



Town of Minot Selectmen Epacket

December 9, 2024 at 6:30pm
Regular Meeting

Table of Contents

<i>Agenda</i>	<i>1</i>
<i>Minutes:</i>	
• <i>November 25, 2024 (Regular Meeting)</i>	<i>2</i>
<i>New Business</i>	
• <i>FY2025 Annual Appointments</i>	<i>14</i>
<i>Old Business</i>	
• <i>Final Planning Board Bylaws</i>	<i>47</i>
<i>Department Head Reports.</i>	
• <i>Clerks Report</i>	<i>51</i>
• <i>Highway Report</i>	<i>54</i>
 <i>Expense Detail Report</i>	 <i>55</i>



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, December 9, 2024
Agenda*

REGULAR MEETING

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
 - a. Monday, November 25, 2024 Meeting
4. Warrants
 - a. Payroll Expense Warrant
 - b. Treasurer's Warrant
5. New Business
 - a. Consideration of Approval of 2025 Annual Appointments
6. Old Business
 - a. Review and Discussion of Final Planning Board Bylaws
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, December 23, 2024 (Regular Meeting)
12. Adjournment



Town of Minot

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

Board of Selectmen Meeting

Minot Town Office

Monday, November 25th, 2024

6:30 pm

Minutes*

REGULAR MEETING

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

1. Call to Order

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

2. Pledge of Allegiance

Recited

3. Approval of Minutes

a. Tuesday, November 12th, 2024 – Regular Meeting

Motion: Brittany Hemond made a motion to approve the meeting minutes from November 12th, 2024; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

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

Board of Selectmen Meeting Minutes Dated November 25th 2024.

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

4. Warrants

a. Payroll Expense Warrant

b. Treasurer's Warrant

c. September & October Check Reconciliation

Motion: Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$33,351.94, the Treasurer's Warrant in the amount of \$557,988.35, and the September and October Check Reconciliation as presented; second by Lisa Cesare.

Discussion: Danielle explained that the paving and plow truck payment were included in the Treasurer's Warrant.

Vote: Unanimous Approval (5/0)

6. Department Head Updates

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

See attached report for more information.

Lisa Cesare asked if Chief Burt had a planned number in mind to move forward with if the original Fire Department budget amount was not approved by the residents/ voters on Town Meeting floor. She added that the goal is to not have to cut the budget, but she would like a plan of action so the Selectmen and Chief Burt are on the same page. Danielle added that if the original Fire Department budget amount is not approved it is the responsibility of the residents/ voters to create a motion and second with a new budget number. The passed budget is ultimately the one the Fire Department must work with. Chief Burt has gone over his budget as previously requested and looked at specific line items that could be decreased if needed.

Chief Burt has decided to move forward with purchasing the brush truck instead of a squad/ command vehicle as some potential challenges have been realized with the squad/ command vehicle in question. Chief Burt stated that the truck will need to be redone including but not limited to installing a pump, tank, service body, and lettering. Chief Burt was quoted \$17,600.00 from Messer for the service body but that quote could change between 3-5% by 2025. He is also working with Northeast to get a quote for the pump and tank. Chief Burt stated that the truck will be very useful for tree work with the increase in storms causing tree damage. Dean Campbell brought the truck with him to the meeting in case anyone

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Board of Selectmen Meeting Minutes Dated November 25th 2024.

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wanted to look at it. He stated that it is a 2017 Ford 3500 diesel dually with about 73,000 miles on it and is in great condition.

The Selectmen thanked Chief Burt and Dean Campbell for their time, and they left the meeting.

a. Clerks Report submitted and read by Clerk Sara Farris

See attached report for more information.

Sara Farris stated that there are 5 accounts for the 2022 taxes that will receive 45-Day Notices if left unpaid by 12/11/2024. She added that there has been some confusion with taxpayers thinking they will receive an amended bill since the 2024 tax bills are based off the 2nd RSU 16 Budget Meeting amount and not the actual amount that passed for the 3rd Budget Meeting and Election. William Perry suggested that this be a topic for the next County Connection article since this is the only bill taxpayers will be receiving. Sara added that taxpayers can make a monthly payment if they would like instead of paying the whole bill at once but that is not something the town has any control over. The Selectmen thought that should be added to the article as well.

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

See attached report for more information.

Danielle added that she worked with Woodbrey Consulting, the IT company, over the weekend and the Highway Department now has fiber, voice over IP, wireless access points, and keypad locks. The wireless access points will allow Scott to use the coding program installed on the Toughbook.

7. Town Administrator's Report Presented by Danielle Loring

- Danielle is working on BLS requirements with Department Heads in hopes of passing the BLS inspection on December 3rd. If the Town passes it will receive a reduction on workman's comp. Each Department has their SDS sheets compiled, and Danielle is working on creating policies for the Town as a whole and each Department as needed. Danielle is also working with Department Heads and staff to make sure they have received the required trainings.
- Danielle and Highway Supervisor Scott Parker met with Sebago Technics, and they have completed all the studies that were required for the Bucknam Bridge Road project. The road will be raised 2 ½ - 3 feet which should be

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Board of Selectmen Meeting Minutes Dated November 25th 2024.

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able to weather a 100 – 500-year storm. They also plan to straighten the road. Danielle will be looking into various grant opportunities to finish mitigation projects on Bucknam Bridge Road that the CRP (Community Resilience Program) grant will not cover.

- Brittany Hemond, Jordan De Vito, and staff have been working hard to put together 22 Thanksgiving baskets for residents in need, which were picked up by recipients today. The tags for the Giving Tree will be brought to the office tomorrow morning and placed on the tree. There are about 23 families receiving help this Christmas including 56 kids. Matthew Manson of Blackies Farm took 25 tags to cover 3 families. Village Trading Post and Slattery’s Hardware also have their Grinch jars out to collect donations.
- Next week is the beginning of December and starts the end of year winddown. The Office will be closing at Noon on 12/31 to complete the warrant and required processes for end of year.

5. New Business

a. Consideration of Approval of FY2025 Budget Recommendations for Town Meeting Warrant

Danielle provided the Selectmen with a draft warrant and an Expense Report.
See attached.

Articles 1 through 4 not discussed.

Article 5 The Selectmen are not allowed to vote on their salaries.

Articles 6 through 8 not discussed.

Article 9 Danielle explained that she does not have the carry forward numbers at this time.

Article 10 Danielle stated that the increases include 9% for insurance and the addition of MEPERS for the Fire Department. William Perry asked if any other employees had joined MEPERS and Danielle explained that it is only available to the Fire Department at this time.

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Board of Selectmen Meeting Minutes Dated November 25th 2024.

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

Motion: Lisa Cesare motioned to recommend **\$475,620.00** for **account 5000 Town Salaries and Benefits**; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

Danielle explained that the article regarding the Tax Levy Limit is no longer required.

Article 11 Danielle stated that the increase was due to janitorial and supply costs.

Motion: Lisa Cesare motioned to recommend **\$42,800.00** for **account 5300 Town Office Maintenance and Supplies**; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

Article 12 Daneille explained that the increase is due to contactor costs.

Motion: Lisa Cesare motioned to recommend **\$43,850.00** for **accounts 8000 and 8025 Interdepartment and IT Services**; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

William Perry asked if it would be beneficial to add the account numbers to the warrant. Danielle responded that it might cause some confusion, but it could be done if that is what the Selectmen wanted. No Decision was made.

Article 13 The original number that was presented on the draft warrant in the amount of 110,750 was incorrect based on the Expense Report and changed.

Motion: Lisa Cesare motioned to recommend **\$127,750.00** for **accounts 6500 and 6700 Operating Costs of the Town Garage and Equipment Repair**; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

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Board of Selectmen Meeting Minutes Dated November 25th 2024.

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- Article 14 Motion: Lisa Cesare motioned to recommend **appropriating \$410,000.00, raising \$334,804.00, and using \$75,196.00 from LRAP for Account 6300 Paving and Patching Roads**; second by Brittany Hemond
Discussion: None
Vote: Unanimous Approval (5/0)
- Article 15 Motion: Lisa Cesare motioned to recommend **\$397,100.00 for account 6400 Winter Roads**; second by Brittany Hemond.
Discussion: None
Vote: Unanimous Approval (5/0)
- Article 16 Motion: Lise Cesare motioned to recommend **\$352,000.00 for account 6200 Common Roads**; second by Brittany Hemond.
Discussion: None
Vote: Unanimous Approval (5/0)
- Article 17 The original number that was presented on the draft warrant in the amount of 274,620 was incorrect based on the Expense Report and changed. Danielle stated that the corrected amount reflects the 2,000 removed from employee appreciation at the Budget Meeting.
Motion: Lisa Cesare motioned to recommend **\$272,620.00 for account 9000 Minot Municipal Fire Department Including the Rescue Division**; second by Brittany Hemond.
Discussion: None
Vote: Unanimous Approval (5/0)
- Article 18 Lisa Cesare asked if there are any funds available to carry over and Danielle answered that there may be about \$7,000.00 in grants but that is it. Lisa Cesare asked for some clarification as to why Chief Burt has now chosen to move forward with the brush truck instead of a command vehicle as previously stated. Danielle answered that the availability of the command vehicle in consideration from the Town of Raymond was misrepresented.

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There was some confusion among the Selectmen as to the cost of the brush truck. Some heard Dean Campbell say at the meeting tonight that the truck was worth \$35,000.00 but would he would be willing to take \$10,000.00 off for the Town. This would bring the cost of purchase to \$25,000.00. Some thought the amount due for purchase would be \$15,000.00 based on previous conversations. Lisa Cesare was going to look back through the minutes and try to find some clarification. Danielle said she would get an answer from Mr. Campbell tomorrow. The recommendation for this article was tabled pending more information.

Article 19 Motion: Matthew Callahan motioned to recommend **\$70,840.00** for **account 9600 Principal Payments and Interest**; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

Article 20 Motion: Matthew Callahan motioned to recommend **\$28,400.00** for **account 2550 Contract Assessing & GIS Services**; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

Article 21 Motion: Brittany Hemond motioned to recommend **\$57,150.00** for **account 5075 Code Enforcement and Planning**; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

Article 22 Motion: Brittany Hemond motioned to recommend **\$8,650.00** for **account 2500 Annual Audit**; second by Matthew Callahan.

Discussion: None

Vote: Unanimous Approval (5/0)

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Board of Selectmen Meeting Minutes Dated November 25th 2024.

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

- Article 23 Motion: Matthew Callahan motioned to recommend **\$10,000.00 for account 7700 Legal Fees**; second by Brittany Hemond.
Discussion: None
Vote: Unanimous Approval (5/0)
- Article 24 The Selectmen skipped this Article as the County Tax amount was not provided at this time.
- Article 25 Motion: Lisa Cesare motioned to recommend **\$65,100.00 for account 7000 Solid Waste Disposal & Contracted Services**; second by William Perry.
Discussion: None
Vote: Unanimous Approval (5/0)
- Article 26 Motion: Lisa Cesare motioned to recommend **\$3,000.00 for account 7400 Street Lights**; second by Matthew Callahan.
Discussion: None
Vote: Unanimous Approval (5/0)
- Article 27 Motion: Lisa Cesare motioned to recommend **\$23,300.00 for account 7810 MMA Dues, 7820 AVCOG, 8026 Trio, and 8210 Humane Society**; second by Matthew Callahan.
Discussion: None
Vote: Unanimous Approval (5/0)
- Article 28 The original number that was presented on the draft warrant in the amount of 61,600 was incorrect based on the Expense Report and changed.
Motion: Lisa Cesare motioned to recommend **\$69,100.00 for account 5200 Town Insurance**; second by Brittany Hemond.
Discussion: None
Vote: Unanimous Approval (5/0)

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Board of Selectmen Meeting Minutes Dated November 25th 2024.

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

- Article 29 Motion: Brittany Hemond motioned to recommend **\$22,100.00 for account 4000 Library Services**; second by William Perry.
Discussion: None
Vote: Unanimous Approval (5/0)
- Article 30 Motion: Matthew Callahan motioned to recommend **\$4,850.00 for account 8220 Animal Control**; second by Lisa Cesare.
Discussion: None
Vote: Unanimous Approval (5/0)
- Article 31 Motion: Brittany Hemond motioned to recommend **\$2,000.00 for account 7200 General Assistance**; second by Lisa Cesare.
Discussion: None
Vote: Unanimous Approval (5/0)
- Article 32 Skipped as the number is not available at this time.
- Article 33 Motion: Lisa Cesare motioned to recommend **\$12,000.00 for account 5350 Elections and Annual Town Meeting**; second by Brittany Hemond.
Discussion: None
Vote: Unanimous Approval (5/0)
- Article 34 Motion: Matthew Callahan motioned to recommend **\$10,000.00 for account 5400 Minot Cemeteries**; second by William Perry.
Discussion: None
Vote: Approved (5/0)

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Board of Selectmen Meeting Minutes Dated November 25th 2024.

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Article 35 Danielle stated that Minot Hebron Athletic Association (MHAA) were not on board with the proposed portable light tower idea to fix the lighting issue at Memorial Field. They believe they are not a good option because they do not go high enough, they are too loud, and MHAA volunteers are not able to move them around before every game. Lisa Cesare asked if a possible reserve account or grant match should be considered. Brittany Hemond stated that she may have a contact that could help with obtaining new polls to replace the old ones. Danielle added that they would still need to have the poles installed and the light fixtures moved to the new poles. Danielle stated that the poles in their current condition are a safety hazard and will need to be replaced or taken down. Because this article may need to be increased the Board decided to table this discussion for now pending more information.

Article 36 Motion: Lisa Cesare motioned to recommend **\$0.00 for Article 36**; second by William Perry.
Discussion: The Selectmen agree that donations should be made by individuals if they would like, not the town.
Vote: Unanimous Approval (5/0)

Article 37 Not voted on by the Selectmen

Article 38 Staff is still waiting on the maximum interest rate from the State before selecting a due date and interest rate for the 2025 taxes.

Article 39 Motion: Lisa Cesare motioned to recommend **Article 39**; second by William Perry.
Discussion: None
Vote: Unanimous Approval (5/0)

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Board of Selectmen Meeting Minutes Dated November 25th 2024.

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

- Article 40 Motion: Matthew Callahan motioned to recommend **Article 40**;
second by Lisa Cesare.
Discussion: None
Vote: Unanimous Approval (5/0)
- Article 41 Motion: Matthew Callahan motioned to recommend **Article 41**;
second by Brittany Hemond.
Discussion: None
Vote: Unanimous Approval (5/0)
- Article 42 Not voted on by the Selectmen
- Article 43 Motion: Matthew Callahan motioned to recommend **Article 43**;
second by Brittany Hemond.
Discussion: None
Vote: Unanimous Approval (5/0)
- Articles 44 – 47 Not voted on by the Selectmen

8. Selectmen Comment

- Lisa Cesare asked what the current UFB (Undesignated Fund Balance) was at, and Brittany Hemond answered at about 1.2 million.
- There was some discussion on pending and potential legal matters that were previously discussed in executive sessions.
- Lisa Cesare stated that the Androscoggin County budget is looking at about a 9.9% increase. Lisa gave the Board an overview of the County budget.

9. Public Comment

None

10. Next Meeting Dates

- a. Monday, December 9th, 2024 – Regular Meeting**
Date acknowledged.

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Board of Selectmen Meeting Minutes Dated November 25th 2024.

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

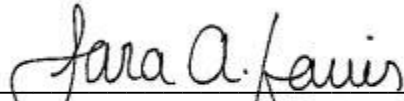
11. Adjournment

Motion: Matthew Callahan made the motion to adjourn at 8:05 pm; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 8:05 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 November 25th 2024.

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

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

SELECTMEN'S OFFICE

MUNICIPALITY OF MINOT

On January 1st, A.D. 2025.

To Scott Stuart

of Minot, in the County of Androscoggin.

and State of Maine. There being a vacancy in the position of Board of Appeals Alternate Member, the Selectmen of the Municipality of Town Of Minot do in accordance with the provisions of the laws of the State of Maine, hereby appoint you within and for the Municipality of the Town Of Minot, such appointment to be effective until December 31, 2027 (finishing Norma's original term).

Given under our hand this 9th day of December, 2024.

_____)
_____)
_____)
_____)
_____)

Selectmen
of
TOWN OF MINOT.

COUNTY OF ANDROSCOGGIN, ss.

December 9th 2024

Personally appeared the above named Scott Stuart who has been duly appointed by the Selectmen as a Board of Appeals Alternate Member in said Municipality, and took the oath necessary to qualify him/her to discharge said duties for the term specified above according to law, before me.

_____, Notary Public

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

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

SELECTMEN'S OFFICE

MUNICIPALITY OF MINOT

On January 1st, A.D. 2025.

To Robert Larrabee

of Oxford, in the County of Oxford.

and State of Maine. There being a vacancy in the position of Animal Control Officer

the Selectmen of the Municipality of Town Of Minot do in

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

for the Municipality of the Town Of Minot, such appointment to be effective until

December 31st, 2025.

Given under our hand this 9th day of December, 2024.

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Selectmen
of
TOWN OF MINOT.

COUNTY OF ANDROSCOGGIN, ss.

December 9th 2024

Personally appeared the above named Robert Larrabee
who has been duly appointed by the Selectmen as the Animal Control Officer
in said Municipality, and took the oath necessary to qualify him/her to discharge said duties for
the term specified above according to law, before me.

_____, Notary Public
Sara A. Farris

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

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

SELECTMEN'S OFFICE
MUNICIPALITY OF MINOT

On January 1st, A.D. 2025.

TO Brittany Hemond

of Minot, in the County of Androscoggin.

and State of Maine. There being a vacancy in the position of Deputy Health Officer
the Selectmen of the Municipality of TOWN OF MINOT do in accordance with the provisions
of the laws of the State of Maine, hereby appoint you within and for the Municipality of the
TOWN OF MINOT, such appointment to be effective until December 31st, 2025.

Given under our hand this 9th day of December, 2024.

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Selectmen
of
TOWN OF MINOT.

COUNTY OF ANDROSCOGGIN, ss.

December 9th 2024

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

_____, Notary Public
Sara A. Farris

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

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

SELECTMEN'S OFFICE
MUNICIPALITY OF MINOT

On January 1st, A.D. 2025.

to Matthew Garside

of New Gloucester, in the County of Cumberland.

and State of Maine. There being a vacancy in the position of Fair Hearing Authority

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

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

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

December 31st, 2025.

Given under our hand this 9th day of December, 2024.

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_____)
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_____)

Selectmen
of
TOWN OF MINOT.

COUNTY OF ANDROSCOGGIN, ss.

December 9th 2024

Personally appeared the above named Matthew Garside

who has been duly appointed by the Selectmen as the Fair Hearing Authority

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

the term specified above according to law, before me.

_____, Notary Public
Sara A. Farris

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

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

SELECTMEN'S OFFICE

MUNICIPALITY OF MINOT

On January 1st, A.D. 2025.

To Scott McElravy

of South Paris, in the County of Oxford.

and State of Maine. There being a vacancy in the position of Code Enforcement Officer and LPI

the Selectmen of the Municipality of Town Of Minot do in

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

for the Municipality of the Town Of Minot, such appointment to be effective until

December 31st, 2025.

Given under our hand this 9th day of December, 2024.

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Selectmen
of
TOWN OF MINOT.

COUNTY OF ANDROSCOGGIN, ss.

December 9th 2024

Personally appeared the above named Scott McElravy

who has been duly appointed by the Selectmen as the Code Enforcement Office and LPI

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

the term specified above according to law, before me.

_____, Notary Public
Sara A. Farris

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

CERTIFICATE OF APPOINTMENT

(Title 30, M.R.S.A. § 2253)

SELECTMEN'S OFFICE

MUNICIPALITY OF MINOT

On January 1st, A.D. 2025.

To Christopher Summers

of Paris, in the County of Oxford.

and State of Maine. There being a vacancy in the position of Alternate Code Enforcement Officer

& Alternate LPI the Selectmen of the Municipality of Town Of Minot do in

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

for the Municipality of the Town Of Minot, such appointment to be effective until

December 31st, 2025.

Given under our hand this 9th day of December, 2024.

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Selectmen
of
TOWN OF MINOT.

COUNTY OF ANDROSCOGGIN, ss.

December 9th 2024

Personally appeared the above named Christopher Summers

who has been duly appointed by the Selectmen as the Alternate Code Enforcement Officer &

Alternate LPI in said Municipality, and took the oath necessary to qualify him/her to discharge

said duties for the term specified above according to law, before me.

_____, Notary Public
Sara A. Farris

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

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

SELECTMEN'S OFFICE
MUNICIPALITY OF MINOT

On January 1st, A.D. 2025

to Jordan De Vito

of Oxford, in the County of Oxford

and State of Maine. There being a vacancy in the position of Deputy Tax Collector

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

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

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

December 31st, 2025

Given under our hand this 9th day of December, 2024.

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_____)
_____)
_____)

Selectmen
of
TOWN OF MINOT

COUNTY OF ANDROSCOGGIN, ss.

December 9th 2024

Personally appeared the above named Jordan De Vito

who has been duly appointed by the Selectmen as the Deputy Tax Collector

in said Municipality, and took the oath necessary to qualify him/her to discharge said duties for the term specified above according to law, before me.

_____, Notary Public
Sara A, Farris

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

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

SELECTMEN'S OFFICE
MUNICIPALITY OF MINOT

On January 1st, A.D. 2025

to Jordan De Vito

of Oxford, in the County of Oxford

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

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

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

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

December 31st, 2025.

Given under our hand this 9th day of December, 2024.

_____)
_____)
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_____)
_____)

Selectmen
of
TOWN OF MINOT

COUNTY OF ANDROSCOGGIN, ss.

December 9th 2024

Personally appeared the above named Jordan De Vito

who has been duly appointed by the Selectmen as the Deputy Clerk

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

the term specified above according to law, before me.

_____, Notary Public
Sara A. Farris

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

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

SELECTMEN'S OFFICE
MUNICIPALITY OF MINOT

On January 1st, A.D. 2025.

to Jordan De Vito

of Oxford, in the County of Oxford.

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

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

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

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

December 31st, 2025.

Given under our hand this 9th day of December, 2024.

_____)
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Selectmen
of
TOWN OF MINOT.

COUNTY OF ANDROSCOGGIN, ss.

December 9th 2024

Personally appeared the above named Jordan De Vito

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

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

the term specified above according to law, before me.

_____, Notary Public
Sara A. Farris

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

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

SELECTMEN'S OFFICE
MUNICIPALITY OF MINOT

On January 1st, A.D. 2025
to Alexandria Richardson
of Oxford, in the County of Oxford
and State of Maine. There being a vacancy in the position of Deputy Tax Collector
the Selectmen of the Municipality of TOWN OF MINOT do in accordance with the
provisions of the laws of the State of Maine, hereby appoint you within and
for the Municipality of the TOWN OF MINOT, such appointment to be effective until
December 31st, 2025.

Given under our hand this 9th day of December, 2024.

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Selectmen
of
TOWN OF MINOT

COUNTY OF ANDROSCOGGIN, ss.

December 9th 2024

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

_____, Notary Public
Sara A, Farris

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

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

SELECTMEN'S OFFICE
MUNICIPALITY OF MINOT

On January 1st, A.D. 2025
to Alexandria Richardson
of Oxford, in the County of Oxford
and State of Maine. There being a vacancy in the position of Deputy Clerk
the Selectmen of the Municipality of TOWN OF MINOT do in accordance with the
provisions of the laws of the State of Maine, hereby appoint you within and
for the Municipality of the TOWN OF MINOT, such appointment to be effective until
December 31st, 2025.

Given under our hand this 9th day of December, 2024.

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Selectmen
of
TOWN OF MINOT.

COUNTY OF ANDROSCOGGIN, ss.

December 9th 2024

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

_____, Notary Public
Sara A. Farris

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

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

SELECTMEN'S OFFICE
MUNICIPALITY OF MINOT

On January 1st, A.D. 2025.

to Alexandria Richardson

of Oxford, in the County of Oxford

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

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

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

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

December 31st, 2025.

Given under our hand this 9th day of December, 2024.

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Selectmen
of
TOWN OF MINOT.

COUNTY OF ANDROSCOGGIN, ss.

December 9th 2024

Personally appeared the above named Alexandria Richardson

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

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

the term specified above according to law, before me.

_____, Notary Public
Sara A. Farris

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

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

SELECTMEN'S OFFICE

MUNICIPALITY OF MINOT

On January 1st, A.D. 2025.

To Alexandria Richardson

of Oxford, in the County of Oxford.

and State of Maine. There being a vacancy in the position of Deputy Addressing Officer

the Selectmen of the Municipality of Town Of Minot do in

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

for the Municipality of the Town Of Minot, such appointment to be effective until

December 31, 2025.

Given under our hand this 9th day of December, 2024.

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Selectmen
of
TOWN OF MINOT.

COUNTY OF ANDROSCOGGIN, ss.

December 9th 2024

Personally, appeared the above-named Alexandria Richardson

who has been duly appointed by the Selectmen as the Deputy Addressing Officer

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

the term specified above according to law, before me.

_____, Notary Public
Sara A. Farris

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

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

SELECTMAN'S OFFICE

Municipality Of Minot

On January 1st, A.D. 2025

to Danielle Loring

of Mechanic Falls, in the County of Androscoggin

and State of Maine. There being a vacancy in the position of Administrator

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

the laws of the State of Maine, hereby appoint you within and for the Municipality of the

TOWN OF MINOT, such appointment to be effective until December 31th, 2025.

Given under our hand this 9th day of December, 2024.

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Selectmen
of
TOWN OF MINOT

COUNTY OF ANDROSCOGGIN, ss.

December 9th 2024

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

_____, Notary Public
Sara A. Farris

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

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

SELECTMEN'S OFFICE

Municipality Of Minot

On January 1st, A.D. 2025.

To Danielle Loring

of Mechanic Falls, in the County of Androscoggin.

and State of Maine. There being a vacancy in the position of Cemetery Designee
the Selectmen of the Municipality of TOWN OF MINOT do in accordance with the provisions of
the laws of the State of Maine, hereby appoint you within and for the Municipality of the
TOWN OF MINOT, such appointment to be effective until December 31st, 2025.

Given under our hand this 9th day of December, 2024.

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Selectmen
of
TOWN OF MINOT.

COUNTY OF ANDROSCOGGIN, ss.

December 9th 2024

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

_____, Notary Public
Sara A. Farris

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

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

SELECTMEN'S OFFICE

Municipality Of Minot

On January 1st, A.D. 2025.

To Danielle Loring

of Mechanic Falls, in the County of Androscoggin.

and State of Maine. There being a vacancy in the position of Constable

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

the laws of the State of Maine, hereby appoint you within and for the Municipality of the

TOWN OF MINOT, such appointment to be effective until December 31st, 2025.

Given under our hand this 9th day of December, 2024.

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Selectmen
of
TOWN OF MINOT.

COUNTY OF ANDROSCOGGIN, ss.

December 9th 2024

Personally appeared the above named Danielle Loring

who has been duly appointed by the Selectmen as the Constable

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

the term specified above according to law, before me.

_____, Notary Public
Sara A. Farris

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

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

SELECTMEN'S OFFICE
MUNICIPALITY OF MINOT

On January 1st, A.D. 2025.

to Danielle Loring

of Mechanic Falls, in the County of Androscoggin.

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

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

of the laws of the State of Maine, hereby appoint you within and for the Municipality of the

TOWN OF MINOT, such appointment to be effective until December 31st, 2025.

Given under our hand this 9th day of December, 2024

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Selectmen
of
TOWN OF MINOT.

COUNTY OF ANDROSCOGGIN, ss.

December 9th 2024

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

_____, Notary Public
Sara A. Farris

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

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

SELECTMEN'S OFFICE
MUNICIPALITY OF MINOT

On January 1st, A.D. 2025.

To Danielle Loring

of Mechanic Falls, in the County of Androscoggin.

and State of Maine. There being a vacancy in the position of Deputy Tax Collector
the Selectmen of the Municipality of TOWN OF MINOT do in accordance with the provisions
of the laws of the State of Maine, hereby appoint you within and for the Municipality of the
TOWN OF MINOT, such appointment to be effective until December 31st, 2025.

Given under our hand this 9th day of December, 2024.

_____)
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Selectmen
of
TOWN OF MINOT.

COUNTY OF ANDROSCOGGIN, ss.

December 9th 2024

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

_____, Notary Public
Sara A, Farris

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

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

SELECTMEN'S OFFICE

MUNICIPALITY OF MINOT

On January 1st, A.D. 2025.

To Danielle Loring

of Mechanic Falls, in the County of Androscoggin

and State of Maine. There being a vacancy in the position of Director of E.M.A.

the Selectmen of the Municipality of Town Of Minot do in

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

for the Municipality of the Town Of Minot, such appointment to be effective until

December 31st, 2025.

Given under our hand this 9th day of December, 2024.

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Selectmen
of
TOWN OF MINOT.

COUNTY OF ANDROSCOGGIN, ss.

December 9th 2024

Personally appeared the above named Danielle Loring
who has been duly appointed by the Selectmen as the Director of E.M.A.
in said Municipality, and took the oath necessary to qualify him/her to discharge said duties for
the term specified above according to law, before me.

_____, Notary Public
Sara A. Farris

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

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

SELECTMEN'S OFFICE
MUNICIPALITY OF MINOT

On January 1st, A.D. 2025,
to Danielle Loring
of Mechanic Falls, in the County of Androscoggin
and State of Maine. There being a vacancy in the position of General Assistance Director
the Selectmen of the Municipality of TOWN OF MINOT do in accordance with the
provisions of the laws of the State of Maine, hereby appoint you within and
for the Municipality of the TOWN OF MINOT, such appointment to be effective until
December 31st, 2025.

Given under our hand this 9th day of December, 2024.

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Selectmen
of
TOWN OF MINOT.

COUNTY OF ANDROSCOGGIN, ss.

December 9th 2024

Personally appeared the above named Danielle Loring
who has been duly appointed by the Selectmen as the General Assistance Director
in said Municipality, and took the oath necessary to qualify him/her to discharge said duties for
the term specified above according to law, before me.

_____, Notary Public
Sara A. Farris

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

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

SELECTMEN'S OFFICE
MUNICIPALITY OF MINOT

On January 1st, A.D. 2025.

TO Danielle Loring

of Mechanic Falls, in the County of Androscoggin.

and State of Maine. There being a vacancy in the position of Health Officer

the Selectmen of the Municipality of TOWN OF MINOT do in accordance with the provisions of the laws of the State of Maine, hereby appoint you within and for the Municipality of the TOWN OF MINOT, such appointment to be effective until December 31ST, 2025.

Given under our hand this 9th day of December, 2024

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Selectmen
of
TOWN OF MINOT

COUNTY OF ANDROSCOGGIN, ss.

December 9th 2024

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

_____, Notary Public
Sara A. Farris

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

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

SELECTMEN'S OFFICE

MUNICIPALITY OF MINOT

On January 1st, A.D. 2025.

To Danielle Loring

of Minot, in the County of Androscoggin

and State of Maine. There being a vacancy in the position of MMWAC Board

the Selectmen of the Municipality of Town Of Minot do in

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

for the Municipality of the Town Of Minot, such appointment to be effective until

December 31, 2025.

Given under our hand this 9th day of December, 2024.

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Selectmen
of
TOWN OF MINOT.

COUNTY OF ANDROSCOGGIN, ss.

December 9th 2024

Personally appeared the above named Danielle Loring
who has been duly appointed by the Selectmen as a MMWAC Board
in said Municipality, and took the oath necessary to qualify him/her to discharge said duties for
the term specified above according to law, before me.

_____, Notary Public
Sara A. Farris

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

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

SELECTMEN'S OFFICE
MUNICIPALITY OF MINOT

On January 1st, A.D. 2025.

to Danielle Loring

of Mechanic Falls, in the County of Androscoggin.

and State of Maine. There being a vacancy in the position of Pole Permit Designee

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

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

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

December 31st, 2025.

Given under our hand this 9th day of December, 2024.

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Selectmen
of
TOWN OF MINOT.

COUNTY OF ANDROSCOGGIN, ss.

December 9th 2024

Personally appeared the above named Danielle Loring

who has been duly appointed by the Selectmen as the Pole Permit Designee

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

the term specified above according to law, before me.

_____, Notary Public
Sara A. Farris

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

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

SELECTMEN'S OFFICE
MUNICIPALITY OF MINOT

On January 1st, A.D. 2025.

TO Danielle Loring

of Mechanic Falls, in the County of Androscoggin.

and State of Maine. There being a vacancy in the position of Road Commissioner

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

of the laws of the State of Maine, hereby appoint you within and for the Municipality of the

TOWN OF MINOT, such appointment to be effective until December 31st, 2025.

Given under our hand this 9th day of December, 2024.

_____)
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Selectmen
of
TOWN OF MINOT.

COUNTY OF ANDROSCOGGIN, ss.

December 9th 2024

Personally appeared the above named Danielle Loring

who has been duly appointed by the Selectmen as the Road Commissioner

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

the term specified above according to law, before me.

_____, Notary Public
Sara A. Farris

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

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

SELECTMEN'S OFFICE
MUNICIPALITY OF MINOT

On January 1st, A.D. 2025.

TO Danielle Loring

of Mechanic Falls, in the County of Androscoggin.

and State of Maine. There being a vacancy in the position of Treasurer

the Selectmen of the Municipality of TOWN OF MINOT do in accordance with the provisions of the laws of the State of Maine, hereby appoint you within and

for the Municipality of the TOWN OF MINOT, such appointment to be effective until December 31st, 2025.

Given under our hand this 9th day of December, 2024

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Selectmen
of
TOWN OF MINOT.

COUNTY OF ANDROSCOGGIN, ss.

December 9th 2024

Personally appeared the above named Danielle Loring

who has been duly appointed by the Selectmen as the Treasurer

in said Municipality, and took the oath necessary to qualify him/her to discharge said duties for the term specified above according to law, before me.

_____, Notary Public
Sara A. Farris

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

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

SELECTMEN'S OFFICE
MUNICIPALITY OF MINOT

On January 1st, A.D. 2025.

TO Sara Farris

of Minot, in the County of Androscoggin

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

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

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

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

December 31st, 2025.

Given under our hand this 9th day of December, 2024.

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Selectmen
of
TOWN OF MINOT

COUNTY OF ANDROSCOGGIN, ss.

December 9th 2024

Personally appeared the above named Sara Farris

who has been duly appointed by the Selectmen as the Deputy Treasurer

in said Municipality, and took the oath necessary to qualify him/her to discharge said duties for the term specified above according to law, before me.

_____, Notary Public

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

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

SELECTMEN'S OFFICE
MUNICIPALITY OF MINOT

On January 1st, A.D. 2025
TO Sara Farris
of Minot, in the County of Androscoggin
and State of Maine. There being a vacancy in the position of Constable
the Selectmen of the Municipality of TOWN OF MINOT do in accordance with the
provisions of the laws of the State of Maine, hereby appoint you within and
for the Municipality of the TOWN OF MINOT, such appointment to be effective until
December 31st, 2025.

Given under our hand this 9th day of December, 2024.

_____)
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Selectmen
of
TOWN OF MINOT

COUNTY OF ANDROSCOGGIN, ss.

December 9th 2024

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

_____, Notary Public

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

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

SELECTMEN'S OFFICE
MUNICIPALITY OF MINOT

On January 1st, A.D. 2025,

To Sara Farris

of Minot, in the County of Androscoggin

and State of Maine. There being a vacancy in the position of Freedom of Access Officer
the Selectmen of the Municipality of TOWN OF MINOT do in accordance with the
provisions of the laws of the State of Maine, hereby appoint you within and
for the Municipality of the TOWN OF MINOT, such appointment to be effective until
December 31st, 2025.

Given under our hand this 9th day of December, 2024.

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Selectmen
of
TOWN OF MINOT

COUNTY OF ANDROSCOGGIN, ss.

December 9th 2024

Personally appeared the above named Sara Farris
who has been duly appointed by the Selectmen as the Freedom of Access Officer
in said Municipality, and took the oath necessary to qualify him/her to discharge said duties for
the term specified above according to law, before me.

_____, Notary Public

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

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

SELECTMEN'S OFFICE
MUNICIPALITY OF MINOT

On January 1st, A.D. 2025
to Sara Farris
of Minot, in the County of Androscoggin
and State of Maine. There being a vacancy in the position of Tax Collector
the Selectmen of the Municipality of TOWN OF MINOT do in accordance with the
provisions of the laws of the State of Maine, hereby appoint you within and
for the Municipality of the TOWN OF MINOT, such appointment to be effective until
December 31st, 2025.

Given under our hand this 9th day of December, 2024.

_____)
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Selectmen
of
TOWN OF MINOT

COUNTY OF ANDROSCOGGIN, ss.

December 9th 2024

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

_____, Notary Public

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

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

SELECTMEN'S OFFICE
MUNICIPALITY OF MINOT

On January 1st, A.D. 2025.

To Sara Farris

of Minot, in the County of Androscoggin.

and State of Maine. There being a vacancy in the position of Town Clerk

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

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

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

December 31st, 2025.

Given under our hand this 9th day of December, 2024.

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Selectmen

of

MINOT.

COUNTY OF ANDROSCOGGIN, ss.

December 9th, 2024

Personally appeared the above named Sara Farris

who has been duly appointed by the Selectmen as the Town Clerk

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

the term specified above according to law, before me.

_____, Notary Public

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

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

SELECTMEN'S OFFICE
MUNICIPALITY OF MINOT

On January 1st, A.D. 2025.

To Sara Farris

of Minot, in the County of Androscoggin.

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

the Selectmen of the Municipality of TOWN OF MINOT do in accordance with the provisions of the laws of the State of Maine, hereby appoint you within and

for the Municipality of the TOWN OF MINOT, such appointment to be effective until December 31st, 2025.

Given under our hand this 9th day of December, 2024.

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_____)
_____)

Selectmen
of
TOWN OF MINOT

COUNTY OF ANDROSCOGGIN, ss.

December 9th 2024

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

_____, Notary Public

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

(Section 4A Paragraph 6 removed)

TOWN OF MINOT PLANNING BOARD BYLAWS

SECTION 1 - PURPOSE

The purpose of these bylaws is to establish guidelines and operational procedures for the Minot Planning Board (hereafter MPB).

SECTION 2 - ORGANIZATION AND AUTHORITY

- A. The MPB serves expressly by appointment of the Minot Select Board.
- B. The MPB shall be constituted of five (5) regular members and two (2) alternate members. Regular members shall serve staggered terms of three (3) years while alternate members shall serve staggered terms of two (2) years. A quorum shall be no less than three (3) eligible members; the Chairman shall vote only to make quorum or to break a tie vote.
- C. The MPB shall have a Chairman and a Vice-Chairman, elected by the MPB annually at the January meeting.
- D. The Chairman shall conduct meetings, schedule events and generally oversee the functioning of the MPB. The Chairman shall take responsibility for any additional duties assigned by the Minot Select Board.
- E. The Vice-Chairman shall assume the duties of the Chairman in their absence. The Vice-Chairman shall take responsibility for any additional duties assigned by the Chairman.
- F. The MPB shall have an assigned Secretary provided by the Town of Minot. The Secretary shall record meeting minutes, receive applications, conduct correspondence, and serve as a conduit between the public and the MPB. The Secretary, in coordination with the Chairman, shall prepare meeting agendas and ensure all materials and information needed by the MPB are made available.
- G. As needed and prudent, the MPB may request and rely upon guidance (i.e. information, opinion or law) from outside counsel, e.g., the Town of Minot's legal counsel, the Androscoggin Valley Council of Governments, the Maine Municipal Association.

SECTION 3 - MEETINGS

- A. **Regular** meetings of the MPB shall be held at 6:30 p.m. on the first Tuesday of each month, as practicable and required. If a public hearing is scheduled, the public hearing shall convene at 6:00 p.m., with the regular meeting to follow.
- B. **Special** meetings may be called by the Chairman or requested by (and by majority vote of) the MPB. Special meetings will be supplemental to regular meetings but will function similarly.

- C. **Workshops** may be convened at the Chairman's discretion. Subject matter for workshops may include, but not be limited to, training, ordinance review, research or other matters beyond the scope of a regular meeting.
- D. **Site walks** shall be scheduled by the Chairman as needed for application evaluation.
- E. **Executive sessions** may be called by majority vote if a quorum is present. If an executive session is called, the public shall be barred from the proceedings and the Town's legal counsel shall be present. The Chairman shall allow only the subject matter initiating the executive session to be discussed. The motion to go into executive session must indicate, by express wording, the purpose behind the motion. Acceptable purposes are as follows:
 - 1.) Privileged discussions concerning appointments, employment, compensation, evaluations, disciplines, resignations/terminations, legal issues (e.g. complaints, charges, investigations) or any other such confidential topics as may occur.
 - 2.) Private discussions between the MPB and its legal counsel as regards legal rights, obligations/duties and/or litigation.

Once in executive session, no minutes shall be recorded, nor final decisions made or voted on. Final decisions shall only be made in regular meetings where a public record will be available.

SECTION 4 - CONDUCT OF MEETINGS

A. General

- 1.) The Chairman shall call the meeting to order at the prescribed time. If a quorum is present, the Chairman shall call for the approval of the minutes from the preceding meeting and then proceed with the meeting's agenda. If a quorum is not present, the Chairman shall so state for the record and entertain a motion to adjourn the meeting.
- 2.) The Chairman shall declare all votes. Should any member doubt a vote, the Chairman shall declare a recount without debate. The Secretary shall record all votes.
- 3.) Conduct of MPB meetings shall be guided by Maine State Statutes, Minot Town Ordinances and Robert's Rules of Order.
- 4.) Prior to any vote taken by the MPB, it is incumbent upon each voting member to declare potential conflicts of interest with respect to that item. A member with a potential conflict may voluntarily recuse themselves and join the audience, physically removing themselves from the table. Should a conflict of interest be acknowledged or alleged, and the board member(s) fail(s) to voluntarily recuse themselves, a majority vote shall be taken to determine whether a conflict exists. If recused member(s) negate quorum, no vote shall be held on the item until such time as quorum is again present. Regardless of voluntary or involuntary recusal, the presumed member(s) shall not vote nor influence the vote in any way.

- 5.) Applicant presentations shall not exceed fifteen (15) minutes in length. The Chairman may, at their discretion, grant an extension of time.
- 6.) Regardless of type, no meeting shall continue past 10:00 p.m. By a majority vote of the board, a meeting may be extended past 10:00 p.m. **only** to close open items and begin adjournment. Under no circumstances shall the extension exceed thirty (30) minutes.

B. Decorum and Order

The Chairman shall preserve and maintain decorum throughout the meeting, deciding questions of order and procedure. If members of the public are present, they shall conduct themselves appropriately or be asked to leave by the Chairman. During regular meetings (as distinct from public hearings) public participation is solely at the Chairman's discretion.

C. Public Comment

- 1.) Public hearings are the forum for public participation. Anyone wishing to address the MPB shall first be recognized by the Chairman and will be given three (3) minutes to express their view(s); additional time may be given at the Chairman's discretion. The speaker should state their name and when speaking, use an audible voice for the record. The Chairman may decline to recognize anyone who has previously spoken on the same issue. Once the Chairman gavels public comment closed, no member of the public shall be allowed to address the MPB. However, public comment may be reopened at the Chairman's discretion.
- 2.) During regular or special meetings, members of the public may submit, in writing, questions or comments they wish the MPB to address or comment on. While the public is always welcome to all but executive sessions, public participation is solely at the discretion of the Chairman.
- 3.) Members of the public are welcome to observe the MPB workshops, but interactive participation is strictly limited to advanced submission of written questions or comments; no public comment will be allowed.
- 4.) Members of the public are also welcome to join the MPB during site walks, however they will only be allowed to ask questions by permission of the Chairman and will only address members of the MPB, not the stakeholder(s) of the project. Questions should be limited to the physical characteristics of the site; more substantive questions should be reserved for the public hearing where a record will be made. Members of the public shall remain with the MPB while on private property.

SECTION 5 – VACATION OF OFFICE

- A. **By Design** – Members wishing to resign from the MPB should, whenever possible, give written notice to the Minot Select Board and the MPB Chairman.

B. **By Fault** – Missing three (3) consecutive regular meetings without prior notice or consent of the Chairman or five (5) regular meetings during a single calendar year shall be construed as having resigned from the MPB.

Upon resignation, regardless the method, the MPB Chairman shall notify the Minot Select Board.

SECTION 6 – AMENDING

A supra-majority of regular MPB members may, as needed, affect changes to this document. As the MPB is currently constituted, four (4) regular MPB members comprise a supra-majority.

TOWN OF MINOT PLANNING BOARD BYLAWS

Adopted December 3rd, 2024
Amended, 20**



TOWN OF MINOT

329 Woodman Hill Road
Minot, Maine 04258-0329

Tel: 1-207-345-3305

Fax: 1-207-346-0924

Clerk's Report

December 9, 2024


Sara A. Farris - Clerk

Hello Selectmen,

Updates:

Board of Appeals & Planning Board:

The Planning Board started working on ordinances at their December meeting.

Nomination Papers

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

Inland Fisheries & Wildlife:

Boat Excise YTD: \$ 3,728.00

November IF&W

0 Boats

0 done online for November.

2 Snowmobiles

1 ATV

14 Game Licenses

The above amounts are as of 12/9/2024.

Vitals:

Birth Certificates - 25

Death Certificates - 7

Marriage Certificate - 16

Marriage Intentions/ Licenses - 10

Vital Requests as of 12/9/2024

Dogs:

38 Dog Registrations done in December.

Late fees start 2/1/2025, \$25 per dog.

Building/ Plumbing Permits for 2024:

Building Permits:

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

As of December 9, 2024

Plumbing Permits:

Internal	29
Septic	20

As of December 9, 2024

Real Estate Taxes:

2022 taxes - \$ 2,602.05 for 5 accounts

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

2023 taxes - \$ 28,372.86 for 19 accounts

2024 taxes - \$ 1,007,443.20 for 448 accounts

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

2025 prepayments – \$ 3,009.43 for 5 accounts

Total owed: \$ 1,038,418.11

- \$ 1,948,040.79

A lot of the mortgage companies paid in the last 2 weeks!

Personal Property Taxes:

2023 - \$971.79 on 3 accounts

2024 - \$1,262.08 on 9 accounts

2025 prepayments - \$1.00 on 1 account

2024 RE & PP %

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

\$ 2,544,784.77 = total of RE & PP Taxes paid as of 12/9/2024

67% of 2024 taxes paid as of 12/9/2024

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	\$50,078.07	- \$ 2,152.47
DEC.	\$45,564.33	\$43,334.63	\$22,344.33	
TOTAL	\$ 715,719.57	\$ 735,871.13	\$ 754,109.32	+ \$ 18,238.19



INTEROFFICE MEMO

To: Board of Selectmen

CC: Danielle Loring, Town Administrator

From: Scott Parker, Highway Director

RE: Highway Department (11/24– 12/08/2024)

We have been busy on and off the last two weeks with storms. The cemeteries and ballfield roads are now closed for the season.

Expense detail report

WARRANT #25

12/09/2024

ACCOUNT-----	JRNL	DESC---	VENDOR-----	CURRENT	DEBITS	CREDITS	UNEXPENDED
DATE				BUDGET			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	27,400.00	0.00	0.00
		Department..		27,400.00	27,400.00	0.00	0.00
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	1,320.00	1,320.00
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	1,320.00	7,445.95
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 - TOWNWELL 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	53,047.50	0.00	3,327.50
1002 - DEP CLERK				75,000.00	64,318.65	0.00	10,681.35
1003 - ADMINISTRAT				76,000.00	70,846.29	0.00	5,153.71



Expense detail report

ALL Accounts
ALL Months

ACCOUNT-----	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	14,332.21	0.00	2,667.79
7020 - HLTH INSUR				184,500.00	187,734.97	23,483.89	20,248.92
7021 - VISION INS				0.00	1,366.38	1,285.00	-81.38
7025 - DENTAL INSUR				5,600.00	11,610.34	6,041.70	31.36
7030 - SIMPLE IRA				10,410.00	8,818.07	0.00	1,591.93
7035 - AFLAC				0.00	533.28	593.88	60.60
7040 - UNEMPLOYMENT				2,000.00	0.00	179.00	2,179.00
Department..							
435,035.00				420,757.69	31,583.47		45,860.78
5075 - CODE ENF/PLA							
0200 - TELEPHONE				700.00	762.67	0.00	-62.67
0205 - SUPPLIES				500.00	100.00	0.00	400.00
0207 - DUES/SUBSCR				150.00	0.00	0.00	150.00
0208 - STAFF TRAINING				750.00	800.00	0.00	-50.00
0210 - MLG/EXP REIM				1,500.00	1,137.52	0.00	362.48
0213 - CONTRAC SVCS				5,000.00	2,707.24	0.00	2,292.76
0217 - ADVERTISING				0.00	335.68	150.00	-185.68
1007 - CODE ENFORCE				45,000.00	32,906.19	0.00	12,093.81
1016 - ADDRESSING				0.00	100.00	0.00	-100.00
7010 - PAYROLL TAX				3,500.00	2,817.45	0.00	682.55
Department..							
57,100.00				41,666.75	150.00		15,583.25
5100 - T-O RESERVE							
0002 - (CARRY FWD)				0.00	0.00	0.00	0.00
Department..							
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				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	0.00	35,000.00

Expense detail report

ALL Accounts
ALL Months

ACCOUNT-----	JRNL	DESC---	VENDOR-----	CURRENT BUDGET	DEBITS	CREDITS	UNEXPENDED BALANCE
5300 - T-O MAINT CONT'D							
0198 - FOOD				0.00	51.92	0.00	-51.92
0200 - TELEPHONE				2,500.00	2,630.85	39.00	-91.85
0201 - ELECTRICITY				5,000.00	3,132.44	0.00	1,867.56
0203 - FUEL & GAS				6,000.00	4,650.14	0.00	1,349.86
0204 - REPAIRS				2,500.00	764.97	0.00	1,735.03
0205 - SUPPLIES				4,000.00	8,356.66	0.00	-4,356.66
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	5,047.16	648.89	-1,398.27
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	5,995.57	0.00	-1,995.57
0401 - TESTING				0.00	304.20	0.00	-304.20
0403 - SECURITY				0.00	29.99	0.00	-29.99
		Department..		35,000.00	38,594.62	867.89	-2,726.73
5350 - ELECT/MEET							
0198 - FOOD				300.00	330.44	151.00	120.56
0205 - SUPPLIES				100.00	0.00	108.00	208.00
0209 - POSTAGE				1,500.00	284.36	40.02	1,255.66
0213 - CONTRAC SVCS				3,250.00	3,568.67	650.22	331.55
0215 - EQUIPMENT				700.00	0.00	0.00	700.00
0217 - ADVERTISING				200.00	0.00	0.00	200.00
1011 - ELEC CLERKS				5,650.00	4,038.75	2,376.90	3,988.15
1012 - MODERATOR				300.00	250.00	0.00	50.00
7010 - PAYROLL TAX				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							
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



Expense detail report

ALL Accounts
ALL Months

ACCOUNT-----	JRNL	DESC---	VENDOR-----	CURRENT BUDGET	DEBITS	CREDITS	UNEXPENDED BALANCE
5400 - CEMETERY MAI CONT'D							
0208 - STAFF TRAINING				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
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	924.87	0.00	-924.87
0205 - SUPPLIES				0.00	238.95	0.00	-238.95
0213 - CONTRAC SVCS				0.00	7,260.16	0.00	-7,260.16
Department..				8,143.00	8,423.98	5,081.50	4,800.52
6200 - COMMON RDS				288,200.00	0.00	0.00	288,200.00
0205 - SUPPLIES				5,800.00	4,821.69	0.00	978.31
0208 - STAFF TRAINING				1,000.00	0.00	0.00	1,000.00
0213 - CONTRAC SVCS				40,000.00	33,819.15	0.00	6,180.85
0300 - LABOR				175,000.00	164,330.70	15,347.46	26,016.76
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	11,704.69	1,124.55	1,919.86
Department..				288,200.00	257,185.07	18,264.51	49,279.44
6300 - PAVINGS RDS				335,756.00	0.00	0.00	335,756.00
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
6400 - WINTER RDS				381,100.00	0.00	0.00	381,100.00
0205 - SUPPLIES				15,000.00	10,014.29	0.00	4,985.71
0213 - CONTRAC SVCS				70,000.00	69,882.78	0.00	117.22
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

Expense detail report

ALL Accounts
ALL Months

ACCOUNT-----	JRNL	DESC---	VENDOR-----	CURRENT BUDGET	DEBITS	CREDITS	UNEXPENDED BALANCE
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	285,101.91	0.00	95,998.09
6500 - HWY EQ REP.				86,000.00	0.00	0.00	86,000.00
0203 - FUEL & GAS				38,000.00	23,068.98	1,068.21	15,999.23
0204 - REPAIRS				33,000.00	49,614.88	10,575.00	-6,039.88
0205 - SUPPLIES				9,000.00	8,753.80	98.97	345.17
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	92,532.29	11,742.18	5,209.89
6600 - HWAY CAP EQ				0.00	0.00	0.00	0.00
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				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	730.61	193.28	112.67
0201 - ELECTRICITY				4,000.00	3,789.59	740.95	951.36
0203 - FUEL & GAS				6,000.00	2,219.62	0.00	3,780.38
0204 - REPAIRS				2,400.00	1,201.34	0.00	1,198.66
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

Expense detail report

ALL Accounts
ALL Months

ACCOUNT-----	JRNL	DESC---	VENDOR-----	CURRENT BUDGET	DEBITS	CREDITS	UNEXPENDED BALANCE
6700 - TOWN GARAGE CONT'D							
0401 - TESTING		Department..		0.00	0.00	0.00	0.00
7000 - SOLID WASTE				16,950.00	13,097.35	934.23	4,786.88
0205 - SUPPLIES				65,100.00	0.00	0.00	65,100.00
0213 - CONTRAC SVCS				600.00	575.05	0.00	24.95
0225 - ENVIRON HHW				62,000.00	49,737.92	0.00	12,262.08
7100 - COMM DAY RES		Department..		2,500.00	714.00	0.00	1,786.00
0002 - (CARRY FWD)				65,100.00	51,026.97	0.00	14,073.03
0012 - DONATIONS				0.00	0.00	0.00	0.00
0230 - RENT		Department..		694.45	0.00	245.00	694.45
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
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
7300 - CONSER COMM		Department..		0.00	695.00	0.00	-695.00
0002 - (CARRY FWD)				2,000.00	4,235.43	0.00	-2,235.43
7400 - STREET LTS				0.00	0.00	0.00	0.00
0201 - ELECTRICITY		Department..		100.00	0.00	0.00	100.00
7700 - LEGAL FEES				3,000.00	0.00	0.00	3,000.00
0213 - CONTRAC SVCS				3,000.00	3,144.82	0.00	-144.82
7052 - BRIDGHAM		Department..		3,000.00	3,144.82	0.00	-144.82
7810 - MMA DUES				10,000.00	0.00	0.00	10,000.00
0207 - DUES/SUBSCR				10,000.00	5,765.69	0.00	4,234.31
7820 - AVCOG DUES		Department..		0.00	1,087.50	0.00	-1,087.50
0207 - DUES/SUBSCR				10,000.00	6,853.19	0.00	3,146.81
7820 - AVCOG DUES				4,000.00	0.00	0.00	4,000.00
0207 - DUES/SUBSCR				4,000.00	3,822.00	0.00	178.00
7820 - AVCOG DUES		Department..		4,000.00	3,822.00	0.00	178.00
0207 - DUES/SUBSCR				4,200.00	0.00	0.00	4,200.00
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

Expense detail report

ALL Accounts
ALL Months

ACCOUNT-----	JRNL	DESC---	VENDOR-----	CURRENT BUDGET	DEBITS	CREDITS	UNEXPENDED BALANCE
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	5,494.08	2.00	-492.08
0217 - ADVERTISING				2,500.00	1,045.74	90.00	1,544.26
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	8,959.34	167.00	1,207.66
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

Expense detail report

ALL Accounts
ALL Months

ACCOUNT-----	DATE	JRNL	DESC---	VENDOR-----	CURRENT BUDGET	DEBITS	CREDITS	UNEXPENDED BALANCE
8025 - IT SERVICES CONT'D								
0213 - CONTRAC SVCS					15,000.00	15,512.00	0.00	-512.00
0218 - SOFTWARE LIC					6,000.00	2,165.52	0.00	3,834.48
			Department..		29,800.00	26,964.00	0.00	2,836.00
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	3,000.00	0.00	0.00
7010 - PAYROLL TAX					250.00	172.14	0.00	77.86
			Department..		3,850.00	3,813.17	0.00	36.83
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	1,479.30	0.00	-1,479.30
0196 - ONBOARDING					5,000.00	7,363.00	0.00	-2,363.00
0198 - FOOD					4,500.00	1,617.29	0.00	2,882.71
0200 - TELEPHONE					1,200.00	1,579.58	0.00	-379.58
0201 - ELECTRICITY					5,000.00	5,850.54	0.00	-850.54
0203 - FUEL & GAS					10,000.00	8,047.52	0.00	1,952.48
0204 - REPAIRS					10,500.00	18,968.22	0.00	-8,468.22
0205 - SUPPLIES					2,500.00	7,642.25	0.00	-5,142.25
0207 - DUES/SUBSCR					500.00	300.00	0.00	200.00
0208 - STAFF TRAING					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	2,331.50	0.00	168.50
0219 - DISPATCHING					16,779.00	15,904.50	0.00	874.50

Expense detail report

ALL Accounts
ALL Months

ACCOUNT-----	JRNL	DESC---	VENDOR-----	CURRENT BUDGET	DEBITS	CREDITS	UNEXPENDED BALANCE
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	21,304.33	0.00	-1,304.33
0302 - PER DIEMS				20,000.00	15,744.37	0.00	4,255.63
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	30,801.58	0.00	29,198.42
7010 - PAYROLL TAX				7,650.00	5,164.07	0.00	2,485.93
		Department..		200,329.00	201,844.21	608.09	-907.12
9200 - FIRE DEPT CP							
0002 - (CARRY FWD)				4,531.39	0.00	0.00	4,531.39
0215 - EQUIPMENT				0.00	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				2,435.00	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	46,362.65	326.17	326.52

Expense detail report

ALL Accounts
ALL Months

ACCOUNT-----	DATE	JRNL	DESC---	VENDOR-----	CURRENT BUDGET	DEBITS	CREDITS	UNEXPENDED BALANCE
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					0.00	6,220.00	0.00	-6,220.00
			Department..					
Final Totals					5,490,610.25	4,840,893.85	110,186.31	759,902.71