



Town of Minot Selectmen Epacket

October 16, 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 16, 2023
Meeting at 6:30pm
Revised Agenda*

REGULAR MEETING

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
 - a. October 2, 2023 – Regular Meeting
4. Warrants
 - a. Payroll Expense Warrant
 - b. Treasurer's Warrant
 - c. Review and Approval of October Check Reconciliation
5. Old Business
 - a. Discussion of Hunting on Town-owned Lands
6. New Business
 - a. Consideration of Approval of Budget Committee Appointment for Timothy Worden
 - b. Consideration of Approval of Surveying/Engineering Quote for Cemetery Design
 - c. Consideration and Approval for General Assistance Appendices as Discussed at October 2nd Public Hearing
 - d. Discussion and Consideration for a Truck Naming Contest
 - e. Additional American Rescue Plan Act (ARPA) Funds Request
 - i. ADA Compliance Program for Town Website
 - ii. Heat Pump Installation for Fire Department Server Room
7. Department Head Updates
 - a. Clerk's Report
 - b. Highway Report
 - c. Fire Department Report
8. Town Administrator's Report
9. Selectmen Comment
10. Public Comment (3-minute limit) – Items in public comment may be scheduled for a future meeting to provide for Board consideration and public notice
11. Next Meeting Dates
 - a. Monday, October 23, 2023 – FY2024 Department Head Budget Presentations
 - b. Tuesday, October 24, 2023 – FY2024 Committee & Follow Up Budget Discussions
 - c. Monday, October 30, 2023 – Regular Meeting
12. Adjournment



Town of Minot

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

Board of Selectmen Meeting
Minot Town Office
Monday, October 2nd, 2023
6:30 pm
Minutes*

REGULAR MEETING

Selectmen: Chair Daniel Gilpatric, Vice Chair Lisa Cesare, and Matthew Callahan

Via Zoom: William Perry

Absent: Brittany Hemond

Staff: Danielle Loring (Administrator) and Sara Farris (Clerk)

Public: Nicholas Farris, Glen Holmes – Lake Auburn Watershed Rep., and Todd Sanders – RSU 16 Superintendent

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, September 18th, 2023 – Regular Meeting

b. Monday, September 25th, 2023 – Executive Session Meeting

Motion: Lisa Cesare made a motion to approve the Minutes from Monday, September 18th and Monday September 25th, 2023; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (4/0 roll call taken)

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

Board of Selectmen Meeting Minutes Dated October 2nd 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 \$19,326.60 and the Treasurer's Warrant in the amount of \$40,968.88; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (4/0 roll call taken)

5. Public Hearing

a. Discussion and Consideration of Approval for 2022-23 General Assistance Ordinance Appendices (A-G)

Motion: Lisa Cesare motioned to open the Public Hearing at 6:32pm; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (4/0 roll call taken)

The Selectmen agreed to let the public hearing remain open until the end of the meeting.

6. Old Business

a. Discussion of Hunting on Town-owned Lands

Danielle Loring opened the discussion by saying she has reached out to the Bureau of Public Lands and a Game Warden, and she is still waiting for a response. Nicholas Farris added that he also had no new information to add.

Motion: Matthew Callahan motioned to table the discussion until the next meeting in hopes of having more information; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (4/0 roll call taken)

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Board of Selectmen Meeting Minutes Dated October 2nd 2023.

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7. New Business

a. Lake Auburn Watershed Association Update – Glen Holmes, Representative

Mr. Holmes provided the Selectmen with a packet of information outlining what the Lake Auburn Watershed is proposing and discussed it with them.

Lisa Cesare asked what portion of Minot is in the Watershed. Daniel Gilpatric responded that it is over by the Basin portion of Lake Auburn and Mr. Holmes agreed.

Mr. Holmes requested that the Selectmen look over the packet her provided and he would come back in January to discuss more and possibly be able to have an informative meeting for Minot residents. Mr. Holmes was also going to make sure that Danielle starts receiving the meeting minutes so she is able to pass the information along to the Selectmen.

The Selectmen thanked Mr. Holmes for his time, and he left the meeting.

c. Jordan De Vito Annual Appointments – Deputy Clerk, Deputy Tax Collector, and Deputy Voter Registrar

Motion: Lisa Cesare motioned to appoint Jordan De Vito as Deputy Clerk, Deputy Tax Collector, and Deputy Voter Registrar; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (4/0 roll call taken)

All Selectmen present signed the appointment papers for Jordan De Vito.

b. Consideration and Approval of FY 2023 Winter Sand Bids

Danielle Loring stated that there was only 1 bid received for the FY 2023 winter sand. Matthew Callahan opened the sealed bid and read it out loud.

Peter Hemond Excavation

\$5.50 a yard

Not delivered

Danielle added that the Town could use their own trucks or hire Perry Transport to deliver the winter sand. Matthew Callahan calculated that that would be about 219 loads of sand.

Motion: Matthew Callahan motioned to accept Peter Hemond's winter sand bid of \$5.50 a yard and to allow Danielle Loring and Scott Parker to supply a vendor for delivery; second by William Perry.

Discussion: None

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Board of Selectmen Meeting Minutes Dated October 2nd 2023.

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Vote: Unanimous Approval (4/0 roll call taken)

12. Public Comment

Todd Sanders, RSU 16 Superintendent, introduced himself to the Selectmen and that he is looking forward to working with them and asked if they had any questions or concerns.

Danielle asked what the schedule moving forward is for the Task Force and Steering Committee. Mr. Sanders answered that the Task Force has completed their job of creating 2 scenarios and now everything is being moved to the Steering Committee. The Steering Committee will focus on getting the actual numbers for each scenario together.

Danielle wanted to know if more could be done to get information out to the residents of the 3 Towns. Mr. Sanders responded that we should direct residents to the RSU's website and if they still have more questions, we could direct them to him.

There was some discussion regarding the possibility of MCS being closed Lisa Cesare asked what is considered "closed"? Mr. Sanders answered that in order for a school to be "closed" no instruction of education would take place there. Instruction includes teaching of children as well as Adult Education classes.

Danielle also stated that she had some concerns with the language the RSU was using, specifically that there was no support from the Towns with funding the Bond Referendum.

Mr. Sanders added that they are looking into different options including funding from the State that is interest free to help with the heating costs.

Lisa Cesare stated that it was the Selectmen's understanding that the bid information only went out to a select few vendors and was not made public and that they had residents and vendors reaching to for the bid information. Mr. Sanders responded that the bid information is now public and available for any vendor/ resident.

There was various discussion regarding the RSU. Mr. Sanders added in closing that it is a difficult process for everyone involved and that he is going to be as transparent as possible with the Selectmen and residents. The Selectmen thanked him for his time, and he left the meeting.

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Board of Selectmen Meeting Minutes Dated October 2nd 2023.

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8. Department Head Updates

a. Clerks Report submitted and read by Clerk Sara Farris

- The Solar Farm project requested to move approval to the November meeting and 808 Main St. may be back for the November Meeting.
- The Town will receive a \$8,408.23 reimbursement from the State plus \$5 per application received from the Tax Stabilization Program.
- Sara is working on updating the Tax Acquired Property Policy due to the recent U.S. Supreme Case.
- Alex & Jordan are continuing to do a great job. They are both going to attend a vitals class via Zoom in December.
- Danielle has been teaching Sara cash up and posting Rapid Renewal Journals.
- The office will be closed 10/9 for Indigenous People's Day.
- We have not received snowmobile stickers or absentee ballots yet but are expecting them anytime.
- Excise tax is low compared to last September but there are still some Rapid Renewal transactions to account for.

See attached report for more information.

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

- Hadfield Rd is ready for paving.
- The new plow truck should be here by the end of the month.
- The Crew is continuing to work on ditching and cleaning up roads around town.
- Danielle and Scott are continuing work on the Highway Budget.

See attached report for more information.

c. Fire Department Report Submitted by Fire Chief Dean Campbell and read by Administrator Danielle Loring.

- Chief Campbell is continuing to work on the Fire Department Budget.

See attached report for more information.

9. Town Administrator's Report Presented by Danielle Loring

- Spectrum's fiber project is complete, and they will be mailing out flyers to residents to notify them. Danielle is working with FirstLight to try and get coverage for the roads in town that are still without.

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Board of Selectmen Meeting Minutes Dated October 2nd 2023.

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

- Danielle is working on revamping the town website. The end product will look better, have more features, and be ADA compliant.
- Danielle and Sara will have policy changes to go over with the Selectmen in December. Some include the Personnel, Tax Acquired, and Cash Handling Policies.

5. Public Hearing

a. Discussion and Consideration of Approval for 2022-23 General Assistance Ordinance Appendices (A-G)

Motion: Lisa Cesare motioned to close the Public Hearing at 7:25 pm; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (4/0 roll call taken)

10. Executive Session

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

Clerk Sara Farris was asked to leave the room. Nicholas Farris left the meeting.

Motion: Lisa Cesare motioned to enter Executive Session at 7:24 pm; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (4/0 roll call taken)

The Selectmen and Danielle Loring enter the Executive Session.

Motion: Lisa Cesare motioned to exit Executive Session at 7:47 pm; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (4/0 roll call was taken)

11. Selectmen Comment

None

13. Next Meeting Dates

a. Monday, October 16th, 2023

Date acknowledged.

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Board of Selectmen Meeting Minutes Dated October 2nd 2023.

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14. Adjournment

Motion: Matthew Callahan made the motion to adjourn at 7:51 pm; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (4/0 roll call taken)

The board adjourned at 7:51 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 October 2nd 2023.

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

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

SELECTMEN'S OFFICE

MUNICIPALITY OF MINOT

On October 16th, A.D. 2023.

To Timothy Worden

of Minot, in the County of Androscoggin.

and State of Maine. There being a vacancy in the position of Budget Committee Member

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, 2026.

Given under our hand this 16th day of October, 2023.

_____)
_____)
_____)
_____)
_____)

Selectmen
of
TOWN OF MINOT.

COUNTY OF ANDROSCOGGIN, ss.

October 16th 2023

Personally appeared the above named Timothy Worden

who has been duly appointed by the Selectmen as a Budget Committee Member

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.**



MAIN-LAND

DEVELOPMENT
CONSULTANTS, INC.

ENGINEERS, SURVEYORS, SCIENTISTS

69 MAIN ST, P.O. BOX Q, LIVERMORE FALLS, ME 04254
367 US ROUTE 1 SOUTH, THIRD FLOOR, FALMOUTH, ME 04105
TEL: (207) 897-6752/FAX: (207) 897-5404
WWW.MAIN-LANDDCI.COM

September 29, 2023

Town of Minot
c/o Danielle Loring
329 Woodman Hill, Road
Minot, ME 04258

SUBJECT: Proposal Agreement for Professional Services
Center Minot Hill Cemetery Expansion – Cremation Sites & Drainage

PROJECT SITE:

The project site is located on Center Minot Hill Road in Minot, Maine with an approximate latitude and longitude of 44.132233, -70.315631, shown as Lot 12A on Tax Map R-8, and described in a deed recorded in Book 7495, Page 257.

PROJECT GOALS:

Main-Land understands that you would like us to complete a partial existing conditions survey of a portion of the Center Minot Hill Cemetery. This survey will be used as a “base map” to review and give recommendations to help with water drainage issues and concept planning for cremation sites. Once a concept is approved by the Town of Minot, Main-Land will mark major lot corners with 5/8” rebar flush with grade.

SCOPE OF SERVICES:

Partial Existing Conditions Survey

- Project management including pre-contract consolidation, setup work, communications with client and other project management related tasks.
- Field Work:
 - Site reconnaissance to find boundary evidence associated with the record lot lines.
 - Topographic survey of site features and vertical site relief to create produce 1 foot contours of the project site.
- Office Work:
 - Download/Process and adjust survey traverse and/or GPS data.
 - Calculations to review topographic data and produce 1 foot contours, infill with State of Maine LiDAR based contours if required.
 - Drafting to compile the field location, boundary calculations, and other site info into an existing conditions survey plan.

PROPOSAL FOR PROFESSIONAL SERVICES
TOWN OF MINOT – CENTER MINOT HILL CEMETERY, MINOT, MAINE

Meetings: No client or regulatory meetings are proposed in this task. However, Main-Land will be available for phone, email or video calls throughout the duration of the project.

Deliverables: Final survey plan (PDF) will be emailed to you. Two paper copies of the final survey plan will be provided via mail with the final invoice.

Engineering – Drainage

- Groundwater seeping out on the western slope appears to be problematic. Main-Land will visit the property with the client and suggest drainage improvements to provide a reasonable method of drying the ground near the surface. Main-Land will provide a letter summarizing our recommendations.

Meetings: 1 on-site client meeting is proposed in this task. We will be available to meet with you more often at your convenience and direction as additional work.

Deliverables: Summary letter of recommendations will be emailed to you in a pdf format.

Concept Planning – Cremation Sites

- Project management including pre-contract consolidation, setup work, communications with client and other project management related tasks.
- Drafting and calculations utilizing the Partial Existing Conditions Survey for concept planning. Main-Land will produce one concept plan and work with Client with any requested changes.

Meetings: 1 client meeting is proposed in this task, at a location of your convenience. We will be available to meet with you more often at your convenience and direction as additional work.

Deliverables: Plan will be emailed to you in a pdf format. Paper plans can be delivered as additional work.

Monumentation – Cremation Sites

- Project management including pre-contract consolidation, setup work, communications with client and other project management related tasks.
- Monumentation:
 - Mark proposed cremation corners with 5/8” rebar, flagged in orange.

Meetings: No client or regulatory meetings are proposed in this task. However, Main-Land will be available for phone, email or video calls throughout the duration of the project.

Deliverables: No deliverables are proposed in this task.

SUB-CONTRACTED SERVICES:

Main-Land proposes no sub-contracted services for the above work scope.



ASSUMPTIONS

Main-Land has made assumptions in the preparation of this proposal. The Client will notify Main-Land if assumptions are in error prior to the start of our work. An incorrect assumption may change the project scope and cost.

- The Project Goals outlined above. Significant changes to the project goals and/or work scope will change our costs and the terms of this proposal. Changes to the design will necessitate extra work on our part which will in turn affect our cost.
- Others. Assumptions include other assumptions stated elsewhere in this proposal.

OPINION OF PROBABLE COST:

The cost for Main-Land to complete the project as defined in the Scope of Services, above, is as follows:

<u>Task</u>	<u>Cost</u>	<u>Type</u>
Partial Existing Conditions	\$1,600	Fixed Fee
Engineering – Drainage	\$1,200	Fixed Fee
Concept Planning	\$1,700	Fixed Fee
Monumentation	\$2,000	*Budget Cost

*Due to the variable nature of this work phase a budget cost has been provided. Upon completion of the boundary survey work an update cost will be provided if required.

SCHEDULE:

Due to current workload and commitment, Main-Land anticipates starting the above survey work around the end of November. However, Main-Land will work with you to meet reasonable deadlines and collect the necessary site information prior to snow for concept planning in during the winter months.

CONCLUSION OF PROPOSAL AGREEMENT:

This agreement, with attachments, constitutes the entire agreement between parties pertaining to the subject project and it supersedes all prior or contemporaneous agreements, representations, and understandings.

Client has read and agrees to the Standard Conditions sheet attached to this proposal. If that sheet is missing, please do not sign this proposal and contact Main-Land.

Main-Land generally requires a retainer pre-payment prior to the start of work. Due to our working history, we opt to waive a retainer for this project.

If this proposal meets with your satisfaction, please sign in the space provided and return a copy to Main-Land, PO Box Q, Livermore Falls, ME 04254. If you have any questions, comments or concerns with this

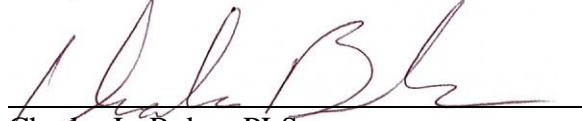


PROPOSAL FOR PROFESSIONAL SERVICES
TOWN OF MINOT – CENTER MINOT HILL CEMETERY, MINOT, MAINE

proposal please do not hesitate to call or email at any time. We appreciate the opportunity and look forward to working with you on this project.

Sincerely,

Main-Land Development Consultants, Inc.



Charles L. Buker, PLS
Senior Land Surveyor

By signing below, the Client states that:

1. Client understands Main-Land's proposal agreement,
2. Client agrees to the statements and stipulations therein and in the Standard Conditions sheet,
3. Client agrees to pay Main-Land's fees in a timely manner.

Client: _____ Date: _____





ATTACHMENT #1: STANDARD CONDITIONS

1. Involved Parties. As defined in the Proposal attached.
2. Payment of Invoices.
 - a. Main-Land bills its clients monthly for the work performed in the previous month, or upon completion of the Scope of Services, whichever occurs first. Payment is due Net 30. A late charge of 1.5% monthly interest, an annual rate of 18%, will be applied to all unpaid balances over 30 days old and will be added directly to project costs, including Fixed Fee tasks.
 - b. Main-Land pays our staff, vendors, and sub-consultants promptly. We request the same. If payment will be delayed, Client agrees to communicate with us as soon as feasible.
 - c. Main-Land reserves the right to withhold deliverables and project information (plan copies, reports, deeds, etc.) until payment is made in full.
 - d. Main-Land also requires a 10% retainer pre-payment prior to the start of work, unless stated otherwise in the proposal. The pre-payment may be applied at any time during the project, from the first invoice to the final invoice, at Main-Land's convenience. Any unused portion of the retainer will be returned to the Client. No interest shall be applied to the pre-payment.
 - e. Invoices will be emailed to the email address recorded in the proposal and/or other email addresses at request. To add email addresses or to request mailed paper invoices, please contact your project manager or call 207-897-6752 and ask for the Projects Administrator.
3. Term of Proposal. This proposal remains open for thirty (30) days from the date of the proposal. Main-Land reserves the right to adjust this proposal, including pricing, if your written acceptance is not received within 30 days. If you accept this proposal in writing within thirty (30) days from the date of the proposal, the proposal, including the terms set forth in the proposal, and the terms set forth in these Standard Conditions, will then be a binding contract.
4. Term Delay. This proposal is valid only if the project remains within the schedule noted in the proposal. If the schedule is delayed more than 30 days due to factors outside Main-Land's control, then Main-Land reserves the right to adjust this proposal, including pricing.
5. Opinion of Construction Cost. In providing estimates of probable construction cost and if they are included in the Scope of Services, the Client understands Main-Land has no control over the cost or availability of labor, equipment, or materials, or other market conditions or the Contractor's method of pricing, and that Main-Land's estimates of probable construction costs are made on the basis of Main-Land's professional judgment and experience. Main-Land makes no warranty, expressed or implied, that the bids or the negotiated cost of the Work will not vary from Main-Land's estimate of probable construction cost.
6. Health and Safety. Main-Land shall be responsible for, and its employees shall follow, health and safety precautions which meet federal, state, and local standards, statues, and regulations. Main-Land shall not specify construction procedures, manage or supervise construction, or implement or be responsible for health and safety procedures for other than its own employees or subconsultants. Main-Land shall not share any responsibility for the acts, errors, or omissions of its subconsultants or other parties on the Project nor have control or change of, or be responsible for, construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs.

The Client will provide to Main-Land information in the Owner's possession regarding dangerous or hazardous conditions, including hazardous materials, prior to Main-Land personnel entering the site.
7. Limitation of Liability. To the fullest extent permitted by law, the total liability of Main-Land and vendors, subcontractors, agents, and any of them, to Client and any one claiming by, through or under Client, for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to Main-Land's services,

the project, or this Agreement, shall not exceed the total compensation received by Main-Land under this Agreement, or available proceeds from insurance, whichever is less. This limitation will apply regardless of legal theory and includes but is not limited to claims or actions alleging negligence, errors, omissions, strict liability, breach of contract, or breach of warranty of Main-Land.

If the Client prefers not to limit Main-Land's liability to the above sum, Main-Land may agree to increase the limit of liability in \$100,000 increments up to \$1,000,000 additional to the above sum, provided that the Client agrees to pay an additional consideration of five percent of the incremental increase in the limit for this waiver. The request for this option must be made by the Client in writing at the time Client accepts the proposal. The charge is in consideration of the greater risk involved in performing work for which the limitation of liability exceeds the sum in the above paragraph. It should not be construed as a charge for professional liability insurance.

To the fullest extent permitted by law, Client agrees the liability of Main-Land's individual or collective officers, directors, owners, shareholders, employees, agents, and sub-contractor's personnel to be zero dollars.

Client further agrees to require that all of Client's contractors and subcontractors agree that these limitations of liability of Main-Land and associated personnel as noted above extends to include any claims or actions that they might bring in any forum.

8. Public Responsibility. Both the Client and the Consultant owe a duty of care to the public that requires them to conform to applicable codes, standards, regulations and ordinances, principally to protect the public health and safety. The Client shall make no request of the Consultant that, in the Consultant's reasonable opinion, would be contrary to the Consultant's professional responsibilities to protect the public. The Client shall take all actions and render all reports required of the Client in a timely manner. Should the Client fail to take any required actions or render any required notices to appropriate public authorities in a timely manner, the Client agrees the Consultant has the right to exercise its professional judgment in reporting to appropriate public officials or taking other necessary action. The Client agrees to take no action against or attempt to hold the Consultant liable in any way for carrying out what the Consultant reasonably believes to be its public responsibility. Accordingly, the Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees and subconsultants (collectively, Consultant) against all damages, liabilities or costs arising out of or in any way connected with the Consultant's notifying or failing to notify appropriate public officials.
9. Indemnification. Client agrees, to the fullest extent permitted by law, to indemnify and hold Main-Land harmless from any and all claims, liabilities, fines, administrative penalties, change order costs, or other costs, including court costs and attorney's fees, by any third parties arising out of or relating to health and safety procedures for other than its own employees or subconsultants, or arising out of or related to the acts, errors, or omissions of contractors, subcontractors, independent consultants, subconsultants, or other parties on the Project.
10. Betterment. For any change to the construction project caused by Main-Land or subconsultants, Main-Land shall not be responsible for costs associated with the change to the extent the costs would have otherwise been incurred by the Client had the act or omission by Main-Land resulting in the change not have occurred. The Client understands and agrees that the failure of the Client to maintain contingency monies in reserve for construction project changes does not alter the above statement.
11. Third-Party Beneficiaries. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or Main-Land. Main-Land's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against Main-Land because of this Agreement or the performance or nonperformance of services hereunder. The Client and Main-Land agree to require a similar provision in all contracts with contractors, subcontractors, subconsultants, vendors and other entities involved in this Project to carry out the intent of this provision.
12. Contract Documents and Administration. If Main-Land did not provide contract documents and full construction administration services on the construction project to project substantial completion, then the Client agrees to hold Main-Land harmless of claims regarding construction material, installation, work quality, work longevity, or any claim regarding the construction. Drawings marked "Not for Construction," or drawings omitting "Not for Construction" but



marked for other uses, were not developed for use as contract or construction documents and are only to be used for contracts or construction at the Client's own risk.

13. Consequential Damages. Client and Main-Land waive any claim for consequential damages, including but not limited to damages for loss of profits, loss of revenues, and loss of business or business opportunities, for claims, disputes or other matters in question arising out of or relating to this Agreement.
14. Performance Standards. Main-Land will perform its services under this Agreement in a manner consistent with that degree of skill and care ordinarily exercised by members of Main-Land's profession currently practicing in the same locality under similar conditions. Main-Land makes no warranties and no other certifications or representations, either expressed or implied, regarding the services provided hereunder, and expressly disclaims any other warranties or representations, express or implied, regarding the services provided hereunder.
15. Ownership of Instruments of Service. The Client acknowledges Main-Land's construction documents, including electronic files, as the work papers of Main-Land and Main-Land's instruments of professional service. Nevertheless, upon completion of the services and payment in full of all monies due to Main-Land, the Client shall receive ownership of the final construction documents prepared under this Agreement. The Client shall not reuse or make any modification to the construction documents without the prior written authorization of Main-Land. The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless Main-Land, its officers, directors, employees, and subconsultants, or any of them, against any damages, liabilities or costs, including reasonable lawyers' fees and defense costs, arising from or allegedly arising from or in any way related to or connected with the unauthorized reuse or modification of the construction documents by the Client or any person or entity that acquires or obtains the construction documents from or through the Client without the written authorization of Main-Land.
16. Marketing of Product and Media Information.
 - a. Main-Land may take pictures, video, sketches, and other similar media information ("Marketing Materials") throughout the project development schedule for marketing and other purposes. Marketing Materials may be used by Main-Land for marketing and promotional materials, including for social media, newsletters, newspaper, trade journals, and other publications.
 - b. Publication of Marketing Materials by Main-Land prior to the project being made public (for example: application submissions to regulatory agencies, Client press release, etc.) will not occur without Client permission. Publication thereafter may occur without notice to Client.
 - c. Upon written request from Client received by Main-Land prior to the project being made public, Main-Land will not publish Marketing Materials concerning the subject project until the project is completed.
17. Permission to Enter Premises and Document. Client hereby grants permission to Main-Land to perform services described above, including permission to enter the premises, perform observations and surveying, and to document our findings. Documentation includes but is not limited to: survey data gathering; field notes and sketches; photographs; and video recording. Excepting in cases of imminent hazard to the public safety, and except as provided otherwise herein, Main-Land's findings, documentation, and other information is and shall remain strictly confidential.
18. Work on the Property. Client gives Main-Land permission to cut bushes, limbs and trees, as well as remove other objects interfering with the gathering of necessary information and measurements. Main-Land agrees not to unreasonably damage the property and the Client agrees to notify us of sensitive or protected areas that are not to be disturbed or damaged before we start the work.
19. Abutter Notification. For boundary surveying work, Client authorizes Main-Land to contact all adjacent landowners for permission to enter their property as required by Maine law, and to solicit information regarding property boundaries in the area.
20. Monument and Marker Suitability.
 - a. Client or their agents shall not use stakes, nails, flagging or other markers set by Main-Land for construction or any other purposes without first contacting Main-Land in order to determine if such use is appropriate.



- b. Client understands and acknowledges that only iron rebar, iron pipes, drill holes and concrete/stone monuments mark boundaries and that wooden stakes, nails, flagging, etc. may not mark boundaries. Contact Main-Land with questions regarding boundary markers.
21. Confidentiality. Main-Land will keep Client information confidential within reasonable expectations common in our industry. If additional sensitivity is required, Client will notify us prior to beginning the work. Once applications are delivered to regulatory agencies, the submitted information will be public.
22. Cancellation. The Client or Main-Land may cancel this contract with written notification received five (5) business days before work will end, in which event Main-Land shall be paid for work performed prior to Main-Land's receipt of written notice of cancellation. Fixed Fee tasks will be billed no more than the percentage completion of that task; the Client will not be charged for the full Fixed Fee unless the Fixed Fee task was completed.
23. Project Suspension / Abandonment. If the Project is suspended or abandoned in whole or in part for more than three months, Main-Land will be compensated for all services performed and expenses due. If the Project is resumed after being suspended for more than three months, Main-Land's compensation shall be equitably adjusted.
24. Severability. If any provision of this agreement is declared invalid, illegal, or unenforceable, in whole or in part, the affected provision, or portion thereof, will be considered omitted or modified to conform to applicable law. The validity, legality, and enforceability of all other remaining provisions will remain in full force and effect.
25. Jurisdiction. This agreement shall be governed by and be construed in accordance with the laws of the state of Maine. Any dispute arising out of, or relating in any way, to the proposal or these Terms and Conditions, shall be resolved in the Maine Superior Court in Androscoggin County, Maine, or the Maine District Court in Lewiston, Maine.
26. Dispute Resolution. The parties hereto agree that prior to filing litigation they will consider alternative dispute resolution techniques to resolve all claims, counter claims, disputes and other matters in question between the parties arising out of or relating to this Agreement. Mediation shall be the first dispute resolution option.
27. Enforcement Costs and Fees. In the event Main-Land engages counsel, or otherwise takes action, with or without a formal lawsuit, to recover any amount payable under or to otherwise enforce the terms of the agreement between the parties formed by acceptance of this proposal and these Terms and Conditions, Client shall pay Main-Land all costs and fees, including, without limitation, reasonable attorney's fees, incurred by Main-Land.
28. Interpretation. The headings contained in this proposal and these Terms and Conditions are for reference purposes only and shall not affect the meaning or interpretation of this proposal.
29. Approval. For the purposes of this proposal agreement, Client understands and agrees that an email approval to proceed with the work constitutes a real approval to the proposal agreement and is as binding as a handwritten signature on the original proposal agreement. Partial approvals to proceed are acceptable if requested and agreed in writing signed by Main-Land.





CivicPlus

302 South 4th St. Suite 500
 Manhattan, KS 66502
 US

Order Form

Quote #:

Q-50696-1

Date:

9/19/2023 1:30 PM

Expires On:

12/18/2023

Client:

Town of Minot, ME

Bill To:

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Austin Timsit		austin.timsit@civicplus.com		Net 30

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE
1.00	Monsido Provisioning Fee	Monsido Account Activation and Setup	One-time
1.00	Monsido Standard Package - 2,500 Pages, 250 PDF Accessibility Checks & 25 Heat Maps	Monsido Standard Package - 2,500 Pages, 250 PDF Accessibility Checks & 25 Heat Maps	Renewable
1.00	Monsido Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	Renewable

List Price - Year 1 Total	USD 4,524.00
Total Investment - Initial Term	USD 3,600.00
Annual Recurring Services - Year 2	USD 5,040.00

Initial Term	11/1/2023 - 10/31/2024
Initial Term Invoice Schedule	100% Invoiced upon Acceptance Date

This Order Form sets forth the commercially binding terms of the Client's (as defined above) usage of the Monsido services (the "Services"). By accepting this Order Form, which may be evidenced by your return of this completed Order Form, written acceptance (e-mail is sufficient), or Client's access and use of the Services, you, on behalf of the Client, are representing that you are authorized to bind the Client listed herein to the pricing and term stated in this Order Form

Please note that if you plan to issue a purchase order, we request you include the following language on the front of the PO:

Monsido's maximum liability under this purchase order is limited to the total amount of fees received during the 12-month period preceding the event giving rise to the liability, except that such limitation of liability will not apply to Monsido's indemnification for intellectual property infringement or personal injury.

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)

Rowe & Son Refrigeration
P.O. Box 184
Minot, ME 04258
207-283-2050



Estimate

Name/Address
Town of Minot 329 Woodman Hill Road Minot, ME 04258

Date	Estimate No.	Project
08/28/23	1290	

Item	Description	Quantity	Cost	Total
Labor	Labor	18	99.00	1,782.00
Parts	MITSUBISHI PUY-A12NKA7 condenser A/C only	1	2,143.08	2,143.08
Parts	MITSUBISHI PKA-A12LA evaporator	1	1,045.85	1,045.85
Parts	MHK2 remote control kit	1	331.13	331.13
Parts	WB-PA4 wind baffle	1	241.28	241.28
Parts	WB-SD4 wind baffle	1	248.77	248.77
Parts	1/4" copper line set	15	3.96	59.40
Parts	1/2" copper line set	15	7.82	117.30
Parts	87733 wall bracket	1	125.98	125.98
Parts	disconnect and whip	1	74.30	74.30
Parts	line hide and fitting	1	72.60	72.60
Parts	condensate pump	1	94.32	94.32
	This estimate is to install a 12K A/C only mini split for the fire station server room. Price does not include electrical work.			
fire dept. server room 4x10x9			Total	\$6,336.01



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 16th, 2023

Hello Selectmen,

Updates:

Assessing

I met with Denis last Thursday and we discussed deed processing and where we are at with the new deeds. I am going through what we have, organizing them, and getting them ready for when Denis comes back.

Budget Committee

I would like the Board to appoint Timothy Warden to the Budget Committee for a 3-year term effective until 12/31/2026. I forgot to have this added to the agenda ahead of time. Our Budget Committee will consist of Lisa Bonney, Amy Osborne, Elaine Pratte, and Timothy Warden.

New Motor Vehicle Title Laws

- The Department of Motor Vehicles has updated their 4-part carbon copy title application. The new applications are all white with red lettering dictating who receives what copy and it also has a new line for lien holder ID numbers.
- Effective 10/25/23 vehicles that are 26 model years and older will be exempt from the requirement of a certificate of title. This means 1997 and older will not require a title. It was previously 1994 and older did not require a title. Motor Vehicle will continue to create titles for 1995- 1997 from 10/25 to 12/31 to help with the transition. Starting 1/1/24 any application received for 1998 and older will be returned and refunded.

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.

11/7 State Referendum Election

Absentee Ballots are available. We have had 64 requests so far.

I have my clerks and Warden scheduled and my ballot testing completed.

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

0 Boat

o done online.

0 Snowmobiles

Stickers arrived from IF&W on Friday so we can start processing registrations.

5 ATVs

6 Game Licenses

The above amounts are as of 10/16/2023.

Vitals:

Vital Requests as of 10/16

Reported to State semi-annually.

Birth Certificates- 7

Death Certificates- 4

Marriage Certificates- 9

Intentions- 10

We have been very busy with marriage intentions lately!

Dogs:

Dog registrations for 2024 are available starting today and reminder letters were mailed out last Friday.

Building/ Plumbing Permits for 2023:

Building Permits: 48

Plumbing Permits: 21

Real Estate Taxes:

2021 taxes - \$ 9,341.37 for 7 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 - \$ 26,821.48 for 21 accounts

2023 taxes - \$ 2,912,604.01 for 1237 accounts

2024 pre-payments - \$ 1,637.92 for 10 accounts

Total owed: \$ 2,948,766.86

- \$ 48,838.93

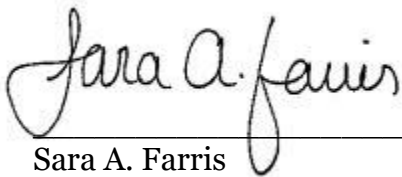
Personal Property Taxes:

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	\$66,921.22	- \$2,806.65
OCT.	\$50,817.13	\$54,012.11	\$34,839.06	
NOV.	\$41,312.77	\$50,624.95		
DEC.	\$45,494.20	\$45,564.33		
TOTAL	\$ 734,714.40	\$ 715,719.57	\$ 607,392.10	- \$108,327.47

Under about \$3,000.00 for September Excise compared to last 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 (10/02 – 10/22/2023)

The Crew has been installing a few driveway culverts. We are starting to go over equipment for the upcoming winter season.

Perry Transport has given me a price of \$4.50/yard to haul our winter sand. This brings the cost of sand to \$10.00/yard, which is the same as we paid last year.



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
3. T5 replacement Budget \$73,000.00
4. Basic fir school ongoing
5. Working on BLS folder and reviewing SDS
6. Tree clearing at Orchard.
7. Orchard station IT completion

New business.

1. 2024 Budget
2. Trunk-N-Treat
3. Extractor gear washer scheduled for delivery and install 10/16
4. Still no word on start date from tri county EMS for the basic class
5. Truck 5 should be back in service this week.



WWW.TEXTMYGOV.COM



TextMyGov
PROPOSAL

DATE: 10/12/2023



INTRODUCTION TO TEXTMYGOV



TextMyGov was developed to open lines of communication with local government agencies and citizens. The system works 24 hours a day and easily connects with your website and other communication methods.

Using the regular messaging app on any smartphone, the smart texting technology allows the citizen to ask questions and get immediate responses, find links to information on the agency's website, address problems, report any issues and upload photos.

According to the Pew Research Center, 97% of smartphone owners text regularly. The technology analysts at Compuware reported that 80 to 90% of all downloaded apps are only used once and then eventually deleted by users.



TEXTMYGOV SOLUTIONS



Communicate

TextMyGov uses smart texting technology to communicate with citizens. Local government agencies can answer questions, send links to their website, and provide details on garbage pickup, utility payments, city news, events, office hours, just to name a few.



Engage

TextMyGov uses smart texting technology to engage with citizens. Citizens can easily report issues to any department, such as potholes, drainage problems, tall grass, junk cars. The issue reporting function can be customized for each department and their most commonly reported items. Agencies can engage citizens and ask specific guided questions regarding location, address, street name, and more. If your goal is to engage with citizens and get smart valuable data- You need TextMyGov.



Boost Website Traffic

TextMyGov uses smart texting technology to maximize a city's website. Citizens can text in keywords like festival, parking, ticketing, meeting, sporting event, etc. The smart texting technology can answer the question or send a link from the city's website with additional information. Local government agencies spend thousands of dollars each year on their website. TextMyGov is the best way to benefit from that investment. If your goal is to benefit from your website investment- You need TextMyGov.



Track

TextMyGov uses smart texting technology to track and record all the information that is sent in. Agencies can track the cell phone number, date, and time of every request. If your agency wants to be compliant with FOIA- You need TextMyGov.



Work

Smart texting uses detailed information to track a citizen's request or create a work order. Work orders and requests can be generated and completed. Smart texting allows you to easily collect information like name, location, street address, and allows the user to upload a photo. If your agency wants to track real requests and real work orders submitted by a real cell phone number- You need TextMyGov.



IMPLEMENTATION

GETTING STARTED

After the execution of the basic service agreement, a project manager will be assigned to assist the client through implementation. A local phone number will be obtained for use with TextMyGov.

CONFIGURATION

The project manager will work with the client to customize interactive responses, create automation flows, and keyword lists. Training will be provided on how to quickly create and edit data.

MEDIA KIT

Advertising materials will be provided to the client, including an infographic for the website and downloadable flyer for social media and other communication methods used by the agency.

Unlimited Training and Support

After initial implementation and training, unlimited on-going support is included. Our experts are available Monday - Friday 6am-5pm MST.



SUBSCRIPTION COST BREAKDOWN

This quote represents a subscription to TextMyGov with an initial TERM of Two-Years. The agreement is set to be automatically renewed after the initial term has finished. Support and services fees may increase in subsequent years but will increase no more than 5% per year. See below for the package price and other details.

Terms and conditions can be printed and attached as Exhibit A or viewed at [www.TextMyGov.com/terms](http://www.textmygov.com/terms) HYPERLINK "http://www.textmygov.com/terms"

Package	Price	Billing
TextMyGov: <ul style="list-style-type: none"> • TextMyGov web-based software • Local phone number • Short code number (outgoing messages) • Unlimited users & departments • Unlimited support for every user • 10 GB manage online data storage • 25000 Text messages per year 	\$3,000	Annual
Implementation/Setup Fee	\$1,500	One Time
	First year total	Year one
	Total recurring	Annual

Terms

- *This is a Two-Year Term.*
- *After the initial Two-Years, the agreement will revert to year-to-year*
- *Cancellation requires a 60-day written notice*
- *Customer is required to put TextMyGov widget on agency's website*
- *This proposal is valid for 30 days*
- *Customer is required to provide a copy of W-9*



ADDITIONAL SERVICES

Additional Services	Price	Billing
Enhanced Media & Care Package <ul style="list-style-type: none">Marketing material and expert implementation to promote and optimize TextMyGov, see us here for additional information: Enhance Media Package	Price is based on population- See Account Executive for details.	Annual
Additional Storage <ul style="list-style-type: none">100 GB of additional storage.	\$250 per unit	Annual
Additional Text Messages <ul style="list-style-type: none">25,00050,000100,000	\$300 \$550 \$750	Annual
Database <ul style="list-style-type: none">Database of your local residence to improve citizen engagementDatabase might have been quoted in the original quote. See your package breakdown for details	Price is based on population. See Account Executive for details.	



AGREEMENT CONFIRMATION

We need two contacts for implementation. A cell phone is required for implementation. We also need the best contact for installing the widget on your agency's website.

Implementation Contact 1

Name	
Title	
Email	
Office Phone	
Cell Phone	

Implementation Contact 1

Name	
Title	
Email	
Office Phone	
Cell Phone	

Billing Contact

Name	
Title	
Email	
Office Phone	
Address	
W-9	Please attach W-9 in a separate email or enter the EIN number here

Agreement Signature

Name	
Title	
Date	
Signature	

Widget Contact

Name	
Title	
Email	
Office Phone	

(This person is responsible for placing the TextMyGov widget (see options- [TextMyGov | Widget Link](#)) on the agency's website within 60 days of the agreement signature. The TextMyGov widget will remain on the agency's website for the duration of the agreement. If the widget is not placed on the City/County website within 60 days, the Agency agrees to pay an additional \$1,000 towards setup costs (this is to cover TextMyGov's time)



TWILIO CONTACT

Twilio Authorized Contact 1

Name	
Title	
Email	
Office Phone	
Business Title:	

Twilio Authorized Contact 1

Name	
Title	
Email	
Office Phone	
Business Title:	

I confirm that my nominated authorized representatives agree to be contacted by Twilio.

Twilio contact can be the same as the implementation contact. Twilio requires us to have two authorized contacts. They rarely reach out, but if there are any support questions, they require these contacts.

Expense detail report

WARRANT #21
OCTOBER 16, 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	2,200.00	2,200.00
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	2,400.00	6,642.59
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	1,276.20	376.20	-900.00
0401 - TESTING				0.00	425.00	660.58	235.58
0503 - FEES				0.00	0.00	7,237.15	7,237.15
7010 - PAYROLL TAX				0.00	105.27	0.00	-105.27
		Department..		11,998.95	24,408.17	8,273.93	-4,135.29
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	42,308.00	0.00	12,692.00

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	32,776.84	0.00	4,782.16
1003 - ADMINISTRAT				72,842.00	56,093.13	0.00	16,748.87
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	11,350.61	0.00	6,649.39
7020 - HLTH INSUR				165,000.00	151,119.68	14,815.60	28,695.92
7021 - VISION INS				0.00	1,056.09	907.86	-148.23
7025 - DENTAL INSUR				5,600.00	8,048.27	3,229.54	781.27
7030 - SIMPLE IRA				10,410.00	7,264.24	0.00	3,145.76
7035 - AFLAC				0.00	775.38	784.23	8.85
7040 - UNEMPLOYMENT				500.00	0.00	25.00	525.00
		Department..		413,286.00	335,082.42	19,762.23	97,965.81
5075 - CODE ENF/PLA							
0200 - TELEPHONE				56,150.00	0.00	0.00	56,150.00
0200 - TELEPHONE				0.00	485.34	0.00	-485.34
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	485.00	0.00	15.00
0210 - MLG/EXP REIM				1,500.00	1,091.26	0.00	408.74
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	25,001.28	807.73	5,806.45
1016 - ADDRESSING				15,000.00	100.00	0.00	14,900.00
7010 - PAYROLL TAX				3,500.00	2,053.81	0.00	1,446.19
		Department..		56,150.00	29,622.77	957.73	27,484.96
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
0103 - PROP/CASULTY				30,750.00	29,052.00	0.00	1,698.00
0106 - WORKERS COMP				22,100.00	22,084.00	2,339.00	2,355.00
0301 - FIRE FIGHTER				600.00	408.00	0.00	192.00

Expense detail report

ALL Accounts

ALL Months

ACCOUNT-----				CURRENT			UNEXPENDED
DATE	JRNL	DESC---	VENDOR-----	BUDGET	DEBITS	CREDITS	BALANCE
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	1,690.67	0.00	-140.67
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	2,250.00	0.00	750.00
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	2,702.26	274.25	2,071.99
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	26,926.55	593.74	7,717.19
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

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5400 - CEMETERY MAI CONT'D							
0213 - CONTRAC SVCS				0.00	3,904.87	0.00	-3,904.87
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	7,800.47	7,025.00	11,539.74
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	225.00	0.00	-225.00
		Department..		10,000.00	705.00	0.00	9,295.00
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				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	100,857.78	0.00	49,142.22
0401 - TESTING				200.00	261.00	0.00	-61.00
0404 - MATERIALS				40,000.00	37,891.99	2,562.60	4,670.61
0405 - TRUCKS- EQUI				10,000.00	5,979.70	0.00	4,020.30
7010 - PAYROLL TAX				12,000.00	7,116.05	0.00	4,883.95
		Department..		255,500.00	180,018.34	2,562.60	78,044.26
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
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

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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	15,633.77	66.97	15,433.20
0205 - SUPPLIES				9,000.00	8,129.74	0.00	870.26
0213 - CONTRAC SVCS				5,000.00	5,865.97	0.00	-865.97
0404 - MATERIALS				0.00	7,519.55	0.00	-7,519.55
		Department..		78,000.00	67,186.52	1,555.27	12,368.75
6600 - HWAY CAP EQ							
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							
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				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	542.61	0.00	1,857.39
0205 - SUPPLIES				2,000.00	3,524.76	0.00	-1,524.76
0206 - JANITORIAL				500.00	400.00	0.00	100.00
0212 - INSPECTIONS				400.00	0.00	0.00	400.00
0213 - CONTRAC SVCS				0.00	245.00	0.00	-245.00
		Department..		15,400.00	10,436.48	1,310.24	6,273.76
7000 - SOLID WASTE							
0205 - SUPPLIES				600.00	560.12	0.00	39.88
0213 - CONTRAC SVCS				62,000.00	34,725.19	0.00	27,274.81
7051 - BISSONNETTE				0.00	0.00	0.00	0.00

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7000 - SOLID WASTE CONT'D							
		Department..		62,600.00	35,285.31	0.00	27,314.69
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	4,371.00	0.00	5,629.00
		7050 - BOOKER		0.00	20,669.65	0.00	-20,669.65
		7051 - BISSONNETTE		0.00	2,684.81	4,500.00	1,815.19
		Department..		10,000.00	27,725.46	4,500.00	-13,225.46
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

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7830 - BROADBAND CONT'D							
0213 - CONTRAC SVCS				0.00	568.75	0.00	-568.75
		Department..		0.00	568.75	17,698.77	17,130.02
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	634.87	0.00	865.13
0213 - CONTRAC SVCS				4,500.00	5,580.15	612.92	-467.23
0217 - ADVERTISING				1,500.00	1,245.52	0.00	254.48
0401 - TESTING				0.00	125.00	0.00	-125.00
0501 - DEED TRANS				500.00	267.00	0.00	233.00
0502 - LIENS				1,000.00	931.00	0.00	69.00
		Department..		9,000.00	9,204.52	684.92	480.40
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	3,909.90	0.00	590.10
		Department..		43,692.00	45,852.46	0.00	-2,160.46
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

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8026 - TRIO CONT'D							
		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
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	1,967,142.86	0.00	410,845.16
		Department..		2,377,988.02	1,967,142.86	0.00	410,845.16
9000 - MINOT FIRE				87,441.00	0.00	0.00	87,441.00
0196 - ONBOARDING				0.00	5,834.00	0.00	-5,834.00
0198 - FOOD				0.00	499.95	0.00	-499.95
0200 - TELEPHONE				1,200.00	1,032.77	0.00	167.23
0201 - ELECTRICITY				5,000.00	3,048.41	172.08	2,123.67
0203 - FUEL & GAS				9,000.00	5,349.73	0.00	3,650.27
0204 - REPAIRS				7,500.00	11,828.90	0.00	-4,328.90
0205 - SUPPLIES				2,500.00	1,752.49	0.00	747.51
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	15,139.11	0.00	-139.11
0401 - TESTING				0.00	2,725.60	0.00	-2,725.60

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9000 - MINOT FIRE CONT'D							
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	1,746.26	0.00	803.74
		Department..		87,441.00	83,730.03	272.08	3,983.05
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	3,589,420.15	84,380.96	1,341,193.80