



Town of Minot Selectmen Epacket

April 20, 2020 at 6:30pm

Teleconference Meeting

Call Town Office or email admin@minotme.org ahead to reserve your spot and get call information

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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
Monday, April 20, 2020, 6:30 pm
Agenda*

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
 - a. April 6, 2020
4. Warrants
 - a. Payroll Expense Warrant – April 20, 2020
 - b. Treasurer’s Warrant – April 20, 2020
5. New Business
 - a. Bid Opening for 2020 Paving
 - b. COVID-19 Response Update
 - i. Current Operations
 - ii. Revenue/Expense Cash Analysis and Potential Need for a Tax Anticipation Note (TAN)
 - iii. Discussion of Options and Future Needs
 - c. Consideration of Revised Fee Schedule
6. Department Head Updates
7. Town Administrator’s Report
8. Selectmen Comment
9. Public Comment
10. Next Meeting Dates
 - a. May 4, 2020
11. Adjournment



Town of Minot

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Board of Selectmen
TeleConference
Monday, April 6, 2020, 6:30 pm
Minutes*

Present: Chairman Steve French, Vice Chairman Daniel Gilpatric, Daniel Callahan, Lisa Cesare and Brittany Hemond

Staff: Danielle Loring (Administrator) and Sara Farris (Town Clerk).

1. **Call to Order:** Chairman French called the meeting to order at 6:30pm and a rollcall was conducted to confirm that a quorum was present.
2. **Pledge of Allegiance**
3. **Approval of Minutes**
 - a. **March 23, 2020**

MOTION: Lisa Cesare motioned to approve the minutes as presented; seconded by Brittany Hemond.

DISCUSSION: None.

VOTE: UNANIMOUS APPROVAL (5/0)

4. **Warrants**
 - a. **Payroll Expense Warrant – April 6, 2020**
 - b. **Treasurer’s Warrant – April 6, 2020**

MOTION: Brittany Hemond motioned to accept the Payroll Warrant (#6), dated March 22, 2020, in the amount of \$18,771.23 and the Warrant (#6-A), dated March 30, 2020, in the amount of \$10,433.23, and the Treasurer’s Warrant dated April 6, 2020 in the amount of \$175,390.19; seconded by Lisa Cesare.

DISCUSSION: Danielle Loring explained that there were two payroll warrants because they had moved to weekly payroll during the Governor’s order.

VOTE: UNANIMOUS APPROVAL (5/0 taken by roll call)

5. **New Business**
 - i. **Coronavirus (COVID-19) Update**

Mrs. Loring provided an update regarding operations during the Governor’s “Stay at Home” Order.

- **Unemployment:**
 - Currently pay \$700 in annual premiums and this would increase to cover any benefits paid out as a Direct Reimbursement Employer, as well as any benefits.
 - Chairman French felt that is was expected that they would continue to pay staff because it was already budgeted in their tax rate.

- **Cash Flow:**
 - In terms of tax payments, at some point they may need to consider moving the delinquency date but should not move the tax due date so that mortgage companies will still make payments.
 - In order to estimate revenues, would take a reduced estimate of previous year's numbers. These would include the areas of Revenue Share, Excise Tax, Tax Collection and miscellaneous revenue.
 - Recommends looking into setting up a Tax Anticipation Note (TAN) where they would collect to make up for revenues in small increments.
- **RSU Budget:**
 - Holding their School Board vote on the budget on April 13th. The Superintendent said that he would putting forward the recommended budget for consideration and would allow the Board to make any cuts they felt was appropriate.
 - The RSU received notification that they would still receive their school supplement in the approximate amount of \$1.1 million dollars. When asked about use of undesignated funds that may result from lowered operation costs due to the shutdown, he explained that they may use more funds from the current fund balance than allowed knowing that it may be replenished but they could not designate those funds from future Fund Balance since it needed to be validated by the auditors.
 - The health care costs were expected to come in flat to prior year and the cost increase had been removed from the current budget draft. Mrs. Cesare remarked that there was a decrease of around \$300,000 but it was still showing a \$1.7 million increase. She was concerned about the impact of such an increase on the community, especially with the current state of affairs, and Mrs. Loring added that she had communicated that concern to the Superintendent.

6. Department Head Updates

a. Clerk's Report – Sara Farris, Town Clerk

Mrs. Farris explained they had seen a decrease of revenues from excise tax in comparison to previous years. She explained that they had ended March with \$35,646.38 compared to \$64,087.74 for 2019 and there were the typical numbers for rapid renewals.

7. Town Administrator's Report

8. Selectmen Comment

9. Public Comment

10. Next Meeting Dates

a. April 20, 2020 – Confirmed

11. Adjournment

MOTION: Lisa Cesare motioned to adjourn; seconded by Brittany Hemond.

VOTE: UNANIMOUS APPROVAL (5/0 taken by roll call)

The Board adjourned at 7:10pm.

X

Steve French, Chairman

X

Daniel W. Gilpatric, Vice Chairman

X

Daniel Callahan, Jr.

X

Lisa Cesare

X

Brittany Hemond

TOWN OF MINOT
329 Woodman Hill Road
MINOT, ME. 04258

Phone: (207) 345-3305 Fax: (207) 346-0924

OFFICIAL PAVING BID FOR 2020 SEASON

The Town of Minot is accepting bids for paving of the following:

Paving shall be on Harris Road, Rodmar Road and Simion Road in Minot.

Paving description:

Road	Dimensions (LxW)	Estimated Tonnage	# of Joints
Harris Road	8976' x 20'	2340 tons	2
Rodmar Road	1056' x 20'	300 tons	2
Simion Road	2270' x 20'	600 tons	1
		TOTAL: 3240 tons	5 Joints

Note: Tack is required on all shim coats and all overlay coats according to MDOT specifications. Paving is for a combined total of shim and overlay of 2.0" compacted of 9.5 mm mix. Quote is for total cost of tonnage. Escalators, mobilization or moving charges will not be accepted.

BID AMOUNT PAVING: \$ _____ PER TON for 3,240 tons of 9.5mm

BID FORM DUE ON OR BEFORE Monday, April 20, 2020, 4:00 pm

Bid opening will be during the Selectmen's meeting on April 20, 2020, 6:30 pm which be held remotely.

Call or email admin@minotme.org for meeting information

BIDDER INFORMATION:

COMPANY: _____

ADDRESS: _____

PHONE: _____ **FAX:** _____

By signing this bid form,
I agree to the attached bid specifications

AUTHORIZED SIGNATURE: _____

PRINT NAME & TITLE: _____

EMAIL: _____

DATED: _____

PAVING SPECIFICATIONS AND CONTRACT FOR 2020

1. The Contractor shall have adequate insurance to protect the Town of Minot at all times. Contractor shall provide a certificate of insurance and a copy of mix design as required ***prior*** to commencing work.
2. The Contractor ***shall not*** sublet or subcontract to another without written consent of the Town of Minot.
3. The contractor shall supervise all work and be responsible to the Town of Minot for all of its employees, their actions, and the quality of their work. The Town Admin. and/or the Highway Supervisor shall have the right to inspect at any time and if he or they feel the Contractor is not working in the best interest of the Town of Minot, he or they may issue a **“Stop Work Order”**.
4. RECLAIMING: (*Not applicable in this contract*).
5. PAVING: Contractor shall provide the specified ***mix, transportation, application, and compaction*** of all mix with sufficient equipment to satisfactorily complete the project. **Must** use self propelled street pavers with a screed that is of sufficient width to adequately do the job and at least two 10-ton steel rollers with vibes and one 12 ton rubber roller with curtains (unless previously approved by the Town of Minot). Minimum allowable pavement thickness shall be **“no less than 2”** (combined) after compaction of shim and topcoat.
6. The Contractor shall try to match into paved driveways and intersections with the wing on the paver except for specified joints that are to be ground. The Contractor shall grind joints to match into existing pavement (as specified in bid form). A 10” asphalt extension (paver wing) shall be installed at all earthen driveways unless otherwise specified.
7. The plant shall provide mix that will be of the proper aggregate and asphalt content that is required by the Town of Minot. The Town of Minot may test the mix at any time to see that it meets the MDOT specifications for the types of mix (9.5mm and 12.5mm).
8. The mix will be of proper temperature at the time of application (approx. 250 degrees). Cold loads will be rejected. ***No paving*** can be done if the air temperature is below 50 degrees (F) or has been below 40 degrees (F) during the past 24 hours. Beginning and end joints shall be tack coated as is with all longitudinal cold joints. No lanes of paving shall be left open over night. **Absolutely no surface paving shall be done in the rain.**
9. All overlays shall be tacked according to MDOT specifications using a tack truck (unless per-approval is given by the Highway Director and/or the Road Commissioner) and the Contractor shall install RPM’s on all new pavements when complete.
10. All sweeping shall be the responsibility of the Town of Minot.
11. Copies of all delivery slips shall be provided to the Highway Supervisor or the Road Commissioner on a ***daily*** basis and shall be clearly marked with the date, type of mix, tonnage, and the name of the road or project where it was applied.
12. The Contractor shall be responsible for all clean up of waste materials and trash at all times. No piles of waste mix will be left on roadsides. The Town of Minot may reduce payment for any cleanup that the Town may have to perform.

- 13. The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work, including but not limited to, signs and proper flagging for the project according to MDOT and MUTCD standards.
- 14. Successful bidding Contractor will be required to sign this contract with the Town of Minot.
- 15. The Contractor may be required to submit a Performance Bond in the amount of the estimated bid amount for the paving contract.
- 16. Upon successful completion of the work, (*and after possible tests of compaction, asphalt content, and mix design,*) the Town of Minot will pay the balance in full within 30 days of receiving a **favorable** test result. Compaction goal will be 95% (anything under 90.5% will be unacceptable). Due to this requirement, *a 12 ton (minimum) rubber tired roller with curtains will be required.* Content of RAP shall be no more than 15% with a goal of 10%. Asphalt content for the “9.5 mm” and 12.5mm mixes shall meet the current approved MDOT mix design specification.

Deductions for not meeting the specification as follows: Excessive RAP -10%, Not meeting compaction -8%, and not meeting asphalt content -10%.

- 17. The Town of Minot reserves the right to withhold a portion or all of payment for work that is not satisfactorily performed (see above).
- 18. TIME FRAME: Project roads will be ready for paving by no later than August, 2020. Some roads may be ready before then. No “Escalator Clause” is allowed. It is also understood that the paving will be done at a mutually agreed upon date between the contractor and the Town of Minot, not to exceed the last full week of September. Deductions may be made for paving after September 30, 2019. There will be no paving allowed on Holidays, Saturdays, or Sundays unless the Town Administrator and /or Highway Dept. Supervisor has approved the work.
- 19. PREVAILING WAGE RATES: In accordance with 26 MRSA §1301-1316, the Contractor shall be required to pay prevailing wage rates for hourly wages and benefits while working on Town jobs as described in this contract. Contractor will be required to submit a weekly Certified Payroll Form for the duration of work being performed. For more information and to retrieve prevailing wage rates for Androscoggin County, visit:
https://www.maine.gov/labor/labor_stats/publications/wagerateconst/index.html
- 20. The Town of Minot may add to or subtract from this document at any time prior to signing of a contract by the successful bidder.

There will be no escalators, mobilization or moving charges allowed.

IN SIGNING THIS CONTRACT, WE HEREBY AGREE TO ALL OF THE ABOVE CONDITIONS AND THE PRICES SPECIFIED ON THE SIGNED BID FORM.

COMPANY: _____

AUTHORIZED SIGNATURE: _____ PRINTED NAME: _____

TITLE: _____ DATED: _____

Danielle Loring,
Town Administrator., Town of Minot. Dated: ___ / ___ / ___

Expenses:

	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
RSU	\$167,419	\$167,419	\$167,419	\$167,419	\$167,419	\$167,419	\$180,136	\$180,136	\$180,136	\$180,136	\$180,136	\$180,136	2,085,331
Audit	\$225	-	-	\$150	\$6,500	-	-	\$150	-	-	-	\$150	7,175
Assessing	\$1,500	-	-	-	-	\$3,500	-	-	-	-	-	\$20,000	25,000
Library	-	-	-	\$22,000	-	-	-	-	-	-	-	-	22,000
Water Testing	\$130	\$130	\$130	\$130	\$130	\$130	\$130	\$130	\$130	\$130	\$130	\$130	1,560
School Books	-	-	-	-	-	-	-	-	-	-	\$2,000	-	2,000
Insurances:													
P&C Ins							\$13,852					\$12,946	26,798
Unemploy		\$135			\$135		\$135		\$135				540
Workers Comp	\$12,456	-	-	-	-	-	-	-	-	-	-	-	12,456
FF Ins	-	-	-	-	\$510	-	-	-	-	-	-	-	510
Volunteer	-	-	-	-	\$100	-	-	-	-	-	-	-	100
Utilities:													
Fuel/Oil	\$7,319	\$6,258	\$2,055	\$2,610	\$383	\$291	\$1,115	\$1,100	\$3,201	\$1,593	\$1,703	\$5,671	33,299
Internet	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	1,260
Telephone	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	\$600	7,200
Electricity	\$900	\$900	\$900	\$850	\$850	\$850	\$850	\$850	\$850	\$900	\$900	\$900	10,500
Employees:													
Payroll	\$43,051	\$38,229	\$43,933	\$32,276	\$24,207	\$32,276	\$48,414	\$32,276	\$32,276	\$32,276	\$35,504	\$58,097	452,815
Benefits	\$9,998	\$9,880	\$10,121	\$10,412	\$10,364	\$10,412	\$10,412	\$10,412	\$10,412	\$10,412	\$10,412	\$10,507	123,754
Payroll Tax	\$3,293	\$2,925	\$3,361	\$2,469	\$1,852	\$2,469	\$3,704	\$9,558	\$2,469	\$2,469	\$2,716	\$4,444	41,729
Expenses:													
E8/Backhoe/PU			\$167,000										167,000
Paving									\$271,680				271,680
Salt/Sand	\$22,219	\$20,885	\$3,776	\$5,000	\$1,874						\$16,878	\$24,674	95,306
MW2E	\$920	\$2,964	\$3,429	\$4,466	\$4,670	\$2,307	\$6,307	\$4,456	\$3,337	\$4,088	\$4,911	\$7,570	49,425
Contracted Services	\$16,228	\$16,226	\$16,850	\$2,636	\$7,434	\$19,229	\$15,169	\$9,816	\$4,417	\$8,541	\$6,470	\$21,688	144,704
Supplies	\$5,920	\$2,967	\$3,963	\$718	\$3,892	\$2,347	\$3,476	\$671	\$4,504	\$1,948	\$1,142	\$8,245	39,793
Janitorial	\$260	\$260	\$260	\$260	\$260	\$260	\$260	\$260	\$260	\$260	\$260	\$260	3,120
Misc	\$10,000	\$10,000	\$10,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$10,000	\$10,000	85,000
Dues	\$258				\$99	\$239	\$943		\$72		\$37	\$55	1,703
TOTAL	\$302,801	\$279,883	\$433,902	\$257,101	\$236,384	\$247,434	\$290,608	\$255,520	\$519,584	\$248,458	\$273,904	\$366,179	3,711,759

Revenues:

	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
Rev Share	\$14,533	\$18,577	\$7,237	\$2,750	\$7,700	\$6,550	\$5,400	\$6,450	\$7,275	\$9,000	\$7,275	\$6,375	\$99,122
Excise	\$38,505	\$40,588	\$35,646	\$24,213	\$19,212	\$21,704	\$20,132	\$60,000	\$34,356	\$34,972	\$30,930	\$33,337	\$393,594
Taxes	\$856	\$3,243	\$1,177	\$1,349	\$2,472	\$3,097	\$47,707	\$85,325	\$64,609	\$192,347	\$305,143	\$1,686,662	\$2,393,988
LRAP												\$63,176	\$63,176
Other													\$0
TOTAL	\$53,894	\$62,408	\$44,060	\$28,312	\$29,384	\$31,350	\$73,239	\$151,775	\$106,240	\$236,319	\$343,348	\$1,789,550	\$2,949,880

Monthly Analysis of Cash Flow:

	January	February	March	April	May	June	July	August	September	October	November	December
Begin Bal	2745039	\$2,496,132	\$2,278,657	\$1,888,815	\$1,660,025	\$1,453,025	\$1,236,941	\$1,019,572	\$915,827	\$502,483	\$490,344	\$559,789
Rev (+)	\$53,894	\$62,408	\$44,060	\$28,312	\$29,384	\$31,350	\$73,239	\$151,775	\$106,240	\$236,319	\$343,348	\$1,789,550
SUB	\$2,798,933	\$2,558,540	\$2,322,717	\$1,917,127	\$1,689,409	\$1,484,375	\$1,310,180	\$1,171,347	\$1,022,067	\$738,802	\$833,692	\$2,349,339
Expense (-)	\$302,801	\$279,883	\$433,902	\$257,101	\$236,384	\$247,434	\$290,608	\$255,520	\$519,584	\$248,458	\$273,904	\$366,179
End Bal	\$2,496,132	\$2,278,657	\$1,888,815	\$1,660,025	\$1,453,025	\$1,236,941	\$1,019,572	\$915,827	\$502,483	\$490,344	\$559,789	\$1,983,160

Commercial Construction*:

For first \$1,000 of construction cost = \$50.00
+ \$10.00 per \$1,000 for remaining cost

****For projects requiring a third party inspector, the Code Office may require an escrow upfront to cover costs as estimated by inspector**

Demolition Permit = \$30.00

Miscellaneous Permits:

Change of Use Application = \$30.00

Town Entrance Permit = \$30.00 + Cost of Culvert/Materials (if-necessary)

Private Campsite Permit = \$30.00

Tower Antenna Application=\$100.00

Plumbing Fees: All Plumbing Fees are set by the State of Maine

Internal Plumbing Permit Fees

Minimum Fee, includes up to four fixtures	\$40.00
Individual fixtures, each, above four total	+\$10.00 each
Mobile/Modular Home	\$40.00
Hook up to existing subsurface system	+\$10.00
Piping relocation with no new fixtures	+\$10.00
Permit transfer	+\$10.00

External Plumbing Permit Fees**Permits for complete disposal system and variances**

Complete engineered system	\$200.00
Complete non-engineered system	\$265.00
Primitive system (includes one alternative toilet)	\$115.00
Separate laundry system	\$50.00
Seasonal conversion permit	\$50.00
First-Time system variance	\$20.00

Permits for Separate Parts of Disposal System

Alternative toilet (only)	\$50.00
Disposal field only (engineered/non-engineered system)	\$150.00
Treatment tank only (non-engineered)	\$150.00
Treatment tank (engineered system)	\$80.00
Holding tank	\$115.00
Other components (complete pump station, piping, other)	\$30.00
Pre-Treatment	N/A

**Subdivision Fee: Review Fee = \$300.00 for 1st three lots + \$50.00 each additional lot past three
Notice & Publishing Fee = \$75.00**

[Optional] Escrow Account of \$50.00 per lot determined by Planning Board at Preliminary Plot Plan Review

Mobile Home Park: Review Fee = \$300.00 for first three lots + \$50.00 each additional lot past three
Notice & Publishing Fee = \$75.00
Other fees as determined by Planning Board and/or as activated by other ordinances

Site Plan Review: Application Fee = \$75.00
Other fees as determined by Planning Board and/or as activated by other ordinances

Board of Appeals: Filing Fee = \$100.00

Automobile Graveyards & Junkyards: \$300.00 annually in October by Board of Selectmen

Automobile Recycling Centers: \$1500.00 for a five-year permit + State License Fee & Inspection



TOWN OF MINOT

329 Woodman Hill Road
Minot, Maine 04258-0329

Tel: 1-207-345-3305

Fax: 1-207-346-0924

Clerk's Report

April 20th, 2020

Hello Selectmen,

Happy Patriot's Day!! I hope everyone is staying safe and healthy!

Updates:

July 14th State Primary & RSU 16 Election

The RSU has moved the budget election to July 14th with the Primary Election. Absentee Ballot requests are available online and in the office. We do not have the ballots yet; but requests can be made up to 3 months before the election.

Office Procedure for COVID-19

Norma and I have been working opposite weeks in the office.

Danielle has set up the laptop and Norma's computer to be able to access our work computers from home if need be.

We have been keeping the entry way stocked with forms that residents may need and making sure the room is sanitized after each visitor.

People have been very understanding and very thankful that we are available to help them if needed.

Inland Fisheries & Wildlife:

Boat Excise: \$175.00

10 Boats

o Snowmobiles

o ATVs

o Game Licenses

The above amounts are as of 4/15/2020

We should have the new ATV stickers shortly. We can start registering them for the 2021 year

Dogs:

There have been 2 dog registrations for April so far.

Building/ Plumbing Permits for 2020:

Building Permits: 11

Plumbing Permits: 9

Real Estate Taxes:

2018 taxes - \$20,161.17 for 15 accounts
2019 taxes- \$87,866.51 for 80 accounts
2020 pre-payments – \$9,274.46 for 45 accounts
Total Owed: \$110,027.68 on 95 accounts

*Total Owed 4/6/2020: \$110,684.84 on 96 accounts
Difference: \$657.16 on 1 account*

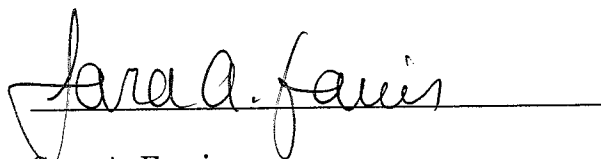
30 Day Notices of Lien for the 2019 taxes will be mailed out 5/14/2020. As of right now we have 80 properties eligible.

Personal Property Taxes:

2019 taxes- \$73.25 for 1 account

Excise Tax:

In April we have collected \$11,236.57 so far including 40 Rapid Renewals

A handwritten signature in cursive script that reads "Sara A. Farris". The signature is written in black ink and is positioned above a solid horizontal line.

Sara A. Farris
Clerk/ Tax Collector/ Voter Registrar
Minot, ME