

Agenda
Town of Damariscotta, Maine
March 6, 2019, 5:30 PM
Damariscotta Town Hall

- I. Pledge of Allegiance**
- II. Call to Order**
- III. Minutes**
 - 1. February 20 Meeting
- IV. Financial Reports**
 - 1. Payroll Warrants 46 & 47
 - 2. Accounts Payable Warrants 48 & 49
 - 3. Annual Financial Audit- Fred Brewer
- V. Presentations**
- VI. Citizen Comments and General Correspondence**
- VII. Town Manager Items**
- VIII. Official Action Items**
 - 1. Keypad Voting System Purchase
 - 2. Contingency Transfer for Traffic Signal Expense
 - 3. Contract for Town Paving Projects
 - 4. Resignation from Budget Committee
- IX. Selectmen's Discussion Items**
- X. Adjournment**

TOWN MANAGER NOTES FOR MARCH 6, 2019 BOARD OF SELECTMEN'S MEETING

Financial Reports

Annual Financial Audit- Fred Brewer will review the Fiscal Year 2018 Audit with the Board.

Town Manager Items – I will likely have several verbal updates for you.

Official Action Items

1. **Keypad Voting System Purchase-** Following up on the Board's request at your February 20 meeting, Michelle Cameron has obtained pricing from Dynamic Services International on the purchase of a keypad voting system. She has also been in contact with the Town of Newcastle to see if they would be willing to have our two towns share keypads when either of us expect larger than normal attendance at our respective meetings. We have yet to hear back from them on a decision.

Three purchase options from Dynamic Services are attached. I believe that the option with 150 keypads would be the best choice at this point. Town staff will continue to see if one or more other towns would be willing to share equipment.

Town staff are recommending that the Town purchase a projection screen and a new projector at the same time we purchase keypad system. We do not currently have a screen and the projector that we have is technologically outdated. The cost for the screen and projector is \$670.97.

Since funds were not budgeted for the keypad system, the expense will need to be charged to the Town's contingency account. Funds are currently available in this account to cover this expense.

Recommended Actions: Approve the purchase of a keypad voting system from Dynamic Services International for \$3,750 and the purchase of a projector and projection screen from B&H Photo for \$670.97.

Approve the use of FY 2019 Budget contingency funds in the amount of \$4,420.94 for these purchases

2. **Fund Balance Transfer for Traffic Signal Expense-** As the Board is aware both of the traffic lights in town are set to operate on a green-yellow-red cycle except during the late evening and early morning hours when the lights automatically switch to flashing yellow and red. In December, the lights failed to switch back to the green-yellow-red cycle. The contractor that the Town uses for signal maintenance determined that the controller did not operate properly due to damage caused by mice. The cost to replace the controller was \$14,626.99. The traffic signal maintenance budget does not have sufficient funds to cover this expenditure. I am therefore asking the Board to approve the use of money in the Town's contingency budget account.

Recommended Action: Approve the \$14,626.69 expense for emergency repairs to the traffic signal at Main Street and Bristol Road and charge this expense to the contingency account in the FY 2019 Budget.

3. **Contract for Town Paving Projects-** The closing date for bids for the Towns' paving projects is next Tuesday, March 5. The Public Works Committee will be reviewing the bids and will have a recommendation for the Board prior to Wednesday evening's meeting.

4. **Resignation from Budget Committee** – This past week, Joyce Polyniak sent the Budget Committee Chair an email indicating that she could no longer serve on the Committee. Since the Committee's work on the FY 2020 Budget has already begun, my recommendation is to not fill the position but rather to wait for a new member to be elected at the June Town Meeting.

Recommended Action: Accept Joyce Polyniak's resignation from the Budget Committee.

Michelle Cameron

From: Powercom <Powercom@DSII.NET>
Sent: Monday, February 25, 2019 11:05 AM
To: Michelle Cameron
Cc: Powercom; Maggie Jing
Subject: Re: PowerCom ARS "price quote" - Updated quotes
Attachments: Quotes_2006473_100pcMini_TownofDamariscotta.pdf

Hi Michelle,

Sorry about that, I have attached the 100 keypads bundle quotation. You don't need to sign a contract, you can make the purchase after sending us the check payment or pay it online.

There is no yearly limit on the software. We do release new versions of our software once in a while so if you get a new Office like on a new computer after a few years, then you can ask for a quote for a license update for a minimal fee, but that is also optional since you may still run the same software on other computers you have used.

Thank you,
Joy Gipson
Powercom Team - DSII
212 997 2000 Ext 102
www.powercomars.com
24 x 7 Tech Support

From: Michelle Cameron <MCameron@damariscottame.com>
Sent: Monday, February 25, 2019 10:51 AM
To: Powercom
Subject: RE: PowerCom ARS "price quote" - Updated quotes

Hi Joy,

I have 2 attachments that quote 150 keypads. Can you send me the quote for 100 keypads as well? Also, would our town need to sign a contract with you or just make the purchase? Also, just to confirm, there is no yearly limit on the software correct?

Michelle Cameron, CCM
Town Clerk/Registrar
Town of Damariscotta
P: 207-563-5168
F: 207-563-6862
mcameron@damariscottame.com



Dynamic Services International, Inc.

149-47 Delaware Ave
 Flushing, NY
 USA, 11355
 Phone: 1-212-997-2000
 Fax: 1-212-596-7184
 Website: www.dsii.net

Quote: 2006472

Customer Name
Town of Damariscotta

Contact Name
Michelle Cameron, CCM

Issued Date: 25-02-2019

Valid Date: 22-03-2019

Billing Address
TBD, Maine, US

Shipping Address
TBD, Maine, US

Product Code	Product Name	Quantity	Price	Discount	Tax	Total
PMini 100 Pack	PowerCom Mini 100 Pads Elite package 1. 100 PowerCom Mini Keypads 2. One (1) WRS971DSIH Base station 3. One (1) PowerCom software license for 100 keypads 4. One (1) soft carry case 5. One (1) year free upgrade with gold tech support **Free shipping within US continental states**	1.00	\$1,995.00	\$0.00 (0%)	\$0.00 (0%)	\$1,995.00
Net Total						\$1,995.00
Discount						\$0
Shipping & Handling Charges						\$0.00
Shipping & Handling Tax:(0%)						\$0
Adjustment						\$0.00
Grand Total : (in \$)						\$1,995.00

Description**-2-**

This quote includes: 100 PowerCom Mini Keypads, One (1) WRS971DSIH Base station, One (1) PowerCom software license for 100 keypads
One (1) soft carry case and One (1) year free upgrade with gold tech support

We provide 2 year hardware warranty and free online training. This quote includes the FREE ground shipping within US continental states.

Terms & Conditions**TERMS OF SALE AND QUOTATION:**

Customer acknowledges all purchases and sales must be conducted in accordance with US Sales and Trade Laws and Conventions.

PRICES INCLUDE: Product Only PAYMENT: PREPAID

SWIFT Wire Transfer or Certified Check Drawn from US Bank.

CURRENCY FOR PAYMENT IS UNITED STATES DOLLARS



Dynamic Services International, Inc.

149-47 Delaware Ave
 Flushing, NY
 USA, 11355
 Phone: 1-212-997-2000
 Fax: 1-212-596-7184
 Website: www.dsii.net

Quote: 2006473

Customer Name
Town of Damariscotta

Contact Name
Michelle Cameron, CCM

Issued Date: 22-02-2019
Valid Date: 22-03-2019

Billing Address
TBD, Maine, US

Shipping Address
TBD, Maine, US

Product Code	Product Name	Quantity	Price	Discount	Tax	Total
PowercomMini 150 Pack	#4101 PowerCom Mini 150 Pads Package 1. 150 PowerCom Mini WRS7000DSI-5 Keypads 2. 1 WRS971DSIH Base station 3. 1 PowerCom RFI license for 150 keypads 4. 2 soft bags 5. 1 year free upgrade with gold tech support and training	1.00	\$3,750.00	\$0.00 (0%)	\$0.00 (0%)	\$3,750.00
Net Total						\$3,750.00
Discount						\$0
Shipping & Handling Charges						\$0.00
Shipping & Handling Tax:(0%)						\$0
Adjustment						\$0.00
Grand Total : (in \$)						\$3,750.00

Description**-2-**

This quote includes: 150 PowerCom Mini Keypads, One (1) WRS971DSIH Base station, One (1) PowerCom software license for 150 keypads
One (1) soft carry case and One (1) year free upgrade with gold tech support

We provide 2 year hardware warranty and free online training. This quote includes the FREE ground shipping within US continental states.

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Customer acknowledges all purchases and sales must be conducted in accordance with US Sales and Trade Laws and Conventions.

PRICES INCLUDE: Product Only PAYMENT: PREPAID

SWIFT Wire Transfer or Certified Check Drawn from US Bank.

CURRENCY FOR PAYMENT IS UNITED STATES DOLLARS



Dynamic Services International, Inc.

149-47 Delaware Ave
 Flushing, NY
 USA, 11355
 Phone: 1-212-997-2000
 Fax: 1-212-596-7184
 Website: www.dsii.net

Quote: 2006474

Customer Name
Town of Damariscotta

Contact Name
Michelle Cameron, CCM

Issued Date: 22-02-2019
Valid Date: 22-03-2019

Billing Address
TBD, Maine, US

Shipping Address
TBD, Maine, US

Product Code	Product Name	Quantity	Price	Discount	Tax	Total
P-Mini 200 Pack	#4101 Powercom Mini 200 Bundle 1. Two hundred (200) WRS7000DSI-5 Keypads 2. One (1) WRS971-DSIH Base station 3. One (1) PowerCom Plus 200 pad license 4. Two (2) soft carry case 5. One (1) year free upgrade with gold tech support 6. 200 free lanyards Powercom Branded *Free ground shipping for US continental	1.00	\$4,800.00	\$0.00 (0%)	\$0.00 (0%)	\$4,800.00
Net Total						\$4,800.00
Discount						\$0
Shipping & Handling Charges						\$0.00
Shipping & Handling Tax:(0%)						\$0
Adjustment						\$0.00
Grand Total : (in \$)						\$4,800.00

Description -2-

This quote includes: 200 PowerCom Mini Keypads, One (1) WRS971DSIH Base station, One (1) PowerCom software license for 200 keypads, Large soft carry case and One (1) year free upgrade with gold tech support

We provide 2 year hardware warranty and free online training. This quote includes the FREE ground shipping within US continental states.

Terms & Conditions

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Customer acknowledges all purchases and sales must be conducted in accordance with US Sales and Trade Laws and Conventions.
PRICES INCLUDE: Product Only PAYMENT: PREPAID
SWIFT Wire Transfer or Certified Check Drawn from US Bank.
CURRENCY FOR PAYMENT IS UNITED STATES DOLLARS



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Expected availability in 3-7 business days

1

\$207.95

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Item Total: \$207.95



Optoma Technology ML750 WXGA LED DLP 3D Ready Projector

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1

\$463.02

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[Remove](#)

Item Total: \$463.02

MORE INFORMATION

SquareTrade Protection Plan:

2-Year - Drops & Spills \$69.99

3-Year - Drops & Spills \$86.99

ESTIMATE SHIPPING & TAX

NYC SuperStore Pickup [See Details](#)

UNITED STATES

04543

Eligible for FREE Shipping

Subtotal: \$670.97

Shipping **FREE**

Sales Tax **\$0.00**

Total \$670.97

[See financing options](#)

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Stash ideas here, commitment-free!