



## Town of Minot Selectmen Epacket

July 10, 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  
Monday, July 10, 2023  
Meeting at 6:30pm  
Agenda\*

## REGULAR MEETING

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
  - a. June 26, 2023
4. Warrants
  - a. Payroll Expense Warrant
  - b. Treasurer's Warrant
5. New Business
  - a. Review and Discussion of Fire Department Capital Improvement Program (CIP)
  - b. Continued Discussion Regarding ARPA Funds
  - c. Executive Session pursuant to Title 1 MRSA §405 (6)(a): Discussion with Town Administrator and Fire Chief Regarding Personnel Matters
6. Department Head Updates
  - a. Clerk's Report
  - b. Highway Report
  - c. Fire Department Report
7. Town Administrator's Report
8. Selectmen Comment
9. Public Comment (3-minute limit) – Items in public comment may be scheduled for a future meeting to provide for Board consideration and public notice
10. Next Meeting Dates
  - a. Monday, July 24, 2023
11. Adjournment



# Town of Minot

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

Minot Town Office  
Monday, June 26<sup>th</sup>, 2023  
6:30 pm  
Minutes\*

## REGULAR MEETING

- Selectmen:** Chair Daniel Gilpatric, Vice Chair Lisa Cesare, Brittany Hemond, William Perry, and Matthew Callahan
- Absent:** Robert Larrabee (Animal Control Officer)
- Staff:** Danielle Loring (Administrator), Sara Farris (Clerk), Scott Parker (Highway Supervisor), and Dean Campbell (Fire Chief)
- Public:** None

### 1. Call to Order

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

### 2. Pledge of Allegiance

Recited

### 3. Approval of Minutes

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

**Motion:** Lisa Cesare made a motion to approve the Minutes from Monday, June 12<sup>th</sup>, 2023; second by Matthew Callahan.

**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 June 26<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 \$22,970.65 and the Treasurer's Warrant in the amount of \$64,290.87; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

Chair Daniel Gilpatric moved items 6 c., 5 a., and 6 b. up on the agenda as Chief Campbell and Highway Supervisor Scott Parker were present.

#### 6. Department Head Updates

##### c. Fire Department Report Submitted by Fire Chief, Dean Campbell

Dean Campbell reviewed and discussed his report with the Selectmen.

- Danielle was going to reach out to Fortin Construction regarding cleaning the dry hydrant pond and replacing the pipe.
- The Fire Department had an in service to get everyone up to date and familiar with the new packs.
- Chief Campbell received a quote for around \$70,000 to replace Truck # 5 (Forestry Truck) with all the required equipment.
- Chief Campbell is reaching out to Mike O'Connor to get a quote to build a work desk for the Per Diem staff.
- The Department purchased 6 new portable radios.
- Dean is looking to purchase t-shirts and "work shirts" for staff. The "work shirts" would be given to members with tenure as they are more expensive.
- Sharon and Dean Campbell are going to work on the BLS binder to make sure the required information is in it and up to date.
- Dean is also working on creating a new pay scale to attract new and qualified staff to the Department.
- Working on a replacement schedule for the trucks and equipment.
- Danielle is looking to purchase Dean a laptop so he can work on Fire Department items from home.

*See attached report for more information.*

Chief Campbell left the meeting.

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Board of Selectmen Meeting Minutes Dated June 26<sup>th</sup> 2023.

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## **5. New Business**

### **a. Review and Discussion of Highway Capital Improvement Program (CIP)**

Scott Parker reviewed and discussed his replacement plan with the Selectmen. He expressed concern regarding the current 16-year replacement schedule for the plow trucks due to the newer equipment in the trucks failing sooner. He would like to move to a 14-year replacement plan for the plow trucks. *See attached report for a table of the replacement plan.*

Danielle Loring is going to reach out to Androscoggin Bank regarding a quote for a possible paving and equipment bond. The quote would be for a \$1 or \$1.5 million bond with a 3- or 4-year term.

Scott added that the Highway Department strives to keep their budget flat but with costs going up and more maintenance needed on equipment it is becoming harder to do.

Selectmen William Perry asked what some of Scott's biggest concerns for the upcoming budget season and the future in general were. Danielle and Scott agreed that contracted drivers for winter plowing was a concern. Also, the Highway Garage will need some attention in the long-term future.

Danielle added that they have started to apply for funds through the Community Resilience Program with AVCOG for the sand/ salt shed but that it is a very long process.

## **6. Department Head Updates**

### **b. Highway Report submitted by Highway Supervisor, Scott Parker**

*See attached report for more information.*

- Pottle Hill Rd. paving completed.
- Received a quote of \$25,000 from P & B Paving to repave an 800' section of Hadfield Rd. Scott would like to utilize \$14,000 of ARPA funds and \$11,000 left over from paving to complete this project. The Selectmen agreed with this proposal and Danielle was going to look into the use of ARPA Fun

Scott Parker left the meeting.

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Board of Selectmen Meeting Minutes Dated June 26<sup>th</sup> 2023.

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## **5. New Business**

### **b. Update and Discussion Regarding ARPA Funds**

Danielle is looking at utilizing ARPA Funds for various projects as the State is looking at trying to take unused funds back from Maine towns and cities. Some projects she had in mind are installing non-key door locks and updating the computer at the Fire Station. She would like more ideas from the Selectmen and Staff.

Regarding broadband and the use of ARPA Funds, First Light's expansion is complete. Spectrum is still in the pole permitting process.

### **c. Discussion of Personnel Policy Changes**

#### **i. Dress Code**

Expanding Courtesy and Professionalism to include Dress Code. Danielle explained that she used wording from other towns and cities to come up with the policy as presented. There were various discussions about the wording. Selectmen Lisa Cesare requested that the line "Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional appearance at work." be removed and add that above the knee shorts are not allowed. The other Selectmen agreed, and Danielle removed and added the items as shown above.

#### **ii. FMLA Updates**

Danielle explained that per State Law pregnancy had to be added to the Disability Accommodations Policy. This allows for reasonable accommodation to be made for someone who becomes pregnant so they can do their job efficiently.

#### **iii. Employee Recognition Program**

Danielle would like to create a policy for an Employee Recognition Program so there can be a budget item starting in 2024. The Selectmen liked the idea of providing monetary or clothing items and to let the employee choose based on years of service to the Town. Danielle is also looking into retirement plans to offer employees.

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Board of Selectmen Meeting Minutes Dated June 26<sup>th</sup> 2023.

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**d. Executive Session Pursuant to Title 1 MRSA §405 (6)(e):  
Discussion with Town Administrator, Clerk, and Animal Control  
Officer Regarding Potential Legal Matter**

Motion: Brittany Hemond motioned to enter Executive Session at 8:06 pm;  
second by William Perry

Discussion: None

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

Motion: Brittany Hemond motioned to exit Executive Session at 8:16 pm;  
second by William Perry

Discussion: None

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

**e. Executive Session Pursuant to Title 1 MRSA §405 (6)(a):  
Discussion with Town Administrator and Town Clerk Regarding  
Personnel Matters**

Motion: Brittany Hemond motioned to enter Executive Session at 8:17 pm;  
second by Lisa Cesare

Discussion: None

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

Motion: Brittany Hemond motioned to exit Executive Session at 8:55 pm;  
second by William Perry

Discussion: None

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

**6. Department Head Updates**

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

- The solar project on Rt. 124 was requested to be moved to the August meeting to wrap up ongoing issues. No Planning Board Meeting in July due to no agenda.

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Board of Selectmen Meeting Minutes Dated June 26<sup>th</sup> 2023.

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*See attached report for more information.*

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

- The front door was fixed by a locksmith today and he agreed, that the door is sagging so that repair will be scheduled.

**8. Selectmen Comment**

None

**9. Public Comment**

None

**10. Next Meeting Dates**

**a. Monday, July 10<sup>th</sup>, 2023**

Date acknowledged.

**11. Adjournment**

Motion: Brittany Hemond made the motion to adjourn at 9:00 pm; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

The Board adjourned at 9:00 pm.

\_\_\_\_\_  
Sara A. Farris - Clerk  
Recording Secretary

\_\_\_\_\_  
Daniel Gilpatric – Chair

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

\_\_\_\_\_  
Lisa Cesare – Vice Chair

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

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

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Board of Selectmen Meeting Minutes Dated June 26<sup>th</sup> 2023.

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**Minot Fire Department**  
**329 Woodman hill**  
**Minot, ME 04258**



Dean Campbell  
Fire Chief

Dale Doughty EMT  
Deputy Chief



To: Minot board of selectman

7/8/2023

From: Chief Campbell

Re: Facility replacement/renovation

Selectman,  
Hear is what I see as the future facility need for the fire department going forward.

Current Building Deficiencies

Central station

- a. Has reached it maximum foot print without major demolition
- b. If live in student program is started we will need to renovate kitchen, bathrooms, and old meeting area
- c. Will need to add exhaust extraction system to apparatus
- d. Existing offices will become sleeping quarters and we will need new chief's office

West Minot

- a. Building reaching end of expected usable life span
- b. Building on leased land
- c. Cannot be expanded
- d. Traffic safety issues when departing and backing into station
- e. Electrical service need upgrade
- f. Ramp into station failing

Orchard station

- a. Exterior training prop area
- b. Partial roof replacement
- c. Storage

## Suggested fixes

### Central station

- a. find way to stay in place with renovation and expansion
- b. build new 3 bay station with office and live in space on town owned land corner of Woodman and Shaw hill Rd

### West Minot

- a. Replace station with 2 bay station in West Minot village (end of Lawrence Rd) would give us needed storage area for seasonal items and address traffic issues

### Orchard station

- a. Replace roof section
- b. Clear and grade area behind station for training area and build training props
- c. Gear washer/extractor

### Consolidated Central and West Minot station

- a. In the area of Woodman and Jackass Anne Rd
- b. 5 bay station with offices, live in space, Kitchen, and apparatus bays
- c. Relocate apparatus from both current locations to new station
- d. Utilize West Minot for cold storage for duration of lease
- e. Highway to take over central station
- f. New location would still be compliant with the ISO 5 mile limit to all building in this part of town



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



Dean Campbell  
Fire Chief

Dale Doughty, EMT  
Deputy Chief



### **Proposed Apparatus Replacement Schedule**

<b><u>Apparatus</u></b>	<b><u>Date of Manufacture</u></b>	<b><u>Replacement Date</u></b>
Engine 1	2013	2038
Tank 3	2001	2031
Engine 4	2008	2033
Truck 5	2001	Overdue
Squad 7	2011	2026
Engine 8	2019	2044

All replacement dates for Engines and Tank trucks based on NFPA recommended replacement schedule.



1024 Suncook Valley Hwy., Unit 5-D  
 Epsom NH, 03234  
 TEL: 603.736.8500  
 www.BergeronProtectiveClothing.com

# QUOTATION

No. : 213046

**Doc. Date :** 06/30/2023  
**Payment Terms :** NET30  
**Valid Until:** 10/31/2023  
**Customer PO:**  
**Salesperson :** Dale Doughty  
**Page :** Page 1 of 1

**Bill To**

Minot Fire-Rescue  
 Minot Fire Dept  
 329 Woodman Hill Road  
 Minot ME 04258

**Ship To :**

Minot Fire Dept  
 329 Woodman Hill Road  
 Minot ME 04258

**Prices include estimated freight, delivery (with easy access), set in place, leveling, bolting, grouting (as required), made ready for utility connections by other, start-up, and operator training.**

Quantity	Style	Description	Your Cost
1	MWT16X5	Milnor Model MWT16X5 Cabinet Washer 35 lb. 208/240/1-3 Cabinet Style 30 Programmable Formulas Includes 10 pre-programmed gear formulas 208/240/1-3 Meets all NFPA 1851 guidelines Capacity 1-2 sets (2-4 pieces) Pricing includes Installation & Delivery	11,188.00
1	BASE-10	10" Heavy Duty Steel base Required with Cabinet style extractors	869.00
1	AF	Patriot Chemical Auto Feeder Option: Add \$280 Includes installation of auto feeder, parts, service, and labor for life. Requires use of Patriot Chemical brand detergents. The Auto Feeder Dispenses the proper detergent, based on the wash program selected, in the proper dose, and at the proper time in the cycle. Recommended.	
1	2723-5	Patriot Chemical FireHouse Detergent - 5 Gallon Pail Option: Add \$156 (Bergeron keeps this detergent in stock for future service considerations)	

**Subtotal** 12,057.00  
**Total** 12,057.00

\*Notice: Products marked as 'Contains PFAS Chemicals' are considered notification; pursuant to NH Law 154:8-c Firefighting PPE. Financing options available on turnout gear purchases. Prices quoted do not include shipping and handling. Shipping is FOB factory. This quote is based on current prices, subject to change by Manufacturer without notice. TERMS NET 30 Days. Add 3% fee when paying via credit card. Exchanges may incur additional handling charges. Late fee 2% per mo. \$25 returned check fee MC/ Visa /Discover accepted.



**Equipment Company, Inc.**

45 Priscilla Lane  
603-641-9487  
FAX: 603-644-0498

Auburn, NH 03032  
1-800-258-3570  
[sales@decequip.com](mailto:sales@decequip.com)

**Quotation 1**

By: Tom Tobiasen  
Cell: 207-653-5333

[Email: Tomt@nelsonandsmall.com](mailto:Tomt@nelsonandsmall.com)

Assisted by Jake Foster





**SOLD TO:**  
**Name:**  
**Address:**  
**City, State, Zip:**  
**Contact:**  
**Phone:**  
**Email:**

**Account**  
**Minot Fire Department**  
329 Woodman Hill Road  
Minot, Maine 04258  
Dean Campbell  
207-513-6480

**Delivery To:**  
**Name:**  
**Address:**  
**City, State, Zip:**  
**Contact:**  
**Phone:**  
**Email:**

[dean@afpsme.com](mailto:dean@afpsme.com)

see item 5 on reverse side

DATE	FOB	VIA	REQUESTED DEL DATE	TERMS	
7/2/2023	factory	best way	as agreed	net 30 days with PO	
QTY	Description			UNIT PRICE	AMOUNT
<b>NFPA1851 Compliant Equipment</b>					
1	<p><b><u>UNIMAC UWT045V40MX050EA00 - 5 speed Washer - Extractor</u></b></p> <p><b>45-50 pound capacity</b>, UniLinc programmable computer, <b>100 G-force</b>, 7.3 cubic foot cylinder, 208/60/3/1 phase, 15/20 amp circuit breaker, 3 wire, 5HP 34.12"W X 44.33"D X 64.63"H, net weight 1,065 pounds. <b>No Base frame needed.</b> <b>Stainless</b> Steel Construction •<b>Viton</b> basket seals •<b>Heavy</b> Duty Cylinder</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;">  <div style="text-align: center;"> <p><b>UniLinc Touch</b></p> <p><small>EASE OF USE drives the ultimate user experience in on-premises laundry with the UniLinc™ Touch control. UniMac's premium control brings simplicity, flexibility and intelligence to every laundry room.</small></p> <p><small>Perfectly matched to UniMac's industrial performance and longevity, the UniLinc Touch control takes industry leading value and lowest total cost of ownership to the next level.</small></p> </div>  </div>			\$ 14,600.00	\$ 14,600.00
1	Hose Kit			\$ 65.00	\$ 65.00
1	Bolt Kit			\$ 125.00	\$ 125.00
<b>Chemical Injection System for Turn Out Gear</b>					
1	<b>Fire Station two one gallon chemical pump system with powercord</b>			600.00	\$ 600.00
4	Gallons of Turnout Gear Soap uses 1/1/2 oz per load			40.00	\$ 160.00
4	Gallons of Turnout Gear Sanitizer uses 3 oz per load			40.00	\$ 160.00



**FIRELINC SYSTEM**

1	Set new washer with complete Firelinc System complete with Tablet, wand, software, all intalled and initial training	\$ 2,500.00	\$ 2,500.00
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	Sub Total	\$ 18,210.00
	Incoming Freight	\$ 440.00
Delivery Set in Place ready for Mechicals		\$ 2,500.00
Maine 5.5% Sales Tax		<u>Tax Exempt</u>
<b>TOTAL</b>		<b>\$ 21,150.00</b>

**WASHER DELIVERY**

Delivery and setup to include: Uncrate, put in place, bolt down, grout and level, final connections to be done by others. Entrance ways into/out of building and/or rooms remains customer's responsibility as well as the integrity of the floor, permits, etc. Startup employee training included.

Daniels Equipment Company, Inc delivery responsibilities: delivery to job site, uncrating, rigging into position, leveling and mounting to the customer's existing concrete floor using industry standard anchor bolts and grout (if applicable). Removal and disposal of old equipment as specified by this agreement. Customer's Responsibilities: to provide safe and adequate access to the designated equipment location (i.e. hallways and door openings, etc.); to provide adequate concrete foundation or floor structure for secure mounting of the proposed equipment; to supply and install all utility connections to manufacturers' specifications, i.e. water, gas, electric, drain, make-up air, exhaust, compressed air, etc. (whichever applies); to be responsible for any local or state permits and fees, if applicable. Initial \_\_\_\_\_

**Customer is responsible for all plumbing and electrical.**

**UniMac washer**

UniMac washer warranty: 3 years 100% parts including wear items; **10 year seals, basket, shaft, and mainframe.** Daniels Standard Labor Warranty.

Quote valid for: 30 days

Prepared by: Tom T

Plus Applicable Taxes

THE TERMS AND CONDITIONS OF THE REVERSE SIDE ARE INCORPORATED INTO THE TERMS OF THIS AGREEMENT

Purchaser:  
By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Accepted by Seller:  
By: \_\_\_\_\_  
Print Name: Thomas Tobiassen  
Title: Sales Manager

Pricing includes all manufacturer rebates

All specifications subject to manufacturer updates

side) and Purchaser agrees to buy from Seller the equipment described on the reverse side for the price and terms shown on the reverse side, and on the following terms and conditions:

1 Invoice(s): Late Charges. Individual items may be delivered and invoiced separately and payment shall be made for each individual item in accordance with the particular invoice, unless financing is specified as below. Time of payment for each item is of the essence of this Agreement. LATE CHARGES ON ANY OVERDUE ACCOUNT SHALL BE PAID AT 1-1/2% PER MONTH OR THE HIGHEST AMOUNT PERMITTED BY APPLICABLE LAW, WHICHEVER IS LESS.

2 Transfer of Title; Lien; Risk of Loss. Title to the equipment shall remain in Seller until Purchaser has paid in full for the equipment and any additional charges provided herein. Should Purchaser default in payment of the purchase price, or any part thereof, or any additional charges as specified herein, Purchaser authorizes seller to remove the equipment from Purchaser's premises, free of any lien, claim, or interest of Purchaser or any other creditor of Purchaser. Any such removal by Seller shall not be deemed a waiver of Seller's right to damages, and Seller shall have the right to enforce any other legal or equitable remedy or right. Seller shall not be obligated to restore Purchaser's premises to original condition. Risk of loss or damage to the equipment shall pass to Purchaser upon delivery of the equipment to Purchaser or to a freight carrier at the factory or Seller's place of business for transportation to Purchaser. Purchaser agrees that the equipment shall not, in any event, become part of the real estate and shall at all times remain personal property. Purchaser agrees that it shall not remove the equipment from its Premises without the advance written notice of Seller until the purchase price has been paid in full.

3 Purchase Price; Payment. The purchase price specified on the reverse side includes all manufacturer's rebates, promotion and discounts of any kind, **(and applicable freight, storage and handling charges, insurance and taxes.)** The purchase price shall be paid as follows:

Deposit upon signing: \$ Net 30 Days with Purchase Order

Due on Delivery: \$ \_\_\_\_\_

Net 30 days: \$ Due in Full

4 Creation of security interest. To secure performance of all of Purchaser's obligations under this Agreement, Purchaser grants to Seller a security interest in the equipment. Purchaser represents that it is organized under the laws of the State of ME. Purchaser agrees to maintain and protect the collateral by avoiding misuse, abuse, waste and deterioration, except for ordinary wear and tear; to insure the collateral against all expected risks to which it is exposed and those risks designated by Seller, with policies acceptable to Seller and payable to both Purchaser and Seller for so long as any amount remains due and owing from Purchaser to Seller; to keep the collateral at the business address of the Purchaser or such other address as notified to Seller in advance in writing, except for its temporary removal in connection with its ordinary use; and not to sell, transfer or dispose of the collateral or allow it to become subject to any unpaid charge or lien, including tax obligations.

Purchaser represents that there is no security interest or other lien on the collateral, except for the security interest created by this agreement.

The security interest created by this instrument is intended to be and shall be a purchase money security interest under the Uniform Commercial Code and the Seller shall have all rights of a holder of a purchase money security interest under the Uniform Commercial Code and Purchaser agrees to take all action hereafter as may be required to effectuate the terms hereof.

If Purchaser does not make payments in accordance with this Agreement, or fails to perform any obligation with regard to the protection of the collateral, or has made any misrepresentation in this instrument or in any other instrument prepared in connection with this transaction, Purchaser shall be in default, and Seller may repossess and remove the collateral and may resort to all legal and equitable remedies.

5 Delivery. A quoted delivery date is a best estimate and not a guaranteed delivery date. Seller shall have no liability to Purchaser for any alleged damages caused by late delivery. UNDER NO CIRCUMSTANCES WILL SELLER BE RESPONSIBLE FOR OR PURCHASER ENTITLED TO CONSEQUENTIAL OR INCIDENTAL DAMAGES ARISING OUT OF OR OWING TO ANY DELAYS IN DELIVERY WHATSOEVER. Seller shall not be liable for its failure to perform hereunder due to acts of God, public enemy, governmental agency, fires, floods, epidemics, strikes, work stoppages, freight embargoes, disruption of electrical or computer service, weather, war, hostilities, riot, rebellion, transportation delays, material shortage or other delay beyond its control.

6 WARRANTY. ALL EQUIPMENT SOLD HEREUNDER SHALL CARRY ONLY THE MANUFACTURER'S WARRANTY, IF ANY. THERE IS NO OTHER WARRANTY EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, OR ANY OTHER WARRANTY UNDER THE UNIFORM COMMERCIAL CODE.

7 Taxes. Purchaser shall be responsible for paying all local, state and federal sales, use, property and excise taxes and all other regulatory fees and charges imposed by the applicable governing authority in connection with the sale and use of the equipment hereunder, whether or not included in the purchase price set forth on the reverse side.

8 Disclaimer. This Agreement is a complete and exclusive statement of the understanding of the parties, there are no promises, agreements, covenants or understandings beyond those stated in this Agreement, including the reverse side hereof.

9 Limitation of Damages. In the event of any breach of this contract by Seller, Purchaser shall not be entitled to consequential, punitive, special or incidental damages of any kind.

10 Indemnification. Purchaser agrees to indemnify and hold seller, its agents, employees, representatives, successors and assigns, harmless against loss, claim, liabilities, costs and expenses, including reasonable attorneys' fees, arising out of, in connection with, or resulting from the use, operation or condition of the equipment sold. Purchaser shall provide Seller with prompt notice of any proceeding involving Seller or this indemnification, and shall provide Seller with any documents, including pleadings, related to such proceedings.

11 Governing Law, Jurisdiction and Venue. The validity, interpretation and performance of this Agreement shall be governed by the laws of the State of New Hampshire, including Article 2 of the Uniform Commercial Code as enacted in New Hampshire, without reference to its principles of conflicts of law rules. Any legal action brought by any party shall be instituted in, and be determined only by, the Rockingham County Superior Court in New Hampshire. Purchaser irrevocably consents to jurisdiction and venue of the Rockingham County Superior Court in the state of New Hampshire in connection with any action or proceeding arising out of or related to the transactions contemplated hereby. In the event of a breach of this Agreement by Purchaser, Seller shall be entitled to all costs of collection, including reasonable attorney fees.

12 Severability. If any term or provision of this Agreement is for any reason held to be invalid, illegal or unenforceable in any respect, such term or provision will be enforced to the maximum extent possible, and such invalidity, illegality or unenforceability will not affect any other term or provision of this Agreement. This Agreement will be interpreted and construed as if such severable term or provision, to the extent which it is invalid, illegal or unenforceable, had never been contained in this Agreement, provided that no such severability shall be effective if it materially impairs the intentions of the parties.

CONDITIONS: The price and terms of this Agreement are not subject to verbal changes or other agreements unless approved in writing by the home office of the Seller. Prices are based on costs and conditions existing on date on the reverse side, and are subject to change by the Seller before final acceptance as evidenced by Seller's receipt of this fully executed Agreement. Typographical and stenographic errors are subject to correction. Purchaser assumes liability for patent and copyright infringement when goods are made to Purchaser's specification. Conditions not specifically stated herein shall be governed by established trade customs. Terms inconsistent with those stated herein which may appear on Purchaser's formal order will not be binding on the seller.

Seller's initials: TT

Purchaser's initials: \_\_\_\_\_

**General Ledger Detail Report**  
 ACCOUNTS: G 1-0302-00 - G 1-0302-00  
 JANUARY TO DECEMBER

ACCOUNT-----					BALANCE	BALANCE
DATE	JRNL	DESC---	DEBITS	CREDITS	DEBIT	CREDIT
1 - GENERAL FUND						138,824.61
<b>0302-00 PAVING BO FB</b>						<b>13,499.08</b>
		<b>Fund.....</b>				<b>13,499.08</b>
<b>Final Totals</b>						<b>13,499.08</b>

Hadfield Road Quote	\$25,000.00
Paving Bond Balance	<u>\$13,499.08</u>
<b>ARPA Request</b>	<b>\$11,500.92</b>



# TOWN OF MINOT

329 Woodman Hill Road  
Minot, Maine 04258-0329

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

## Clerk's Report

July 10<sup>th</sup>, 2023

Hello Selectmen,

### **Updates:**

#### Alex is here!

Today is Alex's 1<sup>st</sup> day! She asked a lot of questions and seemed interested in learning all the aspects of the job. I am working on getting her signed up for classes and running through various transactions at the office. Norma is also going to work with her regarding the Planning Board and Board of Appeals.

#### Board of Appeals from Norma:

Nothing to report on.

#### Planning Board from Katherine:

Nothing to report on.

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

Boat Excise YTD: \$3,014.90

10 Boats

4 done online.

0 Snowmobiles

13 ATVs

2 Game Licenses

*The above amounts are as of 7/10/2023.*

### **Vitals:**

Vital orders as of 7/10

Birth Certificates- 16

Death Certificates- 5

Marriage Certificates- 10

Intentions- 7

### **Dogs:**

None for July so far

### **Building/ Plumbing Permits for 2023:**

Building Permits: 34

Plumbing Permits: 13

**Real Estate Taxes:**

2021 taxes - \$18,682.88 for 11 accounts  
2022 taxes - \$53,058.92 for 37 accounts  
2022 30-Day Notices: June 20<sup>th</sup>- Done  
2022 Liens: July 20<sup>th</sup>  
2023 pre-payments - \$21592.33 for 51 accounts  
Total owed: \$71,741.80  
Total Owed:6/26/2023: \$91,987.64  
- \$20,245.84

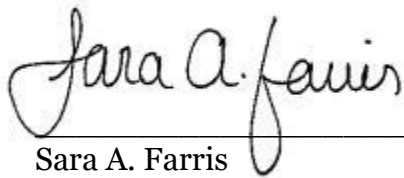
**Personal Property Taxes:**

2022 - \$18.58 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	\$74,257.14	+ \$9,408.22
JUNE	\$59,529.52	\$92,120.11	\$70,938.58	- \$21,938.58
JULY	\$73,304.01	\$63,394.65	\$14,297.00	
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>\$ 383,077.71</b>	

June Rapid Renewals: 50  
July: 15



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 (6/26 – 7/9/2023)

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The Crew has been cleaning culverts and ditching around town as well as mowing in between the rain. We also spent some time in Riverside Cemetery cleaning up the dirt pile from burials and trimming trees.



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



Dean Campbell  
Fire Chief



To Selectmen:

Old business.

1. Dry hydrant repairs
  - A. HOA ponds code enforcement checking on deed covenants
  - B. Non-HOA ponds
2. Finish IT started
3. New portables purchased
4. T5 replacement Budget \$73,000.00
5. Rescue toll scheduled for service
6. Holding off on garage door service \$
7. T shirt order
8. Rescue supplies received and squad truck up to date

New business.

1. Stations are getting more organized
2. Watch desk ready for wiring
3. 5 new applications received (need executive session to discuss 1 app.)
4. Replacement schedule for apparatus
5. Facility upgrades
6. BLS folder update started
7. Updated per diem expectations and duties
8. Pay rates
9. IT other stations

Large dollar expenditures

1. Bottles need 8
  - a. Firetech \$1,020.00
  - b. IPS \$1,093.00
2. Tires for squad and truck 5
3. Training EMT/Firefighter

4. Storage Building (Conex Box?)
5. Electrical service upgrade West Minot
6. PPE

Other issues

1. New hires
2. Starting Junior program
3. Future full-time help



**Minot Fire Department**  
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Dean Campbell  
Fire Chief

Dale Doughty EMT  
Deputy Chief



### Perdiem Expectations

- Minimum class B Uniforms while on shift
- Keep busy at all time while on shift
- Keep down time low and productivity high
- Organize your time
- Reduce road time
- Be accountable for time and required tasks
- Friendly interactions with town employees and public



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Fire Chief

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Deputy Chief



Perdiem Schedule

**Shift 1**

Orchard Station

**Shift 2**

West Minot Station

**Shift 3**

Develop monthly trainings

**Shift 4**

Central station

**Shift 5**

Town Office and Garage

1. Fire extinguisher checks
2. AED check
3. Elevator check
4. Emergency light check
5. Fire alarm/drill test
6. School fire extinguisher and Emergency light checks
7. School fire drill?
8. Set up for fire training

**Shift 6**

1. Final set up for training
2. Catch up on tasks missed on other shifts

**Shift 7**

1. Set up for EMS training
2. Special projects

**Shift 8**

1. Finalize EMS training set up
2. Special projects

**Other required tasks**

1. Mow and Weed Wack as needed
2. Check mail

**Please follow and fill out all check lists**



**Minot Fire Department**  
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Deputy Chief



Proposed Training Schedule

July	Traffic control
August	EVOC
September	Car fires
October	Extrication
November	Winter rescue/Boggin/Hypothermia
December	Obstacle Course
January	BLS refresher/respiratory testing/gear checks
February	Winter water
March	Wildland fires
April	Hose advances
May	Pumps/Hydrants
June	Ladders/venting/sprinklers



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 Fire Chief

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 Deputy Chief



**Central Station Check List**

- \_\_\_\_\_ Monthly Truck Check
- \_\_\_\_\_ Run all gas engines and check fluid levels (generator check includes power output test)
- \_\_\_\_\_ Check and Clean Cascade Trailer
- \_\_\_\_\_ Sweep Bay Floors
- \_\_\_\_\_ Sweep Day Room, Offices, Office Hallway, and Kitchen
- \_\_\_\_\_ Mop Day Room, Offices, Office Hallway. and Kitchen Floors
- \_\_\_\_\_ Clean Counters, Tables, Refrigerator, and Stove
- \_\_\_\_\_ Inventory bathroom and cleaning supplies
- \_\_\_\_\_ Wash Apparatus and clean and organize cab
- \_\_\_\_\_ Clean and organize Truck Compartments
- \_\_\_\_\_ Empty Trash and Returnable Bottles
- \_\_\_\_\_ Clean Bathrooms
- \_\_\_\_\_ Fire Extinguisher Check
- \_\_\_\_\_ Fire Alarm Test
- \_\_\_\_\_ Check emergency lights
- \_\_\_\_\_ Organize Shelves and Storage
- \_\_\_\_\_ Mow and Snow Blow as Necessary
- \_\_\_\_\_ Drug Box Check
- \_\_\_\_\_ Check Spare SCBA Masks
- \_\_\_\_\_ Check flammable storage box

Date Completed \_\_\_\_\_

Must be Done Monthly Weather it looks Clean or Not



**Minot Fire Department**  
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 Fire Chief

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 Deputy Chief



**Orchard Station Check List**

- \_\_\_\_\_ Monthly Truck Check
- \_\_\_\_\_ Run all gas engines and check fluid levels (generator test includes power output)
- \_\_\_\_\_ Sweep Bay Floor
- \_\_\_\_\_ Sweep Meeting Room and Kitchen
- \_\_\_\_\_ Mop Meeting Room and Kitchen Floors
- \_\_\_\_\_ Clean Counters, Tables, Refrigerator, and Stove
- \_\_\_\_\_ Wash Apparatus and clean and organize cab
- \_\_\_\_\_ Clean and organize Truck Compartments
- \_\_\_\_\_ Empty Trash and Returnable Bottles
- \_\_\_\_\_ Clean Bathrooms
- \_\_\_\_\_ Inventory bathroom and cleaning supplies
- \_\_\_\_\_ Fire Extinguisher Check
- \_\_\_\_\_ Fire Alarm Test
- \_\_\_\_\_ Emergency light test
- \_\_\_\_\_ Organize Shelves and Storage
- \_\_\_\_\_ Mow, weed Wack, and Snow Blow as Necessary
- \_\_\_\_\_ Check flammable storage box

Date Completed \_\_\_\_\_

Must be Done Monthly Weather it looks Clean or Not



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 Fire Chief

Dale Doughty EMT  
 Deputy Chief



**West Minot Station Check List**

- \_\_\_\_\_ Monthly Truck Check
- \_\_\_\_\_ Drive E1
- \_\_\_\_\_ Run all gas engines and check fluid levels (generator check includes power output test)
- \_\_\_\_\_ Sweep Bay Floors
- \_\_\_\_\_ Wash Apparatus and clean and organize cab
- \_\_\_\_\_ Clean and organize Truck Compartments
- \_\_\_\_\_ Empty Trash and Returnable Bottles
- \_\_\_\_\_ Fire Extinguisher Check
- \_\_\_\_\_ Organize Shelves and Storage
- \_\_\_\_\_ Mow and Snow Blow as Necessary
- \_\_\_\_\_ Check Spare SCBA Masks
- \_\_\_\_\_ Check emergency lights

Date Completed \_\_\_\_\_

Must be Done Monthly Weather it looks Clean or Not