



Town of Minot Selectmen Epacket

April 29, 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
Monday, April 29, 2024
Meeting at 6:30pm
Agenda*

REGULAR MEETING

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
 - a. April 16, 2024
4. Warrants
 - a. Payroll Expense Warrant
 - b. Treasurer's Warrant
 - c. Review and Consideration of March Check Reconciliation for Approval
5. Bid Opening
 - a. 2024 Paving
6. New Business
 - a. Consideration of Approval of Gravel Bid
 - b. Executive Session pursuant to Title 1 MRSA §405 (6)(a): Personnel Matter Discussion with Town Administrator
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, May 13, 2024
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
Tuesday, April 16, 2024
6:30 pm
Minutes*

REGULAR MEETING

- Selectmen:** Chair Daniel Gilpatric, Vice Chair Lisa Cesare, Brittany Hemond, and William Perry
- Absent:** Matthew Callahan
- Staff:** Sara Farris (Clerk & Recording Secretary), Dean Campbell (Fire Chief), and Danielle Loring (Town Administrator)
- Public:** Charles Buker, Calvin Buker, Daniel Poirier, and Chad Poirier all residents representing Boy Scout Troop 1791.

1. Call to Order

Chair Daniel Gilpatric called the meeting to order at 6:30pm. A quorum was present.

2. Pledge of Allegiance

Calvin Buker and Chad Porier led the Pledge of Allegiance.

3. Approval of Minutes

a. Monday, April 1, 2024 – Regular Meeting

Motion: Brittany Hemond made a motion to approve the meeting minutes from April 1, 2024 as written; second by William Perry.

Discussion: None

Vote: Unanimous Approval (4/0)

The Selectmen signed the April 1, 2024 Selectmen Meeting minutes.

Intentionally left blank

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

Board of Selectmen Meeting Minutes Dated April 16 2024.

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

4. Warrants

a. Payroll Expense Warrant

b. Treasurer's Warrant

c. Review and Consideration of March Check Reconciliation for Approval

Motion: Brittany Hemond motioned to accept the Payroll Expense Warrant in the amount of \$24,195.29 and the Treasurer's Warrant in the amount of \$268,626.19; second by William Perry.

Discussion: Danielle added that the Treasurer's Warrant included the RSU payment.

Vote: Unanimous Approval (4/0)

The Selectmen signed the Payroll Expense and Treasurer's Warrants.

Danielle requested to table the check reconciliation for March as it was not completed for the Meeting. The Selectmen tabled the approval.

Chair Gilpatric moved **6. Department Head Updates, c. Fire Department Report** up in the meeting as Chief Dean Campbell was present.

- The full time Fire Chief description is complete. The interviews for the 6 applicants are all scheduled for Friday April 19 between 11 am and 5 pm. William Perry requested that the interview committee meet before 11 am on Friday to discuss the interview questions and Dean and Danielle agreed on 10:30 am.
- Dean is looking to purchase 4-6 intrinsically safe radios to keep on the apparatus to use during fire attack situations. Dirigo has leased radios that can be purchased for a lower cost after the lease has expired. The cost would be around \$700.00 - \$800.00 per radio.
- The department received a donated gear drying rack. The rack is in good shape, it might need the fan replaced at some point.
- Truck 5 will need work done to fix the winch after damage done in the last storm.
- The new changes that OSHA is proposing could mean trouble for small volunteer fire departments. The new regulations will most likely require more money from towns to meet.
- 16 calls in the past 2 weeks.

See attached report for calls and for more information.

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Board of Selectmen Meeting Minutes Dated April 16 2024.

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The Selectmen thanked Chief Campbell for his time, and he left the meeting.

5. New Business

a. Discussion of Potential Boy Scout Project – Calvin Buker and Troop 1791

Chad Poirier along with Calvin Buker, Chuck Buker, and Dan Poirier representing Boy Scout Troop 1791 proposed to the Selectmen that they would like help from the Town to fix and move the information board located at the front of the building. The original information board was completed as an Eagle Scout Project by Dan Poirier.

Chad Poirier stated that they would contact Dig Safe first before removing the old board and to make sure it is safe to dig at the new location. Dan Poirier asked if the Troop would be able to utilize an excavator that the town rents to dig up the old board as it was set in the ground with concrete. Danielle responded that this can be done when the Highway Department rents an excavator to complete work on Shaw Hill Rd. this Summer. Mr. Poirier also requested that the Highway Department/ Town mark where they would like the board placed ahead of time and Danielle agreed that that could be done.

As for the budget for this project the Troop did not have a for sure amount but would estimate about \$100.00 - \$200.00 for supplies to fix the board and place it in the new location. Lisa Cesare asked where the money for the project would come from the town's budget and Danielle and the Selectmen agreed that it would come from the Recreation line.

Danielle said she would talk with Highway Supervisor Scott Parker regarding the questions the Troop had and would get back to Mr. Poirier. The Selectmen thanked the Troop for their time, and they left the meeting.

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Board of Selectmen Meeting Minutes Dated April 16 2024.

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b. Consideration of Approval of 2024 Androscoggin County Hazard Mitigation Plan

Danielle provided the Selectmen with the 2024 Androscoggin County Natural Hazard Mitigation Plan and Resolution for approval. *See attached report for more information.* The goal of the Mitigation Plan is to minimize loss and disruption of life, property, and the environment. Danielle added that the work the town has been doing with FEMA and AVCOG will all tie into hazard mitigation as well.

Motion: Lisa Cesare motioned to accept the 2024 Androscoggin County Natural Hazard Mitigation Plan Resolution; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (4/0)

The Selectmen signed the Resolution as presented.

c. Consideration and Approval of the RSU 16 Bond Referendum Warrant

Sara presented the Selectmen with 9 copies of the RSU 16 Bond Warrant to sign and explained that the Budget Warrant will be separate as the RSU has to wait until after the Budget Meeting on May 21. There was various discussion regarding the 2024-2025 RSU 16 Budget. Lisa Cesare is the Minot representative on the RSU 16 Budget Committee and gave the other Selectmen an update based on the last meeting she attended. Some key points discussed amongst the Selectmen were:

- Salaries and benefits are a huge portion of the RSU's budget with a 5% increase.
- The RSU included an over \$100,000.00 "stipend" line and when asked what that is for the response was to cover the extra classes, seminars, etc. that teachers take/ attend.
- The District Nurse position was included in the budget for this year as well. The concern with this is that the position was created to help navigate Covid and may not be needed moving forward with each School already having a Nurse on staff.
- The Selectmen believe that if the RSU Budget as presented doesn't pass at the Budget Validation Election the only possible place to cut would be salaries and staff. The Selectmen were also in agreement that this is not a great place to cut the budget as it will be harder to run the schools with less staff and make class sizes larger.

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Board of Selectmen Meeting Minutes Dated April 16 2024.

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- Daniel Gilpatric, working in a local school, has seen firsthand how schools are underfunded and do not have the resources to hire better staff who can keep up with maintenance issues as they arise. He also sees the need for staff, including nurses, to help the students navigate possible difficulties at home, issues with drugs, etc.

Danielle added that the School and County increases are the main reason why the town’s budget has increased and in turn, causes the increase in property taxes. The Selectmen hope to see more residents come out to vote for the RSU Budget Election and attend the Budget Meeting to have their voices heard.

Motion: Lisa Cesare motioned to accept the RSU 16 Bond Warrant for the School Revolving Renovation Fund as presented; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (4/0)

The Selectmen signed all 9 copies of the RSU 16 Warrant.

6. Department Head Updates

a. Clerks Report submitted and read by Clerk Sara Farris

- The site walks for Hemond and Washburn will be tomorrow, 4/17, starting at 8:30 am at the Hemond property on Millett Rd.
- Sara is waiting on the ballot proof for the RSU Budget and Bond Election from ES&S.
- O’Donnell’s start field work for the 2024 tax commitment last Thursday and Friday and it may spill over into this week.
- Excise tax for March ended up quite a bit lower than in 2023.
See attached report for more information.

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Board of Selectmen Meeting Minutes Dated April 16 2024.

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

- The crew is working on brush clean up from the last wet snowstorm. The State is responsible for cleanup of brush on the roadsides of State roads.
- Road load limit signs were pulled 4/17.
- The road to the ball fields has been opened and Scott is going to check in the cemetery roads this week.
- Paving is out to bid and due back at the next Selectmen's Meeting.
- The Crew has switched to their summer hours.

See attached report for more information.

7. Town Administrator's Report

- Animal Welfare and our ACO Robert Larrabee are both aware of the horses on Center Minot Hill Rd. and are working closely with the owner to get the horses out of the mud. The horses do have shelter to get out of the mud if they choose to for now and the owner plans to fix the area once the ground dries.
- Danielle submitted a safety grant to get staff new chairs. Some of the chairs currently being used are not in the best shape and need to be updated.
- Danielle is working to complete the FEMA reporting from the most recent snow/ rainstorm.
- Danielle explained that General Assistance applications may start to increase with CMP sending out shut off notices as of April 15. Depending on many factors, including what the applicant has done to avoid the situation, will determine if they are eligible for assistance.

8. Selectmen Comment

Lisa Cesare asked for updates regarding items that were previously discussed in Executive Session. Danielle responded that there were no updates on either items but she would contact the Town's lawyer for an update.

10. Next Meeting Dates

a. Monday, April 29, 2024 – Regular Meeting

Date acknowledged.

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Board of Selectmen Meeting Minutes Dated April 16 2024.

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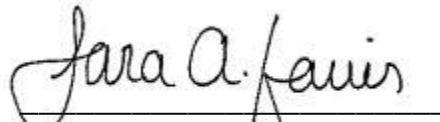
11. Adjournment

Motion: Lisa Cesare made the motion to adjourn at 7:50 pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (4/0)

The board adjourned at 7:50 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 April 16 2024.

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Town of Minot
Paving Request for Proposals

The Town of Minot is seeking proposals for paving projects for the 2024 Paving bids must be submitted in sealed envelopes with “**Road Bid**” clearly printed on the exterior. Proposals must include contractor’s name, address, phone(s), contact person, as well as a price per ton for mix and square yard for reclaim work. The official bid form must be used, and bidders must observe all required local, state and federal requirements, laws and policies.. It is the Town’s intent to complete the listed work but is dependent on approval at Town Meeting.

All inquiries regarding bids should be directed to Highway Director, Scott Parker, at 207-754-3406 or email sparker@minotme.org. For a copy of bid documents, visit www.minotme.org

Proposals must be delivered to:

Danielle Loring, Town Administrator
Town of Minot
329 Woodman Hill Road
Minot, ME, 04258

Bids will be received no later than **4:00pm, Monday, April 29, 2024**. They will be opened and read publicly in the Town Office conference room at the Selectmen’s Meeting that evening at 6:30pm.

The Town of Minot reserves the right to reject any or all bids. The Minot Town Board of Selectmen reserves the right to renegotiate with the lead bidder to fit the project to available funds.

Description of Course

The work shall consist of constructing a hot mix asphalt pavement using a current 2024 MDOT mix design. All work shall be constructed as outlined in this contract and as directed by the municipal representative.

Project Locations/Descriptions by Paving Season

1. **Shaw Hill Road:** Approximately 21' wide and 7,392' (1.4 miles) long. Requesting combined 2" of tack, shim and overlay after compaction. Includes:
 - a. 800' of 2" binder course
2. **Center Minot Hill Road:**
 - a. Section 1: Approximately 26' wide and 1,056' (0.2 miles) long, Requesting combined total of 2" tack, shim and overlay after compaction.
 - b. Section 2: Approximately 21' feet wide and 3,168' (0.6 mile) long. Requesting combined 2" of tack, shim and overlay after compaction.

Equipment Requirements

1. All Hauling Equipment used on the project will meet the requirements of the most recent edition of MDOT Supplemental Specifications, section 401.08.
2. All Pavers used on the project will meet the requirements of the most recent edition of the MDOT Supplemental Specifications, section 401.09.
3. All Rollers used on the project will meet the requirements of the most recent edition of the MDOT Supplemental, section 401.10. At a minimum, must use, two (2) 10-ton steel rollers with vibes and one (1) 12-roller with curtains.

Plant Requirements

1. Batch and Drum Plants used to produce mix for this project shall meet the requirements of the most recent edition of the MDOT Supplemental Specifications, section 401.07.
2. The automation of batching shall meet the requirements of the most recent edition of the MDOT Supplemental Specifications, section 401.072.
3. At automatic mixing plants, automatic tickets shall be printed, which meet MDOT supplemental Specifications, section 401.073, and provided to the municipal representative.

Materials

1. The Hot Mix Asphalt shall be composed of a mixture of aggregate and bituminous material. The aggregate fractions shall be sized, uniformly graded, and combined in accordance with MDOT Supplemental Specifications 401.03 for 9.5mm and 12.5mm.
2. The Contractor shall submit, for the municipal representative's approval, a current Job Mix Formula (JMF).
3. The JMF shall state the source, gradation, and percentage of each fraction of the aggregate and filler, if required. It shall state the name of the refiner and the supplier of the particular bituminous material to be used and the plant location.

Construction

1. Contractor shall reclaim roads to a depth of at least 8” and to a maximum of 4” minus material. The price per sq. yard shall be for reclaiming, rough grading and traffic and control only. The watering, and compacting at time of reclaiming shall be the responsibility of the Contractor. Town of Minot will be responsible for fine grading.
2. The Contractor shall mill and match into all existing paved driveways and intersections with the wing on paver except for specified joints that are to be ground. The Contractor shall grind joints to match into existing pavement, as specified on Bid Form. A 10” asphalt extension (paver wing) shall be installed at all earthen driveways unless otherwise specified by the municipal representative.
3. The construction of hot mix asphalt shall be carried on only when the surface on which the material is to be placed is dry and when the atmospheric temperature is above 45° F and rising.
4. All existing paved surfaces to be newly paved shall be thoroughly cleaned, dry, and tack coated prior to placement at a minimum rate of .02 gal/sq. yd. In addition, any manholes or catch basins will be adjusted by the Highway Department. or other town dept. **All paving operations shall cease when the surface to repave is wet. No lanes of paving will be left open overnight.**
5. All sweeping shall be the responsibility of the Town of Minot.
6. The contractor will provide all traffic control and all traffic control devices and setups shall conform to the latest edition of Part VI of the Manual on Uniform Traffic Control Devices (MUTCD) at all times other than those specifically listed to be supplied by the Town of Minot
7. Surface tolerances shall be checked according to MDOT Supplemental Specifications, sections 401.101.
8. All mixing, spreading, finishing, and compacting and constructing joints shall meet MDOT Supplemental Specifications, sections 401.14, 401.15, 401.16, 401.17 respectively.

Testing

All materials and every detail of work will be subject to inspection by the municipal representative or her/his designated third party. The municipal representative shall be allowed access to all parts of the work. The municipal representative shall also have the right to inspect and test, at the municipality's expense, by the following methods:

1. **Pavement Samples**
 - a. Core samples for density testing may be taken in accordance with AASHTO procedures.
 - b. Samples of the Hot Mix Asphalt may be taken in accordance with AASHTO procedures to check for Asphalt Content, Gradation, and Theoretical Maximum Density.
 - c. All test results will be required to be within the allowable tolerances given in Section 400 of the most recent edition of the MDOT Supplemental Specifications.
 - d. Upon demand from the municipal representative, the Contractor must supply a ten-foot straightedge. The surface, when tested, shall be in accordance with Section 401.20 of the most recent edition of the MDOT Supplemental Specifications.

2. Amendment of Work

- a. If the municipal representative requests it, the Contractor shall remove portions of the finished work as may be directed. After examination, the Contractor shall restore the removed areas of the work to the standards of the specifications. If in the judgment of the municipal representative the exposed work proves to be acceptable, the removing and replacing of the covering or making good the parts removed, will be paid for as extra work. Should the work exposed prove to be unacceptable in the judgment of the municipal representative, the removing and the replacing of the material will be at the Contractors expense.
- b. Any work done without supervision or inspection by an authorized municipal representative may be ordered removed and replaced at the Contractor's expense unless the municipal representative failed to inspect after having been given reasonable notice that work was to be performed.

Miscellaneous

1. Pre-inspection- Each Contractor, before submitting an offer, shall become completely familiar with the required work and shall rely on his own investigation. The municipal representative will be available to have the site/sites proposed for paving inspected. No consideration will be granted for any alleged misunderstanding of the material to be furnished, the work to be done, or for any defects in the final product that are the result of the absence of pre-inspection of a site.
2. Right to Change or Additional Work- The municipality reserves the right to submit change orders inwriting to the Contractor. In that event, the municipality will negotiate with the Contractor to determine the new costs.
3. Subcontracting – The Contractor shall not sublet or subcontractor to any other vendor or agent without first receiving written consent from the Town of Minot.
4. Clean-up- At the completion of paving, each site shall be left in a neat and clean condition, subject to approval of the municipal representative.
5. Insurance- The Contractor shall have and maintain liability and workmen's compensation insurance that is in force until the work is completed and accepted by the municipalities. The Contractor shall furnish, to the municipality a certificate of insurance, listing the Town as Additionally Insured, before the bid is awarded.
6. Warranties- The Contractor guarantees that the work to be done under this contract and the materials to be furnished by the supplier for use in the construction of the same will be free from defects or flaws. Thiswarranty shall be for a period of one year from the date of completion.
7. Indemnification- To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the municipality, and their agents, and employees against all claims, damages, losses and expenses, including, but not limited to, attorneys' fees arising out of or resulting from the performance of the work regardless of standard of care. This indemnification extends to all costs and all attorneys' fees incurred by the municipality.
8. Time Frame – Project roads will be ready no later than August 2024. Paving will be completed by a mutually agreed upon date but not to exceed the last full week of September. Deductions in payment may be made for paving that occurs after September 30th. There will be no paving on holidays or weekend days unless otherwise permitted by the municipal representative.

9. Acceptance – The Town shall notify bidder of acceptance within 14 days of approval.
10. Rejection of Offers- The municipality reserves the right to reject any or all proposals whenever such rejection is in their best interest. The municipality reserves the right to reject the proposal of a Contractor who has previously failed to perform properly or to complete on time contracts of a similar nature. The municipality also reserves the right to reject a proposal from a Contractor if an investigation shows that the Contractor is not in a position to perform the Contract.
11. Pre-bid Conference- At the discretion of the municipal representatives a pre-bid conference may be scheduled to discuss scope of services, terms of this contract, and scheduling of work. Contractors who wish to be considered for acceptance must attend any scheduled conference.
12. Payment- The municipal representative shall make payment in full after completion, inspection and acceptance. The **Unit Price Per Ton** will include surface preparation, mobilization, hauling and placing material, and traffic control, and final cleanup.

ESCALATOR CLAUSE: Contractor's quoted prices shall be equitably adjusted on a periodic basis to reflect any increase or decrease in the price of liquid asphalt since the date of the quote, or bid. (Asphalt Weekly Monitor / Avg. New England Selling Price) per MDOT's weekly publication.

**TOWN OF MINOT
 BID FORM – 2024 PAVING SEASON**

Paving Firm: _____

Primary Contact: _____ Primary Phone: _____

Address: _____

Email Address: _____

Note: Contractor has the option to bid on current paving season work or enter for a multi-year agreement for the full project.

Minot Roadways

Year	Road	Dimensions (LxW)	Estimated Tonnage	# of Joints
2024	Shaw Hill Road (Surface)	7,392' x 21'	1,880	2
	Shaw Hill Road (Binder)	800' x 21'	200	
	Center Minot Hill Road (1)	1,056' x 26'	332	2
	Center Minot Hill Road (2)	3,168' x 21'	804	
			TOTAL: 3,216 tons	Joints: 4

2024
 PAVING BID AMOUNT: \$ _____ PER TON for 3,016 tons of 9.5mm (total)
 BINDER BID AMOUNT: \$ _____ PER TON for 200 tons of ¾" binder for Shaw Hill Road

BID FORM DUE ON OR BEFORE Monday, April 29, 2024, 4:00 pm
Bid opening will be during the Selectmen's meeting on April 29, 2024, 6:30 pm.
 Call or email admin@minotme.org for meeting information

By signing this bid form, I agree to the attached bid specifications.

AUTHORIZED SIGNATURE: _____

PRINT NAME & TITLE: _____

DATED: _____



TOWN OF MINOT

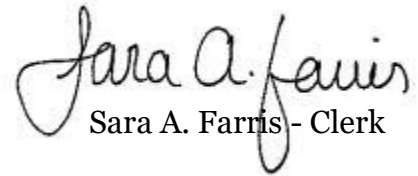
329 Woodman Hill Road
Minot, Maine 04258-0329

Tel: 1-207-345-3305

Fax: 1-207-346-0924

Clerk's Report

April 29, 2024


Sara A. Farris - Clerk

Hello Selectmen,

Updates:

Board of Appeals & Planning Board:

Planning Board

The Planning Board seemed fine with both applications after their site walks. The public hearing for both will be May 7 at 6pm.

June State Primary, RSU Budget, and RSU potential Bond Election

6/11/2024

8am - 8pm

Absentee Requests are available.

Schedule for Election Clerks mailed out last week.

The proof for the RSU ballot has been approved and ballots ordered.
State and RSU ballots should arrive within the next 2 weeks or so.

RSU 16 District Budget Meeting

May 21 - 6:30 pm - PRHS Auditorium

Inland Fisheries & Wildlife:

Boat Excise YTD: \$479.10

30 Boats

1 done online for April.

0 Snowmobile

1 ATV

ATV regs for 2024 start May 1st.

6 Game Licenses

The above amounts are as of 4/16/2024.

Vitals:

Vital Requests as of 4/12

Reported to State semi-annually.

Birth Certificates-13

Death Certificates- 4

Marriage Certificate- 3

Intentions- 1

Dogs:

1 dog registration in April so far.

\$25 late fees started 2/1.

Building/ Plumbing Permits for 2024:

Building Permits: 24

Plumbing Permits: 13

Real Estate Taxes:

2022 taxes - \$ 19,706.40 for 14 accounts

- *Foreclosure 1/27/2025*

2023 taxes - \$ 120,799.76 for 67 accounts

- *30-Day Notices mailed 7/1/2024*
- *Liened 7/31/2024 10 days to file at the Registry.*

2024 pre-payments - \$ 14,234.09 for 26 accounts

Total owed: \$ 140,506.16

- \$ 4,232.14

Personal Property Taxes:

2023 - \$979.53 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	\$46,666.44	- \$ 3,639.85
FEB.	\$48,596.73	\$51,718.92	\$53,006.15	+ \$ 1,287.23
MARCH	\$56,912.29	\$62,362.95	\$57,687.68	- \$ 4,675.27
APRIL	\$61,663.04	\$59,196.83	\$69,914.42	+ \$ 10,718.28
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	\$ 227,274.69	

January – April 2023 = \$ 223,574.99 + \$ 3,699.70



INTEROFFICE MEMO

To: Board of Selectmen

CC: Danielle Loring, Town Administrator

From: Scott Parker, Highway Director

RE: Highway Department (04/16– 04/28/2024)

Cemeteries are open, and the crew has been picking up brush and trees from the last snow storm.

We will be turning on the water to the ballfields today.



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



Dean Campbell
Fire Chief



To Selectmen:

Old business.

1. Dry hydrant repairs
 - A. HOA ponds code enforcement checking on deed covenants.
 - B. Highland pond needs cleaning.
 - C. Spoke with representative from Fortin construction about getting pond cleaned.
2. EMT school Ongoing should be done mid-May.
3. Tree clearing at Orchard.
4. First round of interviews complete.
5. Second round scheduled for the 3rd.
6. New member BLS training ongoing.
7. Received quote for portable radios, thought is to go with secondhand radios with 18 month warranty.
8. Fire attack school started on the 9th.

New business.

1. Fit testing started for 2024.
2. Truck 5 being looked at for quote on repair.
3. Sent gas detector out for repair.
4. Pending OSHA changes look troubling for the volunteer fire service.
5. Replaced failed scene lights on engine 4 with LED lights.
6. Had a rep from Maine Assoc of fire fighters do a presentation.
7. Training on hose advances and SCBA.
8. Responded to the following calls in the last 2 weeks. (quiet)
4/18 Electrical hazard low hanging wire West Minot rd.
4/24 Mutual aid Brown rd McFalls smoke odor investigation

Expense detail report

WARRANT #9

04/29/2024

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	160.00	0.00	8,490.00
		Department..		8,650.00	160.00	0.00	8,490.00
2550 - ASSESS CONTR				27,400.00	0.00	0.00	27,400.00
0213 - CONTRAC SVCS				27,400.00	0.00	0.00	27,400.00
		Department..		27,400.00	0.00	0.00	27,400.00
3050 - SNOMBL REFD				0.00	0.00	0.00	0.00
0001 - APPROPRIATED				0.00	0.00	1,343.86	1,343.86
		Department..		0.00	0.00	1,343.86	1,343.86
3550 - EDA ELF RESE				0.00	0.00	0.00	0.00
0002 - (CARRY FWD)				8,160.59	0.00	0.00	8,160.59
0198 - FOOD				0.00	1,283.85	0.00	-1,283.85
0205 - SUPPLIES				0.00	425.80	0.00	-425.80
		Department..		8,160.59	1,709.65	0.00	6,450.94
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)				4,147.69	0.00	0.00	4,147.69
0209 - POSTAGE				0.00	15.05	0.00	-15.05
0300 - LABOR				0.00	200.00	0.00	-200.00
0401 - TESTING				0.00	80.00	0.00	-80.00
7010 - PAYROLL TAX				0.00	22.95	0.00	-22.95
		Department..		4,147.69	318.00	0.00	3,829.69
5000 - OFF SALARIES				435,035.00	0.00	0.00	435,035.00
1001 - CLK/TAX COLL				56,375.00	17,346.24	0.00	39,028.76
1002 - DEP CLERK				75,000.00	20,746.98	0.00	54,253.02
1003 - ADMINISTRAT				76,000.00	23,384.64	0.00	52,615.36
1004 - SELECTMEN				8,000.00	0.00	0.00	8,000.00
1005 - ASSESSORS				150.00	0.00	0.00	150.00
7010 - PAYROLL TAX				17,000.00	4,476.63	0.00	12,523.37
7020 - HLTH INSUR				184,500.00	72,847.61	8,134.77	119,787.16
7021 - VISION INS				0.00	553.05	434.18	-118.87

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5000 - OFF SALARIES CONT'D								
					5,600.00	4,582.20	2,096.10	3,113.90
					10,410.00	2,865.38	0.00	7,544.62
					0.00	218.16	206.04	-12.12
					2,000.00	0.00	179.00	2,179.00
			Department..		435,035.00	147,020.89	11,050.09	299,064.20
5075 - CODE ENF/PLA								
					57,100.00	0.00	0.00	57,100.00
					700.00	188.32	0.00	511.68
					500.00	0.00	0.00	500.00
					150.00	0.00	0.00	150.00
					750.00	145.00	0.00	605.00
					1,500.00	523.55	0.00	976.45
					5,000.00	232.50	0.00	4,767.50
					0.00	48.60	0.00	-48.60
					45,000.00	8,308.06	0.00	36,691.94
					0.00	100.00	0.00	-100.00
					3,500.00	662.07	0.00	2,837.93
			Department..		57,100.00	10,208.10	0.00	46,891.90
5100 - T-O RESERVE								
					0.00	0.00	0.00	0.00
					73.03	0.00	0.00	73.03
			Department..		73.03	0.00	0.00	73.03
5200 - TOWN INSUR								
					57,950.00	0.00	0.00	57,950.00
					32,250.00	0.00	0.00	32,250.00
					25,000.00	10,430.20	0.00	14,569.80
					600.00	0.00	0.00	600.00
					100.00	0.00	0.00	100.00
			Department..		57,950.00	10,430.20	0.00	47,519.80
5300 - T-O MAINT								
					35,000.00	0.00	0.00	35,000.00
					2,500.00	675.79	0.00	1,824.21
					5,000.00	1,245.58	0.00	3,754.42
					6,000.00	2,527.94	0.00	3,472.06
					2,500.00	0.00	0.00	2,500.00
					4,000.00	4,413.70	0.00	-413.70

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ACCOUNT-----	DATE	JRNL	DESC---	VENDOR-----	CURRENT BUDGET	DEBITS	CREDITS	UNEXPENDED BALANCE
5300 - T-O MAINT CONT'D								
0206 - JANITORIAL					3,500.00	575.00	0.00	2,925.00
0207 - DUES/SUBSCR					1,000.00	259.00	0.00	741.00
0208 - STAFF TRAIING					2,000.00	335.00	0.00	1,665.00
0209 - POSTAGE					3,000.00	943.66	156.67	2,213.01
0212 - INSPECTIONS					1,500.00	0.00	0.00	1,500.00
0213 - CONTRAC SVCS					4,000.00	944.90	0.00	3,055.10
0401 - TESTING					0.00	159.20	0.00	-159.20
			Department..		35,000.00	12,079.77	156.67	23,076.90
5350 - ELECT/MEET					12,000.00	0.00	0.00	12,000.00
0198 - FOOD					300.00	100.46	0.00	199.54
0205 - SUPPLIES					100.00	0.00	0.00	100.00
0209 - POSTAGE					1,500.00	0.00	0.00	1,500.00
0213 - CONTRAC SVCS					3,250.00	2,918.45	0.00	331.55
0215 - OFF EQUIP					700.00	0.00	0.00	700.00
0217 - ADVERTISING					200.00	0.00	0.00	200.00
1011 - ELEC CLERKS					5,650.00	1,042.50	0.00	4,607.50
1012 - MODERATOR					300.00	250.00	0.00	50.00
			Department..		12,000.00	4,311.41	0.00	7,688.59
5400 - CEMETERY MAI					10,000.00	0.00	0.00	10,000.00
0001 - APPROPRIATED					10,000.00	0.00	0.00	10,000.00
0002 - (CARRY FWD)					11,006.74	0.00	0.00	11,006.74
0213 - CONTRAC SVCS					0.00	9,800.00	0.00	-9,800.00
			Department..		21,006.74	9,800.00	0.00	11,206.74
5650 - REC. DEPT RE					5,000.00	0.00	0.00	5,000.00
0001 - APPROPRIATED					5,000.00	0.00	0.00	5,000.00
0002 - (CARRY FWD)					3,143.00	0.00	0.00	3,143.00
0197 - REIMBURS.					0.00	0.00	5,081.50	5,081.50
0204 - REPAIRS					0.00	870.00	0.00	-870.00
			Department..		8,143.00	870.00	5,081.50	12,354.50
6200 - COMMON RDS					288,200.00	0.00	0.00	288,200.00
0205 - SUPPLIES					5,800.00	693.33	0.00	5,106.67
0208 - STAFF TRAIING					1,000.00	0.00	0.00	1,000.00

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6200 - COMMON RDS CONT'D							
0213 - CONTRAC SVCS				40,000.00	0.00	0.00	40,000.00
0300 - LABOR				175,000.00	19,454.26	15,347.46	170,893.20
0401 - TESTING				400.00	0.00	0.00	400.00
0404 - MATERIALS				40,000.00	1,954.60	0.00	38,045.40
0405 - TRUCKS- EQUI				13,500.00	0.00	0.00	13,500.00
7010 - PAYROLL TAX				12,500.00	1,413.96	1,124.55	12,210.59
		Department..		288,200.00	23,516.15	16,472.01	281,155.86
6300 - PAVINGS RDS							
0002 - (CARRY FWD)				335,756.00	0.00	0.00	335,756.00
0213 - CONTRAC SVCS				74,244.00	0.00	0.00	74,244.00
0404 - MATERIALS				310,756.00	0.00	0.00	310,756.00
		Department..		25,000.00	0.00	0.00	25,000.00
				410,000.00	0.00	0.00	410,000.00
6400 - WINTER RDS							
0205 - SUPPLIES				381,100.00	0.00	0.00	381,100.00
0213 - CONTRAC SVCS				15,000.00	9,965.43	0.00	5,034.57
0300 - LABOR				70,000.00	43,652.43	0.00	26,347.57
0404 - MATERIALS				150,000.00	84,677.44	0.00	65,322.56
0406 - SALT				8,600.00	0.00	0.00	8,600.00
0407 - SAND				82,000.00	59,560.59	0.00	22,439.41
7010 - PAYROLL TAX				44,000.00	0.00	0.00	44,000.00
		Department..		11,500.00	6,106.34	0.00	5,393.66
				381,100.00	203,962.23	0.00	177,137.77
6500 - HWY EQ REP.							
0203 - FUEL & GAS				86,000.00	0.00	0.00	86,000.00
0204 - REPAIRS				38,000.00	9,470.82	0.00	28,529.18
0205 - SUPPLIES				33,000.00	35,219.01	10,575.00	8,355.99
0213 - CONTRAC SVCS				9,000.00	3,887.49	0.00	5,112.51
0406 - SALT				6,000.00	2,074.91	0.00	3,925.09
		Department..		0.00	4,764.73	0.00	-4,764.73
				86,000.00	55,416.96	10,575.00	41,158.04
6600 - HWAY CAP EQ							
0002 - (CARRY FWD)				0.00	0.00	0.00	0.00
0213 - CONTRAC SVCS				23,575.80	0.00	0.00	23,575.80
0214 - PRINCIP PMTS				0.00	0.00	261.17	261.17
				0.00	20,809.20	0.00	-20,809.20

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DATE	JRNL	DESC---	VENDOR-----	BUDGET	DEBITS	CREDITS	BALANCE
6600 - HWAY CAP EQ CONT'D							
		Department..		23,575.80	20,809.20	261.17	3,027.77
6670 - 2024 PICK-UP				15,000.00	0.00	0.00	15,000.00
0214 - PRINCIP PMTS				15,000.00	15,000.00	0.00	0.00
		Department..		15,000.00	15,000.00	0.00	0.00
6679 - 2024 PLOW TR				71,000.00	0.00	0.00	71,000.00
0214 - PRINCIP PMTS				71,000.00	70,836.04	0.00	163.96
		Department..		71,000.00	70,836.04	0.00	163.96
6700 - TOWN GARAGE				16,950.00	0.00	0.00	16,950.00
0200 - TELEPHONE				650.00	174.61	0.00	475.39
0201 - ELECTRICITY				4,000.00	1,675.89	0.00	2,324.11
0203 - FUEL & GAS				6,000.00	1,717.17	0.00	4,282.83
0204 - REPAIRS				2,400.00	913.57	0.00	1,486.43
0205 - SUPPLIES				3,000.00	1,552.60	0.00	1,447.40
0206 - JANITORIAL				500.00	100.00	0.00	400.00
0212 - INSPECTIONS				400.00	0.00	0.00	400.00
0213 - CONTRAC SVCS				0.00	135.00	0.00	-135.00
0401 - TESTING				0.00	376.15	0.00	-376.15
		Department..		16,950.00	6,644.99	0.00	10,305.01
7000 - SOLID WASTE				65,100.00	0.00	0.00	65,100.00
0205 - SUPPLIES				600.00	0.00	0.00	600.00
0213 - CONTRAC SVCS				62,000.00	12,107.14	0.00	49,892.86
0225 - ENVIRON HHW				2,500.00	0.00	0.00	2,500.00
		Department..		65,100.00	12,107.14	0.00	52,992.86
7100 - COMM DAY RES				0.00	0.00	0.00	0.00
0002 - (CARRY FWD)				694.45	0.00	0.00	694.45
0012 - DONATIONS				0.00	0.00	65.00	65.00
		Department..		694.45	0.00	65.00	759.45
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
		Department..		2,000.00	0.00	0.00	2,000.00
7300 - CONSER COMM				0.00	0.00	0.00	0.00
0002 - (CARRY FWD)				100.00	0.00	0.00	100.00

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7300 - CONSER COMM CONT'D								
			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	930.45	0.00	2,069.55
			Department..		3,000.00	930.45	0.00	2,069.55
7700 - LEGAL FEES					10,000.00	0.00	0.00	10,000.00
0213 - CONTRAC SVCS					10,000.00	283.00	0.00	9,717.00
			Department..		10,000.00	283.00	0.00	9,717.00
7810 - MMA DUES					4,000.00	0.00	0.00	4,000.00
0207 - DUES/SUBSCR					4,000.00	3,822.00	0.00	178.00
			Department..		4,000.00	3,822.00	0.00	178.00
7820 - AVCOG DUES					4,200.00	0.00	0.00	4,200.00
0207 - DUES/SUBSCR					4,200.00	0.00	0.00	4,200.00
			Department..		4,200.00	0.00	0.00	4,200.00
7830 - BROADBAND					0.00	0.00	0.00	0.00
0001 - APPROPRIATED					0.00	0.00	16,681.03	16,681.03
0002 - (CARRY FWD)					17,130.02	0.00	0.00	17,130.02
			Department..		17,130.02	0.00	16,681.03	33,811.05
7900 - COUNTY TAX					361,935.00	0.00	0.00	361,935.00
0213 - CONTRAC SVCS					361,935.00	0.00	0.00	361,935.00
			Department..		361,935.00	0.00	0.00	361,935.00
7950 - OVERLAY					0.00	0.00	0.00	0.00
0900 - ABATEMENTS					0.00	115.00	0.00	-115.00
			Department..		0.00	115.00	0.00	-115.00
8000 - INTERDEPT					10,000.00	0.00	0.00	10,000.00
0199 - INTERNET					0.00	117.74	0.00	-117.74
0207 - DUES/SUBSCR					0.00	55.00	0.00	-55.00
0210 - MLG/EXP REIM					1,000.00	12.06	0.00	987.94
0213 - CONTRAC SVCS					5,000.00	1,755.06	1.00	3,245.94
0217 - ADVERTISING					2,500.00	123.34	0.00	2,376.66
0500 - PLAN BOARD					0.00	0.00	75.00	75.00
0501 - DEED TRANS					500.00	65.00	0.00	435.00
0502 - LIENS					1,000.00	51.00	0.00	949.00

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8000 - INTERDEPT CONT'D								
			Department..		10,000.00	2,179.20	76.00	7,896.80
8025 - IT SERVICES								
					29,800.00	0.00	0.00	29,800.00
			0199 - INTERNET		1,500.00	370.64	0.00	1,129.36
			0200 - TELEPHONE		3,300.00	1,089.59	0.00	2,210.41
			0202 - HARDWARE		2,000.00	905.27	0.00	1,094.73
			0205 - SUPPLIES		2,000.00	0.00	0.00	2,000.00
			0213 - CONTRAC SVCS		15,000.00	1,512.00	0.00	13,488.00
			0218 - SOFTWARE LIC		6,000.00	601.20	0.00	5,398.80
			Department..		29,800.00	4,478.70	0.00	25,321.30
8026 - TRIO								
					10,020.00	0.00	0.00	10,020.00
			0213 - CONTRAC SVCS		10,020.00	10,019.11	0.00	0.89
			Department..		10,020.00	10,019.11	0.00	0.89
8210 - HUMANE SOC								
					3,928.00	0.00	0.00	3,928.00
			0213 - CONTRAC SVCS		3,928.00	0.00	0.00	3,928.00
			Department..		3,928.00	0.00	0.00	3,928.00
8220 - ANIMAL CTL								
					3,850.00	0.00	0.00	3,850.00
			0210 - MLG/EXP REIM		600.00	191.92	0.00	408.08
			0300 - LABOR		3,000.00	750.00	0.00	2,250.00
			7010 - PAYROLL TAX		250.00	57.38	0.00	192.62
			Department..		3,850.00	999.30	0.00	2,850.70
8600 - EDUCATION								
					0.00	0.00	0.00	0.00
			0213 - CONTRAC SVCS		0.00	821,690.32	0.00	-821,690.32
			Department..		0.00	821,690.32	0.00	-821,690.32
9000 - MINOT FIRE								
					200,329.00	0.00	0.00	200,329.00
			0196 - ONBOARDING		5,000.00	3,644.00	0.00	1,356.00
			0198 - FOOD		4,500.00	250.02	0.00	4,249.98
			0200 - TELEPHONE		1,200.00	418.15	0.00	781.85
			0201 - ELECTRICITY		5,000.00	2,051.80	0.00	2,948.20
			0203 - FUEL & GAS		10,000.00	3,252.51	0.00	6,747.49
			0204 - REPAIRS		10,500.00	6,690.98	0.00	3,809.02
			0205 - SUPPLIES		2,500.00	575.34	0.00	1,924.66
			0207 - DUES/SUBSCR		500.00	200.00	0.00	300.00

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9000 - MINOT FIRE CONT'D								
					3,500.00	1,585.00	0.00	1,915.00
					200.00	0.00	0.00	200.00
					1,000.00	0.00	0.00	1,000.00
					2,500.00	280.00	0.00	2,220.00
					16,779.00	15,904.50	0.00	874.50
					2,500.00	0.00	0.00	2,500.00
					7,500.00	1,254.65	0.00	6,245.35
					10,000.00	3,275.76	0.00	6,724.24
					2,500.00	0.00	0.00	2,500.00
					20,000.00	8,085.06	0.00	11,914.94
					20,000.00	7,839.90	0.00	12,160.10
					7,000.00	674.60	0.00	6,325.40
					60,000.00	1,200.00	0.00	58,800.00
					7,650.00	1,310.09	0.00	6,339.91
			Department..		200,329.00	58,492.36	0.00	141,836.64
9200 - FIRE DEPT CP								
					0.00	0.00	0.00	0.00
					4,531.39	0.00	0.00	4,531.39
			Department..		4,531.39	0.00	0.00	4,531.39
9250 - FD APP RES								
					0.00	0.00	0.00	0.00
					520.58	0.00	0.00	520.58
			Department..		520.58	0.00	0.00	520.58
9300 - GRANT								
					0.00	0.00	0.00	0.00
					7,077.92	0.00	0.00	7,077.92
			Department..		7,077.92	0.00	0.00	7,077.92
9400 - FEMA								
					0.00	0.00	0.00	0.00
					0.00	750.00	0.00	-750.00
			Department..		0.00	750.00	0.00	-750.00
9600 - DEBT SERVICE								
					46,363.00	0.00	0.00	46,363.00
					0.00	0.00	293.17	293.17
					0.00	43,928.41	0.00	-43,928.41
					2,435.00	2,434.24	0.00	0.76
					43,928.00	0.00	0.00	43,928.00

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9600 - DEBT SERVICE CONT'D							
		Department..		46,363.00	46,362.65	293.17	293.52
9900 - ARPA							
		0202 - HARDWARE		0.00	810.00	0.00	-810.00
		0213 - CONTRAC SVCS		0.00	5,410.00	0.00	-5,410.00
		Department..		0.00	6,220.00	0.00	-6,220.00
Final Totals				2,773,071.21	1,561,542.82	62,055.50	1,273,583.89