



Town of Minot Selectmen Epacket
September 6, 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
Wednesday, September 6, 2023
Meeting at 6:30pm
Agenda*

REGULAR MEETING

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
 - a. August 21, 2023
4. Warrants
 - a. Payroll Expense Warrant
 - b. Treasurer's Warrant
 - c. Review & Approval of Check Reconciliation for July
5. New Business
 - a. Community Resilience Partnership Informational Meeting – Zachary Gosselin, AVCOG
 - b. Update regarding RSU 16 Task Force from Mr. Robert Klar, Minot's Community Representative member.
 - c. Discussion and Approval of the FY2024 Budget Calendar
6. Department Head Updates
 - a. Clerk's Report
 - b. Highway Report
 - c. Fire Department Report
7. Town Administrator's Report
8. Selectmen Comment
9. Public Comment (3-minute limit) – Items in public comment may be scheduled for a future meeting to provide for Board consideration and public notice
10. Next Meeting Dates
 - a. Monday, September 18, 2023
11. Adjournment



Town of Minot

329 Woodman Hill Rd.
Minot, ME 04258
207-345-3305
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Board of Selectmen Meeting
Minot Town Office
Monday, August 21st, 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)

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, August 7th, 2023

Motion: Brittany Hemond made a motion to approve the Minutes from Monday, August 7th, 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 21st 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 \$19,449.47 and the Treasurer's Warrant in the amount of \$397,811.65; second by Brittany Hemond.

Discussion: Danielle Loring stated that the Treasurer's Warrant included the County Tax payment.

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.

- There is a plan in place for the Fortin Drive dry hydrant, but they are waiting until the ground is dryer.
- The Fire Department held a fit testing of the SCBAs.
- There is a date set for EVOC Training.
- Basic Fire Training starting on September 12th.
- The Squad SUV is still being worked on.

Dean discussed some budget items for the remainder of the FY as shown in the attached memo. He is continuing to investigate different grant and funding options to help reduce the budget. The items that he has been working on are to get the Department up to par and caught up.

Dean has also been working at Orchard Station to get the grass growing and looking nice again. He is also looking to develop the remaining 5 acres of the lot into a training area. This would involve clearing the 5 acres. Danielle asked if permits were needed to clear the 5 acres and to put in a fire pond. Daniel Gilpatric answered no to cutting the trees because it is less than 10 acres. Dean was not sure on the fire pond, but he would look into it. Lisa Cesare voiced her concern with the lot being in the Taylor Brook Watershed and Danielle agreed.

Motion: William Perry made a motion to allow Danielle to work with Garrett McCarferty to clear the 5 acres at Orchard Station; second by Matthew Callahan

Discussion: Danielle Loring was going to look into any potential issues with the the Taylor Brook Watershed before moving forward.

Vote: Unanimous Approval (5/0)

See attached report and other items for more information.

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Board of Selectmen Meeting Minutes Dated August 21st 2023.

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Chief Campbell left the meeting.

5. Assessor's Business

a. Consideration of Approval for Abatement

Edward & Mary Achorn

Account # 574

Map R16, Lot 006-002

Danielle explained that this account should have been Stabilized and was missed.

Motion: Lisa Cesare made a motion to approve the abatement for Mr. & Mrs. Achorn in the amount of \$53.01; second by Matthew Callahan

Discussion: None

Vote: Unanimous Approval (5/0)

All Assessors signed the abatement paperwork.

b. Consideration of Approval for Special Supplemental

Angela Booker

Account # 361

Map R13, Lot 027

Danielle explained that this is to collect the fees owed from an ongoing legal matter.

Motion: Lisa Cesare made a motion to approve the special supplemental for Mrs. Booker in the amount of \$19,062.68; second by Willaim Perry

Discussion: None

Vote: Unanimous Approval (5/0)

All Assessors signed the supplemental paperwork.

6. New Business

a. Executive Session Pursuant to Title 1 M RSA 405 (6)(C): Discission of Future Property Acquisition

Motion: Brittany Hemond motioned to enter executive session at 7:32 pm; second by Willaim Perry

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen entered the executive session.

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Board of Selectmen Meeting Minutes Dated August 21st 2023.

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Motion: Lisa Cesare motioned to exit executive session at 8:00 pm;
second by Willaim Perry

Discussion: None

Vote: Unanimous Approval (5/0)

7. Department Head Updates

a. Clerks Report submitted and read by Clerk Sara Farris

- Jordan DeVito starts on 9/11 and Sara is working on getting everything set up for her.
- Tax bills have been mailed and residents have started to pay them.
- The Office is closed 9/13 for a Mental Health First Aid Class in Augusta. Danielle explained that this class will help staff better facilitate residents with mental disabilities and substance use issues.
- Absentee requests are available for the 11/7 State Election.
- Excise tax for August is down \$16,690.17 but there is still about 2 weeks left in the month to collect.

See attached report for more information.

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

No report submitted. Mr. Parker is out for the day.

8. Town Administrator's Report Presented by Danielle Loring

- James Pross, the Town's Attorney, is leaving Skelton Taintor & Abbott. Danielle recommends that the Selectmen stay with Skelton Taintor & Abbott and move forward with Attorney Grady Burns. The Selectmen agree with Danielle's recommendation.
- \$2,334 in Worker's Compensation dividends was received today. Minot received this money due to its successful risk management activities and good loss experience.
- Danielle explained check reconciliation to the Selectmen. Since the Deputy Treasurer position is currently vacant Danielle would like the Selectmen to approve her work at the end of each month. The Selectmen agree that is good practice for the time being and would like it added to the agenda when needed.

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Board of Selectmen Meeting Minutes Dated August 21st 2023.

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9. Selectmen Comment

None

9. Public Comment

None

10. Next Meeting Dates

a. Wednesday, September 6th, 2023

Date acknowledged.

Moved due to the Planning Board Meeting scheduled for September 5th with quite a lot on their agenda.

11. Adjournment

Motion: Matthew Callahan made the motion to adjourn at 8:19 pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 8:19 pm.

Sara A. Farris - Clerk
Recording Secretary

Daniel Gilpartic – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond

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Board of Selectmen Meeting Minutes Dated August 21st 2023.

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

About the Community Resilience Partnership

This program will provide \$6 million (directly from the State Budget) over the next two years to fund projects that reduce energy use and costs and/or make communities more resilient to severe weather and changing environments. There are currently 124 communities enrolled, representing over 50% of the states population.

Two Grant Opportunities

- 1) **Community action grants** are given directly to communities enrolled in the partnership to implement these [72 resiliency actions](#) with no match required. Grant awards are up to \$50,000 for each municipality or up to \$125,000 when two to five communities' partner on a project. These funds can also be used as a match for other grants that support any of the 72 prescribed actions. Grants are being released 3 times over the two-year period. The next grant round is anticipated for early 2024, with another one being released 8 months later. See 72 Actions on the next page.
- 2) **Service provider grants** are available to county governments to assist between two - five communities, including plantations and townships, enroll in the partnership and apply for their first grant. Grants to assist communities' range between \$10,000 - \$12,500 per community depending on size. AVCOG acts as a service provider for its member communities.

Steps for enrolling in the partnership

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

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

Additional technical assistance

For general Community Resilience Partnership inquiries about enrollment, working with a Service Provider, becoming a Service Provider, grants, and for continued support beyond the service provider role contact Zach Gosselin at (207) 783-9186 or zgosselin@avcog.org.

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

Strategy Area A: Embrace the Future of Transportation	
Accelerate the Transition to Electric Vehicles (EVs)	
<p>Note: A maximum of \$7,500 of a Community Action Grant may be applied to the purchase of an electric vehicle for municipal or tribal fleets (Action A1). Eligible vehicles for Action A1 include light-duty, medium-duty, and heavy-duty on-road electric vehicles as well as electric riding mowers and electric outboard engines that are part of a municipal fleet, all subject to the maximum award amount. Where applicable, Efficiency Maine’s electric vehicle rebate (Action A1) or EV charging rebate (Action A2) must be included in the applicant’s project budget.</p>	
A1	Purchase or lease electric vehicles for municipal or tribal government-owned vehicle fleets.
A2	Install EV chargers in public parking areas.
A3	Adopt ordinances to encourage EV charging infrastructure, including at multifamily dwellings, businesses, and public parking areas.
A4	Adopt an anti-idling ordinance.
Improve Mobility and Reduce Vehicle Miles Traveled (VMT)	
A5	Implement strategies that increase public transit ridership and alternative transportation modes, including bike and walking infrastructure.
A6	Implement strategies that encourage municipal/tribal employees to commute via carpools, public transit, bike/walk, or other alternatives to single-occupancy vehicles.
A7	Adopt a telework policy for municipal/tribal government staff positions that can work remotely some days per week.
A8	Adopt land use and development policies in plans and codes that reduce the need for driving (e.g. locating schools, workplaces, and shopping near where people live; encouraging density of development near housing and transportation).
A9	Adopt a Complete Streets policy which addresses safety, bike/pedestrian uses, and transit.
A10	Adopt a broadband plan that reduces the need to drive by increasing access to high speed internet for underserved residents to support telecommuting, access to remote education and telehealth.
Strategy Area B: Modernize Maine’s Buildings	
Transition to Cleaner Heating and Cooling, and Efficient Appliances in Municipal Buildings	
<p>Note: Energy efficiency projects (Actions B1-B5) such as heat pumps, VRF systems, LED lighting upgrades, water heaters, etc. must be eligible for Efficiency Maine’s incentives. The applicant’s project budget must include applicable Efficiency Maine rebates or incentives.</p>	
B1	Adopt and execute a plan for energy efficiency and building envelope weatherization improvements for municipal/tribal buildings. Collaborate with local school district for school building improvements.
B2	Upgrade to energy efficient interior lighting in municipal/tribal buildings.
B3	Upgrade to energy efficient appliances in municipal/tribal buildings.
B4	Install a heat pump system or VRF system for heating/cooling and heat pump water heating in municipal/tribal buildings.

B5	Upgrade streetlights and exterior lighting for municipally/tribally-owned facilities with energy efficient LED lighting (and minimize light pollution with downlighting where possible).
B6	Adjust procurement policies to prioritize climate-friendly Maine forest products (e.g. mass timber, wood-fiber insulation) in construction projects.
Advance the Design and Construction of New Buildings	
B7	Adopt the energy efficiency stretch building code (currently IECC 2021).
B8	Require EV charging readiness and solar energy readiness for all new construction.
B9	Support regular professional development for code enforcement officers, especially Efficiency Maine's code trainings.
B10	Adopt C-PACE ordinance for commercial property owners to install renewable energy systems, energy efficiency measures, and EV charging infrastructure (pending state program launch).
Strategy Area C: Reduce Emissions through Clean Energy Innovation	
Reduce Greenhouse Gas (GHG) Emissions	
C1	Conduct a baseline for energy useage by municipal/tribal government including electricity, heating and transportation fuels, and other energy sources.
C2	Identify and track a simplified set of emissions indicators for community emissions reduction (e.g. number of EVs registered in the community, number of homes with solar panels, number of heat pump rebates from Efficiency Maine).
C3	Adopt a resolution setting targets and a plan for reducing emissions and advancing clean energy from municipal/tribal operations that align with the state's targets.
Advance Clean Energy Adoption	
C4	Adopt a renewable energy ordinance(s) that allows, enables, or encourages community-appropriate renewable energy and energy storage installations.
C5	Adopt a streamlined permitting process for small-scale renewable energy installations.
Transition to Clean Energy	
C6	Enter into a long-term service contract or power purchase agreement (PPA) or adopt a clean power purchase policy to ensure increasing local government energy supplies come from renewable energy.
C7	Install a renewable energy project (solar, wind, geothermal, anaerobic digestion, etc.) on municipal/tribal property (e.g. school rooftop, wellhead protection area, landfill, brownfield site, etc.).
Strategy Area D: Grow Jobs and Protect Natural Resource Industries	
Support Maine's Natural Resource Economy	
D1	Adopt policies that enable, support, or incentivize local food production and consumption, including community gardens.

D2	Adjust procurement policies to prioritize climate-friendly Maine forest products (e.g. mass timber, wood-fiber insulation) in construction projects.
Support Clean Energy Jobs and Businesses	
D3	Assess the suitability of privately-owned brownfield and disturbed/contaminated sites for clean energy projects and encourage project development.
D4	Establish incentives for clean energy industry or businesses to locate in community.
D5	Encourage and support clean energy industries in economic development plans.
Strategy Area E: Protect the Environment & Promote Natural Climate Solutions	
Protect Natural and Working Lands and Waters	
E1	Set targets for increasing green space and tree planting to increase shade and water access in public spaces and carbon sequestration.
E2	Incorporate a goal into conservation plans of conserving 30% of land in the community by 2030 (including undeveloped town property), with a priority on addressing conservation gaps related to high biodiversity areas, undeveloped blocks, and land and water connectivity.
E3	Create or update a watershed plan to identify flooding and water quality priorities and adaptation options.
E4	Develop a natural resource and habitat inventory that includes climate stressors and impacts.
E5	Conserve, revegetate and reconnect floodplains and buffers in riparian areas.
E6	Preserve climate-threatened natural areas such as wetlands, riparian areas, and headwater streams through zoning or other regulations.
E7	Implement a source water protection program.
E8	Adopt policies that prioritize natural, nature-based or ecologically enhanced shoreline protection for coastlines, rivers, and lakes.
E9	Identify and protect sites for living shorelines and saltmarsh migration areas.
E10	Identify and protect open space in the floodplain to increase flood buffers and community resilience.
Strategy Area F: Build Healthy & Resilient Communities	
Plan for Community Resilience	
F1	Conduct a community vulnerability assessment that identifies climate risks and vulnerable populations and includes a review of existing plans and policies. Adopt a climate resilience plan that describes high priority strategies for reducing risk and vulnerabilities (may be a standalone plan or included in a comprehensive plan).
F2	Update the local or county EMA hazard mitigation plan to address changing/future conditions and identify specific strategies to reduce vulnerability and increase resilience to climate change impacts.

F3	Develop or enhance early warning systems and community evacuation plans.
F4	Develop a storm debris management plan.
Reduce Flood Risk	
F5	Complete the Maine Flood Resilience Checklist.
F6	Participate in the National Flood Insurance Program (NFIP).
F7	Enroll in the NFIP's Community Rating System (CRS) at Class 9 or better, reducing flood insurance premiums for community residents.
F8	Achieve CRS Class 6 or better, maximizing flood insurance savings for community residents.
F9	Map sea level rise projections in the local or county EMA hazard mitigation plan.
F10	Require consideration of sea level rise projections and impacts in planning and permitting coastal development.
F11	Adopt freeboard requirements in the special flood hazard area and higher freeboard critical infrastructure and long-lifespan assets.
F12	Adopt a low-impact design (LID) standard for stormwater management.
Strengthen Public Health	
F13	Identify and plan to reduce public health threats in the community that are exacerbated by climate change.
F14	Develop and implement an extreme temperatures emergency plan, including strategies that increase use of cooling centers by residents.
F15	Establish a peer-to-peer program for checking in on vulnerable community members during extreme heat or cold events.
F16	Increase community-level resilience to mosquito-borne diseases by implementing vector controls to decrease mosquito habitat.
F17	Implement school-based programs to educate students about prevention of mosquito- and tick-borne diseases.
Strategy Area G: Invest in Climate-Ready Infrastructure	
Assess climate vulnerability of infrastructure	
G1	Conduct a vulnerability assessment for critical community infrastructure that includes: 1) the climate hazards to which infrastructure assets are exposed and how the intensity and likelihood will change over time; 2) the susceptibility to damage or failure given location, design, age, condition, and state of repair; and 3) the consequences that impairment or failure of the infrastructure will have on the community.
G2	Develop a Capital Investment Plan that a) identifies vulnerable municipal/tribal facilities and assets, and b) prioritizes resilience in improvements and/or new construction.
Utilize climate-ready standards, designs, and practices to improve infrastructure	
G3	Improve and protect drinking water, wastewater treatment, and stormwater facilities to reduce physical damage and sustain function during extreme weather events.

G4	Adopt a policy that prioritizes green infrastructure to manage stormwater in developed areas.
G5	Adopt DEP's Stream Smart Crossing Guidelines as standard practice for culvert and bridge improvements. Identify vulnerable crossings and apply for DEP improvement funds.
G6	Assess wastewater treatment facilities for clean energy potential (solar, anaerobic digester, etc.).
Strategy Area H: Engage Maine People	
H1	Establish or recognize an official committee of community stakeholders.
Increase public awareness of climate change impacts and opportunities to take action	
H2	Create a climate change education, outreach, and engagement program, focusing on mitigation and adaptation for residents and businesses.
H3	Amplify public health advisories for climate-related health and weather events, such as air quality advisories, extreme heat or cold events, extreme storms, power outages, waterborne disease outbreaks, harmful algal blooms, vectorborne disease trends, etc.
H4	Engage youth in resilience, clean energy, and energy use reduction.
H5	Engage populations that are vulnerable to climate impacts in resilience, clean energy, and GHG emissions reduction.
Engage the business community and recognize climate leadership	
H6	Create and support an energy reduction campaign or challenge among businesses.
H7	Initiate a community bulk purchasing program with a vendor, or vendors, to provide low cost equipment such as heat pumps and solar for interested residents and businesses.
Note: Bulk purchasing (Action H7): Grant funds may not be used to purchase or subsidize equipment or services for residential or commercial properties, but may be used for program design and capacity building	

Community Resilience Self-Evaluation

Instructions: This tool is intended to help organize your community’s approach to increasing resilience to natural hazards and climate change impacts. Answer the questions to the best of your knowledge and seek information from your colleagues in municipal and county government and organizations in your community. Provide any relevant information in the explanation field. If it is difficult to give a clear yes or no response to a question, use the explanation field to explain why. **There are no wrong answers and the responses here will not affect your community’s eligibility to receive grants.** Where the response to a question is no, that may indicate an area of opportunity to address through a Community Action Grant.

Community name:	
Self-Evaluation responses provided by: Please include contact info	
Date:	
Was this evaluation discussed during a community workshop? Include the date of the workshop.	

Once the questions on the following pages are complete, use these prompts to identify potential next steps for your community:

What are two things your community is doing well?	
What are two areas that could be improved in the short-term?	
What is important for your community to address in the long-term?	
What specific 3 to 5 actions are priorities for your community?	

Minimizing Risk and Exposure to Hazards	
1) Has your community assessed the likelihood of various types of hazards or disruptive events?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Your local or county hazard mitigation plan is a good starting place to find this information. Hazards can include storms, floods, wind, fire, extreme temperatures, drought, etc. Likelihood could be indicated either numerically or qualitatively as low, medium, or high.	Explanation:
2) Has your community assessed how the likelihood of each hazard has changed over time and may change in the future?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If your community has not tracked trends historically, you might infer past trends by determining if current priorities have shifted compared to past hazard mitigation plans. For example, drought or wildfire might be an emerging concern.	Explanation:
3) Has your community assessed the impacts or consequences of each type of hazard for the community?	<input type="checkbox"/> Yes <input type="checkbox"/> No
For example, flooding on Main Street impedes emergency services or affects local businesses.	Explanation:
4) Is your community taking steps to reduce exposure to multiple risk types?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Your local or county hazard mitigation plan probably contains this information.	Explanation:
5) Is your community preparing for low-probability-but-high-consequence events?	<input type="checkbox"/> Yes <input type="checkbox"/> No
These events could be, for example, a 1-in-100 year flood, or a prolonged electricity outage or heating fuel shortage. What events might the community need to consider?	Explanation:
6) Has your community assessed the consequences of multiple events or different types of hazards occurring in geographic or temporal proximity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Examples could include back-to-back flooding events or a power outage during a heat wave.	Explanation:
7) Is your community assessing emerging risks (e.g. drought, wildfire) and identifying blind spots?	<input type="checkbox"/> Yes <input type="checkbox"/> No
In addition to natural hazards, consider public health threats that might be worsened by climate change, such as contamination of drinking water sources and vector-borne diseases from ticks and mosquitos.	Explanation:

Understanding Sensitivity and Building Resilience	
8) Is your community tracking underlying societal characteristics and trends that increase vulnerability?	<input type="checkbox"/> Yes <input type="checkbox"/> No
This information might be found in your community's comprehensive plan or economic development plan. Examples of characteristics and trends might include older or low-income populations, low housing availability, reliance on a single economic driver, aging infrastructure, environmental degradation, etc.	Explanation:
9) Is your community proactively addressing vulnerabilities associated with these underlying characteristics?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Look in your community's comprehensive plan or economic development plan for strategies that might address these trends.	Explanation:
10) Does your community have financial resources in reserve to cope with or absorb shocks?	<input type="checkbox"/> Yes <input type="checkbox"/> No
For example, a rainy-day fund.	Explanation:
11) Is your community building flexible human capacity that can be drawn on in emergencies?	<input type="checkbox"/> Yes <input type="checkbox"/> No
For example, community emergency response teams (CERT) or mutual aid agreements with neighboring communities.	Explanation:

Improving Long-term Adaptive Capacity	
12) Does your community have plans or policies that anticipate future climate risks and community sensitivity trends?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Examples might include a comprehensive plan chapter that describes how the community is planning for climate change impacts, or a capital improvement plan that requires construction projects to consider future conditions like sea level rise, extreme rain, or drought.	Explanation:
13) Are there resources to sustain new capacity when needed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
This is different from Question 10 in that these resources would need to sustain a new long-term commitment rather than a one-time, short-term response. For example, if flooding emerges as an issue, a revenue source such as a stormwater utility fee could sustain a new community stormwater management program.	Explanation:

<p>14) Does the community have policies in place to build back smarter or recover with resilience after a disruptive event?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Examples might include a flood ordinance that requires compliance with the current building codes after substantial damage, or a communitywide post-disaster recovery plan.</p>	<p>Explanation:</p>
<p>15) Does the community stress test to ensure plausible risks are manageable?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>This might be a table-top exercise with emergency management and community stakeholders, or a financial health analysis.</p>	<p>Explanation:</p>
<p>16) Does the community have a policy or process for managing uncertainty?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Does the community have a way of making important decisions when information is incomplete or unavailable?</p>	<p>Explanation:</p>

Sample Municipal Resolution language

Instructions: The following language is provided for the municipal resolution. The three preamble and resolution sections on this page are required. Municipalities may select from and modify the optional preamble on statements on the following pages and add other statements as desired.

REQUIRED STATEMENTS

WHEREAS, the [Town/City of ...] has completed the Community Resilience Partnership's Community Resilience Self-Assessment and List of Community Actions, and held a community workshop(s) on [date(s)] which prioritized the following action areas: [list 2-6 actions];

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

BE IT FURTHER RESOLVED, the [Town/City of ...] designates [choose a or b: a) name a specific municipal staff position, b) name an existing or newly established committee] to coordinate planning, implementation, and monitoring of energy and resilience projects and to be the primary point of contact to the Community Resilience Partnership;

OPTIONAL PREAMBLE STATEMENTS

WHEREAS, the [Town/City of ...] experiences [**select all that apply**: coastal flooding, intense rainstorms, riverine flooding, ice jams, drought, wildfires, high heat emergencies], and other natural hazards and seeks to better prepare for future conditions;

WHEREAS, planning for community and infrastructure resilience will protect people, preserve businesses and the local economy, and reduce the impact and costs of natural disasters;

WHEREAS, investing in energy efficiency and weatherization improvements is proven to lower municipal electricity expenses and make buildings more comfortable for employees and visitors;

WHEREAS, transitioning municipal fleet vehicles to electric vehicles lowers fuel and maintenance costs and reduces the uncertainty of variable fuel prices on municipal budgets;

WHEREAS, the Gulf of Maine is warming 99% faster than other oceans around the world, and ocean acidification and warming ocean temperatures pose a serious economic and cultural risk to Maine maritime industries, heritage, and tourism;

WHEREAS, shifting seasonal temperature and precipitation patterns threaten local natural ecosystems, economic activity such as [**select all that apply**: agriculture, tourism and seasonal recreation, including winter sports and other outdoor activities], and public health due to increased incidence of heat-related illness and tick-borne illnesses such as Lyme disease;

WHEREAS, the [Town/City of ...] is prepared to demonstrate leadership in reducing energy use and greenhouse gas emissions, and increasing the resilience of people, infrastructure, and businesses;

WHEREAS, addressing climate change will present economic opportunities for the [Town/City of...] as well as opportunities to invest in the public good and cost-saving practices;

WHEREAS, the State of Maine's four-year climate action plan, *Maine Won't Wait*, seeks to put Maine on a trajectory to decrease greenhouse gas emissions 45% by 2030 and 80% by 2050, and achieve carbon neutrality by 2045;

WHEREAS, achieving these emissions and resilience goals will require Maine to act with urgency to slow the causes of climate change and prepare people, communities, and the environment for climate-related impacts to come;

WHEREAS, the Community Resilience Partnership provides grants to municipalities and Tribal Governments for activities that lower energy expenses, reduce greenhouse gas emissions, and increase community resilience in alignment with the state's climate action plan and goals;

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

Fall 2022 Awards



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

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

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

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

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

To; Minot Town Council
From; Bob Klar – Town representative for the Futures Task Force RSU 16
Date; 9/3/2023
Re; - - -

- Task Force Summary
- Disposition of MCS
- Review of MCS viability
- Collaboration between towns and the RSU

Task Force Summary

I found the Task force to be comprised of a large group of knowledgeable people that worked well together under the skilled guidance of Amy Hediger.

A lot of important information was brought to the group by individuals and subcommittees about the education process and various school configurations.

I was on the Functional Capacity Subcommittee which was responsible to review the buildings to determine how the space could be re-allocated in case of a necessary closure. As all of the blueprints for the school buildings had been lost, I worked with John Hawley to measure each classroom in all 3 elementary schools so John could update the fire escape route floor plans which were available.

The plans were then reviewed by the Principals of MCS and ESS. The conclusion was that if MCS was to be closed the pre-K through 5'th grade could be integrated into the current ESS footprint, however the Adult Education program and the 6'th graders would need to be housed in a different location or space would need to be added at ESS for Adult ed and another space would need to be created for the 6'th grade. The additional space requirement for both needs would be 6,000 to 9,000 square feet. A plan or cost for these additions was not developed.

Disposition of MCS

The committee was recently required to vote on our preferred option, from the 4 Scenarios we were given at the first meeting. 3 of the 4 scenarios involved closing MCS. We did not have repair costs to bring MCS up to a reasonable standard of reliability at the time of the vote.

I voted not to close MCS because we did not have the financial data to justify a school closure. The vote was 5 to keep the school open and 16 to close it. By taking this vote the process of evaluation has been taken away from the task force and given back to the school board.

I advocated for and still am, the creation of an Executive Summary (a brief one or 2 page synopsis) that focuses on the primary decision **based on known facts and reasonable assumptions** – DO WE NEED TO CLOSE A SCHOOL???

My summary outline would look like this - - -

(Numbers below are incomplete and very rough approximations.)

Review of MCS viability

Necessary repairs needed to bring MCS to a reasonable standard of reliability

(Partial list pending more information)

- Repair soffit and fascia problems to prevent water damage - \$3,800
- Shingles on main roof need to be glued down - \$6,400
- Drains to eliminate ice buildup and water damage - \$6,460
- Add gutters and heat tapes and down spout by front door - \$2,800
- Internal water pressure review and resolution - \$?????
- Boiler maintenance brought current - \$?????

Total minimum expenditure fall of 2023 (without last 2 items) - - - - **\$18,260**

VS

Cost to add 8,000 Sf into existing RSU locations for Adult Ed and 6'th grade

- Current avg. school construction costs of \$275 / sf x 8,000 s.ft - \$2,200,000
- Upgrade playground equipment at ESS - \$60,000
- Cost to move MCS - \$????
- Cost to mothball MCS (drain pipes, security considerations)- \$????
- Remodel ESS to accommodate required changes - \$????

Total minimum expenditure to consolidate (many items not considered) - **\$2,260,000**

Potential operational savings by closing MCS

- Eliminate the bulk of MCS admin costs - (\$196,972)
- Eliminate 3 teachers - (\$283,288)
- Reduced costs of operating the MCS facility - (\$301,950)

Total maximum annual operational savings from closure of MCS - **(\$782,210)**

Moving forward

At this point I would like to continue to represent Minot and be allowed to work with the RSU to substantiate these projects and costs and help us arrive at numbers we can use to make a quantitative recommendation based on the format outlined above.

Collaboration between towns and the RSU

In the past I was on the Board of Directors of a large wood products manufacturer that had many locations in New England and overseas. I was responsible for a companywide maintenance and capital investment plan. It was very discouraging to tour the RSU buildings and see so many, and often simple items that had not been repaired and the related damage and expense that occurred as a result. In talking with the former maintenance staff, it was clear that there was not any root cause analysis being done and the culture was entrenched in fire fighting of the symptoms, not permanent resolution of the core problems.

As we are currently discussing the possible closure of MCS, not due to a lack of students but due to a lack of building maintenance, that signifies to me that we, as a community need an improved communication and capital allocation process.

As a tax payer I feel like I am in a position of "Taxation Without Representation", and we know that ends badly, (tea party). I think the town management teams are in a position of "Responsibility without authority". Another no-win position to be responsible to collect taxes to feed into the RSU with very limited information and input on expenditures.

My suggestion is that we, the towns that fund the RSU, permanently establish a group, 1 member from each town that has some construction / facility maintenance experience to help support the RSU. I would suggest the Town Managers take turns supervising the group. Each manager could have 3 years of team supervision and then pass on the torch the next town manager. This team should do an annual inspection and review of all facilities, including reviewing previous projects to ensure they have been completed and are to code. These individuals could be the Code Enforcement officers or qualified community members. They would report their findings to each of the towns and the RSU, through the rotating manger. The

team should be viewed as support for the RSU but remain as an independent third party with primary responsibilities to the towns.

In turn the RSU could request this group provide technical support to do some R & D and handle some of the small projects that need to be done. This is a structure that would allow us to - - -

- Enlist local talent to reduce project costs
- Promote local volunteerism
- Tie the communities to the RSU
- Keep the communities informed about ongoing needs and projects
- Encourage more collaboration between the towns and RSU

For example, Britany Hemond mentioned to me that there is a technical resource available that is very familiar with the operation of the boiler plant at MCS. I would be happy to meet this individual, review the equipment with him and write a maintenance guide for existing and future maintenance people.

We have to think of these building as being our responsibility to maintain in perpetuity and structure our management of them accordingly. We cannot rely on any 1 or 2 individuals to ensure this happens. I have only been involved in this situation since May and we have a new Superintendent, Bus scheduler, Facilities Manager, Elementary school Maintenance Manager and several other positions have turned over. The staff is not permanent so we need to put processes in place that will live on in perpetuity to hand off to our kids, grandkids and future generations.

Heating and cooling of MCS

As time allows, I would like the opportunity to develop a geothermal heating system powered by photovoltaic panels to heat and cool MCS.

The 2023 MCS budget includes \$61,600 for electricity and heating oil. If we could develop a green energy system that could reduce or eliminate those costs it could self-fund the cost of the install, may be covered by an energy efficiency grant and improve the reliability of the facility.

Bob Klar 9/3/2023

To; Amy Hediger, John Hawley
From; Bob Klar
Re; Ice and drainage problems by front entry - Minot Consolidated
Date; 5/29/23

Review - - -

The inside corner of the building by the front entry collects water from the roof drainage and is difficult to plow the ice and snow from the area as it is an inside corner.

This is a high traffic area that needs to be kept free of ice to avoid falls. The water has gotten deep enough in the past to flood the adjacent building and cause damage to the flooring and related materials.

Problem - - -

I used my laser transit to shoot grades in the area and found the pavement is too flat to allow natural drainage away from the corner. The pavement only drops 4" in 71' along the building. The desired pitch for draining water away from a building is $\frac{1}{4}$ " per foot or 18" in this case.

It would be very expensive to tear out the pavement and recut the grades to drain the water.

Possible solution - - -

Fortunately there is an existing drain that may be able to be used.

Photo #7 shows that the drain is 56'6" from the 71' long building that is impacted by the occasional flooding. The grate that covers the drain is 14" lower than the elevation at the exterior wall of the building and 16" lower than the floor that has been damaged. In addition, the current standing water level is another 48" below the top of the grate. That gives a total of 64" from the top of the classroom floor to the water level in the existing drain, which is plenty of pitch to drain this area.

I am assuming this is an active drain and can handle a substantial increase in water flow, this needs to be confirmed before finalizing an action plan.

If we can use the existing drain it is a matter of designing the most efficient way to control the water and get it to the drain. Containing the water as it comes off the roof could be done simply by adding a gutter, shown as a dotted line on photo #7. The gutters could be installed while repairing the fascia that needs work in that area to save labor and rental cost for the use of a lift.

The gutter downspout could be located as shown on photo #7. A catchment would need to be constructed and a trench would need to be dug to pipe the water into the existing drain, shown by 2 parallel lines.

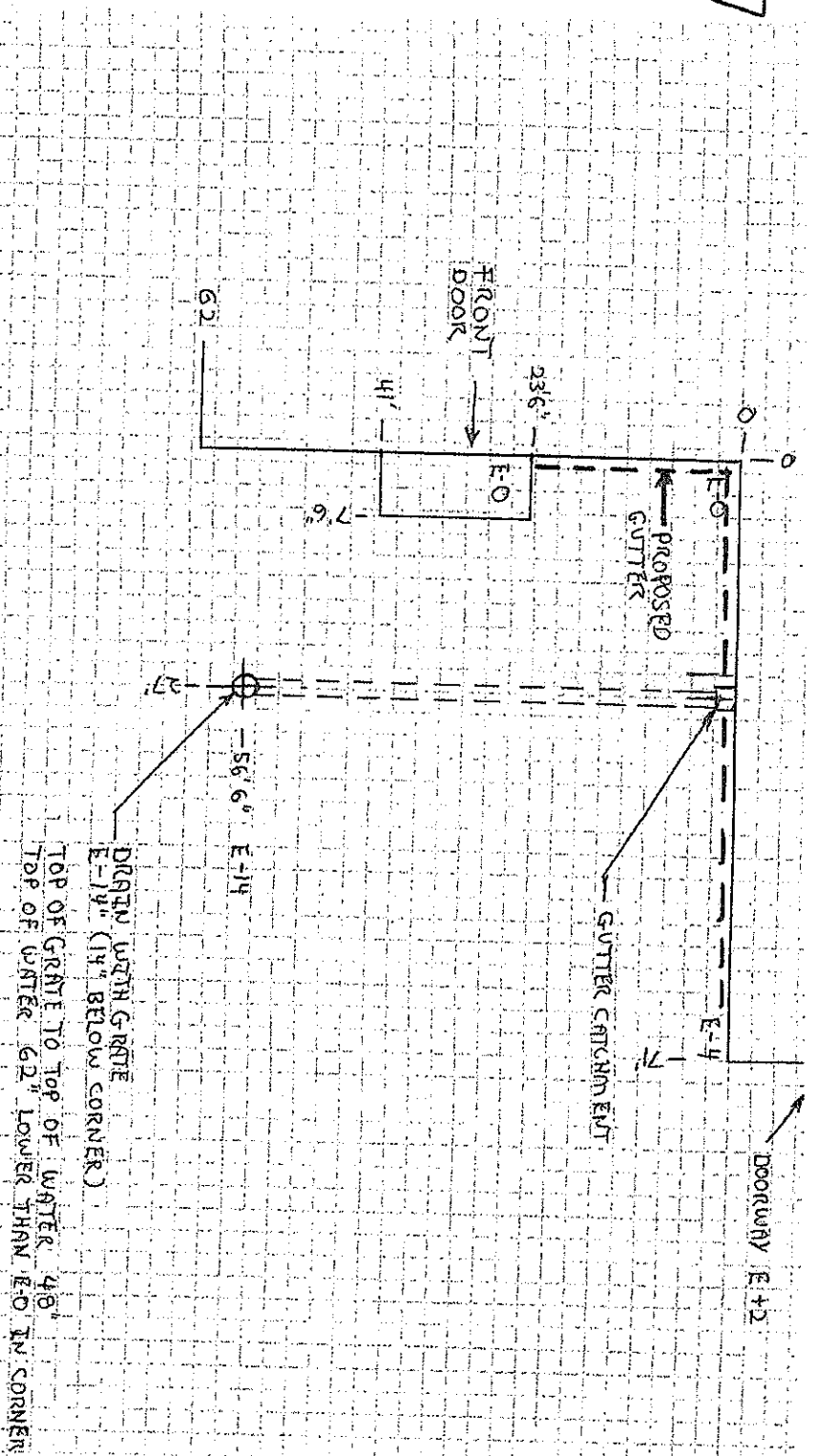
A heat tape should be installed in the gutters to ensure the water, slush and snow do not freeze in the gutter.

If we can confirm that this drain can handle the additional flow and that there are not any obstructions where we need to trench to the drain, the addition of gutters and a catchment may be enough to resolve the primary issue. If it still appears there are conditions that could cause storm water to undermine the building, an additional trench could be installed against the building and a stone and pipe drain could be attached to the proposed catchment to eliminate the threat of water undermining the building.

GOVT BNS + 100 US\$
HEAT PAPER \$500
LEAF \$500
LABOR 3 DAYS \$6000
CUTTER + GROUP
\$6000
ASSUMES \$ ANAZL

EXCISE + CRFV
1 DAY \$2,500
3/4 CUSH 1,000 \$377
40 YOS = 2 1/2 ANNS
x 34 - 1/2 = \$1,360
PAPER \$600
CUT INTO SYSTEM
\$800
CUT PAPER
12.00

PHOTO #7



- MINOR CONSOLIDATED FRONT ENTRY AREA
- SNOW + ICE BUILD UP + WATER DAMAGE TO BUILDING
- POSSIBLE DRAINAGE SOLUTION

To; Amy Hediger, John Hawley
From; Bob Klar
Re; Soffit and fascia problems - Minot Consolidated
Date; 5/29/23

Review - - -

I did a cursory review of the siding, fascia and soffit issues at the Minot consolidated school on 5/28/23. As shown in photo #1 the fascia is not tall enough to be tucked up under the drip edge. The roof is designed to shed water to the low eave, the drip edge is supposed to carry the water away from the building and out over the fascia. The fascia is supposed to protect the wood behind it and hold up the soffit. The soffit is to keep water bugs and blowing snow (which invariably melts), out of the attic.

In photo #2, the fascia is missing all together and wood sub fascia and soffit are exposed to the weather and showing deterioration. It appears there may be some water damage in process behind the siding as it looks like water is draining out of the siding there causing surface discoloration. We should check this area (photo #3) to ensure there is no mold developing in the wall.

Photo #4 shows where the fascia has bowed out, on the playground side of the building, and could be acting as a scoop that could be pulling water into the sub fascia and soffit area.

Problem - - -

This problem is largely the result of poor workmanship and a lack of maintenance. The fascia cannot be nailed back in place as it expands and contracts with temperature fluctuations and will pucker and ripple if nailed solid.

Recommendation - - -

Photo #5 and #6 show a simple, cost effective solution that does not require the fascia to be replaced. A simple overlay can be slid under the lower course of shingles, glued in place and will overlap the fascia, precluding the water from getting behind the fascia. As shown in the photos, the overlay can feed into a gutter wherever one is required to control runoff.

The overlay can be made very cost effectively by buying a roll of aluminum flashing, coil stock, and renting or borrowing a break to cut and bend the material into the required configuration. The installation could be done efficiently if a man lift could be borrowed or rented for several days.

LEFT RENTAL
\$800 2 DAYS
4 DAYS LABOR @ 40
\$1,280

CORR STOCK - 4
ROLLS \$600

BREAK RENTAL
2 DAYS \$300 / 2,900

SOFT MAILS + MISC
\$820



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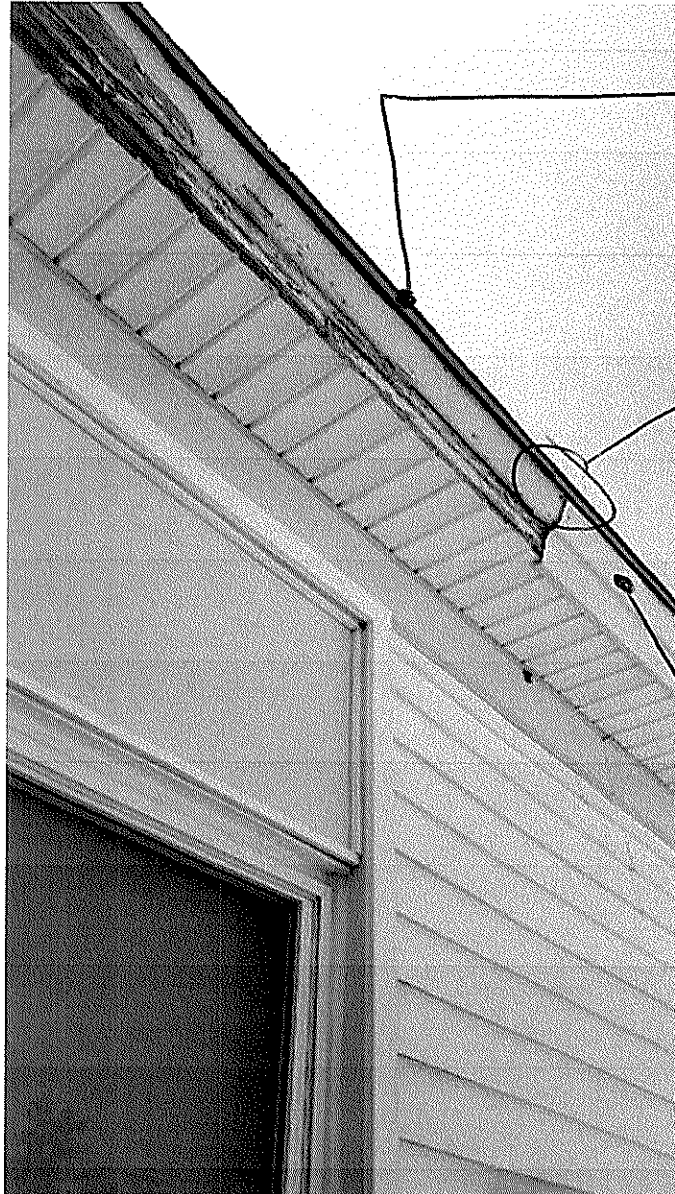
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Kristin

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PHOTO #1



DRIP EDGE

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PHOTO # 4



FASCIA PULLED
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(301) 381-2551(tel:3013812551)



PHOTO ~~4~~ 5

Drip Edge : Save Your Fascia From Water Damage

Published on February 10, 2021



WHAT IS DRIP EDGE?

PHOTO # 6

Drip Edge is arguably the most under rated component of the gutter system. Without it your roofing eave and fascia board **WILL** be destroyed by water damage. Eventually the gutters will fall off of the home. It's hard to believe that this little strip of vinyl or aluminum could be so important, but it's true.



We like to think of drip edge as a piece of flashing that prevents water from going under the shingles or behind the gutter. You will almost always see them in right angles like in the photo above. Basically what it does is covers the gap between your shingles and the gutter. This makes sure no water goes under the shingles or behind the gutter which will wreak havoc on your home.

To; Amy Hediger, John Hawley
From; Bob Klar
Re; Roof problems - Minot Consolidated
Date; 5/28/23

Review - - -

I had some time today and went to the Minot school to see what I could learn about the roof / shingle problems.

I found a loose, completely detached, shingle sitting on the roof above the front entry. (photo 1) I do not have the manufacturer name or nailing specifications but the shingle did have 5 nail holes through it in the mid tab nailing position and 4 or 5 tears on the upper part of the shingle. This would be a typical nail pattern so, at least this shingle had enough nails therefore I do not think nailing was the primary issue.

I would, however, recommend hurricane nailing on all future shingled roofs, 6 to 8 nails through the mid tab location.

I would further recommend using 35 or 50 year shingles to get the thicker mat. In (photo 3), you can see the nails pulling through a shingle attached to the roof. This could be from having the pressure too high in the nail gun, which causes the nails to "punch through," when nailing the shingles down or from the shingles lifting because they are not sealing down to the roof.

They should also be specified to be Algae Resistant (AR) to avoid staining in the future.

Problem - - -

In handling this shingle I noticed the glue down strips were not sticky (photo 2) and I would expect them to be very sticky in these warm temps. The roof was probably 120 degrees plus in full sun on an 80 degree day. I checked a bunch of shingles in random places on the roof and 6 out of 10 shingles, (photos 3 and 4), had not bonded to the shingle below them which is critical to the roof functioning correctly. If the shingle isn't bonded to the roof it will lift up and act as a sail in even moderate wind, allowing water penetration and getting torn off as this shingle was.

As wind moves up the roof the velocity increases and is magnified even more when constrained in a valley, this is typically where the problem will show up first. It appears there has already been some repairs to this roof in the valley by the front entry.

When I came home I checked several of the shingles I had in my inventory, which all had stickier tabs than the shingle from the school roof and my shingles were at a lower temperature.

I have had this problem before (shingles not gluing down) and ultimately had the manufacturer replace the roof. I don't know how old this roof is and or if you have any recourse or prorated warranty left. Maybe it's worth checking on.

Recommendation - - -

If you cannot get any support from the manufacturer, I would recommend buying an electric caulking gun and having someone put 4 or 5 dabs of roof rated caulking under the tabs, at least in the area most likely to have wind damage, (valleys).

Hand sealing, (post installation) and added nailing (during installation), is a standard procedure as outlined in the Certainteed Application instructions attached.

2 CAULK GWKS

\$300

\$3,600

400 TUBES @ 9

10 DAYS LABOR
@ 250 / DAY

\$2,500

\$6,400



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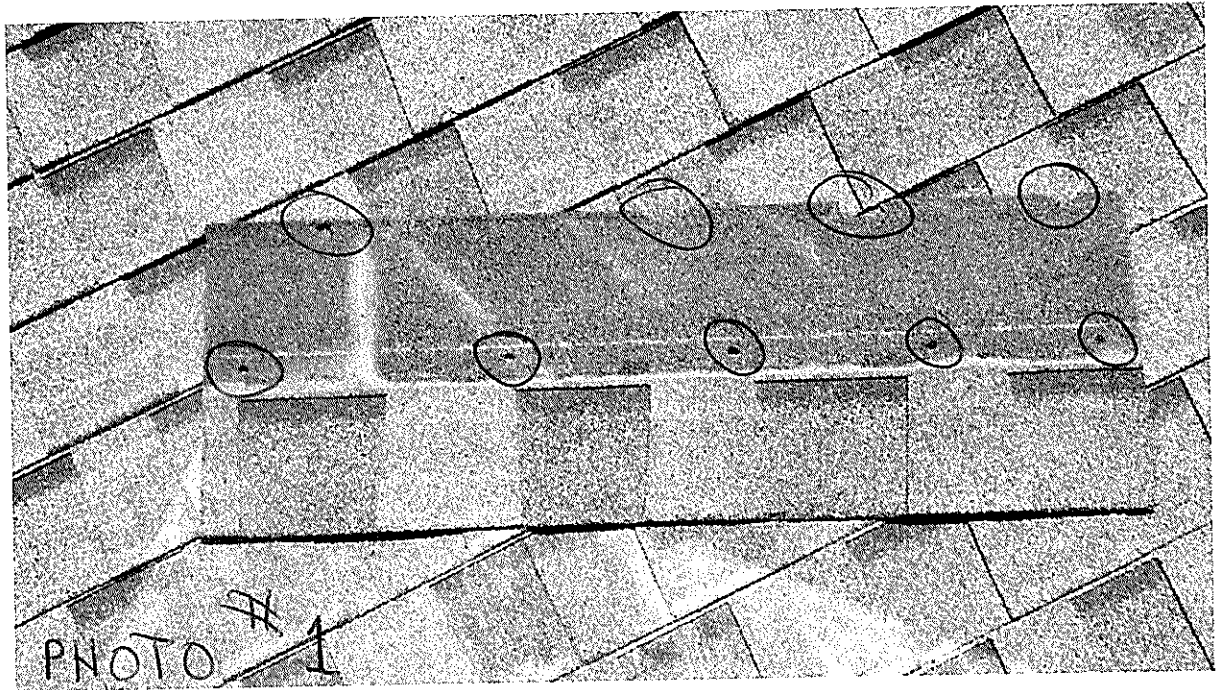
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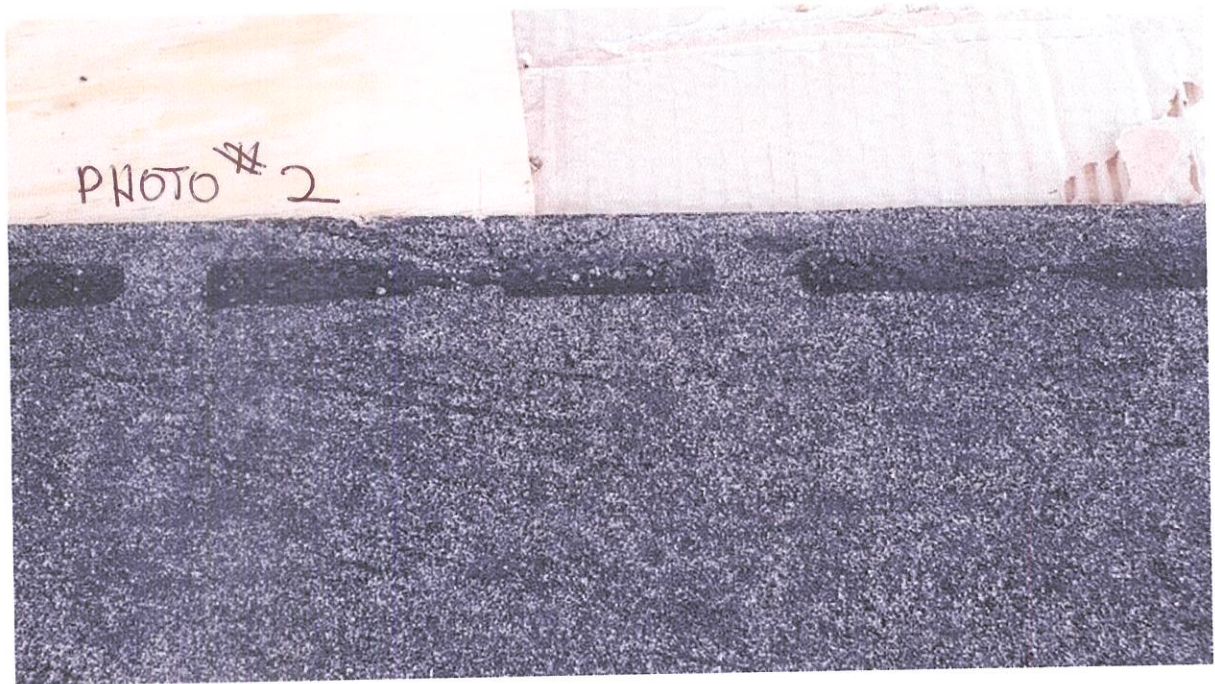
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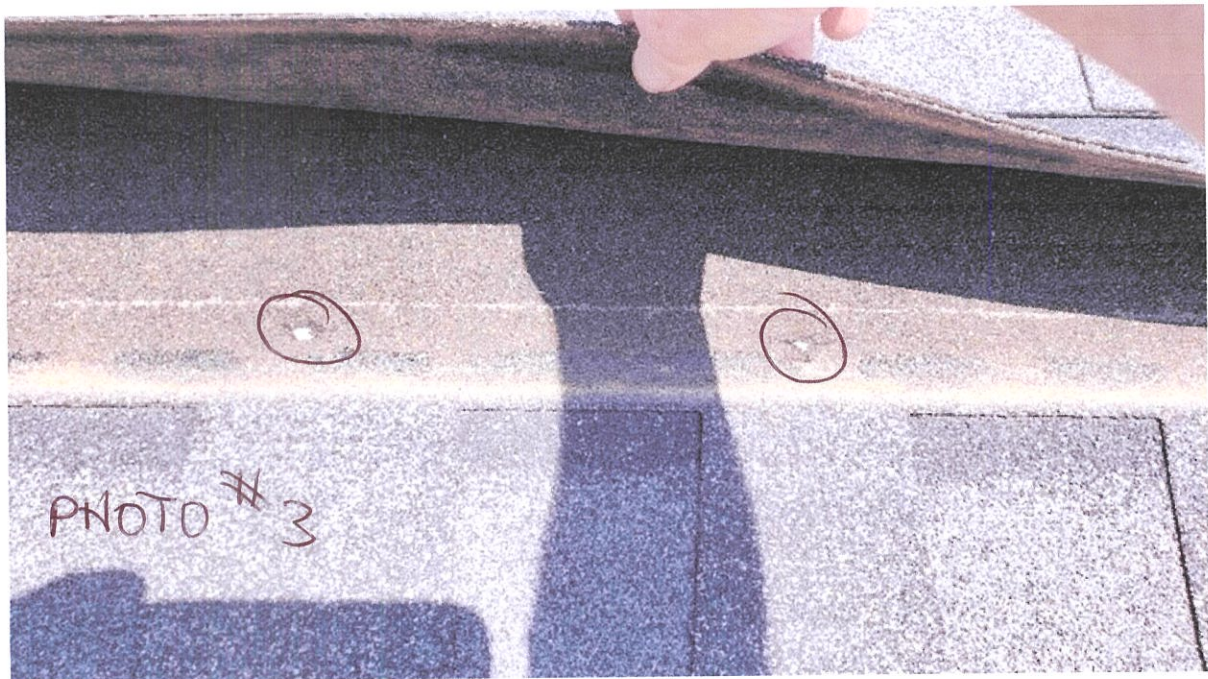
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APPLICATION INSTRUCTIONS: LAMINATED SHINGLES



PHOTO #5

**SUBSTANTIALLY
NEW INFORMATION
FOR 4TH EDITION!**

YOUR OBJECTIVE:

To learn the correct procedure for installing Laminated shingles.

ENGLISH DIMENSIONS

**LANDMARK™ SERIES
WOODSCAPE® SERIES**

METRIC DIMENSIONS

**FIREHALT™, FIREHALT 2000®, ESTATE®,
ARCHITECT™ 80, HIGH SIERRA®, AND LANDMARK™ SERIES**

All of these shingles are "better" or "best" quality roofing products. This means that when offering a choice of "good," "better" and "best" products, these shingles would fall in the "better" or "best" categories.

Landmark™ Series shingles are the first dragon-tooth style two-piece laminated shingles ever produced by CertainTeed. They are designed and manufactured to set new standards in the laminated shingle category for aesthetics, quality and performance. All CertainTeed laminated shingles are built on a fiber glass base to provide a Class A fire resistance rating and a 60 mph wind warranty. All of these products have tear resistance that exceeds ASTM D3462 requirements, except Firehalt.

Deck and valley preparation, ventilation, underlayment, and ice-dam protection are all routine. See the appropriate chapters.

Fastening instructions are stringent and must be followed with care.

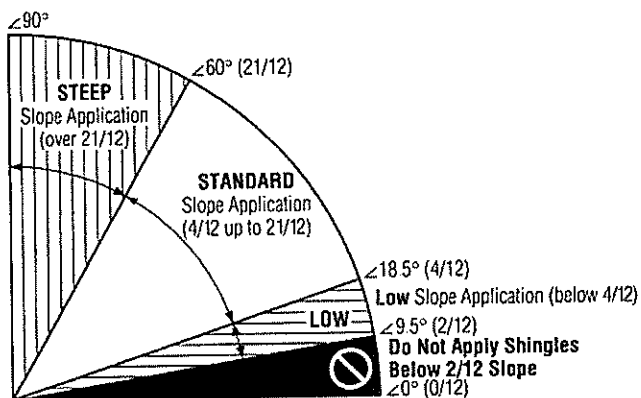


Figure 15-1: Slope definitions.

STANDARD OR STEEP SLOPE UNDERLAYMENT: Roofers Select™ Shingle underlayment* is suggested (ASTM D4869 Type 1). (Refer to Chapter 9, "Shingle Underlayment," for additional information.)

LOW SLOPE UNDERLAYMENT: One layer of WinterGuard™ Waterproofing Shingle Underlayment or its equivalent*, or two layers of 36" (915 mm) wide felt shingle underlayment lapped 19" (485 mm)

must be applied over the entire roof.

THE ROOF DECK* MUST BE AT LEAST: 3/8" (9.5 mm) thick plywood, or 7/16" (11 mm) thick non-veneer, or nominal 1" (25 mm) thick wood deck, not more than 6" (150 mm) wide.

COLD WEATHER CLIMATES (ALL SLOPES): WinterGuard or its equivalent* must be used wherever there is a possibility of ice build-up.

FLASHING: Corrosion-resistant flashing must be used to help prevent leaks where a roof meets a wall, another roof, a chimney or other objects that penetrate a roof.

SEALING: Shingle sealing may be delayed if shingles are applied in cool weather and may be further delayed by airborne dust accumulation. If any shingles have not sealed after a reasonable time period, hand sealing may be necessary.

CAUTION: To prevent cracking, shingles must be sufficiently warm to allow proper forming for hips, ridges and valleys.

WARRANTY: These shingles are warranted against manufacturing defects and covered by SureStart™ protection. See the warranty itself for specific details and limitations.

NOTE: Some roofers choose to apply shingles at 4" exposure (vs. standard 5") at slopes less than 4/12 in order to increase the wind-driven rain resistance. In some cases, this can be an acceptable practice, but there are risks for which CertainTeed will not take responsibility. A shortened exposure can harm the appearance of the applied roofing, especially those with shadow lines, and it can reduce shingle ability to resist wind blow-offs by shifting the adhesive seal line away from the bottom edge of the shingles.

* For technical questions, information on acceptable alternative application methods and materials, or a copy of the product warranty, contact the sources listed below:

	Warranty	Alternate Instructions	Technical Questions
Your supplier or roofing applicator	✓		
CertainTeed Home Institute 800-782-8777	✓	✓	
CertainTeed Fax-on-Demand 800-947-0057	✓	✓	
CertainTeed-RPG Technical Services 800-345-1145	✓	✓	✓

FASTENING

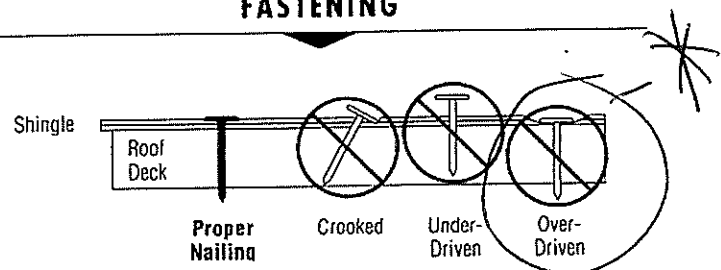


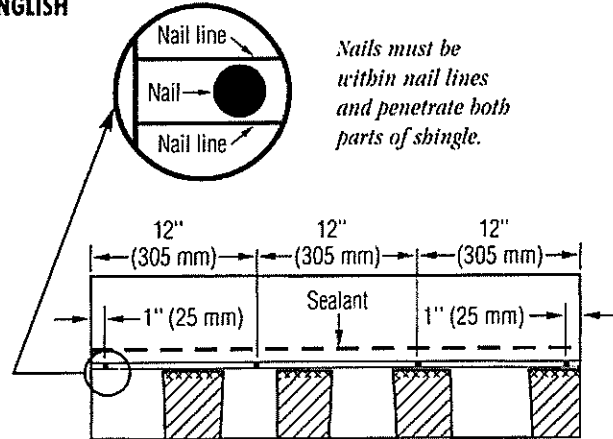
Figure 15-2: Proper and improper nailing.

ONE CLEAN-DECK APPLICATION METHOD FOR ENGLISH DIMENSION SHINGLES

IMPORTANT: For decks $\frac{3}{4}$ " (19 mm) thick or thicker, nails must go at least $\frac{3}{4}$ " (19 mm) into the deck. On thinner decks, nails must go at least $\frac{1}{8}$ " (3.2 mm) through the deck.

Nails must be 11- or 12-gauge roofing nails, corrosion-resistant, with at least $\frac{3}{8}$ " (9.5 mm) heads, and at least 1" (25 mm) long.

ENGLISH



METRIC

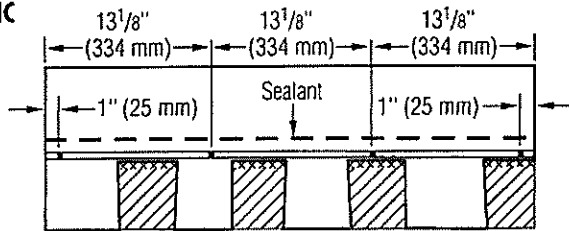


Figure 15-3: Use four nails for every full shingle.

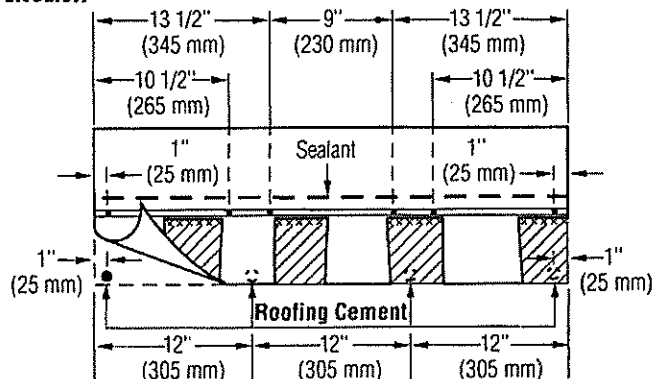
LOW AND STANDARD SLOPE

Use four nails for every full shingle (Figure 15-3).
(Asphalt roofing cement should meet ASTM D4586 Type II.)

★ STEEP SLOPE — HIGH WIND

Use six nails and four spots of asphalt roofing cement for every full landmark shingle. See below. (Asphalt roofing cement should meet ASTM D4586 Type II.)

ENGLISH



Apply 1" (25 mm) spots of asphalt roofing cement under each corner and at about 12" (305 mm) in from each edge.

Figure 15-4: Use six nails and four spots of asphalt roofing cement on steep slopes.

CAUTION: Excessive use of roofing cement can cause shingles to blister.

FIVE-COURSE DIAGONAL METHOD ("SEVENS AND FOURTEENS")

PHOTO #6

PREPARING THE DECK:

- Roof deck must be at least $\frac{3}{8}$ " (9.5 mm) thick APA-approved plywood, or at least $\frac{7}{16}$ " (11 mm) thick APA-approved non-veneer, or at least nominal 1" (25 mm) thick wood deck, not more than 6" (150 mm) wide.
- Apply underlayment as required. CertainTeed suggests that a layer of shingle underlayment be applied. For UL fire rating, underlayment is generally required. Apply flat and unwrinkled.
- Snap horizontal and vertical chalklines to assure shingles will be correctly aligned. Expose all shingles 5" (125 mm).

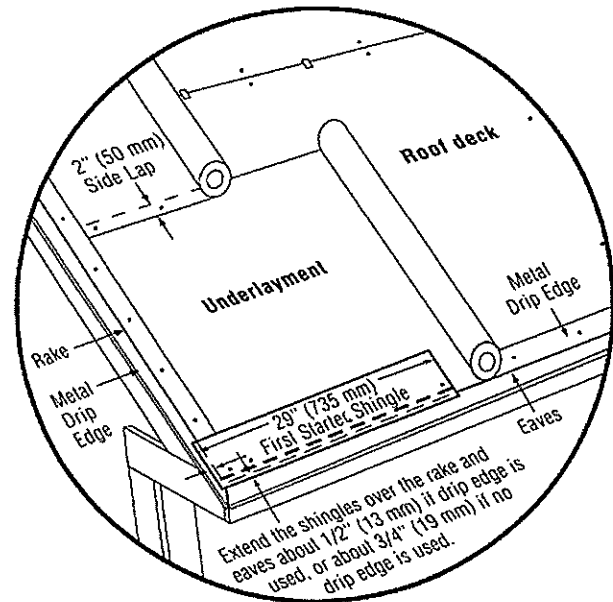


Figure 15-5: Standard slope underlayment and starter drip edge details.

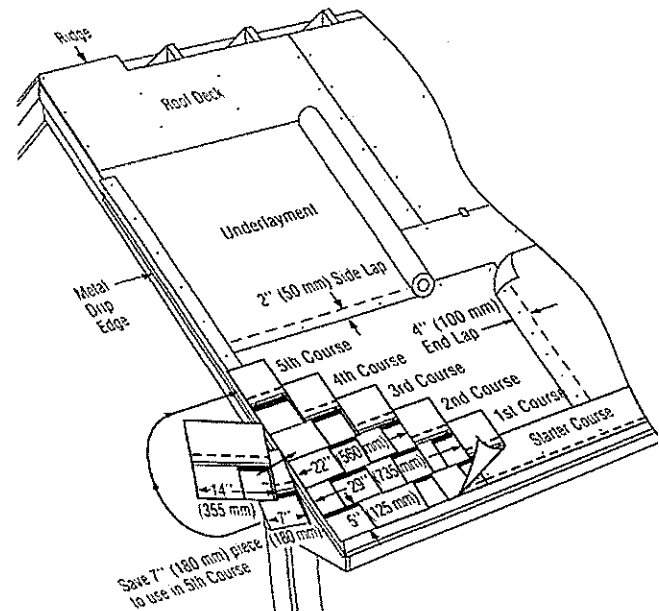


Figure 15-6: Applying the first 5 courses on a standard slope.

FY24 Budget and Election Schedule

Due Date	Action	Board/Committee
Monday, September 18, 2023 @ 6:30pm	Board of Selectmen FY24 Goal Setting	Selectmen Meeting
Thursday, October 12, 2023 @ 4:00pm	Preliminary Budgets Due into Administrator	
Monday, October 23, 2023 @ 6:30pm	Town Department Budget Presentations	Selectmen/ Budget Committee
Tuesday, October 24, 2023 @ 6:30pm	Town Committee Information & Follow Up	Selectmen/ Budget Committee
Wednesday, November 22, 2023	Nomination Papers Available	2 Selectmen 3-Y, 2 School Board 3-Y
Thursday, November 9, 2023 @ 4:00pm	Final Budgets Due to Administrator	
Monday, November 13, 2023 @ 6:30pm	Selectmen Final Review and Recommendations	Selectmen Meeting
Thursday, November 16, 2023	Final Draft Mailed to Budget Committee	
Thursday, December 7, 2023 @ 6:30pm	Budget Committee Final Review and Recommendations	Budget Committee
Friday, December 29, 2023	FY2023 Year End	Town Office Closing at Noon
Tuesday, January 2, 2024	Nomination Papers Due	
Thursday, January 11, 2024 @ 4:00pm	All non-budget items due	
Monday, January 22, 2024 @ 6:30pm	Selectmen Approve Town Warrant	Selectmen
Monday, February 5, 2024	Deadline for Town Report/Warrant to Printers	
Tuesday, February 13, 2024	Deadline for Town Report/Warrant Distribution	
Friday, March 1, 2024 from 4pm-8pm	Town Elections @ Town Office	
Saturday, March 2, 2024 @ 9:00am	Town Meeting @ Minot Consolidated School	1 Assessor Position

Contacts:

Danielle Loring, Town Administrator

admin@minotme.org

Budget and Town Report Materials

Sara Farris, Town Clerk

clerk@minotme.org

Budget, Revenue and Expense Information

Alexandria Richardson, Deputy Clerk

arichardson@minotme.org

Nomination papers, election information, articles

Jordan DeVito, Deputy Clerk

jdevito@minotme.org

Ordinance and Warrant Materials

articles



TOWN OF MINOT

329 Woodman Hill Road
Minot, Maine 04258-0329

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

Clerk's Report

September 6th, 2023

Hello Selectmen,

Updates:

Board of Appeals & Planning Board:

Planning Board - Laird's HVAC on the Agenda for 9/5/2023
Other projects on hold for now.

Closed 9/13

Mental Health First Aid class in Augusta

11/7 State Referendum Election

Absentee Requests are available. We have 4 so far.

The new CVR (Central Voter Registration) System roll out has been postponed until after the November election.

There is also a new law allowing for Semi-open Primaries starting in 2024. The State should provide us with more information soon. If I'm understanding correctly this would allow unenrolled voters to pick what party ballot they wanted without enrolling. If you are already in a party, you would not be able to change on election day.

Nomination Papers

Available 11/22/2023 and due back 1/2/2024

Selectmen – Lisa & Matt, both 3-year terms

RSU – Mike Downing & Angela Swenson, both 3-year terms

Assessor at Town Meeting - Brittany

Inland Fisheries & Wildlife:

Boat Excise YTD: \$3,416.30

o Boats

o done online.

o Snowmobiles

o ATVs

o Game Licenses

The above amounts are as of 9/5/2023.

Vitals:

Vital Requests as of 9/5

Reported to State semi-annually.

Birth Certificates- 4

Death Certificates- 2

Marriage Certificates- 5

Intentions- 2

Dogs:

None

Building/ Plumbing Permits for 2023:

Building Permits: 38

Plumbing Permits: 18

Real Estate Taxes:

2021 taxes - \$15,594.13 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 - \$32,094.63 for 25 accounts

2023 taxes - \$3,077,144.16 for 1317 accounts

2024 pre-payments - \$773.79

A payment had to be moved and then refunded.

Total owed: \$3,124,832.92

- \$ 131,574.17

Personal Property Taxes:

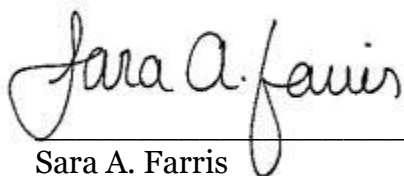
2022 - \$18.67 on 1 account

2023 - \$10,865.00 on 30 accounts

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	\$79,431.44	+ \$14,222.08
SEPT.	\$70,632.04	\$69,727.87	\$5,937.59	
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	\$ 715,719.57	\$ 511,569.41	- \$204,150.16

To hit around the same total as last year we would have to collect around \$51,000.00 for the last 4 months of the year.



Sara A. Farris
Clerk/ Tax Collector/ Voter Registrar



INTEROFFICE MEMO

To: Board of Selectmen
CC: Danielle Loring, Town Administrator

From: Scott Parker, Highway Director
RE: Highway Department (8/21 – 9/3/2023)

The Crew has been fixing shoulders as well as cleaning trees and brush from the last big storm.

Road striping has been completed. I have talked to P&B Paving about Hadfield Road, and he hoping to pave the hill the end of this month.

The Public Works Director from Raymond has called and said their roadside mower is down until at least October, so he doesn't think they can mow for us this year. We are going to try and do it with our old mower fingers crossed.

I am going to talk with Danielle about putting winter sand out to bid in the next week.

We found out that Whited had received the truck, but it was the wrong color. They have sent it out to get it painted, but it will take about three months from the time they get it back to have it ready for plowing. Also, the quote for the sand tarp came back and the quote was for \$8600, and we only budgeted \$7000. There are no other distributors and that is the smallest mill tarp that I can get to reduce costs.



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
2. Watch desk construction complete waiting for wiring (complete end of next week)
3. T5 replacement Budget \$73,000.00
4. Rescue tool serviced
5. Working on BLS folder and reviewing SDS
6. Tree clearing at Orchard

New business.

1. Everyone fit tested for SCBA
2. EVOC training on Sept. 13th-14th and 16th
3. 2 Vendors have looked at pricing the additional insulation for central
4. Basic fire school starting September 12th (class if free to the town)
5. IT material arrived for orchard station
6. Looking to start budget projections for next Year
7. All new members have been through the onboarding process



INTEROFFICE MEMO

Date: September 9, 2023

To: Board of Selectmen

From: Danielle Loring, Administrator

RE: Goals from 2022 Evaluation Overview

I have continued to enjoy my time serving the Minot community and working with the Board of Selectmen on various projects and goals. In preparation for my review on the September 18th, I have completed a brief overview of the goals presented to me at my last evaluation in 2022:

- **Look for ways to finish spending current allotment of ARPA funds.**
 - Currently working through large capital expenditures to reduce dependency on the Town's budget while still accomplishing goals and meeting the needs of the Town.
 - IT infrastructure to create reliable and necessary physical and digital backup solutions; connecting the Town's departments to ensure that everyone is utilizing the proper security centers; upgrading equipment and reusing whatever we can.
 - Highway Department is working to pave sections of road that are at risk of storm damage but were not part of the budget; serviced communication and upgraded equipment
 - Fire Department upgraded and serviced equipment; added necessary safety equipment
 - Firstlight Broadband project has been completed but revisiting vendor due to Consolidated Communications cancelling their expansion project and Spectrum is still pending
- **Manage the budget process to be fiscally responsible by trying to balance all the department needs, budget should look for the following.**
 - ***Salary increases to the staff to keep us competitive at 4%***
 - Currently reviewing because there will be some changes to salary requirements on a federal level and I have some concerns regarding the competitiveness of the Highway and Code pay scales.
 - ***Review budget needs and look for areas to stay at the same rate as last year since, overall, fuel, electricity, raw materials are expected to increase by more than 9%***
 - Looking to cut expenditures where we can, buy bulk and cost share where we can.
 - ***Lead communication effort on outcome of yearly financial assessment.***
 - Working on training to prepare the financial management letter. Have taken accounting courses to assume the responsibilities of Treasurer and looking to increase transparency and accountability in the coming year.

- ***Continue to look for opportunities for grant money to offset needs.***
 - Currently working on the following projects:
 - Community Resiliency to access Town's vulnerability to severe weather conditions including cold, drought and floods
 - Fire Department for water coverage and fire pond maintenance
 - Town Office for business continuity and infrastructure lifespan
 - Highway Department for supply storage
 - FEMA for all other above and generator for Orchard Fire Station; Bucknam Bridge Road reconstruction; community recovery after a severe weather or health event.
 - MEMA for local Cyber Security Grant opportunities for training and equipment costs.
- ***Continue to mentor staff and create additional growth opportunities.***
 - Though we had some bumps at the beginning of the year, I believe that we are on the right track. We are currently in the process of on-boarding and training new staff but the new arrangement will provide additional redundancy, oversight, accountability and provide staff with additional training opportunities. All of this was accomplished while also helping to reduce costs.
- ***Work with the fire department on realistic goals, and revamping budget.***
 - I am very proud of the work and partnership that Dean and I have worked to create. The numbers are looking much stronger in terms of membership, personnel has proper/safe equipment and policies and procedures are being developed and followed. I want to continue to work to create a bridge between this Department, Highway and Code Enforcement.
- ***Review personnel policy to update vacation time off, remote working, and potentially small portion of maternity leave to be paid by the town.***
 - Remote working has been addressed and limited to salaried staff or Department Heads as many functions cannot be completed outside of the office. However, we are in a position that the transition to be remote could occur if necessary.
 - I have not revised vacation time as I believe the real issue was PTO and the lack of short- & long- term leave which has been addressed by the State as a mandatory program for Federal Medical Leave. This will not impact the budget until FY2025.
 - Working to address new rules regarding salary requirements and disciplinary actions for the Town.
- ***Analysis to determine if a part time additional staff member is needed to offset vacation time off in the office and other workload.***
 - I believe that this issue has been resolved with the new configuration of the office. The current focus is on cross training to provide additional coverage and support during seasonal fluctuations.

Again, I cannot express how fortunate I feel for working for such a great Town. I will continue to work to keep costs low but realistic as we battle the on-going increases brought on by inflation. I will continue to work with staff to create an environment where they feel supported and prepared for the work being asked of them. My personal goals are to create programming that gives back to the Town through activities and beautification to highlight the great sense of community and pride that Minot is know for.

Thank you for your support and I look forward to continuing to work together.

Expense detail report

WARRANT 18

09/06/2023

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	7,000.00	0.00	18,000.00
		Department..		25,500.00	7,500.00	0.00	18,000.00
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
0204 - REPAIRS				0.00	22,415.00	0.00	-22,415.00
0207 - DUES/SUBSCR				0.00	158.60	0.00	-158.60
0209 - POSTAGE				0.00	28.10	0.00	-28.10
0300 - LABOR				0.00	1,076.20	376.20	-700.00
0401 - TESTING				0.00	370.00	0.00	-370.00
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	24,137.87	7,613.35	-4,525.57
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	35,961.80	0.00	19,038.20

Minot
11:41 AM

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	26,717.19	0.00	10,841.81
1003 - ADMINISTRAT				72,842.00	47,627.54	0.00	25,214.46
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	9,792.43	0.00	8,207.57
7020 - HLTH INSUR				165,000.00	122,624.26	12,963.65	55,339.39
7021 - VISION INS				0.00	834.87	793.96	-40.91
7025 - DENTAL INSUR				5,600.00	6,279.01	2,728.99	2,049.98
7030 - SIMPLE IRA				10,410.00	6,245.26	0.00	4,164.74
7035 - AFLAC				0.00	726.90	723.63	-3.27
7040 - UNEMPLOYMENT				500.00	0.00	25.00	525.00
		Department..		413,286.00	281,099.44	17,235.23	149,421.79
5075 - CODE ENF/PLA							
0200 - TELEPHONE				0.00	430.35	0.00	-430.35
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	20,639.69	807.73	10,168.04
1016 - ADDRESSING				15,000.00	100.00	0.00	14,900.00
7010 - PAYROLL TAX				3,500.00	1,667.18	0.00	1,832.82
		Department..		56,150.00	23,996.65	957.73	33,111.08
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

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DATE	JRNL	DESC---	VENDOR-----	BUDGET	DEBITS	CREDITS	BALANCE
5200 - TOWN INSUR CONT'D							
0303 - VOLUNTEER				100.00	58.00	0.00	42.00
		Department..		53,550.00	51,602.00	2,339.00	4,287.00
5300 - T-O MAINT							
0198 - FOOD				0.00	673.57	0.00	-673.57
0200 - TELEPHONE				1,550.00	1,431.97	0.00	118.03
0201 - ELECTRICITY				5,000.00	2,825.29	259.49	2,434.20
0203 - FUEL & GAS				6,000.00	3,214.53	0.00	2,785.47
0204 - REPAIRS				2,500.00	2,495.32	0.00	4.68
0205 - SUPPLIES				4,000.00	3,161.49	0.00	838.51
0206 - JANITORIAL				3,000.00	1,800.00	0.00	1,200.00
0207 - DUES/SUBSCR				1,500.00	491.05	0.00	1,008.95
0208 - STAFF TRAING				2,000.00	1,037.00	0.00	963.00
0209 - POSTAGE				4,500.00	2,084.10	274.25	2,690.15
0210 - MLG/EXP REIM				0.00	60.00	60.00	0.00
0212 - INSPECTIONS				1,000.00	1,137.25	0.00	-137.25
0213 - CONTRAC SVCS				3,000.00	3,227.12	0.00	-227.12
0218 - SOFTWARE LIC				0.00	162.00	0.00	-162.00
		Department..		34,050.00	23,800.69	593.74	10,843.05
5350 - ELECT/MEET							
0198 - FOOD				200.00	231.70	0.00	-31.70
0205 - SUPPLIES				105.00	27.92	0.00	77.08
0209 - POSTAGE				400.00	0.00	0.00	400.00
0213 - CONTRAC SVCS				4,480.00	2,788.07	0.00	1,691.93
0217 - ADVERTISING				200.00	0.00	0.00	200.00
1011 - ELEC CLERKS				2,865.00	1,623.75	0.00	1,241.25
1012 - MODERATOR				300.00	250.00	0.00	50.00
		Department..		8,550.00	4,921.44	0.00	3,628.56
5400 - CEMETERY MAI							
0001 - APPROPRIATED				5,000.00	0.00	0.00	5,000.00
0002 - (CARRY FWD)				7,315.21	0.00	0.00	7,315.21
0205 - SUPPLIES				0.00	146.00	0.00	-146.00
0213 - CONTRAC SVCS				0.00	3,704.87	0.00	-3,704.87

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DATE	JRNL	DESC---	VENDOR-----	BUDGET	DEBITS	CREDITS	BALANCE
5400 - CEMETERY MAI CONT'D							
		0501 - DEED TRANS		0.00	105.00	0.00	-105.00
		0503 - FEES		0.00	0.00	25.00	25.00
		7046 - PLOT SALES		0.00	2,100.00	4,200.00	2,100.00
		Department..		12,315.21	6,055.87	4,225.00	10,484.34
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	2,043.09	0.00	3,756.91
		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	24,546.00	0.00	11,954.00
		0401 - TESTING		150,000.00	76,744.99	0.00	73,255.01
		0404 - MATERIALS		200.00	261.00	0.00	-61.00
		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	5,415.32	0.00	6,584.68
		Department..		255,500.00	143,867.38	708.30	112,340.92
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
		7010 - PAYROLL TAX		10,000.00	6,648.32	0.00	3,351.68

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6400 - WINTER RDS CONT'D							
		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
0203 - FUEL & GAS				33,000.00	25,589.09	1,488.30	8,899.21
0204 - REPAIRS				31,000.00	13,531.11	66.97	17,535.86
0205 - SUPPLIES				9,000.00	8,079.19	0.00	920.81
0213 - CONTRAC SVCS				5,000.00	5,488.47	0.00	-488.47
		Department..		78,000.00	52,687.86	1,555.27	26,867.41
6600 - HWAY CAP EQ				0.00	0.00	0.00	0.00
0002 - (CARRY FWD)				11,725.90	0.00	11,599.90	23,325.80
0204 - REPAIRS				0.00	0.00	250.00	250.00
		Department..		11,725.90	0.00	11,849.90	23,575.80
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	451.59	0.00	148.41
0201 - ELECTRICITY				3,500.00	2,817.80	1,310.24	1,992.44
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	3,315.98	0.00	-1,315.98
0206 - JANITORIAL				500.00	320.00	0.00	180.00
0212 - INSPECTIONS				400.00	0.00	0.00	400.00
0213 - CONTRAC SVCS				0.00	155.00	0.00	-155.00
		Department..		15,400.00	9,173.04	1,310.24	7,537.20
7000 - RECYCLING				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	29,803.09	0.00	32,196.91
		Department..		62,600.00	30,363.21	0.00	32,236.79
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

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7100 - COMM DAY RES CONT'D							
		0012 - DONATIONS		0.00	0.00	120.00	120.00
		0198 - FOOD		0.00	160.25	0.00	-160.25
		0205 - SUPPLIES		0.00	433.74	0.00	-433.74
		Department..		1,083.44	593.99	120.00	609.45
7200 - GENL ASSIST							
		0001 - APPROPRIATED		2,000.00	0.00	0.00	2,000.00
		0198 - FOOD		0.00	507.00	0.00	-507.00
		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	2,455.13	833.79	378.66
7300 - CONSER COMM							
		0002 - (CARRY FWD)		0.00	0.00	0.00	0.00
		Department..		100.00	0.00	0.00	100.00
7400 - STREET LTS							
		0201 - ELECTRICITY		3,000.00	0.00	0.00	3,000.00
		Department..		3,000.00	2,022.55	0.00	977.45
7700 - LEGAL FEES							
		0213 - CONTRAC SVCS		10,000.00	0.00	0.00	10,000.00
		7050 - BOOKER		0.00	3,738.50	0.00	6,261.50
		7051 - BISSONNETTE		0.00	20,669.65	0.00	-20,669.65
		Department..		10,000.00	2,661.76	4,500.00	1,838.24
7810 - MMA DUES							
		0207 - DUES/SUBSCR		3,800.00	0.00	0.00	3,800.00
		Department..		3,800.00	3,742.00	0.00	58.00
7820 - AVCOG DUES							
		0207 - DUES/SUBSCR		3,959.00	0.00	0.00	3,959.00
		Department..		3,959.00	3,958.30	0.00	0.70
7830 - BROADBAND							
		0001 - APPROPRIATED		0.00	0.00	0.00	0.00
		Department..		0.00	0.00	17,698.77	17,698.77
7900 - COUNTY TAX							
		0213 - CONTRAC SVCS		309,396.00	0.00	0.00	309,396.00
				309,396.00	309,396.00	0.00	0.00

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7900 - COUNTY TAX CONT'D							
		Department..		309,396.00	309,396.00	0.00	0.00
7950 - OVERLAY				0.00	0.00	0.00	0.00
		0001 - APPROPRIATED		61,388.74	0.00	0.00	61,388.74
		0900 - ABATEMENTS		0.00	53.01	0.00	-53.01
		Department..		61,388.74	53.01	0.00	61,335.73
8000 - INTERDEPT				9,000.00	0.00	0.00	9,000.00
		0196 - ONBOARDING		0.00	246.00	0.00	-246.00
		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	5,049.35	612.92	63.57
		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	817.00	0.00	183.00
		Department..		9,000.00	8,098.91	684.92	1,586.01
8025 - IT SERVICES				21,400.00	0.00	0.00	21,400.00
		0002 - (CARRY FWD)		22,292.00	0.00	0.00	22,292.00
		0199 - INTERNET		1,400.00	853.06	0.00	546.94
		0200 - TELEPHONE		3,500.00	2,181.30	0.00	1,318.70
		0202 - HARDWARE		5,000.00	29,762.14	0.00	-24,762.14
		0205 - SUPPLIES		2,000.00	1,448.73	0.00	551.27
		0213 - CONTRAC SVCS		5,000.00	4,330.00	0.00	670.00
		0218 - SOFTWARE LIC		4,500.00	3,747.90	0.00	752.10
		Department..		43,692.00	42,323.13	0.00	1,368.87
8026 - TRIO				9,200.00	0.00	0.00	9,200.00
		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				3,928.00	0.00	0.00	3,928.00
		0213 - CONTRAC SVCS		3,928.00	3,928.00	0.00	0.00
		Department..		3,928.00	3,928.00	0.00	0.00

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8220 - ANIMAL CTL CONT'D							
8220 - ANIMAL CTL				3,850.00	0.00	0.00	3,850.00
0210 - MLG/EXP REIM				600.00	482.06	0.00	117.94
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	2,096.82	0.00	1,753.18
8600 - EDUCATION							
0213 - CONTRAC SVCS				2,377,988.02	1,556,297.70	0.00	821,690.32
Department..				2,377,988.02	1,556,297.70	0.00	821,690.32
9000 - MINOT FIRE							
0196 - ONBOARDING				0.00	4,636.00	0.00	-4,636.00
0198 - FOOD				0.00	394.21	0.00	-394.21
0200 - TELEPHONE				1,200.00	853.57	0.00	346.43
0201 - ELECTRICITY				5,000.00	2,641.83	172.08	2,530.25
0203 - FUEL & GAS				9,000.00	4,835.77	0.00	4,164.23
0204 - REPAIRS				7,500.00	11,805.76	0.00	-4,305.76
0205 - SUPPLIES				2,500.00	1,008.42	0.00	1,491.58
0207 - DUES/SUBSCR				500.00	225.00	0.00	275.00
0208 - STAFF TRAING				1,200.00	412.00	0.00	788.00
0210 - MLG/EXP REIM				200.00	170.07	0.00	29.93
0212 - INSPECTIONS				650.00	1,120.79	0.00	-470.79
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	3,638.88	0.00	1,361.12
0224 - SAFETY REQ				2,500.00	2,868.75	0.00	-368.75
0301 - FIRE FIGHTER				15,000.00	5,662.77	0.00	9,337.23
0302 - PER DIEMS				15,000.00	11,074.00	0.00	3,926.00
0401 - TESTING				0.00	2,725.60	0.00	-2,725.60
0503 - FEES				0.00	0.00	100.00	100.00
1014 - FIRE CHIEF				3,000.00	0.00	0.00	3,000.00
7010 - PAYROLL TAX				2,550.00	1,435.23	0.00	1,114.77
Department..				87,441.00	73,046.78	272.08	14,666.30

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9200 - FIRE DEPT CP CONT'D								
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
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					341,851.00	0.00	0.00	341,851.00
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
9900 - ARPA					0.00	0.00	0.00	0.00
0202 - HARDWARE					0.00	30,200.00	0.00	-30,200.00
0213 - CONTRAC SVCS					0.00	1,350.00	0.00	-1,350.00
0224 - SAFETY REQ					0.00	6,050.00	0.00	-6,050.00
		Department..			0.00	37,600.00	0.00	-37,600.00
Final Totals					4,846,232.99	3,038,315.04	76,339.08	1,884,257.03