

## Public Notice of the Town of Winterport

Is hereby given that the **Town Council** will hold a meeting on

**Tuesday, February 21, 2023** at 7:00 PM at 44 Main Steet

### AGENDA

#### CALL TO ORDER & ROLL CALL

#### ITEMS FOR CONSENT AGENDA

- \* Adopt Agenda
- \* Financial Reports
- \* Payroll & Invoice Warrants
  - o Payroll through Sunday,  
February 19<sup>th</sup>, 2023
  - o Invoices through Monday,  
February 20<sup>th</sup>, 2023
- \* Approval of Warrants
- \* Schedule of Meetings
  - o March 7 & March 21, 2023
- \* Accept Minutes
- \* Minutes & Agendas (Waldo County)
- \* Appointments & Resignations

#### GUEST SPEAKERS & COMMITTEE REPORTS

- Broadband
- Annaleis Hafford from the Water District

#### INPUT FROM CITIZENS ON UNSCHEDULED ITEMS

#### SCHEDULED ITEMS

##### A. OLD BUSINESS

- a. Shipping Containers at Transfer Station
- b. Copier for Town Office

##### B. NEW BUSINESS

- a. SJ Rollins Quote
- b. Update on Grant for Fire Truck
- c. Ambulance & Cemetery Reports

#### LEGAL

- IRS Summons

#### WRITTEN CORRESPONDENCE

#### ORAL COMMUNICATIONS

##### A. TOWN MANAGER'S REPORT

- P&P for Town Council
- Voting Booth's
- Trailer for Tractor
- Transfer Station Repairs
- Audit Draft
- Capital Budget 5 Year Plan
- Road maintenance – Phase 2
- RS – MS Software
- 2023-2024 Budget Planning
- MUBEC
- Solid Waste Committee Update

##### B. COUNCIL COMMENTS

#### ADJOURN

Type	Check	Amount	Date	Wrnt	Payee
R	36999	1,400.00	02/22/23	78	0706 Herz Tree Service
R	37000	504.16	02/22/23	78	0921 Kubota Leasing
R	37001	197.50	02/22/23	78	0906 S.J. Rollins Technologies Inc
R	37002	2,881.00	02/22/23	78	0175 SECRETARY OF STATE
R	37003	23.01	02/22/23	78	0959 State of Maine
R	37004	1,284.40	02/22/23	78	0679 Town of Winterport
<b>Total</b>		<b>6,290.07</b>			

<b>Count</b>	
Checks	6
Voids	0

Winterport  
2:35 PM

**A / P Check Register**  
Bank: United Checking      8212769

02/21/2023  
Page 1

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<b>Total</b>		<b>6,290.07</b>			

Count	
Checks	6
Voids	0

Warrant 78

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
<b>00706 Herz Tree Service</b>						
0339	36999	02	Tree by parking lot			
Tree by parking lot			E 50-30-70		1,400.00	0.00
Vendor Total-					1,400.00	
<b>00921 Kubota Leasing</b>						
0339	37000	02	Tractor			
Tractor			E 50-30-30		504.16	0.00
Vendor Total-					504.16	
<b>00906 S.J. Rollins Technologies Inc</b>						
0339	37001	02	Anti Virus/microsoft			
Anti Virus/microsoft			E 20-30-27		197.50	0.00
Vendor Total-					197.50	
<b>00175 SECRETARY OF STATE</b>						
0339	37002	02	Bmv wk02/13-17/2023			
STATE FEES			G 1-205-00		2,309.00	0.00
TITLE FEES			G 1-204-00		165.00	0.00
SALES TAX			G 1-204-01		407.00	0.00
Vendor Total-					2,881.00	
<b>00959 State of Maine</b>						
0339	37003	02	Levy			
Levy			G 1-226-04		23.01	0.00
Vendor Total-					23.01	
<b>00679 Town of Winterport</b>						
0339	37004	02	paywk02/13-19/2023			
Medicare			G 1-211-00		152.86	0.00
FICA			G 1-212-00		653.68	0.00
Federal			G 1-213-00		477.86	0.00
Vendor Total-					1,284.40	
Prepaid Total-					0.00	
Current Total-					6,290.07	
EFT Total-					0.00	
Warrant Total-					6,290.07	

STEPHEN COOPER

Kevin Kelley

Tammy Higgins

MARGARET ENGLISH-FLANAGAN

ANN RONCO

TOWN MANAGERS APPROVAL:

## Expense Summary

ALL Departments  
ALL Months

02/16/2023

Page 1

Account	Budget Net	--- Y T D ---		Unexpended Balance	Percent Spent
		Debits	Credits		
<b>10 - COUNCIL</b>	<b>25,541.00</b>	<b>15,848.04</b>	<b>1,110.49</b>	<b>10,803.45</b>	<b>57.70</b>
10 - PERSONNEL SERVICES	14,900.00	7,705.89	0.00	7,194.11	51.72
30 - SERVICES CHARGES	10,350.00	8,126.26	1,110.49	3,334.23	67.79
70 - EXPENSES	291.00	15.89	0.00	275.11	5.46
<b>12 - ASSESSORS</b>	<b>32,300.00</b>	<b>18,552.84</b>	<b>0.00</b>	<b>13,747.16</b>	<b>57.44</b>
10 - PERSONNEL SERVICES	3,600.00	1,800.00	0.00	1,800.00	50.00
20 - SUPPLIES	400.00	0.00	0.00	400.00	0.00
30 - SERVICES CHARGES	28,250.00	16,752.84	0.00	11,497.16	59.30
70 - EXPENSES	50.00	0.00	0.00	50.00	0.00
<b>15 - TOWN BENEFITS</b>	<b>122,929.00</b>	<b>63,702.17</b>	<b>572.95</b>	<b>59,799.78</b>	<b>51.35</b>
10 - PERSONNEL SERVICES	81,045.00	41,213.76	0.00	39,831.24	50.85
70 - EXPENSES	41,884.00	22,488.41	572.95	19,968.54	52.32
<b>17 - INSURANCES</b>	<b>16,272.00</b>	<b>15,574.00</b>	<b>0.00</b>	<b>698.00</b>	<b>95.71</b>
15 - INSURANCE	16,272.00	15,574.00	0.00	698.00	95.71
<b>20 - ADMINISTRATION</b>	<b>274,711.00</b>	<b>159,512.03</b>	<b>158.80</b>	<b>115,357.77</b>	<b>58.01</b>
10 - PERSONNEL SERVICES	189,803.00	108,970.80	158.80	80,991.00	57.33
20 - SUPPLIES	3,050.00	2,179.94	0.00	870.06	71.47
30 - SERVICES CHARGES	77,258.00	45,967.97	0.00	31,290.03	59.50
70 - EXPENSES	4,600.00	2,393.32	0.00	2,206.68	52.03
<b>25 - MUNICIPAL BUILDINGS</b>	<b>20,306.00</b>	<b>5,415.68</b>	<b>6,858.73</b>	<b>21,749.05</b>	<b>-7.11</b>
20 - SUPPLIES	200.00	0.00	0.00	200.00	0.00
30 - SERVICES CHARGES	10,650.00	739.89	6,858.73	16,768.84	-57.45
80 - UTILITIES	9,456.00	4,675.79	0.00	4,780.21	49.45
<b>30 - PLANNING BOARD</b>	<b>9,025.00</b>	<b>200.00</b>	<b>0.00</b>	<b>8,825.00</b>	<b>2.22</b>
10 - PERSONNEL SERVICES	1,200.00	100.00	0.00	1,100.00	8.33
20 - SUPPLIES	75.00	0.00	0.00	75.00	0.00
30 - SERVICES CHARGES	7,750.00	100.00	0.00	7,650.00	1.29
<b>35 - FIRE DEPARTMENT</b>	<b>58,386.00</b>	<b>16,100.81</b>	<b>0.00</b>	<b>42,285.19</b>	<b>27.58</b>
10 - PERSONNEL SERVICES	11,604.00	2,186.81	0.00	9,417.19	18.85
20 - SUPPLIES	21,700.00	2,409.50	0.00	19,290.50	11.10
30 - SERVICES CHARGES	15,500.00	7,760.95	0.00	7,739.05	50.07
80 - UTILITIES	9,582.00	3,743.55	0.00	5,838.45	39.07
<b>40 - CODE ENFORCEMENT</b>	<b>7,560.00</b>	<b>3,500.00</b>	<b>0.00</b>	<b>4,060.00</b>	<b>46.30</b>
10 - PERSONNEL SERVICES	6,960.00	3,500.00	0.00	3,460.00	50.29
20 - SUPPLIES	100.00	0.00	0.00	100.00	0.00
70 - EXPENSES	500.00	0.00	0.00	500.00	0.00
<b>45 - WINTER ROADS</b>	<b>564,300.00</b>	<b>421,360.45</b>	<b>7,177.84</b>	<b>150,117.39</b>	<b>73.40</b>
20 - SUPPLIES	93,500.00	93,028.68	0.00	471.32	99.50
30 - SERVICES CHARGES	470,080.00	328,181.00	7,177.84	149,076.84	68.29
80 - UTILITIES	720.00	150.77	0.00	569.23	20.94
<b>50 - ROAD MAINTENANCE</b>	<b>172,777.00</b>	<b>47,958.91</b>	<b>41.60</b>	<b>124,859.69</b>	<b>27.73</b>
10 - PERSONNEL SERVICES	54,227.00	20,115.66	41.60	34,152.94	37.02
20 - SUPPLIES	36,450.00	13,006.94	0.00	23,443.06	35.68
30 - SERVICES CHARGES	82,100.00	14,836.31	0.00	67,263.69	18.07
<b>55 - ROAD RECONSTRUCTION</b>	<b>395,000.00</b>	<b>225,513.84</b>	<b>134,516.47</b>	<b>304,002.63</b>	<b>23.04</b>
70 - EXPENSES	395,000.00	225,513.84	134,516.47	304,002.63	23.04
<b>60 - SOLID WASTE DISPOSAL</b>	<b>302,925.00</b>	<b>201,825.77</b>	<b>23,668.25</b>	<b>124,767.48</b>	<b>58.81</b>
10 - PERSONNEL SERVICES	56,340.00	34,755.43	31.60	21,616.17	61.63
20 - SUPPLIES	2,100.00	596.24	0.00	1,503.76	28.39
30 - SERVICES CHARGES	56,150.00	61,555.49	23,636.65	18,231.16	67.53
80 - UTILITIES	5,135.00	1,952.81	0.00	3,182.19	38.03

## Expense Summary

ALL Departments  
ALL Months

02/16/2023

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Account	Budget Net	--- Y T D ---		Unexpended Balance	Percent Spent
		Debits	Credits		
<b>60 - SOLID WASTE DISPOSAL CONT'D</b>					
90 - DISPOSAL FEES	183,200.00	102,965.80	0.00	80,234.20	56.20
<b>65 - RECREATION</b>	32,508.00	10,920.76	0.00	21,587.24	33.59
10 - PERSONNEL SERVICES	18,508.00	7,521.53	0.00	10,986.47	40.64
20 - SUPPLIES	400.00	360.37	0.00	39.63	90.09
50 - CAPITAL	2,500.00	0.00	0.00	2,500.00	0.00
60 - PROGRAMS	11,000.00	2,968.86	0.00	8,031.14	26.99
70 - EXPENSES	100.00	70.00	0.00	30.00	70.00
<b>70 - VICTORIA GRANT CIVIC CENTER</b>	7,953.00	4,094.24	0.00	3,858.76	51.48
10 - PERSONNEL SERVICES	250.00	0.00	0.00	250.00	0.00
20 - SUPPLIES	100.00	35.59	0.00	64.41	35.59
30 - SERVICES CHARGES	3,000.00	1,541.00	0.00	1,459.00	51.37
80 - UTILITIES	4,603.00	2,517.65	0.00	2,085.35	54.70
<b>75 - COMMUNITY PARK AND GROUNDS</b>	15,400.00	11,358.14	266.94	4,308.80	72.02
10 - PERSONNEL SERVICES	5,000.00	7,328.53	266.94	-2,061.59	141.23
20 - SUPPLIES	800.00	521.31	0.00	278.69	65.16
30 - SERVICES CHARGES	5,100.00	3,360.00	0.00	1,740.00	65.88
50 - CAPITAL	4,500.00	148.30	0.00	4,351.70	3.30
<b>85 - GENERAL ASSISTANCE</b>	4,300.00	1,803.00	0.00	2,497.00	41.93
20 - SUPPLIES	50.00	0.00	0.00	50.00	0.00
80 - UTILITIES	4,250.00	1,803.00	0.00	2,447.00	42.42
<b>87 - SOCIAL SERVICE AGENCIES</b>	7,100.00	0.00	0.00	7,100.00	0.00
70 - EXPENSES	7,100.00	0.00	0.00	7,100.00	0.00
<b>90 - COMMUNITY PROGRAMS</b>	351,476.00	267,692.72	0.00	83,783.28	76.16
60 - PROGRAMS	351,476.00	267,692.72	0.00	83,783.28	76.16
<b>94 - INTERGOVERNMENTAL EXPENDITURES</b>	3,725,265.00	2,675,413.63	0.00	1,049,851.37	71.82
70 - EXPENSES	3,725,265.00	2,675,413.63	0.00	1,049,851.37	71.82
<b>96 - ANIMAL CONTROL</b>	10,300.00	3,528.71	0.00	6,771.29	34.26
10 - PERSONNEL SERVICES	5,000.00	1,426.56	0.00	3,573.44	28.53
20 - SUPPLIES	800.00	0.00	0.00	800.00	0.00
70 - EXPENSES	4,500.00	2,102.15	0.00	2,397.85	46.71
<b>97 - XWALK/STLGT/HYDRANT RENTAL</b>	108,842.00	54,439.77	0.00	54,402.23	50.02
70 - EXPENSES	108,842.00	54,439.77	0.00	54,402.23	50.02
<b>98 - RESERVE ACCOUNTS</b>	170,750.00	105,000.00	0.00	65,750.00	61.49
70 - EXPENSES	170,750.00	105,000.00	0.00	65,750.00	61.49
<b>Final Totals</b>	<b>6,435,926.00</b>	<b>4,329,315.51</b>	<b>174,372.07</b>	<b>2,280,982.56</b>	<b>64.56</b>

# General Ledger Detail Report

ALL Accounts  
ALL Months

Account-----					-- B A L A N C E --	
Date	Jrnl	Desc---	Debits	Credits	Debit	Credit
<b>1 - GENERAL FUND/GENERAL LEDGER</b>					<b>0.00</b>	
000-00		GENERAL FUND/GENERAL LEDGER			832.69	
102-00		PETTY CASH			550.00	
102-01		BASKETBALL TOURNEY PETTY CASH			300.00	
102-02		TRANSFER STATION PETTY CASH			50.00	
103-00		WATERFRONT CD			31,390.14	
110-02		2002 TAXES				848.81
110-09		2009 RE TAXES				134.56
110-11		2011 RE TAXES			0.08	
110-15		2015 RE TAXES			1,536.18	
110-19		2019 RE Taxes				2,859.11
110-20		2020 RE Taxes			3,077.34	
110-21		2021 RE TAXES				3,455.53
110-22		2022 RE TAXES				567.71
110-23		2023 RE Taxes		1,843,531.77		
110-24		2024 RE TAXES				864.04
111-00		CHECKING CAMDEN NATIONAL		1,300,914.27		
112-00		CHECKING IRS ELECTRONIC TRANSF				662.56
114-00		ARPA CNB SAVINGS ACCOUNT		421,367.96		
115-12		2012 LIENS		1,134.98		
115-18		2018 Liens				2,655.03
115-19		2019 Liens				616.44
115-20		2020 LIENS				2,949.66
115-21		2021 LIENS			0.00	
115-22		2022 LIENS		56,708.27		
120-13		2013 Tax Acquired		406.67		
120-14		2014 Tax Acquired		405.45		
120-15		2015 Tax Acquired		119.88		
120-16		2016 Tax Acquired				269.32
120-17		2017 Tax Acquired		799.01		
120-18		2018 Tax Acquired		3,413.44		
120-19		2019 Tax Acquired		4,421.04		
120-20		2020 Tax Acquired		5,203.54		
120-21		2021 TAX ACQUIRED		17,385.05		
120-22		2022 TAX ACQUIRED		24,036.34		
120-23		2023 TAX ACQUIRED		25,567.39		
121-65		DUE FROM TRUSTS		18.15		
131-00		ACCOUNTS RECEIVABLE		75,192.64		
132-00		WALDO COUNTY ARPA FUNDS				28,000.00
140-00		WINTERPORT ARPA FUNDS			421,367.96	
197-00		RETURNED CHECKS (ACTUAL AMT)				6,222.63
201-00		ACCOUNTS PAYABLE		408,947.19		
201-60		ACCRUED SALARIES PAYABLE				6,541.25
203-00		VITAL RECORDS				3,206.00
204-00		AUTO TITLE FEES				517.76

# General Ledger Detail Report

ALL Accounts  
ALL Months

02/16/2023

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Account-----					-- B A L A N C E --	
Date	Jrnl	Desc---	Debits	Credits	Debit	Credit
<b>1 - GENERAL FUND/GENERAL LEDGER CONT'D</b>						
204-01		AUTO REG SALES TAX			1,438.40	
205-00		SECRETARY OF STATE (AUTO FEE)			2,381.68	
206-00		HUNTING & FISHING - STATE FEES			986.00	
207-00		PLUMBING LICENSE - STATE FEES			237.00	
207-01		SUBSURFACE SYSTEM SURCHARGE				2,529.00
208-00		DOG LICENSES - STATE FEES				284.00
209-00		ATV/BOAT/SNOWMOBILE -STATE FEE				4,912.56
210-00		SALES TAX - ATV/BOAT/SNOWMOBIL				4,533.96
211-00		MEDICARE WITHHOLDING (0.0145)			6,086.88	
211-01		MEDICARE W/H EFTPS				259.12
212-00		SOCIAL SECURITY W/H (0.062)			1,394.25	
212-01		SOCIAL SECURITY W/H EFTPS				4,530.01
213-00		FEDERAL TAX WITHHOLDING			980.82	
213-01		FEDERAL TAX W/H EFTPS				922.29
214-00		STATE TAX WITHHOLDING				100.64
215-00		EMPLOYER MATCH IRA				1,857.48
217-00		PLUMBING INSPECTOR 65% FEES			106.00	
220-00		DEFERRED PROPERTY TAX REVENUE				199,241.89
223-00		INCOME PROTECTION/EMP PAY				863.11
226-00		AFLAC EMPLOYEE DEDUCTION			304.53	
226-01		HEALTH INSURANCE COPAY			23.01	
226-02		DENTAL INSURANCE COPAY				462.66
226-04		State Levy				355.33
227-00		IRA EMPLOYEE DEDUCTION				1,325.31
230-00		DUE TO TRUST FUNDS				25,343.80
232-00		DUE MUN REVENUE SHARING				47,398.76
239-00		DUE TO FERNALD FIELD RESERVE				829.45
240-00		DUE TO FUEL FUND				3,658.48
241-00		DUE TO FIRE DEPT CAP RESERVE				25,000.00
242-00		DUE TO PUBLIC WORKS CAP RESERV				4,486.90
243-00		DUE TO TRANSFER STATION RESERV				2,573.40
249-00		AMBULANCE YEARLY RENT PAYMENT				14,022.61
250-00		REC DONATIONS				2,357.66
251-00		FIRE DEPARTMENT DONATIONS				100.00
252-00		VGCC DONATIONS				755.19
256-00		CAP PROJ - CONSERVATION COMM				18,258.35
300-00		REVENUE CONTROL ACCOUNT				3,914,377.57
400-00		APPROPRIATION CONTROL				2,280,982.56
500-00		FUND BALANCE			2,802,812.42	
		Fund.....				0.00
<b>2 - TRUST FUNDS</b>						
100-00		Camden National Cash			0.00	
101-00		MCKENNY FUND IN/OUT			14,697.98	
101-01		MCKENNY FUND BEGIN BALANCE			12,923.65	
						162,128.56



# General Ledger Detail Report

ALL Accounts  
ALL Months

Account-----			-- BALANCE --				
Date	Jrnl	Desc---	Debits	Credits	Debit	Credit	
<b>2 - TRUST FUNDS CONT'D</b>							
104-00		MCKENNY FUND INTEREST				1.20	
105-00		MCKENNY FUND REVENUE				3,758.74	
105-50		Change in FMV-McKENNEY				2,082.43	
106-00		MCKENNY FUND EXPENSES				4,320.35	
107-00		AMERICAN FUNDS IN/OUT		35,856.56			
107-02		AMERICAN FUND QRTL DIVIDENDS				815.88	
108-00		EATON VANCE IN/OUT		117,239.27			
108-02		EATON VANCE DIVIDENDS				4,379.71	
109-01		ATWOOD TRUST BEGIN BALANCE				884.15	
109-04		ATWOOD TRUST INTEREST				0.08	
110-01		THOMPSON TRUST BEGIN BALANCE				1,327.35	
110-04		THOMPSON TRUST INTEREST				0.11	
111-00		HALL TRUST FUND IN/OUT				15.15	
111-01		HALL TRUST BEGIN BALANCE				1,003.66	
111-04		HALL TRUST INTEREST				0.09	
		Fund.....				0.00	
<b>3 - TRANSFER STATION RESERVE</b>							
					0.00		
101-01		TRANSFER STA BEGIN BALANCE				33.39	
104-00		TRANSFER STA RESERVE INTEREST				0.46	
106-00		TRANSFER STA RESERVE EXPENSE		33.85			
		Fund.....				0.00	
<b>4 - FIRE DEPARTMENT CAPITAL RESERV</b>							
					0.00		
101-00		FIRE DEP CAP INVESTMENT IN/OUT		120,603.04			
101-01		FIRE DEPT CAPITAL BEGIN BALANC				88,208.22	
104-00		FIRE DEPT CAP RES INTEREST				143.87	
105-00		FIRE DEPT CAP RES REVENUE				78,090.13	
106-00		FIRE DEPT CAP RES EXPENSES		45,839.18			
		Fund.....				0.00	
<b>5 - FERNALD FIELD CAPITAL RESERVE</b>							
					0.00		
101-00		FERNALD FIELD RESERVE IN/OUT		11,595.85			
101-01		FERNALD FIELD RES BEGIN BALANC				8,985.35	
102-00		DUE TO FERNALD FIELD RESERVE				2,570.55	
104-00		FERNALD FIELD RES INTEREST				39.95	
		Fund.....				0.00	
<b>6 - TOWN OFFICE CAPITAL RESERVE</b>							
					0.00		
101-00		TOWN OFFICE RESERVE IN/OUT		125,491.52			
101-01		TOWN OFFICE RES BEGIN BALANCE				119,197.42	
104-00		TOWN OFFICE CAP RES INTEREST				195.10	
105-00		TOWN OFFICE CAP RES REVENUE				10,000.00	
106-00		TOWN OFFICE CAP RES EXPENSES		3,901.00			
		Fund.....				0.00	
<b>7 - PUBLIC WORKS RESERVES</b>							
					0.00		
101-01		PUBLIC WORKS RES BEGIN BALANCE				20,022.58	
104-00		PUBLIC WORKS EQUIP INTEREST				0.03	
105-00		PUBLIC WORKS EQUIP REVENUE				12,033.85	

# General Ledger Detail Report

ALL Accounts  
ALL Months

Account-----					-- B A L A N C E --	
Date	Jrnl	Desc---	Debits	Credits	Debit	Credit
<b>7 - PUBLIC WORKS RESERVES CONT'D</b>						
106-00		PUBLIC WORKS EQUIP EXPENSES		32,056.46		
201-00		PUBLIC WORKS BUILDING IN/OUT		49,869.65		
201-01		PUBLIC WORKS BUILD BEG BALANCE				49,538.45
204-00		PUBLIC WORKS BUILD INTEREST				331.20
		Fund.....				0.00
<b>9 - FIRE DEPT EQUIP CAP RESERVE</b>						
101-00		FIRE DEPT EQUIP RESERVE IN/OUT		13,313.74		
101-01		FIRE DEPT EQUIP BEGIN BALANCE				43,397.22
104-00		FIRE DEPT EQUIP RES INTEREST				6.65
106-00		FIRE DEPT EQUIP RES REVENUE		30,090.13		
		Fund.....				0.00
<b>Final Totals</b>						
						0.00



Hello Casey. Attached are quotes for the various services we discussed. I will give brief descriptions below, in line with the referenced quote.

*\*un-addressed here is the Trio update/migration. I have not yet heard back from them about pricing and migration procedures (I've called a couple times), but I don't want to hold up these items for that.\**

- **Q100371** Here is the license requirements needed for 365 Migration. This is normally an involved process for most clients, but due to the fact that you don't have an existing server or email host to move from, this will honestly be not a difficult setup. Probably 8-16 hours to get in to a place where we establish the tenant and can use it for email. After that the setup time moves at a pace dependent on how many features we want to utilize and how quickly to bring them online. Also note that these numbers of standard vs premium have to do with if the user in question needs a managed device, and at this moment the Councilmen do not. Those 5 may flip to premium if in the future they do.
- **Q100373** This is a quote for a new laptop and full desktop docking setup with all new peripherals. This is a performance laptop, and the dock uses USB C for data and power, so there's only one cable needed and no separate power adapter required for your laptop. The dual monitor stand has a standing base, but we can get one with a clamp instead depending on what your new desk needs.
- **Q100374** This quote is a full network upgrade, with considerations for possible future VOIP phones and expansion. To fully clean the network closet up there would be about 20 hours of cable re-terminations and installation required, and the rack would probably need the current phone system moved to fit in that space. But this would bring the entire network up to new standards, including new Wi-Fi, and no more need to move cables around to get it all to fit. **NOTE** That the Meraki 49 Port switch is the only thing *required* to increase network cable capacity, but all the rest of it will be helpful to clean up the mess, rather than adding to it.
- **Q100375** For the councilmen, there are Surface pro tablets with the type (keyboard) cover. This may or may not be required depending on what direction you want to go, but I am quoting them here for your reference.
- **Q100378** This quote covers a new VOIP phone service. The backbone would be hosted in our data center, and I've included some various physical handset, although softphone apps are available for mobile and desktop, so physical phones may not be needed for all positions. This quote does make assumptions about call volume, so there may be more phone lines required, but this is assuming a relatively low call volume and two external lines. Also **NOTE** that this includes phone service, so if you have existing phone lines with a phone service provider, this quote would incorporate those costs in, and the net cost would be less your exiting phone lines. As for installation time, we normally expect 25 hours for a phone server migration of this size.
- **Q100379** For the council chamber, this setup would completely revamp the equipment and allow for teams or Zoom video conferencing and would remove the need for laptops or other webcams to be used. This also includes a TV, to replace the projector. I would expect that the equipment could all be setup in one, 8-hour day, and a second day would be required for the software configuration and training.

As for labor time referenced with the quotes, SJR's standard labor **rate by the hour for 2023 is \$119**, but most of our customer elect to take part in our bulk-time program. That simply means that time is purchase in **blocks of 25 hours or more ahead of expected usage, and our bulk rate is \$108**. Bulk time never expires, or has any usage restrictions, so it's a great deal for our clients who know they will use that amount of time on projects or general maintenance.



## KYOCERA Document Solutions Maine, LLC

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### Town of Winterport

Please consider the following proposal being submitted to the **Town of Winterport**. Our Proposal includes providing Kyocera equipment, installation and networking of the new equipment are also included at no additional charge.

Proposed Expenses 63 month FMV	Monthly	Annual
Option 1: Kyocera TASKAlfa 2553ci (New)	\$119.00	\$1,428.00
Kyocera P2235 (New)		
ALL INCLUSIVE SERVICE PLAN	\$46.00	<u>\$ 627.00</u>
		2,055.00
Option 2: Kyocera TASKAlfa 2554ci (New)	\$189.00	\$2,268.00
Kyocera P2235 (New)		
ALL INCLUSIVE SERVICE PLAN	\$46.00	<u>\$ 627.00</u>
		\$2,895.00

Both TASKAlfa options & feature highlights below:

#### **2553**

270 Dual Scan Document Feeder- We scan both sides in a single pass to save you time.

25 pages per minute Color & B/w Print/Copy/Scan/Fax

(2) 500 sheet paper trays that can fit up to ledger sized paper.

Storage Cabinet for paper and supplies.

ID copy feature

#### **2554**

320 Dual Scan Document Feeder- AI ability for better copy quality and enhanced features

25 pages per minute Color & B/w Print/Copy/Scan/Fax

(2) 500 sheet paper trays that can fit up to ledger sized paper.

Storage Cabinet for paper and supplies.

ID copy feature

**Kyocera P2235** is the Town office preferred printer for handling state registrations. I work with over 30 towns throughout central Maine.

Our all inclusive service plan covers parts, labor and toner at for the copier *80,000. b/w prints & 1,200 color prints*. If you go over the rate is .006 per b/w print and .06 per color print. For the P2235 for the registration *3,000 prints* per year overage at a rate of .025 per page. If we find that you are using way more of one than another I'm here to help you adjust and plan. For big jobs that you may want to send out we have an in house print shop called CyberCopy located in Westbrook.

Our Service team at Kyocera holds our company standard of under a 3 hour response time to an issue. We service Rudman Winchell Law Offices, The state of Maine, Colby & Thomas College as well. Besides having the largest tech team in the state for the industry, we have multiple techs that live local to the greater Bangor area.

I will be your account manager working directly with the town staff to make sure we are meeting their needs. My name is Harry Slininger, I've been with Kyocera for over two years now, serving the central Maine area. I grew up in Hampden and after graduating I left for the Marines, after getting out I went to college and worked at PDQ Door. I appreciate your consideration in this opportunity to serve the Town of Winterport.

Harry Slininger

WARRANT: 77

Check	D / D	Check	Employee	Gross Pay
36991	0.00	1,164.05	192 Casey J Ashey	1,586.54
36992	0.00	217.50	194 Alan Barton	266.94
36993	0.00	717.83	135 Maureen Black	1,038.80
36994	0.00	518.21	206 Marie R Chausse	604.32
36995	0.00	539.32	178 Randy Kenneson	701.20
36996	0.00	304.54	48 DAVID L NASON	415.62
36997	0.00	335.75	207 Jay Temple	377.46
36998	0.00	249.13	209 Wendy Wallace	280.60
<b>Total</b>	<b>0.00</b>	<b>4,046.33</b>		<b>5,271.48</b>

Put into A/P	1,748.18
Taken out of A/P	(0.00)
<b>Total Payroll</b>	<b>5,794.51</b>

Count	
Checks	8

STEPHEN COOPER

Kevin Kelley

Tammy Higgins

MARGARET ENGLISH-FLANAGAN

ANN RONCO

TOWN MANAGERS APPROVAL:

Questions for the new Ambulance Chief.

- Number of paramedics, advanced, basic, drivers that are on the active list.
- Do they still outsource their accounting?
- The actual collection percentage for their accounts receivables.
- The days in A/R?
- The number of 911 runs for 2022.
- The ambulances working status and any major capital replacements.
- How much will they be requesting from the town for their 2023-2024 budget.
- Days cash on hand.
- How much is left in their investments?
- The average rolling time from the garage.





STATE OF MAINE

Augusta, Maine 04333

0016233683

56-503  
422

CHECK DATE: 02/16/2023

KNOW YOUR ENDORSER  
REQUIRE IDENTIFICATION

VOID 180 DAYS FROM CHECK DATE

Sixty Thousand Three Hundred Sixty Four And 62/100 Dollars

\$\*\*\*\*\*60,364.62

TO THE  
ORDER  
OF

000257



WINTERPORT TOWN OF  
PO BOX 559  
WINTERPORT ME 04496



*Jerry M. ...*

GOVERNOR

*Brighton C. Chou*

STATE  
CONTROLLER

*Henry E. M. Bach*

TREASURER

⑈0016233683⑈ ⑆042205038⑆ 130118020366⑈

Detach and retain this portion before depositing  
**STATE OF MAINE REMITTANCE**

Cat	Date	Vendor Code	Bank Code	Check Number	Check Amount
	02/16/2023	VC1000097233	0366	0016233683	\$*****60,364.62
Document ID		Vendor Invoice Number	Contact #		Line Amount
		DESCRIPTION			
GAX28ARSH02162312302160413		RSH02162312302160413	207-624-7477		52,178.98
Revenue Sharing I - Feb 2023					
GAX28ARSH02162312302160900		RSH02162312302160900	207-624-7477		8,185.64
Revenue Sharing II - Feb 2023					

0016233683 11

# Maine Equipment Company Inc.

2011 Hammond Street

Hermon, ME 04401

Phone: 207-848-5738 800-244-5738

FAX: 207-848-7448

Town of Winterport  
44 Main Street  
Winterport, ME 04496  
Attn: Casey Ashe

February 16, 2023

Quotation for (3) three 30 yard open top roll-off containers

Wastequip model R30OT22SSNY rectangular design open top container

30 cubic yard capacity - standard steel specifications

2"x 6"x 3/16" structural tubing long rails

Solid bull nose front of rail

4" x 6" nose rollers- with grease fitting

3" structural channel crossmembers on 18" centers

Gussets every other crossmember

7 gauge steel floor

12 gauge steel sides – 62" inside height

Box bracing on sides and rear door

Cam lock tailgate latch

Painted one color

F.O.B. New Lebanon, NY \$ 6,000.00

Please note that prices expire on March 18<sup>th</sup>.

Estimated freight to Hermon, ME - one load \$ 1,600.00

(Note - Freight is a variable - if we can bring additional containers in for other customers on the same load with your container(s), we will apportion the cost of freight accordingly. Rough estimate - \$450 per container)

I spoke with Josh Wellman from DM&J Waste about the possibility of transporting these containers from Hermon to Winterport. His quote was \$200 per container. This warrants further discussion as there may be alternate possibilities.

Availability: 6 - 8 weeks from receipt of order

Lee Sumner

From: "Tara Giacinto" <TGiacinto@Rudco.com>  
To: "winterportme@roadrunner.com" <winterportme@roadrunner.com>  
Cc:  
Bcc:  
Priority: Normal  
Date: Thursday December 15 2022 10:26:54AM  
RE: Roll off containers - CONTAINERS IN STOCK!

---

For just (1) 30YD it would be \$5,750 + \$1900 freight for a total of \$7,650

However, if you were to get 3 containers , it would be \$17,250 + \$1200 in freight for a total of \$18,450 (if you get at least 3 containers, we can discount the freight)

Let me know if you would like a formal quote. We have these in stock and can have it/them painted and shipped before end of year if you needed them quickly 😊

Thanks!



***Tara Giacinto***

**Regional Sales Manager**

**(NY, New England, OH, & FL)**

114 E Oak Road, Vineland, NJ  
08360

Cell: 845-420-4006

Office: 856-691-0800 ext 135

Fax: 856-696-8654

Email: [tgiacinto@rudco.com](mailto:tgiacinto@rudco.com)



---

**From:** winterportme@roadrunner.com  
**Sent:** Thursday, December 15, 2022 10:16 AM  
**To:** Tara Giacinto <TGiacinto@Rudco.com>  
**Subject:** RE: Roll off containers - CONTAINERS IN STOCK!



STATE OF MAINE  
Augusta, Maine 04333

0016235400

56-503  
422

CHECK DATE: 02/16/2023

KNOW YOUR ENDORSER  
REQUIRE IDENTIFICATION

VOID 180 DAYS FROM CHECK DATE

Two Thousand Four Hundred Forty And 37/100 Dollars

\$\*\*\*\*\*2,440.37

TO THE  
ORDER  
OF

000612



WINTERPORT TOWN OF  
PO BOX 559  
WINTERPORT ME 04496



*[Signature]*

GOVERNOR

*[Signature]*

STATE  
CONTROLLER

*[Signature]*

TREASURER

⑈0016235400⑈ ⑆042205038⑆ 130118020366⑈

Detach and retain this portion before depositing  
STATE OF MAINE REMITTANCE

Cat	Date	Vendor Code	Bank Code	Check Number	Check Amount
	02/16/2023	VC1000097233	0366	0016235400	\$*****2,440.37

Document ID	Vendor Invoice Number	Contact #	Line Amount
GAX02AHAF02162310000000001 Harriman RE 2367 \$2,440.37	14472023-02-16	207-623-6728	2,440.37



## Winterport Town Council Meeting February 7, 2023

Chairperson English-Flanagan Call to Order at 7 P.M

Councilors Higgins, Kelley and English-Flanagan were present. Councilor Ronco via telephone. Councilor Cooper was excused.

Councilor Higgins made a motion to Consent the Agenda. Councilor Kelley seconded the motion. Motion passed unanimously.

Councilor Higgins made a motion to Adopt the Agenda. Councilor Kelley seconded the motion. Motion passed unanimously.

Councilor Higgins made a motion to pay Payroll through Sunday February 5<sup>th</sup>, 2023. Councilor Kelley seconded the motion. Motion passed unanimously.

Councilor Higgins made a motion to pay Invoices through Monday February 6<sup>th</sup>, 2023. Councilor Kelley seconded the motion. Motion passed unanimously.

Councilor Kelley gave an update on the Broadband Committee. Councilor Kelley informed Council Members that The Broadband Committee is very close to launching an informational website. ( Refer to recorded Town Council Meeting dated February 7, 2023)

Councilor Higgins asks Manager Ashe to keep the Broadband Committee on the Agenda for updates.

Councilor Higgins made a motion to move everything on the Agenda up to "Consent Agenda". Councilor Kelley seconded the motion. Motion passed unanimously. ( Councilor Kelley will lead by example at the next Town Council Meeting)

Councilor Higgins asked Manager Ashe to supply the Council with a Budget to Actual once a month.

Councilor Higgins made a motion to accept the minutes from January 10, 2023. Councilor Kelley seconded the motion. Motion passed unanimously. ( I was asked insert question and answer Councilor Kelley asked Kelli from James Wadman CPA. Councilor Kelley asked if there was any Material issues? Kelli replied "No", Councilor Kelley asked if there was any significant issues? Kelli replied "No", Councilor Kelley asked about concerns from Management and Petty Cash? Kelli replied with " No concerns with Management or Personal, strictly a time issue". Councilor Kelley also asks Manager Ashe to have the Auditors back for an updated after the Budget is set for the Council to accept it.

Councilor Higgins made a motion to accept the minutes for January 24, 2023. Councilor Kelley seconded the motion. Motion passed unanimously.

Town Manager Mr. Ashe is still researching pricing and availability for Containers at the Transfer Station.

Councilor Ronco speaks about a plan for a Warming Station. Mr. Shibles says he believes the Fire Chief already has a Policy for a warming Station. Council will check with Chief Foley on this policy and revisit this topic over the summer to be sure there's a plan in place for next Winter.

Manager Ashey needs advice from the Council on whether he should sign the Debt Service Assumption Agreement? These documents have been looked over by Charlie Gilbert ( Town of Winterport's Attorney) Mr. Ashey has a meeting next week with Winterport Water District. Mr. Ashey will be inviting a Representative from the Water District to the next Town Council Meeting. The Water District has a Public Hearing Meeting in the Town Office Meeting room on February 13, 2023 at 6:30 P.M.

Councilor Kelley asked for an update on the Solid Waste Committee. Manager Ashey will reach out to Mary-Anne Royal for this update.

Manager Ashey gave the Council an update on the Towns Blueberry Fields. The Company Foggy Hill Farm is the company that leases the towns blueberry fields, they harvested 18,560 pounds of blueberries this year. Foggy Hill Farms will be doing some work to the fields such as removing trees, removing Golden Rod and have thoughts on burning the fields. The Town of Winterport received a check in the amount of \$3507.84 from Foggy Hill Farms.

Mr. Ashey is consulting with S.J. Rollins about upgrades for the Town Office and the Meeting Room in the Town Office. Mr. Ashey should receive a quote by the end of next week for these upgrades. Mr. Ashey would like to see a lot of things go digital, this would save a lot of money in the long run.

Mr. Ashey speaks to the Council about Trio ( office software program) Trio offers a newer version with a Web Cloud back up and will include an annual fee.

Mr. Ashey drafted up a " Holds Harmless Agreement" This Agreement will protect the Town of Winterport from any liabilities when donating or gifting materials that the Town no longer uses. Such as the Culverts that were donated to the Riverside Riders Snowmobile Club.

Manager Ashey speaks to Council about the Eaton Vance & McKinny Fund. These accounts have had major loss and now seems to be coming back slowly.

Councilor Higgins made a motion to authorize Manager Ashey to sign the Contract from Maine Homeowners Assistant Fund in reference to account #2367. Councilor Kelley seconded the motion. Motion passed unanimously.

Councilor Higgins asked Manager Ashey "how are you doing?" Mr. Ashey stated he is settling in nicely.

Councilor Higgins mentions some concerns she has with spending with todays prices going up. Councilor Higgins would also like to look into ways for the Town to make revenue besides property tax money.

Councilor Kelley asks Manager Ashey to look into new Voting Booths, A trailer for the Towns tractor, a 5 year capital budget plan and to advise the Council with a full Road Maintenance Report.

Councilor Higgins made a motion to Adjourn Town Council Meeting at 8:18 P.M. Councilor Kelley seconded the Motion. Motion passed unanimously.

Minutes prepared and respectfully submitted by Wendy Wallace.

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Stephan Cooper

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Tammy Higgins

---

Maggie English-Flanagan

---

Ann Ronco

---

Kevin Kelley



# PURCHASE AGREEMENT

ORDER# 50657879

BILL TO				SHIP TO			
Company	Town Of Winterport			Company	Town Of Winterport		
Purchaser	Michael Crooker			Key Operator	Michael Crooker		
Address	44 Main St			Address	44 Main St		
Address2				City, ST, Zip	Winterport, ME 04496		
City, ST, Zip	Winterport, ME 04496			Delivery Date	10/4/2019		
Phone / Fax	207-223-5055			Phone / Fax	207-223-5055		
Salesperson	P.O. #	Tax Exempt #	Order Date	Shipping Date	Territory		
Daniel Rivers							
Quantity	Equipment	Description	Prod. Code	Serial #	Unit Price	Total	
1	W7845PT2	Xerox WorkCentre 7845PT		MX 4351768		\$128.00/Mo	
1	497K16430	FAX-1LINE - 1 Line Fax					
		TRP47					
		B/109416 C/53458					
				AE7146118			
		36 Month rental includes 75,000 B/W per year	.0079				
		Color copies to be billed quarterly					
		at .079 per page.					
Beginning Copy Count:			Sub Total		\$	-	
EQUIPMENT TRADED IN: <input type="radio"/> Customer Trade-In <input type="radio"/> Competitive Buyout <input checked="" type="radio"/> Lease Trade-In			Lease Buy-out		\$	-	
Model:			Serial #				
Lease Co.:			Lease #				
EQUIPMENT TRADED IN: <input type="radio"/> Customer Trade-In <input type="radio"/> Competitive Buyout <input type="radio"/> Lease Trade-In			Sales Tax		0.00%	\$ -	
Model:			Serial #		TOTAL \$ -		
Lease Co.:			Lease #		Trade In		
			BALANCE DUE		\$	-	
ACCEPTED Transco Business Technologies			BUYER:		Date 10/8/19		
By: _____ Title _____			By: <u>Michael Crooker</u>		Title <u>Dir Manager</u>		
Date: _____			Name (print) <u>Michael Crooker</u>				
Augusta 34 Leighton Rd, Augusta, ME 04330 207-622-6251			Bangor 19 White Pine Rd, Hermon, ME 04401		207-947-0715		



**Transco**  
Business Technologies

TO 172

CN53498-01.  
Rental  
MAINTENANCE AGREEMENT

<b>Company</b> <b>Purchaser</b> <b>Address</b> <b>Address 2</b> <b>City, ST, Zip</b> <b>Phone / Fax</b>		<b>Company</b> <b>Key Operator</b> <b>Address</b> <b>City, ST, Zip</b> <b>Delivery Date</b> <b>Phone / Fax</b>	
<b>BILL TO</b> Town Of Wiscasset Michael Crocker 44 Main St Wiscasset, ME 04494 207-223-5053		<b>SHIP TO</b> Town Of Wiscasset Michael Crocker 44 Main St Wiscasset, ME 04494 10/9/2019 207-223-5053	
<b>Salesperson</b> Daniel Rivers	<b>Purchase Order</b>	<b>Billing Cycle Preference</b> QTY	<b>Customer Type</b> Existing
		<b>Begin Date</b>	<b>End Date</b>
<b>Equipment</b>	<b>Description</b>	<b>Asset #</b>	<b>Category</b>
W7845PT2	Xerox WorkCentre 7845PT	MX4351768	Black&White
	TIP47		Color
	RI109984 C/53458		Actual Vol
497K16430	FAX-1 LINE - 1 Line Fax		0.079
			Black&White
			Color
			Black&White
			Color
			Black&White
			Color
			Black&White
			Color
			Black&White
			Color
Shipping and handling fee \$3.00 per month/line			
<b>Equip. Maint. &amp; Supplies Includes</b> 1. Toner 2. Developer 3. Drums 4. Filters 5. Parts 6. Preventive Maintenance 7. Labor 8. Does not include: paper, labels, staples or transparencies, IT Labor		<b>Equip. Maint. Only Includes</b> 1. Parts 2. Labor 3. Filters 4. Fuser Oil 5. Webs 6. Prevent Maint. (no supplies) 7. Does not include: paper, labels, staples or transparencies, drums, toner and developer, IT Labor	
		<b>Offsite/Printer Agreement Includes</b> 1. Parts 2. Labor 3. Prevent. Maint. (no supplies) 4. Does not include: paper, labels, staples, transparencies, toner / cartridges, IT Labor	
<b>Must Be Completed</b> Upgrade <input type="checkbox"/> YES <input type="checkbox"/> NO Remove Current Equipment <input type="checkbox"/> YES <input type="checkbox"/> NO Change Current Contract <input type="checkbox"/> YES <input type="checkbox"/> NO Machine ID# _____			
<b>Connectivity Maintenance Agreement</b> Single MFP _____ per year Multiple MFPs <u>X</u> _____ per year We have opted out of this program We have opted out of this program May Require authorizing a WebEx remote PC connection.			
ACCEPTED by Transco Business Technologies. By _____ Title _____ Date _____ AUTHORIZED USER		BUYER: _____ Date 10/9/19 By _____ Title _____ Name (print) Michael Crocker	
IN CONSIDERATION THEREOF, BUYER promises to pay to Transco Business Technologies. The monthly EMS fee + shipping and handling as established by Buyer's monthly copy volume and the above schedule.			
IMPORTANT: TERMS AND CONDITIONS SET FORTH ON THE REVERSE SIDE OF THIS FORM ARE AN INTRICATE PART OF THIS CONTRACT			

**BT**

busco Business Technologies

Please remit payment to:  
 LOCKBOX # 936724  
 PO BOX 936724  
 ATLANTA, GA 31193-6724

**CONTRACT INVOICE**

Invoice Number: IN3609868  
 Invoice Date: 11/08/2022

Xerox Company  
 4 LEIGHTON ROAD AUGUSTA, ME 04330  
 P: (207) 622-6251

Help save the environment,  
**SWITCH TO ELECTRONIC INVOICES!**

EMAIL OUR TEAM AT [XBSNE-AR@xerox.com](mailto:XBSNE-AR@xerox.com)



**Bill To:** TOWN OF WINTERPORT  
 PO BOX 559  
 WINTERPORT, ME 04496-0559

**Customer:** TOWN OF WINTERPORT  
 44 MAIN ST  
 WINTERPORT, ME  
 04496-0559

Account No	Payment Terms	Due Date	Invoice Total	Balance Due	
TO172:25A469	Cust-Net30	12/08/2022	\$ 128.00	\$ 128.00	
Invoice Remarks					
Contract Number	Contract	Contract Amount	P.O. Number	Start Date	Exp. Date
CN53472-01		\$ 128.00		10/10/2019	10/09/2023
Contract Remarks					
36 MONTH RENTAL BLACK COPIES					

**Summary:**

Contract base rate charge for the 11/10/2022 to 12/09/2022 billing period

\$128.00

Contract overage charge for this overage period

\$0.00 \*\*

\*\*See overage details below

**\$128.00**

**Detail:****Equipment included under this contract****XER/XWC7845**

Number	Serial Number	Base Adj.	Location
TTP47	MX4351768	\$0.00	TOWN OF WINTERPORT 44 MAIN ST WINTERPORT, ME 04496-0559 MAIN DEPT.

*Monthly  
Amount  
Paid currently*

Please remit payment to:  
 LOCKBOX # 936724  
 PO BOX 936724  
 ATLANTA, GA 31193-6724

Invoice SubTotal	\$128.00
Tax:	\$0.00
Invoice Total	\$128.00
<b>Balance Due:</b>	<b>\$128.00</b>

# **Transco**

A Global Imaging Systems Co.

## ***Business Technologies***

The Town of Winterport (New),

Thank you for your continued partnership with Transco. Please take a moment to look over the following opportunity that Transco Business Technologies will provide you with; current digital technology that will enhance and increase productivity.

### **Xerox Altalink C8145 Color MFP**

- 45 pages per minute color and b/w
- Ability to copy, print, scan in color and faxing
- Scan to folder and scan to email
- 4 paper draws (8 ½ x 11 to 11X17 = all trays/bypass)
- Thumb drive/USB drive
- Secure Print
- Stapling Finisher

**Proposed Printing Cost: \$275.73/Mo (Lease and Maintenance)**

**Maintenance Agreement:** Covers everything except paper (Parts, Toner, Service, Labor)  
Overages at .0069 per print b/w and .06 per print color. Contract includes up to 1,500 black and 300 color pages per month.

**Delivery, set-up (printing/scanning-email/folders), installation and training are provided as part of the program @ N/C.** In conclusion, the new technology will provide new features that will increase productivity and enhance your office workflow.

If you should have any questions or wish to take advantage of this offer, please feel free to call me 207-249-3566 or e-mail [Daniel.Rivers@Xerox.com](mailto:Daniel.Rivers@Xerox.com).

Sincerely,

Daniel Rivers  
Transco Business Technologies

# **Transco**

A Global Imaging Systems Co.

## **Business Technologies**

The Town of Winterport (USED),

Thank you for your continued partnership with Transco. Please take a moment to look over the following opportunity that Transco Business Technologies will provide you with; current digital technology that will enhance and increase productivity.

### **Xerox Off Rental Altalink C8045 Color MFP**

- 45 pages per minute color and b/w
- Ability to copy, print, scan in color and faxing
- Scan to folder and scan to email
- 4 paper draws (8 ½ x 11 to 11X17 = all trays/bypass)
- Thumb drive/USB drive
- Secure Print
- Stapling Finisher

**Proposed Printing Cost: \$171.57/Mo (Lease and Maintenance)**

**Maintenance Agreement:** Covers everything except paper (Parts, Toner, Service, Labor)  
Overages at .0069 per print b/w and .06 per print color. Contract includes up to 1,500 black and 300 color pages per month.

**Delivery, set-up (printing/scanning-email/folders), installation and training are provided as part of the program @ N/C.** In conclusion, the new technology will provide new features that will increase productivity and enhance your office workflow.

If you should have any questions or wish to take advantage of this offer, please feel free to call me 207-249-3566 or e-mail **Daniel.Rivers@Xerox.com**.

Sincerely,

Daniel Rivers  
Transco Business Technologies

# Winterport Town Council Minutes

Date: 2/21/2023

Time: 7:00 PM

Location: 44 Main Street, Winterport, Maine

## CALL TO ORDER & ROLL CALL

Present: Council Members English-Flannagan, Ronco, Cooper & Kelley. Higgins Absent

## ITEMS FOR CONSENT AGENDA

- \* Adopt Agenda
- \* Financial Reports
- \* Payroll & Invoice Warrants
  - o Payroll through Sunday, February 19<sup>th</sup>, 2023
  - o Invoices through Monday, February 20<sup>th</sup>, 2023
- \* Approval of Warrants
- \* Schedule of Meetings
  - o March 7 & March 21, 2023
- \* Accept Minutes
- \* Minutes & Agendas (Waldo County)
- \* Appointments & Resignations

Motion made to accept consent agenda by councilor Kelley with the exception to pull the financial reports and minutes. Motion seconded by Ronco. Unanimous.

Discussion on financial reports: Councilor Kelley inquired about the phase 2 of the paving to be done and the paving account. Manager Ashey advised there was an error in the total amount showing for the paving account due to a journal entry not being created in the Trio system for the 22FY. This problem has been noticed and is being worked on with the town auditor. Manager Ashey stated that if there was money that was remaining in the account he would reach out to Wellman paving to consider doing more paving projects for this FY.

Discussion on minutes. Councilor Kelley advised that he would like to see a header footer and page numbers on minutes as there have been documents in the past go missing and feels as though this would further the meeting minute format. A brief discussion was had about the changing of the format going against the policy and procedures. A motion was made by council Kelley to add the header and footer and page numbers to the minutes which was seconded by councilor Ronco. A vote was made and had one abstention from councilor Cooper.

## GUEST SPEAKERS & COMMITTEE REPORTS

- Broadband – Councilor Kelley provided an update on the broadband committee. They are moving forward with their website [wfsbroadband.com](http://wfsbroadband.com) and waiting on the MOU from the town of Prospect to join the towns involved.
- Annaleis Hafford from the Water District – Was not present.

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## INPUT FROM CITIZENS ON UNSCHEDULED ITEMS

Dale Rowley representing the boy scouts for Winterport asked the council if he could continue with the original plans for constructing a 12x20 storage building on the west side of the VGCC. Council approved

## SCHEDULED ITEMS

### A. OLD BUSINESS

- a. Shipping Containers at Transfer Station – Manager Ashey provided the council with an additional quote from Maine Equipment Company on a 3 – 30ys open top roll off containers. It would cost approximately \$6,000.00 each plus an additional \$1500.00 in freight. Community member David Nason advised that he has spoken with Josh Wellman and believes it would be cheaper to repair the existing containers since the containers would not be going further than DM&J. Council discussed the options, and asked for Manager Ashey to get a quote on 50yd closed top containers and speak with Josh Wellman of DM&J on the cost for repair. This item was tabled.
- b. Copier for Town Office - Manager Ashey discussed two options for a new copier for the town office. One from Transco and one from Kyocera. Manager Ashey stated that the Kyocera model would be significantly cheaper and provide 80,000 black and white copies yearly in comparison to Transco's quote for 1500 black and white copies monthly at a similar price point. A motion was made by councilor Ronco and seconded by councilor Kelley to purchase the Kyocera model that manager Ashey was suggesting the town move forward with. Unanimous.

### B. NEW BUSINESS

- a. SJ Rollins Quote – Manager Ashey discussed with the council the quotes from SJ Rollins for a network upgrade, VOIP phone upgrade, Microsoft 365 licenses, a complete technology package for a zoom system for the conference room, manager's laptop and screens, as well as a tablet package for the town council members. Manager Ashey suggested that the town council approve the use of funds that were appropriated for ADA compliant doors that is no longer needed. Manager Ashey believes there is just over \$15,000.00 in the account. Manager Ashey suggested moving forward with the network upgrades, phone upgrade (which can be done at the same time) and the 365 licenses. Manager Ashey stated that he would purchase the bulk

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labor rate for SJ Rollins to complete the project which is \$108 an hour. Councilor Kelley made a motion to approve the purchases and would like Manager Ashley to try and get the licensing costs down and for the project to not exceed the amount that is in the existing account for the building maintenance. Councilor Ronco seconded the motion. Unanimous. The remaining projects from SJ Rollins will be budgeted for in the upcoming FY process. Manager Ashley did stress that he believes zoom meetings and training would not be going away. There was a discussion about zoom. Councilor Kelley asked Manager Ashley if the room would be used for training purposes. Manager Ashley stated yes, and that the fire department and ambulance service would have the opportunity to use the room as well.

- b. Update on Grant for Fire Truck – Councilor Kelley provided an update on the grant for the purchase of a new fire truck. The grant was not submitted in time and councilor Kelley suggested the town move forward with either ARPA funds or a bond issue.
- c. Ambulance & Cemetery Reports – The council asked Manager Ashley to request the quarterly finance reports from the ambulance and cemetery committee as was discussed during the town meeting in 2022. Manager Ashley stated he would reach out to the collective parties and would invite John Malcom the new ambulance director to a future meeting.

## LEGAL

- IRS Summons – Manager Ashley stated the town was served with a summons from the federal IRS. Without going into executive session, Manager Ashley briefly described the summons and the situation. Manager Ashley stated that the town office staff is fully cooperating with the IRS and expects the issue to be resolved. At this time, the town is providing the IRS with tax information received and forms of payment for said taxed accounts.

## WRITTEN CORRESPONDENCE - None

## ORAL COMMUNICATIONS

### A. TOWN MANAGER'S REPORT

- P&P for Town Council – Manager Ashley provided the council with the Policy and Procedures for the Town Council. Manager Ashley stated it shed further light on the roles and responsibilities of the council and the manager. Manager Ashley stated he

## Winterport Town Council Minutes

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has been concerned about bringing to council meeting what the whole council would like him to prepare for them for administrative follow up. Manager Ashey stated that private emails and face to face conversations for administrative follow up fell outside the scope of how he understands the council to operate. Specifically under oral communications, Manager Ashey stated that the Council (capitalized) is a while unit, not an individual. Manager Ashey asked that if the council has administrative follow up for him to do prior to the next meeting to make sure it is clear at a council meeting, not in emails or face to face meetings so everyone is on the same page. Council Kelley suggested that the document be updated as he noticed grammatical errors. Council Ronco made a motion for the council to edit the document as well as the town manager and at the next meeting they will go over the suggested edits and come to terms on an updated document. Council Kelley seconded the motion.

- Voting Booth's – Manager Ashey stated there was no new update.
- Trailer for Tractor Manager Ashey stated this will be budgeted for in the upcoming FY process.
- Transfer Station Repairs – Manager Ashey stated he has asked for quotes for repairs to Randy's office. He has not received those quotes. However, he will try and roll forward the appropriated funds from last fiscal year to next fiscal year to complete a greater percentage of the necessary repairs.
- Audit Draft - Manager Ashey stated he spoke with the auditor and she is very busy and plans to make time to come into the office end of March / beginning of April.
- Road maintenance – Phase 2 – Manager Ashey reiterated the issue with the journal entry and stated that if there is money available, he will try and see if Wellman will complete and projects prior to the next FY. If not, he hopes to roll remaining balance forward.
- RS – MS Software – Manager Ashey stated he was going to get with Councilor Kelley to go over this software, but either councilor Kelley or he has been too busy to connect at this time.
- 2023-2024 Budget Planning – Manager Ashey stated it is time to start scheduling dates with the budget committee and the town council to start preparing the fy 2023-2024 Budget. It was agreed that the budget committee including Joe Tyler would meet together with the council rather than at separate meetings. Manager Ashey will schedule dates moving forward.
- MUBEC – Manager Ashey advised that he met with Jackie Robbins the town's accessor and code enforcement officer and stated that it would be prudent for the



## Winterport Town Council Minutes

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town to start the process of moving forward with adopting zoning for the town as the population is just under 4,000 people. The census was completed in 2020 and Winterport continues to grow. At 4,000 people, the town is forced to adopt the acronym MUBEC which essentially boils down to adopting zoning. Manager Ashey shared with the council that at this time, Jackie is not interested in tackling this project. She stated to manager Ashey that she believes the work load would be approximately 2 to 3 full days worth of work weekly.

- Solid Waste Committee Update – Manager Ashey stated there is still only 2 people on the committee. He has spoken with Mary Anne Royal and hopes that once the town's website and Facebook page are up and running it will be easier to get the word out.
- Capital Budget 5 Year Plan - Manager Ashey stated that this is continuing and he expects the accounts to grow over the next couple years as the town has several major accounts that need money for big ticket items, like a fire truck. He will work on this during the FY budget process.

### **B. COUNCIL COMMENTS – Council Ronco would like to see Executive Session on the agenda regardless if there is one scheduled or not.**

**ADJOURN – Councilor Ronco made a motion to adjourn the meeting, Councilor Cooper seconded the motion. Unanimous.**

**EXECUTIVE SESSION - None**

## Winterport Town Council Minutes

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Quote # 100379-1 Exp 3/15/2023

## TO: Winterport Town Office

Attention: Mike Crooker

## Council Chamber Zoom/Teams Room

44 Main St.  
Winterport, ME 04496

Description	Price	Quantity	Total
<b>Rally Bar - Black</b> 3 Mic Pod Compatible	\$4,750.00	1	\$4,750.00
<b>Rally Bar Wall Mount</b> Compatible with Rally Bar or Rally Bar Mini	\$125.00	1	\$125.00
<b>Logitech Tap Touch Controller</b> 10.1" Tap Controller USB 3.0	\$1,199.00	1	\$1,199.00
<b>Rally Mic Pod - White</b> Compatible with Zoom or Teams Room	\$399.00	1	\$399.00
<b>Rally Mic Extension Cable</b> Rally Mic Pod Extension Cable 10 Meter (2 Max) For Running Mic To Back Of Room	\$249.00	1	\$249.00
<b>TV Wall Mount</b> Fits TV's from 46" to 90"	\$159.00	1	\$159.00
<b>Samsung 65" TV</b> 65-Inch Class Crystal 4K UHD, HDR, 60hz 3 HDMI Ports, Motion Xcelerator	\$799.00	1	\$799.00

**Payment Methods Accepted****Business Check Preferred**

Card Payment Accepted With 3% Convenience Fee Applied

Visa, MasterCard &amp; Discover

One Time Cost: \$7,680.00

Estimated Tax: \$0.00

**Grand Total: \$7,680.00****Thank you for your business!**

**Terms:** Labor is an estimate only, and will be charged as used and needed, Software quality and compatibility is warranted solely through the software manufacturer. Payment is due at the time of installation unless otherwise arranged. Taxes may differ depending on work completed. Some items may be special order and are non-returnable/refundable. Please ask your sales rep for details.

Quote # 100375 Exp 3/15/2023

## TO: Winterport Town Office

Attention: Mike Crooker

44 Main St.  
Winterport, ME 04496

## Council Computers

Description	Price	Quantity	Total
<b>Surface Pro 7</b> 12.3" Touch-Screen W10 Home Intel Core i7 16GB Memory 512GB SSD	\$1,899.00	5	\$9,495.00
<b>Surface Type Cover</b> Microsoft Surface Pro Type Cover with Fingerprint ID Black	\$159.00	5	\$795.00

## Payment Methods Accepted

## Business Check Preferred

Card Payment Accepted With 3% Convenience Fee Applied  
Visa, MasterCard & Discover

One Time Cost: \$10,290.00  
Estimated Tax: \$0.00

**Grand Total: \$10,290.00****Thank you for your business!**

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Quote # 100373 Exp 3/15/2023

## TO: Winterport Town Office

Attention: Mike Crooker

44 Main St.  
Winterport, ME 04496

## Manager Laptop with Docking Setup

Description	Price	Quantity	Total
<b>HP ZBook Laptop</b> i7 Processor 16GB RAM 512 NVMe Drive with Number Pad Windows 11 Pro 1 Year Warranty	\$1,949.00	1	\$1,949.00
<b>HP Thunderbolt Dock 120W</b> 1 x VGA 1x USB-C 2 x Full DisplayPort Docking Station	\$399.00	1	\$399.00
<b>LG 24" HD Monitor</b> Outputs: 2 HDMI, 1 VGA or 1 DP 3 sided Bezel Less Frame Refresh Rate 75Hz	\$239.00	2	\$478.00
<b>Dual Monitor Desk Stand</b> Dual Monitor Desk Mount - Stand Style - Holds 2 Screens Up To 27" Pedestal base	\$59.00	1	\$59.00
<b>Wireless Mouse Keyboard Combo</b> Wireless Mouse Keyboard Combo WMK Combo	\$39.00	1	\$39.00

## Payment Methods Accepted

## Business Check Preferred

Card Payment Accepted With 3% Convenience Fee Applied  
Visa, MasterCard & Discover

One Time Cost: \$2,924.00

Estimated Tax: \$0.00

**Grand Total: \$2,924.00**

Thank you for your business!

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Quote # 100371-1 Exp 3/15/2023

## TO: Winterport Town Office

Attention: Mike Crooker

44 Main St.  
Winterport, ME 04496

## Microsoft 365

Description	Price	Quantity	Total
<b>Monthly Cost</b>			
<b>Microsoft 365 Business Premium - 1 Year Commit</b>			
Office 365 Standard			
Intune			
Windows 10 Pro Upgrade	\$22.00	6	\$132.00
AutoPilot			
Azure AD P1 (Conditional Access)			
DLP			
Email Encryption			
<b>Office 365 Business Basic</b>	\$6.00	8	\$48.00
Includes Office Online, hosted email, and 1TB of file storage per user.			

**Payment Methods Accepted****Business Check Preferred**Card Payment Accepted With 3% Convenience Fee Applied  
Visa, MasterCard & Discover

Additional Monthly Cost: \$180.00

Estimated Tax: \$0.00

**Grand Total: \$180.00****Thank you for your business!****Terms:** Labor is an estimate only, and will be charged as used and needed. Software quality and compatibility is warranted solely through the software manufacturer. Payment is due at the time of installation unless otherwise arranged. Taxes may differ depending on work completed. Some items may be special order and are non-returnable/refundable. Please ask your sales rep for details.

Quote # 100374 Exp 3/15/2023

## TO: Winterport Town Office

Attention: Mike Crooker

44 Main St.  
Winterport, ME 04496

## Network Upgrades

Description	Price	Quantity	Total
<b>Meraki 48 Port PoE Switch</b> 48 Ports Gigabit 720 Watts PoE 5 Year License 4 SFP Ports	\$3,499.00	1	\$3,499.00
<b>Rack 12U Wall Mount 24.5"</b> Fits MS250 Switches	\$599.00	1	\$599.00
<b>1U 24 Port Modular Patch Panel (cat 6)</b>	\$69.00	4	\$276.00
<b>Cat6 Jack - Blue</b> Blue Jack for Cat6 Cable	\$17.99	24	\$431.76
<b>MR44 Access Point</b> Wi-Fi 6 Includes a 5 Year Enterprise Security License.	\$999.00	2	\$1,998.00

## Payment Methods Accepted

## Business Check Preferred

Card Payment Accepted With 3% Convenience Fee Applied  
Visa, MasterCard & Discover

One Time Cost: \$6,803.76

Estimated Tax: \$0.00

**Grand Total: \$6,803.76**

Thank you for your business!

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Quote # 100378-1 Exp 3/15/2023

# TO: Winterport Town Office

Attention: Mike Crooker

 44 Main St.  
 Winterport, ME 04496

## VOIP Phone System

Description	Price	Quantity	Total
<b>One Time Cost</b>			
<b>Yealink Premium Phone</b> Yealink Color Touch Screen Phone Optionally Supports Bluetooth Headset	\$249.00	4	\$996.00
<b>Yealink Mid-Level Color Phone</b> Yealink Mid-Level Color Phone Optionally Supports Bluetooth Headset	\$200.00	3	\$600.00
<b>Monthly Cost</b>			
<b>Hosted 3CX Phone System</b> 3CX Managed Hosted Phone - includes 4-8 port PBX service, hosted server, nightly backup, security updates, Static IP address and monitoring - Monthly Cost	\$100.00	1	\$100.00
<b>3CX 4 Line Pro License</b> Monthly License	\$22.00	1	\$22.00
<b>Hosted Phone System Unlimited Calls 1x Channel-SIP</b> Hosted Phone System Unlimited outbound calls to the US48 and Canada Unlimited inbound calls to your local numbers 1x Channel for Simultaneous Call Billed Monthly	\$24.95	2	\$49.90
<b>Hosted Phone System Additional DID w/ E911</b> Hosted Phone System Additional DID Enhanced 911 Line	\$2.50	1	\$2.50
<b>Hosted Phone System Additional DID Numbers</b> Hosted Phone System Additional DID Line Numbers	\$1.00	1	\$1.00

### Payment Methods Accepted

### Business Check Preferred

 Card Payment Accepted With 3% Convenience Fee Applied  
 Visa, MasterCard & Discover

One Time Cost:	\$1,596.00
Additional Monthly Cost:	\$175.40
Estimated Tax:	\$0.00
<b>Grand Total:</b>	<b>\$1,596.00</b>

## Thank you for your business!

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