



Town of Minot Selectmen Epacket

April 3, 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, April 3, 2023
Meeting at 6:30pm
Revised Agenda*

REGULAR MEETING

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
 - a. Monday, March 20, 2023
4. Warrants
 - a. Payroll Expense Warrant
 - b. Treasurer's Warrant
5. Assessors' Business
 - a. Consideration of Approval for Tree Growth Penalty
Nason Family Trust
222 Garfield Road
Map R07, Lot 086 (Acct 1137)
Removing 90.95 acres from Tree Growth.
6. New Business
 - a. Community Resilience Partnership Program Presentation – Zach Gosselin, AVCOG
 - b. Consideration of Approval of Town Warrant for June Referendum
 - c. Consideration of Approval of Appointment for Alternate Code Officer
 - d. Consideration of Approval of “Alcohol and Controlled Substances Testing Policy”
 - e. Executive Session pursuant to Title 1 MRSA §405 (6)(A): Discussion with Town Administrator and Code Enforcement Officer Regarding Employment Negotiations
7. Department Head Updates
 - a. Clerk's Report
 - b. Highway Report
 - c. Fire Department Report
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. Tuesday, March 28, 2023: Workshop with Fire Department @ 6pm
 - b. Tuesday, April 18, 2023
12. Adjournment



Town of Minot

329 Woodman Hill Rd.
Minot, ME 04258
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Board of Selectmen Meeting

Minot Town Office
Monday, March 20th, 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)

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. Monday, March 6th, 2023

Motion: William Perry made a motion to approve the Minutes from Monday, March 6th, 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 \$23,828.19 and the Treasurer's Warrant in the amount of \$81,537.29; second by Brittany Hemond.

Discussion: None

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 March 20th 2023.

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

5. New Business

a. Consideration and Signing of RSU Bond Warrant

It was brought to the Selectmen's attention that interested contractors cannot find information on how to bid on the RSU's Heating Project. The Selectmen directed Danielle to submit a Freedom of Access Request to the RSU 16 to obtain the RFP for the Heating Project, who the RFP was sent to, responses from contractors, and any documents related to the Heating Project Bid. Danielle said she would submit a request for the above-mentioned information.

Motion: Matthew Callahan motioned to sign the Heating Bond Warrant submitted by RSU 16 under duress; second by William Perry.

Discussion: None

Vote: Approval Under Duress (5/0)

All Selectmen present signed the RSU 16 Heating Bond Warrant and returned it to Sara Farris.

b. Consideration of Approval of Board of Appeals Member

Danielle Loring commented that the Board of Appeals will now have a full board with 1 alternate/ secretary, Deputy Clerk Norma Dulac.

Motion: Lisa Cesare motioned to appoint Scott Stuart to the Board of Appeals for a 1-year term expiring December 31st, 2023; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

c. Review and Discussion of Board of Appeals Ordinance

Danielle Loring commented that Legal suggested an ordinance be created regarding how to appoint members, organization, and how to remove members if needed. All appointed members have or will be attending training. This ordinance will be voted on at the June Referendum and there will be a public hearing held by the Planning Board before the June vote.

Motion: Lisa Cesare motioned to approve the Board of Appeals Ordinance as written and to give the ordinance to the Planning Board for the public hearing; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

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Board of Selectmen Meeting Minutes Dated March 20th 2023.

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d. Consideration of Approval of Workers' Compensation Safety Incentive Program (WCSIP) Resolution through Maine Municipal Association (MMA)

Danielle explained that the Workers' Compensation Safety Incentive Program (WCSIP) is a 3-step process that if completed would take 15% off of the premium for the Workman's Comp Policy. Danielle added that the last step will be the hardest to compete as it involves a voluntary State BLS Audit. The audit will allow the town to figure out where improvement is needed and because it is voluntary there is no fine involved.

Motion: Matthew Callahan motioned to approve the Workers' Compensation Safety Incentive Program Resolution through Maine Municipal Association; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

e. Executive Session pursuant to Title 1 MRSA §405 (6)(a): Discussion with Town Administrator Regarding Ongoing Legal Matters

Motion: Lisa Cesare motioned to enter Executive Session at 7:10pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectboard entered Executive Session

Motion: Brittany Hemond motioned to exit Executive Session at 7:36pm; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectboard exited Executive Session.

6. Department Head Updates

a. Clerks Report submitted and read by Clerk Sara Farris

- Sara will post the RSU 16 Warrant at Minot County Store, the Post Office, Slattery's Hardware, and the Town Office tomorrow morning. We have not received any absentee requests for the election.

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Board of Selectmen Meeting Minutes Dated March 20th 2023.

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

- The 1st Board of Appeals Meeting will be held on March 30th or April 6th to go over applications, forms, and bylaws and to vote on Chair, Vice Chair, and Secretary.
- The Planning Board has a Site Walk on March 24th at 8am for the Caspain Minot Solar Application and a Public hearing on April 4th at 6pm.
- Excise tax looks to be on track for March.

See attached report for more information.

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

- The Sterling plow truck is having issues with its breaks, and they are working on getting them fixed before the storm this weekend.

See attached report for more information.

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

- The Auburn Fire Department accepted the bid for SCBAs. They will look at creating a replacement schedule for them.

See attached report for more information.

7. Town Administrator's Report Presented by Danielle Loring

a. Discussion of Community Resilience Partnership Application

Danielle is looking to partner with AVCOG and submit a Community Resilience Partnership application for a sand/ salt shed. The funds received should cover most if not all the engineer costs. Danielle will have more information at the next meeting and possibly a presentation from Zach at AVCOG.

- The Tri-Town Optimist Club is looking to do roadside cleanup around town April 22nd and 23rd. Danielle agreed and is having them focus on some of the lower traffic roads for safety.
- Danielle is working on a PowerPoint presentation for the Fire Department Workshop on March 28th. She is looking for it to be a positive experience and to learn where the Fire Department needs to improve. Some key topics from the surveys were to start using the I Am Responding system with Androscoggin County, the forestry truck, a full-time Fire Chief, and more community involvement.

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Board of Selectmen Meeting Minutes Dated March 20th 2023.

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

8. Selectmen Comment

Lisa Cesare provided the other Selectmen, the Town Administrator, and the Town Clerk with an update regarding the RSU 16 Budget as she is on the RSU 16 Budget Committee.

9. Public Comment

None, no public present

10. Next Meeting Dates

a. Tuesday, March 28th, 2023 @ 6:00 pm

Workshop with Fire Department

b. Monday, April 3rd, 2023

Regular Meeting

Meeting date and time confirmed.

11. Adjournment

Motion: Matthew Callahan made the motion to adjourn at 8:00 pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 8:00 pm

Sara A. Farris - Clerk
Recording Secretary

Daniel Gilpartic – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond

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

Board of Selectmen Meeting Minutes Dated March 20th 2023.

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Town of Minot

CERTIFICATE OF SUPPLEMENTAL COMMITMENT

TO SARA FARRIS, THE COLLECTOR OF THE MUNICIPALITY OF MINOT,
AFORESAID.

HEREWITH ARE COMMITTED TO YOU TRUE LIST OF THE ASSESSMENTS OF THE ESTATES OF THE PERSONS WHEREIN NAMED: YOU ARE TO LEVY AND COLLECT THE SAME, OF EACH ONE HIS RESPECTIVE AMOUNT, THEREIN SET DOWN, OF THE SUM TOTAL OF \$ 9,901.53 (BEING THE AMOUNT OF THE LIST HEREIN), ACCORDING TO THE TENOR OF THE FOREGOING WARRANT.

GIVEN UNDER OUR HANDS THIS 3RD DAY OF APRIL 2023.

YOU ARE TO PAY TO DANIELLE LORING, THE TREASURER OF YOUR MUNICIPALITY, OR TO THEIR SUCCESSOR IN OFFICE, THE TAXES HEREIN COMMITTED, PAYING ON THE LAST DAY OF EACH MONTH ALL MONEY COLLECTED BY YOU, AND YOU ARE TO COMPLETE AND MAKE AN ACCOUNT OF YOUR COLLECTION OF THE WHOLE SUM ON OR BEFORE DECEMBER 31, 2023.

IN CASE OF NEGLECT OF ANY PERSON TO PAY THE SUM REQUIRED BY SAID LIST UNTIL AFTER JUNE 7, 2023; YOU WILL ADD INTEREST TO SO MUCH THEREOF AS TO REMAINS UNPAID AT A RATE OF 4% PERCENT PER ANNUM, COMMENCING JUNE 8, 2023 TO THE PAYMENT, AND COLLECT THE SAME WITH THE TAX REMAINING UNPAID.

GIVEN UNDER OUR HANDS AS PROVIDED BY LEGAL VOTE OF THE MUNICIPALITY AND WARRANTS RECEIVED PURSUANT TO THE LAWS OF THE STATE OF MAINE, THIS 3RD DAY OF APRIL, 2023.

ASSESSORS OF MINOT, MAINE

TOWN OF MINOT

ASSESSORS' CERTIFICATION OF SUPPLEMENTAL ASSESSMENT

WE HEREBY CERTIFY, THAT THE PAGES HEREIN, NUMBERED FROM 1 TO 1
INCLUSIVE, CONTAIN A LIST AND VALUATION OF ESTATES REAL AND PERSONAL,
LIABLE TO TAXATION IN THE MUNICIPALITY OF MINOT FOR STATE, COUNTY,
DISTRICT AND MUNICIPAL TAXES FOR THE YEAR A.D. 2022 AS EXISTED ON THE
FIRST DAY OF APRIL OF THE SAID YEAR.

IN WITNESS THEREOF, WE HAVE HEREUNTO SET OUR HANDS AT MINOT, THIS
3RD DAY OF APRIL 2023.

ASSESSORS OF MINOT, MAINE

John E. O'Donnell & Associates
632 Bald Hill Road
New Gloucester, ME 04260

Maine Tree Growth Withdrawal Penalty Calculation

Date 3/29/2023

Town Minot

Map R07

Lot 086

SubLot

Type

Owner NASON FAMILY TRUST

Year First Classified: 1977

Person Requesting Calculation owner

Withdrawal Penalty = ((Fair Market Value] - [Tree Growth Value]) X [Penalty %].

Fair Market Value \$88,170.00

Classified Acreage X Annual Tree Growth Rates = Tree Growth Value

Softwood: <u>7.00</u>	acres	x	<u>\$426.00</u>	/ acre	=	<u>\$2,982.00</u>
Mixed wood: <u>56.95</u>	acres	x	<u>\$453.00</u>	/ acre	=	<u>\$25,798.35</u>
Hardwood: <u>27.00</u>	acres	x	<u>\$366.00</u>	/ acre	=	<u>\$9,882.00</u>
Total Withdrawn: <u>90.95</u>	acres		Tree Growth Value:			<u>\$38,662.35</u>
			Difference:			<u>\$49,507.65</u>
			Penalty Percent*:			<u>20.00%</u>
			Withdrawal Penalty:			<u>\$9,901.53</u>

Calculated By: denish

Expiration Date for Calculation: 4/1/2023

Actual Withdrawal Date: _____

Penalty Paid (Amount): _____

* Penalty % is based on # of years in Tree Growth

Wednesday, March 29, 2023

9:52:29 AM



Governor's Office of Policy, Innovation, and the Future's Community Resilience Partnership

About the Community Resilience Partnership

This program will provide \$4.75 million over the next two years to fund projects that reduce energy use and costs and/or make communities more resilient to severe weather and changing environments.

Two Grant Opportunities

- 1) **Community action grants** are given directly to communities enrolled in the partnership to implement these [72 resiliency actions](#) with no match required. Grant awards are up to \$50,000 for each municipality or up to \$125,000 when two to five communities' partner on a project. These funds can also be used as a match for other grants that support any of the 72 prescribed actions. Grants applications are due in March and September of 2022 with similar deadlines anticipated in 2023. See reverse a summary of the 72 projects.
- 2) **Service provider grants** are available to county governments to assist between two - five communities, including plantations and townships, enroll in the partnership and apply for their first grant. Grants to assist communities' range between \$10,000 - \$12,500 per community depending on size. Grants applications are due in February and August of 2022 with similar deadlines anticipated in 2023.

Steps for enrolling in the partnership

- 1) **Adopt a resolution of commitment.** This would be done at an official select board or council meeting. For County Commissioners or Board Assessors, submit a letter of support that includes the required resolution language. In addition, a letter of support from the LUPC for communities under their jurisdiction is also required. Draft resolution language is available [here](#).
- 2) **Complete a pair of self-assessments** of current resilience by completing this [self-assessment](#) and identifying which of these [72 actions](#) have already been taken.
- 3) **Hold a public meeting** to review the self-assessment results and develop a prioritized project list.
- 4) **Complete the Community Resilience Partnership application** [here](#).

You may submit your partnership application either before or while submitting your grant application.

Additional technical assistance

If you are looking for assistance enrolling in the partnership with a Service Provider, you can find a list of all service providers looking to assist communities in joining the partnership here:

https://www.maine.gov/future/sites/maine.gov.future/files/inline-files/ListofServiceProviders_2022-10-04.pdf

For general Community Resilience Partnership inquiries about enrollment, working with a Service Provider, becoming a Service Provider, grants, and for continued support beyond the service provider role contact your Regional Coordinator: <https://www.maine.gov/future/initiatives/climate/community-resilience-partnership/regional-coordinators>

FMI on the program visit: <https://www.maine.gov/future/climate/community-resilience-partnership>

Transportation	Adopt a renewable energy ordinance(s) supporting renewable energy and energy storage.	Reduce Flood Risk
Purchase or lease electric vehicles for municipal/tribal government.	Adopt streamlined permitting for small solar/wind projects.	Complete the Maine Flood Resilience Checklist.
Install public EV chargers.	Enter into a long-term service contract for renewable energy.	Participate in the National Flood Insurance Program to reduce flood insurance premiums.
Adopt ordinances to encourage EV charging infrastructure.	Install a renewable energy project.	Map and consider sea-level rise projections in plans and permits.
Adopt an anti-idling ordinance.	Support Natural Resource Economy	Adopt freeboard requirements in flood areas.
Implement strategies to inc. use of public transit, biking, and walking.	Adopt policies to support local food production and consumption, including community gardens.	Adopt a low-impact design (LID) standard for stormwater mgt.
Policies that encourage municipal/tribal employees to commute via public transit, carpool, bike/walk.	Adjust procurement policies to prioritize natural Maine products.	Strengthen Public Health
Adopt a telework policy for municipal/tribal government staff.	Clean Energy Jobs/Businesses	ID and plan to reduce public health threats in the community that are exacerbated by climate change, i.e. mosquito and tick-borne illness and extreme temperatures.
Adopt land use and development policies/codes to reduce driving.	Install clean energy on brownfields.	Establish a program to check on vulnerable residents during extreme heat or cold events.
Adopt a Complete Streets policy.	Incentivize clean energy industry/businesses to locate in the community.	Implement school-based programs to educate students on mosquito- and tick-borne diseases prevention.
Adopt a broadband plan to increase access to high-speed internet.	Encourage clean energy industries in economic development plans.	Utilize Climate Ready Infrastructure
Building Design	Protect Natural/Working Areas	Protect utilities to reduce physical damage and sustain function during extreme weather events.
Execute a plan for municipal/tribal buildings and schools for energy efficiency and weatherization.	Increase green space and tree planting for carbon sequestration.	Adopt DEP Stream Smart policy.
Upgrade to energy-efficient appliances in municipal/tribal bldgs.	Plan to conserve 30% of land in the community by 2030.	Assess utility facilities for solar, anaerobic digester, etc.
Install heat pumps or VRF systems for air and water heating/cooling in municipal/tribal buildings.	Create or update a watershed plan.	Public Engagement
Upgrade streetlights and other lighting for municipally/tribally-owned facilities to LEDs.	Develop natural resource/habitat inventory for climate impacts.	Establish an official committee of community stakeholders.
Procurement policies to prioritize climate-friendly Maine products.	Conserve, revegetate, and reconnect riparian areas.	Create a climate change education and outreach program for residents and businesses.
Adopt the energy efficiency stretch building code (currently IECC 2021).	Preserve climate-threatened natural areas via zoning or regs.	Amplify public health advisories for climate-related health and weather events, i.e. air quality advisories, extreme heat/cold, power outages.
Require EV charging and solar energy readiness for new buildings.	Implement a source water protection program.	Engage youth in resilience, clean energy, and energy use reduction.
Adopt C-PACE ordinance for commercial property.	Adopt policies to prioritize shoreline protection of rivers/lakes.	Create and support an energy reduction campaign or challenge among businesses.
Reduce Greenhouse Gas Emissions	Identify and protect open space in the floodplain.	Initiate a community bulk purchasing program for heat pumps, solar, and weatherization.
Conduct a baseline for municipal/tribal energy use.	Assess Climate Vulnerable Infrastructure	
Identify and track community emissions indicators.	Conduct a vulnerability assessment of critical infrastructure and create a capital investment plan.	
Adopt a resolution setting targets and a plan for reducing emissions.	Plan for Community Resilience	
	Conduct a community vulnerability assessment and adopt a climate resilience plan to reduce risks.	
	Update local or county EMA hazard mitigation plan.	
	Develop a storm debris mgt. plan.	

Suggested Timeline of Events

To apply for project funding, a community must first go through a three-step registration process. This registration process involves 1) passing a resolution by municipal officials, 2) completing a self-assessment which includes filling out this [hazard mitigation assessment](#) and identifying completed tasks on the [Community Action List](#), and 3) host a public meeting for the community to review the self-assessment results and develop a prioritized project list. This three-step process must be completed before grant applications can be submitted to the state. Here is a proposed timeline of events to achieve this.

Step 1: Pass a Resolution

There is some required language supplied by GOPIF [here](#). We would propose just the required language for the selectboard's consideration as follows:

WHEREAS, the Town of _____ will complete the Community Resilience Partnership's Community Resilience Self-Assessment and List of Community Actions, and hold community workshop(s) which will prioritize projects for implementation within **90** days of passing this resolution;

BE IT RESOLVED, the Town of _____ commits to participating in the Community Resilience Partnership, which supports community leadership in reducing greenhouse gas emissions and increasing resiliency to extreme weather and climate change impacts;

BE IT FURTHER RESOLVED, the Town of _____ designates the **_____ Town Manager/Select Board** to coordinate planning, implementation, and monitoring of energy and resilience projects and to be the primary point of contact to the Community Resilience Partnership.

Step 2: Complete the Self-Assessment

We will draft these for the town's review but it will require some assistance from town staff to look for other plans that may have been completed as well as interview staff about what actions your town has already taken.

Step 3: Host Public Meeting

We will be able to assist with outreach, draft the agenda, run the meeting, take notes.

Step 4: Apply to Resiliency Partnership

We will finalize all documentation for upload but will need town staff to submit the electronic application. It is not a complex application.

Step 5 Write Grant

With consultation from the town and the selectboard we will help draft a grant.

Step 5: Submit Grant

Application and deadline not yet announced but will be due in March 2023. We will assist with this as well.

AVCOG timeline for assisting communities with GOPIF Community Resilience Partnership

Community	Spring 2022 Grant Project	Award
Bangor	Electrifying Bangor's Transportation Network and Addressing Community Vulnerability and Resilience	\$50,000
Bar Harbor, MDI, Tremont	Climate Action Plan, Community Engagement & Public EV Charger	\$91,722
Bath	Resilient Bath and update of City's Climate Action Plan	\$50,000
Biddeford, Kennebunks, Kittery	Local Climate Action Planning Cohort	\$99,600
Bridgton	Town of Bridgton Open Space Plan	\$50,000
Camden	Electric School Bus Purchase for MSAD #28 Transportation Fleet	\$50,000
Carrabassett Valley	Installation of EV Charging Stations	\$40,159
Deer Isle	Deer Isle Plan for Climate Action	\$50,000
Dover-Foxcroft	A Plan to Reduce Public Health Risk for Vulnerable Populations during Extreme Temperature Events	\$50,000
Falmouth	Strategic Watershed Plan: Geomorphic Data Collection and Assessment and Educational Campaign	\$50,000
Limestone	Purchase and Maintain a Solar Power Generation System	\$50,000
Machias	Upper Machias Bay Resiliency Plan	\$45,000
Norway	Laying the Groundwork for Comprehensive Climate Action in Norway	\$50,000
Orono	Town of Orono's Multi-tiered Approach to Baseline Data and Community Education on Greenhouse Gas Emissions	\$50,000
Portland	Climate Resiliency Zoning Project	\$50,000
Rockland	Climate Ready Infrastructure for Rockland's Downtown Waterfront	\$50,000
Saco	Saco Climate Adaptation Action Plan	\$50,000
Scarborough	Climate-Ready Infrastructure: Building a Resilient Route 1 and Pine Point Road	\$46,240
South Portland	Street Design Technical Manual	\$50,000
Topsham	Municipal Complex LED Upgrades	\$46,000
Vinalhaven	Downtown Project Stormwater Management Design	\$50,000
Waterford	Town Hall/Fire House Heat Pumps and Center of Refuge & Community Garden & Education Program	\$48,440
Whiting	Complete Maine Flood Protection Checklist and Develop Community-wide Communications System	\$26,750
Windham	Greenhouse Gas Inventory and Emission Reduction Targets	\$20,000

Fall 2022 Awards



Community Action Grants support community projects that reduce greenhouse gas emissions and help the community adapt to climate change impacts. Communities may request up to \$50,000 individually or \$125,000 for collaborative regional proposals.

Community Action Grants			
Applicant	Award	Project title	Description
Aroostook Band of Micmacs	\$50,000	Energy Sustainability of Micmac's Hatchery using Solar Power	Expand solar energy generation to power tribe-owned fish hatchery which distributes fish to tribal members and community food pantries
Arrowsic	\$35,000	Arrowsic Climate Action and Outreach Plan	Establish a stakeholder committee; conduct a community vulnerability assessment; adopt a climate resilience plan; create an outreach program
Bar Harbor	\$50,000	Municipal Building Electrification	Energy audit for municipal building; electrification planning and outreach; energy monitoring; upgrade building envelope and lighting
Bath	\$50,000	Modernizing Municipal Facilities - Master Planning — A Model for Business and Residential Facility Upgrades	Develop a facilities master plan that: documents existing conditions; analyzes energy end use by fuel and use; provides financial analysis of energy efficiency measures; identifies long-term funding options; identifies performance metrics and verification plan
Bethel	\$50,000	Assessing and Addressing Efficiency Needs in Bethel's Buildings	Energy baseline for municipal operations; preliminary engineering assessment; complete priority weatherization projects
Blue Hill & Brooksville	\$125,000	Blue Hill-Brooksville Community Vulnerability Assessment	Hire a consultant to conduct a vulnerability assessment; hire a part time project manager
Bowdoinham	\$37,991	Energy Efficiency Improvements for the Town of Bowdoinham	Install 47 Smart Ready LED streetlights in place of utility-owned lights; Install 68 LED indoor light fixtures in town office
Brunswick	\$50,000	Brunswick Climate Action Plan	GHG inventory and set emissions reduction target; vulnerability assessment; action planning; community engagement
Camden	\$2,000	EV Purchase for Code Enforcement Officers/Plumbing Inspector	Purchase EV for code enforcement officers; install level 2 charger at public safety building for municipal fleet use; EV and Efficiency Maine education materials
Carrabassett Valley	\$28,853	EV Charging Stations - Outdoor Center	Install 2 EV chargers at town-owned outdoor center

Carthage	\$36,940	Town Office, Emergency Shelter, Community Building and Food Pantry Energy Efficiency Upgrades and Community Outreach on Energy Savings	Install heat pumps and insulation in town office; purchase energy efficient appliances for food bank and emergency shelter; window insert community build event; begin insulation project at community center building
Castine	\$50,000	Castine Public Buildings Lighting and Weatherization Upgrade	Upgrade to LED lighting at town hall, library, and elementary school; upgrade town hall insulation; replace two early 1900's exterior doors for energy efficient doors
Chebeague Island	\$50,000	Preparing for the Voyage Ahead: Building a Framework for Chebeague Island's Climate Future	Groundwater sustainability study and monitoring, including recharge, saltwater intrusion, other climate impacts; GHG inventory; vulnerability assessment; community engagement
Cumberland	\$25,000	Reduce greenhouse gas emissions of the Town of Cumberland by reducing use of fossil fuels and enhancing sequestration from natural systems	Purchase electric mower; RFP for heat pump/VRF upgrade to library heating system; provide education and native plantings at reduced cost to residents
Dover-Foxcroft	\$50,000	Developing a "Complete Streets" Redevelopment Plan for Downtown Dover-Foxcroft	Partner with Maine DOT to develop complete streets plan to reduce congestion and improve safety, air quality, public transit
Falmouth	\$50,000	Supporting Local Food Production and Social Equity: Provide Clean Energy to Hurricane Valley Farm/Cultivating Community	Install rooftop solar, battery storage, and heat pumps at Hurricane Valley Farm
Farmington	\$50,000	Farmington Community Center HVAC	Purchase and install new HVAC system for community center
Fort Kent	\$50,000	Highland Avenue Comprehensive Drainage Analysis	Culvert and storm drain mapping and inventory; precipitation and flood modeling and climate projections; planning and cost estimates
Freeport & Yarmouth	\$121,388	Freeport and Yarmouth Sustainability Partnership: Creation of a Shared Full-time Sustainability Coordinator Position	Hire a shared full-time sustainability coordinator to support climate action planning and sustainability programs; continue vulnerability assessments
Georgetown	\$39,000	Georgetown Level Three Energy Assessment & Plan for Town Buildings	Level 3 energy assessment of town office, central school, fire station, town owned First Church building, and community center; education with school and community; recommendations and plan to select board for adoption
Greenwood	\$28,649	Heating Upgrades to Municipal Buildings and Energy Fair	Upgrade three municipal buildings to heat pumps and VRF; host an energy fair; insulate Old Town Hall
Hallowell	\$2,000	Hallowell Won't Wait: EV for Hallowell Police Department's Lead Patrol Vehicle	Purchase F-150 Lightning EV pickup for police force; improve parking area and install level 2 EV charger
Harpwell	\$32,203	Town Office Energy Improvements - Phase 1	Upgrade town office to LED lighting; Level II commercial energy audit of town office to identify additional energy efficiency improvements
Islesboro	\$50,000	The Narrows and Beyond: Resilience Planner Pilot	Hire part time project facilitator; RFP for engineering firm; assess adaptation options for the Narrows using new STS SLR projections; community engagement; adopt a strategy; funding opportunity research

Jay	\$50,000	Closed Cell Spray Foam Roofing Application	Apply spray foam insulation to roof of municipal building
Kennebunkport & Kennebunk	\$125,000	Catalyzing Youth & Community in Mitigation and Adaptation to Sea-Level Rise Impacts in the Kennebunks	Youth engagement to develop adaptation options for Dock Square: youth training, community trust building; community surveys and youth-facilitated conversations; develop adaptation options; feedback analysis
Lamoine	\$50,000	Lamoine Energy Transition Project: Municipal Solar Power Purchase Agreement and Heat Pumps	Enter a PPA for electricity generated by a solar array on town building; install 10 heat pumps in various town buildings
Limestone	\$50,000	Enhance operation of solar generation equipment	Determine best option to improve efficiency of existing fixed-tilt solar array; replace defective gear sets to improve efficiency of tracker array by 10%; install fencing around sites for public safety and site security
Lisbon	\$49,897	Worumbo Waterfront Conversion	Conversion of former mill site to community green space and reduced impervious surface: Regrade, loam, and plant grass on 4.5-acre site; install 15 solar powered LED lamps; plant 15 native trees and 15 native shrubs
Livermore	\$43,647	Clean Energy for Community Buildings	Install heat pumps at town office, highway garage, and community building; install new windows at community building; upgrade to LED lighting at community building
Lubec	\$47,830	Resiliency Planning for Lubec's Future	Mapping conserved lands, floodplains, vulnerable populations; plan evacuation routes; update comp plan and emergency operations plan; communications
Millinocket	\$50,000	Heat Pumps for Millinocket Municipal Building	Install heat pumps at Town Office and fire station
Monhegan Plantation	\$11,000	Monhegan Water Company Treatment Facility Assessment	Assess public water system, including long-term climate impacts; treatment system improvements; public meeting
Mount Desert	\$49,225	Town of Mount Desert Greenhouse Gas Inventory, Municipal Solar Array Pre-Development, and Climate Vulnerability Assessment	Community GHG inventory; municipal solar array planning; Community Resilience Training; climate vulnerability assessment
North Yarmouth	\$50,000	North Yarmouth Climate Action Plan	Develop a small-town approach to climate action planning: GHG inventory and emission indicators; vulnerability assessment; action planning; community engagement; install LED lighting and heat pumps in three public buildings
Orono & Bangor	\$125,000	Bangor Region Climate Action and Adaptation Plan (CAAP) Completion	Phase 2 of joint climate planning: public engagement; data compilation; generate and prioritize solutions; regional mitigation plans
Otisfield	\$40,480	Saving Energy and Protecting Watersheds	Install heat pumps in town office; revise "Protecting Otisfield's Watersheds" guidance booklet for residents and landowners; hold a public awareness event
Paris	\$41,695	Police and fire station solar upgrades	Install 144kW solar system at police station; feasibility study for solar and battery storage, heat pumps, and weatherization at fire station

Portland	\$17,000	Portland Sustainable Neighborhoods Program	Join the Sustainable Neighborhoods Network certification program and pilot with two neighborhoods; materials, translation, printing; launch and neighborhood recognition events
Rockland	\$50,000	Climate-Ready Landside Infrastructure for Rockland Downtown Waterfront	Predesign (survey and geotechnical) and preliminary engineering for landside waterfront infrastructure.
Rockport	\$50,000	Rockport Climate Vulnerability, GHG Emissions Assessment and Outreach Plan Development: Equitable and Bold Climate Strategies for Rockport's Future	Municipal and community GHG inventory; social, infrastructure, and ecosystem vulnerability assessments; outreach plan
South Portland	\$50,000	South Portland Coastal Resilience Project	Finalize dynamic coastal inundation model; develop community engagement strategy; incorporate community input into planning and policy development
St. George	\$49,600	Visualizing Solutions: Assessing Vulnerable Infrastructure & Sites, Exploring Options and Engaging the Community Through 3-D Imaging	Data acquisition; data processing and 3D modeling and visualization; mitigation analysis and design charrettes; community engagement
Surry	\$50,000	Community Vulnerability Assessment	Review plans and policies; identify climate risks and vulnerable populations; assess vulnerability of public infrastructure to flooding; identify adaptation strategies and costs; recommend a capital improvement plan that identifies sources of funding
Tremont	\$48,905	Town of Tremont Climate Resilience Planning Process with Greenhouse Gas Inventory and Climate Vulnerability Assessment	Community GHG inventory; community engagement; Community Resilience Training; climate vulnerability assessment; climate resilience plan and implementation guide; community feedback
Waterford	\$49,979	Install renewable energy solar system on the office portion of the town municipal building.	Install 11.4 kW solar system at town municipal building
Westport Island	\$48,500	Planning for Ground Water During Climate Change on Westport Island	Well survey, water quality testing, well geodatabase; analysis of recharge, saltwater intrusion potential, land use guidance; Aquifer monitoring, salinity monitoring, long-term water supply planning; community engagement
Windowdressers (Eastport and Passamaquoddy Tribe at Pleasant Point)	\$125,000	Weatherize Eastport and Pleasant Point	Building local capacity to assist residents with window inserts, weatherization, air sealing, and heat pumps in two communities.
Woodstock	\$26,820	Energy Audit, Heat Pump Installation, and Building Capacity with a Resilience Committee	Conduct an energy audit with recommendations for 5 municipal buildings; install heat pumps in town office; establish an official stakeholder committee to manage future grant applications
Woolwich	\$10,900	Increasing Emergency Preparedness in Woolwich	Improve communications to support public health, early warnings, and response; update local hazard mitigation plan



TOWN OF MINOT

329 Woodman Hill Road
Minot, Maine 04258-0329

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

Special Municipal Election

Tuesday, June 13th, 2023

MINOT, ME

To Danielle Loring, a Constable of the Town of Minot, in the County of Androscoggin, State of Maine,

GREETING:

In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Minot, qualified by law to vote in town affairs, to meet at the Town Hall in said Town on Tuesday, June 13th, 2023 A.D. at seven forty-five (7:45) o'clock in the morning then and there to act upon Article 1 and by secret ballot on Article 2 as set below, the polling hours therefor to be from eight (8) o'clock in the morning until eight (8) o'clock in the evening, said articles being the following:

- Article 1: To elect a moderator by written ballot to preside at said meeting.
- Article 2: 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.

Dated: April 3rd, 2023

Municipal Officers:

Daniel Gilpatric – Chair

Lisa Cesare – Vice Chair

Brittany Hemond

Matthew Callahan

William Perry

A true copy of the warrant,

Attest:

Sara A. Farris – Clerk, Minot ME

Return of the Warrant

Minot, Maine

_____, 2023

Pursuant to the within warrant to me directed, I have notified and warned the inhabitants of said town, qualified as herein expressed, to meet at said time and place, and for purposes therein named, by posting an attested copy of said warrant a the Town Hall, Minot Country Store, Minot Post Office, and Slattery’s Hardware in said town, being a public and conspicuous place in said town, on the _____ day of _____, 2023 AD, being at least seven (7) days before the meeting.

Danielle Loring

Constable of Minot, ME

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

SELECTMEN'S OFFICE

MUNICIPALITY OF MINOT

On March 20th, A.D. 2023.

To Chris Summers

of Paris, in the County of Oxford.

and State of Maine. There being a vacancy in the position of Alternate Code Enforcement Officer & Alternate LPI 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 31st, 2023.

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 Chris Summers who has been duly appointed by the Selectmen as the Alternate Code Enforcement Officer & Alternate LPI 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.

Town of Minot
ALCOHOL AND CONTROLLED SUBSTANCES
TESTING POLICY

STATEMENT OF POLICY:

The safety and well-being of our drivers, employees, and the public requires that our drivers perform their duties free from the effects of alcohol and/or drugs. A drug-free workplace is especially important to the transportation industry. A driver who uses or abuses alcohol and/or drugs is a hazard to this company, the general public, other employees and him/herself.

In order to ensure safe transportation and provide for an efficient and drug-free workplace while complying with the Federal Motor Carrier Safety Regulations, **Town of Minot** has adopted this policy.

PROGRAM ADMINISTRATOR:

The **Town Administrator** has been designated by this company as the Alcohol/Drug Testing Program Administrator. In this function the **Town Administrator** will be responsible to answer any questions from the drivers, administrators or the public in general.

The Program Administrator will handle information on all tests of covered drivers confidentially. The Program Administrator may provide such information as necessary to the supervisor to enable him/her to take proper disciplinary action as warranted. The Program Administrator may also release test information to this company's Substance Abuse Professional to use to evaluate and recommend appropriate follow-up.

DRIVERS SUBJECT TO TESTING:

All drivers who must have a commercial driver's license to perform duties that are considered safety-sensitive, will be subject to the alcohol and/or drug testing as outlined in this policy and required by Title 49 Code of Federal Regulations Part 382.

DRIVER COMPLIANCE WITH REGULATION:

All drivers subject to alcohol and drug testing must be in compliance with the regulations and this policy at all times while in a working status for this company. This will include all time spent driving a commercial vehicle as well as time spent performing safety-sensitive functions or just before or just after performing safety-sensitive functions.

Safety-Sensitive Function means all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions shall include:

1. All time at an employer or shipper plant, terminal, facility, or other property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the employer;
2. All time inspecting equipment as required by Part 392.7 and 392.8 of 49 C.F.R., and otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time;
3. All time spent at the driving controls of a commercial motor vehicle in operation;
4. All time, other than driving time, in or upon any commercial motor vehicle except time resting in a sleeper berth (a berth conforming to the requirements of Part 393.76 of 49 C.F.R.);
5. All time loading or unloading a commercial motor vehicle, supervising, or assisting in the loading or unloading, attending a commercial motor vehicle being loaded or unloaded, remaining in readiness to operate the commercial motor vehicle, or in giving or receiving receipts for shipments loaded or unloaded;
6. All time repairing, obtaining assistance, or remaining in attendance upon a disabled commercial motor vehicle.

SUBSTANCES TESTED FOR (DOT 5- Panel Test and Alcohol) as specified in 49 CFR Part 40:

The following substances will be tested for to determine their presence:

1. Alcohol
2. Amphetamines (Amphetamine and Methamphetamine)
3. Cocaine Metabolites
4. Marijuana Metabolites
5. MDA-Analogues (MDA and MDMA)
6. Opioids (Morphine, Codeine, 6-Acetylmorphine, Hydromorphone, Hydrocodone, Oxymorphone, Oxycodone)
7. Phencyclidine (PCP)

PROHIBITED CONDUCT:

During the time that drivers are performing safety-sensitive functions, they shall not:

1. Report to and/or remain on duty with an alcohol concentration of 0.04 or greater;
2. Possess any alcohol;

3. Use any alcohol;
4. Use any alcohol within four hours of going on duty;
5. Use any alcohol for eight hours after an accident which will require the driver to be tested for alcohol or until tested;
6. Refuse to submit to a required alcohol and/or controlled substances test;
7. Report to or remain on duty when using any controlled substance, except when under a physician's orders **AND** the physician has informed the driver that the use will not affect the safe operations of a commercial vehicle;
8. Report to or remain on duty if he/she has tested positive for controlled substance.

TESTS REQUIRED:

All drivers who are required to be tested for alcohol and/or controlled substance use or mis-use will be tested under the following circumstances:

1. **Pre-employment or pre-use.** All applicants for jobs requiring a commercial driver's license and/or current employees transferring to a job which requires a commercial driver's license will be required to be tested for the use of controlled substances.
2. **Random.** All drivers are subject to random testing for alcohol and controlled substance at rates determined by the Federal Motor Carrier Safety Administrator. These random tests will be unannounced and will be spread throughout the calendar year. Except as provided in paragraphs (c) through (e) of Part 382.305, the minimum alcohol testing shall be ten (10) percent of the average number of driver positions. Except as provided in paragraphs (f) through (h) of Part 382.305, the minimum average percentage rate for random controlled substance testing shall be fifty (50) percent of the average number of driver positions. If the company has entered into a consortium pool the 10 and 50 percent levels will apply to the entire pool of drivers in the consortium.
3. **Post-accident.** Drivers will be alcohol and controlled substance tested in **all** accidents involving a fatality. If the accident is one where one or more vehicles were towed from the scene of the accident, or involves somebody being injured to the degree that the injury must be treated immediately away from the scene of the accident, the driver must also be post accident tested if the commercial vehicle driver receives a summons for a "moving traffic violation" as a result of the accident.
4. **Reasonable suspicion.** All drivers that exhibit signs and/or symptoms of alcohol and/or controlled substance use or mis-use, which are observed by a trained company supervisor, while performing safety sensitive functions or just before or just after performing safety sensitive functions will be required to submit to an alcohol and/or controlled substance test.

5. **Return to duty.** A driver, who previously tested positive for alcohol and/or controlled substance, must submit to a return to duty alcohol and/or controlled substance test. The results of the test must be obtained by the motor carrier and be negative before the driver may be allowed to perform a safety sensitive function.
6. **Follow-up.** A driver who previously tested positive and has returned to duty must submit to at least six (6) alcohol and/or controlled substance tests during the first 12 months after returning to work. Follow-up tests will be unannounced and may continue for up to sixty (60) months after returning to work. Any follow-up tests will be at the direction of the Substance Abuse Professional.

TESTING PROCEDURES:

This Company has chosen **MMTA and DISA** as our drug and alcohol program provider and Certified Third-Party Administrator. The collection site will be chosen by the Program Administrator.

Once a driver has been directed to submit to an alcohol and/or controlled substance test, he/she will proceed immediately to the testing area directed by the program administrator named in this policy. Drivers must comply with the lawful requests of the technician doing the alcohol and/or controlled substance test.

The selected driver will be required to provide a urine specimen for controlled substance testing and/or a breath or saliva sample for analysis of alcohol concentration.

The driver will be required to provide photo identification prior to testing. Privacy will be ensured at the facility by means of voiding in a private enclosure. A split sample will be procured and both samples will be sent to the lab.

Proper chain of custody procedures will be followed to ensure that the specimen submitted is indeed the specimen that belongs to the selected driver. The specimen will be sealed to prevent tampering during transport to the laboratory. Federal certified laboratories will be utilized for testing (drugs) and two separate methodologies will be performed to verify all specimens as positive prior to controlled substances reporting to the medical review office (MRO).

The MRO is a licensed physician that reviews all test results prior to reporting to the company. Should the specimen test positive, the MRO will contact the driver to discuss the test findings and afford the driver an opportunity to discuss his/her test results and any factors that could have attributed to the positive test. Should the driver question the test findings, the driver can request that the split sample be forwarded to another certified laboratory for re-analysis.

All test results are treated confidentially and no results will be released to outside parties without the drivers express consent or when required by law, rule or regulation or expressly authorized.

All testing for alcohol use or mis-use will be conducted only by devices that have been approved by the National Highway Traffic Administration and conducted by trained Breath Alcohol Technicians (BATs) or trained Screening Test Technicians.

REQUIREMENT THAT DRIVERS MUST SUBMIT TO TESTS:

All drivers who are required by Federal Motor Carrier Safety Regulations and this policy to be subjected to alcohol and/or controlled substances testing must fulfill that requirement when so directed by the Alcohol/Drug Testing Program Administrator or a trained supervisor. Failure to comply with the regulations or this policy will be grounds for disciplinary action up to and including dismissal.

REFUSAL TO TEST:

No driver shall refuse to submit to a post-accident alcohol or controlled substances test required under [§382.303](#), a random alcohol or controlled substances test required under [§382.305](#), a reasonable suspicion alcohol or controlled substances test required under [§382.307](#), or a follow-up alcohol or controlled substances test required under [§382.311](#). No employer shall permit a driver who refuses to submit to such tests to perform or continue to perform safety-sensitive functions.

Refuse to submit (to an alcohol or controlled substances test) means that a driver:

- (1) Fails to appear for any test (except a pre-employment test) within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer. This includes the failure of an employee (including an owner-operator) to appear for a test when called by a C/TPA (see [§40.61\(a\)](#) of this title);
- (2) Fails to remain at the testing site until the testing process is complete. Provided, that an employee who leaves the testing site before the testing process commences (see [§40.63\(c\)](#) of this title) for a pre-employment test is not deemed to have refused to test;
- (3) Fails to provide a urine specimen for any drug test required by this part or DOT agency regulations. An employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences (see [§40.63\(c\)](#) of this title) for a pre-employment test is not deemed to have refused to test;
- (4) In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of the driver's provision of a specimen (see [§§40.67\(l\)](#) and [40.69\(g\)](#) of this title);
- (5) Fails to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure (see [§40.193\(d\)\(2\)](#) of this title);
- (6) Fails or declines to take a second test the employer or collector has directed the driver to take;

(7) Fail to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER under [§40.193\(d\)](#) of this title. In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment;

(8) Fails to cooperate with any part of the testing process (e.g., refuse to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process); or

(9) Is reported by the MRO as having a verified adulterated or substituted test result.

DISCIPLINARY ACTION:

Any driver who violates either the Federal Motor Carrier Safety Regulations or this policy may be subject to disciplinary action up to and including dismissal.

Any driver who has tested positive for either drugs or alcohol, has performed a prohibited act, or has refused to submit to a drug or alcohol test, will be removed from the safety sensitive position immediately and directed to a substance abuse professional. The substance abuse professional will:

- provide a comprehensive face-to-face assessment and clinical evaluation of the driver; and
- recommend a course of education and/or treatment with which the employee must demonstrate successful compliance prior to returning to a DOT safety sensitive function

Drivers who are found to have an alcohol concentration of 0.02 or greater, but less than 0.04, will be taken out-of-duty for a minimum of 24 hours. It is this company's policy that such time out-of-duty will be **without** pay.

CERTAIN PERSONAL INFORMATION SHALL BE REPORTED TO THE CLEARINGHOUSE AS REQUIRED:

Drivers should be aware that the motor carrier is required to collect, maintain, and report certain information to the Clearinghouse as required:

- A verified positive, adulterated, or substituted drug test result;
- An alcohol confirmation test with a concentration of 0.04 or higher;
- A refusal to submit to any test required by subpart C of this part;
- An employer's report of actual knowledge, as defined at §382.107;
- On duty alcohol use pursuant to §382.205;
- Pre-duty alcohol use pursuant to §382.207;

- Alcohol use following an accident pursuant to §382.209; and
- Controlled substance use pursuant to §382.213;
- A substance abuse professional (SAP as defined in §40.3 of this title) report of the successful completion of the return-to-duty process;
- A negative return-to-duty test; and
- An employer's report of completion of follow-up testing.

INFORMATION:

This company will provide each driver subject to the Federal Motor Carrier Safety Regulations a copy of this policy. In addition, this company will provide printed material which describes the effects of alcohol and/or controlled substance use or abuse on the individual's health, work and personal life, as well as information on the signs and symptoms of an alcohol or controlled substances problem.

ADOPTION:

The Minot Board of Selectmen reviewed and adopted this policy on April 3, 2023.

Board Signatures:

Daniel Gilpatric, Chairman

Lisa Cesare, Vice Chairman

Brittany Hemond

Matthew Callahan

William Perry

ACKNOWLEDGEMENT:

I certify that I have received a copy of **ALCOHOL AND CONTROLLED SUBSTANCES TESTING POLICY** , and written material concerning the effects of alcohol and controlled substance on an individual's work and personal life, signs and symptoms of a drug or alcohol problem including a co-worker, and the methods to deal with a substance abuse problem.

Driver's Signature



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 4th, 2023

Hello Selectmen,

Updates:

May 2nd Bond Election

Absentee Ballots for the Bond Election are available today.

We have received 2 requests for absentee ballots so far.

The Bond Warrant is posted at the Minot Town Office, the Post Office, Minot Country Store, and Slattery's Hardware.

We have been asking people if they would like to sign up for the RSU Budget/ Municipal (6/13/23) Absentee as well because the timelines overlap until the Bond Absentee cut-off date of 4/27.

Board of Appeals from Norma:

The first BOA meeting was held on 3/30 and was an administrative meeting.

Chair – John Geismar

Vice Chair – Adam Bowie

Secretary – Norma Dulac

Planning Board from Katherine:

The Caspian Minot Solar LLC public hearing will be tomorrow, April 4th, at 6pm.

Some concern has been raised by abutters about the solar farm.

They Board is also reviewing ordinances.

Inland Fisheries & Wildlife:

Boat Excise YTD: \$125.80

4 Boats

5 Snowmobiles

0 ATV

6 Game Licenses

The above amounts are as of 4/3/2023.

Vitals:

Vital orders as of 4/3

Birth- 6

Death- 1

Marriage- 3

Intentions- 2

Norma preformed a marriage here at the office last week!

Dogs:

14 Dogs

Building/ Plumbing Permits for 2023:

Building Permits: 7

Plumbing Permits: 5

Real Estate Taxes:

2021 taxes - \$20,869.87 for 14 accounts

2022 taxes - \$98,481.16 for 72 accounts

2023 pre-payments - \$10,765.54 for 35 accounts

Total owed: \$119,351.03

Total Owed: 3/20/2023: \$122,728.55

Difference of \$3,377.52

Personal Property Taxes:

2020 - \$172.52 on 1 account

2021 - \$156.91 on 1 account

Village Trading Post left for 2020 & 2022

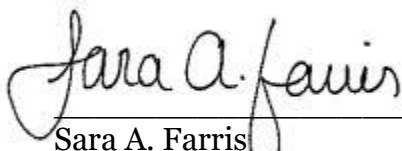
Going to send a letter to see if I can collect the amount due for both years.

2022 - \$18.39 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	\$62,362.95	+ \$5,450.66
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	\$ 164,388.16	

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 (3/20 – 4/2/2023)

The crew has been patching and hauling a little gravel on the dirt roads, as we are not able to fully grade them yet. We have also been doing some maintenance on some of the equipment.



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
3/20/23	medical	0
3/24/23	medical	0
3/27/23	CO/Smoke Alarm	4
3/27/23	Mutual aid Hebron Alarm	2
3/28/23	Mutual aid McFalls Alarm	2
03/20/23	to	04/02/23

Updates

Cemetery

- Will begin meeting this month. Focus being on:
 - Finalizing tree work
 - Potential ordinance revisions for “green” burials
 - Getting signage ordered and installed
 - Making decisions about fencing for high priority cemeteries
 - Discussing design for cremation lots
 - Starting work w/in Pontem to catalog graves

Fire

- IamResponding has been initiated and getting setup for use by the Fire-Rescue and Highway Departments
- Have a meeting scheduled with Maine EMS Licensing to understand our requirements and discuss what we can/can't do as a department

Minot Call Volume by Month

Event	February	March	Grand Total
Fire	5	8	13
Electrical Hazard	1		1
FIRE/Smoke In/On/Near Structur	1		1
MOTOR VEHICLE COLLISION	1	2	3
Mutual Aid or Fill In	1	1	2
VEHICLE FIRE	1	1	2
STRUCTURE FIRE		1	1
Service Call		2	2
Fire Alarm		1	1
Medical	14	13	27
Abdominal Pain	1		1
Breathing Problem	2	1	3
Diabetic Problem	1	1	2
Falls	5	2	7
Heart problem	1	1	2
Psychiatric Problem	1	2	3
Sick Person	1	4	5
Traumatic Injury	1		1
Unconscious/fainting	1	1	2
Medical General Response		1	1
Hazard	1	3	4
POL-Hazardous Conditions	1	3	4
Grand Total	20	24	44

County Call Volume by Month (excludes Minot)			
Event	February	March	Grand Total
Accident	30	22	52
Alarms	15	1	16
BURST PIPE	2		2
FLOODING BASEMENT	2		2
Medical	264	297	561
OIL LEAK	1		1
REPORTED BUILDING/STRUCTURE FIRE	6	2	8
Smoke	1	3	4
Wires	11	2	13
Utilities	1		1
Vehicle Fire	3	6	9
Oven Fire	1		1
Pipes	1		1
gas	4	20	24
Tree	1	6	7
Grand Total	343	359	702