

# Agenda

## Winterport Town Council

|          |                            |
|----------|----------------------------|
| DATE     | April 4, 2023              |
| TIME     | 7:00 PM                    |
| LOCATION | 44 Main Street, Winterport |

**1. COUNCIL MEMBERS IN ATTENDANCE**

**2. PLEDGE OF ALLEGIANCE**

**3. APPROVAL OF THE AGENDA**

**4. CONSENT AGENDA**

*1. SIGNATURES OF WARRANTS*

*2. APPROVAL OF MINUTES*

*3. COMMUNICATIONS*

*4. APPOINTMENTS & RESIGNATIONS*

*5. COMMITTEE MINUTES*

**5. PUBLIC COMMENTS**

**6. COMMITTEE REPORTS**

*1. BROADBAND COMMITTEE*

*2. CONSERVATION COMMISSION*

**7. UNFINISHED BUSINESS**

**8. NEW BUSINESS**

*1. REMOTE PARTICIPATION POLICY*

*2. TOWN COUNCIL MEETING SCHEDULE*

*3. ACCOUNT 430*

9.     **MANAGER'S REPORT**
10.    **COUNCILOR'S COMMENTS**
11.    **ADJOURNMENT**

# Winterport Town Council Minutes

Date: 3/21/2023

Time: 7:00 PM

Location: 44 Main Street, Winterport, Maine

**Call to Order** – Chair English-Flannigan called the meeting to order at 7:05 PM

**Roll Call** - Present: Chair English-Flannigan, Councilor Kelley, Councilor Cooper, Councilor Higgins and Councilor Ronco Via Zoom

## **Items for Consent Agenda (marked with \*):**

**\*Adopt Agenda** – Motion made by Councilor Higgins, Seconded by Councilor Cooper. Vote: 1 nay by councilor Kelley. Motion passes

**\*Financial Reports** – no discussion

**\*Payroll Warrant** – Motion made by Councilor Cooper, Seconded by Councilor Kelley, vote – unanimous

**\*Invoice Warrant** – Motion made by Councilor Ronco, Seconded by Councilor Cooper, Vote – Unanimous

**\*Schedule of Meetings** – No discussion

**\*Approve Minutes** – Motion made by Councilor Higgins, Seconded by Councilor Cooper. Councilor Kelley and Ronco wanted discussion. Edits made to minutes as requested. Vote - unanimous.

**\*Minutes and Agendas (Waldo County)** – None

**\*Appointments and Resignations** – None

## **Guest Speakers & Committee Reports**

Broadband Committee – Councilor Kelley stated there was no broadband committee meeting as there was a scheduling conflict.

## **Input from Citizens on Unscheduled Items**

Joe Tyler stated there was a pothole at the end of Schoolhouse Rd. Manager Ashey stated Wellman Paving was out filling in pot holes with cold patch and it should have been taken care of.

## **Scheduled Items**

### **A. Old Business**

- a. **Conservation Commission** – Mary Ann Royal once again requested the use of funds to complete a survey of the Rocky Knoll Property. A brief discussion was had about the quote obtained (see recording for specifics). Councilor Cooper made a motion to approve funds and for commission to work with Manager Ashey on the project. Councilor Kelley seconded the motion. Vote – Unanimous

# Winterport Town Council Minutes

Date: 3/21/2023

Time: 7:00 PM

Location: 44 Main Street, Winterport, Maine

- b. Transfer Station Containers** – There was a discussion about the containers and allocated funds in the reserve account for the transfer station (see recording for specific details). Councilor Kelley made a motion to purchase one container, the motion was seconded by Councilor Higgins. Vote – 2 yays 3 nays. Motion Failed.
- c. Council Policy and Procedures** – There was discussion about the policy and procedures of the town council document. Please see recording for specific details. The council decided to hold a work shop on the editing and updating of the document and stated this would be tabled until after the budget process is complete and a future workshop meeting would be scheduled.
- d. Special Town Meeting on ARPA Funds** – There was a discussion about holding a workshop on the topic available to the public. A date was set for April 11<sup>th</sup>, 2023 at 6PM at the town office. Manager Asheley stated he would work with Fire Chief Foley to procure more information on the fire truck and more estimates as well as other financing options. Councilor Kelley advised he would send Manager Asheley the information he had on the firetruck as well.

**B. New Business** – None.

**Legal** – None.

**Correspondence (Written Notices)** – None.

## Oral Communications

- A. Town Manager's Report** – Manager Asheley advised the budget process was underway. Manager Asheley provided council members with their new email and passwords.
- B. Council Comment** – Councilor Kelley asked Manager Asheley if the technology upgrades were underway. Manager Asheley stated they had. Councilor Ronco suggested that the Town Report be dedicated to Thomas Skratt. A motion was made by Councilor Ronco and seconded by Councilor Higgins and Cooper. Vote- Unanimous. Councilor Higgins stated that the town needed to consider alternative sources of revenue to offset taxes and voiced her concern over the increasing school budget.

**Sign Warrants** – Signed.

**Adjourn** – Councilor Kelley made a motion to adjourn. Councilor Higgins seconded the motion. Vote – 4 yays 1 nay.

# Minutes

## Winterport Town Council

|                            |                                    |
|----------------------------|------------------------------------|
| DATE                       | April 4, 2023                      |
| TIME                       | 7:00 PM                            |
| LOCATION                   | 44 Main Street, Winterport         |
| MEETING CALLED TO ORDER BY | Maggie English-Flanagan at 7:00 PM |

**1. COUNCIL MEMBERS IN ATTENDANCE**

*Chair – Maggie English-Flanagan  
Councilor Stephen Cooper  
Councilor Ann Ronco  
Councilor Kevin Kelley  
Councilor Tammy Higgins*

**2. PLEDGE OF ALLEGIANCE**

*Pledge of Allegiance was led by*

**3. APPROVAL OF THE AGENDA**

***Motion:***

***Vote:***

***Resolution:***

**4. CONSENT AGENDA**

***Motion:***

***Vote:***

***Resolution:***

**1. SIGNATURES OF WARRANTS**

**2. APPROVAL OF MINUTES**

**3. COMMUNICATIONS**

**A. FY 2024 BUDGET SCHEDULE**

**B. 2021 TAX FORECLOSURES**

**4. APPOINTMENTS & RESIGNATIONS**

5. PUBLIC COMMENTS

6. COMMITTEE REPORTS

7. UNFINISHED BUSINESS

8. NEW BUSINESS

1. *Meeting Schedule*

*Motion:*

*Vote:*

*Resolution:*

2. *Remote Participation*

*Motion:*

*Vote:*

*Resolution:*

9. MANAGER'S REPORT

*Town Manager's report is attached as Exhibit A*

10. COUNCILOR'S COMMENTS

11. ADJOURNMENT

*Meeting was adjourned at*

Respectfully submitted,

*Casey J. Ashe*

Town Manager of Winterport

*Note: All Winterport Town Council Meetings are recorded. See audio recording for further information.*



## MEMORANDUM

### TOWN OF WINTERPORT

State of Maine

44 Main Street

207-223-5055

To: Town Council

From: Casey Ashley, Town Manager

Date: April 4<sup>th</sup>, 2023

RE: Manager's Report

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To inform the Town Council and the public about the recent happenings within the town, I have the following report as a bulleted list:

- As administrative follow up for the council from last meetings discussion on the transfer station containers, I met with Josh Wellman of DM&J Waste. My conversation with Josh went well. Josh is sending a memo in writing what he recommends the town do in reference to the containers. As of Thursday, March 30, 2023, I have not received his written memo, however he sent me an email assuring he would have something in writing as of next week (the week of April 2<sup>nd</sup> – 8<sup>th</sup>). In summary of our conversation, Josh recommends continuing to use the containers as is and repair as needed. Josh stated since the containers are not going a long distance, they will remain to be usable. Josh stated to me that he will write in his memo the anticipated costs of repairs. Josh also advised that he has acquired a used container that may be a good replacement for the older green container and will include a price for that. He does not recommend purchasing new containers.
- DM&J contract – As you know, the contract with DM&J is yearly. During my meeting with Josh Wellman, we discussed a new contract. Josh is going to review the current contract and compare to current market rates. He will send his proposed contract along with the memo for the containers. I expressed the interest of the town was to continue with our relationship with DM&J and stated we would continue to offer the land the town owns next to the sand shed as a lease agreement.
- Roads – Dave Nason and I addressed several concerns from citizens in reference to roads / culverts in the town. There is a hole on the Weaver Rd that is of concern. Mr. Nason will be patching the hole. This is a project that is being considered to replace the 4 existing culverts on the road with new culverts. I will continue to work with Mr. Nason on this project and will keep you advised as to how we decide to progress.
- Technology Upgrades – All town employees including the council should have winterportmaine.gov email addresses. Please utilize these as this will be one of



## MEMORANDUM

**TOWN OF WINTERPORT**

State of Maine

44 Main Street

207-223-5055

To: Town Council

From: Casey Ashe, Town Manager

Date: April 4<sup>th</sup>, 2023

RE: Manager's Report

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the main ways we can communicate effectively. I have created an automatic response on the old email to please forward to my new email address.

- Budget – the budget process is underway. Currently, it appears that we are on schedule and have time to complete the budget process in a timely fashion. My hopes are that this trend will continue, and we will have approved amounts in plenty of time for preparation of the town meeting in June.
- Banking – I met with a representative from Northeast Bank. The meeting was very informative. I will be looking at our financials moving forward and speaking with Camden National Bank to investigate our current rates. More to follow in the coming weeks.

Respectfully Submitted,

*Casey J. Ashe*

Town Manager



## Sec. 2.02 – POWERS OF THE TOWN MEETING

1. Affirmative action by the qualified voters at the Town Meeting is required for the following:
  - (a) To raise and appropriate all monies for all Town business except the Town's share of the RSU#22 budget.
  - (b) To issue bonds or notes in any amount allowed by law. This section does not apply to bonds or notes issued by the Council in anticipation of taxes to be paid within the current fiscal year.
  - (c) To fund a reserve account.
  - (d) To transact other Town business presented to it by warrant article.
  - (e) To create, to amend, and/or to repeal ordinances pertaining to the Comprehensive Plan, Winterport Land Use Ordinances, Road Acceptance, and any ordinance that imposes a fine, fee, or penalty, except that ordinances necessary to comply with State Mandated Changes shall be created, amended, or repealed by the Town Council.
  - (f) To exercise all powers of the Town of Winterport not specifically delegated to the Town Council or other Town Officers.

The above appropriations shall become effective only after approval at a Town Meeting by the vote of a majority of those voting on the article at such meeting.

## ARTICLE III

### TOWN COUNCIL

#### Sec. 3.01 – NUMBER, ELECTION, AND TERM

The Town Council shall be composed of 5 members, each of whom shall be elected by the registered voters of the entire Town. Councilors will serve staggered 3 year terms or until their successor is elected and duly qualified.

#### Sec. 3.02 – QUALIFICATIONS

Councilors shall be at least 18 years of age, shall be qualified voters of the Town, and shall reside in the Town during their term of office.

#### Sec. 3.03 – COMPENSATION

Members of the Council shall receive such compensation as shall be approved at the Annual Town Meeting.

Winterport  
9:37 AM

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

03/28/2023  
Page 1

| Type         | Check | Amount            | Date     | Wrnt | Payee                            |
|--------------|-------|-------------------|----------|------|----------------------------------|
| R            | 37119 | 614.26            | 03/29/23 | 88   | 0029 AIM FUND SERVICES, INC.     |
| R            | 37120 | 35.88             | 03/29/23 | 88   | 0490 CAMDEN NATIONAL BANK        |
| R            | 37121 | 64.19             | 03/29/23 | 88   | 0999 Casey Ashe                  |
| R            | 37122 | 58.14             | 03/29/23 | 88   | 0875 Consolidated Communications |
| R            | 37123 | 713.97            | 03/29/23 | 88   | 1002 Edward Jones                |
| R            | 37124 | 45,517.50         | 03/29/23 | 88   | 0951 Hopkins Paving LLC          |
| R            | 37125 | 1,000.00          | 03/29/23 | 88   | 0916 Jacqueline Robbins          |
| R            | 37126 | 150.00            | 03/29/23 | 88   | 0932 Maine Pest Solutions        |
| R            | 37127 | 314.73            | 03/29/23 | 88   | 0624 Maureen Black               |
| R            | 37128 | 262,462.55        | 03/29/23 | 88   | 0170 RSU # 22                    |
| R            | 37129 | 6,559.15          | 03/29/23 | 88   | 0175 SECRETARY OF STATE          |
| R            | 37130 | 50.00             | 03/29/23 | 88   | 0334 SECRETARY OF STATE          |
| R            | 37131 | 23.01             | 03/29/23 | 88   | 0959 State of Maine              |
| R            | 37132 | 1,347.38          | 03/29/23 | 88   | 0679 Town of Winterport          |
| R            | 37133 | 1,172.26          | 03/29/23 | 88   | 0201 TREASURER OF STATE          |
| <b>Total</b> |       | <b>320,083.02</b> |          |      |                                  |

**Count**

|        |    |
|--------|----|
| Checks | 15 |
| Voids  | 0  |

| Jrnl                                     | Check      | Month | Invoice Description       | Reference         |  |  |
|--|------------|-------|---------------------------|-------------------|--|--|
| Description                              | Account    | Proj  | Amount                    | Encumbrance       |  |  |
| <b>00029 AIM FUND SERVICES, INC.</b>     |            |       |                           |                   |  |  |
| 0389                                     | 37119      | 03    | March 2023                |                   |  |  |
| Employer Match                           | G 1-215-00 |       | 201.79                    | 0.00              |  |  |
| Employee Contribution                    | G 1-227-00 |       | 412.47                    | 0.00              |  |  |
|  |            |       | <b>Vendor Total-</b>      | <b>614.26</b>     |  |  |
| <b>00490 CAMDEN NATIONAL BANK</b>        |            |       |                           |                   |  |  |
| 0389                                     | 37120      | 03    | GO DADDY                  |                   |  |  |
| GO DADDY                                 | E 20-30-27 |       | 35.88                     | 0.00              |  |  |
|  |            |       | <b>Vendor Total-</b>      | <b>35.88</b>      |  |  |
| <b>00999 Casey Ashey</b>                 |            |       |                           |                   |  |  |
| 0389                                     | 37121      | 03    | mileage 03/02-27/2023     |                   |  |  |
| mileage 03/02-27/2023                    | E 20-70-16 |       | 64.19                     | 0.00              |  |  |
|  |            |       | <b>Vendor Total-</b>      | <b>64.19</b>      |  |  |
| <b>00875 Consolidated Communications</b> |            |       |                           |                   |  |  |
| 0389                                     | 37122      | 03    | April 2023                |                   |  |  |
| April 2023                               | E 60-80-20 |       | 58.14                     | 0.00              |  |  |
|  |            |       | <b>Vendor Total-</b>      | <b>58.14</b>      |  |  |
| <b>01002 Edward Jones</b>                |            |       |                           |                   |  |  |
| 0389                                     | 37123      | 03    | March 2023 Casey Retireme |                   |  |  |
| March 2023 Casey Retireme                | G 1-215-00 |       | 396.65                    | 0.00              |  |  |
| March 2023 Casey Retireme                | G 1-227-00 |       | 317.32                    | 0.00              |  |  |
|  |            |       | <b>Vendor Total-</b>      | <b>713.97</b>     |  |  |
| <b>00951 Hopkins Paving LLC</b>          |            |       |                           |                   |  |  |
| 0389                                     | 37124      | 03    | April 2023                |                   |  |  |
| April 2023                               | E 45-30-52 |       | 45,517.50                 | 0.00              |  |  |
|  |            |       | <b>Vendor Total-</b>      | <b>45,517.50</b>  |  |  |
| <b>00916 Jacqueline Robbins</b>          |            |       |                           |                   |  |  |
| 0389                                     | 37125      | 03    | Assessor                  |                   |  |  |
| Assessor                                 | E 12-30-24 |       | 1,000.00                  | 0.00              |  |  |
|  |            |       | <b>Vendor Total-</b>      | <b>1,000.00</b>   |  |  |
| <b>00932 Maine Pest Solutions</b>        |            |       |                           |                   |  |  |
| 0389                                     | 37126      | 03    | monthly service           |                   |  |  |
| monthly service                          | E 25-30-31 |       | 60.00                     | 0.00              |  |  |
| monthly service                          | E 60-30-31 |       | 90.00                     | 0.00              |  |  |
|  |            |       | <b>Vendor Total-</b>      | <b>150.00</b>     |  |  |
| <b>00624 Maureen Black</b>               |            |       |                           |                   |  |  |
| 0389                                     | 37127      | 03    | Mileage 03/01-28/2023     |                   |  |  |
| Mileage                                  | E 20-70-16 |       | 314.73                    | 0.00              |  |  |
|  |            |       | <b>Vendor Total-</b>      | <b>314.73</b>     |  |  |
| <b>00170 RSU # 22</b>                    |            |       |                           |                   |  |  |
| 0389                                     | 37128      | 03    | April 2023                |                   |  |  |
| MONTHLY SCHOOL PAYMENT                   | E 94-70-62 |       | 262,462.55                | 0.00              |  |  |
|  |            |       | <b>Vendor Total-</b>      | <b>262,462.55</b> |  |  |
| <b>00175 SECRETARY OF STATE</b>          |            |       |                           |                   |  |  |
| 0389                                     | 37129      | 03    | BMVWK03/20-24/2023        |                   |  |  |
| STATE FEES                               | G 1-205-00 |       | 2,344.25                  | 0.00              |  |  |
| TITLE FEES                               | G 1-204-00 |       | 231.00                    | 0.00              |  |  |
| SALES TAX                                | G 1-204-01 |       | 3,983.90                  | 0.00              |  |  |
|  |            |       | <b>Vendor Total-</b>      | <b>6,559.15</b>   |  |  |
| <b>00334 SECRETARY OF STATE</b>          |            |       |                           |                   |  |  |

Winterport  
9:37 AM

**A / P Warrant**

03/28/2023  
Page 2

Warrant 88

| Jrnl                     | Check | Month | Invoice Description | Reference |            |             |
|--------------------------|-------|-------|---------------------|-----------|------------|-------------|
| Description              |       |       | Account             | Proj      | Amount     | Encumbrance |
| 0389                     | 37130 | 03    | Notary Casey        |           |            |             |
| NOTARY FEES              |       |       | E 20-30-49          |           | 50.00      | 0.00        |
| Vendor Total-            |       |       |                     |           | 50.00      |             |
| 00959 State of Maine     |       |       |                     |           |            |             |
| 0389                     | 37131 | 03    | Levy                |           |            |             |
| Levy                     |       |       | G 1-226-04          |           | 23.01      | 0.00        |
| Vendor Total-            |       |       |                     |           | 23.01      |             |
| 00679 Town of Winterport |       |       |                     |           |            |             |
| 0389                     | 37132 | 03    | Paywk03/20-26/2023  |           |            |             |
| Medicare                 |       |       | G 1-211-00          |           | 166.98     | 0.00        |
| FICA                     |       |       | G 1-212-00          |           | 714.06     | 0.00        |
| Federal                  |       |       | G 1-213-00          |           | 466.34     | 0.00        |
| Vendor Total-            |       |       |                     |           | 1,347.38   |             |
| 00201 TREASURER OF STATE |       |       |                     |           |            |             |
| 0389                     | 37133 | 03    | Qrtly for Dec 2022  |           |            |             |
| STATE WITHHOLDING TAXES  |       |       | G 1-214-00          |           | 1,172.26   | 0.00        |
| Vendor Total-            |       |       |                     |           | 1,172.26   |             |
| Prepaid Total-           |       |       |                     |           | 0.00       |             |
| Current Total-           |       |       |                     |           | 320,083.02 |             |
| EFT Total-               |       |       |                     |           | 0.00       |             |
| Warrant Total-           |       |       |                     |           | 320,083.02 |             |

STEPHEN COOPER

Kevin Kelley

Tammy Higgins

MARGARET ENGLISH-FLANAGAN

ANN RONCO

TOWN MANAGERS APPROVAL:

Winterport  
9:58 AM

**Payroll Warrant**  
Pay Date: 03/29/2023

03/27/2023  
Page 1

WARRANT: 87

| Check        | D / D       | Check           | Employee               | Gross Pay       |
|--------------|-------------|-----------------|------------------------|-----------------|
| 37110        | 0.00        | 1,107.84        | 192 Casey J Ashey      | 1,586.54        |
| 37111        | 0.00        | 217.50          | 194 Alan Barton        | 266.94          |
| 37112        | 0.00        | 723.69          | 135 Maureen Black      | 1,048.54        |
| 37113        | 0.00        | 508.80          | 206 Marie R Chausse    | 593.20          |
| 37114        | 0.00        | 539.32          | 178 Randy Kenneson     | 701.20          |
| 37115        | 0.00        | 295.82          | 48 DAVID L NASON       | 404.08          |
| 37116        | 0.00        | 458.27          | 197 Jacqueline Robbins | 500.00          |
| 37117        | 0.00        | 335.75          | 207 Jay Temple         | 377.46          |
| 37118        | 0.00        | 239.13          | 209 Wendy Wallace      | 280.60          |
| <b>Total</b> | <b>0.00</b> | <b>4,426.12</b> |                        | <b>5,758.56</b> |

Put into A/P                      **1,892.67**  
Taken out of A/P                **(0.00)**  

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**Total Payroll                    6,318.79**

**Count**  
Checks                              9

STEPHEN COOPER

Kevin Kelley

Tammy Higgins

MARGARET ENGLISH-FLANAGAN

ANN RONCO



TOWN MANAGERS APPROVAL:



HAMPDEN TOWN COUNCIL MEETING  
HAMPDEN MUNICIPAL BUILDING  
MINUTES

.....  
MONDAY

MARCH 6, 2023

6:00 P.M.  
.....

*In Attendance:*

*Chair Ivan McPike  
Councilor Eric Jarvi  
Councilor David Ryder  
Councilor Mark Cormier  
Councilor Peter Erickson  
Councilor Allen Esposito  
Councilor Christine Cubberley*

*Paula Scott, Town Manager  
Gayle C. Decker, Town Clerk  
Darcey Peakall, Pool Director*

*Chair McPike called the meeting to order at 6:00 p.m.*

A. PLEDGE OF ALLEGIANCE

*Chair McPike led the Pledge of Allegiance.*

B. APPROVAL OF THE AGENDA

**Motion:** *Councilor Esposito so moved approval of the agenda, seconded by Councilor Cubberley. Roll call vote 7-0*

*Resolution: 2023 – 40*

C. CONSENT AGENDA

**Motion:** *Councilor Esposito so moved approval of the consent agenda, seconded by Councilor Cubberley. Roll call vote 7-0*

*Resolution: 2023 – 41*

1. SIGNATURES

2. COUNCIL MINUTES

- a. 2/13/2023 Council Workshop
- b. 2/21/2023 Council Meeting

3. COMMUNICATIONS

- a. FY24 Budget Schedule
- b. 2021 Tax Foreclosure Status Memo from Tax Collector Wanda Libbey
- c. Renewal Victualer's License - ATC Tennis Center - Dean Armstrong.
- d. Renewal Victualer's License - R & K Variety – Dawn Grover
- e. Renewal Victualer's License – White House Motel, Inc. – LeeAnn Hawes

Note: Council will take a five-minute recess at 8:00 p.m.

.....  
MONDAY

MARCH 6, 2023

6:00 P.M.  
.....

AGENDA

4. COMMITTEE MINUTES

D. PUBLIC COMMENTS

E. POLICY AGENDA

1. NEWS, PRESENTATIONS & AWARDS

2. PUBLIC HEARINGS

*Councilor Jarvi reported on the 2/27/23 Council Workshop and the 3/1/23 Environmental Trust Meeting.*

3. NOMINATIONS – APPOINTMENTS – ELECTIONS

F. COMMITTEE REPORTS

G. UNFINISHED BUSINESS

H. NEW BUSINESS

- a. Council approval of the employment agreement between the Town of Hampden and Paula Scott, Town Manager for a three-year period beginning March 1st, 2023.

***Motion:*** Councilor Esposito moved Council approval of the employment agreement between the Town of Hampden and Paula Scott, Town Manager for a three-year period beginning March 1<sup>st</sup>, 2023, seconded by Councilor Cubberley. Roll call vote 7-0

*Resolution: 2023 - 42*

- b. Council award of bid for the plaster removal and replacement at the Lura Hoit Pool to Affordable Gunite Pools, Inc in the amount of \$136,152.00. requested by Darcey Peakall, Pool Director.

***Motion:*** Councilor Esposito moved Council award of bid for the plaster removal and replacement at the Lura Hoit Pool to Affordable Gunite Pools, Inc in the amount of \$136,152.00, seconded by Councilor Cubberley. Roll Call Vote 7-0

*Resolution: 2023 – 44*

***Motion:*** Councilor Jarvi moved to amend the motion by adding the words not to exceed, seconded by Councilor Ryder. Roll call vote 7-0.

*Resolution: 2023 – 43*

- c. Council approval of a renewal liquor license for Carroll Crew, LLC d/b/a Pat's Pizza – located at 662 Main Rd N.

***Motion:*** Councilor Esposito moved Council approve a renewal liquor license for Carroll Crew, LLC d/b/a/ Pat's Pizza – located at 662 Main Rd N., seconded by Councilor Cubberley. Roll call vote 7-0

Note: Council will take a five-minute recess at 8:00 p.m.

.....  
MONDAY

MARCH 6, 2023

6:00 P.M.  
.....

AGENDA

*Resolution: 2023 - 45*

- d. Council authorization for the expenditure of \$27,309.20 from Environmental Trust, Income for reimbursement of eligible stormwater expenses for FY23, *referral from Environmental Trust Committee.*

***Motion:*** Councilor Esposito moved Council authorization for the expenditure of \$27,309.20 from Environmental Trust, Income for reimbursement of eligible stormwater expenses for FY23, seconded by Councilor Cubberley. Roll call vote 7-0

*Resolution: 2023 - 46*

I. MANAGER'S REPORT

*Town Manager's Report is attached as Exhibit A*

J. COUNCILOR'S COMMENTS

*Councilor Cubberley – I would like to encourage people around here to check the Bangor Symphony Orchestra. You may not know how incredible the quality of that Orchestra, with a Grammy Award Conductor, and they serve this whole area. I personally know people who drive two hours each way for each concert. They have their soiree, which is a Maine fund raiser this Saturday at the College Center and then the following day there is an incredible concert, so please check it out, Bangor Symphony Orchestra. Thank you.*

*Councilor Erickson - no comment.*

*Councilor Esposito - Let's go Bruins, let's go Celtics, let's go Red Sox.*

*Councilor Jarvi – No comment*

*Councilor Cormier – No comment*

*Councilor Ryder – I guess to Allen's comment I'd say let's go Hampden boys for their ice hockey, good luck.*

*Councilor McPike – I'd just like to send my congratulations out to all the Hampden teams who made it this year. They did a really great job we should be proud of them here. Some didn't succeed as far as they wanted to, but they probably played their hearts out and that is all you can count on.*

K. ADJOURNMENT

*Meeting adjourned at 6:14 p.m.*

*Respectfully submitted,  
Gayle C. Decker, Town Clerk*

Note: Council will take a five-minute recess at 8:00 p.m.



**Memorandum**

TO: Town Council  
FROM: Paula Scott, Town Manager  
DATE: March 6th, 2023  
RE: Manager's Report

To inform the Council and the public about recent happenings within the town, I have the following report as a bulleted list:

- I would like to follow up on an inquiry by Councilor Esposito a couple of months ago, regarding how many HOAs there are in Hampden and how many may not have followed through. It took a little bit of research by Allyson as there is no central data base for HOAs by themselves. Ally researched all of the existing subdivisions in Hampden, and then had to get into the deeds and subdivision plans on file at the registry. Not counting the provisions that the Honey Hill subdivision's Planning Board order was predicated on the establishment of one there, there currently exists 2 home owner associations that we can identify which are Avalon Village and Chickadee Crossing. There are also two, Highland Ridge and Oakfield Estates with terminology granting they "may" establish an HOA, as well as one condo association at Heritage Estates. Of the associations that are established, all are active and in good standing.
- Regarding the recent Council vote to sell the remaining piece of open space at the end of Deer Hill lane to Rodney Dennis, I had reached out to the attorney to work up the purchase and sales agreement and in researching the deeds, she discovered that the Town never actually owned this open space. The town was only granted an open space easement over the lot, but the grantors (the original owners) retained the ownership interest in that parcel. They have since conveyed it and the current owner is the proposed purchaser. Needless to say, I wanted to update you on how that ended up.
- At the February 27<sup>th</sup> meeting at which reps from Bangor Gas were present, Joyce Philbrick was concerned that we were possibly spending tax payer dollars to benefit Bangor Natural Gas. Although the optics may have appeared to indicate that we were doing work for them, it was a town job. Last fall a culvert on Charles St. collapsed and Whitmore Contracting was hired to replace it. As a part of this job, Public Works did the trench paving with our equipment and personnel. If residents asked our crew about Bangor Natural Gas's timeline, or any other questions, they legitimately did not know. We can also factually say

that we have not cleaned up after BNG. If something needs to be corrected in a timely manner, DPW lets them know what needs to be fixed and hold them to it.

- Finally, I want to inform Council that out of three inquiries, two firms are being interviewed for contract assessor this week. The first one is tomorrow, and the second one will be Thursday. Hopefully I will have some good news by the end of this week or the beginning of next week.

**Select Board Meeting  
Monday February 27, 2023 at 6:00 PM**

**Call Selectmen's Meeting to Order:** The regular meeting of the Board of Selectmen was called to order at 6:00 pm by Chairman, Allan Snell who called the roll for attendance.

**1. Roll Call:** Allan Elkin – present; Charlie Green – present; Allan Snell – present; Mike Curtis – present; Chris Robison – was excused from this meeting; Also present were: Town Manager, Chris Backman; Town Clerk, Susan Carson; Librarian, Kelly Bay; Public Works Foreman, Brian Stoyell; 2 citizens.

**2. Pledge of Allegiance**

**3. Adjustments to Agenda:** None.

**4. Public Comments (In writing or via email):** None.

**5. Approve Select Board Meeting Minutes of February 13, 2023**

Motion Green Second Curtis Vote Yes – 4

**6. Approve town accounts payable warrants:** Passed around and signed.

**7. Appointments & Resignations:** None.

**Old Business**

**8. NONE**

**New Business**

**9. Initial review and discussion of proposed budgets for the June 30, 2024 fiscal year**

- A. Dept. 120 - Insurance and Benefits**
- B. Dept. 310 - Public Works – Operations**
- C. Dept. 320 - Public Works – Equipment**
- D. Dept. 330 - Public Works – Garage**
- E. Dept. 520 – Sheriff Patrol**
- F. Dept. 450 - Recreation**
- G. Dept. 610 – Library**

The above department's proposed budgets were presented and reviewed. Under Insurance and Benefits, Backman indicated that the employer's contributions to Maine PERS (retirement) have been drawn from a pool of funds that Maine PERS had returned to the Town. Formerly, it had been used as a credit to us within the Maine PERS system. Once returned to us, it had been placed in a reserve account to be sent in monthly with our payroll report. Those funds are depleting and we need to budget money that we have not needed to for over 20 years. Backman proposed funding \$40,000 with half this year and the other half budgeted in next year to soften the blow. Backman is also looking into adding a flexible spending program as a benefit to employees. Under Public Works, we are adding an expense account to fund mailbox replacements when our plow trucks (and contractors) damage mailboxes during plowing events. Under Library, we are adding funds to employ another part-time person to help with upcoming Saturday hours that are going to be implemented.

**10. Department Reports**

- A. Managers' report:** Presented in writing. Backman touched upon.
- B. Ben Birch – Assessor report - FY 22 Commitment:** Presented in writing.
- C. Planning Board minutes - Month of November 2022:** Presented in writing.
- D. Planning Board minutes – Month of January 2023:** Presented in writing.

**11. Board Comments:** Curtis – thanked the Fire Association for providing all of the Fire & Sheriff personnel with Guardian Lights to wear during events for safety. Green – Fire & Rescue seems to always be busy. Elkin – happy with the way things are going. The Town has a solid plan for the future. Very pleased with the Assessor's 2022 Commitment Report. Snell – good things are on the horizon for Orrington.

**12. Adjourn:** Curtis made a motion to adjourn at 6:48 PM. Elkin seconded. **Vote: Yes-4.**

Respectfully Submitted,  
Susan L. Carson, Town Clerk

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Chairman

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Manager

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Clerk

**BUCKSPORT TOWN COUNCIL MEETING**  
**7:00 P.M., THURSDAY, MARCH 23, 2023**  
**TOWN COUNCIL CHAMBERS – BUCKSPORT TOWN OFFICE**

This meeting will be held in person. It can be viewed on local cable channel 1303 or on the internet by accessing [townhallstreams.com](http://townhallstreams.com) and selecting Bucksport. Questions or comments may be submitted prior to or during the meeting by emailing [slessard@bucksportmaine.gov](mailto:slessard@bucksportmaine.gov) or during the meeting by calling 469-7368

1. **Call Meeting To Order**
2. **Roll Call**
3. **Presentation of any Town Council Recognitions**
4. **Consider minutes of previous meetings**
  - a. Town Council Minutes 3/9/2023
  - b. Safety Committee Meeting Minutes 12-5-2022
5. **Receive and Review Correspondence**
  - a. Verona Police Call 3-05-2023
  - b. Verona Police Call 3-05-2023
  - c. Downeast Transportation Ridership Report January 2023
  - d. Downeast Transportation Ridership Report February 2023
6. **Ordinances to Consider/Introduce**
  - a. 1<sup>st</sup> Reading – Landfill Permitting Moratorium
7. **Discussion Items (Manager Clarification and Direction, or Council Discussion and/or Input on Issues)**
  - a. Regulatory Review Committee Update – 3-23-23
  - b. Infrastructure Committee Update – 3-23-2023
  - c. Services Committee Update – 3-23-2023
8. **Agenda Items**
  - a. Resolve 2023-44 to approve sale of 27 Main Street Property to Statewide Property Management & Consulting
  - b. Resolve 2023-35 to sell Lots 6 & 7 of Phase 2 of Bucksport Heritage Park to David Sukeforth, d/b/a Dave's Auto Repair & Towing
  - c. Resolve 2023-45 to fund garage door repairs at the Highway Garage from Reserve Funds
  - d. Resolve 2023-46 to fund Ambulance Repairs to Ambulance 1 and Ambulance 2 from Reserve Funds
9. **Resignations, Appointments, Assignments, and Elections**
  - a. Annual Appointments
  - b. Derek Hawes Resignation – Fire Dept.
10. **Approval of Quit Claims, Discharges, and Deeds**
  - a. Jane E. Cirillo, Sewer Lien Discharges Map 32 Lot 26 dated 9/24/15, 3/15/16, 9/27/16, 3/13/17, 9/27/17, 3/19/2018, 9/26/2018, 3/19/2019, 9/26/2019
11. **Town Manager Report**
12. **Set Public Hearings, and/or Hold Public Hearings and Approval of any Licenses or Permits**
  - a. Bridge the Gap Race Permit
  - b. Bucksport Bay Business Coalition – Hot August Nights Parade & Car Show
  - c. Main Street Bucksport – Bridge the Gap Finish Line Festival
13. **Discussion of Items Not on the Agenda for Council and Public**
14. **Upcoming Public Hearings, Designation of Topics for Committee Assignment, and Scheduling of Committee Meetings**
15. **Adjournment**

## IN COUNCIL CHAMBERS – 50 MAIN STREET – 7:00 P.M.

40

1. **CALL MEETING TO ORDER:**

Deputy Mayor Bissonnette called the meeting to order at 7:00 p.m.

2. **ROLL CALL:**

Present: Deputy Mayor Bissonnette, Councilors Eastman, Morrison, Bishop, and Rankin.

Absent: Mayor Stewart, Councilor Ormsby.

3. **PRESENTATION OF ANY TOWN COUNCIL RECOGNITIONS:**

A moment of silence was observed in remembrance of former Town Councilor Joel Wardwell.

4. **CONSIDER MINUTES OF PREVIOUS MEETINGS:**

Motion by Councilor Rankin, seconded by Councilor Eastman to approve the minutes of the meeting of February 9, 2023. **Passed – Vote 5-0**

5. **RECEIVE AND REVIEW CORRESPONDENCE:**

Verona Police Call – 02/28/2023

Orland Police Call – 03/03/2023

6. **ORDINANCES TO CONSIDER/INTRODUCE:**

**Second Reading**

**Amendment to the Appendix K Land Use Ordinance to Allow  
Vehicle Service Class 2 in the Commercial 3 Zone**

7. **DISCUSSION ITEMS:**

Councilor Eastman gave a report of the Regulatory Review Committee, which met at 6:00 p.m. prior to the start of the Town Council meeting.

Patrick Kane of Statewide Property Management, Inc. spoke to the Town Council concerning his proposal for 27 Main Street. Also in consideration was a proposal from Chris Pepin Properties. Motion by Councilor Bishop, seconded by Councilor Rankin to move forward with the proposal from Statewide Property Management, Inc. **Passed – Vote 4-1 (Councilor Morrison opposed)**

Councilor Rankin gave a report of the Services Committee, which met at 6:45 p.m. prior to the start of the Town Council meeting.

8. **AGENDA ITEMS:**

Motion by Councilor Bishop, seconded by Councilor Eastman to approve:

**Resolve 2023-42**

**To Approve a Law Enforcement Mutual Aid Agreement With  
Law Enforcement Agencies in Hancock County**

Whereas, the Town of Bucksport is a community located in the county of Hancock, Maine, and

Whereas, the Towns of Hancock County cooperate for the purposes of public safety, and

Whereas, the Town of Bucksport wishes to have a formal law enforcement mutual aid agreement with other law enforcement agencies in Hancock County, and

Whereas, the mutual aid agreement defines the specific circumstances under which the Town of Bucksport could respond to incidents for agencies in Hancock County, and

Therefore, be it resolved by the Bucksport Town Council, in Town Council assembled to approve the mutual aid agreement for with law enforcement agencies in Hancock County.

**Passed – Vote 5-0**

Motion by Councilor Rankin, seconded by Councilor Eastman to approve:

**Resolve 2023-43                      To End the Use of Map 016 Lot 007 for Use a Shooting Location**

Whereas, the Town of Bucksport formerly maintained a shooting range for Bucksport Police personnel at Map 16 Lot 007 on Route 46 in Bucksport, and

Whereas, the Town of Bucksport has discontinued the use of that location for the purpose of a shooting range, and

Whereas, the location is near the road and has deteriorated to the point where it is no longer a safe location for shooting, and

Whereas, the Bucksport Police Department has received calls from concerned citizens regarding shooting at that location, and

Whereas, the Bucksport Public Safety Director, after reviewing conditions at the site has recommended that this location be closed to shooting, and

Therefore, be it resolved by the Bucksport Town Council, in Town Council assembled to approve the end of the use of Map 016 Lot 007 for use as a shooting location.

**Passed – Vote 5-0**

**9. RESIGNATIONS, APPOINTMENTS, ASSIGNMENTS, AND ELECTIONS:**

Motion by Councilor Rankin, seconded by Councilor Eastman to appoint Jamie Bowden to the Zoning Board of Appeals for a term expiring 03/31/2027. **Passed – Vote 5-0**

Motion by Councilor Eastman, seconded by Councilor Rankin to appoint Emily Fitzgerald to the Parks & Recreation Board for a term expiring 03/31/2025. **Passed – Vote 5-0**

Motion by Councilor Eastman, seconded by Councilor Rankin to accept Jamie Bowden's resignation as a Reserve Dispatcher. **Passed – Vote 5-0**

**10. APPROVAL OF QUIT CLAIMS, DISCHARGES, AND DEEDS:**

None.

**11. TOWN MANAGER REPORT:**

See Attachment A.

**12. SET PUBLIC HEARINGS, AND/OR HOLD PUBLIC HEARINGS AND APPROVAL OF ANY LICENSES OR PERMITS:**

**Public Hearing                      Amendment to the Appendix K Land Use Ordinance to Allow Vehicle Service Class 2 in the Commercial 3 Zone**

Deputy Mayor Bissonnette opened the floor for public comment. No individuals spoke. Motion by Councilor Eastman, seconded by Councilor Rankin to approve the amendment to the Appendix K Land Use Ordinance to allow Vehicle Service Class 2 in the Commercial 3 Zone. **Passed – Vote 4-1 (Councilor Morrison opposed)**

**Liquor License Renewal      MacLeod's Restaurant**

Motion by Councilor Rankin, seconded by Councilor Eastman to approve the liquor license renewal for MacLeod's Restaurant located at 63 Main Street. **Passed – Vote 5-0**

**13. DISCUSSION OF ITEMS NOT ON THE AGENDA FOR COUNCIL AND PUBLIC:**

Deputy Mayor Bissonnette opened the floor for public comment. The following individuals spoke: Community & Economic Development Director Rich Rotella, Councilor Rankin, and Carolyn Brennan-Alley.

**14. UPCOMING PUBLIC HEARINGS, DESIGNATION OF TOPICS FOR COMMITTEE ASSIGNMENT, AND SCHEDULING OF COMMITTEE MEETINGS:**

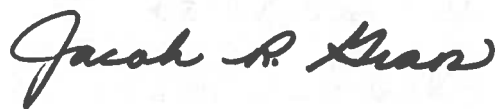
|  |                |           |
|--|----------------|-----------|
| Comm. & Economic Development Committee | March 13, 2023 | 6:00 p.m. |
| Regulatory Review Committee            | March 23, 2023 | 6:00 p.m. |
| Infrastructure & Properties Committee  | March 23, 2023 | 6:30 p.m. |

**15. ADJOURNMENT:**

Motion by Councilor Eastman, seconded by Councilor Rankin to adjourn the meeting at 7:35 p.m. **Passed – Vote 5-0**



A true copy, Attest:

A handwritten signature in black ink, reading "Jacob R. Gran". The signature is written in a cursive style with a large, stylized initial 'J'.

Jacob R. Gran, Town Clerk – Bucksport, Maine

# Attachment A

## MANAGERS REPORT

March 9, 2023

Budget – Budgets have been submitted by department heads and I am in the process of reviewing the submittals and building a budget. I did meet with RSU #25 Superintendent and he indicated that the school budget this year was going to be challenging. I will have a budget 'book' for each of you as well as the online versions.

Holtra Chem Settlement Trustees – Community & Economic Development Director Richard Rotella, Harbormaster Michael Ormsby, and I met with representatives of the trustees that will be working to implement the Holtra Chem settlement regarding mercury contamination of the Penobscot on February 28<sup>th</sup>. The purpose of the meeting was to discuss the process the trustees will be using in two areas – first is the implementation of the remediation defined in the court order and the second is in distribution of funding for community based projects. We had the opportunity to discuss with them our 'shovel ready' dock project, and they were also favorably impressed both with the Town's knowledge of the Holtra Chem situation – and the work that the community has done since the closure of the mill. There is a lot more to come on this topic over the next year or two.

Pump Stations 2 & 3 – Initial estimates show that replacement of pump stations 2 and 3 could cost a total of approximately \$5 million dollars. We are applying for grant funding through state and Federal agencies for this project.

Sludge – As you may have heard in the news – sludge disposal has become a significant issue and the price of disposal – if you can find a disposal option – has gone up tremendously. I have attached a letter to this report that the Bangor City Council has sent to the DEP and the Legislature about the impact of this very serious matter.

# MAINE MUNICIPAL EMPLOYEES HEALTH TRUST

## MEDICAL PROGRAM SUMMARY - January 1, 2023 to December 31, 2023

All benefits shown are In-Network. Services received Out-of-Network, if covered, may be paid at a lower level of benefits. Please consult your Plan Document or Summary Plan Description booklet for more information.

All figures shown (deductibles, copays, and coinsurance) reflect what the Member pays towards the cost of services.

|   | POS A<br>Traditional   | POS C  | POS 200  | PPO 500  | PPO 1500   | PPO 2500   |
|---|--|--|--|--|--|--|
|   | <b>Please Note:</b> The POS A plan has been "frozen" effective January 1, 2016. No new groups may begin offering the POS A plan after that date. |  |  |  |  |  |
| DEDUCTIBLE<br>Individual / Family   | \$0 (No deductible)  | \$0 (No deductible)  | \$200 / \$400  | \$500 / \$1,000  | \$1,500 / \$3,000  | \$2,500 / \$5,000  |
| CO-INSURANCE (Member pays)  | 10% for most services  | 10% for most services  | 20%  | 20%  | 20%  | 20%  |
| OUT OF POCKET MAXIMUM<br>Deductible plus Coinsurance<br>Individual / Family   | \$1000 / \$2,000   | \$1,500 / \$3,000  | \$1,700 / \$3,400  | \$2,000 / \$4,000  | \$4,000 / \$8,000  | \$5,000 / \$10,000   |
| <b>COPAYS:</b>  |  |  |  |  |  |  |
| Office Visit Copay (First PCP visit per calendar year paid at 100%)   | \$10 PCP / \$20 Specialist   | \$15 PCP / \$25 Specialist                                     | \$20 PCP / \$30 Specialist                                     | \$20 PCP / \$35 Specialist                                     | \$25 PCP / \$40 Specialist                                     | \$25 PCP / \$40 Specialist                                     |
| Mental Health Outpatient Copay (First visit per calendar year paid at 100% / copay waived for visits via telehealth in 2023)          | \$10   | \$15   | \$20   | \$20   | \$25   | \$25   |
| Emergency Room Copay  | \$150  | \$150  | \$150  | \$200  | \$200  | \$200  |
| Walk-In or Urgent Care Center Copay   | \$20   | \$25   | \$30   | \$35   | \$40   | \$40   |
| <b>PREVENTIVE CARE:</b>   |  |  |  |  |  |  |
| Preventive Care, including mammograms, Pap tests, women's preventive health services, colonoscopies, PSA tests, and routine physicals | 0%   | 0%   | 0%; deductible waived  | 0%; deductible waived  | 0%; deductible waived  | 0%; deductible waived  |
| Preventive Lab and X-Ray  | 0%   | 0%   | 0%; deductible waived  | 0%; deductible waived  | 0%; deductible waived  | 0%; deductible waived  |
| Preventive Eye Exams (Limited benefits)   | 0%   | 0%   | 0%; deductible waived  | 0%; deductible waived  | 0%; deductible waived  | 0%; deductible waived  |
| <b>OTHER SERVICES:</b>  |  |  |  |  |  |  |
| In Patient Hospital Services  | 10% (0% for Physician Services)  | 10% (0% for Physician Services)                                | Deductible then 20%  | Deductible then 20%  | Deductible then 20%  | Deductible then 20%  |
| Out Patient Surgical Facility   | \$100 copay  | \$100 copay  | Deductible then 20%  | Deductible then 20%  | Deductible then 20%  | Deductible then 20%  |
| Diagnostic Lab & X-Ray  | 0%   | 0%   | Deductible then 20%  | Deductible then 20%  | Deductible then 20%  | Deductible then 20%  |
| Advanced Imaging (MRI/CT/PET)   | \$100 copay<br>Copays limited to \$300 per Cal Yr  | \$100 copay<br>Copays limited to \$300 per Cal Yr              | Deductible then 20%  | Deductible then 20%  | Deductible then 20%  | Deductible then 20%  |
| Chiropractic Care   | \$20 copay<br>Limited to 36 visits per Cal Yr  | \$25 copay<br>Limited to 36 visits per Cal Yr                  | \$30 copay<br>Limited to 36 visits per Cal Yr                  | \$35 copay<br>Limited to 36 visits per Cal Yr                  | \$40 copay<br>Limited to 36 visits per Cal Yr                  | \$40 copay<br>Limited to 36 visits per Cal Yr                  |
| Physical, Speech and Occupational Therapy   | \$20 copay<br>Limited to 75 Visits per Cal Yr (Combined Limit)   | \$25 copay<br>Limited to 75 Visits per Cal Yr (Combined Limit) | \$30 copay<br>Limited to 75 Visits per Cal Yr (Combined Limit) | \$35 copay<br>Limited to 75 Visits per Cal Yr (Combined Limit) | \$40 copay<br>Limited to 75 Visits per Cal Yr (Combined Limit) | \$40 copay<br>Limited to 75 Visits per Cal Yr (Combined Limit) |
| <b>PRESCRIPTION DRUGS (5 TIER):</b><br>Tier 1-Select Generic / Tier 1-Standard / Tier 2 / Tier 3 / Tier 4-Specialty and Lifestyle     | 5-Tier Rx  | 5-Tier Rx  | 5-Tier Rx  | 5-Tier Rx  | 5-Tier Rx  | 5-Tier Rx  |
| RX COPAY (Each 1-30 day supply at retail pharmacy)  | \$4/\$10/\$30/\$50/\$60  | \$4/\$10/\$30/\$50/\$60  | \$8/\$15/\$35/\$60/\$80  | \$8/\$15/\$35/\$60/\$80  | \$8/\$20/\$40/\$70/\$80  | \$8/\$20/\$40/\$70/\$80  |
| RX COPAY (31-90 day supply via mail order)  | \$8/\$20/\$60/\$100/\$120  | \$8/\$20/\$60/\$100/\$120                                      | \$16/\$30/\$70/\$120/\$160                                     | \$16/\$30/\$70/\$120/\$160                                     | \$16/\$40/\$80/\$140/\$160                                     | \$16/\$40/\$80/\$140/\$160                                     |
| <b>OTHER:</b><br>Cap on In-Network Copays (includes medical and Rx copays) Individual / Family  | \$5,500 / \$11,000   | \$5,000 / \$10,000   | \$4,800 / \$9,600  | \$5,500 / \$11,000   | \$3,500 / \$7,000  | \$2,500 / \$5,000  |
| Employee  | \$1,354.83   | \$1,192.26   | \$1,135.09   | \$1,097.53   | \$1,000.55   | \$944.64   |
| Employee & Spouse   | \$3,039.12   | \$2,674.42   | \$2,546.12   | \$2,461.92   | \$2,244.35   | \$2,118.98   |
| Employee & Child(ren)   | \$2,210.72   | \$1,945.42   | \$1,852.10   | \$1,790.87   | \$1,632.60   | \$1,541.39   |
| Employee & Family   | \$3,039.12   | \$2,674.42   | \$2,546.12   | \$2,461.92   | \$2,244.35   | \$2,118.98   |

MEMBER - This is a summary for comparative purposes only. In the case of any discrepancies, the official contract or plan document will govern.



Name of Member: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**Primary\*** Property & Casualty Contact: \_\_\_\_\_

**Primary\*** Contact E-Mail Address: \_\_\_\_\_

Property & Casualty **Claim** Contact: \_\_\_\_\_

**Claim** Contact E-Mail Address: \_\_\_\_\_

Person submitting the Application  
(please print): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*\*Primary contact receives all correspondence from Underwriting*

***INCLUDE THE FOLLOWING ITEMS WITH YOUR SUBMISSION:***

Audited Financials  
Financial Management Letter or No Findings Letter  
Updated Schedules (including Statement of Values, if applicable)

**RETURN COMPLETED APPLICATION BY**  
**March 27, 2023**

**For your convenience, use one of the methods below:**

**Drop Secure Portal:**



**Fax:**  
**(207)-624-0130**

**Email:**

**[rmsunderwriting@memun.org](mailto:rmsunderwriting@memun.org)**

**Mail:**

**PO Box 9109**  
**Augusta, ME 04330**

**PARTNERSHIP | SERVICE | PERFORMANCE**

### Property

|    |   |     |  |    |
|----|---|-----|--|----|
| 1. | Do you have any new Tax Acquired properties/structures (not including vacant land)?<br><i>If yes, please complete the <u>Tax Acquired Property Endorsement Request</u>.</i> | Yes |  | No |
| 2. | Do you have any new vacant buildings or properties?<br><i>If yes, please complete the <u>Property Endorsement Request</u>.</i>  | Yes |  | No |

### General Liability

|    |   |                         |  |  |
|----|---|-------------------------|--|--|
| 1. | Please check all boxes that are operated by you and provide the number of participants: |                         |  |  |
|    | Daycare   | Number of participants: |  |  |
|    | Before/After School Program   | Number of participants: |  |  |
|    | Seasonal Day Camps  | Number of participants: |  |  |

### Additional Limits

|    |   |           |    |                    |           |           |
|----|---|-----------|----|--------------------|-----------|-----------|
| 1. | The following coverages & limits are automatically provided by the Pool at no additional cost.<br>If a higher limit is desired, please choose optional limits available - (Additional Contribution applies) |           |    |                    |           |           |
|    | Optional Limits Available: \$100,000 / \$250,000 / \$300,000 / \$500,000 / \$1,000,000  |           |    |                    |           |           |
|    | a) Extra Expense  | \$100,000 | \$ | b) Loss of Rent    | \$100,000 | \$        |
|    | c) Valuable Papers/Records  | \$100,000 | \$ | d) Business Income | \$100,000 | \$        |
|    | e) Accounts Receivable  | \$100,000 | \$ | f) Fine Arts*      | \$ 50,000 | \$        |
|    | g) Items in Transit   | \$100,000 | \$ |                    |           |           |
|    | *For Fine Arts/Antiques, please attach a listing of items to be covered and the value and/or appraisal  |           |    |                    |           |           |
| 2. | Road Treatment: (Automatic Limit: \$25,000 / \$100,000 aggregate)   |           |    |                    |           |           |
|    | <b>Optional Limit:</b> \$50,000 / \$200,000 aggregate (\$5.40 per street miles)   |           |    |                    |           | Yes    No |

### Police Professional

**Check here if this section is not applicable and proceed to next section.**

| 1. Please provide the number of employees in the below positions (if employee holds more than one position, only provide #for the position held most often): |  |   |  |                |
|--|--|---|--|----------------|
| Position   | # of Full Time Officers                    | # of Part Time: Arrest Authority / Armed or Unarmed | # of Part Time: No Arrest Authority / Armed or Unarmed |                |
| Chief, Deputy Chief, Captain, Lieutenant, Sergeant, School Resource Officer, Detective Patrol, etc.  |  |   |  |                |
| Reserve Officers   |  |   |  |                |
| Position   | # with Arrest Authority / Armed or Unarmed | # with no Arrest Authority or Unarmed               | Position   | # of Employees |
| Constable  |  |   | School Crossing Guards                                 |                |
| Animal Control Officer   |  |   | Clerical/Dispatchers/Civil Process                     |                |
| Shellfish Warden   |  |   | Volunteers (VIPS)                                      |                |
| Harbormaster   |  |   | Police Dog (K-9)                                       |                |
| Do you want property coverage for the K-9?<br>(K-9 coverage is not for therapy dogs)   | Yes    No                                  | Value:<br>\$  | Name:  |                |
| All other personnel not listed above (please explain):   |  |   |  |                |

## Crime

Complete a Faithful Performance Application ***ONLY*** for any new employees or change in job title within the last year, and for any staff that have had changes to Section 3 regarding lawsuits, judgments, crimes, plea-bargains or surety bonds.

### HANDLING OF FUNDS

|    |  |   |
|----|--|---|
| 1. | Total number of ratable employees: _____ | <b>Ratable employees consist of all employees or volunteers who regularly handle, have custody, or maintain records of money, securities or other property, and all department and division heads and assistant managers.</b> |
|----|--|---|

### RECONCILIATIONS

|    |   |        |                  |             |                  |
|----|---|--------|------------------|-------------|------------------|
| 1. | How often are bank accounts reconciled?   |        |                  |             |                  |
| 2. | How often are bank deposits made during the month(s) in which taxes/fees/assessments are due and payable? |        |                  |             |                  |
|    | Daily   | Weekly | Other (specify): |             |                  |
| 3. | Does someone other than the person responsible for reconciling bank statements:                           |        |                  |             | Yes      No      |
|    | If yes, please check all boxes that apply:  |        | Make Deposits    | Sign Checks | Make Withdrawals |

### INTERNAL CONTROLS

|     |   |     |    |
|-----|---|-----|----|
| 1.  | Have your outside auditors stated there are internal control material weaknesses or deficiencies?   | Yes | No |
|     | a) If yes, please attach an explanation and provide the latest CPA letter to management and management's response.  |     |    |
| 2.  | Are all incoming checks stamped "for deposit only" immediately upon receipt?  | Yes | No |
| 3.  | Are deposits of cash and checks made at least daily?  | Yes | No |
| 4.  | Does someone other than those individuals' collecting taxes and other revenues perform an historical review of receipts?  | Yes | No |
| 5.  | Are receipts issued for all revenue collections?  | Yes | No |
|     | a) If yes, are the receipts numbered?   | Yes | No |
| 6.  | Are internal control systems designed so that no employee can control a process from beginning to end (e.g., request a check, approve a voucher, sign a check)?   | Yes | No |
| 7.  | Are all invoices verified against a corresponding purchase order prior to issuing payment?  | Yes | No |
| 8.  | Are all invoices stamped "paid" at the time checks are issued to prevent issuing duplicate payment?   | Yes | No |
| 9.  | Are any employees certified by the Maine Municipal Tax Collectors & Treasurers Association?<br><i>If yes, please provide a copy of their current certificate.</i> | Yes | No |
| 10. | Are employees paid by direct deposit?   | Yes | No |
|     | a) If yes, do you confirm all bank changes be done in writing and confirmation done in person or by phone call?   | Yes | No |

### ELECTRONIC VENDOR / SUPPLIER VERIFICATION

|    |   |        |
|----|---|--------|
| 1. | When a vendor/supplier requests changes to its account details (including, but not limited to bank routing numbers, account numbers, telephone numbers or contact information), do you: |        |
|    | a) Confirm all request by a direct call to the vendor or supplier using only a contact number provided by the vendor or supplier before the request was received?                       | Yes No |
|    | b) Send notice of receipt of the request to someone other than the person who sent the request, before making the change?   | Yes No |
|    | c) Require review of all requests by a supervisor or next-level approver before any changes are made?   | Yes No |
| 2. | Do you require a review of all changes to vendor/supplier records by a supervisor before any change to the record is processed?   | Yes No |

**Recreation / Activities (Youth and Senior Programs, Beaches/Pools, Senior Program etc.)**

|    |  |  |                       |     |    |
|----|--|--|-----------------------|-----|----|
| 1. | Do you operate a Recreation Department?  |  |                       | Yes | No |
|    | If yes:  |  |                       |     |    |
|    | a) Are all coaches and instructors trained/certified in CPR or First Aid?  |  |                       | Yes | No |
|    | b) Are coaches trained in concussion protocol?   |  |                       | Yes | No |
|    | c) Is informed consent required and on record? (Signed by parent or guardian for minors)   |  |                       | Yes | No |
|    | d) Do you have a procedure for equipment inspection, reconditioning, and/or replacement?   |  |                       | Yes | No |
|    | e) Who provides transportation for field trips or group events?  |  |                       |     |    |
|    | f) Indicate if any of the programs include overnight stays:  |  |                       |     |    |
| 2. | Is there a sexual abuse preventive program currently in effect and active?   |  |                       | Yes | No |
|    | If yes:  |  |                       |     |    |
|    | a) Are written policies clearly expressing management's commitment to sexual abuse prevention currently in place?  |  |                       | Yes | No |
|    | b) Are sexual abuse prevention programs actively implemented and enforced throughout the organization?   |  |                       | Yes | No |
|    | c) Do your procedures restrict the amount of one-on-one contact with minors, or require that more than one employee or volunteer is present at all times when a client or student is in your care? |  |                       | Yes | No |
|    | d) Do your sexual abuse prevention programs include rules for conduct along with established disciplinary measures for non-compliance applicable to all employees, vendors, and volunteers?        |  |                       | Yes | No |
| 3. | Do you have higher hazard sports? (i.e., football, soccer, cheerleading, gymnastics, ice hockey, lacrosse, downhill skiing, equestrian, etc.)  |  |                       | Yes | No |
|    | Number of participants:  |  | Number of coaches:    |     |    |
| 4. | Do you provide programs for Seniors?   |  |                       | Yes | No |
|    | Number of Participants:  |  | Number of Volunteers: |     |    |

**Public Officials**

|    |   |     |     |    |
|----|---|-----|-----|----|
| 1. | Is your Municipal Manager certified by the ME Town & City Managers Association?<br><i>If yes, please provide a copy of their current certificate.</i> | N/A | Yes | No |
|----|---|-----|-----|----|

|                      |  |
|----------------------|--|
| <b>Miscellaneous</b> |  |
|----------------------|--|

|  |             |
|--|-------------|
| Do you anticipate any changes in services provided during the coming year? | Yes      No |
|--|-------------|

|                         |
|-------------------------|
| If yes, please explain: |
|-------------------------|

|                  |
|------------------|
| <b>Signature</b> |
|------------------|

|   |
|---|
| The undersigned being authorized by, and acting on behalf of, the applicant and all persons or concerns seeking coverage has read and understands the Application, and declares all statements set forth herein are true, complete, and accurate, to the best of his/her knowledge. This Application shall be the basis of the agreement should coverage be issued. |
|---|

Applicant's Signature: \_\_\_\_\_

Applicant's Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

*Please have all departments review and update the attached Schedules for new additions / changes / deletions:*

- ***Building & Personal Property***
- ***Automobile***
- ***Inland Marine / EDP / Miscellaneous Property***
  - ***All items under \$5,000 should be valued at Replacement Cost. Please ensure that all equipment carried in or upon vehicle is listed separately on your Inland Marine schedule.***
- ***General Liability / GL Miscellaneous***



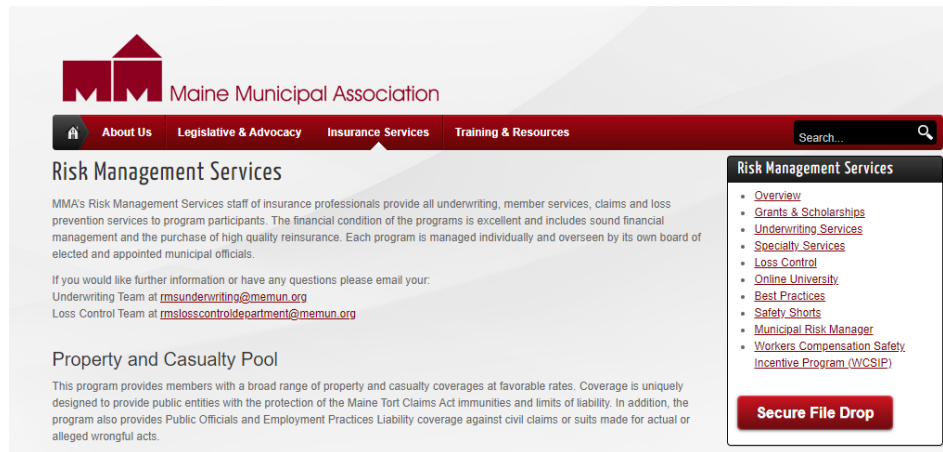
# DropSecure

## What is it:

MMA Risk Management Services is excited to offer a new tool named DropSecure. DropSecure is designed to provide a secure method of data transfer between MMA Risk Management Services and our participating members. We are asking the members of the Property & Casualty Pool (PC) to return the completed applications, updated schedules, and Annual Financial Audits (including management letters) using DropSecure.

## How to Find:

DropSecure is located on the MMA Website at: <https://www.memun.org/Insurance-Services/Risk-Management-Services> On the right side of the screen click the button that says "Secure File Drop"



## How to use:

1. Please enter your email address in the "Your Email" box.
2. Under subject, please enter "[your entity name] – 2023 PC Renewal Application"
3. Drag and drop the files you wish to send into the box on the right
4. Then click the "Encrypt & Send" button
5. When finished you will receive an email saying "Your files have been sent securely to Maine Municipal"
6. If you get an error message, you can only add 20 attachments at a time or up to 10GB.
7. Try refreshing the browser and resend it. If you have too many attachments, please send in 2 emails.

### Send files to Maine Municipal (Maine Municipal Association)

Upload files with real-time military grade encryption.

\* Your Email

Subject

Message

Enter Member Name and Subject in the "Subject" box above.

Normal

B I U

Please see attached 2023 PC renewal documents.

Delete After

Never

Encrypt & Send

Click or drag file to this area to upload

Drop up to 20 files (Upto 10 GB)

# Maine Municipal Employees Health Trust

## FLEXIBLE CHOICE OPTION

### EMPLOYER CHOICE

#### *Flexible Medical Plan Combination Options*

**Offer your employees a choice of up to three medical plans.**

The Health Trust provides greater employer flexibility with the ability for a member group to offer more than one Health Trust medical plan. With these combinations, an employer may allow individual employees to select among medical plans that may meet their different needs and budgets.

**Six Plans** - The Health Trust offers six different health plans. These include Traditional Point of Service (POS A); Comprehensive Point of Service (POS C); POS-200; PPO-500; PPO-1500 and PPO-2500.

***\*Please Note:** The POS A plan was “frozen” effective January 1, 2016. No new groups may begin offering the POS A plan after that date.*

**Plan Combination Options** – An employer may offer a combination of plans for their employees to select from. An employer may provide a choice of up to three plans to employees. Any new option must be maintained in effect until at least the end of the calendar year which coincides with the next premium rate adjustment date.

**Single Option:** An employer may choose any **one plan** to offer to all eligible employees.

**Dual Option:** An employer may choose **two plans** and offer a choice to eligible employees.

**Triple Option:** An employer may choose **three plans** and offer greater choice to eligible employees.

| SINGLE OPTION |                          |
|---------------|--------------------------|
| PLANS         | CHOOSE 1                 |
| *POS A        | <input type="checkbox"/> |
| POS C         | <input type="checkbox"/> |
| POS-200       | <input type="checkbox"/> |
| PPO-500       | <input type="checkbox"/> |
| PPO-1500      | <input type="checkbox"/> |
| PPO-2500      | <input type="checkbox"/> |

| DUAL OPTION |                          |
|-------------|--------------------------|
| PLANS       | CHOOSE 2                 |
| *POS A      | <input type="checkbox"/> |
| POS C       | <input type="checkbox"/> |
| POS-200     | <input type="checkbox"/> |
| PPO-500     | <input type="checkbox"/> |
| PPO-1500    | <input type="checkbox"/> |
| PPO-2500    | <input type="checkbox"/> |

| TRIPLE OPTION |                          |
|---------------|--------------------------|
| PLANS         | CHOOSE 3                 |
| *POS A        | <input type="checkbox"/> |
| POS C         | <input type="checkbox"/> |
| POS-200       | <input type="checkbox"/> |
| PPO-500       | <input type="checkbox"/> |
| PPO-1500      | <input type="checkbox"/> |
| PPO-2500      | <input type="checkbox"/> |

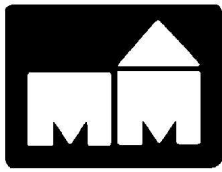
**Employer Administration** - An employer is responsible for selecting the combination of plans to offer within the guidelines above. The employer is then required to be sure current and new employees are presented with the plans to choose from.

**How does an employer implement a combination?** Please contact your Field Service Representative for more information at 1-800-852-8300. Formal paperwork will be required to offer a change to your current medical plans.

### EMPLOYEE ENROLLMENT

*Select a plan*

Once an employer group has implemented a formal change with a specified effective date to offer a new plan combination, your employees may elect to enroll into any of the plans you are offering. If an employee wants to change to a new plan, a new enrollment form will be needed. Standard eligibility provisions continue to apply for open enrollment and any mid-year changes. Simplified enrollment /change forms are now available on-line at <https://www.mmeht.org/employer-resources/forms>.



## Maine Municipal Association

PO Box 9109  
60 Community Drive  
Augusta, Maine 04330-9486  
(207) 626-5583

Town of Winterport  
PO Box 559  
Winterport, ME 04496-0559

### INVOICE

|                           |              |
|---------------------------|--------------|
| DATE:                     | 06/27/2022   |
| DUE DATE:                 | 07/31/2022   |
| CERTIFICATE #:            | P27260PC2022 |
| INVOICE #:                | 56980        |
| MEMBER #:                 | 27260        |
| CERTIFICATE CONTRIBUTION: | \$15,574.00  |
| AMOUNT DUE:               | \$7,787.00   |

### Property & Casualty Pool

**CERTIFICATE PERIOD: 07/01/2022 to 07/01/2023**

| DESCRIPTION                | AMOUNT      |
|----------------------------|-------------|
| Property and Casualty Pool | \$15,574.00 |

PLEASE RETURN BOTTOM PORTION WITH REMITTANCE

| MEMBER             | CERTIFICATE # | AMOUNT DUE |
|--------------------|---------------|------------|
| Town of Winterport | P27260PC2022  | \$7,787.00 |

REMIT TO:

Maine Municipal Association  
Property & Casualty Pool  
60 Community Drive  
Augusta, ME 04330

| AMOUNT ENCLOSED |  |
|-----------------|--|
|                 |  |
| INVOICE DATE    |  |
| 06/27/2022      |  |
| DUE DATE        |  |
| 07/31/2022      |  |
| MEMBER #        |  |
| 27260           |  |
| INVOICE #       |  |
| 56980           |  |

Town of Winterport  
PO Box 559  
Winterport, ME 04496-0559

| Property & Casualty Pool |              |
|--------------------------|--------------|
| Date                     | 06/27/2022   |
| Member #                 | 27260        |
| Certificate #            | P27260PC2022 |

**PROPERTY & CASUALTY POOL  
CONTRIBUTION INSTALLMENT PLAN**

**CERTIFICATE PERIOD: 07/01/2022 to 07/01/2023  
BOTH DAYS AT 12:01 AM STANDARD TIME**

**SCHEDULE OF PAYMENTS**

| <u>Invoice Date</u> | <u>Amount Due</u> |
|---------------------|-------------------|
| 7/1/2022            | \$7,787.00        |
| 1/1/2023            | \$7,787.00        |

# Maine Municipal Association Property & Casualty Pool

60 Community Drive  
Augusta, Maine 04330

## MEMBER COVERAGE CERTIFICATE

Named Member: Town of Winterport Certificate No. P27260PC2022  
Mailing Address: PO Box 559, Winterport, ME, 04496-0559

\* \* \* \* \*

Coverage Period: 07/01/2022 to 07/01/2023 at 12:01 A.M. prevailing time at Augusta, Maine.

This Member Coverage Certificate is comprised of the General Declarations and Limits and Section I-Common Certificate Terms and Conditions, Section II-Property Coverage, Section III-Liability Coverage, Section IV-Uninsured Motorist and Section V-Crime Coverage, and further includes any Forms and Endorsements made a part hereof.

### General Declarations and Limits

IN RETURN FOR THE PAYMENT OF THE ANNUAL CONTRIBUTION, AND SUBJECT TO ALL THE TERMS, CONDITIONS AND EXCLUSIONS CONTAINED HEREIN, AS WELL AS TO THE MEMBERSHIP AGREEMENT, WE AGREE WITH YOU TO PROVIDE THE COVERAGE AS STATED IN THIS CERTIFICATE. THE COVERAGE AFFORDED IS ONLY WITH RESPECT TO SUCH OF THE FOLLOWING COVERAGES AS ARE INDICATED BY SPECIFIC CONTRIBUTIONS, OR INDICATED AS COVERED WITHOUT ADDITIONAL CONTRIBUTION. THE LIMIT OF THE POOL'S LIABILITY AGAINST EACH SUCH COVERAGE SHALL BE SUBJECT TO ALL THE TERMS AND CONDITIONS AS STATED HEREIN, AND SHALL ONLY BE FOR THOSE AMOUNTS IN EXCESS OF THE DEDUCTIBLE FOR EACH SUCH COVERAGE. THIS CERTIFICATE SHALL SERVE AS THE STATEMENT OF COVERAGE PROVIDED BY THE MAINE MUNICIPAL ASSOCIATION PROPERTY & CASUALTY POOL REQUIRED BY 30A M.R.S.A. § 2255(1)(A).

| PROPERTY COVERAGE                | LIMITS        | DEDUCTIBLE   | CONTRIBUTIONS |
|----------------------------------|---------------|--------------|---------------|
| (unless modified by Extensions)  |               |              |               |
| Building & Personal Property     | Per Schedule  | Per Schedule | \$2,209       |
| Mobile Equipment                 | Per Schedule  | Per Schedule | \$1,139       |
| Electronic Data Processing       | \$8,373       | Per Schedule | \$39          |
| Valuable Papers and Records      | \$100,000     | \$1,000      | Included      |
| Accounts Receivable              | \$100,000     | \$1,000      | Included      |
| Transit                          | \$100,000     | \$1,000      | Included      |
| Extra Expense                    | \$100,000     | \$1,000      | Included      |
| Loss of Rent                     | \$100,000     | \$1,000      | Included      |
| Loss of Business Income          | \$100,000     | \$1,000      | Included      |
| Fine Arts                        | \$50,000      | \$1,000      | Included      |
| Flood                            | Per Extension | Per Schedule | Included      |
| Earthquake                       | Per Extension | Per Schedule | Included      |
| Forest Fire Suppression Coverage | \$50,000      | \$500        | \$0           |
| Automobile Physical Damage       | Per Schedule  | Per Schedule | \$1,025       |
| Equipment Breakdown              | Per Extension | \$1,000      | \$510         |

\* \* \* \* \*

| <b>LINES OF LIABILITY</b>                           | <b>DEDUCTIBLE</b> | <b>CONTRIBUTIONS</b> |
|---|-------------------|----------------------|
| General Liability                                   | \$0               | \$4,865              |
| Ambulance/Nurse Malpractice Liability               |                   |                      |
| Law Enforcement Liability                           |                   |                      |
| Cyber Liability                                     | \$1,000           | Included             |
| Host Liquor Liability                               | \$0               | Included             |
| Firefighters Legal Liability                        | \$0               | Included             |
| Automobile Liability                                | \$0               | \$1,952              |
| Public Officials and Employment Practices Liability | \$10,000          | \$3,229              |

**LIMITS OF LIABILITY:**

\$400,000 per occurrence combined single limit of liability for causes of action seeking tort damages pursuant to the provisions of the Maine Tort Claims Act (14 M.R.S.A. 8101, et seq.). Coverage is limited to those areas for which governmental immunity has been expressly waived by 14 M.R.S.A. 8104-A, as limited by 14 M.R.S.A. 8104-B, and 14 M.R.S.A. 8111. Coverage amounts for causes of action seeking tort damages pursuant to the provisions of the Maine Tort Claims Act are limited to those specified in 14 M.R.S.A. 8105 and 8104-D. Liability coverage shall not be deemed a waiver of any immunities or limitation of damages available under the Maine Tort Claims Act, other Maine statutory law, judicial precedent, or common law. This coverage limitation for causes of action seeking tort damages pursuant to the provisions of the Maine Tort Claims Act shall serve as the written statement required pursuant to 14 M.R.S.A. 8116.

Except for AGREEMENT F - AUTOMOBILE LIABILITY, \$2,000,000 per occurrence combined single limit of liability for all causes of action seeking tort damages pursuant to federal law or state law for which immunity or limitation of damages is not provided by the provisions of the Maine Tort Claims Act (14 M.R.S.A. 8101, et seq.). The total limit of liability for any one occurrence is \$2,000,000, regardless of the number or types of claims or suits made, the number of persons or organizations making such claims, or the number of Members against whom such claims are made, subject to the restrictions in this and the preceding paragraph.

Solely for AGREEMENT F - AUTOMOBILE LIABILITY, \$400,000 per occurrence combined single limit of liability for all causes of action seeking tort damages pursuant to federal law or state law for which immunity or limitation of damages is not provided by the provisions of the Maine Tort Claims Act (14 M.R.S.A. 8101, et seq.). The total limit of liability for any one occurrence is \$400,000, regardless of the number or types of claims or suits made, the number of persons or organizations making such claims, or the number of Members against whom such claims are made, subject to the restrictions in this and the preceding paragraphs.

\$2,000,000 combined single limit of liability for each wrongful act or series of continuous, repeated or interrelated wrongful acts for all causes of action seeking damages pursuant to federal law or state law for which immunity or limitation of damages is not provided by the provision of the Maine Tort Claims Act (14 M.R.S.A. 8101, et seq.), regardless of the number or types of claims or suits made, when such claims or suits are made, the number of persons or organizations making such claims or suits, or the number of Members against whom such claims or suits are made. Subject to the preceding sentence, \$4,000,000 aggregate for all wrongful acts during the period of this Certificate.

The applicability of more than one line of coverage to any occurrence or wrongful act shall NOT increase the total limit of liability under this Certificate to an amount greater than the highest limit of liability in any one of the applicable lines of coverage. The limits of liability of the lines of coverage shall not be added together, combined or stacked in any manner.

Named Member: Town of Winterport Certificate No. P27260PC2022

\* \* \* \* \*

| UNINSURED MOTORISTS              | LIMITS    | DEDUCTIBLE | CONTRIBUTIONS |
|----------------------------------|-----------|------------|---------------|
| Uninsured/Underinsured Motorists | \$400,000 | \$0        | Included      |

| CRIME COVERAGE   | LIMITS    | DEDUCTIBLE | CONTRIBUTIONS |
|--|-----------|------------|---------------|
| Employee Dishonesty/Faithful Performance<br>Forgery, Alteration, Theft, Disappearance &<br>Destruction | \$250,000 | \$1,000    | \$606         |

The following bonds, if provided under the Faithful Performance Of Duty Extension, are subject to the following limits:

|                                       |           |
|---------------------------------------|-----------|
| General Assistance (22 M.R.S.A. 4302) | \$100,000 |
| Road Commissioner (23 M.R.S.A 2701)   | \$100,000 |
| Constable (14 M.R.S.A 703)            | \$500     |



Pool Administrator

Coverage in this Member Coverage Certificate will not be valid unless signed by the Pool Administrator.

The forms and endorsements indicated below are made a part of the above mentioned Member Coverage Certificate on the Effective Date shown:

|           |   |
|-----------|---|
| GL 0031-1 | Cyber Liability - Retro Date            |
| PR 0006   | Blanket Buildings and Personal Property |



## ENDORSEMENT

Member Name: Town of Winterport

Effective Date: 07/01/22

Certificate No.: P27260PC2022

**THIS ENDORSEMENT MODIFIES THE COVERAGE DOCUMENT. PLEASE READ IT CAREFULLY.**

PR 0006 - Blanket Buildings and Personal Property

The total building limit shown on the Building & Personal Property Schedule attached to this Certificate is the blanket building limit for valuation purposes for all locations shown on the Schedule. The total contents limit shown on the Building & Personal Property Schedule attached to this Certificate is the blanket contents limit for valuation purposes for all locations shown on the Schedule.

This Endorsement does NOT apply to:

1. any location shown on the Building & Personal Property Schedule attached to this Certificate for which the valuation type is stated as ACV (actual cash value);
2. any location listed on any Local or National Register of Historic Places, whether or not that location is shown as such a location on the Building & Personal Property Schedule attached to this Certificate;
3. any location which is shown on the Schedule of any Builders Risk Coverage endorsement added to this Coverage Certificate.

Other than the above-stated, all limitations, restrictions, terms and conditions shall remain unchanged.





## ENDORSEMENT

Member Name: Town of Winterport

Effective Date: 07/01/22

Certificate No.: P27260PC2022

**THIS ENDORSEMENT MODIFIES THE COVERAGE DOCUMENT. PLEASE READ IT CAREFULLY.**

GL 0031-1 - Cyber Liability - Retro Date

This endorsement modifies the coverage provided under SECTION III - EXTENSIONS, CYBER LIABILITY COVERAGE EXTENSION.

It is agreed that the "Retroactive Date" is 04/15/2015.

Other than the above stated, all other limitations, restrictions, terms and conditions shall remain unchanged.



Maine Municipal Association  
**RISK MANAGEMENT SERVICES**

Member Name: Town of Winterport

Certificate #: P27260PC2022

Coverage Period: 07/01/2022 - 07/01/2023

***PROPERTY & CASUALTY POOL - BREAKDOWN OF COVERAGE COSTS BY DEPARTMENT***

**Total Contribution:** \$15,574.00

| Department         | Property   | General Liability | POL        | Auto       | Mobile Equipment | Electronic Data Processing | Crime    | Law Enforcement Liability | Ambulance | Road Treatment |
|--------------------|------------|-------------------|------------|------------|------------------|----------------------------|----------|---------------------------|-----------|----------------|
| Fire Department    | \$662.00   |                   |            | \$1,833.00 | \$603.00         |                            |          |                           |           |                |
| Municipal          | \$1,080.00 | \$3,173.00        | \$3,229.00 |            | \$50.00          | \$39.00                    | \$606.00 |                           |           |                |
| Parks & Recreation | \$17.00    |                   |            |            |                  |                            |          |                           |           |                |
| Public Works       | \$542.00   | \$1,692.00        |            | \$1,144.00 | \$227.00         |                            |          |                           |           |                |
| Transfer Station   | \$418.00   |                   |            |            | \$259.00         |                            |          |                           |           |                |
| <i>TOTAL:*</i>     | \$2,719.00 | \$4,865.00        | \$3,229.00 | \$2,977.00 | \$1,139.00       | \$39.00                    | \$606.00 | \$0.00                    | \$0.00    | \$0.00         |

\* Totals are inclusive of minimum contributions and will not be reflected in the itemized department breakdown.

**KEY**

|   |
|---|
| Property = Building, Contents, Equipment Breakdown  |
| POL = Public Officials / Employment Practices Liability                                   |
| Auto = Auto Physical Damage / Auto Liability  |
| Mobile Equipment = Contractors Equipment  |
| Ambulance = Ambulance/Medical Malpractice, Nurse, Medication Administration (if endorsed) |



## Property & Casualty Pool Building & Personal Property Schedule

Member Name: Winterport  
Certificate Number: P27260PC2022  
Coverage Period: 07/01/2022 to 07/01/2023

| Loc # | Bldg # | Building Name/Occupancy        | Street Address           | Organization       | Valuation Type | Constr. Type    | Year Built | Flood Zone | Appraisal Date | Square Footage | Nat'l/Loc Hist.Reg | Deductible | Building Value | Contents Value | Total Value | Contribution |
|-------|--------|--------------------------------|--------------------------|--------------------|----------------|-----------------|------------|------------|----------------|----------------|--------------------|------------|----------------|----------------|-------------|--------------|
| 7     | 9      | New Fire Station (w/generator) | 44A Main Street          | Fire Department    | RC             | Non-Combustible | 2017       |            | 06/21/2017     | 5056           | N                  | \$1,000    | \$581,072      | \$15,000       | \$596,072   | \$662        |
| 3     | 3      | Community Building             | 40 Park Drive            | Municipal          | RC             | Frame           | 1980       |            | 12/16/2019     | 3000           | N                  | \$1,000    | \$372,288      | \$4,400        | \$376,688   | \$484        |
| 6     | 8      | New Town Office (w/generator)  | 44 Main Street           | Municipal          | RC             | Frame           | 2012       |            | 06/21/2017     | 2856           | N                  | \$1,000    | \$400,410      | \$42,000       | \$442,410   | \$596        |
| 8     | 11     | (4) Dugouts                    | Abbott Park              | Parks & Recreation | RC             | Frame           | 2019       |            |                |                | N                  | \$1,000    | \$8,000        |                | \$8,000     | \$14         |
| 8     | 12     | Playground Equipment           | Abbott Park              | Parks & Recreation | RC             | Non-Combustible |            |            |                |                | N                  | \$1,000    | \$2,000        |                | \$2,000     | \$3          |
| 7     | 10     | Public Works Storage           | 44A Main Street          | Public Works       | RC             | Frame           | 2017       |            | 06/21/2017     | 1064           | N                  | \$1,000    | \$53,009       | \$5,000        | \$58,009    | \$94         |
| 5     | 4      | Salt Shed - Quonset            | 8 Transfer Station Road  | Public Works       | RC             | Frame           | 1989       |            | 12/16/2019     | 7700           | N                  | \$1,000    | \$310,898      |                | \$310,898   | \$448        |
| 4     | 6      | Second Time Around Shop        | 40 Transfer Station Road | Transfer Station   | RC             | Frame           | 1983       |            | 04/26/2021     | 576            | N                  | \$1,000    | \$40,400       | \$2,200        | \$42,600    | \$75         |
| 4     | 5      | Transfer Station/w Compactor   | 40 Transfer Station Road | Transfer Station   | RC             | Frame           | 1983       |            | 04/26/2021     | 1456           | N                  | \$1,000    | \$182,838      | \$5,500        | \$188,338   | \$293        |
| 4     | 7      | Universal Waste                | 40 Transfer Station Road | Transfer Station   | RC             | Frame           | 2006       |            | 04/26/2021     | 576            | N                  | \$1,000    | \$28,673       |                | \$28,673    | \$50         |
| Total |        |                                |                          |                    |                |                 |            |            |                |                |                    |            | \$1,979,588    | \$74,100       | \$2,053,688 | \$2,719      |



Maine Municipal Association  
**RISK MANAGEMENT SERVICES**

Property & Casualty Pool  
Automobile Schedule

Member Name: Winterport  
Certificate Number: P27260PC2022  
Coverage Period: 07/01/2022 to 07/01/2023

| Year | Make         | Model                          | Vin#  | Organization    | Cost New  | Valuation         | Comp<br>Deductible | Collision<br>Deductible | Contribution |
|------|--------------|--------------------------------|-------|-----------------|-----------|-------------------|--------------------|-------------------------|--------------|
| 1983 | Mack         | Fire Truck                     | 01034 | Fire Department | \$18,000  | Actual Cash Value | \$250              | \$1,000                 | \$382.00     |
| 1989 | Mack         | FD-Pumper                      | 01025 | Fire Department | \$25,000  | Actual Cash Value | \$250              | \$1,000                 | \$387.00     |
| 2004 | Freightliner | Fire Truck M2 Chassis Pumper   | 23778 | Fire Department | \$198,149 | Actual Cash Value | \$250              | \$1,000                 | \$588.00     |
| 2008 | Ford         | FD-F550                        | 66093 | Fire Department | \$73,000  | Actual Cash Value | \$250              | \$1,000                 | \$476.00     |
| 2013 | Dodge        | PW-Ram 3500                    | 99041 | Public Works    | \$30,250  | Actual Cash Value | \$250              | \$1,000                 | \$642.00     |
| 2020 | Kubota       | Tractor w/equipment (road reg) | 48699 | Public Works    | \$73,500  | Actual Cash Value | \$250              | \$1,000                 | \$502.00     |
|      |              |                                |       |                 |           |                   |                    | Total                   | \$2,977.00   |



Maine Municipal Association  
**RISK MANAGEMENT SERVICES**

Property & Casualty Pool  
Inland Marine Schedule

Member Name: Winterport  
Certificate Number: P27260PC2022  
Coverage Period: 07/01/2022 to 07/01/2023  
Mobile Equipment

| Year | Make | Model/Description                | Vin/Serial# | Organization    | Deductible | Value       | Contribution |
|------|------|----------------------------------|-------------|-----------------|------------|-------------|--------------|
|      |      | (18) Air Bottles                 |             | Fire Department | \$1.000    | \$1,050.00  | \$5.00       |
|      |      | (2) 1 1/2 Nozzles                |             | Fire Department | \$1.000    | \$600.00    | \$3.00       |
|      |      | (2) 2 1/2 Nozzles                |             | Fire Department | \$1.000    | \$800.00    | \$4.00       |
|      |      | (2) 2 1/2 Nozzles                |             | Fire Department | \$1.000    | \$800.00    | \$4.00       |
|      |      | (2) Hydrant Valves 2 1/2 x 1 1/2 |             | Fire Department | \$1.000    | \$250.00    | \$1.00       |
|      |      | (2) Jaws of Life Complete        |             | Fire Department | \$1.000    | \$26,000.00 | \$114.00     |
|      |      | (2) Lights & Reels               |             | Fire Department | \$1.000    | \$150.00    | \$1.00       |
|      |      | (2) Multi-Gas Meters             |             | Fire Department | \$1.000    | \$1,600.00  | \$7.00       |
|      |      | (2) Portable Water Tank          |             | Fire Department | \$1.000    | \$1,800.00  | \$8.00       |
|      |      | (2) Strainers                    |             | Fire Department | \$1.000    | \$150.00    | \$1.00       |
|      |      | (2) Wyes 1 1/2                   |             | Fire Department | \$1.000    | \$200.00    | \$1.00       |
|      |      | (20) Indian Tanks                |             | Fire Department | \$1.000    | \$825.00    | \$4.00       |
|      |      | (22) Turn out Gear @ \$750 ea.   |             | Fire Department | \$1.000    | \$16,500.00 | \$73.00      |
|      |      | (4) 1 1/2 Nozzle                 |             | Fire Department | \$1.000    | \$1,000.00  | \$4.00       |
|      |      | (4) Axes                         |             | Fire Department | \$1.000    | \$140.00    | \$1.00       |
|      |      | (4) Axes                         |             | Fire Department | \$1.000    | \$80.00     | \$0.00       |
|      |      | (4) Pairs Boots                  |             | Fire Department | \$1.000    | \$140.00    | \$1.00       |
|      |      | (4) Tarps                        |             | Fire Department | \$1.000    | \$150.00    | \$1.00       |
|      |      | (5) Axes                         |             | Fire Department | \$1.000    | \$100.00    | \$0.00       |
|      |      | (6) Coats                        |             | Fire Department | \$1.000    | \$750.00    | \$3.00       |
|      |      | (8) SCBA bottles                 |             | Fire Department | \$1.000    | \$8,800.00  | \$39.00      |
|      |      | (9) Air Pack Complete            |             | Fire Department | \$1.000    | \$11,400.00 | \$50.00      |
|      |      | 1000 ft. 1 1/2 Hose              |             | Fire Department | \$1.000    | \$500.00    | \$2.00       |
|      |      | 1000 ft. 1 1/2 Hose              |             | Fire Department | \$1.000    | \$500.00    | \$2.00       |
|      |      | 1150 ft. 2 1/2 Hose              |             | Fire Department | \$1.000    | \$862.00    | \$4.00       |



Maine Municipal Association  
**RISK MANAGEMENT SERVICES**

Property & Casualty Pool  
Inland Marine Schedule

Member Name: Winterport  
Certificate Number: P27260PC2022  
Coverage Period: 07/01/2022 to 07/01/2023

| Year | Make    | Model/Description                            | Vin/Serial# | Organization    | Deductible | Value       | Contribution |
|------|---------|--|-------------|-----------------|------------|-------------|--------------|
|      |         | 1200 ft. 2 1/2 Hose                          |             | Fire Department | \$1.000    | \$900.00    | \$4.00       |
|      |         | 1800' 4" Hose                                |             | Fire Department | \$1.000    | \$8.900.00  | \$39.00      |
|      |         | 20 ft. 2 1/2 Hard Hose Suction               |             | Fire Department | \$1.000    | \$400.00    | \$2.00       |
|      |         | 200 ft. 1 1/2 Hose                           |             | Fire Department | \$1.000    | \$100.00    | \$0.00       |
|      |         | 2000 ft. 2 1/2 Hose                          |             | Fire Department | \$1.000    | \$1.500.00  | \$7.00       |
|      |         | 2002 Bullard Thermal Imaging Camera          |             | Fire Department | \$1.000    | \$22.000.00 | \$97.00      |
|      |         | 300 ft. 1 1/2 Hose                           |             | Fire Department | \$1.000    | \$150.00    | \$1.00       |
|      |         | 800 ft. 1 1/2 Hose                           |             | Fire Department | \$1.000    | \$400.00    | \$2.00       |
|      |         | Generator                                    |             | Fire Department | \$1.000    | \$250.00    | \$1.00       |
|      |         | Generator                                    |             | Fire Department | \$1.000    | \$700.00    | \$3.00       |
|      |         | Hose Clamp                                   |             | Fire Department | \$1.000    | \$150.00    | \$1.00       |
|      |         | Hydrant & Valve                              |             | Fire Department | \$1.000    | \$125.00    | \$1.00       |
|      |         | Hydrant Valve 2 1/2                          |             | Fire Department | \$1.000    | \$125.00    | \$1.00       |
|      |         | Misc. Fitting                                |             | Fire Department | \$1.000    | \$150.00    | \$1.00       |
|      |         | Siren Southern Veh. Mobile Radio             |             | Fire Department | \$1.000    | \$450.00    | \$2.00       |
|      |         | Smoke Ejector                                |             | Fire Department | \$1.000    | \$300.00    | \$1.00       |
|      |         | Smoke Ejector                                |             | Fire Department | \$1.000    | \$300.00    | \$1.00       |
|      |         | Wye 2 1/2 x 1 1/2                            |             | Fire Department | \$1.000    | \$100.00    | \$0.00       |
|      |         | Wye 2 1/2 x 1 1/2                            |             | Fire Department | \$1.000    | \$100.00    | \$0.00       |
| 2014 | Bullard | Thermal Imaging Camera                       |             | Fire Department | \$1.000    | \$6.500.00  | \$29.00      |
|      | Flir    | Thermal Camera                               |             | Fire Department | \$1.000    | \$4.000.00  | \$18.00      |
|      | Kenwood | (15) Portable Radios TK280                   |             | Fire Department | \$1.000    | \$10.500.00 | \$46.00      |
|      | Kenwood | (6) Mobile Radios                            |             | Fire Department | \$1.000    | \$3.000.00  | \$13.00      |
|      |         | Blowhard portable ppv fan - battery operated |             | Municipal       | \$1.000    | \$4.000.00  | \$18.00      |
|      |         | Misc.  |             | Municipal       | \$1.000    | \$200.00    | \$1.00       |
|      | DS200   | Voting Equipment (State)                     |             | Municipal       | \$1.000    | \$6.970.00  | \$31.00      |



Maine Municipal Association  
**RISK MANAGEMENT SERVICES**

Property & Casualty Pool  
Inland Marine Schedule

Member Name: Winterport  
Certificate Number: P27260PC2022  
Coverage Period: 07/01/2022 to 07/01/2023

| Year  | Make   | Model/Description               | Vin/Serial# | Organization     | Deductible | Value        | Contribution |
|-------|--------|---------------------------------|-------------|------------------|------------|--------------|--------------|
|       |        | '02 Vibroplate Compactor 5.5 hp |             | Public Works     | \$1,000    | \$1,738.00   | \$8.00       |
|       |        | Broom & Rake                    |             | Public Works     | \$1,000    | \$200.00     | \$1.00       |
|       |        | Kubota Riding Lawnmower         |             | Public Works     | \$1,000    | \$5,000.00   | \$22.00      |
|       |        | Kubota Tractor loader/backhoe   |             | Public Works     | \$1,000    | \$44,483.00  | \$196.00     |
| 2018  | Bobcat | Skid-Steer Loader w/attachment  | AHGM18626   | Transfer Station | \$1,000    | \$55,100.00  | \$242.00     |
| 2020  | Bobcat | Grapple Attachment              |             | Transfer Station | \$1,000    | \$3,940.00   | \$17.00      |
| Total |        |                                 |             |                  |            | \$257,878.00 | \$1,139.00   |

Electronic Data Processing

| Description                | Organization | Deductible | Value      | Contribution |
|----------------------------|--------------|------------|------------|--------------|
| Electronic Data Processing | Municipal    | \$250      | \$8,373.00 | \$39.00      |
| Total                      |              |            | \$8,373.00 | \$39.00      |

Miscellaneous Property - None



Property & Casualty Pool  
General Liability

Member Name: Winterport  
Certificate Number: P27260PC2022  
Coverage Period: 07/01/2022 to 07/01/2023

| Class Code Description  | Description                                       | Exposure Base | Exposure   | Contribution |
|---|---|---------------|------------|--------------|
| 44101 Governmental Subdivision -Municipalities (population 2,501-10,000)      |   | Expenditures  | 538,048.00 | \$1,460      |
| 48727 Streets, Roads, Highways or Bridges-Existence & maintenance hazard only |   | # Miles       | 67.21      | \$1,692      |
| 61227 Buildings or Premises-Office (Not-For-Profit only)                      | Neighbors Cupboard-Food Pantry @ Community Center | Square feet   | 1,500.00   | \$157        |
| 63010 Dwellings-one family (lessors risk only)                                | Tax Acq. Dwellings - per schedule on file         | Total #       | 23.00      | \$1,556      |
|   |   |               | Total      | \$4,865      |

GL Miscellaneous

| Miscellaneous Type | Description   | Contribution |
|--------------------|---|--------------|
| Cyber Liability    | Privacy & Network Security Liability  | \$0          |
| Other              | Tax acq. dwelling @ 28 Johnson Lane (GL only) - LM: 12.26.20                      |              |
| Other              | Tax acq. dwelling @ 35 Coles Corner Road (GL only) - LM: 12.26.19 acct #383 Noyes |              |
| Other              | Tax acq. dwelling @ 418 Goshen Road (GL only) - LM: 12.26.20 acct #727 Ginn       |              |
| Other              | Tax acq. dwelling @ Baker Road (GL only) acct #1563 Woodruff                      |              |
| Other              | Tax acq. dwelling @ Clark Road (GL only) acct #2294 Emmerich                      |              |
| Other              | Tax acq. dwelling @ Coles Corner Road (GL only) acct #382 Noyes                   |              |
| Other              | Tax acq. dwelling @ Ferry Street (GL only) acct #1648 Sprague                     |              |
| Other              | Tax acq. dwelling @ Hackett Road (GL only) acct #1156 Walsh                       |              |
| Other              | Tax acq. dwelling @ Harmony Lane (GL only) acct #1989 Donovan                     |              |
| Other              | Tax acq. dwelling @ Johnson Lane (GL only) acct #2103 Ulmer                       |              |
| Other              | Tax acq. dwelling @ Kendall Road (GL only) acct #750 Wescott                      |              |
| Other              | Tax acq. dwelling @ Lebanon (GL only) acct #292 Chandler                          |              |
| Other              | Tax acq. dwelling @ Lebanon Road (GL only) acct #2236 Leach                       |              |
| Other              | Tax acq. dwelling @ Lebanon Road (GL only) acct #234 Lester                       |              |
| Other              | Tax acq. dwelling @ Lebanon Road (GL only) acct #278 Shaver                       |              |



| Miscellaneous Type | Description  | Contribution |
|--------------------|--|--------------|
| Other              | Tax acq. dwelling @ N Main Street (GL only) acct #2350 Bennett             |              |
| Other              | Tax acq. dwelling @ North Main Street (GL only) acct #1164 Freeman         |              |
| Other              | Tax acq. dwelling @ North Road (GL only) acct #822 Birmingham              |              |
| Other              | Tax acq. dwelling @ Penobscot Lane (GL only) acct #2578 Northgate Atlantic |              |
| Other              | Tax acq. dwelling @ Penobscot Lane (GL only) acct #2579 Northgate Atlantic |              |
| Other              | Tax acq. dwelling @ Penobscot Lane (GL only) acct #2580 Northgate Atlantic |              |
| Other              | Tax acq. dwelling @ Penobscot Lane (GL only) acct #2581 Northgate Atlantic |              |
| Other              | Tax acq. dwelling @ Pine View Lane (GL only) acct #430 Rancourt            |              |
| Other              | Tax acq. dwelling @ Stream Road (GL only) acct #1792 Rancourt              |              |
| Other              | Tax acq. dwelling @ Stream Road (GL only) acct #1840 Pitcher Realty Trust  |              |
| Other              | Tax acq. dwelling @ Stream Road (GL only) acct #645 Town of Winterport     |              |
| Total              |  | \$0          |

### YOUR COVERAGE INFORMATION

COMPANY: Maine Municipal Association  
Property & Casualty Pool  
ADDRESS: PO Box 9109  
Augusta, ME 04332-9109  
MEMBER: Town of Winterport

CERTIFICATE #: P27260PC2022  
COVERAGE PERIOD: 07/01/2022 to 07/01/2023

### CLAIMS OFFICE INFORMATION

PHONE: (800) 590-5583 FAX: (207) 624-0112  
EMERGENCY PHONE: (207) 624-0182 or (207) 624-0183  
*For emergencies after 4:30 p.m. or on weekends*



Maine Municipal Association  
Risk Management Services  
60 Community Drive  
P.O. Box 9109  
Augusta, Maine 04332-9109

### MMA Property & Casualty Pool

### WHAT TO DO IN CASE OF AN AUTO ACCIDENT

1. Call for an ambulance if needed.
2. Call local or Maine State Police. Dial \*77 for State Police on mobile phone
3. **Do Not admit fault.**
4. Cooperate with the police.
5. Obtain insurance information from the other driver(s).
6. Identify witnesses and document their phone number(s).
7. Report the accident to your supervisor and MMA.
8. If injured, report to workers' compensation immediately.
9. Remain at the scene until you are released by the police.
10. **Report claim to MMA Property & Casualty Pool Claims Dept.**

### YOUR COVERAGE INFORMATION

COMPANY: Maine Municipal Association  
Property & Casualty Pool  
ADDRESS: PO Box 9109  
Augusta, ME 04332-9109  
MEMBER: Town of Winterport

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Property & Casualty Pool  
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Property & Casualty Pool  
ADDRESS: PO Box 9109  
Augusta, ME 04332-9109  
MEMBER: Town of Winterport

CERTIFICATE #: P27260PC2022  
COVERAGE PERIOD: 07/01/2022 to 07/01/2023

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Risk Management Services  
60 Community Drive  
P.O. Box 9109  
Augusta, Maine 04332-9109

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9. Remain at the scene until you are released by the police.
10. **Report claim to MMA Property & Casualty Pool Claims Dept.**

| <h1 style="text-align: center;">CERTIFICATE OF MEMBERSHIP</h1>  |   |                               |                    |  | ISSUE DATE    06/27/22   |  |
|---|---|-------------------------------|--------------------|--|--|--|
| <b>NAMED MEMBER</b><br>Town of Winterport<br>PO Box 559<br>Winterport, ME 04496-0559  |   |                               |                    |  | THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND, OR ALTER THE COVERAGE AFFORDED BY THE POOL. |  |
|   |   |                               |                    |  | COMPANIES AFFORDING COVERAGE   |  |
|   |   |                               |                    |  | COMPANY<br>A - MAINE MUNICIPAL ASSOCIATION PROPERTY AND CASUALTY POOL<br><br>60 Community Dr.<br>Augusta, ME 04330   |  |
| <b>COVERAGES</b>  |   |                               |                    |  |  |  |
| THIS IS TO CERTIFY THAT THE COVERAGE LISTED BELOW IS AFFORDED TO THE MEMBER NAMED ABOVE FOR THE PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE COVERAGE DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH PROGRAM.   |   |                               |                    |  |  |  |
| CO LTR  | TYPE OF COVERAGE                            |                               | CERTIFICATE NUMBER | EFFECTIVE DATE   | EXPIRATION DATE  | LIMITS OF LIABILITY  |
|   | General Liability                           |                               |                    |  |  | \$400,000/occurrence for causes of action pursuant to the Maine Tort Claims Act. Coverage is limited to those areas for which governmental immunity has been expressly waived.<br><br>\$2,000,000/occurrence for causes of action pursuant to federal law or state law for which immunity is not provided by the Maine Tort Claims Act. The total limit of liability available per occurrence is \$2,000,000 regardless of number or types of actions. |
|   |   | Premises/Operations           |                    |  |  |  |
|   |   | Products/Completed Operations |                    |  |  |  |
|   |   | Contractual                   |                    |  |  |  |
|   |   | Broad Form Property Damage    |                    |  |  |  |
|   |   | Personal Injury               |                    |  |  |  |
|   |   | Bodily Injury/Property Damage |                    |  |  |  |
|   |   | Claims Made    Occurrence     |                    |  |  |  |
|   | Law Enforcement Liability                   |                               |                    |  |  |  |
|   | Medical Malpractice / Ambulance Malpractice |                               |                    |  |  |  |
| A   | Automobile Liability                        |                               | P27260PC2022       | 07/01/2022   | 07/01/2023   | \$400,000/occurrence   |
| A   | Automobile Physical Damage                  |                               | P27260PC2022       | 07/01/2022   | 07/01/2023   |  |
|   | Property - All Risk                         |                               |                    |  |  |  |
|   | Crime                                       |                               |                    |  |  |  |
|   | Other                                       |                               |                    |  |  |  |
|   | Workers Compensation and Employer Liability |                               |                    |  |  |  |
| Description of Operations/Locations/Vehicles/Special Items  |   |                               |                    |  |  |  |
| Kubota Leasing and ISAOA is added as a Member under, and subject to all terms and provisions in, the above identified Certificate, but only with respect to Section III-Liability, Agreement F-Automobile Liability and added as Loss Payee only with respect to Section II-Property, Agreement B-Automobile Physical Damage, of the Certificate, only with respect to (1) Kubota L6060HSTC 4WD HST Cab Tractor (S#: 48699), (1) Kubota LA 1055 Front LDR/L4760/:5060/L5460/L6060 (S#: B3572), (1) Kubota L2194A 62" Snowblower (S#: 21113013), (1) Kubota L4476 72" Front Blade (S#: 21304395) and (1) Kubota DM1022 2 PT Disc Mower/2.15M working width (S#: 87481), valued at \$24,764, as per Agreement #: 170604, and only with respect to liability caused, in whole or in part, by the acts, conduct or omissions of the Town of Winterport. Kubota Leasing and ISAOA is not a Member for or with respect to liability caused by or arising out of its own acts, conduct or omissions, or caused by or arising out of acts, conduct or omissions by others acting on its behalf. |   |                               |                    |  |  |  |
| Certificate Holder  |   |                               |                    | Cancellation   |  |  |
| Kubota Leasing and (ISAOA)<br>P.O. Box 979129<br>Miami, FL 33197-9129   |   |                               |                    | Should any of the above described certificates be cancelled before the expiration date thereof, notice will be delivered in accordance with the common conditions. |  |  |
|   |   |                               |                    | Authorized Representative<br>   |  |  |

# CERTIFICATE OF MEMBERSHIP

ISSUE DATE 06/27/22

## NAMED MEMBER

Town of Winterport  
PO Box 559  
Winterport, ME 04496-0559

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND, OR ALTER THE COVERAGE AFFORDED BY THE POOL.

## COMPANIES AFFORDING COVERAGE

### COMPANY

A - MAINE MUNICIPAL ASSOCIATION PROPERTY AND CASUALTY POOL

60 Community Dr.  
Augusta, ME 04330

## COVERAGES

THIS IS TO CERTIFY THAT THE COVERAGE LISTED BELOW IS AFFORDED TO THE MEMBER NAMED ABOVE FOR THE PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE COVERAGE DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH PROGRAM.

| CO LTR | TYPE OF COVERAGE                            |                               | CERTIFICATE NUMBER                  | EFFECTIVE DATE | EXPIRATION DATE | LIMITS OF LIABILITY   |
|--------|---|-------------------------------|-------------------------------------|----------------|-----------------|---|
| A      | General Liability                           |                               | P27260PC2022                        | 07/01/2022     | 07/01/2023      | <p>\$400,000/occurrence for causes of action pursuant to the Maine Tort Claims Act. Coverage is limited to those areas for which governmental immunity has been expressly waived.</p> <p>\$2,000,000/occurrence for causes of action pursuant to federal law or state law for which immunity is not provided by the Maine Tort Claims Act. The total limit of liability available per occurrence is \$2,000,000 regardless of number or types of actions.</p> |
|        | <input checked="" type="checkbox"/>         | Premises/Operations           |                                     |                |                 |   |
|        | <input checked="" type="checkbox"/>         | Products/Completed Operations |                                     |                |                 |   |
|        | <input checked="" type="checkbox"/>         | Contractual                   |                                     |                |                 |   |
|        | <input checked="" type="checkbox"/>         | Broad Form Property Damage    |                                     |                |                 |   |
|        | <input checked="" type="checkbox"/>         | Personal Injury               |                                     |                |                 |   |
|        | <input checked="" type="checkbox"/>         | Bodily Injury/Property Damage |                                     |                |                 |   |
|        | <input type="checkbox"/>                    | Claims Made                   | <input checked="" type="checkbox"/> | Occurrence     |                 |   |
|        | Law Enforcement Liability                   |                               |                                     |                |                 |   |
|        | Medical Malpractice / Ambulance Malpractice |                               |                                     |                |                 |   |
|        | Automobile Liability                        |                               |                                     |                |                 | \$400,000/occurrence  |
|        | Automobile Physical Damage                  |                               |                                     |                |                 |   |
|        | Property - All Risk                         |                               |                                     |                |                 |   |
|        | Crime                                       |                               |                                     |                |                 |   |
|        | Other                                       |                               |                                     |                |                 |   |
|        | Workers Compensation and Employer Liability |                               |                                     |                |                 |   |

## Description of Operations/Locations/Vehicles/Special Items

Coverage under the above-identified Certificate applies on behalf of the Town of Winterport with respect to Section III-Liability, Agreement D-General Liability with respect to the use of the Smith Elementary School and Wagner Middle School for events during the above certificate period, only with respect to claims or "suits" arising, in whole or in part, out of the acts, conduct or omissions of the Town of Winterport.

## Certificate Holder

RSU #22  
24 Main Road North  
Hampden, ME 04444

## Cancellation

Should any of the above described certificates be cancelled before the expiration date thereof, notice will be delivered in accordance with the common conditions.

Authorized Representative

*Michelle Pelletier*

# CERTIFICATE OF MEMBERSHIP

ISSUE DATE 06/27/22

## NAMED MEMBER

Town of Winterport  
PO Box 559  
Winterport, ME 04496-0559

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND, OR ALTER THE COVERAGE AFFORDED BY THE POOL.

## COMPANIES AFFORDING COVERAGE

### COMPANY

A - MAINE MUNICIPAL ASSOCIATION PROPERTY AND CASUALTY POOL

60 Community Dr.  
Augusta, ME 04330

## COVERAGES

THIS IS TO CERTIFY THAT THE COVERAGE LISTED BELOW IS AFFORDED TO THE MEMBER NAMED ABOVE FOR THE PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE COVERAGE DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH PROGRAM.

| CO LTR | TYPE OF COVERAGE                            |                               | CERTIFICATE NUMBER | EFFECTIVE DATE | EXPIRATION DATE | LIMITS OF LIABILITY   |
|--------|---|-------------------------------|--------------------|----------------|-----------------|---|
| A      | General Liability                           |                               | P27260PC2022       | 07/01/2022     | 07/01/2023      | <p>\$400,000/occurrence for causes of action pursuant to the Maine Tort Claims Act. Coverage is limited to those areas for which governmental immunity has been expressly waived.</p> <p>\$2,000,000/occurrence for causes of action pursuant to federal law or state law for which immunity is not provided by the Maine Tort Claims Act. The total limit of liability available per occurrence is \$2,000,000 regardless of number or types of actions.</p> |
|        | X   | Premises/Operations           |                    |                |                 |   |
|        | X   | Products/Completed Operations |                    |                |                 |   |
|        | X   | Contractual                   |                    |                |                 |   |
|        | X   | Broad Form Property Damage    |                    |                |                 |   |
|        | X   | Personal Injury               |                    |                |                 |   |
|        | X   | Bodily Injury/Property Damage |                    |                |                 |   |
|        | Claims Made                                 | X Occurrence                  |                    |                |                 |   |
|        | Law Enforcement Liability                   |                               |                    |                |                 |   |
|        | Medical Malpractice / Ambulance Malpractice |                               |                    |                |                 |   |
|        | Automobile Liability                        |                               |                    |                |                 | \$400,000/occurrence  |
|        | Automobile Physical Damage                  |                               |                    |                |                 |   |
| A      | Property - All Risk                         |                               | P27260PC2022       | 07/01/2022     | 07/01/2023      |   |
|        | Crime                                       |                               |                    |                |                 |   |
|        | Other                                       |                               |                    |                |                 |   |
|        | Workers Compensation and Employer Liability |                               |                    |                |                 |   |

## Description of Operations/Locations/Vehicles/Special Items

Wells Fargo Vendor Financial Services, LLC AISOA is added as a Member under, and subject to all terms and provisions in, the above identified Certificate, but only with respect to Section III-Liability, Agreement D-General Liability and added as Loss Payee only with respect to Section II-Property, Agreement C-Mobile Equipment, of the Certificate, only with respect to a 2018 Bobcat S550 Skid Steer Loader (S#: AHGM18626) valued at \$55,100, and only with respect to liability caused, in whole or in part, by the acts, conduct or omissions of the Town of Winterport. Wells Fargo Vendor Financial Services, LLC AISOA is not a Member for or with respect to liability caused by or arising out of its own acts, conduct or omissions, or caused by or arising out of acts, conduct or omissions by others acting on its behalf.

## Certificate Holder

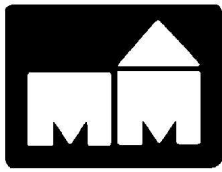
Wells Fargo Vendor Financial Services, LLC AISOA  
5000 Riverside Drive, Suite 300 East  
Irving, TX 75039

## Cancellation

Should any of the above described certificates be cancelled before the expiration date thereof, notice will be delivered in accordance with the common conditions.

Authorized Representative

*Michelle Pelletier*



## Maine Municipal Association

PO Box 9109  
60 Community Drive  
Augusta, Maine 04330-9486  
(207) 626-5583

Town of Winterport  
PO Box 559  
Winterport, ME 04496-0559

### INVOICE

|                           |              |
|---------------------------|--------------|
| DATE:                     | 12/12/2022   |
| DUE DATE:                 | 01/31/2023   |
| CERTIFICATE #:            | P27260WC2023 |
| INVOICE #:                | 57983        |
| MEMBER #:                 | 27260        |
| CERTIFICATE CONTRIBUTION: | \$7,814      |
| AMOUNT DUE:               | \$3,125.60   |

### Workers' Compensation Fund

CERTIFICATE PERIOD: 01/01/2023 to 01/01/2024

| DESCRIPTION           | AMOUNT  |
|-----------------------|---------|
| Workers' Compensation | \$7,814 |

PLEASE RETURN BOTTOM PORTION WITH REMITTANCE

| MEMBER             | CERTIFICATE # | AMOUNT DUE |
|--------------------|---------------|------------|
| Town of Winterport | P27260WC2023  | \$3,125.60 |

REMIT TO:

Maine Municipal Association  
Workers' Compensation Fund  
60 Community Drive  
Augusta, ME 04330

| AMOUNT ENCLOSED |  |
|-----------------|--|
|                 |  |
| INVOICE DATE    |  |
| 12/12/2022      |  |
| DUE DATE        |  |
| 01/31/2023      |  |
| MEMBER #        |  |
| 27260           |  |
| INVOICE #       |  |
| 57983           |  |

Town of Winterport  
PO Box 559  
Winterport, ME 04496-0559

| Workers' Compensation |              |
|-----------------------|--------------|
| Date                  | 12/12/2022   |
| Member #              | 27260        |
| Certificate #         | P27260WC2023 |

**WORKERS' COMPENSATION  
CONTRIBUTION INSTALLMENT PLAN**

**CERTIFICATE PERIOD: 01/01/2023 to 01/01/2024  
BOTH DAYS AT 12:01 AM STANDARD TIME**

**SCHEDULE OF PAYMENTS**

| <u>Invoice Date</u> | <u>Amount Due</u> |
|---------------------|-------------------|
| 01/01/2023          | \$3,125.60        |
| 04/01/2023          | \$2,344.20        |
| 07/01/2023          | \$1,172.10        |
| 10/01/2023          | \$1,172.10        |

Maine Municipal Association  
Workers' Compensation Fund

60 Community Drive  
Augusta, Maine 04330

WORKERS' COMPENSATION /EMPLOYER'S LIABILITY  
MEMBER COVERAGE CERTIFICATE

Named Member: Town of Winterport Certificate No. P27260WC2023  
Mailing Address: PO Box 559, Winterport, ME, 04496-0559

\* \* \* \* \*

Coverage Period: 01/01/2023 to 01/01/2024 at 12:01 A.M. prevailing time at Augusta, Maine.

This is to certify that the above Named Member is a participant in the Maine Municipal Association Workers' Compensation Fund.

This Certificate provides coverage for the Named Member as required by the State of Maine Workers' Compensation Act.

This Certificate provides coverage for the Named Member for Employers' Liability Insurance. The limit of liability under this Certificate for Employers' Liability Coverage is \$2,000,000 each accident, \$2,000,000 aggregate disease.

Excess insurance coverage is issued in the name of the Maine Municipal Association Workers' Compensation Fund. The terms and conditions of this coverage are contained in the Policy contract maintained at the office of the Maine Municipal Association.

Initial membership in the Fund will be for a period of two (2) calendar years. Thereafter, a member may only cancel membership in the Fund at the end of a Fund Year and with sixty (60) days prior written notice to the Fund.

MAINE MUNICIPAL ASSOCIATION

*Catherine M Conley*

Fund Administrator

Coverage in this Member Coverage Certificate will not be valid unless signed by the Fund Administrator.

The forms and endorsements indicated below are made a part of the above mentioned Member Coverage Certificate on the Effective Date shown:

WC01CR

MemberCovCert01/01/2023





THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

WC01CR

## ENDORSEMENT - CONTRIBUTION REDUCTION

*Description:*

The contribution for this Certificate may be eligible for a discount. This endorsement shows your estimated discount as noted on the annual contribution summary. The final calculation of contribution reduction will be determined by our manuals and your contribution basis as determined by audit.

State: Maine

| First   | <u>Estimated Eligible Premium</u> |           | Balance |
|---------|-----------------------------------|-----------|---------|
|         | Next                              | Next      |         |
| \$5,000 | \$95,000                          | \$400,000 |         |

Average percentage discount: 4.20%

Town of Winterport

Effective Date: 01/01/2023

P27260WC2023



Maine Municipal Association  
**RISK MANAGEMENT SERVICES**  
*Workers Compensation Fund*

60 Community Drive  
Augusta, ME 04330  
207-626-5583 / 800-590-5583  
FAX 207-624-0130

Town of Winterport  
PO Box 559  
Winterport, ME 04496-0559

|                |              |
|----------------|--------------|
| Date:          | 12/12/2022   |
| Member #:      | 27260        |
| Certificate #: | P27260WC2023 |

**WORKERS COMPENSATION FUND**

**CERTIFICATE PERIOD: 01/01/2023 to 01/01/2024**

**ESTIMATED CONTRIBUTION CALCULATION**

| Code  | Description                        | Estimated Payroll | Rate    | Manual Contribution |
|-------|------------------------------------|-------------------|---------|---------------------|
| 5506a | Summer Roads Repair & Maint.       | 57,758.90         | 6.5000  | 3,754.00            |
| 7590  | Garbage Works                      | 58,169.39         | 4.2200  | 2,455.00            |
| 7711  | Firefighters-Volunteer & Part-Time | 12,492.33         | 10.5700 | 1,320.00            |
| 8742  | Sales/Town Managers/Econ Dev       | 90,720.00         | 0.3800  | 345.00              |
| 8810a | Office Employees (Clerical)        | 120,103.05        | 0.3600  | 432.00              |
| 8831  | Animal Control Officer             | 4,961.39          | 1.3800  | 68.00               |
| 9102  | Parks & Recreation/Groundskeeping  | 15,256.36         | 3.6500  | 557.00              |
| 9410a | Municipal Employees NOC            | 36,987.36         | 2.6000  | 962.00              |
|       | Totals:                            | \$396,448.78      |         | \$9,893.00          |



Maine Municipal Association  
**RISK MANAGEMENT SERVICES**  
*Workers Compensation Fund*

60 Community Drive  
Augusta, ME 04330  
207-626-5583 / 800-590-5583  
FAX 207-624-0130

Town of Winterport  
PO Box 559  
Winterport, ME 04496-0559

|                |              |
|----------------|--------------|
| Date:          | 12/12/2022   |
| Member #:      | 27260        |
| Certificate #: | P27260WC2023 |

|  |         |            |
|--|---------|------------|
| Estimated Manual Contribution Subject to Experience Rating |         | 9,893.00   |
| Experience Modification Rate                               | 0.8500  |            |
| Total Contribution Adjusted by Experience Modification     |         | 8,409.00   |
| Medical Deductible Credit                                  |         | 0.00       |
| Indemnity Deductible Credit                                |         | 0.00       |
| Schedule Rate Plan Credit/Debit                            | -0.0300 | -252.27    |
| Standard Contribution After Credit/Debit                   |         | 8,157.00   |
| Loss Control Credit  |         | 0.00       |
| Total Standard Contribution                                |         | 8,157.00   |
| Contribution Reduction                                     | 0.0420  | 342.59     |
| Estimated Annual Contribution                              |         | 7,814.00   |
| Subject to a Minimum Contribution of                       |         | 500.00     |
| Total Estimated Contribution                               |         | 7,814.00   |
| WC Prorate Factor  | 1.0000  |            |
| Total Estimated Prorate Contribution                       |         | \$7,814.00 |



MONTHLY PREMIUMS FOR POOLED (NON-RATED) GROUPS  
EFFECTIVE JANUARY 1, 2023

| M<br>E<br>D<br>I<br>C<br>A<br>L<br><br>P<br>L<br>A<br>N<br>S | ACTIVE EMPLOYEES & NON-MEDICARE RETIREES  |  | POS-A      | POS-C      | POS 200    | PPO 500    | PPO 1500   | PPO 2500   |
|--|---|--|------------|------------|------------|------------|------------|------------|
|  | Employee Only                             |  | \$1,354.83 | \$1,192.26 | \$1,135.09 | \$1,097.54 | \$1,000.54 | \$944.64   |
|  | Employee & Spouse                         |  | \$3,039.12 | \$2,674.42 | \$2,546.13 | \$2,461.92 | \$2,244.35 | \$2,118.98 |
|  | Employee with children                    |  | \$2,210.72 | \$1,945.43 | \$1,852.10 | \$1,790.87 | \$1,632.60 | \$1,541.39 |
|  | Family                                    |  | \$3,039.12 | \$2,674.42 | \$2,546.13 | \$2,461.92 | \$2,244.35 | \$2,118.98 |
|  | <b>COBRA REGULARS (18 Months)</b>         |  |            |            |            |            |            |            |
|  | Employee Only                             |  | \$1,381.93 | \$1,216.11 | \$1,157.79 | \$1,119.49 | \$1,020.55 | \$963.53   |
|  | Employee & Children                       |  | \$2,254.93 | \$1,984.34 | \$1,889.14 | \$1,826.69 | \$1,665.25 | \$1,572.21 |
|  | Employee & Spouse or Family               |  | \$3,099.90 | \$2,727.91 | \$2,597.05 | \$2,511.16 | \$2,289.24 | \$2,161.36 |
|  | <b>COBRA DISABILITY (up to 29 Months)</b> |  |            |            |            |            |            |            |
|  | Employee Only                             |  | \$2,032.25 | \$1,788.39 | \$1,702.63 | \$1,646.30 | \$1,500.81 | \$1,416.96 |
|  | Employee & Children                       |  | \$3,316.08 | \$2,918.14 | \$2,778.15 | \$2,686.31 | \$2,448.90 | \$2,312.08 |
|  | Employee & Spouse or Family               |  | \$4,558.67 | \$4,011.63 | \$3,819.19 | \$3,692.88 | \$3,366.53 | \$3,178.47 |

| R<br>E<br>T<br>I<br>R<br>E<br>E<br>S | MEDICARE RETIREE GROUP COMPANION PLAN                           |            |
|--------------------------------------|---|------------|
|                                      | <i>Participants must also have Medicare Part A &amp; Part B</i> |            |
|                                      | Retiree Only with Medicare                                      | \$629.44   |
|                                      | Retiree & Spouse with Medicare                                  | \$1,258.88 |
|                                      | SPLIT CONTRACTS   |            |
|                                      | <i>Dependent on Medicare eligibility</i>                        |            |
|                                      | Subscriber with Medicare, Spouse on Active Plan                 | \$1,984.27 |
|                                      | Subscriber on Active Plan, Spouse with Medicare                 | \$1,984.27 |
|                                      | Subscriber with Medicare, Spouse on Active Plan                 | \$1,821.70 |
|                                      | Subscriber on Active Plan, Spouse with Medicare                 | \$1,821.70 |

Please contact the Health Trust for Premium Rates for Retirees with children

| O<br>T<br>H<br>E<br>R<br><br>B<br>E<br>N<br>E<br>F<br>I<br>T<br><br>P<br>L<br>A<br>N<br>S | DENTAL PLAN                |  | ACTIVE   | RETIREE  | COBRA               |
|---|----------------------------|--|----------|--|---------------------|
|   | Employee Only              |  | \$43.79  | \$44.67  | \$44.67             |
|   | Employee & Spouse          |  | \$75.60  | \$77.11  | \$77.11             |
|   | Employee with Children     |  | \$144.29 | \$147.17                                       | \$147.17            |
|   | Family                     |  | \$144.29 | \$147.17                                       | \$147.17            |
|   | VISION PLAN                |  | ACTIVE   | COBRA  |                     |
|   | Employee Only              |  | \$5.58   | \$5.69   |                     |
|   | Employee & Spouse          |  | \$11.15  | \$11.37  |                     |
|   | Employee with Children     |  | \$11.94  | \$12.18  |                     |
|   | Family                     |  | \$19.09  | \$19.47  |                     |
|   | INCOME PROTECTION PLAN     |  | \$2.14   | Per \$100 of coverage per month                |                     |
|   | LIFE (No Medical coverage) |  | \$0.30   | Per \$1,000 of coverage per month              |                     |
|   | SUPPLEMENTAL LIFE          |  | \$0.30   | Per \$1,000 of coverage per month              |                     |
|   | DEPENDENT LIFE             |  | \$1.50   | for Option A                                   | \$3.20 for Option B |
|   | LONG TERM DISABILITY       |  |          |  |                     |
|   | EMPLOYER PAID:             |  | \$0.44   | Per \$100 of Covered Payroll                   |                     |
|   | EMPLOYEE PAID:             |  |          | Age banded (Call the Health Trust for details) |                     |

#### Sec. 3.04 – INDUCTION OF COUNCIL INTO OFFICE

Councilor-elect shall be required to be sworn to the faithful discharge of their duties by a person qualified by law to administer oaths. The terms of the Councilors shall begin on July 1<sup>st</sup> after they are sworn.

#### Sec. 3.05 – COUNCIL TO BE THE JUDGE OF QUALIFICATIONS OF ITS MEMBERS

The Council shall be the judge of the election and qualifications of its members and for such purpose shall have the power to subpoena witnesses and require production of records, but the decision of the Council in any such cases shall be subject to review by the courts.

#### Sec. 3.06 – REGULAR MEETINGS

The Town Council shall, at its first meeting or as soon as possible thereafter, establish a regular place and time for holding its regular meetings and shall meet at least once a month. It shall also provide a method for calling special meetings. All meeting of the Town Council shall be open to the public in accordance with the statutes of the State of Maine, except as those statutes allow executive sessions. An agenda shall be made available in advance of all regular and special meetings and shall include an item to allow public input. The meeting shall be conducted in a manner that encourages citizen attendance and citizen participation.

#### Sec. 3.07 – RECORD OF PROCEEDINGS

The Town Council shall provide for keeping a record of its proceedings and shall determine its own rules of procedure and make lawful regulations for enforcing the same; records shall be retained and disposed of in accordance with State Law.

#### Sec. 3.08 – ORDINANCES; PUBLIC HEARINGS

The Council shall act by motion, ordinance, order, or resolve. All motions, ordinances, orders and resolves, except motions, ordinances, orders, or resolves making appropriations of money, shall be confined to one subject. All appropriation motions, ordinances, orders, or resolves shall be confined to the subject of appropriations. Every motion, ordinance, order, or resolve shall require on passage the affirmative vote of 3/5 of the members of the Council. The yeas and nays shall be taken on the passage of all motions, ordinances, orders, and resolves and entered on the record of the proceedings of the Council by the Secretary.

Before any ordinance shall be passed, at least one public hearing shall be held by the Council, notice of which shall be given at least 7 days in advance by publication in a

Newspaper having a circulation in Winterport and by posting a notice at the Town Office and other public places in Winterport. Such ordinances shall be effective on the date of adoption or at such time as may be specified in the ordinance.

#### Sec. 3.09 – VACANCIES; FORFEITURE OF OFFICE; FILLING OF VACANCIES

1. Vacancies: The office of Councilor shall become vacant upon death, resignation, or removal from office in any manner authorized by law or forfeiture.
2. Forfeiture of Office: A Councilor shall forfeit his/her office upon conviction of a felony or crimes relating to his/her office or if he/she lacks at any time during his/her term of office any of the qualifications of the office prescribed by this Charter or by law.
3. Filling Vacancies: If a seat on the Town Council becomes vacant more than 6 months prior to the next regular election, the Council shall call a special election to fill the unexpired term within 60 days from the date that the vacancy occurred. If a seat on the Council becomes vacant less than 6 months prior to the next regular election, the Council may call a special election.
4. Forfeiture for Attendance Reasons: A Councilor shall forfeit his/her office if he/she fails to attend three consecutive meetings of the Council without being excused by the Council.

#### Sec. 3.10 – QUORUM

A majority of the Town Council shall constitute a quorum for the transaction of business, but a smaller number may adjourn from time to time or may compel attendance of absent members. At least 24 hours notice of the time and place of holding such adjourned meeting shall be given to all members who were not present at the meeting from which the adjournment was taken.

#### Sec. 3.11 – COUNCIL OFFICERS

At its first meeting after the Annual Election, the Council shall elect, by a vote of 3/5 of the members, one of its members as Chairperson and one as Vice-Chairperson, and the Council may fill, by a vote of 3/5 of the members, for an unexpired term, any vacancies in the offices of Chairperson and Vice-Chairperson that may occur. The Chairperson shall preside at the meetings of the Council, and shall be recognized as head of the Town Government for all ceremonial purposes and by the Governor for the purposes of military law, but he/she shall have no regular administrative duties. The Chairperson shall be entitled to vote, and his/her vote shall be counted upon all matters and things as a vote of other members of the Council.

### Sec. 3.12 – INDEPENDENT ANNUAL AUDIT

Prior to the end of each fiscal year, the Council shall designate the State Department of Audit or private certified accountants who, at the end of the fiscal year, shall make an independent audit of accounts and other evidences of financial transactions of the Town Government and shall submit their report to the Town Council and Town Manager. This Audit Report, in a summarized manner, will be made a part of the Annual Town Report, which shall be made available to the public. Such accountants shall not maintain any accounts or records of the Town business, but shall post-audit the books and documents kept by any office, officer, department, or agency of the Town Government.

### Sec. 3.13 – ENUMERATION OF POWERS AND DUTIES

Without limitations of the foregoing, the Council:

1. Shall appoint, and have the power to remove, the Town Manager, members of the Planning Board, members of the Board of Appeals, Water District trustees, Sewer District trustees, and members of other committees as may from time to time be deemed necessary. The affirmative vote of 3/5 of the members of the Council shall be required for the appointment of officials appointed by the Council. The affirmative vote of 3/5 of the members of the Council shall be required for the removal of officials appointed by the Council.
2. Shall have the power to vest in the Town Manager all or part of the duties of any office, where appropriate and not prohibited by law.
3. Shall provide for an annual audit.
4. Shall have the power to by ordinance create, change, and abolish offices, departments, and agencies, other than those offices, departments and agencies established by this Charter. By ordinance act on such matters where State Law grants ordinance making powers to Town officers. The Council by ordinance may assign additional functions or duties to offices, departments, or agencies established by this Charter, but may not discontinue or assign to any other office, department, or agency any function or duty assigned by this Charter to a particular office, department or agency.
5. Shall have the power to make, alter, and repeal ordinances pertaining to State Mandated Changes and amendments to the Winterport Land Use Ordinance.
6. Shall have the power to enact and repeal emergency ordinances.
7. Shall have the power to inquire into the conduct of any department, office, or agency of the Town and make investigation as to municipal affairs.
8. Shall present and make recommendations regarding the annual budget and shall present a complete financial report, as prepared by the Town

Manager to the Town Meeting

9. Shall have the power to issue notes in anticipation of taxes to be paid within the fiscal year in which issued.
10. Shall carry out mandates of the Annual and Special Town Meetings.
11. Shall have the power to approve expenditures from accounts, including reserve accounts, in accordance with the action of the citizens at Town Meeting.
12. Shall call regular Town Meetings.
13. Shall have the power to call special Town Meetings.

#### **Sec. 3.14 – PROHIBITIONS**

Neither the Council nor any of its members shall, in any manner, dictate the appointment or removal of any administrative officers or employees whom the Manager or any of his subordinates are empowered to appoint. The Council may express its views and fully and freely discuss with the Manager anything pertaining to appointment and removal of such officers and employees.

Except for the purpose of inquiry, the Council and its members shall deal with the administrative services solely through the Manager and neither the Council nor any member shall give orders to any subordinates of the Manager, either publicly or privately.

### **ARTICLE IV**

#### **TOWN MANAGER**

##### **Sec. 4.01 – APPOINTMENT; QUALIFICATION**

The Town Council shall appoint a Town Manager for a definite term or at the will of the Council and fix his/her compensation. The Manager shall be appointed on the basis of his/her executive and administrative qualifications. He/She need not be a resident of the Town or State at the time of his/her appointment.

##### **Sec. 4.02 – POWERS AND DUTIES OF TOWN MANAGER**

The Town Manager shall be the chief executive officer of the Town. He/She shall be responsible to the Council for the administration of all Town affairs placed in his/her charge by or under this Charter. He/She shall have the following powers and duties:

1. To appoint and remove any officials not appointed by the Council or elected by the Town, and all other administrative and Town employees, and to authorize other officials to appoint and remove subordinates except as otherwise provided in this Charter or by law.





## Property & Casualty Pool Building & Personal Property Schedule

Member Name: Winterport  
Certificate Number: P27260PC2022  
Coverage Period: 07/01/2022 to 07/01/2023

Please review all building and contents descriptions and values to ensure that 100% replacement cost values are shown. Make any changes necessary on the this property schedule and sign below certifying that the buildings and contents descriptions and values are accurate.

### STATEMENT OF VALUES

The buildings and contents description and values shown on the attached listing are complete and the correct 100% replacement cost values to the best of my knowledge and belief.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

NOTE: Any location that has Valuation Type "ACV", is listed on the Local National Register of Historical place or on Builders Risk is NOT included in Blanket Building & Contents coverage.

| Loc # | Bldg # | Building Name/Occupancy                           | Street Address           | Organization       | Valuation Type | Constr. Type    | Year Built | Flood Zone | Appraisal Date | Square Footage | Nat'l/Loc Hist.Reg | Deductible | Building Value | Contents Value | Total Value |
|-------|--------|---|--------------------------|--------------------|----------------|-----------------|------------|------------|----------------|----------------|--------------------|------------|----------------|----------------|-------------|
| 7     | 9      | New Fire Station (w/generator & plymovent system) | 44A Main Street          | Fire Department    | RC             | Non-Combustible | 2017       |            | 08/12/2022     | 4480           | N                  | \$1,000    | \$938,517      | \$15,000       | \$953,517   |
| 3     | 3      | Community Building                                | 40 Park Drive            | Municipal          | RC             | Frame           | 1980       |            | 12/16/2019     | 3000           | N                  | \$1,000    | \$372,288      | \$4,400        | \$376,688   |
| 6     | 8      | New Town Office (w/ generator)                    | 44 Main Street           | Municipal          | RC             | Frame           | 2012       |            | 06/21/2017     | 2856           | N                  | \$1,000    | \$400,410      | \$42,000       | \$442,410   |
| 8     | 11     | (4) Dugouts                                       | Abbott Park              | Parks & Recreation | RC             | Frame           | 2019       |            |                |                | N                  | \$1,000    | \$8,000        |                | \$8,000     |
| 8     | 12     | Playground Equipment                              | Abbott Park              | Parks & Recreation | RC             | Non-Combustible |            |            |                |                | N                  | \$1,000    | \$2,000        |                | \$2,000     |
| 7     | 10     | Public Works Storage                              | 44A Main Street          | Public Works       | RC             | Frame           | 2017       |            | 06/21/2017     | 1064           | N                  | \$1,000    | \$53,009       | \$5,000        | \$58,009    |
| 5     | 4      | Salt Shed - Quonset                               | 8 Transfer Station Road  | Public Works       | RC             | Frame           | 1989       |            | 12/16/2019     | 7700           | N                  | \$1,000    | \$310,898      |                | \$310,898   |
| 4     | 6      | Second Time Around Shop                           | 40 Transfer Station Road | Transfer Station   | RC             | Frame           | 1983       |            | 04/26/2021     | 576            | N                  | \$1,000    | \$40,400       | \$2,200        | \$42,600    |
| 4     | 5      | Transfer Station/w Compactor                      | 40 Transfer Station Road | Transfer Station   | RC             | Frame           | 1983       |            | 04/26/2021     | 1456           | N                  | \$1,000    | \$182,838      | \$5,500        | \$188,338   |
| 4     | 7      | Universal Waste                                   | 40 Transfer Station Road | Transfer Station   | RC             | Frame           | 2006       |            | 04/26/2021     | 576            | N                  | \$1,000    | \$28,673       |                | \$28,673    |



Maine Municipal Association  
**RISK MANAGEMENT SERVICES**

Property & Casualty Pool  
Building & Personal Property Schedule

Member Name: Winterport  
Certificate Number: P27260PC2022  
Coverage Period: 07/01/2022 to 07/01/2023

|       |             |          |             |
|-------|-------------|----------|-------------|
| Total | \$2,337,033 | \$74,100 | \$2,411,133 |
|-------|-------------|----------|-------------|



Maine Municipal Association  
**RISK MANAGEMENT SERVICES**

Property & Casualty Pool  
Automobile Schedule

Member Name: Winterport  
Certificate Number: P27260PC2022  
Coverage Period: 07/01/2022 to 07/01/2023

| Year | Make         | Model                          | Vin#  | Organization    | Cost New  | Valuation         | Comp<br>Deductible | Collision<br>Deductible |
|------|--------------|--------------------------------|-------|-----------------|-----------|-------------------|--------------------|-------------------------|
| 1983 | Mack         | Fire Truck                     | 01034 | Fire Department | \$18,000  | Actual Cash Value | \$250              | \$1,000                 |
| 1989 | Mack         | FD-Pumper                      | 01025 | Fire Department | \$25,000  | Actual Cash Value | \$250              | \$1,000                 |
| 2004 | Freightliner | Fire Truck M2 Chassis Pumper   | 23778 | Fire Department | \$198,149 | Actual Cash Value | \$250              | \$1,000                 |
| 2008 | Ford         | FD-F550                        | 66093 | Fire Department | \$73,000  | Actual Cash Value | \$250              | \$1,000                 |
| 2013 | Dodge        | PW-Ram 3500                    | 99041 | Public Works    | \$30,250  | Actual Cash Value | \$250              | \$1,000                 |
| 2020 | Kubota       | Tractor w/equipment (road reg) | 48699 | Public Works    | \$73,500  | Actual Cash Value | \$250              | \$1,000                 |



Maine Municipal Association  
**RISK MANAGEMENT SERVICES**

Property & Casualty Pool  
Inland Marine Schedule

Member Name: Winterport  
Certificate Number: P27260PC2022  
Coverage Period: 07/01/2022 to 07/01/2023  
Mobile Equipment

| Year | Make | Model/Description                | Vin/Serial# | Organization    | Deductible | Value       |
|------|------|----------------------------------|-------------|-----------------|------------|-------------|
|      |      | (18) Air Bottles                 |             | Fire Department | \$1.000    | \$1.050.00  |
|      |      | (2) 1 1/2 Nozzles                |             | Fire Department | \$1.000    | \$600.00    |
|      |      | (2) 2 1/2 Nozzles                |             | Fire Department | \$1.000    | \$800.00    |
|      |      | (2) 2 1/2 Nozzles                |             | Fire Department | \$1.000    | \$800.00    |
|      |      | (2) Hydrant Valves 2 1/2 x 1 1/2 |             | Fire Department | \$1.000    | \$250.00    |
|      |      | (2) Jaws of Life Complete        |             | Fire Department | \$1.000    | \$26.000.00 |
|      |      | (2) Lights & Reels               |             | Fire Department | \$1.000    | \$150.00    |
|      |      | (2) Multi-Gas Meters             |             | Fire Department | \$1.000    | \$1.600.00  |
|      |      | (2) Portable Water Tank          |             | Fire Department | \$1.000    | \$1.800.00  |
|      |      | (2) Strainers                    |             | Fire Department | \$1.000    | \$150.00    |
|      |      | (2) Wyes 1 1/2                   |             | Fire Department | \$1.000    | \$200.00    |
|      |      | (20) Indian Tanks                |             | Fire Department | \$1.000    | \$825.00    |
|      |      | (22) Turn out Gear @ \$750 ea.   |             | Fire Department | \$1.000    | \$16.500.00 |
|      |      | (4) 1 1/2 Nozzle                 |             | Fire Department | \$1.000    | \$1.000.00  |
|      |      | (4) Axes                         |             | Fire Department | \$1.000    | \$140.00    |
|      |      | (4) Axes                         |             | Fire Department | \$1.000    | \$80.00     |
|      |      | (4) Pairs Boots                  |             | Fire Department | \$1.000    | \$140.00    |
|      |      | (4) Tarps                        |             | Fire Department | \$1.000    | \$150.00    |
|      |      | (5) Axes                         |             | Fire Department | \$1.000    | \$100.00    |
|      |      | (6) Coats                        |             | Fire Department | \$1.000    | \$750.00    |
|      |      | (8) SCBA bottles                 |             | Fire Department | \$1.000    | \$8.800.00  |
|      |      | (9) Air Pack Complete            |             | Fire Department | \$1.000    | \$11.400.00 |
|      |      | 1000 ft. 1 1/2 Hose              |             | Fire Department | \$1.000    | \$500.00    |
|      |      | 1000 ft. 1 1/2 Hose              |             | Fire Department | \$1.000    | \$500.00    |
|      |      | 1150 ft. 2 1/2 Hose              |             | Fire Department | \$1.000    | \$862.00    |



Maine Municipal Association  
**RISK MANAGEMENT SERVICES**

Property & Casualty Pool  
Inland Marine Schedule

Member Name: Winterport  
Certificate Number: P27260PC2022  
Coverage Period: 07/01/2022 to 07/01/2023

| Year | Make    | Model/Description                            | Vin/Serial# | Organization    | Deductible | Value       |
|------|---------|--|-------------|-----------------|------------|-------------|
|      |         | 1200 ft. 2 1/2 Hose                          |             | Fire Department | \$1.000    | \$900.00    |
|      |         | 1800' 4" Hose                                |             | Fire Department | \$1.000    | \$8.900.00  |
|      |         | 20 ft. 2 1/2 Hard Hose Suction               |             | Fire Department | \$1.000    | \$400.00    |
|      |         | 200 ft. 1 1/2 Hose                           |             | Fire Department | \$1.000    | \$100.00    |
|      |         | 2000 ft. 2 1/2 Hose                          |             | Fire Department | \$1.000    | \$1.500.00  |
|      |         | 2002 Bullard Thermal Imaging Camera          |             | Fire Department | \$1.000    | \$22.000.00 |
|      |         | 300 ft. 1 1/2 Hose                           |             | Fire Department | \$1.000    | \$150.00    |
|      |         | 800 ft. 1 1/2 Hose                           |             | Fire Department | \$1.000    | \$400.00    |
|      |         | Generator                                    |             | Fire Department | \$1.000    | \$250.00    |
|      |         | Generator                                    |             | Fire Department | \$1.000    | \$700.00    |
|      |         | Hose Clamp                                   |             | Fire Department | \$1.000    | \$150.00    |
|      |         | Hydrant & Valve                              |             | Fire Department | \$1.000    | \$125.00    |
|      |         | Hydrant Valve 2 1/2                          |             | Fire Department | \$1.000    | \$125.00    |
|      |         | Misc. Fitting                                |             | Fire Department | \$1.000    | \$150.00    |
|      |         | Siren Southern Veh. Mobile Radio             |             | Fire Department | \$1.000    | \$450.00    |
|      |         | Smoke Ejector                                |             | Fire Department | \$1.000    | \$300.00    |
|      |         | Smoke Ejector                                |             | Fire Department | \$1.000    | \$300.00    |
|      |         | Wye 2 1/2 x 1 1/2                            |             | Fire Department | \$1.000    | \$100.00    |
|      |         | Wye 2 1/2 x 1 1/2                            |             | Fire Department | \$1.000    | \$100.00    |
| 2014 | Bullard | Thermal Imaging Camera                       |             | Fire Department | \$1.000    | \$6.500.00  |
|      | Flir    | Thermal Camera                               |             | Fire Department | \$1.000    | \$4.000.00  |
|      | Kenwood | (15) Portable Radios TK280                   |             | Fire Department | \$1.000    | \$10.500.00 |
|      | Kenwood | (6) Mobile Radios                            |             | Fire Department | \$1.000    | \$3.000.00  |
|      |         | Blowhard portable ppv fan - battery operated |             | Municipal       | \$1.000    | \$4.000.00  |
|      |         | Misc.  |             | Municipal       | \$1.000    | \$200.00    |
|      | DS200   | Voting Equipment (State)                     |             | Municipal       | \$1.000    | \$6.970.00  |



Maine Municipal Association  
**RISK MANAGEMENT SERVICES**

Property & Casualty Pool  
Inland Marine Schedule

Member Name: Winterport  
Certificate Number: P27260PC2022  
Coverage Period: 07/01/2022 to 07/01/2023

| Year | Make   | Model/Description               | Vin/Serial# | Organization     | Deductible | Value        |
|------|--------|---------------------------------|-------------|------------------|------------|--------------|
|      |        | '02 Vibroplate Compactor 5.5 hp |             | Public Works     | \$1,000    | \$1,738.00   |
|      |        | Broom & Rake                    |             | Public Works     | \$1,000    | \$200.00     |
|      |        | Kubota Riding Lawnmower         |             | Public Works     | \$1,000    | \$5,000.00   |
|      |        | Kubota Tractor loader/backhoe   |             | Public Works     | \$1,000    | \$44,483.00  |
| 2018 | Bobcat | Skid-Steer Loader w/attachment  | AHGM18626   | Transfer Station | \$1,000    | \$55,100.00  |
| 2020 | Bobcat | Grapple Attachment              |             | Transfer Station | \$1,000    | \$3,940.00   |
|      |        |                                 |             |                  | Total      | \$257,878.00 |

Electronic Data Processing

| Description                | Organization | Deductible | Value      |
|----------------------------|--------------|------------|------------|
| Electronic Data Processing | Municipal    | \$250      | \$8,373.00 |
|                            |              | Total      | \$8,373.00 |

Miscellaneous Property - None



Property & Casualty Pool  
General Liability

Member Name: Winterport  
Certificate Number: P27260PC2022  
Coverage Period: 07/01/2022 to 07/01/2023

| Class Code Description  | Description                                       | Exposure Base | Exposure   |
|---|---|---------------|------------|
| 44101 Governmental Subdivision -Municipalities (population 2,501-10,000)      |   | Expenditures  | 538,048.00 |
| 48727 Streets, Roads, Highways or Bridges-Existence & maintenance hazard only |   | # Miles       | 67.21      |
| 61227 Buildings or Premises-Office (Not-For-Profit only)                      | Neighbors Cupboard-Food Pantry @ Community Center | Square feet   | 1,500.00   |
| 63010 Dwellings-one family (lessors risk only)                                | Tax Acq. Dwellings - per schedule on file         | Total #       | 23.00      |

GL Miscellaneous

| Miscellaneous Type | Description   | Contribution |
|--------------------|---|--------------|
| Cyber Liability    | Privacy & Network Security Liability  | \$0          |
| Other              | Tax acq. dwelling @ 28 Johnson Lane (GL only) - LM: 12.26.20                      |              |
| Other              | Tax acq. dwelling @ 35 Coles Corner Road (GL only) - LM: 12.26.19 acct #383 Noyes |              |
| Other              | Tax acq. dwelling @ 418 Goshen Road (GL only) - LM: 12.26.20 acct #727 Ginn       |              |
| Other              | Tax acq. dwelling @ Baker Road (GL only) acct #1563 Woodruff                      |              |
| Other              | Tax acq. dwelling @ Clark Road (GL only) acct #2294 Emmerich                      |              |
| Other              | Tax acq. dwelling @ Coles Corner Road (GL only) acct #382 Noyes                   |              |
| Other              | Tax acq. dwelling @ Ferry Street (GL only) acct #1648 Sprague                     |              |
| Other              | Tax acq. dwelling @ Hackett Road (GL only) acct #1156 Walsh                       |              |
| Other              | Tax acq. dwelling @ Harmony Lane (GL only) acct #1989 Donovan                     |              |
| Other              | Tax acq. dwelling @ Johnson Lane (GL only) acct #2103 Ulmer                       |              |
| Other              | Tax acq. dwelling @ Kendall Road (GL only) acct #750 Wescott                      |              |
| Other              | Tax acq. dwelling @ Lebanon (GL only) acct #292 Chandler                          |              |
| Other              | Tax acq. dwelling @ Lebanon Road (GL only) acct #2236 Leach                       |              |
| Other              | Tax acq. dwelling @ Lebanon Road (GL only) acct #234 Lester                       |              |
| Other              | Tax acq. dwelling @ Lebanon Road (GL only) acct #278 Shaver                       |              |
| Other              | Tax acq. dwelling @ N Main Street (GL only) acct #2350 Bennett                    |              |

| Miscellaneous Type | Description  | Contribution |
|--------------------|--|--------------|
| Other              | Tax acq. dwelling @ North Main Street (GL only) acct #1164 Freeman         |              |
| Other              | Tax acq. dwelling @ North Road (GL only) acct #822 Birmingham              |              |
| Other              | Tax acq. dwelling @ Penobscot Lane (GL only) acct #2578 Northgate Atlantic |              |
| Other              | Tax acq. dwelling @ Penobscot Lane (GL only) acct #2579 Northgate Atlantic |              |
| Other              | Tax acq. dwelling @ Penobscot Lane (GL only) acct #2580 Northgate Atlantic |              |
| Other              | Tax acq. dwelling @ Penobscot Lane (GL only) acct #2581 Northgate Atlantic |              |
| Other              | Tax acq. dwelling @ Pine View Lane (GL only) acct #430 Rancourt            |              |
| Other              | Tax acq. dwelling @ Stream Road (GL only) acct #1792 Rancourt              |              |
| Other              | Tax acq. dwelling @ Stream Road (GL only) acct #1840 Pitcher Realty Trust  |              |
| Other              | Tax acq. dwelling @ Stream Road (GL only) acct #645 Town of Winterport     |              |
| Total              |  | \$0          |