



Town of Minot Selectmen Epacket

August 7, 2023 at 6:30pm
Regular Meeting

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Town of Minot

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

Board of Selectmen
Minot Town Office
329 Woodman Hill Road
Monday, August 7, 2023
Meeting at 6:30pm
Agenda*

REGULAR MEETING

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
 - a. July 24, 2023
4. Warrants
 - a. Payroll Expense Warrant
 - b. Treasurer's Warrant
5. New Business
 - a. Consideration and Approval for Private Drive Name Change
 - i. Leilani Drive to Ridge Rock Road
 - b. Consideration and Approval of FY2023 Mill Rate Setting
 - c. Consideration and Review of the Tax Acquired Property Policy in Response to LD101
6. Old Business
 - a. Consideration of Approval for 2023 Personnel Policy
7. Department Head Updates
 - a. Clerk's Report
 - b. Highway Report
 - c. Fire Department Report
8. Town Administrator's Report
9. Selectmen Comment
10. Public Comment (3-minute limit) – Items in public comment may be scheduled for a future meeting to provide for Board consideration and public notice
11. Next Meeting Dates
 - a. Monday, August 21, 2023
12. Adjournment



Town of Minot

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

Minot Town Office
Monday, July 24th, 2023
6:30 pm
Minutes*

REGULAR MEETING

Selectmen: Chair Daniel Gilpatric, Vice Chair Lisa Cesare, Brittany Hemond, William Perry, and Matthew Callahan
Staff: Danielle Loring (Administrator), Sara Farris (Clerk), 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. Monday, July 10th, 2023

Motion: Brittany Hemond made a motion to approve the Minutes from Monday, July 10th, 2023; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

4. Warrants

a. Payroll Expense Warrant

b. Treasurer's Warrant

Motion: Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$24,974.70 and the Treasurer's Warrant in the amount of \$38,668.98; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

Chair Daniel Gilpatric moved item **7 Department Head Updates c. Fire Department Report** up on the agenda as Chief Dean Campbell was present.

- Danielle has been in contact with Fortin regarding the dry hydrant but is still waiting for a response.
- The service for the Rescue Tool was scheduled for today (7/24) but the technician never showed up. Dean will reach out to reschedule.
- Dean is going to get the automatic door openers for Central Station looked at. He believes the remote is having trouble connecting to the receiver.
- He is working on the SOP (standard operation procedure) for the Junior Firefighter Program.
- The Fire Department, Highway Department, and Town Office are working on creating a Safety Committee. Danielle is still in the process of getting it organized.
- Dean is looking into purchasing radio pagers for the Fire Department. The cost per radio right now on sale is \$335.00 each compared to the full-size radios at a cost of \$450.00 each. The radio pagers can get wet and still function and have 8 radio frequencies to choose from.
- Radio communication in Minot isn't great due to the various hills and low points in town. In the future there may need to be a new radio tower set up to allow better communication.
- NIMS training for new hires. Minot may host the class and allow other local Departments to send their new hires to make it worth the instructor's time and to help benefit local towns/ cities.

See attached report and other items for more information.

Chief Campbell left the meeting.

5. Old Business

a. Continued Discussion Regarding ARPA Funds

See attached report for breakdown of funds.

- Highway: Paving of Hadfield Rd. and upgrading and repairing radios
Fire Department: 6 handheld radios, extractor, and 8 SCBA bottles
IT Projects: New computer equipment, Digital door locks, and finishing other network projects.
- Motion: Lisa Cesare motioned to give Danielle Loring the Authority to expend \$75,810.00 of ARPA Funds for projects as discussed; second by William Perry.
- Discussion: None
- Vote: Unanimous Approval (5/0)

6. New Business

a. Consideration of Approval for New Employee Appointments

Clerk Sara Farris provided the selectmen with 3 appointments for Alexandria Richardson as Deputy Clerk, Deputy Tax Collector, and Deputy Voter Registrar. Sara and Danielle added that Alexandria is doing a great job and really taking all the information in and asking great questions.

- Motion: Matthew Callahan motioned appoint Alexandria Richardson as Deputy Clerk, Deputy Tax Collector, and Deputy Voter Registrar; second by Brittany Hemond.

Discussion: None

- Vote: Unanimous Approval (5/0)

All Selectmen present signed all 3 appointment papers for Alexandria Richardson and returned them to the Clerk.

b. Consideration of Approval of funding for Water Filter Maintenance

See attached memo and quote for more information.

Danielle explained that the quote comes to \$22,250.00. There is \$17,764.33 currently in the account. In 2018 the previous Town Administrator mentioned that \$8,181.11 that was in the Well Account was not carried forward on the Town Meeting Warrant and is currently in Undesignated Funds. Danielle recommend the Selectmen use the combined total of \$25,945.44 to cover the quote and Stephen French's stipend for the rest of the year.

Motion: William Perry motioned use the \$8,181.11 in Undesignated Funds and use the balance of \$17,764.33 in the Well Account to cover the quote of \$22,250.00 to maintain the water filter system and to pay Stephen French's stipend for testing the well; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

c. Executive Session Pursuant to Title 1 MRSA §405 (6)(A): Discussion with Town Administrator Regarding Potential Land Use Matter

Motion: Brittany Hemond motioned to enter Executive Session at 7:34 pm; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen entered Executive Session

Motion: Matthew Callahan motioned to exit Executive Session at 7:39 pm; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen exited Executive Session

Motion: Matthew Callahan motioned to authorize Danielle Loring to follow up with the DEP as to why they are not acting and then to move forward as discussed in the Executive Session; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

7. Department Head Updates

a. Clerks Report submitted and read by Clerk Sara Farris

- 2022 Liens will be filed the Androscoggin County Registry of Deeds 7/25. There are 31 2022 tax accounts that will transfer to lien.
- With a week left for excise tax collection we should be able to fall close to the July 2022 amount collected.

See attached report for more information.

b. Highway Report Submitted by Highway Supervisor Scott Parker and read by Administrator Danielle Loring.

- The new plow truck is built and waiting to be shipped.
- Lucas Striping will start on Pottle Hill as soon as possible.

See attached report for more information.

8. Town Administrator's Report Presented by Danielle Loring

- 2023 Tax Commitment scheduled for August 7th meeting. LD290 was repealed but will be in effect until 4/1/2024 which means the 2023 taxes will have to include the stabilized tax amounts for residents who qualified. Danielle asked the Selectmen if they would like to use \$150,000.00 from Undesignated Funds to keep the mil rate the same which would limit the amount of work to administer LD290 or raise the mil rate for the 2023 commitment. The Selectmen would like Danielle to work with our Assessor, Denis Berube, and create a tax rate calculator with a mil rate of .5 more, .10 more, and .15 more.
- There will be an Employee Appreciation Supper on August 21st. More details, including time, to come. The Selectmen Meeting that week will be moved to Tuesday the 22nd at 6:30pm.
- Danielle is looking into other options, possibly using another town/ city, to provide General Assistance to residents.
- Danielle reached out to Poland and Mechanic Falls regarding recycling, and they are not willing to let Minot residents use their facilities. Auburn has seen an increase in their usage since moving the bins to Auburn Public Works. Danielle has not heard back from them, but she is assuming the answer will be no.
- Danielle has been attending seminars regarding EMA Hazard Mitigation to see what ways this program can benefit the town for future projects.

9. Selectmen Comment

Selectmen Brittany Hemond updated the Selectmen and staff on the RSU 16 Futures Task Force.

9. Public Comment

None

10. Next Meeting Dates

a. Monday, August 7th, 2023

Date acknowledged.

11. Adjournment

Motion: William Perry made the motion to adjourn at 8:36 pm; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 8:36 pm.

Sara A. Farris - Clerk
Recording Secretary

Daniel Gilpartic – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond

MAINE REVENUE SERVICES - 2023 MUNICIPAL TAX RATE CALCULATION STANDARD FORM

Municipality: Minot

BE SURE TO COMPLETE THIS FORM BEFORE FILLING IN THE TAX ASSESSMENT WARRANT

1. Total taxable valuation of real estate	1	335,474,441	
			<small>(must match MVR Page 1, line 6)</small>
2. Total taxable valuation of personal property	2	1,225,000	
			<small>(must match MVR Page 1, line10)</small>
3. Total taxable valuation of real estate and personal property (Line 1 plus line 2)	3	336,699,441	
			<small>(must match MVR Page 1, line 11)</small>
4. (a) Total exempt value for all homestead exemptions granted	4(a)	16,975,000	
			<small>(must match MVR Page 1, line 14f)</small>
(b) Homestead exemption reimbursement value	4(b)	12,901,000	
			<small>(Line 4(a) multiplied by 0.76)</small>
5. (a) Total exempt value of all BETE qualified property	5(a)	1,176,870	
			<small>(must match MVR Page 2, line 15c)</small>
(b) BETE exemption reimbursement value	5(b)	588,435	
			<small>(line 5(a) multiplied by 0.5)</small>
<small>Municipalities with significant personal property & equipment may qualify for more than 50% reimbursement. Contact MRS for the Enhanced Tax Rate Calculator form.</small>			
6. Total valuation base (Line 3 plus line 4(b) plus line 5(b))	6	350,188,876	

Assessments

7. County tax	7	309,396.00	
8. Municipal appropriation	8	2,097,460.23	
9. TIF Financing plan amount	9	0.00	
			<small>(must match MVR Page 2, line 16c +16d)</small>
10. Local education appropriation (local share/contribution)	10	2,377,988.02	
<small>(Adjusted to municipal fiscal year)</small>			
11. Total Appropriation (Add lines 7 through 10)	11	4,784,844.25	

ALLOWABLE DEDUCTIONS

12. Anticipated state municipal revenue sharing	12	325,000.00	
13. Other revenues: <small>(All other revenues that have been formally appropriated to reduce the commitment such as excise tax revenue, T.G. reimbursement, renewable energy reimbursement, trust fund or bank interest income, appropriated surplus revenue, etc. (Do Not Include any homestead or BETE Reimbursement))</small>	13	1,019,344.23	
14. Total deductions (Line 12 plus line 13)	14	1,344,344.23	
15. Net to be raised by local property tax rate (Line 11 minus line 14)	15	3,440,500.02	

16.	3,440,500.02	X	1.05	=	3,612,525.02	Maximum Allowable Tax
	<small>(Amount from line 15)</small>					
17.	3,440,500.02	/	350,188,876	=	0.009825	Minimum Tax Rate
	<small>(Amount from line 15)</small>		<small>(Amount from line 6)</small>			
18.	3,612,525.02	/	350,188,876	=	0.010315	Maximum Tax Rate
	<small>(Amount from line 16)</small>		<small>(Amount from line 6)</small>			
19.	336,699,441	X	0.009900	=	3,333,324.47	Tax for Commitment
	<small>(Amount from line 3)</small>		<small>(Selected Rate)</small>		<small>(Enter on MVR Page 1, line 13)</small>	
20.	3,440,500.02	X	0.05	=	172,025.00	Maximum Overlay
	<small>(Amount from line 15)</small>					
21.	12,901,000	X	0.009900	=	127,719.90	Homestead Reimbursement
	<small>(Amount from line 4b)</small>		<small>(Selected Rate)</small>		<small>(Enter on line 8, Assessment Warrant)</small>	
22.	588,435	X	0.009900	=	5,825.51	BETE Reimbursement
	<small>(Amount from line 5b)</small>		<small>(Selected Rate)</small>		<small>(Enter on line 9, Assessment Warrant)</small>	
23.	3,466,869.88	-	3,440,500.02	=	26,369.86	Overlay
	<small>(Line 19 plus lines 21 and 22)</small>		<small>(Amount from line 15)</small>		<small>(Enter on line 5, Assessment Warrant)</small>	

(If Line 23 exceeds Line 20 select a lower tax rate.)

Results from this completed form should be used to prepare the Municipal Tax Assessment Warrant, Certificate of Assessment to Municipal Treasurer and Municipal Valuation Return.

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		(must match MVR Page 1, line10)	
3. Total taxable valuation of real estate and personal property (Line 1 plus line 2)	3	336,699,441	
		(must match MVR Page 1, line 11)	
4. (a) Total exempt value for all homestead exemptions granted	4(a)	16,975,000	
		(must match MVR Page 1, line 14f)	
(b) Homestead exemption reimbursement value	4(b)	12,901,000	
		(Line 4(a) multiplied by 0.76)	
5. (a) Total exempt value of all BETE qualified property	5(a)	1,176,870	
		(must match MVR Page 2, line 15c)	
(b) BETE exemption reimbursement value	5(b)	588,435	
		(line 5(a) multiplied by 0.5)	
Municipalities with significant personal property & equipment may qualify for more than 50% reimbursement. Contact MRS for the Enhanced Tax Rate Calculator form.			
6. Total valuation base (Line 3 plus line 4(b) plus line 5(b))	6	350,188,876	

Assessments

7. County tax	7	309,396.00	
8. Municipal appropriation	8	2,097,460.23	
9. TIF Financing plan amount	9	0.00	
10. Local education appropriation (Adjusted to municipal fiscal year)	10	2,377,988.02	(must match MVR Page 2, line 16c +16d)
		(local share/contribution)	
11. Total Appropriation (Add lines 7 through 10)	11	4,784,844.25	

ALLOWABLE DEDUCTIONS

12. Anticipated state municipal revenue sharing	12	325,000.00	
13. Other revenues: (All other revenues that have been formally appropriated to reduce the commitment such as excise tax revenue, T.G. reimbursement, renewable energy reimbursement, trust fund or bank interest income, appropriated surplus revenue, etc. (Do Not Include any homestead or BETE Reimbursement))	13	1,019,344.23	
14. Total deductions (Line 12 plus line 13)	14	1,344,344.23	
15. Net to be raised by local property tax rate (Line 11 minus line 14)	15	3,440,500.02	

16.	3,440,500.02	X	1.05	=	3,612,525.02	Maximum Allowable Tax
	(Amount from line 15)					
17.	3,440,500.02	/	350,188,876	=	0.009825	Minimum Tax Rate
	(Amount from line 15)		(Amount from line 6)			
18.	3,612,525.02	/	350,188,876	=	0.010315	Maximum Tax Rate
	(Amount from line 16)		(Amount from line 6)			
19.	336,699,441	X	0.009950	=	3,350,159.44	Tax for Commitment
	(Amount from line 3)		(Selected Rate)		(Enter on MVR Page 1, line 13)	
20.	3,440,500.02	X	0.05	=	172,025.00	Maximum Overlay
	(Amount from line 15)					
21.	12,901,000	X	0.009950	=	128,364.95	Homestead Reimbursement
	(Amount from line 4b)		(Selected Rate)		(Enter on line 8, Assessment Warrant)	
22.	588,435	X	0.009950	=	5,854.93	BETE Reimbursement
	(Amount from line 5b)		(Selected Rate)		(Enter on line 9, Assessment Warrant)	
23.	3,484,379.32	-	3,440,500.02	=	43,879.30	Overlay
	(Line 19 plus lines 21 and 22)		(Amount from line 15)		(Enter on line 5, Assessment Warrant)	

(If Line 23 exceeds Line 20 select a lower tax rate.)

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(b) Homestead exemption reimbursement value	4(b)	12,901,000	
		(Line 4(a) multiplied by 0.76)	
5. (a) Total exempt value of all BETE qualified property	5(a)	1,176,870	
		(must match MVR Page 2, line 15c)	
(b) BETE exemption reimbursement value	5(b)	588,435	
		(line 5(a) multiplied by 0.5)	
Municipalities with significant personal property & equipment may qualify for more than 50% reimbursement. Contact MRS for the Enhanced Tax Rate Calculator form.			
6. Total valuation base (Line 3 plus line 4(b) plus line 5(b))	6	350,188,876	

Assessments

7. County tax	7	309,396.00	
8. Municipal appropriation	8	2,097,460.23	
9. TIF Financing plan amount	9	0.00	
10. Local education appropriation (local share/contribution)	10	2,377,988.02	(must match MVR Page 2, line 16c +16d)
(Adjusted to municipal fiscal year)			
11. Total Appropriation (Add lines 7 through 10)	11	4,784,844.25	

ALLOWABLE DEDUCTIONS

12. Anticipated state municipal revenue sharing	12	325,000.00	
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15. Net to be raised by local property tax rate (Line 11 minus line 14)	15	3,440,500.02	

16.	3,440,500.02	X	1.05	=	3,612,525.02	Maximum Allowable Tax
	(Amount from line 15)					
17.	3,440,500.02	/	350,188,876	=	0.009825	Minimum Tax Rate
	(Amount from line 15)		(Amount from line 6)			
18.	3,612,525.02	/	350,188,876	=	0.010315	Maximum Tax Rate
	(Amount from line 16)		(Amount from line 6)			
19.	336,699,441	X	0.010000	=	3,366,994.41	Tax for Commitment
	(Amount from line 3)		(Selected Rate)		(Enter on MVR Page 1, line 13)	
20.	3,440,500.02	X	0.05	=	172,025.00	Maximum Overlay
	(Amount from line 15)					
21.	12,901,000	X	0.010000	=	129,010.00	Homestead Reimbursement
	(Amount from line 4b)		(Selected Rate)		(Enter on line 8, Assessment Warrant)	
22.	588,435	X	0.010000	=	5,884.35	BETE Reimbursement
	(Amount from line 5b)		(Selected Rate)		(Enter on line 9, Assessment Warrant)	
23.	3,501,888.76	-	3,440,500.02	=	61,388.74	Overlay
	(Line 19 plus lines 21 and 22)		(Amount from line 15)		(Enter on line 5, Assessment Warrant)	

(If Line 23 exceeds Line 20 select a lower tax rate.)

Results from this completed form should be used to prepare the Municipal Tax Assessment Warrant, Certificate of Assessment to Municipal Treasurer and Municipal Valuation Return.

Article 10	Carry forward Reserve Account Balances:	\$144,954.23	
	Town Office Equipment Reserve Account (balance of \$)	73.03	
	Plow Truck Reserve (balance of \$)	60,341.00	
	Highway Capital Reserve Account (balance of \$)	\$11,599.90	
	General Assistance Donation Account (balance of \$)	\$5,541.39	
	Town Well Reserve Account (balance of \$)	\$11,998.95	
	Cemetery Reserve Account (balance of \$)	\$7,315.21	
	Minot Community Events Account (balance of \$)	\$1,083.44	
	FD Apparatus Reserve	\$10,000.00	
	FD Grant Reserve	\$7,077.92	
	FD Cap Equipment Reserve	\$7,031.39	
	IT Reserve	\$22,292.00	
	Conservation Committee Reserve (balance of \$)	\$100.00	
	Assessing Services Reserve (balance of \$)	\$500.00	
Article 10	Town Salaries and Benefits	\$413,286.00	
Article 11	Town Office Maintenance and Supplies	\$34,050.00	
Article 12	Interdepartment & IT Services	\$30,400.00	
Article 13	Town Garage & Equipment Repair	\$93,400.00	
Article 14	Plow Truck	\$60,341.00	
Article 15	Winter Roads Account	\$345,000.00	
Article 16	Common Roads Account	\$255,500.00	
Article 17	Minot Fire Dept. Including Rescue Division Account	\$87,441.00	
Article 18	Prinicple Payments & Interest (Debt Service)	\$341,851.00	
Article 19	Contract Assessing	\$25,000.00	
Article 20	Code Enforcement & Planning	\$56,150.00	
Article 21	Auditing	\$8,650.00	
Article 22	Legal Fees	\$10,000.00	
Article 23	County Tax	\$309,396.00	
Article 24	Solid Waste Disposal & Contracted Services	\$62,600.00	
Article 25	Street Lights and Traffic Light	\$3,000.00	
Article 26	Municipal Organizations & Contracts	\$20,887.00	
Article 27	Town Insurances	\$53,550.00	
Article 28	Auburn Public Library	\$22,000.00	
Article 29	Animal Control (Officer and Expenses)	\$3,850.00	
Article 30	General Assistance	\$2,000.00	
Article 31	Cable Franchise Fees	\$17,698.77	
Article 32	Snowmoblie Registration Refund	\$1,641.76	
Article 33	Elections & Town Meeting	\$8,550.00	
Article 34	Cemeteries	\$5,000.00	
Article 35	Recreation Field Maintenance	\$10,000.00	
Article 36	Charitable Organizations	\$0.00	
Article 37	BUDGET/ARTICLE SUBTOTAL	\$2,426,196.76	TRIO
Article 38		\$2,569,509.23	\$2,261,902.00
	Subtotal Municipal Appropriations	\$2,260,113.23	
	Minus Carry Forwards and Revenues	(\$162,653.00)	
	TOTAL Municipal Appropriations	\$2,097,460.23	
	County Tax	\$309,396.00	
	School: Jan. 1 thru June 31, 2023 (6 mo. @ \$190908.75)	\$1,145,452.50	
	School: July 1, 2021 thru Dec. 31, 2021 (6 mo. @ \$205422.58)	\$1,232,535.52	
	Estimated Total for Education	\$2,377,988.02	
	GRAND TOTAL of TAX APPROPRIATIONS	\$4,784,844.25	

Total for Education

REVENUES

Anticipated Excise Tax	\$710,000		
Estimated Revenue Share	\$168,160 FY 2022	Act	\$168,159.51
	\$172,463 FY 2023	Est 3/15	\$344,925.02
	\$340,622		

Other Revenues

Cable Franchise Funds	
Excise Tax	\$710,000
Carry Forwards	\$144,954.23
LRAP	\$ 64,380.00
UFB	\$ 100,000.00
	\$1,019,334.23

Percentages

4784844.25 TOTAL	
309396 County	6.5%
2097460.23 Town	43.8%
2377988.02 School	49.7%

TRIO	\$	2,322,415.74
Carry Over	\$	144,954.23
Grant Match	\$	-
Cable Franch	\$	17,698.77
Snowmobile	\$	1,641.76
SubTot	\$	2,486,710.50
Munic Approp	\$	2,175,672.74

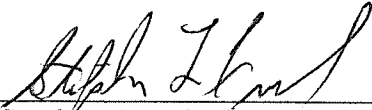
Town of Minot
TAX ACQUIRED PROPERTY POLICY

1. The purpose of this policy is to provide guidance regarding properties acquired by the Town for non-payment of taxes pursuant to State statute.
2. Prior to the maturity of any tax liens resulting in automatic foreclosure, the Board of Selectmen shall review the list of potential tax acquired properties for any liability or hazardous condition concerns. At that time, the Selectmen may also recommend that any former taxpayers be barred from entering into a payment arrangement for the benefit of the Town.
3. If the former owner (herein referred to as "Taxpayer"), after the property has achieved tax acquired status, requests a reasonable payment schedule that will provide for the repayment of all outstanding taxes, the Town Administrator will allow a payment schedule for up to six (6) months from the date of the agreement, which must be done within thirty (30) days of automatic foreclosure. If the payment schedule, as established by the Town Administrator, is not acceptable to the taxpayer, appeal may be made to the Board of Selectmen.
4. If the Taxpayer becomes more than thirty (30) days delinquent in meeting the payment schedule as established by the agreement, the account will be referred to the Board of Selectmen for further action.
5. Upon completion of the payment arrangement, the Taxpayer shall be issued a quit claim deed for all liens included in the payment arrangement. Said payment arrangement does not preclude the Taxpayer from maintaining current status on any taxes that may be committed during its duration.
6. Annually, the Board of Selectmen will consider all tax acquired properties that have not entered into a payment arrangement by the deadline or are delinquent per Section 4 and determine whether they should be recommended for retention (Section 7) or sale (Section 8).
7. Retention of Property: The Selectmen shall retain property for the benefit of the Town, if they deem it in the best interest of the Town to do so. By way of example, but not of limitation, the Selectmen might deem it in the best interest of the Town to retain property where:
 - (a) The property has or will have recreational value or economic value to the Town,
 - (b) The property has or will have potential for a public facility or additions to public facilities,
 - (c) Retention of the property will provide a residence for an individual or individuals who otherwise will require public assistance from the Town.
8. Sale: If a property is not retained by the Selectmen under Section 7, and if the property is not redeemed under Section 5, the property shall be sold by sealed bid or any other method approved by the Selectmen which maximizes the return to the Town. The Selectmen shall reserve the right to accept or reject bids in any bid process. A notice of intent to sell the property shall be published in the newspaper; shall be posted in those areas where warrants are posted; and shall

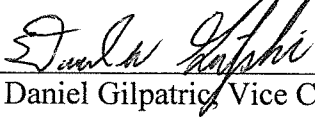
be sent to the Taxpayer(s) by certified (return receipt requested) and regular mail to all known addresses.

9. The sale of all qualifying homesteads pursuant to MRS Title 36 §943-C (Sale of homesteads formerly owned by persons 65 years of age or older) shall follow the State mandated requirements. If said process proves to be unsuccessful, the Town retains the right to utilize the sale process as outlined above.

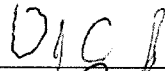
Adopted: February 25, 2019



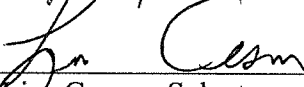
Stephen French, Chair



Daniel Gilpatrick, Vice Chair



Daniel Callahan, Selectman



Lisa Cesare, Selectman

ABSENT

Brittany Hemond, Selectman

STATE OF MAINE

—
IN THE YEAR OF OUR LORD
TWO THOUSAND TWENTY-THREE

—
H.P. 69 - L.D. 101

**An Act to Return to the Former Owner Any Excess Funds Remaining After
the Sale of Foreclosed Property**

Mandate preamble. This measure requires one or more local units of government to expand or modify activities so as to necessitate additional expenditures from local revenues but does not provide funding for at least 90% of those expenditures. Pursuant to the Constitution of Maine, Article IX, Section 21, 2/3 of all of the members elected to each House have determined it necessary to enact this measure.

Emergency preamble. Whereas, acts and resolves of the Legislature do not become effective until 90 days after adjournment unless enacted as emergencies; and

Whereas, the United States Supreme Court has ruled in *Tyler v. Hennepin County*, 598 U.S. ___ (2023) that a Minnesota local government sale of property that was acquired by the local government by foreclosure for failure of the owner to pay property taxes without returning to the former owner the surplus proceeds received by the government entity in excess of the amount owed by the former owner violated the takings clause of the Fifth Amendment to the United States Constitution stating that "private property [shall not] be taken for public use, without just compensation"; and

Whereas, statutes in this State governing the foreclosure and sale of property for failure to pay property taxes are substantially similar to the laws of Minnesota and are in jeopardy of being found unconstitutional by the United States Supreme Court; and

Whereas, the possibility of multiple legal challenges to the State's statutes regarding sale of property following foreclosure presents the possibility of significant disruption to municipal foreclosure sales, municipal expenditures resulting from challenges to foreclosure sale laws, uncertainty of title to properties sold for foreclosure pursuant to current laws, inconsistencies in municipal responses to the United States Supreme Court decision and general disruption of the foreclosure process; and

Whereas, amendment of the State's foreclosure statutes needs to take effect as soon as possible to avoid the significant negative effects of delay in ensuring that the state laws are within the bounds of the United States Constitution; and

Whereas, in the judgment of the Legislature, these facts create an emergency within the meaning of the Constitution of Maine and require the following legislation as immediately necessary for the preservation of the public peace, health and safety; now, therefore,

Be it enacted by the People of the State of Maine as follows:

Sec. 1. 36 MRSA §943-C, as amended by PL 2019, c. 401, Pt. A, §10, is further amended to read:

§943-C. Sale of homesteads formerly owned by persons 65 years of age or older foreclosed properties

Notwithstanding any provision of law to the contrary, after the foreclosure process under sections 942 and 943 or sections 1281 and 1282 is completed and the right of redemption has expired, if a municipality chooses to sell to someone other than the immediate former owner or owners property that immediately prior to foreclosure received a property tax exemption as a homestead under subchapter 4-B, the municipal officers or their designee shall notify the immediate former owner or owners of the right to require the municipality to use the sale process under subsection 3 as long as the immediate former owner or owners demonstrate that the property meets the requirements of subsection 1. For the purpose of this section, "former owner" means the owner or owners of record at the time of foreclosure or, if deceased, the former owner's heirs, devisees or personal representatives. The notice must be sent by United States Postal Service certified mail, return receipt requested, and first-class mail to the last known address of the immediate former owner or owners. If the municipality agrees to sell the property back to the immediate former owner or owners, the alternative sale process under this section does not apply. If the sale to the immediate former owner or owners is not completed, the requirements of this section are reinstated.

1. Subject property. Property is subject to the requirements of this section if:

A. ~~Immediately prior to foreclosure the property was owned by at least one person who, on the date the tax lien certificate was recorded, was 65 years of age or older and occupied the property as a homestead as defined in section 681, subsection 2; and~~

B. ~~The former owner or owners of the property demonstrate to the municipal officers or their designee that:~~

~~(1) The income, as defined in section 5219-KK, subsection 1, paragraph D, of the former owner or owners of the property was less than \$40,000, after medical expenses have been deducted, for the calendar year immediately preceding the calendar year in which the right of redemption expired; and~~

~~(2) The value of liquid assets of the former owner or owners of the property is less than \$50,000 in the case of a single individual or \$75,000 in the case of 2 or more individuals. For the purposes of this paragraph, "liquid assets" means something of value available to an individual that can be converted to cash in 3 months or less and includes bank accounts, certificates of deposit, money market or mutual funds, life insurance policies, stocks and bonds, lump-sum payments and inheritances and funds from a home equity conversion mortgage that are in the individual's possession whether they are in cash or have been converted to another form.~~

The former owner or owners must provide documentation verifying the former owner's or owners' income and liquid assets.

All applications or information submitted in support of an application under this subsection, files and communications relating to the application and the determination on the application are confidential records. Hearings and proceedings held pursuant to this subsection must be held in executive session.

2. Notification; appeal. At least 90 days prior to listing property described in subsection 1 for sale, the municipal officers or their designee shall notify send a written notice to the last known address of the former owner or owners, by United States Postal Service certified mail, return receipt requested, and first-class mail, of the former owner's or owners' right to require the sale process described in subsection 3. The municipal officers or their designee shall include with the notice an application form with instructions concerning application procedures and submission of information necessary for the municipality to determine whether the former owner or owners meet the conditions required under subsection 1. The former owner or owners must be allowed at least 30 days from the date the notice is mailed to submit the required application form and information. The municipal officers or their designee, within 30 days after receiving the required form and information, shall notify the former owner or owners whether the former owner or owners have been determined to be eligible for the sale process described in subsection 3 and inform the former owner or owners of the right to appeal pursuant to the Maine Rules of Civil Procedure, Rule 80B. The State Tax Assessor shall prepare application forms, notices and instructions that must be used by municipalities to inform former owners of their right to apply for the sale process provided under subsection 3.

3. Sale process requirements. If a municipality determines that the former owner or owners meet the conditions specified under subsection 1 the former owner submits a written demand within 90 days after the notification in subsection 2 that the sale process of this subsection be used, the municipal officers or their designee shall:

- A. List the property for sale with a real estate broker licensed under Title 32, chapter 114 who does not hold an elected or appointed office in the municipality and is not employed by the municipality;
- B. Sell the property at fair market value via quitclaim deed to the successful buyer at the highest price at which the property is able to sell, or the price at which the property is anticipated by the real estate broker to sell within 6 months after listing; and
- C. Pay to the former owner or owners any proceeds from the sale sale proceeds in excess of:
 - (1) The sum of all taxes owed on the property;
 - (2) Property taxes that would have been assessed on the property during the period following foreclosure when the property is owned by the municipality;
 - (3) All accrued interest;
 - (4) Fees, including property listing and real estate broker's fees; and
 - (5) Any other expenses incurred by the municipality in selling or maintaining the property, including, but not limited to, an administrative fee equal to 10% of the property taxes owed and reasonable attorney's fees;

(6) The cost to the municipality of the lien and foreclosure process, including, but not limited to, reasonable attorney's fees; and

(7) Unpaid sewer, water or other utility charges and fees imposed by the municipality.

If the municipal officers are unable to list or sell the property under the requirements of paragraphs A and B, or if the property tax payer does not request that the property be sold according to the sale process in this subsection, the municipal officers may sell the property in any manner authorized by the municipality's legislative body, if the municipal officers pay the former owner any excess sale proceeds as calculated in paragraph C.

~~**4. Effect of inability to contract or sell property.** If, after attempting to contract with at least 3 real estate brokers who meet the requirements of subsection 3, paragraph A, a municipality is unable to contract with a real estate broker for the sale of the property as described in subsection 3 or the broker cannot sell the property within 6 months after listing, the municipality may retain, sell or dispose of the property in the same manner as other property acquired through the tax lien foreclosure process.~~

5. Property in the unorganized territory. With regard to the sale of property acquired by the State through tax lien foreclosure in the unorganized territory, the State Tax Assessor has the obligations of a municipality under this section.

6. Quitclaim deed and waiver of former owner. As a condition of disbursement of excess sale proceeds to the former owner under subsection 3, paragraph C, the municipal officers may require the former owner to execute a quitclaim deed without covenant conveying any interest of the former owner in the property to the municipality and to deliver that deed before conveyance by the municipality to the buyer. Receipt of such excess sale proceeds by the former owner is deemed to be a waiver of any right of the former owner to commence any action pursuant to section 946-B.

Sec. 2. Working group established. The Department of Administrative and Financial Services, Maine Revenue Services shall establish a Working Group to Study Equity in the Property Tax Foreclosure Process, referred to in this section as "the working group."

1. Membership. The State Tax Assessor shall appoint the members of the working group from among those who are interested in property tax lien foreclosure and which must include at least the following:

- A. A representative of the Office of the Attorney General;
- B. One member from an organization representing municipal tax assessors;
- C. One member from a statewide organization that represents the interests of municipalities;
- D. One member representing the Maine Association of Realtors;
- E. One member representing a statewide organization that represents commercial bankers;
- F. One member representing a statewide organization that represents attorneys working in the field of property title law;
- G. One member representing property title insurance agents; and

H. One member representing an organization of legal services providers that specializes in serving clients who are 65 years of age or older or who have low income.

2. Chair. The State Tax Assessor, or the assessor's designee, shall serve as the chair of the working group.

3. Appointments; convening of working group. All appointments must be made no later than 30 days following the effective date of this Act.

4. Duties. The working group shall study issues associated with the process of foreclosure on property for failure of the owner to pay property taxes, including, but not limited to:

A. The recent decision of the United States Supreme Court regarding municipal retention of excess revenue retained by a government entity from the sale of property acquired by the government entity following foreclosure for failure of the former owner to pay property taxes;

B. The constitutional requirements of due process and the takings clause and their impact on the property tax lien foreclosure process, including notice requirements to delinquent taxpayers and related entities that hold liens or mortgages to the property to which the foreclosure is being applied and conditions under which a government entity is or should be entitled to retain excess funds acquired through sale of property that has been acquired by foreclosure;

C. The role of the Maine Redevelopment Land Bank Authority, mortgage holders and other lienholders and the rights of each in the tax lien foreclosure process;

D. Whether the tax lien foreclosure process is or should be the same for both residential property and commercial property or whether differences are necessary or desirable;

E. The rights of former owners, commercial lenders or lienholders and government entities when property has been acquired for nonpayment of property tax and the government entity does not intend to sell the property; and

F. Whether a redemption period following foreclosure is necessary when the former owner has the right to reacquire the property, the statute of limitations on a former owner's ability to reacquire property or bring action to recover excess funds obtained by a government entity through foreclosure sale and the extent of the rights of subsequent purchasers.

5. Staff assistance. The State Tax Assessor shall provide necessary staffing services to the working group.

6. Provision of information to working group. The Department of Administrative and Financial Services, Maine Revenue Services shall provide to the working group information, consistent with the restrictions set forth in the Maine Revised Statutes, Title 36, section 191, that is requested by the working group.

7. Report. No later than January 15, 2024, the working group shall submit a report that includes its findings and recommendations, including suggested legislation, for presentation to the Second Regular Session of the 131st Legislature. The Joint Standing Committee on Taxation may report out legislation related to the report to the Second Regular Session.

Emergency clause. In view of the emergency cited in the preamble, this legislation takes effect when approved.

Expense detail report

WARRANT 16
AUGUST 7, 2023

ACCOUNT-----				CURRENT			UNEXPENDED
DATE	JRNL	DESC---	VENDOR-----	BUDGET	DEBITS	CREDITS	BALANCE
2500 - AUDIT SERVIC				8,650.00	0.00	0.00	8,650.00
0213 - CONTRAC SVCS				8,650.00	7,985.00	0.00	665.00
		Department..		8,650.00	7,985.00	0.00	665.00
2550 - ASSESS CONTR				25,000.00	0.00	0.00	25,000.00
0002 - (CARRY FWD)				500.00	500.00	0.00	0.00
0213 - CONTRAC SVCS				25,000.00	2,000.00	0.00	23,000.00
		Department..		25,500.00	2,500.00	0.00	23,000.00
3050 - SNOMBL REFD				0.00	0.00	0.00	0.00
0001 - APPROPRIATED				0.00	1,641.76	1,641.76	0.00
		Department..		0.00	1,641.76	1,641.76	0.00
3550 - EDA ELF RESE				0.00	0.00	0.00	0.00
0002 - (CARRY FWD)				5,415.39	0.00	0.00	5,415.39
0012 - DONATIONS				0.00	0.00	2,000.00	2,000.00
0198 - FOOD				0.00	844.00	0.00	-844.00
0203 - FUEL & GAS				0.00	0.00	200.00	200.00
0205 - SUPPLIES				0.00	328.80	0.00	-328.80
		Department..		5,415.39	1,172.80	2,200.00	6,442.59
4000 - AUB. PUB LIB				22,000.00	0.00	0.00	22,000.00
0213 - CONTRAC SVCS				22,000.00	0.00	0.00	22,000.00
		Department..		22,000.00	0.00	0.00	22,000.00
4025 - TWNWELL RES				0.00	0.00	0.00	0.00
0002 - (CARRY FWD)				11,998.95	0.00	0.00	11,998.95
0207 - DUES/SUBSCR				0.00	158.60	0.00	-158.60
0209 - POSTAGE				0.00	17.30	0.00	-17.30
0300 - LABOR				0.00	1,076.20	0.00	-1,076.20
0401 - TESTING				0.00	345.00	0.00	-345.00
0503 - FEES				0.00	0.00	7,237.15	7,237.15
7010 - PAYROLL TAX				0.00	89.97	0.00	-89.97
		Department..		11,998.95	1,687.07	7,237.15	17,549.03
5000 - OFF SALARIES				413,286.00	0.00	0.00	413,286.00
1000 - DEPUTYTREAS				40,225.00	21,890.18	0.00	18,334.82
1001 - CLK/TAX COLL				55,000.00	31,731.00	0.00	23,269.00
1002 - DEP CLERK				37,559.00	24,209.19	0.00	13,349.81

Expense detail report

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ACCOUNT-----				CURRENT			UNEXPENDED
DATE	JRNL	DESC---	VENDOR-----	BUDGET	DEBITS	CREDITS	BALANCE
5000 - OFF SALARIES CONT'D							
1003		ADMINISTRAT		72,842.00	42,024.30	0.00	30,817.70
1004		SELECTMEN		8,000.00	0.00	0.00	8,000.00
1005		ASSESSORS		150.00	0.00	0.00	150.00
1014		FIRE CHIEF		0.00	2,400.00	0.00	-2,400.00
7010		PAYROLL TAX		18,000.00	8,868.02	0.00	9,131.98
7020		HLTH INSUR		165,000.00	110,540.07	11,482.09	65,942.02
7021		VISION INS		0.00	733.85	702.84	-31.01
7025		DENTAL INSUR		5,600.00	5,525.75	2,328.55	2,402.80
7030		SIMPLE IRA		10,410.00	5,604.23	0.00	4,805.77
7035		AFLAC		0.00	568.38	675.15	106.77
7040		UNEMPLOYMENT		500.00	0.00	25.00	525.00
		Department..		413,286.00	254,094.97	15,213.63	174,404.66
5075 - CODE ENF/PLA							
0200		TELEPHONE		0.00	320.37	0.00	-320.37
0205		SUPPLIES		500.00	17.04	0.00	482.96
0207		DUES/SUBSCR		150.00	0.00	0.00	150.00
0208		STAFF TRAIING		500.00	25.00	0.00	475.00
0210		MLG/EXP REIM		1,500.00	636.23	0.00	863.77
0213		CONTRAC SVCS		5,000.00	0.00	0.00	5,000.00
0217		ADVERTISING		0.00	355.74	150.00	-205.74
1007		CODE ENFORCE		30,000.00	17,761.48	0.00	12,238.52
1016		ADDRESSING		15,000.00	100.00	0.00	14,900.00
7010		PAYROLL TAX		3,500.00	1,411.69	0.00	2,088.31
		Department..		56,150.00	20,627.55	150.00	35,672.45
5100 - T-O RESERVE							
0002		(CARRY FWD)		73.03	0.00	0.00	73.03
		Department..		73.03	0.00	0.00	73.03
5200 - TOWN INSUR							
0103		PROP/CASULTY		30,750.00	29,052.00	0.00	1,698.00
0106		WORKERS COMP		22,100.00	22,084.00	0.00	16.00
0301		FIRE FIGHTER		600.00	408.00	0.00	192.00
0303		VOLUNTEER		100.00	58.00	0.00	42.00

Expense detail report

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ALL Months

ACCOUNT-----				CURRENT			UNEXPENDED
DATE	JRNL	DESC---	VENDOR-----	BUDGET	DEBITS	CREDITS	BALANCE
5200 - TOWN INSUR CONT'D							
		Department..		53,550.00	51,602.00	0.00	1,948.00
5300 - T-O MAINT				34,050.00	0.00	0.00	34,050.00
				0200 - TELEPHONE	1,126.98	0.00	423.02
				0201 - ELECTRICITY	2,333.63	259.49	2,925.86
				0203 - FUEL & GAS	3,214.53	0.00	2,785.47
				0204 - REPAIRS	1,425.42	0.00	1,074.58
				0205 - SUPPLIES	2,872.40	0.00	1,127.60
				0206 - JANITORIAL	1,575.00	0.00	1,425.00
				0207 - DUES/SUBSCR	441.05	0.00	1,058.95
				0208 - STAFF TRAIING	793.00	0.00	1,207.00
				0209 - POSTAGE	938.10	62.00	3,623.90
				0210 - MLG/EXP REIM	60.00	60.00	0.00
				0212 - INSPECTIONS	922.25	0.00	77.75
				0213 - CONTRAC SVCS	2,929.12	0.00	70.88
		Department..		34,050.00	18,631.48	381.49	15,800.01
5350 - ELECT/MEET				8,550.00	0.00	0.00	8,550.00
				0198 - FOOD	231.70	0.00	-31.70
				0205 - SUPPLIES	27.92	0.00	77.08
				0209 - POSTAGE	0.00	0.00	400.00
				0213 - CONTRAC SVCS	2,788.07	0.00	1,691.93
				0217 - ADVERTISING	0.00	0.00	200.00
				1011 - ELEC CLERKS	1,623.75	0.00	1,241.25
				1012 - MODERATOR	250.00	0.00	50.00
		Department..		8,550.00	4,921.44	0.00	3,628.56
5400 - CEMETERY MAI				5,000.00	0.00	0.00	5,000.00
				0001 - APPROPRIATED	0.00	0.00	5,000.00
				0002 - (CARRY FWD)	0.00	0.00	7,315.21
				0205 - SUPPLIES	146.00	0.00	-146.00
				0213 - CONTRAC SVCS	3,704.87	0.00	-3,704.87
				0501 - DEED TRANS	63.00	0.00	-63.00
				0503 - FEES	0.00	25.00	25.00
				7046 - PLOT SALES	1,500.00	3,000.00	1,500.00

Expense detail report

ALL Accounts
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ACCOUNT-----				CURRENT			UNEXPENDED
DATE	JRNL	DESC---	VENDOR-----	BUDGET	DEBITS	CREDITS	BALANCE
5400 - CEMETERY MAI CONT'D							
		Department..		12,315.21	5,413.87	3,025.00	9,926.34
5650 - REC. DEPT RE							
				10,000.00	0.00	0.00	10,000.00
		0001 - APPROPRIATED		10,000.00	0.00	0.00	10,000.00
		0204 - REPAIRS		0.00	480.00	0.00	-480.00
		0213 - CONTRAC SVCS		0.00	90.00	0.00	-90.00
		Department..		10,000.00	570.00	0.00	9,430.00
5700 - ENRICHMENT							
				0.00	0.00	0.00	0.00
		0203 - FUEL & GAS		0.00	0.00	0.00	0.00
		Department..		0.00	0.00	0.00	0.00
6200 - COMMON RDS							
				255,500.00	0.00	0.00	255,500.00
		0205 - SUPPLIES		5,800.00	1,601.97	0.00	4,198.03
		0207 - DUES/SUBSCR		0.00	199.50	0.00	-199.50
		0208 - STAFF TRAING		1,000.00	25.00	0.00	975.00
		0212 - INSPECTIONS		0.00	510.50	0.00	-510.50
		0213 - CONTRAC SVCS		36,500.00	0.00	0.00	36,500.00
		0300 - LABOR		150,000.00	60,905.33	0.00	89,094.67
		0401 - TESTING		200.00	137.00	0.00	63.00
		0404 - MATERIALS		40,000.00	28,357.16	708.30	12,351.14
		0405 - TRUCKS- EQUI		10,000.00	2,592.75	0.00	7,407.25
		7010 - PAYROLL TAX		12,000.00	4,299.51	0.00	7,700.49
		Department..		255,500.00	98,628.72	708.30	157,579.58
6400 - WINTER RDS							
				345,000.00	0.00	0.00	345,000.00
		0205 - SUPPLIES		11,000.00	8,053.51	0.00	2,946.49
		0213 - CONTRAC SVCS		70,000.00	59,042.22	0.00	10,957.78
		0300 - LABOR		125,000.00	91,606.60	0.00	33,393.40
		0404 - MATERIALS		7,000.00	0.00	0.00	7,000.00
		0406 - SALT		82,000.00	65,761.33	0.00	16,238.67
		0407 - SAND		40,000.00	0.00	0.00	40,000.00
		7010 - PAYROLL TAX		10,000.00	6,648.32	0.00	3,351.68
		Department..		345,000.00	231,111.98	0.00	113,888.02
6500 - HWY EQ REP.							
				78,000.00	0.00	0.00	78,000.00
		0002 - (CARRY FWD)		0.00	0.00	0.00	0.00

Expense detail report

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ACCOUNT-----				CURRENT		UNEXPENDED	
DATE	JRNL	DESC---	VENDOR-----	BUDGET	DEBITS	CREDITS	BALANCE
6500 - HWY EQ REP. CONT'D							
0203 - FUEL & GAS				33,000.00	25,589.09	1,488.30	8,899.21
0204 - REPAIRS				31,000.00	12,779.55	66.97	18,287.42
0205 - SUPPLIES				9,000.00	7,410.36	0.00	1,589.64
0213 - CONTRAC SVCS				5,000.00	5,488.47	0.00	-488.47
		Department..		78,000.00	51,267.47	1,555.27	28,287.80
6600 - HWAY CAP EQ							
				0.00	0.00	0.00	0.00
0002 - (CARRY FWD)				0.00	0.00	11,599.90	11,599.90
0204 - REPAIRS				0.00	0.00	250.00	250.00
		Department..		0.00	0.00	11,849.90	11,849.90
6678 - 2022 PLOW TR							
				60,341.00	0.00	0.00	60,341.00
0002 - (CARRY FWD)				60,341.00	0.00	0.00	60,341.00
0214 - PRINCIP PMTS				60,341.00	51,216.62	0.00	9,124.38
		Department..		120,682.00	51,216.62	0.00	69,465.38
6700 - TOWN GARAGE							
				15,400.00	0.00	0.00	15,400.00
0200 - TELEPHONE				600.00	347.21	0.00	252.79
0201 - ELECTRICITY				3,500.00	2,429.79	1,310.24	2,380.45
0203 - FUEL & GAS				6,000.00	2,112.67	0.00	3,887.33
0204 - REPAIRS				2,400.00	0.00	0.00	2,400.00
0205 - SUPPLIES				2,000.00	2,370.46	0.00	-370.46
0206 - JANITORIAL				500.00	280.00	0.00	220.00
0212 - INSPECTIONS				400.00	0.00	0.00	400.00
0213 - CONTRAC SVCS				0.00	110.00	0.00	-110.00
		Department..		15,400.00	7,650.13	1,310.24	9,060.11
7000 - SOLID WASTE							
				62,600.00	0.00	0.00	62,600.00
0205 - SUPPLIES				600.00	560.12	0.00	39.88
0213 - CONTRAC SVCS				62,000.00	7,323.96	0.00	54,676.04
		Department..		62,600.00	7,884.08	0.00	54,715.92
7100 - COMM DAY RES							
				0.00	0.00	0.00	0.00
0002 - (CARRY FWD)				1,083.44	0.00	0.00	1,083.44
0012 - DONATIONS				0.00	0.00	100.00	100.00
0198 - FOOD				0.00	160.25	0.00	-160.25
0205 - SUPPLIES				0.00	433.74	0.00	-433.74

Expense detail report

ALL Accounts
ALL Months

ACCOUNT-----				CURRENT		UNEXPENDED	
DATE	JRNL	DESC---	VENDOR-----	BUDGET	DEBITS	CREDITS	BALANCE
7100 - COMM DAY RES CONT'D							
		Department..		1,083.44	593.99	100.00	589.45
7200 - GENL ASSIST				2,000.00	0.00	0.00	2,000.00
0001 - APPROPRIATED				2,000.00	0.00	0.00	2,000.00
0198 - FOOD				0.00	326.00	0.00	-326.00
0201 - ELECTRICITY				0.00	757.00	0.00	-757.00
0213 - CONTRAC SVCS				0.00	1,191.13	833.79	-357.34
		Department..		2,000.00	2,274.13	833.79	559.66
7300 - CONSER COMM				0.00	0.00	0.00	0.00
0002 - (CARRY FWD)				100.00	0.00	0.00	100.00
		Department..		100.00	0.00	0.00	100.00
7400 - STREET LTS				3,000.00	0.00	0.00	3,000.00
0201 - ELECTRICITY				3,000.00	1,505.13	0.00	1,494.87
		Department..		3,000.00	1,505.13	0.00	1,494.87
7700 - LEGAL FEES				10,000.00	0.00	0.00	10,000.00
0213 - CONTRAC SVCS				10,000.00	3,738.50	0.00	6,261.50
7050 - BOOKER				0.00	20,669.65	0.00	-20,669.65
7051 - BISSONNETTE				0.00	2,183.96	4,500.00	2,316.04
		Department..		10,000.00	26,592.11	4,500.00	-12,092.11
7810 - MMA DUES				3,800.00	0.00	0.00	3,800.00
0207 - DUES/SUBSCR				3,800.00	3,742.00	0.00	58.00
		Department..		3,800.00	3,742.00	0.00	58.00
7820 - AVCOG DUES				3,959.00	0.00	0.00	3,959.00
0207 - DUES/SUBSCR				3,959.00	3,958.30	0.00	0.70
		Department..		3,959.00	3,958.30	0.00	0.70
7830 - BROADBAND				0.00	0.00	0.00	0.00
0001 - APPROPRIATED				0.00	0.00	17,698.77	17,698.77
		Department..		0.00	0.00	17,698.77	17,698.77
7900 - COUNTY TAX				309,396.00	0.00	0.00	309,396.00
0213 - CONTRAC SVCS				309,396.00	0.00	0.00	309,396.00
		Department..		309,396.00	0.00	0.00	309,396.00
8000 - INTERDEPT				9,000.00	0.00	0.00	9,000.00
0196 - ONBOARDING				0.00	246.00	0.00	-246.00

Expense detail report

ALL Accounts
ALL Months

ACCOUNT-----				CURRENT			UNEXPENDED
DATE	JRNL	DESC---	VENDOR-----	BUDGET	DEBITS	CREDITS	BALANCE
8000 - INTERDEPT CONT'D							
0199		INTERNET		0.00	119.98	0.00	-119.98
0205		SUPPLIES		0.00	0.00	72.00	72.00
0207		DUES/SUBSCR		0.00	55.00	0.00	-55.00
0210		MLG/EXP REIM		1,500.00	288.58	0.00	1,211.42
0213		CONTRAC SVCS		4,500.00	4,115.56	612.92	997.36
0217		ADVERTISING		1,500.00	1,200.00	0.00	300.00
0401		TESTING		0.00	125.00	0.00	-125.00
0501		DEED TRANS		500.00	198.00	0.00	302.00
0502		LIENS		1,000.00	703.00	0.00	297.00
		Department..		9,000.00	7,051.12	684.92	2,633.80
8025 - IT SERVICES							
0002		(CARRY FWD)		22,292.00	0.00	0.00	22,292.00
0199		INTERNET		1,400.00	1,003.68	0.00	396.32
0200		TELEPHONE		3,500.00	1,629.63	0.00	1,870.37
0202		HARDWARE		5,000.00	27,240.19	0.00	-22,240.19
0205		SUPPLIES		2,000.00	1,448.73	0.00	551.27
0213		CONTRAC SVCS		5,000.00	2,800.00	0.00	2,200.00
0218		SOFTWARE LIC		4,500.00	2,063.90	0.00	2,436.10
		Department..		43,692.00	36,186.13	0.00	7,505.87
8026 - TRIO							
0213		CONTRAC SVCS		9,200.00	9,234.20	0.00	-34.20
		Department..		9,200.00	9,234.20	0.00	-34.20
8210 - HUMANE SOC							
0213		CONTRAC SVCS		3,928.00	3,928.00	0.00	0.00
		Department..		3,928.00	3,928.00	0.00	0.00
8220 - ANIMAL CTL							
0210		MLG/EXP REIM		600.00	214.17	0.00	385.83
0300		LABOR		3,000.00	1,500.00	0.00	1,500.00
7010		PAYROLL TAX		250.00	114.76	0.00	135.24
		Department..		3,850.00	1,828.93	0.00	2,021.07
8600 - EDUCATION							
0213		CONTRAC SVCS		0.00	1,350,875.12	0.00	-1,350,875.12

Expense detail report

ALL Accounts
ALL Months

ACCOUNT-----				CURRENT			UNEXPENDED
DATE	JRNL	DESC---	VENDOR-----	BUDGET	DEBITS	CREDITS	BALANCE
8600 - EDUCATION CONT'D							
		Department..		0.00	1,350,875.12	0.00	-1,350,875.12
9000 - MINOT FIRE							
				87,441.00	0.00	0.00	87,441.00
		0196 - ONBOARDING		0.00	1,463.00	0.00	-1,463.00
		0198 - FOOD		0.00	34.52	0.00	-34.52
		0200 - TELEPHONE		1,200.00	706.57	0.00	493.43
		0201 - ELECTRICITY		5,000.00	2,086.17	172.08	3,085.91
		0203 - FUEL & GAS		9,000.00	4,835.77	0.00	4,164.23
		0204 - REPAIRS		7,500.00	3,895.30	0.00	3,604.70
		0205 - SUPPLIES		2,500.00	116.83	0.00	2,383.17
		0207 - DUES/SUBSCR		500.00	225.00	0.00	275.00
		0208 - STAFF TRAIING		1,200.00	412.00	0.00	788.00
		0210 - MLG/EXP REIM		200.00	0.00	0.00	200.00
		0212 - INSPECTIONS		650.00	965.19	0.00	-315.19
		0213 - CONTRAC SVCS		15,641.00	15,712.25	0.00	-71.25
		0221 - RESCUE SUPP		500.00	1,825.88	0.00	-1,325.88
		0222 - RESCUE TRNG		500.00	0.00	0.00	500.00
		0223 - SAFETY EQUIP		5,000.00	3,015.88	0.00	1,984.12
		0224 - SAFETY REQ		2,500.00	2,504.35	0.00	-4.35
		0301 - FIRE FIGHTER		15,000.00	5,437.05	0.00	9,562.95
		0302 - PER DIEMS		15,000.00	8,193.44	0.00	6,806.56
		0401 - TESTING		0.00	2,725.60	0.00	-2,725.60
		1014 - FIRE CHIEF		3,000.00	0.00	0.00	3,000.00
		7010 - PAYROLL TAX		2,550.00	1,226.37	0.00	1,323.63
		Department..		87,441.00	55,381.17	172.08	32,231.91
9200 - FIRE DEPT CP							
				0.00	0.00	0.00	0.00
		0002 - (CARRY FWD)		7,031.39	0.00	0.00	7,031.39
		Department..		7,031.39	0.00	0.00	7,031.39
9250 - FD APP RES							
				0.00	0.00	0.00	0.00
		0002 - (CARRY FWD)		10,000.00	0.00	0.00	10,000.00
		0223 - SAFETY EQUIP		0.00	3,450.00	0.00	-3,450.00
		Department..		10,000.00	3,450.00	0.00	6,550.00
9300 - GRANT							
				0.00	0.00	0.00	0.00

Expense detail report

ALL Accounts

ALL Months

ACCOUNT-----				CURRENT			UNEXPENDED
DATE	JRNL	DESC---	VENDOR-----	BUDGET	DEBITS	CREDITS	BALANCE
9300 - GRANT CONT'D							
0002 - (CARRY FWD)				7,077.92	0.00	0.00	7,077.92
		Department..		7,077.92	0.00	0.00	7,077.92
9600 - DEBT SERVICE							
0600 - INTEREST				5,649.00	0.00	0.00	5,649.00
0608 - PRINC PMTS B				336,202.00	0.00	0.00	336,202.00
		Department..		341,851.00	0.00	0.00	341,851.00
Final Totals				2,395,130.33	2,325,207.27	69,262.30	139,185.36



TOWN OF MINOT

329 Woodman Hill Road
Minot, Maine 04258-0329

Tel: 1-207-345-3305

Fax: 1-207-346-0924

Clerk's Report

August 7th, 2023

Hello Selectmen,

Updates:

Board of Appeals:

Nothing to report on.

Planning Board:

Meeting on the 8th to introduce Alex to the Board and to review possible ordinance changes.

There are 3 possible applications pending for the September Meeting plus the solar farm should be back.

Derek Dube – Post office, Garage, and 376 Minot Ave.

Paul Laird - 369 Minot Ave. – storage and show room for Laird's HVAC

Peter Michalak – 347 Woodman Hill Rd – catalytic converter mobile recycling

Employee BBQ

Flyers were made and distributed. Requesting an RSVP with Danielle by today.

Deputy Clerk Position

3 interviews scheduled for last week and only 1 showed up.

Tax Commitment

I have been working on creating the tax bills and compiling the required information to complete commitment in Trio and to have the bills outsourced as soon as possible.

John at J.E. O'Donnell's asked me to call and work with him through tax commitment.

The 2023 Tax Maps are up on our website.

Inland Fisheries & Wildlife:

Boat Excise YTD: \$3,295.90

2 Boats

o done online.

0 Snowmobiles

4 ATVs

0 Game Licenses

The above amounts are as of 8/7/2023.

Vitals:

Vital orders as of 8/7

Reported to State semi-annually.

Birth Certificates- 2

Death Certificates- 1

Marriage Certificates- 2

Intentions- 1

Dogs:

None as of August 7th.

Building/ Plumbing Permits for 2023:

Building Permits: 34

Plumbing Permits: 17

Real Estate Taxes:

2021 taxes - \$15,528.62 for 9 accounts

11/9/2023 – 45-Day Notices (Should be the 10th but that is Veteran’s Day.)

12/26/2023 – 2021 Taxes Foreclose (Should be the 25th but that is Christmas.)

2022 taxes - \$40,346.50 for 30 accounts

2023 pre-payments - \$30,117.46 for 55 accounts

Total owed: \$55,875.12

Total Owed:7/24/2023: \$62,312.81

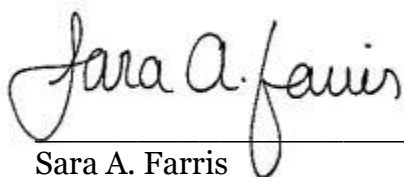
- \$6,437.69

Personal Property Taxes:

2022 - \$18.64 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	\$57,419.67	- \$5,974.98
AUG.	\$77,159.71	\$65,209.36	\$19,116.55	
SEPT.	\$70,632.04	\$69,727.87		
OCT.	\$50,817.13	\$54,012.11		
NOV.	\$41,312.77	\$50,624.95		
DEC.	\$45,494.20	\$45,564.33		
TOTAL	\$ 734,714.40	\$ 715,729.39	\$ 445,316.93	- \$270,412.46



Sara A. Farris
Clerk/ Tax Collector/ Voter Registrar



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
 - C. Danielle has talked to the rep from Fortin
2. Watch desk construction complete waiting for wiring (a little more IT)
3. New per Diem schedule (starting to work)
4. T5 replacement Budget \$73,000.00
5. Rescue tool scheduled for service
6. Ordered radio pagers

New business.

1. Handing out new t-shirts Wednesday
2. Delay starting junior program (need to finish SOP)
3. Started suppers before meetings and trainings
4. Community Day?
5. BLS folder update started (safety committee?)
6. Replaced both batteries in Squad 7 (would not start 2nd call Friday)
7. Squad Going to the garage Monday for front end issues
8. 2 Vendors have looked at pricing the additional insulation for central
9. Looks like I will have 5 people for basic EMT and 5 for basic fire school in September
10. IT other stations
11. Looking to start budget projections for the rest of this year and next
12. NIMS training for new hires required for federal grants

Other issues

1. New hires
2. Future full-time help (working on job description)



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



Dean Campbell
Fire Chief

James Allen, RNC, EMT
Rescue Chief



Full Time Fire Department Position Job Description

The ideal candidate should have the following minimum qualifications

1. Fire Fighter 1 and 2
2. Fire Science Degree
3. Maine basic EMT license
4. Fire Officer 1
5. 10 Year's experience
6. Experience on a volunteer fire service
7. Work to becoming a department officer
8. Willing to take on other town needs

Work responsibilities

1. Respond to all calls while on duty and whenever available
2. Available to work 40+hr per week
3. Monthly apparatus checks
4. Monthly equipment checks
5. Develop and run trainings
6. Monthly safety checks of all town buildings and the school
7. Keep BLS checks, SDS books, and trainings up to date
8. Grant writing
9. Cleaning and maintenance of all department buildings and equipment
10. Any other duties assigned by the chief
11. Work towards becoming fire chief



INTEROFFICE MEMO

To: Board of Selectmen

CC: Danielle Loring, Town Administrator

From: Scott Parker, Highway Director

RE: Highway Department (7/24 – 8/6/2023)

We have been fixing a few washouts but nothing major.

The grass is still keeping us busy mowing, sometimes twice a week.

I am talking to Raymond Public Works about the roadside mower, as their operator has gone to work somewhere else. I have asked if they will just rent the mower to us, and we operate it but he has not got back to me yet with an answer.