



Town of Minot Selectmen Epacket

February 21, 2023 at 6:30pm
Regular Meeting

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Town of Minot

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

Board of Selectmen
Minot Town Office
329 Woodman Hill Road
Tuesday, February 21, 2023
Meeting at 6:30pm
Agenda*

REGULAR MEETING

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
 - a. Monday, February 6, 2023
4. Warrants
 - a. Payroll Expense Warrant
 - b. Treasurer's Warrant
5. New Business
 - a. Town Meeting Review
 - b. Consideration of Approval of the Bill Payment Policy
6. Department Head Updates
 - a. Clerk's Report
 - b. Highway Report
 - c. Fire Department Report
7. Town Administrator's Report
8. Selectmen Comment
9. Public Comment (3-minute limit) – Items in public comment may be scheduled for a future meeting to provide for Board consideration and public notice
10. Next Meeting Dates
 - a. Monday, March 6, 2023
11. 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, February 6th, 2023
6:30 pm
Minutes*

REGULAR MEETING

Present: Chair Daniel Gilpatric, Vice Chair Lisa Cesare, Brittany Hemond, Matthew Callahan, and William Perry
Staff: Sara Farris (Clerk) and Danielle Loring (Administrator)
Public: Glen Holmes – Lake Auburn Watershed Protection Commission

1. Call to order

Chair Daniel Gilpatric called the meeting to order at 6:30pm and a quorum was present.

2. Pledge of Allegiance

Recited

3. Approval of Minutes

a. January 23rd, 2023

Motion: Lisa Cesare made a motion to approve the Minutes from January 23rd, 2023; second by Brittany Hemond

Discussion: None

Vote: Unanimous Approval (5/0)

4. Warrants

a. Payroll Expense Warrant

b. Treasurer's Warrant

Motion: Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$30,497.12 and the Treasurer's Warrant in the amount of \$278,648.97; second by Brittany Hemond.

Discussion: There was question regarding the Treasurer's Warrant amount, and it was confirmed that \$278,648.97 was the correct number.

Vote: Unanimous Approval (5/0)

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

Board of Selectmen Meeting Minutes Dated February 6th 2023.

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

Chair Gilpatric moved Agenda Item 6 New Business a. Lake Auburn Water Protection Commission Update – Glen Holmes, Representative to be considered next.

6. New Business

a. Lake Auburn Water Protection Commission Update – Glen Holmes, Representative

Glen Holmes provided the Selectmen with an update on what the LAWPC has been doing and what their goals are moving forward. Mr. Holmes asked that the Selectmen consider appointing him for another year to the LAWPC as Minot’s Representative. He thanked the Selectmen for their time and left the meeting.

Motion: William Perry motioned to appoint Glen Holmes of Buckfield as Minot’s representative to the Lake Auburn Water Protection Commission; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

5. Training

a. Review of New Digital Devices for Selectmen E-Packets

Danielle conducted a training session with the Selectmen on how to use the “Remarkable” tablets for the Selectmen Meeting E-Packets.

6. New Business

b. Consideration of Approval of Appointments for Board of Appeals Members

Danielle gave the Selectmen an update regarding the Board of Appeals and what Norma Dulac, the Secretary for the BOA, has been doing to get everything in order.

Motion: Lisa Cesare motioned to appoint Thomas Hoffman and Michael Susi to the Board of Appeals for terms as shown in their appointments; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

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Board of Selectmen Meeting Minutes Dated February 6th 2023.

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

c. Consideration of Approval of School Zone Signage From DOT

Danielle explained that she attended Maine DOT Safe Passageways meeting Wednesday 1/25/23 and that the Town/ School is eligible to receive school flashing signs and speed limit signs for the school zone at Minot Consolidated School. The signs are free of cost, but someone would have to cover the install and electrical costs. The Town or RSU can request the signage and be put on a waiting list. DOT will then reach out when the Town/ RSU is next in line to see if they are still wanted before moving forward. Danielle said she would approach the RSU about sharing the cost of this project.

Brittany Hemond liked the idea of having the signs, adding that the pick up line at Minot Consolidated can cause congestion on Shaw Hill Rd. and can be dangerous.

William Perry asked how the signs are powered and Danielle responded that the signs would need to receive power from The Minot Consolidated School.

There was a question about how many inquiries for signs in the school zone the town has received. Danielle responded that there have been at least 4 inquiries to the town.

Motion: Matthew Callahan motioned to have Danielle put Minot on the list to receive these signs and to speak with the RSU about sharing the costs; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

7. Department Head Updates

a. Clerks Report submitted and read by Clerk Sara Farris

- Absentee Ballots for 3/3/23 are available.
- 1st Amendment Audit Zoom on 2/15/23.
- Scholarship applications are available.
- Excise tax for January is up compared to last January.

See attached Clerks Report for all topics presented.

b. Highway Report submitted by Highway Supervisor, Scott Parker and read by Danielle Loring

- The Crew is working on clearing snow drifts and pushing back banks.

See attached Highway Report for all topics presented.

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Board of Selectmen Meeting Minutes Dated February 6th 2023.

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c. Fire Department Report Submitted by Fire Chief, James Allen and read by Danielle Loring

None (Received after packets were created)

8. Town Administrator's Report Presented by Danielle Loring

The Fire Department Survey that was discussed at previous Selectmen Meetings were mailed out and available to fill out online. Both options are anonymous. The workshop with the Fire Department is still in the planning stage and will take place sometime after the survey information is received and the data is compiled.

9. Selectmen Comment

There was various discussion about ambulance service for Minot. Danielle is going to look into the Town's agreement with United and the possibility of expanding the agreement. There was also discussion about a possible Referendum question added to the June Election regarding this topic.

10. Public Comment

None

11. Next Meeting Dates

a. Monday, February 21st, 2023 @ 6:30 pm

Regular Selectmen Meeting

Meeting date and time confirmed.

12. Adjournment

Motion: Lisa Cesare made the motion to adjourn at 7:51 pm; second by Matthew Callahan

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 7:51 pm

Sara A. Farris - Clerk
Recording Secretary

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

Board of Selectmen Meeting Minutes Dated February 6th 2023.

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

Daniel Gilpartic – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond

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Board of Selectmen Meeting Minutes Dated February 6th 2023.

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Cub Scout Pack 139 presents the American Flag and recited the Pledge of Allegiance with the assembly.

CANDACE GILPATRIC (*Moderator on 3/3/23 Election night*) swears in **RANDALL GREENWOOD** as Moderator

RANDALL GREENWOOD swears in his Tellers

*I will have oath sheets prepared for all of this and tellers already chosen
Sharon Campbell and Ramona Gould, same as last year*

RANDALL NOW TAKES OVER THE MEETING

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

RANDALL Read the results of the March 3rd, 2023 Town Election and swear in the newly elected officials

1 Selectmen – 3-year term

1 RSU 16 School Board Members – 3-year term

1 RSU 16 School Board Member – 1 year term

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

SELECTMEN CHAIR Daniel Gilpatric or one of the Selectmen announces dedications and recognitions from the Town Report.

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

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

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

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

Continue to Article 3 and so on through the warrant.

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

Article 3.

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

Article 4.

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

Article 5.

To see what action the Town will take in regard to setting the salaries of Selectmen, Assessors,

and Overseer of the Poor. Recommendations are as follows:

Amount Requested Budget Committee Recommends

Selectmen \$1,500.00 each

Chairman of Selectmen \$ 500.00

Three Assessors \$ 50.00 each

Chairman of Overseer of Poor \$ n/a

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

Article 6.

To see if the Town will vote to adopt amendments to Chapter 5: Shoreland Zoning and Chapter 14: Definitions of the Land Use Code of the Town of Minot as adopted March 4, 2006 and amended through March 5, 2022, by adding the underlined language and deleting the strikethrough type as shown.

The Planning Board and the Board of Selectmen Recommend Article 6

Article 7.

To see if the Town will vote to adopt amendments to Chapter 2, Section 301.4: Codes by Reference of the Land Use Code of the Town of Minot as adopted March 3, 2006 and amended through March 5, 2022, by adding the underlined language type as shown.

The Planning Board and the Board of Selectmen Recommend Article 7

Article 8.

To see if the Town will vote to adopt amendments to Chapter 4, Section 501.10: Accessory Apartment and Chapter 14: Definitions of the Land Use Code of the Town of Minot as adopted March 3, 2006 and amended through March 5, 2022, by adding the underlined language type as shown.

The Planning Board and the Board of Selectmen Recommend Article 8

Article 9.

The Town of Minot hereby establishes a Board of Appeals. The Board which has been acting as a Board of Appeals is hereby reestablished as the Appeals Board. The actions which it has taken prior to adoption of this Article are hereby declared to be the acts of the legally constituted Board of Appeals of the Town of Minot.

The Selectmen Recommend Article 9

Article 10.

To see if the Town of Minot will vote to carry forward the unexpended balances in the following Reserve Accounts and to authorize the Selectmen to expend funds from these Reserve Accounts for the purposes for which they were established:

Town Office Equipment Reserve Account, balance of	\$73.03
Highway Capital Equipment Reserve Account, balance of	\$11,599.90
Plow Truck Reserve, balance of	\$60,341.00
General Assistance Donation (Eda's Elf Fund) Reserve Account, balance of	\$5,541.39
Town Well Reserve Account, balance of	\$11,998.95
Cemetery Reserve Account, balance of	\$7,315.21
Minot Community Events Reserve, balance of	\$1,083.44
Fire Department Apparatus Reserve, balance of	\$10,000.00
Fire Department Grant Reserve, balance of	\$7,077.92
Fire Department Capital Equipment Reserve, balance of	\$7,031.39
IT Reserve, balance of	\$22,292.00
Conservation Committee Reserve, balance of	\$100.00
Assessing Services Reserve, balance of	\$500.00

Selectmen and Budget Committee recommend to carry forward all balances

Article 11.

To see if the Town will vote via paper ballot to exceed the property tax levy limit of \$1,546,827 established for the Town of Minot by State law in the event that the municipal budget approved under the following articles will result in a tax commitment that is greater than that property tax levy limit.

Motion and second to proceed to the vote.

Everyone should have received a paper ballot labeled "Article 11" and a pencil when they checked in. If not, they can be provided a ballot and pencil at the check in table now.

Please allow residents time to vote and return their ballots to the ballot box.

The Tellers will count up the ballots and provide you with the tally on a sheet of paper.

Please announce the totals and whether the motion passes or fails.

Article 12.

To authorize the Selectmen to appoint and set salaries for any necessary Town Officials that are not elected); and to see what sum the Town will vote to raise and appropriate for Town Salaries and Benefits.

Selectmen and Budget Committee Recommend \$413,286.00

Article 13.

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

Selectmen and Budget Committee Recommend \$34,050.00

Article 14.

To see what sum the Town will vote to raise and appropriate for Interdepartment & IT Services for the ensuing year:

Mileage Reimbursement

Contract services (payroll, tax billing, trash removal...etc.)

Advertising

Deed and Lien services

Annual Software Licensing

Hardware Upgrades

Network Security

Selectmen and Budget Committee Recommend \$30,400.00

Article 15.

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

Selectmen and Budget Committee Recommend \$93,400.00

Article 16.

To see if the Town will vote to raise and appropriate for the New Peterbilt Plow Truck Reserve, which will be used toward any down payment or initial payment when for anticipated financing.

Selectmen and Budget Committee Recommend \$60,341.00

Article 17.

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

Selectmen and Budget Committee Recommend \$345,000.00

Article 18.

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

Selectmen and Budget Committee Recommend \$255,500.00

Article 19.

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

Selectmen and Budget Committee Recommend \$87,441.00

Article 20.

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

Paving Bond (3 of 3): Principal: \$336,202.00

Interest: \$ 5,649.00

Selectmen and Budget Committee Recommend \$341,851.00

Article 21.

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

Selectmen Budget Committee Recommend \$25,000.00

Article 22.

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

Selectmen and Budget Committee Recommend \$56,150.00

Article 23.

To see what sum the Town will vote to raise and appropriate for the Annual Audit of the Town books and officer's accounts.

Selectmen and Budget Committee Recommend \$8,650.00

Article 24.

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

Selectmen and Budget Committee Recommends \$10,000.00

Article 25.

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

Selectmen and Budget Committee Recommend \$313,390.00

Article 26.

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

Selectmen and Budget Committee Recommend \$62,600.00

Article 27.

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

Selectmen and Budget Committee Recommend \$3,000.00

Article 28.

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

Maine Municipal Association (MMA)	\$3,800
Androscoggin Valley Council of Governments (AVCOG)	\$3,959
Greater Androscoggin Humane Society (GAHS).....	\$3,928
TRIO	\$9,200
Selectmen and Budget Committee Recommend	\$20,887.00

Article 29.

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

Selectmen and Budget Committee Recommend \$53,550.00

Article 30.

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

Selectmen and Budget Committee Recommend \$22,000.00

Article 31.

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

Selectmen and Budget Committee Recommend \$3,850.00

Article 32.

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

Selectmen and Budget Committee Recommends \$2,000.00

Article 33.

To see what action the Town wishes to take regarding the cable franchise agreement fees received annually from the Charter/Spectrum. Selectmen request 2023 revenues be used for the purposes of broadband expansion.

Selectmen and Budget Committee recommend designating the 2023 cable franchise agreement fees for broadband expansion.

Article 34.

To see what action the Town wishes to take regarding the snowmobile registration refund received annually from the Maine Department of Inland Fisheries and Wildlife.

The Minot Moonshiners Snowmobile Club request the 2023 snowmobile registration reimbursement be donated to their club for trail maintenance.

Selectmen and Budget Committee recommend the donation of the 2023 snowmobile registration reimbursement to the Minot Moonshiners for trail maintenance

Article 35.

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

Selectmen and Budget Committee Recommend \$8,550.00

Article 36.

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

Selectmen and Budget Committee Recommend \$5,000.00

Article 37.

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

Selectmen and Budget Committee Recommend \$10,000.00

Article 38.

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

Requests:

Androscoggin Home Healthcare & Hospice	...\$ 500
SafeVoices\$ 250
Seniors Plus\$ 500
Maine Public\$ 100
Community Concepts\$2000
Tri- County Mental Health Services\$1000
Community Health and Counseling Services	\$ 50
TOTAL:\$4,400

Selectmen make no recommendation

Budget Committee Recommends\$0.00

Article 39.

Shall the Town vote to accept the categories of funds listed here as provided by the Maine State Legislature (Categories), and further authorize the Town to expend any such funds (Selectmen so recommend): American Rescue Plan Act (ARPA) Funds; Municipal Revenue Sharing; Local Roads Assistance Program; State Aid to Education; Public Library Aid Per Capita; Civil Emergency (FEMA) Funds; Snowmobile Registration Money; Tree Growth Reimbursement; General Assistance Reimbursement; Veteran’s Exemption and Homestead Exemption Reimbursement; and State and Federal Grants or other funds.

Article 40.

To see what action the Town wishes to take to establish a due date for payment for the 2023 property taxes and to set the interest rate applied to delinquent accounts.

Selectmen and Budget Committee Recommends December 15, 2023, with interest charged thereafter at the State maximum rate of 8%

Article 41.

To see what action the Town wishes to take to establish an overpayment interest rate.

Selectmen recommend a rate 4 percentage points less than the delinquent rate as allowed by State law for overpayments resulting from abatements not pre-payment of taxes.

Article 42.

To see if the Town will vote to give the Selectmen the authority to use whatever sum they deem advisable from surplus to lower the 2023 tax rate.

Selectmen so recommend

Article 43.

To see if the Town will give the Selectmen the authority to estimate the Excise Tax Revenue and use the same to lower the 2023 tax rate

Selectmen so recommend

Article 44.

To see if the Town will vote to authorize the Selectmen to spend an amount not to exceed 25% of the budgeted amount in each category of the 2024 annual budget during the period of January 1, 2024 through the 2024 Annual Town Meeting.

Article 45.

To see what action the Town wishes to take regarding authorizing the Tax Collector to collect interest and costs before applying funds to the principal of the oldest outstanding tax assessment.

Selectmen so recommend

Article 46.

To see if the Town will vote to authorize the Selectmen to overdraft accounts with uncontrollable expenditures when necessary and such overdraft will come out of the Undesignated Fund Balance.

Article 47.

To see if the Town will vote to authorize the Town Treasurer, with approval of the Selectmen, to sell and dispose of any real estate acquired by the Town for non-payment of taxes thereon, on such terms as they deem advisable and in the best interest of the Town and execute quitclaim deeds without covenant for any such property. Except that the Selectmen shall use the special sale process required by Title 36 MRS § 943-C for qualifying homestead property if they choose to sell it to anyone other than the former owner(s).

Article 48.

To see if the Town will vote to authorize the Selectmen to procure a temporary loan or loans in anticipation of taxes, for the purpose of paying obligations of the Town, such loan or loans to be paid during the ensuing year out of money raised during the ensuing year by taxes.

Article 49.

To see if the Town will vote to authorize the Selectmen and Town Treasurer to sell and assign unmatured tax liens for not less than the unpaid interest and costs.

END OF ARTICLES

Motion needed to adjourn the meeting

Town of Minot
Cash Management and Control Procedures
Created in 2010, Revised February 21, 2023

- Cash Receipting

Cash receipting will involve all monies handled by the front desk. It is a recording of all transactions received from customers and a receipt is issued for their transactions.

- The clerk, deputy clerk, or whomever opens a drawer will reconcile their cash box at the end of each shift and match their receipts with their transactions and cash receipting report. All cash and checks collected will be put into their individual cash bags and put into the safe in the vault at the end of each day. Cash receipting reports will be placed in the Finance Office mailbox.
- The Deputy Treasurer will perform the cash up the next morning by double checking the cash reports from the day before. Checks will be Edeposited through the check machine, and a cash deposit will be prepared and put into the blue deposit bag. The blue deposit bag will be kept in the safe until the Town Administrator can do a deposit to the bank. Receipts from deposits will be matched up in the Cash Receipt books which are maintained by the Deputy Treasurer.
- In the case that the Deputy Treasurer held a cash box the previous day, the Town Administrator shall reconcile for that day's transactions and prepare the deposit.

- Warrant Processing

Warrant processing is when the Deputy Treasurer takes the invoices and bills that have been approved by the Town Administrator and enters them into Trio to create the checks to be sent out for payment.

- Respective department heads will have all invoices needing approval submitted to the Town Administrator by Monday morning every other week when a warrant is due.
- The Town Administrator will approve the invoices and bills with initials and the correct Expense Account that needs to be debited for payment.
- The Deputy Treasurer will confirm accounts and amounts then enter these invoices into Trio, run warrant preview to confirm amounts, process the warrant, and have a copy of the warrant and check registrar placed into the blue warrant folder for Selectmen consideration and approval.
- The Deputy Treasurer will hand the checks to the Town Administrator to be signed, once signed they will be stored inside the safe located in the vault.
- Once the Selectmen approve the warrant, the Deputy Treasurer will take these checks and match the stubs with the invoices and mail the checks out for payment. Invoices will then be filed in the filing cabinet appropriately.

- Bills Authorized to be Paid Prior to Warrant Approval

There are certain bills that are considered time sensitive and may need to be sent prior to when a warrant has been created and submitted for approval. The Board of Selectmen authorizes the Town Administrator to use their discretion for such payments when:

- The amounts of the payments can be confirmed through the accounting software as being the true such as the Agent fees due to the State of Maine
- When waiting for the warrant may result in finance charges or late fees as in the case of loan and credit payments
- When payments are owed to staff by way of reimbursement such as mileage or expenses paid to staff, except the Town Administrator's check shall be reviewed and authorized by a separate signatory such as the Selectmen Chair.

- Payroll Processing

Payroll Processing is completed in ADP on a weekly basis by the Town Administrator.

- Each employee will completely fill out a timecard and turn it into their supervisor making sure it's signed.
- Department heads will double check all time sheets, and then sign off and hand these to the Town Administrator. Once the Town Administrator has all the time sheets, payroll will be processed.
- The processed payroll is then handed over to the Deputy Treasurer who will hand out or mail paystubs, create journal entry in Trio and complete the payroll log. The payroll log will be held in the warrant folder until the following selectmen meeting when the payroll warrant is approved, at which point the payroll packet will be filed in the ADP binders in the filing cabinet and maintained by the Deputy Treasurer.

- **Journal Entries in Trio**

Journal Entries are created in Trio either by Trio or manually by staff. Journal entries need to be monitored carefully to ensure proper documentation for auditing purposes.

- When a journal entry is created by front staff, they will provide a copy of documentation for why the journal was created to the Town Administrator, who will sign off and transfer to the Deputy. The Deputy Treasurer can then verify the entry, post the journal, and keep the posted journal and all supporting documents in the G/J Binder held in Finance Office.

- **Bank Reconciliations**

Bank reconciliations need to be completed monthly to ensure that our bank balance matches our GL cash account. Completing them monthly will make finding errors easier to spot since you are working a single month instead of many.

- Each month the Deputy Treasurer will take all the bank statements for the supplemental accounts like scholarships and cemetery account and file them in the binder for bank statements located in Finance Office.
- The Deputy Treasurer will take the monthly statements for the sweep account and the parent account and make a copy of each. The copy will be the pages that are noted and marked on and the original will remain a "clean copy".
- The Deputy Treasurer will then work in Trio to make sure that all items for the month have cleared being sure to keep all documentation supporting the reconciliation for the month.
- Once the bank reconciliation is complete it will be initialed by the Deputy Treasurer and given to the Town Administrator for final approval. After the Administrator signs off on it for the month, it will be filed in the appropriate binder in the Finance office.

- **Daily Check of Bank Activity**

Each day the Deputy Treasurer needs to log into the online banking, and take a copy of the previous weeks check registrar and verify which checks are clearing the bank account.

- Be sure to highlight on the check registrar which checks have cleared.
- If you locate a check with the same number as one that has already cleared **NOTIFY THE BANK IMMEDIATELY**. The sooner the bank is notified the more likely we will be reimbursed for any fraudulent charges.

- **Petty Cash Reconciliation**

The Petty cash box is in the safe and maintained by the Deputy Treasurer. The petty cash is available to make change for the cash drawers when business demands, and whatever needs the Town Administrator deems necessary.

- \$300 is to be always kept in the petty cash box. If change is needed a slip will be filed out with what was given and what was received.
- Once a week the petty cash will be counted with a new ticker tape in the box.
- The Town Administrator will audit the box periodically for dual control.

- **Financial Reporting**

All Federal and State forms are prepared by the Treasurer/Town Administrator and kept in the Financial Office for proper record retention. Anything prepared by the Deputy Treasurer will be looked over by the Town Administrator to maintain transparency.

- **Computer Systems**

The town office has a contract with Woodbrey Consulting for IT services and to maintain subscriptions and software for the staff. The server is in the basement, and each computer is a virtual machine, which is housed as onsite and offsite back up. Each station also has a battery backup.

Daniel Gilpatric, Chair

Lisa Cesare, Vice Chair

Brittany Hemond

Matthew Callahan

William Perry



TOWN OF MINOT

329 Woodman Hill Road
Minot, Maine 04258-0329

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

Clerk's Report

February 21st, 2023

Hello Selectmen,

Updates:

RSU Elementary Heating Bond

The RSU is looking into getting a \$5M bond to complete work on the heating systems for all 3 Elementary Schools. MCS will be their top priority as it is in the worse shape. In order to move forward in the required time, they will need to do an election in the Spring. I believe they are looking at May 2nd at the earliest.

If you are interested in more information or watching the recorded webinar you can find it on the RSU Central Office's homepage.

1st Amendment Audit

After attending the 1st Amendment Audit webinar hosted by Bernstein Shur, I put up signs outside of the various offices to specify what kind of access people have. They said signage was very important. They also said to interact with them as little as possible and don't confront them. Most importantly if they do speak to one of the staff, staff should interact with them as they would a resident.

Board of Appeals from Norma:

Norma is working on getting the BOA situated and an application created. Some BOA members attended a recent training webinar.

Planning Board from Katherine:

Planning Board Meeting: 3/7/2023 @ 6:30 pm

Sebago Technics dropped off an application for a proposed Solar Farm across from 554 West Minot Rd. They will be present at the next meeting on March 7th.

Inland Fisheries & Wildlife:

Boat Excise: \$22.00

2 Boats

20 Snowmobiles

1 ATV

2 Game Licenses

The above amounts are as of 2/21/2023.

Vitals:

Vital orders as of 2/21

Birth- 4

Death- 1

Marriage- 1

Intentions- 1

Dogs:

11 Dogs

Danielle is working with GAHS to have a rabies clinic and dog registration day of Nov. 18th from 9am – Noon.

Building/ Plumbing Permits for 2023:

Building Permits: 2

Plumbing Permits: 4

Real Estate Taxes:

2021 taxes - \$20,743.73 for 14 accounts

2022 taxes - \$136,623.68 for 92 accounts

2023 pre-payments - \$5,213.34 for 33 accounts

Total owed: \$157,367.41

Total Owed: 2/6/2023: \$169,804.34

Difference of \$12,436.93

Personal Property Taxes:

2020 - \$171.19 on 1 account

2021 – \$155.92 on 1 account

Village Trading Post left for 2020 & 2022

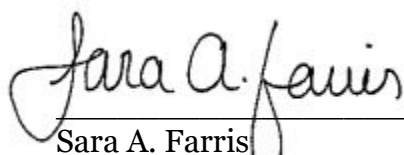
Going to send a letter to see if I can collect the amount due for both years.

2022 - \$140.52 on 3 accounts

Excise Tax:

<u>MONTH</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>+/-</u>
JAN.	\$51,264.36	\$43,055.03	\$50,306.29	+ \$7,251.26
FEB.	\$45,129.36	\$48,596.73	\$35,122.12	- \$13,474.61
MARCH	\$75,065.57	\$56,912.29		
APRIL	\$77,682.59	\$61,663.04		
MAY	\$67,323.14	\$64,848.92		
JUNE	\$59,529.52	\$92,120.11		
JULY	\$73,304.01	\$63,394.65		
AUG.	\$77,159.71	\$65,209.36		
SEPT.	\$70,632.04	\$69,727.87		
OCT.	\$50,817.13	\$54,012.11		
NOV.	\$41,312.77	\$50,624.95		
DEC.	\$45,494.20	\$45,564.33		
TOTAL	\$734,714.40	\$715,729.39	\$ 85,428.41	

February Rapid Renewals: 24



Sara A. Farris
Clerk/ Tax Collector/ Voter Registrar



INTEROFFICE MEMO

To: Board of Selectmen

CC: Danielle Loring, Town Administrator

From: Scott Parker, Highway Director

RE: Highway Department (2/6 – 2/19/2023)

We will be posting roads as soon as the temperatures start warming up.

I had the mechanic come down to check the Sterling out, as the turbo has been making noise, and he feels it is on its way out. I called for a price on the turbo and it is \$4500 and the Steve Tucci said that, if all went well, he could change it in a day as long as no bolts broke. I am going to limp the truck along until the weather gets better.



INTEROFFICE MEMO

To: Board of Selectmen
 CC: Danielle Loring, Town Administrator

From: James Allen, Fire Chief
 RE: Follow & Call Information (2/6 – 02/19/2023)

Call Date	Call Type	Responders
2/7/23	medical	0
2/8/23	M/A Turner Structure Fire/Canceled	2
2/9/23	Fall	0
2/11/23	Fall	0
2/13/23	Lift Assist	1
2/14/23	Vehicle Fire	1
2/16/23	Lift Assist	0
2/16/23	medical	0
02/06/23		
to		
02/19/23		