

Eliot Select Board Agenda
Thursday May 23, 2024, 5:30 PM Town Hall
Meeting Room and use of the OWL for Remote via ZOOM

Call to order.

- A. Roll Call**
- B. Pledge of Allegiance**
- C. Public Comments**
- D. Approval of Minutes**
- E. Public Hearings**
- F. Reports** Town Manager
- G. Appointments/Resignations**
- H. New Business**
 - 1. Stewart's Ambulance Service Contract
 - 2. Town of Eliot Cash Management/Reconciliation Policy (Draft)
 - 3. Public Works Reserve request \$125,000 Communications System
- I. Old Business**
- J. Public Approval of Warrants**
 - Payroll Warrant(s)
 - #111 \$50,781.81
 - #112 \$51,525.26
 - Accounts Payable Warrant(s)
 - #110 \$110,430.81
 - #113 \$245,434.24
 - #114 \$7,895.06
- K. Adjourn**

Topic: Eliot Select Board

Time: May 23, 2024 05:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/85769268621?pwd=U6hsjzQhC9O9tapEGy2bws139itfV6.1>

Meeting ID: 857 6926 8621 Passcode: 498269

One tap mobile

+13126266799,,85769268621#,,,,*498269# US (Chicago)

+16465588656,,85769268621#,,,,*498269# US (New York)

Dial by your location

• +1 312 626 6799 US (Chicago)

• +1 646 558 8656 US (New York)

Meeting ID: 857 6926 8621 Passcode: 498269

Find your local number: <https://us06web.zoom.us/j/85769268621?pwd=U6hsjzQhC9O9tapEGy2bws139itfV6.1>

Eliot Town Manager Report

May 2, 2024

Submitted by
Michael J. Sullivan to the Eliot Selectboard

Honorable Select Board, this is an abridged accounting of some of the projects and issues I and the dedicated municipal staff have been working on lately for the benefit of the Town of Eliot and its citizens.

Construction Manager @ Risk (CMR).

As discussed at the last meeting of the Select Board, there will be a request for qualification (RFQ) solicited from contractors and builders for the \$4.6 million dollar Town Hall Rebuild. The RFP was released publicly (on website) and sent to contractors who have previously expressed interest in the project.

The CMR model allows a builder to be involved early in the design process to work. It gives Port City an opportunity to refine and finalize the plans with the builder's experience as a tool. As mentioned before, it looks like it will be a struggle to bring the cost in line with the available funding. With rising prices for material and qualified trades having the dreamer and the doer in the same room makes great sense, I am hopeful it will produce results and keep the project below the \$4.6 million dollar project limit.



Port City will professionally review all submittals that can be found at the link below.

https://www.eliotmaine.org/sites/g/files/vyhlf4386/f/uploads/a_2024_eliot_cmar_proposal_05132024.pdf

After their vetting they will make a recommendation to the Town Manager and the Select Board based on price, competency, and experience. The goal is to have a contractor signed and in place by early July.



State Road DOT.

Maine DOT has moved the State Road paving project back in their schedule to August from a "Spring" start. This project will resurface State Road from Old Road to the Kittery line.

They have not scheduled Beech or Gerrish/Main paving. Our best hope is that DOT is able to fit it in to their Fall paving schedule. Harold L.

Dow Highway (236) is under a complete redesign so it is not likely we will see that project until FY 26 or FY 27.

Recruitment.

The Town of Eliot is seeking applicants for a the mechanics position at the Public Works garage. It has been keep filled as the demand for people with this type of training, especially on diesel engines is great and in many ways fierce. They use to steal tools, now they take the mechanic as well. Please encourage anyone who has any background or interest in this type of work to submit a resume. <https://www.eliotmaine.org/home/pages/employment-opportunities>

There also is opens for the Eliot PD, for any law enforcement professional who is looking for a career, this is a deparment with a future. There is a progressive not aggressive approach to law and order. The team is made up of talented, positive and dedicated team oriented individuals, great benefits, competitive pay and you will make a difference in many lives. If you know someone who might fit that bill send them our way for a visit or to fill out an application.

Just an early reminder Town Hall will be closed May 27 (Memorial Day) and June 19 (June Teenth) to observe those respective holidays.

Respectfully submitted,

Michael J. Sullivan

Michael J. Sullivan

Town of Eliot, Manager

**AMBULANCE SERVICE AGREEMENT
TOWNS OF ELIOT, MAINE AND KITTEERY, MAINE**

THIS AGREEMENT, made as of the _____ day of _____, 2024 by and between the Towns of Eliot, Maine and Kittery, Maine, both Maine Municipal Corporations (hereinafter called the TOWNS), and Stewart's Ambulance Service, LLC, A New Hampshire LLC (hereinafter called the CONTRACTOR).

WITNESSETH, that whereas the TOWNS have need for an ambulance service (hereinafter called the WORK), and the CONTRACTOR has demonstrated ability to conduct the work to the TOWNS satisfaction;

NOW, THEREFORE, the TOWNS and the CONTRACTOR, for the consideration of the mutual covenant and promises herein, the annual payment by the TOWNS to the CONTRACTOR of the sum of two hundred and eighty-two thousand, seven hundred and fifty-five dollars and eight cents (\$282,755.08), and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, and set forth, the parties agree as follows:

1. SCOPE OF WORK

The Parties mutually agree that the purpose of the Agreement is to effectuate and encourage the furnishing of the most modern, expeditious, reliable, and professional emergency Advanced Life Support (ALS) Paramedic ambulance service and emergency Basic Life Support (BLS) ambulance service possible for those sick or injured persons within the TOWNS.

2. SCOPE OF UNDERTAKING

The CONTRACTOR represents that it possesses the necessary equipment, Maine and New Hampshire certified personnel, and technical expertise to perform the duties it has undertaken pursuant to this Agreement, including any and all duties which may become reasonably necessary to effectuate the Agreement, but not specifically delineated in the Agreement. The Parties agree that the obligations set forth herein continue throughout the term of this Agreement.

3. COMPENSATION BY TOWNS

The annual payment by the TOWNS to the CONTRACTOR for the services set forth in the Agreement will be a combined sum of two hundred and eighty-two thousand, seven hundred and fifty-five dollars and eight cents (\$282,755.08). The annual payment shall be divided equally between the Towns of Eliot and Kittery.

4. INVOICES AND PAYMENTS

The CONTRACTOR is entitled to payments made in the following manner:

Invoices: Each Town shall be invoiced on or before the fifteenth (15th) day of May for each annual payment due.

Payment: Payment by each Town to the CONTRACTOR, subject to deductions and claims, shall be made within thirty (30) days from the date of receipt of invoice.

5. FISCAL YEAR

The fiscal year of the TOWNS is the twelve-month period ending June 30 of each year. The obligations of the TOWNS under this Agreement, or under any amendment to this Agreement, for any fiscal year, are subject to the appropriation to the respective TOWNS of funds sufficient to discharge the TOWNS obligations which accrue in that fiscal year, and an authorization to spend such funds for the purposes of this Agreement.

If, for any fiscal year during the term of this Agreement, funds for the discharge of the TOWNS' obligations under this Agreement are not appropriated and authorized, or funds so appropriated and authorized are insufficient for that purpose, then this Agreement shall terminate as of the last day of the preceding fiscal year, without liability to the TOWNS for damages, penalties, or other charges on account of such termination. Termination for a lack of appropriation shall occur at the conclusion of the fiscal year in which the last appropriation for the full amount of the Agreement was authorized.

6. TERMS

a. Unless terminated earlier as otherwise provided herein, this Agreement is for a term, commencing on the first (1st) day of July, 2024 at 00:00 am and terminating on the thirtieth (30th) day of June, 2027 at Midnight; with an option by the TOWNS to extend for an additional three (3) year period with the agreement of all Parties. Extensions will be at the same terms of the original Agreement unless agreed to otherwise by all Parties. The TOWNS shall give written notice to the CONTRACTOR of their intent to exercise the option within thirty (30) days of the end of original Agreement term.

b. Notwithstanding the foregoing, either Town reserves the right to cancel this Agreement for cause on seven (7) calendar days' written notice, certified mail, return receipt requested, if the CONTRACTOR fails to meet the following standards:

The CONTRACTOR agrees to uphold the service and response standards set forth in the original bid specifications. The CONTRACTOR must notify the TOWNS immediately if it fails to uphold any standard or specification in the contract. A failure to notify the TOWNS about any failure to uphold the standards and specifications set forth is considered a breach of the Agreement terms and conditions.

The CONTRACTOR agrees to possess and maintain sufficient equipment, materials, and personnel to meet all requirements set forth in the bid specifications.

The CONTRACTOR agrees all bid prices must be maintained for the entire contract period.

The TOWNS shall state in their notice the specific reason(s) why the Agreement is being cancelled or not renewed. If the CONTRACTOR is adjudged as bankrupt, or if it should make a general assignment for the benefit of its creditors, or if a receiver should be appointed on account of its insolvency, or if it should refuse, or should fail, except in cases for which extension of time is provided, to supply enough properly skilled workers or proper materials or equipment, or if it should fail to make prompt payments to sub-contractors or for material or labor, or disregard laws, ordinances or instructions of the TOWNS or otherwise be guilty of a violation of any provision of the contract, then notwithstanding the foregoing, either Town reserves the right to cancel this Agreement for cause on seven (7) calendar days' written notice, certified mail, return receipt requested without prejudice to any other right or remedy.

c. The TOWNS rely upon the extensive experience the CONTRACTOR senior management team has in the seacoast region. In the event that there are material changes to that management team, the TOWNS, at their sole discretion, may elect to terminate this Agreement for cause on seven (7) days' written notice, certified mail, return receipt requested without prejudice to any other right or remedy.

7. INSURANCE

Throughout the term of this Agreement, The CONTRACTOR agrees to furnish at its sole expense and maintain insurance per the specifications and minimum limits set forth herein:

- a. Commercial General Liability on an occurrence (as opposed to claims-made) basis with general aggregate limit applicable per project and per location. (ISO CG2503 and CG2504, or equivalents)

Each occurrence limit	\$1,000,000
General aggregate limit	\$2,000,000
Products/Comp. op. aggregate limit	\$2,000,000

An Additional insured provision is to apply for the TOWNS, their respective officers, officials, agents, and employees on a primary, non-contributory basis. Coverage for contractual liability is to be included for the indemnification provisions of this Agreement:

- b. Automobile liability for owned, hired, and non-owned autos with a combined single limit each accident of \$1,000,000.
- c. Workers' compensation insurance to comply with the requirements of MAINE statutes, plus employers' liability for:

Each accident:	\$500,000
Each employee (disease)	\$500,000
Policy limit (disease)	\$500,000

- d. Ambulance services professional liability in amounts of:

Each occurrence limit	\$1,000,000
Aggregate limit	\$2,000,000

- e. Umbrella liability in amounts of:

Each occurrence limit	\$10,000,000
Aggregate limit	\$10,000,000

Umbrella liability must be excess over all underlying LIABILITY coverage.

All policies shall be so written that the Eliot Town Manager and Kittery Town Manager will be notified of cancellation or restrictive amendment at least thirty (30) days prior to the effective date of such cancellation or amendment. A certificate of insurance from CONTRACTOR'S insurance carrier showing at least the coverage and limits of liability specified above and the inception and expiration dates shall be filed with the TOWNS at least seven (7) calendar days before operations are begun. Such certificate shall not merely name the types of policy provided but shall specifically refer policies to these specifications and shall state that such insurance is as required by these specifications.

8. COMPLIANCE WITH THE LAW

The CONTRACTOR agrees to be in compliance at all times with all Federal and States of Maine and New Hampshire Emergency Medical Service (EMS) rules and regulations per the respective States' Department of Public Safety EMS Divisions, legislation and the rules and

regulations promulgated thereunder; the applicable laws, rules and regulations of the Town, State, and Federal Agencies and as requested by the Eliot and Kittery Fire and Police Departments, hereinafter referred to as the "Standards". In the event that the Contractor becomes aware of any material change in Town, State, or Federal standards, it shall notify the TOWNS in writing within fifteen (15) calendar days of having become aware of the change.

9. GENERAL TERMS AND CONDITIONS

a. Any Advertisement, Request for Proposals, the Information for Bidders, the Proposal, this Agreement, the Bonds, the General Conditions of the Agreement, the Agreement Specifications and any Addenda comprise the Agreement Documents; the Agreement Documents are as fully a part of this Agreement as if repeated herein; and the Agreement Documents, taken together, constitute the Agreement. The more stringent provisions of the terms set forth in the Agreement document shall prevail.

b. Work will not begin without receipt of an executed Agreement.

c. In accordance with Section 504 of the (Federal) Rehabilitation Act of 1973 and 31 Code of Federal Regulations Part 51, the CONTRACTOR pursuant to these General Requirements agrees to certify to the TOWNS that said CONTRACTOR does not discriminate in its employment, procurement, and marketing activities on the basis of race, creed, color, national origin, sex, handicap or age.

d. The TOWNS, without invalidating the Agreement, may order extra work or make changes by altering, adding to, or deducting from the work. All such work must be executed under conditions of the original Agreement. In giving instructions, the Eliot Town Manager or the Kittery Town Manager or their project directors have authority to make minor changes in the work not involving extra cost and consistent with the purposes of the work; but otherwise no extra work or change may be made unless in pursuance of written Agreement amendment signed by the TOWNS and no claim for addition to the Agreed sum is valid unless so ordered.

e. The CONTRACTOR agrees to not assign the Agreement or any part thereof, or sublet it or any part thereof, without previous written consent of the TOWNS.

f. The CONTRACTOR agrees to show proof that it has sufficient equipment, equipment operators and a sufficient number of qualified and experienced employees to properly and efficiently accomplish the work. The CONTRACTOR agrees to furnish proof of its financial ability to start, operate and complete the work in the form of a Performance Bond in the amount of one hundred thousand dollars (\$100,000) and a Payment Bond (see section 8h below). Said Bonds must be executed yearly, be obtained prior to the execution of the initial Agreement, and are a condition precedent to the execution of the Agreement, and each and any renewal thereof.

g. The CONTRACTOR agrees to indemnify and hold harmless the Towns of Eliot and Kittery, their respective officers, officials, agents, and employees, from and against any claims on account of bodily injury (including death) and/or property damage (including loss of use thereof), plus reasonable attorney fees, arising or alleged to have arisen out of the performance or non-performance of the Agreement due to the negligence of the CONTRACTOR, its agents, employees, subcontractors, or others for whom the CONTRACTOR is responsible. This indemnification provision survives termination of this Agreement.

h. The CONTRACTOR agrees to furnish a Payment Bond in a form acceptable to the TOWNS, executed by a surety company duly authorized to do business in the State of Maine in the amount of fifty thousand dollars (\$50,000) as security for payment of all persons performing labor and furnishing materials and equipment in connection with this Agreement. Said bond must be executed yearly, be obtained prior to the execution of the initial Agreement, and is a condition precedent to the execution of the Agreement, and each and any renewal thereof.

i. The CONTRACTOR agrees to hold the TOWNS harmless from all and any claims, liens, demands or bills for labor and/or materials furnished or delivered in the performance of this Agreement, and agrees to indemnify the TOWNS against all loss, damage or costs, legal or otherwise, ensuing from the same.

j. No officials of the Towns of Eliot and Kittery or their agents or employees may be held personally responsible by CONTRACTOR, his agents or employees for any liability arising under the Agreement.

9. SEVERABILITY

If any part of this Agreement is found to be void or legally unenforceable, all remaining provisions continue to be binding and valid, and those unenforceable sections are to be interpreted if possible to best reflect the intention of the parties.

10. GOVERNING LAW

This Agreement is governed and enforced by the laws of the State of Maine.

11. NOTICES

All notice and other communications hereunder must be in writing and are deemed to be given and to satisfy any notice requirements contained in this Agreement, and when delivered in fully legible form

and sent by certified mail, return receipt requested, Notices must be addressed to CONTRACTOR or TOWNS at their address's set forth below:

In the case of the TOWNS:

Town Manager
Town of Kittery, ME
200 Rogers Road
Kittery, ME 03904

Town Manager
Town of Eliot, ME
1333 State Road
Eliot, ME 03903

In the case of the CONTRACTOR:

Justin Van Etten, Chairman
Stewart's Ambulance Service, LLC
20 Foundry Ave
Meredith, NH 03253

12. SPECIAL CONDITIONS

a. The CONTRACTOR shall furnish all the dedicated Emergency Ambulance services, with all services incidental thereto, for the transportation of Eliot and Kittery patients to area medical facilities. Service will be under the general direction of staff from the Eliot and Kittery Police and/or Fire Departments.

b. The CONTRACTOR agrees to provide ambulance(s) customarily assigned to Eliot and Kittery with functioning mobile and portable two-way radios, on such frequencies that communication is obtained between the Ambulance, the current Dispatch Communications Center, Towns of Eliot and Kittery Public Safety Vehicles, and with other emergency ambulance service response coordinating agencies and Emergency Room Facilities. Dispatch for emergency ambulance service shall be performed by the Kittery Police Dispatch Communication Center (Kittery Dispatch). Dispatch will be direct from Kittery Dispatch to the CONTRACTORS emergency ambulance service located at 3 Gorges Road in the Town of Kittery, Maine, or to a location to be decided and agreed upon at a later date, or directly to the ambulance when not in station. Whenever the ambulance is dispatched to an emergency call, it shall log in with the Kittery Police Dispatch Communications Center at the time of dispatch, and maintain communications throughout the incident, until closure. The CONTRACTOR agrees to annually pay the Town of Kittery, upon invoice, the sum of sixteen thousand dollars (\$16,000) for EMS dispatch services. Quarterly payments in the amount of four thousand dollars (\$4,000) shall begin at the time of Agreement commencement and continue through the life of the Agreement. The TOWNS, valid government entities legally empowered to regulate the provision of EMS within their respective municipalities, have entered into this Agreement with CONTRACTOR in a manner consistent with relevant government contracting laws. The TOWNS acknowledge and certify that the price paid for dispatch services is an approximate cost of these services and the CONTRACTOR is not overpaying for these services. Parties acknowledge and certify that the dispatch fee will not be tied directly or indirectly to the volume or value of referrals.

c. In the event of simultaneous calls for emergency medical service and/or overlapping calls for emergency medical service, the CONTRACTOR agrees to have sufficient staffing and equipment

capable of responding within a reasonable time, with one or more additional ambulance(s) as the incident(s) may require. In case of medical necessity, the CONTRACTOR agrees to furnish transportation while also simultaneously maintaining backup coverage. The licensure level of one or more additional ambulance(s) is at the discretion of the CONTRACTOR but must always maintain BLS minimum coverage. The CONTRACTOR agrees to provide the TOWNS one (1) 24 hour/7 days per week/365 days per year dedicated Paramedic ambulance housed at 3 Gorges Road in Kittery. The CONTRACTOR agrees to also provide an additional/secondary 24 hour/7 days per week/365 days per year Paramedic ambulance housed at 3 Gorges Road, Kittery or at a mutually agreed upon location at a later date, that is dedicated to the TOWNS for two thousand and eighty (2080) hours and available for emergency ambulance calls when not on inter-facility transports. The 2080 dedicated hours must be scheduled at the TOWNS discretion and may be changed based on conditions. The CONTRACTOR agrees to subsidize additional dedicated hours from the secondary Paramedic ambulance when requested by the TOWNS at the rate of eighty dollars (\$80.00) per unit hour and for a minimum of four (4) hour daily increments. The CONTRACTOR agrees to establish mutual aid agreements with other communities and private ambulance services with written approval of the TOWNS.

d. The CONTRACTOR agrees all vehicles utilized within the TOWNS must be properly insured, registered, and maintained, and display a valid Motor Vehicle Inspection sticker at all times during the life of this contract. All drivers/emergency personnel must at all times hold all professional, regulatory and administrative certifications required for the work. All driver/operators of ambulance apparatus must be accredited Emergency Vehicle Operators. The CONTRACTOR agrees the primary paramedic ambulance must be no older than five (5) years of age and have no more than 200,000 miles on the odometer.

e. The CONTRACTOR agrees to meet an ALS average response time of six (6) minutes, fifty-nine (59) seconds 90% of the time for the Town of Kittery and an ALS average response time of eight (8) minutes, fifty-nine (59) seconds 90% of the time for the Town of Eliot. These response times are committed based on the ambulance being within the TOWNS limits and available for service.

f. The CONTRACTOR agrees to meet a BLS average response time of six (6) minutes, fifty-nine (59) seconds 60% of the time for the Town of Kittery and a BLS average response time of eight (8) minutes, fifty-nine (59) seconds 60% of the time for the Town of Eliot. These response times are committed based on the ambulance being within the TOWNS limits and available for service.

g. The CONTRACTOR agrees to provide training at no cost to the TOWNS' Public Safety personnel (Fire and Police) to maintain First Responder certification. Instructors, curriculum, and schedule will be reviewed and approved by the respective Fire Chiefs of Eliot and Kittery.

h. The CONTRACTOR agrees to house CONTRACTOR vehicles, equipment and personnel in 3 Gorges Road, a Kittery town-owned building. A separate lease will be written and attached as Addendum to this Agreement.

i. The CONTRACTOR agrees monthly run reports and response time data will be sent to Towns of Eliot and Kittery Fire Chiefs. The data will include all incidents and response times.

j. The CONTRACTOR agrees to forward to the TOWNS the CONTRACTOR'S usual and customary billing rates. They will be forwarded at the commencement of the contract and on the

fifteenth (15th) of January of each contract year.

k. The CONTRACTOR agrees to maintain Global Positioning System (GPS) capability/vehicle location capability using the existing Kittery Dispatch software in each ambulance with position/location indication to the current Dispatch Center.

l. The CONTRACTOR agrees to provide ambulance standby service for TOWNS' Fire and Police Departments at their request and at no additional cost.

m. The CONTRACTOR agrees to working with the TOWNS' Fire Departments in maintaining a comprehensive incident scene rehabilitation program.

n. The CONTRACTOR agrees to letter the primary assigned ambulance apparatus stating "Servicing the Towns of Eliot and Kittery" (or something similar). Ambulance exterior wrap design and lettering is to be approved by the TOWNS' of Eliot and Kittery Fire Chiefs.

o. The CONTRACTOR agrees all primary assigned ambulances must maintain a 12-lead EKG capability with carbon monoxide (CO) monitoring capability manufactured by Zoll, model # X-series monitor/defibrillator.

p. The CONTRACTOR agrees all primary assigned ambulances must be equipped with power-operated cots/stretchers manufactured by Stryker, model# Power-Pro XT Stretcher or equal.

q. The CONTRACTOR agrees to provide one scholarship for a nationally registered Emergency Medical Technician (EMT)(IAW DOT Standards) course per town for each year of the contract. The scholarships may be interchangeable between the TOWNS with agreement of both TOWNS Fire Chiefs.

r. The CONTRACTOR agrees to continue the EMS Review Board established by the original AGREEMENT to address complaints or concerns. Board must be convened within 72 hours of written concern/complaint. The EMS Review Board will consist of Eliot and Kittery Fire Chiefs or their designated representatives, and a supervisor from the CONTRACTOR. The Board will meet at least quarterly to review services and standards at which time recorded minutes will be taken and reported routinely to town officials.

s. The CONTRACTOR agrees to supply an off-line Operations Manager in a non-transporting vehicle to the TOWNS. This vehicle will be available to the TOWNS during peak hours. The determination of peak hours will be done in agreement with the CONTRACTOR representatives and the TOWNS' representatives.

t. The CONTRACTOR agrees to provide extra emergency (911) staffing for any severe weather events at no cost to the TOWNS.

u. The CONTRACTOR agrees to provide "hands-only" Cardio Pulmonary Resuscitation (CPR) instruction to the citizens of the TOWNS. This must be accomplished on a quarterly basis and at no cost to the TOWNS or their citizens.

v. The CONTRACTOR agrees to provide blood pressure monitoring clinics to the citizens of the TOWNS. This must be accomplished on a quarterly basis and at no cost to the TOWNS or their citizens.

w. The CONTRACTOR agrees to provide CPR and Automatic External Defibrillation (AED) training to the TOWNS' municipal employees. This must be accomplished on an annual basis and at no cost to the TOWNS or their employees.

x. The CONTRACTOR agrees to participate in a Mass Casualty Incident drill. Participation will include initial planning and preparation through to completion of the drill. The drill will be under the direction of the TOWNS' public safety personnel. In the event of a Mass Casualty Incident (MCI), the CONTRACTOR will provide an on-site liaison to assist Incident Command in coordinating EMS operations. All CONTRACTOR resources will be available to ensure safe EMS operations.

y. The CONTRACTOR agrees to stock and maintain a Mass Casualty trailer. The trailer will be stationed in the CONTRACTOR'S Somersworth, NH station and will be capable of being towed by the CONTRACTOR to the scene of large incidents at the request of the TOWNS' Public Safety Officials. The trailer will contain supplies and equipment to treat up to one hundred (100) patients.

z. Should a TOWN employee require ambulance transport while they are working, neither the TOWN nor the employee will be held liable for any costs associated therewith. The CONTRACTOR is however permitted to bill insurance companies, Medicare and Medicaid for the CONTRACTOR services provided that the CONTRACTOR accepts assignment for the insurance payments.

aa. The CONTRACTOR agrees to provide semi-annual inspections and maintenance to the TOWNS AED defibrillator units. This will include replacing of all used/expired electrode pads and AED batteries and will be done at no cost to the TOWNS. The CONTRACTOR will report out-of-service AED units to the respective fire chiefs of each community. The TOWNS' fire chiefs will supply a list of town owned AED units to the CONTRACTOR. The list will include the manufacturer of each unit, date of manufacture, date of latest battery and pad replacement and the AED location.

bb. The CONTRACTOR agrees to resupply any and all disposable medical supplies/equipment used in the field by the TOWNS public safety personnel. Supplies include Oxygen,

cc. The CONTRACTOR agrees to make available to the TOWNS use of training equipment including AHA approved CPR manikins and instrumented directive feedback devices.

dd. The CONTRACTOR agrees to provide CYANOKITS to treat smoke inhalation and carbon monoxide poisoning, Firewipes to cleanse external dermal areas, state of the art pulse oximeters, and other key rehabilitation services for the TOWNS Emergency First Responders. All services must be approved by Maine EMS prior to use.

WITNESSETH:

The Parties hereto have caused this Agreement to be executed on the date first above written.

TOWN OF KITTERY, MAINE

Witness

By _____
Kendra Amaral
Town Manager
200 Rogers Road, Kittery, ME 03904

TOWN OF ELIOT, MAINE

Witness

By _____
Michael Sullivan
Town Manager
1333 State Road, Eliot, ME 03903

STEWART'S AMBULANCE SERVICE, LLC

Witness

By _____
Its Chairman
20 Foundry Ave
Meredith, NH 03253

	Eliot		Transport		Calls		Transport		Calls		Transport	
	Calls	Transport	2021	2021	2021	2021	2021	2021	2022	2022	2022	2022
Jan	66	39	0:06:46	67	41	0:07:52	57	42				
Feb	51	28	0:08:31	52	29	0:06:54	49	34				
March	48	21	0:07:04	49	29	0:06:46	44	32				
Apr	57	31	0:06:57	40	23	0:06:55	44	23				
May	67	36	0:06:41	42	26	0:07:03	37	23				
June	65	38	0:07:33	53	35	0:06:55	38	20				
July	63	38	0:07:56	37	23	0:07:26	37	26				
Aug	37	24	0:07:42	39	29	0:07:36	37	26				
Sep	39	20	0:07:28	48	31	0:07:14	52	30				
Oct	38	23	0:07:28	49	29	0:07:09	57	30				
Nov	49	25	0:07:02	45	29	0:07:36	46	28				
Dec	46	20	0:07:07	48	24	0:07:43	38	24				
Totals	626	343	0:07:21	569	348	0:07:16	536	338				

Kittery

	Kittery		Transport		Calls		Transport		Calls		Transport	
	Calls	Transport	2021	2021	2021	2021	2021	2021	2022	2022	2022	2022
Jan	116	57	0:04:49	91	39	0:04:15	97	52				
Feb	105	65	0:04:16	98	53	0:04:19	93	61				
Mar	110	57	0:04:21	95	54	0:04:02	96	55				
Apr	99	61	0:03:47	116	67	0:03:32	91	61				
May	114	68	0:04:04	129	74	0:04:05	105	65				
Jun	114	63	0:04:01	116	65	0:03:59	99	68				
Jul	122	73	0:04:12	123	70	0:04:24	97	59				
Aug	115	73	0:04:27	111	63	0:04:47	98	62				
Sep	115	62	0:04:36	111	74	0:04:28	94	65				
Oct	129	91	0:04:22	117	62	0:04:06	91	52				
Nov	102	52	0:05:08	112	63	0:04:13	107	70				
Dec	105	54	0:04:35	127	74	0:04:02	120	65				
Totals	1346	776	0:04:23	1346	758	0:04:11	1188	735				

TOWN OF ELIOT

Cash Management & Reconciliations Policy

DRAFT

Issued:

PURPOSE

To safeguard Municipal assets and maximize cash flow, this policy provides guidelines for departments to turn over receipts to the Treasurer. Additionally, accounting records must regularly be reconciled to the general ledger to ensure transactions are in balance, mitigate fraud, safeguard general ledger accuracy, and maximize certifications of free cash. Included are details of internal controls designed to provide reasonable assurance that the Municipality's revenues are properly and timely secured, recorded, and deposited in Municipal bank accounts.

SCOPE

Guidelines for managing all cash, check, credit card, and other forms of payment received by all Municipal departments for taxes, excises, fees, charges, and intergovernmental receipts, from the departmental level through Treasury and Accounting duties.

POLICY

The head of each department that receives payments is responsible for instituting and employing internal controls designed to ensure that all receipts are recorded accurately, kept secure from loss or theft, and turned over timely to the Treasurer. Further, the Tax Collector and every department head responsible for managing a receivable account and/or special revenue fund will internally reconcile their respective accounting records and subsequently reconcile them with the Finance Director according to the guidelines and periodic time frames outlined in this policy. Although each department head is responsible for maintaining independent records of his or her office's transactions, they are also collectively accountable for the overall accuracy of the Municipality's financial records. All employees who handle the receipt of money must be trained in this policy by the Finance Director (or designee).

To indemnify the Municipality from potential loss or theft, the HR Specialist will ensure that surety bonds are maintained for all individuals responsible for handling payments.

Each department will turn over all cash/check receipts at least weekly and must do so by the end of the day when receipts total \$250 or more. At month-end, departmental staff will verify they have turned over all revenues received over the course of the month.

A. Receiving Payments

Using pre-numbered receipts, assigned departmental staff must process a receipt for every payment received. Departmental staff must identify forms of payment (check, cash, or credit card) on their receipts, and if payment is for a permit, the permit number. Every staff person who receives any check will immediately stamp the check front with their departmental stamp to confirm they have verified the following check components:

1. Pay To field is made out to Town of Eliot
2. Date field is correctly filled in with the date of the payment
3. Numerical field is completed with the correct numerical amount
4. The correct written amount matches the numerical field
5. The check is signed
6. The check is not a starter check, copy of a check, or non-negotiable check stub/receipt
7. The check has a current phone number and mailing address where the payer can be reached

Every department receiving payments shall secure them in a locked cash box or safe until completing a turnover to the Treasurer.

Each department head is responsible for overseeing the processing, recording, record retention, and turning over of receipts to the Treasurer. To the extent practicable, separate individuals should be tasked with 1) receiving and recording payments in the cash receipting module, and 2) turning receipts over to the Treasurer.

B. Turning Over Revenues

Departmental staff will print a copy of their daily cash receipting report to accompany their receipts to the department head. Every listed receipt should tie back to the value of total receipts collected and the total amount of cash, checks and credit cards being turned over to the department head. Departmental staff will deliver the turnover package in person and never may leave unattended turnovers in the Treasurer's office or elsewhere in Town Hall.

At least weekly (daily for the Clerk's office), each department will complete an internal turnover of all collections processed during that period. This shall include a cash receipting report, spreadsheet or other reconciling method, of all processed collections, summarized by receipt type.

C. Receiving Revenue Turnovers

When presented with a cash turnover, the Treasurer or designee will count the receipts to verify cash, check, and credit card totals match the associated report. Any inaccuracies on the reconciling document will be corrected and initialed by both the Treasurer (or designee) and the department head. The cash receipt report or reconciling document will be scanned into the applicable daily cash receipting shared folder.

Within 24 hours, or as soon as practicable thereafter, of receiving the cash turnover, the Treasurer will post the cash receipting journal (if applicable), scan checks for remote deposit, create a deposit package to be deposited at the bank, update the cash receipting spreadsheet, and scan any support documents into the daily cash receipting report in the shared folder. Until the deposit is completed, the Treasurer will make sure all receipts are always secured, either in a cash drawer or, if being held overnight, a locked vault.

D. Insufficient Funds

After notification from the bank of an insufficient fund (NSF) check or an invalid or otherwise unpaid electronic funds transfer, or disputed credit card payment, the Treasurer will enter a "reverse deposit" journal to reverse the cash amount from the cash account, using the NSF account as the offset. For tax or sewer payments, the Clerk's office will reverse the payment in the applicable account. The Finance Director will mail a Notice of Dishonor to the payee and the responsible department will be notified of the NSF check so that they may collect the payment.

Payment of the original amount plus a \$35 NSF fee is due in [10] days and must be in the form of cash, credit card (unless original invalid payment was a disputed credit card transaction), money order, or certified bank check. The passing of three (3) insufficient fund instruments will result in suspension of check cashing privileges for (2) years from the date of the third offense.

Suspension of check cashing privileges will require all future monetary transactions, for the time duration levied in the penalty period, between the municipality and the affected party/parties to be conducted only in cash, money order, certified bank check, or credit/debit card (unless original invalid payment was a disputed credit card transaction).

It is the department head's (or designee's) responsibility to follow up on collecting the amounts owed. If the payment was for a license or permit, the department may suspend the license or permit until the original amount and penalty have been paid. If it was for a committed receipt (i.e. tax bill), the committed amount will be reinstated by the appropriate official and the usual collections/lien procedures followed. If the payment was for a motor vehicle transaction and payment is not received by the 10th calendar day following notification, the transaction will be forwarded to the State of Maine to continue the collection proceedings, which will result in the suspension of driver's license and vehicle registration and additional reinstatement fees.

Once payment has been received to cover the returned check plus all penalties and fees a copy shall be provided to the Finance Director for verification.

E. Cash Drawers

On a limited basis, the Finance Director may authorize funds for a department cash drawer for the exclusive purpose of making change. The department head must submit a letter requesting this funding. The Finance Director will maintain records of cash drawer balances in the general ledger.

Use of these cash drawers shall be restricted only to departmental staff whose job duty assignments specify cashier functions. The department head is responsible for making sure each cash drawer is counted daily and will immediately investigate and correct any discrepancies. Any unreconcilable variances must be reviewed with the Finance Director to determine the best course of action for resolution. Cash drawers shall be stored in locked cabinets or safes; and reconciled at least at the end of the fiscal year for reporting to the Finance Director.

F. Reconciliation

Cash Account Reconciliations

To ensure an accurate accounting of all revenue activity, the Finance Director will maintain cash accounts in the financial software that reflect up-to-date and accurate information for all cash and assets. To do so, the Finance Director will make certain that every cash receipt, disbursement, transfer, and interest accrual is recorded in the cash account within 5 business days of each transaction, or as soon as practicable thereafter. The Finance Director will reconcile cash accounts to their corresponding bank accounts periodically throughout each month and finalize the monthly reconciliations within thirty (30) days of month-end. Bank accounts will include the General Fund Operating Account, Payroll, Investment, and any other grant, bond, or special revenue account.

The Finance Director will identify all reconciling items, including deposits in transit, insufficient funds (NSF) and voided checks, and discrepancies between the cash account and financial institutions, and will correct them when appropriate. The Finance Director will then forward a

reconciled cash account balance report to the Town Manager and, when necessary, will include supporting documentation for any adjustments made.

Payroll Withholdings Reconciliation

Payroll withholdings include federal and state taxes, child support and other wage assignments for legal obligations, deferred compensation, optional insurances, association dues, and other employer-sponsored options.

At the end of each pay cycle, the Payroll Processor will save all payroll reports from the financial software into the shared weekly payroll folders, along with any payment summaries and reports for withholdings paid directly through the payroll system via ACH or check. Withholdings subject to vendor invoices (i.e. insurances, MainePERS, etc.) will be entered and recorded through the Accounts Payable process.

To reduce the risk to the Municipality for liabilities in excess of withholdings, the Finance Director will conduct monthly reconciliations of these payroll withholdings to their corresponding accounts payable, identify any discrepancies, and make any necessary payroll changes or adjustments. The Finance Director will verify and reconcile payments for all other withholdings and deductions that are automatically issued and paid directly through the payroll system via ACH or check.

Accounts Receivable Reconciliation

Accounts receivable are outstanding monies owed to the Municipality, whether from committed bills (i.e. taxes, sewer) or uncommitted department invoices (i.e. police details). To ensure these assets are accounted for and balanced, the Tax Collector and any department head with accounts receivable duties will make certain that all cash receipts are recorded timely, maintain a control record for each receivable type and levy year, if applicable, and verify the detail balance agrees with the receivable control.

The receivable control is a record of original entry in which the record-keeper reduces a commitment according to processed collections, abatement, and exemptions and increases it by issued refunds. To maintain accuracy, the record-keeper must review the detailed list of receivables, identify credit balances as prepaid amounts or investigate them for possible correction, and reconcile the control balance to the detail.

Whenever these records do not agree, the record-keeper must determine the discrepancy by:

- Verifying the transactions (commitments, abatements, refunds, chargebacks) against their supporting documents.
- Comparing the total amount of posted payments to the daily cash receipting reports
- Determining whether any revenues were incorrectly recorded as payments to the commitment, such as interest and fees

The record-keeper will forward a copy of the internally reconciled accounts receivable balances to the Finance Director.

Special Revenue Fund Reconciliation

Special revenue funds are specific revenues segregated from the general fund and earmarked for specific purposes. They include gifts and grants from governmental entities, individuals, and organizations; revolving funds and receipts reserved for appropriation. To ensure these funds are balanced, department heads with responsibility for special revenue funds will verify that all revenues recorded, expenditures authorized for payments, and properly authorized transfers are recorded for the period. Department heads will discuss any discrepancies in these transactions with the Finance Director on a monthly basis.

General Ledger Reconciliation

To achieve the core objective of maintaining the general ledger's integrity, the Finance Director must regularly reconcile it with the separately maintained accounting records outlined in Sections A-D above. In addition, it is the Finance Director's responsibility to review all accounts analytically from time to time for reasonableness and to identify unusual activity.

The general ledger's cash accounts should reflect only those transactions recorded through the Cash Receipting, Accounts Payable, and Payroll modules of the financial software, so that in theory, the general ledger should be in balance with the monthly bank statements. However, errors may occur due to omitting transfers or transactions or applying them in the wrong amounts or to the wrong accounts. Whenever the Finance Director identifies a discrepancy between the general ledger and the bank statements, these steps must be taken in conjunction with the appropriate record-keeping party:

- If the total amount of revenue reported in the bank statement does not agree with the amount recorded in the general ledger for that month, the Finance Director must verify that the daily cash receipt reports agree by detailed amount and classification with the bank statement and correct any errors.
- Compare the total amount of warrants paid during the month, as posted in the financial software, with the total posted in the general ledger for the same period. The last warrant paid must be the last one posted, otherwise, a timing problem will create a discrepancy.
- If the records still do not agree, the Finance Director must trace each entry to the ledger until the variance is determined.

All receivable records must also be reconciled to the general ledger. If a given receivable control has been internally reconciled, any discrepancy must be in the general ledger, so the Finance Director must:

- Review the commitments, charges, payments, abatements, refunds, reclassifications, and adjustments in the general ledger, as appropriate for the particular control.
- Verify whether receipts are recorded to the correct account code.
- Verify the periods that activities were posted.

The Finance Director's receivable accounts in the general ledger should reflect the transactions provided by the Tax Collector in the daily cash receipting reports. Therefore, the above steps must resolve any discrepancies between the receivable control and the ledger. If they do not, the

Tax Collector and Finance Director must trace each ledger entry until they determine the reason for the variance.

The Finance Director will verify that all special revenue funds reconciliations match the general ledger. The responsible department head and Finance Director must research any discrepancy and correct the record(s) as appropriate.

Time Frames and Documentation

Employees subject to this policy will complete reconciliations of their internal accounting records early each month so subsequent reconciliations to the general ledger take place by the end of the month following the one being reconciled. At the end of each following month, the Finance Director will individually reconcile every general ledger account that directly corresponds to a specific bank account.

Each general ledger reconciliation will be documented by a worksheet cosigned by two parties. If any variance has not yet been resolved, this must be noted along with a work plan and timetable for resolution. The Finance Director may submit the collective set of reconciliation worksheets to the Town Manager as requested.

Reconciliation Summary

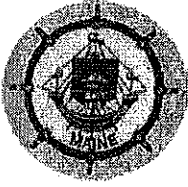
Records of Accounts to be Reconciled	Whose Records	Reconciliation Time Frames
Cash Accounts	Treasurer/Finance Director	<ul style="list-style-type: none"> • With online bank data weekly (spot check) • To the monthly banking statements by the last day of the following month*
Payroll withholdings	Treasurer/Finance Director HR Director	<ul style="list-style-type: none"> • To the billing statement by the 15th of the following month* • To the general ledger by the last day of the following month*
Collector's receivables	Tax Collector	<ul style="list-style-type: none"> • To the general ledger by the last day of the following month
Departmental receivables	Departmental designee(s)	<ul style="list-style-type: none"> • To the monthly payment report by the 15th of the following month* • To the general ledger by the last day of the following month*
Special Revenue Funds	Departmental designee(s) Treasurer/Finance Director	<ul style="list-style-type: none"> • To the revenue/expense accounts by the 15th of the following month* • To the investment statement by the last day of the following month*

*Or as soon as practicable thereafter. Department designee and Finance Director should coordinate a timeline if unable to meet designated timeframe.

G. Audit

All cash management activity is subject to review by the Municipality's independent auditor. Further, the Finance Director will conduct periodic, random audits of departments' payment processing and turnover procedures to ensure adherence to this policy.

DRAFT



Town of Eliot
Public Works Department

476 Dow Highway
Eliot, Maine 03903
(207)-439-9451

May 16, 2024

Honorable Select Board and Town Manager,

The Public Works is requesting the sum of \$125,000 from the Department of Public Works reserve accounts for a complete overhaul of the 2-way radio communication system. After spending my first winter plowing in the Eliot, I have overserved both a safety and security risk for the town and public works employees that needs to be addressed. Currently our outdated communication system does not provide the ability to transmit from one side of town to the other. This new system would piggyback off the antenna systems that both the Police Dept and Fire already have in place on the cell tower on Route 236.

This system would give the DPW its own repeater (which we don't have now), all new radios, (which we now have 3 different styles, some of which are no longer supported) plus a new base station, 2 new handhelds (used for traffic control).

Thank you for your time and consideration,

Norman Albert
Operations Manager



BUDGETARY

CUSTOMER: Elliot Department of Public Works

Repeater Conversion w/ CompassCom

DATE: 5.14.24

SITE	SUB SYS ID	QTY	AP	NO/EK/LATURE	DESCRIPTION	PRICE	EXTENDED	%	AMOUNT
Cell Site	Cabinet	1		DDB Cabinet	Custom Outdoor HVAC Double Bay DDB Cabinet	\$ 34,580.00	\$ 34,580.00	0%	\$ 34,580.00
Cell Site	Concrete Pad	1		Concrete Pad	Double Bay Cabinet Pad	\$ 5,000.00	\$ 5,000.00	0%	\$ 5,000.00
Cell Site	Combiner Mod	1		Combiner Modification	Custom built Comprod Combiner Modification	\$ 6,200.00	\$ 6,200.00	0%	\$ 6,200.00
Cell Site	Repeater	1		SLR5700	VHF SLR5700	\$ 4,550.00	\$ 4,550.00	0%	\$ 4,550.00
DPW	Base Radio	1		XPR5500e Base	VHF XPR5500e Capable Base Radio	\$ 1,945.00	\$ 1,945.00	0%	\$ 1,945.00
DPW	MCD5000	2		MCD5000	MCD5000 IP controlled remote	\$ 2,275.00	\$ 4,550.00	0%	\$ 4,550.00
DPW	RGU	1		RGU	Radio gateway unit	\$ 2,275.00	\$ 2,275.00	0%	\$ 2,275.00
DPW	CompassCom	1		CompassCom	CompassCom GPS Fleet Tracking	\$ 17,500.00	\$ 17,500.00	0%	\$ 17,500.00
Trucks	Mobile Radio	13		XPR5500e Mobile	VHF XPR5500e Capable Mobile Radios	\$ 1,362.00	\$ 17,576.00	0%	\$ 17,576.00
Trucks	Mobile Radio Install	13		XPR5500e Install	Mobile radio Installation	\$ 650.00	\$ 8,450.00	0%	\$ 8,450.00
ProjWide	FCC	1		FCC Licensing	VHF FCC Licensing for new repeater pair	\$ 1,500.00	\$ 1,500.00	0%	\$ 1,500.00
ProjWide	PME	1		PME	Dedicated Project Manager and Engineer	\$ 5,200.00	\$ 5,200.00	0%	\$ 5,200.00
ProjWide	ST	1		ST	CompassCom Configuration	\$ 2,600.00	\$ 2,600.00	0%	\$ 2,600.00
ProjWide	FI	1		FI	Cabinet Installation and conversion	\$ 4,160.00	\$ 4,160.00	0%	\$ 4,160.00
ProjWide	ST	1		ST	Cabinet Conversion	\$ 2,080.00	\$ 2,080.00	0%	\$ 2,080.00
ProjWide	S&D	1		S&D	TRBO Digital System Configuration	\$ 1,040.00	\$ 1,040.00	0%	\$ 1,040.00
ProjWide	Misc. Parts	1		Misc. Parts	Grounding, ground rods, ground wire, speaker wire, etc.	\$ 2,500.00	\$ 2,500.00	0%	\$ 2,500.00
Portables	Portable Radios	2		R7 Portable	VHF R7 Portable	\$ 1,323.00	\$ 2,646.00	0%	\$ 2,646.00



MOTOROLA SOLUTIONS

Total: \$ 124,352.00

ELIOT

10:39 AM

Payroll Warrant

Pay Date: 05/09/2024

05/08/2024

Page 1

WARRANT: 111

Check	D / D	Check	Employee	Gross Pay
15743	0.00	862.19	1105 Paul H Shiner	1,000.00
15744	350.00	424.58	4501 JAY P. MUZEROLL	1,000.35
15745	300.00	939.02	3010 Norman R Albert	1,900.00
15746	0.00	40.41	1080 Abbigail M LeBlanc	43.75
115743	843.18	0.00	1005 MELISSA T. ALBERT	1,559.60
115744	963.71	0.00	1059 Kristin D McNulty	1,600.00
115745	701.96	0.00	1104 Sierra A Pawnell	954.00
115746	1,696.98	0.00	1041 Michael J. Sullivan	2,346.40
115747	270.31	0.00	6084 Robert B. Veino	299.33
115748	652.31	0.00	1077 Mikayla L.F. Ferrara	954.01
115749	701.96	0.00	1068 Kylie R Gordon	954.00
115750	1,187.18	0.00	1010 WENDY J. RAWSKI	1,730.80
115751	787.72	0.00	1101 Lauren A Small	1,135.20
115752	979.69	0.00	1003 Rochelle M Bishop	1,502.80
115753	988.32	0.00	1032 Jeffery S. Brubaker	1,607.20
115754	1,043.95	0.00	1099 Donald K Ferrara	1,576.80
115755	666.15	0.00	1069 Kim R Tackett	990.00
115756	1,006.28	0.00	5078 Casey R Cyr	1,608.75
115757	772.15	0.00	5053 BRIAN P. DELANEY	1,367.20
115758	922.76	0.00	5076 William A. Dries	1,386.32
115759	1,462.50	0.00	5077 Robert Govoni	2,385.65
115760	858.80	0.00	5019 Ronald H Lund	1,509.20
115761	745.93	0.00	5074 Ryan D. Mazur	1,318.64
115762	1,184.68	0.00	5068 ELLIOTT L. MOYA	2,230.80
115763	785.64	0.00	5210 Paul W Shield	900.00
115764	638.70	0.00	5071 JUDITH F. SMITH	912.40
115765	640.07	0.00	3104 Douglas M Blaisdell	1,059.61
115766	683.07	0.00	3116 Austin D Mahoney	1,018.00
115767	983.38	0.00	3013 Kasey A Ross	1,406.00
115768	763.99	0.00	1026 David R Ross-Lyons	1,114.80
115769	900.26	0.00	3028 JAMES G. ROY	1,421.21
115770	270.82	0.00	3008 DONALD E. SYLVESTER	293.25
115771	319.57	0.00	3102 RONALD PEARSON	406.98
115772	412.26	0.00	1263 Thomas J. Phillips, III	509.85
115773	304.32	0.00	3083 RALPH E. PLACE	385.51
115774	233.05	0.00	3084 Daryl R Theriault	319.77
115775	304.47	0.00	3059 Robert H. Whittaker	377.91
115776	276.10	0.00	3110 Nicholas P Willis	345.99
115777	498.08	0.00	1310 Lindsay M. Jardine	654.50
115778	948.93	0.00	1060 HEATHER MUZEROLL-ROY	1,500.00
115779	751.98	0.00	1286 Megan E Roche	1,028.13
115780	254.54	0.00	1297 Nancy Young	275.63
115781	92.93	0.00	1103 Amanda E McKay	100.63
115782	121.21	0.00	1081 Ella G Vennard	131.25
115783	0.00	29,269.89	D / D 9 KENNEBUNK SAVINGS BANK	
15747	0.00	54.74	T & A 9 Mission Square	
15748	0.00	54.74	T & A 10 Mission Square	
115784	0.00	11,589.56	T & A 1 Kennebunk Savings Bank	

ELIOT
10:39 AM

Payroll Warrant
Pay Date: 05/09/2024

05/08/2024
Page 2

WARRANT: 111

Check	D / D	Check	Employee	Gross Pay
115785	0.00	180.00	T & A 7 Maine State Retirement Service	
115786	0.00	2,157.41	T & A 4 Treasurer of State	
Total	29,269.89	45,572.54		47,122.22

Put into A/P **19,245.72**
Taken out of A/P **(14,036.45)**

Total Payroll **50,781.81**

Count

Checks 50

WE THE SELECTMEN OF THE TOWN OF ELIOT AUTHORIZE THE TOWN TREASURER
Kristin McNulty TO PAY THE INVOICES ON THIS WARRANT.

Lauren Dow

Bruce Cabot Trott

Richard Donhauser

Stanley Shapleigh

William Widd

ELIOT
10:53 AM**Payroll Warrant**
Pay Date: 05/16/202405/15/2024
Page 1

WARRANT: 112

Check	D / D	Check	Employee	Gross Pay
15749	350.00	424.58	4501 JAY P. MUZEROLL	1,000.35
15750	300.00	939.02	3010 Norman R Albert	1,900.00
15751	0.00	169.70	1080 Abbigail M LeBlanc	183.75
115749	843.18	0.00	1005 MELISSA T. ALBERT	1,559.60
115750	963.71	0.00	1059 Kristin D McNulty	1,600.00
115751	701.96	0.00	1104 Sierra A Pawnell	954.00
115752	1,696.98	0.00	1041 Michael J. Sullivan	2,346.40
115753	264.12	0.00	6084 Robert B. Velno	291.24
115754	652.30	0.00	1077 Mikayla L.F. Ferrara	954.00
115755	714.03	0.00	1068 Kylie R Gordon	971.89
115756	1,187.18	0.00	1010 WENDY J. RAWSKI	1,730.80
115757	787.72	0.00	1101 Lauren A Small	1,135.20
115758	979.69	0.00	1003 Rochelle M Bishop	1,502.80
115759	988.32	0.00	1032 Jeffery S. Brubaker	1,607.20
115760	1,043.95	0.00	1099 Donald K Ferrara	1,576.80
115761	666.15	0.00	1069 Kim R Tackett	990.00
115762	1,007.24	0.00	5078 Casey R Cyr	1,610.26
115763	838.95	0.00	5053 BRIAN P. DELANEY	1,469.74
115764	922.76	0.00	5076 William A. Dries	1,386.32
115765	950.09	0.00	5077 Robert Govoni	1,459.15
115766	1,053.30	0.00	5019 Ronald H Lund	1,863.77
115767	1,057.41	0.00	5074 Ryan D. Mazur	1,885.46
115768	1,184.68	0.00	5068 ELLIOTT L. MOYA	2,230.80
115769	638.70	0.00	5071 JUDITH F. SMITH	912.40
115770	640.06	0.00	3104 Douglas M Blaisdell	1,059.60
115771	683.07	0.00	3116 Austin D Mahoney	1,018.00
115772	199.55	0.00	3013 Kasey A Ross	509.68
115773	1,146.36	0.00	3013 Kasey A Ross	1,388.43
115774	763.99	0.00	1026 David R Ross-Lyons	1,114.80
115775	900.27	0.00	3028 JAMES G. ROY	1,421.20
115776	459.81	0.00	3008 DONALD E. SYLVESTER	510.26
115777	319.57	0.00	3102 RONALD PEARSON	406.98
115778	668.93	0.00	3102 RONALD PEARSON	856.80
115779	412.26	0.00	1263 Thomas J. Phillips, III	509.85
115780	235.36	0.00	3083 RALPH E. PLACE	294.21
115781	702.86	0.00	3083 RALPH E. PLACE	902.91
115782	233.05	0.00	3084 Daryl R Theriault	319.77
115783	304.47	0.00	3059 Robert H. Whittaker	377.91
115784	276.10	0.00	3110 Nicholas P Willis	345.99
115785	403.26	0.00	1310 Lindsay M. Jardine	528.00
115786	948.93	0.00	1060 HEATHER MUZEROLL-ROY	1,500.00
115787	733.00	0.00	1286 Megan E Roche	1,000.00
115788	270.71	0.00	1297 Nancy Young	293.13
115789	92.93	0.00	1103 Amanda E McKay	100.63
115790	134.13	0.00	1081 Ella G Vennard	145.25
115791	80.80	0.00	1092 Gabriella L Wiggan	87.50
115792	0.00	30,401.89	D / D 9 KENNEBUNK SAVINGS BANK	
15752	0.00	54.74	T & A 9 Mission Square	

ELIOT
10:53 AM

Payroll Warrant

Pay Date: 05/16/2024

05/15/2024
Page 2

WARRANT: 112

Check	D / D	Check	Employee	Gross Pay
15753	0.00	54.74	T & A 10 Mission Square	
115793	0.00	11,784.84	T & A 1 Kennebunk Savings Bank	
115794	0.00	180.00	T & A 7 Maine State Retirement Service	
115795	0.00	2,201.53	T & A 4 Treasurer of State	
Total	30,401.89	46,211.04		47,812.83

Put into A/P **19,590.07**
 Taken out of A/P **(14,275.85)**
 Total Payroll **51,525.26**

Count	
Checks	52

WE THE SELECTMEN OF THE TOWN OF ELIOT AUTHORIZE THE TOWN TREASURER

DocuSigned by: Kristin McNulty TO PAY THE INVOICES ON THIS WARRANT.

Lauren Dow
04C9178A5179438...

DocuSigned by: Lauren Dow

Bruce Cabot Trott

Richard Donhauser
91E91EF66E03406...

DocuSigned by: Richard Donhauser

Stanley Shapleigh

William Widi
E32B0CF4FF404C8...
William Widi

Warrant 110

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
02854 Amazon Capital Services						
1237	32910	05	Managers chair	1Q63-RPLG-1M9D		
Managers chair	E 20-01-20-40				139.00	0.00
	Supplies / Dept./Office					
			Invoice Total-		139.00	
1237	32910	05	TS bags & hwy office	1FFN-YF9K-9JFN		
TS bags	E 20-25-20-58				63.18	0.00
	tation - Supplies / PAYT					
Hwy office	E 20-01-20-40				15.73	0.00
	Supplies / Dept./Office					
			Invoice Total-		78.91	
1237	32910	05	Return	1Y3Q-FFF7-PY14		
Credit Memo	G 01-9999-00				-75.11	0.00
	Clearing A/C					
			Invoice Total-		-75.11	
			Vendor Total-		142.80	
00035 AMERICAN SECURITY ALARM, INC.						
1237	32911	05	T Station alarm	161365		
T Station alarm	E 20-25-24-20				208.00	0.00
	tation - Rep. & Maint / Building					
			Vendor Total-		208.00	
02556 CAI Technologies						
1237	32912	05	GIS setup	19058		
GIS setup	E 01-03-10-05				975.00	0.00
	Contract Svc / GIS Mapping					
			Vendor Total-		975.00	
00109 CENTRAL MAINE POWER						
1237	32913	05	Street Lights	718001974489		
Street Lights	E 10-35-10-06				241.57	0.00
	Contract Svc / contract fee					
			Invoice Total-		241.57	
1237	32913	05	11 Dixon Rd	712002013837		
11 Dixon Rd	E 70-01-15-02				31.91	0.00
	Utilities / Electricity					
			Invoice Total-		31.91	
1237	32913	05	River Rd	710002027079		
River Rd	E 20-01-15-02				31.91	0.00
	Utilities / Electricity					
			Invoice Total-		31.91	
1237	32913	05	Old Rd	723001876947		
Old Rd	E 20-01-15-02				31.91	0.00
	Utilities / Electricity					
			Invoice Total-		31.91	
1237	32913	05	468 H L Dow Hwy	725001763818		
468 H L Dow Hwy	E 20-25-15-02				40.65	0.00
	tation - Utilities / Electricity					
			Invoice Total-		40.65	
1237	32913	05	Greenacres Rd	706002054653		
Greenacres Rd	E 20-01-15-02				31.91	0.00
	Utilities / Electricity					

Warrant 110

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
				Invoice Total-	31.91	
				Vendor Total-	409.86	
00121 Cintas Corporation #758						
1237	32914	05	5/3 uniforms	4191580693		
5/3 uniforms			E 20-01-03-15		58.36	0.00
			Employees / Uniforms			
				Vendor Total-	58.36	
00017 Cross Roads House, Inc						
1237	32915	05	FY2024 appropriations	FY2024		
FY2024 appropriations			E 06-10-60-01		250.00	0.00
			Soc Services / MISC			
				Vendor Total-	250.00	
00000 Don Ferrara						
1237	32916	05	April mileage reimburse.	4/2024		
April mileage reimburse.			E 01-03-03-06		36.85	0.00
			Employees / Mileage			
				Vendor Total-	36.85	
02333 EcoMaine						
1237	32917	05	Waste	ELIOT01		
Waste			E 20-25-10-28		3,482.16	0.00
			tation - Contract Svc / Disposal			
				Invoice Total-	3,482.16	
1237	32917	05	Bulky waste	BULELIOT01		
Bulky waste			E 20-25-10-28		3,775.80	0.00
			tation - Contract Svc / Disposal			
				Invoice Total-	3,775.80	
				Vendor Total-	7,257.96	
02940 Fisher Auto Parts						
1237	32918	05	Kubota	460-288785		
Kubota			E 20-01-24-15		11.24	0.00
			Rep. & Maint / Vehicle			
				Invoice Total-	11.24	
1237	32918	05	Truck 6	460-288791		
Truck 6			E 20-01-24-15		21.07	0.00
			Rep. & Maint / Vehicle			
				Invoice Total-	21.07	
				Vendor Total-	32.31	
00816 Irving Oil						
1237	32919	05	PW fuel	35537426		
PW fuel			E 20-05-20-10		40.15	0.00
			Supplies / Fuel			
				Vendor Total-	40.15	
00384 MAINE MUNICIPAL ASSOCIATION						
1237	32920	05	M Albert HR training	1000470672		
M Albert HR training			E 01-01-03-05		95.00	0.00
			Employees / Training			
				Vendor Total-	95.00	
02350 New England Kenworth						

Warrant 110

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account		Proj			
1237	32921	05	stock	CP549382		
stock			E 20-01-24-15		255.26	0.00
			Rep. & Maint / Vehicle			
			Vendor Total-		255.26	
01916 NORTH COAST SERVICES, LLC						
1237	32922	05	Elec. waste	46503		
Elec. waste			E 20-25-10-28		558.86	0.00
			tation - Contract Svc / Disposal			
			Vendor Total-		558.86	
00016 Preferred Construction Management Co, Inc						
1237	32923	05	Town hall project	12642		
Town hall project			E 90-03-99-01		4,060.00	0.00
			Misc. / Misc.			
			Vendor Total-		4,060.00	
01719 SEACOAST FIRST AID & SAFETY, INC.						
1237	32924	05	Hwy first aid	31630		
Hwy first aid			E 20-01-20-40		80.90	0.00
			Supplies / Dept./Office			
			Invoice Total-		80.90	
1237	32924	05	T/S first aid	31631		
T/S first aid			E 20-25-20-40		30.85	0.00
			tation - Supplies / Dept./Office			
			Invoice Total-		30.85	
			Vendor Total-		111.75	
00648 SOUTHERN MAINE PLANNING						
1237	32925	05	KACTS Match	17285		
KACTS Match			E 05-05-99-01		3,325.61	0.00
			Misc. / Misc.			
			Vendor Total-		3,325.61	
00002 Stellar Networks						
1237	32926	05	April IT	79209		
TH April IT			E 01-01-13-03		2,678.28	0.00
			Technology / Services			
PD April IT			E 01-01-13-03		740.00	0.00
			Technology / Services			
Hwy April IT			E 01-01-13-03		366.00	0.00
			Technology / Services			
			Vendor Total-		3,784.28	
00679 TEAMSTERS LOCAL UNION #340						
1237	32927	05	May TS/PW dues	5/2024		
May TS/PW dues			G 01-2237-00		577.00	0.00
			Union Dues-P			
			Vendor Total-		577.00	
00622 Terminal Supply Inc.						
1237	32928	05	Stock	35144-00		
Stock			E 20-01-24-15		430.97	0.00
			Rep. & Maint / Vehicle			
			Vendor Total-		430.97	

Warrant 110

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
00798 Tidewater Engineering & Surveying, Inc						
1237	32929	05	Murray-Rowe Project	2499		
Murray-Rowe Project			E 90-02-99-01		7,000.00	0.00
			Misc. / Misc.			
			Vendor Total-		7,000.00	
01753 Town of Kittery Sewer Department						
1237	32930	05	Sewer fee	154251		
Sewer fee			E 70-01-05-70		50,307.51	0.00
			Service Fees / Sw/Meter			
			Vendor Total-		50,307.51	
00725 TREASURER OF STATE						
1237	32931	05	BMV report	4/30/24-5/2/24		
BMV report			G 01-2040-00		16,277.56	0.00
			DMV Regs			
			Vendor Total-		16,277.56	
00899 TREASURER OF STATE						
1237	32932	05	Monthly report	4/2024		
Monthly report			G 01-2030-00		5,628.83	0.00
			Moses-IF&W			
			Vendor Total-		5,628.83	
00824 TREASURER, STATE MAINE						
1237	32933	05	Monthly report	04/2024		
Monthly report			G 01-2010-00		95.00	0.00
			Dog License			
			Vendor Total-		95.00	
01770 UNDERWOOD ENGINEERS						
1237	32934	05	Water & Sewer project	21699		
Water & Sewer project			E 90-30-99-01		4,471.88	0.00
			Misc. / Misc.			
			Vendor Total-		4,471.88	
00015 US Department of Education						
1237	32935	05	Tuition payment	1171925352		
Tuition payment			E 01-01-03-05		4,000.00	0.00
			Employees / Training			
			Vendor Total-		4,000.00	
01267 VERIZON/WIRELESS						
1237	32936	05	Hwy Ipad	9962034895		
Hwy Ipad			E 20-01-05-02		40.01	0.00
			Service Fees / Communicatio			
			Vendor Total-		40.01	

Warrant 110

Jrnl	Check	Month	Invoice Description	Reference	Encumbrance
Description	Account	Proj	Amount		
			Prepaid Total-	0.00	
			Current Total-	110,430.81	
			EFT Total-	0.00	
			Warrant Total-	110,430.81	

WE THE SELECTMEN OF THE TOWN OF ELIOT AUTHORIZE THE TOWN TREASURER
Kristin McNulty TO PAY THE INVOICES ON THIS WARRANT.

Lauren Dow

Bruce Cabot Trott

Richard Donhauser

Stanley Shapleigh

William Widi

Warrant 113

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account		Proj			
02854 Amazon Capital Services						
1272	32938	05	gloves	1CVJ-M7W9-47NM		
gloves			E 10-05-24-20		15.74	0.00
			Rep. & Maint / Building			
			Invoice Total-		15.74	
1272	32938	05	CSD office	1V1C-P7GV-9L3R		
CSD office			E 30-01-20-40		5.99	0.00
			Supplies / Dept./Office			
			Invoice Total-		5.99	
1272	32938	05	Youth Bballs	1NRV-W1XW-31WM		
Youth Bballs			E 31-02-55-01		91.98	0.00
			Prog. Exp. / Sup. & Mat.			
			Invoice Total-		91.98	
1272	32938	05	Farmers market	13XH-J3GX-6YQG		
Farmers market			E 31-02-55-01		109.94	0.00
			Prog. Exp. / Sup. & Mat.			
			Invoice Total-		109.94	
1272	32938	05	Farmers market	1WK9-FPX9-94VC		
Farmers market			E 31-02-55-01		150.48	0.00
			Prog. Exp. / Sup. & Mat.			
			Invoice Total-		150.48	
1272	32938	05	CSD office	1RY3-6TPL-NG4J		
CSD office			E 30-01-20-40		71.85	0.00
			Supplies / Dept./Office			
			Invoice Total-		71.85	
1272	32938	05	Cleaning supplies	1W4L-K9HW-3VYM		
Cleaning supplies			E 20-01-20-40		99.42	0.00
			Supplies / Dept./Office			
			Invoice Total-		99.42	
1272	32938	05	Door hangers	1YNF-3W1G-39PH		
Door hangers			E 01-03-20-40		22.99	0.00
			Supplies / Dept./Office			
			Invoice Total-		22.99	
1272	32938	05	Gloves	1C36-VPM3-GDYX		
Gloves			E 10-01-20-55		279.96	0.00
			Supplies / Fire Dept.			
			Invoice Total-		279.96	
1272	32938	05	Curtains	1KG3-HK1H-XPHE		
Curtains			E 10-01-24-20		15.99	0.00
			Rep. & Maint / Building			
			Invoice Total-		15.99	
1272	32938	05	Tools	11VJ-WCY1-141R		
Tools			E 10-01-20-55		153.99	0.00
			Supplies / Fire Dept.			
			Invoice Total-		153.99	
			Vendor Total-		1,018.33	

01659 Atlantic Recycling Equipment, LLC

1272	32939	05	#13	1864		
#13			E 20-01-24-15		467.00	0.00
			Rep. & Maint / Vehicle			

Warrant 113

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
				Vendor Total-	467.00	
00071 BERGERON PROTECTIVE CLOTHING						
1272	32940	05	PPE		240259	
PPE			E 90-05-99-01		2,530.04	0.00
			Misc. / Misc.			
				Invoice Total-	2,530.04	
1272	32940	05	PPE		240829	
PPE			E 90-05-99-01		6,326.47	0.00
			Misc. / Misc.			
				Invoice Total-	6,326.47	
				Vendor Total-	8,856.51	
00072 BERNSTEIN, SHUR, SAWYER & NELSON						
1272	32941	05	Staples		4065542	
Staples			E 01-01-10-02		891.00	0.00
			Contract Svc / Legal Serv.			
				Invoice Total-	891.00	
1272	32941	05	Planning		4065587	
Planning			E 05-05-99-01		30.50	0.00
			Misc. / Misc.			
				Invoice Total-	30.50	
				Vendor Total-	921.50	
02556 CAI Technologies						
1272	32942	05	Monthly GIS		19687	
Monthly GIS			E 01-03-10-05		2,653.75	0.00
			Contract Svc / GIS Mapping			
				Vendor Total-	2,653.75	
00109 CENTRAL MAINE POWER						
1272	32943	05	66 Dow Hwy		706002070273	
66 Dow Hwy			E 10-01-15-02		73.43	0.00
			Utilities / Electricity			
				Invoice Total-	73.43	
1272	32943	05	1323 State Rd		712002013818	
1323 State Rd			E 10-01-15-02		376.84	0.00
			Utilities / Electricity			
				Invoice Total-	376.84	
				Vendor Total-	450.27	
00121 Cintas Corporation #758						
1272	32944	05	5/10 uniforms		4192279491	
5/10 uniforms			E 20-01-03-15		58.36	0.00
			Employees / Uniforms			
				Vendor Total-	58.36	
00131 COMCAST						
1272	32945	05	CSD Phones		4/2024	
CSD Phones			E 30-01-05-02		194.73	0.00
			Service Fees / Communicatio			
				Invoice Total-	194.73	
1272	32945	05	FD Cable		8659-42024	

Warrant 113

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
FD Cable			E 10-01-05-02		32.95	0.00
			Service Fees / Communicatio			
			Invoice Total-		32.95	
			Vendor Total-		227.68	
01513 Consolidated Communications						
1272	32946	05	FD Phone	4/2024		
FD Phone			E 10-01-05-02		359.42	0.00
			Service Fees / Communicatio			
			Vendor Total-		359.42	
02315 Coyote Club Wildlife Ed.						
1272	32947	05	Youth program	5/2024		
Youth program			E 31-02-55-02		2,400.00	0.00
			Prog. Exp. / Contracted			
			Vendor Total-		2,400.00	
02034 Election Systems & Software						
1272	32948	05	Ballots - Town & School	CD2090003		
Ballots - Town & School			E 15-15-05-26		1,971.55	0.00
			Service Fees / Ballots			
			Vendor Total-		1,971.55	
00020 Hall Brothers Contracting, Inc.						
1272	32949	05	Roof repair	6572		
Roof repair			E 10-01-24-20		445.00	0.00
			Rep. & Maint / Building			
			Vendor Total-		445.00	
02015 HEATWAVE OIL, LLC						
1272	32950	05	Fuel	246565		
Fuel			E 20-01-20-10		1,584.03	0.00
			Supplies / Fuel			
			Vendor Total-		1,584.03	
02302 Holloway Automotive Group						
1272	32951	05	#11	6138398		
#11			E 20-01-24-15		1,066.49	0.00
			Rep. & Maint / Vehicle			
			Vendor Total-		1,066.49	
02967 IAFC Membership						
1272	32952	05	Dues	000267713		
Dues			E 10-01-03-05		260.00	0.00
			Employees / Training			
			Vendor Total-		260.00	
00287 INDUSTRIAL PROTECTION SERVICES,LLC						
1272	32953	05	SCBA Maint	195270-00		
SCBA Maint			E 10-01-10-16		2,790.00	0.00
			Contract Svc / SCBA Maint.			
			Invoice Total-		2,790.00	
1272	32953	05	Fire hose	193978-00		
Fire hose			E 93-16-99-01		5,560.00	0.00
			Misc. / Misc.			
			Invoice Total-		5,560.00	

Warrant 113

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account		Proj			
				Vendor Total-	8,350.00	
00816 Irving Oil						
1272	32954	05	PD fuel	35537422		
PD fuel			E 10-05-20-15		1,473.37	0.00
			Supplies / Gasoline			
				Invoice Total-	1,473.37	
1272	32954	05	FD fuel	35496449		
FD fuel			E 10-01-20-15		519.87	0.00
			Supplies / Gasoline			
				Invoice Total-	519.87	
				Vendor Total-	1,993.24	
02475 Leaf						
1272	32955	05	Copier Lease	16495063		
Copier Lease			E 07-02-65-08		721.61	0.00
			Debt Service / Leases			
				Vendor Total-	721.61	
01476 LIFESAVERS, INC.						
1272	32956	05	Defib	267108		
Defib			E 10-01-03-05		773.53	0.00
			Employees / Training			
				Vendor Total-	773.53	
00021 Maine Fire Service Institute						
1272	32957	05	Books - DSmith	MFSI-24-195		
Books - DSmith			E 10-01-03-05		80.97	0.00
			Employees / Training			
				Vendor Total-	80.97	
00384 MAINE MUNICIPAL ASSOCIATION						
1272	32958	05	Bkgrnd chck - eliot rec	1000470775		
Bkgrnd chck - eliot rec			E 01-01-03-02		77.78	0.00
			Employees / HR			
				Vendor Total-	77.78	
01006 Maine Municipal Employee Health Trust						
1272	32959	05	MMEHT June 2024	6/2024		
MMEHT June 2024			E 01-01-03-10		34,107.25	0.00
			Employees / Health Ins.			
MMEHT June 2024			G 01-2230-00		6,435.71	0.00
			Health/MMEHT			
				Vendor Total-	40,542.96	
00385 MAINE MUNICIPAL TAX COLLECTORS						
1272	32960	05	WR & LS tax lien workshop	1000471153		
WR & LS tax lien workshop			E 01-02-03-05		110.00	0.00
			Employees / Training			
				Vendor Total-	110.00	
00018 MaineHealth Care at Home						
1272	32961	05	Outside agency	5.2024		
Outside agency			E 06-10-60-01		500.00	0.00
			Soc Services / MISC			

Warrant 113

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
Vendor Total-					500.00	
00388 MainePERS						
1272	999999	05	MPERS April 2024	4/2024		
MPERS April 2024			E 01-01-03-40		16,927.28	0.00
			Employees / MPERS			
MPERS April 2024			G 01-2215-00		12,830.50	0.00
			MSRS/Employe			
Vendor Total-					29,757.78	
01244 P. GAGNON & SON, INC.						
1272	32962	05	PD Oil	18080		
PD Oil			E 10-05-15-01		492.25	0.00
			Utilities / Heating			
Invoice Total-					492.25	
1272	32962	05	FD fuel/heat	15081		
FD fuel/heat			E 10-01-15-01		855.56	0.00
			Utilities / Heating			
Invoice Total-					855.56	
Vendor Total-					1,347.81	
02901 Port City Architecture						
1272	32963	05	Town hall reno	23424-6		
Town hall reno			E 90-03-99-01		82,794.14	0.00
			Misc. / Misc.			
Vendor Total-					82,794.14	
02795 PowerDMS, Inc.						
1272	32964	05	Subscription	INV-51003		
Membership			E 10-05-10-11		5,027.16	0.00
			Contract Svc / Software			
Vendor Total-					5,027.16	
02774 Quadient Finance USA, Inc						
1272	32965	05	Postage	8976-42024		
Postage			E 01-01-20-05		2,000.00	0.00
			Supplies / Postage			
Vendor Total-					2,000.00	
00019 Quality Insulation of Portsmouth						
1272	32966	05	Gutters	73826074		
Gutters			E 93-16-99-01		3,200.00	0.00
			Misc. / Misc.			
Vendor Total-					3,200.00	
00000 Ronald Lund						
1272	32967	05	Training reimbursement	5/2024		
Training reimbursement			E 10-05-03-05		489.00	0.00
			Employees / Training			
Vendor Total-					489.00	
00619 S.A.D. # 35						
1272	32968	05	April vaca - KP	240219		
April vaca - KP			E 31-02-55-06		420.73	0.00
			Prog. Exp. / Transport.			
Invoice Total-					420.73	

Warrant 113

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
1272	32968	05	April Vaca - KP	240218		
April Vaca - KP			E 31-02-55-06		361.36	0.00
			Prog. Exp. / Transport.			
			Invoice Total-		361.36	
1272	32968	05	April Vaca - KP	240217		
April Vaca - KP			E 31-02-55-06		166.00	0.00
			Prog. Exp. / Transport.			
			Invoice Total-		166.00	
			Vendor Total-		948.09	
00617 SANEL NAPA						
1272	32969	05	Def	418504		
Def			E 10-01-24-15		77.97	0.00
			Rep. & Maint / Vehicle			
			Vendor Total-		77.97	
01955 Schreiber/Cohen, LLC						
1272	32970	05	monthly wage garnishment	5/2024		
monthly wage garnishment			G 01-2223-00		50.00	0.00
			David Dubord			
			Vendor Total-		50.00	
00649 Southern Maine Agency on Aging						
1272	32971	05	SMAA FY24	5/2024		
SMAA FY24			E 06-10-60-01		1,500.00	0.00
			Soc Services / MISC			
			Vendor Total-		1,500.00	
00002 Stellar Networks						
1272	32972	05	CSD April IT	79206		
CSD April IT			E 01-01-13-03		219.87	0.00
			Technology / Services			
			Vendor Total-		219.87	
00725 TREASURER OF STATE						
1272	32973	05	BMV Report	5/2/24-5/9/24		
BMV Report			G 01-2040-00		37,837.90	0.00
			DMV Regs			
			Vendor Total-		37,837.90	
00827 TREASURER OF STATE						
1272	32974	05	March monthly report	3/2024		
March monthly report			G 01-2050-00		105.00	0.00
			Weapons			
			Vendor Total-		105.00	
01819 Troiano Waste Services						
1272	32975	05	TH dumpster	0000695419		
TH dumpster			E 20-25-10-28		106.81	0.00
			tation - Contract Svc / Disposal			
			Vendor Total-		106.81	
01267 VERIZON/WIRELESS						
1272	32976	05	Fd cells	9962168425		

Warrant 113

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
Fd cells			E 10-01-05-02		68.56	0.00
			Service Fees / Communicatio			
			Vendor Total-		68.56	
01368 VILLAGE MOTORS SERVICE CENTER						
1272	32977	05	Vehicle maint.	64737		
Vehicle maint.			E 10-05-24-15		922.97	0.00
			Rep. & Maint / Vehicle			
			Invoice Total-		922.97	
1272	32977	05	Vehicle maint.	64761		
Vehicle maint.			E 10-05-24-15		423.73	0.00
			Rep. & Maint / Vehicle			
			Invoice Total-		423.73	
1272	32977	05	Vehicle maint	64803		
Vehicle maint			E 10-05-24-15		735.16	0.00
			Rep. & Maint / Vehicle			
			Invoice Total-		735.16	
1272	32977	05	Vehicle maint	64812		
Vehicle maint			E 10-05-24-15		145.77	0.00
			Rep. & Maint / Vehicle			
			Invoice Total-		145.77	
			Vendor Total-		2,227.63	
01051 WELLS FARGO FINANCIAL LEASING						
1272	32978	05	Copier	5029624955		
Copier			E 07-02-65-08		223.66	0.00
			Debt Service / Leases			
			Vendor Total-		223.66	
02029 WEX Bank						
1272	32979	05	Fuel	96892983		
Fuel			E 10-01-20-15		550.73	0.00
			Supplies / Gasoline			
			Vendor Total-		550.73	
00782 White Sign						
1272	32980	05	Signs	IVC131286		
Signs			E 20-01-24-56		57.30	0.00
			Rep. & Maint / Signs			
			Invoice Total-		57.30	
1272	32980	05	Sign	IVC131287		
Sign			E 20-01-24-56		39.85	0.00
			Rep. & Maint / Signs			
			Invoice Total-		39.85	
			Vendor Total-		97.15	
00447 Yoga In Action						
1272	32981	05	Yoga	1564		
Yoga			E 31-02-55-02		100.00	0.00
			Prog. Exp. / Contracted			
			Vendor Total-		100.00	
00805 YORK WOODS TREE SERVICE, LLC						
1272	32982	05	Grounds	101-23007		

Warrant 113

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
Grounds			E 20-01-24-95		815.00	0.00
	Rep. & Maint / Grounds					
Vendor Total-					815.00	
Prepaid Total-					29,757.78	
Current Total-					215,676.46	
EFT Total-					0.00	
Warrant Total-					245,434.24	

WE THE SELECTMEN OF THE TOWN OF ELIOT AUTHORIZE THE TOWN TREASURER

Kristin McNulty TO PAY THE INVOICES ON THIS WARRANT.

Lauren Dow

04C9118A3178438...

Bruce Cabot Trott

Lauren Dow

1A1560181922...

Richard Donhauser

DocuSigned by:
91E81E7C0EC3406...

Stanley Shapleigh

William Widi

E32B0CFFF404C8...

William Widi

Warrant 114

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
02991 Kennebunk Savings						
1273	999999	05	J Muzeroll April CC chgs		3/29/24-4/29/24	
Meeting Rm Rehab			E 93-16-99-01		27.87	0.00
			Misc. / Misc.			
FF Books			E 10-01-03-05		130.32	0.00
			Employees / Training			
Cumberland Farms			E 10-01-20-55		8.97	0.00
			Supplies / Fire Dept.			
Market Basket			E 10-01-20-55		100.71	0.00
			Supplies / Fire Dept.			
Walmart			E 10-01-24-20		177.45	0.00
			Rep. & Maint / Building			
BJs Wholesale			E 10-01-20-55		49.74	0.00
			Supplies / Fire Dept.			
Dollar General			E 10-01-20-55		31.65	0.00
			Supplies / Fire Dept.			
Adobe			E 10-01-05-02		239.88	0.00
			Service Fees / Communicatio			
Home Depot			E 93-16-99-01		330.01	0.00
			Misc. / Misc.			
			Invoice Total-		1,096.60	
1273	999999	05	E Moya April CC chgs		3/29/24-4/29/24	
godaddy.com			E 10-05-10-14		23.17	0.00
			Contract Svc / Cntrct Admin			
McDonalds			E 10-05-04-02		11.65	0.00
			Comm. Relati / Outreach			
Cumberland Farms			E 10-05-20-15		60.26	0.00
			Supplies / Gasoline			
			Invoice Total-		95.08	
1273	999999	05	W Rawski April CC chgs		3/29/24-4/29/24	
Oak Street Bistro			E 01-02-03-05		165.70	0.00
			Employees / Training			
			Invoice Total-		165.70	
1273	999999	05	K McNulty April CC chgs		3/29/24-4/29/24	
Docusign			E 01-01-13-02		300.00	0.00
			Technology / Software			
Zoom			E 01-01-13-02		95.94	0.00
			Technology / Software			
			Invoice Total-		395.94	
1273	999999	05	N Albert April CC chgs		3/29/24-4/29/24	
Harbor Freight			E 20-01-24-10		25.98	0.00
			Rep. & Maint / Equipment			
207 Tavern			E 20-01-20-40		83.96	0.00
			Supplies / Dept./Office			
Washburn Plumbing			E 20-01-24-95		30.88	0.00
			Rep. & Maint / Grounds			
Washburn Plumbing			E 20-01-24-95		4.70	0.00
			Rep. & Maint / Grounds			
Ecomm Most Depend			E 20-01-24-95		50.51	0.00
			Rep. & Maint / Grounds			
			Invoice Total-		196.03	
1273	999999	05	M Albert April CC chgs		3/29/24-4/29/24	
Docusign			E 01-01-13-02		-300.00	0.00
			Technology / Software			

Warrant 114

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
Indeed			E 30-01-04-01		100.30	0.00
			Comm. Relati / Ads/Notices			
Adobe			E 01-01-13-02		4,030.32	0.00
			Technology / Software			
Society for Human Resourc			E 01-01-03-05		410.00	0.00
			Employees / Training			
Indeed			E 20-01-04-01		500.24	0.00
			Comm. Relati / Ads/Notices			
Adobe			E 01-01-13-02		9.99	0.00
			Technology / Software			
Invoice Total-					4,750.85	
1273	999999	05	H Muzeroll-Roy Apr CC ch	3/29/24-4/29/24		
Walmart			E 30-01-20-40		39.97	0.00
			Supplies / Dept./Office			
Constant Contact			E 30-01-04-02		320.72	0.00
			Comm. Relati / Outreach			
Walmart.com			E 30-01-04-03		12.40	0.00
			Comm. Relati / Spec.Events			
Dollar General			E 30-01-20-40		30.50	0.00
			Supplies / Dept./Office			
BJs Wholesale			E 31-02-55-01		67.05	0.00
			Prog. Exp. / Sup. & Mat.			
Firefly Pottery			E 31-02-55-02		255.00	0.00
			Prog. Exp. / Contracted			
Discountmugs.com			E 31-02-55-01		469.22	0.00
			Prog. Exp. / Sup. & Mat.			
Invoice Total-					1,194.86	
Vendor Total-					7,895.06	
Prepaid Total-					7,895.06	
Current Total-					0.00	
EFT Total-					0.00	
Warrant Total-					7,895.06	

WE THE SELECTMEN OF THE TOWN OF ELIOT AUTHORIZE THE TOWN TREASURER
Kristin McNulty TO PAY THE INVOICES ON THIS WARRANT.

Lauren Dow

04C9118AB179436...
Lauren Dow

Bruce Cabot Trott

Richard Donhauser

DocuSigned by:
Richard Donhauser

William Widi

E32B0CFFF404C6...
William Widi

Stanley Shapleigh