



## Town of Minot Selectmen Epacket

May 30, 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](http://www.minotme.org)

Board of Selectmen  
Minot Town Office  
329 Woodman Hill Road  
Tuesday, May 30, 2023  
(Date change due to holiday)  
Meeting at 6:30pm  
Agenda\*

## REGULAR MEETING

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
  - a. Monday, May 15, 2023
4. Warrants
  - a. Payroll Expense Warrant
  - b. Treasurer's Warrant
5. New Business
  - a. Consideration and Approval of FY2022 Audit
  - b. Consideration and Approval of the RSU June Referendum Warrant
  - c. Executive Session pursuant to Title 1 MRS §405 (6)(a): Discussion with Town Administrator and Town Clerk Regarding Personnel Matters
6. Department Head Updates
  - a. Clerk's Report
  - b. Highway Report
  - c. Fire Department Report
7. Town Administrator's Report
  - a. Summer Schedule
  - b. Board of Assessment Review Hearing (June 7, 2023)
  - c. Employee Recognition Program
8. Selectmen Comment
9. Public Comment (3-minute limit) – Items in public comment may be scheduled for a future meeting to provide for Board consideration and public notice
10. Next Meeting Dates
  - a. Monday, June 12, 2023 (Basement due to Election setup)
11. Adjournment



# Town of Minot

329 Woodman Hill Rd.  
Minot, ME 04258  
207-345-3305  
[www.minotme.org](http://www.minotme.org)

Board of Selectmen Meeting

Minot Town Office  
Monday, May 15<sup>th</sup>, 2023  
6:30 pm  
Minutes\*

## REGULAR MEETING

**Selectmen:** Chair Daniel Gilpatric, Vice Chair Lisa Cesare, Brittany Hemond, Matthew Callahan, and William Perry  
**Staff:** Sara Farris (Clerk), Danielle Loring (Administrator) and Dean Campbell (Fire Chief)  
**Public:** Michael Dulac (Resident)

### 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, May 1<sup>st</sup>, 2023

b. Tuesday, May 9<sup>th</sup>, 2023

Motion: Lisa Cesare made a motion to approve the Minutes from Monday, May 1<sup>st</sup>, 2023 and Tuesday, May 9<sup>th</sup>, 2023; 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 May 15<sup>th</sup> 2023.

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

#### **4. Warrants**

##### **a. Payroll Expense Warrant**

##### **b. Treasurer's Warrant**

Motion: Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$22,331.89 and the Treasurer's Warrant in the amount of \$41,858.82; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

Chair Gilpatric moved the public comment portion of the meeting up on the agenda.

#### **9. Public Comment**

Resident Michael Dulac would like to start the process for Minot to withdraw from RSU 16. He feels like the Town's money is not being well spent by the RSU. He also likes the idea of a pick you school type of system. Danielle explained that the process is quite extensive and time consuming. There was various discussion about the topic. The Selectmen said that the first step in the process would be up to the Minot residents to present them with a petition with the required number of signatures collected. Danielle asked Mr. Dulac to allow the Clerk time to compile information about the petition process and that she would be in touch.

The Selectmen thanked Mr. Dulac for his concerns, and he was asked to leave the meeting before the Selectmen entered the following executive sessions.

#### **5. New Business**

##### **a. Executive Session pursuant to Title 1 MRSA §405 (6)(a): Discussion with Fire Chief regarding duties**

The Selectmen were provided with a memo from Chief Campbell.

*Memo attached.*

Motion: Brittany Hemond motioned to enter Executive Session at 6:51pm; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectboard entered Executive Session

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Board of Selectmen Meeting Minutes Dated May 15<sup>th</sup> 2023.

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

Motion: Brittany Hemond motioned to exit Executive Session at 7:58pm;  
second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)  
The Selectboard exited Executive Session.

The Selectmen thanked Chief Campbell for his time, and he left the Meeting.

**b. Executive Session pursuant to Title 1 MRSA §405 (6)(f):  
Consideration of Scholarship Awards**

Motion: Brittany Hemond motioned to enter Executive Session at 7:58pm;  
second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)  
The Selectboard entered Executive Session

Motion: Brittany Hemond motioned to exit Executive Session at 8:04pm;  
second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)  
The Selectboard exited Executive Session.

Motion: Lisa Cesare motioned to award Emily Lagueux, Mitchell Bean, Emma Gagne, Alyssa Gagne, and Tegan Hemond a \$100.00 Scholarship;  
second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

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Board of Selectmen Meeting Minutes Dated May 15<sup>th</sup> 2023.

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

**c. Executive Session pursuant to Title 1 MRSA §405 (6)(e):  
Discussion of potential land use violations**

Motion: Brittany Hemond motioned to enter Executive Session at 8:05pm;  
second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectboard entered Executive Session

Motion: Brittany Hemond motioned to exit Executive Session at 8:12pm;  
second by William Perry .

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectboard exited Executive Session.

Motion: Matthew Callahan motioned for Danielle Loring and the Town's  
Lawyer to ask for site compliance by May 31<sup>st</sup>, 2023 OR to have the  
site restored and the default judgment paid by September 1<sup>st</sup>, 2023  
regarding the property discussed in the Executive Session; second by  
William Perry.

Discussion: None

Vote: Approval (4/0/1) *Lisa Cesare abstained from the vote*

There was various discussion as to my Mrs. Cesare abstained from the vote.

**6. Department Head Updates**

**a. Clerks Report submitted and read by Clerk Sara Farris**

- The next Planning Board Meeting involving the solar farm will be June 6<sup>th</sup> at 6:30pm. This is not a public hearing.
- Trio has done updates to administer LD -290 at tax commitment.
- 2022 30-Day Notices will be mailed June 20<sup>th</sup> and Liens will be mailed July 20<sup>th</sup>.

*See attached report for more information.*

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Board of Selectmen Meeting Minutes Dated May 15<sup>th</sup> 2023.

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

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

- Changing damaged driveway culverts.
- Working on equipment.
- Cleaning cemeteries before Memorial Day.

*See attached report for more information.*

**c. Fire Department Report Submitted by Fire Chief, Dean Campbell and read by Danielle Loring**

*See attached report for more information.*

**7. Town Administrator's Report Presented by Danielle Loring**

- Danielle is working with Stephen French on pricing for testing the water in the MCS well and changing the filter if needed.

**8. Selectmen Comment**

None

**10. Next Meeting Dates**

**a. Tuesday, May 30<sup>th</sup>, 2023**

Monday, May 29<sup>th</sup> is Memorial Day and the Town Office is closed.

Meeting date and time confirmed.

**11. Adjournment**

Motion: Brittany Hemond made the motion to adjourn at 8:23pm; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 8:23pm.

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

Board of Selectmen Meeting Minutes Dated May 15<sup>th</sup> 2023.

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

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Sara A. Farris - Clerk  
Recording Secretary

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Daniel Gilpartic – Chair

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Matthew Callahan

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Lisa Cesare – Vice Chair

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William Perry

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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 May 15<sup>th</sup> 2023.

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

**TOWN OF MINOT, MAINE**  
**INDEPENDENT AUDITORS' REPORT AND**  
**FINANCIAL STATEMENTS**

**DECEMBER 31, 2022**

DRAFT

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# Maine Municipal Audit Services, PA

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Mindy J. Cyr, CPA

## Independent Auditors' Report

To the Select Board  
Town of Minot  
Minot, Maine

### OPINIONS

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Town of Minot, Maine, as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the Town of Minot, Maine's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Minot, Maine, as of December 31, 2022, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### BASIS FOR OPINIONS

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Town of Minot, Maine, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### RESPONSIBILITIES OF MANAGEMENT FOR THE FINANCIAL STATEMENTS

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation and maintenance of internal control relevant to preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Town of Minot, Maine's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in aggregate, they would influence the judgment made by a reasonable user based on financial statements.

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In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Town of Minot, Maine's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Town of Minot, Maine's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

#### **REQUIRED SUPPLEMENTARY INFORMATION**

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, schedule of changes in net OPEB liability and related ratios, and budgetary comparison schedule, on pages 5-9, 30, and 31 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### **SUPPLEMENTARY INFORMATION**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Minot, Maine's basic financial statements. The combining nonmajor fund financial statements, schedule of property valuation, assessments, and appropriations, and schedule of taxes receivable are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and related directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining nonmajor financial statements, schedule of property valuation, assessments, and appropriations, and schedule of taxes receivable are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Levant, Maine  
April 4, 2023

# Town of Minot

## Management's Discussion and Analysis

### Fiscal Year ending December 31, 2022

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Management of the Town of Minot offers this management's discussion and analysis report that will provide information that should be used in conjunction with the outside audit report for year ending December 31, 2022.

#### **Overview of the Financial Statements:**

The discussion and analysis report is intended to serve as an introductory to the full audit report. The audit report consists of three components: government-wide financial statements; fund financial statements, and the notes to the financial statements. This report is intended to explain some of these financial statements in a concise and non-financial terminology.

#### **Government-wide Financial Statements:**

The government-wide financial statements present the financial picture of the Town as a whole and are designed to provide readers with a long-term overview of the Town's finances, in a manner similar to the private sector. They include a Statement of Net Position, which shows information on all the Town's assets, deferred outflows of resources, liabilities, deferred inflows of resources with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Town is improving or deteriorating. The Statement of Activities presents information showing how the Town's net position changed during the year. All changes in net position are reported as soon as the underlying event occurs, regardless of when cash is received or disbursed. Thus, revenues and expenses are reported in this statement for some items that will result in cash flows in future periods.

**Governmental Activities** – The Town's basic functions are reported here which include general government, public health and sanitation, public safety, public works, debt service, and culture and recreation. Property taxes, intergovernmental revenues, permits and fees, and state and federal grants finance most of these activities.

The government wide financial statements can be found on pages 10-11 of this report.

#### **Fund Financial Statements:**

The fund financial statements provide more detailed information about the Town's funds, focusing on its most significant or major funds, rather than the Town as a whole. A fund is a group of related accounts that is used to maintain control and accountability over resources that have been segregated for specific activities. The Town's funds are divided into two fund categories: governmental and fiduciary.

**Governmental Funds** (*Statements 3 and 4*) – Most of the Town's basic functions are reported in the governmental funds, which focus on near-term inflows and outflows of spendable resources and balances remaining at year end that are available for spending. These funds use the modified accrual basis of accounting, which measures cash and other financial assets that can

**Town of Minot**  
**Management's Discussion and Analysis**  
**Fiscal Year ending December 31, 2022**

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readily be converted to cash. The governmental fund statements are designed to show a short-term view of the Town's general government operations and the services it provides. The differences between the governmental activities as reported in the government-wide financial statements and the fund financial statements are itemized in reconciliations to the fund financial statements.

The fund financial statements can be found on pages 12-15 of this report.

**Notes to the Financial Statements:**

The notes provide the reader with additional information about the Town that will help understand the financial data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 16-29 of this report.

**Required Supplementary Information**

The basic financial statements and accompanying notes are followed by a section of required supplementary information. This section includes a budgetary comparison schedule of the Town's General Fund. This section also includes the OPEB schedules required by GASB Statement # 75. Required supplementary information can be found on pages 30-31 of this report.

In addition to the required elements, we have included a section with a combining balance sheet (non-major funds), a combining statement of revenues, expenditures, and changes in fund balances (non-major funds), a schedule of property valuation, assessment, and appropriations, and a schedule of taxes receivable for additional analysis. The supplementary schedules can be found on pages 32-35 of this report.

**Financial Highlights:**

*Net position* – The assets and deferred outflows of resources of the town exceeded its liabilities and deferred inflows of resources at the period ending December 31, 2022 by \$6,315,427 – this is referred to as “Net Position”. Of that amount, \$3,721,752 was considered unrestricted net position. Unrestricted net position represents the amount available to be used to meet the Town's ongoing financial obligations.

The Town's net position increased by \$710,518, which can be seen on Statement 2 of the financial statements.

*Fund balance* – The Town's governmental funds reported on a current financial resources basis, had a combined ending fund balances of \$3,711,661 a decrease of \$(232,976) from the prior year.

The total unassigned fund balance for the general fund was \$3,190,644, which represents 59% of the total general fund expenditures.

**Town of Minot**  
**Management's Discussion and Analysis**  
**Fiscal Year ending December 31, 2022**

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**Government Wide Financial Analysis:**

Approximately 40% of the Town's net position is its investment in capital assets such as land, buildings, equipment and infrastructure (roads, bridges, etc), less any related outstanding debt used to acquire those assets. The Town uses these assets to provide services to the community; these capital assets are not available for future spending. While the Town's investment in the capital assets is reported net of the related debt, it is important to note that the resources required to repay this debt must be provided from other sources, since the capital assets themselves are not liquid assets.

	Governmental Activities	
	12/31/2022	12/31/2021
Current Assets	\$ 3,897,461	\$ 4,150,996
Capital Assets	2,843,686	2,334,830
<b>Total Assets</b>	<b>6,741,147</b>	<b>6,485,826</b>
<i>Deferred Outflows of Resources</i>	20,163	15,819
<b>Total Assets &amp; Deferred Outflows of Resources</b>	<b>\$ 6,761,310</b>	<b>\$ 6,501,645</b>
Current Liabilities	\$ 349,940	\$ 443,255
Other Liabilities	27,630	394,828
Net OPEB Obligations	51,424	39,032
<b>Total Liabilities</b>	<b>428,994</b>	<b>877,115</b>
Property Taxes Collected in Advance Related to OPEB	1,604	2,495
<b>Total Deferred Inflows of Resources</b>	<b>15,285</b>	<b>17,125</b>
	16,889	19,620
<b>NET POSITION:</b>		
Net Investment in Capital Assets	2,508,450	1,547,434
Restricted – <i>Permanent funds</i>	70,830	70,830
Restricted – <i>Special revenue funds</i>	14,395	17,649
Unrestricted	3,721,752	3,968,997
<b>Total Net Position</b>	<b>6,315,427</b>	<b>5,604,909</b>
<b>Total Liabilities, Deferred Inflows of Resources, and Net Position</b>	<b>\$ 6,761,310</b>	<b>\$ 6,501,645</b>

**Town of Minot**  
**Management's Discussion and Analysis**  
**Fiscal Year ending December 31, 2022**

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Approximately 77% of the Town's total revenue was made up by taxes – property and excise, approximately 14% was from State revenues and grants, and approximately 9% was made up of interest, charges for services, and other miscellaneous revenues.

	Governmental Activities	
	12/31/2022	12/31/2021
<b>Revenues:</b>		
<i>Program Revenues:</i>		
Charges for Services	\$ 18,537	\$ 19,944
Operating and Capital Grants and Contributions	202,841	226,578
<i>General Revenues:</i>		
Taxes	3,987,354	3,801,473
Other revenues	991,959	593,559
<b>TOTAL REVENUES</b>	5,200,691	4,641,554
<b>Expenses:</b>		
General government	738,983	501,869
Protection	108,015	67,527
Public works	606,442	598,474
Health and sanitation	59,635	53,733
Health and welfare	25	2,076
Education	2,221,278	2,156,886
County tax	313,390	287,400
Unclassified	217,640	107,188
Interest expense	13,639	20,232
Depreciation	211,127	125,709
<b>TOTAL EXPENSES</b>	4,490,173	3,921,095
<b>Changes in Net Position</b>	710,518	720,459
<b>Beginning Net Position</b>	5,604,909	4,884,450
<b>Ending Net Position</b>	\$ 6,315,427	\$ 5,604,909

**Financial Analysis of the Fund Financial Statements:**

The focus of the Town's governmental funds is to provide information on near-term inflows, outflows and balances of resources available for spending. This information is useful in assessing the Town's financing requirements. In particular, the unassigned fund balance may serve as a benchmark of a government's net resources for spending at the end of the year.

At the end of the year, the Town's governmental funds reported a combined ending fund balance of \$3,711,661, a decrease of \$(232,976) from the prior year. Approximately 86% of the total is the Town's unassigned fund balance. The remainder is reserved to indicate that it is not

**Town of Minot**  
**Management's Discussion and Analysis**  
**Fiscal Year ending December 31, 2022**

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available for spending due to being committed to liquidate contracts and commitments of the prior year, or for a variety of other purposes.

Differences between the original budget and the final amended budget include budget appropriations carried over from the prior year and other revenues collected during the fiscal year.

Actual revenues and other financing sources were more than the budgetary estimated by approximately \$264 thousand.

Actual expenditures were below final budgeted estimates by approximately \$334 thousand.

For further detail, a budget to actual comparison for the General Fund can be found on Schedule A, page 31 of the financial statements.

**Capital Assets:**

The Town's investment in capital assets for the governmental activities is \$4,765,429, net of accumulated depreciation of \$1,921,743, giving a net book value of \$2,843,686. Additions to capital assets for the year include; safety equipment for the fire department, paving, the broadband project, heat pump, and a generator

The Town's capital asset activity for the year can be found in the footnotes on page 23 of this report.

**Long-Term Debt:**

At year end, the Town had \$335,236 of total debt outstanding, The outstanding debt is made up of general obligation debt backed by the full faith and credit of the Town.

The Town's long-term debt activity for the year can be found in the footnotes on page 24-25 of this report.

A new lease was issued in January 2023 for the purchase of a plow truck.

**Contacting the Town's Management:**

This financial report is designed to provide a general overview of the Town's finances for all interested parties. If you have any questions about this report or need additional financial information, contact the Town Office at 329 Woodman Hill Road, Minot, Maine.

Town of Minot, Maine  
Statement of Net Position  
December 31, 2022

		Total Governmental Activities
<b>ASSETS:</b>		
<i>Current assets:</i>		
Cash and cash equivalents	\$ 3,657,476	
Accounts receivable	28,120	
Taxes receivable	190,895	
Tax liens receivable	20,970	
<i>Total current assets</i>		\$ 3,897,461
<i>Non-current assets:</i>		
Capital assets, net of accumulated depreciation	2,843,686	
<i>Total non-current assets</i>		2,843,686
<b>TOTAL ASSETS</b>		6,741,147
<b>DEFERRED OUTFLOWS OF RESOURCES:</b>		
OPEB related outflows	20,163	
<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>		20,163
		\$ 6,761,310
<b>LIABILITIES:</b>		
<i>Current liabilities:</i>		
Accounts payable	\$ 14,704	
Current portion of bonds payable	335,236	
<i>Total current liabilities</i>		\$ 349,940
<i>Non-current liabilities:</i>		
Bonds payable	-	
Accrued compensated absences	27,630	
OPEB liabilities	51,424	
<i>Total non-current liabilities</i>		79,054
<b>TOTAL LIABILITIES</b>		428,994
<b>DEFERRED INFLOWS OF RESOURCES:</b>		
Taxes collected in advance	1,604	
OPEB related inflows	15,285	
<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>		16,889
<b>NET POSITION:</b>		
Net investment in capital assets	2,508,450	
Restricted:		
<i>Permanent funds</i>	70,830	
<i>Special revenue funds</i>	14,395	
Unrestricted	3,721,752	
<b>TOTAL NET POSITION</b>		6,315,427
		\$ 6,761,310

Town of Minot, Maine  
Statement of Activities  
For the Year Ended December 31, 2022

	Program Revenues				Net (Expense) Revenue and Changes in Net Position	
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Primary Government	
					Governmental Activities	Total
<i>Governmental activities:</i>						
General government	\$ 738,983	\$ 18,537	\$ -	\$ -	\$ (720,445)	\$ (720,445)
Public safety	108,015	-	-	-	(108,015)	(108,015)
Sanitation	59,635	-	-	-	(59,635)	(59,635)
Public works	606,442	-	64,380	-	(542,062)	(542,062)
General assistance	25	-	-	-	(25)	(25)
Education	2,221,278	-	-	-	(2,221,278)	(2,221,278)
County tax	313,390	-	-	-	(313,390)	(313,390)
Other	217,640	-	1,582	136,879	(79,180)	(79,180)
Interest on long-term debt	13,639	-	-	-	(13,639)	(13,639)
Depreciation	211,127	-	-	-	(211,127)	(211,127)
<i>Total governmental activities</i>	\$ 4,490,173	\$ 18,537	\$ 65,962	\$ 136,879	(4,268,795)	(4,268,795)
<i>General revenues:</i>						
Property taxes, levied for general purposes					3,268,113	3,268,113
Excise taxes					719,240	719,240
Interest and lien fees					7,163	7,163
Licenses and permits					26,189	26,189
<i>Grants and contributions not restricted to specific programs:</i>						
State revenue sharing					350,406	350,406
Other					186,370	186,370
Unrestricted investment earnings					7,797	7,797
Miscellaneous revenues					414,034	414,034
<i>Total general revenues and transfers</i>					4,979,313	4,979,313
<i>Changes in net position</i>					710,518	710,518
<b>NET POSITION - BEGINNING</b>					5,604,909	5,604,909
<b>NET POSITION - ENDING</b>					\$ 6,315,427	\$ 6,315,427

The accompanying notes are an integral part of these statements.

Town of Minot, Maine  
Balance Sheets  
Governmental Funds  
December 31, 2022

	General Fund	Other Governmental Funds	2021 Total Governmental Funds
<b>ASSETS</b>			
Cash and cash equivalents	\$ 3,536,311	\$ 121,165	\$ 3,657,476
Accounts receivable	28,120	-	28,120
Interfund receivable	-	79,624	79,624
Taxes receivable	190,895	-	190,895
Tax liens receivable	20,970	-	20,970
<b>TOTAL ASSETS</b>	<b>\$ 3,776,296</b>	<b>\$ 200,789</b>	<b>\$ 3,977,085</b>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b>			
<i>Liabilities:</i>			
Accounts payable	\$ 14,704	\$ -	\$ 14,704
Interfund payable	79,624	-	79,624
<i>Total liabilities</i>	94,328	-	94,328
<i>Deferred inflows of resources:</i>			
Taxes collected in advance	1,604	-	1,604
Uncollected property taxes	169,492	-	169,492
<i>Total deferred inflows of resources</i>	171,096	-	171,096
<i>Fund balances:</i>			
<b>Non-spendable</b>	-	70,830	70,830
<b>Restricted -</b>			
Special revenue funds - <i>see Schedule B</i>	-	14,395	14,395
<b>Committed -</b>			
Special revenue & capital project funds - <i>see Schedule B</i>	-	66,048	66,048
<b>Assigned -</b>			
Permenant funds	-	49,516	49,516
Highway vehicle	60,341	-	60,341
Paving bond	138,825	-	138,825
ARPA funds	98,440	-	98,440
Conservation committee	100	-	100
Assessing	500	-	500
<b>Unassigned</b>	3,212,666	-	3,212,666
<i>Total fund balances</i>	3,510,871	200,789	3,711,661
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b>	<b>\$ 3,776,296</b>	<b>\$ 200,789</b>	<b>\$ 3,977,085</b>

Town of Minot, Maine  
 Reconciliation of Fund Balance to Net Position  
 Governmental Funds  
 December 31, 2022

Statement 3, Continued

<b>TOTAL FUND BALANCES</b>	<b>\$</b>	<b>3,711,661</b>
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*Amounts reported for governmental activities in the statement of net position (Stmt. 1) are different because:*

Depreciable and non-depreciable capital assets as reported in Stmt. 1		2,843,686
Long-term liabilities, including bonds payable, as reported on Stmt. 1		(335,236)
Accrued compensated absences		(27,630)
Deferred property taxes not reported on Stmt. 1		169,492
Deferred outflows of resources - OPEB related expenditures		20,163
Deferred inflows of resources - OPEB related inflows		(15,285)
OPEB liabilities		(51,424)

<b>NET POSITION OF GOVERNMENTAL ACTIVITIES</b>	<b>\$</b>	<b>6,315,427</b>
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## Statement 4

Town of Minot, Maine  
Statement of Revenues, Expenditures, and Changes in Fund Balances  
Governmental Funds  
For the Year Ended December 31, 2022

	General Fund	Other Governmental Funds	Total Governmental Funds
<b>REVENUES:</b>			
Property taxes	\$ 3,269,765	\$ -	\$ 3,269,765
Excise taxes	719,240	-	719,240
Intergovernmental revenue	739,617	-	739,617
Charges for services	18,537	-	18,537
Investment income	7,120	677	7,797
Interest and lien fees	7,163	-	7,163
Licenses and permits	26,189	-	26,189
Other revenue	394,405	19,629	414,034
<i>Total revenues</i>	5,182,037	20,306	5,202,343
<b>EXPENDITURES:</b>			
General government	723,113	-	723,113
Public safety	108,015	-	108,015
Sanitation	59,635	-	59,635
Public works	959,846	-	959,846
General assistance	25	-	25
Education	2,221,278	-	2,221,278
County tax	313,390	-	313,390
Debt service	465,798	-	465,798
Reserve accounts	-	560,637	560,637
Unclassified	23,582	-	23,582
<i>Total expenditures</i>	4,874,682	560,637	5,435,319
<i>Excess (deficiency) of revenues over expenditures</i>	307,355	(540,331)	(232,976)
<b>OTHER FINANCING SOURCES (USES):</b>			
Operating transfers in	-	393,190	393,190
Operating transfers (out)	(393,190)	-	(393,190)
<i>Total other financing sources (uses)</i>	(393,190)	393,190	-
<i>Net change in fund balances</i>	(85,835)	(147,141)	(232,976)
<b>FUND BALANCES - BEGINNING</b>	3,596,707	347,930	3,944,637
<b>FUND BALANCES - ENDING</b>	\$ 3,510,871	\$ 200,789	\$ 3,711,661

The accompanying notes are an integral part of these statements.

Town of Minot, Maine  
 Reconciliation of the Statement of Revenues, Expenditures,  
 and Changes in Fund Balances of Governmental Funds  
 to the Statement of Activities  
 For the Year Ended December 31, 2022

<b>Net change in fund balances - total governmental funds (Stmt. 4)</b>	\$	(232,976)
<p>Amounts reported for governmental activities in the Statement of Activities (Stmt. 2) are different due to the following items:</p>		
<p>Depreciation expense recorded on Statement of Activities, yet not required to be recorded as expenditures on governmental funds</p>		(211,127)
<p>Capital outlays expensed on the Governmental Funds report (Stmt. 4), yet not considered an expense for the purposes of Statement of Activities (Stmt. 2)</p>		719,983
<p>Revenues in the Statement of Activities (Stmt. 2) that do not provide current financial resources are not reported as revenues in the funds. More specifically, this amount represents the change in deferred property taxes.</p>		(1,652)
<p>Repayment of bond principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Position. More specifically, this represents the net amount of principal reduction in debt service made during the fiscal year.</p>		452,159
<p>Change in accrued compensated absences</p>		(9,662)
<p>Change in net position relating to OPEB - GASB #75</p>		(6,208)
<hr/>		
<b>Changes in net position of governmental activities (see Stmt. 2)</b>	<b>\$</b>	<b>710,518</b>

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The accompanying notes are an integral part of these statements.

**TOWN OF MINOT, MAINE  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Reporting Entity**

The Town of Minot, Maine (the Town) was incorporated in 1802. The Town operates under a town administrator - selectmen form of government and is incorporated under the laws of the State of Maine.

The accounting policies of the Town conform to U.S. generally accepted accounting principles (GAAP) as applicable to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

GASB Statement No. 34, *Basic Financial Statements – and Management’s Discussion and Analysis – For State and Local Governments*, and its amendments, established new financial reporting requirements for governments and caused the Town to restructure much of the information presented in the past. The more significant of the government’s accounting policies are described below.

The financial statements include those of the various departments governed by the Select Board and other officials with financial responsibility. The Town has no other separate organizational units, which meet criteria for inclusion in the financial statements as defined by GASB.

**B. Basis of Presentation**

The Town’s basic financial statements include both government-wide (reporting the Town as a whole) and fund financial statements (reporting the Town’s major funds). Both the government-wide and fund financial statements categorize primary activities as either governmental or business-type.

Government-Wide Financial Statements

The Government-wide financial statements consist of a Statement of Net Position and a Statement of Activities and reports information on all of the non-fiduciary activities of the Town as a whole.

The Statement of Net Position presents the financial condition of the governmental and business-type (if applicable) activities of the Town at year end. The Statement of Activities presents a comparison between direct expenses and program revenues for each program or function of the Town’s governmental and business-type (if applicable) activities. Direct expenses are those that are specifically associated with a service, program, or department and therefore clearly identifiable to a particular function. Program revenues include charges paid by the recipient of the goods or services offered by the program, grants, and contributions that are restricted to meeting the operational or capital requirements of a particular program and interest earned on grants that is required to be used to support a particular program. Revenues which are not classified as program revenues are presented as general revenues of the Town. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the Town.

**TOWN OF MINOT, MAINE  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**B. Basis of Presentation (Continued)**

The Town has elected not to allocate indirect costs among programs. Program revenues include 1) charges to customers for services and 2) grants and contributions that are restricted to meeting operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported as general revenues.

Fund Financial Statements

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the Government-wide financial statements. The focus of governmental and proprietary fund financial statements is on major funds. Major individual governmental funds and major individual proprietary funds are reported as separate columns in the fund financial statements, with non-major funds being aggregated and displayed in a single column. The General Fund is always a major fund.

Because of the basis of accounting and reporting differences, summary reconciliations to the Government-wide financial statements are presented at the end of each applicable fund financial statement.

**C. Fund Accounting**

The Town uses funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. The Town employs the use of three categories of funds: governmental, proprietary and fiduciary.

Governmental Fund Types

Governmental funds are those through which most governmental functions typically are financed. Governmental fund reporting focuses on the sources, uses and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may or must be used. Current liabilities are assigned to the fund from which they will be paid. The difference between governmental fund assets and deferred outflows of resources, and liabilities and deferred inflows of resources, is reported as fund balance. The following are the Town's major funds:

*General Fund* – The general fund is the general operating fund of the Town. It is used to account for all financial resources except those required to be accounted for in another fund.

*Capital projects fund* – This fund is used to account for financial resources to be used for the acquisition or construction of major capital facilities. Capital outlays financed from the issuance of debt are accounted for in the capital projects fund.

*Permanent Fund* – This fund is used to account for financial resources that are legally restricted to the extent that only earnings, not principal, may be used for purposes that support the governmental programs. A permanent fund would be used, for example, to account for the perpetual care endowment of a municipal cemetery.

**TOWN OF MINOT, MAINE  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

*Special Revenue Fund* – This fund is used for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

**D. Measurement Focus**

*Government-Wide Financial Statements:*

The government-wide financial statements are prepared using the economic resources measurement focus. All assets, deferred outflows of resources, liabilities, and deferred inflows of resources associated with the operation of the Town are included on the Statement of Net Position.

*Fund Financial Statements*

All governmental funds are accounted for using a flow of current financial resources measurement focus. With this measurement focus, only current assets, deferred outflows of resources, current liabilities, and deferred inflows of resources generally are included on the balance sheet. The statement of revenues, expenditures, and changes in fund balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach differs from the manner in which the governmental activities of the government-wide financial statements are prepared. Governmental fund financial statements therefore include a reconciliation with brief explanations to better identify the relationship between the government-wide statements and the statements for governmental funds.

The fiduciary funds are reported using the economic resources measurement focus.

**E. Basis of Accounting**

Basis of accounting determines when transactions are recorded in the financial records and reported on the financial statements. Government-wide financial statements, proprietary and fiduciary funds are prepared using the accrual basis of accounting. Governmental funds use the modified accrual basis of accounting. Differences in the accrual and the modified accrual basis of accounting arise in the recognition of revenue and in the presentation of expenses versus expenditures.

**Revenues – Exchange and Non-Exchange Transactions**

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the year in which the resources are measurable and become available. Available means that the resources will be collected within the current year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current year. For the Town, available means expected to be received within sixty days of year end.

**TOWN OF MINOT, MAINE  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Non-exchange transactions, in which the Town receives value without directly giving equal value in return, include property taxes, grants, entitlements and donations. On an accrual basis, revenue from property taxes is recognized in the year for which the taxes are levied. Revenue from grants, entitlements, and donations is recognized in the year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the year when use is first permitted; matching requirements, in which the Town must provide local resources to be used for a specified purpose; and expenditure requirements, in which the resources are provided to the Town on a reimbursement basis. On a modified accrual basis, revenue from non-exchange transactions must also be available before it can be recognized.

Under the modified accrual basis, the following revenue sources are considered to be both measurable and available at year end: property taxes, charges for services, and interest on investments.

Licenses and permits and miscellaneous revenues are recorded as revenues when received in cash because they are generally not measurable until actually received.

Grants and entitlements received before the eligibility requirements are met are recorded as advances from grantors. On governmental fund financial statements, property taxes receivable that will not be collected within the available period have been reported as deferred inflows of resources.

**Expenses/Expenditures**

On the accrual basis of accounting, expenses are recognized at the time they are incurred. The measurement focus of governmental fund accounting is on decreases in net financial resources (expenditures) rather than expenses. Expenditures are generally recognized in the accounting period in which the related fund liability is incurred, if measurable. Allocations of cost, such as depreciation and amortization are not recognized in governmental funds.

**F. Budgets and Budgetary Accounting**

Formal budgetary accounting is employed as a management control for the general fund only. Annual operating budgets are adopted each fiscal year by the registered voters of the Town at their annual Town meeting. Budgets are established in accordance with generally accepted accounting principles. Budgetary control is exercised by department heads, town administration and the Select Board. All unencumbered budget appropriations lapse at the end of the year unless specifically designated by the Select Board or required by law.

**G. Assets, Liabilities, Fund Equity, Revenue, Expenditures and Expenses**

**Cash and Cash Equivalents**

Cash and cash equivalents include currency on hand, demand deposits with financial institutions, and other accounts with an original maturity of three months or less when purchased. Investments are recorded at fair market value.

**TOWN OF MINOT, MAINE  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Interfund Receivables and Payables

Short-term advances between funds are accounted for in the appropriate interfund receivable and payable accounts.

Compensated Absences

The Town recognizes accumulated personal leave compensation during the period in which the related liability is incurred. In compliance with Town personnel policies the liability for accrued compensated absences was \$27,630 as of December 31, 2022.

Capital Assets and Depreciation

Capital assets, which include property, plant, equipment and infrastructure assets (roads, bridges, sidewalks and similar items), are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the Town as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. Such assets are recorded at historical costs or estimated historical cost if purchased or constructed. Donated capital assets are recorded at their acquisition value as of the date received. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Property, plant, and equipment are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings and Improvements	20-40
Infrastructure	40
Machinery and Equipment	10-20
Vehicles	10-20

Net Position and Fund Balances

Net position represents the difference between assets and deferred outflows of resources, and liabilities and deferred inflows of resources. Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances on any borrowings used for the acquisition, construction or improvement of those assets. Net position is reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the Town or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. Unrestricted net position is the residual amount of the assets, deferred outflows of resources, liabilities and deferred inflows of resources that are not included in the determination of net investment in capital assets or the restricted components of net position.

The Town's policy is to first apply restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available.

**TOWN OF MINOT, MAINE  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

In the Fund financial statements, governmental funds report reservations of fund balances for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. These designations are categorized as follows:

*Non-spendable* – Funds that are not in spendable form, such as funds that are legally required to be maintained in tact (corpus of a permanent fund).

*Restricted* – Funds that are restricted for use by an external party, constitutional provision, or enabling legislation.

*Committed* – Funds that can only be used for specific purposes pursuant to constraints imposed by formal action of the governing body.

*Assigned* – Funds intended to be used for specific purposes set by the Select Board.

*Unassigned* – Funds available for any purpose.

When an expenditure is incurred for which both restricted and unrestricted fund balances are available, the Town considers restricted funds to have been spent first.

When expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications can be used, committed amounts should be reduced first, followed by assigned amounts and then unassigned amounts.

Deferred Revenue

Deferred revenue arises when potential revenue does not meet both the “measurable” and “available” criteria for recognition in the current period. Deferred revenue arises when resources are received by the Town before the Town has legal claim to them. In subsequent periods, when both revenue recognition criteria are met or when the Town has a legal claim to the resources, the liability for deferred revenue is removed from the balance sheet and revenue is recognized.

Property Taxes

Property taxes for the current year were committed on August 8, 2022, on the assessed value listed as of April 1, 2022, for all real and personal property located in the Town. Payment of taxes was due, December 15, 2022 with interest at 6% on all tax bills unpaid as of the due date.

The Town is permitted by the laws of the State of Maine to levy taxes up to 105% of its net budgeted expenditures for the related fiscal period. The amount raised in excess of 100% is referred to as overlay, and amounted to \$92,830 for the year ended December 31, 2022.

Tax liens are placed on real property within twelve months following the tax commitment date if taxes are delinquent. The Town has the authority to foreclose on property eighteen months after the filing of the lien if tax liens and associated costs remain unpaid.

**TOWN OF MINOT, MAINE  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

Property taxes levied during the year were recorded as receivables at the time the levy was made. The receivables collected during the year and in the first sixty days following the end of the fiscal year have been recorded as revenues. The remaining receivables have been recorded as deferred revenues.

Risk Management

The Town pays insurance premiums to certain agencies to cover risks that may occur in normal operations. The Town purchases employee fidelity bond coverage. There have been no significant reductions in insurance coverage from the prior year. No settlements of claims have exceeded insurance coverage in the current year.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Estimates are used to determine depreciation expense. Actual results could differ from those estimates.

**2. DEPOSITS AND INVESTMENTS**

Typically, the Town invests funds in checking accounts, savings accounts, certificates of deposit, and U.S. government obligations (through an investment group owned by a financial institution). From time to time the Town's deposits and investments may be subject to risks, such as the following:

Custodial Credit Risk – Deposits - the risk that in the event of a bank failure, the Town's deposits may not be returned to it. The Town uses only financial institutions that are insured by the FDIC or additional insurance. At December 31, 2022, cash deposits had a carrying value of \$3,657,476, all of which was covered by FDIC or collateralized.

Interest Rate Risk – The Town does not currently have a deposit policy for interest rate risk.

Credit Risk – The Town does not have a formal policy regarding credit risk. Maine statutes authorize the Town to invest in obligations of the U.S. Treasury, and U.S. Agencies and certain bonds, securities and real assets.

Custodial Credit Risk – Investments – the risk that, in the event of failure of the counterparty, the Town will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The Town does not have an investment policy. None of the Town's investments were subject to custodial credit risk.

**TOWN OF MINOT, MAINE  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

**3. CAPITAL ASSETS**

<b>Governmental activities:</b>	<b>Balance 1/1/22</b>	<b>Additions</b>	<b>Deletions</b>	<b>Balance 12/31/22</b>
Land & improvements	\$ 491,779	\$ -	\$ -	\$ 491,779
Buildings & improvements	639,460	11,479	-	650,939
Equipment	383,564	355,100	-	738,664
Vehicles	1,990,870	-	-	1,990,870
Infrastructure	539,773	353,404	-	893,177
<b>Total capital assets</b>	<b>4,045,446</b>	<b>719,983</b>	<b>-</b>	<b>4,765,429</b>
<i>Less accumulated depreciation</i>				
Vehicles	(1,025,483)	(90,288)	-	(1,115,771)
Buildings & improvements	(396,698)	(17,692)	-	(414,390)
Equipment	(282,011)	(13,415)	-	(295,426)
Infrastructure	(6,426)	(89,732)	-	(96,158)
<b>Total accumulated depreciation</b>	<b>(1,710,618)</b>	<b>(211,127)</b>	<b>-</b>	<b>(1,921,745)</b>
<b>Governmental activities Capital assets, net</b>	<b>\$ 2,334,828</b>	<b>\$ 508,856</b>	<b>\$ -</b>	<b>\$ 2,843,684</b>

Depreciation expense has not been charged as a direct expense for any department of the Town.

**4. CONTINGENCIES**

There may be various claims and suits pending against the Town, which arise in the normal course of the Town's activities. According to Town management, there are no matters that would result in adverse losses, claims, or assessments against the Town through the date of the audit report.

**5. SUBSEQUENT EVENTS**

Management has made an evaluation of subsequent events to and including the audit report date, which was the date the financial statements were available to be issued, and determined that any subsequent events that would require recognition or disclosure have been considered in the preparation of the financial statements.

**TOWN OF MINOT, MAINE  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

**6. INTERFUND BALANCES AND TRANSFERS**

Interfund balances as of December 31, 2022 consisted of the following:

<i>Due from:</i>		
	General Fund	Totals
<i>Due to:</i>		
Special Revenue – Community Day	\$ 1,083	\$ 1,083
Special Revenue – Eda’s Elf	5,415	5,415
Special Revenue – FD grant reserve	7,078	7,078
Special Revenue – Broadband reserve	16,169	16,169
Capital Projects – Trail grants	163	163
Capital Projects – Town office equipment	73	73
Capital Projects – Town well reserve	11,999	11,999
Capital Projects – Cemetery maintenance	7,315	7,315
Capital Projects – Highway equipment	11,600	11,600
Capital Projects – Fire department capital	7,031	7,031
Capital Projects – FD apparatus reserve	10,000	10,000
Capital Projects – IT reserve	1,698	1,698
	<b>\$ 79,624</b>	<b>\$ 79,624</b>

<i>Transfer from:</i>		
	General Fund	Totals
<i>Transfer to:</i>		
Special Revenue – Broadband reserve	\$ 355,684	\$ 355,684
Capital Projects – Highway equipment	9,756	9,756
Capital Projects – IT reserve	22,750	22,750
Capital Projects – Cemetery maintenance	5,000	5,000
	<b>\$ 393,190</b>	<b>\$ 393,190</b>

**7. LONG-TERM OBLIGATIONS**

Long-term liability activity for the year ended December 31, 2022, was as follows:

Description	Balance 1/1/22	Additions	(Reductions)	Balance 12/31/22	Due within one year
Bonds payable	\$ 665,514	\$ -	\$ (330,278)	\$ 335,236	\$ 335,236
Capital leases payable	121,881	-	(121,881)	-	-
<b>Total</b>	<b>\$ 787,395</b>	<b>\$ -</b>	<b>\$ (452,159)</b>	<b>\$ 335,236</b>	<b>\$ 335,236</b>

**TOWN OF MINOT, MAINE  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

**7. LONG-TERM OBLIGATIONS (CONTINUED)**

Payments on bonds payable, notes payable and capital leases of the governmental activities are paid out of the General Fund.

***General Obligation Bonds***

Bonds payable at December 31, 2022 are comprised of the following:

	<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Balance at 12/31/2022</u>
<b>Governmental Activities:</b>			
Androscoggin Bank	1.68%	2023	\$ 335,236
<b>Total governmental activities</b>			<b>\$ 335,236</b>

Debt service requirements to retire the bonds payable outstanding for governmental activities at December 31, 2022 are as follows:

<u>Year ending December 31,</u>	<u>Principal</u>	<u>Governmental Activities Interest</u>	<u>Total</u>
2023	\$ 335,236	\$ 5,648	\$ 340,884
<b>Total</b>	<b>\$ 335,236</b>	<b>\$ 5,648</b>	<b>\$ 340,884</b>

**8. FUND BALANCES**

**NON-SPENDABLE:**

**Permanent Funds**

Roland & Noella Hemond	\$ 25,000
Herbert Shaw Fund	5,000
Minot Center Hill Expansion	8,400
Kurt Theriault Scholarship	11,000
Leonard Simeon Scholarship	10,000
Arthur Harris Scholarship	5,000
Cemetery trust fund	2,430
Cemetery interest	4,000
	<u>\$ 70,830</u>

**RESTRICTED:**

**Special Revenue Funds**

Impact fees – recreation	\$ 819
Community Day	1,083
Fire department grant	7,078
General assistance (Eda's Elf)	5,415
	<u>\$ 14,395</u>

**TOWN OF MINOT, MAINE  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

**8. FUND BALANCES (CONTINUED)**

**COMMITTED:**

**Special Revenue Funds**

Broadband franchise fees	\$ 16,169	
		\$ 16,169

**Capital Project Funds**

Trail grants	\$ 163	
Town office equipment	73	
Town well reserve	11,999	
Cemetery maintenance reserve	7,315	
Highway equipment reserve	11,600	
Fire department capital equipment	7,031	
Fire department apparatus reserve	10,000	
IT reserve	1,697	49,878
		<b>\$ 66,047</b>

**ASSIGNED:**

**Permanent Funds**

Roland & Noella Hemond	\$ 686	
Herbert Shaw Fund	17,279	
Minot Center Hill Expansion	6,228	
Kurt Theriault Scholarship	2,610	
Leonard Simeon Scholarship	499	
Arthur Harris Scholarship	262	
Cemetery trust fund	19,693	
Cemetery interest	2,259	\$ 49,516

**General Fund**

Paving bond	\$ 138,825	
ARPA funds	98,440	
Highway vehicle purchase	60,341	
Assessing	500	
Conservation committee	100	298,206
		<b>\$ 347,722</b>

**TOWN OF MINOT, MAINE  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

**9. OPEB OBLIGATIONS**

*Plan Description*

The Town provides health insurance to its employees through Maine Municipal Employees Health Trust (MMEHT). The Town does not provide postemployment or postretirement health benefits, but it is subject to an implicit benefit for its members in MMEHT.

*Accounting Policies*

The impact of experience gains or losses and assumption changes on the Total OPEB Liability (TOL) are recognized in the OPEB expense over the average expected remaining life of all active and inactive members of the Plan. As of the beginning of the measurement period, this average was 13 years.

The table below shows changes in the change in Net OPEB Liability during the 2022 measurement year:

	Net OPEB Liability (a)	Increase (Decrease) Plan Fiduciary Net Position (b)	Net OPEB Liability (a)-(b)
<b>Balances 1/1/2021 (Reporting 12/31/2021)</b>	\$ 39,032	\$ -	\$ 39,032
<b>Changes for the year:</b>			
Service cost	4,843	-	4,843
Interest	930	-	930
Changes of benefits	-	-	-
Differences between expected and actual experience	4,034	-	4,034
Changes of assumptions	2,585	-	2,585
Contributions – employer	-	-	-
Benefit payments	0	-	-
<b>Net changes</b>	<b>12,392</b>	<b>-</b>	<b>12,392</b>
<b>Balances 1/1/2022 (Reporting 12/31/2022)</b>	<b>\$ 51,424</b>	<b>\$ -</b>	<b>\$ 51,424</b>

The table below summarizes the current balances of deferred outflows and deferred inflows of resources along with the net recognition over the next 5 years, and thereafter:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 4,629	\$ 12,722
Changes in assumptions	15,439	2,563
Contributions subsequent to measurement date	95	-
<b>Total</b>	<b>\$ 20,163</b>	<b>\$ 15,285</b>

**TOWN OF MINOT, MAINE  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

**9. OPEB OBLIGATIONS (CONTINUED)**

Amounts reported as deferred outflows and deferred inflows of resources will be recognized in OPEB expense as follows:

<b>Year ended December 31:</b>	
2023	530
2024	530
2025	530
2026	530
2027	525
Thereafter	2,138

As of January 1, 2022, the plan membership data is comprised of 7 active members with only an implicit benefit.

**Key Economic Assumptions:**

*Measurement date:* January 1, 2022

*Discount rates:* 2.06% per annum for year end 2022 reporting  
2.12% per annum for year end 2021 reporting

*Trend assumptions:* *Pre-Medicare Medical* – Initial trend of 6.25% applied in FYE 2022 grading over 20 years to 3.53% per annum.

*Pre-Medicare Drug* – Initial trend of 13.10% applied in FYE 2022 grading over 20 years to 3.53% per annum.

*Medicare Medical* – Initial trend of 5.00% applied in FYE 2022 grading over 20 years to 3.53% per annum.

*Medicare Drug* – Initial trend of 9.90% applied in FYE 2022 grading over 20 years to 3.53% per annum.

*Administrative and claims expense* – 3% per annum.

**Future Plan Changes**

It is assumed that the current plan and cost-sharing structure remains in place for all future years.

**Demographic Assumptions:**

*Retiree continuation:* Retirees who are current Medicare participants – 100%  
Retirees who are Pre-medicare, active participants – 75%  
Spouses who are Pre-medicare, spouse is active participant – 50%

**TOWN OF MINOT, MAINE  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2022**

**9. OPEB OBLIGATIONS (CONTINUED)**

*Rate of mortality:* Based on 112.1% and 118.5% of the 2010 Public Plan General Benefits-Weighted Healthy Retiree Mortality Table, respectively, for males and females. The proposed rates are projected generationally using the RPEC\_2020 model, with an ultimate rate of 1.00% for ages 80 and under, grading down to 0.05% at age 95, and further grading down to 0.00% at age 115, along with convergence to the ultimate rates in the year 2027. All other parameters used in the RPEC\_2020 model are those include in the published MP-2020 scale. As prescribed by the Trust, mortality rates were taken from the assumptions for the Maine State Retirement Consolidated Plan for Participating Local Districts at June 30, 2021.

*Marriage assumptions:* A husband is assumed to be 3-years older than his wife.

*Assumed rate of retirement:*

For employees hired prior to July 1, 2014
Age 55-58 – 5%
Age 59-64 – 20%
Age 65-69 - 25%
Age 70+ - 100%
For employees hired after July 1, 2014
Age 55-63 – 5%
Age 64-69 – 20%
Age 70+ - 100%

*Salary increases:* 2.75% per year

**Discount Rate**

The discount rate used to measure the TOL was 2.06% based on a measurement date of January 1, 2022. This rate is assumed to be an index rate for 20-year, tax exempt general obligation municipal bonds with an average rating of AA/Aa or higher, for pay as you go plans.

The following table shows how the net OPEB liability as of December 31, 2022 would change if the discount rate used was one percentage point lower or one percentage point higher than the current rate. The current rate is 2.06%.

1% Decrease	Current Rate	1% Increase
1.06%	2.06%	3.06%
\$ 63,997	\$ 51,424	\$ 41,504

Changes in the healthcare trend affect the measurement of the TOL. Lower healthcare trend rates produce a lower TOL and higher healthcare trend rates produce a higher TOL. The table below shows the sensitivity of the TOL to the healthcare trend rates.

1% Decrease	Healthcare Trend Rates	1% Increase
\$ 39,540	\$ 51,424	\$ 67,866

A 1% decrease in the healthcare trend rate decreases the NOL by approximately 23.1%. A 1% increase in the healthcare trend rate increases the NOL by approximately 32.0%.

**TOWN OF MINOT, MAINE**  
**SCHEDULE OF CHANGES IN NET OPEB LIABILITY AND RELATED RATIOS**  
**FOR THE YEAR ENDED DECEMBER 31, 2022**

Schedules of Required Supplementary Information start with one year of information as of the implementation of GASB No. 75, but eventually will build up to 10 years of information. The schedule below shows changes in total OPEB liability and related ratios required by GASB No. 75.

	FYE 2022	FYE 2021	FYE 2020	FYE 2019	FYE 2018
<b>Total OPEB Liability</b>					
Service cost (BOY)	\$ 4,843	\$ 4,204	\$ 3,283	\$ 3,665	\$ 2,911
Interest (includes interest on service cost)	930	956	1,505	1,256	921
Changes of benefit terms	0	0	(517)	0	0
Differences between expected and actual experience	4,034	0	(16,961)	0	1,815
Changes of assumptions	2,585	3,175	10,018	(4,271)	5,790
Benefit payments, including refunds of member contributions	0	0	(87)	(84)	(1)
<b>Net change in total OPEB liability</b>	<b>\$ 12,392</b>	<b>\$ 8,335</b>	<b>\$ (2,759)</b>	<b>\$ 566</b>	<b>\$ 11,436</b>
<b>Total OPEB liability – beginning</b>	<b>\$ 39,032</b>	<b>\$ 30,697</b>	<b>\$ 33,456</b>	<b>\$ 32,890</b>	<b>\$ 21,454</b>
<b>Total OPEB liability – ending</b>	<b>\$ 51,424</b>	<b>\$ 39,032</b>	<b>\$ 30,697</b>	<b>\$ 33,456</b>	<b>\$ 32,890</b>
<b>Plan fiduciary net position</b>					
Contributions – employer	0	0	87	84	1
Contributions – member	0	0	0	0	0
Net investment income	0	0	0	0	0
Benefit payments, including refunds of member contributions	0	0	(87)	(84)	(1)
Administrative expenses	0	0	0	0	0
<b>Net change in plan fiduciary net position</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Plan fiduciary net position – beginning</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Plan fiduciary net position – ending</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net OPEB liability – endings</b>	<b>\$ 51,424</b>	<b>\$ 39,032</b>	<b>\$ 30,697</b>	<b>\$ 33,456</b>	<b>\$ 32,890</b>
Plan fiduciary net position as a percentage of the total OPEB liability	0.0%	0.0%	0.0%	0.0%	0.0%
Covered employee payroll	\$ 315,968	\$ 338,270	\$ 283,819	\$ 283,819	\$ 283,819
Net OPEB liability as a percentage of covered employee payroll	16.3%	11.5%	9.1%	11.8%	11.6%

Town of Minot, Maine  
General Fund  
Budgetary Comparison Schedule  
For the Year Ended December 31, 2022

	Budgeted Amounts		Actual Amounts	Variance with Final Budget- Positive (negative)
	Original	Final		
<b>REVENUES:</b>				
Property taxes	\$ 3,262,975	\$ 3,262,975	\$ 3,269,765	\$ 6,790
Excise taxes	675,000	675,000	719,240	44,240
Intergovernmental revenue	491,929	623,888	739,617	115,729
Charges for services	-	-	18,537	18,537
Investment income	-	-	7,120	7,120
Interest and lien fees	-	-	7,163	7,163
Licenses and permits	-	-	26,189	26,189
Other revenues	355,684	355,684	394,405	38,722
<i>Total revenues</i>	<u>4,785,588</u>	<u>4,917,547</u>	<u>5,182,037</u>	<u>264,490</u>
<b>EXPENDITURES:</b>				
General government	596,724	750,504	723,113	27,391
Public safety	130,535	130,535	108,015	22,520
Sanitation	60,600	60,600	59,635	965
Public works	690,516	1,165,468	959,846	205,622
General assistance	2,000	2,000	25	1,975
Education	2,221,279	2,221,279	2,221,278	0
County tax	313,390	313,390	313,390	-
Debt service	465,798	465,798	465,798	-
Unclassified	23,582	122,022	23,582	98,440
<i>Total expenditures</i>	<u>4,504,424</u>	<u>5,231,596</u>	<u>4,874,682</u>	<u>356,914</u>
<i>Excess (deficiency) of revenues over (under) expenditures</i>	<u>281,164</u>	<u>(314,049)</u>	<u>307,355</u>	<u>92,423</u>
<b>OTHER FINANCING SOURCES (USES):</b>				
Operating transfers in	-	-	-	-
Operating transfers (out)	(233,434)	(393,190)	(393,190)	-
<i>Total other financing sources</i>	<u>(233,434)</u>	<u>(393,190)</u>	<u>(393,190)</u>	<u>-</u>
<i>Net changes in fund balances</i>			<u>(85,835)</u>	
<b>FUND BALANCES - BEGINNING</b>			<u>3,596,707</u>	
<b>FUND BALANCES - ENDING</b>			<u>\$ 3,510,871</u>	

**Town of Minot, Maine**  
**Combining Balance Sheet - All Other Non-Major Governmental Funds**  
**December 31, 2022**

	<i>Special Revenue Fund</i>	<i>Capital Project Fund</i>	<i>Permanent Fund</i>	<i>Total Other Governmental Funds</i>
<b>ASSETS:</b>				
Cash & cash equivalents	\$ 819	\$ -	\$ 120,346	\$ 121,165
Interfund Receivables	29,746	49,878	-	79,624
<b>TOTAL ASSETS</b>	<b>\$ 30,565</b>	<b>\$ 49,878</b>	<b>\$ 120,346</b>	<b>\$ 200,789</b>
<b>LIABILITIES AND FUND BALANCE:</b>				
<b>Fund Balance:</b>				
<b>Non-spendable</b>	\$ -	\$ -	\$ 70,830	\$ 70,830
<b>Restricted:</b>				
Impact fees - recreation	819	-	-	819
Community Day	1,083	-	-	1,083
Fire department grants	7,078	-	-	7,078
General assistance (Eda's Elf)	5,415	-	-	5,415
<b>Committed:</b>				-
Broadband	16,169	-	-	16,169
Trail grants	-	163	-	163
Town office equipment	-	73	-	73
Town well reserve	-	11,999	-	11,999
Cemetery maint. reserve	-	7,315	-	7,315
Highway equipment reserve	-	11,600	-	11,600
Fire department capital equipment	-	7,031	-	7,031
Fire department apparatus reserve	-	10,000	-	10,000
IT reserve	-	1,697	-	1,697
<b>Assigned - permanent funds (see footnotes)</b>	-	-	49,516	49,516
<i>Total fund balance</i>	30,565	49,878	120,346	200,789
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 30,565</b>	<b>\$ 49,878</b>	<b>\$ 120,346</b>	<b>\$ 200,789</b>

**Town of Minot, Maine**  
**Combining Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**All Other Non-Major Governmental Funds**  
**For the Year Ended December 31, 2022**

	<i>Special Revenue Fund</i>	<i>Capital Project Fund</i>	<i>Permanent Fund</i>	<i>Total Other Governmental Funds</i>
<b>REVENUES:</b>				
Donations	\$ 2,812	\$ -	\$ -	\$ 2,812
Interest revenue	2	-	675	677
Other revenue	2,081	13,896	840	16,817
<i>Total revenues</i>	<u>4,895</u>	<u>13,896</u>	<u>1,515</u>	<u>20,306</u>
<b>EXPENDITURES:</b>				
Reserve expenditures	499,224	61,413	-	560,637
<i>Total expenditures</i>	<u>499,224</u>	<u>61,413</u>	<u>-</u>	<u>560,637</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES</b>	<u>(494,330)</u>	<u>(47,516)</u>	<u>1,515</u>	<u>(540,331)</u>
<b>OTHER FINANCING SOURCES (USES) OF FUNDS:</b>				
Transfers in	355,684	37,506	-	393,190
Transfers (out)	-	-	-	-
<i>Total other financing sources (uses)</i>	<u>355,684</u>	<u>37,506</u>	<u>-</u>	<u>393,190</u>
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER (UNDER) EXPENDITURES AND OTHER FINANCING USES</b>	<u>(138,646)</u>	<u>(10,010)</u>	<u>1,515</u>	<u>(147,141)</u>
<b>FUND BALANCE - BEGINNING OF YEAR</b>	<u>169,211</u>	<u>59,888</u>	<u>118,831</u>	<u>347,930</u>
<b>FUND BALANCE - END OF YEAR</b>	<u><b>\$ 30,565</b></u>	<u><b>\$ 49,878</b></u>	<u><b>\$ 120,346</b></u>	<u><b>\$ 200,789</b></u>

**Town of Minot, Maine**  
**Schedule of Property Valuation, Assessment and Appropriations**  
**For the Year Ended December 31, 2022**

<i>Assessed Valuation:</i>	
Real estate valuation	\$ 330,199,948
Personal property valuation	<u>1,066,539</u>
<b>Total valuation</b>	<u>331,266,487</u>
 <i>Tax Commitment:</i>	
Tax assessment at \$9.85 per thousand	<u>3,262,975</u>
 <i>Reconciliation of Commitment with Appropriation:</i>	
Current year tax commitment, as above	3,262,975
Transfers (net)	(233,434)
Estimated revenues	<u>1,567,713</u>
<b>Appropriations per original budget</b>	<u>4,597,254</u>
<i>Overlay</i>	<u>(92,830)</u>
<b>TOTAL APPROPRIATIONS</b>	<u><u>\$ 4,504,424</u></u>

DRAFT

Town of Minot, Maine  
Schedule of Taxes and Tax Liens Receivable  
December 31, 2022

<i>Taxes receivable</i>			
Real estate	\$	190,465	
Personal property		<u>430</u>	
			\$ 190,895
<i>Tax liens receivable</i>			
2021		20,970	
			<u>20,970</u>
<b>TOTAL TAXES AND TAX LIENS RECEIVABLE</b>	<b>\$</b>		<b><u><u>211,865</u></u></b>

DRAFT

**Warrant for Regional School Unit Sixteen (16) Budget Validation Referendum (20-A M.R.S.A. §1486)**

To: Stacie Field, a resident of the RSU 16 in the County of Androscoggin in the State of Maine.

**Greetings:** In the name of the State of Maine you are hereby required to notify and warn the inhabitants of the Town of Minot qualified to vote in Town affairs to meet at the **Minot Town Hall** on Tuesday, the 13<sup>th</sup> day of June 2023 A.D. beginning at 8:00 a.m. in the morning to act on Articles 1 and 2 of this warrant to wit:

You are hereby notified that Article 2 will be determined on a printed ballot by referendum vote in conformity with sections 2528 to 2532 of Title 30-A of the Maine Revised Statutes, as amended, which is the Australian secret ballot law, so called.

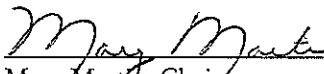
The polls will be open between the hours of 8:00 a.m. and 8:00 p.m.


The Registrar of Voters, Sara Farris, gives notice that the registrar's office will be in session from 8:00 a.m. to 8:00 p.m. on Tuesday, June 13, 2023 to register new voters and to correct the current list of voters.

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

**Article 2:** "Do you favor approving the Regional School Unit Sixteen (16) budget for the upcoming school year that was adopted at the latest regional school unit budget meeting? (Yes/No)"


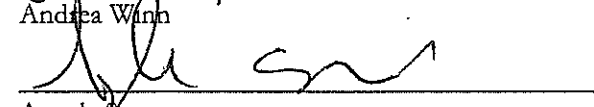
Given under our hands this 23<sup>rd</sup> day of May 2023:

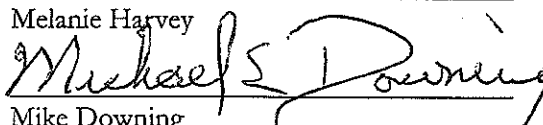
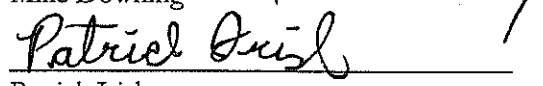
  
\_\_\_\_\_  
Mary Martha, Chair

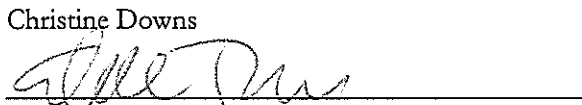
  
\_\_\_\_\_  
Emily Rinchich

\_\_\_\_\_  
Joe Parent., Vice Chair

\_\_\_\_\_  
Jessica Smith

Amber Lyman  
  
\_\_\_\_\_  
Andrea Winn  
  
\_\_\_\_\_  
Angela Swenson

Melanie Harvey  
  
\_\_\_\_\_  
Mike Downing  
  
\_\_\_\_\_  
Patrick Irish

Christine Downs  
  
\_\_\_\_\_  
Ed Rabasco, Jr.

\_\_\_\_\_  
Sarah Robinson  
\_\_\_\_\_  
Steve Holbrook

\_\_\_\_\_  
Elizabeth Martin

A majority of the Board of Directors, Regional School Unit Sixteen (16)

**Warrant for Regional School Unit Sixteen (16) Budget Validation Referendum (20-A M.R.S.A. §1486)**

Countersigned:

\_\_\_\_\_  
Daniel Gilpatric, Chair

\_\_\_\_\_  
Brittany Hemond

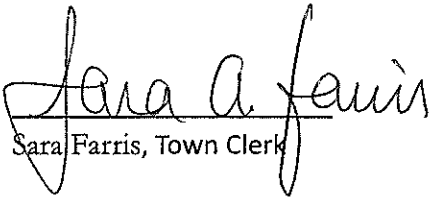
\_\_\_\_\_  
Lisa Cesare, Vice Chair

\_\_\_\_\_  
William Perry

\_\_\_\_\_  
Matthew Callahan

A majority of the Municipal Officers of Minot, Maine

ATTEST: A True Copy

  
\_\_\_\_\_  
Sara Farris, Town Clerk

RETURN

Pursuant to the within notice, I have notified and warned the voters of the Town of Minot, Maine to meet at the time and place for the purposes therein named, by posting this day an attested copy of the within warrant, at the Post Offices in Minot & West Minot and at the Town Office, the same being conspicuous and public places in said Town.

\_\_\_\_\_  
Stacie Field  
Resident of the RSU 16

\_\_\_\_\_  
Date

**NOTICE OF AMOUNT ADOPTED AT BUDGET MEETING  
RSU 16  
INFORMATION FOR DISTRICT VOTERS AT BUDGET VALIDATION REFERENDUM**

To: Clerks of Mechanic Falls, Minot, and Poland, State of Maine

Pursuant to 20-A, M.S.R.A. section, 1305-B(3), this Notice is to be displayed at all polling places for the District Budget validation referendum to be held on June 13, 2023 to assist voters in voting on whether to ratify the District budget for the 2023-2024 fiscal year that was approved at the May 23, 2023 Budget Meeting.

Cost Center Summary Budget Category	Amount Recommended by RSU 16 School Board	Amount Adopted at the 5-23-23 Budget Meeting
Regular Instruction	\$10,333,399.00	\$10,333,399.00
Special Education	\$5,441,819.00	\$5,441,819.00
Career and Technical Education	\$0.00	\$0.00
Other Instruction	\$650,615.00	\$650,615.00
Student and Staff Support	\$2,527,284.00	\$2,527,284.00
System Administration	\$817,539.00	\$817,539.00
School Administration	\$1,515,119.00	\$1,515,119.00
Transportation and Buses	\$1,686,998.00	\$1,686,998.00
Facilities Maintenance	\$3,047,068.00	\$3,047,068.00
Debt Service & Other Commitments	\$595,202.00	\$409,394.00
All Other Expenditures	\$969,229.00	\$969,229.00
	\$27,584,272.00	\$27,398,464.00

The amount approved for the school budget at the district budget meeting held on May 23, 2023 includes locally raised funds over and above the district's local contribution to the total cost of funding public education from PreK to grade 12 as described in the Essential Programs and Service Funding Act.

*Mary Martini* 5/23/23  
Mary Martini, Chair Date

*Kenneth J. Healey* 5/27/23  
Kenneth J Healey, Superintendent Date



# TOWN OF MINOT

329 Woodman Hill Road  
Minot, Maine 04258-0329

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

## Clerk's Report

May 30<sup>th</sup>, 2023

Hello Selectmen,

### **Updates:**

#### Mr. Dulac Regarding the RSU Withdrawal

After speaking with MMA Legal and our lawyer we have directed Mr. Dulac to the DOE for further instruction regarding the process. We were told that because we are in a current contract with the RSU we could not provide assistance.

#### June 13<sup>th</sup> RSU 16 Budget Validation & Municipal Election

Absentee ballots are available. We have 2 requests so far.

#### 6/12 Selectmen Meeting

Could we have the meeting in the basement so I can set up for the 6/13 Election ahead of time?

#### Board of Appeals from Norma:

Nothing to report on.

#### Planning Board from Katherine:

Regular Meeting on June 6<sup>th</sup> at 6:30pm

The Board will review the new material submitted from Caspain Solar/ Sebago Technics and if they decide another Public Hearing is not needed then they will be up for consideration for approval.

The CEO will have to have some discussion with the Board about Shoreland Zoning.

#### LD – 290 in Trio

There was another Trio update that once you click the stabilized tax check box it will automatically bring over the tax amount from the prior year to fill the box.

### **Inland Fisheries & Wildlife:**

Boat Excise YTD: \$2,162.70

57 Boats (*May*)

5 done online.

0 Snowmobiles

48 ATVs

15 Game Licenses

*The above amounts are as of 5/30/2023.*

### **Vitals:**

Vital orders as of 5/30

Birth Certificates- 12

Death Certificates- 3

Marriage Certificates- 7

Intentions- 5

**Dogs:**

3 dog registrations in May

**Building/ Plumbing Permits for 2023:**

Building Permits: 23

Plumbing Permits: 12

**Real Estate Taxes:**

2021 taxes - \$20,963.09 for 13 accounts

2022 taxes - \$85,479.21 for 62 accounts

*I sent letters to about 6 residents that owe around \$200.00 or less in taxes to try and get them to pay before they go to 30-Day Notice and have more fees applied.*

*2022 30-Day Notices: June 20<sup>th</sup>*

*2022 Liens: July 20<sup>th</sup>*

2023 pre-payments - \$16,403.79 for 41 accounts

Total owed: \$106,442.30

Total Owed: 5/15/2023: \$110,162.31

- \$3,720.01

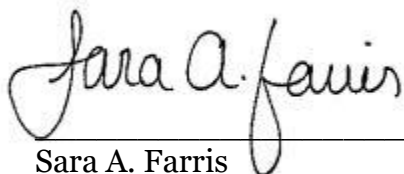
**Personal Property Taxes:**

2022 - \$18.50 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	\$59,196.83	- \$2,466.21
MAY	\$67,323.14	\$64,848.92	\$65,873.98	+ \$1,025.06
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		
<b>TOTAL</b>	<b>\$734,714.40</b>	<b>\$715,729.39</b>	<b>\$ 289,458.97</b>	

May Rapid Renewals: 50



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 (5/15 – 5/28/2023)

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The crew has been hauling gravel to Trundy Road as well as mowing fields and cemeteries. This week we will start on Pottle Hill Road (Verrill Road toward RE Hemond's) in preparation for paving, which is scheduled for the 12<sup>t</sup> of June.

The flags have also been placed on all the veterans' graves in time for Memorial Day. The field light has been fixed down to Memorial Fields.

Salt bids have been received:

- State of Maine: Eastern Salt - \$78.61/ton
- AVCOG: Eastern Salt - \$76.90/ton

We will accept the Eastern Salt bid through AVCOG. Last year, we paid \$80.10/ton through Eastern Salt as part of the State bid.



To: Municipalities Participating in Salt Bid

From: Zach Gosselin, Environmental and Resiliency Coordinator

Date: May 26, 2023

Subject: **2023-2024 Salt Bid Results**

Attached is the table that presents the bid results for our cooperative road salt purchase. Eastern Salt Co. is the low bidder which appears in bold print.

Remember that specifications require purchase of 75% of your estimate and prices could increase if you order more than 125% of your estimate. Towns having very small orders can contact us if you find it difficult to stay within these limits. If - because of a mild winter - some towns do not meet their minimum, we will work with you to find a home so that no one pays for salt they do not receive.

If you intend to participate in this joint purchase, please let us know via return email to [zgosselin@avcog.org](mailto:zgosselin@avcog.org) by June 21<sup>st</sup>. You must also establish an account with Eastern Salt Co by July 31, 2023, to participate in this joint purchase. If you already have an account with Eastern Salt Co, you can call (978) 251-8553 to place orders. Please state that you are going with the AVCOG joint purchase.

If you are a new participant, you must contact Eastern Salt to establish an account before ordering. The information is below.

Eastern Salt Company Inc.  
Phone: (855) 676-9388  
Fax: (617) 466-2956  
Email: [Kbutler@easternsalt.com](mailto:Kbutler@easternsalt.com)  
Secondary Email: [info@easternsalt.com](mailto:info@easternsalt.com)

*State that you are part of the AVCOG (Maine) joint purchase and provide all billing information including address and contact person for finances.*

If you have any questions, feel free to contact me at (207) 783-9186 or email me at [zgosselin@avcog.org](mailto:zgosselin@avcog.org). If you have problems with your order, you may call us or Eastern Salt Co. at (978) 251-8553

Also, if you have any incidences of bad salt, please call us as soon as possible after the delivery. This is necessary so that proper sampling can be done. We also like to document any problems so that we can factor them into the specs and choice of bidders in the future.

<b>2023-2024</b>					
<b>Salt Bid Results</b>					
<b>Vendor</b>	<b>FOB Stockpile</b>	<b>North Region</b>	<b>North Region</b>	<b>South Region</b>	<b>South Region</b>
		Base Bid	Over 500 tons before Dec 15	Base Bid	Over 500 tons before Dec 15
Cargill Inc	No Bid	No Bid	No Bid	No Bid	No Bid
<b>Eastern Salt Co Inc</b>	<b>\$76.90</b>	<b>\$83.90</b>	<b>\$83.90</b>	<b>\$76.90</b>	<b>\$76.90</b>
Granite State Minerals	No Bid	No Bid	No Bid	No Bid	No Bid
Harcros Chemicals Inc	No Bid	No Bid	No Bid	No Bid	No Bid
New England Salt Co	\$80.00	\$90.00	\$90.00	\$91.65	\$91.65
Compass Minerals	No Bid	No Bid	No Bid	No Bid	No Bid
Morton Salt Inc	\$82.00	\$89.79	\$89.79	\$82.50	\$82.50
Source FG LLC	No Bid	No Bid	No Bid	No Bid	No Bid

Results RFQ 17A 230504-268 Road Salt for Select Maine Municipalities/Political Subdivis

		Eastern Salt Company Inc		
Municipality	2023-2024 Tonnage	Bid Price Per Ton	Contact Name	Email
Acton	1500	\$79.24	Will Langley	<a href="mailto:wlangley00@gmail.com">wlangley00@gmail.com</a>
Alfred	1300	\$75.88	Karla Bergeron Wilcox	<a href="mailto:alfred@alfredme.gov">alfred@alfredme.gov</a>
Auburn	4500	\$78.61	Scott Holland; Gary Wadsworth	<a href="mailto:Sholland@auburnmaine.gov">Sholland@auburnmaine.gov</a> ; <a href="mailto:gwadsworth@auburnmaine.gov">gwadsworth@auburnmaine.gov</a>
Baldwin	1000	\$76.09	Chris Harrington; Robyn Anderson	<a href="mailto:baldwinroads@gmail.com">baldwinroads@gmail.com</a> ; <a href="mailto:randersonbaldwin@yahoo.com">randersonbaldwin@yahoo.com</a>
Berwick	2500	\$79.24	Jody Gigon	<a href="mailto:jgigon@berwickmaine.org">jgigon@berwickmaine.org</a>
Bridgton	1200	\$78.40	David Madsen; Diane Kiriaji	<a href="mailto:dkiriaji@bridgtonmaine.org">dkiriaji@bridgtonmaine.org</a> ; <a href="mailto:dmadsen@bridgtonmaine.org">dmadsen@bridgtonmaine.org</a>
Canton	352	\$83.02	Angela Varnum; Andy Conant	<a href="mailto:avarnum@cantonme.com">avarnum@cantonme.com</a>
Cornish	500	\$77.14	Monique Guptill; Deanna Hartford	<a href="mailto:townoffice@cornishme.com">townoffice@cornishme.com</a>
Dresden	450	\$81.34	Dan Swain	<a href="mailto:townadmin@dresdenme.org">townadmin@dresdenme.org</a>
Durham	2000	\$76.09	Calvin Beaumier	<a href="mailto:publicworks@durhammaine.gov">publicworks@durhammaine.gov</a>
Fryeburg	800	\$81.55	Katie Haley; Lester France	<a href="mailto:townmanager@fryeburgmaine.org">townmanager@fryeburgmaine.org</a> ; <a href="mailto:publicworks@fryeburgmaine.org">publicworks@fryeburgmaine.org</a>
Gorham	2200	\$74.74	Terry Deering	<a href="mailto:tdeering@gorham.me.us">tdeering@gorham.me.us</a>
Greene	980	\$79.45	Carol Buzzell; Gary Bedford	<a href="mailto:tm@townofgreene.net">tm@townofgreene.net</a> ; <a href="mailto:pw@townofgreene.net">pw@townofgreene.net</a>
Greenwood	425	\$82.81	Kim Sparks/Richie Diaz	<a href="mailto:kimsparks@roadrunner.com">kimsparks@roadrunner.com</a> ; <a href="mailto:richardcdiaz5@gmail.com">richardcdiaz5@gmail.com</a>
Hebron	600	\$79.45	Robert Downey	<a href="mailto:publicworks@hebronmaine.org">publicworks@hebronmaine.org</a>
Hollis	1200	\$75.31	Rob Hanson; Becky Bowley	<a href="mailto:rob@pleasanthillexcavators.com">rob@pleasanthillexcavators.com</a> ; <a href="mailto:dmccubrey@hollismaine.org">dmccubrey@hollismaine.org</a>
Kennebunk	2400	\$75.88	Bryan Laverriere	<a href="mailto:blaverriere@kennebunkmaine.us">blaverriere@kennebunkmaine.us</a>
Kennebunkport	800	\$76.72	Chri Simeoni	<a href="mailto:csimeoni@kennebunkportme.gov">csimeoni@kennebunkportme.gov</a>
Lebanon	1200	\$78.61	Scott Gerrish; Lynne Davis	<a href="mailto:selectmen@lebanonmaine.org">selectmen@lebanonmaine.org</a>
Lewiston	5000	\$78.61	Reggie Poussard; Dick Morin	<a href="mailto:RPoussard@lewistonmaine.gov">RPoussard@lewistonmaine.gov</a> ; <a href="mailto:dmorin@lewistonmaine.gov">dmorin@lewistonmaine.gov</a>
Lisbon	3500	\$77.14	Gina Holland; Glenn Michalowski, Randy Cyr	<a href="mailto:gmichalowski@lisbonme.org">gmichalowski@lisbonme.org</a> ; <a href="mailto:gholland@lisbonme.org">gholland@lisbonme.org</a> ; <a href="mailto:rcyr@lisbonme.org">rcyr@lisbonme.org</a>
Livermore Falls	500	\$83.85	Bill Nichols	<a href="mailto:bill@lfme.org">bill@lfme.org</a>
Lovell	600	\$82.18	Laura Williams Lawrence Fox	<a href="mailto:townclerk@lovellmaine.org">townclerk@lovellmaine.org</a>
Lyman	1200	\$75.88	Brad Nikel	<a href="mailto:roadcommissioner@lyman-me.gov">roadcommissioner@lyman-me.gov</a> ; <a href="mailto:selectboard@lyman-me.gov">selectboard@lyman-me.gov</a>
Mechanic Falls	1000	\$77.77	Vic Hodgkins; Scott Penney	<a href="mailto:vhodgkins@mechanicfalls.org">vhodgkins@mechanicfalls.org</a> ; <a href="mailto:spenney@mechanicfalls.org">spenney@mechanicfalls.org</a>
Minot	900	\$78.61	Danielle Loring; Scott Parker	<a href="mailto:admin@minotme.org">admin@minotme.org</a> ; <a href="mailto:sparker@minotme.org">sparker@minotme.org</a>
Naples	1500	\$76.72	Stephen Merkle	<a href="mailto:smerkle@townofnaples.org">smerkle@townofnaples.org</a>
Newfield	600	\$79.03	Nichole Hubbard	<a href="mailto:newfieldso@metrocast.net">newfieldso@metrocast.net</a>
North Yarmouth	850	\$75.31	Kody Copp; Clark Baston	<a href="mailto:nypwd@northyarmouth.org">nypwd@northyarmouth.org</a> ; <a href="mailto:kcopp@northyarmouth.org">kcopp@northyarmouth.org</a>
Norway	1100	\$79.66	Steve Powers	<a href="mailto:norwayhighwayone@gmail.com">norwayhighwayone@gmail.com</a>
Old Orchard Beach	1285	\$74.74	Mike Hersey	<a href="mailto:mhersey@oobmaine.com">mhersey@oobmaine.com</a>
Oxford	1400	\$78.61	Jim Bennett	<a href="mailto:jbennett@oxfordmaine.org">jbennett@oxfordmaine.org</a>

		Eastern Salt Company Inc		
Oxford County	650	\$80.92	Tony Carter	<a href="mailto:tcarter@oxfordcounty.org">tcarter@oxfordcounty.org</a>
Peru	450	\$84.48	Brad Hutchings	<a href="mailto:peruroadcommissioner@gmail.com">peruroadcommissioner@gmail.com</a>
Poland	950	\$76.72	Adam Strout	<a href="mailto:astrout@polandtownoffice.com">astrout@polandtownoffice.com</a>
Portland	6500	\$74.16	Mike Murray	<a href="mailto:mism@portlandmaine.gov">mism@portlandmaine.gov</a>
Pownal	725	\$75.31	Matt Nielsen	<a href="mailto:publicworks@pownalmaine.org">publicworks@pownalmaine.org</a>
Raymond	1200	\$75.31	Nathan White	<a href="mailto:nathan.white@raymondmaine.org">nathan.white@raymondmaine.org</a>
Rumford	2500	\$86.37	Dale Roberts	<a href="mailto:pw@rumfordme.org">pw@rumfordme.org</a>
Sabattus	1440	\$79.24	Tim Kane	<a href="mailto:tkane@sabattus.org">tkane@sabattus.org</a>
Sanford	4400	\$77.56	Nancy LeBrun; Kate Bangert	<a href="mailto:nalebrun@sanfordmaine.org">nalebrun@sanfordmaine.org</a>
Sebago	1500	\$76.09	Jim Palmer	<a href="mailto:publicworks@townofsebago.org">publicworks@townofsebago.org</a>
Shapleigh	600	\$79.03	Michelle Rumney	<a href="mailto:townadmin@shapleigh.net">townadmin@shapleigh.net</a>
South Berwick	3000	\$79.45	Jay Redimarker; Jennifer Janelle	<a href="mailto:jredimarker@sbmaine.us">jredimarker@sbmaine.us</a> ; <a href="mailto:jjanelle@sbmaine.us">jjanelle@sbmaine.us</a>
South Portland	2500	\$74.16	Melissa Hutchins	<a href="mailto:mhutchins@southportland.org">mhutchins@southportland.org</a>
Standish	2300	\$75.31	John Cross; Kathy Hurley	<a href="mailto:jcross@Standish.org">jcross@Standish.org</a> ; <a href="mailto:khurley@standish.org">khurley@standish.org</a>
Stoneham	120	\$81.97	Kara Jones; Meg Hamlin	<a href="mailto:jjonesconstruction@gmail.com">jjonesconstruction@gmail.com</a> ; <a href="mailto:stonehamtown@gmail.com">stonehamtown@gmail.com</a>
Sumner	1000	\$83.43	Sherry Sullivan	<a href="mailto:ssullivan@sumnerme.com">ssullivan@sumnerme.com</a>
Turner	1100	\$80.08	Kurt Schaub	<a href="mailto:manager@megalink.net">manager@megalink.net</a>
Wales	475	\$79.24	Bill Austin	<a href="mailto:walesroads@hotmail.com">walesroads@hotmail.com</a>
Waterboro	2000	\$76.30	Jason Champion	<a href="mailto:jasonchampion@waterboro-me.gov">jasonchampion@waterboro-me.gov</a>
Wiscasset	1000	\$80.08	Ted Snowdon	<a href="mailto:publicworks@wiscasset.org">publicworks@wiscasset.org</a>



**Minot Fire Department**  
**P.O. Box 154**  
**Minot, ME 04258**



Dean Campbell  
Fire Chief

Dale Doughty EMT  
Deputy Chief



Selectman's meeting May 30  
Fire Department Report

What we have been up to

1. Hose testing completed ( 4 lengths failed and need replacement)
2. Air packs and bottle from Auburn in service and on trucks
3. Need 2 more packs and 8 bottles
4. Hired 2 new firefighters and 1 is also advanced EMT
5. 2 New applications
6. Reviewed rescue squad and am working on getting it compliant. (out of date drugs, bandages, Dead suction unit, and AED pads)
7. Need new suction unit. Existing unit will not hold a charge. Found 1 at the orchard station that will hold ½ charge.
8. Performed gear check and need the following
  - a. 3 sets of bunker pants
  - b. 1 Jacket
  - c. 2 full sets
  - d. Gloves
9. Minot corner dry hydrant repaired, tested, and back in service.
10. Forestry skid unit repaired and back in service
11. Engine 8 has new inspection sticker
12. Looking for 4 spots for EMT training (fall)
13. Looking for 4-5 fire attack spots (fall)
14. Trainings
  - a. Drafting
15. Updating fire department SOP
16. Developing junior firefighter SOP
17. Hope to start junior program in June or July latest
18. Threw out lots of out-of-date stuff

Plan for June

1. Business meeting 13<sup>th</sup>
2. Training 20<sup>th</sup> and 27<sup>th</sup>

3. 20<sup>th</sup> fit testing, air new pack training, and raspatory evaluations
4. 27<sup>th</sup> Rescue training
5. Clean stations top to bottom
6. Squad 7 compliant and in service
7. SOP updated