



Town of Minot Selectmen Epacket

January 8, 2024 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
Tuesday, January 8, 2024
Meeting at 6:30pm
Agenda*

REGULAR MEETING

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
 - a. December 26, 2023
4. Warrants
 - a. Payroll Expense Warrant – FY2023
 - b. Treasurer’s Warrant – FY2023
 - c. Treasurer’s Warrant – FY2024
5. Assessors’ Business
 - a. Consideration and Approval for Abatements:
 - i. Wayne J. Slattery
Map/Lot U03-009, Acct# 1396
Reason: Change of Site Improvement Grade from 2 to 1 after review
 - ii. Wayne J. & Joni L. Slattery
Map/Lot R10-011; Acct# 70
Reason: Lot is combined with another account. Abating duplicate account.
6. New Business
 - a. Appointment for Benjamin Piper as Planning Board Alternate
 - b. Consideration of Community Resilience Partnership Resolution
 - c. Consideration of 2024 Spirit of America Resolution
 - d. Consideration of FY2024 Carry Forwards
7. Old Business
 - a. Continued Discussion of Town Office Safety Upgrades
8. Department Head Updates
 - a. Clerk’s Report
 - b. Highway Report
 - c. Fire Department Report
9. Town Administrator’s Report
10. Selectmen Comment
11. Public Comment (3-minute limit) – Items in public comment may be scheduled for a future meeting to provide for Board consideration and public notice

12. Next Meeting Dates

- a. **Monday, January 22, 2024**

13. Adjournment



Town of Minot

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

Board of Selectmen Meeting
Minot Town Office
Tuesday, December 26th, 2023
6:30 pm
Minutes*

REGULAR MEETING

Selectmen: Chair Daniel Gilpatric, Vice Chair Lisa Cesare, Matthew Callahan, William Perry, and Brittany Hemond
Staff: Danielle Loring (Administrator), Sara Farris (Clerk & Recording Secretary), and Dean Campbell (Fire Chief)
Public: None

1. Call to Order

Chair 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, December 11th, 2023 – Regular Meeting

Motion: Brittany Hemond made a motion to approve the meeting minutes from December 11th, 2023; second by Matthew Callahan.

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 December 26th 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 \$21,230.62 and the Treasurer's Warrant in the amount of \$48,841.13; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

Chair Gilpatric moved **8. Department Head Updates C. Fire Department Report** up in the meeting as Mr. Campbell was present and no one was present for the Public Hearing.

- The electrician is coming next week to finish the electrical for the IT projects and the pending plumbing projects are done.
- The storage box was delivered to Central Station. Dean is working to get the water out of the Forestry Truck sled so it can be stored in the container.
- Working on getting all the apparatus inspected.
- There was no damage to the stations from the storm, but members did help respond to the various calls for trees, water, and accidents. The storm brought up the concern for a generator at Orchard Station. In the future they will look into grant options to get this done.
- Dean is working to assign members to each station so tasks will get done instead of having Per Diem staff.
- Dean is working on the Fire Chief job description and will have more on that at the next meeting.
- Dean has been in contact with Mr. Turner regarding fire suppression options for the subdivision proposed at the corner of Garfield and Shaw Hill Rd. Dean said her explained to Mr. Turner that sprinklers in each house or a cistern is the only options to meet Town requirements for fire suppression and that are fire pond/ dry hydrant or using Indian Brook are not options.
- Dean attended the last Planning Board meeting regarding the pending solar farm project. His concern is the lack of fire suppression around the perimeter of the solar farm and that he recommends a standpipe. After various discussion at the meeting the solar farm rep proposed a fully equipped UTV, trailer to haul it, and a building to store it. At this time, it is unclear how the solar farm wants to proceed regarding fire suppression.

Mr. Campbell left the meeting.

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Board of Selectmen Meeting Minutes Dated December 26th 2023.

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5. Public Hearing

a. Maine Wedding Barn at Farview Farm Inc. Barbara Fogerty & John St. Hilaire 418 Center Minot Hill Rd.

Liquor License Renewal

Motion: Brittany Hemond made a motion to open the Public Hearing at 7:04pm; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

Mrs. Fogerty was not able to make the meeting and there were no members of the public present for the discussion.

Motion: Brittany Hemond made a motion to approve the liquor license for the Maine Wedding Barn at Farview Farm Inc.; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

Motion: Brittany Hemond made a motion to close the Public Hearing at 7:05pm; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

All Selectmen present signed the license as provided by Mrs. Fogerty.
Copy of license attached.

6. New Business

a. Consideration of Community Resilience Partnership Resolution

Tabled until a future meeting. We are waiting to receive more community surveys back.

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Board of Selectmen Meeting Minutes Dated December 26th 2023.

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b. 2024 Annual Appointments

Sara Farris provided the Selectmen with a list of the required appointments and the appointment paperwork to sign.

List can be found in the Clerks Report.

RSU 16 Strategic Planning Team

At the Selectmen Meeting on December 11th the Board voted to appoint Brittany Hemond and Robert Klar to the RSU 16 Strategic Planning Team and Sara provided the appointment paperwork for this meeting.

Motion: Lisa Cesare made a motion to appoint Brittany Hemond and Robert Klar to the RSU 16 Strategic Planning Team; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

Danielle Loring

Motion: Lisa Cesare made a motion to appoint Danielle Loring as Town Administrator, Treasurer, Road Commissioner, Cemetery Designee, Constable, Deputy Clerk, Deputy Tax Collector, Director of EMA, General Assistance Director, Health Officer, MMWAC Board Member, and Pole Permit Designee; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

Sara Farris

Motion: Lisa Cesare made a motion to appoint Sara Farris as the Town Clerk, Tax Collector, Voter Registrar, Deputy Treasurer, Constable, and Freedom of Access Officer; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

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Board of Selectmen Meeting Minutes Dated December 26th 2023.

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

Jordan De Vito

Motion: Lisa Cesare made a motion to appoint Jordan De Vito as Deputy Clerk, Deputy Tax Collector, and Deputy Voter Registrar; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

Sara added that Jordan will be appointed as the Board of Appeals Secretary after their business meeting and Deputy General Assistance Administrator after she attend the required classes.

Alexandria Richardson

Motion: Lisa Cesare made a motion to appoint Alexandria Richardson as Deputy Clerk, Deputy Tax Collector, Deputy Voter Registrar, and Deputy Addressing Officer; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

Scott McElravy

Motion: Lisa Cesare made a motion to appoint Scott McElravy as Code Enforcement Officer (CEO), Plumbing Inspector (LPI), and Addressing Officer; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

Alternate CEO & LPI

Motion: Lisa Cesare made a motion to appoint Christopher Summers and Alexander Sirois as Alternate Code Enforcement Officers and Alternate Plumbing Inspectors; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

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Board of Selectmen Meeting Minutes Dated December 26th 2023.

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Animal Control Officer

Motion: Lisa Cesare made a motion to appoint Robert Larrabee as the Animal Control Officer; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

Deputy Health Officer

Motion: Lisa Cesare made a motion to appoint Brittany Hemond as the Deputy Health Officer; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

General Assistance Fair Hearing Authority

Motion: Lisa Cesare made a motion to appoint Matthew Garside as the General Assistance Fair Hearing Authority; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

Election Clerks

Motion: Lisa Cesare made a motion to appoint Amy Kivus-Rouleau, Susan Trundy, Judith Akerley-Adams, Constance Benwitz, Brittany Hemond, Lisa Cesare, Amy Osborne, Pamela Cooper, Brenda Sawyer, Diane Karpowitz, Joyce Grygiel, Kristin Carlton, Adam Bowie, Judith Worden, and Thomas Hoffman as Election Clerks; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

c. Discussion of 2024 Spirit of America Nomination

Danielle is recommending that the Selectmen select the Town of Minot's Cemetery Committee because of their hard work and dedication to all of Minot's Cemeteries. The Selectmen agreed that the Committee was deserving of the award.

Motion: Matthew Callahan motioned to select the Town of Minot's Cemetery Committee for the 2024 Spirit of America Award; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

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Board of Selectmen Meeting Minutes Dated December 26th 2023.

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d. Consideration of Planning Board Amendments for Inclusion on the 2024 Warrant

Danielle provided the Selectmen red line drafts of the proposed changes as they would appear in the Town Report and discussed the 4 articles.

Above mentioned documents attached.

Danielle added that the Planning Board is also discussing a nuisance rental ordinance, but the town's legal counsel advises against targeting rental properties only. A town wide nuisance ordinance would be like the noise/ mass gathering ordinance that was proposed and failed in the past.

Danielle explained that she needed a motion to include the changes in the 2024 Warrant and a motion to recommend if they do so.

Motion: Matthew Callahan made a motion to include the proposed ordinance changes in the 2024 Warrant as presented; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

Motion: Matthew Callahan made a motion to recommend the proposed ordinance changes in the 2024 Warrant as presented; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

e. Nomination or 2023 Plow Truck Name for Consideration at Town Meeting

Danielle read the options as presented.

- Ricky Bobby
- Blowy Bob
- Frost Bite
- Snowadactyle
- Plowabunga

The Selectmen selected Frost Bite and Snowadactyle as the 2 names to be voted on at Town Meeting.

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Board of Selectmen Meeting Minutes Dated December 26th 2023.

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

7. Old Business

None

8. Department Head Updates

a. Clerks Report submitted and read by Clerk Sara Farris

- Closing at Noon on 12/29 for End of Year reporting.
- 1 tax account for 2021 was unpaid as of 4pm on 12/26 and is now foreclosed. The new foreclosure law (2023) allows the owner 90 days to make a written request for the alternate sale process or make a payment arrangement with the Selectmen. The 90-day deadline is 3/26/2024 and the notice will be mailed out tomorrow.
- Sara is no longer required to attend caucuses at the Voter Registrar.
- Excise tax for the 2023 year is up about \$9,500.00 compared to 2022!
See attached report for more information.

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

- Scott and the Crew have fixed the washout on Shaw Hill Rd. from the rain and windstorm but will have to revisit it in the spring.
- The Crew will continue to do clean up around town.
See attached report for more information.

9. Town Administrator's Report Presented by Danielle Loring

- Danielle and Scott Parker had a Zoom meeting with the Sand, Soil, and Water Commission on Monday regarding some roads in town but due to the storm it has been postponed and not yet rescheduled.
- For End of Year on Friday Danielle will need 3 signatures on the warrant. She will let the Selectmen know when it is ready.
- There was some discussion on pending land matters.

10. Selectmen Comment

None

11. Public Comment

None

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

Board of Selectmen Meeting Minutes Dated December 26th 2023.

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

12. Next Meeting Dates

a. Monday, January 8th, 2024 – Regular Meeting

Date acknowledged.

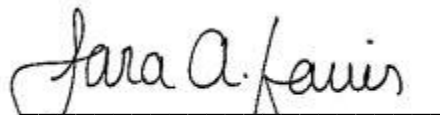
13. Adjournment

Motion: Brittany Hemond made the motion to adjourn at 7:58pm; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 7:58 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 December 26th 2023.

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

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

1/8/2024

TAX ABATEMENT

Slattery, Wayne J
P. O. Box 94
West Minot, ME 04288

Account:RE 1396 Map/Lot: U03-009

Dear Slattery, Wayne J,

The Town of Minot has reviewed the 2023 assessed value of your Minot property. As a result of our review we have granted an abatement on Minot map lot U03-009.

The reason(s) for the abatement are: The Site Improvement grade was adjusted from grade 2 to grade 1.

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

2023		2023 Revised	
Land	\$50,190	Land	\$42,190
Bldg	\$77,103	Bldg	\$77,103
Exempt	\$ 0	Exempt	\$ 0
Real Total	\$127,293	Real Total	\$119,293
Mil Rate	.01	Mil Rate	.01
Total Real Tax	\$1,272.93	Total Real Tax	\$1,192.93

We, the Minot Board of Assessors, have approved a tax abatement for \$8,000 in valuation and \$ 80.00 in tax dollars on real estate.

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

This notice is given as notice of final decision of the Minot Assessors

Sincerely,

_____ Date _____
_____ Date _____
_____ Date _____

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

1/8/2024

TAX ABATEMENT

Slattery, Wayne J & Joni L
P. O. Box 94
West Minot, ME 04288

Account:RE 70 Map/Lot: R10-011

Dear Slattery, Wayne J & Joni L,

The Town of Minot has reviewed the 2023 assessed value of your Minot property. As a result of our review we have granted an abatement on Minot map lot R10-011.

The reason(s) for the abatement are: The lot is included with another, this is a duplicate account.

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

2023		2023 Revised	
Land	\$3,500	Land	\$ 0
Bldg	\$ 0	Bldg	\$ 0
Exempt	\$ 0	Exempt	\$ 0
Real Total	\$3,500	Real Total	\$ 0
Mil Rate	.0100	Mil Rate	.0100
Total Real Tax	\$ 35.00	Total Real Tax	\$ 0.00

We, the Minot Board of Assessors, have approved a tax abatement for \$3,500 in valuation and \$ 35.00 in tax dollars on real estate.

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

This notice is given as notice of final decision of the Minot Assessors.

Sincerely,

_____ Date _____
_____ Date _____
_____ Date _____



Community Resilience Partnership Resolution

WHEREAS, the Town of Minot has completed the Community Resilience Partnership's Community Resilience Self-Assessment and List of Community Actions, and held a community workshop(s) on 12/11/2023 which prioritized the following action areas: Executing a plan for Municipal energy efficiency projects. Adopting a program to check on vulnerable citizens during events. Installing a renewable energy project. Vulnerability studies on critical infrastructure effected by climate change.

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

BE IT FURTHER RESOLVED, the Town of Minot designates Danielle Loring, Minot Town Admin, to coordinate planning, implementation, and monitoring of energy and resilience projects and to be the primary point of contact to the Community Resilience Partnership.

Minot Board of Selectmen:

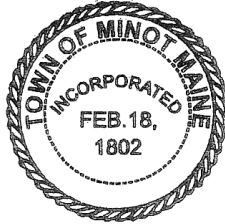
Daniel Gilpatric, Selectmen Chair

Lisa Cesare, Selectmen Vice Chair

Brittany Hemond, Selectman

Matthew Callahan, Selectman

William Perry, Selectman



Municipal Resolution

The 2024 Minot, Maine Spirit of America Foundation Tribute honors the **Minot Cemetery Committee** for commendable service to the Town of Minot.

Be it Resolved by the Minot Selectmen of the Town of Minot as follows:

Whereas the Cemetery Committee is a volunteer group active in cemetery preservation and care.

Whereas the Cemetery Committee is dedicated to the maintenance and beautification of Town-owned cemeteries.

Whereas the Committee works to preserve the historic legacy of the deceased.

Whereas the Committee works to investigate modern options for interment and develops policies for the same.

Be it Resolved this 8th day of January 2024 by the Minot Selectmen that the **Minot Cemetery Committee** is hereby recognized for their outstanding commitment and dedication they have brought upon this community with the 2024 Minot Spirit of America Foundation Tribute.

Minot Board of Selectmen:

Daniel Gilpatric, Selectmen Chair

Lisa Cesare, Selectmen Vice Chair

Brittany Hemond, Selectman

Matthew Callahan, Selectman

William Perry, Selectman

Town Meeting Warrant

To Danielle E. Loring, a Constable in the Town of Minot in the County of Androscoggin.

Greetings:

In the name of the State of Maine you are hereby required to notify and warn the inhabitants of said Town of Minot, qualified by law to vote in town affairs, to meet at the Minot Town Office, in said Town on **Friday, March 1, 2024 at three forty-five o'clock (3:45) in the afternoon, then and there to act upon Article 1 by secret ballot and by secret ballot on Article 2 as set below, the polling hours therefore to be from four o'clock (4) in the afternoon until eight o'clock (8) in the evening.** The Registrar will be in session at the Minot Town Office at three o'clock in the afternoon (3:00pm), of said meeting day for the purpose of correcting the list of voters.

And to notify and warn said inhabitants to meet at the Minot Consolidated School, in said Town on **Saturday, March 2, 2024 at nine (9) o'clock in the morning,** The Registrar will be in session at the Minot Consolidated School, Minot at eight o'clock in the morning (8:00am) on Saturday, March 2, 2024, of said meeting day for the purpose of correcting the list of voters. Said inhabitants to meet then and there to act on Article 3 through the completion of the Warrant as legally posted, to wit:

- Article 1.** To elect by written ballot a **Moderator by Secret Ballot** to preside at said meeting and give him/her power to appoint tellers.
- Article 2.** To elect by secret ballot **two (2) Selectmen** for a term of three (3) years and to elect **two (2) members** of the **Superintending School Committee** for a term of three (3) years.
- Article 3.** To hear and act on the **report of the Town Officers and acceptance of the Town Report.**
- Article 4.** To elect one (1) **Assessor** for a **three (3) year term.**

Article 5. To see what action the Town will take in regard to setting the **salaries of Selectmen, Assessors, and Overseer of the Poor.** Recommendations are as follows:

	<u>Amount Requested</u>	<u>Budget Committee Recommends</u>
Selectmen	\$1,500.00 each	\$1,500.00 each
Chairman of Selectmen	\$ 500.00	\$ 500.00
Three Assessors	\$ 50.00 each	\$ 50.00 each
Chairman of Overseer of Poor	\$ n/a	\$ n/a

Article 6. To see if the Town will vote to adopt amendments to **Chapter 2: Building Standards** of the Land Use Code of the Town of Minot as adopted March 4, 2006 and amended through March 4, 2023, by adding the underlined language and deleting the strikethrough type as shown.

Proposed ordinance changes are appended in Town Report immediately following Town Meeting Warrant Articles.

The Planning Board Recommends Article 6
 The Board of Selectmen Recommend Article 6

Article 7. To see if the Town will vote to adopt amendments to **Chapter 4, Section 501.10: Accessory Dwelling Units** of the Land Use Code of the Town of Minot as adopted March 3, 2006 and amended through March 4, 2023, by adding the underlined language and deleting the strikethrough type as shown.

Proposed ordinance change is appended in Town Report immediately following Town Meeting Warrant Articles.

The Planning Board Recommends Article 7
 The Board of Selectmen Recommend Article 7

Article 8. To see if the Town will vote to adopt amendments to **Chapter 4, Section 601: Change of Use** of the Land Use Code of the Town of Minot as adopted March 3, 2006 and amended through March 4, 2023, by adding the underlined language type as shown.

Proposed ordinance change is appended in Town Report immediately following Town Meeting Warrant Articles.

The Planning Board Recommends Article 8
 The Board of Selectmen Recommend Article 8

Article 9. To see if the Town will vote to adopt amendments to **Cemetery Ordinance** of Minot as adopted March 6, 2010 and amended through March 9, 2020, by adding the underlined language type as shown.

Proposed ordinance change is appended in Town Report immediately following Town Meeting Warrant Articles.

The Cemetery Committee Recommends Article 9
The Planning Board Recommends Article 9
The Board of Selectmen Recommend Article 9

Article 10. To see if the Town of Minot will vote to carry forward the unexpended balances in the following **Reserve Accounts** and to authorize the Selectmen to expend funds from these **Reserve Accounts** for the purposes for which they were established:

Town Office Equipment Reserve Account, balance of **\$73.03**
Highway Capital Equipment Reserve Account, balance of **\$23,575.80**
General Assistance Donation (Eda's Elf Fund) Reserve Account, balance of **\$8,160.59**
Town Well Reserve Account, balance of **\$4,147.69**
Cemetery Reserve Account, balance of **\$11,006.74**
Minot Community Events Reserve, balance of **\$694.45**
Fire Department Apparatus Reserve, balance of **\$520.58**
Fire Department Grant Reserve, balance of **\$7,077.92**
Fire Department Capital Equipment Reserve, balance of **\$4,531.39**
Conservation Committee Reserve, balance of **\$100.00**
Broadband Reserve, balance of **\$17,130.02**
Recreational Field Maintenance Reserve, balance of **\$3,143.00**

Selectmen Recommend to carry forward all balances by a vote of X yes X no
Budget Committee Recommends to carry forward all balances by a vote of X yes X no

Article 11. To see if the Town will vote to establish a **Minot Consolidated School Reserve** account in the amount of **\$100,000 fund from the Undesignated Fund Balance**. The purpose of the account would be to fund legal fees, operational costs, or contract for consultants in the event that the Regional School Unit (RSU) Board of Directors (otherwise known as School Board Members) votes to close the building.

Selectmen Recommend **creating a Minot Consolidated School (MCS) Reserve in the amount of \$100,000 funded from the Undesignated Fund Balance** by a vote of X yes X no

Budget Committee Recommends **creating a Minot Consolidated School (MCS) Reserve in the amount of \$100,000 funded from the Undesignated Fund Balance** by a vote of 4 yes 0 no

Article 12. To see if the Town will vote via paper ballot to exceed the **property tax levy limit of \$1,479,239** established for the Town of Minot by State law in the event that the municipal budget approved under the following articles will result in a tax commitment that is greater than that property tax levy limit.

Article 13. To authorize the Selectmen to appoint and set salaries for any necessary Town Officials that are not elected); and to see what sum the Town will vote to raise and appropriate for **Town Salaries and Benefits.** (\$413,286.00 in 2023, expended \$)

Selectmen Recommend	\$420,535.00	vote: 4 yes	0 no
Budget Committee Recommends	\$420,535.00	vote: 4 yes	0 no

Article 14. To see what sum the Town will vote to raise and appropriate for **Town Office Maintenance and Supplies** (\$34,050.00 in 2023, expended \$)

Selectmen Recommend	\$35,000.00	vote: 4 yes	0 no
Budget Committee Recommends	\$35,000.00	vote: 4 yes	0 no

Article 15. To see what sum the Town will vote to raise and appropriate for **Interdepartment & IT Services** for the ensuing year:

Mileage Reimbursement
Contract services (payroll, tax billing, trash removal...etc.)
Advertising
Deed and Lien services
Annual Software Licensing
Hardware Upgrades
Network Security

(\$30,400.00 in 2023, expended \$)

Selectmen Recommend	\$39,800.00	vote: 4 yes	0 no
Budget Committee Recommends	\$39,800.00	vote: 4 yes	0 no

Article 16. To see what sum the Town will vote to raise and appropriate for **Operating Costs of the Town Garage and Equipment Repair.** (\$93,400.00 in 2023, expended \$)

Selectmen Recommend	\$102,950.00	vote: 4 yes	0 no
Budget Committee Recommends	\$102,950.00	vote: 4 yes	0 no

Article 17. To see what sum the Town will vote to raise and appropriate for **Paving and Patching Roads** for the ensuing year (\$0.00 in 2023)

Selectmen "Makes no Recommendation" to appropriate a total of **\$410,000, raise \$335,756 and use \$74,224 from LRAP** vote: 4 yes 0 no

Budget Committee Recommends to appropriate a total of **\$410,000, raise \$335,756 and use \$74,224 from LRAP** vote: 4 yes 0 no

Article 18. To see if the Town will vote to raise an amount not to exceed **\$250,000** to replace Highway Department **2012 Peterbilt Plow Truck**

Selectmen Recommend that the new plow truck be financed for a term of **three (3) years at a commercially reasonable rate of interest and to appropriate an amount not to exceed 90,000 for initial payment in 2024.** vote: 4 yes 0 no

Budget Committee Recommends that the new plow truck be financed for a term of **four (4) years at a commercially reasonable rate of interest and to appropriate an amount not to exceed 70,000 for initial payment in 2024.** vote: 4 yes 0 no

Article 19. To see if the Town will vote to raise an amount estimated to be \$65,000 to replace Highway Department **2020 Dodge RAM Pick-Up Truck.**

Selectmen Recommend **using the existing truck as a trade (\$30,000), \$25,000 from the Highway Equipment Reserve, and appropriating an amount not to exceed \$10,000 for the ¾ ton pick up truck purchase.** vote: 4 yes 0 no

Budget Committee Recommends **using the existing truck as a trade (\$30,000), \$25,000 from the Highway Equipment Reserve, and appropriating an amount not to exceed \$10,000 for the ¾ ton pick up truck purchase.** vote: 4 yes 0 no

Article 20. To see what sum the Town will vote to raise and appropriate for **Winter Roads** for the ensuing year (\$345,000.00 in 2023, expended \$)

Selectmen Recommend **\$381,100.00** vote: 4 yes 0 no
Budget Committee Recommends **\$381,100.00** vote: 4 yes 0 no

Article 21. To see what sum the Town will vote to raise and appropriate for the **Maintenance of Common Roads, Culverts, Bridges and Bushes** for the ensuing year. (\$255,500.00 in 2023, expended \$)

Selectmen Recommend **\$288,200.00** vote: 4 yes 0 no
Budget Committee Recommends **\$288,200.00** vote: 4 yes 0 no

Article 22. To see what sum the Town will vote to raise and appropriate for the **Minot Municipal Fire Department including the Rescue Division** for the ensuing year (\$87,441.00 in 2023, expended \$)

Selectmen Recommend **\$135,739.00** vote: 4 yes 0 no
Budget Committee Recommends **\$135,739.00** vote: 4 yes 0 no

Article 23. To see what sum the Town will vote to raise and appropriate to create the new position of **Full-time Fire Chief** for the ensuing year.

Selectmen Recommend **appropriating funds to create a new Full-time Fire Chief position and to raise \$79,090.00 for salary and benefits** \$ vote: 4 yes 0 no

Budget Committee Recommends **appropriating funds to create a new Full-time Fire Chief position and to raise \$79,090.00 for salary and benefits** vote: 3 yes 1 no

Article 24. To see what sum the Town will vote to raise and appropriate for **Principal Payments and Interest.** (\$341,851.00 in principal and interest in 2022, expended \$465,798.00)

2023 Plow Truck (2 of 2): Principal: \$43,928.41
Interest: \$ 2,434.24

Selectmen Recommend **\$46,363.00** vote: 4 yes 0 no
Budget Committee Recommends **\$51,218.00** vote: 4 yes 0 no

Article 25. To see what sum the Town will vote to raise and appropriate for **Contract Assessing & GIS Services.** (\$25,000.00 in 2023, expended \$)

Selectmen Recommend **\$27,400.00** vote: 4 yes 0 no
Budget Committee Recommends **\$27,400.00** vote: 4 yes 0 no

Article 26. To see what sum the Town will vote to raise and appropriate for the **Code Enforcement and Planning** for the ensuing year. (\$56,150.00 in 2023, expended \$)

Selectmen Recommend **\$57,100.00** vote: 4 yes 0 no
Budget Committee Recommends **\$57,100.00** vote: 4 yes 0 no

Article 27. To see what sum the Town will vote to raise and appropriate for the **Annual Audit** of the Town books and officer's accounts. (\$8,650.00 in 2023, expended \$)

Selectmen Recommend **\$8,650.00** vote: 4 yes 0 no
Budget Committee Recommends **\$8,650.00** vote: 4 yes 0 no

Article 28. To see what sum the Town will vote to raise and appropriate for **Legal Fees** for the ensuing year. (\$10,000.00 in 2023, expended \$)

Selectmen Recommend	\$10,000.00	vote: 4 yes 0 no
Budget Committee Recommends	\$10,000.00	vote: 4 yes 0 no

Article 29. To see what sum the Town will vote to raise and appropriate for the **County Tax** set by Androscoggin County. (\$313,390.00 in 2023, expended \$)

Selectmen Recommend	\$	vote: X yes X no
Budget Committee Recommends	\$	vote: X yes X no

Article 30. To see what sum the Town will vote to raise and appropriate for **Solid Waste Disposal & Contract Services.** (62,600.00 in 223, expended \$)

Selectmen Recommend	\$65,100.00	vote: 4 yes 0 no
Budget Committee Recommends	\$65,100.00	vote: 4 yes 0 no

Article 31. To see what sum the Town will vote to raise and appropriate for **Street Lights.** (\$3,000.00 in 2023, expended \$)

Selectmen Recommend	\$3,000.00	vote: 4 yes 0 no
Budget Committee Recommends	\$3,000.00	vote: 4 yes 0 no

Article 32. To see what sum the Town will vote to raise and appropriate for **Municipal Organizations and Contracts.** (\$20.887.00 in 2023, expended \$)

Maine Municipal Association (MMA)	\$ 4,000
Androscoggin Valley Council of Governments (AVCOG)	\$ 4,200
Greater Androscoggin Humane Society (GAHS)	\$ 3,928
TRIO	\$10,020

Selectmen Recommend	\$22,148.00	vote: 4 yes 0 no
Budget Committee Recommends	\$22,148.00	vote: 4 yes 0 no

Article 33. To see what sum the Town will vote to raise and appropriate for **Town Insurance.** (\$53,550.00 in 2023, expended \$)

Selectmen Recommend	\$57,950.00	vote: 4 yes 0 no
Budget Committee Recommends	\$57,950.00	vote: 4 yes 0 no

Article 34. To see what sum the Town will vote to raise and appropriate for **Library Services** with the Auburn Public Library. (\$22,000.00 in 2023, expended \$)

Selectmen Recommend	\$22,000.00	vote: 4 yes 0 no
Budget Committee Recommends	\$22,000.00	vote: 4 yes 0 no

Article 35. To see what sum the Town will vote to raise and appropriate for the **Animal Control Officer**. (\$3,850.00 in 2023, expended \$)

Selectmen Recommend	\$3,850.00	vote: 4 yes 0 no
Budget Committee Recommends	\$3,850.00	vote: 4 yes 0 no

Article 36. To see what sum the Town will vote to raise and appropriate for **General Assistance** (Health and Welfare). (Raised \$2,000.00 in 2023, expended \$)

Selectmen Recommend	\$2,000.00	vote: 4 yes 0 no
Budget Committee Recommends	\$2,000.00	vote: 4 yes 0 no

Article 37. To see what action the Town wishes to take regarding the **cable franchise agreement fees** received annually from the Charter/Spectrum. Selectmen request **2024 revenues** be used for the purposes of broadband expansion. (\$ in 2024)

Selectmen Recommend **designating the 2024 cable franchise agreement fees for broadband expansion.**
vote: 4 yes 0 no

Budget Committee Recommends **designating the 2024 cable franchise agreement fees for broadband expansion.**
vote: 4 yes 0 no

Article 38. To see what action the Town wishes to take regarding the **snowmobile registration refund** received annually from the Maine Department of Inland Fisheries and Wildlife. (Minot Moonshiners request **2024 snowmobile registration reimbursement** be donated to their club for trail maintenance. (\$ in 2024)

Selectmen Recommend the donation of **the 2024 snowmobile registration reimbursement**
vote: 4 yes 0 no

Budget Committee Recommends the donation of **the 2024 snowmobile registration reimbursement**
vote: 4 yes 0 no

Article 39. To see what sum the Town will vote to raise and appropriate for **Elections and Annual Town Meeting.** (\$8,550.00 in 2023, expended \$)

Selectmen Recommend	\$12,000.00	vote: 4 yes 0 no
Budget Committee Recommends	\$12,000.00	vote: 4 yes 0 no

Article 40. To see what sum the Town will vote to raise and appropriate for the funding care and maintenance of **Minot’s Cemeteries.** (\$5,000.00 in 2023, expended \$)

Selectmen Recommend	\$10,000.00	vote: 3 yes 1 no
Budget Committee Recommends	\$10,000.00	vote: 4 yes 0 no

Article 41. To see what sum the Town will vote to raise and appropriate for the funding **Recreational Field Maintenance.** (\$10,000.00 in 2023, expended \$)

Selectmen Recommend	\$5,000.00	vote: 4 yes 0 no
Budget Committee Recommends	\$5,000.00	vote: 4 yes 0 no

Article 42. To see what sum the Town will vote to raise and appropriate to be donated to **Charitable Organizations.** (\$0.00 raised in 2023)

Requests:

Androscoggin Home Healthcare & Hospice	\$
LifeFlight	\$691.50
SafeVoices	<i>Unspecified Request</i>
Seniors Plus	\$500.00
Maine Public	\$100.00
Community Concepts	\$
Tri- County Mental Health Services	\$
Community Health and Counseling Services	\$

TOTAL: \$

Selectmen Recommend	\$0.00	vote: 4 yes 0 no
Budget Committee Recommends	\$0.00	vote: 4 yes 0 no

Article 43. Shall the Town vote to accept the **categories of funds** listed here as provided by the Maine State Legislature (Categories), and further authorize the Town to expend any such funds (Selectmen so recommend): American Rescue Plan Act (ARPA) Funds; Municipal Revenue Sharing; Local Roads Assistance Program; State Aid to Education; Public Library Aid Per Capita; Civil Emergency (FEMA) Funds; Snowmobile Registration Money; Tree Growth Reimbursement; General Assistance Reimbursement; Veteran’s Exemption and Homestead Exemption Reimbursement; and State and Federal Grants or other funds.

Article 44. To see what action the Town wishes to take to establish a **due date for payment for the 2024 property taxes** and to set the interest rate applied to delinquent accounts.

Selectmen and Budget Committee Recommends **December 2024** with interest charged thereafter at the State maximum rate of **8.5%**

2023 was December 15 2023 with 8% interest

Article 45. To see what action the Town wishes to take to establish an **overpayment interest rate.**

Selectmen recommend a rate 4 percentage points less than the delinquent rate as allowed by State law for overpayments resulting from abatements not pre-payment of taxes.

Article 46. To see if the Town will vote to give the **Selectmen** the **authority** to use whatever sum they deem advisable from surplus to **lower the 2024 tax rate.** (Selectmen so recommend).

Article 47. To see if the Town will give the **Selectmen** the authority to **estimate the Excise Tax Revenue** and use the same to **lower the 2024 tax rate** (Selectmen so recommend).

Article 48. To see if the Town will vote to authorize the Selectmen to **spend an amount not to exceed 25% of the budgeted amount in each category of the 2025 annual budget** during the period of **January 1, 2025 through the 2025 Annual Town Meeting.**

Article 49. To see what action the Town wishes to take regarding authorizing the **Tax Collector** to **collect interest and costs** before applying funds to the principal of the oldest outstanding tax assessment. (Selectmen so recommend).

Article 50. To see if the Town will vote to authorize the **Selectmen to overdraft accounts** with **uncontrollable expenditures** when necessary and such overdraft will come out of the Undesignated Fund Balance.

Article 51. To see if the Town will vote **to authorize the Town Treasurer**, with approval of the **Selectmen**, **to sell and dispose of any real estate acquired by the Town** for non-payment of taxes thereon, on such terms as they deem advisable and in the best interest of the Town and execute quitclaim deeds without covenant for any such property. Except that the Selectmen shall use the special sale process required by Title 36 MRS § 943-C for qualifying homestead property if they choose to sell it to anyone other than the former owner(s).

Article 52. To see if the Town will vote **to authorize the Selectmen to procure a temporary loan or loans** in anticipation of taxes, for the purpose of paying obligations of the Town, such loan or loans to be paid during the ensuing year out of money raised during the ensuing year by taxes.

Article 53. To see if the Town will vote to authorize the **Selectmen and Town Treasurer** to sell and assign **unmatured tax liens** for not less than the unpaid interest and costs.

To transact any business that may legally come before this meeting.

X

Daniel Gilpatric, Chairman

X

Lisa Cesare, Vice Chairman

X

Matthew Callahan

X

Brittany Hemond

X

William Perry

A true copy of the Warrant

Attest:

Sara Farris, Town Clerk
Town of Minot

CONSTABLE'S RETURN

County of Androscoggin, ss

By virtue of the within warrant to me directed, I have warned and notified the inhabitants of the Town of Minot to assemble at the time and place and for the purpose therein named, by having posted attested copies of the Warrant at the Minot Town Office, Minot Post Office and the Minot Consolidated School, the same being public and conspicuous places within the said Town of Minot the 24th day of February in the year of our Lord two thousand and twenty-three, the same being at least seven days before the appointed time for said meeting.

Dated at Minot this 24th day of February, two thousand and twenty-three.

Attest: _____

X

Danielle E. Loring, Constable

Expense detail report

WARRANT #28

12/31/2023

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	8,470.00	0.00	180.00	
		Department..		8,650.00	8,470.00	0.00	180.00	
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	25,000.00	0.00	0.00	
		Department..		25,500.00	25,500.00	0.00	0.00	
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	4,132.00	4,132.00	
0198 - FOOD				0.00	1,335.02	0.00	-1,335.02	
0203 - FUEL & GAS				0.00	0.00	300.00	300.00	
0205 - SUPPLIES				0.00	351.78	0.00	-351.78	
		Department..		5,415.39	1,686.80	4,432.00	8,160.59	
4000 - AUB. PUB LIB				22,000.00	0.00	0.00	22,000.00	
0213 - CONTRAC SVCS				22,000.00	22,000.00	0.00	0.00	
		Department..		22,000.00	22,000.00	0.00	0.00	
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	14,478.89	0.00	-14,478.89	
0207 - DUES/SUBSCR				0.00	158.60	0.00	-158.60	
0209 - POSTAGE				0.00	39.25	0.00	-39.25	
0210 - MLG/EXP REIM				0.00	60.09	0.00	-60.09	
0300 - LABOR				0.00	1,476.20	376.20	-1,100.00	
0401 - TESTING				0.00	585.00	660.58	75.58	
0503 - FEES				0.00	0.00	8,030.56	8,030.56	
7010 - PAYROLL TAX				0.00	120.57	0.00	-120.57	
		Department..		11,998.95	16,918.60	9,067.34	4,147.69	
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	

Expense detail report

ALL Accounts
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ACCOUNT-----				CURRENT			UNEXPENDED
DATE	JRNL	DESC---	VENDOR-----	BUDGET	DEBITS	CREDITS	BALANCE
5000 - OFF SALARIES CONT'D							
1001 - CLK/TAX COLL				55,000.00	55,026.84	0.00	-26.84
1002 - DEP CLERK				37,559.00	48,264.02	0.00	-10,705.02
1003 - ADMINISTRAT				72,842.00	73,631.61	0.00	-789.61
1004 - SELECTMEN				8,000.00	8,000.00	0.00	0.00
1005 - ASSESSORS				150.00	150.00	0.00	0.00
1014 - FIRE CHIEF				0.00	2,400.00	0.00	-2,400.00
7010 - PAYROLL TAX				18,000.00	15,323.49	0.00	2,676.51
7020 - HLTH INSUR				165,000.00	166,405.90	20,338.12	18,932.22
7021 - VISION INS				0.00	1,166.70	1,214.34	47.64
7025 - DENTAL INSUR				5,600.00	8,932.90	4,709.14	1,376.24
7030 - SIMPLE IRA				10,410.00	9,400.57	0.00	1,009.43
7035 - AFLAC				0.00	945.06	929.67	-15.39
7040 - UNEMPLOYMENT				500.00	0.00	25.00	525.00
		Department..		413,286.00	411,537.27	27,216.27	28,965.00
5075 - CODE ENF/PLA							
0200 - TELEPHONE				0.00	650.76	0.00	-650.76
0205 - SUPPLIES				500.00	283.12	0.00	216.88
0207 - DUES/SUBSCR				150.00	0.00	0.00	150.00
0208 - STAFF TRAIING				500.00	695.00	0.00	-195.00
0210 - MLG/EXP REIM				1,500.00	1,306.46	0.00	193.54
0213 - CONTRAC SVCS				5,000.00	0.00	330.00	5,330.00
0217 - ADVERTISING				0.00	485.31	150.00	-335.31
1007 - CODE ENFORCE				30,000.00	31,377.63	807.73	-569.90
1016 - ADDRESSING				15,000.00	100.00	0.00	14,900.00
1017 - LEGAL				0.00	3,547.50	0.00	-3,547.50
7010 - PAYROLL TAX				3,500.00	2,568.10	0.00	931.90
		Department..		56,150.00	41,013.88	1,287.73	16,423.85
5100 - T-O RESERVE							
0002 - (CARRY FWD)				73.03	0.00	0.00	73.03
		Department..		73.03	0.00	0.00	73.03
5200 - TOWN INSUR							
0103 - PROP/CASULTY				53,550.00	0.00	0.00	53,550.00
				30,750.00	29,052.00	0.00	1,698.00

Expense detail report

ALL Accounts
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ACCOUNT-----				CURRENT			UNEXPENDED
DATE	JRNL	DESC---	VENDOR-----	BUDGET	DEBITS	CREDITS	BALANCE
5200 - TOWN INSUR CONT'D							
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
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				34,050.00	0.00	0.00	34,050.00
0198		FOOD		0.00	673.57	0.00	-673.57
0200		TELEPHONE		1,550.00	2,200.05	0.00	-650.05
0201		ELECTRICITY		5,000.00	4,526.49	259.49	733.00
0203		FUEL & GAS		6,000.00	3,888.70	0.00	2,111.30
0204		REPAIRS		2,500.00	2,745.32	0.00	-245.32
0205		SUPPLIES		4,000.00	5,129.65	0.00	-1,129.65
0206		JANITORIAL		3,000.00	2,700.00	0.00	300.00
0207		DUES/SUBSCR		1,500.00	824.05	0.00	675.95
0208		STAFF TRAIING		2,000.00	1,386.00	0.00	614.00
0209		POSTAGE		4,500.00	3,342.21	330.32	1,488.11
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	4,874.12	0.00	-1,874.12
0218		SOFTWARE LIC		0.00	162.00	0.00	-162.00
0401		TESTING		0.00	125.00	0.00	-125.00
		Department..		34,050.00	33,774.41	649.81	925.40
5350 - ELECT/MEET				8,550.00	0.00	0.00	8,550.00
0198		FOOD		200.00	315.14	0.00	-115.14
0205		SUPPLIES		105.00	27.92	0.00	77.08
0209		POSTAGE		400.00	56.07	0.00	343.93
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	2,392.50	0.00	472.50
1012		MODERATOR		300.00	250.00	0.00	50.00
		Department..		8,550.00	5,829.70	0.00	2,720.30
5400 - CEMETERY MAI				5,000.00	0.00	0.00	5,000.00
0001		APPROPRIATED		5,000.00	0.00	0.00	5,000.00

Expense detail report

ALL Accounts
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ACCOUNT-----				CURRENT			UNEXPENDED
DATE	JRNL	DESC---	VENDOR-----	BUDGET	DEBITS	CREDITS	BALANCE
5400 - CEMETERY MAI CONT'D							
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
0207 - DUES/SUBSCR				0.00	100.00	0.00	-100.00
0208 - STAFF TRAING				0.00	570.00	0.00	-570.00
0213 - CONTRAC SVCS				0.00	4,904.87	0.00	-4,904.87
0501 - DEED TRANS				0.00	210.00	0.00	-210.00
0503 - FEES				0.00	0.00	25.00	25.00
7046 - PLOT SALES				0.00	5,300.00	10,000.00	4,700.00
		Department..		12,315.21	11,333.47	10,025.00	11,006.74
5650 - REC. DEPT RE							
0001 - APPROPRIATED				10,000.00	0.00	0.00	10,000.00
0204 - REPAIRS				0.00	6,561.50	0.00	-6,561.50
0213 - CONTRAC SVCS				0.00	295.50	0.00	-295.50
		Department..		10,000.00	6,857.00	0.00	3,143.00
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				5,800.00	3,593.81	0.00	2,206.19
0207 - DUES/SUBSCR				0.00	199.50	0.00	-199.50
0208 - STAFF TRAING				1,000.00	25.00	0.00	975.00
0212 - INSPECTIONS				0.00	510.50	0.00	-510.50
0213 - CONTRAC SVCS				36,500.00	26,046.00	0.00	10,454.00
0300 - LABOR				150,000.00	153,693.54	0.00	-3,693.54
0401 - TESTING				200.00	286.00	0.00	-86.00
0404 - MATERIALS				40,000.00	45,691.33	2,562.60	-3,128.73
0405 - TRUCKS- EQUI				10,000.00	7,174.70	0.00	2,825.30
7010 - PAYROLL TAX				12,000.00	10,870.27	0.00	1,129.73
		Department..		255,500.00	248,090.65	2,562.60	9,971.95
6400 - WINTER RDS							
0205 - SUPPLIES				345,000.00	0.00	0.00	345,000.00
				11,000.00	8,153.51	0.00	2,846.49

Expense detail report

ALL Accounts
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ACCOUNT-----				CURRENT			UNEXPENDED
DATE	JRNL	DESC---	VENDOR-----	BUDGET	DEBITS	CREDITS	BALANCE
6400 - WINTER RDS CONT'D							
0213 - CONTRAC SVCS				70,000.00	65,843.55	0.00	4,156.45
0300 - LABOR				125,000.00	91,606.60	0.00	33,393.40
0404 - MATERIALS				7,000.00	7,519.55	0.00	-519.55
0406 - SALT				82,000.00	93,494.56	1,291.92	-10,202.64
0407 - SAND				40,000.00	30,770.00	0.00	9,230.00
7010 - PAYROLL TAX				10,000.00	6,648.32	0.00	3,351.68
		Department..		345,000.00	304,036.09	1,291.92	42,255.83
6500 - HWY EQ REP.							
0002 - (CARRY FWD)				78,000.00	0.00	0.00	78,000.00
0203 - FUEL & GAS				0.00	0.00	0.00	0.00
0204 - REPAIRS				33,000.00	38,076.47	1,488.30	-3,588.17
0205 - SUPPLIES				31,000.00	32,768.07	66.97	-1,701.10
0213 - CONTRAC SVCS				9,000.00	8,913.68	0.00	86.32
0404 - MATERIALS				5,000.00	6,501.38	0.00	-1,501.38
		Department..		78,000.00	86,259.60	1,555.27	-6,704.33
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..		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
0205 - SUPPLIES				60,341.00	0.00	0.00	60,341.00
0213 - CONTRAC SVCS				0.00	1,364.35	0.00	-1,364.35
0214 - PRINCIP PMTS				0.00	163,279.06	100,032.00	-63,247.06
		Department..		60,341.00	56,070.59	0.00	4,270.41
		Department..		120,682.00	220,714.00	100,032.00	0.00
6700 - TOWN GARAGE							
0200 - TELEPHONE				15,400.00	0.00	0.00	15,400.00
0201 - ELECTRICITY				600.00	670.74	0.00	-70.74
0203 - FUEL & GAS				3,500.00	4,129.13	1,398.40	769.27
0204 - REPAIRS				6,000.00	3,031.03	0.00	2,968.97
0205 - SUPPLIES				2,400.00	566.60	0.00	1,833.40
0206 - JANITORIAL				2,000.00	4,114.85	0.00	-2,114.85
				500.00	480.00	0.00	20.00

Expense detail report

ALL Accounts
ALL Months

ACCOUNT-----				CURRENT			UNEXPENDED
DATE	JRNL	DESC---	VENDOR-----	BUDGET	DEBITS	CREDITS	BALANCE
6700 - TOWN GARAGE CONT'D							
		0212 - INSPECTIONS		400.00	0.00	0.00	400.00
		0213 - CONTRAC SVCS		0.00	380.00	0.00	-380.00
		Department..		15,400.00	13,372.35	1,398.40	3,426.05
7000 - SOLID WASTE							
		0205 - SUPPLIES		600.00	560.12	0.00	39.88
		0213 - CONTRAC SVCS		62,000.00	48,244.45	0.00	13,755.55
		0225 - ENVIRON HHW		0.00	297.00	0.00	-297.00
		7051 - BISSONNETTE		0.00	0.00	0.00	0.00
		Department..		62,600.00	49,101.57	0.00	13,498.43
7100 - COMM DAY RES							
		0002 - (CARRY FWD)		1,083.44	0.00	0.00	1,083.44
		0012 - DONATIONS		0.00	0.00	205.00	205.00
		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	205.00	694.45
7200 - GENL ASSIST							
		0001 - APPROPRIATED		2,000.00	0.00	0.00	2,000.00
		0197 - REIMBURS.		0.00	0.00	1,960.71	1,960.71
		0198 - FOOD		0.00	1,302.00	0.00	-1,302.00
		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	3,250.13	2,794.50	1,544.37
7300 - CONSER COMM							
		0002 - (CARRY FWD)		100.00	0.00	0.00	100.00
		Department..		100.00	0.00	0.00	100.00
7400 - STREET LTS							
		0201 - ELECTRICITY		3,000.00	3,139.85	0.00	-139.85
		Department..		3,000.00	3,139.85	0.00	-139.85
7700 - LEGAL FEES							
		0213 - CONTRAC SVCS		10,000.00	6,103.50	0.00	3,896.50
		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

Expense detail report

ALL Accounts
ALL Months

ACCOUNT-----				CURRENT			UNEXPENDED
DATE	JRNL	DESC---	VENDOR-----	BUDGET	DEBITS	CREDITS	BALANCE
7700 - LEGAL FEES CONT'D							
		Department..		10,000.00	29,457.96	4,500.00	-14,957.96
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
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	444.67	0.00	-444.67
		Department..		61,388.74	444.67	0.00	60,944.07
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	333.00	333.00	0.00
0210 - MLG/EXP REIM				1,500.00	634.87	0.00	865.13
0213 - CONTRAC SVCS				4,500.00	6,612.30	1,215.92	-896.38
0217 - ADVERTISING				1,500.00	1,315.82	0.00	184.18
0401 - TESTING				0.00	125.00	125.00	0.00
0501 - DEED TRANS				500.00	307.00	0.00	193.00
0502 - LIENS				1,000.00	1,140.00	0.00	-140.00
		Department..		9,000.00	10,833.97	1,745.92	-88.05
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

Expense detail report

ALL Accounts
ALL Months

ACCOUNT-----				CURRENT			UNEXPENDED
DATE	JRNL	DESC---	VENDOR-----	BUDGET	DEBITS	CREDITS	BALANCE
8025 - IT SERVICES CONT'D							
0199		INTERNET		1,400.00	1,341.94	0.00	58.06
0200		TELEPHONE		3,500.00	3,272.92	0.00	227.08
0202		HARDWARE		5,000.00	29,762.14	4,074.72	-20,687.42
0205		SUPPLIES		2,000.00	3,386.86	555.80	-831.06
0213		CONTRAC SVCS		5,000.00	5,905.00	0.00	-905.00
0218		SOFTWARE LIC		4,500.00	4,653.66	0.00	-153.66
		Department..		43,692.00	48,322.52	4,630.52	0.00
8026 - TRIO							
				9,200.00	0.00	0.00	9,200.00
0213		CONTRAC SVCS		9,200.00	9,234.20	0.00	-34.20
		Department..		9,200.00	9,234.20	0.00	-34.20
8210 - HUMANE SOC							
				3,928.00	0.00	0.00	3,928.00
0213		CONTRAC SVCS		3,928.00	3,928.00	0.00	0.00
		Department..		3,928.00	3,928.00	0.00	0.00
8220 - ANIMAL CTL							
				3,850.00	0.00	0.00	3,850.00
0210		MLG/EXP REIM		600.00	735.54	0.00	-135.54
0300		LABOR		3,000.00	3,000.00	0.00	0.00
7010		PAYROLL TAX		250.00	229.52	0.00	20.48
		Department..		3,850.00	3,965.06	0.00	-115.06
8600 - EDUCATION							
				0.00	0.00	0.00	0.00
0213		CONTRAC SVCS		2,377,988.02	2,377,988.02	0.00	0.00
		Department..		2,377,988.02	2,377,988.02	0.00	0.00
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	917.67	0.00	-917.67
0200		TELEPHONE		1,200.00	1,304.46	0.00	-104.46
0201		ELECTRICITY		5,000.00	4,877.49	172.08	294.59
0203		FUEL & GAS		9,000.00	8,631.87	0.00	368.13
0204		REPAIRS		7,500.00	14,652.76	0.00	-7,152.76
0205		SUPPLIES		2,500.00	2,556.97	0.00	-56.97
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

Expense detail report

ALL Accounts
ALL Months

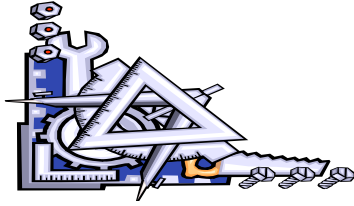
ACCOUNT-----				CURRENT			UNEXPENDED
DATE	JRNL	DESC---	VENDOR-----	BUDGET	DEBITS	CREDITS	BALANCE
9000 - MINOT FIRE CONT'D							
0212 - INSPECTIONS				650.00	1,120.79	0.00	-470.79
0213 - CONTRAC SVCS				15,641.00	15,712.25	0.00	-71.25
0221 - RESCUE SUPP				500.00	1,825.88	0.00	-1,325.88
0222 - RESCUE TRNG				500.00	0.00	0.00	500.00
0223 - APP. SUPP.				5,000.00	3,638.88	0.00	1,361.12
0224 - PPE EQUIP				2,500.00	23,465.52	0.00	-20,965.52
0301 - FIRE FIGHTER				15,000.00	12,925.80	0.00	2,074.20
0302 - PER DIEMS				15,000.00	22,632.45	0.00	-7,632.45
0401 - TESTING				0.00	4,201.09	0.00	-4,201.09
0503 - FEES				0.00	0.00	100.00	100.00
1014 - FIRE CHIEF				3,000.00	3,000.00	0.00	0.00
7010 - PAYROLL TAX				2,550.00	3,104.71	0.00	-554.71
		Department..		87,441.00	131,209.66	272.08	-43,496.58
9200 - FIRE DEPT CP							
0002 - (CARRY FWD)				7,031.39	0.00	0.00	7,031.39
0213 - CONTRAC SVCS				0.00	2,500.00	0.00	-2,500.00
		Department..		7,031.39	2,500.00	0.00	4,531.39
9250 - FD APP RES							
0002 - (CARRY FWD)				10,000.00	0.00	0.00	10,000.00
0204 - REPAIRS				0.00	6,029.42	0.00	-6,029.42
0223 - APP. SUPP.				0.00	3,450.00	0.00	-3,450.00
		Department..		10,000.00	9,479.42	0.00	520.58
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							
0208 - STAFF TRAING				0.00	0.00	0.00	0.00
0600 - INTEREST				5,649.00	6,277.05	0.00	-628.05
0608 - PRINC PMTS B				336,202.00	335,236.04	0.00	965.96
		Department..		341,851.00	341,513.09	0.00	337.91
9900 - ARPA							
0001 - APPROPRIATED				0.00	0.00	76,380.94	76,380.94

Expense detail report

ALL Accounts

ALL Months

ACCOUNT-----				CURRENT			UNEXPENDED
DATE	JRNL	DESC---	VENDOR-----	BUDGET	DEBITS	CREDITS	BALANCE
9900 - ARPA CONT'D							
0202 - HARDWARE				0.00	34,274.72	0.00	-34,274.72
0213 - CONTRAC SVCS				0.00	15,246.22	0.00	-15,246.22
0224 - PPE EQUIP				0.00	28,000.00	0.00	-28,000.00
		Department..		0.00	77,520.94	76,380.94	-1,140.00
9950 - SELECTMEN AP							
0213 - CONTRAC SVCS				0.00	8,181.11	0.00	-8,181.11
		Department..		0.00	8,181.11	0.00	-8,181.11
Final Totals				4,846,232.99	4,938,966.79	283,576.73	190,842.93



**Simard Building and Remodeling Inc.
Estimate**

**297 Pottle Hill Rd.
Minot, Maine 04258
Phone 207 754 3479**

Date: 12-18-23

Customer: Town of Minot

Job Site Address: 329 Woodman Hill Rd. Minot Me.

Estimate for remodeling, work to include:

Remove existing air lock door in vestibule.

Construct new wall to separate vestibule from hallway.

Install new door in new vestibule wall, door to have ADA electric operator and button access control from office.

Install new main entry door with ADA electric operator.

Wire new door controls, add outlets for new counter space

Remodel existing office wall, install new transaction windows with laminated glass and speaker holes.

Install ½” drywall on new wall and remodeled wall, tape and sand.

Paint walls, ceilings and trim in vestibule, front office and hallway.

Install new cabinets and countertop in front office.

Install new flooring in vestibule and front office.

Replace existing 72” wide exterior door (facing RT 119) with a 42” wide door, this will require framing in the existing opening, interior finish work and exterior siding work

Total of estimate \$63,410

Estimate includes the following allowances:

Flooring material and installation 1900

Cabinet/countertop material 6000

This estimate is valid until 1-31-24



TOWN OF MINOT

329 Woodman Hill Road
Minot, Maine 04258-0329

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

Clerk's Report

January 8th, 2024

Hello Selectmen,

Updates:

Board of Appeals & Planning Board:

Alex & the Planning Board

There will be a public hearing on February 6th at 6:00pm for 808 Main Street.
The site walk will be done on January 6th.
As of now the solar farm is still a go for February.

** How do the Selectmen feel about spouses being on the Planning Board together?

Michael & Trina Theriault

Jordan and the Board of Appeals

The Board of Appeals will have their business meeting on January 11th at 6:30 pm to vote in Jordan as their Secretary.

Foreclosed Properties

Christner/ McCarver Brighton Hill Rd. Land & Building

The new alternate sale process allows for 90 days to make the written request so I will also give them 90 days to make a payment arrangement. That deadline will be 3/26/2024.

Someone came in on 12/28 but it is unclear if it was this couple. I was in a meeting with Denis. Danielle and I have not heard anything else as of 1/5.

2024 Elections

We have had 3 Primary absentee requests and 2 municipal requests for the March Elections so far. As people are requesting the primary absentee we are asking if they would like the municipal one as well.

The new Country Connection will include information regarding the March Elections. I added an extended version of the article to our website as well.

I sent out letters to my Clerks to start scheduling for the March Elections.

Nomination Papers

Everyone returned their papers so they will be listed on the ballot.

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: \$0.00

0 Boat

0 done online.

5 Snowmobiles

0 ATV

2 Game Licenses

The above amounts are as of 1/8/2024.

Vitals:

Vital Requests as of 1/8

Reported to State semi-annually.

Birth Certificates- 1

Death Certificates- 0

Marriage Certificates- 0

Intentions- 0

Dogs:

4 dogs registrations for January so far.

2 done online.

2 online from December after EOY

Building/ Plumbing Permits for 2024:

Building Permits:

Plumbing Permits:

Real Estate Taxes:

2021 taxes - \$ 1,168.68 for 1 account

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 - \$ 23,320.33 for 16 accounts

2023 taxes - \$ 215,066.59 for 120 accounts

2024 pre-payments - \$ 3,456.25 for 14 accounts

Total owed: \$ 239,555.60

- \$ 37,528.11

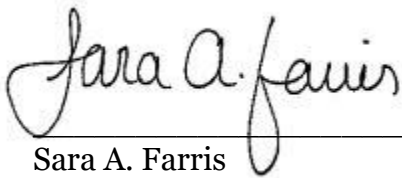
Personal Property Taxes:

2023 - \$955.87 on 4 accounts

Excise Tax:

<u>MONTH</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>+/-</u>
JAN.	\$43,055.03	\$50,306.29	\$10,582.06	
FEB.	\$48,596.73	\$51,718.92		
MARCH	\$56,912.29	\$62,362.95		
APRIL	\$61,663.04	\$59,196.83		
MAY	\$64,848.92	\$74,257.14		
JUNE	\$92,120.11	\$70,938.58		
JULY	\$63,394.65	\$57,419.67		
AUG.	\$65,209.36	\$79,431.44		
SEPT.	\$69,727.87	\$66,921.22		
OCT.	\$54,012.11	\$67,752.92		
NOV.	\$50,624.95	\$52,230.54		
DEC.	\$45,564.33	\$43,334.63		
TOTAL	\$ 715,719.57	\$ 735,871.13		+ \$ 20,151.56

We ended up being + \$ 20,151.56 for 2023 compared to 2022!



Sara A. Farris
Clerk/ Tax Collector/ Voter Registrar

*Buchnam Bridge Road
December 18th 2023*


*Town
of
Minot*

*222nd Annual Town Report
For fiscal year ending December 31st, 2023*

*Buchnam Bridge Road
December 18th 2023*

*Town
of
Minot*

*222nd Annual Town Report
For fiscal year ending December 31st 2023*



**Bucknam Bridge Road
Wind and rainstorm
December 18th, 2023**

Town of Minot

**222nd Annual town report
For fiscal year ending December 31st 2023**



INTEROFFICE MEMO

To: Board of Selectmen

CC: Danielle Loring, Town Administrator

From: Scott Parker, Highway Director

RE: Highway Department (12/25 – 01/07/2024)

Happy New Year.

The Crew has been working for the last 24 hours to clean up from this last storm and preparing for the next round of weather. Part of that has been working to keep the 2012 Peterbilt on the road as there have been issues with the exhaust manifold. Hopefully it will behave itself as it looks like we will be busy with storms expected on Wednesday and Saturday.



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. Electrician has wired new gear washer, and power to server.
3. Dale to schedule programming of washer and installation of detergent feed system.
4. EMT school Ongoing.
5. Working on BLS folder and reviewing SDS
6. Tree clearing at Orchard.
7. Orchard station IT completion
8. Stolen signs and cones
9. Changes to Perdim program

New business.

1. Structure fire Prospect
2. Starting annual BLS training this month
3. Proposed changes to per diem program
4. Future full time position job description and duties
5. Solar project



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



Dean Campbell
Fire Chief

Dale Doughty, EMT
Deputy Chief



Full Time Fire Department Position/Chief Job Description

The ideal candidate should have the following minimum qualifications

1. Fire Fighter 1 and 2
2. Maine basic EMT license
3. 10 Years' experience.
4. Experience on a volunteer fire service
5. Experience as a department officer.

Other preferred qualifications

1. Fire science degree
2. Fire officer 1

Work responsibilities

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

Fire Chief

Nature of Work:

This is responsible administrative and supervisory work in the direction of the firefighting and fire prevention activities of the Fire Department.

Employee of this class has direct responsibility for the efficient operation of the Fire Department. Work involves the maintenance of all department equipment and property, the prevention and extinguishment of fire, the protection of life and property, and the removal of fire hazards within the Town. The Chief is the superior officer within the department and has the authority to assume command at fire scenes. Work is reviewed through discussions of problems and policies under the supervision of the Town Administrator.

Essential Duties and Responsibilities:

Examples of Work (Illustrative Only):

Directs maintenance, repair, improvement and replacement of firefighting equipment, and all other property of the Department.

Oversees the training or ensures the training of personnel in firefighting methods and use of equipment.

Responds to and takes command of fire-related emergencies.

Serves as first responder in emergency rescue situations.

Prepares and administers the department budget, including the approval of all expenditures.

Supervises the administrative details of the department, including requisition of materials, supplies, and equipment and maintains adequate records and reports.

Directs and performs fire prevention activities such as inspections, issuance of fire permits, alarm maintenance, and fire investigations in cooperation with State and local authorities.

Responsible for fire prevention activities in the schools.

Responsible for the operation and maintenance of the Fire Department.

Prepares and administers Standard Operating Procedures and Policies for the department.

Performs related work as required.

Requirements of Work:

Extensive knowledge and experience in firefighting equipment, methods and techniques, hydraulics, and fire prevention methods.

Thorough knowledge of the rules and regulations of the department and fire prevention codes and ordinances.

Thorough knowledge of the street system and geography of the Town.

Thorough knowledge of the water supply and hydrant system of the Town.

Ability to effectively direct, with good judgment, the operations and activities of personnel and equipment under emergency conditions.

Ability to effectively work with, and maintain good working relationships with, other municipal officials, State and federal authorities and the general public.

Training and Experience Required:

Progressively responsible firefighting experience, including supervisory and administrative responsibilities; high school graduation supplemented by specialized instruction in fire prevention and firefighting; or any equivalent combination of experience and training.

Necessary Special Requirements:

Must possess valid appropriate State of Maine motor vehicle operator's license.

Must maintain E.M.T. license.

Fire Chief

Nature of Work:

This is responsible administrative and supervisory work in the direction of the fire fighting and fire prevention activities of the Fire Department.

Employee of this class is responsible for the efficient operation of the Fire Department, including other Town Stations. Work involves the maintenance of all department equipment and property, the prevention and extinguishment of fire, and the protection of life and property within the area serviced by the departments as specified in the departmental plans. The Chief is the superior officer within the department, and assumes command at fire scenes unless the authority is delegated to a subordinate officer. Work is reviewed through discussion of problems, policies and results achieved.

Essential Duties and Responsibilities:

Examples of Work (Illustrative Only)

Directs maintenance, repair, improvement and replacement of firefighting equipment, the Fire Stations, and all other property of the Department.

Directs or oversees the training or ensures the training of personnel in firefighting methods and use of equipment.

Responds to and takes command of fire-related emergencies.

Prepares and administers the department budget.

Supervises the administrative details of the department, including requisition of materials, supplies, and equipment and maintains adequate records and reports.

Directs or delegates to a subordinate, fire prevention activities such as inspections, issuance of fire permits, alarm maintenance, and fire investigations in cooperation with State and local authorities.

Prepares and administers Standard Operating Procedures and Policies for the department.

Performs related work as required.

Requirements of Work:

Extensive knowledge and experience in firefighting equipment, methods and techniques, hydraulics, and fire prevention methods.

Thorough knowledge of the rules and regulations of the department, and fire prevention codes and ordinances.

Thorough knowledge of the street system and geography of the Town.

Thorough knowledge of the water supply and hydrant system of the Town.

Ability to effectively direct, with good judgement, the operations and activities of personnel and equipment under emergency conditions.

Ability to effectively work with, and maintain good working relationships with, other Town officials and the members of the department.

Ability to establish and maintain effective working relationships with other municipal officials, State and federal authorities and the general public.

Training and Experience Required:

Progressively responsible firefighting experience, including supervisory and administrative responsibilities; high school graduation supplemented by specialized instruction in fire prevention and firefighting; or any equivalent combination of experience and training.

Expense detail report

Warrant #1
January 8/2024

ACCOUNT-----				CURRENT		UNEXPENDED	
DATE	JRNL	DESC---	VENDOR-----	BUDGET	DEBITS	CREDITS	BALANCE
5000 - OFF SALARIES				0.00	0.00	0.00	0.00
7020 - HLTH INSUR				0.00	14,131.04	460.21	-13,670.83
7021 - VISION INS				0.00	110.61	25.54	-85.07
7025 - DENTAL INSUR				0.00	916.44	123.30	-793.14
7035 - AFLAC				0.00	0.00	12.12	12.12
7040 - UNEMPLOYMENT				0.00	0.00	179.00	179.00
		Department..		0.00	15,158.09	800.17	-14,357.92
5075 - CODE ENF/PLA				0.00	0.00	0.00	0.00
0210 - MLG/EXP REIM				0.00	10.22	0.00	-10.22
0213 - CONTRAC SVCS				0.00	142.50	0.00	-142.50
		Department..		0.00	152.72	0.00	-152.72
5200 - TOWN INSUR				0.00	0.00	0.00	0.00
0106 - WORKERS COMP				0.00	9,985.20	0.00	-9,985.20
		Department..		0.00	9,985.20	0.00	-9,985.20
5300 - T-O MAINT				0.00	0.00	0.00	0.00
0200 - TELEPHONE				0.00	73.70	0.00	-73.70
0207 - DUES/SUBSCR				0.00	219.00	0.00	-219.00
		Department..		0.00	292.70	0.00	-292.70
6400 - WINTER RDS				0.00	0.00	0.00	0.00
0205 - SUPPLIES				0.00	142.09	0.00	-142.09
0213 - CONTRAC SVCS				0.00	1,838.25	0.00	-1,838.25
		Department..		0.00	1,980.34	0.00	-1,980.34
8026 - TRIO				0.00	0.00	0.00	0.00
0213 - CONTRAC SVCS				0.00	10,019.11	0.00	-10,019.11
		Department..		0.00	10,019.11	0.00	-10,019.11
8600 - EDUCATION				0.00	0.00	0.00	0.00
0213 - CONTRAC SVCS				0.00	205,422.58	0.00	-205,422.58
		Department..		0.00	205,422.58	0.00	-205,422.58
9000 - MINOT FIRE				0.00	0.00	0.00	0.00
0200 - TELEPHONE				0.00	66.90	0.00	-66.90
0207 - DUES/SUBSCR				0.00	200.00	0.00	-200.00
		Department..		0.00	266.90	0.00	-266.90
9600 - DEBT SERVICE				0.00	0.00	0.00	0.00

Expense detail report

ALL Accounts

ALL Months

ACCOUNT-----				CURRENT			UNEXPENDED
DATE	JRNL	DESC---	VENDOR-----	BUDGET	DEBITS	CREDITS	BALANCE
9600 - DEBT SERVICE CONT'D							
0214 - PRINCIP PMTS				0.00	43,928.41	0.00	-43,928.41
0600 - INTEREST				0.00	2,434.24	0.00	-2,434.24
		Department..		0.00	46,362.65	0.00	-46,362.65
Final Totals				0.00	289,640.29	800.17	-288,840.12