



## Town of Minot Selectmen Epacket

August 21, 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, August 21, 2023  
Meeting at 6:30pm  
Agenda\*

## REGULAR MEETING

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
  - a. August 7, 2023
4. Warrants
  - a. Payroll Expense Warrant
  - b. Treasurer's Warrant
5. Assessor's Business
  - a. Consideration of Approval for Abatement  
Edward R & Mary L Achorn  
Account # 574  
Map R16, Lot 006-002  
Administrative abatement for Elderly Tax Stabilization Credit
  - b. Consideration of Approval for Special Supplemental  
Angela Booker  
Account # 361  
Map R13, Lot 027  
To add a special Supplemental Bill on to the 2023 Tax Commitment per Maine Revenue Service (MRS)
6. New Business
  - a. Executive Session pursuant to Title 1 MRSA §405 (6)(c): Discussion of Future Property Acquisition
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. Wednesday, September 6, 2023 (Moved due to holiday)
12. Adjournment



# Town of Minot

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

Board of Selectmen Meeting  
Minot Town Office  
Monday, August 7<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
- Assessors:** Daniel Gilpatric, Lisa Cesare, and Brittany Hemond
- Staff:** Danielle Loring (Administrator), Sara Farris (Clerk), and Dean Campbell (Fire Chief)
- Public:** Jeffrey and Sarah Hill (Minot Residents)

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

**Motion:** Brittany Hemond made a motion to approve the Minutes from Monday, July 24<sup>th</sup>, 2023; second by Lisa Cesare.

**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 August 7<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 \$20,063.20 and the Treasurer's Warrant in the amount of \$257,042.77; second by Lisa Cesare.

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.

- The Watch Desk in almost complete and they are working on readjusting the space at the Fire Department.
- There is a new Per Diem schedule.
- The Members received Fire Department t-shirts.
- The SOP for the Junior Fire Fighter Program is almost complete.
- Chief Campbell asked if Minot was holding a Community Day this year so he could prepare, and Danielle answered that they will try to plan one for next year.
- The BLS binder is almost complete.
- Squad #7 needs some work. It wouldn't start and Dean had both batteries replaced. It also needs lower control arms, a pitman arm, and an alignment. The quote for the parts and labor comes to about \$1,800.00.
- They are working on getting insulation in the ceiling of Central Station.
- 5 members ready to attend a Basic EMT class and 5 ready to attend a Fire Fighter class.
- Still working on the IT projects at the other Stations.
- Dean has started working on the full time Fire Chief job description and provided a draft for the Selectmen to review and comment on. Danielle is also looking at full time Chief jobs on Maine Municipal Association and other job descriptions for the Town to help create the job description.
- Chief Campbell is looking to use the land at Orchard Station as a training area. This would involve cutting trees down so he would like to see if the lumber is worth anything.

*See attached report and other items for more information.*

Chief Campbell left the meeting.

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Board of Selectmen Meeting Minutes Dated August 7<sup>th</sup> 2023.

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

**5. New Business**

**a. Consideration and Approval for Private Drive Name Change**

**i. Leilani Drive to Rock Ridge Road**

Jeffrey and Sarah Hill, the owners of 20 Leilani Drive, were present at the meeting. Danielle explained that the Hills were looking to change their road name to Rock Ridge Road instead of Leilani Drive. Mrs. Hill asked if they had decided on a number and Danielle answered that the Code Officer had decided to give them the number 9 as they requested since they cannot subdivide the lot any further.

Motion: William Perry motioned to change 20 Leilani Drive to 9 Rock Ridge Road; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

Mrs. Hill asked what the next steps would entail, and Danielle answered that they would have to move their mailbox to the end of their road on Landon's Way and post their number on the mailbox. They would also have to purchase a blue sign with white letters clearly marking Rock Ridge Road as a private road.

Danielle will send the Hills the ordinance provisions to review.

Mr. and Mrs. Hill thanked the Selectmen and Danielle and left the meeting.

**b. Consideration and Approval of the FY2023 Mill Rate Setting**

Danielle Loring presented the Selectmen with 3 rate options, 9.90, 9.95, and 10.00 which is a .5, .10, and .15 increase from the 2022 rate.

Motion: Lisa Cesare motioned select a mill rate of 10.00 with an overlay of \$61,388.74; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

All Selectmen and Assessors present signed the 2023 Commitment paperwork with a mill rate of 10.00.

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

Board of Selectmen Meeting Minutes Dated August 7<sup>th</sup> 2023.

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

**c. Consideration and Review of the Tax Acquired Property Policy in Response to LD101**

*See attached LD101 for more information.*

Danielle explained that a Supreme Court case is the reason why LD101 was created. LD101 allows Maine towns and cities to only keep money from the sale of tax acquired properties that covers outstanding taxes, fines, 10 % of administrative fees, etc. as described in LD101. Any excess money collected must be returned to the previous owner. Danielle told the Selectmen she was going to update the current policy but wanted them to review the current policy in case there was anything else they wanted to change.

**6. Old Business**

**a. Consideration of Approval for 2023 Personnel Policy**

Not discussed

**7. Department Head Updates**

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

- Three possible applications pending for the 9/5/2023 Planning Board Meeting.
- Jordan DeVito was offered and accepted the Deputy Clerk position and starts on 9/11/2023.
- Will start working on tax commitment with John from O'Donnell's tomorrow morning.
- 45-Day Notices for the 2021 taxes will be mailed 11/9/2023 and if unpaid, will foreclose 12/26/2023. As of today, there are 9 accounts for 2021 that are not paid in full.
- Excise tax down about \$6,000.00 from July of 2022.  
*See attached report for more information.*

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

- Working on fixing washouts and mowing
- Checking into renting equipment for roadside mowing.  
*See attached report for more information.*

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

Board of Selectmen Meeting Minutes Dated August 7<sup>th</sup> 2023.

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

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

- Moving the Selectmen Meeting from 9/5/2023 to 9/6/2023 due to the number of applicants for the 9/5/2023 Planning Board Meeting.
- 8/14/2023 is the Employee and Family Appreciation BBQ.
- Danielle is due to have her review before the end of September. Lisa Cesare will try to prepare for the review by 9/18/2023.

**9. Selectmen Comment**

None

**9. Public Comment**

None, moved up in the meeting.

**10. Next Meeting Dates**

**a. Monday, August 21<sup>st</sup>, 2023**

Date acknowledged.

**11. Adjournment**

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

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 8:00 pm.

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Sara A. Farris - Clerk  
Recording Secretary

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Daniel Gilpartic – Chair

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Matthew Callahan

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Lisa Cesare – Vice Chair

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William Perry

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Brittany Hemond

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

Board of Selectmen Meeting Minutes Dated August 7<sup>th</sup> 2023.

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

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

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8/21/2023

TAX ABATEMENT

Achorn, Edward & Mary  
 40 Simion Road  
 Minot, ME 4258

Account:RE 574 Map/Lot: R16-006-002

Dear Achorn, Edward & Mary,

The Town of Minot has reviewed the 2023 assessed value of your Minot property. As a result of our review we have granted an abatement on Minot map lot R16-006-002  
 The reason(s) for the abatement are: The tax amount should have been stabilized.

The revised valuation and tax and the original valuation and tax are displayed in the table below

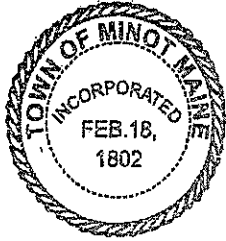
2023		2023 Revised	
Land	\$68,000	Land	\$68,000
Bldg	\$310,391	Bldg	\$310,391
Exempt	\$25,000	Exempt	\$25,000
Real Total	\$353,391	Real Total	\$348,090
Mil Rate	.01	Mil Rate	.01
Total Real Tax	\$3,533.91	Total Real Tax	\$3,480.90

We, the Minot Board of Assessors, have approved a tax abatement of \$ 53.01 in tax dollars on real estate.

Please contact our Assessors' Agent, John E. O'Donnell & Associates, if you have any question or concerns regarding this matter @ 207-926-4044.

Sincerely,

\_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_



# TOWN OF MINOT

329 Woodman Hill Road  
Minot, Maine 04258-0329

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

## CERTIFICATE OF SUPPLEMENTAL COMMITMENT SPECIAL TAX ASSESSMENT DUE TO LEGAL ACTION

Trio Acct # 361  
R13-027  
Angela Booker  
516 Brighton Hill Rd.  
Minot, ME 04258

To Sara Farris, the collector of the Municipality of Minot, aforesaid.

Herewith are committed to you true list of the assessments of the estates of the persons wherein named: you are to levy and collect the same of each one his respective amount, therein set down, of the sum total of \$19,062.68 (being the amount of the list herein), according to the tenor of the foregoing warrant.

Given under our hands this 7<sup>th</sup> day of August, 2023.

You are to pay to Danielle Loring, the Treasurer of your Municipality, or to their successor in office, the taxes herein committed, paying on the last day of each month all money collected by you, and you are to complete and make an account of your collection of the whole sum on or before August 8<sup>th</sup>, 2024.

In case of neglect of any person to pay the sum required by said list until after September 6, 2023; you will add interest to so much thereof as to remains unpaid at a rate of 8% per annum, commencing September 7, 2023 to the payment, and collect the same with the tax remaining unpaid.

Given under our hands as provided by legal vote of the Municipality and warrants received pursuant to the laws of the State of Maine, this 7<sup>th</sup> Day of August, 2023

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assessors of Minot, Maine

ASSESSORS' CERTIFICATION OF SUPPLEMENTAL  
ASSESSMENT

SPECIAL TAX ASSESSMENT DUE TO LEGAL ACTION

We hereby certify that the pages herein, numbered from 1 to 1 inclusive, contain a list and valuation of estates real and personal, liable to taxation in the Municipality of Minot for State, County, District, and Municipal taxes for the year A.D. 2022 as existed on the first day of April of said year.

In witness thereof, we have hereunto set our hands at Minot, this 7<sup>th</sup> day of August 2023

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Assessors of Minot, Maine



You are to pay to DANIELLE LORING, the municipal treasurer, or to any successor in office, the taxes herewith committed, paying on the last day of each month all money collected by you, and you are to complete and make an account of your collections of the whole sum on or before 08/08/2023 (mm/dd/yyyy).

In case of the neglect of any person to pay the sum required by said list until after 12/15/2023 (mm/dd/yyyy); you will add interest to so much thereof as remains unpaid at the rate of 8 % percent per annum, commencing 12/16/2023 (mm/dd/yyyy) to the time of payment, and collect the same with the tax remaining unpaid.

Given under our hands, as provided by a legal vote of the Municipality and warrants received pursuant to the laws of the State of Maine, this 08/07/2023 (mm/dd/yy).

\_\_\_\_\_ Municipal Assessor(s) of: MINOT  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATE OF COMMITMENT**

To SARA FARRIS, the Tax Collector of the municipality of MINOT, aforesaid.

Herewith are committed to you true lists of the assessments of the estates of the persons wherein named; you are to levy and collect the same, of each one their respective amount, therein set down, of the sum total of \$ 3,386,057.09 (being the amount of the lists contained herein), according to the tenor of the foregoing warrant.

Given under our hands this AUGUST 7TH 2023 (mm/dd/yy).

\_\_\_\_\_ municipal assessor(s) of: MINOT  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

File the original certificate with the tax collector. File a copy in the commitment book.

**AFFIDAVIT CORRECTING LOCAL GOVERNMENT RECORD**

**(5 M.R.S.A. ss 95-B)**

**BEING THE ASSESSORS AND SELECTMEN FOR The Town of Minot being duly sworn, deposes and says as follows:**

**We are the assessors of Minot, Maine and we are responsible for the preparation of 2023 property tax commitment which is a local government record within the scope of 5 M.R.S.A.ss 95 et seq.**

**On August 7<sup>th</sup>, 2023, we prepared the 2023 Assessors' certification of assessment and warrant, certification of commitment and certificate of assessment to be returned to municipal treasurer.**

**It has come to our attention that said record contains an error in the assessment of**

**Angela Booker**

**R13-027**

**516 Brighton Hill Rd.**

**\$19,062.68**

**A special tax assessment committed due to a legal matter involving the property.**

**These corrections are stated on the attached revised assessors certification of assessment, municipal tax assessment warrant, certificate of commitment and certificate of assessment to be returned to the municipal treasurer dated August 21<sup>st</sup> 2023.**

**The correction(s) are as follows:**

**\$19,062.68 will be added to line #13**

**We make this affidavit in order to correct the errors or omissions identified above.**

**Date: August 21<sup>st</sup>, 2023**

**Signatures:**

**printed name**

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**STATE OF MAINE**

**COUNTY of Androscoggin, ss.**

**Personally appeared before me the above-named assessors, who swore that the facts recited in the foregoing affidavit are true to his/her own knowledge or were stated to be on information and belief he/she has such information and believes it to be true and reliable, and who executed the same in my presence.**

**DATE August 21<sup>st</sup> 2023**

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**(SEAL)**

**(Notary Public/Attorney)**

**My commission expires 09/25/2028**

**PRINTED NAME** \_\_\_\_\_

## Expense detail report

Warrant #17

08/21/2023

ACCOUNT-----				CURRENT			UNEXPENDED
DATE	JRNL	DESC---	VENDOR-----	BUDGET	DEBITS	CREDITS	BALANCE
2500 - AUDIT SERVIC				8,650.00	0.00	0.00	8,650.00
<b>0213 - CONTRAC SVCS</b>				<b>8,650.00</b>	<b>7,985.00</b>	<b>0.00</b>	<b>665.00</b>
		<b>Department..</b>		<b>8,650.00</b>	<b>7,985.00</b>	<b>0.00</b>	<b>665.00</b>
2550 - ASSESS CONTR				25,000.00	0.00	0.00	25,000.00
<b>0002 - (CARRY FWD)</b>				<b>500.00</b>	<b>500.00</b>	<b>0.00</b>	<b>0.00</b>
<b>0213 - CONTRAC SVCS</b>				<b>25,000.00</b>	<b>2,000.00</b>	<b>0.00</b>	<b>23,000.00</b>
		<b>Department..</b>		<b>25,500.00</b>	<b>2,500.00</b>	<b>0.00</b>	<b>23,000.00</b>
3050 - SNOMBL REFD				0.00	0.00	0.00	0.00
<b>0001 - APPROPRIATED</b>				<b>0.00</b>	<b>1,641.76</b>	<b>1,641.76</b>	<b>0.00</b>
		<b>Department..</b>		<b>0.00</b>	<b>1,641.76</b>	<b>1,641.76</b>	<b>0.00</b>
3550 - EDA ELF RESE				0.00	0.00	0.00	0.00
<b>0002 - (CARRY FWD)</b>				<b>5,415.39</b>	<b>0.00</b>	<b>0.00</b>	<b>5,415.39</b>
<b>0012 - DONATIONS</b>				<b>0.00</b>	<b>0.00</b>	<b>2,000.00</b>	<b>2,000.00</b>
<b>0198 - FOOD</b>				<b>0.00</b>	<b>844.00</b>	<b>0.00</b>	<b>-844.00</b>
<b>0203 - FUEL &amp; GAS</b>				<b>0.00</b>	<b>0.00</b>	<b>200.00</b>	<b>200.00</b>
<b>0205 - SUPPLIES</b>				<b>0.00</b>	<b>328.80</b>	<b>0.00</b>	<b>-328.80</b>
		<b>Department..</b>		<b>5,415.39</b>	<b>1,172.80</b>	<b>2,200.00</b>	<b>6,442.59</b>
4000 - AUB. PUB LIB				22,000.00	0.00	0.00	22,000.00
<b>0213 - CONTRAC SVCS</b>				<b>22,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>22,000.00</b>
		<b>Department..</b>		<b>22,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>22,000.00</b>
4025 - TWNWELL RES				0.00	0.00	0.00	0.00
<b>0002 - (CARRY FWD)</b>				<b>11,998.95</b>	<b>0.00</b>	<b>0.00</b>	<b>11,998.95</b>
<b>0204 - REPAIRS</b>				<b>0.00</b>	<b>22,415.00</b>	<b>0.00</b>	<b>-22,415.00</b>
<b>0207 - DUES/SUBSCR</b>				<b>0.00</b>	<b>158.60</b>	<b>0.00</b>	<b>-158.60</b>
<b>0209 - POSTAGE</b>				<b>0.00</b>	<b>28.10</b>	<b>0.00</b>	<b>-28.10</b>
<b>0300 - LABOR</b>				<b>0.00</b>	<b>1,076.20</b>	<b>376.20</b>	<b>-700.00</b>
<b>0401 - TESTING</b>				<b>0.00</b>	<b>345.00</b>	<b>0.00</b>	<b>-345.00</b>
<b>0503 - FEES</b>				<b>0.00</b>	<b>0.00</b>	<b>7,237.15</b>	<b>7,237.15</b>
<b>7010 - PAYROLL TAX</b>				<b>0.00</b>	<b>89.97</b>	<b>0.00</b>	<b>-89.97</b>
		<b>Department..</b>		<b>11,998.95</b>	<b>24,112.87</b>	<b>7,613.35</b>	<b>-4,500.57</b>
5000 - OFF SALARIES				413,286.00	0.00	0.00	413,286.00
<b>1000 - DEPUTYTREAS</b>				<b>40,225.00</b>	<b>21,890.18</b>	<b>0.00</b>	<b>18,334.82</b>
<b>1001 - CLK/TAX COLL</b>				<b>55,000.00</b>	<b>33,846.40</b>	<b>0.00</b>	<b>21,153.60</b>

## Expense detail report

ALL Accounts  
ALL Months

ACCOUNT-----				CURRENT			UNEXPENDED
DATE	JRNL	DESC---	VENDOR-----	BUDGET	DEBITS	CREDITS	BALANCE
5000 - OFF SALARIES CONT'D							
1002 - DEP CLERK				37,559.00	25,520.94	0.00	12,038.06
1003 - ADMINISTRAT				72,842.00	44,825.92	0.00	28,016.08
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	9,334.64	0.00	8,665.36
7020 - HLTH INSUR				165,000.00	122,162.70	12,222.87	55,060.17
7021 - VISION INS				0.00	834.87	748.40	-86.47
7025 - DENTAL INSUR				5,600.00	6,279.01	2,528.77	1,849.76
7030 - SIMPLE IRA				10,410.00	5,915.76	0.00	4,494.24
7035 - AFLAC				0.00	678.42	699.39	20.97
7040 - UNEMPLOYMENT				500.00	0.00	25.00	525.00
		Department..		413,286.00	273,688.84	16,224.43	155,821.59
5075 - CODE ENF/PLA							
0200 - TELEPHONE				0.00	375.36	0.00	-375.36
0205 - SUPPLIES				500.00	50.34	0.00	449.66
0207 - DUES/SUBSCR				150.00	0.00	0.00	150.00
0208 - STAFF TRAIING				500.00	60.00	0.00	440.00
0210 - MLG/EXP REIM				1,500.00	693.35	0.00	806.65
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	19,150.77	807.73	11,656.96
1016 - ADDRESSING				15,000.00	100.00	0.00	14,900.00
7010 - PAYROLL TAX				3,500.00	1,535.62	0.00	1,964.38
		Department..		56,150.00	22,321.18	957.73	34,786.55
5100 - T-O RESERVE							
0002 - (CARRY FWD)				0.00	0.00	0.00	0.00
		Department..		73.03	0.00	0.00	73.03
		Department..		73.03	0.00	0.00	73.03
5200 - TOWN INSUR							
0103 - PROP/CASULTY				53,550.00	0.00	0.00	53,550.00
0106 - WORKERS COMP				30,750.00	29,052.00	0.00	1,698.00
0301 - FIRE FIGHTER				22,100.00	22,084.00	2,339.00	2,355.00
				600.00	408.00	0.00	192.00

### Expense detail report

ALL Accounts

ALL Months

ACCOUNT-----				CURRENT			UNEXPENDED
DATE	JRNL	DESC---	VENDOR-----	BUDGET	DEBITS	CREDITS	BALANCE
<b>5200 - TOWN INSUR CONT'D</b>							
<b>0303 - VOLUNTEER</b>				<b>100.00</b>	<b>58.00</b>	<b>0.00</b>	<b>42.00</b>
		<b>Department..</b>		<b>53,550.00</b>	<b>51,602.00</b>	<b>2,339.00</b>	<b>4,287.00</b>
<b>5300 - T-O MAINT</b>							
<b>0198 - FOOD</b>				<b>0.00</b>	<b>581.74</b>	<b>0.00</b>	<b>-581.74</b>
<b>0200 - TELEPHONE</b>				<b>1,550.00</b>	<b>1,313.98</b>	<b>0.00</b>	<b>236.02</b>
<b>0201 - ELECTRICITY</b>				<b>5,000.00</b>	<b>2,825.29</b>	<b>259.49</b>	<b>2,434.20</b>
<b>0203 - FUEL &amp; GAS</b>				<b>6,000.00</b>	<b>3,214.53</b>	<b>0.00</b>	<b>2,785.47</b>
<b>0204 - REPAIRS</b>				<b>2,500.00</b>	<b>2,495.32</b>	<b>0.00</b>	<b>4.68</b>
<b>0205 - SUPPLIES</b>				<b>4,000.00</b>	<b>2,893.50</b>	<b>0.00</b>	<b>1,106.50</b>
<b>0206 - JANITORIAL</b>				<b>3,000.00</b>	<b>1,800.00</b>	<b>0.00</b>	<b>1,200.00</b>
<b>0207 - DUES/SUBSCR</b>				<b>1,500.00</b>	<b>491.05</b>	<b>0.00</b>	<b>1,008.95</b>
<b>0208 - STAFF TRAING</b>				<b>2,000.00</b>	<b>873.00</b>	<b>0.00</b>	<b>1,127.00</b>
<b>0209 - POSTAGE</b>				<b>4,500.00</b>	<b>2,084.10</b>	<b>112.00</b>	<b>2,527.90</b>
<b>0210 - MLG/EXP REIM</b>				<b>0.00</b>	<b>60.00</b>	<b>60.00</b>	<b>0.00</b>
<b>0212 - INSPECTIONS</b>				<b>1,000.00</b>	<b>1,137.25</b>	<b>0.00</b>	<b>-137.25</b>
<b>0213 - CONTRAC SVCS</b>				<b>3,000.00</b>	<b>3,078.12</b>	<b>0.00</b>	<b>-78.12</b>
<b>0218 - SOFTWARE LIC</b>				<b>0.00</b>	<b>162.00</b>	<b>0.00</b>	<b>-162.00</b>
		<b>Department..</b>		<b>34,050.00</b>	<b>23,009.88</b>	<b>431.49</b>	<b>11,471.61</b>
<b>5350 - ELECT/MEET</b>							
<b>0198 - FOOD</b>				<b>200.00</b>	<b>231.70</b>	<b>0.00</b>	<b>-31.70</b>
<b>0205 - SUPPLIES</b>				<b>105.00</b>	<b>27.92</b>	<b>0.00</b>	<b>77.08</b>
<b>0209 - POSTAGE</b>				<b>400.00</b>	<b>0.00</b>	<b>0.00</b>	<b>400.00</b>
<b>0213 - CONTRAC SVCS</b>				<b>4,480.00</b>	<b>2,788.07</b>	<b>0.00</b>	<b>1,691.93</b>
<b>0217 - ADVERTISING</b>				<b>200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>200.00</b>
<b>1011 - ELEC CLERKS</b>				<b>2,865.00</b>	<b>1,623.75</b>	<b>0.00</b>	<b>1,241.25</b>
<b>1012 - MODERATOR</b>				<b>300.00</b>	<b>250.00</b>	<b>0.00</b>	<b>50.00</b>
		<b>Department..</b>		<b>8,550.00</b>	<b>4,921.44</b>	<b>0.00</b>	<b>3,628.56</b>
<b>5400 - CEMETERY MAI</b>							
<b>0001 - APPROPRIATED</b>				<b>5,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>
<b>0002 - (CARRY FWD)</b>				<b>7,315.21</b>	<b>0.00</b>	<b>0.00</b>	<b>7,315.21</b>
<b>0205 - SUPPLIES</b>				<b>0.00</b>	<b>146.00</b>	<b>0.00</b>	<b>-146.00</b>
<b>0213 - CONTRAC SVCS</b>				<b>0.00</b>	<b>3,704.87</b>	<b>0.00</b>	<b>-3,704.87</b>

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ACCOUNT-----				CURRENT			UNEXPENDED
DATE	JRNL	DESC---	VENDOR-----	BUDGET	DEBITS	CREDITS	BALANCE
5400 - CEMETERY MAI CONT'D							
0501 - DEED TRANS				0.00	84.00	0.00	-84.00
0503 - FEES				0.00	0.00	25.00	25.00
7046 - PLOT SALES				0.00	1,800.00	3,600.00	1,800.00
		Department..		12,315.21	5,734.87	3,625.00	10,205.34
5650 - REC. DEPT RE							
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	135.00	0.00	-135.00
		Department..		10,000.00	615.00	0.00	9,385.00
5700 - ENRICHMENT							
0203 - FUEL & GAS				0.00	0.00	0.00	0.00
		Department..		0.00	0.00	0.00	0.00
6200 - COMMON RDS							
0205 - SUPPLIES				255,500.00	0.00	0.00	255,500.00
0207 - DUES/SUBSCR				5,800.00	1,803.18	0.00	3,996.82
0208 - STAFF TRAIING				0.00	199.50	0.00	-199.50
0212 - INSPECTIONS				1,000.00	25.00	0.00	975.00
0213 - CONTRAC SVCS				0.00	510.50	0.00	-510.50
0300 - LABOR				36,500.00	0.00	0.00	36,500.00
0401 - TESTING				150,000.00	68,847.39	0.00	81,152.61
0404 - MATERIALS				200.00	199.00	0.00	1.00
0405 - TRUCKS- EQUI				40,000.00	31,529.23	708.30	9,179.07
7010 - PAYROLL TAX				10,000.00	2,592.75	0.00	7,407.25
		Department..		12,000.00	4,859.12	0.00	7,140.88
		Department..		255,500.00	110,565.67	708.30	145,642.63
6400 - WINTER RDS							
0205 - SUPPLIES				345,000.00	0.00	0.00	345,000.00
0213 - CONTRAC SVCS				11,000.00	8,053.51	0.00	2,946.49
0300 - LABOR				70,000.00	59,042.22	0.00	10,957.78
0404 - MATERIALS				125,000.00	91,606.60	0.00	33,393.40
0406 - SALT				7,000.00	0.00	0.00	7,000.00
0407 - SAND				82,000.00	65,761.33	0.00	16,238.67
7010 - PAYROLL TAX				40,000.00	0.00	0.00	40,000.00
				10,000.00	6,648.32	0.00	3,351.68

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6400 - WINTER RDS CONT'D							
		<b>Department..</b>		<b>345,000.00</b>	<b>231,111.98</b>	<b>0.00</b>	<b>113,888.02</b>
6500 - HWY EQ REP.				78,000.00	0.00	0.00	78,000.00
<b>0002 - (CARRY FWD)</b>				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>0203 - FUEL &amp; GAS</b>				<b>33,000.00</b>	<b>25,589.09</b>	<b>1,488.30</b>	<b>8,899.21</b>
<b>0204 - REPAIRS</b>				<b>31,000.00</b>	<b>13,531.11</b>	<b>66.97</b>	<b>17,535.86</b>
<b>0205 - SUPPLIES</b>				<b>9,000.00</b>	<b>8,079.19</b>	<b>0.00</b>	<b>920.81</b>
<b>0213 - CONTRAC SVCS</b>				<b>5,000.00</b>	<b>5,488.47</b>	<b>0.00</b>	<b>-488.47</b>
		<b>Department..</b>		<b>78,000.00</b>	<b>52,687.86</b>	<b>1,555.27</b>	<b>26,867.41</b>
6600 - HWAY CAP EQ				0.00	0.00	0.00	0.00
<b>0002 - (CARRY FWD)</b>				<b>11,725.90</b>	<b>0.00</b>	<b>11,599.90</b>	<b>23,325.80</b>
<b>0204 - REPAIRS</b>				<b>0.00</b>	<b>0.00</b>	<b>250.00</b>	<b>250.00</b>
		<b>Department..</b>		<b>11,725.90</b>	<b>0.00</b>	<b>11,849.90</b>	<b>23,575.80</b>
6678 - 2022 PLOW TR				60,341.00	0.00	0.00	60,341.00
<b>0002 - (CARRY FWD)</b>				<b>60,341.00</b>	<b>0.00</b>	<b>0.00</b>	<b>60,341.00</b>
<b>0214 - PRINCIP PMTS</b>				<b>60,341.00</b>	<b>51,216.62</b>	<b>0.00</b>	<b>9,124.38</b>
		<b>Department..</b>		<b>120,682.00</b>	<b>51,216.62</b>	<b>0.00</b>	<b>69,465.38</b>
6700 - TOWN GARAGE				15,400.00	0.00	0.00	15,400.00
<b>0200 - TELEPHONE</b>				<b>600.00</b>	<b>399.40</b>	<b>0.00</b>	<b>200.60</b>
<b>0201 - ELECTRICITY</b>				<b>3,500.00</b>	<b>2,783.99</b>	<b>1,310.24</b>	<b>2,026.25</b>
<b>0203 - FUEL &amp; GAS</b>				<b>6,000.00</b>	<b>2,112.67</b>	<b>0.00</b>	<b>3,887.33</b>
<b>0204 - REPAIRS</b>				<b>2,400.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,400.00</b>
<b>0205 - SUPPLIES</b>				<b>2,000.00</b>	<b>3,119.18</b>	<b>0.00</b>	<b>-1,119.18</b>
<b>0206 - JANITORIAL</b>				<b>500.00</b>	<b>320.00</b>	<b>0.00</b>	<b>180.00</b>
<b>0212 - INSPECTIONS</b>				<b>400.00</b>	<b>0.00</b>	<b>0.00</b>	<b>400.00</b>
<b>0213 - CONTRAC SVCS</b>				<b>0.00</b>	<b>155.00</b>	<b>0.00</b>	<b>-155.00</b>
		<b>Department..</b>		<b>15,400.00</b>	<b>8,890.24</b>	<b>1,310.24</b>	<b>7,820.00</b>
7000 - RECYCLING				62,600.00	0.00	0.00	62,600.00
<b>0205 - SUPPLIES</b>				<b>600.00</b>	<b>560.12</b>	<b>0.00</b>	<b>39.88</b>
<b>0213 - CONTRAC SVCS</b>				<b>62,000.00</b>	<b>7,455.96</b>	<b>0.00</b>	<b>54,544.04</b>
		<b>Department..</b>		<b>62,600.00</b>	<b>8,016.08</b>	<b>0.00</b>	<b>54,583.92</b>
7100 - COMM DAY RES				0.00	0.00	0.00	0.00
<b>0002 - (CARRY FWD)</b>				<b>1,083.44</b>	<b>0.00</b>	<b>0.00</b>	<b>1,083.44</b>

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7100 - COMM DAY RES CONT'D							
		<b>0012 - DONATIONS</b>		0.00	0.00	120.00	120.00
		<b>0198 - FOOD</b>		0.00	160.25	0.00	-160.25
		<b>0205 - SUPPLIES</b>		0.00	433.74	0.00	-433.74
		Department..		1,083.44	593.99	120.00	609.45
7200 - GENL ASSIST							
		<b>0001 - APPROPRIATED</b>		2,000.00	0.00	0.00	2,000.00
		<b>0198 - FOOD</b>		0.00	326.00	0.00	-326.00
		<b>0201 - ELECTRICITY</b>		0.00	757.00	0.00	-757.00
		<b>0213 - CONTRAC SVCS</b>		0.00	1,191.13	833.79	-357.34
		Department..		2,000.00	2,274.13	833.79	559.66
7300 - CONSER COMM							
		<b>0002 - (CARRY FWD)</b>		0.00	0.00	0.00	0.00
		Department..		100.00	0.00	0.00	100.00
		Department..		100.00	0.00	0.00	100.00
7400 - STREET LTS							
		<b>0201 - ELECTRICITY</b>		3,000.00	0.00	0.00	3,000.00
		Department..		3,000.00	1,762.78	0.00	1,237.22
		Department..		3,000.00	1,762.78	0.00	1,237.22
7700 - LEGAL FEES							
		<b>0213 - CONTRAC SVCS</b>		10,000.00	0.00	0.00	10,000.00
		<b>7050 - BOOKER</b>		10,000.00	3,738.50	0.00	6,261.50
		<b>7051 - BISSONNETTE</b>		0.00	20,669.65	0.00	-20,669.65
		<b>7051 - BISSONNETTE</b>		0.00	2,605.76	4,500.00	1,894.24
		Department..		10,000.00	27,013.91	4,500.00	-12,513.91
7810 - MMA DUES							
		<b>0207 - DUES/SUBSCR</b>		3,800.00	0.00	0.00	3,800.00
		Department..		3,800.00	3,742.00	0.00	58.00
		Department..		3,800.00	3,742.00	0.00	58.00
7820 - AVCOG DUES							
		<b>0207 - DUES/SUBSCR</b>		3,959.00	0.00	0.00	3,959.00
		Department..		3,959.00	3,958.30	0.00	0.70
		Department..		3,959.00	3,958.30	0.00	0.70
7830 - BROADBAND							
		<b>0001 - APPROPRIATED</b>		0.00	0.00	0.00	0.00
		Department..		0.00	0.00	17,698.77	17,698.77
		Department..		0.00	0.00	17,698.77	17,698.77
7900 - COUNTY TAX							
		<b>0213 - CONTRAC SVCS</b>		309,396.00	0.00	0.00	309,396.00
		Department..		309,396.00	309,396.00	0.00	0.00

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7900 - COUNTY TAX CONT'D							
		<b>Department..</b>		<b>309,396.00</b>	<b>309,396.00</b>	<b>0.00</b>	<b>0.00</b>
7950 - OVERLAY				0.00	0.00	0.00	0.00
<b>0001 - APPROPRIATED</b>				<b>61,388.74</b>	<b>0.00</b>	<b>0.00</b>	<b>61,388.74</b>
		<b>Department..</b>		<b>61,388.74</b>	<b>0.00</b>	<b>0.00</b>	<b>61,388.74</b>
8000 - INTERDEPT				9,000.00	0.00	0.00	9,000.00
<b>0196 - ONBOARDING</b>				<b>0.00</b>	<b>246.00</b>	<b>0.00</b>	<b>-246.00</b>
<b>0199 - INTERNET</b>				<b>0.00</b>	<b>119.98</b>	<b>0.00</b>	<b>-119.98</b>
<b>0205 - SUPPLIES</b>				<b>0.00</b>	<b>0.00</b>	<b>72.00</b>	<b>72.00</b>
<b>0207 - DUES/SUBSCR</b>				<b>0.00</b>	<b>55.00</b>	<b>0.00</b>	<b>-55.00</b>
<b>0210 - MLG/EXP REIM</b>				<b>1,500.00</b>	<b>288.58</b>	<b>0.00</b>	<b>1,211.42</b>
<b>0213 - CONTRAC SVCS</b>				<b>4,500.00</b>	<b>4,927.43</b>	<b>612.92</b>	<b>185.49</b>
<b>0217 - ADVERTISING</b>				<b>1,500.00</b>	<b>1,200.00</b>	<b>0.00</b>	<b>300.00</b>
<b>0401 - TESTING</b>				<b>0.00</b>	<b>125.00</b>	<b>0.00</b>	<b>-125.00</b>
<b>0501 - DEED TRANS</b>				<b>500.00</b>	<b>198.00</b>	<b>0.00</b>	<b>302.00</b>
<b>0502 - LIENS</b>				<b>1,000.00</b>	<b>798.00</b>	<b>0.00</b>	<b>202.00</b>
		<b>Department..</b>		<b>9,000.00</b>	<b>7,957.99</b>	<b>684.92</b>	<b>1,726.93</b>
8025 - IT SERVICES				21,400.00	0.00	0.00	21,400.00
<b>0002 - (CARRY FWD)</b>				<b>22,292.00</b>	<b>0.00</b>	<b>0.00</b>	<b>22,292.00</b>
<b>0199 - INTERNET</b>				<b>1,400.00</b>	<b>853.06</b>	<b>0.00</b>	<b>546.94</b>
<b>0200 - TELEPHONE</b>				<b>3,500.00</b>	<b>2,181.30</b>	<b>0.00</b>	<b>1,318.70</b>
<b>0202 - HARDWARE</b>				<b>5,000.00</b>	<b>27,240.19</b>	<b>0.00</b>	<b>-22,240.19</b>
<b>0205 - SUPPLIES</b>				<b>2,000.00</b>	<b>1,448.73</b>	<b>0.00</b>	<b>551.27</b>
<b>0213 - CONTRAC SVCS</b>				<b>5,000.00</b>	<b>3,070.00</b>	<b>0.00</b>	<b>1,930.00</b>
<b>0218 - SOFTWARE LIC</b>				<b>4,500.00</b>	<b>2,793.90</b>	<b>0.00</b>	<b>1,706.10</b>
		<b>Department..</b>		<b>43,692.00</b>	<b>37,587.18</b>	<b>0.00</b>	<b>6,104.82</b>
8026 - TRIO				9,200.00	0.00	0.00	9,200.00
<b>0213 - CONTRAC SVCS</b>				<b>9,200.00</b>	<b>9,234.20</b>	<b>0.00</b>	<b>-34.20</b>
		<b>Department..</b>		<b>9,200.00</b>	<b>9,234.20</b>	<b>0.00</b>	<b>-34.20</b>
8210 - HUMANE SOC				3,928.00	0.00	0.00	3,928.00
<b>0213 - CONTRAC SVCS</b>				<b>3,928.00</b>	<b>3,928.00</b>	<b>0.00</b>	<b>0.00</b>
		<b>Department..</b>		<b>3,928.00</b>	<b>3,928.00</b>	<b>0.00</b>	<b>0.00</b>
8220 - ANIMAL CTL				3,850.00	0.00	0.00	3,850.00

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<b>8220 - ANIMAL CTL CONT'D</b>							
<b>0210 - MLG/EXP REIM</b>				<b>600.00</b>	<b>411.32</b>	<b>0.00</b>	<b>188.68</b>
<b>0300 - LABOR</b>				<b>3,000.00</b>	<b>1,500.00</b>	<b>0.00</b>	<b>1,500.00</b>
<b>7010 - PAYROLL TAX</b>				<b>250.00</b>	<b>114.76</b>	<b>0.00</b>	<b>135.24</b>
		<b>Department..</b>		<b>3,850.00</b>	<b>2,026.08</b>	<b>0.00</b>	<b>1,823.92</b>
<b>8600 - EDUCATION</b>							
<b>0213 - CONTRAC SVCS</b>				<b>2,377,988.02</b>	<b>1,556,297.70</b>	<b>0.00</b>	<b>821,690.32</b>
		<b>Department..</b>		<b>2,377,988.02</b>	<b>1,556,297.70</b>	<b>0.00</b>	<b>821,690.32</b>
<b>9000 - MINOT FIRE</b>							
<b>0196 - ONBOARDING</b>				<b>0.00</b>	<b>4,542.00</b>	<b>0.00</b>	<b>-4,542.00</b>
<b>0198 - FOOD</b>				<b>0.00</b>	<b>394.21</b>	<b>0.00</b>	<b>-394.21</b>
<b>0200 - TELEPHONE</b>				<b>1,200.00</b>	<b>814.56</b>	<b>0.00</b>	<b>385.44</b>
<b>0201 - ELECTRICITY</b>				<b>5,000.00</b>	<b>2,568.19</b>	<b>172.08</b>	<b>2,603.89</b>
<b>0203 - FUEL &amp; GAS</b>				<b>9,000.00</b>	<b>4,835.77</b>	<b>0.00</b>	<b>4,164.23</b>
<b>0204 - REPAIRS</b>				<b>7,500.00</b>	<b>5,298.70</b>	<b>0.00</b>	<b>2,201.30</b>
<b>0205 - SUPPLIES</b>				<b>2,500.00</b>	<b>843.42</b>	<b>0.00</b>	<b>1,656.58</b>
<b>0207 - DUES/SUBSCR</b>				<b>500.00</b>	<b>225.00</b>	<b>0.00</b>	<b>275.00</b>
<b>0208 - STAFF TRAING</b>				<b>1,200.00</b>	<b>412.00</b>	<b>0.00</b>	<b>788.00</b>
<b>0210 - MLG/EXP REIM</b>				<b>200.00</b>	<b>170.07</b>	<b>0.00</b>	<b>29.93</b>
<b>0212 - INSPECTIONS</b>				<b>650.00</b>	<b>965.19</b>	<b>0.00</b>	<b>-315.19</b>
<b>0213 - CONTRAC SVCS</b>				<b>15,641.00</b>	<b>30,702.50</b>	<b>0.00</b>	<b>-15,061.50</b>
<b>0221 - RESCUE SUPP</b>				<b>500.00</b>	<b>1,825.88</b>	<b>0.00</b>	<b>-1,325.88</b>
<b>0222 - RESCUE TRNG</b>				<b>500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>
<b>0223 - SAFETY EQUIP</b>				<b>5,000.00</b>	<b>3,015.88</b>	<b>0.00</b>	<b>1,984.12</b>
<b>0224 - SAFETY REQ</b>				<b>2,500.00</b>	<b>2,868.75</b>	<b>0.00</b>	<b>-368.75</b>
<b>0301 - FIRE FIGHTER</b>				<b>15,000.00</b>	<b>5,662.77</b>	<b>0.00</b>	<b>9,337.23</b>
<b>0302 - PER DIEMS</b>				<b>15,000.00</b>	<b>10,057.04</b>	<b>0.00</b>	<b>4,942.96</b>
<b>0401 - TESTING</b>				<b>0.00</b>	<b>2,725.60</b>	<b>0.00</b>	<b>-2,725.60</b>
<b>1014 - FIRE CHIEF</b>				<b>3,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,000.00</b>
<b>7010 - PAYROLL TAX</b>				<b>2,550.00</b>	<b>1,357.43</b>	<b>0.00</b>	<b>1,192.57</b>
		<b>Department..</b>		<b>87,441.00</b>	<b>79,284.96</b>	<b>172.08</b>	<b>8,328.12</b>
<b>9200 - FIRE DEPT CP</b>							
<b>0002 - (CARRY FWD)</b>				<b>7,031.39</b>	<b>0.00</b>	<b>0.00</b>	<b>7,031.39</b>

### Expense detail report

ALL Accounts

ALL Months

ACCOUNT----- DATE	JRNL	DESC---	VENDOR-----	CURRENT BUDGET	DEBITS	CREDITS	UNEXPENDED BALANCE
9200 - FIRE DEPT CP CONT'D							
		<b>Department..</b>		<b>7,031.39</b>	<b>0.00</b>	<b>0.00</b>	<b>7,031.39</b>
9250 - FD APP RES				0.00	0.00	0.00	0.00
<b>0002 - (CARRY FWD)</b>				<b>10,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,000.00</b>
<b>0223 - SAFETY EQUIP</b>				<b>0.00</b>	<b>3,450.00</b>	<b>0.00</b>	<b>-3,450.00</b>
		<b>Department..</b>		<b>10,000.00</b>	<b>3,450.00</b>	<b>0.00</b>	<b>6,550.00</b>
9300 - GRANT				0.00	0.00	0.00	0.00
<b>0002 - (CARRY FWD)</b>				<b>7,077.92</b>	<b>0.00</b>	<b>0.00</b>	<b>7,077.92</b>
		<b>Department..</b>		<b>7,077.92</b>	<b>0.00</b>	<b>0.00</b>	<b>7,077.92</b>
9600 - DEBT SERVICE				341,851.00	0.00	0.00	341,851.00
<b>0600 - INTEREST</b>				<b>5,649.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,649.00</b>
<b>0608 - PRINC PMTS B</b>				<b>336,202.00</b>	<b>0.00</b>	<b>0.00</b>	<b>336,202.00</b>
		<b>Department..</b>		<b>341,851.00</b>	<b>0.00</b>	<b>0.00</b>	<b>341,851.00</b>
9900 - ARPA				0.00	0.00	0.00	0.00
<b>0202 - HARDWARE</b>				<b>0.00</b>	<b>30,200.00</b>	<b>0.00</b>	<b>-30,200.00</b>
<b>0224 - SAFETY REQ</b>				<b>0.00</b>	<b>6,050.00</b>	<b>0.00</b>	<b>-6,050.00</b>
		<b>Department..</b>		<b>0.00</b>	<b>36,250.00</b>	<b>0.00</b>	<b>-36,250.00</b>
<b>Final Totals</b>				<b>4,846,232.99</b>	<b>2,966,551.31</b>	<b>74,466.03</b>	<b>1,954,147.71</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

August 21<sup>st</sup>, 2023

Hello Selectmen,

### **Updates:**

#### Board of Appeals:

Derek Dube may have to go to the BOA before the Planning Board.

#### Planning Board:

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

#### Deputy Clerk Position

Jordan starts on 9/11 and I will be working on getting her set up in the various systems so on the 11<sup>th</sup> she has access to her accounts.

#### Tax Commitment

The 2023 tax bills were mailed, and residents have started paying them.

#### Closed 9/13

Danielle, Alex, Jordan, Mac, and I are taking a Mental Health First Aid class in Augusta. This class will help us work with residents with mental health and substance use issues.

#### 11/7 State Referendum Election

Absentee Requests are available. We have 1 so far.

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

Boat Excise YTD: \$3,360.90

7 Boats

o done online.

0 Snowmobiles

13 ATVs

2 Game Licenses

*The above amounts are as of 8/21/2023.*

### **Vitals:**

Vital Requests as of 8/21

Reported to State semi-annually.

Birth Certificates- 4

Death Certificates- 2

Marriage Certificates- 5

Intentions- 2

**Dogs:**

None as of August 21<sup>st</sup>.

**Building/ Plumbing Permits for 2023:**

Building Permits: 38

Plumbing Permits: 18

**Real Estate Taxes:**

2021 taxes - \$15,560.23 for 9 accounts

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

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

2022 taxes - \$35,511.84 for 26 accounts

2023 taxes - \$3,205,335.02 for 1388 accounts

2024 pre-payments - \$2,387.36

Total owed: \$3,256,407.09

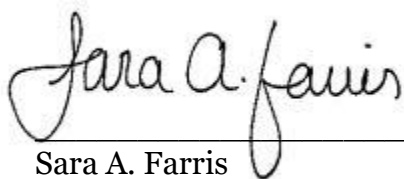
**Personal Property Taxes:**

2022 - \$18.67 on 1 account

2023 - \$11,010.00 on 32 accounts

**Excise Tax:**

<b><u>MONTH</u></b>	<b><u>2021</u></b>	<b><u>2022</u></b>	<b><u>2023</u></b>	<b><u>+/-</u></b>
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	\$48,519.19	- \$16,690.17
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>	\$ 734,714.40	\$ 715,719.57	\$ 474,719.57	- \$241,000.00



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. Highland pond needs cleaning
  - C. 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. Issued radio pagers
7. Working on BLS folder and reviewing SDS

New business.

1. Everyone fit tested for SCBA
2. Started junior program (SOP attached)
3. EVOC training on Sept. 13<sup>th</sup>-14<sup>th</sup> and 16<sup>th</sup>
4. Going to the garage Monday for front end issues
5. 2 Vendors have looked at pricing the additional insulation for central
6. Basic fire school starting September 12<sup>th</sup> (class if free to the town)
7. IT other stations
8. Looking to start budget projections for the rest of this year and next
9. NIMS training for new hires required for federal grants
10. Would like permission to start removing trees behind Orchard station to develop training ground. Do we need survey?



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



Dean Campbell  
Fire Chief

Dale Doughty EMT  
Deputy Chief



**Junior Firefighter/EMT Program Standard Operating Procedures**

Updated 8/9/2023

**Purpose:** Minot fire department has established a program where student 15 to 18 can explore the field of public safety through a junior firefighter/EMT program where they will learn through a program of classroom and practical training. Students will learn under the guidance and mentorship of trained advisors.

**Policy:** This policy is designed to create a formal agreement between the student and the Minot fire department, to establish expectations, provide clear rules, and regulations for the students in the junior firefighter/EMT program.

**Definitions:**

**Advisor/instructor-** The person responsible for the overseeing the Minot junior program.

**Associate Advisor-** A Minot member designated by the chief or advisor to assist the advisor.

**Junior firefighter/EMT-** The general term to any person between 25 and 28 years of age who meet the requirements set forth in this policy

**Fire Chief-** The leader of the fire department responsible for overseeing the fire department.

**Maine Bureau of Labor-** The state department that ensures the department follows all state and federal laws around health and safety.

**Officer-** Appointed fire department supervisors in the rank of Chief, Deputy Chief, Captain, or Lieutenant.

**Senior Member-** Any person over the age of 18 in good standing with the Minot fire department

**MFD-** Minot Fire Rescue

**Membership Requirements:**

Candidates must live in Minot or within 1 mile of the town border

Candidates must be between the ages of 15 and 18 years of age

Candidates must provide their own transportation

Candidates must maintain passing school grades above a "D" in order to remain active in the program.

Candidates must attend 75% of all meetings and trainings unless excused by the advisor.

Candidates parent or guardian must agree to arrange transportation for the student and to actively support and participate in the program.

Candidate must have parent/guardian sign a consent form to participate in this program by signing the attached agreement.

**Procedures:**

A. Junior Firefighter Responsibilities

1. The use of drugs, alcohol, or tobacco is prohibited by law and any candidate found to be in violation will be suspended in till the matter is resolved or terminated from the program.
2. All candidates shall abide by these policies and all others of the MFD, MBL, and Maine Fire Training Institute.
3. Candidates must be supervised by at least 2 senior members at all trainings, meetings, and emergency calls. If proper supervision is not available it is the responsibility of the candidate to leave the station or event.

B. Advisor responsibilities

1. Make sure the candidate and parent/guardian has read and signed the SOP and agreement.
2. Ensure the student receives training in the junior program.
3. Resolves any disputes that cannot be resolved by the student and other members.
4. Ensure the program guidelines are followed and reviewed annually.

C. MFD officer and member respectabilities

1. Oversee the welfare and actions of the student on all emergency calls, trainings, events, and station maintenance.
2. If the scene is deemed unsafe, they shall direct the student to remain by the apparatus until the scene is deemed safe.
3. Help the student become familiar with equipment and facilities.
4. Initiate Critical Incident Stress Debriefing (CISD) or other assistance if there is a need to ensure the physical and phycological wellbeing of the student and other members.
5. Discuss with the advisor any issues or concerns regarding the students' performance or attitude.

D. Probationary Period

1. All Student are considered probationary members while they are less than 16 years of age and for the first 180 days of enrollment in the program regardless of age. To become a regular member they must be 16 years of age and completed the probationary period to continue in the program.
2. Probationary members are ineligible for emergency response activities but must attend meetings, trainings, and other non-hazardous activities.

E. Uniforms

1. Uniforms shall consist of clean MFD tee shirt or work shirt, comfortable enclosed shoes, and clean appropriate pants.
2. Uniforms will be worn at all time during meetings, trainings, and when representing the department
3. Remember while wearing department issued uniforms you represent the Town of Minot.

F. Personal Protective Equipment

- PPE shall be provided by MFD at no charge to the student and consist of the following
1. Helmet with shield or safety glasses
  2. Protective hood

3. Turnout coat and pants
4. Structural fire boots
5. Gloves
6. It is the respectability of the student to keep their PPE in serviceable condition. Any missing issued equipment is the responsibility of the student and must reimburse the department for the cost.

G. Training

1. Student shall participate in 75% of regularly scheduled meetings and trainings held each year.
2. Student must complete a department orientation prior to participation in any fire ground activities.

H. Emergency Response

Students who are at least 16 years of age and have completed probation may respond to emergency between 07:00 and 22:00 on school nights and 00:00 hrs any other nights. Members will release students as soon as possible on school nights.

1. Students shall not drive or operate emergency vehicles
2. Students are to respond to the station for emergencies and ride on the apparatus if possible. In cases where all the apparatus has left the station prior to the student arrival, they may remain at the station for supervision to arrive.
3. At no time shall a student arrive first on scene of any incident.
4. Students must respond to the station in their own personal vehicle. Student may not use a red light of any kind and must obey all motor vehicle laws. Any student found in violation of these laws will face discipline up to and including termination from the program.
5. Students who are at least 16 years old and have completed the probationary period are permitted to ride on emergency vehicles with the consent of the officer or senior member on the truck. At no time will the student take the place of a senior member who is available to respond.

Students are not to respond to the following incidents

1. Motor vehicle collisions on the interstate
2. Traumatic motor vehicle accidents
3. Situations involving decapitation, amputation, or involving classmates, friends, teachers, or family members
4. Suicides or attempted suicides
5. Unattended deaths
6. Hazardous material incidents
7. Domestic violence calls or any violent issue calls
8. Mutual aid calls
  - a. Senior member or officer shall determine students' qualifications to respond

I. On-scene Procedures as Outlined by MBLs

Students who have completed probation and are under the age of 18 years **MAY**

1. Perform search and rescue activities, other than structural firefighting
2. Ride as a passenger in the cab of a fire truck or other emergency vehicle.
3. With proper training fight ground fires except when crown fires are possible when directly supervised by senior member

4. Ride as an observer on EMS call and perform patient care if licensed in the presence of and under the supervision of a licensed EMS department member.
5. Participate in fire department support functions at emergency scenes. This could include setting up engines, assisting in water supply, participate in rehab, and other support functions that do not expose the student to hazardous areas and atmospheres.
6. Pick up fire hose and clean up at the fire scene after it has been declared safe by the incident commander.
7. Enter the structure only after the structure has been deemed safe by the incident commander and accompanied by a senior member.
8. Operate a fire pump outside the hot zone at the direction of the incident commander.
9. Use a pressurized fire hose if properly trained and under the direction of the incident commander or senior member outside the hot zone.

Students who have completed probation and are under 18 years of age shall **NOT**

1. Perform fire suppression involving structures, vehicles, or wildfires, accept ground fires not involving standing timber or participate in activities at the scene of an accident involving fire unless they are performing support functions from outside the hot zone.
2. Drive fire department vehicles
3. Respond with red lights in personal vehicles.
4. Perform firefighting overhaul activities
5. Respond to hazmat calls
6. Perform any activity involving SCBA other than training.
7. Participate in extrication activities at any vehicular accident involving fire or extraction activities.
8. Respond to water rescues involving boats.
9. Respond to ice rescue call except for rehab
10. Perform traffic control activities which include spotting apparatus.

J. Outside trainings

1. Any outside trainings must be approved by the fire chief and with the signed permission of the student's parent/guardian.

K. Discipline

1. Any violation of this or any other MFD policy by a student shall be cause for disciplinary action up and including termination from the program. In the event a student is subject of disciplinary action at school, the student shall report it to the advisor immediately. The student shall be placed on suspension for the duration of the school's discipline. If student fails to notify the advisor of disciplinary action by the school the suspension from the program will be double the school's action. Repeated disciplinary actions at school may result in longer suspension or dismissal from the program.

**Minot Fire Rescue Junior Firefighter/ EMS Agreement**

I, (Print your Name) \_\_\_\_\_ have read and agree to abide by the junior firefighter/EMS program to the best of my ability and consent to participate in junior firefighter/EMS program. I understand there are inherent risks in fire and emergency medical services and that all efforts shall be made by the department, its members, and by me to mitigate those risks. I agree to participate in Minot Fire Department meetings, trainings, and events. If I have questions I will ask my advisor, officer, or senior member. I further understand that my participation in this program is a privilege, and I serve at the pleasure of the department, and the fire chief may terminate this agreement and remove me from the program without notice in the event of a violation of any rules and regulations.

Student Signature \_\_\_\_\_

---

I, (Parent/guardian name) \_\_\_\_\_ have read and understand the rules of the program and inherent risk in public safety activities. I agree to assist my child with transportation and to participate as a advisor as able. If I have any questions I will ask my child, the advisor, or the fire chief. I hereby give consent for my juvenile child to participate in the Minot junior firefighter/EMS program.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

---

Student Advisor \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

---

Fire chief Signature \_\_\_\_\_ Date \_\_\_\_\_

# Skelton Taintor & Abbott

ATTORNEYS AT LAW

Darcie P. L. Beaudin  
Ronald L. Bissonnette  
Grady R. Burns  
Braden M. Clement  
Dylan J. Cox

Daniel A. D'Auteuil, Jr.  
Amy Dieterich  
David R. Dubord  
Alexander J. Mihalov

Sarah C. Mitchell  
William K. Skelton  
Theodore Small  
James F. Pross

August 14, 2023

## VIA E-MAIL & U.S MAIL

Danielle Loring, Town Administrator - [admin@minotme.org](mailto:admin@minotme.org)  
Town of Minot  
329 Woodman Hill Road  
Minot, ME 04258

## **RE: My Transition to a New Firm**

Dear Danielle:

I am writing to formally let you know that I have made the decision to leave my law practice at Skelton Taintor & Abbott, to join my wife, Mia Poliquin Pross, at her law firm, the Elder Law Office of Kienitz & Pross. The past six years at Skelton Taintor & Abbott have been rewarding and fulfilling. I have truly enjoyed the opportunity to get to know and work with so many wonderful people. My decision to leave my partnership and the law practice I have developed over the last nineteen years was not an easy one, as I will miss my clients and the family that I found at Skelton Taintor & Abbott.

With that being offered, I am excited to begin working with Mia at her office starting on October 2<sup>nd</sup>. Since attending law school together, we have long daydreamed about having our own family firm. Attorney Kienitz is looking toward retirement and Mia would like me to join her. They say, "timing is everything." At the Elder Law Office of Kienitz & Pross, I will exclusively be practicing elder law, primarily consisting of estate planning, long term care planning, and related probate work. This means that I won't be taking any of my existing clients with me.

When we spoke last week, I advised you of my plan to transfer your files to the care of my partner Attorney Ted Small and to our associate, Attorney Grady Burns. You indicated verbally that you would like to stay with Skelton Taintor & Abbott and I know that these two can provide quality representation to the Town going forward. While the Booker matter is still open, it seems that with the special assessment going out last week, this is coming to a resolution. There is a chance that she could appeal the assessment, but we will see. I will still be here if she does that in a timely fashion. But, I want to make sure that the file is in the care of Ted Small and Grady Burns after I leave at the end of September, should you make the election to stay with STA. If any new matter comes up in the future, after I have left, you can reach out directly to Ted Small and he will be able to assist you. He will assign work to Grady Burns as needed. I have the upmost confidence that the roster of legal talent at Skelton Taintor & Abbott and know that they can continue to meet the legal needs of Minot after my departure and for years to come.

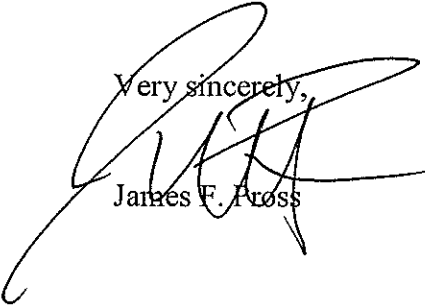
Enclosed is a simple form that I ask you to complete, sign, and return indicating how you would like to proceed. **Please return the completed form to my office no later than September 15<sup>th</sup>.** A return envelope is also enclosed.

Page 2

Thank you for allowing me to serve as the counsel to Minot for the past five (almost six) years. It has truly been my pleasure. The faith that you and the Board have put in me over our years together is truly meaningful to me and I will miss working with you, Danielle.

Do not hesitate to contact me with any questions.

Very sincerely,

  
James F. Pross

Enc.

**File:**

**Town of Minot, General Counsel**

\_\_\_\_\_ Please transition the Booker file to Attorneys Small and Burns for handling under We will reach out to one of them if something comes up. I expect that I will reach out to Ted Small or Grady Burns moving forward, as needed. I acknowledge that making this selection does not prevent the Town from seeking alternative counsel in any matter that may arise.

\_\_\_\_\_ I have contacted the following law firm/attorney who has agreed to take over representation of the Town in regard to the Booker matter. Please coordinate transferring that file to the attorney identified below:

\_\_\_\_\_  
Name of lawyer, address, and phone number

Please handle my file in accordance with my decision above.

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Signature



## MAINE MUNICIPAL ASSOCIATION

### *Risk Management Services*

60 Community Drive  
P.O. Box 9109  
Augusta, Maine 04332-9109

### **Telephone No.**

(207) 626-5583  
(800) 590-5583 Maine Only  
Fax No. (207) 626-0513

*\$ 2,537,000/*

**DATE:** August 1, 2023

**TO:** Members of the Workers Compensation Fund and the Property & Casualty Pool

**FROM:** Michelle Pelletier, CPCU, AU  
Director, Risk Management Services

**RE:** Dividend Payments

We are pleased to announce that the Board of Trustees of the **MMA Workers Compensation Fund** voted at its May 17, 2023, meeting to allow a total dividend of no more than \$725,000 to the members of the Fund who meet the established criteria. Continuing members whose 2022 contributions are greater than \$25,000 annually, whose 2022 loss ratio is less than 40% and whose three-year loss ratio is less than 75% will receive a 3.61% dividend. Continuing members whose 2022 contributions are less than \$25,000 annually and whose loss ratio is less than 50% for the three years ending December 31, 2022, will also receive a 3.61% dividend. All losses are valued as of June 30, 2023.

The Board of Directors of the **MMA Property & Casualty Pool** voted at its May 17, 2023, meeting to allow a dividend of no more than \$600,000 to current members of the Pool who meet the established criteria. To earn a dividend, a member must have a loss ratio of 50% or less for the qualifying year of July 1, 2021, to July 1, 2022, calculated and valued as of June 30, 2023. Continuing members whose participation began on July 1, 2017, or prior will earn a 5.09% dividend and members who joined after July 2, 2017, will receive a 4.09% dividend.

Cost savings are realized in providing services to members who participate in both the Property & Casualty Pool and the Workers Compensation Fund. In recognition of the savings, both boards voted to add 1% to the dividends for each program for members who qualify and earn a dividend. If you are among the members who participate in both the Workers Compensation Fund and the Property & Casualty Pool, and you earned a dividend for either or both programs, an additional 1% has been included in the calculation.

Your entity has played a big part in making the Workers Compensation Fund and the Property & Casualty Pool successful programs through good risk management and sound loss prevention. Each of the respective boards are pleased with the results of these programs and thanks you for your support and continued participation.

We encourage you to use the enclosed press release to announce the results of your successful risk management activities and good loss experience to your community. If you have any questions about the dividend or any of the Risk Management Services programs, please call me at 1-800-590-5583.

**PRESS RELEASE**  
**For Immediate Release**

Municipal officials are pleased to announce that the Town of Minot has received a \$2,339 dividend check from the Maine Municipal Association because of its good performance and loss prevention programs.

The Maine Municipal Association offers three self-funded pools for municipal and quasi-public entities in Maine: The Workers Compensation Fund formed in 1978, the Property & Casualty Pool formed in 1987 and the Unemployment Compensation Fund formed in 1978.

The programs are overseen by governing boards of elected and appointed municipal officials. At its May meeting, the board approved another dividend distribution. Actual allocation and eligibility are based on the individual member's own loss experience. Michelle Pelletier, Director of Risk Management Services for MMA, said more than 82% of program participants received a dividend this year for their good risk management practices and favorable loss experience.

This year the Workers Compensation Fund has distributed almost **\$725,000** in dividends to participants and the Property and Casualty Pool has paid dividends of nearly **\$600,000**, for total payments of just over \$1.3 million returned directly to MMA members.

Maine Municipal Association has been paying dividends since 1997, the two programs have returned over **\$27 million** to participating members. For more information about any of the MMA Risk Management Services programs, including online training programs and other services, check the offerings on their website at [www.memun.org](http://www.memun.org) and click on the Risk Management Services link, or call 1-800-590-5583.