MEMO

To: Board of Selectmen
From: Marjorie E. Stratton, Town Administrator
Date: September 9, 2020
Re: New Compactor for Transfer Station

Atlantic Recycling Proposal – We received a proposal from Atlantic Recycling dated 8/26/2020 for a total price of $18,375.00. Any barging costs would be absorbed by the Solid Waste Department budget for barging.

Kim Boehm 400 amp service – Selectmen Beaupre and I believe it would be prudent to update our service to 400 amp. The cost is estimated at $5,000 to $6,000.

Total Cost - $24,375

Selectmen Beaupre and I suggest using the existing Recycling Compactor Reserve funds of $17,880.96 and $6,494 from the Building Facilities Reserve fund. There is currently a balance of $25,122.26 in the Building Facilities Reserve Fund. We added $20,000 this year so we could complete the painting project at the Transfer Station as suggested by our insurance company. They are concerned about the rusted beams. If we do the compactor project, that would leave $18,628.26 in the Building Facilities Reserve Fund for the painting.

Marjorie E. Stratton
Town Administrator
CEILING TRACK FOR CURTAINS

SURFACE MOUNT WATERPROOF LED DISC LIGHTS

SHOWER

FAN DUCT ABOVE CEILING OUT SIDE WALL

WR GWB CEILING AT +8'-3 1/2", PAINT

TIMER SWITCH TO EXHAUST FAN

1x4 SURFACE MOUNT LED

OUTSIDE LIGHT?

clg / elec
8/11/20
New UltraLav Restroom, Shower and Combo Trailers

Updated May 18, 2020

Inventory list is updated regularly. If you do not see the model you are looking for or if you have any questions, feel free to contact us.

2-Stall Restroom Trailer

Exterior Color: Polar White
Interior Color: Tan
Serial Number: 7K6L000252
Model Number: WC12

MSRP: $27,207
Our Price: Call for pricing

Call or Email Now 254-495-2183
sales@ultralav.com
ALPHA II COMBO
SHOWER COMBO
Standard Features

32" X 32" Shower pan
Self closing faucets (Sink & Shower)
Shampoo & soap dispensers
Stainless steel corner sink w/ solid surface counter top
Double toilet paper holder
Shatterproof mirrors
Ceramic China pedal flush toilet
Paper towel dispensers
Waste basket
Smooth durable white fiberglass walls
1 Piece non skid rubber flooring
1 Piece ceiling with built in air supply and air return
Tank-less On Demand gas water heater
(2) 30lb. L.P. tanks on front
Automatic door closers
Occupancy lighting
1 Piece aluminum roof
12 Volt LED lighting
Screw-less exterior perfect for your business graphics
Porch lights at all entry doors
Fold down aluminum steps and platforms with railings
3" quick connect waste tank access valve
LED waste tank indicator
3/8" HDPE extrusion welded tanks
1" wash out plug
Fresh Water hook up
30 amp marine-style power cord
Roof mounted Air Conditioner w/ heat strip
Insulated walls and ceiling
Wall mounted climate control box in mechanical room

Box Width 72"
Overall Width 98"
Box Length 144-1/2"
Overall Length 192-1/2"
Interior Height 81-1/4"
Overall Height 122-3/4"
Curb Weight 3906 lbs.
Tongue Weight 517 lbs.
Platform Height 28"
Fresh Tank Capacity 125 gal.
Holding Tank Capacity 275 gal.

Base Cost 20225
Cold Weather option $4500
Del. 1617
+ Barge 26341

See Website: www.alphamobilesolutions.com Delivers 6 weeks
1 Station 10' Decontamination Trailer - Comforts of Home Services, Inc.

(base cost $23,497)
Code written 1000
Wall: lead 630'
Del. 2/26/6
+ surge?
27373

Contact is Dan @
dan@cohsi.com
815 353 3045
1 STATION 10' DECONTAMINATION TRAILER

Base cost: $23,497
Cold weather: $1,000
Wall heater: $630
Del.: $2,416
+ bounce?: $2,737

Contact is Dan @
dan@cohsi.com
815 353 3045
2 STATION 14' DECONTAMINATION SHOWER

Base cost: $29,387
Cold weather heaters: $1,400
Del: $2,460

Total: $33,663
Recommendation to the Town of Chebeague Island

Emergency Communications

- Emergency communications system set up for the Town of Chebeague to communicate critical information from the Town to the Town residents (directly)

- Create a text and email alert system

- Design a system that is compatible with the current Town website adaptable to future website/digital communications

- Create a method to communicate to Chebeaguers that is simple, easy and sustainable (owned and managed by Town) with minimal bandwidth requirements

- Minimal investment now to bring the Town its own reliable method to the most community members for emergency communications

- Adaptable for future non-emergency communications (roadwork, transfer station schedule changes, weather alerts, elections, Town Meeting)
EMERGENCY COMMUNICATIONS PLAN

1. Research and review Town’s communication practices and infrastructure (review GovOffice.com capabilities, costs, benefits and Town website/Covid page)

2. Research and analyze best practices for text/email emergency alert examples (CTC, CBL, other Towns with cost/benefit analysis of vendors, staffing skills and sustainability)

3. Choose platform for emergency communications that is “For the Town by the Town” (independent of other ways to reach residents, such as CTC system)

4. Create the email/text alert system compatible with Town’s website (Covid/Emergency webpage) and other channels (e.g. FaceBook, chebeague.org)

5. Ensure the process for emergency communications is simple and scalable for future Town digital communications and create a training video and materials to explain how to post an Emergency Alert on the Town’s text and email system

6. Write guidelines for Emergency Communications (suggested criteria for “emergency” vs “non-emergency” topics. Create the path for non-emergency digital communications strategy roadmap (e.g. how to use the email and texts for other Town news such as Transfer Station closures, Town Meeting, Elections, Fire/EMS announcements)

7. Roll out the Town’s email/text emergency communications alert system
<table>
<thead>
<tr>
<th>BY WHOM</th>
<th>Estimated Hours</th>
<th>Emery Agency</th>
<th>Future/Recurring Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RESEARCH/REVIEW</strong> Town’s communication practices (review Gov.office subscription), assess current channels of communications and content/pace of communications, Covid-Comm best practices and tools</td>
<td>E. Neumann</td>
<td>15</td>
<td>n/a</td>
</tr>
<tr>
<td>Review SMS/Text and email vendors and website hosts: TextMark, MailChimp, Constant Contact, G-suite, SquareSpace, WordPress, WIX, GoDaddy, Weebly) and best practices of CTC, CBL, Gov.Office clients, peer towns, create cost/benefit analysis</td>
<td>E. Neumann/Emery Agency</td>
<td>10</td>
<td>$825 n/a</td>
</tr>
<tr>
<td>Choose vendors; set up text/email alert system for CHE (that operates on lowest minimal bandwidth/cell coverage)</td>
<td>Emery Agency</td>
<td>5</td>
<td>$825 SMS recurring cost -$50 Email alert (under 2,000 emails) -$0 Web hosting - incl. in Gov.Office or est. $20/mo.</td>
</tr>
<tr>
<td>Write Emergency Communications guidelines (confer with Town, EMS, BOS) set up content calendar, approval cycle, posting guidelines</td>
<td>E. Neuman</td>
<td>15</td>
<td>* will need a Town employee to manage ongoing/future guidelines and postings</td>
</tr>
<tr>
<td>Design and create the Text/Email alert system, link/integrate with Town of Chebeague webpage (s), FaceBook, other public channels of communication</td>
<td>Emery Agency</td>
<td>15</td>
<td>$2475 * will need a Town employee to manage the flow of information and content calendar</td>
</tr>
<tr>
<td>Create training video for Town on how to use Emergency Communications (how to post, send out on Text/Email alert system, maintain email and text database)</td>
<td>Emery Agency</td>
<td>5</td>
<td>$825 n/a</td>
</tr>
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<td><strong>Total Budget</strong> $5,000 is allotted to Technology line of the Keep Maine Healthy Grant, to be invoiced by 10/31/20</td>
<td></td>
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<td>$4,125 SMS text system - $50/month Email alert system- Free Web Hosting - $20/month (if not included in Gov.Office subscription) $50-$70/month $600-$840/year</td>
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