



Town of Minot Selectmen Epacket

October 2, 2023 at 6:30pm
Regular Meeting

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Town of Minot

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

Board of Selectmen
Minot Town Office
329 Woodman Hill Road
Monday, October 2, 2023
Meeting at 6:30pm
Agenda*

REGULAR MEETING

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
 - a. September 18, 2023 – Regular Meeting
 - b. September 25, 2023 – Special Meeting
4. Warrants
 - a. Payroll Expense Warrant
 - b. Treasurer's Warrant
5. Public Hearing
 - a. Discussion and Consideration of Approval for 2022-23 General Assistance Ordinance Appendices (A-G)
6. Old Business
 - a. Discussion of Hunting on Town-owned Lands
7. New Business
 - a. Lake Auburn Watershed Association Update – Glen Holmes, Representative
 - b. Consideration of Approval of FY2023 Winter Sand Bids
 - c. Jordan De Vito Annual Appointments – Deputy Clerk, Deputy Tax Collector, and Deputy Voter Registrar
8. Department Head Updates
 - a. Clerk's Report
 - b. Highway Report
 - c. Fire Department Report
9. Town Administrator's Report
10. Executive Session
 - a. Executive Session pursuant to Title 1 MRSA §405 (6)(a): Town Administrator's Annual Review
11. Selectmen Comment
12. Public Comment (3-minute limit) – Items in public comment may be scheduled for a future meeting to provide for Board consideration and public notice
13. Next Meeting Dates
 - a. Monday, October 16, 2023
14. Adjournment *1*



Town of Minot

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

Board of Selectmen Meeting
Minot Town Office
Wednesday, September 6th, 2023
6:30 pm
Minutes*

REGULAR MEETING

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

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. Wednesday, September 6th, 2023

Motion: Brittany Hemond made a motion to approve the Minutes from Wednesday, September 6th, 2023; second by Willaim Perry.

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 September 6th 2023.

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

4. Warrants

a. Payroll Expense Warrant

b. Treasurer's Warrant

Motion: Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$20,519.12 and the Treasurer's Warrant in the amount of \$235,489.05; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

c. Review and Approval of Check Reconciliation for August

Motion: Lisa Cesare motioned to approve the check reconciliation for August; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

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

- The watch desk at Central Station is completed.
- BLS and SDS are completed.
- EVOC testing was held Sunday, and everyone passed.
- Basic Fire School started on the 12th.
- Chief Campbell has started working on the Fire Department Budget for the upcoming Budget Meetings.
- Truck #5 is still out of service and needs a sticker. Due to the list of issues the truck will not pass a sticker. The estimated cost to get everything fixed and road ready is around \$5,000.00.

Danielle Loring recommended taking the funds out of the Apparatus Reserve Account to cover the cost of the repairs. The Selectmen agreed and approved Chief Campbell to move forward with the repairs.

See attached report and other items for more information.

Chief Campbell left the meeting.

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

Board of Selectmen Meeting Minutes Dated September 6th 2023.

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

Chair Daniel Gilpatric moved item **5 New Business b. Discussion of Hunting on Town-owned Lands** up on the agenda as Nicholas Farris was present.

5. New Business

b. Discussion of Hunting on the Town-owned Lands

Danielle Loring explained that there was a recent request to put a hunting blind and hunt on the Minot Trails and she would like input from the Selectmen on how to move forward with this request. The Selectmen were opposed to having a hunting blind set up on the trails and there was various discussion regarding hunting and the safety of the residents that use the trail system.

Matthew Callahan referenced page 29 of the 2023-2024 IF&W Hunting Law Book and pointed out that it states no firearms within 300 ft of a marked walking trail. Nicholas Farris questioned if the Minot Trails were considered a part of the Bureau of Public Lands as the header on that page suggests that law applies to. Clerk Sara Farris added that prior to the meeting she called IF&W and spoke with the Game Wardens Office and explained the situation. The answer she received was that if the Selectmen did not want to allow hunting the land would have to be legally posted.

The Selectmen decided to table the discussion until they received more clarification and asked Danielle Loring to follow up with a Game Wardens Office. Mr. Farris also said he was going to look into it more as well.

a. FY 2024 Budget Discussion and Goal Setting

There was various discussion regarding possible increases in the FY 2024 Budget as a whole. Lisa Cesare stated that she would like to see the Selectmen set a cap for budget increases and the other Selectmen agreed. Matthew Callahan asked if Danielle could come up with an estimated increase percentage based on the known factors as of now. Danielle responded to expect a 10-15% increase in the FY 2024 Budget based on known projected increases. Lisa Cesare said that she would like to see a cap increase of 12% to the Budget as a whole.

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

Board of Selectmen Meeting Minutes Dated September 6th 2023.

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

c. Executive Session Pursuant to Title 1 MRSA § 405 (6)(a): Town Administrator's Annual Review

Clerk Sara Farris was asked to leave the room.

Motion: William Perry motioned to enter Executive Session at 7:42pm; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen and Danielle Loring enter the Executive Session.

Motion: William Perry motioned to exit Executive Session at 8:25pm; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

6. Department Head Updates

a. Clerks Report submitted and read by Clerk Sara Farris

- MOSES/ IF&W agent fees increasing to \$5.00 for ATVs and Snowmobiles effective 10/25.
- Jordan and Alex are doing a great job and seem to be excited to learn all aspects of the Deputy Clerk job.
- Sara is set up in her office as Clerk.
- Dog Registration reminders will be mailed out 10/13. We can start completing registrations for 2024 on 10/16.
- Tax payments have been coming in, but we have not seen much from mortgage companies.
- Excise tax amounts for September are low compared to las September.
See attached report for more information.

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

- Shoulder work has been completed for Pottle Hill Rd.
- The Crew is preparing Hadfield Rd. for paving.
- The Fire Department took all the calls from the potential hurricane over the weekend. This allowed the Highway Department to stay home and finish the clean up on Monday.
See attached report for more information.

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

Board of Selectmen Meeting Minutes Dated September 6th 2023.

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

7. Town Administrator’s Report Presented by Danielle Loring

- Spectrum and Hawkeye Fiber Optics has started work around town for the broadband expansion project.
- The Safety Committee consisting of Danielle, Sara, Dean, and Scott had their first meeting last month and have their next meeting on 9/20.

8. Selectmen Comment

None

9. Public Comment

As discussed in 5. New Business b.

10. Next Meeting Dates

a. Monday, October 2nd, 2023

Date acknowledged.

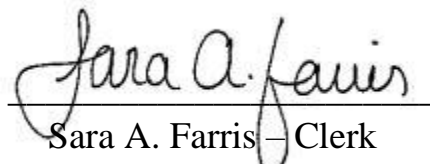
11. Adjournment

Motion: William Perry made the motion to adjourn at 8:46 pm; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 8:46 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 September 6th 2023.

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



Town of Minot

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www.minotme.org

Board of Selectmen Meeting
Minot Town Office
Monday, September 25th, 2023
6:30 pm
Minutes*

SPECIAL EXECUTIVE SESSION MEETING

Selectmen: Chair Daniel Gilpatric, Vice Chair Lisa Cesare, Brittany Hemond, Matthew Callahan, and William Perry

1. Call to Order

Chair Daniel Gilpatric called the meeting to order at 6:18pm and a quorum was present. The meeting was called early as all Selectmen were present and the meeting was for an Executive Session only.

2. Pledge of Allegiance

Recited

3. Executive Session Pursuant to Title 1 MRSA § 405 (6)(a): Town Administrator’s Annual Review

Motion: Lisa Cesare motioned to enter Executive Session at 6:21pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)
The Selectmen enter the Executive Session.

Motion: Lisa Cesare motioned to exit Executive Session at 7:19pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

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

Board of Selectmen Meeting Minutes Dated September 25th 2023.

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

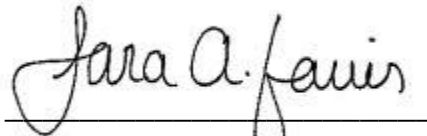
9. Adjournment

Motion: Lisa Cesare made the motion to adjourn at 7:25 pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 7:25 pm.


Sara A. Farris – Clerk
Recording Secretary

Daniel Gilpartic – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond

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

Board of Selectmen Meeting Minutes Dated September 25th 2023.

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

Minot General Assistance Maximums

October 1, 2023 to September 30, 2024

<u>Overall Maximums (Appendix A)</u> Number in Household				<u>Housing Maximums (Appendix C)</u>					<u>Electricity (Appendix D.1)</u> (without hot water)		
1	2	3	4	Bedrooms	Unheated		Heated		# in household	Weekly	Monthly
853	925	1,189	1,543		W	M	W	M	1	19.95	85.50
5*	*for each additional person add \$75			0	165	709	195	838	2	22.52	96.50
1,870				1	171	737	211	908	3	24.97	107.00
				2	220	944	271	1,165	4	27.53	118.00
				3	291	1,249	353	1,518	5	29.88	128.50
				4	351	1,508	428	1,840	6*	32.55	139.50
									*each additional person add \$10.50/month		
<u>Food Maximums (Appendix B)</u>			<u>Personal/Household Supplies Maximums (Appendix F)</u>			<u>Electricity (Appendix D.2)</u> (WITH hot water)					
# in household	Weekly	Monthly	# in household	Weekly	Monthly	# in household	Weekly	Monthly			
1	67.67	291.00	1-2	10.50	45.00	1	29.63	127.00			
2	124.42	535.00	3-4	11.60	50.00	2	34.07	146.00			
3	178.14	766.00	5-6	12.80	55.00	3	39.67	170.00			
4	226.28	973.00	7-8	14.00	60.00	4	46.32	198.50			
5	268.60	1,155.00	*each additional member add \$1.25/wk or \$5.00/month			5	55.65	238.50			
6	322.33	1,386.00	Supplement for Households w/ Children Under 5			6	58.68	251.50			
7	356.28	1,532.00	Children	Weekly	Monthly	*each person add \$14.50/month					
8	407.21	1,751.00	1	12.80	55.00						
*each additional person add \$219/month			2	17.40	75.00						
			3	23.30	100.00						
			4	27.90	120.00						
<u>Heating Fuel (Appendix E)</u>				<u>TANF</u>				<u>Additional Information</u>			
Month	Gallons	Month	Gallons	# in household	Child Only	Family	Special Needs	SSI: \$771/month PLUS \$10.00 State supplement			
Jan	225	July	0	1	168	276	582	Burial: \$1,475 PLUS wholesale for cement liner and least expensive burial lot in municipal lot			
Feb	225	Aug	0	2	320	435	744	Cremation: \$1,025 PLUS \$55.00 for urn and \$1/mile for transportation (Have 3 days to respond from time funeral home contacts for decision)			
March	125	Sept	50	3	472	581	894	Work mileage: \$0.46			
April	125	Oct	100	4	621	733	1,048	Prescription group: _____			
May	50	Nov	200	5	775	879	1,197	DHHS Hotline: (800) 442-6003			
June	0	Dec	200	6	925	1,026	1,348	Interpreter Line: (800) 225-5254			
				7	1,077	1,231	1,501	Customer Code: _____			
				8	1,228	1,325	1,653				
				Special needs: if rent is 50% of income							

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner



Maine Department of Health and Human Services
Office for Family Independence
109 Capitol St.
11 State House Station
Augusta, Maine 04333-0011
Tel.: (207) 624-4168; Toll-Free: (800) 442-6003
TTY: Dial 711 (Maine Relay); Fax: (207) 287-3455

To: Welfare Officials and Contracted Agents
From: Sara Denson, Program Manager, General Assistance
Date: August 28, 2023
Subject: New GA Maximums for October 1, 2023

Enclosed please find the following items:

- MMA's new (October 1, 2023–September 30, 2024) “**General Assistance Ordinance Appendices**” (A – H).
- Recovery Residence Housing Maximums (October 1, 2023-September 30, 2024)
- “**GA Ordinance Adoption Form**” which was developed so that municipalities may easily send DHHS proof of the adoption of any updated or changed GA Ordinance. Once the selectpersons or council adopts the new ordinance, the enclosed form should be signed and submitted to DHHS. (*see “Filing of GA Ordinance and/or Appendices” below for further information*).
- “**GA Maximums Adoption Form**” which was developed so that municipalities may easily send DHHS proof of GA maximums adoption. Once the selectpersons or council adopts the new maximums, the enclosed form should be signed and submitted to DHHS. (*see “Filing of GA Ordinance and/or Appendices” below for further information*).

Updates

Please note that updates have been made to Appendix A (overall maximums), Appendix B (food maximums), and Appendix C (housing maximums) of the General Assistance Ordinance. There is also a new Recovery Residence Housing Maximums guide. You can find information about the MMA Model Ordinance on the Maine Welfare Director’s Association (MWDA) website at www.mainewelfaredirectors.org.

Appendix A – H

The enclosed Appendices A – H have been revised for your municipality’s General Assistance Ordinance. These new Appendices, **once adopted**, should replace the existing Appendices A – G. Even if you are not updating your GA Ordinance, **the municipal officers must approve/adopt the new Appendices yearly.**

The Adoption Process

The **municipal officers (i.e., selectpersons/council)** adopt the local **General Assistance Ordinance and yearly Appendices**, even in town meeting communities. The law requires that the municipal officers conduct a **notice and hearing** prior to the adoption of the Ordinance and/or Appendices. Seven days posted notice is recommended, unless local law (or practice) provides otherwise.

At the hearing, the municipal officers should:

- 1) Allow all interested members of the public an opportunity to comment on the proposed ordinance;
- 2) End public discussion, close the hearing; and
- 3) Move and vote to adopt the ordinance and/or appendices either in its posted form or as amended in light of public discussion.

Municipalities May Establish Their Own Maximums

Municipalities may establish their own maximum levels of assistance provided that the proposed levels of assistance are reasonable and meet adequate standards sufficient to maintain the health and safety of applicants in the municipality. The municipality must submit to the Department documentation to justify these levels of assistance and verify that the figures developed are appropriate to maintain health and decency.

A municipality's maximum assistance level for Food may not be below the Department provided figures which are issued by the USDA and published annually following a study of cost of food for various family sizes. A market basket survey may be used to establish food maximums if the maximums provided by the USDA are insufficient to maintain health in the municipality. (C.M.R. 10-144, Chapter 323, Section V).

Filing of GA Ordinance and/or Appendices

Please remember that General Assistance law requires each municipality to send DHHS a copy of its ordinance once adopted, should that ordinance differ from the MMA Model. Any changes or amendments, such as new Appendices, must also be submitted to DHHS. DHHS will accept the enclosed "adoption sheet" as proof that your Municipal Officers have adopted the current MMA Model GA maximums and/or ordinance. If you are not making changes to your adopted ordinance, you are only required to submit verification that the new Appendices have been adopted.

CERTIFICATE OF APPOINTMENT
(Title 30, M.R.S.A. § 2253)

SELECTMEN'S OFFICE
MUNICIPALITY OF MINOT

On October 2nd, A.D. 2023
to Jordan De Vito
of Oxford, in the County of Oxford
and State of Maine. There being a vacancy in the position of Deputy Clerk
the Selectmen of the Municipality of TOWN OF MINOT do in accordance with the
provisions of the laws of the State of Maine, hereby appoint you within and
for the Municipality of the TOWN OF MINOT, such appointment to be effective until
December 31st, 2023.

Given under our hand this 2nd day of October, 2023

_____)
_____)
_____)
_____)
_____)

Selectmen
of
TOWN OF MINOT

COUNTY OF ANDROSCOGGIN, ss.

October 2nd 2023

Personally appeared the above named Jordan De Vito
who has been duly appointed by the Selectmen as the Deputy Clerk
in said Municipality, and took the oath necessary to qualify him/her to discharge said duties for
the term specified above according to law, before me.

_____, Notary Public
Sara A. Farris

**This Certificate and the Certificate of Oath shall be returned
to the Municipal Clerk for Filing.**

CERTIFICATE OF APPOINTMENT
(Title 30, M.R.S.A. § 2253)

SELECTMEN'S OFFICE
MUNICIPALITY OF MINOT

On October 2nd, A.D. 2023
to Jordan De Vito
of Oxford, in the County of Oxford
and State of Maine. There being a vacancy in the position of Deputy Tax Collector
the Selectmen of the Municipality of TOWN OF MINOT do in accordance with the
provisions of the laws of the State of Maine, hereby appoint you within and
for the Municipality of the TOWN OF MINOT, such appointment to be effective until
December 31st, 2023.

Given under our hand this 2nd day of October, 2023.

_____)
_____)
_____)
_____)
_____)

Selectmen
of
TOWN OF MINOT.

COUNTY OF ANDROSCOGGIN, ss.

October 2nd 2023

Personally appeared the above named Jordan De Vito
who has been duly appointed by the Selectmen as the Deputy Tax Collector
in said Municipality, and took the oath necessary to qualify him/her to discharge said duties for
the term specified above according to law, before me.

_____, Notary Public
Sara A, Farris

**This Certificate and the Certificate of Oath shall be returned
to the Municipal Clerk for Filing.**

CERTIFICATE OF APPOINTMENT
(Title 30, M.R.S.A. § 2253)

SELECTMEN'S OFFICE
MUNICIPALITY OF MINOT

On October 2nd, A.D. 2023.

to Jordan De Vito

of Oxford, in the County of Oxford.

and State of Maine. There being a vacancy in the position of Deputy Voter Registrar

the Selectmen of the Municipality of TOWN OF MINOT do in accordance with the

provisions of the laws of the State of Maine, hereby appoint you within and

for the Municipality of the TOWN OF MINOT, such appointment to be effective until

December 31st, 2023.

Given under our hand this 2nd day of October, 2023.

_____)
_____)
_____)
_____)
_____)

Selectmen
of
TOWN OF MINOT.

COUNTY OF ANDROSCOGGIN, ss.

October 2nd 2023

Personally appeared the above named Jordan De Vito

who has been duly appointed by the Selectmen as the Deputy Voter Registrar

in said Municipality, and took the oath necessary to qualify him/her to discharge said duties for

the term specified above according to law, before me.

_____, Notary Public
Sara A. Farris

**This Certificate and the Certificate of Oath shall be returned
to the Municipal Clerk for Filing.**



TOWN OF MINOT

329 Woodman Hill Road
Minot, Maine 04258-0329

Tel: 1-207-345-3305

Fax: 1-207-346-0924

Clerk's Report

October 2nd, 2023

Hello Selectmen,

Updates:

Board of Appeals & Planning Board:

The Planning Board is continuing ordinance work.

Caspian Solar Farm requested to move approval to the November meeting.

808 Main St. may be back for the November meeting as well

Tax Stabilization Reimbursement

I have mailed the reimbursement form to the State. After doing some research this past week it sounds like we will be reimbursed the \$8,408.23 that the Town lost due to the program plus \$5 per application received which will be around \$930.00.

Tax Acquired Property Policy

Danielle has me working with our Town's attorney to draft a new policy due to the recent U.S. Supreme Court Case Tyler vs. Hennepin County, Minnesota. The State of Maine enacted emergency legislation, PL 2023, c.358, effective June 30th 2023 regarding the Tax Acquired property process. In short, it took the current law for seniors over 65 and expanded it to all residents that request the alternate sale process and requires the town to give excess funds back to the owner of record at the time of the foreclosure. There are still many unanswered questions regarding various situations that were not covered in the Supreme Court case, so it is going to be an ongoing process.

Jordan & Alex

They are both continuing to do a great job! I completed my end of month reports this morning and everything matched, which is a good sign that they are taking their time and really focusing on what they are doing in each transaction.

I am working on getting them both signed up for a Vitals Class in December via Zoom.

My New Office

I have been working with Danielle to learn cash up and posting journals. I completed 3 cash ups on my own last week. I am really enjoying learning new things and being able to help Danielle out!

10/9

Office closed for the Holiday.

11/7 State Referendum Election

Absentee Requests are available. We have 17 so far.

I am working on scheduling my Election Workers and preparing for ballot testing when they arrive.

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: \$3,456.70

o Boat

o done online.

o Snowmobiles

Still no stickers from IF&W but we should get them anytime.

o ATVs

3 Game Licenses

The above amounts are as of 10/2/2023.

Vitals:

Vital Requests as of 10/2

Reported to State semi-annually.

Birth Certificates- 5

Death Certificates- 4

Marriage Certificates- 6

Intentions- 6

Dogs:

Reminder letters will be mailed out on October 13th.

Dog registrations for 2024 will be available starting October 16th here at the office & online.

Building/ Plumbing Permits for 2023:

Building Permits: 45

Plumbing Permits: 21

Real Estate Taxes:

2021 taxes - \$ 15,655.12 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 - \$ 28,079.76 for 2 accounts

2023 taxes - \$ 2,953,870.91 for 1275accounts

2024 pre-payments - \$ 1,183.49 for 9 accounts

Total owed: \$ 2,997,605.79

- \$ 62,903.85

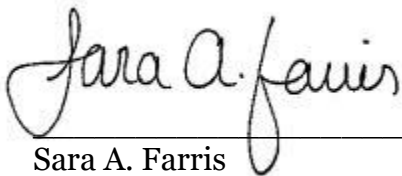
Personal Property Taxes:

2023 - \$10,074.70 on 25 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	\$64,291.62	- \$5,436.25
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	\$ 569,923.44	- \$145,796.13

Rapid Renewal transactions are still coming in for September.



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 (9/18 – 10/01/2023)

The hill on Hadfield Road is ready for pavement.

The new plow truck is in the shop having the gear and body installed and I am hoping to have it by the end of this month.

The crew has been ditch and cleaning out culverts on various roads in Town.



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. T5 replacement Budget \$73,000.00
3. Working on BLS folder and reviewing SDS
4. Tree clearing at Orchard
5. EVOC training complete (everyone passed)
6. Truck 5 should be back in service this week

New business.

1. Basic fire school on going (class if free to the town)
2. IT Rough-in complete orchard station
3. Looking to start budget projections for next Year
4. Firetec has let us use 6 air bottles until our come in at no charge
5. I will be out this week due to Sharon having surgery
6. Fire prevention week is OCT 8th thru the 14th and we will be doing activities at the school

Expense detail report

WARRANT #20

10/02/2023

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	8,210.00	0.00	440.00
		Department..		8,650.00	8,210.00	0.00	440.00
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	1,176.20	376.20	-800.00
0401 - TESTING				0.00	395.00	660.58	265.58
0503 - FEES				0.00	0.00	7,237.15	7,237.15
7010 - PAYROLL TAX				0.00	97.62	0.00	-97.62
		Department..		11,998.95	24,270.52	8,273.93	-3,997.64
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	40,192.60	0.00	14,807.40

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	30,318.33	0.00	7,240.67
1003 - ADMINISTRAT				72,842.00	53,230.78	0.00	19,611.22
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	10,800.47	0.00	7,199.53
7020 - HLTH INSUR				165,000.00	135,157.32	14,445.21	44,287.89
7021 - VISION INS				0.00	933.54	885.08	-48.46
7025 - DENTAL INSUR				5,600.00	7,019.35	3,129.43	1,710.08
7030 - SIMPLE IRA				10,410.00	6,912.17	0.00	3,497.83
7035 - AFLAC				0.00	775.38	772.11	-3.27
7040 - UNEMPLOYMENT				500.00	0.00	25.00	525.00
		Department..		413,286.00	309,630.12	19,256.83	122,912.71
5075 - CODE ENF/PLA							
0200 - TELEPHONE				56,150.00	0.00	0.00	56,150.00
0205 - SUPPLIES				0.00	485.34	0.00	-485.34
0207 - DUES/SUBSCR				500.00	50.34	0.00	449.66
0208 - STAFF TRAIING				150.00	0.00	0.00	150.00
0210 - MLG/EXP REIM				500.00	420.00	0.00	80.00
0213 - CONTRAC SVCS				1,500.00	821.86	0.00	678.14
0217 - ADVERTISING				5,000.00	0.00	0.00	5,000.00
1007 - CODE ENFORCE				0.00	355.74	150.00	-205.74
1016 - ADDRESSING				30,000.00	23,578.78	807.73	7,228.95
7010 - PAYROLL TAX				15,000.00	100.00	0.00	14,900.00
		Department..		56,150.00	27,739.39	957.73	29,368.34
5100 - T-O RESERVE							
0002 - (CARRY FWD)				0.00	0.00	0.00	0.00
		Department..		73.03	0.00	0.00	73.03
		Department..		73.03	0.00	0.00	73.03
5200 - TOWN INSUR							
0103 - PROP/CASULTY				53,550.00	0.00	0.00	53,550.00
0106 - WORKERS COMP				30,750.00	29,052.00	0.00	1,698.00
0301 - FIRE FIGHTER				22,100.00	22,084.00	2,339.00	2,355.00
				600.00	408.00	0.00	192.00

Expense detail report

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ALL Months

ACCOUNT-----				CURRENT			UNEXPENDED
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	1,619.94	0.00	-69.94
0201 - ELECTRICITY				5,000.00	3,213.58	259.49	2,045.91
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	3,960.20	0.00	39.80
0206 - JANITORIAL				3,000.00	2,025.00	0.00	975.00
0207 - DUES/SUBSCR				1,500.00	491.05	0.00	1,008.95
0208 - STAFF TRAING				2,000.00	1,226.00	0.00	774.00
0209 - POSTAGE				4,500.00	2,402.26	274.25	2,371.99
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	3,650.12	0.00	-650.12
0218 - SOFTWARE LIC				0.00	162.00	0.00	-162.00
		Department..		34,050.00	26,330.82	593.74	8,312.92
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
0197 - REIMBURS.				0.00	102.60	0.00	-102.60
0205 - SUPPLIES				0.00	146.00	0.00	-146.00

Expense detail report

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ACCOUNT-----				CURRENT			UNEXPENDED
DATE	JRNL	DESC---	VENDOR-----	BUDGET	DEBITS	CREDITS	BALANCE
5400 - CEMETERY MAI CONT'D							
		0213 - CONTRAC SVCS		0.00	3,704.87	0.00	-3,704.87
		0501 - DEED TRANS		0.00	147.00	0.00	-147.00
		0503 - FEES		0.00	0.00	25.00	25.00
		7046 - PLOT SALES		0.00	3,500.00	7,000.00	3,500.00
		Department..		12,315.21	7,600.47	7,025.00	11,739.74
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	180.00	0.00	-180.00
		Department..		10,000.00	660.00	0.00	9,340.00
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	2,375.24	0.00	3,424.76
		0207 - DUES/SUBSCR		0.00	199.50	0.00	-199.50
		0208 - STAFF TRAIING		1,000.00	25.00	0.00	975.00
		0212 - INSPECTIONS		0.00	510.50	0.00	-510.50
		0213 - CONTRAC SVCS		36,500.00	24,546.00	0.00	11,954.00
		0300 - LABOR		150,000.00	92,540.19	0.00	57,459.81
		0401 - TESTING		200.00	261.00	0.00	-61.00
		0404 - MATERIALS		40,000.00	36,433.10	2,562.60	6,129.50
		0405 - TRUCKS- EQUI		10,000.00	5,400.95	0.00	4,599.05
		7010 - PAYROLL TAX		12,000.00	6,527.72	0.00	5,472.28
		Department..		255,500.00	168,819.20	2,562.60	89,243.40
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
		0213 - CONTRAC SVCS		70,000.00	59,042.22	0.00	10,957.78
		0300 - LABOR		125,000.00	91,606.60	0.00	33,393.40
		0404 - MATERIALS		7,000.00	0.00	0.00	7,000.00
		0406 - SALT		82,000.00	65,761.33	0.00	16,238.67
		0407 - SAND		40,000.00	0.00	0.00	40,000.00

Expense detail report

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ACCOUNT-----				CURRENT			UNEXPENDED
DATE	JRNL	DESC---	VENDOR-----	BUDGET	DEBITS	CREDITS	BALANCE
6400 - WINTER RDS CONT'D							
7010 - PAYROLL TAX				10,000.00	6,648.32	0.00	3,351.68
		Department..		345,000.00	231,111.98	0.00	113,888.02
6500 - HWY EQ REP.							
0002 - (CARRY FWD)				0.00	0.00	0.00	0.00
0203 - FUEL & GAS				33,000.00	30,037.49	1,488.30	4,450.81
0204 - REPAIRS				31,000.00	15,408.26	66.97	15,658.71
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	59,013.41	1,555.27	20,541.86
6600 - HWAY CAP EQ							
0002 - (CARRY FWD)				0.00	0.00	0.00	0.00
0204 - REPAIRS				11,725.90	0.00	11,599.90	23,325.80
		Department..		11,725.90	0.00	11,849.90	23,575.80
6678 - 2022 PLOW TR							
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							
0200 - TELEPHONE				15,400.00	0.00	0.00	15,400.00
0201 - ELECTRICITY				600.00	503.78	0.00	96.22
0201 - ELECTRICITY				3,500.00	3,107.66	1,310.24	1,702.58
0203 - FUEL & GAS				6,000.00	2,112.67	0.00	3,887.33
0204 - REPAIRS				2,400.00	461.44	0.00	1,938.56
0205 - SUPPLIES				2,000.00	3,327.96	0.00	-1,327.96
0206 - JANITORIAL				500.00	360.00	0.00	140.00
0212 - INSPECTIONS				400.00	0.00	0.00	400.00
0213 - CONTRAC SVCS				0.00	200.00	0.00	-200.00
		Department..		15,400.00	10,073.51	1,310.24	6,636.73
7000 - RECYCLING							
0205 - SUPPLIES				62,600.00	0.00	0.00	62,600.00
0213 - CONTRAC SVCS				600.00	560.12	0.00	39.88
0213 - CONTRAC SVCS				62,000.00	29,803.09	0.00	32,196.91
7051 - BISSONNETTE				0.00	23.05	0.00	-23.05
		Department..		62,600.00	30,386.26	0.00	32,213.74

Expense detail report

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ACCOUNT----- DATE	JRNL	DESC---	VENDOR-----	CURRENT BUDGET	DEBITS	CREDITS	UNEXPENDED BALANCE
7100 - COMM DAY RES CONT'D							
7100 - COMM DAY RES				0.00	0.00	0.00	0.00
0002 - (CARRY FWD)				1,083.44	0.00	0.00	1,083.44
0012 - DONATIONS				0.00	0.00	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				2,000.00	0.00	0.00	2,000.00
0001 - APPROPRIATED				2,000.00	0.00	0.00	2,000.00
0198 - FOOD				0.00	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				0.00	0.00	0.00	0.00
0002 - (CARRY FWD)				100.00	0.00	0.00	100.00
		Department..		100.00	0.00	0.00	100.00
7400 - STREET LTS				3,000.00	0.00	0.00	3,000.00
0201 - ELECTRICITY				3,000.00	2,294.31	0.00	705.69
		Department..		3,000.00	2,294.31	0.00	705.69
7700 - LEGAL FEES				10,000.00	0.00	0.00	10,000.00
0213 - CONTRAC SVCS				10,000.00	3,738.50	0.00	6,261.50
7050 - BOOKER				0.00	20,669.65	0.00	-20,669.65
7051 - BISSONNETTE				0.00	2,661.76	4,500.00	1,838.24
		Department..		10,000.00	27,069.91	4,500.00	-12,569.91
7810 - MMA DUES				3,800.00	0.00	0.00	3,800.00
0207 - DUES/SUBSCR				3,800.00	3,742.00	0.00	58.00
		Department..		3,800.00	3,742.00	0.00	58.00
7820 - AVCOG DUES				3,959.00	0.00	0.00	3,959.00
0207 - DUES/SUBSCR				3,959.00	3,958.30	0.00	0.70
		Department..		3,959.00	3,958.30	0.00	0.70
7830 - BROADBAND				0.00	0.00	0.00	0.00
0001 - APPROPRIATED				0.00	0.00	17,698.77	17,698.77
		Department..		0.00	0.00	17,698.77	17,698.77

Expense detail report

ALL Accounts
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ACCOUNT----- DATE	JRNL	DESC---	VENDOR-----	CURRENT BUDGET	DEBITS	CREDITS	UNEXPENDED BALANCE
7900 - COUNTY TAX CONT'D							
7900 - COUNTY TAX				309,396.00	0.00	0.00	309,396.00
0213 - CONTRAC SVCS				309,396.00	309,396.00	0.00	0.00
		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	422.65	0.00	1,077.35
0213 - CONTRAC SVCS				4,500.00	5,358.01	612.92	-245.09
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	204.00	0.00	296.00
0502 - LIENS				1,000.00	874.00	0.00	126.00
		Department..		9,000.00	8,604.64	684.92	1,080.28
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	975.28	0.00	424.72
0200 - TELEPHONE				3,500.00	2,453.28	0.00	1,046.72
0202 - HARDWARE				5,000.00	29,762.14	0.00	-24,762.14
0205 - SUPPLIES				2,000.00	3,386.86	0.00	-1,386.86
0213 - CONTRAC SVCS				5,000.00	5,365.00	0.00	-365.00
0218 - SOFTWARE LIC				4,500.00	3,747.90	0.00	752.10
		Department..		43,692.00	45,690.46	0.00	-1,998.46
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

Expense detail report

ALL Accounts

ALL Months

ACCOUNT-----				CURRENT			UNEXPENDED
DATE	JRNL	DESC---	VENDOR-----	BUDGET	DEBITS	CREDITS	BALANCE
8210 - HUMANE SOC CONT'D							
0213 - CONTRAC SVCS				3,928.00	3,928.00	0.00	0.00
		Department..		3,928.00	3,928.00	0.00	0.00
8220 - ANIMAL CTL				3,850.00	0.00	0.00	3,850.00
0210 - MLG/EXP REIM				600.00	547.56	0.00	52.44
0300 - LABOR				3,000.00	2,250.00	0.00	750.00
7010 - PAYROLL TAX				250.00	172.14	0.00	77.86
		Department..		3,850.00	2,969.70	0.00	880.30
8600 - EDUCATION				0.00	0.00	0.00	0.00
0213 - CONTRAC SVCS				2,377,988.02	1,761,720.28	0.00	616,267.74
		Department..		2,377,988.02	1,761,720.28	0.00	616,267.74
9000 - MINOT FIRE				87,441.00	0.00	0.00	87,441.00
0196 - ONBOARDING				0.00	5,768.00	0.00	-5,768.00
0198 - FOOD				0.00	499.95	0.00	-499.95
0200 - TELEPHONE				1,200.00	962.46	0.00	237.54
0201 - ELECTRICITY				5,000.00	3,048.41	172.08	2,123.67
0203 - FUEL & GAS				9,000.00	5,310.77	0.00	3,689.23
0204 - REPAIRS				7,500.00	11,828.90	0.00	-4,328.90
0205 - SUPPLIES				2,500.00	1,678.76	0.00	821.24
0207 - DUES/SUBSCR				500.00	225.00	0.00	275.00
0208 - STAFF TRAIING				1,200.00	412.00	0.00	788.00
0210 - MLG/EXP REIM				200.00	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	6,005.17	0.00	-3,505.17
0301 - FIRE FIGHTER				15,000.00	5,662.77	0.00	9,337.23
0302 - PER DIEMS				15,000.00	13,430.63	0.00	1,569.37
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

Expense detail report

ALL Accounts

ALL Months

ACCOUNT-----				CURRENT			UNEXPENDED
DATE	JRNL	DESC---	VENDOR-----	BUDGET	DEBITS	CREDITS	BALANCE
9000 - MINOT FIRE CONT'D							
7010 - PAYROLL TAX				2,550.00	1,615.54	0.00	934.46
		Department..		87,441.00	81,641.83	272.08	6,071.25
9200 - FIRE DEPT CP							
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							
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							
0002 - (CARRY FWD)				7,077.92	0.00	0.00	7,077.92
		Department..		7,077.92	0.00	0.00	7,077.92
9600 - DEBT SERVICE							
0600 - INTEREST				5,649.00	0.00	0.00	5,649.00
0608 - PRINC PMTS B				336,202.00	0.00	0.00	336,202.00
		Department..		341,851.00	0.00	0.00	341,851.00
9900 - ARPA							
0202 - HARDWARE				0.00	30,200.00	0.00	-30,200.00
0213 - CONTRAC SVCS				0.00	2,022.80	0.00	-2,022.80
0224 - SAFETY REQ				0.00	6,050.00	0.00	-6,050.00
		Department..		0.00	38,272.80	0.00	-38,272.80
Final Totals				4,846,232.99	3,326,974.86	83,675.56	1,602,933.69