



Town of Minot Selectmen Epacket
November 25, 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, November 25, 2024
Agenda*

REGULAR MEETING

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
 - a. Tuesday, November 12, Meeting
4. Warrants
 - a. Payroll Expense Warrant
 - b. Treasurer's Warrant
 - c. September & October Check Reconciliation
5. New Business
 - a. Consideration of Approval of FY2025 Budget Recommendations for Town Meeting Warrant
6. Department Head Updates
 - a. Clerk's Report
 - b. Highway Report
 - c. Fire Department Report
7. Town Administrator's Report
8. Selectmen Comment
9. Public Comment (3-minute limit) – Items in public comment may be scheduled for a future meeting to provide for Board consideration and public notice
10. Next Meeting Dates
 - a. Monday, December 9, 2024 (Regular Meeting)
11. Adjournment



Town of Minot

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Board of Selectmen Meeting

Minot Town Office

Tuesday, November 12, 2024

6:30 pm

Minutes*

REGULAR MEETING

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

Staff: Danielle Loring (Town Administrator), Jeffrey Burt (Fire Chief), and Sara Farris (Clerk & Recording Secretary)

Public: Brianna Michaud – President of MHAA
Tess Brown – Vice President of MHAA
Michael Downing – RSU 16 School Board Member for Minot

1. Call to Order

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

2. Pledge of Allegiance

Recited

3. Approval of Minutes

a. Monday, October 28, 2024 – Regular Meeting

Motion: Lisa Cesare made a motion to approve the meeting minutes from the Regular Meeting held on October 28, 2024 as written; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The Selectmen signed the October 28, 2024 Selectmen Meeting minutes.

Board of Selectmen Meeting Minutes Dated November 12, 2024.

*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 \$24,129.46 and the Treasurer's Warrant in the amount of \$308,847.70; second by Brittany Hemond.

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

Vote: Unanimous Approval (5/0)

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

Chair Gilpatric moved item 6. a. up in the meeting as the Brianna and Tess from MHAA were present.

6. Old Business (Pending Matters)

a. Continued Discussion Regarding Memorial Field Lighting Options with MHAA

Brianna Michaud, President, and Tessa Brown, Vice President, were present on behalf of MHAA. Lisa Cesare stated that at the recent budget discussions Brittany Hemond suggested that portable light towers could be an option to replace the 8 stationary lights at the Minot Memorial Fields. Lisa Showed them a picture of what the towers look like. The portable towers could serve multiple purposes. They could be used by the Highway Department and Fire Department, be used at the Community Fields, and can be used as a generator for power if needed. The Board believes that they would only need 4 to cover the lighting instead of 8. Each portable light tower costs about \$2,000 used verses \$80,000 quoted about 4 years ago to replace the current 8 lights a Memorial Fields

Brianna and Tessa did have some questions and concerns regarding the towers. A concern was that if the towers must be moved each time they were used, they would not be a great option because volunteer support on MHAA is low. The Board suggested that they could be left at the fields or that Highway could move them if needed.

They asked what the towers used for fuel and if they were loud while running. Matthew Callahan answered that the towers run on diesel, and they do last for quite some time on 1 tank. Brittany Hemond responded that a light tower was used a Truck-or-Treat if they attended that, and she did not think they are loud while running.

Biranna and Tessa were going to take the idea back to MHAA and see what the rest of the Board thinks. Lisa Cesare sent Brianna the pictures for reference. Brianna Michaud and Tess Brown left the meeting

Chair Gilpatric moved item 7. c. up in the meeting as Chief Burt was present.

7. Department Head Updates

c. Fire Department Report submitted and read by Chief Jeffrey Burt

See attached report for more information.

- 2 new Fire Fighters/ EMTs have joined the Department.

Chief Burt left the meeting.

5. New Business

a. Consideration of Appointment for Representatives for the RSU Cost-Sharing Review Committee.

Danielle Loring provided the Selectmen with a copy of the initiation letter for reviewing the cost-sharing formula from RSU 16. Sara Farris provided the Selectmen with appointment paperwork if they chose to make their appointments at this meeting. The Board was required to choose 2 at-large members and 1 School Board member. After some discussion the Board chose Brittany Hemond and Colleen Quint as their at-large members pending a conflict-of-interest check for Colleen Quint as she serves as the Moderator at the District Budget Meetings. The board also chose Angela Swenson as their School Board Representative.

Motion: Lisa Cesare motioned to appoint Brittany Hemond and Colleen Quint as Minot's At-Large Representatives pending the conflict check for Colleen and Angela Swenson as Minot's School Board Representative; second by William Perry.

Discussion: None

Vote: Unanimous Approval (4/0/1 Brittany Hemond abstained as she was an appointee)

The Selectmen signed the appointment paperwork and returned it to Sara.

b. Consideration of Approval of E911 Road Name Bear Foot Drive (private)

Danielle explained that Joshua Belanger's road located off Shaw Hill Road has been completely installed and Highway Supervisor Scott Parker has approved it based off the plan Mr. Belanger provided. He has chosen the name Bear Foot Drive and would like the Selectmen's approval for the name.

Motion: Lisa Cesare motioned to approve the road name Bear Foot Drive for Joshua Belanger; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

7. Department Head Updates

a. Clerks Report submitted and read by Clerk Sara Farris

See attached report for more information.

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

See attached report for more information.

8. Town Administrator's Report given by Danielle Loring, Administrator

- Danielle is continuing to work on the budget. She has received the increase percentages for insurance which included a 9% increase for health and a 1% increase for dental. Maine Municipal Health Trust is also making changes to some plans. Andrea is coming to discuss employee's IRA portfolios with them.
- Danielle is going to set up a meeting with Jason Simard regarding the FEMA Safety Grant the Town received to remodel the front office to make it safer for staff. Danielle stated that some things that were included in the original plan will have to be removed because the amount of funds received from the grant is not enough to cover everything.
Willam Perry asked if the project should be put out to bid and Danielle responded that the grant application required the town look into receiving 3 bids and Mr. Simard was the only contractor that responded. The Selectmen agreed that the town tried to receive 3 bids, and another bid process is not required.
- This is Warrant # 23, so that means there are only 3 Warrants/ left until year end.

9. Selectmen Comment

None

10. Public Comment

Lisa Cesare asked Michael Downing if he had any questions or concerns for the Board and he did not. Lisa asked if the RSU has held any meetings regarding the cost sharing formula and Mr. Downing said he believes they have held 1 meeting so far. Mr. Downing left the meeting.

Danielle stated that the Board must enter an Executive session concerning a potential legal matter. This item was not listed on the original agenda.

Executive Session Pursuant to Title 1 MRSA §405 (6)(e): Discussion of Potential Legal Matters

Motion: Lisa Cesare motioned to enter Executive Session at 7:05 pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The Board entered the Executive Session.

Motion: Lisa Cesare motioned to exit Executive Session at 7:25 pm; second by Willaim Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

The Board exited the Executive Session. No motions were required.

11. Next Meeting Dates

a. Monday, November 25, 2024 – Regular Meeting

Date acknowledged. Danielle added that this meeting will be when the Board makes their budget recommendations.

12. Adjournment

Motion: Brittany Hemond made the motion to adjourn at 7:26 pm; second by Willaim Perry.

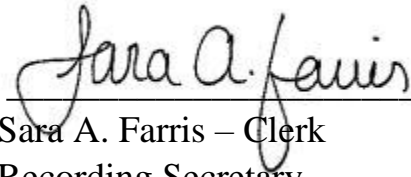
Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 7:26 pm.

Board of Selectmen Meeting Minutes Dated November 12, 2024.

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



Sara A. Farris – Clerk
Recording Secretary

Daniel Gilpartic – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond

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, February 28, 2025 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 1, 2025 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 1, 2025, 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 4, Section 501.9 Lots Served by Nonconforming Right-of Ways** of the Land Use Code of the Town of Minot as adopted March 4, 2006 and amended through March 2, 2024, 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 **Rental Properties** of the Land Use Code of the Town of Minot as adopted March 3, 2006 and amended through March 2, 2024, 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 **Overall Change of Use** of the Land Use Code of the Town of Minot as adopted March 3, 2006 and amended through March 2, 2024, 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 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 \$
- Highway Capital Equipment Reserve Account**, balance of \$
- General Assistance Donation (Eda’s Elf Fund) Reserve Account**, balance of \$
- Town Well Reserve Account**, balance of \$
- Cemetery Reserve Account**, balance of \$
- Minot Community Events Reserve**, balance of \$
- Fire Department Apparatus Reserve**, balance of \$
- Fire Department Grant Reserve**, balance of \$
- Fire Department Capital Equipment Reserve**, balance of \$
- Conservation Committee Reserve**, balance of **\$100.00**
- Recreational Field Maintenance Reserve**, balance of \$

Selectmen Recommend to carry forward all balances by a vote of yes 0 no
Budget Committee Recommends to carry forward all balances by a vote of yes 0 no

Article 10. 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**. (\$435,035.00 in 2024, expended \$)

Selectmen Recommend	\$ 475,620.00	vote:	yes	0	no
Budget Committee Recommends	\$	vote:	yes	0	no

Article 11. To see what sum the Town will vote to raise and appropriate for **Town Office Maintenance and Supplies** (\$35,000.00 in 2024, expended \$)

Selectmen Recommend	\$ 42,800.00	vote:	yes	0	no
Budget Committee Recommends	\$	vote:	yes	0	no

Article 22. 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 2024, expended \$)

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

Article 23. To see what sum the Town will vote to raise and appropriate for **Legal Fees** for the ensuing year. (\$10,000.00 in 2024, expended \$)

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

Article 24. To see what sum the Town will vote to raise and appropriate for the **County Tax** set by Androscoggin County. (\$ in 2024, expended \$)

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

Article 25. To see what sum the Town will vote to raise and appropriate for **Solid Waste Disposal & Contract Services**. (65,100.00 in 2024, expended \$)

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

Article 26. To see what sum the Town will vote to raise and appropriate for **Street Lights**. (\$3,000.00 in 2024, expended \$)

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

Article 27. To see what sum the Town will vote to raise and appropriate for **Municipal Organizations and Contracts.** (\$22,148.00 in 2024, expended \$)

Maine Municipal Association (MMA)	\$ 4,000.00
Androscoggin Valley Council of Governments (AVCOG)	\$ 4,200.00
Greater Androscoggin Humane Society (GAHS)	\$ 4,100.00
TRIO	\$11,000.00

Selectmen Recommend	\$ 23,300.00	vote: yes 0 no
Budget Committee Recommends	\$	vote: yes 0 no

Article 28. To see what sum the Town will vote to raise and appropriate for **Town Insurance.** (\$57,950.00 in 2024, expended \$)

Selectmen Recommend	\$ 61,600.00	vote: yes 0 no
Budget Committee Recommends	\$	vote: yes 0 no

Article 29. 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 \$0.00)

Selectmen Recommend	\$ 22,100.00	vote: yes 0 no
Budget Committee Recommends	\$	vote: yes 0 no

Article 30. To see what sum the Town will vote to raise and appropriate for the **Animal Control Officer.** (\$3,850.00 in 2024, expended \$)

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

Article 31. To see what sum the Town will vote to raise and appropriate for **General Assistance** (Health and Welfare). (Raised \$2,000.00 in 2024, expended \$)

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

Article 32. 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 **2025 snowmobile registration reimbursement** be donated to their club for trail maintenance.

Selectmen Recommend the donation of **the 2025 snowmobile registration reimbursement**
vote: 4 yes 0 no

Budget Committee Recommends the donation of **the 2025 snowmobile registration reimbursement**
vote: 4 yes 0 no

Article 33. To see what sum the Town will vote to raise and appropriate for **Elections and Annual Town Meeting.** (\$12,000.00 in 2024, expended \$)

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

Article 34. To see what sum the Town will vote to raise and appropriate for the funding care and maintenance of **Minot's Cemeteries.** (\$10,000.00 in 2024 (includes carryforward), expended \$)

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

Article 35. To see what sum the Town will vote to raise and appropriate for the funding **Recreational Field Maintenance.** (\$5,000.00 in 2024, expended \$)

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

Article 36. To see what sum the Town will vote to raise and appropriate to be donated to **Charitable Organizations.** (\$0.00 raised in 2024)

Requests:

LifeFlight \$
SafeVoices \$
Seniors Plus \$
Maine Public \$

TOTAL: \$

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

- Article 37.** 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 38.** To see what action the Town wishes to take to establish a **due date for payment for the 2025 property taxes** and to set the interest rate applied to delinquent accounts.
- Selectmen and Budget Committee Recommends **December 15, 2025** with interest charged thereafter at the State maximum rate of %
- 2024 was December 16 2024 with 8.5% interest*
- Article 39.** 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 40.** 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 2025 tax rate**. (Selectmen so recommend).
- Article 41.** To see if the Town will give the **Selectmen** the authority to **estimate the Excise Tax Revenue** and use the same to **lower the 2025 tax rate** (Selectmen so recommend).
- Article 42.** 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 2026 annual budget** during the period of **January 1, 2026 through the 2026 Annual Town Meeting**.
- Article 43.** 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 44.** 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 45. 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 46. 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 47. 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, Minot Country Store, Slattery's Hardware, and the Minot Consolidated School, the same being public and conspicuous places within the said Town of Minot the 22nd 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 22nd day of February, two thousand and twenty-three.

X

Danielle E. Loring, Constable

Custom Budget Report

Expense

	2025 Manager	2025 Initial	2024 Budget
Dept: 2500 AUDIT SERVICES			
0213 CONTRACTED SERVICES	8,650.00	8,650.00	8,650.00
AUDIT SERVICES	8,650.00	8,650.00	8,650.00
Dept: 2550 ASSESSING CONTRACT			
0213 CONTRACTED SERVICES	28,400.00	28,400.00	27,400.00
Increase in service contract			
ASSESSING CONTRACT	28,400.00	28,400.00	27,400.00
Dept: 4000 AUBURN PUBLIC LIBRARY			
0213 CONTRACTED SERVICES	22,100.00	22,100.00	22,000.00
First increase in 8 years (0.5%)			
AUBURN PUBLIC LIBRARY	22,100.00	22,100.00	22,000.00
Dept: 5000 OFFICE SALARIES			
1001 TOWN CLERK/TAX COLLE	63,860.00	63,860.00	56,375.00
1002 DEPUTY CLERK	75,000.00	75,000.00	75,000.00
Now includes two deputy clerks position and provides funds for professional development increases.			
1003 ADMINISTRATOR	80,000.00	80,000.00	76,000.00
1004 SELECTMEN	8,000.00	8,000.00	8,000.00
1005 ASSESSORS	150.00	150.00	150.00
7010 PAYROLL TAXES	17,000.00	17,000.00	17,000.00
7020 HEALTH INSURANCE	202,950.00	202,950.00	184,500.00
Estimated 9% Increase. Actual amount is 200,692			
7025 DENTAL INSURANCE	6,160.00	6,160.00	5,600.00
Estimated 5% increase. Actual amount is 5839			
7030 SIMPLE IRA	12,000.00	12,000.00	10,410.00
Slight increase to adjust for salaries and changes to employee deferment			
7031 MAINE PERS RETIREMENT	8,000.00	8,000.00	0.00
7040 UNEMPLOYMENT	2,500.00	2,500.00	2,000.00
Placeholder			
OFFICE SALARIES	475,620.00	475,620.00	435,035.00
Dept: 5075 CODE ENF/PLANNING BD			
0200 TELEPHONE	750.00	750.00	700.00
0205 SUPPLIES	500.00	500.00	500.00
0207 DUES/SUBSCRIPTIONS	150.00	150.00	150.00

Custom Budget Report

Expense

	2025 Manager	2025 Initial	2024 Budget
Dept: 5075 CODE ENF/PLANNING BD CONT'D			
0208 STAFF TRAINING	750.00	750.00	750.00
0210 MILEAGE/EXPENSE REIM	1,500.00	1,500.00	1,500.00
0213 CONTRACTED SERVICES	5,000.00	5,000.00	5,000.00
Contract Planner			
1007 CODE ENFORCEMENT	45,000.00	45,000.00	45,000.00
Increasing wages to allow for increase in summer hours.			
7010 PAYROLL TAXES	3,500.00	3,500.00	3,500.00
CODE ENF/PLANNING BD	57,150.00	57,150.00	57,100.00
Dept: 5200 TOWN INSURANCES			
0103 PROPERTY & CASUALTY	34,000.00	34,000.00	32,250.00
Estimated 5 percent increase. Had a full review this year and building costs will be likely increasing			
0106 WORKERS COMPENSATION	27,500.00	27,500.00	25,000.00
Placeholder. Potential increase due to additional staff and wage increases			
0303 VOLUNTEER	100.00	100.00	100.00
Insurance for volunteer Town positions			
7041 PAID FAMILY MEDICAL LEAVE	7,500.00	0.00	0.00
1 PERCENT OF ALL WAGES FOR STAFF AND VOLUNTEER PUBLIC SAFETY PERSONNEL			
TOWN INSURANCES	69,100.00	61,600.00	57,350.00
Dept: 5300 TOWN OFFICE MAINT/SUPP			
0200 TELEPHONE	2,500.00	2,500.00	2,500.00
Landline and admin/clerk cellphones			
0201 ELECTRICITY	4,000.00	4,000.00	5,000.00
0203 FUEL & GAS	6,000.00	6,000.00	6,000.00
0204 REPAIRS	2,500.00	2,500.00	2,500.00
0205 SUPPLIES	5,000.00	5,000.00	4,000.00
0206 JANITORIAL	8,800.00	8,800.00	3,500.00
Contractor increase			
0207 DUES/SUBSCRIPTIONS	1,000.00	1,000.00	1,000.00
0208 STAFF TRAINING	2,000.00	2,000.00	2,000.00
0209 POSTAGE	3,500.00	3,500.00	3,000.00
Increased to reflect postage rates			
0212 INSPECTIONS	1,500.00	1,500.00	1,500.00

Custom Budget Report

Expense

	2025 Manager	2025 Initial	2024 Budget
Dept: 5300 TOWN OFFICE MAINT/SUPP CONT'D			
0213 CONTRACTED SERVICES	6,000.00	6,000.00	4,000.00
Copier & postage machine leases and maintenance agreements			
TOWN OFFICE MAINT/SUPP	42,800.00	42,800.00	35,000.00
Dept: 5350 ELECTION/TOWN MEETING			
0198 FOOD	400.00	400.00	300.00
Supper for election workers (they bring their own lunch)			
0205 SUPPLIES	200.00	200.00	100.00
Cost for copying forms and materials for reports.			
0209 POSTAGE	1,200.00	1,200.00	1,500.00
Absentee ballots and report postage			
0213 CONTRACTED SERVICES	4,850.00	4,850.00	3,250.00
1250 TM Sound & Gym Rental (increase for sound)			
3600 Town Reports (400 reports)			
0215 EQUIPMENT & TOOLS	1,000.00	1,000.00	700.00
Tabulator Coding. There has been no cost for renting a second tabulator but that could change.			
0217 ADVERTISING	250.00	250.00	200.00
Town Meeting advertising			
1011 ELECTION CLERKS	3,500.00	3,500.00	5,650.00
Annual Town Election and Meeting; June & November referendums. Leaving flat for potential RSU elections.			
1012 MODERATOR	300.00	300.00	300.00
Going with Mr. Greenwood again in 2025 for TM			
7010 PAYROLL TAXES	300.00	300.00	0.00
ELECTION/TOWN MEETING	12,000.00	12,000.00	12,000.00
Dept: 5400 CEMETERY MAINT. RESERVE			
0001 APPROPRIATED AMOUNT	10,000.00	10,000.00	10,000.00
Continuing drainage, fencing and cremation projects.			
CEMETERY MAINT. RESERVE	10,000.00	10,000.00	10,000.00
Dept: 5650 RECREATION DEPT RESERVE			

Custom Budget Report

Expense

	2025 Manager	2025 Initial	2024 Budget
Dept: 5650 RECREATION DEPT RESERVE			
0001 APPROPRIATED AMOUNT	5,000.00	5,000.00	5,000.00
Will also have a carryforward request.			
RECREATION DEPT RESERVE	5,000.00	5,000.00	5,000.00
Dept: 6200 COMMON RDS			
0205 SUPPLIES	6,000.00	6,000.00	5,800.00
Uniforms			
0208 STAFF TRAINING	1,000.00	1,000.00	1,000.00
0213 CONTRACTED SERVICES	60,000.00	60,000.00	40,000.00
Striping, roadside mowing, tree work and flaggers.			
0300 LABOR	190,000.00	190,000.00	175,000.00
0401 TESTING	400.00	400.00	400.00
0404 MATERIALS	60,000.00	60,000.00	40,000.00
Increase due to large culverts on Marston Hill Road and materials as well			
0405 TRUCKS & EQUIPMENT	20,000.00	20,000.00	13,500.00
Excavator and roller for road work scheduled for Marston Hill Road. This is a large scale project and equipment will be needed for a longer duration.			
7010 PAYROLL TAXES	14,600.00	14,600.00	12,500.00
COMMON RDS	352,000.00	352,000.00	288,200.00
Dept: 6300 PAVINGS RDS			
0213 CONTRACTED SERVICES	309,804.00	309,804.00	310,756.00
LRAP is 75,196			
0404 MATERIALS	25,000.00	25,000.00	25,000.00
PAVINGS RDS	334,804.00	334,804.00	335,756.00
Dept: 6400 WINTER RDS			
0205 SUPPLIES	15,000.00	15,000.00	15,000.00
Increase for cutting edges			
0213 CONTRACTED SERVICES	75,000.00	75,000.00	70,000.00
0300 LABOR	160,000.00	160,000.00	150,000.00
Increase due to cost of living increase			
0404 MATERIALS	8,600.00	8,600.00	8,600.00
Tarp for sand pile			
0406 SALT	82,000.00	82,000.00	82,000.00
Estimating @ \$80/ton.			

Custom Budget Report

Expense

	2025 Manager	2025 Initial	2024 Budget
Dept: 6400 WINTER RDS CONT'D			
0407 SAND	44,000.00	44,000.00	44,000.00
Estimating @ \$11/ cu. yd			
7010 PAYROLL TAXES	12,500.00	12,500.00	11,500.00
WINTER RDS	397,100.00	397,100.00	381,100.00
Dept: 6500 HIGHWAY EQUIP REPAIR			
0203 FUEL & GAS	38,000.00	38,000.00	38,000.00
Diesel and gas for equipment			
0204 REPAIRS	50,000.00	33,000.00	33,000.00
Known repairs to the loader, 1,000 hour service to backhoe, and 1-ton as well as budgeted unknowns			
0205 SUPPLIES	9,000.00	9,000.00	9,000.00
0213 CONTRACTED SERVICES	8,000.00	8,000.00	6,000.00
Increase in truck repairs by dealer due to pricing			
HIGHWAY EQUIP REPAIR	105,000.00	88,000.00	86,000.00
Dept: 6670 2024 3/4 TON PICK-UP TRUCK			
0214 PRINCIPAL PAYMENTS	0.00	0.00	15,000.00
Paid off			
2024 3/4 TON PICK-UP TRUCK	0.00	0.00	15,000.00
Dept: 6679 2024 PLOW TRUCK PURCHASE			
0214 PRINCIPAL PAYMENTS	0.00	0.00	71,000.00
Moved to debt services			
2024 PLOW TRUCK PURCHASE	0.00	0.00	71,000.00
Dept: 6700 TOWN GARAGE			
0200 TELEPHONE	700.00	700.00	650.00
Cellphone only			
0201 ELECTRICITY	4,500.00	4,500.00	4,000.00
0203 FUEL & GAS	6,000.00	6,000.00	6,000.00
0204 REPAIRS	6,400.00	6,400.00	2,400.00
Roofing (shingles) needs to be repaired			
0205 SUPPLIES	3,000.00	3,000.00	3,000.00
0206 JANITORIAL	1,200.00	1,200.00	500.00
0212 INSPECTIONS	400.00	400.00	400.00
Fire extinguisher inspections			

Custom Budget Report

Expense

	2025 Manager	2025 Initial	2024 Budget
Dept: 6700 TOWN GARAGE CONT'D			
0213 CONTRACTED SERVICES	550.00	550.00	0.00
TOWN GARAGE	22,750.00	22,750.00	16,950.00
Dept: 7000 SOLID WASTE CONTRACT			
0205 SUPPLIES	600.00	600.00	600.00
Dump Stickers			
0213 CONTRACTED SERVICES	62,000.00	62,000.00	62,000.00
Estimate based on 1300 tons at \$47/ton			
0225 ENVIRONMENTAL HHW	2,500.00	2,500.00	2,500.00
Participation in AVCOG's HHW Depots			
SOLID WASTE CONTRACT	65,100.00	65,100.00	65,100.00
Dept: 7200 GENERAL ASSISTANCE			
0001 APPROPRIATED AMOUNT	2,000.00	2,000.00	2,000.00
GENERAL ASSISTANCE	2,000.00	2,000.00	2,000.00
Dept: 7400 STREET LIGHTS			
0201 ELECTRICITY	3,000.00	3,000.00	3,000.00
STREET LIGHTS	3,000.00	3,000.00	3,000.00
Dept: 7700 LEGAL FEES			
0213 CONTRACTED SERVICES	10,000.00	10,000.00	10,000.00
Ongoing legal matters			
LEGAL FEES	10,000.00	10,000.00	10,000.00
Dept: 7810 MMA DUES			
0207 DUES/SUBSCRIPTIONS	4,000.00	4,000.00	4,000.00
Estimated increase. PLACEHOLDER			
MMA DUES	4,000.00	4,000.00	4,000.00
Dept: 7820 AVCOG DUES			
0207 DUES/SUBSCRIPTIONS	4,200.00	4,200.00	4,200.00
Estimated increase. PLACEHOLDER			
AVCOG DUES	4,200.00	4,200.00	4,200.00
Dept: 8000 INTERDEPARTMENT			
0210 MILEAGE/EXPENSE REIM	250.00	250.00	1,000.00
0213 CONTRACTED SERVICES	5,000.00	5,000.00	5,000.00
Payroll fees for all town departments			
0217 ADVERTISING	1,500.00	1,500.00	2,500.00
MCN & PH advertising			

Custom Budget Report

Expense

	2025 Manager	2025 Initial	2024 Budget
Dept: 8000 INTERDEPARTMENT CONT'D			
0501 DEED TRANSFERS	300.00	300.00	500.00
0502 LIENS	1,000.00	1,000.00	1,000.00
INTERDEPARTMENT	8,050.00	8,050.00	10,000.00
Dept: 8025 IT SERVICES			
0199 INTERNET	1,500.00	1,500.00	1,500.00
0200 TELEPHONE	3,300.00	3,300.00	3,300.00
VOIP			
0202 COMPUTER HARDWARE	2,000.00	2,000.00	2,000.00
0205 SUPPLIES	2,000.00	2,000.00	2,000.00
0213 CONTRACTED SERVICES	24,000.00	24,000.00	15,000.00
Increase due to a full year at the contract rate			
0218 SOFTWARE LICENSING	3,000.00	3,000.00	6,000.00
Back up services, Microsoft 365, website, licensing			
IT SERVICES	35,800.00	35,800.00	29,800.00
Dept: 8026 TRIO			
0213 CONTRACTED SERVICES	11,000.00	11,000.00	10,020.00
PLACEHOLDER			
TRIO	11,000.00	11,000.00	10,020.00
Dept: 8210 HUMANE SOCIETY(ANNUAL)			
0213 CONTRACTED SERVICES	4,100.00	4,100.00	3,928.00
PLACEHOLDER			
HUMANE SOCIETY(ANNUAL)	4,100.00	4,100.00	3,928.00
Dept: 8220 ANIMAL CONTROL OFFICER			
0210 MILEAGE/EXPENSE REIM	600.00	600.00	600.00
0300 LABOR	4,000.00	4,000.00	3,000.00
Increase for tenure			
7010 PAYROLL TAXES	250.00	250.00	250.00
ANIMAL CONTROL OFFICER	4,850.00	4,850.00	3,850.00
Dept: 9000 MINOT FIRE DEPT			
0195 EMPLOYEE APPRECIATION/ AWARDS	6,000.00	8,000.00	0.00
0196 ONBOARDING COST/ BG CHECK	6,200.00	6,200.00	5,000.00
Increased for new membership			
0198 FOOD	2,300.00	2,300.00	4,500.00

Custom Budget Report

Expense

	2025 Manager	2025 Initial	2024 Budget
Dept: 9000 MINOT FIRE DEPT CONT'D			
0200 TELEPHONE	1,600.00	1,600.00	1,200.00
Landline and cellphone			
0201 ELECTRICITY	5,000.00	5,000.00	5,000.00
0203 FUEL & GAS	12,000.00	12,000.00	10,000.00
0204 REPAIRS	13,000.00	13,000.00	10,500.00
0205 SUPPLIES	5,000.00	5,000.00	2,500.00
0207 DUES/SUBSCRIPTIONS	600.00	600.00	500.00
0208 STAFF TRAINING	20,000.00	20,000.00	3,500.00
0210 MILEAGE/EXPENSE REIM	200.00	200.00	200.00
0212 INSPECTIONS	1,000.00	1,000.00	1,000.00
0213 CONTRACTED SERVICES	2,500.00	2,500.00	2,500.00
0219 COUNTY DISPATCH	16,600.00	16,600.00	16,779.00
0221 RESCUE SUPPLIES	3,000.00	3,000.00	2,500.00
0223 APPARATUS SUPPLIES	10,000.00	10,000.00	7,500.00
0224 PERSONAL PROTECTIVE EQUIP	20,000.00	20,000.00	10,000.00
0226 BUILDING MAINTENANCE	2,500.00	2,500.00	2,500.00
0301 CALL MEMBER PAY FOR RESPONSES	22,000.00	22,000.00	20,000.00
0302 PER DIEMS	45,500.00	45,500.00	20,000.00
0401 TESTING	7,000.00	7,000.00	7,000.00
1014 FIRE CHIEF	60,770.00	60,770.00	60,000.00
7010 PAYROLL TAXES	9,850.00	9,850.00	7,650.00
Includes taxes for Fire Chief position			
MINOT FIRE DEPT	272,620.00	274,620.00	200,329.00
Dept: 9001 NEW FORESTRY/SQUAD VEHICLE			
0605 FD VEHICLE ACQUISITION	25,000.00	25,000.00	0.00
NEW FORESTRY/SQUAD VEHICLE	25,000.00	25,000.00	0.00
Dept: 9600 DEBT SERVICE			
0600 INTEREST	8,255.00	8,255.00	2,435.00
0602 2023 PLOW TRUCK	0.00	0.00	43,928.00
0608 PRINCIPAL PMTS 2024 PLOW TRUCK	62,585.00	62,585.00	0.00
Payment 2 of 3			
DEBT SERVICE	70,840.00	70,840.00	46,363.00
Expense Totals:	2,463,034.00	2,440,534.00	2,256,131.00



TOWN OF MINOT

329 Woodman Hill Road
Minot, Maine 04258-0329

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

Clerk's Report

November 25, 2024


Sara A. Farris - Clerk

Hello Selectmen,

Updates:

Board of Appeals & Planning Board:

The Planning Board will start working on ordinances at their December meeting.

Nomination Papers

Nomination Papers are available and due back 12/30/2024 at 4 pm.

Bill and Danny are up for Selectmen and Steve Holbrook and Sarah Robinson are up for the RSU.

Inland Fisheries & Wildlife:

Boat Excise YTD: \$ 3,728.00

November IF&W

0 Boats

0 done online for November.

7 Snowmobiles

1 ATV

7 Game Licenses

The above amounts are as of 11/25/2024.

Vitals:

Vital Requests as of 11/12

Reported to State semi-annually.

Birth Certificates - 25

Death Certificates - 7

Marriage Certificate – 16

Marriage Intentions/ Licenses - 10

Dogs:

45 Dog Registrations done in November

The GAHS Pet Clinic went well, and we had about 5-6 Minot residents register their dogs.

Building/ Plumbing Permits for 2024:

Building Permits:

New Home	12
Garage	12
Addition	3
Remodel	16
Shed	6
Porch/ deck	5
Pool	4
Solar Panels	8
Demo Permits	7
Camping Permits	2

As of November 25, 2024

Plumbing Permits:

Internal	28
Septic	19

As of November 25, 2024

Real Estate Taxes:

2022 taxes - \$ 2,798.30 for 5 accounts

- *45-Day Notices will be mailed on 12/11/2024*
- *Foreclosure 1/27/2025*

2023 taxes - \$ 28,293.85 for 19 accounts

2024 taxes - \$ 2,955,366.75 for 1073 accounts

- *Due 12/16/2024 interest at 8.5 % starting 12/17/2024*

2025 prepayments – \$ 2,466.38 for 4 accounts

Total owed: \$ 2,986,458.90

- \$ 238,529.56

Personal Property Taxes:

2023 - \$968.99 on 3 accounts

2024 - \$12,132.55 on 16 accounts

2025 prepayments - \$1.00 on 1 account

2024 RE & PP %

\$ 3,803,780.59 = total of RE & PP Taxes committed

\$ 856,032.63 = total of RE & PP Taxes paid as of 11/25/2024

22.5% of 2024 taxes paid as of 11/25/2024

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	\$76,488.98	+ \$ 17,292.15
MAY	\$64,848.92	\$74,257.14	\$83,538.89	+ \$ 9,281.72
JUNE	\$92,120.11	\$70,938.58	\$74,819.34	+ \$ 3,880.76
JULY	\$63,394.65	\$57,419.67	\$72,889.97	+ \$ 15,470.30
AUG.	\$65,209.36	\$79,431.44	\$79,217.28	- \$ 214.16
SEPT.	\$69,727.87	\$66,921.22	\$64,758.99	- \$ 2,162.23
OCT.	\$54,012.11	\$67,752.92	\$72,613.20	+ \$ 4,860.28
NOV.	\$50,624.95	\$52,230.54	\$39,496.82	- \$ 12,733.72
DEC.	\$45,564.33	\$43,334.63		
TOTAL	\$ 715,719.57	\$ 735,871.13	\$ 721,183.74	- \$ 14,687.39



INTEROFFICE MEMO

To: Board of Selectmen

CC: Danielle Loring, Town Administrator

From: Scott Parker, Highway Director

RE: Highway Department (11/11– 11/24/2024)

We have taken delivery of the new plow truck and have been going over it making sure it's ready for winter. The crew has also been cleaning cemeteries, and we are now back on our winter schedule 7am to 3:30pm, Monday-Friday.



Minot Fire-Rescue Department
329 Woodman Hill Rd
Minot, ME 04258



Jeffrey Burt
Fire Chief



Select board meeting department update
November 25, 2024
Minot Fire / Rescue Department
Chief Jeff Burt

Calls for service: 7 fire / 13 medical (20 total)

Old business:

- E1 has returned with new front tires and an alignment
- E8 has returned, pump has been repaired
- SCBA bottles and packs are in service

New business:

- Annual pump testing was completed, awaiting performance report; all trucks passed. E-8 will need a leaking discharge repair
- I and other department heads are working diligently for the upcoming BLS inspection to include records, policies, etc. are being worked on
- Upcoming FEMA grant for portable radios
- Welcomed multiple new members to the department
- Per-diem expectations almost concluded
- Budget updates completed in compliance with the recommendations
- At this point, I intend to move forward with the brush truck option; there were some

potential challenges with the command vehicle

Thank you for your time and consideration.

Respectfully submitted

~ Chief Jeff Burt

Expense detail report

WARRANT #24

11/25/2024

ACCOUNT-----	DATE	JRNL	DESC---	VENDOR-----	CURRENT BUDGET	DEBITS	CREDITS	UNEXPENDED BALANCE
2500 - AUDIT SERVIC					8,650.00	0.00	0.00	8,650.00
0213 - CONTRAC SVCS					8,650.00	6,460.00	0.00	2,190.00
			Department..		8,650.00	6,460.00	0.00	2,190.00
2550 - ASSESS CONTR					27,400.00	0.00	0.00	27,400.00
0213 - CONTRAC SVCS					27,400.00	4,000.00	0.00	23,400.00
			Department..		27,400.00	4,000.00	0.00	23,400.00
3050 - SNOMBL REFD					0.00	0.00	0.00	0.00
0001 - APPROPRIATED					0.00	0.00	1,343.86	1,343.86
0197 - REIMBURS.					0.00	1,343.86	0.00	-1,343.86
			Department..		0.00	1,343.86	1,343.86	0.00
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
0012 - DONATIONS					0.00	0.00	650.00	650.00
0198 - FOOD					0.00	1,283.85	0.00	-1,283.85
0201 - ELECTRICITY					0.00	324.99	0.00	-324.99
0205 - SUPPLIES					0.00	425.80	0.00	-425.80
			Department..		8,160.59	2,034.64	650.00	6,775.95
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)					4,147.69	0.00	0.00	4,147.69
0197 - REIMBURS.					0.00	0.00	8,408.07	8,408.07
0207 - DUES/SUBSCR					0.00	233.60	0.00	-233.60
0209 - POSTAGE					0.00	15.05	0.00	-15.05
0300 - LABOR					0.00	900.00	0.00	-900.00
0401 - TESTING					0.00	380.00	0.00	-380.00
7010 - PAYROLL TAX					0.00	76.50	0.00	-76.50
			Department..		4,147.69	1,605.15	8,408.07	10,950.61
5000 - OFF SALARIES					435,035.00	0.00	0.00	435,035.00
1001 - CLK/TAX COLL					56,375.00	50,791.50	0.00	5,583.50
1002 - DEP CLERK					75,000.00	61,566.35	0.00	13,433.65
1003 - ADMINISTRAT					76,000.00	67,769.35	0.00	8,230.65

Expense detail report
ALL Accounts
ALL Months

ACCOUNT-----	DATE	JRNL	DESC---	VENDOR-----	CURRENT BUDGET	DEBITS	CREDITS	UNEXPENDED BALANCE
5000 - OFF SALARIES CONT'D								
1004 - SELECTMEN					8,000.00	8,150.00	0.00	-150.00
1005 - ASSESSORS					150.00	0.00	0.00	150.00
7010 - PAYROLL TAX					17,000.00	13,742.65	0.00	3,257.35
7020 - HLTH INSUR					184,500.00	187,388.80	22,524.57	19,635.77
7021 - VISION INS					0.00	1,366.38	1,231.34	-135.04
7025 - DENTAL INSUR					5,600.00	11,610.34	5,795.10	-215.24
7030 - SIMPLE IRA					10,410.00	8,329.47	0.00	2,080.53
7035 - AFLAC					0.00	533.28	569.64	36.36
7040 - UNEMPLOYMENT					2,000.00	0.00	179.00	2,179.00
			Department..		435,035.00	411,248.12	30,299.65	54,086.53
5075 - CODE ENF/PLA					57,100.00	0.00	0.00	57,100.00
0200 - TELEPHONE								
0205 - SUPPLIES					700.00	701.26	0.00	-1.26
0207 - DUES/SUBSCR					500.00	100.00	0.00	400.00
0208 - STAFF TRAINING					150.00	0.00	0.00	150.00
0210 - MLG/EXP REIM					750.00	800.00	0.00	-50.00
0213 - CONTRAC SVCS					1,500.00	1,137.52	0.00	362.48
0217 - ADVERTISING					5,000.00	2,707.24	0.00	2,292.76
1007 - CODE ENFORCE					0.00	335.68	150.00	-185.68
1016 - ADDRESSING					45,000.00	31,361.19	0.00	13,638.81
7010 - PAYROLL TAX					0.00	100.00	0.00	-100.00
			Department..		3,500.00	2,690.42	0.00	809.58
5100 - T-O RESERVE					57,100.00	39,933.31	150.00	17,316.69
0002 - (CARRY FWD)					0.00	0.00	0.00	0.00
			Department..		73.03	0.00	0.00	73.03
					73.03	0.00	0.00	73.03
5200 - TOWN INSUR								
0103 - PROP/CASULTY					57,950.00	0.00	0.00	57,950.00
0106 - WORKERS COMP					32,250.00	32,266.00	1,375.00	1,359.00
0301 - CALL MEMBER					25,000.00	25,408.00	901.00	493.00
0303 - VOLUNTEER					600.00	952.00	0.00	-352.00
			Department..		100.00	70.00	0.00	30.00
					57,950.00	58,696.00	2,276.00	1,530.00
5300 - T-O MAINT					35,000.00	0.00	0.00	35,000.00

Expense detail report
ALL Accounts
ALL Months

ACCOUNT-----	DATE	JRNL	DESC---	VENDOR-----	CURRENT BUDGET	DEBITS	CREDITS	UNEXPENDED BALANCE
5300 - T-O MAINT CONTD								
0198 - FOOD					0.00	51.92	0.00	-51.92
0200 - TELEPHONE					2,500.00	2,417.58	39.00	121.42
0201 - ELECTRICITY					5,000.00	3,132.44	0.00	1,867.56
0203 - FUEL & GAS					6,000.00	4,154.01	0.00	1,845.99
0204 - REPAIRS					2,500.00	764.97	0.00	1,735.03
0205 - SUPPLIES					4,000.00	8,355.66	0.00	-4,355.66
0206 - JANITORIAL					3,500.00	4,600.00	0.00	-1,100.00
0207 - DUES/SUBSCR					1,000.00	549.00	0.00	451.00
0208 - STAFF TRAINING					2,000.00	1,410.00	0.00	590.00
0209 - POSTAGE					3,000.00	4,747.16	648.89	-1,098.27
0210 - MLG/EXP REIM					0.00	276.72	180.00	-96.72
0212 - INSPECTIONS					1,500.00	795.00	0.00	705.00
0213 - CONTRAC SVCS					4,000.00	5,846.57	0.00	-1,846.57
0401 - TESTING					0.00	304.20	0.00	-304.20
0403 - SECURITY					0.00	29.99	0.00	-29.99
			Department..		35,000.00	37,435.22	867.89	-1,567.33
5350 - ELECT/MEET								
0198 - FOOD					12,000.00	0.00	0.00	12,000.00
0205 - SUPPLIES					300.00	330.44	151.00	120.56
0209 - POSTAGE					100.00	0.00	108.00	208.00
0213 - CONTRAC SVCS					1,500.00	284.36	40.02	1,255.66
0215 - EQUIPMENT					3,250.00	3,568.67	650.22	331.55
0217 - ADVERTISING					700.00	0.00	0.00	700.00
1011 - ELEC CLERKS					200.00	0.00	0.00	200.00
1012 - MODERATOR					5,650.00	4,038.75	2,376.90	3,988.15
7010 - PAYROLL TAX					300.00	250.00	0.00	50.00
			Department..		0.00	63.98	0.00	-63.98
			Department..		12,000.00	8,536.20	3,326.14	6,789.94
5400 - CEMETERY MAI								
0001 - APPROPRIATED					10,000.00	0.00	0.00	10,000.00
0002 - (CARRY FWD)					10,000.00	0.00	0.00	10,000.00
0197 - REIMBURS.					11,006.74	0.00	0.00	11,006.74
0205 - SUPPLIES					0.00	0.00	1,300.00	1,300.00
					0.00	2,510.69	0.00	-2,510.69

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5400 - CEMETERY MAI CONT'D								
0208 - STAFF TRAING					0.00	200.00	0.00	-200.00
0213 - CONTRAC SVCS					0.00	23,222.50	5,300.00	-17,922.50
0218 - SOFTWARE LIC					0.00	385.00	0.00	-385.00
			Department..		21,006.74	26,318.19	6,600.00	1,288.55
					5,000.00	0.00	0.00	5,000.00
5650 - REC. DEPT RE								
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	924.87	0.00	-924.87
0205 - SUPPLIES					0.00	238.95	0.00	-238.95
0213 - CONTRAC SVCS					0.00	7,109.16	0.00	-7,109.16
			Department..		8,143.00	8,272.98	5,081.50	4,951.52
					288,200.00	0.00	0.00	288,200.00
6200 - COMMON RDS								
0205 - SUPPLIES					5,800.00	4,554.51	0.00	1,245.49
0208 - STAFF TRAING					1,000.00	0.00	0.00	1,000.00
0213 - CONTRAC SVCS					40,000.00	33,254.20	0.00	6,745.80
0300 - LABOR					175,000.00	152,590.25	15,347.46	37,757.21
0401 - TESTING					400.00	274.00	0.00	126.00
0404 - MATERIALS					40,000.00	27,104.34	1,792.50	14,688.16
0405 - TRUCKS- EQUI					13,500.00	15,130.50	0.00	-1,630.50
7010 - PAYROLL TAX					12,500.00	10,856.07	1,124.55	2,768.48
			Department..		288,200.00	243,763.87	18,264.51	62,700.64
					335,756.00	0.00	0.00	335,756.00
6300 - PAVINGS RDS								
0002 - (CARRY FWD)					74,244.00	0.00	0.00	74,244.00
0213 - CONTRAC SVCS					310,756.00	288,609.87	0.00	22,146.13
0404 - MATERIALS					25,000.00	17,224.95	0.00	7,775.05
			Department..		410,000.00	305,834.82	0.00	104,165.18
					381,100.00	0.00	0.00	381,100.00
6400 - WINTER RDS								
0205 - SUPPLIES					15,000.00	9,965.43	0.00	5,034.57
0213 - CONTRAC SVCS					70,000.00	64,851.67	0.00	5,148.33
0300 - LABOR					150,000.00	84,677.44	0.00	65,322.56
0404 - MATERIALS					8,600.00	7,336.55	0.00	1,263.45

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6400 - WINTER RDS CONT'D								
0406 - SALT					82,000.00	74,776.51	0.00	7,223.49
0407 - SAND					44,000.00	32,308.00	0.00	11,692.00
7010 - PAYROLL TAX					11,500.00	6,106.34	0.00	5,393.66
			Department..		381,100.00	280,021.94	0.00	101,078.06
6500 - HWY EQ REP.								
0203 - FUEL & GAS					38,000.00	21,766.42	1,068.21	17,301.79
0204 - REPAIRS					33,000.00	49,269.53	10,575.00	-5,694.53
0205 - SUPPLIES					9,000.00	8,717.30	98.97	381.67
0213 - CONTRAC SVCS					6,000.00	11,094.63	0.00	-5,094.63
0406 - SALT					0.00	0.00	0.00	0.00
			Department..		86,000.00	90,847.88	11,742.18	6,894.30
6600 - HWAY CAP EQ								
0002 - (CARRY FWD)					23,575.80	0.00	0.00	23,575.80
0205 - SUPPLIES					0.00	915.00	0.00	-915.00
0213 - CONTRAC SVCS					0.00	0.00	261.17	261.17
0214 - PRINCIP PMTS					0.00	20,809.20	0.00	-20,809.20
			Department..		23,575.80	21,724.20	261.17	2,112.77
6670 - 2024 PICK-UP								
0214 - PRINCIP PMTS					15,000.00	0.00	0.00	15,000.00
			Department..		15,000.00	15,000.00	0.00	0.00
6679 - 2024 PLOW TR								
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								
0200 - TELEPHONE					650.00	668.71	193.28	174.57
0201 - ELECTRICITY					4,000.00	3,746.00	740.95	994.95
0203 - FUEL & GAS					6,000.00	2,219.62	0.00	3,780.38
0204 - REPAIRS					2,400.00	1,085.16	0.00	1,314.84
0205 - SUPPLIES					3,000.00	3,530.04	0.00	-530.04
0206 - JANITORIAL					500.00	800.00	0.00	-300.00
0212 - INSPECTIONS					400.00	376.15	0.00	23.85
0213 - CONTRAC SVCS					0.00	450.00	0.00	-450.00

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6700 - TOWN GARAGE CONT'D								
0401 - TESTING			Department..		0.00	0.00	0.00	0.00
					16,950.00	12,875.68	934.23	5,008.55
7000 - SOLID WASTE								
0205 - SUPPLIES			Department..		600.00	575.05	0.00	24.95
0213 - CONTRAC SVCS					62,000.00	45,451.99	0.00	16,548.01
0225 - ENVIRON HHW			Department..		2,500.00	714.00	0.00	1,786.00
					65,100.00	46,741.04	0.00	18,358.96
7100 - COMM DAY RES								
0002 - (CARRY FWD)			Department..		694.45	0.00	0.00	694.45
0012 - DONATIONS					0.00	0.00	225.00	225.00
					694.45	0.00	225.00	919.45
7200 - GENL ASSIST								
0001 - APPROPRIATED			Department..		2,000.00	0.00	0.00	2,000.00
0201 - ELECTRICITY					0.00	1,340.25	0.00	-1,340.25
0213 - CONTRAC SVCS					0.00	2,200.18	0.00	-2,200.18
0230 - RENT			Department..		0.00	695.00	0.00	-695.00
					2,000.00	4,235.43	0.00	-2,235.43
7300 - CONSER COMM								
0002 - (CARRY FWD)			Department..		100.00	0.00	0.00	100.00
					100.00	0.00	0.00	100.00
7400 - STREET LTS								
0201 - ELECTRICITY			Department..		3,000.00	2,870.99	0.00	129.01
					3,000.00	2,870.99	0.00	129.01
7700 - LEGAL FEES								
0213 - CONTRAC SVCS			Department..		10,000.00	4,532.69	0.00	5,467.31
7052 - BRIDGHAM			Department..		0.00	1,009.50	0.00	-1,009.50
					10,000.00	5,542.19	0.00	4,457.81
7810 - MMA DUES								
0207 - DUES/SUBSCR			Department..		4,000.00	3,822.00	0.00	178.00
					4,000.00	3,822.00	0.00	178.00
7820 - AVCOG DUES								
0207 - DUES/SUBSCR			Department..		4,200.00	0.00	0.00	4,200.00
					4,200.00	0.00	0.00	4,200.00

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7820 - AVCOG DUES CONT'D								
0213 - CONTRAC SVCS					0.00	4,191.35	0.00	-4,191.35
			Department..		4,200.00	4,191.35	0.00	8.65
7830 - BROADBAND					0.00	0.00	0.00	0.00
0001 - APPROPRIATED					-16,681.03	0.00	16,681.03	0.00
0002 - (CARRY FWD)					17,130.02	0.00	0.00	17,130.02
			Department..		448.99	0.00	16,681.03	17,130.02
7900 - COUNTY TAX					361,935.00	0.00	0.00	361,935.00
0213 - CONTRAC SVCS					361,935.00	361,935.00	0.00	0.00
			Department..		361,935.00	361,935.00	0.00	0.00
7950 - OVERLAY					0.00	0.00	0.00	0.00
0001 - APPROPRIATED					54,605.61	0.00	0.00	54,605.61
0900 - ABATEMENTS					0.00	498.00	0.00	-498.00
			Department..		54,605.61	498.00	0.00	54,107.61
8000 - INTERDEPT					10,000.00	0.00	0.00	10,000.00
0196 - ONBOARDING					0.00	177.13	0.00	-177.13
0198 - FOOD					0.00	627.76	0.00	-627.76
0199 - INTERNET					0.00	117.74	0.00	-117.74
0205 - SUPPLIES					0.00	151.17	0.00	-151.17
0207 - DUES/SUBSCR					0.00	55.00	0.00	-55.00
0210 - MLG/EXP REIM					1,000.00	82.82	0.00	917.18
0213 - CONTRAC SVCS					5,000.00	5,335.01	2.00	-333.01
0217 - ADVERTISING					2,500.00	945.74	90.00	1,644.26
0500 - PLAN BOARD					0.00	0.00	75.00	75.00
0501 - DEED TRANS					500.00	279.00	0.00	221.00
0502 - LIENS					1,000.00	928.90	0.00	71.10
			Department..		10,000.00	8,700.27	167.00	1,466.73
8025 - IT SERVICES					29,800.00	0.00	0.00	29,800.00
0199 - INTERNET					1,500.00	1,330.23	0.00	169.77
0200 - TELEPHONE					3,300.00	3,000.53	0.00	299.47
0202 - HARDWARE					2,000.00	3,346.47	0.00	-1,346.47
0205 - SUPPLIES					2,000.00	817.25	0.00	1,182.75
0212 - INSPECTIONS					0.00	792.00	0.00	-792.00

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8025 - IT SERVICES CONT'D								
0213 - CONTRAC SVCS					15,000.00	15,512.00	0.00	-512.00
0218 - SOFTWARE LIC					6,000.00	1,999.02	0.00	4,000.98
			Department..		29,800.00	26,797.50	0.00	3,002.50
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	4,011.00	0.00	-83.00
			Department..		3,928.00	4,011.00	0.00	-83.00
8220 - ANIMAL CTL					3,850.00	0.00	0.00	3,850.00
0210 - MLG/EXP REIM					600.00	641.03	0.00	-41.03
0300 - LABOR					3,000.00	2,250.00	0.00	750.00
7010 - PAYROLL TAX					250.00	172.14	0.00	77.86
			Department..		3,850.00	3,063.17	0.00	786.83
8600 - EDUCATION					0.00	0.00	0.00	0.00
0213 - CONTRAC SVCS					2,679,614.46	2,365,939.63	0.00	313,674.83
			Department..		2,679,614.46	2,365,939.63	0.00	313,674.83
9000 - MINOT FIRE					200,329.00	0.00	0.00	200,329.00
0195 - EMPLOYEE APP					0.00	1,433.00	0.00	-1,433.00
0196 - ONBOARDING					5,000.00	7,001.00	0.00	-2,001.00
0198 - FOOD					4,500.00	1,460.65	0.00	3,039.35
0200 - TELEPHONE					1,200.00	1,442.71	0.00	-242.71
0201 - ELECTRICITY					5,000.00	5,750.31	0.00	-750.31
0203 - FUEL & GAS					10,000.00	7,057.28	0.00	2,942.72
0204 - REPAIRS					10,500.00	18,626.99	0.00	-8,126.99
0205 - SUPPLIES					2,500.00	7,159.00	0.00	-4,659.00
0207 - DUES/SUBSCR					500.00	300.00	0.00	200.00
0208 - STAFF TRAINING					3,500.00	4,279.77	500.00	-279.77
0210 - MLG/EXP REIM					200.00	627.55	0.00	-427.55
0212 - INSPECTIONS					1,000.00	650.50	0.00	349.50
0213 - CONTRAC SVCS					2,500.00	1,136.50	0.00	1,363.50
0219 - DISPATCHING					16,779.00	15,904.50	0.00	874.50

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9000 - MINOT FIRE CONT'D									
0221 - RESCUE SUPP						2,500.00	3,797.88	108.09	-1,189.79
0223 - APP. SUPP.						7,500.00	6,269.57	0.00	1,230.43
0224 - PPE EQUIP						10,000.00	34,739.60	0.00	-24,739.60
0226 - BLDING MAINT						2,500.00	1,286.51	0.00	1,213.49
0301 - CALL MEMBER						20,000.00	19,574.72	0.00	425.28
0302 - PER DIEMS						20,000.00	14,744.37	0.00	5,255.63
0401 - TESTING						7,000.00	5,859.68	0.00	1,140.32
0405 - TRUCKS- EQUI						0.00	235.10	0.00	-235.10
1014 - FIRE CHIEF						60,000.00	28,532.34	0.00	31,467.66
7010 - PAYROLL TAX						7,650.00	4,781.84	0.00	2,868.16
				Department..		200,329.00	192,651.37	608.09	8,285.72
9200 - FIRE DEPT CP									
0002 - (CARRY FWD)						0.00	0.00	0.00	0.00
0215 - EQUIPMENT						4,531.39	3,625.00	0.00	-3,625.00
				Department..		4,531.39	3,625.00	0.00	906.39
9250 - FD APP RES									
0002 - (CARRY FWD)						520.58	0.00	0.00	520.58
0213 - CONTRAC SVCS						0.00	225.00	0.00	-225.00
				Department..		520.58	225.00	0.00	295.58
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
9400 - FEMA									
0213 - CONTRAC SVCS						0.00	750.00	0.00	-750.00
0250 - 2023 STORM						0.00	1,305.22	0.00	-1,305.22
				Department..		0.00	2,055.22	0.00	-2,055.22
9600 - DEBT SERVICE									
0197 - REIMBURS.						46,363.00	0.00	0.00	46,363.00
0214 - PRINCIP PMTS						0.00	0.00	326.17	326.17
0600 - INTEREST						0.00	43,928.41	0.00	-43,928.41
0602 - 2023 PLOW TR						43,928.00	2,434.24	0.00	0.76
				Department..		46,363.00	0.00	0.00	43,928.00
				Department..		46,363.00	46,362.65	326.17	326.52

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9900 - ARPA CONT'D					0.00	0.00	0.00	0.00
9900 - ARPA					0.00	810.00	0.00	-810.00
0202 - HARDWARE					0.00	5,410.00	0.00	-5,410.00
0213 - CONTRAC SVCS			Department..		0.00	6,220.00	0.00	-6,220.00
Final Totals					5,490,610.25	4,768,294.02	108,212.49	830,528.72