



Town of Minot Selectmen Epacket

March 20, 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
Monday, March 20, 2023
Meeting at 6:30pm
Agenda*

REGULAR MEETING

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
 - a. Monday, March 6, 2023
4. Warrants
 - a. Payroll Expense Warrant
 - b. Treasurer's Warrant
5. New Business
 - a. Consideration and Signing of RSU Bond Warrant
 - b. Consideration of Approval of Board of Appeals Member
 - c. Review and Discussion of Board of Appeals Ordinance
 - d. Consideration of Approval of Workers' Compensation Safety Incentive Program (WCSIP) Resolution through Maine Municipal Association (MMA)
 - e. Executive Session pursuant to Title 1 MRSA §405 (6)(a): Discussion with Town Administrator Regarding Ongoing Legal Matters
6. Department Head Updates
 - a. Clerk's Report
 - b. Highway Report
 - c. Fire Department Report
7. Town Administrator's Report
 - a. Discussion of Community Resilience Partnership Application
 - b. Tri-Town Optimist Club Earth Day Clean Up Event
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. Tuesday, March 28, 2023: Workshop with Fire Department @ 6pm
 - b. Monday, April 3, 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, March 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), Danielle Loring (Administrator), and Patrick Francoeur (Fire Department)

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. Tuesday, February 21st, 2023

Motion: Lisa Cesare made a motion to approve the Minutes from Tuesday, February 21st, 2023; second by William Perry

Discussion: None

Vote: Unanimous Approval (5/0)

4. Nomination and Election of Chair and Vice Chair

Motion: William Perry nominated Daniel Gilpatric as Chair and Lisa Cesare as Vice Chair; Second by Brittany Hemond

Discussion: None

Vote: Approved (3/0/2 *Lisa Cesare and Daniel Gilpatric abstained*)

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

Board of Selectmen Meeting Minutes Dated March 6th 2023.

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

5. Warrants

a. Payroll Expense Warrant

b. Treasurer's Warrant

Motion: Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$22,690.52 and the Treasurer's Warrant in the amount of \$217,016.76; second by Brittany Hemond

Discussion: None

Vote: Unanimous Approval (5/0)

6. Assessor's Business

a. Consideration of Discussion for Abatement Application

i. Susan Spencer

559 Center Minot Hill Rd.

Map R08, Lot 21-B

Abatement Application

Danielle Loring provided the Assessors with the application and explanation from Mrs. Spencer as well as the denial letter drafted and recommend by J.E. O'Donnell's to be approved and signed. As requested Clerk/ Tax Collector Sara Farris provided the selectmen with an account detail that showed the amount of taxes due for 2020, 2021, and 2022 as well as the Transfer Tax amount to show how much the property sold for. After reviewing the information provided there was various discussion between the Assessors/ Selectmen.

Motion: Matthew Callahan motioned to deny the claim for abatement; second by William Perry

Discussion: None

Vote: Unanimous Approval (5/0)

All 3 Assessor signed the denial letter as drafted by J.E. O'Donnell's. Danielle Loring stated that she would scan the email the letter to Mrs. Spencer and Sara Farris would mail the letter.

Lisa Cesare, Brittany Hemond, and Matthew Callahan are Selectmen and Assessors for the Town of Minot. Assessor Matthew Callahan made the motion, and all Selectmen/ Assessors present voted on the motion.

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Board of Selectmen Meeting Minutes Dated March 6th 2023.

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Patrick Francoeur with the Fire Department was present to discuss possible dates for a workshop with the Fire Department Members so he could provide these dates to the members at the 3/7 Fire Department Business Meeting. The Selectmen gave him 2 date options, Tuesday, March 21st or Tuesday, March 28th both at 6pm and Patrick was going to let Danielle know what date worked best. Patrick Francoeur then left the Selectmen Meeting.

Clerk Sara Farris received a Warrant from the RSU 16 School Board for a Bond Referendum to be held Tuesday, May 2nd, 2023 from 8am – 8pm. Sara received this Warrant today, March 6th. At this time Danielle Loring notified the Selectmen that we received the above-mentioned Warrant and that it will be placed on the Monday, March 20th Selectmen Meeting Agenda for consideration to allow the public ample time to attend the Selectmen Meeting if they would like.

7. New Business

b. Freedom of Information Training

Danielle Loring presented the Freedom of Access PowerPoint training to the Selectmen as their yearly training. There was various discussion about various slide point. All Selectmen present completed a Certificate of Completion to be kept in their personnel file.

a. Post Town Meeting Review

There was various discussion as to how the Election and Town Meeting held on March 3rd and 4th went and the overall consensus was that it went well. There was also discussion of a possible warrant article on next year's Town Meeting Warrant to discuss with residents the possibility of moving to a referendum style Town Meeting instead of an in-person Town Meeting. The Selectmen agreed that this would be a good way to get feedback from the residents.

8. Department Head Updates

b. Clerks Report submitted and read by Clerk Sara Farris

- The RSU Bond Referendum was already brought to the Selectmen's attention, so Sara did not repeat the topic.
- Town meeting was already discussed as well.
- Excise tax for February was up compared to last year.

See attached report for more information.

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Board of Selectmen Meeting Minutes Dated March 6th 2023.

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

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

- Very busy the last few weeks with the weather.
- Working on getting the Sterling fixed this week.
- Roads will be posted Monday, March 6th.

See attached report for more information.

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

- Chief Allen provided a call list from 2/21 – 3/6.

See attached report for more information.

9. Town Administrator's Report Presented by Danielle Loring

- Danielle is working on getting materials together for the upcoming workshop with the Fire Department.
- ARPA reporting is coming up. Some of these funds are being paid Spectrum for broadband expansion. Danielle explained that the funds must be allocated by 2024 and expended by 2026
- Danielle has been notified of another potential senior project involving mapping and there will be more information to come about the project.
- There was various discussion about the Code Enforcement Office hours and the possibility of hiring part-time help in the future.
- Various discussion about the Fire Department.

10. Selectmen Comment

None

11. Public Comment

None, no public present

12. Next Meeting Dates

a. Monday, March 20th, 2023 @ 6:30 pm

Regular Selectmen Meeting

Meeting date and time confirmed.

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

Board of Selectmen Meeting Minutes Dated March 6th 2023.

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

13. Adjournment

Motion: Matthew Callahan made the motion to adjourn at 7:48 pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 7:48 pm

Sara A. Farris - Clerk
Recording Secretary

Daniel Gilpartic – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond

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Board of Selectmen Meeting Minutes Dated March 6th 2023.

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

**WARRANT AND NOTICE OF ELECTION
TO CALL REGIONAL SCHOOL UNIT NO. 16 REFERENDUM
(20-A M.R.S. §§ 1501-04)**

TO: Stacie Field, a resident of Regional School Unit No. 16, composed of the Towns of Mechanic Falls, Minot, and Poland, State of Maine.

In the name of the State of Maine, you are hereby ordered to serve upon the municipal clerks of each of the municipalities within Regional School Unit No. 16, namely, the Towns of Mechanic Falls, Minot, and Poland, an attested copy of this warrant and notice of election. Service shall be in hand within three (3) days of the date of this warrant and notice of election. The municipal clerks of the above municipalities shall immediately notify the respective municipal officers. The municipal officers shall meet forthwith and countersign this warrant and notice of election. The municipal officers shall provide below for the respective municipal clerks to post or have posted this warrant and notice of election.

**TOWN OF MINOT
REGIONAL SCHOOL UNIT NO. 16 REFERENDUM
WARRANT AND NOTICE OF ELECTION**

Androscoggin County, ss.

State of Maine

TO: Sara Farris, Municipal Clerk of the Town of Minot: You are hereby required in the name of the State of Maine to notify the voters of this municipality of the election described in this warrant and notice of election.

TO THE VOTERS OF THE TOWN OF MINOT: You are hereby notified that a Regional School Unit No. 16 referendum election will be held at the Minot Town Office, 329 Woodman Hill Road in the Town of Minot at 8:00 A.M. on Tuesday, May 2, 2023 for the purpose of determining the following articles:

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

Article 1: Do you favor authorizing Regional School Unit No. 16 (“RSU 16”) to issues bonds or notes for minor capital project purposes in an amount not to exceed \$5,076,750 to replace and update the heating and ventilation systems for Minot Consolidated School, Elm Street School, and Poland Community School, including boilers, water heaters, pumps and heat distribution systems, air handling systems, unit ventilators, and control systems?

Note: The breakdown of the total cost is estimated as follows:

School	Estimated Cost
Minot Consolidated School	\$1,790,000
Elm Street School	\$1,670,000
Poland Community School	\$1,375,000
5% Contingency	\$241,750
Total Estimated Cost	\$5,076,750

The voting on Article 1 shall be by secret ballot referendum. The polls will be opened immediately after the election of the Moderator following commencement of the meeting at 8:00 A.M. and closed at 8:00 P.M.

The Registrar of Voters will hold office hours while the polls are open to correct any error in or change a name or address on the voting list, to accept the registration of any person eligible to vote, and to accept new enrollments.

A person who is not registered as a voter may not vote in any election.

Given under our hand this day, March 2, 2023 at Poland, Maine.

Steph C Holroyd
Elizabeth Martin
Christina Dumas
Greg Allen
John Allen
May Martin
Michael E. Perry

Patrick Driscoll
Jessie Snow

A majority of the School Board of Regional School Unit No. 16

A true copy of the Warrant and Notice of Election, attest:

Stacie Field
Stacie Field
Resident of
Regional School Unit No. 16

Countersigned this _____ day of _____, 2023 at the Town of Minot, Maine.

A majority of the municipal officers of the Town of Minot

A true copy of the Warrant and Notice of Election, attest:

Sara Farris
Sara Farris, Municipal Clerk
Town of Minot


RETURN

Androscoggin County, ss.

State of Maine

TO: The School Board of Regional School Unit No. 16
March 4, 2023

Pursuant to the within warrant and notice of election, directed to me, I have served in hand upon the municipal clerk of the Town of Minot, an attested copy of this warrant and notice of election, directing the municipal officers of said municipality to call a Regional School Unit No. 16 referendum at said time and place and for the purposes therein stated.



Stacie Field
Resident of
Regional School Unit No. 16

RETURN

Androscoggin County, ss.

State of Maine

TO: The municipal officers of the Town of Minot

I certify that I have notified the voters of the Town of Minot of the time and place of the Regional School Unit No. 16 referendum by posting an attested copy of the within warrant and notice of election as follows:

<u>DATE</u>	<u>TIME</u>	<u>LOCATION OF POSTING</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

being public and conspicuous places in said municipality and being at least seven days next prior to election day.

Dated at the Town of Minot: _____, 2023

Sara Farris, Municipal Clerk
Town of Minot, Maine

RSU 16 HVAC Project development update for the Minot, Elm Street and PCS facilities.

Date: January, 18 2023

EMC, Bennett Engineering and RSU 16 team members has now met onsite several times to determine the scope of work for both locations. Prior to engineering the drawings and generating the scope of work for each location, it is imperative to nail down the exact design and plan. Per our conversations with the Superintendent, after we determine the most logical solution for the RSU, we will need the RSU Facilities Committee to understand and agree upon the updated and final facilities improvement plan for Minot, Elm Street and Poland Community Schools.

Throughout the facility analysis we have reviewed the follow areas of concern:

1. Age and general maintenance of the existing major equipment
2. Code & maintenance issues
3. Energy savings opportunities (VRF & Heat Pump)
4. Classroom environment (Proper Ventilation, temperature and control)
5. Project implementation strategies

Minot Consolidated School - 23 Shaw Hill Rd Minot, ME 04258

- 32,570 Square Foot

Due to the fact that the Minot Consolidated School has only one boiler that is already on its last leg and no ventilation in most of the facility, we've all determined this facility to have the biggest need for immediate infrastructure improvements. During our facility analysis, we discovered that Minot has single phase power that is already very old and at its current capacity, even with the current load on the facility. To convert this facility to VRF or a Heat Pump system, it is most ideal to have three phase power, which happens to be several miles down the road. This will make converting Minot to a VRF or Heat Pump system very difficult and very expensive. Additionally, if VRF is your main source of heat and ventilation, which it would be, this would require at least a 200KW generator to be added to the facility as well. Knowing that converting to a VRF system was the main impetus for design stemming from our last meeting with the RSU facilities committee, we have tried to determine alternate ways to accommodate electrification. We have also done the calculations of the Efficiency Maine incentive program for electrification of heating systems in schools (VRF), which was the primary reason for the committee to consider electrification of the heating plant. Based on the calculations and parameters provided by Efficiency Maine for this program, it appears the incentive that would be applicable for converting the Minot School to VRF or Heat Pump, would be in the neighborhood of \$150,000-\$200,000. Knowing that it would be ~\$300,000 - \$500,000 and an extremely longtime frame for CMP to bring 3 phase power to the facility, alongside ~\$150,000 - \$250,000 for new switch gear to accommodate the new systems, it seems plausible that converting to a VRF or Heat Pump system at Minot would not make sense for the RSU to consider. EMC has also researched lead-times for new Switch gear for upgraded electrical service at the facility, as well as a new generator. While the generator would not have to be in to start school (6-8 months for shipping), the electrical service upgrade would have to be. That said, after our research, it appears the switch gear is ~7-10 months out for shipping. This would obviously not be conducive for a summer project completion date.

With all of the aforementioned data, it is our recommendation that we move to a steam to hot water heating plant with (2) gas-fired condensing boilers, having full redundancy. Additionally, add Energy Recovery Ventilation Units (ERV) to ventilate the unventilated rooms per ASHRAE 62.1 ventilation standards. We would also recommend replacing the ~40 yr. old Air Handler that currently serves the multipurpose room and resides in the janitorial closet adjacent to the kitchen. The new ERV could be mounted outside of the multipurpose room and the old Air Handler will be removed from the current closet, which will provide more space for storage. EMC is also developing the facility Energy Management System scope that will control all of the new heating and ventilation equipment throughout the facility. As discussed, we are designing this scope to be a Niagra based platform, which has proven to be a truly “open” system that does not hold the RSU hostage to a single automation brand or automation service company. Any reputable automation company will have the full capability to install and service Niagra based software and hardware energy management system components. The new systems would require new electrical system components at the school as the current service, as previously mentioned is at its capacity and beyond its useful life. We have checked distributors for timelines on new equipment to make sure this work could all be done this summer, which it appears is likely.

Elm Street School - 129 Elm St, Mechanic Falls, ME 04256

- 56,200 Sq Ft

Working off of the Minot School data, Elm Street currently has three phase power, two boilers, a generator and currently enough electrical capacity. While the Elm Street HVAC infrastructure as a whole has clearly reached its useful life, it may be in the best interest of the RSU to consider addressing the improvements made to this school the following summer. As you all experienced in our walkthrough, the existing boiler room temperature is extremely hot, this is due in part to some un-insulated steam piping, but mostly to steam trap leaks in the building, which kick back to the boiler room. The extreme temperature in the boiler room can be felt in the adjoining rooms, as well. Due to the fact that the current steam system is not operating correctly, live steam is blowing off into the condensate receiver tank and through the tank vent to the outside, this is a huge cost of energy, thus a priority on the list of measures to address. Most maintained steam traps last a maximum of 3-5 years and then would need to be replaced or re-built. We are currently making provisions to get a steam and air-leak study done ASAP. Once we have this data back, we can create a bid specification for qualified contractors to provide pricing to address the current issues with the steam system, so you can make it through the year without disruption. We do not believe the steam trap and system repairs will be an insurmountable cost, so that the RSU is spending money only to remove the new steam system components the following year. Additionally, as you noticed in the entryway of the boiler room, the combustion air situation for the boiler room is less than ideal. The issue is magnified due to the steam leaks but should be re-designed per code requirements, with combustion air supply fans and relief ducting. This would all be addressed during the boiler room conversion. As of now, it appears the current facilities personnel manually switch over boilers to limit overheating. Naturally, this is not an optimal way to address this issue.

By addressing the severe overheating now, this will buy us the necessary time to get the right system designed for the RSU that allows for long lead-times on equipment and more importantly, puts the RSU in a good position for the next 30 years. Ultimately, if the incentives and savings make sense for the RSU to move in the direction of a VRF or Heat Pump system, electrical service at the facility will have to be upgraded and a larger generator will have to be installed. It is our thought, that this may make sense, as the Efficiency Maine incentives could be large enough to pay for the larger amperage for facility electrical service and a larger generator to accommodate the new HVAC equipment. Having the time to develop this plan for the RSU will be the most important element to the equation.

Poland Community School - 1250 Main St, Poland, ME 04274

- 71,300 Sq Ft

Again, working off from the aforementioned data at Minot and Elm Street, we categorize the Poland Community School as a summer of 2024 project as well. PCS has redundancy in the boiler plant and ventilation in almost all areas of the facility. While PCS has all of these necessary infrastructure components in place, it is most certainly at the end of its useful life and should be addressed for a capital plan for HVAC replacement. Because most of the ventilation at PCS is Unit Ventilators, the RSU may consider a phased approach to the infrastructure, especially if the decision is to stay the course of electrification. In similar nature to Elm Street, PCS has 3 phase power, which may prove likely to support the notion of electrification of the heating system.

Current HVAC Infrastructure: (expected life based off from ASHRAE standards)

BOILERS					
LOCATION	MANUFACTURER/MODEL #	TYPE	FUEL	AGE	EXPECTED LIFE
Elm Street School	Smith 28HE-S-5	Steam	Oil	7	25
Elm Street School	Smith 28A-S-5	Steam	Oil	22	25
Elm Street School	New Yorker	Water	Oil	5	25
Poland Community	Burnham EW.40.0.1F	Water	Oil	25	25
Poland Community	Burnham EW.40.0.1F	Water	Oil	25	25
Minot Consolidated	Smith 28HE-S-7	Steam	Oil	9	25

DOMESTIC WATER HEATERS				
LOCATION	QUANTITY	FUEL	AGE	EXPECTED LIFE
Elm Street School	1	Indirect hot water	5	15
Poland Community School	1	Oil	24	12
Minot Consolidated School	1	Oil	5	12

AIR HANDLING UNITS				
LOCATION	QUANTITY	CFM/AREA SERVED	AGE	EXPECTED LIFE
Elm Street School	1 or 2	Gym	41	20-25
Poland Community School	3	2600, 6000, 6000	33	20-25
Poland Community School	1	640	20	20-25
Minot Consolidated School	1	Gym	32	20-25

UNIT VENTILATORS				
LOCATION	QUANTITY	CFM	AGE	EXPECTED LIFE
Elm Street School (1954)	14	unknown	68	25
Poland Community School (1990)	18	1000	32	25
Poland Community School (1990)	1	750	32	25
Poland Community School (2002)	10	750	21	25

TEMPERATURE CONTROLS/AUTOMATION				
LOCATION	TYPE	MANUFACTURER	AGE	EXPECTED LIFE
Elm Street School	Pneumatic	Honeywell	38	20
Poland Community School	Elect/Electronic	Honeywell	42	16
Minot Consolidated School	Elect/Electronic	Barber-Coleman	32	16

CERTIFICATE OF APPOINTMENT
(Title 30, M.R.S.A. § 2253)

SELECTMEN'S OFFICE

MUNICIPALITY OF MINOT

On March 20th, A.D. 2023.

To Scott Stuart

of Minot, in the County of Androscoggin.

and State of Maine. There being a vacancy in the position of Board of Appeals Member
the Selectmen of the Municipality of Town Of Minot do in
accordance with the provisions of the laws of the State of Maine, hereby appoint you within and
for the Municipality of the Town Of Minot, such appointment to be effective until
December 31, 2024 (1-year term to keep term exp. dates staggered).

Given under our hand this 20th day of March, 2023.

_____)
_____)
_____)
_____)
_____)

Selectmen
of
TOWN OF MINOT.

COUNTY OF ANDROSCOGGIN, ss.

March 20th 2023

Personally appeared the above named Scott Stuart
who has been duly appointed by the Selectmen as a Board of Appeals Member
in said Municipality, and took the oath necessary to qualify him/her to discharge said duties for
the term specified above according to law, before me.

_____, Notary Public
Sara A. Farris

**This Certificate and the Certificate of Oath shall be returned
to the Municipal Clerk for Filing.**

Article X. Shall the Town vote to adopt amendments to Chapter 9, Section 101.2: Appeals Board and Chapter 14: Definitions of the Land Use Code of the Town of Minot as adopted March 3, 2006 and amended through March 4, 2023, by adding the underlined language type as shown. *NOTE: An attested true copy of the full text of this ordinance has been posted together with this warrant, and copies are available from the office of the town clerk and will be available at the polls.*

Chapter 9: Appeals

...

9-101.2 Board of Appeals

All appeals other than those identified in Section 9-101.1 may be taken by an aggrieved party to the Town of Minot Board of Appeals within thirty (30) days from the date of the decision being appealed.

9-101.3 Establishment

There is hereby established a board of appeals pursuant to 30-A M.R.S.A. § § 2691 and 3001.

9-101.4 Appointment

- A. Members of the board of appeals shall be appointed by the municipal officers, who shall determine their compensation, and shall be sworn by the municipal clerk or other person authorized to administer oaths.
- B. The board shall consist of five (5) regular members and two (2) alternate members.
- C. Regular members shall serve three (3) year staggered terms, except that the initial appointments shall be (state number of members) for one year, (state number of members) for two years, and (state number of members) for three years. Alternate board members shall be appointed for three year terms.
- D. When there is a permanent vacancy, the municipal officers shall appoint a person to serve for the unexpired term. A vacancy shall occur upon the resignation or death of any member, or when a member fails to attend four (4) consecutive regular meetings without a reasonable excuse. The municipal officers may remove members of the board of appeals by majority vote, after providing notice and an opportunity for a hearing.
- E. Neither a municipal officer nor their spouse may serve as a member or alternate member of the board of appeals.

9-101.5 Organization, Rules, and Procedures

- A. The board shall elect a chairperson, vice chairperson, and a secretary from among its full voting members and create and fill such other offices as it may determine. The term of all offices shall be one (1) year with eligibility for reelection.

- B. When a member is unable to act because of interest, physical incapacity, absence or any other reason satisfactory to the chairperson, the chairperson shall designate an alternate member to sit in their place.
- C. Any question of whether a particular issue involves a conflict of interest sufficient to disqualify a member from voting thereon shall be decided by a majority vote of the members, except the member who is being challenged.
- D. An alternate member may attend all meetings of the board. They may ask questions or offer comments only when members of the public are allowed to do so, and may make and second motions and vote only when he or she has been designated by the chairperson to sit for a member.
- E. The chairperson shall call one regular meeting each month, provided there is business to conduct. Special meetings can be called at any time by the chairperson or by a majority of the members. Notice of regular, special and emergency meetings shall be given in accordance with the Maine Freedom of Access Act.
- F. No meeting of the board shall be held without a quorum consisting of three (3) members or alternate members authorized to vote. No action shall be taken by the board without at least three (3) concurring votes on the issue before the board.

9-101.6 Duties and Powers

- A. The board of appeals shall adopt bylaws governing board functions.
- B. The board of appeals may adopt rules and procedures for transaction of business, and the secretary shall keep a record of its resolutions, transactions, correspondence, findings, and determinations.
- C. The board of appeals shall file all bylaws, rules and procedures and subsequent revisions, and decisions with the municipal clerk.
- D. The board of appeals shall perform such duties and exercise such powers as are provided by ordinance and the laws of the State of Maine.
- E. The board of appeals may obtain goods and services necessary to its proper function within the limits of appropriations made for the purpose by the legislative body of the municipality.

9-101.7 Severability Clause

Should any section or provision of this ordinance be declared by the courts to be invalid, such decision shall not invalidate any other section or provision of this ordinance.

6/13/23 - Municipal Election w/ RSU Budget Election

60 days before the election notice (warrant) must be filed with the Clerk	Friday 4/14/23	<i>SM on 4/1/23 Art. 1 elect moderator Art. Enact ordinance. See examples for wording.</i>
Absentees Available 30 days before Election	Monday 5/15/23 (5/14 is a Sunday)	<i>Question for ballot and Ordinance text should be clear at this point so absentee ballots can be created and sent if requested.</i>
Notice of Public Hearing posted and Return completed at least 7 days before Public Hearing.		<i>See example for wording</i>
Public Hearing held at least 10 days before the Election.	Saturday 6/3/23	<i>SM on 5/30 over 10 days before election. If PH done on 5/30 Notice of PH would have to be posted by 5/23 or before.</i>
At least 7 days before the Election the Clerk must receive a certified copy of the ordinance to be voted on for public inspection.	Tuesday 6/6/23	<i>See certification example for wording</i>

**MMA WORKERS' COMPENSATION SAFETY INCENTIVE PROGRAM
RESOLVE FORM**

WHEREAS, the _____ is a member of the Maine Municipal Association Workers' Compensation Fund (hereinafter "WC Fund"); and

WHEREAS, Maine Municipal Association (hereinafter "MMA") provides risk management services and workers' compensation coverage; and

WHEREAS, MMA developed the Workers' Compensation Safety Incentive Program (hereinafter "the Program") to help reduce the incidents and impact of workplace injuries by implementing WC claim best practices; and

WHEREAS, MMA will provide necessary written program information, and offer assistance to participants; and

WHEREAS, WC Fund members that participate in the Program and complete the required activities, will have the opportunity to earn a credit to their annual contribution; and

WHEREAS, the _____ is committed to providing a safe environment for its employees, citizens, and visiting public; and

WHEREAS, the Program will help enhance such an environment and promote a self-sustaining culture of safety with participating members,

NOW THEREFORE BE IT RESOLVED BY THE _____
to elect to participate in the MMA Workers' Compensation Safety Incentive Program.

DATED THIS _____ DAY OF _____, 20____

ATTEST by Governing Board (signatures or e-signatures):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



TOWN OF MINOT

329 Woodman Hill Road
Minot, Maine 04258-0329

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

Clerk's Report

March 20th, 2023

Hello Selectmen,

Updates:

May 2nd Bond Election

Absentee Ballots will be available 4/3/23 and I am trying to get the RSU to provide all the Towns with the ballots on 3/31. We have not received any requests for an absentee ballot so far.

I am also working on staffing the election, but I have not received may responses back. After the Warrant is signed tonight I will go post it tomorrow at the Minot Town Office, the Post Office, Minot Country Store, and Slattery's Hardware. I will then contact the RSU so they can pick up their copies.

Board of Appeals from Norma:

The 1st BOA Meeting will be held on 3/30 OR 4/6 at 7pm.

They will be going over application, forms, bylaws, etc.

We now have a 5-member board with 1 alternate.

Norma is an alternate and the Secretary.

Planning Board from Katherine:

The board approved the application for Caspian Minot Solar LLC. There is a site walk scheduled for March 24th at 8am and the public hearing is set for April 4th at 6pm.

Inland Fisheries & Wildlife:

Boat Excise YTD: \$63.80

2 Boats

5 Snowmobiles

0 ATV

2 Game Licenses

The above amounts are as of 3/20/2023.

Vitals:

Vital orders as of 3/20

Birth- 6

Death- 1

Marriage- 2

Intentions- 1

Dogs:

7 Dogs

Building/ Plumbing Permits for 2023:

Building Permits: 4

Plumbing Permits: 4

Real Estate Taxes:

2021 taxes - \$20,826.81 for 14 accounts
2022 taxes - \$101,901.74 for 72 accounts
2023 pre-payments - \$8,815.54 for 35 accounts
Total owed: \$122,728.55
Total Owed: 3/6/2023: \$131,101.31
Difference of \$8,372.76

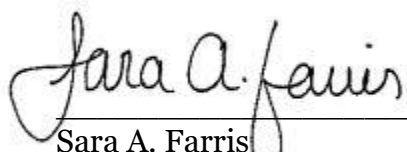
Personal Property Taxes:

2020 - \$172.07 on 1 account
2021 - \$156.74 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 - \$18.36 on 1 account

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	\$51,718.92	+ \$3,122.19
MARCH	\$75,065.57	\$56,912.29	\$33,141.44	- \$23,770.85
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	\$ 135,166.65	

March Rapid Renewals: 43



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 (3/6 – 3/19/2023)

Mother Nature continues to be very upset with us, as we have been busy plowing. In between storms, we have been patching and cleaning up brush and tree debris from the wet snow that we got.



INTEROFFICE MEMO

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

From: James Allen, Fire Chief
 RE: Follow & Call Information (03/06 – 03/19/2023)

Call Date	Call Type	Responders
3/6/23	Mutual Aid McFalls Smoke in building	1
3/6/23	Mutual Aid McFalls tree on wires	1
3/9/23	Mutual aid Auburn fill in	0
3/11/23	Medical	0
3/12/23	Motor vehicle crash w/entrapment	6
3/14/23	Mutual aid McFalls Propane odor	1
3/14/23	Tree down	4
3/14/23	Tree down	2
3/16/23	Vehicle Fire	0
3/19/23	medical	0
03/06/23 to 03/19/23		