



Town of Machias
Town Office
7 Court Street, Suite #1
P. O. Box 418
Machias, ME 04654



Machias Select Board Meeting
Wednesday, December 11, 2024 @ 6:00 PM
At Machias Tele-Business Center

Call to Order: Jacob Patryn, Chairperson

Adoption of Minutes - To review and adopt the minutes from Select Board Minutes November 13, 2024 and Emergency Select Board Minutes November 27, 2024

Items to be signed

1. Warrants
2. Sewer Discharge of Responsibility for Debt Collection – 29 West Street
3. Next Step CDBG Grant

New Business

1. Public Safety Building Remodel (Ambulance) Bid Opening
2. Grove Street Recreation Bid Opening
3. Ambulance Loan Bid Opening
4. Public Works Loan Bid Opening
5. New Town Office Signs
6. 2024 Tax Commitment

Old Business

1. Computer Guy Contract
2. 7 Court Street Rehab
3. Ambulance Policy

Other Business

1. Contingency Fund Expense
2. Town Office Closures

Adjourn

Next Meeting: Select Board 01/08/2025

Telephone: (207)-255-6621 E-Mail: townclerk@machiasme.org
Visit our website at machiasme.org
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Sewer Discharge of Responsibility for Debt Collection

COUNTY OF: WASHINGTON, s.s.

STATE OF MAINE

To: Sarah Dedmon Deputy Treasurer of the
Municipality of Machias located within this County:

We hereby certify that the sewer bill committed to you for the referenced as Account
Number 243 on the following date 11/13/23 in the amount of
\$200.00 is determined to be an uncollectible debt and the Treasurer is
hereby released from any obligation to collect said fees, interest, and/or costs associated
with said debt.

Given under our hands the _____ day of _____

MUNICIPAL OFFICERS OF MACHIAS

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Request for Proposals Public Safety Building Remodel

The Town of Machias, Machias Ambulance Service, is seeking bid proposals for remodeling the office and supply storage area of the Public Safety Building.

Interested bidders may schedule a time to view the job site and obtain information on the specific requirements of the job by contacting Ambulance Chief Ryan Maker at (207) 255-1032.

The Town of Machias will accept sealed bid proposals marked "**Bid - Public Safety Bldg Remodel.**" Proposals will be received until 4:00 PM Wednesday, December 11, 2024 at the Machias Town Office at 17 Stackpole Drive, Machias, ME 04654, or P.O. BOX 418, Machias, ME 04654.

The Town of Machias reserves the right to accept or reject any and/or all bids.



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Requests for Proposals

Grove Street Recreation Area

The Town of Machias is seeking bids for work at the Grove Street Recreation Area.

Bids should include pricing for:

1. The removal and disposal of the existing asphalt base measuring 100'x104', and any associated ground work.
2. An 80'x80' reinforced concrete pad.
3. A 100'x100' reinforced concrete pad.

Please submit bids in a sealed envelope marked "Grove Street Recreation Area" to the Machias Town Office no later than 3 p.m. on Wednesday, Dec. 11, 2024. If submitting in person, the address is 17 Stackpole Road. If by mail, send to P.O. Box 418, Machias, ME 04654.

The Machias Select Board reserves the right to accept or reject any or all bids.

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**TOWN OF MACHIAS
LOAN PROPOSALS
AMBULANCE**

The Town of Machias is seeking loan bid proposals to purchase a new ambulance for the following:

One Hundred Seventy-Six Thousand Three Hundred Dollars (\$176,300).

The Town would like to have estimates for a three (3) year term with the first annual payment being due one (1) year from the loan closing date.

All bids should be returned to the Machias Town Office no later than 4 p.m. on Wednesday, December 11. The bids will be opened at the regularly scheduled meeting of the Machias Select Board on December 11th at 6 p.m. All bids should clearly indicate if Bond Counsel will be required by the bank.

The Machias Select Board reserves the right to accept and/or reject any or all bids.

**TOWN OF MACHIAS
LOAN PROPOSALS
PUBLIC WORKS**

The Town of Machias is seeking loan bid proposals to purchase vehicles and equipment including three trucks, an excavator, and an accompanying trailer for the following:

Five Hundred Thirty Thousand Dollars (\$530,000), which Machias voters approved at the 2024 Annual Town Meeting.

The Town would like to have two estimates:

1. A five (5) year term with the first annual payment being due one (1) year from the loan closing date.
2. A seven (7) year term with the first annual payment being due one (1) year from the loan closing date.

All bids should be returned to the Machias Town Office no later than 4 p.m. on Wednesday, December 11. The bids will be opened at the regularly scheduled meeting of the Machias Select Board on December 11th at 6 p.m. All bids should clearly indicate if Bond Counsel will be required by the bank.

The Machias Select Board reserves the right to accept and/or reject any or all bids.

BOS Mtg 11-13-2024

3. PUBLIC WORKS USED TRUCK PURCHASE

Public Works Director Mike Schoppee told the Board he has located a used 2016 Western Star truck with 43,000 miles on it, previously belonging to Berwick, and in good condition in part due to being stored indoors. It has been inspected by Freightliner, and the cost is \$77,500.

Mr. Schoppee explained he had included budget for a used truck in this year's town warrant and \$530,000 in spending was approved by voters, to include this truck. Because several other towns were on the waitlist for the truck, Mr. Schoppee requested permission to waive the bid process.

On a motion by Ben Edwards and seconded by Sandra Sinford, the Board
VOTED:

To waive the bid process and approve the purchase of a public works truck at a cost of \$77,500.

4. SEWER ABATEMENT 29 WEST STREET

Resident Matthew Barrett requested an abatement of his sewer bill after his basement was flooded by a water heater malfunction. Because the majority of the water went into the ground and not the sewer system, Mr. Barrett asked for an abatement of \$200 on a bill of \$378.88. He has repaired the water heater.

On a motion by Carole Porcher and seconded by Ben Edwards, the Board
VOTED:

To abate \$200 off a sewer bill for Matthew Barrett.

5. NOVEMBER 27TH MEETING CANCELLATION

On a motion by Ben Edwards and seconded by Carole Porcher, the Board
VOTED:

To cancel its Nov. 27th meeting due to its proximity to Thanksgiving.

6. MMA LEGAL ACCESS FOR SARAH DEDMON

On a motion by Ben Edwards and seconded by Carole Porcher, the Board
VOTED:

To authorize Sarah Craighead Dedmon, interim operations manager, to access legal counsel of the Maine Municipal Association.

7. SHELLFISH CONSERVATION ORDINANCE



THE COMPUTER GUY

07/25/24

Dear Machias Town Office,

As the world becomes increasingly digitized, it is more important than ever to ensure that your computer system is secure and protected from threats. We at The Computer Guy, LLC understand that you rely on your computer for many aspects of your daily life, from work to communication to entertainment. That is why we are offering a Monthly Maintenance contract that includes comprehensive security measures to keep your computer safe from malware, viruses, and other cyber threats.

On a monthly basis, our skilled technicians will conduct deep scans for malware and other threats, install the latest security updates, operating system corruption detection and correction, and hard drive health monitoring to ensure that it runs smoothly and securely. By subscribing to our maintenance contract, you can have the peace of mind that comes with knowing that your computer is protected by experts who are dedicated to your security. Your establishment can rest assured that your computer will receive the necessary attention and care it needs to remain in peak condition to avoid little to no down time.

If you follow the news, you may have seen reports of businesses and municipalities being hacked, resulting in sensitive customer data being stolen and sold to the highest bidder. In the state of Maine alone, there have been 14 reported data breaches in the past three years, affecting a variety of town offices and businesses. And those are just the ones that have been reported – who knows how many more have gone undetected? It is a frightening thought. So, we must ask: does your establishment have a contingency plan in place in case of a data breach? And what measures are being taken to prevent such incidents? Our monthly maintenance plan is designed specifically to prevent these types of situations. Without regular maintenance, your computer is at risk of slowdowns, crashes, and potential data loss due to malware and other threats.

We highly recommend subscribing to our monthly maintenance contract to ensure that your computer is secure and running smoothly. Do not leave your security to chance – let us take care of it for you. Please do not hesitate to contact us if you have any questions or concerns.

Thank you for your continued trust in The Computer Guy, LLC. We look forward to helping you stay secure and protected in the digital age.

Best regards,

J. Nicholas Landrum
Owner, The Computer Guy, LLC



THE COMPUTER GUY

SMALL BUSINESS

"Peace of Mind Plan"

Cost of Contracts 2023

For 3-8 computers, which takes 3-4 hours to process.
Discounted hourly rates for your peace of mind.

Monthly Maintenance:

Monthly \$195, Annually \$2,340

Monthly savings of almost \$200, and over \$2,000 annually!

Includes:

*Controlled updates *Patching for the operating system & software
*Deep scans for malware *Registry cleaning *Hard Drive
monitoring *Back up monitoring, etc.

Tech Support:

Monthly \$300, Annually \$3,600

Includes:

Call support, Remote support, and On-site support for unlimited
calls and visits during business hours, *excluding holidays.*

Want both?
Monthly \$495
Annually \$5,940



THE COMPUTER GUY

Why Monthly Maintenance?

Controlled updates

Ever had to sit there waiting for an update to do its thing? Or maybe had an update crash your computer or a printer function? With Monthly Maintenance this minimizes the chances of this happening. Regular updates are critical to the overall security and stability of your *Windows* operating system. Without them, your computer is vulnerable to security threats and may not function properly. However, it is equally important to ensure that updates are installed in a controlled manner to prevent unexpected disruptions to your workflow and/or data loss.

Updating third party software

Did you know that an infected ad or website can be a hacker's backdoor into your computer? All it takes is a "zero-day vulnerability" of your web browser or an employee accidentally open a PDF sent to you via email. Regular updates for third-party software like Chrome web browser, Adobe PDF Reader, and Office, etc. are crucial for the security and functionality of your computer. A controlled update strategy ensures timely and tested deployment of updates, minimizing downtime and data loss, and improving performance and user experience.

Deep scans for malware

An antivirus is very important but for the most part they do quick and general scans for viruses, yet occasionally it is wise to do deeper and broader scans of your computer system. Malware can wreak havoc on your computer, causing a range of problems from slow performance to complete data loss. Regular deep scans for malware are essential to maintain the security of your computer and protect your data.

Correction of operating system corruption

Have you ever experienced a corrupted Windows operating system (OS)? It can be difficult to identify the issue, but did you know that over 90% of computers have some degree of OS corruption? Symptoms can range from random restarts to slow performance or an inability to use the computer altogether. Our service includes regular scanning for OS corruption, which we address before it becomes a major issue, ensuring that your computer always runs at peak performance.

Hard drive monitoring

Did you know the average lifespan of a hard drive is 3-5 years? Your computer's hard drive is where all your files and data are stored, making it one of the most important components of your computer. Over the years, several municipalities and businesses were able to be proactive, saving their data by transferring it to a new hard drive before it died. Regular monitoring of your hard drive's health is extremely important for maintaining the integrity of your data and ensuring that your computer is running smoothly.

Back up monitoring

When an emergency strikes, having a contingency plan in place is critical. However, discovering that your backup is out of date or not functioning properly can be a nightmare. That is where we come in. A managed backup monitoring strategy ensures that your backups are regularly checked and tested for integrity, helping to identify any issues before they become a problem.

Vendor Detail Report

ALL Months
Single Vendor

Per	Wrnt	Jrnl	Date	Account	Invoice	Description	RCB	Type	Check	Amount
01118 LANDRUM, JOHN NICHOLAS										
11	0041	0152	11/19/21	E 01-003-04	1944	COMPUTER UPGRADE/IN	A		60212	622.34
12	0052	0195	12/23/21	E 01-003-04	2006	11/12&11/23-REMOTE SI	A		60313	85.00
01	0060	0218	01/14/22	E 17-017-01	2144	PTZ CONFERENCE CAMEI	A		60378	959.06
02	0067	0239	02/04/22	E 03-003-04	2135	12/17-MOUNT TV	A		60451	127.50
02	0067	0239	02/04/22	E 03-008-02	2250	01/27-CRUCIAL 500GB	A		60451	122.50
02	0073	0281	02/25/22	E 03-008-01	2237	3-DELL/MONITOR/SETUP	A		60528	2,565.33
05	0095	0395	05/13/22	E 03-008-01	2484	04/08-SERVICE/MOUSE	A		60813	108.00
05	0097	0401	05/20/22	E 17-017-01	2602	ZOOM MICROPHONE	A		60829	47.50
05	0099	0409	05/27/22	E 05-008-13	2614	CRUCIAL/MOUNTING BR	A		60860	142.50
									AP Total	4,779.73
Vendors Listed					1	Final Total				4,779.73

Vendor Detail Report

ALL Months
Single Vendor

Per	Wrnt	Jrnl	Date	Account	Invoice	Description	RCB Type	Check	Amount
01118 LANDRUM, JOHN N.									
12	0055	0218	12/30/22	E 01-003-04	3407	SCANNER/ELECTION	A	61567	1,877.42
12	0055	0218	12/30/22	E 01-003-04	3416	SCANNER INSTALL	A	61567	47.50
12	0055	0218	12/30/22	E 01-003-04	3493	12/06-SERVICE/PRINTER	A	61567	15.83
03	0082	0343	03/31/23	E 01-003-04	3741	02/17-RECEIPT PRINTER	A	61880	31.66
05	0094	0400	05/12/23	E 01-003-04	3935	04/11-EMAIL ARCHIVE	A	62011	47.50
05	0094	0400	05/12/23	E 01-003-04	3935	04/12-PRINTER ISSUE	A	62011	23.75
06	0108	0468	06/30/23	E 01-003-04	4063	05/12-RESTORE FILES	A	62196	76.25
06	0108	0468	06/30/23	E 01-003-04	4201	06/14-PRINTER ISSUE	A	62196	15.83
								AP Total	2,135.74
Vendors Listed					1	Final Total			2,135.74

Vendor Detail Report

ALL Months
Single Vendor

Per	Wrnt	Jrnl	Date	Account	Invoice	Description	RCB Type	Check	Amount
01118 LANDRUM, JOHN N.									
11	0043	0159	11/17/23	E 01-003-04	4789	10/25-EMAIL ARCHIVE	A	62659	95.00
02	0070	0275	02/16/24	E 01-012-01	5174	TELE MOVE EQUIPMENT	A	62930	661.50
02	0070	0275	02/16/24	E 01-012-01	5207	COPIER/CC MACHINE &	A	62930	213.75
02	0070	0275	02/16/24	E 01-003-04	5254	PRINTER ISSUE-MANAGE	A	62930	47.50
04	0089	0362	04/19/24	E 01-012-01	5545	MOVE CLERK STATIONS	A	63120	735.50
								AP Total	1,753.25
Vendors Listed					1	Final Total			1,753.25

Good afternoon Annaleis,

As discussed, we can perform explorations at the Machias Town office to investigate if any undermining has occurred from last year's flooding. As I mentioned, I thought it would be useful to break out costs as they can add up quickly out there.

- We can perform 4 exterior borings around the building to depths of about 15 feet or refusal. We can perform the borings and provide a report with geotechnical recommendations for repair, if conditions are warranted. We can perform this scope for a fee of \$9,300.
- We can core the on-grade slab at 4 or 5 locations and advance one shallow test boring using hand equipment. With this method, we are limited on depth but could likely advance to a depth of about 4 to 5 feet. At all the core holes, we would document any void space/thickness below the slab. We would backfill the core holes with concrete. We can perform the interior boring and slab coring, and provide a report with geotechnical recommendations for repair, if conditions are warranted. We can perform this scope for a fee of \$6,300.
- We could just core the on-grade slab at 4 or 5 locations to document any void space/thickness below the slab. We would provide a summary report of the findings. We can perform this scope for a fee of \$2,500.

Alternatively, we could perform all of these services for a fee of \$13,300. For all services (other than just coring the slab), it may be necessary to engage a private utility locator to determine the location of underground utilities. I presume there are underground water and sewer lines below the slab, and we certainly do not want to damage those. I have not carried any cost for this but let me know if you want me to reach out to Bob Briggs. I can put together a formal agreement if this moves forward and once the requested scope is determined. Let me know if you have any questions and feel free to give me a call to discuss, thanks!

Nate

Nathan D. Strout, P.E. | Senior Geotechnical Engineer**

S. W. Cole Engineering, Inc.

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E-mail nstrout@swcole.com

