1001 - CLK/TAX COLL	63,860.00	0.00	46,500.09	1,192.31	18,552.22
1002 - DEP CLERK	75,000.00	0.00	55,880.60	1,369.86	20,489.26
1003 - ADMINISTRAT	80,000.00	0.00	60,000.33	1,538.47	21,538.14
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	11,947.08	301.49	5,354.41
7020 - HLTH INSUR	202,950.00	0.00	162,152.65	19,494.45	60,291.80
7021 - VISION INS	0.00	0.00	1,171.99	1,162.81	-9.18
7025 - DENTAL INSUR	6,160.00	0.00	10,868.28	5,537.81	829.53
7030 - SIMPLE IRA	12,000.00	0.00	9,571.36	859.58	3,288.22
7031 - MEPERS	8,000.00	0.00	0.00	0.00	8,000.00
7035 - AFLAC	0.00	0.00	496.92	484.80	-12.12
7040 - UNEMPLOYMENT	0.00	0.00	0.00	237.00	237.00
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	34,719.99	848.53	23,278.54
0200 - TELEPHONE	750.00	0.00	494.20	0.00	255.80
0205 - SUPPLIES	500.00	0.00	6.99	0.00	493.01

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					
0207 - DUES/SUBSCR	150.00	0.00	45.00	0.00	105.00
0208 - STAFF TRAING	750.00	0.00	255.00	0.00	495.00
0210 - MLG/EXP REIM	1,500.00	0.00	828.01	0.00	671.99
0213 - CONTRAC SVCS	5,000.00	0.00	2,527.00	0.00	2,473.00
1007 - CODE ENFORCE	45,000.00	0.00	28,381.71	787.95	17,406.24
7010 - PAYROLL TAX	3,500.00	0.00	2,182.08	60.58	1,378.50
5100 - T-O RESERVE					
0002 - (CARRY FWD)	0.00	0.00	0.00	73.03	73.03
5200 - TOWN INSUR					
0103 - PROP/CASULTY	64,600.00	0.00	31,205.95	3,567.73	36,961.78
0106 - WORKERS COMP	34,000.00	0.00	24,677.00	1,160.00	-517.00
0303 - VOLUNTEER	23,000.00	0.00	0.00	0.00	100.00
0304 - FD INSURANCE	100.00	0.00	952.00	0.00	-952.00
7041 - PFML	0.00	0.00	4,661.17	109.95	2,948.78
7042 - PFML ACCRUAL	7,500.00	0.00	915.78	915.78	0.00
5300 - T-O MAINT					
0200 - TELEPHONE	42,800.00	0.00	2,755.33	0.00	-255.33
0201 - ELECTRICITY	2,500.00	0.00	3,702.93	233.83	530.90
0203 - FUEL & GAS	4,000.00	0.00	2,633.10	0.00	3,366.90
0204 - REPAIRS	6,000.00	0.00	1,650.01	0.00	849.99
0205 - SUPPLIES	2,500.00	0.00	4,852.94	0.00	147.06
0206 - JANITORIAL	5,000.00	0.00	7,268.00	0.00	1,532.00
0207 - DUES/SUBSCR	8,800.00	0.00	280.00	0.00	720.00
0208 - STAFF TRAING	1,000.00	0.00	432.70	0.00	1,567.30
0209 - POSTAGE	2,000.00	0.00	3,370.83	79.91	209.08
0212 - INSPECTIONS	3,500.00	0.00	150.00	0.00	1,350.00
0213 - CONTRAC SVCS	1,500.00	0.00	1,967.69	0.00	4,032.31
0218 - SOFTWARE LIC	6,000.00	0.00	304.32	0.00	-304.32
0403 - SECURITY	0.00	0.00	269.91	0.00	-269.91
5350 - ELECT/TAX					
0198 - FOOD	12,000.00	0.00	5,521.78	707.95	7,186.17
0205 - SUPPLIES	400.00	0.00	96.15	62.77	366.62
0209 - POSTAGE	200.00	0.00	139.20	66.00	126.80
0210 - MLG/EXP REIM	1,200.00	0.00	0.00	-95.82	1,104.18
0213 - CONTRAC SVCS	0.00	0.00	26.44	0.00	-26.44
0215 - EQUIPMENT	4,850.00	0.00	4,018.26	0.00	831.74
0217 - ADVERTISING	1,000.00	0.00	0.00	0.00	1,000.00
0300 - LABOR	250.00	0.00	0.00	0.00	250.00
1011 - ELEC CLERKS	0.00	0.00	97.50	97.50	0.00
1012 - MODERATOR	3,500.00	0.00	888.75	577.50	3,188.75
	300.00	0.00	250.00	0.00	50.00

EXPENSE SUMMARY

ALL Departments
JANUARY TO DECEMBER

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	---- Y T D ----		UNEXPENDED BALANCE
			DEBITS	CREDITS	
5350 - ELECT/TAX CONT'D					
7010 - PAYROLL TAX	300.00	0.00	5.48	0.00	294.52
5400 - CEM MAINT	10,000.00	0.00	15,275.85	21,782.55	16,506.70
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
0204 - REPAIRS	0.00	0.00	3,000.00	0.00	-3,000.00
0205 - SUPPLIES	0.00	0.00	494.40	115.00	-379.40
0213 - CONTRAC SVCS	0.00	0.00	1,450.45	0.00	-1,450.45
0218 - SOFTWARE LIC	0.00	0.00	385.00	0.00	-385.00
0501 - DEED TRANS	0.00	0.00	46.00	0.00	-46.00
7046 - PLOT SALES	0.00	0.00	9,900.00	19,800.00	9,900.00
5650 - REC MAINT	5,000.00	0.00	5,428.97	4,800.52	4,371.55
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	5,428.97	0.00	-5,428.97
6200 - COMMON RDS	352,000.00	0.00	220,256.25	976.25	132,720.00
0196 - ONBOARDING	0.00	0.00	37.00	0.00	-37.00
0205 - SUPPLIES	6,000.00	0.00	6,320.80	346.25	25.45
0207 - DUES/SUBSCR	0.00	0.00	584.00	0.00	-584.00
0208 - STAFF TRAING	1,000.00	0.00	0.00	0.00	1,000.00
0213 - CONTRAC SVCS	60,000.00	0.00	23,542.38	0.00	36,457.62
0300 - LABOR	190,000.00	0.00	111,583.61	0.00	78,416.39
0401 - TESTING	400.00	0.00	342.20	0.00	57.80
0404 - MATERIALS	60,000.00	0.00	45,688.12	630.00	14,941.88
0405 - TRUCKS- EQUI	20,000.00	0.00	24,168.01	0.00	-4,168.01
7010 - PAYROLL TAX	14,600.00	0.00	7,990.13	0.00	6,609.87
6300 - PAVINGS RDS	334,804.00	0.00	97,850.66	179,361.18	416,314.52
0002 - (CARRY FWD)	0.00	0.00	0.00	104,165.18	104,165.18
0003 - LRAP	0.00	0.00	0.00	75,196.00	75,196.00
0213 - CONTRAC SVCS	309,804.00	0.00	62,328.00	0.00	247,476.00
0404 - MATERIALS	25,000.00	0.00	35,522.66	0.00	-10,522.66
6400 - WINTER RDS	397,100.00	0.00	228,922.54	5,092.26	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	101,891.82	4,753.51	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	7,379.59	338.75	5,459.16
6500 - HWY EQ REP.	105,000.00	0.00	62,512.79	3,258.15	45,745.36
0203 - FUEL & GAS	38,000.00	0.00	21,883.41	352.80	16,469.39

EXPENSE SUMMARY

ALL Departments
JANUARY TO DECEMBER

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	---- Y T D ----		UNEXPENDED BALANCE
			DEBITS	CREDITS	
6500 - HWY EQ REP. CONT'D					
0204 - REPAIRS	50,000.00	0.00	30,686.80	2,905.35	22,218.55
0205 - SUPPLIES	9,000.00	0.00	7,464.05	0.00	1,535.95
0213 - CONTRAC SVCS	8,000.00	0.00	2,478.53	0.00	5,521.47
6600 - HWY CAP EQ	0.00	0.00	0.00	2,362.61	2,362.61
0002 - (CARRY FWD)	0.00	0.00	0.00	2,112.77	2,112.77
0197 - REIMBURS.	0.00	0.00	0.00	249.84	249.84
6700 - TOWN GARAGE	22,750.00	0.00	19,775.56	1,315.59	4,290.03
0200 - TELEPHONE	700.00	0.00	516.44	0.00	183.56
0201 - ELECTRICITY	4,500.00	0.00	4,154.98	1,315.59	1,660.61
0203 - FUEL & GAS	6,000.00	0.00	4,917.38	0.00	1,082.62
0204 - REPAIRS	6,400.00	0.00	6,855.89	0.00	-455.89
0205 - SUPPLIES	3,000.00	0.00	1,611.37	0.00	1,388.63
0206 - JANITORIAL	1,200.00	0.00	900.00	0.00	300.00
0212 - INSPECTIONS	400.00	0.00	155.50	0.00	244.50
0213 - CONTRAC SVCS	550.00	0.00	664.00	0.00	-114.00
7000 - SOLID WASTE	65,100.00	0.00	39,331.07	0.00	25,768.93
0205 - SUPPLIES	600.00	0.00	0.00	0.00	600.00
0213 - CONTRAC SVCS	62,000.00	0.00	38,843.57	0.00	23,156.43
0225 - ENVIRON HHW	2,500.00	0.00	487.50	0.00	2,012.50
7100 - COMM DAY RES	0.00	0.00	522.74	998.48	475.74
0002 - (CARRY FWD)	0.00	0.00	0.00	898.48	898.48
0012 - DONATIONS	0.00	0.00	-90.00	100.00	190.00
0198 - FOOD	0.00	0.00	52.79	0.00	-52.79
0205 - SUPPLIES	0.00	0.00	559.95	0.00	-559.95
7200 - GENL ASSIST	2,000.00	0.00	1,914.67	0.00	85.33
0001 - APPROPRIATED	2,000.00	0.00	0.00	0.00	2,000.00
0198 - FOOD	0.00	0.00	405.00	0.00	-405.00
0213 - CONTRAC SVCS	0.00	0.00	1,509.67	0.00	-1,509.67
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	2,383.61	0.00	616.39
0201 - ELECTRICITY	3,000.00	0.00	2,383.61	0.00	616.39
7700 - LEGAL FEES	10,000.00	0.00	3,513.00	0.00	6,487.00
0213 - CONTRAC SVCS	10,000.00	0.00	1,713.00	0.00	8,287.00
7052 - BRIDGHAM	0.00	0.00	80.00	0.00	-80.00
7053 - RAUBESON	0.00	0.00	600.00	0.00	-600.00
7054 - EASTON	0.00	0.00	600.00	0.00	-600.00
7055 - HEMOND	0.00	0.00	520.00	0.00	-520.00

EXPENSE SUMMARY

ALL Departments
JANUARY TO DECEMBER

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	---- Y T D ----		UNEXPENDED BALANCE
			DEBITS	CREDITS	
7810 - MMA DUES CONT'D					
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	4,441.88	0.00	18.12
0207 - DUES/SUBSCR	4,460.00	0.00	4,441.88	0.00	18.12
7900 - COUNTY TAX	412,703.00	0.00	412,703.00	0.00	0.00
0001 - APPROPRIATED	412,703.00	0.00	0.00	0.00	412,703.00
0213 - CONTRAC SVCS	0.00	0.00	412,703.00	0.00	-412,703.00
7950 - OVERLAY	0.00	54,046.69	0.00	0.00	54,046.69
0001 - APPROPRIATED	0.00	54,046.69	0.00	0.00	54,046.69
8000 - INTERDEPT	8,050.00	0.00	9,555.47	264.02	-1,241.45
0205 - SUPPLIES	0.00	0.00	675.00	0.00	-675.00
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	5,871.69	174.02	-697.67
0217 - ADVERTISING	1,500.00	0.00	879.78	90.00	710.22
0218 - SOFTWARE LIC	0.00	0.00	924.00	0.00	-924.00
0501 - DEED TRANS	300.00	0.00	220.00	0.00	80.00
0502 - LIENS	1,000.00	0.00	925.00	0.00	75.00
8025 - IT SERVICES	35,800.00	0.00	31,437.35	0.00	4,362.65
0199 - INTERNET	1,500.00	0.00	1,174.33	0.00	325.67
0200 - TELEPHONE	3,300.00	0.00	2,460.19	0.00	839.81
0202 - HARDWARE	2,000.00	0.00	2,758.84	0.00	-758.84
0205 - SUPPLIES	2,000.00	0.00	0.00	0.00	2,000.00
0213 - CONTRAC SVCS	24,000.00	0.00	20,000.00	0.00	4,000.00
0218 - SOFTWARE LIC	3,000.00	0.00	5,043.99	0.00	-2,043.99
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	4,011.00	0.00	89.00
0213 - CONTRAC SVCS	4,100.00	0.00	4,011.00	0.00	89.00
8220 - ANIMAL CTL	4,850.00	0.00	3,901.28	0.00	948.72
0210 - MLG/EXP REIM	600.00	0.00	605.64	0.00	-5.64
0300 - LABOR	4,000.00	0.00	3,000.00	0.00	1,000.00
0402 - EMERG CARE	0.00	0.00	65.00	0.00	-65.00
7010 - PAYROLL TAX	250.00	0.00	230.64	0.00	19.36
8600 - EDUCATION	0.00	2,864,291.00	2,113,306.27	86,994.00	837,978.73
0002 - (CARRY FWD)	0.00	0.00	0.00	86,994.00	86,994.00
0213 - CONTRAC SVCS	0.00	2,864,291.00	2,113,306.27	0.00	750,984.73

EXPENSE SUMMARY

ALL Departments
JANUARY TO DECEMBER

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	---- Y T D ----		UNEXPENDED BALANCE
			DEBITS	CREDITS	
9000 - MINOT FIRE CONT'D					
9000 - MINOT FIRE	272,620.00	0.00	219,551.55	5,122.08	58,190.53
0012 - DONATIONS	0.00	0.00	991.15	991.15	0.00
0195 - EMPLOYEE APP	6,000.00	0.00	3,242.19	0.00	2,757.81
0196 - ONBOARDING	6,200.00	0.00	3,433.00	0.00	2,767.00
0197 - REIMBURS.	0.00	0.00	275.50	0.00	-275.50
0198 - FOOD	2,300.00	0.00	621.23	0.00	1,678.77
0200 - TELEPHONE	1,600.00	0.00	1,362.58	0.00	237.42
0201 - ELECTRICITY	5,000.00	0.00	5,454.16	225.13	-229.03
0203 - FUEL & GAS	12,000.00	0.00	8,271.47	0.00	3,728.53
0204 - REPAIRS	13,000.00	0.00	19,973.22	1,386.72	-5,586.50
0205 - SUPPLIES	5,000.00	0.00	4,238.65	0.00	761.35
0207 - DUES/SUBSCR	600.00	0.00	662.50	0.00	-62.50
0208 - STAFF TRAING	20,000.00	0.00	5,545.63	0.00	14,454.37
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
0218 - SOFTWARE LIC	0.00	0.00	4,300.00	0.00	-4,300.00
0219 - DISPATCHING	16,600.00	0.00	16,513.02	0.00	86.98
0221 - RESCUE SUPP	3,000.00	0.00	2,541.58	0.00	458.42
0223 - APP. SUPP.	10,000.00	0.00	9,913.60	600.00	686.40
0224 - PPE EQUIP	20,000.00	0.00	35,555.83	0.00	-15,555.83
0226 - BLDING MAINT	2,500.00	0.00	6,835.80	0.00	-4,335.80
0301 - CALL MEMBER	22,000.00	0.00	16,318.96	0.00	5,681.04
0302 - PER DIEMS	45,500.00	0.00	19,110.60	613.50	27,002.90
0401 - TESTING	7,000.00	0.00	2,553.27	0.00	4,446.73
1014 - FIRE CHIEF	60,770.00	0.00	41,337.04	1,168.66	20,601.62
7010 - PAYROLL TAX	9,850.00	0.00	6,013.22	136.92	3,973.70
9200 - FIRE DEPT CP	0.00	0.00	1,201.10	2,130.29	929.19
0002 - (CARRY FWD)	0.00	0.00	0.00	929.19	929.19
0253 - 2025 MMA SG	0.00	0.00	1,201.10	1,201.10	0.00
9250 - FD APP RES	20,000.00	0.00	0.00	1,536.73	21,536.73
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	1,241.15	1,241.15
9300 - FD GRANT	0.00	0.00	22,141.90	28,543.35	6,401.45
0002 - (CARRY FWD)	0.00	0.00	0.00	7,077.92	7,077.92
0259 - EMS SUS GRNT	0.00	0.00	22,141.90	21,465.43	-676.47
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

EXPENSE SUMMARY

ALL Departments
JANUARY TO DECEMBER

ACCOUNT	BUDGET ORIGINAL	BUDGET ADJUSTMENT	---- Y T D ----		UNEXPENDED BALANCE
			DEBITS	CREDITS	
9800 - GRANT FUNDS CONT'D					
9800 - GRANT FUNDS	0.00	0.00	2,973.10	0.00	-2,973.10
0253 - 2025 MMA SG	0.00	0.00	2,973.10	0.00	-2,973.10
9925 - SCHOLARSHIPS	0.00	0.00	500.00	0.00	-500.00
0010 - KMTS	0.00	0.00	500.00	0.00	-500.00
9950 - SELECTMEN AP	0.00	0.00	7,438.05	683.07	-6,754.98
0213 - CONTRAC SVCS	0.00	0.00	6,754.98	0.00	-6,754.98
9999 - HOLD ACCT	0.00	0.00	683.07	683.07	0.00
Final Totals	2,864,291.00	2,918,337.69	4,117,333.99	415,273.47	2,080,568.17

Revenue Detail Report

ALL Accounts
JANUARY TO DECEMBER

ACCOUNT----- DATE	JRNL	DESC---	CURRENT BUDGET	NET	UNCOLLECTED BALANCE
1000 - TOWN OF MINOT			0.00	0.00	0.00
0025 - SUPPLEMENTAL TAXES			0.00	12,938.07	-12,938.07
0100 - RE TAXES COMMITTED			3,966,076.10	3,966,076.10	0.00
0110 - P P TAXES COMMITTED			28,253.50	28,253.50	0.00
0300 - STATE ME REV SHARING			332,467.26	359,492.66	-27,025.40
1000 - INTEREST/SWEEP			0.00	42,361.95	-42,361.95
1005 - INTEREST/TAXES			0.00	8,037.51	-8,037.51
1014 - LIEN COSTS			0.00	1,861.85	-1,861.85
1200 - BETE REIMBURSEMENT			6,675.09	18.00	6,657.09
1230 - BOAT EXCISE			0.00	3,587.90	-3,587.90
1240 - VEHICLE EXCISE			750,000.00	636,697.54	113,302.46
1270 - VETERANS REIMBURSEMENT			0.00	836.00	-836.00
1285 - TREE GROWTH/FARMLAND PENALTY			0.00	0.00	0.00
1287 - HOMESTEAD			146,417.04	45,605.20	100,811.84
1288 - LRAP RURAL ROADS			75,196.00	0.00	75,196.00
1290 - CABLE TV REVENUES			0.00	16,077.11	-16,077.11
1300 - CODE ENFORCEMENT FEES			0.00	13,358.91	-13,358.91
1395 - UNIVERSAL WASTE FEES			0.00	35.00	-35.00
1590 - ANIMAL CONTROL/LOCAL FEE			0.00	225.00	-225.00
1595 - ANIMAL CONTROL/STATE			0.00	468.00	-468.00
1600 - AGENT FEE			0.00	16,629.55	-16,629.55
1900 - PLANNING BOARD			0.00	25.00	-25.00
1995 - MMWAC			0.00	1,335.00	-1,335.00
2000 - MISCELLANEOUS INCOME			0.00	75.00	-75.00
2100 - USE OF CARRY FORWARDS			227,543.74	0.00	227,543.74
2200 - USE OF FUND BALANCE			250,000.00	0.00	250,000.00
		Department..	5,782,628.73	5,153,994.85	628,633.88
Final Totals			5,782,628.73	5,153,994.85	628,633.88