

**Board of Selectpersons
Tuesday, November 7, 2023
7:00 PM – HYBRID IN PERSON AND ZOOM**

CALL TO ORDER & PLEDGE

RECOGNITION OF VISITORS - ITEMS NOT ON THE AGENDA

REPORTS

Manager Reports (p.2)

Financial Reports (p.3)

COMMUNICATIONS

OLD BUSINESS

NEW BUSINESS

Revaluation RFP Results (p.19)

Poland EMA Emergency Operation Center Update (p.26)

Transfer Station Metal Shelter RFP (p.83)

PAYABLES (p.88)

ANY OTHER BUSINESS

CALENDAR

ADJOURNMENT

[SELECTPERSONS ACTIVE LIST](#)

Solar Project – ReVision Energy

[OPEN COMMITTEE/BOARD SEATS](#)

Board of Appeals – 1 vacancy, 2 alternate vacancies

Planning Board – 2 alternate vacancies

CEDC – 2 alternate vacancies

Library Trustees – 1 vacancy

**Remember if you have not yet been sworn in and taken your oath you cannot be part of the voting body.*

Town Manager Report 7 November

- Gave state and local government presentation to PCS 3rd graders.
- Library foyer. Floor installed. Porcelain for bathrooms purchased and is being installed. Need to purchase and install lighting and mirrors and complete punch list items.
- A/L Airport. Attended a workshop to refine airport minimum standards.
- At the October 7th meeting I was asked to look into the PILOT (payment in lieu of taxes) program and to determine if the Select Board had the authority to enter into such an agreement.
 - PILOT is a voluntary program and the Town has done this before. The Select Board can approve this; it does not need to go before voters.
 - Auburn Housing is looking at how to get points for a grant application. Participating in a PILOT program is one way to get those points.
 - PILOT payment amount has been something less than what the property tax would be.
- Transfer Station EPA Grant. Survey complete. Next step will be to get an engineer to refine that data to support a site plan with a design for the shelter and concrete laydown areas.

**TOWN OF POLAND,
MAINE**

Memo

To: Matt Garside, Town Manager
From: Derek D. Theborge, Finance Director
Date: October 12, 2023
Re: **Financial Statements for FY 2024**

With 18 weeks behind us the close of fiscal year 2024, revenues and expenditures should be **34.62%** collected or spent, respectively.

Selected Financial Data:

Fire Rescue Total Wages – Percent Expended – **35.18%**

FY 2024 Taxes	Commitment, Plus Supplemental Bills	Collected YTD	% Collected YTD
Real Estate	\$11,129,906.89	\$5,621,506.05	50.51%
Personal Property	\$819,152.98	\$426,183.95	52.03%
Stabilized Taxes	\$155,204.59	\$0.00	0%
Total	\$12,104,264.46	\$6,047,690.00	49.96%

BI-WEEKLY REVENUE REPORT

Fund: 10
November

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
100 - GENERAL GOVERNMENT	16,616,405.53	0.00	13,527,103.52	3,089,302.01	81.41
4020 - CASH REPORTING SHORT-OVER	0.00	0.00	98.48	-98.48	----
4060 - CABLE TV FRANCHISE DISTRI	65,000.00	0.00	99.66	64,900.34	0.15
4070 - URBAN RURAL INITIATIVE (LRAP)	77,920.00	0.00	0.00	77,920.00	0.00
4090 - MISC STATE DISTRIBUTIONS	0.00	0.00	10.00	-10.00	----
4100 - STATE PARK DISTRIBUTIONS	14,000.00	0.00	0.00	14,000.00	0.00
4110 - STATE REVENUE DISTRIBUTIO	609,644.00	0.00	240,630.98	369,013.02	39.47
4120 - STATE TREE GROWTH FEE DIS	21,323.00	0.00	20,030.20	1,292.80	93.94
4130 - BOAT EXCISE	14,500.00	0.00	2,254.40	12,245.60	15.55
4140 - MOTOR VEHICLE EXCISE	1,475,000.00	0.00	487,877.48	987,122.52	33.08
4150 - AMBULANCE SERVICE FEES	250,000.00	0.00	100,447.08	149,552.92	40.18
4151 - AMBULANCE MECHANIC FALLS	88,000.00	0.00	38,205.60	49,794.40	43.42
4155 - FIRE COPY REVENUE	50.00	0.00	5.00	45.00	10.00
4160 - ANIMAL LICENSE FEES & FIN	1,675.00	0.00	57.00	1,618.00	3.40
4175 - FEES CLERK	600.00	0.00	380.00	220.00	63.33
4180 - CODE ENFORCEMENT FEES	55,000.00	0.00	19,622.09	35,377.91	35.68
4183 - MARIJUANA LICENSING FEES	6,000.00	0.00	0.00	6,000.00	0.00
4190 - CUSTOMER SERVICE FEES	800.00	0.00	503.63	296.37	62.95
4200 - ELECTRICAL PERMIT FEES	5,000.00	0.00	1,958.40	3,041.60	39.17
4210 - INLAND FISHERIES AGENT FE	1,750.00	0.00	349.50	1,400.50	19.97
4220 - LIEN FEES	8,500.00	0.00	6,449.77	2,050.23	75.88
4230 - MOTOR VEHICLE FEES	28,000.00	0.00	9,904.00	18,096.00	35.37
4240 - PLUMBING PERMIT FEES	10,500.00	0.00	5,070.00	5,430.00	48.29
4260 - SNOWMOBILE REGISTRATION F	2,400.00	0.00	0.00	2,400.00	0.00
4270 - SOLID WASTE SERVICE FEES	19,000.00	0.00	11,901.00	7,099.00	62.64
4280 - TOWN BUILDINGS RENTAL FEES	1,300.00	0.00	810.00	490.00	62.31
4290 - VITAL STATISTICS	5,500.00	0.00	2,476.40	3,023.60	45.03
4295 - NON RESIDENT BEACH PERMITS	350.00	0.00	415.00	-65.00	118.57
4300 - RSU16 Garage Bay Maintenance	5,493.00	0.00	2,774.60	2,718.40	50.51
4310 - GENERAL ASSIST REIMBURSEM	2,500.00	0.00	0.00	2,500.00	0.00
4320 - HOMESTEAD REIMBURSEMENT	342,745.84	0.00	398,482.00	-55,736.16	116.26
4330 - VETERANS EXEMPT REIMBURSE	3,750.00	0.00	3,165.00	585.00	84.40
4340 - SOLID WASTE REVENUES	7,000.00	0.00	5,534.42	1,465.58	79.06
4370 - TAX COMMITMENT REVENUE	12,104,264.22	0.00	12,104,264.46	-0.24	100.00
4390 - TAX PENALTY INTEREST	27,500.00	0.00	8,909.58	18,590.42	32.40
4460 - USE OF UNDESIGNATED FB	550,000.00	0.00	0.00	550,000.00	0.00
4500 - MISCELLANEOUS REVENUES	0.00	0.00	57.94	-57.94	----
4510 - INVESTMENT INTEREST	210,000.00	0.00	40,359.85	169,640.15	19.22
4540 - BETE REIMBURSEMENT	587,340.47	0.00	0.00	587,340.47	0.00
5001 - CAMP CONNOR PAYBACK FROM REC	14,000.00	0.00	14,000.00	0.00	100.00
Final Totals	16,616,405.53	0.00	13,527,103.52	3,089,302.01	81.41

BI-WEEKLY EXPENSE REPORT

Fund: 10
November

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
100 - GENERAL	2,865,338.53	13,795.38	2,006,142.27	859,196.26	70.01
10 - GENERAL	2,777,946.53	12,950.98	1,986,009.38	791,937.15	71.49
20 - BLD & GROUND	72,739.00	844.40	17,030.61	55,708.39	23.41
30 - CABLE TV	14,653.00	0.00	3,102.28	11,550.72	21.17
120 - COMM SERVCS	620,308.00	5,017.20	243,520.60	376,787.40	39.26
01 - PLANNING&DEV	209,183.00	2,469.20	67,451.68	141,731.32	32.25
02 - RECREATION	192,132.00	2,548.00	61,341.01	130,790.99	31.93
03 - HEALTH OFFCR	1,752.00	0.00	331.26	1,420.74	18.91
04 - BEACH MAINT	6,655.00	0.00	2,975.50	3,679.50	44.71
05 - CONSERVATION	10,000.00	0.00	5,000.00	5,000.00	50.00
06 - GENL ASSIST	11,000.00	0.00	6,000.00	5,000.00	54.55
08 - SOC SERVC AG	9,777.00	0.00	9,777.00	0.00	100.00
09 - TOWN LIBRARY	170,809.00	0.00	85,404.50	85,404.50	50.00
10 - BALL FIELD M	9,000.00	0.00	5,239.65	3,760.35	58.22
130 - PUB WORKS	1,311,750.00	9,558.45	413,430.64	898,319.36	31.52
01 - PUBLIC WORKS	914,636.00	6,666.05	285,333.30	629,302.70	31.20
02 - SOLID WASTE	397,114.00	2,892.40	128,097.34	269,016.66	32.26
140 - PUB SAFETY	2,028,593.00	16,356.08	713,927.53	1,314,665.47	35.19
01 - FIRE RESCUE	1,379,219.00	16,281.08	422,865.94	956,353.06	30.66
02 - LAW ENFORCEM	548,575.00	0.00	264,140.74	284,434.26	48.15
03 - DISPATCHING	60,605.00	0.00	17,668.06	42,936.94	29.15
04 - ANIMAL CTRL	14,500.00	75.00	1,350.00	13,150.00	9.31
05 - ST LIGHT	19,694.00	0.00	6,236.11	13,457.89	31.67
07 - EMER MANGMT	6,000.00	0.00	1,666.68	4,333.32	27.78
150 - FINAN SERVCS	9,790,416.00	0.00	3,680,156.36	6,110,259.64	37.59
01 - XFER TIF 1	363,223.00	0.00	0.00	363,223.00	0.00
02 - XFER TIF 2	363,713.00	0.00	0.00	363,713.00	0.00
05 - XFER DTV	138,437.00	0.00	0.00	138,437.00	0.00
07 - RSU 16	7,867,330.00	0.00	2,622,443.36	5,244,886.64	33.33
08 - XFER CIP	1,057,713.00	0.00	1,057,713.00	0.00	100.00
Final Totals	16,616,405.53	44,727.11	7,057,177.40	9,559,228.13	42.47

BI-WEEKLY EXPENSE REPORT

Fund: 10
November

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
100 - GENERAL	2,865,338.53	13,795.38	2,006,142.27	859,196.26	70.01
10 - GENERAL	2,777,946.53	12,950.98	1,986,009.38	791,937.15	71.49
1000 - GENERAL	1,616,967.53	0.00	1,642,492.70	-25,525.17	101.58
02 - DEBT SERVICE	234,216.00	0.00	185,284.36	48,931.64	79.11
03 - OFFICE SUPPL	58,951.00	0.00	10,854.93	48,096.07	18.41
07 - DUES/SUBS	20,428.00	0.00	375.30	20,052.70	1.84
08 - BANK FEES	250.00	0.00	-145.41	395.41	-58.16
10 - ELECTION SUP	7,000.00	0.00	0.00	7,000.00	0.00
11 - POSTAGE	11,004.00	0.00	5,183.60	5,820.40	47.11
14 - REGISTRY	7,500.00	0.00	3,016.00	4,484.00	40.21
15 - PRINTING	8,530.00	0.00	0.00	8,530.00	0.00
16 - ADVERTISE	500.00	0.00	99.66	400.34	19.93
17 - SPECIAL EVEN	3,775.00	0.00	0.00	3,775.00	0.00
20 - ABATEMENTS	20,840.53	0.00	222,358.26	-201,517.73	999.99
25 - COUNTY TAX	1,186,227.00	0.00	1,186,227.00	0.00	100.00
60 - MUNIC INS	57,746.00	0.00	29,239.00	28,507.00	50.63
1500 - UTILITIES	79,419.00	0.00	23,765.72	55,653.28	29.92
10 - ELECTRICITY	17,960.00	0.00	6,039.55	11,920.45	33.63
15 - PHONE	5,375.00	0.00	1,557.27	3,817.73	28.97
30 - HEAT	34,423.00	0.00	264.42	34,158.58	0.77
60 - INTERNET	1,885.00	0.00	599.92	1,285.08	31.83
65 - WATER	811.00	0.00	120.32	690.68	14.84
66 - SPRINKLERS	1,245.00	0.00	414.72	830.28	33.31
75 - HYDRANTS	17,720.00	0.00	14,769.52	2,950.48	83.35
2000 - FIN SERVICES	1,015,910.00	12,950.98	305,307.18	710,602.82	30.05
10 - FT WAGES	448,054.00	9,841.20	175,660.89	272,393.11	39.21
20 - OT WAGES	1,069.00	0.00	0.00	1,069.00	0.00
30 - PT & OTH WAG	13,440.00	25.00	600.00	12,840.00	4.46
40 - ALLOWANCES	5,245.00	67.31	1,276.11	3,968.89	24.33
41 - CELL PHONE	1,080.00	0.00	360.00	720.00	33.33
42 - CELL 65	480.00	0.00	160.00	320.00	33.33
50 - TRAINING	1,625.00	0.00	0.00	1,625.00	0.00
65 - EDUC INCENT	300.00	0.00	0.00	300.00	0.00
68 - HRA	36,000.00	0.00	9,999.36	26,000.64	27.78
69 - HEALTH PAYOUT	4,800.00	46.15	1,430.70	3,369.30	29.81
70 - HEALTH INS	157,302.00	0.00	35,241.70	122,060.30	22.40
72 - LIFE NO MED	497.00	0.00	174.60	322.40	35.13
75 - ICMA/MPRS	55,855.00	211.52	14,932.74	40,922.26	26.73
76 - SS FICA	169,231.00	2,759.80	49,014.47	120,216.53	28.96
80 - WORKERS COMP	112,987.00	0.00	15,300.61	97,686.39	13.54
85 - SICK PAYOUT	6,445.00	0.00	0.00	6,445.00	0.00
95 - VOLUNT INS	1,500.00	0.00	1,156.00	344.00	77.07
3000 - PRO SERVICES	65,650.00	0.00	14,443.78	51,206.22	22.00
10 - AUDIT	16,250.00	0.00	9,200.00	7,050.00	56.62
20 - LEGAL	12,000.00	0.00	-5,339.54	17,339.54	-44.50
50 - PROFESSIONAL	1,400.00	0.00	0.00	1,400.00	0.00
70 - ASSESS AGENT	36,000.00	0.00	10,583.32	25,416.68	29.40
20 - BLD & GROUND	72,739.00	844.40	17,030.61	55,708.39	23.41
1000 - GENERAL	10,000.00	0.00	2,067.87	7,932.13	20.68
04 - GROUND SUPP	8,000.00	0.00	2,067.87	5,932.13	25.85
05 - EQUIPMENT	2,000.00	0.00	0.00	2,000.00	0.00
1500 - UTILITIES	780.00	0.00	0.00	780.00	0.00
10 - ELECTRICITY	780.00	0.00	0.00	780.00	0.00
2000 - FIN SERVICES	46,759.00	844.40	14,330.74	32,428.26	30.65

BI-WEEKLY EXPENSE REPORT

Fund: 10
November

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
100 - GENERAL CONT'D					
10 - FT WAGES	43,909.00	844.40	14,330.74	29,578.26	32.64
20 - OT WAGES	1,500.00	0.00	0.00	1,500.00	0.00
40 - ALLOWANCES	1,350.00	0.00	0.00	1,350.00	0.00
3000 - PRO SERVICES	3,200.00	0.00	200.00	3,000.00	6.25
50 - PROFESSIONAL	3,200.00	0.00	200.00	3,000.00	6.25
3500 - MAINT & REP	12,000.00	0.00	432.00	11,568.00	3.60
15 - MAIN/REPAIR	12,000.00	0.00	432.00	11,568.00	3.60
30 - CABLE TV	14,653.00	0.00	3,102.28	11,550.72	21.17
1000 - GENERAL	1,185.00	0.00	0.00	1,185.00	0.00
03 - OFFICE SUPPL	1,185.00	0.00	0.00	1,185.00	0.00
2000 - FIN SERVICES	10,168.00	0.00	2,352.28	7,815.72	23.13
37 - STIPEND	10,168.00	0.00	2,352.28	7,815.72	23.13
3000 - PRO SERVICES	3,300.00	0.00	750.00	2,550.00	22.73
50 - PROFESSIONAL	3,300.00	0.00	750.00	2,550.00	22.73
120 - COMM SERVCS	620,308.00	5,017.20	243,520.60	376,787.40	39.26
01 - PLANNING&DEV	209,183.00	2,469.20	67,451.68	141,731.32	32.25
1000 - GENERAL	12,255.00	0.00	7,403.19	4,851.81	60.41
03 - OFFICE SUPPL	8,645.00	0.00	7,128.31	1,516.69	82.46
07 - DUES/SUBS	1,300.00	0.00	274.88	1,025.12	21.14
11 - POSTAGE	2,310.00	0.00	0.00	2,310.00	0.00
1500 - UTILITIES	210.00	0.00	94.40	115.60	44.95
15 - PHONE	210.00	0.00	30.66	179.34	14.60
50 - FUEL	0.00	0.00	63.74	-63.74	----
2000 - FIN SERVICES	187,718.00	2,469.20	59,264.89	128,453.11	31.57
10 - FT WAGES	128,399.00	2,469.20	44,130.42	84,268.58	34.37
20 - OT WAGES	0.00	0.00	117.66	-117.66	----
30 - PT & OTH WAG	3,000.00	0.00	0.00	3,000.00	0.00
40 - ALLOWANCES	500.00	0.00	391.73	108.27	78.35
50 - TRAINING	1,000.00	0.00	112.87	887.13	11.29
70 - HEALTH INS	41,722.00	0.00	11,258.20	30,463.80	26.98
75 - ICMA/MPRS	13,097.00	0.00	3,254.01	9,842.99	24.85
3000 - PRO SERVICES	6,500.00	0.00	689.20	5,810.80	10.60
75 - PLANN CONSUL	6,500.00	0.00	689.20	5,810.80	10.60
3500 - MAINT & REP	2,500.00	0.00	0.00	2,500.00	0.00
10 - VEHICLE MAIN	2,500.00	0.00	0.00	2,500.00	0.00
02 - RECREATION	192,132.00	2,548.00	61,341.01	130,790.99	31.93
2000 - FIN SERVICES	192,132.00	2,548.00	61,341.01	130,790.99	31.93
10 - FT WAGES	132,497.00	2,548.00	45,549.23	86,947.77	34.38
70 - HEALTH INS	46,120.00	0.00	12,445.24	33,674.76	26.98
75 - ICMA/MPRS	13,515.00	0.00	3,346.54	10,168.46	24.76
03 - HEALTH OFFCR	1,752.00	0.00	331.26	1,420.74	18.91
2000 - FIN SERVICES	1,752.00	0.00	331.26	1,420.74	18.91
37 - STIPEND	1,452.00	0.00	331.26	1,120.74	22.81
40 - ALLOWANCES	300.00	0.00	0.00	300.00	0.00
04 - BEACH MAINT	6,655.00	0.00	2,975.50	3,679.50	44.71
2000 - FIN SERVICES	5,355.00	0.00	2,250.00	3,105.00	42.02
30 - PT & OTH WAG	5,355.00	0.00	2,250.00	3,105.00	42.02
3500 - MAINT & REP	1,300.00	0.00	725.50	574.50	55.81
11 - BEACH MAINT	1,300.00	0.00	725.50	574.50	55.81
05 - CONSERVATION	10,000.00	0.00	5,000.00	5,000.00	50.00
1400 - MISC EXPENSE	10,000.00	0.00	5,000.00	5,000.00	50.00

BI-WEEKLY EXPENSE REPORT

Fund: 10
November

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
120 - COMM SERVCS CONT'D					
15 - PCC	5,000.00	0.00	5,000.00	0.00	100.00
16 - DAM REPAIR	5,000.00	0.00	0.00	5,000.00	0.00
06 - GENL ASSIST	11,000.00	0.00	6,000.00	5,000.00	54.55
1000 - GENERAL	5,000.00	0.00	0.00	5,000.00	0.00
40 - GEN ASSIST	5,000.00	0.00	0.00	5,000.00	0.00
3000 - PRO SERVICES	6,000.00	0.00	6,000.00	0.00	100.00
50 - PROFESSIONAL	6,000.00	0.00	6,000.00	0.00	100.00
08 - SOC SERVC AG	9,777.00	0.00	9,777.00	0.00	100.00
3000 - PRO SERVICES	9,777.00	0.00	9,777.00	0.00	100.00
50 - PROFESSIONAL	9,777.00	0.00	9,777.00	0.00	100.00
09 - TOWN LIBRARY	170,809.00	0.00	85,404.50	85,404.50	50.00
1300 - LIBRARY	170,809.00	0.00	85,404.50	85,404.50	50.00
45 - TOWN PORTION	170,809.00	0.00	85,404.50	85,404.50	50.00
10 - BALL FIELD M	9,000.00	0.00	5,239.65	3,760.35	58.22
3500 - MAINT & REP	9,000.00	0.00	5,239.65	3,760.35	58.22
15 - MAIN/REPAIR	9,000.00	0.00	5,239.65	3,760.35	58.22
130 - PUB WORKS					
01 - PUBLIC WORKS	1,311,750.00	9,558.45	413,430.64	898,319.36	31.52
01 - PUBLIC WORKS	914,636.00	6,666.05	285,333.30	629,302.70	31.20
1000 - GENERAL	4,500.00	0.00	2,546.97	1,953.03	56.60
05 - EQUIPMENT	4,500.00	0.00	2,546.97	1,953.03	56.60
1400 - MISC EXPENSE	194,675.00	0.00	46,094.03	148,580.97	23.68
01 - CATCHBASIN	4,950.00	0.00	0.00	4,950.00	0.00
02 - TREE CUTTING	2,500.00	0.00	240.04	2,259.96	9.60
03 - CULVERTS	11,000.00	0.00	16,760.20	-5,760.20	152.37
04 - EROSION MAT	8,000.00	0.00	2,530.00	5,470.00	31.63
05 - ROAD STRIPIN	11,950.00	0.00	0.00	11,950.00	0.00
06 - GRAVEL	19,500.00	0.00	3,830.49	15,669.51	19.64
07 - SURFACE PATC	10,000.00	0.00	8,601.80	1,398.20	86.02
08 - SALT	108,025.00	0.00	12,298.62	95,726.38	11.38
10 - SIGNS	5,750.00	0.00	1,602.42	4,147.58	27.87
11 - CUTTING EDGE	13,000.00	0.00	230.46	12,769.54	1.77
1500 - UTILITIES	115,040.00	0.00	8,761.04	106,278.96	7.62
10 - ELECTRICITY	9,300.00	0.00	1,316.49	7,983.51	14.16
15 - PHONE	630.00	0.00	437.39	192.61	69.43
30 - HEAT	6,000.00	0.00	0.00	6,000.00	0.00
50 - FUEL	97,325.00	0.00	6,448.16	90,876.84	6.63
60 - INTERNET	1,200.00	0.00	404.24	795.76	33.69
65 - WATER	585.00	0.00	154.76	430.24	26.45
2000 - FIN SERVICES	523,871.00	6,666.05	169,941.86	353,929.14	32.44
10 - FT WAGES	336,752.00	6,527.60	119,771.95	216,980.05	35.57
20 - OT WAGES	1,827.00	0.00	550.43	1,276.57	30.13
30 - PT & OTH WAG	19,335.00	0.00	8,460.00	10,875.00	43.75
32 - SNOW OT	27,137.00	0.00	0.00	27,137.00	0.00
40 - ALLOWANCES	499.00	0.00	0.00	499.00	0.00
41 - CELL PHONE	480.00	0.00	160.00	320.00	33.33
50 - TRAINING	500.00	0.00	0.00	500.00	0.00
67 - PROT CLOTHIN	2,500.00	0.00	1,956.88	543.12	78.28
69 - HEALTH PAYOU	4,800.00	138.45	2,261.35	2,538.65	47.11
70 - HEALTH INS	92,000.00	0.00	24,825.36	67,174.64	26.98
71 - PYSICAL/DRUG	565.00	0.00	238.00	327.00	42.12
72 - LIFE NO MED	173.00	0.00	140.70	32.30	81.33

BI-WEEKLY EXPENSE REPORT

Fund: 10
November

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
130 - PUB WORKS CONT'D					
75 - ICMA/MPRS	37,303.00	0.00	8,547.74	28,755.26	22.91
84 - VAC PAYOUT	0.00	0.00	1,855.89	-1,855.89	----
85 - SICK PAYOUT	0.00	0.00	1,173.56	-1,173.56	----
3000 - PRO SERVICES	3,050.00	0.00	0.00	3,050.00	0.00
50 - PROFESSIONAL	3,050.00	0.00	0.00	3,050.00	0.00
3500 - MAINT & REP	73,500.00	0.00	57,989.40	15,510.60	78.90
10 - VEHICLE MAIN	50,000.00	0.00	50,050.79	-50.79	100.10
15 - MAIN/REPAIR	10,000.00	0.00	227.61	9,772.39	2.28
16 - RENTAL EQUIP	13,500.00	0.00	7,711.00	5,789.00	57.12
02 - SOLID WASTE	397,114.00	2,892.40	128,097.34	269,016.66	32.26
1000 - GENERAL	2,813.00	0.00	7,790.48	-4,977.48	276.95
04 - GROUND SUPP	1,365.00	0.00	0.00	1,365.00	0.00
05 - EQUIPMENT	905.00	0.00	7,790.48	-6,885.48	860.83
07 - DUES/SUBS	543.00	0.00	0.00	543.00	0.00
1500 - UTILITIES	184,555.00	0.00	55,998.10	128,556.90	30.34
10 - ELECTRICITY	8,750.00	0.00	1,119.31	7,630.69	12.79
15 - PHONE	635.00	0.00	188.13	446.87	29.63
30 - HEAT	1,243.00	0.00	0.00	1,243.00	0.00
50 - FUEL	7,572.00	0.00	70.70	7,501.30	0.93
80 - MSW DISPOSAL	115,473.00	0.00	37,767.72	77,705.28	32.71
81 - SW DISPOSAL	19,801.00	0.00	0.00	19,801.00	0.00
82 - HHW DISPOSAL	3,906.00	0.00	2,380.63	1,525.37	60.95
85 - RECY & PULLS	27,175.00	0.00	14,471.61	12,703.39	53.25
2000 - FIN SERVICES	203,246.00	2,892.40	62,577.59	140,668.41	30.79
10 - FT WAGES	125,549.00	2,401.60	43,061.60	82,487.40	34.30
20 - OT WAGES	255.00	0.00	0.00	255.00	0.00
30 - PT & OTH WAG	26,523.00	490.80	6,353.20	20,169.80	23.95
40 - ALLOWANCES	1,140.00	0.00	200.00	940.00	17.54
41 - CELL PHONE	480.00	0.00	160.00	320.00	33.33
50 - TRAINING	150.00	0.00	0.00	150.00	0.00
70 - HEALTH INS	35,708.00	0.00	9,635.32	26,072.68	26.98
71 - PYSICAL/DRUG	609.00	0.00	0.00	609.00	0.00
75 - ICMA/MPRS	12,832.00	0.00	3,167.47	9,664.53	24.68
3500 - MAINT & REP	6,500.00	0.00	1,731.17	4,768.83	26.63
10 - VEHICLE MAIN	4,000.00	0.00	0.00	4,000.00	0.00
15 - MAIN/REPAIR	2,500.00	0.00	1,731.17	768.83	69.25
140 - PUB SAFETY					
	2,028,593.00	16,356.08	713,927.53	1,314,665.47	35.19
01 - FIRE RESCUE	1,379,219.00	16,281.08	422,865.94	956,353.06	30.66
1000 - GENERAL	73,328.00	0.00	22,735.09	50,592.91	31.00
03 - OFFICE SUPPL	21,006.00	0.00	7,419.73	13,586.27	35.32
04 - GROUND SUPP	21,330.00	0.00	9,070.43	12,259.57	42.52
05 - EQUIPMENT	24,242.00	0.00	6,019.93	18,222.07	24.83
07 - DUES/SUBS	6,750.00	0.00	225.00	6,525.00	3.33
1400 - MISC EXPENSE	24,500.00	0.00	7,445.55	17,054.45	30.39
12 - OSHA REQUIRE	2,000.00	0.00	0.00	2,000.00	0.00
13 - MEDICAL SUPP	22,500.00	0.00	7,445.55	15,054.45	33.09
1500 - UTILITIES	93,346.00	0.00	13,081.25	80,264.75	14.01
10 - ELECTRICITY	37,499.00	0.00	6,297.32	31,201.68	16.79
15 - PHONE	5,817.00	0.00	1,449.28	4,367.72	24.91
30 - HEAT	23,100.00	0.00	2,890.06	20,209.94	12.51
50 - FUEL	22,738.00	0.00	1,365.27	21,372.73	6.00
60 - INTERNET	1,320.00	0.00	479.92	840.08	36.36

BI-WEEKLY EXPENSE REPORT

Fund: 10
November

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
140 - PUB SAFETY CONT'D					
65 - WATER	552.00	0.00	184.68	367.32	33.46
66 - SPRINKLERS	1,320.00	0.00	414.72	905.28	31.42
82 - HHW DISPOSAL	1,000.00	0.00	0.00	1,000.00	0.00
2000 - FIN SERVICES	1,125,930.00	16,281.08	367,792.60	758,137.40	32.67
10 - FT WAGES	558,989.00	9,571.85	157,231.04	401,757.96	28.13
20 - OT WAGES	123,568.00	2,937.69	62,604.53	60,963.47	50.66
30 - PT & OTH WAG	197,965.00	3,600.68	89,926.73	108,038.27	45.43
40 - ALLOWANCES	9,540.00	0.00	2,175.69	7,364.31	22.81
41 - CELL PHONE	480.00	0.00	160.00	320.00	33.33
50 - TRAINING	20,000.00	0.00	3,857.90	16,142.10	19.29
67 - PROT CLOTHIN	9,000.00	0.00	78.08	8,921.92	0.87
69 - HEALTH PAYOUT	9,600.00	138.45	3,292.10	6,307.90	34.29
70 - HEALTH INS	89,107.00	0.00	20,263.18	68,843.82	22.74
71 - PYSICAL/DRUG	2,500.00	0.00	241.00	2,259.00	9.64
72 - LIFE NO MED	724.00	0.00	275.42	448.58	38.04
73 - WELLNESS	8,000.00	0.00	4,833.34	3,166.66	60.42
75 - ICMA/MPRS	96,457.00	32.41	22,853.59	73,603.41	23.69
3000 - PRO SERVICES	49,115.00	0.00	9,118.12	39,996.88	18.56
50 - PROFESSIONAL	49,115.00	0.00	9,118.12	39,996.88	18.56
3500 - MAINT & REP	13,000.00	0.00	2,693.33	10,306.67	20.72
10 - VEHICLE MAIN	13,000.00	0.00	2,693.33	10,306.67	20.72
02 - LAW ENFORCEM	548,575.00	0.00	264,140.74	284,434.26	48.15
1500 - UTILITIES	24,375.00	0.00	2,235.96	22,139.04	9.17
15 - PHONE	600.00	0.00	173.78	426.22	28.96
50 - FUEL	23,775.00	0.00	2,062.18	21,712.82	8.67
3000 - PRO SERVICES	523,810.00	0.00	261,904.78	261,905.22	50.00
50 - PROFESSIONAL	523,810.00	0.00	261,904.78	261,905.22	50.00
3500 - MAINT & REP	390.00	0.00	0.00	390.00	0.00
15 - MAIN/REPAIR	390.00	0.00	0.00	390.00	0.00
03 - DISPATCHING	60,605.00	0.00	17,668.06	42,936.94	29.15
1500 - UTILITIES	1,500.00	0.00	500.95	999.05	33.40
15 - PHONE	1,500.00	0.00	500.95	999.05	33.40
3000 - PRO SERVICES	59,105.00	0.00	17,167.11	41,937.89	29.05
50 - PROFESSIONAL	59,105.00	0.00	17,167.11	41,937.89	29.05
04 - ANIMAL CTRL	14,500.00	75.00	1,350.00	13,150.00	9.31
2000 - FIN SERVICES	3,900.00	75.00	1,350.00	2,550.00	34.62
37 - STIPEND	3,900.00	75.00	1,350.00	2,550.00	34.62
3000 - PRO SERVICES	10,600.00	0.00	0.00	10,600.00	0.00
50 - PROFESSIONAL	10,600.00	0.00	0.00	10,600.00	0.00
05 - ST LIGHT	19,694.00	0.00	6,236.11	13,457.89	31.67
1500 - UTILITIES	19,694.00	0.00	6,236.11	13,457.89	31.67
10 - ELECTRICITY	19,694.00	0.00	6,236.11	13,457.89	31.67
07 - EMER MANGMT	6,000.00	0.00	1,666.68	4,333.32	27.78
2000 - FIN SERVICES	6,000.00	0.00	1,666.68	4,333.32	27.78
37 - STIPEND	6,000.00	0.00	1,666.68	4,333.32	27.78
150 - FINAN SERVCS	9,790,416.00	0.00	3,680,156.36	6,110,259.64	37.59
01 - XFER TIF 1	363,223.00	0.00	0.00	363,223.00	0.00
1000 - GENERAL	363,223.00	0.00	0.00	363,223.00	0.00
95 - XFER FROM GF	363,223.00	0.00	0.00	363,223.00	0.00
02 - XFER TIF 2	363,713.00	0.00	0.00	363,713.00	0.00
1000 - GENERAL	363,713.00	0.00	0.00	363,713.00	0.00

BI-WEEKLY EXPENSE REPORT

Fund: 10
November

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
150 - FINAN SERVCS CONT'D					
95 - XFER FROM GF	363,713.00	0.00	0.00	363,713.00	0.00
05 - XFER DTV	138,437.00	0.00	0.00	138,437.00	0.00
1000 - GENERAL	138,437.00	0.00	0.00	138,437.00	0.00
95 - XFER FROM GF	138,437.00	0.00	0.00	138,437.00	0.00
07 - RSU 16	7,867,330.00	0.00	2,622,443.36	5,244,886.64	33.33
5000 - SCHOOL	7,867,330.00	0.00	2,622,443.36	5,244,886.64	33.33
20 - RSU 16	7,867,330.00	0.00	2,622,443.36	5,244,886.64	33.33
08 - XFER CIP	1,057,713.00	0.00	1,057,713.00	0.00	100.00
9100 - MUNI CIP	5,000.00	0.00	5,000.00	0.00	100.00
01 - FACILITIES	5,000.00	0.00	5,000.00	0.00	100.00
9110 - TECH CIP	16,000.00	0.00	16,000.00	0.00	100.00
01 - TECHNOLOGY	15,000.00	0.00	15,000.00	0.00	100.00
02 - CATV EQUIP	1,000.00	0.00	1,000.00	0.00	100.00
9120 - ROAD CIP	610,713.00	0.00	610,713.00	0.00	100.00
01 - CRACK SEAL	7,825.00	0.00	7,825.00	0.00	100.00
02 - TRAFFIC LTS	2,000.00	0.00	2,000.00	0.00	100.00
03 - INFRASTR	600,888.00	0.00	600,888.00	0.00	100.00
9130 - PW CIP	150,000.00	0.00	150,000.00	0.00	100.00
01 - 2014 P/U	2,100.00	0.00	2,100.00	0.00	100.00
02 - 2020 DUMP TR	10,290.00	0.00	10,290.00	0.00	100.00
03 - 2005 DUMP TR	12,585.00	0.00	12,585.00	0.00	100.00
04 - 2018 DUMP TR	11,130.00	0.00	11,130.00	0.00	100.00
05 - 2007 BACKHOE	12,375.00	0.00	12,375.00	0.00	100.00
06 - 2008 LOADER	27,345.00	0.00	27,345.00	0.00	100.00
07 - 2008 DUMP TR	37,980.00	0.00	37,980.00	0.00	100.00
08 - 2010 DUMP TR	21,045.00	0.00	21,045.00	0.00	100.00
09 - 2007 1T TR	8,910.00	0.00	8,910.00	0.00	100.00
10 - 2009 1T TR	3,960.00	0.00	3,960.00	0.00	100.00
12 - MINI TRACTOR	2,280.00	0.00	2,280.00	0.00	100.00
9140 - FR CIP	240,000.00	0.00	240,000.00	0.00	100.00
01 - ENGINE #2	42,432.00	0.00	42,432.00	0.00	100.00
02 - ENGINE #3	49,368.00	0.00	49,368.00	0.00	100.00
03 - TANK 6	45,807.00	0.00	45,807.00	0.00	100.00
04 - UTILITY #1	675.00	0.00	675.00	0.00	100.00
05 - SQUAD #1	43,037.00	0.00	43,037.00	0.00	100.00
06 - SQUAD #2	31,003.00	0.00	31,003.00	0.00	100.00
07 - CHIEFS VEH	3,817.00	0.00	3,817.00	0.00	100.00
08 - AIR BOTTLES	9,822.00	0.00	9,822.00	0.00	100.00
09 - LIFE PK MON.	6,331.00	0.00	6,331.00	0.00	100.00
10 - RADIOS & ETC	233.00	0.00	233.00	0.00	100.00
11 - TURN OUT	7,242.00	0.00	7,242.00	0.00	100.00
12 - DRY HYDRANTS	233.00	0.00	233.00	0.00	100.00
9160 - CONTINGENCY	20,000.00	0.00	20,000.00	0.00	100.00
01 - UNFORESEEN	20,000.00	0.00	20,000.00	0.00	100.00
9170 - REVAL CIP	15,000.00	0.00	15,000.00	0.00	100.00
01 - REVALUATION	15,000.00	0.00	15,000.00	0.00	100.00
9200 - CONSERV CIP	1,000.00	0.00	1,000.00	0.00	100.00
02 - DAM	1,000.00	0.00	1,000.00	0.00	100.00
Final Totals	16,616,405.53	44,727.11	7,057,177.40	9,559,228.13	42.47

BI-WEEKLY EXPENSE REPORT

Fund: 40
November

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
400 - TIFS	1,144,171.00	0.00	910,505.37	233,665.63	79.58
01 - TIF I	428,292.00	0.00	306,172.31	122,119.69	71.49
1000 - GENERAL	339,369.00	0.00	306,172.31	33,196.69	90.22
02 - DEBT SERVICE	313,969.00	0.00	303,780.97	10,188.03	96.76
05 - EQUIPMENT	25,400.00	0.00	2,391.34	23,008.66	9.41
1500 - UTILITIES	39,397.00	0.00	0.00	39,397.00	0.00
75 - HYDRANTS	39,397.00	0.00	0.00	39,397.00	0.00
2000 - FIN SERVICES	29,939.00	0.00	0.00	29,939.00	0.00
10 - FT WAGES	29,939.00	0.00	0.00	29,939.00	0.00
3000 - PRO SERVICES	2,500.00	0.00	0.00	2,500.00	0.00
50 - PROFESSIONAL	2,500.00	0.00	0.00	2,500.00	0.00
6000 - TIFS	17,087.00	0.00	0.00	17,087.00	0.00
20 - BLEEDERS	17,087.00	0.00	0.00	17,087.00	0.00
03 - DTV TIF	105,652.00	0.00	108,525.32	-2,873.32	102.72
1000 - GENERAL	96,056.00	0.00	92,615.80	3,440.20	96.42
02 - DEBT SERVICE	96,056.00	0.00	92,615.80	3,440.20	96.42
2000 - FIN SERVICES	5,096.00	0.00	0.00	5,096.00	0.00
10 - FT WAGES	5,096.00	0.00	0.00	5,096.00	0.00
3000 - PRO SERVICES	2,000.00	0.00	0.00	2,000.00	0.00
50 - PROFESSIONAL	2,000.00	0.00	0.00	2,000.00	0.00
3500 - MAINT & REP	2,500.00	0.00	688.52	1,811.48	27.54
10 - VEHICLE MAIN	2,500.00	0.00	688.52	1,811.48	27.54
6000 - TIFS	0.00	0.00	15,221.00	-15,221.00	----
55 - CEA	0.00	0.00	15,221.00	-15,221.00	----
07 - TIF 2	610,227.00	0.00	495,807.74	114,419.26	81.25
1000 - GENERAL	522,562.00	0.00	493,742.03	28,819.97	94.48
02 - DEBT SERVICE	522,562.00	0.00	493,742.03	28,819.97	94.48
2000 - FIN SERVICES	28,665.00	0.00	0.00	28,665.00	0.00
10 - FT WAGES	28,665.00	0.00	0.00	28,665.00	0.00
3000 - PRO SERVICES	2,500.00	0.00	0.00	2,500.00	0.00
50 - PROFESSIONAL	2,500.00	0.00	0.00	2,500.00	0.00
6000 - TIFS	56,500.00	0.00	2,065.71	54,434.29	3.66
60 - CEDC	56,500.00	0.00	2,065.71	54,434.29	3.66
Final Totals	1,144,171.00	0.00	910,505.37	233,665.63	79.58

RECREATION PROGRAM BALANCES

ALL
Pending Activity Included

	Bud / Beg Bal	YTD Debits	YTD Credits	YTD Activity	Balance
OPERATING					
E 500-02-1200-02	-5,198.28	7,261.31	-6,675.62	585.69	-4,612.59
R 500-4505	0.00	0.00	-10,752.56	-10,752.56	-10,752.56
OPERATING TOTAL	-5,198.28	7,261.31	-17,428.18	-10,166.87	-15,365.15
ART CLASS					
E 500-19-1200-19	0.00	3,619.00	0.00	3,619.00	3,619.00
R 500-6000	0.00	0.00	-3,619.00	-3,619.00	-3,619.00
ART CLASS TOTAL	0.00	3,619.00	-3,619.00	0.00	0.00
BASEBALL					
E 500-04-1200-04	1,217.84	185.62	-1,038.73	-853.11	364.73
R 500-6010	0.00	0.00	-1,244.28	-1,244.28	-1,244.28
BASEBALL TOTAL	1,217.84	185.62	-2,283.01	-2,097.39	-879.55
BASKETBALL					
E 500-05-1200-05	-4,924.73	2,104.50	0.00	2,104.50	-2,820.23
R 500-6020	0.00	0.00	-2,881.00	-2,881.00	-2,881.00
BASKETBALL TOTAL	-4,924.73	2,104.50	-2,881.00	-776.50	-5,701.23
BEFORE/AFTER CARE					
E 500-03-1200-03	-32,275.11	21,851.19	0.00	21,851.19	-10,423.92
R 500-6022	0.00	0.00	-23,347.00	-23,347.00	-23,347.00
BEFORE/AFTER CARE TOTAL	-32,275.11	21,851.19	-23,347.00	-1,495.81	-33,770.92
FOOTBALL					
E 500-06-1200-06	-4,810.67	14,112.37	0.00	14,112.37	9,301.70
R 500-6080	0.00	0.00	-11,848.00	-11,848.00	-11,848.00
FOOTBALL TOTAL	-4,810.67	14,112.37	-11,848.00	2,264.37	-2,546.30
CAMPERSHIP					
E 500-21-1200-21	-6,480.00	6,480.00	0.00	6,480.00	0.00
R 500-4531	0.00	0.00	0.00	0.00	0.00
CAMPERSHIP TOTAL	-6,480.00	6,480.00	0.00	6,480.00	0.00
CHEERING					
E 500-13-1200-13	-8,983.53	5,297.49	0.00	5,297.49	-3,686.04
R 500-6030	0.00	0.00	-6,190.00	-6,190.00	-6,190.00
CHEERING TOTAL	-8,983.53	5,297.49	-6,190.00	-892.51	-9,876.04

+ = Debit - = Credit

RECREATION PROGRAM BALANCES

ALL
Pending Activity Included

	Bud / Beg Bal	YTD Debits	YTD Credits	YTD Activity	Balance
SCHOLARSHIP					
E 500-22-1200-22	-941.46	744.89	0.00	744.89	-196.57
R 500-6119	0.00	0.00	-1,324.40	-1,324.40	-1,324.40
SCHOLARSHIP TOTAL	-941.46	744.89	-1,324.40	-579.51	-1,520.97
CROSS COUNTRY					
E 500-11-1200-11	-750.96	1,064.14	0.00	1,064.14	313.18
R 500-6048	0.00	0.00	-1,024.00	-1,024.00	-1,024.00
CROSS COUNTRY TOTAL	-750.96	1,064.14	-1,024.00	40.14	-710.82
DISCOUNT TICKETS					
E 500-24-1200-24	-939.00	14,746.00	0.00	14,746.00	13,807.00
R 500-6060	0.00	0.00	-13,807.00	-13,807.00	-13,807.00
DISCOUNT TICKETS TOTAL	-939.00	14,746.00	-13,807.00	939.00	0.00
FIELD HOCKEY					
E 500-10-1200-10	-2,638.45	2,056.64	0.00	2,056.64	-581.81
R 500-6075	0.00	0.00	-1,565.00	-1,565.00	-1,565.00
FIELD HOCKEY TOTAL	-2,638.45	2,056.64	-1,565.00	491.64	-2,146.81
PICKLEBALL					
E 500-08-1200-08	-1,283.48	0.00	0.00	0.00	-1,283.48
R 500-6115	0.00	0.00	-425.00	-425.00	-425.00
PICKLEBALL TOTAL	-1,283.48	0.00	-425.00	-425.00	-1,708.48
SENIOR CLUB					
E 500-33-1200-33	-1,943.67	520.38	-4.00	516.38	-1,427.29
R 500-6120	0.00	0.00	-83.00	-83.00	-83.00
SENIOR CLUB TOTAL	-1,943.67	520.38	-87.00	433.38	-1,510.29
SOCCER					
E 500-07-1200-07	-7,039.39	17,622.78	0.00	17,622.78	10,583.39
R 500-6130	0.00	0.00	-13,549.00	-13,549.00	-13,549.00
SOCCER TOTAL	-7,039.39	17,622.78	-13,549.00	4,073.78	-2,965.61
SUMMER REC					
E 500-27-1200-27	-117,646.92	143,919.53	0.00	143,919.53	26,272.61
R 500-6140	0.00	0.00	-60,751.09	-60,751.09	-60,751.09
SUMMER REC TOTAL	-117,646.92	143,919.53	-60,751.09	83,168.44	-34,478.48

+ = Debit - = Credit

RECREATION PROGRAM BALANCES

ALL
Pending Activity Included

	Bud / Beg Bal	YTD Debits	YTD Credits	YTD Activity	Balance
TABLE/CHAIR RENTALS					
E 500-32-1200-32	-1,845.62	389.92	0.00	389.92	-1,455.70
R 500-6150	0.00	0.00	-433.00	-433.00	-433.00
TABLE/CHAIR RENTALS TOTAL	-1,845.62	389.92	-433.00	-43.08	-1,888.70
TRAILS					
E 500-31-1200-31	-62.93	0.00	0.00	0.00	-62.93
R 500-6170	0.00	0.00	0.00	0.00	0.00
TRAILS TOTAL	-62.93	0.00	0.00	0.00	-62.93
TUMBLING					
E 500-15-1200-15	-2,193.03	2,268.03	0.00	2,268.03	75.00
R 500-6180	0.00	0.00	-982.50	-982.50	-982.50
TUMBLING TOTAL	-2,193.03	2,268.03	-982.50	1,285.53	-907.50
WINTER RENT					
E 500-29-1200-29	-603.72	0.00	0.00	0.00	-603.72
R 500-6195	0.00	0.00	0.00	0.00	0.00
WINTER RENT TOTAL	-603.72	0.00	0.00	0.00	-603.72
CHRISTMAS IN POLAND					
E 500-52-1200-52	-6,592.02	1,683.28	0.00	1,683.28	-4,908.74
R 500-6205	0.00	0.00	-4,059.49	-4,059.49	-4,059.49
CHRISTMAS IN POLAND TOTAL	-6,592.02	1,683.28	-4,059.49	-2,376.21	-8,968.23
COMMUNITY PARK					
E 500-53-1200-53	-125.00	0.00	0.00	0.00	-125.00
R 500-6253	0.00	0.00	0.00	0.00	0.00
COMMUNITY PARK TOTAL	-125.00	0.00	0.00	0.00	-125.00
WINTER FESTIVAL					
E 500-54-1200-54	-901.88	0.00	0.00	0.00	-901.88
R 500-6254	0.00	0.00	0.00	0.00	0.00
WINTER FESTIVAL TOTAL	-901.88	0.00	0.00	0.00	-901.88
RECREATION DEPARTMENT TOTALS	-206,962.01	245,927.07	-165,603.67	80,323.40	-126,638.61

+ = Debit - = Credit

BI-WEEKLY REVENUE REPORT

Fund: 70
November

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
700 - LIBRARY	265,400.00	0.00	129,133.30	136,266.70	48.66
4500 - MISCELLENEOUS REVENUES	150.00	0.00	25.00	125.00	16.67
4515 - AB RICKER TRUST DISTRIBUTION	20,076.00	0.00	9,219.00	10,857.00	45.92
4516 - JANE RICKER TRUST DISTRIBUTION	71,765.00	0.00	32,717.50	39,047.50	45.59
4530 - DONATIONS	0.00	0.00	307.85	-307.85	----
4550 - FROM GF	170,809.00	0.00	85,404.50	85,404.50	50.00
5005 - NON RESIDENT REGISTRATION	250.00	0.00	120.00	130.00	48.00
5010 - DONATIONS DEDICATED	0.00	0.00	235.00	-235.00	----
5015 - OVERDUES	700.00	0.00	324.75	375.25	46.39
5020 - PHOTOCOPIES	350.00	0.00	149.55	200.45	42.73
5025 - BOOK SALES	350.00	0.00	160.50	189.50	45.86
5030 - PRINTER	350.00	0.00	159.65	190.35	45.61
5035 - FAX	300.00	0.00	123.00	177.00	41.00
5040 - INTER LIBRARY LOAN	300.00	0.00	187.00	113.00	62.33
Final Totals	265,400.00	0.00	129,133.30	136,266.70	48.66

BI-WEEKLY EXPENSE REPORT

Fund: 70
November

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
700 - LIBRARY	265,400.00	2,872.64	75,654.44	189,745.56	28.51
10 - RICKER LIBRA	265,400.00	2,872.64	75,654.44	189,745.56	28.51
1000 - GENERAL	11,111.00	0.00	3,058.46	8,052.54	27.53
03 - OFFICE SUPPL	7,406.00	0.00	1,634.27	5,771.73	22.07
07 - DUES/SUBS	2,095.00	0.00	0.00	2,095.00	0.00
08 - BANK FEES	35.00	0.00	0.00	35.00	0.00
11 - POSTAGE	1,325.00	0.00	1,424.19	-99.19	107.49
17 - SPECIAL EVEN	250.00	0.00	0.00	250.00	0.00
1300 - LIBRARY	25,230.00	0.00	5,400.55	19,829.45	21.41
10 - MISC LIBRARY	750.00	0.00	26.97	723.03	3.60
15 - BOOKS	12,000.00	0.00	2,937.63	9,062.37	24.48
20 - NEWSPAPERS	980.00	0.00	257.84	722.16	26.31
21 - MAGAZINES	1,575.00	0.00	0.00	1,575.00	0.00
25 - AUDIO BOOKS	3,225.00	0.00	1,005.10	2,219.90	31.17
26 - EBOOKS	700.00	0.00	0.00	700.00	0.00
30 - CHILD PGMS	2,000.00	0.00	405.42	1,594.58	20.27
35 - TEEN PGMS	2,000.00	0.00	452.38	1,547.62	22.62
40 - ADULT PGMS	2,000.00	0.00	315.21	1,684.79	15.76
1500 - UTILITIES	21,546.00	0.00	4,082.82	17,463.18	18.95
10 - ELECTRICITY	8,300.00	0.00	2,668.02	5,631.98	32.14
15 - PHONE	1,852.00	0.00	570.51	1,281.49	30.81
30 - HEAT	9,675.00	0.00	369.41	9,305.59	3.82
60 - INTERNET	183.00	0.00	0.00	183.00	0.00
65 - WATER	252.00	0.00	60.16	191.84	23.87
66 - SPRINKLERS	1,284.00	0.00	414.72	869.28	32.30
2000 - FIN SERVICES	201,513.00	2,872.64	62,033.09	139,479.91	30.78
10 - FT WAGES	94,781.00	1,822.72	32,691.32	62,089.68	34.49
30 - PT & OTH WAG	46,268.00	1,049.92	16,360.52	29,907.48	35.36
40 - ALLOWANCES	226.00	0.00	0.00	226.00	0.00
41 - CELL PHONE	480.00	0.00	160.00	320.00	33.33
50 - TRAINING	414.00	0.00	0.00	414.00	0.00
70 - HEALTH INS	38,602.00	0.00	10,416.32	28,185.68	26.98
75 - ICMA/MPRS	9,952.00	0.00	2,404.93	7,547.07	24.17
76 - SS FICA	10,790.00	0.00	0.00	10,790.00	0.00
3500 - MAINT & REP	6,000.00	0.00	1,079.52	4,920.48	17.99
15 - MAIN/REPAIR	6,000.00	0.00	1,079.52	4,920.48	17.99
Final Totals	265,400.00	2,872.64	75,654.44	189,745.56	28.51

POLAND CONSERVATION COMMISSION

ALL

Pending Activity Included

	<u>Bud / Beg Bal</u>	<u>YTD Debits</u>	<u>YTD Credits</u>	<u>YTD Activity</u>	<u>Balance</u>
POLAND CONSERVATION					
E 900-04-9500-04	-105,954.92	0.00	0.00	0.00	-105,954.92
R 900-3604	0.00	0.00	-5,000.00	-5,000.00	-5,000.00
POLAND CONSERVATION TOTAL	-105,954.92	0.00	-5,000.00	-5,000.00	-110,954.92

+ = Debit - = Credit



PO Box 99 Pittsfield ME 04967
fax (207) 487-3273

Phone (207) 416-7246
rob@rjdappraisal.com

October 23, 2023

Town of Poland
Town Manager
1231 Maine St
Poland, ME 04274

RE: Town of Poland 2028 Revaluation Proposal. - Amended 10/30/2023

I want to thank you for considering RJD Appraisal for your upcoming assessing needs. Please accept this letter as RJD Appraisal's proposal for revaluation. I have included a company resume and complete client list. I welcome the opportunity to meet with you again to discuss any questions or concerns you may have.

REAL ESTATE PROPOSAL

RJD FUNCTIONS, NOT LIMITED TO:

1. RJD will visit each property with buildings at least twice to gather building information (measuring and listing). At the first attempt if admittance cannot be achieved, RJD shall make full estimate of the building listing. A second attempt will be made later at a later date or time. The purpose of this procedure is to make interior inspection of the buildings. Buildings that do not require interior inspection (outbuildings, un-occupied primitive camps, vacant, unsafe or abandoned building) will be visited once.
2. RJD will be allowed to refer to the existing property record cards and information from Trio to aid in the gathering of such information.
3. RJD will utilize Trio's Winsketch module for building sketches.
4. RJD will provide a digital photograph of the exterior of the principal structure and attach photos to the corresponding Trio real estate account. Additionally, a digital copy of all photos will be supplied to the Town.
5. RJD will provide and carry suitable ID cards, including a current photograph.
6. RJD will value all exempt properties in the same manner as all taxable property.

7. RJD will enter into Town's computer all building and land information resulting from the site visits.
8. RJD will note on full set sized set of tax maps (provided by Town) all sale prices and other pertinent information.
9. RJD will make careful investigation of all residential, industrial, and commercial property construction costs in town.
10. RJD will perform a market study on all real estate sales occurring in the 3 years preceding the April 1, 2028 assessment date. Real estate transfer forms, real estate brokers, land owners, and other informed sources will be used to supply information relative to sales of properties in town. After careful analysis of this data, the unit costs will be incorporated into a replacement cost schedule in Trio.
11. RJD will make careful investigation of the market value for all classes of land. Real estate transfer forms, real estate brokers, land owners, and other informed sources will be used to supply information relative to sales of properties in town. Acreage prices for land of various quantities, quality, and location shall likewise be determined.
12. RJD will use existing Trio software under Town current license agreement.
13. RJD will provide review appraisal.
14. RJD will provide updated land and building cost tables.
15. RJD will enter land and building cost tables into Trio.
16. RJD will enter, into the Town's computer, all changes resulting from the review appraisal.
17. RJD will process all hearings notices, mailing, postage etc.
18. RJD will provide ample days for informal one on one hearing with taxpayers prior to commitment.
19. RJD will provide the Poland Assessors with sufficient instruction in the use of the appraisal manuals to enable them to maintain the system.
20. RJD will provide Commercial General Liability Insurance which includes Employer's Non-Ownership Automobile Liability with limits of \$2,000,000/ occurrence and \$4,000,000/ aggregate.
21. RJD will provide Workers Compensation Insurance with limits of \$100,000.

22. RJD shall work as an independent contractor not as an employee of the Town.
23. RJD shall provide a neck ID with photo for all employees.
24. RJD shall provide magnetic signs with Town Poland and RJD Appraisal logos to be affixed to the cars of all employees
25. RJD shall file progress reports with the Town when requested.

Town of Poland 2028 Revaluation Timeline	
Function	Timeline (times are approx)
Measuring & Listing (data collection)	July through December 2027 Will be periodically suspended due to weather/season
First Pricing Input data collected from measuring & listing	Running with and directly after measuring and listing
Sales Analysis Sale data logged into revaluation maps Analyze sale information Create new cost files based on sales analysis Print out valuation reports in preparation for final review	October through December 2027
Roadside Review Review appraiser performs final review (roadside) Verify accuracy of data collection and input Apply and obsolescence factors needed Add land information	December 2027 - March 2028
Second Pricing Key in changes based on final review Set estimated mil rate for hearing notices Mail out notices showing new assessment and estimated tax based on mil rate est Meet one on one with taxpayers with concerns and questions regarding assessments Perform follow up site visits resulting from the hearings	March through May 2028 July/August 2028 (in time for a typical commitment date)

TOWN OF POLAND FUNCTIONS, NOT LIMITED TO:

1. The Town shall purchase all necessary Trio modules and hold required licenses.
2. The Town shall provide remote access, for no less than 3 users, to the Town's Trio server
3. The Town shall provide one full sized set of current tax maps for revaluation use.
4. The Town will allow the reference of the existing property record cards and information from Trio.
5. The Town will provide a work place for RJD Appraisal.
6. The Town will make available the sale documents and sales ratio reports for 3 years preceding the year of the revaluation.
7. The Town will receive hearing phone calls and schedule callback times.

RJD AND THE TOWN BOTH ACKNOWLEDGE THE FOLLOWING:

1. No personal property assessments are included in this proposal.
2. RJD will coordinate with the Town on a public relations program.
3. RJD will complete all work, including scheduled taxpayer hearings in time for a typical commitment date.
4. RJD will supply testimony in defense of values for all appeals initiated within 185 days from date of commitment for 2028.
5. RJD will be allowed to use the existing property record card to obtain specific historic building information. (Year built for dwellings, additions, and outbuildings) These specific ages are an integral part of Trio's building calculation process.
6. RJD will be allowed to possess any "newly created" records. These records will be allowed to leave the Town Office to be worked on at RJD Appraisal's office.
7. Delivery of two copies of computer-generated land and building cost files, land pricing instructions, and building obsolescence instructions ("Assessment Manual") will be upon the completion of the clean-up period directly following the hearing process.
8. All records, computations, maps, manuals, cards, computer files, schedules, ect. that are newly created for the purpose of the revaluation, will be the property of RJD Appraisal until the completion of the project. At that time, they will then become the property of the Town of Poland.
9. All other annual assessing functions will be covered under the existing Assessing agreement between the Town and RJD.
10. RJD will provide a complete set of digitized records.

PROPOSAL COST

\$412,500.00

(Four Hundred Twelve Thousand Five Hundred Dollars)

Payment schedule will be in five equal installments. The first when the project starts, the second upon the completion of 40% of the project, the third upon the completion of 60% of the project, the fourth upon the completion of 80% of the project, the fifth and final installment upon the completion of the hearings.

The undersigned declares that it is the only person, firm, or cooperation interested in this proposal as principal; that the proposal is made without any connection with any other person, firm, or cooperation interested in this proposal as principal; that it is made without any connection with any other person, firm, or cooperation making any bid for the same; that no person acting for, or employed by the Town of Poland is, or will be directly or indirectly, interested in this proposal, or in any anticipated profits which may arise there from. Robert J Duplisea Jr, as vice president, has full authority to negotiate for and contractually bind RJD Appraisal Inc.

Respectfully Submitted,

Robert Duplisea

Robert J Duplisea Jr, CMA
Vice President
RJD Appraisal

Poland Emergency Management Agency

Direction & Control Annex

Town of Poland

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Purpose

This annex establishes an effective emergency management system to direct and control emergency operations. In order to best accomplish this, an Emergency Operations Center (EOC) has been established as a base of operations for these activities and to facilitate communications during long term emergencies or disaster situations. An effective EOC will allow town officials to:

- Analyze the emergency situation, and decide how to respond quickly, appropriately, and effectively.
- Direct and coordinate the efforts of the town's response to the emergency.
- Coordinate with other towns and the County EOC.
- Use available resources efficiently and effectively.

This annex provides information on the facility, personnel, procedures, and support requirements for activating the town's EOC and for directing and controlling emergency operations from that center or from the Raymond dispatch center in large scale emergency situations.

Situation and Assumptions

Situation

~~The Town of Poland's EOC is located at Poland Town Office, on Maine Street (Rt. 26) in Poland, Maine. An alternate site is located at the Poland Fire & Rescue Station on Poland Corner Road.~~ The Town of Poland's EOC is at Poland Fire Rescue, 33 Poland Corner Road Poland. An alternate location for the EOC is at the Town eOffice, 1231 Maine Street, Poland.

The Poland Emergency Management Agency is responsible for maintaining and operating the center during large scale emergencies or disasters. ~~Day to day operation of the building will be the responsibility of the Town Manager.~~ Daily operations in the budiling of the EOC at PFRD will be the responsibility of the Fire Rescue Chief. If an alternate location is needed the Town Manager will handle daily operations from the alternative location of 1231 Maine Street.

The normal day to day communications operation will be conducted from an alternate communications facility located ~~in the Town of Raymond's Dispatch Center at Lewiston Auburn and Poland Communications Center loaced at 552 Minot Avenue Auburn Maine 04210.~~

Many of the hazards which exist in or about the Town of Poland have the potential for causing emergencies of such magnitude as to make centralized direction and control necessary. (See the Hazard and Vulnerability Analysis)

Communications capabilities from within the EOC include telephone and radio communications with all town public safety services and the Androscoggin County EMA. (See EOC Communications Appendix).

Limitations

The EOC is limited in the following ways:

- ~~Alternate EOC radio is unavailable during long term power outages as the repeater batteries will become depleted.~~
- ~~The EOC radio, consisting of a modified mobile radio is limited in it's transmitting power, therefore it is limited in range and number of frequencies.~~
- Limited communications capability, [the EOC radio is a single radio dispatch system and may not be able to be as effecient as LAP 911 systems.](#)
- Limited television reception during power outages, reducing the flow of information from outside of Poland.
- Lack of adequate areas for personnel to rest.
- Limited alternative communications available. Communications are limited to telephone and portable radios. No amateur radio capability.
- EOC emergency power is limited by availability of propane supply.
- ~~Lack of quarters for sleeping during long term operations.~~
- ~~Lack of food and other supplies for long term operations.~~

~~Other Limitations to emergency response include:~~

- Personnel available to work within the EOC. ~~As the town uses volunteers/call personnel to respond to emergencies,~~ [I](#)the personnel available to respond at any given time is limited. In addition, those responding to the emergency will be unavailable to represent their departments within the EOC.
- ~~Limited equipment available at the time of the emergency. If outside resources are required, the equipment may be delayed or unavailable.~~

Assumptions

Most emergency situations are handled routinely by the town's emergency services. Many emergencies can be managed at the field level under established procedures of these town departments.

During large emergencies or disaster situations, the EOC will become the center of government control. It will be from this facility that all major emergency-related decisions will be made. It is also assumed that the emergency service chiefs and other town officials may be directing and controlling response from within the EOC.

During widespread disasters or large scale emergencies, it is assumed that mutual aid from other towns will be limited or unavailable. At other times it can be expected that emergency response agencies from surrounding towns will provide mutual aid if requested.

All direction and control procedures will be consistent with the State of Maine Emergency Management Agency (MEMA) and the Androscoggin County Unified Emergency Management Agency. For example, the Town of Poland will report its emergency status and EOC activation to the Androscoggin County EMA. The county, in turn will report its status to the state.

The Town Manager has been delegated the authority by the Board of Selectmen ~~men~~ [persons](#) to implement the Emergency Operations Plan (EOP) and is authorized to delegate the responsibility of coordination and operation of the EOC to the town's E.M.A. Director.

Concept of Operations

General

In the event of a town wide emergency situation, emergency staff would be notified to report to the Emergency Operations Center. Partial or full mobilization of emergency staff will depend on the severity of the situation.

Full EOC activation would be required in any emergency of such magnitude that would require mobilization of elements of government other than those principally involved in emergency services on a day to day basis.

The EOC would be fully activated and the Town Manager would assume control of emergency operations. In his or her absence, control would be assumed by the Board of Selectmen or their designee.

Alerting of key officials will be carried out as delineated in the Alerting & Warning annex of this plan.

A liaison from each of the emergency services should be assigned to the EOC or will report response activities to the Operations Officer in an emergency. (See Tab 2 of EOC Communications Appendix)

Command Structure

For day to day operations, the Town Manager is at the top of the Command Structure.

Below the Town Manager are the department heads, including the emergency service chiefs. Each department head makes reports to the Town Manager on significant developments regarding their department or situation.

Below each department head are the departmental personnel. Each department operates utilizing its own S.O.P.'s.

Authorities and Limitations on Key Personnel

Department heads are authorized to spend money within their respective budgets as necessary to meet the immediate needs of the emergency. However, if funds are expected to exceed the department's budget by a significant amount, then authorization will be required by the Town Manager to make those expenditures. One exception would be if there was an immediate danger to life or property, the department head shall use his/her best judgment.

Notification of Emergency Response Organizations

Notification of fire ~~and~~ rescue personnel will be through the tone alert system. Other town departments, ~~including Poland E.M.A.~~ will be notified via telephone as needed.

Fanout notification shall be made according to the Alerting & Warning annex.

Information

Emergency public information will be provided by the Public Information Officer (PIO), or the Town Manager in the event no PIO has been designated. The Town Manager, or their designee shall be the spokesperson for the town.

EOC and Incident Command Post Relationship

The incident command post, and incident commander is in charge of the immediate scene. If multiple scenes exist, each scene shall have its own incident commander and command post.

At the discretion of the service chiefs, The emergency operations center (EOC) may be utilized to coordinate town wide emergency response. In most cases, the incident commander will make the decisions with regard to the emergency, but broader decision making may be done at the EOC by the service chief or their designated representative.

Coordination of other agencies and mutual aid

Each department shall be responsible for coordinating mutual aid activities at the scene of an emergency. Should there be multiple scenes, the respective scene's incident commander shall be responsible for coordination of mutual aid at their scene.

Requests for mutual aid shall be made through ~~Poland Dispatch~~ [Lewiston, Auburn and Poland 911 Center](#). Should ~~Poland Dispatch~~ [Lewiston, Auburn and Poland 911 Center](#) be unavailable or unreachable, the requests can be made through either direct communications on state fire frequency, the service chief, or their designee by whatever means necessary. Additionally, requests can also be made through [the](#) Poland E.M.A. [Director](#)

If additional agencies or resources are needed that are not ordinarily required by the department, the request should be made through the E.M.A. Director or their designee. These include resources such as generators, and other equipment not normally used by the department.

Type of Direction and Control

The EOC may be utilized as a centralized management center to facilitate policy making, coordination, and overall direction of responding forces in large scale emergency situations. There are two types of systems available to the public officials of Poland, these are the Centralized System and the On Scene System.

Centralized

The centralized system may be used when many jurisdictions are involved, the event covers many scenes, and is useful when the town has received warning that a given threat will affect the community within a given time period. (e.g. Hurricane Warning)

In such situations, there are a number of operational actions and measures that must be taken before the consequences of the disaster directly impact the town. These include issuance of emergency information to the public, suspension or curtailment of government and public services (schools, public events, etc.) evacuation actions, and mass care activities (such as setting up and staffing the shelter).

This method is also useful in situations where the Town is affected by a large-scale disaster (e.g. earthquake) that severely impacts the entire town with little or no warning. In such situations, the centralized system allows the Town Manager and other department heads to :

- Get a clear picture of the scope of the situation throughout the town based on information received in the EOC.
- Work closely with the appropriate representatives from the emergency services organizations such as Fire [Rescue](#), [Police Law Enforcement](#), and [Public Works](#), ~~and Rescue~~, so that response actions and activities can be prioritized based on the overall situation in the town.
- Redirect or adjust response actions and use resources to meet the needs of disaster victims and protect property as the situation warrants.

On Scene Control System

While central control of large scale emergencies is critically important, the actions that actually minimize the impacts of the emergency event and save lives are performed by responders in the field. Accordingly, an on-scene control system may be used instead of a centralized system.

The on scene system vests the responsibility for the direction and control of all response actions with an individual that has responded to the scene of an emergency. This "Incident Commander" or IC has authority to coordinate the use of resources and personnel at the scene of an emergency. In the Town of Poland, the highest ranking person from the department in charge of the scene will assume command of the incident. This may change as higher level personnel arrive on scene.

Incident Command System

The Incident Command System (ICS) has been designated as the command structure to be used during all emergency operations by emergency departments in the Town of Poland.

The Incident Command System (ICS) is designed to provide a common framework for emergency response. It provides a standardized means to command, control, and coordinate the use of resources and personnel at the scene of an emergency. The ICS concentrates direction and control actions on the field operations of the emergency services organizations that have responded to the scene of an emergency. The ICS uses a top down command structure that includes five functions: Command, Operations, Planning, Logistics, and Finance/Administration. The size of the command structure will vary depending on the size of the incident. A small incident will have a small structure. This structure can grow in size and complexity as the situation may warrant.

Functions

Incident Command

Incident Command is “scene specific”. The function of incident command is to provide overall management at the incident site, including public safety and public information actions. Incident Command directs, controls, and orders resources, including people and equipment. (When more than one scene is involved, Incident Command shall coordinate activities with the EOC) Incident Command will develop a management structure based on the needs of the incident as articulated in the incident action plan. A small, simple incident will have a small management structure. As incidents grow in size and complexity, the management structure will grow accordingly.

Operations

The operations function is coordinated by the Operations Section Chief who reports to the Incident Commander. The operations function is responsible for the tactical actions at the incident site. All tactical actions are performed in accordance with the Incident Action Plan

Planning

The planning function is coordinated by the Planning Chief who reports directly to the Incident Commander. The planning function is responsible for the collection, evaluation, documentation, dissemination, and use of information about the incident, as well as the status of resources used or needed at the scene. The planning section is also responsible for preparation of the incident action plan. For small incidents or short duration this plan may be oral or written. Written action plans should be used: when resources from multiple agencies are being used, when several jurisdictions are involved, or when the incident will require changes in shifts of personnel or equipment.

Logistics

The logistics function is coordinated by the Logistics Chief who reports to the Incident Commander. The logistics function is responsible for providing facilities, services, personnel, equipment, and materials for the incident.

Finance/Administration

The finance/administration function is coordinated by the Finance Section Chief who reports to the Incident Commander. This function is responsible for the tracking of all incident costs, evaluating the financial considerations of the incident, and for any administrative duties not handled by the other functions.

Command Staff and the Command Post

During response operations the Incident Commander and Staff are located at the Incident Command Post. The Incident Commanders staff may include:

A Safety Officer who is responsible for assessing the hazards response personnel may be exposed to and developing measures to ensure personnel safety.

An Information Officer-who is responsible for developing accurate and complete information applicable to the incident, including cause, size, current situation, resources committed, and other matters of general interest. This person also serves as the point of contact for the media and other governmental agencies which desire information directly from the incident scene.

A Liaison Officer who is responsible for serving as a point of contact with organizations that are supporting the response effort, but not part of the command structure located at the incident scene.

From the Incident Command Post, the Incident Commander directs all operations. The Incident Command Post can take various forms including identifying an emergency response vehicle and is located as close to the scene as practical

Transition of Control

It is vital to understand that only one person can be “in charge” during response and recovery operations. Sometimes it is appropriate for an IC to be that person; at other times, the critical decisions must be made away from the site or before a defined incident site or sites are established, at the EOC. Below are the three types of transitions:

From Scene to EOC

This type of transition may be used if the incident becomes so large in scope that it would be impossible to control from the scene. Transition would normally be made via radio by the IC, designating who will be in command, and that it is being transferred to the EOC. This does not mean that there will be no one in command at the scene as the ICS system will still be followed.

From EOC to Scene

This type of transition may be used if the emergency is site specific, and no longer requires additional support. Transition would normally be made by radio by the IC indicating that command has been transferred to the scene. The IC should also designate who will be in command at the scene.

From Multiple Scenes to EOC

This type of transition may be used if an emergency escalated into a large-scale disaster. More than one scene is usually involved, and it may make more sense to transfer overall command for all scenes to the EOC. Transition would normally be made via radio by the IC indicating who will be in command, and that overall command for the emergency is being transferred to the EOC. This does not mean that there will be no one in command at the scene as the ICS system will still be followed.

Phases of Management

Mitigation

Review of the Hazard & Vulnerability Analysis to determine possible areas of operational vulnerability and make recommendations for improvements and changes to the EOC facility and/or operational procedures.

Preparedness

Maintain regular schedules of testing, maintenance, and repair of equipment to ensure operational readiness.

Develop and maintain essential service locations lists for emergency restoration of telephone service.

Maintain and keep up to date activation and notification lists of key officials.

Increased Readiness:

Set up EOC for activation

Review direction and control procedures

Check communications equipment for readiness.

Response

Mobilize emergency management staff, other support personnel and officials.

Activate the EOC, as necessary.

Coordinate all operations through the EOC.

Recovery

Return EOC to pre-activation state.

Perform maintenance and repair on EOC equipment, as required.

Compile expenditure data and cost figures for submission to the appropriate authorities.

Conduct critique of operations and initiate actions to improve plans and EOC internal operating procedures.

Ensure coordination of repair and restoration to essential services and vital facilities.

Coordinate reentry into hazard area.

Inter-jurisdictional Relationships

Planning Areas

Poland is a town that will require planning for the direction and control function.

The Town of Poland may receive planning assistance for Direction and Control from the Androscoggin County Unified E.M.A.

Operational Areas

The Town of Poland is considered an operational area as part of the county's emergency operations plan. The town has full authority to direct and control emergency operations within its boundaries.

Mutual Aid Areas

For emergency management purposes, adjacent towns may be called on to provide direction and control assistance.

Levels of Management

Policy

The ~~Town Manager and the Selectmen~~ ~~persons~~ Board for the Town of Poland, sets policies and delegates implementation of policies to the department heads to facilitate emergency response operations.

Coordination

The Poland E.M.A. Director will work with each Emergency Service Agency liaison to determine if all emergency functions are being carried out as planned.

The E.M.A. Director receives reports, monitors communications, and passes on incident status reports to both the policy-makers and the County EOC.

Operations

Each Emergency Service Chief is responsible for their agency's emergency operations. They implement the decisions of the policy-makers in coordination with the Emergency Management Agency, through their liaison, at the EOC, and ensure that policies and procedures are carried out.

When a major emergency or disaster occurs, it may be necessary to establish an on-scene command post to direct and coordinate response activities with other agencies. The incident commander will be the senior officer, on the scene, from the emergency service best suited to handle the situation. From the command post, information will be forwarded to the EOC regarding the emergency situation.

The town's EOC, in turn, will keep the county EOC informed.

Response

The on-line personnel and equipment designated to execute the standard operating procedures (S.O.P.'s) are the responders. This group operates under the direction of the department chiefs and the incident commander.

Continuity of Government

Lines of Succession

If the Emergency Management Agency Director is unable to fulfill his/her duties, the Assistant Director will assume those responsibilities.

If the Assistant Director is unable to fulfill his/her duties, the EMA Director is responsible for ensuring the function is accomplished by either assuming the responsibility or delegating it to another staff person.

If the Communications Officer is unable to fulfill his/her duties, the EMA Director will assign this function to another communications staff person, or will take over the responsibility.

Operational Sites

The ~~Alternate~~ Poland EOC is located at the Poland Town Office located ~~on~~ at 1231 Maine Street (Rt.26) in Poland. In addition to being an alternate EOC site, the Town Office will serve as a communications hub – broadcasting relevant information to residents via telephone, email, website, Facebook, Cable TV, and Zoom (which provides the opportunity for residents to ask questions).

The ~~Alternate~~ EOC is located at the Poland Fire & Rescue Station ~~on~~ at 33 Poland Corner Road in Poland.

Town departments will be relocated to like facilities if their day to day quarters are damaged and/or uninhabitable.

Preservation of Records

The preservation of the town's records and measures to insure reconstitution, if necessary and continued operations of local government during and after catastrophic disasters or national security emergencies will be made possible as outlined below.

The storage of all town records will be held in the vault in the Poland Town Office located ~~on Route 26.~~ At 1231 Maine Street in Poland.

Each department head is responsible for safeguarding essential records regarding decisions made and activities carried out during an emergency or disaster situation for use during post disaster reporting.

Organization & Assignment of Responsibilities

General

Policy-makers exercise broad control over emergency operations, give guidance on matters of basic policy, and provide official information and instructions to the public.

The coordinators analyze all available information on the situation, develop and refine a joint response and recovery strategy, plan the deployment of field units to ensure the availability of appropriate capability to deal with the situation at particular locations, and make certain that the operating forces of various agencies work together in a mutually supportive way.

The emergency service chiefs communicate with field forces and keep a record of their status. They issue instructions to particular units and keep track of their progress in carrying out instructions. They keep the coordinators and policy-makers informed of status and any new developments.

Task Assignments

Task assignments for Direction and Control are shown on Attachment 1: Task Assignments.

Administration and Logistics

Administration

Policies

The elected officials have designated the Poland Emergency Management Director to be in charge of the activated EOC.

This annex of the town's Emergency Operations Plan will be activated at the discretion of the EMA Director or his/her designated alternate.

The EMA Director is not authorized to make any expenditures during an emergency, without approval from the Town Manager.

Agencies providing representatives to the EOC are expected to provide administrative and operational support in extended operations. Logistical support will be provided for the EOC staff by the Poland Emergency Management Agency.

A record of all personnel entering and leaving the EOC will be maintained.

Reporting

The use of reports will vary according to the type of emergency involved.

Situation Reports: These reports are compiled daily or as requested and forwarded to the next highest level of emergency management in order to keep officials informed about the current status of emergency operations. They would also be used internally to keep staff informed.

Security Log: A security log may be required to record all persons entering and exiting the EOC during an emergency.

Event Log: A chronological record of events during EOC operations will be compiled and maintained.

Communications Log: All communications stations will maintain communications logs.

Financial Records: Copies of all financial transactions will be maintained

Other Reports: Additional operational reports may be compiled, maintained, and submitted as required.

Logistics

Self Support

Each Organization is expected to provide its own logistical support during the initial phase (the first 24 hours) of response operations. Additional support should be obtained through the EOC, or the Incident Commander as appropriate.

Agreements and Understandings

When local government resources prove to be inadequate during emergency operations, requests should be made to obtain assistance from other local jurisdictions, higher levels of government, and other agencies in accordance with existing or emergency negotiated mutual aid agreements and understandings. Such assistance may take the form of equipment, supplies, personnel, or other available capabilities. All agreements and understandings should be entered into by duly authorized officials and should be formalized in writing.

Plan Development and Maintenance

Responsibilities

It is the responsibility of Poland E.M.A. to see that this Direction and Control Annex is maintained and updated each year.

Updating and Revision Procedures

This annex is to be reviewed, updated, and if possible, exercised annually. It will be signed and dated upon completion of the review by the E.M.A. Director and Assistant Director.

Revisions will be listed on the revision log located in the preface of this annex and signed by the individuals making such revisions. Revisions and/or additions to the annex may be made at the suggestion of the E.M.A. Director, Assistant Director, Town Manager, or others who have assigned tasks in this function

Authorities and References

Authorities

Maine State Law Title 37-B Chapter 13, as amended 1987

References

Androscoggin County Emergency Operations Plan-Direction & Control Annex
SLG-101 Guide for all hazard emergency operations planning. September 1996
CPG 1-8 Guide for the development of state and local emergency operations plans, 1990
MEMA-Guidelines for Local Emergency Management Directors, July 1996
Androscoggin County Emergency Operations Plan-EOC and Communications Appendix
Androscoggin County Unified Emergency Management Agency Reporting Procedures Manual

EOC Activation Procedure & Checklist

The EOC will be activated for emergency operations, by the Town Manager through the established line of succession, upon the recommendation of public safety department heads and/or the E.M.A. Director that the emergency is of sufficient magnitude to warrant manning the facility by personnel of any or all of the departments and/or agencies of the Town of Poland.

Appropriate operational personnel will be notified by Poland Dispatch via the Emergency Notification Call List in the Alerting & Warning Annex.

EOC Activation Checklist

- The E.M.A. Director or their designee who are called upon to activate the EOC, will accomplish the following tasks upon arrival at the EOC.
- Start Emergency Information/Action Log located in file folders in the E.M.A. filing cabinet located in the Rescue Office
- Insure that appropriate emergency staff have been notified by Dispatch
- Sign on all radio systems, and check for proper operation
- Verify that maps, displays, operating procedures and other necessary administrative aids are on hand and ready for use.
- Brief operational staff as they arrive.
- Insure that EOC Operating Procedures are implemented and adhered to, (especially the Information/Action Logs)
- Notify the County EOC that the EOC is operational, and advise of level of activation.

Alert List

Emergency Management Organization

Town Manager ~~Richard Chick~~ 998-4601 (BO)
~~Matthew Garside~~
207-440-7379(C) ~~998-4584 (H)~~

Deputy Town Manager 207-998-4601(O)
~~Nicole Pratt~~ ~~207-998-4601(O)~~ ~~207-632-9356~~

E.M.A. ~~Assistant~~ Director ~~Wayne Cotterly~~ 998-2282 (H)
207-998-4689(O) ~~Thomas Printup~~
207-756-4487 ~~576-5103 (C)~~

Chairman, Board of Selectmen persons ~~Reginald Jordan~~ 998-4601 (BO)
~~Jane Penthy~~ 998-2583 (H)

Emergency Management Organization by Function

Communications/Alerting/Warning

Communications Officer _____ Not Currently Designated

Radio Operators
~~Lewiston Auburn and Poland 911 Center~~ ~~Poland Dispatch~~
998-2361

Amateur Ham Radio Operator _____ Not Currently Designated

Public Information Officer _____ (currently the Town Manager)

Emergency Services

Androscoggin Sheriff's Department
~~A.S.O. Dispatch~~ ~~1-800-492-0737~~ 207-753-2599

Poland Fire Rescue Department Chief
~~Thomas Printup~~ ~~Ballard Nash Jr.~~
~~998-2361 (Dispatch)~~ 207-756-4487 (O)

Poland Rescue Chief ~~Melody Stevens~~ 998-4601 (B)
998-2796 (H)

Poland Public Works Director 998-2570 (O)
~~Foreman~~ ~~Reginald Jordan~~ ~~Adam Strout~~
~~998-4601~~ ~~2570 (OB)~~ 207-329-9325
998-2583 (H)

Poland Health Officer _____ Tammy Bouchard ~~Patricia Nash~~
998-2100 (B)

998-4779 (H)

Resource Management

Resource Management Officer _____ Not Currently Designated

Personnel Resource Management _____ Not Currently Designated

Alert List *Continued*

Damage Assessment/Disaster Assistance/Mitigation

Finance Director

~~Derek Therbarger~~ 207-998-4601 (O)

~~Tax Assessor~~ Finance Clerk

~~_____~~ Nicole Lussier ~~Jeannette Goss~~

_____ 998-4651 (OB)

Tax Assessor RJD Appraisal

207-998-4651

~~998-4501 (H)~~

Code Enforcement Officer

~~_____~~ Scott Neal ~~Arthur Dunlap~~ _____ 998-4604 (OB)

~~998-2403 (H)~~

Town Office Staff

Town Clerk

~~_____~~ Judith Akers _____

_____ 998-4601 (OB)

~~998-5314 (H)~~

~~D~~ Deputy Town Clerk

~~_____~~ Lynda Carey _____ 998-4601 (OB)

~~Deputy Town Clerk~~

~~_____~~ Amie Juergens

~~_____~~ 998-2402 (H)

~~Bookkeeper~~

~~_____~~ Melody Stevens ~~998-4601 (B)~~

~~998-2796 (H)~~

Registrar of Voters

~~_____~~ Rosemary White Nicole Pratt _____

_____ 998-4601 (OB)

~~998-4827 (H)~~

Other Staff

Animal Control Officer

~~_____~~ Robert Larrabee Everett York, Sr. _____

_____ 998-2361 (B) (Dispatch)

~~998-2371 (H)~~

Board of Selectmen

Chairman

~~_____~~ Reginald Jordan _____ 207-

~~_____~~ Reginald Jordan _____ 207-

~~_____~~ Reginald Jordan _____ 207-

~~_____~~ Jane Pentheny _____ 207-998-4601 (O)

~~_____~~ Jane Pentheny _____ 207-998-4601 (O)

Vice Chair

~~_____~~ Ray Lafrance Stephen Robinson _____

_____ 784-7361 (B) 207-998-4601 (O)

Member

Nathan McNally	Wayne Cotterly	998-2282 (H)
<u>207-998-4601(O)</u>		
Member	Dan Boyd	998-
4083 (H)	<u>Maryanne Hawkes</u>	
<u>207-998-4601(O)</u>		
Member	Erland Torrey	998-
4807 (H)	<u>Stanley Tetenman</u>	
<u>207-998-4601(O)</u>		

School Department

<u>RSU 16 Directors</u>	School Committee Chairman	<u>Pat Hall</u>	998-
<u>4655 (H)</u>			
	<u>Christine Downs</u>		
<u>cdowns@rsu16.org</u>		<u>784-5642 (W)</u>	
Member	Mark Gray	<u>Melanie Harvey</u>	
	<u>mharvey@rsu16.org</u>	<u>998-7017 (H)</u>	
Member	Norman Davis	<u>Randy Lautz</u>	
	<u>rlautz@rsu16.org</u>	<u>998-4825 (H)</u>	
Member	Debbie Valenti	<u>Joseph Parent</u>	
	<u>jparent@rsu16.org</u>	<u>998-2647 (H)</u>	
Member	Angela Roberts	<u>Emily Rinchich</u>	
<u>erinchich@rsu16.org</u>	<u>998-4655 (H)</u>		

Union 29	<u>RSU 16-Superintendent</u>	<u>Dr. Robert Wall</u>	<u>Todd Sanders</u>
	<u>782-4618 (H)</u>	<u>207-998-2727(O)</u>	
<u>RSU 16 Assistant Superintendent</u>	<u>Amy Hediger</u>	<u>207-998-2727(O)</u>	
<u>RSU 16 Director of Operations</u>	<u>John Hawley</u>	<u>207-998-2727(O)</u>	
<u>RSU 16 Transportation Director</u>	<u>Stewart Mason</u>	<u>207-998-2727(O)</u>	

Community School Principal	Peter Campbell	<u>Brandi Comeau</u>	998-
4915 (<u>OB</u>)			
		627-4274 (H)	
High School Principal	<u>Erik Anderson</u>	Derek Pierce	998-
5400 (<u>OB</u>)			

Communications Appendix

Tab 3

EOC Organizational/Operational Sites

~~Primary Site~~ Alternative Site

Poland Town Office (EOC)
~~1250-1231~~ Maine Street (~~Rt. 26~~)
 Poland, Maine, 04274
 998-4601
 998-2002 (Fax)

Primary ~~Alternate~~ Site

Poland Fire & Rescue Station (EOC)

[33](#) Poland Corner Road

Poland, Maine, 04274

998-4689 or 998-2626

998-5277 (Fax)

EOC Standard Operating Procedures

This tab describes a system of EOC and Communication Operating Procedures by which emergency operations/communications will be carried out, from the Emergency Operations Center (EOC), under an emergency declared by the Town Manager. The EOC facility, agencies, personnel, and resources to support emergency operational activities are described herein.

~~Layout of the Poland Town Office (E.O.C.)~~

EOC Resources

Location

The Poland Emergency Operations Center (EOC) is located at the Poland [Fire Rescue Department 33 Poland Corner Road Poland, Maine 04274](#) ~~Town Office at 1231 Maine Street (Rt. 26) in Poland, ME.~~

Size

The EOC is approximately ~~3060~~ [14,000](#) square feet

Maintenance of EOC Readiness

The E.M.A. Director or their designee is responsible for the maintenance of the EOC in a constant state of readiness.

Emergency Supplies

Food: No regular emergency food supplies are kept at the EOC. ~~However, the Poland Town Office Staff may keep some items on hand. These items would be located in the kitchen area.~~

Water: ~~No regular~~ Sstorage of [extra bottled](#) water is kept at the EOC.

Medical and First Aid Supplies: ~~A small First Aid Kit is available. Poland Fire Rescue has asadequate amount of medical and first aid supplies~~

Sleeping Facilities: ~~The EOC has no sleeping facilities. Personnel required to sleep at the EOC may obtain sleeping bags and cots through the Poland Emergency Management Agency. Cots are stored at the old fire station behind the town hall. Sleeping bags are stored overhead the offices at the Poland Fire Station. The EOC has a spare bedroom for EOC operations with bunk beds. As well office space can be used for sleeping quarters if needed~~

Housekeeping and Sanitary Supplies: Sanitary supplies in the form of Toilet Paper and Soap are available at ~~in the utility area of the Town Office. Additional Supplies are available from~~ the Fire and Rescue Station

Office Supplies: ~~Office Supplies are available through the Poland E.M.A & Town Office Staff. Additional Office~~ supplies for the EOC are available through ~~the~~ Poland Fire ~~and~~ Rescue Departments. Sufficient supplies are on hand to support emergency operations for 14 days.

Wall Displays: Prepared ~~and pre-positioned~~ maps and status boards are located in the conference room ~~(Situation Room). These consist of a M~~ maps of the Town of Poland, and (wet erase) Status Boards located ~~at the rear of the room. In the training room and the conference room.~~

Emergency Power Capabilities for Primary EOC

One 125 kW propane fueled generator located behind the fire rescue station. This system is tied to dual 1,000 lb. propane tanks. The generator is maintained by Pow'r Point. The generator runs automatically once a week for 30 minutes and has automatic start and stop transfer switch during power interruptions.

Service Provider: Pow'r Point generator power systems- 207-864-2787

Heating and Cooling

Heating at Poland Fire Rescue is maintained by multiple forced hot air propane boilers. Central air for air conditioning from two propane units in the rear of the building. Hot water is a on demand wall hung propane fired unit located in the utility room near the air compressor and electrical panels.

Sanitation Facilities

There are two bathrooms in the public area and one in the apparatus bays without showers. There are shower facilities in the locker rooms for both men and women including lockers and toiletries.

Cooking/Eating Facilities

The kitchen is a fully equipped kitchen suitable for large scale cooking and eating.

Emergency Lighting

To augment the standard lighting system, the following auxiliary lighting equipment is available: Dual-Light Emergency Lights in all common areas, bathrooms, and cooking areas. Hand held flashlights are available, if necessary.

Communications Equipment

The following communications equipment is available at the Primary EOC

Telephone:

19 Phones-with up to 3 lines available. (998-4689)(998-2626)(9982361) This system also has voice mail capability and a fax line, (207-998-5277)

Phones are located as follows:

Chief's Office

Administrative Assistants Office

EOC

Training Room

2 phones in each of the officers offices, 6 phones total

Kitchen

2 phones located in the report writing room

Day Room

Fire Bay (2 Phones)

EMS Supply Room

EMS Bay (1 phone)

Laundry Room

Telephone Company: Spectrum Telephone- 1-833-949-0036

Radio

1 mobile radio with a power supply is located in the EOC. In addition, there are two mobile telephone base radio units one in the Day Room and one located in the Chief's Office.

Emergency Power Capabilities for Alternative EOC

One 25 kW propane fueled military surplus generator located behind the Town Office.

The generator is tied into bulk propane storage of one 1500 gallon tank, also located ~~behind~~near the Town Office.

Propane Supplier: ~~Lewiston Bottled Gas~~Downeast Energy

~~Telephone : (800) 537-4427 or 786-0671~~ 1-888-665-2727

The generator is maintained by the town custodian and is started manually.

The generator is test run for 30 minutes twice each month by town custodian. The generator is tested under full load at least once per month.

Operating Instructions are posted ~~....~~

All EOC equipment, with the exception of some outlets may be powered by the generator.

Maintenance is by the Poland public works mechanic.

Heating System

Heat is provided through a heat pump system.

~~The Poland EOC is heated by one propane powered boiler using forced hot water.~~

Sanitation Facilities

There are two bathrooms in the Town Office. There are no shower facilities.

Cooking/Eating Facilities

The kitchen is equipped with a Microwave Oven and Refrigerator/Freezer. Assorted eating utensils and cups are also located in the kitchen area. In addition, some paper supplies are also stored there as well.

Emergency Lighting

To augment the standard lighting system, the following auxiliary lighting equipment is available and located at:

Dual-Light Emergency Lights in the conference room, hallway, and Town Office Staff area.

Hand held flashlights are available through the Fire and Rescue Departments, if necessary.

Communications Equipment

The following communications equipment is available at the EOC

Telephone:

11 Phones-with up to 4 lines available. (998-4601) This system also has voice mail capability as well.

Phones are located as follows:

Code Enforcement Office	998-4604
Police Sub Station Office	998-4653
Tax Assessors Office (2)	998-4651
Town Managers Office	998-4601
Town Office Staff Area (5)	998-4601
Bookkeeper Office	998-4601

Telephone Company: ~~Standish & China Telephone Company 655-9911~~ [Spectrum Telephone 1-833-949-0036](#)

Radio

1 modified mobile radio with a power supply is located in the Police Sub Station office in the EOC. The range of this radio is limited due to the location of the antenna (on the EOC roof). In addition, the frequencies for this radio are also limited to Androscoggin County S.O, Police Car to Car, and Poland Local Government Frequencies (154.055 Mhz)

~~Layout of the Poland Fire & Rescue Station (Alternate EOC)~~

[Remove entire layout, \(OLD\)](#)



~~Alternate EOC Resources~~

~~Location~~

~~The Alternate Poland Emergency Operations Center (EOC) is located at the Poland Fire & Rescue Station on Poland Corner Road in Poland.~~

~~Size~~

~~The EOC is approximately 8000 square feet~~

~~Maintenance of EOC Readiness~~

~~The E.M.A. Director or their designee is responsible for the maintenance of the EOC in a constant state of readiness.~~

~~Emergency Supplies~~

~~Food: No regular emergency food supplies are kept at the EOC. However, the Poland Fire and Rescue Departments may keep some items on hand. These items would be located in the kitchen area. Soda Machines are also available in the rescue and fire department bays.~~

~~Water: No regular storage of water is kept at the EOC. However, some water may be on hand through the fire and rescue departments, primarily used for personnel at Fire Scenes.~~

~~Medical and First Aid Supplies: Medical and first aid supplies are available through the Poland Rescue Department at the EOC.~~

~~Sleeping Facilities: The EOC has no sleeping facilities. Personnel required to sleep at the EOC may obtain sleeping bags and cots through the Poland Emergency Management Agency. Cots are stored at the old fire station behind the town hall. Sleeping bags are stored overhead the offices at the EOC.~~

~~Housekeeping and Sanitary Supplies: These supplies are normally maintained, and are available through the Poland Fire and Rescue Departments. These supplies are located in the utility room at the rear of the station.~~

~~Office Supplies: Office Supplies are available through the Poland E.M.A. Additional supplies for the EOC are available through the Poland Fire and Rescue Departments. Sufficient supplies are on hand to support emergency operations for 14 days.~~

~~Wall Displays: Prepared and pre-positioned maps and status boards are located in the communications/disaster analysis room. These displays can be moved to the situation room (Training Room) if necessary.~~

~~Emergency Power Capabilities~~

~~One 25 kW propane fueled generator located in the generator shed behind the Fire Station.~~

~~The generator is tied into bulk propane storage of two 1500 gallon tanks, also located behind the Fire Station.~~

~~Propane Supplier: Lewiston Bottled Gas~~

~~_____ Telephone : (800) 537-4427 or 786-0671~~

~~The generator is maintained by the Poland Fire Department and has manual start up capability.~~

~~The generator is test run for 35 minutes twice each month by the Poland Fire Department. The generator is tested under full load at least once per month.~~

~~Operating Instructions are posted....~~

~~All EOC equipment, with the exception of some outlets may be powered by the generator.~~

~~Maintenance is by the Poland public works mechanic.~~

~~Heating System~~

~~The Poland EOC is heated by two heating systems. Both systems are powered by propane. The Fire and Rescue Bays are heated by propane blower/heaters located near the ceiling on both sides of the station. The Training Room, Kitchen, Communications Room, and Offices are heated by forced hot water through a boiler located in the utility room. All other areas of the station are unheated.~~

~~Sanitation Facilities~~

~~There are two bathrooms within the EOC-one ladies' room with toilet, sink, liquid soap dispenser, and paper towel dispenser. One men's room with toilet, urinal, sink, liquid soap dispenser, and paper towel dispenser. In addition, a shower is located across the hallway from these rooms. The shower room contains only a shower stall, shower curtain, and towel hooks.~~

~~In addition, a washer and dryer are located across from the men's room. These are used by the rescue department for ambulance linen, and are not suitable for personal clothing due to a potential for bloodborne pathogen contamination.~~

~~Cooking/Eating Facilities~~

~~The kitchen is equipped with a Microwave Oven, Electric Stove (4 burners), and Refrigerator/Freezer. Assorted cooking and eating utensils, pots, pans, plates and cups. In addition, some paper supplies are also stored in the kitchen area.~~

Emergency Lighting

~~To augment the standard lighting system, the following auxiliary lighting equipment is available and located at:~~

~~Dual-Light Emergency Lights in the training room.~~

~~Hand held flashlights are available through the Fire and Rescue Departments, if necessary.~~

Communications Equipment

The following communications equipment is available at the EOC

Telephone:

~~1 Phone Poland Rescue Office (extension in rescue bay)~~

~~998-2626~~

~~1 Phone Poland Fire Department Office (extensions in fire bay and training room)~~

~~998-4689~~

~~1 Phone Poland E.M.A. Fax Line in Communications Room (Panasonic fax machine)~~

~~998-5277~~

~~1 Phone multi-line in Communications Room with access to 998-2361, 998-4689, and 998-2626~~

~~1 Phone 911 (998-4911) Emergency Line in Communications Room (incoming only)~~

~~6 Telephone Lines Located in ceiling of training room. These lines are installed but are not activated through the telephone company.~~

~~Telephone Company: Standish & China Telephone Company 655-9911~~

Radio

~~1 Base Station remote radio located in the communications room. The radio transmitter is located behind the old Poland fire station located on route 26. This transmitter sends its signals to a repeater site located at the Presidential Inn on Ricker Hill. This site then relays the signal to the Town of Raymond's dispatch center. There is another remote radio located in the highway garage. This remote does not have frequency changing capabilities. Frequency changes may be made through the fire station radio.~~

~~Frequencies Available~~

~~1- Poland ————— 154.055 Mhz~~

~~2- State Fire ————— 154.310 Mhz~~

~~3- County E.M.A. ————— 154.115 Mhz~~

~~3- Not Used~~

~~A tone alert encoder is also available on the fire station radio. This may be used to signal fire and rescue members if necessary. Directions for use are located on the encoder.~~

Operational Groups' Responsibilities

Executive Group

Comprised of the Board of Selectmen ~~men~~ [persons](#), and/or the Town Manager.

The executive group is responsible for the formulation and approval of all policy decisions relating to emergency management and conduct of emergency operations.

To fulfill these responsibilities, these officials should:

- Ensure that an emergency management capability exists with all governmental departments
- Ensure that all departments of government with emergency operational roles have developed mobilization procedures and all positions in the emergency operations center staff organization have personnel assigned and trained in their emergency assignments.
- Exercise emergency powers required for declaration of an emergency or disaster
- Ensure that emergency public information is prepared and disseminated to the general public.
- Ensure contact with higher levels of government, render prescribed reports and request County/State/Federal assistance as necessary.

In addition to the responsibilities of the Executive Group, the Town Manager is responsible for the following additional areas:

- Finance/Purchasing

EOC Management Group

The EOC Management Group is comprised of the following:

- Director/Coordinator
- Assistant Director
- Town Office Staff (as necessary)
- Public Information Officer

The EOC Management Group provides direction and control of internal EOC operations.

Director/Coordinator

Serves as Chief of Staff for overall coordination and support activities conducted within the Emergency Operations Center. To fulfill this role, the Director/Coordinator will:

- coordinate and support activities conducted by the following EOC groups: Executive; Communications; Field Operations; Medical/Health Services; Social/Welfare Services and Disaster Analysis
- ensure briefings are presented on emergency situations on an hourly, or as needed basis.
- Interpret displays and technical reports
- Continually monitor operational activities for effectiveness of response and adherence to executive policy.
- Ensure operational reports are provided to the County on a continuing basis.

In the absence of a Resource Management Officer, the Director shall also be responsible for:

- Analyzing resource requirements
- Establishing priorities for resource allocation
- Establish resource inventory, control, and delivery systems
- Determine costs of providing resources
- Maintain appropriate records on inventory draw-down and balances

Assistant Director

Serves as Assistant Chief of Staff with direct coordinating responsibilities within the Communications and Disaster Analysis Group. When authorized or in the absence of the Director/Coordinator, will serve in the capacity of Chief of Staff with all its related duties and responsibilities. (See Section on Director/Coordinator)

Public Information Officer

Responsible for the preparation and issuance of official information and instructions from local government to the public by:

- Working under guidelines established by executive authority for release of information
- Serving as an advisor to the executive authority, director and staff within the EOC concerning the necessity, desirability, and/or feasibility of issuing specific items of information to the public.
- Determining facilities and method of presentation best suited for making information available to newspaper, radio, and television.
- Scheduling and coordinating news conferences.
- Monitoring and coordinating rumor control
- Monitoring all public information for effectiveness of public response.

Town Office Staff

Provides clerical support to the EOC Management Group

EOC Communications Group

The EOC Communications Group is comprised of the following:

Radio Operators (if not operating through ~~Raymond Dispatch~~ [LAP 911 Center](#))

Radio Operators will be responsible for the transmission and receipt of messages over existing communications systems (radio, telephone, fax, etc.) within the EOC

Messengers

Should operations become excessively large, messengers may be required for distribution of all incoming and outgoing messages between the Communications and Operations Groups within the EOC.

Field Operations Group

The Field Operations Group is responsible for direction and control of emergency field personnel and equipment from the EOC.

Police Operations

Comprised of a Sheriffs Department liaison, will be responsible for direction and control of all law enforcement activities. To fulfill this responsibility, the Police Operations Group will:

- Ensure that police operational policies are adhered to
- Coordinate police operational support with other emergency response activities
- Maintain operational status of police manpower and equipment being utilized in support of emergency operations
- Maintain EOC radio communications with field operational forces

Fire Operations

Comprised of the Fire [Rescue](#) Chief and/or Fire [Rescue](#) Department Representative, will be responsible for direction and control of all firefighting and rescue activities. To fulfill this responsibility, the Fire Operations Group will:

- Ensure that firefighting and rescue operational policies are adhered to
- Coordinate firefighting and rescue operational support with other emergency response activities
- Maintain operational status of firefighting and rescue manpower and equipment being utilized in support of emergency operations
- Maintain EOC radio communications with field operational forces

(for purposes of this plan, the term rescue shall not include Emergency Medical Services)

Public Works

Comprised of the Public Works ~~Foreman~~Director, Road Commissioner, or Public Works Representative, will be responsible for direction and control of all public works activities. To fulfill this responsibility, the Public Works Group will:

- Ensure that public works operational procedures are adhered to
- Coordinate public works operational support with other emergency response activities
- Maintain operational status of public works personnel and equipment being utilized in support of emergency operations
- Maintain EOC radio communications with field operational forces

Emergency Medical Services Group

The Emergency Medical Services Group is comprised of the following:

Comprised of the [Fire](#) Rescue Chief and/or [Fire](#) Rescue Department Representative, will be responsible for direction and control of all emergency medical service activities. To fulfill this responsibility, the Emergency Medical Services Group will:

- Ensure that EMS operational policies are adhered to
- Ensure that mass casualty operational policies are adhered to
- Coordinate EMS operational support with other emergency response activities
- Maintain operational status of EMS manpower and equipment being utilized in support of emergency operations
- Maintain EOC radio communications with field operational forces
- Triage
- Hospital medical control
- Advanced life support
- Medical transportation

Health Officer

Will be responsible for maintaining public health.

- Direct and coordinate environmental health activities relative to waste disposal, refuse, food/water control and vector control
- sanitation and hygiene
- direct and control immunization and disease control programs
- coordinate registration and disposal of deceased
- initiate laboratory activities to verify disease and food/water contamination
- maintain records of vital statistics relative to public health

Social/Welfare Services Group

The Social Welfare Services Group is comprised of the following:

- Poland General Assistance
- ~~School Department~~[RSU 16](#)
- Red Cross

The Social/Welfare Services Group is responsible for the physical, social, psychological, and spiritual welfare of the citizens.

Red Cross

If possible, Red Cross will provide a representative for directing and coordinating the emergency relief activities in support of civil emergency operations. To fulfill this responsibility, the representative will:

- Coordinate utilization of Red Cross resources and capabilities with other emergency relief agencies to eliminate duplication of effort.
- Maintain communications with field forces

General Assistance

Comprised of the Town Manager or General Assistance Officer, is responsible for;

- Continuing financial assistance to general assistance recipients
- Coordinating utilization of material welfare resources, (food, pharmaceutical, clothing, shelter), with other social agencies and volunteer groups

~~School Department~~[RSU 16](#)

Comprised of the Superintendent, School Principal(s), ~~School Committee Members~~[RSU 16 Directors](#), or a representative from the ~~School Department~~[RSU 16](#), is responsible for coordinating utilization of the School Department's resources in support of emergency operations. To fulfill this responsibility, the designated representative will:

- Coordinate the utilization of school busses to effect emergency transportation
- Coordinate utilization of the School(s), with functional kitchens, as congregate care facilities
- Provide support assistance in manpower and equipment to other municipal departments on an as needed basis.

Disaster Analysis Group

The Disaster Analysis Group is comprised of the following:

Tax Assessors

Code Enforcement Officer

The Disaster Analysis Group is responsible for the following activities of damage assessment which include:

- Collection of damage information pertaining to roads, highways, vital facilities, industry, and private homes.
- Analyze data and prepare damage reports
- identify unsafe structures and prevent use
- monitor restoration activities

Communications Procedures

Information/Action Log

Each individual operational staff personnel will maintain a legible information/action log. This log will identify all individual activities and messages received and disseminated. In doing so, a legal record of all operational activities will be maintained. (See Sample Information/Action Log)

EOC Deactivation Procedure & Checklist

The Poland Emergency Operations Center will be deactivated (curtailment of emergency operations), by the Town Manager through the established line of succession, upon the recommendation of public safety department officials and/or the E.M.A. Director that the emergency recovery operations no longer warrant EOC staffing.

EOC Deactivation Checklist

1. The E.M.A. Director, or authorized representative, will accomplish the following tasks prior to deactivation of the EOC.
2. Debrief operational staff
3. Prepare final situation report
4. Return EOC to pre-emergency readiness status (prepare list of materials to be replenished)
5. Sign off all radio systems

Emergency Telephone Restoration

During an emergency/disaster, telephone service may be interrupted because of the effects of the hazard or as a result of telephone systems overload. If this happens, restoration of all services cannot be accomplished simultaneously. ~~The Maine Telephone Company~~ Spectrum/Consolidate Communications will need to be contacted ~~has established line load control~~ and emergency restoration services based on procedures aimed at restoring essential service customers first. ~~These classifications of essential service customers are identified below.~~

~~These lists are provided and updated as needed. The telephone company automatically implements procedures aimed at restoring services to essential customers first.~~

~~Telephone Company Contacts:~~ ~~Director of Operations~~ ~~642-7223~~
~~Plant Supervisor~~ ~~642-7285~~
~~Switching Supervisor~~ ~~642-7230~~

Town of Poland Priority List

Priority One

Key Personnel

Town Manager
E.M.A. Director & Assistant Director
Fire Rescue Chief
~~Rescue Chief~~
Public Works ~~Foreman~~ Director
School
Chairman-Board of Select ~~men~~ person
Damage Assessment Team: (CEO & Tax Assessor)
Health Officer
Poland A.S.O. Deputies
School Superintendent
School Principal(s) & Vice Principal(s)
Town Clerk & Deputy Town Clerk
Registrar of Voters
~~Bookkeeper~~ Finance Director or Clerk

Facilities

~~Fire &~~ Rescue Station
Poland Community School
~~_____~~ Town Office
~~_____~~ Public Works Garage
~~_____~~ Poland High
ASO Sub Station

Priority Two

Key Personnel

Fire Rescue Department ~~Deputy Chiefs~~ Officers
Transfer Station
~~Rescue Department Assistant Chiefs~~
~~_____~~ St. Mary's Family Health Ctr.
Poland School Kitchen Supervisor
Poland Board of Select ~~men~~ persons
Poland ~~School Committee~~ RSU 16 Directors
Animal Control Officer

Facilities

~~_____~~ Poland
~~_____~~
Poland Community Hlth. Ctr.

Priority Three

~~Institutions~~ ~~ELAN~~ Poland Spring Resort (Lodging) and

Summer Camps: Tripp Lake Camp, Omni Camp, Camp Fernwood, Agazziz Village

Emergency Electrical Power Restoration

A plan has been implemented at the Androscoggin County level that will attempt to expedite the restoration process. This is a joint agreement between Central Maine Power and the Androscoggin County Unified Emergency Management Agency.

Essentially, all contact regarding power restoration will be coordinated through the county EMA office. This will occur, only if CMP expects the power to be out for longer than 8 hours. No contact should be made directly to Central Maine Power.

A direct connection via ring down line is available at the County EOC. Central Maine Power will advise the County EMA when their emergency operations center has been activated. From that point, regular updates will be given from the County EOC.

Restoration Procedures indicate that the following priority will be used by Central Maine Power:

1. Sub Stations
2. Hospitals and Critical Services
3. 3 Phase Power Lines
4. 2 Phase Power Lines
5. Individual Residents
6. Seasonal Properties

Attachment 1 Task Assignments

Town Manager

Authorizes the activation of the EOC when appropriate

When notified, may report to the EOC

If appropriate identifies and establishes contact with IC(s) in the field

Provides overall direction of emergency response operations, until an emergency scene is established and an IC assumes this responsibility. (For emergency situations that occur with little or no warning, an IC may already have responded to the scene and taken charge before notification of the Town Manager)

If necessary, directs EOC staff to relocate to the alternate EOC to continue operations

When appropriate, terminates response operations and release personnel/

May implement the town's emergency operations plan

May authorize the opening of the emergency shelter.

May authorize the purchase of additional equipment, supplies, or other expenditures to meet the needs of the emergency.

Fire Rescue Department

- When notified of an emergency situation, sends response teams/personnel, equipment, and vehicles to the emergency site, staging areas, or other location as appropriate
- Identifies an incident commander (IC) and establishes an incident command post (ICP), if appropriate, assigns appropriate personnel to IC staff
- Performs IC duties at the emergency scene, if appropriate
- If possible, sends a representative to the EOC, when the EOC has been activated during an emergency.
- Notifies the EOC of the situation if the original notification did not come from the EOC.
- Manages fire/rescue resources, directs fire operations, rescues injured people during emergency operations, and determines the need, as appropriate, for evacuation of the immediate area in and around the emergency scene.
- Assists as appropriate in the evacuation of people at risk in the immediate area in and around the emergency scene.
- Alerts all emergency response organizations of the dangers associated with technological hazards and fire during emergency operations.
- When notified of an emergency situation, sends response teams/personnel, equipment, and vehicles to the emergency site, staging areas, or other location as appropriate
- Identifies an incident commander (IC) and establishes an incident command post (ICP), if appropriate, assigns appropriate personnel to IC staff
- Performs IC duties at the emergency scene, if appropriate
- If possible, sends a representative to the EOC, when the EOC has been activated during an emergency.

- Coordinates medical treatment activities of all response organizations involved in providing medical assistance
- Notifies the EOC of the situation if the original notification did not come from the EOC.
- Manages EMS resources, directs ambulance operations, attends to injured people during emergency operations.
- Assists as appropriate in the evacuation of people at risk in the immediate area in and around the emergency scene.

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Police Department Law Enforcement

- When notified of an emergency situation, sends response teams/personnel, equipment, and vehicles to the emergency scene or other location, as appropriate.
- Identifies an incident commander (IC) and establishes an incident command post (ICP), if appropriate, assigns appropriate personnel to IC staff
- Performs IC duties at the emergency scene, if appropriate.
- Notifies the EOC of the situation if the original notification did not come from the EOC.
- If possible, sends a representative to the EOC, when the EOC has been activated during an emergency.
- Manages law enforcement resources and directs law enforcement operations. Duties may include:
 1. Directing and controlling traffic during emergency operations
 2. Assisting in the evacuation of people at risk in and around the emergency scene.
 3. Controlling access to the scene of the emergency or the area that has been evacuated.
 4. Providing security in the area affected by the emergency to protect public and private property

E.M.A. Director

- Immediately notifies the Town Manager of significant emergency situations that could affect the Town of Poland
- When directed by the Town Manager, or when circumstances dictate, notifies all tasked organizations, informs them of the situation, and directs them to take the action appropriate for the situation (report to the EOC, scene of the emergency, stand-by, etc.) in accordance with their organization's S.O.P.'s
- Manages the EOC resources and directs EOC operations. Duties may include ensuring the following activities/actions are done:
 1. Information Processing: This task involves the collection, evaluation, display, and dissemination of information about the emergency situation to help support the town's response operations. Information collection sources include, but are not limited to; emergency response organizations, media, neighboring towns, county emergency management, state, federal government, volunteer groups, private sector, businesses, citizens, etc. Typical tasks associated with information processing may include:

- a) Maintaining a significant events log
 - (1) Message handling
 - (2) Aggregating damage information from all available sources
 - (3) Identifying resource needs
 - (4) Preparing summaries on status of damage
 - (5) Preparing briefings for town officials
 - (6) Displaying appropriate information in the EOC
 - (7) Preparing and submitting necessary reports when required (re: situation, critical resource status, etc.) including situation reports to the county EOC, as appropriate.
 - b) Coordinating logistical support for response personnel and disaster victims
 - c) When directed by the Town Manager, or when conditions warrant such action, relocating staff to alternate EOC in order to continue response operations.
 - d) When directed by the Town Manager, terminating operations and closing the EOC.
2. Coordinating EOC operations
 3. Advising and briefing the Town Manager and other key members of town's emergency services on the emergency situation.
 4. Recommending to the Town Manager actions to protect the public from life threatening consequences associated with the emergency situations.

Public Works Department

- When notified of an emergency situation, sends response teams/personnel, equipment, and vehicles to the emergency site, staging areas, or other location as appropriate
- Identifies an incident commander (IC) and establishes an incident command post (ICP), if appropriate, assigns appropriate personnel to IC staff
- Performs IC duties at the emergency scene, if appropriate
- If possible, sends a representative to the EOC, when the EOC has been activated during an emergency.
- Notifies the EOC of the situation if the original notification did not come from the EOC.
- Manages public works resources and directs public works operations. Duties may include:
 1. Performing debris removal operations
 2. Assisting in search and rescue efforts
 3. Conducting of damage assessment activities as they relate to town infrastructure.

4. Providing fuel support for emergency operations
5. Assisting in the evacuation of people at risk in and around the emergency scene, if necessary.
6. Coordinating with utility companies to restore power to disaster victims

Public Information Officer

- When notified, reports to the EOC or incident scene as appropriate.
- Handles inquiries and informs the public about disaster damage, restricted areas, actions to protect and care for companion animals, farm animals, and wildlife, and available emergency assistance.
- Refer to Public Information Annex to this plan for additional operational tasking.

Rescue Department

- ~~When notified of an emergency situation, sends response teams/personnel, equipment, and vehicles to the emergency site, staging areas, or other location as appropriate~~
- ~~Identifies an incident commander (IC) and establishes an incident command post (ICP), if appropriate, assigns appropriate personnel to IC staff~~
- ~~Performs IC duties at the emergency scene, if appropriate~~
- ~~If possible, sends a representative to the EOC, when the EOC has been activated during an emergency.~~
- ~~Coordinates medical treatment activities of all response organizations involved in providing medical assistance~~
- ~~Notifies the EOC of the situation if the original notification did not come from the EOC.~~
- ~~Manages EMS resources, directs ambulance operations, attends to injured people during emergency operations.~~
- ~~Assists as appropriate in the evacuation of people at risk in the immediate area in and around the emergency scene.~~

Health Officer

- When notified of an emergency situation, may report to the EOC, if appropriate
- Assists in the coordination of health and medical treatment activities of all response organizations involved in providing medical assistance to disaster victims
- Coordinates necessary mortuary services, to include operations of temporary morgues, and identification of victims.
- Collects information and reports damage status of health and medical facilities and equipment to the EOC.
- Refer to Health and Medical Annex of this plan for additional tasking.

School Committee

- When notified of an emergency situation, may send a representative to the EOC, if appropriate.
- Protects students in school when an emergency situation occurs
- Evacuates students, if appropriate
- When directed by appropriate authority, closes school facilities and releases students.
- When directed by appropriate authority, makes schools available for use as mass care facilities.
- Conducts damage assessment of school facilities.

Tax Assessor

When notified of an emergency situation, may report to the EOC, if appropriate for damage assessment

Volunteer Organizations

When notified of an emergency situation, may send a representative to the EOC, if appropriate

Animal Control Officer

- When notified of an emergency situation, may send a representative to the EOC, if appropriate
- Manages public and private sector efforts to meet the animal service needs that arise including:
 1. Rescue and capture of animals that have escaped confinement and displaced wildlife
 2. Evacuation
 3. Sheltering
 4. Care of injured, sick, and stray
 5. Disposal of dead animals
- Activates emergency response teams (evacuation, shelter, medical treatment, search and rescue, etc.), as needed.
- Prepares a resource list that identifies the agencies/organizations that are responsible for providing the supplies (medical, food, and other necessary items) needed to treat and care for injured and sick animals during large scale emergencies and disasters.
- Coordinates response activities with appropriate representative in the EOC (Town Manager, E.M.A. Director, Health Officer, EMS, etc.)
- Coordinates the rescue of injured or endangered animals with fish and game departments, wildlife organizations, county cooperative extension offices, veterinarians, etc.

All Tasked Organizations

- Activate control center to support and facilitate the organization's response activities (dispatch and manage personnel and resources, maintain a significant events log, report information to the E.M.A. Director or Town Manager, coordinate with organizational personnel at the emergency scene or EOC, etc.)
- If possible, send a representative to the EOC.
- Establish a procedure to identify, and report to the E.M.A. Director or Town Manager, damage to organizational resources and facilities. Additional tasking may include responsibility for reporting damage to, or status of, critical facilities such as:
 1. Emergency service facilities and equipment (fire stations, police stations, health care facilities, rescue squads, public work facilities, etc.)
 2. Communications networks (telephones, emergency service radio systems, repeater sites, and base stations, television and radio stations.)
 3. Transportation networks (roads, bridges, etc.)
 4. Homes, businesses, public facilities, etc.
- Where appropriate, ensure that organizational staff member(s) tasked to work in the EOC during emergencies have **authority to commit resources and set policies**.
- Provide support to the IC, as required.
- If appropriate, establish a protocol for interfacing with State/Federal responders.
- Coordinate with the PIO and clear press releases with the Town Manager before releasing information to the media for public consumption.

Administration and Logistics

This section specifies the records that are required to be maintained, identifies the organizations and agencies that have reporting responsibilities, indicates the frequency for reporting, and describes the types of reports that are to be submitted.

Reporting

All reporting shall be in accordance with the Androscoggin County Emergency Operational/Administrative Reporting Procedures Manual. Samples of these forms are located in Attachment 2. All tasked organizations shall make the following reports:

Information/Action Logs

During emergency events, decisions are made and response actions are taken to lessen the impact upon people and material resources. This results in liability to key officials who are responsible for making emergency decisions and implementing protective actions. It is imperative that some means of recording these important decisions and actions exist for individual liability purposes. The Information/Action Log should be utilized to document all actions, activities, and important information department heads receive or disseminate during any potential or actual emergency event. In effect it is a legal record of the individual's performance.

Force Account-Labor Record

The force account labor record shows who did what, when and for how long on each job site. It is important to know what each permanent, temporary, and part-time employee does on each emergency or disaster related job and for how long. This information may be turned in daily by each employee or by the department head. Any type of daily work report form may be used if it shows the date, hours worked, job classification, and job site worked on. If an employee works on two or more job sites in a single day, he/she should turn in a separate work report for each site.

Force Account-Supply/Material Record

This report shows what materials or supplies were used on each job site, and must be fully documented whether they are purchased or are in stock. Use this form to document on a daily basis. Any time materials are used on a job, record the information, and keep copies of receipts and invoices.

Force Account-Equipment Record

This report is used to show the use of any equipment for the emergency. This form indicates what equipment was used, and for how long. A log for each piece of equipment is recommended. Each form should be used for each job site.

Force Account-Rental Equipment Record

This report is used to show the use of any rented equipment for the emergency. This form indicates what was rented to meet the needs of the emergency. It shows what equipment was used, how long it was used for, and for what job site. Invoices and receipts are necessary to accompany this report.

E.M.A. Director Reports

Emergency Situation Reports (SITREP)

The E.M.A. Director is responsible for submitting a situation report to the county EOC whenever a situation arises that decision makers at all levels of government need to know the conditions that threaten the citizens of the town, and what is being done to counter those threats. An initial situation report will be forwarded to the county EOC at the beginning of the event, and updates will be forwarded as conditions change, or a minimum of once every 12 hours during long term events.

Form 7-Maine E.M.A. Damage and Injury Assessment

This form is used to summarize the damage assessment information for the town. This includes totals from additional reports that may need to be completed during the emergency. An initial report should be made within the first 24 hours of the event, and as needed to update figures. This form is used to determine whether an event has met the presidential disaster dollar threshold.

Logistics

This section addresses the arrangements that have been made to provide for the support needs (food, water, emergency power, fuel, equipment, supplies replacement, etc.) of the organizations performing direction and control functions

Self Support

Each tasked organization is expected to provide its own logistical support during the initial phase (the first 24 hours) of response operations. Additional support should be obtained through the EOC, or the IC, as appropriate.

Agreements and Understandings

When local government resources prove to be inadequate during emergency operations, requests should be made to obtain assistance from other towns, higher levels of government, and other agencies in accordance with existing or emergency negotiated mutual aid agreements and understandings. Such assistance may take the form of equipment, supplies, personnel, or other available capabilities. All agreements and understandings should be entered into by duly authorized officials and should be formalized in writing

Town of Poland



Transfer Station Metal Shelter and Concrete Laydown Area Request for Proposals

The Town of Poland is requesting bid proposals for design/engineering of a metal shelter and concrete laydown areas to be constructed at the Poland Transfer Station. Companies submitting bids must submit them in sealed envelopes with “**Transfer Station Metal Shelter and Concrete Laydown Area**” clearly printed on the exterior. Proposals must include vendor’s name, address, phone(s), contact person, and total cost. Bidders must observe all required state and federal laws and policies.

All inquiries regarding bids should be directed to the Town Manager at (207) 998-4601; email mgarside@polandtownoffice.org. Proposals must be delivered and clearly marked “**Transfer Station Metal Shelter and Concrete Laydown Area**” to Town Manager, Town of Poland, 1231 Maine Street, Poland, ME, 04274 or by email at mgarside@polandtownoffice.org no later than 11:00am, Thursday, December 14, 2023, at which time they will be opened and read publicly in the Town Office conference room. The Board of Selectpersons will consider proposals on Tuesday, December 19, 2023, at 7:00pm in the Town Office conference room. The Town of Poland reserves the right to reject any or all bids.

Poland is the recipient of an Environmental Protection Agency Grant to improve the Poland Transfer Station.

The Town of Poland is soliciting proposals for the design/engineering of a metal structure that will shelter our compactors and roll off containers from the elements and additional concrete laydown areas at the Poland Transfer Station located at 1 Waste Not Drive, Poland, ME 04274.

Additionally, once the design of structures is completed;

Draft a site plan and present it to the Poland Planning Board for approval.

Draft an RFP for construction – one for the Metal Shelter and another for the Concrete Laydown Area.

The RFP would include appropriate language to address Davis-Bacon, American Iron and Steel (AIS), and Build American/Buy American (BABA) requirements. The EPA would need to review and approve the draft RFP before it was sent out to bid.

Include a production schedule. The schedule should account for Transfer Station normal operating hours – Friday to Monday from 7AM to 5PM. Construction should be sequenced to allow normal operation. Closing

the Transfer Station to accommodate construction will be considered, but only if other options do not work and only for a short time.

Collect bids and make a recommendation to the Town.

A current topographical survey in .DWG format showing all structures, drainage culverts, utilities, and asphalt is available.

The Poland Transfer Station has 3 compactors that need to be sheltered – 2 municipal solid waste compactors and 1 recycling compactor. There is an existing structure that provides some shelter that the new shelter would need to attach to/stand adjacent to. The 2 municipal solid waste compactors are in line with each other while the 1 recycling compactor sits back slightly. There is a concrete pad underneath all three compactors and roll off containers that would need to be extended. 220V and 110V electric power is available. Additional concrete laydown areas would also be included.

Proposals should accommodate and include:

Metal Shelter.

Design plans stamped by an engineer.

Structure with appropriate framing and a roof that will shed rain, snow and ice.

Drainage plan for runoff from the roof. There is an existing drainage system that could be tied into.

An add/delete option to include roll up doors on the third side. This should include a personnel door on one of the two sides.

The structure should be tall and wide enough to accommodate the roll off containers being changed out.

Adequate electrical lighting in the overhead to illuminate the entire area. LED fixtures are preferred. 4 light bars over each compactor and roll off container and 4 light bars in the center. 2 light bars over each of 3 compactors.

Translucent roof panels may be included to improve lighting in the shelter.

4 light switches to control lighting. These should be located near the entrance on both sides, at the door to the electrical room, and in the Transfer Station Office.

5 110V power points. 2 at the outside edge near the opening of the shelter, 2 near the compactor, and one near the door to the electrical room.

The foot print will be over an existing concrete pad. Concrete walls on either side of the structure will need to be constructed that are high enough to hold back the fill on the other side and strong enough to hold up the structure. There should be adequate room, approximately 4', at the edge of the structure on the inside to allow personnel to safely move, and allow room for a truck to back in and swap out roll off boxes.

Extend the existing concrete pad to the current roadway.

Color should match the blue of the other structures at the Transfer Station.

Concrete Laydown Areas.

Design plans stamped by an engineer.

Expansion of existing concrete laydown areas. The concrete pad will be used to store roll off containers and will be located adjacent to existing concrete pads.

Design should show how storm water will be addressed.

Site visit.

Bidders are encouraged to request a site visit prior to the submission of bids. A graphic showing the approximate location of the metal shelter and concrete laydown area is included.

LIABILITY INSURANCE – Successful Bidder must agree to procure and maintain at its expense, Commercial General Liability insurance for protection from claims under workers’ compensation acts, claims for damages because of bodily injury including personal injury, sickness or disease or death of any and all employees or of any other such employees, and from claims for damages because of injury to or destruction of property including loss of use resulting therefrom, which may arise from the performance of services hereunder. The minimum amounts of coverage are:

Type of Insurance	Each Occurrence	Aggregate
General Liability – Combined Bodily Injury and Property Damage	\$1,000,000	\$2,000,000
Automobile Liability – Combined Bodily Injury and Property Damage	\$1,000,000	
Umbrella/Excess Liability	\$1,000,000	\$1,000,000
Worker’s Compensation & Employer’s Liability	\$500,000 (Each Accident) \$500,000 (Disease Policy Limit) \$500,000 (Disease Each Employee)	

Each such certificate shall list the Town as an additional insured and contain a statement of the insurer’s obligation to notify the Town at least fifteen (15) days prior to cancellation of any policy covered there under. The Town shall be furnished with a Certificate of Insurance. In the event the Town is required to defend itself, the Successful Bidder shall reimburse the Town’s costs, including reasonable attorneys’ fees for defense of such liabilities which arise out of the Successful Bidder’s negligence. In any claim which may arise as a result of intentional or negligent acts or omissions of the Successful Bidder, the Comprehensive General liability insurance policy provided by successful Bidder shall be deemed primary protection against such claims and the Town shall not be called upon to contribute to a loss otherwise payable by the Successful Bidder’s insurer due to its insured’s act or omission.

INDEMNIFICATION – To the fullest extent permitted by law, Successful Bidder does agree to defend, indemnify and hold harmless the Town, its officers, agents and employees, from and against all claims, damages, losses or expenses, just or unjust, including but not limited to costs of defense, arising out of or resulting from the performance of services hereunder, provided that any such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission of Successful Bidder, its officers, agents or employees, anyone directly employed by it, or anyone for whose act it may be liable, except to the extent that said claim, damage, loss or expense is caused by the Town, its officers, or employees.

Transfer Station Metal Shelter and Concrete Laydown Area Official Bid Form

COMPANY NAME: _____

ADDRESS: _____

PHONE NUMBER(S): _____

EMAIL: _____

CONTACT PERSON: _____

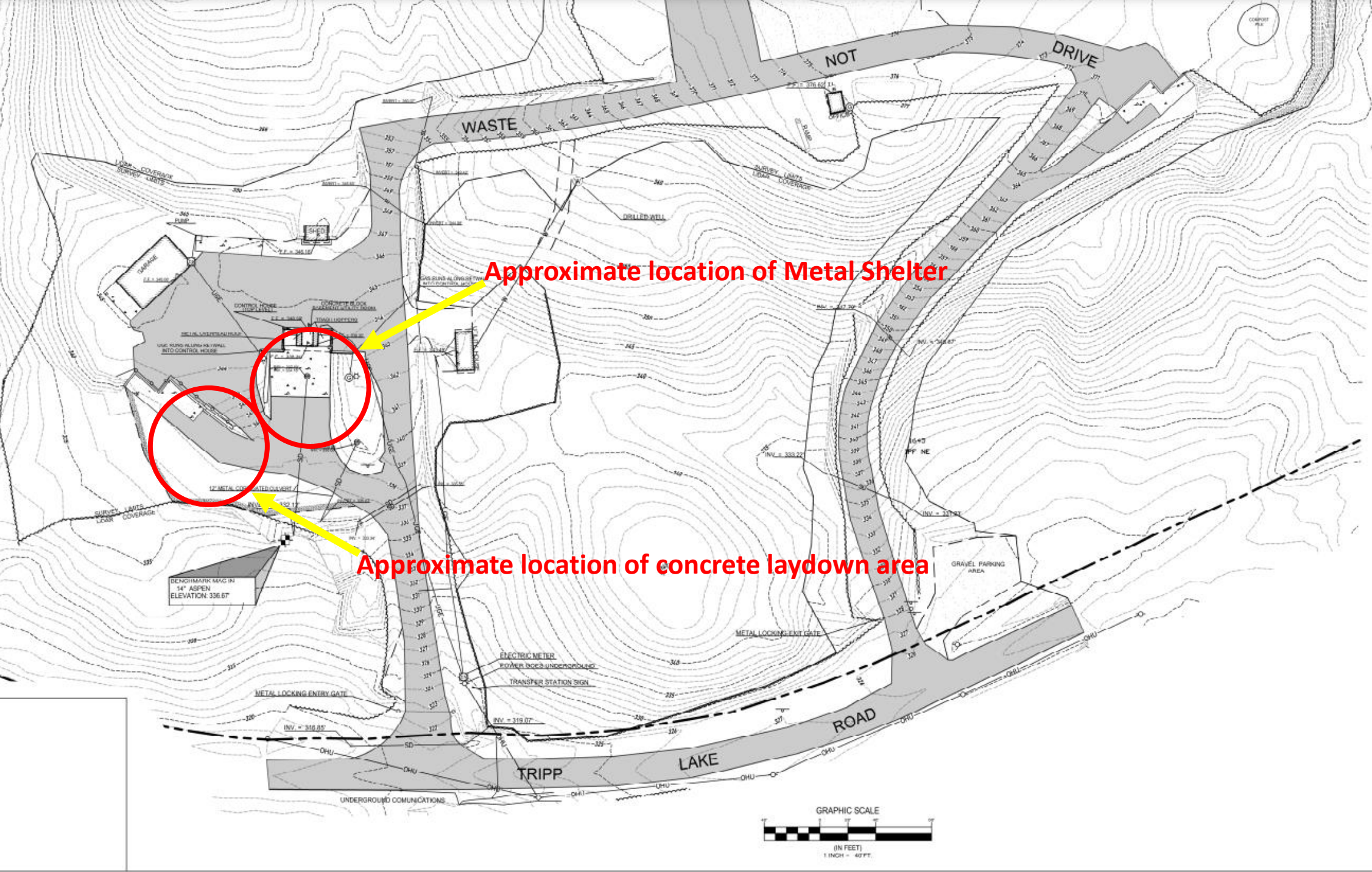
Include proof of standard liability insurance, which names the Town of Poland as an additional insured in an amount no less than \$1,000,000.

A. Total net price: _____

B. Guaranteed Delivery Date: _____

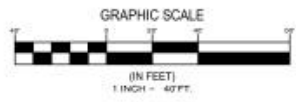
The Town of Poland reserves the right to reject any or all bids in whole or in part as it is deemed in the best interest of the Town, renegotiate any contract and waive any informality which does not compromise the actual bid.

5. Topographic information shown here is based on an on-the-ground survey performed by...
6. Boundary lines are referenced to a Revision IV Heart of Poland - Comm... surveyed by Davis Land Surveying the Androscoggin County Registry...
7. The subject parcel is located within... delineated on the Flood Insurance... County, Community-Panel Number 2013.
8. Plan orientation is Grid North, Maine 1002-NAD83.
9. The depth, size, location, existence... structures were not investigated as... been located by others and may differ... contractors, and/or designers need... field verify existing utilities prior to...



Approximate location of Metal Shelter

Approximate location of concrete laydown area



Town of Poland

1231 Maine Street, Poland, ME 04274

Phone: (207) 998-4601

Fax: (207) 998-2002

www.polandtownoffice.org



Assessing 207-998-4651
Code Enforcement 207-998-4604
Recreation 207-998-4650
Fire Rescue 207-998-4689
Public Works 207-998-2570
Solid Waste 207-998-4688

November 7, 2023

Authorization of cash disbursements for Fiscal Year 2024 totaling:

Town A/P:	\$	160,390.22
Payroll	\$	154,205.28
TIF 1:	\$	9,144.52
TIF 2:	\$	2,431.01
DTV TIF:	\$	10,387.22
Total:	\$	<u>336,558.25</u>

Stephen E. Robinson

Nathan P. McNally

Jane E. Pentheny

Marryanne A. Hawkes

Stanley L. Tetenman

Warrant 44

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
02415 290 MAINE ST						
0282	87591	11	POLAND RIDE	30		
POLAND RIDE			E 500-52-1200-52		1,100.00	0.00
			RECREATION / CHRISTMAS IN - RECREATION / XMAS IN POL			
			Vendor Total-		1,100.00	
00499 ALAN AUDET						
0282	87592	11	REIMBURSEMENT	BATTERIES		
REIMBURSEMENT			E 900-04-9500-04		110.75	0.00
			ESCROWS / PCC - ESCROWS / CONSER COMM			
			Vendor Total-		110.75	
00982 ANDROSCOGGIN COUNTY						
0282	87466	11	LIENS (129)	OCT 2023		
LIENS (129)			E 100-10-1000-14		2,451.00	0.00
			GENERAL / GENERAL - GENERAL / REGISTRY			
			Invoice Total-		2,451.00	
0282	87593	11	TRANSFERS	40782 A9N		
TRANSFERS			E 100-10-1000-14		40.00	0.00
			GENERAL / GENERAL - GENERAL / REGISTRY			
			Invoice Total-		40.00	
			Vendor Total-		2,491.00	
01042 ANDROSCOGGIN COUNTY						
0282	87530	11	FOOTBALL GAME PATROL	2023-37		
FOOTBALL GAME			E 500-06-1200-06		400.00	0.00
			RECREATION / FOOTBALL - RECREATION / FOOTBALL			
			Vendor Total-		400.00	
00129 BAKER & TAYLOR BOOKS						
0282	87594	11	BOOKS	5018580334		
BOOKS			E 700-10-1300-15		144.46	0.00
			LIBRARY / RICKER LIBRA - LIBRARY / BOOKS			
			Invoice Total-		144.46	
0282	87594	11	BOOKS	5018582277		
BOOKS			E 700-10-1300-15		42.85	0.00
			LIBRARY / RICKER LIBRA - LIBRARY / BOOKS			
			Invoice Total-		42.85	
0282	87594	11	BOOKS	5018579310		
BOOKS			E 700-10-1300-15		15.87	0.00
			LIBRARY / RICKER LIBRA - LIBRARY / BOOKS			
			Invoice Total-		15.87	
0282	87594	11	BOOKS	5018583190		
BOOKS			E 700-10-1300-15		31.70	0.00
			LIBRARY / RICKER LIBRA - LIBRARY / BOOKS			
			Invoice Total-		31.70	
0282	87594	11	BOOKS	5018591315		
BOOKS			E 700-10-1300-15		75.52	0.00
			LIBRARY / RICKER LIBRA - LIBRARY / BOOKS			
			Invoice Total-		75.52	
			Vendor Total-		310.40	
00171 BOUND TREE MEDICAL, LLC						
0282	87595	11	SUPPLIES	85108092		
SUPPLIES			E 140-01-1400-13		306.75	0.00
			PUB SAFETY / FIRE RESCUE - MISC EXPENSE / MEDICAL SUPP			
			Invoice Total-		306.75	

Warrant 44

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0282	87595	11	SUPPLIES		85124031	
SUPPLIES			E 140-01-1400-13		209.12	0.00
			PUB SAFETY / FIRE RESCUE - MISC EXPENSE / MEDICAL SUPP			
			Invoice Total-		209.12	
0282	87595	11	SUPPLIES		85114066	
SUPPLIES			E 140-01-1400-13		101.99	0.00
			PUB SAFETY / FIRE RESCUE - MISC EXPENSE / MEDICAL SUPP			
			Invoice Total-		101.99	
			Vendor Total-		617.86	
00339 BRAND COMPANY INC						
0282	87596	11	PARTS		124681	
PARTS			E 140-01-1400-13		68.04	0.00
			PUB SAFETY / FIRE RESCUE - MISC EXPENSE / MEDICAL SUPP			
			Vendor Total-		68.04	
00692 BRIAN RICHARDSON						
0282	87531	11	FOOTBALL OFFICIAL		11/1/23	
FOOTBALL OFFICIAL			E 500-06-1200-06		75.00	0.00
			RECREATION / FOOTBALL - RECREATION / FOOTBALL			
			Vendor Total-		75.00	
00150 BUSINESS EQUIPMENT UNLIMITED						
0282	87597	11	CONTRACT INVOICE		IN4050788	
CONTRACT INVOICE			E 100-10-1000-03		216.95	0.00
			GENERAL / GENERAL - GENERAL / OFFICE SUPPL			
			Invoice Total-		216.95	
0282	87597	11	CONTRACT INVOICE		IN4010923	
CONTRACT INVOICE			E 100-10-1000-03		216.95	0.00
			GENERAL / GENERAL - GENERAL / OFFICE SUPPL			
			Invoice Total-		216.95	
			Vendor Total-		433.90	
01831 C. H. STEVENSON INC.						
0282	87598	11	COLD PATCH		65236	
COLD PATCH			E 130-01-1400-07		1,752.00	0.00
			PUB WORKS / PUBLIC WORKS - MISC EXPENSE / SURFACE PATC			
			Vendor Total-		1,752.00	
00318 CASELLA RECYCLING						
0282	87599	11	RECYCLING		61607	
RECYCLING			E 130-02-1500-85		2,161.70	0.00
			PUB WORKS / SOLID WASTE - UTILITIES / RECY & PULLS			
			Vendor Total-		2,161.70	
01835 CENTER POINT LARGE PRINT						
0282	87600	11	BOOKS		2046198	
BOOKS			E 700-10-1300-15		49.14	0.00
			LIBRARY / RICKER LIBRA - LIBRARY / BOOKS			
			Vendor Total-		49.14	
00222 CENTRAL MAINE POWER COMPANY						
0282	87601	11	OCTOBER 2023			
4478-MUNICIPAL BLDGS			E 100-10-1500-10		509.56	0.00
			GENERAL / GENERAL - UTILITIES / ELECTRICITY			
4676-TOWN HALL			E 100-10-1500-10		489.78	0.00
			GENERAL / GENERAL - UTILITIES / ELECTRICITY			
4874-OLD SCHOOL HOUSE			E 100-10-1500-10		125.72	0.00
			GENERAL / GENERAL - UTILITIES / ELECTRICITY			
1068-PUBLIC WORKS			E 130-01-1500-10		335.37	0.00

Warrant 44

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
5168-SOLID WASTE			PUB WORKS / PUBLIC WORKS - UTILITIES / ELECTRICITY E 130-02-1500-10		286.70	0.00
2557-STREET LIGHTS			PUB WORKS / SOLID WASTE - UTILITIES / ELECTRICITY E 140-05-1500-10		1,033.51	0.00
6984-BEACONS			PUB SAFETY / ST LIGHT - UTILITIES / ELECTRICITY E 140-05-1500-10		34.77	0.00
6876-BEACONS			PUB SAFETY / ST LIGHT - UTILITIES / ELECTRICITY E 140-05-1500-10		41.28	0.00
5201-BEACONS			PUB SAFETY / ST LIGHT - UTILITIES / ELECTRICITY E 140-05-1500-10		33.56	0.00
7660-FIRE/RESCUE			PUB SAFETY / ST LIGHT - UTILITIES / ELECTRICITY E 140-01-1500-10		1,264.83	0.00
4586-FIRE/RESCUE			PUB SAFETY / FIRE RESCUE - UTILITIES / ELECTRICITY E 140-05-1500-10		42.98	0.00
8717-REC-BROWN RD			PUB SAFETY / ST LIGHT - UTILITIES / ELECTRICITY E 500-04-1200-04		61.79	0.00
7010-CAMP CONNOR			RECREATION / BASEBALL - RECREATION / BASEBALL E 500-27-1200-27		151.54	0.00
8891-RICKER LIBRARY			RECREATION / SUMMER REC - RECREATION / SUMMER REC E 700-10-1500-10		633.57	0.00
5351-MUNICIPAL OFFICE			LIBRARY / RICKER LIBRA - UTILITIES / ELECTRICITY E 100-10-1500-10		571.32	0.00
			GENERAL / GENERAL - UTILITIES / ELECTRICITY			
Vendor Total-					5,616.28	
01146 CORCORAN ENVIRONMENTAL SERVICES, INC						
0282	87602	11	PULL FEE E 130-02-1500-85	090623	625.00	0.00
			PUB WORKS / SOLID WASTE - UTILITIES / RECY & PULLS E 130-02-1500-80		2,040.00	0.00
			PUB WORKS / SOLID WASTE - UTILITIES / MSW DISPOSAL			
Vendor Total-					2,665.00	
00081 CUNNINGHAM SECURITY SYSTEMS						
0282	87603	11	DIGITAL MONITORING E 100-20-3000-50	729493	567.00	0.00
			GENERAL / BLD & GROUND - PRO SERVICES / PROFESSIONAL			
Vendor Total-					567.00	
02026 DENNISON LUBRICANTS OF MAINE						
0282	87604	11	BULK OIL E 140-01-3500-10	3701146	795.50	0.00
			PUB SAFETY / FIRE RESCUE - MAINT & REP / VEHICLE MAIN			
Invoice Total-					795.50	
0282	87604	11	BULK OIL E 130-02-1500-80	3705373	411.60	0.00
			PUB WORKS / SOLID WASTE - UTILITIES / MSW DISPOSAL			
Invoice Total-					411.60	
Vendor Total-					1,207.10	
01854 DEPOT SQUARE HARDWARE						
0282	87605	11	SUPPLIES E 100-20-1000-04	20022	5.99	0.00
			GENERAL / BLD & GROUND - GENERAL / GROUND SUPP			
Invoice Total-					5.99	
0282	87605	11	SUPPLIES E 100-20-1000-04	19085	11.99	0.00
			GENERAL / BLD & GROUND - GENERAL / GROUND SUPP			
Invoice Total-					11.99	

Warrant 44

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
Vendor Total-					17.98	
00304 DIRIGO WIRELESS, INC						
0282	87606	11	SERVICE	9966		
SERVICE			E 140-01-1000-05		38.75	0.00
			PUB SAFETY / FIRE RESCUE - GENERAL / EQUIPMENT			
Vendor Total-					38.75	
01196 DONNA KILKELLY						
0282	87607	11	COLBY COLLEGE	REIMBURSEMENT		
COLBY COLLEGE			E 500-33-1200-33		37.30	0.00
			RECREATION / SENIOR CLUB - RECREATION / SNR CLUB			
Vendor Total-					37.30	
00219 DOUGLAS PATENAUDE						
0282	87608	11	OPERATING SCOREBOARD	2 GAMES		
OPERATING SCOREBOARD			E 500-06-1200-06		100.00	0.00
			RECREATION / FOOTBALL - RECREATION / FOOTBALL			
Vendor Total-					100.00	
00157 DOWNEAST ENERGY						
0282	87609	11	ACCOUNT 8679400	15785700		
OLD SCHOOL HS 4-1231 O			E 100-10-1500-30		169.00	0.00
			GENERAL / GENERAL - UTILITIES / HEAT			
Vendor Total-					169.00	
01565 EASTERN SALT COMPANY INC.						
0282	87610	11	SALT	INV130444		
SALT			E 130-01-1400-08		12,298.62	0.00
			PUB WORKS / PUBLIC WORKS - MISC EXPENSE / SALT			
Vendor Total-					12,298.62	
00331 EBSCO INFORMATION SERVICES						
0282	87611	11	MAGAZINES	8007683		
MAGAZINES			E 700-10-1300-21		1,314.94	0.00
			LIBRARY / RICKER LIBRA - LIBRARY / MAGAZINES			
Vendor Total-					1,314.94	
00378 FIRESAFE EQUIPMENT, INC						
0282	87612	11	INSPECTION	42142		
INSPECTION			E 140-01-1000-04		143.30	0.00
			PUB SAFETY / FIRE RESCUE - GENERAL / GROUND SUPP			
Invoice Total-					143.30	
0282	87612	11	INSPECTION	42143		
INSPECTION			E 700-10-3500-15		172.30	0.00
			LIBRARY / RICKER LIBRA - MAINT & REP / MAIN/REPAIR			
Invoice Total-					172.30	
0282	87612	11	INSPECTION	42144		
INSPECTION			E 100-20-1000-04		143.30	0.00
			GENERAL / BLD & GROUND - GENERAL / GROUND SUPP			
Invoice Total-					143.30	
Vendor Total-					458.90	
02294 FIRST NATIONAL BANK OMAHA						
0282	87613	11	7433	OCTOBER 2023		
HAMILTON			E 140-01-2000-50		1,102.00	0.00
			PUB SAFETY / FIRE RESCUE - FIN SERVICES / TRAINING			
GLOVESTOCK			E 140-01-2000-67		342.60	0.00
			PUB SAFETY / FIRE RESCUE - FIN SERVICES / PROT CLOTHIN			
HAMILTON			E 140-01-2000-40		113.00	0.00

Warrant 44

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
HAMILTON			PUB SAFETY / FIRE RESCUE - FIN SERVICES / ALLOWANCES E 140-01-2000-40		8.44	0.00
HAMILTON			PUB SAFETY / FIRE RESCUE - FIN SERVICES / ALLOWANCES E 140-01-2000-40		33.76	0.00
AGREN			PUB SAFETY / FIRE RESCUE - FIN SERVICES / ALLOWANCES E 140-01-1000-04		678.99	0.00
BJS			PUB SAFETY / FIRE RESCUE - GENERAL / GROUND SUPP E 140-01-1000-04		37.98	0.00
AMAZON			PUB SAFETY / FIRE RESCUE - GENERAL / GROUND SUPP E 140-01-1000-03		63.80	0.00
WALMART			PUB SAFETY / FIRE RESCUE - GENERAL / OFFICE SUPPL E 140-01-2000-50		397.42	0.00
HAMILTON			PUB SAFETY / FIRE RESCUE - FIN SERVICES / TRAINING E 140-01-2000-40		382.00	0.00
			PUB SAFETY / FIRE RESCUE - FIN SERVICES / ALLOWANCES			
Invoice Total-					3,159.99	
0282	87613	11	4400	OCTOBER 2023		
HOBBY LOBBY			E 700-10-1300-40		19.86	0.00
JOANN			LIBRARY / RICKER LIBRA - LIBRARY / ADULT PGMS E 700-10-1300-40		8.32	0.00
HOBBY LOBBY			LIBRARY / RICKER LIBRA - LIBRARY / ADULT PGMS E 700-10-1300-40		51.70	0.00
AMAZON			LIBRARY / RICKER LIBRA - LIBRARY / ADULT PGMS E 700-10-1300-40		64.93	0.00
HANNAFORD			LIBRARY / RICKER LIBRA - LIBRARY / ADULT PGMS E 700-10-1300-35		26.67	0.00
AMAZON			LIBRARY / RICKER LIBRA - LIBRARY / TEEN PGMS E 700-10-1300-15		72.94	0.00
HANNAFORD			LIBRARY / RICKER LIBRA - LIBRARY / BOOKS E 700-10-1300-35		28.90	0.00
AMAZON			LIBRARY / RICKER LIBRA - LIBRARY / TEEN PGMS E 700-10-1300-35		179.95	0.00
DUNKIN			LIBRARY / RICKER LIBRA - LIBRARY / TEEN PGMS E 700-10-1300-40		12.99	0.00
AMAZON			LIBRARY / RICKER LIBRA - LIBRARY / ADULT PGMS E 700-10-1300-30		103.99	0.00
			LIBRARY / RICKER LIBRA - LIBRARY / CHILD PGMS			
Invoice Total-					570.25	
0282	87613	11	0054	OCTOBER 2023		
AMAZON			E 500-13-1200-13		34.97	0.00
SHIRTSPACE			RECREATION / CHEER - RECREATION / CHEER E 500-22-1200-22		148.96	0.00
AMAZON			RECREATION / SCHOLARSHIP - RECREATION / SCHOLARSHIP E 500-22-1200-22		53.10	0.00
CHEERING			RECREATION / SCHOLARSHIP - RECREATION / SCHOLARSHIP E 500-13-1200-13		259.00	0.00
JOHNSON PAINT			RECREATION / CHEER - RECREATION / CHEER E 100-20-1000-04		89.63	0.00
BIG APPLE			GENERAL / BLD & GROUND - GENERAL / GROUND SUPP E 500-06-1200-06		34.54	0.00
AMAZON			RECREATION / FOOTBALL - RECREATION / FOOTBALL E 500-02-1200-02		101.98	0.00
HOME DEPOT			RECREATION / OPERATING - RECREATION / OPERATING E 500-27-1200-27		251.22	0.00
HOME DEPOT			RECREATION / SUMMER REC - RECREATION / SUMMER REC E 500-27-1200-27		525.84	0.00
ELITE SPORTSWEAR			RECREATION / SUMMER REC - RECREATION / SUMMER REC E 500-13-1200-13		53.99	0.00
			RECREATION / CHEER - RECREATION / CHEER			

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
MARDENS			E 500-03-1200-03		72.50	0.00
			RECREATION / BEFORE AFTER - RECREATION / BEFORE AFTER			
MARDENS			E 500-07-1200-07		561.05	0.00
			RECREATION / SOCCER - RECREATION / SOCCER			
BJS			E 500-03-1200-03		495.77	0.00
			RECREATION / BEFORE AFTER - RECREATION / BEFORE AFTER			
AMAZON			E 500-02-1200-02		67.99	0.00
			RECREATION / OPERATING - RECREATION / OPERATING			
HOME DEPOT			E 500-04-1200-04		8.68	0.00
			RECREATION / BASEBALL - RECREATION / BASEBALL			
AMAZON			E 500-02-1200-02		79.99	0.00
			RECREATION / OPERATING - RECREATION / OPERATING			
AMAZON			E 500-02-1200-02		77.97	0.00
			RECREATION / OPERATING - RECREATION / OPERATING			
MARDENS			E 500-02-1200-02		101.16	0.00
			RECREATION / OPERATING - RECREATION / OPERATING			
MARDENS			E 100-20-1000-04		11.97	0.00
			GENERAL / BLD & GROUND - GENERAL / GROUND SUPP			
HAMMACHER SCHLEMMER			E 500-52-1200-52		183.47	0.00
			RECREATION / CHRISTMAS IN - RECREATION / XMAS IN POL			
ADOBE			E 500-02-1200-02		19.99	0.00
			RECREATION / OPERATING - RECREATION / OPERATING			
Invoice Total-					3,233.77	
0282	87613	11	4504	OCTOBER 2023		
LIGHTS/ALARMS/HOOKS			E 130-01-3500-10		432.89	0.00
			PUB WORKS / PUBLIC WORKS - MAINT & REP / VEHICLE MAIN			
AMAZON			E 130-01-3500-10		79.99	0.00
			PUB WORKS / PUBLIC WORKS - MAINT & REP / VEHICLE MAIN			
GRASS SEEDER			E 130-01-1000-05		39.54	0.00
			PUB WORKS / PUBLIC WORKS - GENERAL / EQUIPMENT			
SANDER CHAIN LINKS			E 130-01-3500-10		27.90	0.00
			PUB WORKS / PUBLIC WORKS - MAINT & REP / VEHICLE MAIN			
AMAZON			E 130-01-1000-05		60.88	0.00
			PUB WORKS / PUBLIC WORKS - GENERAL / EQUIPMENT			
WELLER TRUCK #14			E 130-01-3500-10		259.50	0.00
			PUB WORKS / PUBLIC WORKS - MAINT & REP / VEHICLE MAIN			
AMAZON PRIME			E 130-01-1000-07		139.00	0.00
			PUB WORKS / PUBLIC WORKS - GENERAL / DUES/SUBS			
Invoice Total-					1,039.70	
Vendor Total-					8,003.71	
00314 G. A. DOWNING CO., INC.						
0282	87614	11	PORTABLES (7)	103643		
PORTABLES (7)			E 120-10-3500-15		880.05	0.00
			COMM SERVCS / BALL FIELD M - MAINT & REP / MAIN/REPAIR			
Vendor Total-					880.05	
01312 GALE/CENGAGE LEARNING						
0282	87615	11	BOOKS	82902172		
BOOKS			E 700-10-1300-15		66.74	0.00
			LIBRARY / RICKER LIBRA - LIBRARY / BOOKS			
Vendor Total-					66.74	
00421 GEE & BEE SPORTING GOODS						
0282	87616	11	SUPPLIES	10773		
SOCCER			E 500-07-1200-07		989.94	0.00
			RECREATION / SOCCER - RECREATION / SOCCER			
Vendor Total-					989.94	
00020 GOOD YEAR COMMERCIAL TIRE						

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0282	87617	11	PARTS	068-1080909		
TRUCK TIRES			E 130-01-3500-10		828.86	0.00
			PUB WORKS / PUBLIC WORKS - MAINT & REP / VEHICLE MAIN			
			Invoice Total-		828.86	
0282	87617	11	PARTS	068-1081216		
TRUCK TIRES			E 130-01-3500-10		1,080.60	0.00
			PUB WORKS / PUBLIC WORKS - MAINT & REP / VEHICLE MAIN			
			Invoice Total-		1,080.60	
			Vendor Total-		1,909.46	
00456 GROUP DYNAMIC, INC.						
0282	87618	11	HRA MONTHLY PAYMENT	L2311-016000334		
HRA MONTHLY PAYMENT			E 100-10-2000-68		103.10	0.00
			GENERAL / GENERAL - FIN SERVICES / HRA			
			Invoice Total-		103.10	
0282	87618	11	ANNUAL SUB. FEE	0000042347		
HRA SUBSCRIPTION FEE			E 100-10-2000-68		550.00	0.00
			GENERAL / GENERAL - FIN SERVICES / HRA			
FSA SUBSCRIPTION FEE			E 100-10-2000-68		825.00	0.00
			GENERAL / GENERAL - FIN SERVICES / HRA			
			Invoice Total-		1,375.00	
			Vendor Total-		1,478.10	
02213 H. FORTIER & SONS, INC.						
0282	87619	11	FRONT DOOR	226930		
FRONT DOOR			E 700-10-3500-15		819.44	0.00
			LIBRARY / RICKER LIBRA - MAINT & REP / MAIN/REPAIR			
			Vendor Total-		819.44	
02413 HALEY LEVASSEUR						
0282	87620	11	USA CHEER MODULE	REIMBURSEMENT		
USA CHEER MODULE			E 500-13-1200-13		88.00	0.00
			RECREATION / CHEER - RECREATION / CHEER			
			Vendor Total-		88.00	
00520 HYGRADE BUSINESS GROUP, INC.						
0282	87621	11	TAX BILL MAILING	810904		
TAX BILL MAILING			E 100-10-1000-11		1,462.33	0.00
			GENERAL / GENERAL - GENERAL / POSTAGE			
			Invoice Total-		1,462.33	
0282	87621	11	STABILIZATION	812482		
STABILIZATION			E 100-10-1000-03		100.00	0.00
			GENERAL / GENERAL - GENERAL / OFFICE SUPPL			
			Invoice Total-		100.00	
			Vendor Total-		1,562.33	
00113 INTEGRITY SERVICE OF MAINE LLC						
0282	87622	11	HVAC SERVICE	4313		
HVAC SERVICE			E 700-10-3500-15		307.22	0.00
			LIBRARY / RICKER LIBRA - MAINT & REP / MAIN/REPAIR			
			Invoice Total-		307.22	
0282	87622	11	HVAC SERVICE	4319		
HVAC SERVICE			E 100-20-1000-04		440.00	0.00
			GENERAL / BLD & GROUND - GENERAL / GROUND SUPP			
			Invoice Total-		440.00	
0282	87622	11	HVAC SERVICE	4343		
HVAC SERVICE			E 140-01-1000-04		260.00	0.00
			PUB SAFETY / FIRE RESCUE - GENERAL / GROUND SUPP			

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
Invoice Total-					260.00	
0282	87622	11	HVAC SERVICE	4271		
HVAC SERVICE			E 100-10-3500-15		315.00	0.00
			GENERAL / GENERAL - MAINT & REP / MAIN/REPAIR			
Invoice Total-					315.00	
0282	87622	11	HVAC SERVICE	4277		
HVAC SERVICE			E 100-10-3500-15		475.71	0.00
			GENERAL / GENERAL - MAINT & REP / MAIN/REPAIR			
Invoice Total-					475.71	
Vendor Total-					1,797.93	
01851 ION NETWORKING LLC						
0282	87623	11	SERVICE	44338		
SERVICE			E 140-01-1000-03		1,149.80	0.00
			PUB SAFETY / FIRE RESCUE - GENERAL / OFFICE SUPPL			
Invoice Total-					1,149.80	
0282	87623	11	SERVICE	44577		
SERVICE			E 140-01-1000-03		236.25	0.00
			PUB SAFETY / FIRE RESCUE - GENERAL / OFFICE SUPPL			
Invoice Total-					236.25	
0282	87623	11	SERVICE	44467		
SERVICE			E 140-01-1000-03		135.00	0.00
			PUB SAFETY / FIRE RESCUE - GENERAL / OFFICE SUPPL			
Invoice Total-					135.00	
0282	87623	11	SERVICE	44337		
SERVICE			E 100-10-1000-03		1,517.68	0.00
			GENERAL / GENERAL - GENERAL / OFFICE SUPPL			
Invoice Total-					1,517.68	
0282	87623	11	SERVICE	44466		
SERVICE			E 100-10-1000-03		33.75	0.00
			GENERAL / GENERAL - GENERAL / OFFICE SUPPL			
Invoice Total-					33.75	
Vendor Total-					3,072.48	
01541 IRVING ENERGY						
0282	87624	11	ACCOUNT # 2905395	429559		
DIESEL			G 10-1800-01		19,413.49	0.00
			GENERAL FUND / DIESEL INVEN			
Vendor Total-					19,413.49	
02283 JENSEN BAIRD GARDNER & HENRY						
0282	87625	11	LEGAL SERVICES	330512		
LEGAL SERVICES			E 100-10-3000-20		450.00	0.00
			GENERAL / GENERAL - PRO SERVICES / LEGAL			
Invoice Total-					450.00	
0282	87625	11	LEGAL SERVICES	330513		
LEGAL SERVICES			E 100-10-3000-20		193.53	0.00
			GENERAL / GENERAL - PRO SERVICES / LEGAL			
Invoice Total-					193.53	
Vendor Total-					643.53	
02411 JESSICA GIRONI						
0282	87464	11	CHRISTMAS IN POLAND	REIMBURSEMENT		
CHRISTMAS IN POLAND			E 500-52-1200-52		62.98	0.00
			RECREATION / CHRISTMAS IN - RECREATION / XMAS IN POL			
Vendor Total-					62.98	
01324 JIM BROUSSEAU						

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0282	87626	11	OPERATING SCOREBOARD	2 GAMES		
OPERATING SCOREBOARD			E 500-06-1200-06		100.00	0.00
			RECREATION / FOOTBALL - RECREATION / FOOTBALL			
			Vendor Total-		100.00	
01254 KRISTINA WILSON						
0282	87463	11	CHRISTMAS IN POLAND	REIMBURSEMENT		
CHRISTMAS IN POLAND			E 500-52-1200-52		161.21	0.00
			RECREATION / CHRISTMAS IN - RECREATION / XMAS IN POL			
			Invoice Total-		161.21	
0282	87627	11	CHRISTMAS IN POLAND	REIMBURSEMENT		
CHRISTMAS IN POLAND			E 500-52-1200-52		42.25	0.00
			RECREATION / CHRISTMAS IN - RECREATION / XMAS IN POL			
			Invoice Total-		42.25	
			Vendor Total-		203.46	
00626 LERETA, LLC						
0282	87628	11	TAX OVERPAYMENT	RE3860 & RE3268		
TAX OVERPAYMENT			G 10-2230-00		1,645.67	0.00
			GENERAL FUND / OVERPAYMENTS			
			Vendor Total-		1,645.67	
02310 MAINE MUNICIPAL ASSOCIATION						
0282	87629	11	WEBINAR-HEATHER RYAN	1000448578		
WEBINAR-HEATHER RYAN			E 120-01-2000-50		50.00	0.00
			COMM SERVS / PLANNING&DEV - FIN SERVICES / TRAINING			
			Invoice Total-		50.00	
0282	87629	11	ASSESSING ZOOM	1000448929		
ASSESSING ZOOM			E 100-10-2000-50		70.00	0.00
			GENERAL / GENERAL - FIN SERVICES / TRAINING			
			Invoice Total-		70.00	
			Vendor Total-		120.00	
00670 MAINE OXY-ACETYLENE SUPPLY CO.						
0282	87630	11	OXYGEN	3002824113		
OXYGEN			E 140-01-1400-13		88.01	0.00
			PUB SAFETY / FIRE RESCUE - MISC EXPENSE / MEDICAL SUPP			
			Invoice Total-		88.01	
0282	87630	11	OXYGEN	3002827257		
OXYGEN			E 140-01-1400-13		109.01	0.00
			PUB SAFETY / FIRE RESCUE - MISC EXPENSE / MEDICAL SUPP			
			Invoice Total-		109.01	
			Vendor Total-		197.02	
00757 MAINE WASTE TO ENERGY						
0282	87632	11	TIP FEES	235356		
TIP FEES			E 130-02-1500-80		463.68	0.00
			PUB WORKS / SOLID WASTE - UTILITIES / MSW DISPOSAL			
			Invoice Total-		463.68	
0282	87632	11	TIP FEES	235318		
TIP FEES			E 130-02-1500-80		488.98	0.00
			PUB WORKS / SOLID WASTE - UTILITIES / MSW DISPOSAL			
			Invoice Total-		488.98	
0282	87632	11	TIP FEES	235283		
TIP FEES			E 130-02-1500-80		580.06	0.00
			PUB WORKS / SOLID WASTE - UTILITIES / MSW DISPOSAL			
			Invoice Total-		580.06	

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0282	87632	11	TIP FEES	237370		
TIP FEES			E 130-02-1500-80		312.80	0.00
			PUB WORKS / SOLID WASTE - UTILITIES / MSW DISPOSAL			
			Invoice Total-		312.80	
0282	87632	11	TIP FEES	237797		
TIP FEES			E 130-02-1500-80		250.00	0.00
			PUB WORKS / SOLID WASTE - UTILITIES / MSW DISPOSAL			
			Invoice Total-		250.00	
0282	87632	11	TIP FEES	237027		
TIP FEES			E 130-02-1500-80		482.54	0.00
			PUB WORKS / SOLID WASTE - UTILITIES / MSW DISPOSAL			
			Invoice Total-		482.54	
0282	87632	11	TIP FEES	236393		
TIP FEES			E 130-02-1500-80		471.04	0.00
			PUB WORKS / SOLID WASTE - UTILITIES / MSW DISPOSAL			
			Invoice Total-		471.04	
0282	87632	11	TIP FEES	236107		
TIP FEES			E 130-02-1500-80		247.50	0.00
			PUB WORKS / SOLID WASTE - UTILITIES / MSW DISPOSAL			
			Invoice Total-		247.50	
0282	87632	11	TIP FEES	236247		
TIP FEES			E 130-02-1500-80		434.70	0.00
			PUB WORKS / SOLID WASTE - UTILITIES / MSW DISPOSAL			
			Invoice Total-		434.70	
0282	87632	11	TIP FEES	236365		
TIP FEES			E 130-02-1500-80		497.72	0.00
			PUB WORKS / SOLID WASTE - UTILITIES / MSW DISPOSAL			
			Invoice Total-		497.72	
0282	87632	11	TIP FEES	238135		
TIP FEES			E 130-02-1500-80		537.28	0.00
			PUB WORKS / SOLID WASTE - UTILITIES / MSW DISPOSAL			
			Invoice Total-		537.28	
0282	87632	11	TIP FEES	238123		
TIP FEES			E 130-02-1500-80		519.80	0.00
			PUB WORKS / SOLID WASTE - UTILITIES / MSW DISPOSAL			
			Invoice Total-		519.80	
			Vendor Total-		5,286.10	
00477 MARY DOBENS						
0282	87633	11	COLBY COLLEGE MUSEUM	REIMBURSEMENT		
MILEAGE			E 500-33-1200-33		37.50	0.00
			RECREATION / SENIOR CLUB - RECREATION / SNR CLUB			
MEALS			E 500-33-1200-33		70.00	0.00
			RECREATION / SENIOR CLUB - RECREATION / SNR CLUB			
			Vendor Total-		107.50	
00703 MECHANIC FALLS AUTO SUPPLY, INC.						
0282	87634	11	PARTS/SUPPLIES	REC728280		
REC SUPPLIES			E 500-06-1200-06		6.80	0.00
			RECREATION / FOOTBALL - RECREATION / FOOTBALL			
			Invoice Total-		6.80	
0282	87634	11	PARTS/SUPPLIES	PW728593		
PUB WORKS SUPPLIES			E 130-01-3500-10		121.85	0.00
			PUB WORKS / PUBLIC WORKS - MAINT & REP / VEHICLE MAIN			
			Invoice Total-		121.85	
0282	87634	11	PARTS/SUPPLIES	PW728268		

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
PUB WORKS SUPPLIES			E 130-01-3500-10		24.80	0.00
			PUB WORKS / PUBLIC WORKS - MAINT & REP / VEHICLE MAIN			
			Invoice Total-		24.80	
0282	87634	11	PARTS/SUPPLIES	PW728647		
PUB WORKS SUPPLIES			E 130-01-3500-10		11.99	0.00
			PUB WORKS / PUBLIC WORKS - MAINT & REP / VEHICLE MAIN			
			Invoice Total-		11.99	
0282	87634	11	PARTS/SUPPLIES	PW729145		
PUB WORKS SUPPLIES			E 130-01-3500-10		14.99	0.00
			PUB WORKS / PUBLIC WORKS - MAINT & REP / VEHICLE MAIN			
			Invoice Total-		14.99	
0282	87634	11	PARTS/SUPPLIES	PW728799		
PUB WORKS SUPPLIES			E 130-01-3500-10		22.98	0.00
			PUB WORKS / PUBLIC WORKS - MAINT & REP / VEHICLE MAIN			
			Invoice Total-		22.98	
0282	87634	11	PARTS/SUPPLIES	PW728820		
PUB WORKS SUPPLIES			E 130-01-3500-10		16.00	0.00
			PUB WORKS / PUBLIC WORKS - MAINT & REP / VEHICLE MAIN			
			Invoice Total-		16.00	
0282	87634	11	PARTS/SUPPLIES	PW728837		
PUB WORKS SUPPLIES			E 130-01-3500-10		19.52	0.00
			PUB WORKS / PUBLIC WORKS - MAINT & REP / VEHICLE MAIN			
			Invoice Total-		19.52	
0282	87634	11	PARTS/SUPPLIES	PW728884		
PUB WORKS SUPPLIES			E 130-01-3500-15		58.61	0.00
			PUB WORKS / PUBLIC WORKS - MAINT & REP / MAIN/REPAIR			
			Invoice Total-		58.61	
			Vendor Total-		297.54	
01282 MEDICAL REIMBURSEMENT SERVICES, INC						
0282	87635	11	OCTOBER 2023	8646		
OCTOBER 2023			E 140-01-3000-50		2,173.85	0.00
			PUB SAFETY / FIRE RESCUE - PRO SERVICES / PROFESSIONAL			
			Vendor Total-		2,173.85	
01271 MICHAEL CORBETT						
0282	87636	11	AEMT APPLICATION FEE	REIMBURSEMENT		
AEMT APPLICATION FEE			E 140-01-2000-50		144.00	0.00
			PUB SAFETY / FIRE RESCUE - FIN SERVICES / TRAINING			
			Vendor Total-		144.00	
00374 MICHEL GIASSON AIA						
0282	87637	11	PROJECT INVOICE	22004-S.002		
PROJECT INVOICE			E 300-01-4000-80		1,837.50	0.00
			TRUSTS / TRUST FUNDS - TRUSTS / STONE FUNDS			
			Vendor Total-		1,837.50	
01547 MICROMARKETING LLC						
0282	87638	11	BOOKS	936037		
BOOKS			E 700-10-1300-15		55.47	0.00
			LIBRARY / RICKER LIBRA - LIBRARY / BOOKS			
			Invoice Total-		55.47	
0282	87638	11	BOOKS	937243		
BOOKS			E 700-10-1300-15		33.58	0.00
			LIBRARY / RICKER LIBRA - LIBRARY / BOOKS			
			Invoice Total-		33.58	
0282	87638	11	BOOKS	936502		

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
AUDIO BOOKS			E 700-10-1300-25		28.00	0.00
			LIBRARY / RICKER LIBRA - LIBRARY / AUDIO BOOKS			
			Invoice Total-		28.00	
0282	87638	11	BOOKS	936691		
AUDIO BOOKS			E 700-10-1300-25		112.08	0.00
			LIBRARY / RICKER LIBRA - LIBRARY / AUDIO BOOKS			
			Invoice Total-		112.08	
0282	87638	11	BOOKS	937525		
BOOKS			E 700-10-1300-15		62.66	0.00
			LIBRARY / RICKER LIBRA - LIBRARY / BOOKS			
			Invoice Total-		62.66	
0282	87638	11	BOOKS	937487		
BOOKS			E 700-10-1300-15		11.99	0.00
			LIBRARY / RICKER LIBRA - LIBRARY / BOOKS			
			Invoice Total-		11.99	
			Vendor Total-		303.78	
00966 NICOLE FOX						
0282	87639	11	END OF SEASON	REIMBURSEMENT		
END OF SEASON			E 500-07-1200-07		46.28	0.00
			RECREATION / SOCCER - RECREATION / SOCCER			
			Vendor Total-		46.28	
00904 PIKE INDUSTRIES, INC.						
0282	87640	11	HOT MIX PATCH	1253776		
HOT MIX PATCH			E 130-01-1400-07		1,443.50	0.00
			PUB WORKS / PUBLIC WORKS - MISC EXPENSE / SURFACE PATC			
			Vendor Total-		1,443.50	
02414 PINELAND CARPETS						
0282	87641	11	CARPETS	1011		
CARPETS			E 200-01-9100-04		3,505.07	0.00
			CIP RES FNDS / MUNIC CIP - MUNI CIP / TIMBER SALES			
			Vendor Total-		3,505.07	
00922 POLAND COMMUNITY SCHOOL						
0282	87642	11	GIVING TREE	XMAS IN POLAND		
GIVING TREE			E 500-52-1200-52		500.00	0.00
			RECREATION / CHRISTMAS IN - RECREATION / XMAS IN POL			
			Vendor Total-		500.00	
00322 POLAND PCS PTA						
0282	87643	11	CHRISTMAS IN POLAND	MOVIE NIGHT		
CHRISTMAS IN POLAND			E 500-52-1200-52		100.00	0.00
			RECREATION / CHRISTMAS IN - RECREATION / XMAS IN POL			
			Vendor Total-		100.00	
02363 PORTLAND PAPER PRODUCTS						
0282	87644	11	SUPPLIES	138618		
SUPPLIES			E 140-01-1000-04		174.45	0.00
			PUB SAFETY / FIRE RESCUE - GENERAL / GROUND SUPP			
			Invoice Total-		174.45	
0282	87644	11	SUPPLIES	138260		
SUPPLIES			E 100-20-1000-04		88.88	0.00
			GENERAL / BLD & GROUND - GENERAL / GROUND SUPP			
			Invoice Total-		88.88	
0282	87644	11	SUPPLIES	137875		
SUPPLIES			E 100-20-1000-04		140.13	0.00
			GENERAL / BLD & GROUND - GENERAL / GROUND SUPP			

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
				Invoice Total-	140.13	
0282	87644	11	SUPPLIES	137748		
SUPPLIES			E 100-20-1000-04		51.42	0.00
GENERAL / BLD & GROUND - GENERAL / GROUND SUPP						
				Invoice Total-	51.42	
0282	87644	11	SUPPLIES	137748		
SUPPLIES			E 100-20-1000-04		850.08	0.00
GENERAL / BLD & GROUND - GENERAL / GROUND SUPP						
				Invoice Total-	850.08	
				Vendor Total-	1,304.96	
00958 QUILL CORPORATION						
0282	87645	11	SUPPLIES	35273061		
SUPPLIES			E 140-01-1000-03		20.39	0.00
PUB SAFETY / FIRE RESCUE - GENERAL / OFFICE SUPPL						
				Invoice Total-	20.39	
0282	87645	11	SUPPLIES	35280006		
SUPPLIES			E 140-01-1000-03		105.85	0.00
PUB SAFETY / FIRE RESCUE - GENERAL / OFFICE SUPPL						
				Invoice Total-	105.85	
				Vendor Total-	126.24	
01898 RECORD BUILDING SUPPLY						
0282	87646	11	SUPPLIES	2310-299952		
SUPPLIES			E 200-01-9100-04		238.89	0.00
CIP RES FNDS / MUNIC CIP - MUNI CIP / TIMBER SALES						
				Invoice Total-	238.89	
0282	87646	11	SUPPLIES	2310-299759		
SUPPLIES			E 200-01-9100-04		22.62	0.00
CIP RES FNDS / MUNIC CIP - MUNI CIP / TIMBER SALES						
				Invoice Total-	22.62	
0282	87646	11	SUPPLIES	2310-299389		
SUPPLIES			E 200-01-9100-04		2,585.01	0.00
CIP RES FNDS / MUNIC CIP - MUNI CIP / TIMBER SALES						
				Invoice Total-	2,585.01	
				Vendor Total-	2,846.52	
00985 RELIANCE EQUIPMENT						
0282	87647	11	SERVICE	9827		
SERVICE			E 140-01-3500-10		894.92	0.00
PUB SAFETY / FIRE RESCUE - MAINT & REP / VEHICLE MAIN						
				Invoice Total-	894.92	
0282	87647	11	SERVICE	9825		
SERVICE			E 140-01-3500-10		1,985.56	0.00
PUB SAFETY / FIRE RESCUE - MAINT & REP / VEHICLE MAIN						
				Invoice Total-	1,985.56	
0282	87647	11	SERVICE	9826		
SERVICE			E 140-01-3500-10		938.59	0.00
PUB SAFETY / FIRE RESCUE - MAINT & REP / VEHICLE MAIN						
				Invoice Total-	938.59	
				Vendor Total-	3,819.07	
01485 RESPONSIBLE PET CARE						
0282	87648	11	SERVICE	SEPTEMBER 2023		
SERVICE			E 140-04-3000-50		56.00	0.00
PUB SAFETY / ANIMAL CTRL - PRO SERVICES / PROFESSIONAL						
				Invoice Total-	56.00	

Warrant 44

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0282	87648	11	SERVICE	AUGUST 2023		
SERVICE			E 140-04-3000-50		448.00	0.00
			PUB SAFETY / ANIMAL CTRL - PRO SERVICES / PROFESSIONAL			
			Invoice Total-		448.00	
			Vendor Total-		504.00	
01884 RHR SMITH & COMPANY						
0282	87649	11	AUDIT FYE 6/30/2023	2023-2414		
AUDIT FYE 6/30/2023			E 100-10-1000-10		1,500.00	0.00
			GENERAL / GENERAL - GENERAL / ELECTION SUP			
			Vendor Total-		1,500.00	
01428 RJD APPRAISAL						
0282	87650	11	REAL ESTATE FACTORING	10-10-2023		
REAL ESTATE FACTORING			E 100-10-3000-70		7,500.00	0.00
			GENERAL / GENERAL - PRO SERVICES / ASSESS AGENT			
			Vendor Total-		7,500.00	
01032 SCOTT SEGAL						
0282	87465	11	PETTY CASH	SOCCER REFS		
PETTY CASH			E 500-07-1200-07		480.00	0.00
			RECREATION / SOCCER - RECREATION / SOCCER			
			Invoice Total-		480.00	
0282	87529	11	BOWLING FUNDS	REIMBURSEMENT		*** SEPARATE ***
BOWLING FUNDS			E 500-33-1200-33		155.00	0.00
			RECREATION / SENIOR CLUB - RECREATION / SNR CLUB			
			Invoice Total-		155.00	
			Vendor Total-		635.00	
01029 SECRETARY OF STATE						
0282	87407	11	REPORT FOR 10/12/2023	10/5-10/12/23		
REPORT FOR 10/12/2023			G 10-2300-03		3,861.00	0.00
			GENERAL FUND / STATE MV			
			Invoice Total-		3,861.00	
0282	87467	11	REPORT FOR 10/19/2023	10/12-10/19/23		
REPORT FOR 10/19/2023			G 10-2300-03		8,718.03	0.00
			GENERAL FUND / STATE MV			
			Invoice Total-		8,718.03	
0282	87533	11	REPORT FOR 10/31/23	10/19-10/31/23		
REPORT FOR 10/31/23			G 10-2300-03		27,932.98	0.00
			GENERAL FUND / STATE MV			
			Invoice Total-		27,932.98	
			Vendor Total-		40,512.01	
01868 SPECTRUM BUSINESS						
0282	87651	11	INTERNET	OCTOBER 2023		
TOWN HALL			E 100-10-1500-60		149.98	0.00
			GENERAL / GENERAL - UTILITIES / INTERNET			
PUBLIC WORKS			E 130-01-1500-60		101.06	0.00
			PUB WORKS / PUBLIC WORKS - UTILITIES / INTERNET			
RECREATION			E 500-02-1200-02		70.95	0.00
			RECREATION / OPERATING - RECREATION / OPERATING			
FIRE/RESCU			E 140-01-1500-60		119.98	0.00
			PUB SAFETY / FIRE RESCUE - UTILITIES / INTERNET			
			Vendor Total-		441.97	
01728 SPRUCE BAY FARM & LANDSCAPING INC.						
0282	87652	11	BUSHHOGGING	21-840		
BUSHHOGGING			E 900-04-9500-04		300.00	0.00

Warrant 44

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
ESCROWS / PCC - ESCROWS / CONSER COMM						
Vendor Total-					300.00	
01367 STEPHANIE DIFFIN						
0282	87462	11	CHRISTMAS IN POLAND	REIMBURSEMENT		
CHRISTMAS IN POLAND	E 500-52-1200-52				211.40	0.00
RECREATION / CHRISTMAS IN - RECREATION / XMAS IN POL						
Vendor Total-					211.40	
01227 STEPHEN LABOSSIERE						
0282	87532	11	FOOTBALL OFFICIAL	11/1/2023		
FOOTBALL OFFICIAL	E 500-06-1200-06				75.00	0.00
RECREATION / FOOTBALL - RECREATION / FOOTBALL						
Vendor Total-					75.00	
00367 STRYKER SALES CORPORATION						
0282	87653	11	PARTS	9204801225		
PARTS	E 140-01-1400-13				349.44	0.00
PUB SAFETY / FIRE RESCUE - MISC EXPENSE / MEDICAL SUPP						
Vendor Total-					349.44	
00529 TELEFLEX LLC						
0282	87654	11	SUPPLIES	9507533140		
SUPPLIES	E 140-01-1400-13				562.50	0.00
PUB SAFETY / FIRE RESCUE - MISC EXPENSE / MEDICAL SUPP						
Vendor Total-					562.50	
01119 TIM DOLLEY						
0282	87655	11	END OF SEASON	REIMBURSEMENT		
END OF SEASON	E 500-06-1200-06				86.87	0.00
RECREATION / FOOTBALL - RECREATION / FOOTBALL						
Vendor Total-					86.87	
01141 TOWN HALL STREAMS						
0282	87656	11	VIDEO STREAMING	15242		
VIDEO STREAMING	E 100-30-3000-50				250.00	0.00
GENERAL / CABLE TV - PRO SERVICES / PROFESSIONAL						
Invoice Total-					250.00	
0282	87656	11	VIDEO STREAMING	15141		
VIDEO STREAMING	E 100-30-3000-50				250.00	0.00
GENERAL / CABLE TV - PRO SERVICES / PROFESSIONAL						
Invoice Total-					250.00	
Vendor Total-					500.00	
02229 TOWN OF OXFORD						
0282	87657	11	THOMPSON LAKE DAM	8/21/2023		
THOMPSON LAKE DAM	E 120-05-1400-15				5,000.00	0.00
COMM SERVCS / CONSERVATION - MISC EXPENSE / PCC						
Vendor Total-					5,000.00	
02176 TRACTION						
0282	87658	11	PARTS	1101P187786		
PUB WORKS PARTS	E 130-01-3500-10				227.70	0.00
PUB WORKS / PUBLIC WORKS - MAINT & REP / VEHICLE MAIN						
Vendor Total-					227.70	
02412 TRI-TOWN FOOD BANK						
0282	87659	11	DONATION	FOOD BANK		
DONATION	E 500-52-1200-52				500.00	0.00
RECREATION / CHRISTMAS IN - RECREATION / XMAS IN POL						
Vendor Total-					500.00	

Warrant 44

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
02038 W. B. MASON CO. INC.						
0282	87660	11	SUPPLIES		242075226	
FIRE/RES SUPPLIES			E 140-01-1000-03		8.99	0.00
			PUB SAFETY / FIRE RESCUE - GENERAL / OFFICE SUPPL			
FIRE/RES SUPPLIES			E 140-01-1000-04		215.96	0.00
			PUB SAFETY / FIRE RESCUE - GENERAL / GROUND SUPP			
			Invoice Total-		224.95	
0282	87660	11	SUPPLIES		242104103	
FIRE/RES SUPPLIES			E 140-01-1000-04		202.48	0.00
			PUB SAFETY / FIRE RESCUE - GENERAL / GROUND SUPP			
			Invoice Total-		202.48	
			Vendor Total-		427.43	
02066 WALTER O'DRISCOLL						
0282	87661	11	OPERATING SCOREBOARD		2 GAMES	
OPERATING SCOREBOARD			E 500-06-1200-06		100.00	0.00
			RECREATION / FOOTBALL - RECREATION / FOOTBALL			
			Vendor Total-		100.00	
			Prepaid Total-		44,583.60	
			Current Total-		114,208.52	
			EFT Total-		1,598.10	
			Warrant Total-		160,390.22	

BOARD OF SELECTPERSONS

Stephen E. Robinson _____

Nathan P. McNally _____

Maryanne A. Hawkes _____

Jane E. Pentheny _____

Stanley L. Tetenman _____

A / P Check Register
Bank: NORTHEAST-GEN

Type	Check	Amount	Date	Wrnt	Payee
P	87407	3,861.00	10/13/23	44	1029 SECRETARY OF STATE
P	87462	211.40	10/17/23	44	1367 STEPHANIE DIFFIN
P	87463	161.21	10/17/23	44	1254 KRISTINA WILSON
P	87464	62.98	10/17/23	44	2411 JESSICA GIRONI
P	87465	480.00	10/17/23	44	1032 SCOTT SEGAL
P	87466	2,451.00	10/23/23	44	0982 ANDROSCOGGIN COUNTY
P	87467	8,718.03	10/24/23	44	1029 SECRETARY OF STATE
P	87529	155.00	10/30/23	44	1032 SCOTT SEGAL
P	87530	400.00	10/30/23	44	1042 ANDROSCOGGIN COUNTY
P	87531	75.00	10/30/23	44	0692 BRIAN RICHARDSON
P	87532	75.00	10/30/23	44	1227 STEPHEN LABOSSIERE
P	87533	27,932.98	11/01/23	44	1029 SECRETARY OF STATE
R	87591	1,100.00	11/07/23	44	2415 290 MAINE ST
R	87592	110.75	11/07/23	44	0499 ALAN AUDET
R	87593	40.00	11/07/23	44	0982 ANDROSCOGGIN COUNTY
R	87594	310.40	11/07/23	44	0129 BAKER & TAYLOR BOOKS
R	87595	617.86	11/07/23	44	0171 BOUND TREE MEDICAL, LLC
R	87596	68.04	11/07/23	44	0339 BRAND COMPANY INC
R	87597	433.90	11/07/23	44	0150 BUSINESS EQUIPMENT UNLIMITED
R	87598	1,752.00	11/07/23	44	1831 C. H. STEVENSON INC.
R	87599	2,161.70	11/07/23	44	0318 CASELLA RECYCLING
R	87600	49.14	11/07/23	44	1835 CENTER POINT LARGE PRINT
R	87601	5,616.28	11/07/23	44	0222 CENTRAL MAINE POWER COMPANY
R	87602	2,665.00	11/07/23	44	1146 CORCORAN ENVIRONMENTAL SERVICES, INC
R	87603	567.00	11/07/23	44	0081 CUNNINGHAM SECURITY SYSTEMS
R	87604	1,207.10	11/07/23	44	2026 DENNISON LUBRICANTS OF MAINE
R	87605	17.98	11/07/23	44	1854 DEPOT SQUARE HARDWARE
R	87606	38.75	11/07/23	44	0304 DIRIGO WIRELESS, INC
R	87607	37.30	11/07/23	44	1196 DONNA KILKELLY
R	87608	100.00	11/07/23	44	0219 DOUGLAS PATENAUDE
R	87609	169.00	11/07/23	44	0157 DOWNEAST ENERGY
R	87610	12,298.62	11/07/23	44	1565 EASTERN SALT COMPANY INC.
R	87611	1,314.94	11/07/23	44	0331 EBSCO INFORMATION SERVICES
R	87612	458.90	11/07/23	44	0378 FIRESAFE EQUIPMENT, INC
R	87613	8,003.71	11/07/23	44	2294 FIRST NATIONAL BANK OMAHA
R	87614	880.05	11/07/23	44	0314 G. A. DOWNING CO., INC.
R	87615	66.74	11/07/23	44	1312 GALE/CENGAGE LEARNING
R	87616	989.94	11/07/23	44	0421 GEE & BEE SPORTING GOODS
R	87617	1,909.46	11/07/23	44	0020 GOOD YEAR COMMERCIAL TIRE
E	87618	1,478.10	11/07/23	44	0456 GROUP DYNAMIC, INC.
R	87619	819.44	11/07/23	44	2213 H. FORTIER & SONS, INC.
R	87620	88.00	11/07/23	44	2413 HALEY LEVASSEUR
R	87621	1,562.33	11/07/23	44	0520 HYGRADE BUSINESS GROUP, INC.
R	87622	1,797.93	11/07/23	44	0113 INTEGRITY SERVICE OF MAINE LLC
R	87623	3,072.48	11/07/23	44	1851 ION NETWORKING LLC
R	87624	19,413.49	11/07/23	44	1541 IRVING ENERGY
R	87625	643.53	11/07/23	44	2283 JENSEN BAIRD GARDNER & HENRY
R	87626	100.00	11/07/23	44	1324 JIM BROUSSEAU

A / P Check Register
Bank: NORTHEAST-GEN

Type	Check	Amount	Date	Wrnt	Payee
R	87627	42.25	11/07/23	44	1254 KRISTINA WILSON
R	87628	1,645.67	11/07/23	44	0626 LERETA, LLC
E	87629	120.00	11/07/23	44	2310 MAINE MUNICIPAL ASSOCIATION
R	87630	197.02	11/07/23	44	0670 MAINE OXY-ACETYLENE SUPPLY CO.
V	87631	0.00	11/07/23	44	0757 MAINE WASTE TO ENERGY
R	87632	5,286.10	11/07/23	44	0757 MAINE WASTE TO ENERGY
R	87633	107.50	11/07/23	44	0477 MARY DOBENS
R	87634	297.54	11/07/23	44	0703 MECHANIC FALLS AUTO SUPPLY, INC.
R	87635	2,173.85	11/07/23	44	1282 MEDICAL REIMBURSEMENT SERVICES, INC
R	87636	144.00	11/07/23	44	1271 MICHAEL CORBETT
R	87637	1,837.50	11/07/23	44	0374 MICHEL GIASSON AIA
R	87638	303.78	11/07/23	44	1547 MICROMARKETING LLC
R	87639	46.28	11/07/23	44	0966 NICOLE FOX
R	87640	1,443.50	11/07/23	44	0904 PIKE INDUSTRIES, INC.
R	87641	3,505.07	11/07/23	44	2414 PINELAND CARPETS
R	87642	500.00	11/07/23	44	0922 POLAND COMMUNITY SCHOOL
R	87643	100.00	11/07/23	44	0322 POLAND PCS PTA
R	87644	1,304.96	11/07/23	44	2363 PORTLAND PAPER PRODUCTS
R	87645	126.24	11/07/23	44	0958 QUILL CORPORATION
R	87646	2,846.52	11/07/23	44	1898 RECORD BUILDING SUPPLY
R	87647	3,819.07	11/07/23	44	0985 RELIANCE EQUIPMENT
R	87648	504.00	11/07/23	44	1485 RESPONSIBLE PET CARE
R	87649	1,500.00	11/07/23	44	1884 RHR SMITH & COMPANY
R	87650	7,500.00	11/07/23	44	1428 RJD APPRAISAL
R	87651	441.97	11/07/23	44	1868 SPECTRUM BUSINESS
R	87652	300.00	11/07/23	44	1728 SPRUCE BAY FARM & LANDSCAPING INC.
R	87653	349.44	11/07/23	44	0367 STRYKER SALES CORPORATION
R	87654	562.50	11/07/23	44	0529 TELEFLEX LLC
R	87655	86.87	11/07/23	44	1119 TIM DOLLEY
R	87656	500.00	11/07/23	44	1141 TOWN HALL STREAMS
R	87657	5,000.00	11/07/23	44	2229 TOWN OF OXFORD
R	87658	227.70	11/07/23	44	2176 TRACTION
R	87659	500.00	11/07/23	44	2412 TRI-TOWN FOOD BANK
R	87660	427.43	11/07/23	44	2038 W. B. MASON CO. INC.
R	87661	100.00	11/07/23	44	2066 WALTER O'DRISCOLL
Total		160,390.22			

Count	
Checks	82
Voids	1

Warrant 42

Jrnl	Check	Month	Invoice Description	Reference	Encumbrance
Description			Account	Amount	
01337 AUBURN WATER AND SEWERAGE DISTRICT					
0317	5292	11	HYDRANT	55-1112-000	
HYDRANT			E 400-01-1500-75	9,144.52	0.00
			TIFS / TIF I - UTILITIES / HYDRANTS		
			Vendor Total-	9,144.52	
			Prepaid Total-	0.00	
			Current Total-	9,144.52	
			EFT Total-	0.00	
			Warrant Total-	9,144.52	

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Stanley L. Tetenman _____

A / P Check Register
Bank: NORTHEAST-TIF 1

Type	Check	Amount	Date	Wrnt	Payee
R	5292	9,144.52	11/07/23	42	1337 AUBURN WATER AND SEWERAGE DISTRICT
Total		9,144.52			

Count	
Checks	1
Voids	0

Warrant 43

Jrnl	Check	Month	Invoice Description	Reference	
Description			Account	Amount	Encumbrance
00264 CIVIC PLUS LLC					
0319	5173	11	RENEWAL	277651	
RENEWAL			E 400-07-6000-60	2,431.01	0.00
			TIFS / TIF 2 - TIFS / CEDC		
			Vendor Total-	2,431.01	
			Prepaid Total-	0.00	
			Current Total-	2,431.01	
			EFT Total-	0.00	
			Warrant Total-	2,431.01	

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A / P Check Register
Bank: NORTHEAST-TIF 2

Type	Check	Amount	Date	Wrnt	Payee
R	5173	2,431.01	11/07/23	43	0264 CIVIC PLUS LLC
Total		2,431.01			

Count	
Checks	1
VOIDS	0