ANNOTATED AGENDA
Town of New Gloucester
BOARD OF ASSESSOR'S AND SELECTMEN'S MEETING
7:00 p.m.
Monday, February 3, 2020
At the Meetinghouse

BOARD OF ASSESSOR'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

II. To See What Action the Board Wishes to take in Regard to *Online Assessing*

Please see attached paperwork.

III. ADJOURN

BOARD OF SELECTMEN'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

II. PLEDGE OF ALLEGIANCE

III. SCHEDULE NEXT MEETING:

- **Board of Selectmen's Meeting** – 7:00 p.m., Monday, March 2, 2020 at the Meetinghouse

A. Adjustments to the Agenda

IV. PUBLIC COMMENTS
- **A. Presentation – Brian Sites, Volunteers of America**
- **B. Other**

V. OLD BUSINESS
- **A. Prior Meeting Update – Selectmen Chair**
- **B. Prior Meeting Update – Town Manager**

VI. NEW BUSINESS
- **A. Updates**
  - **a. Selectmen**
  - **b. Town Manager**
  - **c. Dept. Heads**
  - **d. Boards & Committees**

B. Action Items

4.96 To See What Action the Board Wishes to take in Regard to *Acceptance of the Department of Agriculture, Conservation and Foresty Volunteer Fire Assistance Reimbursement Grant in the amount of $3,603.88*

Please see attached paperwork.

4.97 To See What Action the Board Wishes to take in Regard to the *Bid Process for the Purchase of Forestry Fire Fighting Personal Protective Equipment*

Please see attached paperwork.

4.98 To See What Action the Board Wishes to take in Regard to the *Lucas 3 Device and CIP Process*

Please see attached paperwork.

4.99 To See What Action the Board Wishes to take in Regard to *2020 Posted Roads List*

Please see attached paperwork.

5.00 To See What Action the Board Wishes to take in Regard to *CMP/Pine Tree Telephone Pole Permit Application*

Please see attached paperwork.

5.01 To See What Action the Board Wishes to take in Regard to *Game of Chance Beano Application for Amvets Post #6*

Please see attached paperwork.

5.02 To See What Action the Board Wishes to take in Regard to *Amending the 2020 Town of New Gloucester Holiday Schedule*

Please see attached paperwork.

5.03 To See What Action the Board Wishes to take in Regard to the *Current Purchasing Policy*

Please see attached paperwork.

5.04 To See What Action the Board Wishes to take in Regard to *IRS Mileage Reimbursement Rate*

Please see attached paperwork.

5.05 To See What Action the Board Wishes to take in Regard to *Appointing Kimberly Getchell as Election Warden for the March 3, 2020 Election*

Please see attached paperwork.

5.06 To See What Action the Board Wishes to take in Regard to *Approving FY20 Warrants and Payrolls #29, #30, #31 and #32*

5.07 To See What Action the Board Wishes to take in Regard to *Approving Minutes of the January 6, 2020, Board of Selectmen's Meeting*

Please see attached paperwork.

5.08 To See What Action the Board Wishes to take in Regard to *Approving Minutes of the January 27, 2020, Special Board of Selectmen's Meeting*

Please see attached paperwork.

VII. ADJOURN

John E. O'Donnell & ASSOCIATES, INC.
PROPERTY TAX ASSESSMENT • EQUALIZATION • MAPPING

632 Bald Hill Road
New Gloucester, ME 04260
Phone: 207-926-4044
Fax: 207-926-4037

BOA
#2

January 24, 2020

New Gloucester Board of Assessors
385 Intervale Road
New Gloucester, ME 04260

Dear Board,

I have been asked to provide some clarity with respect to online assessing. The request for proposal for the revaluation required price commitments for costs that although not directly part of a revaluation contract, would affect future budgets.

On page 21 we included the following table:

Required/Optional Software, Support, and Service Costs

Item	Cost	Frequency	Required /Optional	Notes
Assessment software purchase	0	One time	Required	Included in Revaluation price
Assessment software support	$1,500	Annual	Required	Replaces Trio real estate assessment module annual fee
O'Donnell/Trio Interface	$150	Rental	Optional	Trio charge – no extra charge from O'Donnell
Assessing Information online	$2,000	Annual	Optional	No size limit, includes ALL related files (pictures, sketches, etc.)

Note that the assessing information online is $2,000 and is optional. In my opinion, it will save New Gloucester more than $2,000 in staff time since you will no longer need to provide copies of property cards or maps at the front counter but it is not a required cost. Also note that the assessment software replaces the Trio Real Estate module. The annual Trio bill will be reduced once you have replaced the Trio Real Estate module with O'Donnell assessing software.

Sincerely,

Michael O'Donnell

4.96

INTERNAL MEMO
Office of the New Gloucester Fire & Rescue
Town of New Gloucester

TO: Select Board Members
FROM: Chief Toby Martin
DATE: January 28, 2020
RE: Grant

The Fire Department would like to inform the select board we have received a grant from the Department of Agriculture, Conservation and Forestry.

The application process was submitted under the previous manager and it's a 1:1 match reimbursement grant.

We have questions on the agenda:

1. The department would like to see what action the board wishes to take in regarding the acceptance of the Department of Agriculture, Conservation, and Forestry Volunteer Fire Assistance reimbursement grant in the amount of $3652.28.

2. To see what action the board wishes to take regarding the bid process for the purchase of the Forestry Firefighting Personal Protective Equipment.

    a. We are asking the board to wave the bid process in lieu of the 3 quotes provided to you given the grant reimbursement of $3652.28 of the estimated $7,304.55 purchase cost.
    b. Funding- It's our recommendation we take half of the funding from 117-3-12 and the other from 128-4-26 account.
    c. The grant is for wildland firefighting gear we currently have small amounts of.
        i. Gloves (25)
        ii. Helmets (25)
        iii. Shirts (25)
        iv. Googles (25)

Respectfully submitted,

Chief Martin

State of Maine
Maine Forest Service - Forest Protection Division
22 State House Station
Augusta, ME 04333-0022

APPLICATION DEADLINE: November 15, 2019
Application on-line at:
www.maineforestservice.gov

Application for Assistance - Volunteer Fire Assistance Grant

Name of Applicant: New Gloucester Fire and Rescue

Mailing Address: 385 Intervale Rd

City / Town: New Gloucester Zip Code: 04260 County: Cumberland

Contact Person: Chief Toby Martin Phone Number: (207)926-4142 E-mail: NGFRC1@maine.rr.com

Type of Project Requested:

- ☐ First Responder Forest Fires
- ☒ Personnel Safety
- ☐ Organize Fire Department
- ☐ Training
- ☐ Prevention
- ☐ Wildland Urban Interface

Grant Funds Requested: $3,603.88 Local Matching Funds: $3,603.88 Total Project: $7,207.75

Town Population (2010 census): 5543 Town Valuation: $8,068,932.00

What is your approximate town annual budget for fire control only:

Personnel (payroll, benefits, etc.)	$466,823.00
Capital / Equipment:	$89,000.00
All Other (insurance, supplies, etc.)	$43,645.00

For the past five years what has been your average number of calls per year by category?

Structural Fires:	12
Woods / Grass / Brush Fires:	6
Other fires (car fires, etc.):	14
Standby at motor vehicle accidents:	44

List all communities with whom you have a **written** agreement of cooperation with.

Gray, Poland, North Yarmouth, Lewiston, Auburn, Pownal, Durham

Is your community NIMS compliant? For NIMS requirements go to http://www.fema.gov/emergency/nims or to http:www.maine.gov/tools/whatsnew/attach.php?id=42762&an=1

- ☒ Yes, my community is NIMS compliant
- ☐ No, My community is not NIMS compliant

Proposed project equipment: (list & describe all individual items to be funded- (e.g. 6 100' sections 1.5" forestry hose, etc.)

Quantity	Item Description	Unit Cost	Total Cost
20	Pro Tech 8 Wildland gloves (LG & XL)	$37.00	$740.00
5	Pro Tech 8 Wildland gloves (M)	$35.15	$175.75
25	Bolle Backdraft Wildland fire goggles	$35.65	$891.25
25	Bullard Wildfire Helmet (Full Brim)	$63.00	$1,575.00
2	Coaxsher Betax Wildland Shirt-Tegasafe Plus (3xl)	$171.95	$343.90
3	Coaxsher Betax Wildland Shirt-Tegasafe Plus (2xl)	$160.95	$482.85
20	Coaxsher Betax Wildland Shirt-Tegasafe Plus (S, M, L, XL)	$149.95	$2,999.00
0		$0.00	$0.00
0		$0.00	$0.00
0		$0.00	$0.00
0		$0.00	$0.00
0		$0.00	$0.00
	Total Grant Funds Requested:		$7,207.75

Please Provide Narrative. What is the purpose of this proposal? What benefits with be derived from the project? Provide any other information that may be useful in the selection process. (***Attach additional pages as needed)***

See Attatched

Certifications:
I hereby agree and certify that the sum of $7,207.75 (100% of the project costs in dollars or in kind services) is available for the proposed project.

The applicant further certifies and agrees that to the best of his / her knowledge and belief the information on this application is true and correct and that he or she will comply with the (RCFP) Cooperative Forestry Assistance Act of 1978 and its administrative guidelines if the grant is received.

In the event a grant is awarded to your municipality a contract between the Maine Forest Service and your Municipality will be entered into. Among its principle terms will be the following:

1. A final report on the expenditure of project funds will be submitted with copies of warrant numbers, canceled checks, invoices, etc. to the Maine Forest Service within 30 days of the completion of the project prior to June 30, 2020.
2. The applicant will keep all items purchased under this program costing more than $1,000 available for inspection and inventory by the Maine Forest Service.
3. The Maine Forest Service will be notified and its approval received prior to disposal of any items purchased under this program.
4. The applicant shall hold harmless the Maine Forest Service and its agents or employees for any liability or injury suffered through the use of property or equipment acquired under this grant.

In the event performance of the project is not reasonably satisfactory to the Maine Forest Service, then your municipality will be liable to the Maine Forest Service for all funds advanced by the said Maine Forest Service.

Typed Name; Title Chief Toby Martin Signature;

Date 10-17-2019

New Gloucester Fire and Rescue

611 Lewiston Road
New Gloucester, Maine 04260

Toby Martin
Chief of Department

October 17, 2019

New Gloucester is a small town between Gray and Auburn, Maine. Our population is approximately 5700 over an area of 48 square miles. Many of our residents work in the Lewiston or Portland areas. We have a unique blend of farmland, small business, industry, and the Pineland Campus. We have 20 year-round use trails totaling 156 miles for hiking, riding, skiing, and snowmobiling that traverse through our area. We have one of the few remaining Shaker Villages, a local fairground, and Sabbathday Lake. While these attractions make New Gloucester unique, they also present hazards to safety that we must be prepared to respond to. Other hazards include covering twelve miles of the Maine Turnpike Southbound, State Route 26 and U.S. Route 202 (both of which are very high traffic areas), two railways, and a natural gas pipeline. Any of these have the potential of, or have had had fires because they all are on wooded areas.

New Gloucester Public Safety is comprised of forty-seven members. We have a fulltime Public Safety Chief who is also a paramedic, and our staffing has just increased to ensure two per diem firefighter/ems providers are at the station 24/7. Last year, we responded on 629 calls for service. We operate a 2015 Ford/PL Custom Ambulance, a 2012 Ferrara Rescue Pumper with a 1500gpm pump and 1000-gallon tank, a 2004 Pierce Pumper with a 1250gpm pump and a 1000-gallon tank. We also have a 1999 Peterbilt Walk-In Heavy Rescue, a 1994 Peterbilt/Central States Tanker with a 1250gpm pump and a 2500-gallon tank, a 2001 Freightliner/Central States Tanker with a 1500gpm pump and a 2500-gallon tank, a GMC utility truck, and a side-by-side mule for woods operations and fires.

After inspection, we have only had 5 forestry jackets that are serviceable. The others are warned, or damaged and not safe for our crews to use. This has forced our personnel to wear bunker gear to woods and brush fires. This place our personnel in harm's way from heat injury and reduces endurance from carrying the additional weight of structural firefighting gear along with the tools and equipment required. We respond to our mutual aid communities to assist them with brush fire providing all equipment and manpower resources. We understand that we average 6 woods, grass and brush fires a year but feel it is crucial to properly equip our personnel for when we do respond to one.

We do not have the ability to fix this identified problem on our own because of budgetary constraints. Funding this grant request would greatly enhance our ability at New Gloucester to respond to and extinguish a woods fire safely and efficiently having the correct gear. With the very high volume of traffic on our roadways and the extensive amount of cargo and chemicals transported on our railways, we must be able to quickly extinguish and fire to limit spread and damage. The assistance purchasing to new forestry coats, gloves, goggles, and helmets will fix our identified problem and in doing so keep my personal as well as the community safe.

Please consider funding this project. I can be reached at (207)926-4142 or chief@newgloucester.com

Respectfully
Chief Toby Martin

SERVING SINCE 1928

NATIONAL FIRE FIGHTER CORP.

ORIGINAL INVOICE

ACCT. NO. T7563
INVOICE NO. 2306101
INV DATE 1/9/2020

SHIPPING:
NATIONAL FIRE FIGHTER CORP
1574 W 6TH AVE
EUGENE, OR 97402

BILLING:
NATIONAL FIRE FIGHTER CORP
PO BOX 21107
EUGENE, OR 97402

SOLD TO
NEW GLOUCESTER FIRE DEPT
385 INTERVALE RD
NEW GLOUCESTER, ME 04260

SHIP TO
NEW GLOUCESTER FIRE DEPT
611 LEWISTON RD
ATTN: TOBY MARTIN
NEW GLOUCESTER ME 04260

CUSTOMER ORDER NUMBER	LOC	SLS #	TERR	SHIP VIA	TERMS
	1	31	200		

DATE	STOCK NUMBER	QTY SHIPPED	DESCRIPTION	UOM	UNIT PRICE	AMOUNT
1/9	TET PT8WK-XL	8	XL PRO-TECH 8 WL GLOVE KNIT		$ 35.15	$281.20
1/9	TET PT8WK-L	12	LG PROTECH 8 WL GLOVE KNIT		$ 35.15	$ 421.80
1/9	TET PT8WK-M	5	MD PROTECH 8 WL GLOVE KNIT		$ 35.15	$ 175.75
1/9	BOL 40260	25	BOLLE BACKDRAFT WL GOGGLE CSP		$ 35.65	$ 891.25
1/9	PEC FH911HRR	25	RED BULLARD FULL W/RATCHET		$ 59.85	$ 1,496.25
1/9	COA FC1053XL-N	2	3X YEL/NVY BETAX 5.8/7 SHIRT		$ 170.95	$ 341.90
1/9	COA FC105XXL-N	3	2X YEL/NVY BETAX 5.8/7 SHIRT		$ 160.95	$ 482.85
1/9	COA FC105XL-N	8	XL YEL/NVY BETAX 5.8/7 SHIRT		$ 149.95	$ 1,199.60
1/9	COA FC105L-N	7	LG YEL/NVY BETAX 5.8/7 SHIRT		$ 149.95	$ 1,049.65
1/9	COA FC105M-N	3	MD YEL/NVY BETAX 5.8/7 SHIRT		$ 149.95	$ 449.85
1/9	COA FC105S-N	2	SM YEL/NVY BETAX 5.8/7 SHIRT		$ 149.95	$ 299.90
					Freight	$ 214.55

Amy Eller
National Sales Reresentative
Tool-Free 800-423-8347

TOTAL AMOUNT $ 7,304.55

Quotation

Witmer Public Safety Group
104 Independence Way
Coatesville, PA 19320
Phone: (800) 852-6088
MAELENE M (800)852-6088 X1154
mmiller@wpsginc.com

Quote ID: 611594
Date: 01/23/2020
Sales Person: MAELENE M
Customer Id: NEWGLO2

Bill To:

ATTN: Lee
New Gloucester Fire Rescue
385 Intervale Rd
New Gloucester ME 04260

Phone: (207) 926-4142
E-Mail: chief@newgloucester.com

Ship To:

ATTN: Lee
New Gloucester Fire Rescue
385 Intervale Rd
New Gloucester ME 04260

WILDLAND GEAR

Quantity	Item ID	Description	Unit	Amount
2	FC105-Y-XXL	Coaxsher BetaX Wildland Fire Xvent Shirt Tecasafe Plus, 5.8oz & 7oz, Yellow, XX-Large	150.49	300.98
3	FC105-Y-XXL	Coaxsher BetaX Wildland Fire Xvent Shirt Tecasafe Plus, 5.8oz & 7oz, Yellow, XX-Large	150.49	451.47
8	FC105-Y-XL	Coaxsher BetaX Wildland Fire Xvent Shirt Tecasafe Plus, 5.8oz & 7oz, Yellow, X-Large	141.25	1,130.00
7	FC105-Y-L	Coaxsher BetaX Wildland Fire Xvent Shirt Tecasafe Plus, 5.8oz & 7oz, Yellow, Large	141.25	988.75
3	FC105-Y-M	Coaxsher BetaX Wildland Fire Xvent Shirt Tecasafe Plus, 5.8oz & 7oz, Yellow, Medium	141.25	423.75
2	FC105-Y-S	Coaxsher BetaX Wildland Fire Xvent Shirt Tecasafe Plus, 5.8oz & 7oz, Yellow, Small	141.25	282.50
25	FH911HR-R	Bullard Full Brim Wildland Helmet With Ratchet, Red.	48.95	1,223.75
25	ESS-740-0236	ESS Striketeam WF Wildland Goggles, Clear Lens One-Piece Wrap-Around Strap, No Face Padding	35.35	883.75
8	PT8-W-XL	Pro-Tech Wildland Glove Size- XL	30.56	244.48
12	PT8-W-L	Pro-Tech Wildland Glove Size- Large	30.56	366.72
5	PT8-W-M	Pro-Tech Wildland Glove Size- Medium	30.56	152.80

LEAD TIME: VARIOUS
FOB: COATESVILLE, PA
PAYMENT TERMS: CREDIT CARD, NET 30 FOR APPROVED ACCOUNTS

ACCEPTANCE OF QUOTATION
The above prices, specifications, and conditions are satisfactory and are hereby accepted.

Signature: _____

Date: _____

Quotation is valid until February 22, 2020

Subtotal:	6,448.95
Freight:	115.00
Tax:	0.00
Total:	6,563.95

TheFireStore OfficerStore theEMSstore GIDEON TACTICAL OurDesigns

Estimate

01/23/2020

S4253

The Supply Cache Inc.

The Supply Cache
1980 Caribou Drive
Fort Collins, CO 80525
Phone: 800-839-0821
Email: customer.service@supplycache.com

Bill To:

New Gloucester
385 INtervale Rd
New Gloucester, ME 04260

Customer: New Gloucester

Ship To:

New Gloucester
611 Lewiston Rd
New Gloucester, ME 04260

Contact: New Gloucester
PO Number: Quote

Seller	Payment Terms	FOB Point	Carrier	Requested Ship Date	Estimated Tax
LIB	CC	Origin	UPS	01/23/2020	$ 0.00

Item #	Type	Number / Description	Unit Price	Qty Ordered	Total Price
1	Sale	108-10005 3X - TecaSafe Plus BetaX Brush Shirt (Yellow/Green), Coaxsher	$ 170.95	2 ea	$ 341.90
2	Discount	8% - 8% Quantity Discount			-$ 27.35
3	Sale	108-10005 2X - TecaSafe Plus BetaX Brush Shirt (Yellow/Green), Coaxsher	$ 159.95	3 ea	$ 479.85
4	Discount	8% - 8% Quantity Discount			-$ 38.39
5	Sale	108-10005 XL - TecaSafe Plus BetaX Brush Shirt (Yellow/Green), Coaxsher	$ 149.95	8 ea	$ 1,199.60
6	Discount	8% - 8% Quantity Discount			-$ 95.97
7	Sale	108-10005 LG - TecaSafe Plus BetaX Brush Shirt (Yellow/Green), Coaxsher	$ 149.95	7 ea	$ 1,049.65
8	Discount	8% - 8% Quantity Discount			-$ 83.97
9	Sale	108-10005 MD - TecaSafe Plus BetaX Brush Shirt (Yellow/Green), Coaxsher	$ 149.95	3 ea	$ 449.85
10	Discount	8% - 8% Quantity Discount			-$ 35.99
11	Sale	108-10005 SM - TecaSafe Plus BetaX Brush Shirt (Yellow/Green), Coaxsher	$ 149.95	2 ea	$ 299.90
12	Discount	8% - 8% Quantity Discount			-$ 23.99
13	Sale	400-50507 CSP - BACKDRAFT Goggle, Bolle	$ 40.99	25 ea	$ 1,024.75
14	Discount	8% - 8% Quantity Discount			-$ 81.98

Estimate

01/23/2020

S4253

The Supply Cache Inc.

The Supply Cache
1980 Caribou Drive
Fort Collins, CO 80525
Phone: 800-839-0821
Email: customer.service@supplycache.com

Item #	Type	Number / Description	Unit Price	Qty Ordered	Total Price
15	Sale	204-2040H RED - Helmet -Full Brim w/ Ratchet Suspension, (FH911), Bullard	$ 59.95	25 ea	$ 1,498.75
16	Discount	8% - 8% Quantity Discount			-$ 119.90
17	Sale	100-91008 XL - Wildland Firefighting Gloves, Veridian	$ 39.95	8 ea	$ 319.60
18	Discount	8% - 8% Quantity Discount			-$ 25.57
19	Sale	100-91008 L - Wildland Firefighting Gloves, Veridian	$ 39.95	12 ea	$ 479.40
20	Discount	8% - 8% Quantity Discount			-$ 38.35
21	Sale	100-91008 M - Wildland Firefighting Gloves, Veridian	$ 39.95	5 ea	$ 199.75
22	Discount	8% - 8% Quantity Discount			-$ 15.98
23	Shipping	Shipping - Shipping	$ 54.95	1 ea	$ 54.95

Subtotal:	**$ 6,810.51**
Sales Tax:	**$ 0.00**
Total:	**$ 6,810.51**
Paid:	**$ 0.00**
Balance Due:	**$ 6,810.51**

Approval:_____ Date:_____

N.98

stryker

Lucas

Quote Number:	10049876	Remit to:	P.O. Box 93308
Version:	1		Chicago, IL 60673-3308
Prepared For:	NEW GLOUCESTER FIRE AND RESCUE	Rep:	Ryan Loshaw
	Attn:	Email:	ryan.loshaw@stryker.com
		Phone Number:	

Quote Date:	09/17/2019
Expiration Date:	12/16/2019

Delivery Address		End User - Shipping - Billing		Bill To Account	
Name:	NEW GLOUCESTER FIRE AND RESCUE	Name:	NEW GLOUCESTER FIRE AND RESCUE	Name:	TOWN OF NEW GLOUCESTER
Account #:	1265061	Account #:	1265061	Account #:	1265047
Address:	611 LEWISTON RD	Address:	611 LEWISTON RD	Address:	385 INTERVALE RD
	NEW GLOUCESTER		NEW GLOUCESTER		NEW GLOUCESTER
	Maine 04260		Maine 04260		Maine 04260

Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	99576-000063	LUCAS 3, v3.1 Chest Compression System INCLUDES HARD SHELL CASE, SLIM BACK PLATE, TWO (2) PATIENT STRAPS, (1) STABILIZATION STRAP, (2) SUCTION CUPS, (1) RECHARGEABLE BATTERY, AND INSTRUCTIONS FOR USE WITH EACH DEVICE.	1	$12,466.30	$12,466.30
2.0	11576-000060	LUCAS Desk-Top Battery Charger	1	$950.95	$950.95
3.0	11576-000071	LUCAS External Power Supply	1	$304.98	$304.98
4.0	11576-000080	LUCAS 3 Battery - Dark Grey - Rechargeable LiPo	1	$581.35	$581.35
5.0	11576-000047	LUCAS Disposable Suction Cup (12 pack)	1	$409.50	$409.50
			Equipment Total:		$14,713.08

ProCare Products:

#	Product	Description	Years	Qty	Sell Price	Total
6.1	78000019	Protect (Depot) w/Onsite PM for LUCAS 3, v3.1 Chest Compression System INCLUDES HARD SHELL CASE, SLIM BACK PLATE, TWO (2) PATIENT STRAPS, (1) STABILIZATION STRAP, (2) SUCTION CUPS, (1) RECHARGEABLE BATTERY, AND INSTRUCTIONS FOR USE WITH EACH DEVICE.	4	1	$2,284.80	$2,284.80
				ProCare Total:		$2,284.80

Price Totals:

Grand Total:	$16,997.88

Stryker Medical - Accounts Receivable - accountsreceivable@stryker.com - PO BOX 93308 - Chicago, IL 60673-3308

stryker

09/17/2019

TOWN OF NEW GLOUCESTER
385 INTERVALE RD
NEW GLOUCESTER, Maine 04260

Equipment: See proposal for detailed equipment descriptions and pricing.

Finance structure: Step Payments

$1 out end of term option: Purchase the equipment for $1.00

Payment terms:

$1 OUT	25 months
Proposal total	$16,997.88
1 annual payment(s) @	$5,000.00
Followed by:	2 annual payments @
Total payment	$5,998.94

Payments are exclusive of all applicable taxes and freight unless otherwise noted.

Contract commencement: Upon delivery, installation and acceptance

First payment due: Net 30

Payment adjustment: The payments quoted herein were calculated based, in part, on an interest rate equivalent as quoted on the Intercontinental Exchange website, at https://www.theice.com/marketdata/reports/180, under the USD Rates 1100 Series. Stryker's Flex Financial business reserves the right to adjust the payments prior to contract commencement in order to maintain current economics of this proposed transaction.

Deal consummation: This proposal is subject to final credit, pricing, and documentation approval. Legal documents must be signed before your equipment can be delivered.

Please note that this proposal is subject to change if documents are not signed prior to **9/30/2019.**

stryker

Lucas

Quote Number:	10049876	Remit to:	P.O. Box 93308
Version:	1		Chicago, IL 60673-3308
Prepared For:	NEW GLOUCESTER FIRE AND RESCUE	Rep:	Ryan Loshaw
	Attn:	Email:	ryan.loshaw@stryker.com
		Phone Number:	

Quote Date:	09/17/2019
Expiration Date:	12/16/2019

Prices: In effect for 60 days.

Terms: Net 30 Days

Ask your Stryker Sales Rep about our flexible financing options.

_____

AUTHORIZED CUSTOMER SIGNATURE

PENDING APPROVAL

Expert service designed to work for you

stryker

When lives are at stake, you need someone who takes a proactive approach to keeping your equipment up and running. With our ProCare Service, you can count on trusted experts dedicated to caring for your equipment, so you can focus on what truly matters – saving lives.

We're your ideal service partner and will provide you with OEM expertise as well as propriety diagnostics tools that help us fix equipment efficiently and effectively.

Stryker's ProCare Service plans tailored to your needs	**Preventive** maintenance	**Protect** plan	**Prevent** plan
Annual preventive maintenance inspection service	●		●
Documentation for regulating bodies	●		●
Stryker-trained service specialist	●	●	●
Loaner device during PMs and repairs	●	●	●
Discounts on upgrades, accessories and disposables	●	●	●
Software updates	●	●	●
24/7 telephone support	●	●	●
Stryker OEM parts		●	●
Battery servicing and replacement*		●	●
Labor and travel expenses		●	●

Service details

Onsite Services are performed between 8 a.m. to 5 p.m. local time, Monday through Friday, excluding holidays. Customer is to ensure Covered Equipment is available for Service at scheduled times or additional labor charges may apply. Some Services may not be completed onsite. Stryker will cover travel and/or round-trip freight for Covered Equipment that must be sent to our designated facility for repair.

Ship-In Service will ship your device to the nearest service center for repairs and inspections. We use only original manufacturer parts, and services will be performed at a designated Stryker facility. Stryker will cover round-trip shipping (ground only) for covered equipment sent to our designated facility for service.

Loaners will be provided if Covered Equipment must be removed from use to complete repairs. Stryker will strive to provide Customer with a similar loaner device until the Covered Equipment is returned. Customer assumes complete responsibility for the loaner and shall return the loaner in the same condition as received, upon the earlier of the return of the removed Covered Equipment or Stryker request.

Updates are changes to a device to enhance its current features, stability or software. Stryker will install Updates at no additional cost, provided such Updates are installed at the time of regularly scheduled Services. Updates at a time other than regularly scheduled Services will be billed on a separate invoice at 20% off the then-current list price of the Update. If parts must be replaced to accommodate installation of new software, such parts may be purchased at 30% off the then-current list price.

Upgrades are major, standalone versions of software or the addition of features or capabilities to a device. For all Service Plans, Upgrades are not provided under the Plan and must be purchased separately. Upgrades are available at 17% off the then-current list price.

Service Plans do not include: supply or repair of accessories or disposables; repair of damage caused by misuse, abuse, abnormal operating conditions, operator errors, acts of God, and use of batteries, electrodes or other products not distributed by Stryker; replacement or repair of cases; repair or replacement of items not originally distributed or installed by Stryker; Upgrades and installation of Upgrades.

Preventive maintenance

- Update software to the most current version
- Check all batteries and battery pins
- Inspect the integrity of accessories and recommend replacement as needed
- Test the integrity of all cables and recommend replacement as needed
- Electrical safety check in accordance with NFPA guidelines
- Computer-aided diagnostics to test 30 device dimensions and verify the unit functions accurately, from waveform shape and defibrillation energy to pacing current and capnography readings (if present)
- Check electrode expiration dates and recommend replacement as needed
- Check printer operation and trace quality

Protect plan

- Repairs (parts and labor) to restore equipment to manufacturer specifications
- LIFEPAK battery-charger repair or replacement as deemed necessary by Stryker*
- Power-adapter repair or replacement
- Replace up to 3 lithium-ion batteries in accordance with the device operating instructions or upon failure*
- Replace up to 1 coin cell memory battery in accordance with the device operating instructions or upon failure*

Prevent plan

- Combines benefits of Protect and Preventive Maintenance Service Plans
- Replacement of protective display shield, corner bumper guards, CO2 connector cover, shoulder strap, handle, device labels, and battery pins as deemed necessary by Stryker at time of annual inspection.

LIFEPAK 15
monitor/defibrillator

Preventive maintenance

- Update software to the most current version
- Check all batteries and battery pins
- Inspect the integrity of accessories and recommend replacement as needed
- Test linear sensor and recalibrate if needed
- Lubricate and adjust mechanical parts, including compression module and claw lock
- Clean hood, fan, intake and bellows
- Perform functional test on all mechanical components and electronics
- Computer-aided diagnostics
- Replacement of LUCAS Disposable suction cup, LUCAS Patient Straps, or LUCAS Stabilization Strap, as deemed necessary by Stryker

Protect plan

- Repairs (parts and labor) to restore equipment to manufacturer specifications
- Replace up to 2 LUCAS chest compression system batteries in accordance with the Instructions for Use or upon battery failure*
- LUCAS Battery Desk-Top Charger, LUCAS Aux Power Supply, LUCAS Car Cable repair or replacement as deemed necessary by Stryker*
- Replacement of LUCAS Disposable suction cup, LUCAS Patient Straps, or LUCAS Stabilization Strap

Prevent plan

- Combines benefits of Protect and Preventive Maintenance Service Plans

LUCAS 2/3
chest compression system

Preventive maintenance

- Update software to the most current version
- Check all batteries and battery pins
- Inspect the integrity of accessories and recommend replacement as needed
- Test the integrity of all cables and recommend replacement as needed
- Electrical safety check in accordance with NFPA guidelines
- Computer-aided diagnostics to verify the unit functions accurately, including waveform shape and defibrillation energy
- Replace up to 1 battery pack in accordance with the device operating instructions or upon battery failure
- Replace 1 set of expired adult therapy electrodes at scheduled time of service

Protect plan

- Repairs (parts and labor) to restore equipment to manufacturer specifications

Prevent plan

- Combines benefits of Protect and Preventive Maintenance Service Plans

LIFEPAK 1000
defibrillator

Service Plans are also available for the LIFEPAK 20e, and LIFEPAK CR2 devices.
To find out more about our Service Plans, please contact your Stryker Representative, or call 1-800-STRYKER

*Feature is available based on product specification and customization of package.

Stryker Corporation or its divisions or other corporate affiliated entities own, use or have applied for the following trademarks or service marks: CR2, LIFEPAK, LUCAS, ProCare, Stryker. All other trademarks are trademarks of their respective owners or holder.

GDR 3340347_A
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Current Account Status

G 1-343-01 GEN'L GOV. / LUCAS 3

0.00 = Beg Bal
0.00 = Adjust
-13,142.55 = YTD Net
0.00 = YTD Enc
-13,142.55 = Balance

Per	Jrnl	Check	Date	Vendor---------	Description--------	RCB / Type		Debits	Credits
08	0160		08/19/19		08/19/2019 C/R	R	CR	0.00	1,075.00
09	0224		09/09/19		09/09/2019 C/R	R	CR	0.00	687.55
09	0284		09/25/19		09/25/2019 C/R	R	CR	0.00	250.00
10	0366		10/24/19		10/24/2019 C/R	R	CR	0.00	5.00
10	0377		10/28/19		10/28/2019 C/R	R	CR	0.00	100.00
11	0399		11/04/19		11/04/2019 C/R	R	CR	0.00	50.00
11	0405		11/05/19		11/05/2019 C/R	R	CR	0.00	100.00
11	0410		11/06/19		11/06/2019 C/R	R	CR	0.00	50.00
11	0417		11/07/19		11/07/2019 C/R	R	CR	0.00	25.00
11	0428		11/12/19		RECLASS FROM AUX TO LUCAS	R	GJ	0.00	200.00
11	0439		11/14/19		11/14/2019 C/R	R	CR	0.00	100.00
11	0480		11/26/19		11/26/2019 C/R	R	CR	0.00	50.00
12	0513		12/11/19		12/11/2019 C/R	R	CR	0.00	200.00
12	0549		12/24/19		12/24/2019 C/R	R	CR	0.00	50.00
01	0569		01/07/20		01/07/2020 C/R	R	CR	0.00	10,000.00
01	0570		01/08/20		01/08/2020 C/R	R	CR	0.00	50.00
01	0613		01/23/20		01/23/2020 C/R	R	CR	0.00	125.00
01	0616		01/24/20		01/24/2020 C/R	R	CR	0.00	25.00
						Totals-		**0.00**	**13,142.55**

Monthly Summary

	--Regular Entries--		--Balance Entries--	
Month	Debits	Credits	Debits	Credits
August	0.00	1,075.00	0.00	0.00
September	0.00	937.55	0.00	0.00
October	0.00	105.00	0.00	0.00
November	0.00	575.00	0.00	0.00
December	0.00	250.00	0.00	0.00
January	0.00	10,200.00	0.00	0.00
Totals	**0.00**	**13,142.55**	**0.00**	**0.00**

4.99

2020 POSTED ROADS 23,000 LBS. LIMIT

POSTING WILL START WHEN DEEMED APPROPRIATE BY THE PUBLIC WORKS DIRECTOR

Bald Hill Road at Snow Hill Rd., Route 122 and Poland Town Line

Bennett Road at Lewiston Road (2) and at Turnpike Bridge

Black Point Road at Snow Hill Road

Bluff Circle at Mayall Road

Brackett Road at Maine Street

Bryana Way

Bridgham Road

Chandler Mill Road at Lewiston Road and Snow Hill Road

Chestnut Common at Morse Road

Church Road at Lewiston Road

Cobbs Bridge Road at Intervale Road and Auburn Town Line

Colbath Road at Poland Line

Colebrook Road at Maine Street

Dave Snow Road at Morse Road

Dougherty Road at Intervale Road and Pownal Line

Durham Road at Pownal Town Line

Elderberry Lane at Lewiston Road (Route 100)

Estes Road at Intervale Road

Gilmore Road at Lewiston Road

Gloucester Hill Road at Intervale Road and Lewiston Road

Grange Hall Road at Intervale Road

Jack Hall Road at Lewiston Road

Mayall Road at Gray line and Sabbathday Road

Megquier Road at Morse Road and Gray town line

Mercier Drive

North Pownal Road at Intervale Road and Pownal Town Line

Outlet Road at Maschino's Pit and Poland Town Line

Peacock Hill Road at Lewiston Road and Auburn Town Line

Penney Road at Intervale Road

Pond Road at Maine Street and Raymond Town Line

Quarry Road at Poland Town Line and Raymond Town Line

Range Road at Poland Town Line

Rice Corner Road at Durham Town Line

Rowe Station Road at Intervale Road

Sunset Shores Road at Snow Hill Road

Swamp Road at Bennett Road

Tobey Road at Snow Hill Road

Town Farm Road after Holtham Lumber to End

Upper Village Street from Lewiston Road to Bald Hill Road

Waterman Drive at Snow Hill Road

Woodman Road at Intervale Road

I am asking for this list to be approved, however we may not post all roads, only the ones that are necessary due to frost issues.

Thanks,
Ted

This is the motion made last year:

4.92 To See What Action the Board Wishes to take in Regard to *Posted Roads*

Ms. Chase moved and Ms. Conger seconded a motion to approve the Public Works 2019 listing of roads to be posted beginning no sooner than March 8, 2019 through May 15, 2019, or sooner as deemed appropriate by the Public Works Director, with the following: the Public Works Director will utilize standard D.O.T. signs; signs are to be signed by the Public Works Director and include the Public Works Garage phone number; and exemptions will not be charged a fee. The motion carried on a vote of 4-1, with Mr. Libby opposing.

5.00

POLE LOCATION PERMIT

The Pine Tree Telephone LLC and Central Maine Power Company, corporations duly authorized to transmit intelligence and to transmit and distribute electricity in the town of New Gloucester, Maine hereby applies for permission, in accordance with the law, to construct and maintain poles together with attached facilities and appurtenances upon, along, or across certain roads in said town, as follows:

On Woodman Road approximately 275 feet in a northerly direction from the junction with Meadow Lane Road, Pine Tree Telephone LLC to place a new pole # 6.

Facilities are to consist of wood poles and appurtenances with a minimum clearance of wire and cable not less than 18 feet over the public highway, all in a manner to conform to the requirements of The National Electrical Safety Code.

PINE TREE TELEPHONE, LLC

Jim Taplin 1/21/2020

CENTRAL MAINE POWER CO.

1·14·2020

Name Date

MUNICIPAL OFFICERS

Name

Name

Name

Name

Name

Name

1-30-20

1-30-20

_____, Maine

_____, 2020

Office of the _____

Received and Recorded in Book _____,

Page _____.

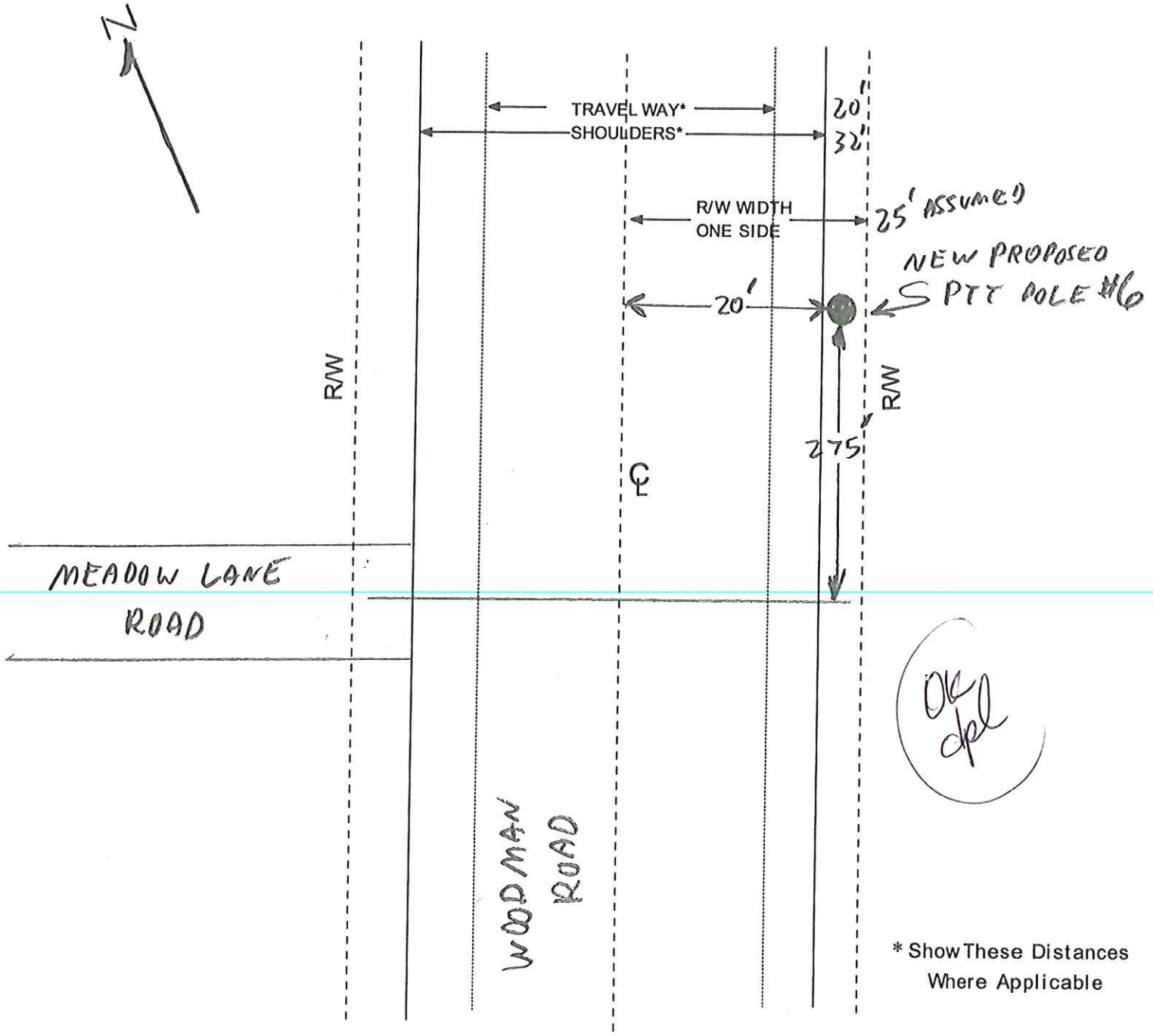
Attest _____ Clerk

Utility Location Permit Application

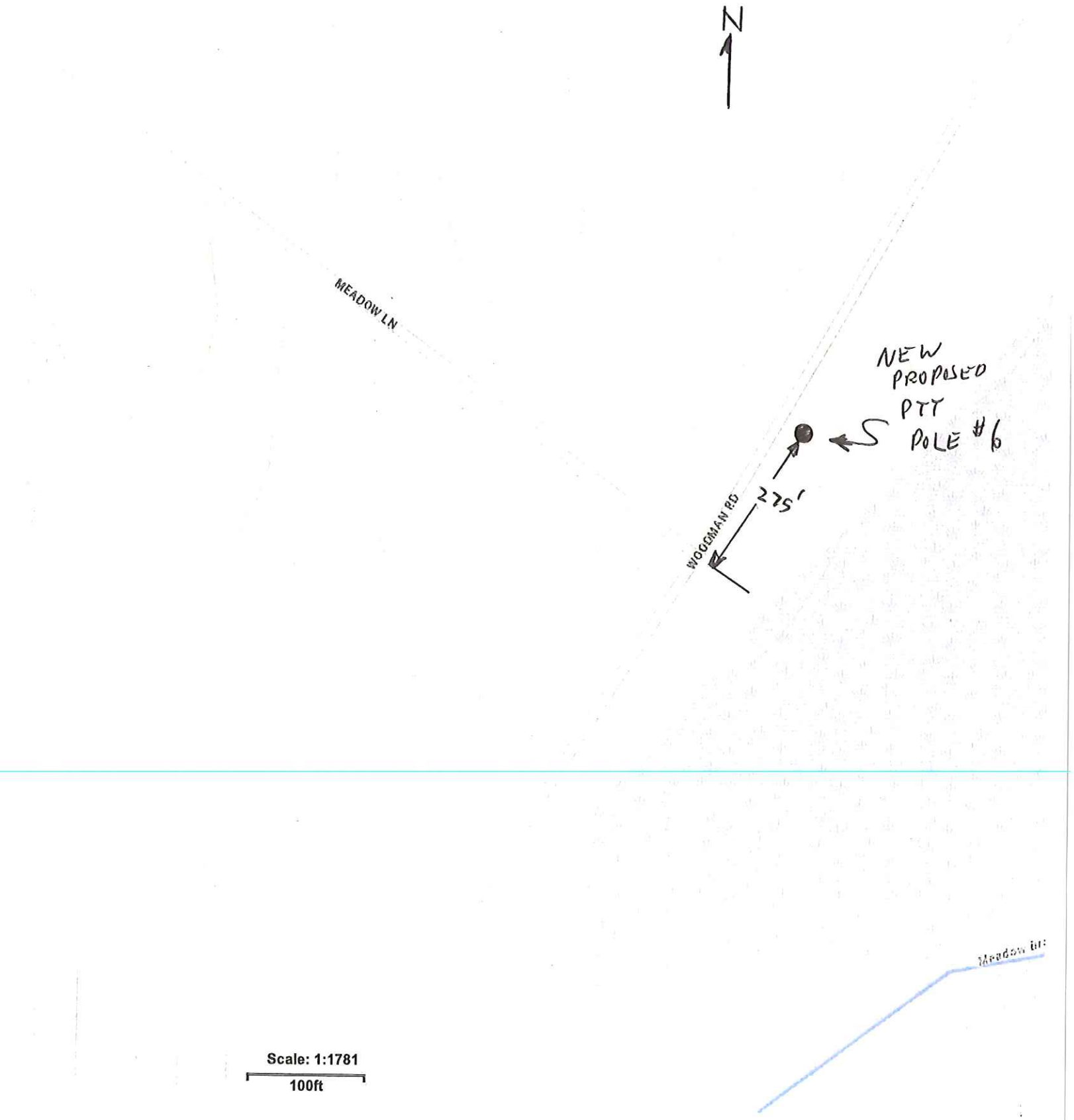
Utility Job/W.O. No..
PT20-0NG04

Utility: *Pine Tree Telephone, LLC* Town: *New Gloucester*

The purpose of this "Sketch Plan" is to show the location of the proposed facility in relation to the highway. This plan is not necessarily drawn to scale, however, all reference points, offset distances and lengths must be accurately indicated. Multiple utility pole installations associated with Maine DOT projects may indicate the first and last pole in relation to the reference point described on the first sheet (including the project stations) and then reference an attached pole list for all those in between.



Search...


N
MEADOW LN
NEW PROPOSED PTT POLE #6
275'
WOODMAN RD
Meadow Ln
Scale: 1:1781
100ft

5.01

Application to Register Beano/Bingo

MGCU - 5000

The application and registration fees must be received by the Gambling Control Unit at least ten business days prior to the Bingo Occasion

Beano/Bingo: $5.00 Special Per Game Registration; $12 Calendar Week (Monday through Sunday); $36 Calendar Month; $400 Calendar Year

Make check payable to *Treasurer, State of Maine*

Return the completed and signed application to:

Department of Public Safety
Gambling Control Unit
Central Maine Commerce Center
87 State House Station
45 Commerce Drive, Suite 3
Augusta, Maine 04333-0087
(207) 626-3900 – Office
(207) 287-4356 – Fax

1. Organization Name: Amvets Post #6, Ray + Sons

Organization Number: 2154 Federal Tax ID # (EIN): 01-6018-668

Business Address: 1095 Lewiston Road

City: New Gloucester State: ME Zip Code 04260

Mailing Address: P.O. Box 301 Phone: 926-8330

City: New Gloucester State: ME Zip Code: 04260

2. Current Officers:

NAME & TITLE	ADDRESS	CITY/ZIP	PHONE	DATE TERM EXPIRES
Commander Jerry Dewitt	80 Pond Rd	New Gloucester Maine 04260	926-3246	6-30-20
1st Vice Rollie Henckthorne	8 Littlefield R	Auburn, Me	207-344-0007	6-30-20
Finance Office Bruce Macumber	599 Shaker Rd	New Gloucester Me	926-4678	6-30-20
Sec. George Hinkley	Lewiston Rd	New Gloucester Maine		6-30-20

3. Location where Beano/Bingo is to be conducted:

Amvet Hall 1095 Lewiston Rd New Gloucester, Me 04260
BUILDING ADDRESS CITY/ZIP

4. Person responsible for conduct of Beano/Bingo:

NAME Jeffrey C Hamilton Sr 926-4179
DAYTIME PHONE & EVENING PHONE

E-Mail Address:

5. Circle the day(s) of the week you will be conducting Beano/Bingo:

Mon Tue Wed (Thu) Fri Sat Sun

6. What time do the doors open? 4:00 P.m. What time does the game start? 6:30 p.m.

7. Dates – Please specify the dates of the Bingo Occasion(s). If more space is needed, please attach a separate sheet of paper with this information on it.

MAR 5-12-19-26 -2020	July 2-9-16-23-30	
Apr: 2-9-16-23-30	Aug 6-13-20-27	
MAY 7-14-21-28		
JUNE 4-11-18-25		

8. Does the organization own all the equipment used in operating Beano/Bingo? Yes ☑ No ☐

If "NO", Attach a sheet of paper to this application explaining the circumstances under which the equipment was acquired. **Please write your organization name and number on the sheet.**

9. Has any current officer of the organization or association ever been convicted of or have any charges currently pending for violating the gambling or lottery laws of the United States or the State of Maine?

Yes ☐ No ☑

If "YES" attach a sheet of paper to this application providing the person's name, address, and date and place of conviction or date and location of pending charge. **Please write your organization name and number on the sheet.**

10. Does the organization have any delinquent / outstanding Disposition of Funds Reports? Yes ☐ No ☑

If "YES" include all reports with this application. If the reports are not included, this application is considered incomplete.

11. **Fair Association Only:** Attach a list of the names and home addresses of the persons operating or assisting in the registered activity. **Please write your organization name and number on the list.**

12. The following consent must be completed by the municipal officers of the city or town where the Beano/Bingo will take place unless a separate "Letter of Approval" is attached to this application.

☐ Check here if you have attached a "Letter of Approval." Letters that have an expiration date of greater than five years from the issue date will not be accepted by this office

Municipal Consent to Register

The undersigned municipal officers of the City/Town of _____ hereby certify that we consent to the registration by _____ to operate Beano/Bingo in accordance with the provisions of 17 M.R.S.A. Chapter 13-A and in accordance with the Rules promulgated by the State of Maine, Department of Public Safety, Gambling Control Unit governing the operation of Beano/Bingo.

Name: _____

Date: _____ Title: _____

Name: _____

Date: _____ Title: _____

Name: _____

Date: _____ Title: _____

Name: _____

Date: _____ Title: _____

13. The applicant agrees to obey Federal, State of Maine laws, and rules governing Beano/Bingo promulgated by the Department of Public Safety, Gambling Control Unit. The applicant warrants the truth of the foregoing statements on penalty of perjury.

Signed: _____

Print Name: Jeffrey C Hamilton Sr Title: CHAIRMAN

Date: _____ Age 18 or older: Yes ☑ No ☐

Town of New Gloucester

Memo

To: Selectmen

From: Debra Parks Larrivee, Code Enforcement Officer, Town of New Gloucester

Date: **1-27-20**

Re: Beano/Bingo Application
Lunn Hunnewell AmVets Post # 6
1095 Lewiston Road, New Gloucester

There are no outstanding violations or records of public disturbance.

Respectfully
Debra Parks Larrivee
Code Enforcement
Town of New Gloucester

5.02

2020
Town of New Gloucester
Holiday Schedule

January 1st	Wednesday	New Year's Day	All Facilities Closed
January 20th	Monday	Martin Luther King, Jr. Day	All Facilities Closed
February 17th	Monday	President's Day	All Facilities Closed
April 20th	Monday	Patriot's Day	All Facilities Closed
May 25th	Monday	Memorial Day	All Facilities Closed
July 2nd	Thursday	Independence Day	Public Works Dept. Closed
July 3rd	Friday	Independence Day	Town Hall and Fire Dept. Closed
July 4th	Saturday	Independence Day	Library and Transfer Station Closed
September 7th	Monday	Labor Day	All Facilities Closed
October 12th	Monday	Indigenous Peoples Day (formerly: Columbus Day)	All Facilities Closed
November 11th	Wednesday	Veteran's Day	All Facilities Closed
November 26th	Thursday	Thanksgiving Day	All Facilities Closed
November 27th	Friday	Thanksgiving Day After	All Facilities Closed++
November 27th	**Friday**	**Transfer Station open normal hours ++**	
November 28th	**Saturday**	**Transfer Station and Library open normal hours**	
December 24th	Thursday	Christmas Eve	All Facilities Close at 12:00 p.m.
December 25th	Friday	Christmas	All Facilities Closed
December 31st	Thursday	New Year's Eve	All Facilities Close at 12:00 p.m.
January 1st (2021)	Friday	New Year's Day	All Facilities Closed

Approved by the Board of Selectmen
12/16/2019

Town of New Gloucester
Purchasing Policy

5.03

I. Purpose

The purpose of this policy is to establish purchasing procedures to be utilized by all Town departments, as well as committees that receive budgetary appropriations from the Town.

It is the responsibility of the Town's employees to purchase goods or services that provide the best value consistent with the needs of the Town. The goods and services shall be purchased within the restrictions of the budgeted funds available. Unless otherwise provided by law, the Town shall make purchases of goods or services as stated in this policy.

II. Purchases, Bids, Awards, and Contracts

A. Purchases for goods or services which involve expenditures of less than $1,000 may be made after the Town's Purchasing Agent (or Agent's designee) has shopped for the best all-around price and quality for the product or service desired and approved by the appropriate Department Head. Board and committee purchases must be approved by the board or committee chairperson and the Town Manager.

B. Purchases from approved vendors "on account" must be approved in advance by the Purchasing Agent when the cumulative monthly total will exceed $500.00.

C. Purchases for goods or services, which involve expenditures **with a cumulative total of** $1,000 to $5,000, may be made after at least three (3) recorded quotations are received and approved by the Department Head and the Town Manager. (See attached form.) The competitive bid process described below may also be used if the Town Manager or the Board of Selectmen determines that it is in the best interests of the Town for situations such as complex technical needs or services.

D. The Town may accept contract pricing for goods or services; however, it is not obligated to purchase from a vendor who guarantees a rate if a lower price is available.

E. The procurement of goods or services, which involves expenditures of more than $5,000, must be done through a competitive bid process under the direction of the Purchasing Agent.

F. Planning Board Peer Review Process. According to section 7.6, or the appropriate corresponding ordinance section of the New Gloucester zoning ordinance, "The Planning Board may, at any time, determine that it requires legal or technical assistance in addition to regular town staff for proper consideration of the application. The peer review process is not subject to the guidelines of this policy, as "the choice of personnel to provide such expertise shall lie entirely with the [Planning] Board, provided that such expertise shall be recognized as competent."

III. Competitive Bid Process

A. The Town Manager shall ensure that the requesting department prepares the invitation to bid that includes:
   1. Specifications for the goods or services (The Board of Selectmen approves all specifications for items that go out to sealed bid.)
   2. Public notice given on the town web page and in local newspapers as determined by the Town Manager.

3. Statement that sealed bids will be accepted.
4. Statement of the time of the public bid opening.

B. Bids may be awarded to the lowest bidder who meets the specifications and submits proper insurance requirements, if applicable. However, if supporting information presented recommends another bid, the Board of Selectmen may award the bid to another bidder who better meets requirements. In any case, the Board of Selectmen shall make the final decision if supporting information justifies other than the low bid be awarded. The Board of Selectmen may reject any or all bids, if it deems it is in the best interest of the Town to do so.

C. The Board of Selectmen may waive the competitive bid process when:
1. Emergencies or justifiable special circumstances require the timely procurement of goods or services;
2. There is only one source of supplier; or
3. The service or products are received through the state or other joint bid processes.

IV. Payment for Goods or Services

A. Payment requests for any purchases of $1,000 or *more* must include:

- Requisition/Invoice signed as approved by Department Head and Town Manager;
- Account to be charged written on the Requisition Form;
- Invoice.

B. Payment requests for purchases *less* than $1,000 must include:

- Invoice with the account to be charged written on the invoice and signed as approved by the Department Head.

V. Accounting for Purchases

A. Posting of purchases to the appropriate budget line is required. If the purchase will create an overdraft position (negative balance) in the budget line, the purchase must be approved in advance by the Town Manager. The budget line is then frozen to any additional purchases.

B. Any purchase that is required for the operation of the Town that will further overdraw a budget line MUST be approved in advance by the Town Manager.

VI. Amendments, State Laws and Limitations

A. This policy may be changed by the Board of Selectmen from time to time.

B. Any part of this policy is subject to present and future laws of the State of Maine that regulate municipal spending, and conflict between this policy and Maine law shall be resolved in favor of Maine law.

Town of New Gloucester
Purchasing Policy

Adopted this 19th day of November, 2012

Attest: _____
Sumner M. Field III, Town Manager

Approved November 19, 2012

_____
Steven M. Libby, Chairman

_____
Linda D. Chase, Vice-Chairman

_____
Nathaniel L. Berry, IV, Selectman

_____
Joshua J. McHenry, Selectman

_____
Mark A. Stevens, Selectman

Town of New Gloucester
Purchasing Policy

REQUEST FOR QUOTATION

Date: _____

PURCHASE INFORMATION:

Vendor: _____ Amount: $_____

Item(s) purchased: _____

Account(s) to be charged: # _____ $ _____

_____ $ _____

_____ $ _____

QUOTATIONS FOR PURCHASES

$2,500 - $5,000

Three (3) quotations must be recorded before the purchase order is authorized. Purchase order will not be processed without the following quotations.

VENDOR	PRICE
1. _____	$ _____
2. _____	$ _____
3. _____	$ _____

Town Manager Authorization

Authorization: _____ Date: _____

Explanation for Vendor Selection: _____

_____

This is the Purchasing Policy
showing all the edits,
which the Board had started to
amend back in October of 2019.

Town of New Gloucester
Purchasing Policy

I. Purpose

The purpose of this policy is to establish purchasing procedures to be utilized by all Town departments. ~~, as well as committees that receive budgetary appropriations from the Town.~~

It is the responsibility of the Town's employees to purchase goods or services that provide the best value consistent with the needs of the Town. The goods and services shall be purchased within the restrictions of the budgeted funds available. Unless otherwise provided by law, the Town shall make purchases of goods or services as stated in this policy.

II. Purchases~~, Bids, Awards,~~ and Contracts

A. Purchases for goods or services which involve expenditures of less than $~~1,000~~2,500 may be made after the Town's Purchasing Agent (or Agent's designee) has shopped for the best all-around price and quality for the product or service desired and approved by the appropriate Department Head. ~~Board and committee purchases must be approved by the board or committee chairperson and the Town Manager.~~

~~B. Purchases from approved vendors "on account" must be approved in advance by the Purchasing Agent when the cumulative monthly total will exceed $500.00.~~

~~C.~~B. Purchases for goods or services, which involve expenditures **with a cumulative total of** $~~1,000~~2,500 to $5,000, may be made after at least three (3) recorded quotations are received and approved by the Department Head and the Town Manager. ~~(See attached form.) The competitive bid process described below may also be used if the Town Manager or the Board of Selectmen determines that it is in the best interests of the Town for situations such as complex technical needs or services.~~

~~D.~~C. The Town may accept contract pricing for goods or services; however, it is not obligated to purchase from a vendor who guarantees a rate if a lower price is available.

~~E.~~D. The procurement of goods or services, which involves expenditures of more than $5,000, must be done through a competitive bid process under the direction of the Purchasing Agent.

~~F.~~E. Planning Board Peer Review Process. According to section 7.6, or the appropriate corresponding ordinance section of the New Gloucester zoning ordinance, "The Planning Board may, at any time, determine that it requires legal or technical assistance in addition to regular town staff for proper consideration of the application. The peer review process is not subject to the guidelines of this policy, as "the choice of personnel to provide such expertise shall lie entirely with the [Planning] Board, provided that such expertise shall be recognized as competent."

III. Competitive Bid Process

A. The Town Manager shall ensure that the requesting department prepares the invitation to bid that includes:
   1. Specifications for the goods or services (The Board of Selectmen approves all specifications for items that go out to sealed bid.)
   2. Public notice given ~~on the town web page and in local newspapers~~ as determined by the ~~Town Manager~~select board.

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3. Statement that sealed bids will be accepted until a predetermined date and time.
4. Statement of the time and location of the public bid opening.

B. Bids may be awarded to the ~~lowest~~ bidder who meets the specifications and submits proper insurance requirements. ~~, if applicable. However, if supporting information presented recommends another bid, the Board of Selectmen may award the bid to another bidder who better meets requirements. In any case, the Board of Selectmen shall make the final decision if supporting information justifies other than the low bid be awarded. The Board of Selectmen may reject any or all bids, if it deems it is in the best interest of the Town to do so.~~ The Town of New Gloucester reserves the right to reject any and all proposals, to waive technical, or legal deficiencies, and to accept any proposal that it deems to be in the best interest of the Town.

C. The Board of Selectmen may waive the competitive bid process when:
1. Emergencies or justifiable special circumstances require the timely procurement of goods or services;
2. There is only one source of supplier; or
3. The service or products are received through the state or other joint bid processes.

IV. Payment for Goods or Services

A. Payment requests for any purchases of $~~1,000~~2,500 to $5,000 or *more* must include:

- ~~Requisition/~~Invoice signed as approved by Department Head ~~and Town Manager~~;
- Account to be charged written on the ~~Requisition Form;~~warrant voucher and approved by the town manager.
- Invoice, packing slip, or receipt attached to warrant voucher~~.~~

B. Payment requests for purchases *less* than $~~1,000~~2,500 must include:

- Invoice with the account to be charged written on the invoice and signed as approved by the Department Head.

V. Accounting for Purchases

A. Posting of purchases to the appropriate budget line is required. If the purchase will create an overdraft position (negative balance) in the budget line, the purchase must be approved in advance by the Town Manager. ~~The budget line is then frozen to any additional purchases.~~

B. Any purchase that is required for the operation of the Town that will further overdraw a budget line MUST be approved in advance by the Town Manager.

VI. Amendments, State Laws and Limitations

A. This policy may be changed by the Board of Selectmen from time to time.

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B. Any part of this policy is subject to present and future laws of the State of Maine that regulate municipal spending, and conflict between this policy and Maine law shall be resolved in favor of Maine law.

Signed and approved by the Board of Selectmen on _____.

_____
Linda D. Chase, Chairman

_____
Karen L. Gilles, Vice-Chairman

_____
George W. Colby

_____
Joseph S. Davis

_____
Tammy L. Donovan

~~Adopted this 19th day of November, 2012~~

~~Attest: _____~~
~~Sumner M. Field III, Town Manager~~

~~Approved November 19, 2012~~

_____
~~Steven M. Libby, Chairman~~

_____
~~Linda D. Chase, Vice-Chairman~~

_____
~~Nathaniel L. Berry IV, Selectman~~

_____
~~Joshua J. McHenry, Selectman~~

_____
~~Mark A. Stevens, Selectman~~

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Town of New Gloucester
Purchasing Policy

REQUEST FOR QUOTATION

Date: _____

PURCHASE INFORMATION:

Vendor: _____ Amount: $ _____

Item(s) purchased: _____

Account(s) to be charged: # _____ $ _____

_____ # _____ $ _____

_____ # _____ $ _____

QUOTATIONS FOR PURCHASES

$2,500 - $5,000

Three (3) quotations must be recorded before the purchase order is authorized. Purchase order will not be processed without the following quotations.

VENDOR	PRICE
1. _____	$ _____
2. _____	$ _____
3. _____	$ _____

Town Manager Authorization

Authorization: _____ Date: _____

Explanation for Vendor Selection: _____

_____

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Town of New Gloucester
Purchasing Policy

PURCHASE REQUISITION

Town Department: _____ Req. No. _____

Town Budgetary Account Number: _____

Company: _____
Address: _____

Quantity	Item Description	Unit Price	Total

_____ _____
Department Head Authorized by Town Manager

_____ _____
Date Date

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IRS

5.04

IRS issues standard mileage rates for 2020

IR-2019-215, December 31, 2019

WASHINGTON — The Internal Revenue Service today issued the 2020 optional standard mileage rates (PDF) used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on January 1, 2020, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 57.5 cents per mile driven for business use, down one half of a cent from the rate for 2019,
- 17 cents per mile driven for medical or moving purposes, down three cents from the rate for 2019, and
- 14 cents per mile driven in service of charitable organizations.

The business mileage rate decreased one half of a cent for business travel driven and three cents for medical and certain moving expense from the rates for 2019. The charitable rate is set by statute and remains unchanged.

It is important to note that under the Tax Cuts and Jobs Act, taxpayers cannot claim a miscellaneous itemized deduction for unreimbursed employee travel expenses. Taxpayers also cannot claim a deduction for moving expenses, except members of the Armed Forces on active duty moving under orders to a permanent change of station. For more details, see Rev. Proc. 2019-46 (PDF).

The standard mileage rate for business use is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

axpayer may not use the business standard mileage rate for a vehicle after using any depreciation method under the Modified Accelerated Cost Recovery System (MACRS) or after claiming a Section 179 deduction for that vehicle. In addition, the business standard mileage rate cannot be used for more than five vehicles used simultaneously. These and other limitations are described in section 4.05 of Rev. Proc. 2019-46 (PDF).

Notice 2020-05 (PDF), posted today on IRS.gov, contains the standard mileage rates, the amount a taxpayer must use in calculating reductions to basis for depreciation taken under the business standard mileage rate, and the maximum standard automobile cost that a taxpayer may use in computing the allowance under a fixed and variable rate plan. In addition, for employer-provided vehicles, the Notice provides the maximum fair market value of automobiles first made available to employees for personal use in calendar year 2020 for which employers may use the fleet-average valuation rule in § 1.61-21(d)(5)(v) or the vehicle cents-per-mile valuation rule in § 1.61-21(e).

Page Last Reviewed or Updated: 31-Dec-2019

5.05

MUNICIPALITY OF NEW GLOUCESTER, MAINE

CERTIFICATE OF TOWN OFFICER'S OATH

Date:

I, **Kimberly Getchell** do swear, that I will support the Constitution of the United States, and of this State, so long as I shall continue a citizen thereof. SO HELP ME GOD. (Const. Me., Art. IX, Sec. 1.)

I, **Kimberly Getchell,** do swear, that I will faithfully discharge to the best of my abilities, the duties incumbent upon me as:

Warden – Term to March 3 , 2020

according to the Constitution and the laws of the State, SO HELP ME GOD.

Subscribed and sworn to:

_____
Signature

_____
Town Clerk

(Before assuming the duties of office, a town official or deputy shall be sworn by the moderator in open town meeting, by the clerk, or by any other person authorized by law to administer an oath. Unless the oath is administered in the presence of the clerk, the person who administers it shall give the official of deputy sworn a certificate which he/she shall return to the clerk for filing.) Title 30, M.R.S.A.2060 (9) (A).)

MINUTES
Town of New Gloucester
BOARD OF SELECTMEN'S MEETING
7:00 p.m.
Monday, January 6, 2020
At the Meetinghouse

5.07

BOARD OF SELECTMEN'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

Chairman, Linda Chase, called the meeting to order at 7:04 p.m. Present were Chairman, Linda Chase; Vice-Chairman, Karen Gilles; Selectmen, George Colby and Tammy Donovan; Interim Town Manager, Paul First; and Recorder, Sharlene Myers. Selectman, Joseph Davis, was absent.

II. PLEDGE OF ALLEGIANCE

All joined in the Pledge of Allegiance.

III. SCHEDULE NEXT MEETING:

- **Board of Selectmen's Meeting** – 7:00 p.m., Monday, February 3, 2020 at the Meetinghouse

A. Adjustments to the Agenda

Mr. Colby moved and Ms. Donovan seconded a motion to add Item 4.93, To See What Action the Board Wishes to take in Regard to Removal of the Wonderlic Test from the Public Works Deputy Director Job Description. The motion carried on a vote of 3-1, with Ms. Gilles opposing.

IV. PUBLIC COMMENTS

None.

V. OLD BUSINESS

A. Prior Meeting Update – Selectmen Chair

No comments.

B. Prior Meeting Update – Town Manager

Mr. First said at the last meeting, Carlton Wilcox spoke about the Field Maintenance Plan for the Fairgrounds and Rowe Station Facilities. He said he asked the Parks & Recreation Director to contact and work with Mr. Wilcox and to also reach out to the Water District.

DRAFT

Mr. First said Mr. Wilcox also spoke about the CMP Corridor and its impact on New Gloucester. He said he received a copy of a letter Mr. Wilcox drafted to the Army Corps and in turn, drafted a letter to Army Corps commenting on the CMP project. He said the deadline to receive public comment was before the Selectmen's meeting.

Selectmen, Joseph Davis, arrived to the meeting.

VI. NEW BUSINESS

A. Updates

a. Selectmen

Joseph Davis – no comments.

George Colby – no comments.

Karen Gilles – said she received a call from a citizen concerning the emergency lights on Route 100 not being used when Emergency Vehicles are pulling out of the station and asked that this be looked into.

Tammy Donovan – said winter is here and asked the public to please check on your neighbors to make sure they are okay.

Linda Chase – no comments.

b. Town Manager

Mr. First said the following:

1) He is meeting tomorrow with MRI about the Public Works Risk Assessment and the Fire Chief is working with a gentlemen who is doing the Fire/Rescue Rick Assessment.
2) Things are busy in Town Hall with the day to day and we are moving along with what needs to be done.

c. Dept. Heads

Toby Martin, Fire/Rescue Chief, said the warning lights on Route 100 are triggered by remote when the apparatus is leaving the station. He said part of the issue is training of the new staff to make sure they use the remote. He said some of the remotes are not working properly and he will get together with Public Works to figure this issue out or possibly a better system.

DRAFT

Mr. Martin said about five months ago, he worked with the Community Heart Safe Program which does education in communities as well as placement of AED machines. He said the Department, in order to be a Heart Safe Community, has been working on educating in our Town. He said a member of the Fraternal Order of Eagles approached him about getting an AED Machine for the club. Mr. Martin said an AED Machine was purchased through the program for the Eagles Club and the Department held an educational meeting to show them how the machine is used. He said in return for the Department's Time, the Fraternal Order of Eagles asked if they could do or help the Fire/Rescue Department in any way. He said two of the Eagle members were there to make a presentation to the Department.

David Marston, State Representative for the New Gloucester Eagles, and Karen Trafford, President of the New Gloucester Eagles, said the Chief had told them the Department was fundraising for a Lucas 3 Chest Compression Device. Mr. Marston said each year, the New Gloucester Eagles makes a donation to the National Charity Association. He said he contacted other Eagle State Representatives and requested a grant for $10,000, which was approved. He said Ms. Trafford and he would like to present the check, for $10,000, to the New Gloucester Fire/Rescue Department for the Lucas 3.

Mr. Martin said the Department was purchasing the Lucas 3 through a lease/purchase 3-year agreement, with a set rate of approximately $5,000 a year. He said with this donation and what has been donated (about $2,900), the Department would like to go ahead and purchase the device and continue fundraising for the final payment, which is due in three-years.

d. Boards & Committees

B. Action Items

4.84 To See What Action the Board Wishes to take in Regard to *Stevens Brook Culvert/Dam Bid Proposals*

Ms. Chase said there was a memo in the Board's packets concerning the Stevens Brook Culvert/Dam Bid Proposals.

Mr. First said the low bidder's proposal has been lowered by approximately $35,000 due to the Town doing the trucking of the excavated materials and the spreading of dredged soil. He said the new bid amount is $715,555. He said there is $192,333, in the Bridge G/L account which could be used towards this project, with a net balance of $523,222, which is what would be needed from taxation or the amount to bond. He said a five-year bond could be used to buffer the tax rate with a cost of approximately, $36,000 in interest.

Ms. Donovan asked if the Road Reconstruction G/L account funds could be used.

Mr. First said he would look into it.

Ms. Gilles moved and Ms. Donovan seconded a motion to accept the recommendation of staff to award the Stevens Brook Dam/Culvert Replacement project to the low bidder, Shaw Brothers, Inc., with an adjusted bid price of $715,555, contingent on approval of funding and permitting at the 2020 Annual Town Meeting; and full project construction in the summer/fall of 2020, The motion carried on a vote of 5-0

4.85 To See What Action the Board Wishes to take in Regard to *Construction of Sheds at the New Public Works Facility*

Mr. First said these projects were not included in the Ganneston contract. He said the Town assumed some of the projects to lower the cost.

Ted Shane, Public Works Director, said three of the four sheds are needed now and the gazebo type shed for the picnic area could be done in the spring. He said the roof over the fuel pumps is needed as the fuel has jelled twice this winter.

The Board discussed sending this out to bid, per the purchasing policy.

Ms. Gilles moved and Mr. Colby seconded a motion to send the Sheds for the New Public Works Facility out to bid. The motion carried on a vote of 5-0.

Mr. Shane handed out an RFP for the four sheds.

The Board agreed to hold a Special Selectmen's Meeting at 5:30pm on Monday, January 27th, at the Meetinghouse, to open and review the bids, and the bids due at Town Hall by 5:00pm the same day.

Ms. Gilles moved and Ms. Donovan seconded a motion to send the Sheds and Roofs at Public Works Facility, out to bid, with the amendments as discussed. The motion carried on a vote of 5-0.

4.93 To See What Action the Board Wished to take in Regard to *Removal of the Wonderlic Test from the Public Works Deputy Director Job Description*

Mr. First said he is recommending removing the Wonderlic Test from the Deputy Director Job Description. He said he has concerns with the cost of the test and where in the budget the cost would come from. He said he doesn't want to limit the pool of applicants and we could do a better job with an assessment test that pertains to the skills of the job.

DRAFT

Ms. Donovan moved and Mr. Colby seconded a motion to remove the Wonderlic Test from the Public Works Deputy Director Job Description. The motion carried on a vote of 4-1, with Ms. Gilles opposing.

4.86 To See What Action the Board Wishes to take in Regard to *Quitclaim for Map 13 Lot 14-5*

Ms. Gilles moved and Ms. Donovan seconded a motion to approve the Quitclaim for Map 13 Lot 14-5. The motion carried on a vote of 5-0.

4.87 To See What Action the Board Wishes to take in Regard to *Quitclaim for Map 2 Lot 22-D*

Ms. Gilles moved and Mr. Colby seconded a motion to approve the Quitclaim for Map 2 Lot 22-D. The motion carried on a vote of 5-0.

4.88 To See What Action the Board Wishes to take in Regard to *CMP / Pine Tree Telephone Pole Permit Application*

Mr. Colby moved and Ms. Gilles seconded a motion to approve the CMP/Pine Tree Telephone Pole Permit Application. The motion carried on a vote of 5-0.

4.89 To See What Action the Board Wishes to take in Regard to *Bylaws for Boards and Committees*

Ms. Chase said, as directed by the Board, the Bylaws for Boards and Committees was emailed to all members. She said the phone and email blew up with concerns with this document, pertaining to Board of Appeals, Planning Board and CIP Committee.

Ms. Gilles moved and Mr. Colby seconded a motion for the Bylaws for Boards and Committee go back to Staff for further review and consultation with Legal. The motion carried on a vote of 5-0.

4.90 To See What Action the Board Wishes to take in Regard to *Approving FY20 Warrants and Payrolls #26, #27 & #28*

Ms. Donovan moved and Ms. Gilles seconded a motion to Approve FY20 Warrants and Payrolls #26, #27 and #28. The motion carried on a vote of 5-0.

4.91 To See What Action the Board Wishes to take in Regard to *Approving Minutes of the December 16, 2019, Special Board of Selectmen's Meeting*

DRAFT

Ms. Gilles moved and Mr. Colby seconded a motion to approve the Minutes of the December 16, 2019, Special Board of Selectmen's Meeting. The motion carried on a vote of 5-0.

4.92 To See What Action the Board Wishes to take in Regard to *Approving Minutes of the December 16, 2019, Board of Selectmen's Meeting*

Ms. Gilles moved and Ms. Donovan seconded a motion to approve the Minutes of the December 16, 2019, Board of Selectmen's Meeting. The motion carried on a vote of 5-0.

VII. ADJOURN

Ms. Gilles moved and Ms. Donovan seconded a motion to adjourn at 8:28pm. The motion carried on a vote of 5-0.

Approved February 3, 2020

Linda D. Chase, Chairman	Karen L. Gilles, Vice-Chairman
George W. Colby	Joseph S. Davis
Tammy L. Donovan	

DRAFT

MINUTES
Town of New Gloucester
SPECIAL BOARD OF SELECTMEN'S MEETING
5:30 p.m.
Monday, January 27, 2020
At the Meetinghouse

5.08

SPECIAL BOARD OF SELECTMEN'S MEETING

I. CALL THE MEETING TO ORDER & ATTENDANCE

Chairman, Linda Chase, called the meeting to order at 5:36 p.m. Present were Chairman, Linda Chase; Vice-Chairman, Karen Gilles; Selectmen, George Colby, Joseph Davis and Tammy Donovan; Interim Town Manager, Paul First; and Recorder, Sharlene Myers.

II. PLEDGE OF ALLEGIANCE

All joined in the Pledge of Allegiance.

III. SCHEDULE NEXT MEETING

- **Board of Selectmen's Meeting** – 7:00 p.m., Monday, February 3, 2020 at the Meetinghouse

IV. NEW BUSINESS

A. Action Items

4.94 To See What Action the Board Wishes to take in Regard to *Bid Proposals for Sheds and Roofs RFP*

Ms. Chase said one of the bids came in before deadline of 5:00pm and the other bid came in at 5:03pm, via US Mail. She asked the Board if they wanted to open both bids.

The Board agreed to open both bids.

The following bids were opened:

D. L. Carpentry, Poland, Maine

Public Sand Shed Roof 20'x20'	$ 9,845
Fuel Shed 12'x35'	$12,650
Calcium Pump Shed 8'x8'	$ 4,290
Gazebo Roof 12'x12'	$ 6,281
Total	$33,066

Maine Highlands Contracting, Etna, Maine

Total	$69,478

DRAFT

Mr. First said per the Public Works Director, only D. L. Carpentry scheduled a site visit.

Ms. Gilles moved and Mr. Colby seconded a motion to send bid proposals to staff for their recommendation. The motion carried on a vote of 3-2, with Mr. Davis and Ms. Donovan opposing.

Mr. First said the Public Works Director was not available to be at the meeting and asked the Boards permission to call him with the bid proposal results and for his recommendation.

The Board agreed.

4.95 To See What Action the Board Wishes to take in <u>Awarding of Bid for Sheds and Roofs RFP</u>

Mr. First said per the Public Works Director, the budgeted amount is $35,000 for this project, and his recommendation is to award the bid to D. L. Carpentry, Poland, Maine. He said the priority is the Public Sand/Salt Shed, Fuel Shed and the Calcium Pump Shed, which would total $26,785.

Ms. Gilles moved and Ms. Chase seconded a motion to award the bid to D. L. Carpentry for a bid amount of $33,066. The motion failed with a vote of 2-3, with Mr. Colby, Mr. Davis and Ms. Donovan opposing.

Mr. Colby said the pavement for the Public Sand and Salt Shed is dimpled and needs to be addressed. He said the fuel tank is too close to the building and it needs protection per the State Fire Marshall's office.

Mr. Davis said the Public Sand and Salt Shed is too big. He said a 12x12 size is better suited. He said he doesn't understand the rush on these buildings as winter is almost over.

Mr. First said these buildings were in the plans when this project started and the funds were allocated for them by the vote of the Town.

Ms. Donovan moved and Ms. Gilles seconded a motion to reconsider the previous motion. The motion carried on a vote of 4-1, with Mr. Davis opposing.

Mr. Davis moved to award the bid for the 8x8 Calcium Shed and the 12x12 Gazebo to D L Carpentry. There was no second. Motion failed.

Ms. Gilles moved and Ms. Donovan seconded a motion to award the Shed and Roofs Bid to D. L. Carpentry, Poland, Maine, for a bid amount of $33,066. The motion carried on a vote of 3-2, with Mr. Colby and Mr. Davis opposing.

DRAFT

V. ADJOURN

Mr. Colby moved and Ms. Gilles seconded a motion to adjourn at 6:30 p.m. The motion carried on a vote of 5-0.

Approved February 3, 2020

Linda D. Chase, Chairman	Karen L. Gilles, Vice-Chairman
George W. Colby	Joseph S. Davis
Tammy L. Donovan	

DRAFT