



Town of Mount Desert
Board of Selectmen
Agenda

Regular Meeting
Monday, September 18, 2017
Location: Meeting Room, Town Hall, Northeast Harbor

- I. **Call to order at 6:30 p.m.**
- II. **Public Hearing(s)**
 - A. *General Assistance Ordinance Amendments*
- III. **Post Public Hearing**
 - A. *General Assistance Ordinance Amendments, action if necessary*
- IV. **Minutes**
 - A. *Approval of minutes from September 5, 2017 meeting*
- V. **Appointments/Recognitions/Resignations**

None presented
- VI. **Consent Agenda** *(These items are considered routine, and therefore, may be passed by the Selectmen in one blanket motion. Board members may remove any item for discussion by requesting such action prior to consideration of that portion of the agenda.)*
 - A. *Department Reports: Public Works, Wastewater*
 - B. *Thank you note from Hospice Volunteers of Hancock County*
 - C. *Thank you note from LifeFlight Foundation*
 - D. *Hancock County Commissioners Minutes of August 1 and August 24, 2017*
- VII. **Selectmen's Reports**
- VIII. **Old Business**

None presented
- IX. **New Business**
 - A. *Authorize the Town purchase the Laserfiche Avante software from General Code at a cost of \$7,826.00 using \$7,100.00 of funds from the Clerk's Historical Preservation Account Number 1220220-57800 and \$726.00 of funds from the Clerk's Software Fees Account Number 1220220-55330*
 - B. *Authorize the execution all necessary documents to facilitate the purchase and implementation of the Laserfiche Avante software*
 - C. *Personnel Policy Revisions to clarify the dates to use for the Consumer Price Index annual adjustment*
 - D. *Personnel Policy Revisions to verify that HRA for health insurance applies to non-union employees as well as union employees*

Board of Selectmen Meeting Agenda September 19, 2016

X. Treasurer's Warrants

- A. Approve & Sign Treasurer's Warrant AP1816 in the amount of \$180,924.75*
- B. Approve Signed Treasurer's Payroll, State Fees, & PR Benefit Warrants AP1814, AP1815, and PR1805 in the amounts of \$61,324.18, \$4,429.00, and \$106,377.78, respectively*
- C. Acknowledge Treasurer's School Board AP/Payroll Warrant(s) 3 and 6 in the amounts of \$18,398.10 and \$75,846.66, respectively*

XI. Adjournment

The next regularly scheduled meeting is at 6:30 p.m., Monday, October 2, 2017 in the Meeting Room, Town Hall, Northeast Harbor

PUBLIC HEARINGS



Paul R. LePage, Governor Ricker Hamilton, Acting Commissioner

Department of Health and Human Services
Commissioner's Office
221 State Street
11 State House Station
Augusta, Maine 04333-0011
Tel.: (207) 287-3707; Fax: (207) 287-3005
TTY Users: Dial 711 (Maine Relay)

TO: Municipal Officials/Welfare Directors/General Assistance Administrators

FROM: Ian Miller, General Assistance Program Manager

RE: 2017 – 2018 General Assistance Ordinance Maximums

DATE: 8-21-2017

Enclosed please find the following items:

- MMA's new (October 1, 2017–September 30, 2018) “**General Assistance Ordinance Appendix**” (A - D).
- “**GA Maximums Summary Sheet**” which consolidates GA maximums into one document. Municipalities do have to insert individual locality maximums from Appendix A and C in the summary sheet where indicated in order to complete the information. The “summary” does not have to be adopted, as it is not an Appendix but a tool for municipal officials administering GA.
- “**GA Maximums Adoption Form**” which was developed so that municipalities may easily send DHHS proof of GA maximums adoption. Once the selectpersons or council adopts the new maximums, the enclosed form should be signed and submitted to DHHS. *(see “Filing of GA Ordinance and/or Appendices” below for further information).*

Appendix A - D

The enclosed Appendices A - D have been revised for your municipality's General Assistance Ordinance. These new Appendices, **once adopted**, should replace the existing Appendices A – D. Even if you have already adopted MMA's model General Assistance Ordinance, **the municipal officers must approve/adopt the new Appendices yearly.**

The Adoption Process

The **municipal officers (i.e., selectpersons/council)** adopt the local **General Assistance Ordinance and yearly Appendices**, even in town meeting communities. The law requires that the municipal officers adopt the ordinance and/or Appendices ***after notice and hearing***. Seven days posted notice is recommended, unless local law (or practice) provides otherwise.

At the hearing, the municipal officers should:

- 1) Allow all interested members of the public an opportunity to comment on the proposed ordinance;
- 2) End public discussion, close the hearing; and
- 3) Move and vote to adopt the ordinance either in its posted form or as amended in light of public discussion.

Filing of GA Ordinance and/or Appendices

Please remember that General Assistance law requires each municipality to send DHHS a copy of its ordinance once adopted. *(For a copy of the GA model ordinance, please call MMA's Publication Department, or visit their web site www.memun.org).* In addition, any changes or amendments, such as new Appendices, must also be submitted to DHHS. DHHS will accept the enclosed "adoption sheet" as proof that a municipality has adopted the current GA maximums.

2017-2018 GA Overall Maximums

Metropolitan Areas

COUNTY	Persons in Household				
	1	2	3	4	5*
Bangor HMFA: Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	714	788	994	1,242	1,506
Penobscot County HMFA: Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawamkeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville	605	682	847	1,095	1,269
Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	641	726	915	1,169	1,397
Portland HMFA: Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach	1,002	1,131	1,431	1,931	2,097
York/Kittery/S.Berwick HMFA: Berwick, Eliot, Kittery, South Berwick, York	982	1,025	1,333	1,714	2,173
Cumberland County HMFA: Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	761	807	1,072	1,561	1,780

Appendix A
Effective: 10/01/17-09/30/18

COUNTY	1	2	3	4	5*
Sagadahoc HMFA: Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	781	863	999	1,318	1,600
York County HMFA: Acton, Alfred, Arundel, Biddeford, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Saco, Sanford, Shapleigh, Waterboro, Wells	745	872	1,079	1,457	1,477

*Note: Add \$75 for each additional person.

Non-Metropolitan Areas

Persons in Household

COUNTY	1	2	3	4	5*
Aroostook County	618	642	760	965	1,049
Franklin County	646	671	793	985	1,400
Hancock County	693	787	992	1,249	1,367
Kennebec County	722	746	928	1,216	1,297
Knox County	754	755	928	1,186	1,315
Lincoln County	783	834	987	1,234	1,470
Oxford County	630	646	771	1,110	1,343
Piscataquis County	595	672	828	1,090	1,125
Somerset County	675	704	835	1,133	1,146
Waldo County	680	751	887	1,206	1,281
Washington County	630	645	763	985	1,173

* Please Note: Add \$75 for each additional person.

Appendix B

Effective: 10/01/17 to 09/30/18

2017-2018 Food Maximums

Please Note: The maximum amounts allowed for food are established in accordance with the U.S.D.A. Thrifty Food Plan. As of October 1, 2017, those amounts are:

Number in Household	Weekly Maximum	Monthly Maximum
1	44.65	192
2	81.86	352
3	117.21	504
4	148.84	640
5	176.74	760
6	212.33	913
7	234.65	1,009
8	268.14	1,153

Note: For each additional person add \$144 per month.

2017-2018 GA Housing Maximums (Heated & Unheated Rents)

NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS! Municipalities should **ONLY consider** adopting the following numbers, if these figures are consistent with local rent values. If not, a market survey should be conducted and the figures should be altered accordingly. The results of any such survey must be presented to DHHS prior to adoption. **Or, no housing maximums should be adopted and eligibility should be analyzed in terms of the Overall Maximum—Appendix A. (See Instruction Memo for further guidance.)**

Non-Metropolitan FMR Areas

Aroostook County		Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	111	476	130	559	
1	111	476	134	578	
2	130	558	159	684	
3	167	718	204	878	
4	177	762	221	949	
Franklin County		Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	117	503	137	587	
1	117	503	141	607	
2	137	591	167	717	
3	173	743	209	898	
4	258	1,108	302	1,300	
Hancock County		Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	124	535	147	633	
1	139	599	167	720	
2	183	788	213	915	
3	227	976	270	1,159	
4	242	1,041	294	1,264	
Kennebec County		Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	131	564	154	662	
1	131	564	158	679	
2	168	724	198	851	
3	219	943	262	1,126	
4	226	971	278	1,194	

Appendix C

Effective: 10/01/17-09/30/18

Non-Metropolitan FMR Areas

Knox County	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	139	596	161	694
1	139	596	161	694
2	168	724	198	851
3	212	913	255	1,096
4	230	989	282	1,212
Lincoln County				
	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	145	625	168	723
1	150	646	178	767
2	182	783	212	910
3	223	961	266	1,144
4	266	1,144	318	1,367
Oxford County				
	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	110	472	133	570
1	110	472	135	579
2	132	567	161	694
3	195	837	237	1,020
4	237	1,017	288	1,240
Piscataquis County				
	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	106	457	126	540
1	118	508	143	613
2	147	630	177	759
3	198	853	235	1,011
4	198	853	240	1,034
Somerset County				
	Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	120	517	143	615
1	121	519	148	637
2	147	631	176	758
3	202	869	243	1,043
4	202	869	243	1,043

Appendix C

Effective: 10/01/17-09/30/18

Non-Metropolitan FMR Areas

Waldo County		Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	121	522	144	620	
1	131	563	159	684	
2	159	683	188	810	
3	217	933	260	1,116	
4	222	955	274	1,178	

Washington County		Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	110	472	133	570	
1	110	472	134	578	
2	130	559	160	686	
3	166	712	208	895	
4	208	847	249	1,070	

Metropolitan FMR Areas

Bangor HMFA		Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	129	556	152	654	
1	140	600	168	721	
2	184	790	213	917	
3	225	969	268	1,152	
4	275	1,180	326	1,403	

Penobscot Cty. HMFA		Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	104	447	127	545	
1	115	494	143	615	
2	149	643	179	770	
3	191	822	234	1,005	
4	219	943	271	1,166	

Lewiston/Auburn MSA		Unheated		Heated	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	112	483	135	581	
1	125	538	153	659	
2	165	711	195	838	
3	208	896	251	1,079	
4	249	1,071	301	1,294	

Appendix C
Effective: 10/01/17-09/30/18

Metropolitan FMR Areas

<u>Portland HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	196	844	219	942
1	219	943	247	1,064
2	285	1,227	315	1,354
3	386	1,658	428	1,841
4	412	1,771	464	1,994
<u>York/Kittery/S. Berwick HMFA</u>				
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	192	824	214	922
1	195	837	223	958
2	263	1,129	292	1,256
3	335	1,441	378	1,624
4	430	1,847	481	2,070
<u>Cumberland Cty. HMFA</u>				
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	140	603	163	701
1	144	619	172	740
2	202	868	231	995
3	299	1,288	342	1,471
4	338	1,454	390	1,677
<u>Sagadahoc Cty. HMFA</u>				
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	145	623	168	721
1	157	675	185	796
2	185	795	214	922
3	243	1,045	286	1,228
4	296	1,274	348	1,497
<u>York Cty. HMFA</u>				
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	136	587	159	685
1	159	684	187	805
2	203	875	233	1,002
3	275	1,184	318	1,367
4	269	1,156	320	1,374

2017-2018 GA MAXIMUMS SUMMARY SHEET

Note: The overall maximums found in *Appendices A, B, C, D, E, and F* are effective from **October 1, 2017 to September 30, 2018.**

APPENDIX A - OVERALL MAXIMUMS

<u>County</u>	<u>Persons in Household</u>					
	1	2	3	4	5	6
<p>NOTE: For each additional person add \$75 per month.</p> <p>(The applicable figures from Appendix A, <i>once adopted</i>, should be inserted here.)</p>						

APPENDIX B - FOOD MAXIMUMS

<u>Number in Household</u>	<u>Weekly Maximum</u>	<u>Monthly Maximum</u>
1	44.65	192
2	81.86	352
3	117.21	504
4	148.84	640
5	176.74	760
6	212.33	913
7	234.65	1,009
8	268.14	1,153
<p>NOTE: For each additional person add \$144 per month.</p>		

APPENDIX C - HOUSING MAXIMUMS

<u>Number of Bedrooms</u>	<u>Unheated</u>		<u>Heated</u>	
	Weekly	Monthly	Weekly	Monthly
0				
1				
2				
3				
4				
<p>(The applicable figures from Appendix C, <i>once adopted</i>, should be inserted here.)</p>				

FOR MUNICIPAL USE ONLY

APPENDIX D - UTILITIES

ELECTRIC

NOTE: For an electrically heated dwelling also see “Heating Fuel” maximums below. But remember, an applicant is *not automatically* entitled to the “maximums” established—applicants must demonstrate need.

1) **Electricity Maximums for Households *Without Electric Hot Water*:** The maximum amounts allowed for utilities, for lights, cooking and other electric uses *excluding* electric hot water and heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$14.00	\$60.00
2	\$15.70	\$67.50
3	\$17.45	\$75.00
4	\$19.90	\$86.00
5	\$23.10	\$99.00
6	\$25.00	\$107.00

NOTE: For each additional person add \$7.50 per month.

2) **Electricity Maximums for Households *With Electrically Heated Hot Water*:** The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses *excluding* heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$20.65	\$89.00
2	\$23.75	\$102.00
3	\$27.70	\$119.00
4	\$32.25	\$139.00
5	\$38.75	\$167.00
6	\$41.00	\$176.00

NOTE: For each additional person add \$10.00 per month.

NOTE: For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum for heating fuel as provided below.

APPENDIX E - HEATING FUEL

<u>Month</u>	<u>Gallons</u>	<u>Month</u>	<u>Gallons</u>
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

FOR MUNICIPAL USE ONLY

NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

APPENDIX F - PERSONAL CARE & HOUSEHOLD SUPPLIES

<u>Number in Household</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

<u>Number of Children</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

FOR MUNICIPAL USE ONLY

Obituary, patrol car

CLEO DYER



Registered Nurse (RN) from the Maine Eye & Ear General Hospital in 1942. After graduation, she worked at Stamford General Hospital in Stamford, Connecticut, until she joined the Army Nurse Corps in 1943. After her World War II service, she returned to Stamford and took additional coursework to further her education. She worked as a nurse, bookkeeper and office manager for Dr.

Garden Club. funeral arrangements were made through the Fern Acres Funeral Home, Little Compton, R.I.

in your local Newspaper.

Maine Window, Inc.
Garage Door Openers
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Town of MOUNT DESERT

Public Hearing

The Board of Selectmen will hold a public hearing at its regular meeting which commences at 6:30 p.m., Monday, September 18, 2017 in the Meeting Room, Town Hall, 21 Sea St, Northeast Harbor to receive public comment on amendments to the General Assistance Ordinance.

a Seal Harbor summer home. The theft occurred sometime in August.

Southwest Harbor

Police responded Friday to a report of a suspicious item left along Main Street. Lt. Mike Miller investigated and found the item was a cooler packed with groceries.

A resident told police Aug. 31 that someone has been tampering with the no-turn signs posted at the end of his drive-

Add the following exception to ds.

by structures for commercial uses
multi-family structures in excess of
g units
stages with occupancy less than six

in common ownership
r condo associations allowed
nce standards must apply

section. 1., b:
additions of 250 1,000 sq. ft. of total
ss subject to definitive performance

Marilyn J. Lowell, Town Clerk

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Spe

Pine Tree benefits since 2004. How many of those businesses actually relocated to Maine? Would any of the businesses have taxpayer funds to create incentives for new businesses in Maine. It's a widespread idea, with virtually every state showering...

MINUTES

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Town of Mount Desert
Board of Selectmen
Regular Meeting
Tuesday, September 5, 2017
Location: Meeting Room, Town Hall, Northeast Harbor

Present were: Chairman John Macauley and Selectmen Rick Mooers, Matt Hart, Martha Dudman, and Wendy Littlefield

Town Manager Durlin Lunt, Police Chief Jim Willis, Treasurer Kathy Mahar, and Public Works Director Tony Smith were in attendance.

Members of the public were also present.

I. Call to order at 6:30 p.m.

Chairman Macauley called the meeting to order at 6:30.

II. Minutes

A. *Approval of minutes from August 21, 2017 meeting*

MOTION: Selectman Dudman moved, with Selectman Mooers seconding, to approve the Minutes of August 21, 2017 as presented. Motion approved 4-0-1 (Macauley in Abstention).

III. Appointments/Recognitions/Resignations

A. *Confirm Savannah Hudson as part-time office help and dock hand at a rate of \$15.00 per hour through Columbus Day*

MOTION: Selectman Hart moved, with Selectman Mooers seconding, confirmation of Savannah Hudson as part-time office help and dock hand at a rate of \$15.00 per hour through Columbus Day, as presented. Motion approved 5-0.

IV. Consent Agenda (These items are considered routine, and therefore, may be passed by the Selectmen in one blanket motion. Board members may remove any item for discussion by requesting such action prior to consideration of that portion of the agenda.)

A. *Thank you letter from Mount Desert Nursing Association*

B. *Thank you letter from Island Connections*

C. *Thank you note from The Neighborhood House*

D. *Maine Municipal Association Workers Compensation Fund Dividend Payment*

MOTION: Selectman Dudman moved, with Selectman Hart seconding, the Consent Agenda as presented. Motion approved 5-0.

V. Selectmen's Reports

Selectman Dudman reported that the Economic Development Committee had received several emails in support of the food trucks, as well as some concern regarding the lottery system proposed to be used for awarding sites to future food truck applicants. It was estimated at least four or five emails had been received.

1 Resident Larry Goldfarb voiced his support of the food trucks, and voiced concern
2 regarding the lottery system. Discussion ensued regarding the system. Town Manager
3 Lunt pointed out the lottery system wouldn't be used unless the applicants numbered
4 higher than the available five spaces. It was also noted the issue would be looked at once
5 the season had passed, and could possibly be changed. All concerns would be taken into
6 account at that time.

7
8 Selectman Hart reported that the Village Center Committee meeting held a public
9 workshop last week, with a sizable turnout. There should be a wrap-up meeting sometime
10 in October.

11
12 **VI. Old Business**

13 *A. Correction to the April 18, 2017 Approved Minutes VIII. New Business –F. to*
14 *correct the transfer information and to reflect the correct Account Number of*
15 *1553000-57100 as outlined in the Treasurer's August 31, 2017 memo*

16 The Treasurer's memo recommended 1) to correct the transfer information (it was
17 backwards) and 2) to correct the account # (which was changed) in the original motions.
18 The original motion (with the requested corrections) was to approve the request and
19 funding for the installation and first two months of fixed costs for the proposed Marina EV
20 charging station, transferring the money from Contingency Funds Account #1553530-57100
21 #1220001-59350, to the Sustainability Account #1220001-59350 #1553000-57100 for an
22 amount not to exceed \$3,200.00.

23
24 MOTION: Selectman Dudman moved, with Selectman Littlefield seconding,
25 approval of the correction to the April 18, 2017 Approved Minutes VIII. New
26 Business – F. to correct the transfer information and to reflect the correct Account
27 Number of 1553000-57100 as outlined in the Treasurer's August 31, 2017 memo,
28 as presented. Motion approved 4-0-1 (Mooers in Abstention).

29
30 *B. Discussion of the League of Towns Workshop 2017-2018 Work Plan*

31 Town Manager Lunt reminded the Board that he would like a consensus of the top
32 five things to go on the League of Towns Work Plan. It was agreed the
33 Selectmen could email their top five to the Town Manager between now and the
34 next meeting.

35
36 **VII. New Business**

37 *A. Public Space Special Event Application: Silverman - Wedding; Seal Harbor*
38 *Village Green, October 29, 2017*

39 Town Manager Lunt noted this was a small gathering planned.

40
41 MOTION: Selectman Mooers moved, with Selectman Littlefield seconding,
42 approval of Public Space Special Event Application: Silverman - Wedding; Seal
43 Harbor Village Green, October 29, 2017, as presented. Motion approved 5-0.

44
45 *B. Authorize purchase of 2018 Dodge Ram 1500 SSV Pickup for patrol from*
46 *Darling's Auto Group for a net purchase price of \$19,247 to be funded through*
47 *the Police Equipment-Vehicle Account #14400110-57200*

1 Chief Willis noted the actual purchase price was \$19,347, and not \$19,247 as
2 stated in the Agenda. The purchase price of the 2018 Dodge Ram 1500 is
3 \$28,875 less a trade in of the 2012 Chevy Silverado Pickup for \$9,528, resulting
4 in the net purchase price of \$19,347.
5

6 MOTION: Selectman Dudman moved, with Selectman Mooers seconding,
7 purchase of 2018 Dodge Ram 1500 SSV Pickup for patrol from Darling's Auto
8 Group for a net purchase price of \$19,347 to be funded through the Police
9 Equipment-Vehicle Account #14400110-57200, as presented. Motion approved
10 5-0.
11

12 **VIII. Other Business**

- 13 A. *Such other business as may be legally conducted*
14 There was no other business.
15

16 **IX. Treasurer's Warrants**

- 17 A. *Approve & Sign Treasurer's Warrant AP1813 to be presented at BOS Meeting;*
18 *warrant not available at time of packet*

19 MOTION: Selectman Dudman moved, with Selectman Hart seconding, approval
20 of Treasurer's Warrant AP1813 as presented at the time of the meeting. Motion
21 approved 5-0.

- 22 B. *Approve Signed Treasurer's Payroll, State Fees, & PR Benefit Warrants AP1811,*
23 *AP1812, and PR1804 in the amounts of \$4,735.22, \$4,458.80, and \$107,844.12,*
24 *respectively*

25 MOTION: Selectman Mooers moved, with Selectman Hart seconding, approval
26 of Treasurer's Payroll, State Fees, & PR Benefit Warrants AP1811, AP1812, and
27 PR1804 in the amounts of \$4,735.22, \$4,458.80, and \$107,844.12, respectively,
28 as presented. Motion approved 4-0-1 (Littlefield in Abstention).

- 29 C. *Acknowledge Treasurer's School Board AP/Payroll Warrant 5 in the amount of*
30 *\$59,562.52*

31 MOTION: Selectman Mooers moved, with Selectman Hart seconding,
32 acknowledgement of Treasurer's School Board AP/Payroll Warrant 5 in the
33 amount of \$59,562.52, as presented. Motion approved 5-0.
34

35 **X. Adjournment**

36 MOTION: Selectman Hart moved, with Selectman Dudman seconding, adjournment.
37 Motion approved 5-0.
38

39 The meeting was adjourned at 6:45 PM.
40

41 Respectfully Submitted,
42
43

44
45 Wendy Littlefield, Secretary
46

CONSENT AGENDA



Town of Mount Desert

21 Sea Street, P.O. Box 248

Northeast Harbor, ME 04662-0248

Telephone 207-276-5743 Fax 207-276-5742

www.mtdesert.org director@mtdesert.org

Otter Creek, Seal Harbor, Northeast Harbor, Somesville,
Hall Quarry and Pretty Marsh

MEMO

To: Durlin Lunt, Jr., Town Manager
From: Tony Smith, Public Works Director
Re: August 2017 Monthly Report
Date: September 7, 2017

Highway Crew

1. The crew spent most of the month getting ready for our 2017 paving that is scheduled to begin in mid-September. They spent a considerable amount of time on:

- Indian Point Road replacing old culverts with new ones, shaping and constructing ditches, removing built-up winter sand from the road shoulders and paving the tops of the culvert trenches. We worked with a local contractor who provided an excavator for some of the work; some of the work we did ourselves with our loader-backhoe and loader. We used our trucks to haul materials into and out of the job site.
- Repaired sanitary sewer manholes on Upper Dunbar Road and Kimball Road; shaped ditches on Millbrook Road.

2. Painted yellow traffic control lines for the fire department near the town office (Station 1).

3. Set out cones and barricades for use by the organizers of the Northeast Harbor road race.

4. Moved a school bus given to the fire department for future training purposes from the north end of the Somesville fire station (Station 3) to the west side so it was out of sight of local residents. Gravel was hauled in to make a proper parking spot for the bus by the highway crew.

5. Repaired an eroded section of the road shoulder on Oak Hill Road; swept our streets and put stone in to fill a void created by engine wash at the end of the boat launch ramp at Ponds End.

6. The crew performed maintenance and made repairs to our equipment and trucks in public works and other town departments.

Wastewater: Please see Superintendent Montague's report.

Buildings & Grounds and Parks & Cemeteries

In addition to his regular duties, Michael:

- Replaced a bar-b-que at Suminsby Park that came up amongst the missing near the water's edge.
- Put out hoses to water the Village Green.
- Pruned trees in front of the Somesville fire station.
- Loamed and seeded the new school bus parking spot behind Station 3 described in the Highway report above. A growth of grass will improve the look of the area and help prevent erosion.
- Collected and hauled recyclables from all departments to the recycling center.



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- Continued setting up for meetings, cleaning bathrooms in the town office, vacuuming and assisting the admin staff with projects as needed e.g. assembling shelving, hanging pictures, repairing toilets, installing door closers, and painting. As I have mentioned in the past, when Michael is reasonably caught up with other work, he goes to the highway garage and vacuums, sweeps and assists with cleaning the building. He keeps busy.

Solid Waste

- The twice a week summer collection season that began June 12th has gone smoothly. We will change back to the winter schedule on September 9th with one a week collections starting September 11th. Both crews continue to do a great job.
- The crews do a great job keeping the area around the highway garage dumpsters neat and as clean as possible. Like with the public toilets we clean, when staff is finished cleaning them and leave to go to his next task, they can be messed up within minutes. The same thing holds true with cleaning around the dumpsters.

Streetlight Conversion Project: Two teleconferences were held with RealTerm, our consultant for the project, one of which included Emera Maine. The audit of our streetlights has been completed by RealTerm. I have been impressed with the company to date - very efficient and knowledgeable.

Solar Panel Array Project: ReVision, our consultant for the project has one more site visit to conduct to confirm nuances of the location then will provide us with a schedule for equipment installation.

EV charging station: As I discussed last month, the EV (electric vehicle) charging station location has been a moving target. In August we worked with a local electrician to install the station at the yachtsman facility parking area. The crew precast the concrete base complete with anchor bolts in the highway garage then transported it and set it in place at the yachtsman facility. The crew also relocated the handicapped parking spot to an alternate location near the building to make way for the charging station. We are in the process now of establishing an account with a company called ChargePoint to handle the business end of the station e.g. users have to prepay with ChargePoint to get a card they can use to purchase the electricity from the station. We then receive 80% of the total revenue generated by the station with ChargePoint retaining the other 20% as an administrative fee.

CIP/O&M Summary: Not enclosed this month - no substantive changes have been made to the items listed that we all are not presently aware of.

Cc. Claire Woolfolk, Town Clerk
Ben Jacobs, Highway Superintendent
Ed Montague, Wastewater Superintendent



Town of Mount Desert Wastewater

Ed Montague, Superintendent
21 Sea Street, P.O. Box 248
Northeast Harbor, ME 04662-0248
Telephone 207-276-2210
Web Address: www.mtdesert.org
E-Mail: suptwwtp@mtdesert.org

MEMO

To: Tony Smith, Public Works Director
From: Ed Montague, WWTP Superintendent
Re: August 2017 Monthly Report
Date: 09/08/2017

The crew spent much of August concentrating on process control at their individual plants. Our treatment plants use an activated sludge process that utilizes microbes to essentially clean our wastewater. This process is affected by temperature; cold weather slows the biological activity down and warmer weather speeds it up. With the heat in August, our microbes grew rapidly to a point where we had too many. There is a fine balance between not having enough and having too much. Either situation will affect the operation of the plants and can potentially cause us to be in violation if not monitored closely. When the microbes get old or too abundant we have to divert them to a separate tank called a thickener/digester. While in these tanks, the discarded microbes will be processed to remove excess water prior to being transported to the Ellsworth Wastewater Treatment plant. The Ellsworth plant processes them again to remove more liquid. Our plants are not equipped to do this "in-house" as it did not prove to be cost effective given the addition equipment and personnel that would be needed.

As I mentioned in my previous report, the Gilpatrick Cove pump station generator had failed and needed repair. We elected to have the generator repaired rather than replaced. The unit was removed and sent to a repair facility. A standby rental generator is on site until the repairs are completed. The repaired generator should be back in operation by the end of September.

The crew also replaced and repaired the grinder pumps at the Sargent Drive pump station. We were able to rebuild one of the pumps and reuse it but had to replace the second pump with a new one. The style pumps at this station are not easily repairable as the spare parts are limited by the manufacturer.

We were contacted again this year by the National Park Service to assist them with an odor control problem at their Blackwood's campground pump station and holding tank site. We provided some technical assistance to their maintenance personnel to get their odor control system up and running. Since that time, I have not been made aware of any odor issues in Otter Creek. We take pride in the fact that other agencies recognize the resourcefulness and technical abilities of the town's wastewater crew.



Town of Mount Desert Wastewater

Ed Montague, Superintendent
21 Sea Street, P.O. Box 248
Northeast Harbor, ME 04662-0248
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Web Address: www.mtdesert.org
E-Mail: suptwwtp@mtdesert.org

The crew spent the rest of August doing regular preventive maintenance and cleaning of their plants and pump stations.

Respectfully Submitted,

Ed Montague



HOSPICE VOLUNTEERS of Hancock County

Thank you for your continued partnership! Please convey our appreciation to your residents

Gratefully Acknowledges the Gift of

One thousand five hundred dollars on 8-7-17

Given By

Town of Mount Desert

M. Clifford Tucker

Phone # 207-667-2531

IRS # 01-0385020 Sec 501(c)(3)

No goods or services were provided in exchange for this gift

Best wishes



THE LIFEFLIGHT FOUNDATION

www.lifeflightmaine.org

Mount Desert Citizens,

Thank you for your partnership!

The third helicopter is now in service and helping us reach hundreds more each year - and be more available to all.

We are incredibly grateful to the citizens of the 154 supporting towns who stand with us as we strive to care for all in need, regardless of income or location.

Thank you!

Melissa Marchetti



Thank You!

THE LIFEFLIGHT FOUNDATION

Date: August 14, 2017
Amount: \$1,000.00
Fund: Unrestricted

Town of Mount Desert
PO Box 248
Northeast Harbor, ME 04662-0248

Dear Residents of Mount Desert:

Thank you. You and donors like you are making a difference for people in Maine. Collectively you have helped LifeFlight deliver world-class air medicine to many thousands of people. We rely on donations to help us purchase aircraft as well as medical equipment that convert our helicopters and airplane into flying hospitals. Donations also help to fund delivery of critical care medical education to local providers who need specialized training LifeFlight crew can provide. Contributions help to add more helipads and weather observing stations, making air medical transport in Maine the safest it can be.

Your contribution helps patients. As soon as Vinalhaven EMS realized island resident David Wylie was having a serious heart attack, they called for LifeFlight. Less than an hour after his first symptoms, David was in a LifeFlight helicopter headed to the cardiac specialty center at Central Maine Medical Center in Lewiston. Just a few days after this life-threatening experience, David was well enough to attend his son's wedding in Boston. David feels so grateful and as a result he has become a LifeFlight supporter and has made a bequest in his will to LifeFlight.

We are profoundly grateful to you for believing that every person in Maine deserves help when it is most needed. Thank you for helping us to bring the "flying hospital" to your family, friends and neighbors in Maine.

Sincerely,

Amy Pierce Root, MPH
Director of Development -- on behalf of the entire LifeFlight team

Thank you for your support!

No goods or services were provided in consideration of this gift. All gifts are tax deductible to the fullest extent of the law.
Please retain this receipt for your tax records.

COMMISSIONERS REGULAR MEETING

Learn more about **HANCOCK COUNTY** by visiting
www.co.hancock.me.us

Audio recordings of the meeting are available upon request

The regular meeting of the Hancock County Commissioners was brought to order by Commissioner Brown at 8:30 am on **Tuesday, August 1, 2017** in the conference room of the County courthouse located in Ellsworth, ME with Commissioners Clark and Blasi in attendance.

Adjustments to/approval of agenda:

MOTION: Move item 8A, insert between 1 and 2 (Clark/Blasi 3-0, motion passed)

MOTION: Move to 1D- action on a commission chair position (Clark/ Brown 3-0, motion passed)

Commission Business:

OLD BUSINESS:

MOTION: to approve the minutes of the July 11, 2017 Commissioners' Regular Meeting, the minutes of the July 12, 2017 Commissioners' Special Meeting, and the minutes of the July 25, 2017 Commissioners' Special Meeting (Clark/Blasi, 3-0 motion passed)

Action on Commission chair position:

MOTION: that Percy L. Brown be removed as chairman and Antonio Blasi be reinstated as chairman of the Hancock County Commission for the balance of the 2017 calendar year (Clark/ Blasi 3-0 motion passed)

DEEDS:

MOTION: Approval to hire Jamie Trader of Ellsworth for the full time deeds clerk position at grade 6 step C \$13.36 per hour, to be paid out of E 09-01-130, effective September 2, 2017 (Clark/Brown 3-0, motion passed)

When asked why this employee should begin at step C rather than step A, Register Curtis said this applicant had ten years of customer service skills and banking, so that would put her higher on the scale.

PUBLIC COMMENT:

Hendrick Gideonse was recognized by Commissioner Blasi, and was given the 3 minutes to speak, which is allowed by the public comment policy. His topic was *County leadership and Bar Harbor's proposed Mega Pier*.

EMDC Fletcher's Landing TIF District Project update:

Kitty Barbee from Eastern Maine Development Corporation updated the commission on the progress of the Fletcher's Landing TIF District Project. She said they were in the beginning of the process, and asked the commission how often they would like reports. The commission agreed that every other month would suffice. She also asked for any recommendations or suggestions on the advisory committee, and asked if a commissioner wanted to serve on the

committee. Commissioner Brown said he is on the (EMDC) executive committee and wants to avoid a conflict of interest. Commissioner Clark agreed to serve on the advisory committee.

MOTION: Commissioner Clark serve on the advisory panel for Fletcher's Landing Project (Blasi/Brown 3-0, motion passed)

AIRPORT:

Airport Manager Brad Madeira updated the commission with his monthly report. Commissioner Blasi asked about an increase in enplanement numbers- Madeira said he would have that next month. Madeira reported that he had no formal correspondence from FAA regarding the recent compliance inspection, but in the exit briefing they mentioned two minor findings. One is that the exhibit A property map is not properly showing the navigation easement on the runway. The engineer will take care of that when working on AIP projects 42 and 43. The only other finding was that they recommend that the county enter into a lease agreement with the civil air patrol (CAP). Madeira said he was working with CAP to develop a lease; it will be a formalized agreement.

MOTION: Approval for the Chairman to sign the contract with Jacobs Engineering for the design and construction phase engineering services for the 2017 Airfield Pavement Marking Project (AIP No. 42) (Brown/Clark 3-0, motion passed)

MOTION: Approval for the Chairman to sign the contract with Jacobs Engineering for the design and construction phase engineering services for the 2017 Detention Basin Repair Project (AIP No. 43) (Brown/Clark 3-0, motion passed)

Madeira said the project will have minimum impact on airport operations.

UNORGANIZED TERRITORY:

UT Supervisor Millard Billings updated the Commission with his monthly report. He said the snowplow contracts are in place for the coming winter, as the last contracts are for 2 years. Billings wanted to relay to the commissioners that a town administrator relayed to him that the county may have priorities askew because the county funds animal control, but does not fund emergency medical response. Commissioner Brown said that the contracts are just for fire suppression. Commissioner Blasi asked Billings to refer the administrator to the previous discussion on the topic, and that the commission does appreciate her concern. Commissioner Clark asked about the easement for T10 -multi use trail- Billings said he would contact Elgin Turner again. He said he has had no further communications with soil and water conservation.

SHERIFF:

MOTION: Approval to hire Daniel Harlan as a full time deputy, at grade 12 step C \$18.72, effective July 29, 2017 (Brown/Clark, 3-0 motion passed)

Sheriff Kane said this would give his department the ability to cover the Tremont contact.

JAIL:

MOTION: Approval to remove from payroll Holly Brown, Tori Turner, Elizabeth Gilman, Benjamin Verrill and Elijah Moreshead (Brown/Clark 3-0, motion passed)

Discussion on removing part time corrections officer's ability to work more than 29 hours:
Commissioner Brown suggested that Acadia benefits be contacted for guidance regarding determining full time or part time status for employees who work variable hours. The topic will be discussed again at the August 24th commissioners' special meeting. Commissioner Clark wanted to ask Acadia Benefits if it would be appropriate for us to set a policy where we would average out the hours over a 12 month calendar year. Commissioner Brown suggested that Sheriff Kane work with the Administrator and HR to apply the appropriate policies.

TREASURER:

MOTION: to approve the July GF, Airport, and Jail Payroll Warrants #17-26, #17-27, #17-28, and #17-29, in the aggregate amount of \$328,269.36 (Brown/Clark 3-0, motion passed)

MOTION: to approve the July GF, Airport, and Jail Expense Warrants #17-49, #17-50, #17-51, #17-52, #17-53, #17-54, #17-55, #17-56, #17-57 in the aggregate amount of \$804,627.17 (Brown/Clark 3-0, motion passed)

MOTION: to approve the July UT payroll Warrants #17-53, #18-1, #18-2, and #18-3, in the aggregate amount of \$1,069.73 (Brown/Clark 3-0, motion passed)

MOTION: to approve the July UT expense Warrants #17-24, #18-1 and #18-2, in the aggregate of \$65,568.20 (Brown/Clark 3-0, motion passed)

MOTION: to approve the July expenses in the health account of \$90,228.44 (Clark/Blasi 3-0, motion passed). Commissioner Clark asked that the budgeted health amounts be listed on the monthly reports to show what amount is remaining.

MOTION: to approve the expenditure from the Capital reserve account #G1-3011-07 Equipment for 4 office chairs, Comdata \$869.32 (Blasi/Brown 3-0, motion passed)

MOTION: approval to close BSB checking account ending in 7838 (balance \$1,899.59) and add funds to MSB GF (Brown/Clark 3-0, motion passed)

County tax payment update: Treasurer Eldridge said the Towns of Hancock, Orland and Trenton have paid thus far.

RCC:

RCC Director Renee Wellman gave her monthly report. Commissioner Blasi asked her about the pace of the Mt. Waldo project. Director Wellman said she was waiting on one signature for the land lease. There was some discussion on the electrical work for the building.

MOTION: to contract with ARC Electrical for \$8,000 for electrifying the Mt. Waldo Tower (Clark/Blasi 3-0, motion passed)

Wellman explained the dispatch pilot training program, approved at the July 25 CSM, calling the project a success. The four candidates involved were impressive. Wellman has 2 full time positions she needs to fill, and will hire part time as needed.

COMMISSIONERS:

IT plans- the Commissioners reviewed a memo from CA Adkins regarding IT plans. Commissioner Brown thought that we would need two people to be covered at all times; even one person for all IT needs will be considerably more than what we're paying for now. Commissioner Clark said that what we have now is simply repair service, not someone who will do overall planning, and things like a 5 year plan, preventative maintenance and IT maintenance. Commissioner Clark would like to have more information on a full time IT position from CA Adkins, and to discuss it at the next meeting, with CA Adkins present. Commissioner Brown said there are two different issues to address- Spillman and IT. Commissioner Blasi would like to hire a technician who would also take care of Spillman.

COUNTY ADMINISTRATOR:

CA Adkins was not present at the Meeting, as he was on vacation for the week. He had submitted a monthly report, which the Commissioners reviewed. The next meeting will be August 24, 2017 and the start time will be determined as the agenda develops. The Commissioners would like CA Adkins to have a budget ready for them to review. The September Commissioners' Regular Meeting will be held Tuesday September 12, 2017.

MOTION: to adjourn 10:15 (Brown/Blasi 3-0, motion passed)

Respectfully submitted,

Rebekah Knowlton,
Executive Asst. to the County Administrator

COMMISSIONERS SPECIAL MEETING

Learn more about **HANCOCK COUNTY** by visiting
www.co.hancock.me.us

Audio recordings of the meeting are available upon request

The special meeting of the Hancock County Commissioners was brought to order by Commissioner Blasi at 9:30 am on **Thursday, August 24, 2017** in the conference room of the County courthouse located in Ellsworth, ME with Commissioners Brown and Clark in attendance.

Adjustments to/approval of agenda: none

Public Comment: none

Commission Business:

Airport:

MOTION: Approval for the Chairman to sign the contract with J.J. Cunningham, LLC in the amount of \$173,800 to remark the airport (AIP No. 42) (Clark/Blasi 3 -0, motion passed)

MOTION: Approval for the Chairman to sign the contract with Sargent Corporation in the amount of \$217,593 for Detention Basin Improvements (AIP No. 43) (Clark/Brown 3-0, motion passed)

The Commissioners opened the bids for the Sheriff's forfeitures. There were 92 bids. Two additional bids were rejected; one came after the deadline and the other was withdrawn by the bidder. See attached bid sheet for results.

The Commission agreed to accept the truck bid of \$45,559 as the highest bid, and if the highest bidder does not honor his bid, to sell to the truck to the second highest at \$34,550

MOTION: to reject all bids on the 2012 Mercedes (Brown/Blasi Motion and second withdrawn

MOTION: to sell to Mr. Adams the Mercedes at \$22,000; if Mr. Adams does not honor his bid, to sell it to next highest bidder at \$21,750 (Clark/Blasi 2-1 Brown opposed, motion passed)

The Commission agreed to accept the following highest bids:

2006 Suzuki motorcycle- high bid \$2,759.00
2007 Suzuki motorcycle- high bid \$3,259.00
2005 Polaris snowmobile \$1,025.56
2002 Yamaha snowmobile \$950.00
2004 Kawasaki motorcycle \$1286.00

Sheriff Kane was authorized to execute sale on all items if the highest bidders honor their bids, if they did not to honor the next highest bidder.

Maintenance:

Request to repaint the front steps:

The commission agreed that the project would have to go out to bid. The approximate price is \$17,000. Payment of the project out of Building Reserve account #G1-3011-00 was discussed. There was some discussion on several other maintenance issues that would need to be addressed, and how to budget for those.

Request to replace/convert small boiler:

Facilities Director Dennis Walls reported that he would be looking for an Efficiency Maine rebate which would make the net cost of the project under \$5,000. Commissioner Brown thought we should budget ahead for projects like this, as the funds in this account are intended for replacing the courthouse roof. Director Walls was directed to get a plan for the boiler, and Commissioner Brown said the chiller replacement needs to be decided this year. Walls said he would make a recommendation on conversion and a new boiler, and the costs associated.

MOTION: Authorize Dennis Walls to develop specifications and go out to bid for repainting the front steps (Clark/Brown 3-0, motion passed)

Old Jail repair progress report:

Director Walls contacted the contractor; he said he is ready to begin the brick repair work next week. He thought the project would take a couple of weeks. Walls will coordinate with the Sheriff's Dept for any parking that may be affected, although he thinks there will be minimal impact.

Oil tank removal recommendation:

Facilities Director Walls thought it would be best to work with Clean Harbors directly, rather than go through the contractor. The cost for removing the tank was around \$15,000. Walls thought steps could be taken to reduce that cost.

Break 11:16

BUDGET WORKSHOP:

CA Adkins presented a first look at the 2018 budget to the Commission.

Dept. 8 Probate:

Revenues \$118,900

Expenditures \$\$193,544

The surcharge deposits will not be listed in revenue anymore, as they have a statutory purpose. Register Coughlin explained the changes to her projected budget. The Commission questioned why the projected revenues aren't higher. Register Coughlin explained that there was no way of accurately projecting these numbers, as they are tied to deaths and property values. Register Coughlin said she was asking for wage increases to align better with Register's wages in other

counties. The other changes included increases to expenditures in computers, publications, and reserve accounts for a copier purchase and office equipment and furniture.

Dept. 3 District Attorney:

Revenues \$34,500

Expenditures 368,336

District Attorney Matt Foster requested that the part time file clerk position become a full time position. He also requested increases to the postage and statute lines.

Dept. 6 Maintenance:

Revenues \$67,060

Expenditures \$439,013

Facilities Director Dennis Walls explained the revenue increases in the court lease and the jail maintenance lines, saying it was an amount that is fair to both sides that keeps the flow of work and requests moving. Commissioner Clark said he would like to see the jail maintenance line dropped from the budget. Commissioner Brown thought it was important to track the maintenance costs in the jail. Director Walls referenced the COLA increase to wages, and an increase to the cleaning supply line. There are also some increases to some maintenance and repair lines- plumbing, building and heat/air conditioner. There is a \$50 increase to the copier maintenance line. Commissioner Brown asked if there was anything that Director Walls sees a need to budget for, rather than take the money from a capital account. He was asked to identify some projects that would need to be done in the next year. Walls said the increases in lines 20-300 and 20-350 would address those. CA Adkins suggested overdrawing line items, and using surplus to cover those costs. Commissioner Blasi asked about budgeting for courthouse security. Director Walls said that was part of the Capital Improvement plan for FY 2018. He estimated the cost would be \$150,000 for this project. Walls explained the other projects on his plan. Commissioner Blasi suggested creating a separate reserve account for each project.

RCC:

MOTION: Take all items A-D at once (Brown/Clark 3-0, motion passed)

MOTION: Approval to hire Jennifer Day of Lamoine as a full-time dispatcher with a starting pay of \$15.06 / hour (step 9A) with benefits effective August 26, 2017; Approval to hire Rebecca Wilbur of Franklin as a full-time dispatcher with a starting pay of \$15.06 / hour (step 9A) with benefits effective August 26, 2017; Approval to hire Abraham Chevalier of Hampden as a part-time dispatcher with a starting pay of \$12.50 / hour – no benefits, not to exceed 29 hours a week effective August 26, 2017; and Approval to hire Lucas Hanscom of Bucksport as a part-time dispatcher with a starting pay of \$12.50 / hour – no benefits, not to exceed 29 hours a week effective August 26, 2017 (Clark/Blasi 3-0, motion passed)

Discussion: temporary lift of maximum vacation accruals:

CA Adkins explained that due to a shortage in staff, some RCC employees have not been able to use their vacation time, and some of the vacation time will be lost due to the maximum allowed by contract. The Commission was in agreement that the employees should not lose this time.

Commissioner Clark thought it would be in the county's best interest for the employees to be paid for every hour they accrue over and above their max, on a weekly basis. Commissioner Brown would like an agreement with the union before a decision was made. CA Adkins was directed to communicate with the union and come back to the Commission.

COMMISSIONERS:

Discussion: 12 month ACA work week provisions

CA Adkins said the ACA allows employers some discretion to manage the average hours of employees, and explained that employers need to be 95% compliant before incurring a penalty. Commissioner Clark suggested allowing a part time employee to work more than 29 hours / week (average) and offer that individual health insurance as the only benefit. There was some discussion on the effect of that on the current employee definitions in the personnel policies.

MOTION: that the Jail Administrator be authorized to offer Ashley Smith full time employment as a corrections officer effective August 26, 2017 (Clark/Blasi 2-1 motion passed, Brown opposed)

Commissioner Clark said this means the Jail Administrator is now exceeding his budgetary staffing levels, and that this is acknowledged by the Commission.

Jail Day Yard Bid opening-

The estimate was \$182,000 for base price.

Bid 1- RF Jordan-

Base bid \$460,835.00

Alternate No. 1: Snow-melting system – add \$71,435.00

Alternate No. 2: Permeable pavement- add \$66,210.00

Alternate No. 3: Concrete dowelling- add \$4,444.00

Alternate No. 4: Epoxy coated reinforcement- add \$7,215.00

Alternate No. 5: Salvaged modular block- add \$20,115.00

Alternate No. 6: Replace day yard chain link- add \$1,400.00

This bidder acknowledged receipt of Addendum No. 1, dated 8/21/2017

Bid 2- King Construction Services

Base bid \$565,832.00

Alternate No. 1: Snow-melting system – add \$99,574.00

Alternate No. 2: Permeable pavement- add \$80,400.00

Alternate No. 3: Concrete dowelling- add \$5,884.00

Alternate No. 4: Epoxy coated reinforcement- add \$7,969.00

Alternate No. 5: Salvaged modular block- add \$21,881.00

Alternate No. 6: Replace day yard chain link- add \$1,532.00

This bidder acknowledged receipt of Addendum No. 1, dated 8/21/2017

There was some discussion on the bid amounts being higher than the estimate of \$182,000. Charles Earley of Lewis & Malm said his recommendation under the circumstances is that the Commission reject these bids and rebid it with possible changes.

MOTION: reject all bids and consider discussion in March 2018 CRM on rebidding in the spring (Clark/Blasi; motion amended by Clark to state simply “reject all bids for this project”, amendment seconded by Blasi

MOTION: to reject all bids for this project (Clark/Blasi 3-1 motion passed Brown opposed) It was decided to discuss the project again in December, along with any options.

MOTION: to approve the Collective Bargaining Agreement between Hancock County and Teamsters Union Local 340 Law Enforcement Unit July 1, 2017-December 31, 2019 (Brown/Clark 3-0, motion passed)
The Commissioners signed the contract.

MOTION: to approve tower agreement with Educational Media Foundation / KLOVE / Air 1 (Clark/Brown 3-0, motion passed)
The Commissioners signed the contract.

MOTION: approve transferring undesignated fund balance of the UT for 2016/17 budget year (Clark/Blasi 3-0, motion passed)

MOTION: to approve the original landowner agreements regarding the storage unit on Mt. Waldo (Brown/ 3-0 motion passed)

Commissioner Brown left the meeting 2:54 pm.

Discussion: IT plans

CA Adkins explained there was a \$50,000 allotment in the proposed budget. The plan for IT is progressing as problems are identified. Sheriff Kane reported that he would like to move Spillman from here and store it on the server that Ellsworth currently has- renting space on their virtual server, at a cost of \$10,000. There is an additional \$50,000 in the proposed SO budget for IT. CA Adkins said that this is a start to get either a vendor or an in-house IT person. There was some discussion on hiring one individual who could address both IT and Spillman issues. We are contracted with Sierra for IT services through March 2018.

COUNTY ADMINISTRATOR:

Administrator report:

MOTION: Permit the Administrator to purchase a large screen tv for presentation viewing in the Commissioners’ meeting room (Clark/Blasi 2-0, motion passed)

CA Adkins informed the Commission there has been an application submitted for a tax abatement appeal.

A budget workshop was scheduled for September 5.

Discussion: part time pay rate policy

Commissioner Blasi would like to review the part time pay rate decision made in 2006. Commissioner Clark wanted to have a discussion about how this would be reviewed, an increase

in wages across all departments, or analyzing the nature of the positions in terms of appropriate pay.

MOTION: to enter Executive Session to review RCC Union negotiations (Clark/Blasi 2-0, motion passed)

Commissioner Blasi brought the meeting back to regular session with nothing to report.

MOTION: to adjourn 3:45 pm (Clark/Blasi 3-0, motion passed)

Respectfully submitted,

Rebekah Knowlton
Executive Assistant to the County Administrator

NEW BUSINESS



Town of Mount Desert

Claire Woolfolk, Town Clerk
21 Sea Street, P.O. Box 248
Northeast Harbor, ME 04662-0248

Telephone 207-276-5531 Fax 207-276-3232
E-mail townclerk@mtdesert.org Web Address www.mtdesert.org

MEMO

DATE: September 11, 2017

TO: Board of Selectmen

FROM: Claire Woolfolk, Town Clerk

Claire

RE: Digitalization of Town Records

In an ongoing effort to preserve the historical records of the Town, I presented a budget last year to include the purchase of software that would digitalize historical records in a searchable format, and would also allow us to continue the process for current and future records for decades to come.

Over the past few months I have been working with our records preservation company, Kofile, to identify and prioritize the historical records that need attention and to implement a plan to not only preserve the original physical record, but also to create them in a digital and searchable format. The digitized record will limit the handling of fragile documents and allowing for easy retrieval of information.

That phase of the project is underway and now we are beginning to prepare for the next phase, which includes the purchase and implementation of the software (Laserfiche Avante) that will enable us to create and maintain certain Town records in a secure digital format on an ongoing basis.

Laserfiche Avante is a product developed and supported by General Code, a highly regarded document management company. Laserfiche is a powerful electronic capture, storage, and document management tool that has been used throughout government, education, and other commercial organizations for over 14 years.

I have confirmed with our IT consultant, Robert Bickmore, that our current server meets the requirements of the new software. The IIS web server program and SQL Express database engine will need to be installed, but IIS comes with our Windows Server and SQL Express is freely downloadable. All other hardware requirements are already in place.

Investment in this software is broken down as follows:

Base Software -	\$3,300.00
Support* -	\$ 726.00
Professional Services (Installation and Training)	<u>\$3,800.00</u>
	<u>\$7,826.00</u>

*Anticipated annual support fees after the first year are \$726.00

Recommendation:

- I recommend the Town purchase the Laserfiche Avante software from General Code at a cost of \$7,826.00 using \$7,100.00 of funds from the Clerk's Historical Preservation Account Number 1220220-57800 with an account balance of \$15,000.00 and \$726.00 of funds from the Clerk's Software Fees Account Number 1220220-55330 with an account balance of \$1,259.00.
- In addition and on behalf of the Town, I request that I, or the Town Manager, be authorized to execute all necessary documents to facilitate the purchase and implementation of the Laserfiche Avante software.

Thank you very much for your consideration.

Town of Mount Desert

Hancock County

Enterprise Content Management System

September 5, 2017

Valid until November 30, 2017



Bruce Cadman
Director of Sales
518-441-6496

BCadman@generalcode.com

**GENERAL
CODE**

CMS Division

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INTRODUCTION

RECOMMENDED SOLUTION

Based on the Town's current needs and looking to the Town's potential future uses of electronic content management, General Code recommends implementation of Laserfiche Avante.

Laserfiche Avante is a robust system that provides the flexibility to configure the system to your specific way of doing business without your having to "shoehorn" your processes to fit the mandates of a software solution. Laserfiche is also easily expanded – to different departments, different types of documents, and many other users in the future as you see other uses.

General Code's experienced staff will help you configure your system to maximize efficiencies now and for decades to come.

ABOUT GENERAL CODE

General Code provides a variety of information management solutions to more than 2,700 local governments, educational and commercial organizations throughout the United States. We set the standard for improving document management processes and are on the cutting edge of technology, providing new and reliable tools to our customers to better serve their clients. We pride ourselves in our level of experience, our technical knowledge in the industry and our focus on the customer.

General Code is a top 5 government reseller of Laserfiche in the United States, offering more than 14 years of experience, coupled with an industry-leading service, integration, training and helpdesk team.

With Laserfiche at the center of your Enterprise Content Management Solution, you get what nearly 30,000 other public and private organizations are already getting – the most powerful combination of electronic capture, storage and business process automation tools available today. We selected Laserfiche as our technology platform because of its open architecture, integration capabilities and the capacity to scale up as your demand for information sharing and access grows.

Every system designed and implemented by General Code fits your specific needs and requirements. Configuration of your Enterprise Content Management Solution to your situation reduces the time and additional resources required to "adjust" or "optimize" a one-dimensional system.

As a values-based company we adhere to the principles outlined in our "General Code." These guides for conduct are integral to building a comprehensive content management solution – one that leverages our 50+ years of service to public organizations and governments of all sizes.

Elements of our "code":

Digital information must be designed and implemented in ways that support the success of the entire organization.

Our content management solutions must run on a platform that we believe in.

The quality of our service and support determines the ultimate value of the solution we develop.

Our content management solutions are based on the practical—if there is a better way to do something we will design and implement it.

LASERFICHE AVANTE SYSTEM OVERVIEW

Today, successful organizations need more than document management; they need to optimize the decision-making process by getting the right content – whether structured or unstructured, paper or electronic, audio or video, photograph or e-mail – into the right hands at the right time.

Laserfiche Avante is a cutting-edge solution that combines comprehensive content management functionality with business process management (BPM) tools to both manage and process information – turning it into an asset that enables efficiency and smart decision making organization-wide. Laserfiche Avante provides all of the elements for today's comprehensive needs:

- **Document Imaging** – Converts paper documents or film into an electronic or digital format.
- **Document Management** – Manages documents (physical or digital) through their lifecycles.
- **Business Process Management** – Applies workflow technology to content-related processes in order to standardize and optimize them.
- **Integrative Middleware** – Provides many ways to interface with other business-specific applications to enable you to have one document repository that can be accessed from other applications and to enable “sharing” of data between other applications and Laserfiche.

The Laserfiche workflow engine gives you a platform to map, model and manage your business processes in order to obtain a better understanding of how to achieve your overall goals by:

- **Increasing productivity** by automating manual, repetitive processes.
- Modeling, executing and managing business processes **without writing code**.
- Triggering workflows based on **actions taken in Laserfiche or in 3rd party applications**, such as CRM, GIS, ERP and more.

Laserfiche Avante readily fits into your existing networked environment, without requiring custom programming or extensive hardware and software updates. Laserfiche is developed to support close integration with industry-standard operating systems and database management systems. See specifications in Appendix A for more detail.

Technology represents one of the most significant investments you make in your organization's success, and General Code and Laserfiche are committed to providing a comprehensive framework for delivering value quickly, easily and without the need to bring in expensive experts at every turn. General Code has seasoned professionals to guide you through the planning and implementation process and will be there to provide on-going support.

PRELIMINARY DOCUMENT MANAGEMENT PROJECT PLAN

- I. Upon finalization of the agreement, General Code's Project Manager will call you to review the Project Plan and discuss the following:
 - Designate the main contacts for the project from General Code and your organization
 - Discuss the proposed schedule and set dates
 - Determine any necessary hardware purchases, installation or configuration that must take place prior to the system installation, and set a date for completion of that work
 - Confirm availability of required personnel, equipment and facilities
 - Address any outstanding questions, concerns or issues

- II. The Initial Design and System Implementation Phase will include the following:
 - Installation and configuration of the main server components
 - Installation and configuration of the named user licenses, including Laserfiche client software, Snapshot Plug-In and E-mail functionality, as well as scanner configuration and testing, if applicable
 - Complete system testing of all installed components
 - A file structure review and creation of a hierarchical tree structure designed to maximize efficient use of the document management system
 - Discussion of file-naming conventions to be used in the document management system
 - Establishment of an initial set of templates (electronic index cards)
 - Configuration of users, groups and user rights (security)
 - Training for users
 - Administrator training for up to two (2) people who will be responsible for administration of the system

DESCRIPTION OF RECOMMENDED COMPONENTS

<p>Laserfiche Avante™ Server Software</p>	<p>Laserfiche Avante MS SQL Express server software is a complete electronic content management solution with <u>fully integrated</u> business process management. Laserfiche Avante includes the Laserfiche Automated Workflow Module and other important business-process functionality “baked into” the core software.</p> <p>The Laserfiche Automated Workflow Module is a robust component that facilitates the flow of documents, auto-files and auto-names folders and documents and enforces time schedules, where desired, by providing e-mail reminders or notifications to backups or supervisors or by re-assigning documents to others’ folders. By automating processes, you can ensure that proper process is followed, and work can be distributed to users in an orderly and predetermined manner.</p> <p>Laserfiche’s robust security enables you to limit both access and functional rights of users. Your IT staff will appreciate the ability to set security by user or group, as well as the option to use Windows Authentication for single log-in.</p> <p>System administrators have access to the Laserfiche Administrator Console either in a client or a web format.</p>
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<p>Named Users</p>	<p>Laserfiche named users have the ability to utilize all of the features of the software, including scanning, importing, file and volume management, search and retrieval, annotations, e-mail routing and workflow participation, as applicable and as security rights permit. Additional named user licensees can be added at any time, in any increment.</p> <p>SnapShot Functionality: The SnapShot functionality allows designated users the ability to “print” existing electronic files into the Laserfiche system directly and automatically convert them to inalterable Laserfiche images rather than having to print them out and then scan them into the system.</p> <p>E-Mail Functionality: The E-Mail Plug-in allows users to send Laserfiche documents as e-mail attachments to anyone using a MAPI-compatible E-mail system. All or part of a document can be e-mailed; multiple files can be “zipped” into one e-mail; and you can choose the format in which the documents will be sent (e.g., PDF, TIFF, JPEG, etc.).</p> <p>Web Access: Laserfiche Web Access is a browser-based thin client offering virtually all of the document management capabilities of the thick client interface. Authorized users organization-wide can simultaneously access documents, whether they are accessing Laserfiche from their desks or a remote location. IT can add new users without installing software on individual workstations. Users access Laserfiche through a Web browser. Authorized users scan, index and otherwise manage documents with Web Access. Staff can also search, retrieve, create, move, rename and annotate documents from the Web, as well as participate in workflow processes. Web Access has real-time access to the Laserfiche repository, which means that information input into Laserfiche is instantly available to all users, whether connected directly to your server, or using Web Access. Also included with Web Access is the Laserfiche SharePoint integration. Laserfiche was the first electronic records management solution to obtain joint Department of Defense records management certification with SharePoint. Laserfiche Web Access also provides real-time access to your Laserfiche repository through the use of mobile devices. The Laserfiche iPad and iPhone apps provide impressive access, and Web Access Light is very useful for other tablets and mobile phones. Laserfiche mobile and Web Access Light are included with Web Access.</p> <p>Laserfiche Mobile/App is an app that lets you capture, upload, and securely access and work with documents in and outside your Laserfiche repository while on the go. You can review and submit forms from the app as well. You can browse for documents in a folder structure; search the entire repository or a specific folder; create, copy, move, rename, sign, download, print, and delete documents; modify document fields; view annotations; submit and approve forms; view and work with offline documents and forms;</p>
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	<p>and start and view business processes. Additionally, you can add documents to your repository from other apps, the mobile device's gallery, or its camera. Gallery and camera images can be processed and enhanced for easier viewing.</p> <p>Laserfiche Forms Essentials comes with all Laserfiche Rio and Avante 10.2.1 installations and upgrades. All full named users can sign in to Laserfiche Forms, submit forms, access tasks, and perform any other action in Laserfiche Forms that their Laserfiche Forms security settings allow them (e.g., creating or administering business processes). These users are automatically retrieved from the Laserfiche Server and are managed on the System Security page in Laserfiche Forms. Forms Essentials Full Users have access to the core features necessary to design processes and forms. Essential Users also have access to the Operational Dashboard where they can view statistics on process in progress.</p>
<p>Laserfiche ScanConnect <i>optional</i></p>	<p>A software interface that allows Laserfiche to interface with a number of supported scanners using the ISIS communication standard.</p>
<p>Fujitsu fi-6770 VRS <i>optional</i></p>	<p>Color duplex scanner with flatbed and document feeder, scanning up to 180 images per minute in color and 140 images per minute in monochrome, grayscale and color. Scanner can handle up to 15,000 pages per day, Minimum document size is 2" x 3" and Maximum document size is 11" x 17". Automatic document feeder can hold up to 200 sheets Interface: Ultra SCSI/USB 2.0.</p>

INVESTMENT DETAIL & OPTIONS

Hardware or any applicable taxes are not included in price, unless otherwise noted.

Line Item Description	Model #	Quantity	Unit Price	Total
Base Software				
Avante Server for SQL Express with Workflow	MSE10	1	\$1,500.00	\$1,500.00
Avante Named Full User with Snapshot, Web Access & Email	MNF16	3	\$600.00	\$1,800.00
Base Software Subtotal				\$3,300.00
Support				
LSAP Avante Server for SQL Express with Workflow	MSE10B	1	\$330.00	\$330.00
LSAP Avante Named Full User with Snapshot, Web Access & Email	MNF16B	3	\$132.00	\$396.00
Support Subtotal				\$726.00
Professional Services				
Laserfiche Install and Training On-Site Days		2	\$1,650.00	\$3,300.00
Laserfiche Project Management		1	\$500.00	\$500.00
Professional Services Subtotal				\$3,800.00
Grand Total				\$7,826.00

Anticipated annual LSAP fees after the included 1st year for the above configuration would be \$726.00

Note: This estimate is subject to change based upon the then-current support prices for that year.

Automated Workflow Module (software) is included with Laserfiche Avante. If/when the Town wishes to implement Automated Workflow, there will be additional development and configuration time required. We will be happy to assess any Workflow implementation desires with you and provide any relevant fees at your request. (Fees will be based on the number and complexity of the desired workflows to be implemented.) These additional service fees would not apply until you are ready to implement this component.

Optional Components:

OPTIONAL COMPONENTS				
Add-Ons/Plug-Ins				
Avante ScanConnect	MCS01	1	\$165.00	\$165.00
LSAP Avante ScanConnect	MCS01B	1	\$37.00	\$37.00
<i>Item Subtotal</i>				<i>\$202.00</i>
Add-Ons/Plug-Ins Subtotal				\$202.00
Hardware				
Fujitsu fi-6770 with flatbed	Fujitsu fi-6770	1	\$7,995.00	\$7,995.00
<i>Item Subtotal</i>				<i>\$7,995.00</i>
Hardware Subtotal				\$7,995.00
Grand Total				\$8,197.00

1. Adjustments to Performance Schedule; Delays.

Adjustments to Schedule. Upon the mutual consent of the Municipality and General Code, the "Performance Schedule" may be changed or extended as outlined below.

Delays. Client must notify General Code, in writing, immediately upon learning or otherwise becoming aware, of any difficulties that may delay the delivery of services or deliverables. Such notification must identify the reason for the delay, as well as the anticipated period of delay. General Code may require a payment of 50% of the balance due under the contract for any delay on Client's part.

2. Cancellation Policy.

A cancellation fee of 50% of the total Installation / Training amount will be charged to **Town of Mount Desert** for any scheduled Laserfiche installation cancelled or rescheduled six (6) or more, but less than ten (10) business days from the scheduled installation start date.

A cancellation fee of 100% of the total Installation / Training amount will be charged to **Town of Mount Desert** for any scheduled Laserfiche installation cancelled or rescheduled less than six (6) business days from the scheduled installation start date.

AUTHORIZATION & AGREEMENT

The Town of Mount Desert, Maine hereby agrees to the procedures outlined above, to General Code's Content Management Solutions Terms & Conditions and to the License Agreements for the software referred to above, all of which are available at <http://cms.generalcode.com/terms-conditions>, and are incorporated herein by reference, and authorizes General Code to proceed with the project.

Electronic Document Management Project **\$7,826.00 ***

Estimated Annual support fee second year forward (LSAP): \$726.00

Note: This estimate is subject to change based upon the then-current support prices for that year.

Optional Components: Please check any optional component to be included:

- | | | |
|--------------------------|--|------------|
| <input type="checkbox"/> | Laserfiche Avante ScanConnect | \$202.00 |
| | <i>LSAP (Second year forward): \$37.00</i> | |
|
 | | |
| <input type="checkbox"/> | Fujitsu fi-6770 VRS Scanner | \$7,995.00 |

Electronic Document Management Solution:		<u>\$7,826.00</u>
Optional Component(s), if selected:	+	\$ <u> </u>
Estimated Total Investment:		<u>\$ 7,826.00</u>

SOFTWARE ORDER, PAYMENT AND PERFORMANCE SCHEDULE

All software components will be ordered 60 days after authorization and shipped to customer. The software maintenance (annual support) will start 30 days after software order.

- 50% of the project price shall be invoiced upon authorization of the project – payable within 30 days of authorization.
- 50% of the project price shall be invoiced upon completion of the installation and training.

(Client please fill out) Invoice for this Project to be sent to:

Department: Town Clerk Contact Name: Claire Woolfolk

TOWN OF MOUNT DESERT, HANCOCK COUNTY, MAINE

By: _____ In the Presence of: _____

Title: _____ Title: _____

Date: _____ Date: _____

GENERAL CODE, LLC

By: _____ In the Presence of: _____

Title: _____ Title: _____

Date: _____ Date: _____

In order to authorize the project:

1. *Sign the Proposal*
2. *Fax or email the Authorization & Agreement Section only to: Sales@generalcode.com • fax (585) 328-8189*
3. *Mail the signed Proposal to General Code at: 781 Elmgrove Road • Rochester, NY 14624*

General Code will then sign and mail a copy of this agreement back to the Town for its records.

APPENDIX A – RECOMMENDED SERVER/WORKSTATION SPECIFICATIONS

Minimum recommended specifications for **Laserfiche Version 9 Avante SQL Express** implementations are as follows. *For any questions regarding sufficiency of hardware infrastructure, contact your General Code representative.*

Server and System:

CPU	Xeon 2.4 GHz processor or faster
Memory	Recommended 4 GB RAM or more greater
Operating System	Windows Server 2008 or above
Database Engine	Recommended: Microsoft SQL Server 2008 Express R2, Microsoft SQL Server 2012 Express or Microsoft SQL Server 2014 Express (10 GB db capacity/approximately 2.5 million images) Also compatible with Microsoft SQL Server 2005 Express and 2008 Express (these have 4 GB db capacity/approximately 1 million images)
Network Protocol	TCP/IP
Framework	.NET 4.5 (Client responsible for installing .NET 4.5 on server)
Browser	Internet Explorer 9.0 and higher recommended
Hard Drives	Assume 20,000 images per 1 GB of hard drive space RAID array recommended
DVD/CD-ROM Drive	For installation purposes
NIC	For network connectivity
Network Licenses	Laserfiche uses one Windows license for each Laserfiche user
UPS/Tape Backup	UPS and tape or other backup system to ensure data integrity
Virtual Environment	Laserfiche can be configured to run in a virtual environment. A technical whitepaper is available on request

Client Responsibilities:

- *The client is responsible for acquiring, installing, and configuring the database software.*
- *The client is responsible for acquiring, installing, and configuring the Server Operating System.*
- *The client is responsible for installing .Net 4.5 on all servers and workstations.*
- *The client is responsible for acquiring, configuring, and implementing any database backup plans.*
- *The client is responsible for testing the integrity of their backups on a regular basis.*

Web Server Specifications for Laserfiche Web Components (Public Portal and/or Web Access)*:

CPU	Xeon 2.4 GHz or faster
Memory	Minimum 3 GB or greater (Server 2008); 4 GB or greater (Server 2012)
Operating System	Windows Server 2008 or above
Web Server	Microsoft IIS 7.0 (Windows Server 2008); Microsoft IIS 7.5 (Windows Server 2008 R2); Microsoft IIS 8.0 (Windows Server 2012)
Network Protocol	TCP/IP
Browser	Internet Explorer 9.0 and higher recommended
Framework	.NET 4.5 (Client responsible for installing .NET 4.5 on server)
CD-ROM Drive	For installation purposes
NIC	For network connectivity
Network Licenses	Laserfiche uses one Windows license for each Laserfiche user
Back-ups	Installed backup agent for existing back-up system

**If you anticipate high usage from the Laserfiche Web components (Web Access or Public Portal), we advise the Web Server be a separate server. If you anticipate a relatively low number of users of the Web components, you could install the Web Server on the same server as the Laserfiche server software. If you have any questions on your specific situation, please contact your General Code representative.*

For any of the Laserfiche Web-based components (e.g., Web Access, WebLink/Public Portal, Laserfiche Forms Portal), if the client desires to enable website security via SSL, the client is responsible for acquiring, installing, configuring and maintaining that certificate.

Web Browsers:

Products	IE6-9	IE10	IE11	FF2-4	FF4+	Safari 4+	Chrome 6+	Blackberry	Opera
Web Administration Console 9.0	x (8 and 9 only)	x	x	x (not 2)	x	x	x		
Web Access 9.0	x (not 6)	x	x	x	x	x	x		
Web Access 9.0 Light	x	x		x	x	x	x	x	x
Web Access 8.3	x			x	x	x	x		
Web Access 8.3 Light	x			x	x	x	x	x	x
Web Access 8.2	x			x	x	x	x		
Web Access 8.2 Light	x			x	x	x	x	x	x
WebLink 8.2	x	x	x	x	x	x	x	x	x
Agenda Manager 8.0.2	x								
Forms 9 administrative pages	x (9 only)	x	x		x (12+)		x		
Forms 9 publicly available pages	x (7+)	x	x	x (3.5+)	x	x	x		x

Internet Explorer 6 and 7 users should install Microsoft security update 947864 (MS08-024).

Mobile Operation Systems:

Products	iOS 4	iOS 5	iOS 6	iOS 7	Android 2.3+
Laserfiche Mobile 8.2 to 8.2.2	x	x	x		
Laserfiche Mobile 8.2.3+		x	x		
Laserfiche Mobile 9.0		x	x	x (9.0.1)	
Laserfiche Mobile 9.1		x	x	x	x

Mobile Hardware:

Products	iPhone 3GS	iPhone 4/4S	iPhone 5	iPad 1	iPad 2	iPad 3	iPad 4	iPad mini
Laserfiche Mobile 8.2 to 8.2.4	x	x		x	x	x		
Laserfiche Mobile 8.2.5+	x	x	x	x	x	x	x	x
Laserfiche Mobile 9.0	x	x	x	x (not recommended)	x	x	x	x
Laserfiche Mobile 9.1		x	x	x (not recommended)	x	x	x	x

Full User / Scanner Workstation:

CPU	Dual core 2.8 GHz or faster recommended
Minimum memory	3 GB or greater (Vista/Windows 7); 4 GB or greater (Windows 8, Windows 10)
Operating System	Supported: Microsoft Windows Vista Business, Windows 7, Windows 8, Windows 10
Network Protocol	TCP/IP
Browser	Internet Explorer 9.0 and higher recommended
Hard Drive	Hard drive running at a minimum of 7,200 rpm 3 GB of free disk space for software and temporary files created during scanning
DVD/CD-ROM Drive	For installation purposes
Framework	.NET 4.5 (Client responsible for installing .NET 4.5 on workstations)
NIC	Access to the network server running Laserfiche
Monitor	17" monitor or better recommended for optimal viewing
USB Port or SCSI Controller	Available USB 2 port for scanner connection if the scanner will support a USB connection <i>or</i> Adaptec 2930 or 2940 SCSI Controller and Cable

"Light" User Workstation (e.g., primarily retrieval user):

CPU	Pentium IV 2GHz or better recommended
Memory	Operating System minimum or greater
Operating System	Supported: Microsoft Windows Vista Business, Windows 7, Windows 8, Windows 10
Network Protocol	TCP/IP
Browser	Internet Explorer 9.0 and higher recommended
Hard Drive	At least 1 GB of free disk space
DVD/CD-ROM Drive	For installation purposes
Framework	.NET 4.5 (Client responsible for installing .NET 4.5 on workstations)
NIC	Access to the network server running Laserfiche
Monitor	17" monitor or better recommended for optimal viewing

APPENDIX B – INSTALLATION, TRAINING AND SUPPORT

Pre-Installation Teleconference and Technical Review

Prior to the on-site installation and training, one of General Code's technicians will work with your technical staff or consultant to review the hardware and other technical requirements and ensure that all hardware is ready for the installation. We will also work with your designated contact person to establish the agenda for the on-site days.

Customized, Hands-On Training

General Code provides practical hands-on training sessions to ensure that your users keep pace with "best practices" and that your Laserfiche system continues to provide your organization with the maximum efficiencies possible. Our training experts will come on-site to your facility and provide thorough training for your staff with manuals customized to your specific system and needs. Whether you are a new Laserfiche user or an existing user seeking refresher training, we pride ourselves on maintaining a team of trainers who can relate to users at any level of expertise.

Our standard Laserfiche user training covers the basic functions of the program and provides you with the necessary skills to put the system into immediate use. Based on the file organization and file naming structures that were determined by your organization, the training covers input, search and manipulation features using your documents to address file-organization and file-naming structures

Administrator Training covers the system administrative functions and typically takes place throughout the on-site sessions, as appropriate.

Laserfiche Software Assurance Plan (LSAP)

LSAP is renewable on an annual basis and was created to deliver critical program updates and provide on-going technical support for your Laserfiche document management system. With LSAP you will always be confident that you are receiving the very best performance and quality possible.

TECHNICAL SUPPORT

Technical Support covers all questions that might arise with your Laserfiche system should a technical issue arise. Technical Support covers the installation of software patches and minor upgrades, as appropriate.

The first line of technical support is via telephone, using our toll-free number (855-436-5500) or via e-mail at lfsupport@generalcode.com. With Basic LSAP service, technical support requests not immediately addressed will be acknowledged within 8 business hours, with the majority of response times within 2 hours. General Code's support technician will discuss the issue with you. If there are more detailed diagnostics needed, the technician will log into your system remotely, using the Internet. In this way, the technician can see what the user is seeing, do diagnostics, and generally remedy the situation remotely during this initial contact. In situations that require additional research or work by the technician, we will let you know what still needs to be done, along with a timeframe for getting back to you. You will also receive a Case number for future reference. By providing remote diagnostics and remediation to our clients, we can provide you with quick resolution of your issues to keep you up and running.

SOFTWARE PATCHES AND UPGRADES:

In addition to receiving technical support, customers with a current LSAP contract will receive **critical program updates within the current version of Laserfiche**. This is extremely important because Laserfiche is continuously improved to be even more powerful and efficient. You will receive routine system updates released by the manufacturer after a period of additional General Code in-house testing, as applicable. These patches and software upgrades are available for download at our FTP site. Customers are given the option of applying the patches themselves or having one of our Laserfiche technicians apply the patch remotely.

There is no additional cost for the installation of minor software updates or patches (typically called 'point releases'). Major software updates (typically called 'version releases') may have associated service charges to install, upgrade, or to migrate your Laserfiche software to the new major release level. Related training on new functionality of the upgraded software may also have associated service charges. Any additional charges will be outlined and quoted to you in advance.

Services covered under LSAP:

-
- Remote troubleshooting and repair to the best of our ability of any errors generated by Laserfiche
 - Remote troubleshooting and repair to the best of our ability any Laserfiche functionality that is not working
 - Provide and remotely apply minor patches/point releases on an as needed basis
 - Respond to request calls within 8 business hours, if not immediately
 - Provide technical support between the hours of 8:00 AM - 5:00 PM EST
 - Provide access to all major and minor patches provided by Compulink Laserfiche
 - Access to TIPS and FAQs on the General Code website
 - User group meetings
 - Access to Laserfiche's knowledgebase
 - Regular newsletters - Laserfiche & The Decoder
 - Access to webinars

Services not covered under LSAP:

-
- Training - New user or refresher training - either on-site or remote
 - Repair of damaged databases
 - Establishment of SQL maintenance plan
 - Addition of custom features or functionality to the software
 - Support or troubleshooting of third party software
 - Faults or problems caused by unauthorized access to configuration information or changes to components by the user or a third party.
 - Installation, Migration, Upgrading of software related to major software releases
 - Problems or faults caused by use of the product outside its normal operating conditions.

- On-site technical support, unless it is specifically included as part of the selected Agreement or funded by the Customer on a per-day basis as part of a signed Change Order.
- On-site consulting or training, unless it is specifically included as part of the selected Agreement or funded by the Customer on a per-day basis as part of a signed Change Order.

Customer's Obligation:

- To maintain appropriate backups of the Laserfiche database and associated files.
- To contact General Code prior to implementing significant network changes that has the potential to impact the Laserfiche system. Some examples are, operating system changes on either the server or PC, replacement of existing PCs or server(s), and changes in network configurations, such as server name, IP address or workgroup on PCs.
- To have Internet access on the Laserfiche server and all workstations where the Laserfiche client is installed and be willing to allow our Support Technicians remote access to the Customer's Laserfiche system via GoToAssist or other acceptable remote access tool.
- To designate an IT contact and to provide the name, phone number and e-mail address on the registration form.
- To describe technical issues completely in order to provide General Code's Support Technician sufficient information to be able to diagnose and reproduce the problem, including any identified error codes.

APPENDIX C – REFERENCES

The following references are current General Code clients who have completed similar projects. Please feel free to contact anyone on the list.

Town of Bar Harbor, ME
Steve Cornell, IT
(207) 288-1799



Town of Mount Desert

Durlin E. Lunt, Town Manager
21 Sea Street, P.O. Box 248
Northeast Harbor, ME 04662-0248

Telephone 207-276-5531 Fax 207-276-3232
Web Address www.mtidesert.org
manager@mtidesert.org

To: Board of Selectmen

From: Durlin E. Lunt

Date: September 1, 2017

Subject: Personnel Policy Revisions

There are two minor revisions that need to be made to our personnel policy. These are clarifications to actions already approved by your board.

Section 6.7 clarifies that the dates to be used for the Consumer Price index annual review for salary adjustments.

Section 7.1.1 verifies that the HRA for health insurance applies to non-union employees as well as union employees. This language is contained in the union contract but is not currently in the personnel policy.

be calculated at the regular rate at the time of termination or separation.

6.4.4 Responsibility for Overtime Work - Employees may be required to work overtime when the needs of the Town so dictate. Any overtime must be approved in advance by the employee's supervisor.

6.5 CALL-IN PAY

Hourly employees called to work outside their regular shift shall receive a minimum call-in pay of two (2) hours at time and one-half (1.5).

6.5.1 Any hours annexed to the ending of the work shift shall not be considered call-in.

6.5.2 ON CALL FOR COURT PAY

Employees who are placed on call for employment related court cases shall be paid 1 hour of straight time for every 3 hours they are on call. Employees will be assured a minimum of 1 hour straight pay when they are placed on call regardless of the duration of the on call for court status.

6.6 UNEMPLOYMENT COMPENSATION

This is pay provided by the State when you are unemployed but seeking employment. Meeting specific eligibility requirements are defined by the State. Please contact the local Unemployment Office for details.

6.7 SALARY & WAGE SCALE ADJUSTMENTS

6.7.1 Wages shall be evaluated and if adjustments are made, they will be made at the beginning of each fiscal year.

- The Town's non-union full time employees are compensated by hourly wages and annual salaries depending upon the specific employee's position with the Town. These hourly wages and annual salaries are referred to as the "Town's pay scale".
- Beginning July 1, 2016, the Town's pay scale shall be increased by 2% (two-percent).
- On July 1, 2017, the Town's pay scale shall be increased by 3% (three-percent).
- Beginning in FY-19 and continuing for subsequent fiscal years, the Town's pay scale shall be reviewed against the U.S. Department of Labor, Consumer Price Index, CPI-I, U.S. City Average Unadjusted ~~using the most recently published report~~ Using the report dated December 2017 which reflects the change for the previous twelve months
- Regardless of the CPI-U, the town's pay scale shall be increased by a minimum of one-and-one-half percent (1.5%) annually. This increase can be greater than one-and-one-half percent (1.5%) depending upon, for example, the CPI-U and results of

7.0 GROUP BENEFITS

The terms of all benefits from policy to policy are determined by the independent contractual provider of services. See informational brochures or provider representatives for specific details or questions.

7.1 GROUP MEDICAL INSURANCE

The Town pays the full single employee cost of the Maine Municipal Association benefit plan. The cost of any coverage beyond single coverage will be shared with the town paying 85% of the premium and the employee paying 15% of the premium. The employee contributions shall be made by payroll deductions. Qualified domestic partners may participate at their own cost.

7.1.1 Effective July 1, 2016 employees will move to the MEMEHT PPO-1500 plan. As part of the move to the PPO 1500 plan, the Town will implement a Health Reimbursement Arrangement (HRA) which will reimburse employees for the difference in Out Of Pocket Maximum Costs e.g. Deductible plus Co-Insurance between the POS-200 plan and the PPO 1500 plan. Employees are responsible for paying their own Copays

7.2 MAINE STATE GROUP LIFE INSURANCE

Group life insurance through the Maine State Retirement office is available through payroll deduction, at the employee's expense. Benefits are keyed to annual salary level. Optional dependent coverage is also available.

7.3 MAINE MUNICIPAL ASSOC. GROUP LIFE INSURANCE

Term life insurance for employees themselves is provided equal to basic salary through Maine Municipal Association at no cost to the employee. Additional coverage for employee, spouse and family is available at employee expense.

7.4 DISABILITY PROTECTION

Income protection insurance, covering non-occupationally incurred disabilities, is available to employees upon commencement of their employment, at their own expense.

7.5 OPTIONAL INSURANCE

Cancer and intensive care insurance with an independent third party carrier is available to full-time regular employees through payroll deduction, at their own expense

7.6 SECTION 125

A Section 125 plan is available at employee's expense.

TREASURER'S WARRANTS

Warrants for BOS Agenda:

BOS Agenda:

09/18/17

	Description	#	Date	Amount
A. Warrants to be Approved and Signed:				
	Town Invoices	AP1816	9/18/2017	\$ 180,924.75
B. Authorized Warrants to be Signed:				
(Prior Electronic or Manual Authorization)				
	Town State Fees & P/R Benefits	AP1814	09/07/17	\$ 61,324.18
		AP1815	09/13/17	\$ 4,429.00
	Town Payroll	PR1805	09/08/17	\$ 106,377.78
C. Warrants to be Acknowledged:				
	School Invoices	3	09/06/17	\$ 18,398.10
	School Payroll	6	09/15/17	\$ 75,846.66
TOTAL WARRANTS FOR BOS MEETING				<u>\$ 447,300.47</u>

TOWN OF MOUNT DESERT
ACCOUNTS PAYABLE WARRANT

WARRANT AP# 1816

CHECK DATE: September 18, 2017

CHECK NUMBER:	<u>307445</u>	through	<u>307505</u>	\$ <u>102,302.46</u>	Check payments
CHECK NUMBER:	<u>N/A</u>	through	<u>N/A</u>	\$ -	Electronic payments
EFT NUMBER:	<u>502</u>	through	<u>512</u>	\$ <u>78,622.29</u>	ACH Payments
EFT or CK NUMBER:	<u>480</u>		<u>490</u>	\$ -	Voided Checks

TOTAL DISBURSEMENTS: \$ 180,924.75

This is to certify that there is due and chargeable to the appropriations listed above
the sum set against each name and you are directed to pay unto the parties
named in this schedule.

Selectmen:

John B Macauley, Chairman

Martha T Dudman

Matthew J Hart, Vice Chairman

James F Mooers

Wendy H Littlefield, Secretary



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Town of Mount Desert
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 100 10100 TYPE VENDOR NAME Cash
CHECK NO CHK DATE

CASH ACCOUNT	CHECK NO	CHK DATE	TYPE VENDOR NAME	INVOICE	INVOICE DTL DESC	INV DATE	PO	WARRANT	NET
502	09/18/2017	EFT	2097 TOWN OF BAR HARBOR	2837	09/01/2017 504 August 2017 Admin Asset	09/01/2017 504	AP1816		2,044.00
		Invoice: 2837		2,044.00	1440110 54534 PD ADMIN ASSIST (BH)				
		Invoice: 2838	TOWN OF BAR HARBOR	2838	09/01/2017 504 August 2017 Mutual Aid	09/01/2017 504	AP1816		5,092.25
				2,779.33	1440110 51500 299 OT-MA BHPD TO MDPD				
				80.64	1440800 51500 299 OT-MA BHPD TO MDPD				
				1,187.82	2140117 51500 299 OT-MA BHPD OUI				
				1,044.46	2140180 51505 MUTUAL AID OT-USE 2140175				
								502 TOTAL:	7,136.25
503	09/18/2017	EFT	76 BROWNS COMMUNICATIONS INC	32854	09/01/2017 522 WW Paging Service-EM	09/01/2017 522	AP1816		269.40
		Invoice: 32854		269.40	1550552 54260 TECHNICAL SVCS				
		Invoice: 32889	BROWNS COMMUNICATIONS INC	32889	09/13/2017 586 Radio Upgrade MDI LE Frequency	09/13/2017 586	AP1816		14,456.75
				14,456.75	4040800 24406 CM Dispatch Capital Reserve				
								503 TOTAL:	14,726.15
504	09/18/2017	EFT	116 CIVIL ENGINEERING SERVICES INC	20172472	08/27/2017 528 services through 073017	08/27/2017 528	AP1816		16,750.00
		Invoice: 20172472		16,750.00	3000039 57710 Construction-Budget				
		Invoice: 826776	792 COASTAL ENERGY	826776	08/29/2017 521 LP Gas for Sea St PS-EM	08/29/2017 521	AP1816		9.43
				9.43	1550666 53400 HEATING FUEL				
								504 TOTAL:	16,750.00
506	09/18/2017	EFT	148 DELL MARKETING LP	10170299905	06/05/2017 MONITOR 24" - TM OFFICE	06/05/2017	AP1816		138.69
		Invoice: 10170299905		138.69	1220110 53100 COMPUTER SUPPLIES				
		Invoice: 10181398883	DELL MARKETING LP	10181398883	07/29/2017 492 CSR Collections Computer	07/29/2017 492	AP1816		110.49
				110.49	1220110 53100 COMPUTER SUPPLIES				
		Invoice: 10177765883	DELL MARKETING LP	10177765883	06/18/2017 docking station, router and adpater	06/18/2017	AP1816		1,280.84
				1,280.84	1440110 57200 EQUIPMENT-VEHICLES				
			DELL MARKETING LP	10175143070	06/18/2017 docking station, router and adpater	06/18/2017	AP1816		1,923.25



INVOICE	INVOICE	INV DATE	PO	WARRANT	NET
Invoice: 10175143070	1,923.26 1440110 57200	LATITUDE 5414 EQUIPMENT-VEHICLES			
Invoice: 10173833116	10173833116	06/20/2017		AP1816	123.18
Invoice: 10173388070	123.18 1440110 55400	KEYBOARD GEN REPAIRS & MAINT			
Invoice: 10171873446	10173388070	06/13/2017		AP1816	138.69
Invoice: 10171873446	138.69 1440110 57400	DELL 24 MONITOR EQUIP-TECH HARDWARE			
Invoice: 10172107470	10171873446	05/17/2017		AP1816	438.06
Invoice: 10185032122	438.06 1440330 57100	DOCKING STATION - LATITUDE 12 EQUIPMENT			
Invoice: 10172107470	10172107470	06/04/2017		AP1816	349.97
Invoice: 10185032122	349.97 1440330 57100	HAVIS FIXED ADAPTER PLATE EQUIPMENT			
Invoice: 10185032122	10185032122	08/17/2017 551		AP1816	3,185.11
Invoice: 10185032122	3,185.11 1440330 57400	New Laptop Setup for E4 EQUIP-TECH HARDWARE			
Invoice: 10185032122	506 TOTAL:	CHECK		506 TOTAL:	7,688.29
Invoice: 10185032122	507 TOTAL:	CHECK		507 TOTAL:	598.43
Invoice: 10185032122	598.43 6010100 53220	09/13/2017 585 cleaning supplies CLEANING SUPPLIES		AP1816	598.43
Invoice: 10185032122	598.43 6010100 53220	09/13/2017 585 cleaning supplies CLEANING SUPPLIES			
Invoice: 10185032122	507 TOTAL:	CHECK		507 TOTAL:	598.43
Invoice: 10185032122	23,433.77 1551500 55501	08/31/2017 548 emr tip fee ts TIPPING FEE EMR		AP1816	23,433.77
Invoice: 10185032122	23,433.77 1551500 55501	08/31/2017 548 emr tip fee ts TIPPING FEE EMR			
Invoice: 10185032122	508 TOTAL:	CHECK		508 TOTAL:	23,433.77
Invoice: 10185032122	083117	08/31/2017 531 Econ Dev Consultant CONSULTANT-DIRECTOR TRAVEL		AP1816	3,744.51
Invoice: 10185032122	3,564.75 1770100 54970 179.76 1770100 56100	08/31/2017 531 Econ Dev Consultant CONSULTANT-DIRECTOR TRAVEL			
Invoice: 10185032122	509 TOTAL:	CHECK		509 TOTAL:	3,744.51
Invoice: 10185032122	0817 FD	08/31/2017 571 Ice for training GENERAL SUPPLIES		AP1816	5.97
Invoice: 10185032122	5.97 1440330 53110	08/31/2017 571 Ice for training GENERAL SUPPLIES			
Invoice: 10185032122	509 TOTAL:	CHECK		509 TOTAL:	3,744.51



INVOICE DTL DESC	INVOICE	INV DATE	PO	WARRANT	NET
Invoice: 0817 HWY MAIN STREET VARIETY 137.70 1550100 53710	0817 HWY	08/31/2017	530	AP1816	137.70
Vehicle Fuel HWY-EM 56.3 GAL VEHICLE FUEL					
Invoice: 0817 WW MAIN STREET VARIETY 431.27 1550552 53710	0817 WW	08/31/2017	530	AP1816	431.27
Vehicle Fuel WW-EM 173.3 GAL VEHICLE FUEL					
Invoice: 0817 B&G MAIN STREET VARIETY 237.13 1552000 53710	0817 B&G	08/31/2017	530	AP1816	237.13
Vehicle Fuel HWY/B&G/WW-EM VEHICLE FUEL					
511 09/18/2017 EFT Invoice: 9877 538 NORTHEAST PLUMBING & HEATING INC. 9877 1,083.39 1440330 55200 433		08/31/2017	552	AP1816	1,083.39
New Hot Water Tank for Stat.#3 BLDG REPAIR & MAINT-S3 SV					
512 09/18/2017 EFT Invoice: 167 1856 TERRY'S TANK LLC 2,640.00 1550552 54610	167	08/31/2017	489	AP1816	2,640.00
Sludge Hauling NEH-EM SLUDGE DISPOSAL					
307445 09/18/2017 PRD Invoice: 109245 2262 ACADIA FUEL LLC 34.69 6010100 53400	109245	09/04/2017	546	AP1816	34.69
lp gas harbormaster 37.3 GAL HEATING FUEL					
307446 09/18/2017 PRD Invoice: 109244 2263 ACADIA FUEL LLC 263.28 1550100 53400	109244	09/04/2017	567	AP1816	263.28
Propane bj HEATING FUEL					
307447 09/18/2017 PRD Invoice: 108928 2261 ACADIA FUEL LLC 145.91 6010100 53400	108928	08/25/2017	485	AP1816	145.91
yachtsmen lp gas 140.3 GAL HEATING FUEL					
Invoice: 109235 ACADIA FUEL LLC 26.04 6010100 53400	109235	09/04/2017	545	AP1816	26.04
lp gas harbormaster 28 GAL HEATING FUEL					



CASH ACCOUNT: 100 10100 Cash
CHECK NO CHK DATE TYPE VENDOR NAME INVOICE INVOICE DTL DESC INV DATE PO WARRANT NET

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INVOICE DTL DESC	INV DATE	PO	WARRANT	NET
CHECK 307447 TOTAL: 171.95									
307448	09/18/2017	PRTD	29 ALVAH BARGE SERVICE INC	6132		08/23/2017	575	AP1816	295.00
				295.00	6010400 57123	some no wake buoy work CHANNEL BUOY SVCS			
CHECK 307448 TOTAL: 295.00									
307449	09/18/2017	PRTD	1001 AMERICAN CONCRETE INDUSTRIES	183129		08/22/2017	512	AP1816	309.00
				309.00	1550100 53740	riser bj STORM WATER SUPPLIES			
CHECK 307449 TOTAL: 309.00									
307450	09/18/2017	PRTD	1983 AT&T MOBILITY	09062017		08/28/2017	558	AP1816	180.32
				180.32	1440330 55130	Cell Phone Bill for Fire Trcks CELL PHONES			
CHECK 307450 TOTAL: 180.32									
307451	09/18/2017	PRTD	1982 AT&T MOBILITY	09062017		08/28/2017	544	AP1816	62.07
				62.07	6010100 55130	cell phone CELL PHONE			
CHECK 307451 TOTAL: 62.07									
307452	09/18/2017	PRTD	1937 AT&T MOBILITY	09062017		08/28/2017	576	AP1816	215.91
				215.91	1440110 55130	Cruiser Data Modems Aug. 2017 CELL PHONES			
CHECK 307452 TOTAL: 215.91									
307453	09/18/2017	PRTD	1984 AT&T MOBILITY	09062017		08/28/2017	568	AP1816	668.25
				400.00	1550100 55130	cell phone bill bj CELL PHONES			
				200.00	1550552 55130	CELL PHONES			
				68.25	1551500 55130	CELL PHONES			
CHECK 307453 TOTAL: 668.25									
307454	09/18/2017	PRTD	1985 ILLINOIS BELL TELEPHONE COMPANY	09062017		08/28/2017		AP1816	104.17
				62.93	1220550 55130	CELL AND DATA SERVICE THROUGH 082817			
				41.24	1221000 55140	87949 CELL PHONES EMAIL/INTERNET			

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Town of Mount Desert
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 100
CHECK NO 10100
CHK DATE 10100
TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INVOICE	INVOICE	INVT DATE	PO	WARRANT	NET
INVOICE DTL DESC	INVOICE DTL DESC	INVOICE DTL DESC	INVOICE DTL DESC	INVOICE DTL DESC	INVOICE DTL DESC	INVOICE DTL DESC	INVOICE DTL DESC	INVOICE DTL DESC	INVOICE DTL DESC	INVOICE DTL DESC
307455	09/18/2017	PRTD	59 B C M CONSTRUCTION INC	217431	217431	217431	09/06/2017	566	AP1816	2,450.00
			Invoice: 217431	2,450.00	1551500	55560	container recycling vj PROCESSING SVCS			
							CHECK 307455 TOTAL: 2,450.00			
307456	09/18/2017	PRTD	1915 BEAUREGARD EQUIPMENT INC	IB31570A	IB31570A	IB31570A	08/28/2017	509	AP1816	39.95
			Invoice: IB31570A	39.95	1550100	55400	BACK-HOE BUMPER AL GEN REPAIRS & MAINT			
							CHECK 307456 TOTAL: 39.95			
307457	09/18/2017	PRTD	75 F T BROWN CO	C27957	C27957	C27957	08/01/2017	488	AP1816	53.76
			Invoice: C27957	53.76	6010100	55222	hose and sprinkler LANDSCAPING SVCS			
							CHECK 307455 TOTAL: 53.76			
							CHECK 307456 TOTAL: 2.99			
							CHECK 307457 TOTAL: 71.78			
							CHECK 307458 TOTAL: 11.99			
							CHECK 307459 TOTAL: 2.79			
							CHECK 307460 TOTAL: 47.64			
							CHECK 307461 TOTAL: 18.99			
							CHECK 307462 TOTAL: 60.96			
							CHECK 307463 TOTAL: 7.59			

CHECK 307454 TOTAL: 104.17



4 Year ERP Solution



INVOICE DTL DESC	INV DATE	PO	WARRANT	NET
Batteries, Paint supplies-EM OTHER EQUIPMENT	08/17/2017	529	AP1816	2.79
Batteries, Paint supplies-EM UNIFORMS	08/09/2017	529	AP1816	31.99
Batteries, Paint supplies-EM UNIFORMS	08/12/2017	529	AP1816	31.99
Batteries, Paint supplies-EM OTHER EQUIPMENT	08/29/2017	529	AP1816	52.83
Batteries, Paint supplies-EM MISC-MATERIALS	08/21/2017	529	AP1816	15.99
Batteries, Paint supplies-EM MISC-MATERIALS	08/21/2017	529	AP1816	24.74
Batteries, Paint supplies-EM MISC-MATERIALS	08/28/2017	529	AP1816	9.99
Batteries, Paint supplies-EM BLDG REPAIR & MAINT	08/09/2017	529	AP1816	38.99
Batteries, Paint supplies-EM BLDG REPAIR & MAINT	08/21/2017	529	AP1816	7.98
CHECK 307457 TOTAL:				495.78
patrol boat gas 67.6 gal VEHICLE FUEL	08/02/2017	520	AP1816	256.20
Dyed Diesel 13.1 gal VEHICLE FUEL	08/03/2017	520	AP1816	35.36
patrol boat gas 2.5 gal VEHICLE FUEL	08/05/2017	520	AP1816	9.60

Invoice: C28885 F T BROWN CO 2.79 1550552 53900 C28885 11820 6010100 53710 11835 6010100 53710 11885 6010100 53710

Invoice: C28412 F T BROWN CO 31.99 1550100 53800 C28412 11820 6010100 53710 11835 6010100 53710 11885 6010100 53710

Invoice: C28612 F T BROWN CO 31.99 1550100 53800 C28612 11820 6010100 53710 11835 6010100 53710 11885 6010100 53710

Invoice: B27955 F T BROWN CO 52.83 1550552 53900 B27955 11820 6010100 53710 11835 6010100 53710 11885 6010100 53710

Invoice: B27476 F T BROWN CO 15.99 1550100 53730 B27476 11820 6010100 53710 11835 6010100 53710 11885 6010100 53710

Invoice: C29098 F T BROWN CO 24.74 1550100 53730 C29098 11820 6010100 53710 11835 6010100 53710 11885 6010100 53710

Invoice: B27883 F T BROWN CO 9.99 1550100 53730 B27883 11820 6010100 53710 11835 6010100 53710 11885 6010100 53710

Invoice: B26723 F T BROWN CO 38.99 1552000 55200 B26723 11820 6010100 53710 11835 6010100 53710 11885 6010100 53710

Invoice: C29100 F T BROWN CO 7.98 1552000 55200 C29100 11820 6010100 53710 11835 6010100 53710 11885 6010100 53710

307458 09/18/2017 PRTD 117 CLIFTON DOCKS LLC 11820 6010100 53710 11835 6010100 53710 11885 6010100 53710

Invoice: 11835 CLIFTON DOCKS LLC 35.36 6010100 53710 11835 6010100 53710 11885 6010100 53710

Invoice: 11885 CLIFTON DOCKS LLC 9.60 6010100 53710 11885 6010100 53710



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Town of Mount Desert
A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 100
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10100 Cash
10100

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CASH ACCOUNT: 100	CHK DATE	TYPE	VENDOR NAME	INVOICE	INVOICE DTL DESC	INV DATE	PO	WARRANT	NET
Invoice: 11967			CLIFTON DOCKS LLC	11967	patrol boat gas 2 gal VEHICLE FUEL	08/09/2017	520	AP1816	7.68
Invoice: 12020			CLIFTON DOCKS LLC	12020	Dyed Diesel 3.8 gal VEHICLE FUEL	08/11/2017	520	AP1816	10.37
Invoice: 12069			CLIFTON DOCKS LLC	12069	patrol boat gas VEHICLE FUEL	08/13/2017	520	AP1816	26.47
Invoice: 12089			CLIFTON DOCKS LLC	12089	patrol boat gas 5 gal VEHICLE FUEL	08/14/2017	520	AP1816	19.20
Invoice: 12258			CLIFTON DOCKS LLC	12258	patrol boat gas 2.3 gal VEHICLE FUEL	08/21/2017	520	AP1816	8.83
Invoice: 12307			CLIFTON DOCKS LLC	12307	Dyed Diesel 9.8 gal VEHICLE FUEL	08/24/2017	520	AP1816	26.73
Invoice: 12322			CLIFTON DOCKS LLC	12322	patrol boat gas 1.9 gal VEHICLE FUEL	08/24/2017	520	AP1816	7.30
Invoice: 12481			CLIFTON DOCKS LLC	12481	patrol boat gas 2 gal VEHICLE FUEL	08/25/2017	520	AP1816	7.96
CHECK 307458 TOTAL:									415.70
307459 09/18/2017 PRPD			136 CURTIS FAMILY SHOE STORE	19200	Boots for John Littlefield-EM UNIFORMS	08/21/2017	490	AP1816	116.96
Invoice: 19200				116.96 1550552	53800				
Invoice: 21314			CURTIS FAMILY SHOE STORE	21314	saftey boots bj UNIFORMS	08/17/2017	495	AP1816	80.95
CHECK 307459 TOTAL:									197.91
307460 09/18/2017 PRPD			2320 DIAGLE LAW GROUP LLC	3055	Use of Force Summit Training - TRAINING	09/05/2017	505	AP1816	695.00
Invoice: 3055				695.00 1440110	54100				



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Town of Mount Desert
A/P CASH DISBURSEMENTS JOURNAL

P 8
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CASH ACCOUNT: 100
CHECK NO CHK DATE TYPE VENDOR NAME

INVOICE INVOICE INV DATE PO WARRANT NET
INVOICE DTL DESC CHECK 307460 TOTAL: 695.00

307461 09/18/2017 PRTD 162 DOWNEAST GRAPHICS & PRINTING 28856 08/31/2017 515 AP1816 688.82
Invoice: 28856 envelopes and mooring agreemen

688.82 6010100 53000 OFFICE SUPPLIES
CHECK 307461 TOTAL: 688.82

307462 09/18/2017 PRTD 2391 ELIZABETH DUPUIS RE2295 REFUND 09/08/2017 AP1816 720.00
Invoice: RE2295 REFUND OVERPAYMENT ON 2295RE

720.00 100 12019 RE Taxes-2019
CHECK 307462 TOTAL: 720.00

307463 09/18/2017 PRTD 194 ELLSWORTH AMERICAN INC 0817 08/31/2017 499 AP1816 243.83
Invoice: 0817 Recruitment MEO

243.83 1220110 52720 RECRUITMENT
CHECK 307463 TOTAL: 243.83

307464 09/18/2017 PRTD 196 ELLSWORTH BUILDER SUPPLY INC 112472604-01 08/30/2017 513 AP1816 39.86
Invoice: 112472604-01 rolled roofing by

39.86 1552000 55400 GEN REPAIRS & MAINT
CHECK 307464 TOTAL: 39.86

307465 09/18/2017 PRTD 197 ELLSWORTH CHAINSAW INC 65753 08/30/2017 494 AP1816 69.98
Invoice: 65753 ear protection by

69.98 1550100 55400 GEN REPAIRS & MAINT
CHECK 307465 TOTAL: 69.98

307466 09/18/2017 PRTD 1842 EMERA MAINE 10057336-1 082417 08/24/2017 519 AP1816 37.80
Invoice: 10057336-1 082417 Bartlett power 149 kwh

37.80 6010300 55010 ELECTRICITY
CHECK 307466 TOTAL: 37.80

Invoice: 10057340-9 082817 EMERA MAINE 10057340-9 082817 08/28/2017 555 AP1816 118.54
Stat.#2 Monthly Electric Bill 671 kwh

118.54 1440330 55010 432 ELECTRICITY-S2 SH
CHECK 307467 TOTAL: 118.54

Invoice: 10057348-6 082117 EMERA MAINE 10057348-6 082117 08/21/2017 554 AP1816 157.56
Stat.#3 Monthly Electric Bill 819 kwh

157.56 1440330 55010 433 ELECTRICITY-S3 SV
CHECK 307468 TOTAL: 157.56

Invoice: 10057332-2 083017 EMERA MAINE 10057332-2 083017 08/30/2017 574 AP1816 43.20
seal power

43.20 083017 574 seal power
CHECK 307469 TOTAL: 43.20



INVOICE DTL DESC

ELECTRICITY

090517 09/05/2017 578 AP1816

marina power 9720 kwh

ELECTRICITY

CHECK 307466 TOTAL: 1,333.96

08/27/2017 498 AP1816

Telephone Charge Admin

TELEPHONE-USAGE

CHECK 307467 TOTAL: 293.19

08/27/2017 496 AP1816

E911 Telephone Charge

TELEPHONE-USAGE

CHECK 307468 TOTAL: 47.03

09/04/2017 570 AP1816

Telephone OC WWTP

TELEPHONE-USAGE

CHECK 307469 TOTAL: 73.74

08/27/2017 497 AP1816

Telephone Charge SH WWTP

TELEPHONE-USAGE

CHECK 307470 TOTAL: 82.64

09/04/2017 572 AP1816

Telephone Somesville WWTP

TELEPHONE-USAGE

CHECK 307471 TOTAL: 47.03

08/23/2017 510 AP1816

tools bj

GEN REPAIRS & MAINT

MEELS39562

153.96 1550100 55400

MEELS39515

353.98 1550100 55400

FASTENAL COMPANY

Invoice: MEELS39515

08/21/2017 537 AP1816

SHOP TOOLS AL

GEN REPAIRS & MAINT

MEELS39515

353.98 1550100 55400

FASTENAL COMPANY

Invoice: MEELS39515



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Town of Mount Desert
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 100 10100
CHECK NO CHK DATE TYPE VENDOR NAME

Cash

INVOICE INVOICE INVOICE INVOICE INVOICE

WARRANT

NET

INVOICE DTL DESC

Invoice: MEELS39564 FASTENAL COMPANY MEELS39564 08/28/2017 564 AP1816 1,555.76
FLAP WHEELS QUICKY SAW BLADES
GEN REPAIRS & MAINT

Invoice: MEELS39642 FASTENAL COMPANY MEELS39642 08/31/2017 565 AP1816 95.28
8 FOOT LEVEL AL
GEN REPAIRS & MAINT

CHECK 307472 TOTAL: 2,158.98

307473 09/18/2017 PRD 215 FIRE TECH & SAFETY OF NEW ENGLAND 166088 AP1816 1,163.50
Invoice: 166088 Equipment Mounts for E2
EQUIPMENT

CHECK 307473 TOTAL: 1,163.50

307474 09/18/2017 PRD 222 R H FOSTER INC 0817 AP1816 1,826.33
Invoice: 0817 17.39 1220770 53710 2701 841.88 ga 2.17 ave
VEHICLE FUEL-08 FORD RANGER
473.82 1440110 53710 4107 VEHICLE FUEL-16 FORD EXP
100.48 1440110 53710 4104 VEHICLE FUEL-13 Ford Intercept
684.12 1440110 53710 4108 VEHICLE FUEL-17 FORD EXP PD
271.27 1440110 53710 4103 VEHICLE FUEL-12 Chev Silverado
188.92 1550100 53710 VEHICLE FUEL
72.94 6010100 53710 VEHICLE FUEL-08 FORD RANGER
17.39 1220660 53710 2701

CHECK 307474 TOTAL: 1,826.33

307475 09/18/2017 PRD 2291 G F JOHNSTON & ASSOCIATES 01111876 AP1816 22,558.50
Invoice: 01111876 Rt 198 MPI Eng ts
Construction-Budget

CHECK 307475 TOTAL: 22,558.50

307476 09/18/2017 PRD 1746 GETCHELL BROS INC 82-702531 AP1816 65.00
Invoice: 82-702531 65.00 6010100 53230 671 ice CONCESSION SUPP-Ice

CHECK 307476 TOTAL: 65.00

307477 09/18/2017 PRD 249 GORHAM SAVINGS & LEASING GRP LLC ME1250-06 0817 AP1816 17,467.01
Invoice: ME1250-06 0817 8,000.00 1550100 55311 bhoe lease 4of5 ts
9,467.01 4050100 24500 LEASE-LOADER
PW Equip Resv



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Town of Mount Desert
A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 100
CHECK NO

10100
TYPE

VENDOR NAME

Cash

WARRANT

INV DATE

PO

NET

307478 09/18/2017 PRD LEANNA H GREENE 2392 307477 TOTAL: 17,467.01

Invoice: RE1828 REFUND 332.12 100 RE1828 REFUND 09/12/2017 AP1816 332.12

REFUND OF OVERPAYMENT RE 1828 RE Taxes-2018 12018

307479 09/18/2017 PRD HARCROS CHEMICALS INC 1064 307478 TOTAL: 332.12

Invoice: 300140736 484.00 1550668 53211 300140736 08/31/2017 524 AP1816 484.00

Bleach for SH-EM CHLORINATION

307480 09/18/2017 PRD HARCROS CHEMICALS INC 2390 307479 TOTAL: 2,924.00

Invoice: 300140787 1,220.00 1550667 53213 300140787 09/05/2017 550 AP1816 1,220.00

caustic ph ts PH CONTROL

307481 09/18/2017 PRD HP INC. 2393 307480 TOTAL: 540.00

Invoice: 59092511 540.00 1440330 55200 431 13399 08/30/2017 527 AP1816 540.00

chairs BLDG REPAIR & MAINT-S1 NE

307482 09/18/2017 PRD THE LANE CONSTRUCTION CORPORATION 699 307481 TOTAL: 1,371.93

Invoice: 1829444 722.00 1550100 53730 735 hma bj 08/31/2017 514 AP1816 722.00

MISC-ALL OTHER

307483 09/18/2017 PRD MACHIAS SAVINGS BANK 1605 307482 TOTAL: 7,417.77

Invoice: RE2573 REFUND 7,417.77 100 RE2573 REFUND 09/08/2017 AP1816 7,417.77

OVERPAYMENT ON 2573RE MUSETTI RE Taxes-2019 12019



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CASH ACCOUNT: 100
CHECK NO CHK DATE TYPE VENDOR NAME 10100 Cash INVOICE INVOICE DATE PO WARRANT NET

INVOICE DTL DESC CHECK 307483 TOTAL: 7,417.77

307484 09/18/2017 PRD 414 HAROLD MACQUINN INC 5263 08/29/2017 511 AP1816 485.43
Invoice: 5263 gravel bj MISC-GRAVEL

307485 09/18/2017 PRD 413 M C M ELECTRIC INC 15182 08/22/2017 484 AP1816 2,650.00
Invoice: 15182 ev wiring ts EQUIPMENT-EVSE

Invoice: 15182CM M C M ELECTRIC INC 15182CM AP1816 -321.34
CREDIT FOR MISC MATERIALS & LABOR 15182 EQUIPMENT-EVSE

307486 09/18/2017 PRD 425 MAINE MUNICIPAL ASSOCIATION 1000153051 08/31/2017 501 AP1816 116.00
Invoice: 1000153051 MMA Convention TRAINING

307487 09/18/2017 PRD 1482 MOMAR INCORPORATED PSI196205 08/30/2017 523 AP1816 2,452.45
Invoice: PSI196205 Great Grape Degreaser-EM ODOR/GREASE CONTROL

307488 09/18/2017 PRD 502 MOUNT DESERT SPRING WATER 99440 0817 08/31/2017 559 AP1816 53.85
Invoice: 99440 0817 Drinking Water OFFICE SUPPLIES

Invoice: 9498 0817 MOUNT DESERT SPRING WATER 9498 0817 08/31/2017 573 AP1816 134.10
Spring water OFFICE SUPPLIES

Invoice: 26567 0817 MOUNT DESERT SPRING WATER 26567 0817 08/31/2017 577 AP1816 96.35
Spring Water Delivery Aug, 201 OFFICE SUPPLIES

Invoice: 4929 0817 MOUNT DESERT SPRING WATER 4929 0817 08/31/2017 569 AP1816 54.65
Office Water OFFICE SUPPLIES

Invoice: 53000 MOUNT DESERT SPRING WATER 53000 54.65 1220110 53000



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CASH ACCOUNT: 100
CHECK NO CHK DATE TYPE VENDOR NAME

10100
CASH
INVOICE INVOICE DATE PO WARRANT
INVOICE DTL DESC

NET

CHECK 307488 TOTAL:

338.95

307489 09/18/2017 PRTRD 435 MAINE TOWN & CITY CLERKS ASSOCIAT 1000152746

Invoice: 1000152746
60.00 1220220 54100
MTCCA Training
TRAINING

AP1816

60.00

307490 09/18/2017 PRTRD 2160 COASTAL AUTO PARTS
Invoice: 811118

811118
40.16 1550100 55400
TR#12 LIGHTS AL
GEN REPAIRS & MAINT

AP1816

40.16

Invoice: 810013
COASTAL AUTO PARTS

810013
11.39 1550100 55400
TR#8 BULBS AL
GEN REPAIRS & MAINT

AP1816

11.39

Invoice: 811603
COASTAL AUTO PARTS

811603
17.69 1550100 55400
SHOP TR WAX AL
GEN REPAIRS & MAINT

AP1816

17.69

Invoice: 810735
COASTAL AUTO PARTS

810735
-123.36 1550100 55400
Return of Oil & Fuel Filters org inv#791164
GEN REPAIRS & MAINT

AP1816

-123.36

Invoice: 813434
COASTAL AUTO PARTS

813434
9.99 1550100 55400
SHOP TRUCK WAX AL
GEN REPAIRS & MAINT

AP1816

9.99

Invoice: 813431
COASTAL AUTO PARTS

813431
21.78 1550100 55400
WORK LIGHT BULB AL
GEN REPAIRS & MAINT

AP1816

21.78

Invoice: 808362
COASTAL AUTO PARTS

808362
92.53 1440330 55100 4307
Filters for T7
VEHICLE REPAIR

AP1816

92.53

Invoice: 814640
COASTAL AUTO PARTS

814640
11.86 1550100 55400
TR#12 BULB AL
GEN REPAIRS & MAINT

AP1816

11.86

Invoice: 815676
COASTAL AUTO PARTS

815676
9.32 1990100 59200 9101
BUS#1 BULB AL
MDES - BUS 1

AP1816

9.32

Invoice: 815733
COASTAL AUTO PARTS

815733
26.39 1550100 55400
TRACKLESS #19 SUPPORT AL
GEN REPAIRS & MAINT

AP1816

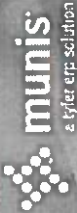
26.39

Invoice: 814629
COASTAL AUTO PARTS

814629
34.40 09/08/2017 563
BUS#1 LAMP AL

AP1816

34.40



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Town of Mount Desert
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 100
CHECK NO CHK DATE TYPE VENDOR NAME

INVOICE INVOICE INV DATE PO WARRANT
INVOICE DTL DESC

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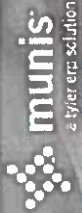
34.40	1990100	59200	9101	MDES - BUS 1	CHECK	307490	TOTAL:	152.15
307491	09/18/2017	PRTD	1706	ONLINE MOORING, LLC	08/31/2017	579	AP1816	48.00
Invoice: OMP9663 online mooring fees								
48.00	6010100	54250		IT/TECH FEE	CHECK	307491	TOTAL:	48.00
307492	09/18/2017	PRTD	564	PENOBSCOT ENERGY RECOVERY COMPANY	08/31/2017	549	AP1816	21,887.83
Invoice: 0817 perc tip fees ts								
21,887.83	1551500	55502		TIPPING FEE PERC	CHECK	307492	TOTAL:	21,887.83
307493	09/18/2017	PRTD	2192	ROGER J AUDETTE	08/25/2017	584	AP1816	150.00
Invoice: 101417-1 Training TRAINING								
150.00	1440330	54100			CHECK	307493	TOTAL:	150.00
307494	09/18/2017	PRTD	1367	PITNEY BOWES	08/31/2017	583	AP1816	66.00
Invoice: 3304277226 Postage Meter Rental								
66.00	1220110	53140		POSTAGE	CHECK	307494	TOTAL:	66.00
307495	09/18/2017	PRTD	784	SEACOAST SECURITY INC	09/01/2017	557	AP1816	132.00
Invoice: 488539 Fire Alarm Monitoring								
132.00	1440330	54820	433	FIRE ALARM MAINT-S3 SV	CHECK	307495	TOTAL:	132.00
307496	09/18/2017	PRTD	874	STAPLES CREDIT PLAN	08/16/2017		AP1816	46.58
Invoice: 1879736711 2-Battery Backups - gen office use								
46.58	1220110	53000		OFFICE SUPPLIES	CHECK	307496	TOTAL:	46.58
307497	09/18/2017	PRTD	874	STAPLES CREDIT PLAN	08/04/2017	237	AP1816	52.26
Invoice: 1870395781 Pens, Labels and Markers								
52.26	1440330	53000	431	OFFICE SUPPLIES-S1 NEH	CHECK	307497	TOTAL:	52.26
307498	09/18/2017	PRTD	874	STAPLES CREDIT PLAN	08/03/2017	532	AP1816	24.19
Invoice: 1869517541 Office Supplies								
24.19	1220110	53000		OFFICE SUPPLIES	CHECK	307498	TOTAL:	24.19



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CASH ACCOUNT: 100 10100 Cash
CHECK NO CHK DATE TYPE VENDOR NAME

INVOICE DTL DESC	INVOICE	INV DATE	PO	WARRANT	NET
STAPLES CREDIT PLAN	1869542091	08/03/2017	532	AP1816	26.98
Office Supplies					
OFFICE SUPPLIES	26.98 1220110 53000				
STAPLES CREDIT PLAN	1874552611	08/10/2017	532	AP1816	150.12
Office Supplies					
OFFICE SUPPLIES	150.12 1220110 53000				
CHECK				307496 TOTAL:	300.13
725 TRANSCO BUSINESS TECHNOLOGIES	IN981633	08/24/2017	491	AP1816	1,609.86
Printer Rentals					
COPIER LEASE	1,609.86 1221000 55320				
TRANSCO BUSINESS TECHNOLOGIES	IN996912	09/05/2017	535	AP1816	280.05
Admin Copier Rental					
COPIER LEASE	280.05 1221000 55320				
TRANSCO BUSINESS TECHNOLOGIES	IN996911	09/05/2017	534	AP1816	46.32
Copier Police Department					
COPIER LEASE	46.32 1221000 55320				
TRANSCO BUSINESS TECHNOLOGIES	IN992484	09/01/2017	533	AP1816	282.82
Printer rental					
COPIER LEASE	282.82 1221000 55320				
CHECK				307497 TOTAL:	2,219.05
307498 09/18/2017 PRTD 1616 TIME WARNER CABLE	713662701082417	08/24/2017	477	AP1816	321.86
Internet Fire Station #3					
CABLE/INTERNET-FIRE ST#3 SV	321.86 1221000 55150 1616				
TRANSCO BUSINESS TECHNOLOGIES	IN992484	08/24/2017	475	AP1816	371.86
Internet NEH WWTP					
CABLE/INTERNET-NEH WWTP	371.86 1221000 55150 1693				
CHECK				307498 TOTAL:	321.86
307499 09/18/2017 PRTD 1693 TIME WARNER CABLE	697540001082417	08/24/2017	475	AP1816	371.86
Internet NEH WWTP					
CABLE/INTERNET-NEH WWTP	371.86 1221000 55150 1693				
CHECK				307499 TOTAL:	371.86
307500 09/18/2017 PRTD 1465 U S BANK EQUIPMENT FINANCE INC	339054124	09/05/2017	582	AP1816	609.81
Copier Rental					
COPIER LEASE	609.81 1221000 55320				
CHECK				307500 TOTAL:	609.81



4 year eps solution

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Town of Mount Desert
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 100
CHECK NO CHK DATE TYPE VENDOR NAME

INVOICE INVOICE DTL DESC INV DATE PO WARRANT NET

307501	09/18/2017	PRTD	1553 ULINE, INC	88787615	07/19/2017	121	AP1816	86.93	
		Invoice: 88787615		86.93	toilet paper				
				53110	GENERAL SUPPLIES				
					CHECK		307501	TOTAL:	86.93
307502	09/18/2017	PRTD	737 UNIFIRST CORP	0272526102	09/06/2017	526	AP1816	188.53	
		Invoice: 0272526102		88.53	PW Uniforms-EM				
				53800	UNIFORMS				
				53800	UNIFORMS				
				35.00	UNIFORMS				
					CHECK		307502	TOTAL:	188.53
					CHECK		307502	TOTAL:	301.78
307503	09/18/2017	PRTD	742 USA BLUEBOOK	351535	08/25/2017	525	AP1816	374.52	
		Invoice: 351535		374.52	PH Buffer and Lab Gloves-EM				
				53820	LAB EQUIP				
					CHECK		307503	TOTAL:	374.52
307504	09/18/2017	PRTD	1503 VERIZON WIRELESS	9791580305	08/23/2017		AP1816	254.10	
		Invoice: 9791580305		50.82	CELL PHONE SERVICE THROUGH 082317				
				20.33	CELL PHONES-ADMIN ASSIST				
				50.82	CELL PHONES-POLICE CHIEF				
				50.82	CELL PHONES-POLICE LT				
				50.82	CELL PHONES-POLICE SGT				
				30.49	CELL PHONES-FIRE CHIEF				
					CELL PHONES-BAR HBR PD				
					CHECK		307504	TOTAL:	254.10
307505	09/18/2017	PRTD	1420 CLAIRE WOOLFOLK	0817	08/31/2017	487	AP1816	101.65	
		Invoice: 0817		101.65	round trip mileage for Vital R				
				54100	TRAINING				
					CHECK		307505	TOTAL:	101.65



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Town of Mount Desert
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NUMBER OF CHECKS	72	*** CASH ACCOUNT TOTAL ***	180,924.75
TOTAL PRINTED CHECKS	61		
TOTAL EFT'S	11		
		*** GRAND TOTAL ***	180,924.75

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	61	102,302.46
TOTAL EFT'S	11	78,622.29

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Town of Mount Desert
A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

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CLERK: 69051you

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	LINE DESC	T	OB	DEBIT	CREDIT
2018	3		94										
APP	100-20000		09/18/2017	AP1816	LLY			Accounts Payable				111,371.31	
APP	100-10100		09/18/2017	AP1816	LLY			AP CASH DISBURSEMENTS JOURNAL					180,924.75
APP	200-20000		09/18/2017	AP1816	LLY			Cash				2,262.77	
APP	400-20000		09/18/2017	AP1816	LLY			Accounts Payable				23,923.76	
APP	300-20000		09/18/2017	AP1816	LLY			AP CASH DISBURSEMENTS JOURNAL				39,308.50	
APP	600-20000		09/18/2017	AP1816	LLY			Accounts Payable				4,058.41	
								GENERAL LEDGER TOTAL				180,924.75	180,924.75
APP	100-35020		09/18/2017	AP1816	LLY			DTF-SPEC REV				2,262.77	2,262.77
APP	200-35010		09/18/2017	AP1816	LLY			DT Gen fund				23,923.76	
APP	100-35040		09/18/2017	AP1816	LLY			DT-TRUST					23,923.76
APP	400-35010		09/18/2017	AP1816	LLY			DT Gen fund				39,308.50	
APP	100-35030		09/18/2017	AP1816	LLY			DTF-CAP IMP				4,058.41	39,308.50
APP	300-35010		09/18/2017	AP1816	LLY			DT Gen fund					4,058.41
APP	100-35060		09/18/2017	AP1816	LLY			DT-MARINA					4,058.41
APP	600-35010		09/18/2017	AP1816	LLY			DT Gen fund				69,553.44	69,553.44
								SYSTEM GENERATED ENTRIES TOTAL				250,478.19	250,478.19
								JOURNAL 2018/03/94				TOTAL	TOTAL

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
100 General Fund	2018 3	94	09/18/2017			
100-10100				Cash		
100-20000				Accounts Payable	111,371.31	
100-35020				DTF-SPEC REV	2,262.77	
100-35030				DTF-CAP IMP	39,308.50	
100-35040				DT-TRUST	23,923.76	
100-35060				DT-MARINA	4,058.41	
				FUND TOTAL	180,924.75	180,924.75
200 Special Revenue	2018 3	94	09/18/2017			
200-20000				Accounts Payable	2,262.77	
200-35010				DT Gen fund		2,262.77
				FUND TOTAL	2,262.77	2,262.77
300 Capital Projects	2018 3	94	09/18/2017			
300-20000				Accounts Payable	39,308.50	
300-35010				DT Gen fund		39,308.50
				FUND TOTAL	39,308.50	39,308.50
400 Investment Trusts-Reserves	2018 3	94	09/18/2017			
400-20000				Accounts Payable	23,923.76	
400-35010				DT Gen fund		23,923.76
				FUND TOTAL	23,923.76	23,923.76
600 Marina	2018 3	94	09/18/2017			
600-20000				Accounts Payable	4,058.41	
600-35010				DT Gen fund		4,058.41
				FUND TOTAL	4,058.41	4,058.41



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JOURNAL ENTRIES TO BE CREATED

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FUND	DUE TO	DUE FROM
100 General Fund		2,262.77
200 Special Revenue	69,553.44	39,308.50
300 Capital Projects		23,923.76
400 Investment Trusts-Reserves		4,058.41
600 Marina		
	<u>69,553.44</u>	<u>69,553.44</u>
	TOTAL	

** END OF REPORT - Generated by Lisa Young **

TOWN OF MOUNT DESERT
BMV, STATE & PR ACCOUNTS PAYABLE WARRANT

WARRANT AP# 1814

CHECK DATE: September 7, 2017

CHECK NUMBER:	<u>307440</u>	through	<u>307441</u>	\$ <u>61,324.18</u>	Check payments
CHECK NUMBER:	<u>n/a</u>	through	<u>n/a</u>	\$ -	Electronic payments
EFT NUMBER:	<u>n/a</u>	through	<u>n/a</u>	\$ -	ACH Payments
EFT or CK NUMBER:	<u>n/a</u>		<u>n/a</u>	\$ -	Voided Checks

TOTAL DISBURSEMENTS: \$ 61,324.18

This is to certify that there is due and chargeable to the appropriations listed above
the sum set against each name and you are directed to pay unto the parties
named in this schedule.

Selectmen:

John B Macauley, Chairman

Martha T Dudman

Matthew J Hart, Vice Chairman

James F Mooers

TOWN OF MOUNT DESERT
PAYROLL WARRANT

WARRANT PR# 1805

CHECK DATE: September 8, 2017

ADVICE NUMBERS: 7603 through 7654

CHECK NUMBERS: 63462 through 63481

TOTAL DISBURSEMENTS: \$ 106,377.78

This is to certify that there is due and chargeable to the appropriations listed above
the sum set against each name and you are directed to pay unto the parties
named in this schedule.

Selectmen:

John B Macauley, Chairman

Martha T Dudman

Matthew J Hart, Vice Chairman

James F Mooers

Kathi Mahar

From: Matthew Hart <matt@theneighborhoodhouse.com>
Sent: Thursday, September 07, 2017 11:49 AM
To: Kathi Mahar
Subject: Re: Warrant AP#1814 & PR#1805 Approval Request

Hi Kathi-

I approve AP Warrant #1814 and Payroll Warrant #1895.

Thanks,
Matt

Matthew Hart

Emergency Relations Director
The Neighborhood House | 201 West 502nd
East Main Street | NorthEast Harbor, ME

From: Kathi Mahar <treasurer@mtdesert.org>
Date: Thursday, September 7, 2017 at 10:34 AM
To: John Macauley <jbmacauley3@gmail.com>, "Martha Dudman (martha.dudman@gmail.com)" <martha.dudman@gmail.com>, Matt Hart <matt@theneighborhoodhouse.com>, Rick Mooers <rmooers@mtdesert.org>
Subject: Warrant AP#1814 & PR#1805 Approval Request

Good morning!

Attached are the following warrants for your approval:

Accounts Payable	#1814	total of	\$ 61,324.18
Payroll	#1805	total of	\$106,377.78

Please indicate your authorization to release the funds for these warrants by approving or rejecting.

I will "reply to all" when the first approval comes in so that you know that we have the one required email approval.

Thank you!

Kathi

Kathryn A Mahar, Treasurer
Town of Mount Desert
(207) 276-5531 (T) (207) 276-3232 (F)

TOWN OF MOUNT DESERT
BMV, STATE & PR ACCOUNTS PAYABLE WARRANT

WARRANT AP# 1815

CHECK DATE: September 13, 2017

CHECK NUMBER: <u>307442</u>	through	<u>307444</u>	\$ <u>4,429.00</u>	Check payments
CHECK NUMBER: <u>n/a</u>	through	<u>n/a</u>	\$ <u>-</u>	Electronic payments
EFT NUMBER: <u>n/a</u>	through	<u>n/a</u>	\$ <u>-</u>	ACH Payments
EFT or CK NUMBER: <u>n/a</u>		<u>n/a</u>	\$ <u>-</u>	Voided Checks

TOTAL DISBURSEMENTS: \$ 4,429.00

This is to certify that there is due and chargeable to the appropriations listed above the sum set against each name and you are directed to pay unto the parties named in this schedule.

Selectmen:

John B Macauley, Chairman

Martha T Dudman

Matthew J Hart, Vice Chairman

James F Mooers

Kathi Mahar

From: John Macauley <jbmacauley3@gmail.com>
Sent: Monday, September 11, 2017 1:12 PM
To: Kathi Mahar
Subject: Re: Warrant AP#1815 State Fees/Payroll Benefits Approval Request

Looks good Kathi!

John B Macauley, Ph.D.
PO Box 172
Seal Harbor, Maine 04675

On Sep 11, 2017, at 12:41 PM, Kathi Mahar <treasurer@mtdesert.org> wrote:

Good afternoon!

Attached is Accounts Payable Warrant # 1815 (for Payroll and/or State Fees) in the amount of \$4,429.00 for your approval.

Please indicate your authorization to release the funds for this warrant by approving or rejecting.

I will "reply to all" when the first approval comes in so that you know that we have the one required email approval.

Thank you!

Kathi

Kathryn A Mahar, Treasurer
Town of Mount Desert
(207) 276-5531 (T) (207) 276-3232 (F)

<image003.png>

*TEAMWORK...is the fuel that allows
Common people to attain uncommon results.*
--ANDREW CARNEGIE

-----FOAA NOTICE-----

Under Maine's Freedom of Access ("Right to Know") law, all e-mail and e-mail attachments received or prepared for use in matters concerning Town business or containing information relating to Town business are likely to be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law.

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<AP1815.pdf>

1 own Office Copy

Mount Desert School Department ACCOUNTS PAYABLE WARRANT

Report # 11644

Check Batch: 2593
 Check Header: (N / A)
 Check Numbers: (First) - (Last)
 Check Dates: (Earliest) - (Latest)
 Cash Account Numbers: (First) - (Last)
 Bank Account Code: (N/A)
 Check Authorization Code: AP
 Minimum Check Amount: \$0.00
 Sorted By:

Include Payable Information: No
 Include Payable Dist Information: No
 Include Authorization Information: Yes

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
2593	17873	09/06/2017	1160	AMAZON	0.00	913.43
	17874	09/06/2017	1810	BROWN'S COMMUNICATIONS, INC. bus radio	0.00	213.63
	17875	09/06/2017	2300	CLEAN-O-RAMA custodial supplies	0.00	4,021.88
	17876	09/06/2017	4152	EMERA MAINE electric	0.00	1,968.52
	17877	09/06/2017	5150	J.W. PEPPER & SONS, INC. music supplies	0.00	787.99
	17878	09/06/2017	6205	MDI REGIONAL SCHOOL DISTRICT August Other Reimb.	0.00	865.59
	17879	09/06/2017	6910	OPPEWALL, ELIZABETH Physical Therapy	0.00	192.50
	17880	09/06/2017	6938	OTT COMMUNICATIONS Phone	0.00	270.09
	17881	09/06/2017	7070	PEARSON EDUCATION, INC. Teaching Supplies	0.00	2,197.65
	17882	09/06/2017	7165	PHILBROOK, AMY Mileage + Hotel	0.00	336.39
	17883	09/06/2017	7463	QUILL CORP. Supplies	0.00	1,455.86
	17884	09/06/2017	7463	QUILL CORP.	0.00	0.00
	17885	09/06/2017	7800	S R TRACY INC custodial supplies	0.00	381.80
	17886	09/06/2017	7885	SARGENT, LEON Cell phone April - Sept. 2017	0.00	300.00
	17887	09/06/2017	8832	TREASURER, STATE OF MAINE - DOE MCTI	0.00	1,743.14
	17888	09/06/2017	9145	W.B. MASON, CO., INC. Paper	0.00	1,925.26
	17889	09/06/2017	9290	WIGHT'S SPORTING GOODS Field Line Paint	0.00	549.50
	17890	09/06/2017	9300	WILLIAMS IRRIGATION SYSTEMS Irrigation System	0.00	274.87
Totals:					0.00	\$18,398.10

Mount Desert School Department ACCOUNTS PAYABLE WARRANT

Report # 1164

Batch # Check # Check Date Vendor Code Vendor Name

Electronic
Amount

Check
Amount

WARRANT # V# 3

DATE: 9/6/17

[Signature]
SUPERINTENDENT

[Signature]
FINANCE OFFICER

[Signature]
FINANCE OFFICER

[Signature]
FINANCE OFFICER

[Signature]
FINANCE OFFICER

[Signature]
FINANCE OFFICER

[Signature]
FINANCE OFFICER

[Signature]
FINANCE OFFICER

18 Checks Listed.

Mount Desert School Department PAYROLL WARRANT REGISTER

Report # 11665

Include Authorization Codes: Yes
Batch: 2594
Check Dates: (Earliest) - (Latest)
Cash Account Number:
Minimum Check Amount: \$0.00
Sorted By: Check Number

Check #	Check Date	Code	Name	Chk Grp	Gross Pay	Net Pay	Direct Deposit	Check Amt	Void
	09/15/2017	IRS	INTERNAL REVENUE SERVIC		11,595.73	11,595.73	0.00	0.00	
	09/15/2017	STAT	TREASURER, STATE OF MAIN		2,896.84	2,896.84	0.00	0.00	
41633	09/15/2017	149	MARIAH D. BAKER	1	852.50	745.04	0.00	745.04	
41634	09/15/2017	248	ROBERT P. CHAPLIN	1	1,094.80	901.93	0.00	901.93	
41635	09/15/2017	337	AMBER G. CHARRON	1	1,886.75	1,345.11	0.00	1,345.11	
41636	09/15/2017	329	ALEXANDER GARRETT	1	1,628.17	1,221.40	0.00	1,221.40	
41637	09/15/2017	331	RUSSELL W. GRAY	1	1,060.00	889.60	0.00	889.60	
41638	09/15/2017	335	CYNTHIA A. LAMBERT	1	2,227.12	1,840.46	0.00	1,840.46	
41639	09/15/2017	190	ROBERT C. MACLEOD JR.	1	784.25	644.01	0.00	644.01	
41640	09/15/2017	345	CAROL L. SHUTT	1	2,971.60	2,182.76	0.00	2,182.76	
41641	09/15/2017	334	EMILY P. STAPLES	1	984.13	694.04	0.00	694.04	
41642	09/15/2017	311	LAURA-JEAN BEAL	1	2,344.17	1,681.30	1,681.30	0.00	
41643	09/15/2017	11	KELLY S. BEAULIEU	1	2,269.25	1,460.36	1,460.36	0.00	
41644	09/15/2017	266	JULIANNA R. BENNOCH	1	2,258.50	1,560.76	1,560.76	0.00	
41645	09/15/2017	333	RHODA J. BURKE	1	1,467.69	1,014.56	1,014.56	0.00	
41646	09/15/2017	314	ANDREW J. CARLSON	1	1,440.75	1,153.38	1,153.38	0.00	
41647	09/15/2017	18	JANICE P. CARROLL	1	885.77	613.82	613.82	0.00	
41648	09/15/2017	21	LARRY A. COLE	1	961.87	92.37	92.37	0.00	
41649	09/15/2017	26	BRIAN R. COTE	1	2,291.00	1,554.36	1,554.36	0.00	
41650	09/15/2017	91	JUDITH CULLEN	1	1,740.00	1,319.85	1,319.85	0.00	
41651	09/15/2017	69	EMILY N. DAMON	1	1,371.05	969.28	969.28	0.00	
41652	09/15/2017	308	Gloria A. Delsandro	1	3,237.42	2,236.92	2,236.92	0.00	
41653	09/15/2017	229	JENNIFER G. DUNBAR	1	1,440.75	944.24	944.24	0.00	
41654	09/15/2017	43	SARAH R. DUNBAR	1	2,191.20	1,695.22	1,695.22	0.00	
41655	09/15/2017	52	WANDA J. FERNALD	1	2,205.17	1,373.09	1,373.09	0.00	
41656	09/15/2017	57	JASON W. FOUNTAINE	1	1,463.20	1,021.83	1,021.83	0.00	
41657	09/15/2017	332	MARINA P. FREDERICK	1	1,712.63	1,060.16	1,060.16	0.00	
41658	09/15/2017	146	CECILIA R. GARRITY	1	1,573.00	1,027.65	1,027.65	0.00	
41659	09/15/2017	63	HEATHER M. GRAVES	1	2,045.25	1,181.90	1,181.90	0.00	
41660	09/15/2017	65	GAYLE M. GRAY	1	2,400.25	1,681.91	1,681.91	0.00	
41661	09/15/2017	92	ABIGAIL A. HARMON	1	809.45	536.09	536.09	0.00	
41662	09/15/2017	90	REBECCA A. HENISER	1	1,971.00	1,478.39	1,478.39	0.00	
41663	09/15/2017	147	WILLIAM L. HODGKINS	1	992.20	793.04	793.04	0.00	
41664	09/15/2017	244	KRISTIN D. HOLLEY	1	763.95	598.47	598.47	0.00	
41665	09/15/2017	313	ANDREA W. HOWELL	1	987.66	862.37	862.37	0.00	
41666	09/15/2017	293	Amy L. James	1	2,532.01	1,622.27	1,622.27	0.00	
41667	09/15/2017	312	BETHANY G. JOHNSON	1	1,004.22	739.98	739.98	0.00	
41668	09/15/2017	241	ISABEL H. KEENE	1	737.84	515.47	515.47	0.00	
41669	09/15/2017	291	PATRICIA A. KELLEY	1	1,324.70	948.87	948.87	0.00	
41670	09/15/2017	135	SAMUEL D. LEONARDI	1	1,443.20	939.73	939.73	0.00	
41671	09/15/2017	292	TARA MCKERNAN	1	2,005.42	1,401.90	1,401.90	0.00	
41672	09/15/2017	289	ELIZABETH M. MINOTT	1	1,122.57	855.28	855.28	0.00	
41673	09/15/2017	193	HARVEY BRUCE NORWOOD	1	793.92	552.07	552.07	0.00	
41674	09/15/2017	237	JUSTIN B. NORWOOD	1	1,874.75	1,544.47	1,544.47	0.00	
41675	09/15/2017	238	WENDELL L. OPPEWALL	1	1,252.34	678.50	678.50	0.00	
41676	09/15/2017	240	JEANNE C. OTT	1	1,507.00	831.55	831.55	0.00	
41677	09/15/2017	301	Terry P. Paulos	1	518.70	369.70	369.70	0.00	
41678	09/15/2017	138	AMY Y. PHILBROOK	1	2,463.71	1,664.06	1,664.06	0.00	
41679	09/15/2017	275	JOELLE A. RUDDY	1	2,760.25	2,046.02	2,046.02	0.00	
41680	09/15/2017	74	LEON E. SARGENT	1	2,248.64	1,520.37	1,520.37	0.00	
41681	09/15/2017	120	KAREN L. SHARPE	1	4,052.31	2,991.73	2,991.73	0.00	
41682	09/15/2017	404	KERRY L. TAYLOR	1	2,253.67	1,597.31	1,597.31	0.00	
41683	09/15/2017	410	SUSAN Y. TRIPP	1	80.00	60.00	60.00	0.00	
41684	09/15/2017	448	JACQUELINE A. WHEATON	1	2,079.42	1,456.29	1,456.29	0.00	

Mount Desert School Department PAYROLL WARRANT REGISTER

Report # 11665

Check #	Check Date	Code	Name	Chk Grp	Gross Pay	Net Pay	Direct Deposit	Check Amt	Void
41685	09/15/2017	307	LAUREN M. WHITE	1	890.22	642.85	642.85	0.00	
					101,749.96	75,846.66	50,889.74	10,464.35	

Check Authorization Summary			
Type	Description	Count	Amount
Employee	Checks	9	10,464.35
	Voided Checks	0	0.00
	Direct Deposits (Fully Distributed)	44	50,889.74
	ACH Employee Credits	44	50,889.74
	ACH Employee Debits (Voids)	0	0.00
Deduction	Checks	0	0.00
	Voided Checks	0	0.00
	ACH Vendor Credits	0	0.00
	ACH VendorDebits (Voids)	0	0.00
Taxes	EFTPS Payment - Debit	2	14,492.57

WARRANT # 06

DATE: SEP 15 2017

Mark Edward Gause, Ed.D.

SUPERINTENDENT

FINANCE OFFICER

FINANCE OFFICER

FINANCE OFFICER

FINANCE OFFICER

FINANCE OFFICER

FINANCE OFFICER

FINANCE OFFICER