

**BOARD OF SELECTMEN'S MEETING**  
**June 27, 2013 5:30PM**

**Quorum noted**

**5:30 PM:** Meeting called to order by Chairman Moynahan.

**Roll Call:** Mr. Moynahan, Mr. Murphy, Mr. Beckert and Mr. Hirst.

**Absent:** Mr. Dunkelberger.

**Pledge of Allegiance recited**

**Moment of Silence observed**

**Election of Officers**

**5:30 PM** Mr. Moynahan said that this was the first regularly scheduled meeting since the Town Meeting and the first order of business would be the election of officers.

Mr. Beckert nominated, second by Mr. Hirst, Mr. Michael Moynahan to the position of Chairman of the Board of Selectmen for the ensuing year.

Mr. Moynahan asked if there were other nominations for Chairman.

Mr. Beckert moved, second by Mr. Hirst, that nominations cease.

Mr. Moynahan said that nominations had ceased.

Mr. Moynahan asked for nominations for Vice-Chairman.

Mr. Hirst nominated, second by Mr. Murphy, Mr. Stephen Beckert for Vice-Chairman of the Board of Selectmen.

There were no other nominations.

Mr. Moynahan asked for nominations for Secretary.

Mr. Beckert nominated, second by Mr. Hirst, Mr. Jack Murphy Secretary of the Board of Selectmen for the ensuing year.

Mr. Beckert moved, second by Mr. Hirst, that nominations cease.

Mr. Moynahan said that all nominations had ceased. He added that the nominations were Mr. Moynahan for Chairman, Mr. Beckert for Vice-Chairman, and Mr. Murphy for Secretary and called for a vote.

**BOARD OF SELECTMEN'S MEETING**  
**June 27, 2013 5:30PM (continued)**

**VOTE**  
**3-0**  
**Chair concurs**

**Approval of Minutes of Previous Meeting(s)**

**5:34 PM** After a brief discussion, the Board agreed by consensus to defer approval of minutes until the next meeting.

**Public Comment:**

**5:35 PM** Ms. (Denise) Long, 15 Keith's Lane, asked if there was any overseeing of the Board of Appeals (BOA) by the BOS and, if not, she requested that the Town of Eliot institute an ADP Appeal in the Superior Court arguing that the Town's BOA erred when they last met. She added that she had a packet for the Board to review.

Mr. Moynahan asked if that type of appeal was instituted by the person who had the appeal, not to this Board.

Mr. Blanchette could not confirm without looking it up.

Ms. Long said that it has been done before, citing a specific case in Minot, and that was why they were bringing this forward.

Mr. Moynahan said that that would not be an action by this Board but an action she would take against the BOA.

Ms. Long clarified that, in the case, it was the Selectmen who took it against the BOA.

Mr. Beckert suggested that the Board seek legal counsel on this, understanding this process might be but, normally, it was up to the aggrieved party to file an appeal in Superior Court.

Ms. Long agreed but added that there was also this precedent.

Mr. Moynahan said that she could leave her packet with Mr. Blanchette and they would make sure there was a legal review for what the Board's next steps would be.

**5:37 PM** Mr. (Bob) Fisher discussed his concern with next steps for the charter commission.

**BOARD OF SELECTMEN'S MEETING**  
**June 27, 2013 5:30PM (continued)**

Mr. Moynahan said that Ms. Rawski was finalizing that so that he could get it on an agenda.

Ms. Rawski said that it was ready, explaining that the budget issues were a priority; that she had been to Mr. Blanchette to ask him to put that on an agenda. She added that they still had time; that it was supposed to go on the next regularly scheduled meeting

**Department Head/Committee Reports**

**5:38 PM** Mr. Moulton discussed the 2001 Ford F-350 truck repair. He said that they just found out it has a blown transmission; that this vehicle was utilized for both summer and winter maintenance; that he obtained a repair estimate of \$3,786.75 and he would utilize the 2012/2013 budget with the Board's approval tonight.

After discussion, the Board agreed this repair was urgent and necessary but added that getting only one quote should not become a habit.

Mr. Beckert moved, second by Mr. Hirst, that the Board of Selectmen authorize the Public Works Director to move forward with this necessary repair.

**VOTE**

**3-0**

**Chair concurs**

**5:43 PM** Mr. Moulton discussed the Stormwater Management budget. He said that this did not get added into his budget and he came up with what he felt could be a solution to the issue; that this could be held off until the next meeting.

Mr. Moynahan said that this was a pretty substantial package and suggested they wait.

The Board agreed.

**5:45 PM** Mr. Dupuis, SC, said that at their last meeting it was voted to establish a moratorium on sewer connections because the average daily flow (204,000 +/-) has exceeded the IMA contract (200,000) that was just signed. He added that Mr. Moulton was still working with infiltration that was occurring; that repairs were continuing. He said that the SC would be discussing this further at their next meeting on July 10<sup>th</sup>. Mr. Dupuis said that the rate increase on the sewer bills would be 23% this coming year, on top of the \$7.50.

Mr. Moynahan asked if, regarding the moratorium, there was a need to explore additional capacity; were they at that point with supply and demand.

**BOARD OF SELECTMEN'S MEETING**  
**June 27, 2013 5:30PM (continued)**

Mr. Dupuis said that because they were exceeding it they did need to look into some other steps, adding that immediate steps would be to continue the I&I to take care of the old lines and stop the stormwater from coming in; and to continue the audit of the gallonage. He added that, additionally, they had approval in place for 6,000 gallons for the hotel going in and 30,000 for the elderly housing that was to go in on the corner of Bolt Hill Road and Route 236, which would put the Town over by 40,000, with the 4,000 exceedance they already had.

Mr. Hirst asked Mr. Dupuis if he was looking for action from the Board tonight to institute a moratorium.

Mr. Dupuis said yes, that the SC was officially asking the Board to issue a moratorium on connections until they finish the audits to see where they actually were on that and Mr. Moulton could, through I&I work, lower the daily flows.

Mr. Murphy said that it was a reasonable step to take; that they did have to protect the relationship with Kittery and, if Eliot exceeded this too frequently and too much, then there were steps that Kittery could require Eliot to take on more flow or pay a penalty.

The Board agreed.

Mr. Beckert moved, second by Mr. Murphy, that the Board of Selectmen place a moratorium on issuing any further sewer allotments until advised by the Sewer Committee that the I&I situation has been improved so that they could more sewer allotments, effective immediately.

**VOTE**  
**3-0**  
**Chair concurs**

**5:48 PM** Mr. Blanchette had four items: the new, revised, completed IMA contract; the yearly appointments put together by Ms. Rawski; the vote on the tax anticipation notes; the results of the heating fuel bids.

**IMA** – this was to vote to formally accept the contract and sign it.

**5:49 PM** Mr. Murphy moved, second by Mr. Hirst, that the Board of Selectmen accept and approve the completed IMA (intermunicipal agreement) with Kittery and sign it.

**VOTE**  
**3-0**  
**Chair concurs**

At this time, the Board signed the IMA contract.

**BOARD OF SELECTMEN'S MEETING**  
**June 27, 2013 5:30PM (continued)**

Mr. Dupuis said that, on behalf of the SC, they would like to publicly thank Mr. Murphy for his tremendous work over several years on this agreement.

**Annual Appointments for Municipal staff, Emergency Management, and Police.**

**5:52 PM** Mr. Beckert moved, second by Mr. Hirst, that the following people be appointed for one year: under Municipal office staff - Daniel J. Blanchette, General Assistance Administrator, Norma Jean Spinney, Treasurer, Wendy J. Rawski, Town Clerk, Patricia A. Levesque, Tax Collector, Martine Painchaud, Single Assessor, James Marchese, Code Enforcement Officer and Local Plumbing Inspector, and Heather Ross, Alternate Plumbing Inspector; under Emergency Management – Jay Muzeroll, Director, Roger Cullen, and William Reichert; under Police Department – Theodor G. Short, Chief, Robert Brown, Lieutenant, Elliott Moya, Detective, Michael Grogan, Patrolman, Brian Delaney, Patrolman, Candice Simeoni, Patrolman, Jeffrey Limbert, Patrolman, Joshua Morneau, Patrolman, Ryan Sanford, Reserve Patrolman, Kristina Buckley, Animal Control Officer, and Harold Place, Reserve Officer for Harbor Master Duties.

**VOTE**

**3-0**

**Chair concurs**

Ms. Rawski said that she would draw up the papers and have them ready for signatures at a later time.

**5:54 PM** **Fuel Bids** – Two bids were received: one from Heatwave Oil for regular - \$3.16 fixed and blend - \$3.36 fixed and one from Gagnon & Son for regular - \$3.22 and blend - \$3.41 or .30 cents over net on day of delivery.

Mr. Beckert moved, second by Mr. Murphy, that the bid for heating oil, both regular and blend, be awarded to Heatwave Oil for \$3.16 (fixed) for regular and \$3.36 (fixed) for blend.

**DISCUSSION**

Mr. Hirst added subject to receiving proper insurance certificates.

Mr. Muzeroll asked if the bidders included providing service.

Mr. Blanchette said that the bids were just for fuel oil but he believed they both had service. He added that he would confirm.

**VOTE**

**3-0**

**Chair concurs**

**BOARD OF SELECTMEN'S MEETING**  
**June 27, 2013 5:30PM (continued)**

Mr. Blanchette will notify Heatwave.

**Tax Anticipation Notes**

**5:55 PM**

Mr. Murphy moved, second by Mr. Beckert, that the Board of Selectmen that  
1) That under and pursuant to Title 30-A, Section 5771 of the Maine Revised Statutes, as amended and supplemented, there be and hereby is authorized the issuance of up to \$4,500,000 principal amount of Tax Anticipation Note of the Town in anticipation of the receipt of taxes for the municipal fiscal year which commenced July 1, 2013 and ends June 30, 2014. and

2) Said note shall be dated August 16, 2013, shall mature on or before June 30, 2014, shall be signed by the Treasurer and countersigned by the Chairman of the Board of Selectmen, shall be issued on an as-needed basis, shall bear interest at the rate of 0.8500% per annum calculated on the basis of actual days elapsed in an assumed 360-day year, shall be payable at Key Bank National Association and shall otherwise be in such form and bear such details as the signers may determine. and

3) That said note is hereby sold and awarded to Key Bank National Association in accordance with its proposal dated June 21, 2013. and

4) Said Note is hereby designated as a qualified tax exempt obligation of the Town for the 2013 calendar year pursuant to the Internal Revenue Code of 1996. and

5) That all things heretofore done and all action heretofore taken by the Town, its municipal officers and agents in the authorization of said Note is hereby ratified, approved and confirmed and the Treasurer and Chairman are each hereby authorized to take any and all action necessary or convenient to carry out the provisions of this voting, including delivering said Note against payment therefore.

**VOTE**

**3-0**

**Chair concurs**

Mr. Short notified the Board that Harold Place announced his retirement as Harbor Master, effective in September.

Mr. Moynahan said that he has been valuable to the community and it will be a shame to see him go.

**6:00 PM**

Ms. Muzeroll-Roy discussed her employee that was done and how to handle fringe benefits.

Mr. Moynahan said that Ms. Muzeroll-Roy had an employee who no longer worked at ECSD and wanted to know how to compensate the employee for her earned time, vacation, and sick leave. He added that June 19<sup>th</sup> was the last official

**BOARD OF SELECTMEN'S MEETING**  
**June 27, 2013 5:30PM (continued)**

day for Ms. Taylor; that she has 99.94 vacation hours owed and 145.75 sick leave hours owed; that Ms. Muzeroll-Roy was asking the Board how to proceed and, if possible, an anticipated date for Ms. Taylors payouts.

Mr. Blanchette said that they just needed to turn it in to the Treasurer to pay it out; that it would need to be countersigned by the department head.

**New Business (Correspondence List):**

**6:03 PM**

**#1**

Discussion of Budget – Results of Town Meeting

Mr. Moynahan said that this was regarding the result of Town Meeting; that there were updated revenue sharing reductions; the LD1 override tasked the Town to reduce budgets – their budgets plus the reductions made at Town meeting; that original estimates were \$304,000 but what was enacted yesterday reduced that to \$160,000 - \$180,000.

Mr. Blanchette clarified that they should have a figure, there, of \$241,501.57.

Mr. Moynahan commented that that had even changed from yesterday. He said that the Board was tasked to find \$241,000 + in reductions to the budget they had in front of them. He added that Mr. Dunkelberger had forwarded everyone his thoughts, as he was unable to be at this meeting, saying that they could take them up independently or collectively; that he passed out a spreadsheet based on all the articles with percentage make-up of the budget; asking if all department budgets should be treated equally; that the spreadsheet was for starting discussion. He discussed that three items really made up the lion's share in the budget; that many budgets came in pretty close to flat from last year; that health insurance was a \$100,000 increase and the commitment to infrastructure and capital improvement plans the Board made were large. He asked for input from the Board members.

Mr. Hirst said that in view of the fact that there were so many cuts that seemed to be necessary, with some of them momentous he thought, that he didn't feel comfortable voting on any of them until Mr. Dunkelberger was present.

Mr. Moynahan said that, from a time standpoint, he worked it backwards with Ms. Rawski and thought they had to have language written by July 1<sup>st</sup>.

Mr. Blanchette said that, if the Board was going to do this by referendum, then Ms. Rawski needed a minimum of 45 days. He added that, if the Board did a referendum the last week of August (25<sup>th</sup>), then she had to have the information by July 12<sup>th</sup>; that that would be the latest that he would feel that the Board could comfortably do it. Mr. Blanchette said that what was critical here, for those who

**BOARD OF SELECTMEN'S MEETING**  
**June 27, 2013 5:30PM (continued)**

were not aware, was that the Assessor had to go to commitment and the Town had to get the bills out and the due date was November 15<sup>th</sup>; that they were trying to work backwards from all of that. He added that the Assessor could only go with what the Town Meeting had already done if it was not re-voted in some fashion. He said that, generally, the Assessor went to commitment beginning to mid-August, so they were already pushing that out two weeks.

Mr. Moynahan said that Mr. Dunkelberger was not here; that they would not be meeting next week (July 4<sup>th</sup>); that their next meeting was the following week, which was the timeline they had for having this completed.

Mr. Beckert said that he had a tendency to agree with Mr. Hirst, adding that they just got final figures today for what they had to shoot for in reductions. He added that he was not prepared to make any final vote on recommendations tonight, anyway.

**6:08 PM** Mr. Beckert moved, second by Mr. Hirst, that the Board of Selectmen put this on referendum.

**VOTE**

**3-0**

**Chair concurs**

Mr. Moynahan said that Mr. Blanchette was going to ask the attorney some questions to make sure the Board was doing this process correctly and was assuming that the referendum was legal.

Mr. Blanchette said yes; that the Board had wide breadth in doing this; that they could do it by Open Floor Town Meeting; that they could do it by referendum; that they could do a multitude of things. He added that they could bring back the voting on the cap, or limitation, to exceed that; that because the Board did not have any authority to cut any article that has been voted at Town Meeting they had to have a vote at Town Meeting to reduce the article.

Mr. Murphy said that they could not change the appropriated amount, although, he thought that the Board could recommend to cut it but they could not recommend to raise it.

Mr. Blanchette said that at another called Town Meeting, yes, they could if they wanted to request to raise additional funds; that they could do that to the point that the Assessor went to commitment; that after that they could no longer raise any monies by taxes.

**BOARD OF SELECTMEN'S MEETING**  
**June 27, 2013 5:30PM (continued)**

Mr. Murphy said that the Board's responsibility, now, was to find a way to cut the appropriated amounts and bring it back to the Town for approval, if they chose that versus overriding the LD1 cap.

Mr. Blanchette said that, however they wanted to bring it, that was correct. He reiterated that the attorneys assured him that the Board had width berth because the law did not define exactly how this was to be done.

Mr. Moynahan said that they could try to make arrangements to have another meeting when Mr. Dunkelberger is present; that he has always tried to have a full Board present with personnel issues; that they should at least start engaging in conversation with some of the material tonight.

Mr. Murphy said that Mr. Dunkelberger left them a page of what he thought cuts might be but that was all based on information now outdated and he would feel loath to make decisions for Mr. Dunkelberger, picking which ones he would want to change in this complicated procedure. He reiterated that he would rather wait until Mr. Dunkelberger was here because this was complicated enough and his thinking was very pointed and meaningful.

After some discussion, the Board agreed to hold a meeting on July 3<sup>rd</sup> at 5:30 PM.

Mr. Moynahan said that he thought they all had their own thoughts on some of these items; that the numbers were not accurate until they had the true numbers. He asked if the numbers they had today were going to change again or were they final numbers.

**6:13 PM** Mr. Blanchette said that they were final estimates. He explained that, for example, the property tax levy limit was an estimate until December; that that was when the final limit was figured out because they had to take into consideration the exact amount of revenue sharing that they have collected in the calendar year, not the fiscal year. He added that the same thing with the State revenue sharing – that was an estimate of what the Town would be getting based on the budget that was just passed and that they actually wouldn't know until a year from now whether that estimate was correct or not. Mr. Blanchette said that these were the best estimate they could give the Board.

Mr. Moynahan said that these probably wouldn't change drastically between now and Wednesday.

Mr. Blanchette said that they probably wouldn't change at all.

**6:14 PM** Mr. Beckert said that the department heads had a big role in this and asked if the Board had recommendations from department heads now that they knew what

**BOARD OF SELECTMEN'S MEETING**  
**June 27, 2013 5:30PM (continued)**

they were up against for \$241,000 in reductions to get it below the LD1 limit. He said that he wanted department head input.

**6:15 PM**

Mr. Moulton said one thing he had thought of was to cut the paving line, which some would like to cut more. He added that he wasn't opposed; that it was the Board's call but he felt that took steps backwards; that he could look at another \$100,000 or so. He said that he could close the Transfer Station a day a week to save some money there. He said that he had a retiring manager; that he hated to do this, too, but the Board could look at eliminating that position and change it to a different status at this point in time. He added that he has had some discussion about, and he knew there was a committee for, regionalization of the Transfer Station with Kittery. He said that those were some of his thoughts; that he didn't really work up any dollar figures for them but he could do that and have them for the Board. Mr. Moulton said that he was looking for direction from the Board, explaining that this was his busy time of year and there were some things he needed to do but needed direction on what he could do, which were some drainage projects that tied into when school was closed; that if he went until after the August vote, then they wouldn't get done this year. He added that, if the drainage part of it could move forward this year, then he was looking to spend that money sooner rather than later before the final vote. He reiterated that he needed direction on how to handle that; that the paving part could happen while school was in progress but the drainage would close roads and he would have to purchase materials he did not have.

Mr. Moynahan said that they wouldn't know the timeline until they came up with the final budget; that Mr. Moulton's recommendations were certainly appreciated.

Mr. Murphy said that Mr. Moulton reminded them of consideration of joining with Kittery; that that seemed to him that it would be a lengthy thing and couldn't fit in to this very rapid action that they were trying to do this summer; that he wouldn't think of that as a mode to save money or to alter Mr. Moulton's budget for this year. He asked Mr. Moulton what day he would close at the Transfer Station, suggesting it wouldn't be Saturday because he thought that would be their biggest day.

Mr. Moulton said that Saturday has not been their biggest day; that Tuesdays and Thursdays have had a higher volume of people; that on a part-time and fill-in portion, to get people to fill in on a Saturday for things was a harder day to cover. He said that, operationally, his opinion would be to keep it open on Tuesday and Thursday and close Saturday; that then there was a consistent Friday through Monday it would be closed in the winter, too, and that would save on heat.

Mr. Murphy asked if the days Mr. Moulton was open have any effect on getting rid of the stuff they accumulated – did they have a delivery day that tied into this.

**BOARD OF SELECTMEN'S MEETING**  
**June 27, 2013 5:30PM (continued)**

Mr. Moulton said no.

**6:20 PM** Mr. Blanchette said that, without cutting any personnel because they had already been cut between \$10,000 and \$12,000 that the Town Meeting already accepted, he had several suggestions. Under Employee Expense - Training and Safety, he suggested a \$3,000 cut; under Service Fees – Town Records, he suggested a cut of \$3,500; under Consulting, he suggested a cut of \$5,000; under Contracted Services - Legal, he suggested a cut of \$9,200; under Purchases – Office Equipment, he suggested a cut of \$2,000; back under Contracted Services, he suggested a cut to Video-streaming of \$3,000, which would be a total of \$25,700.

Ms. Muzeroll-Roy, ECSD, said that she has gone through her budget three times and could not find anywhere else she could actually cut.

Mr. Short, Police Chief, said that it would be an officer's position in the Police Department.

**6:25 PM** Mr. Muzeroll, Fire Chief, said that the suggestion on the sheet was a \$3,000 cut to his department; that he didn't really want to do that but, if everyone had to take a hit he should find one, as well. He added that he wanted clarification as to whether Mr. Moulton just offered \$150,000 in savings.

Mr. Moulton said that, no, he did not offer.

Mr. Muzeroll said that what Mr. Moulton suggested sounded like \$150,000 immediately off of the \$240,000.

Mr. Moulton said that that was not sharing the load.

Mr. Moynahan said that it was potential reductions offered by Mr. Moulton.

Mr. Moynahan said that he went through these warrant articles. He added that he thought that they did a decent job with the budget last year and, with the exception of some items the Board supported, the basic budget stayed in line. For one-time expenses, he said that the move for the ECSD he thought that could be done for closer to \$42,000; that that process was kind of rushed forward so he had a number to put out to voters; one contractor was solicited and that it was actually hard to get contractors, speaking from experience, to bid on things where there were no guarantees of work. In Administrative, he said that they talked about privatizing assessing, as that was a proven year-in and year-out savings; the same with SMRPC, which was a reduction in the planning costs, but those were both personnel issues. He said that he looked at year-in, year-out savings; that if they were going to be contending with this every year, then one-time savings was not

**BOARD OF SELECTMEN'S MEETING**  
**June 27, 2013 5:30PM (continued)**

going to get them there; that the rising costs of things would not allow them to chase their tails every year. He said that, with the Police Department overtime, he had eliminated or required to have reserves fill the overtime shifts. He added that he knew that was against the Chief's goals and his management style was to have the best officers but, when looking at these drastic reductions, these were items he considered. Regarding the Fire Department, he thought every department should have some type of burden, as Mr. Muzeroll had just indicated, and, although it was arbitrary, he had a dollar figure next to that department. Regarding Public Works, he eliminated drainage and summer maintenance staff so that some summer work was reduced, but not in a drastic manner, and the department could still look to do some of the work that they were looking to do. He added that he thought the Transfer Station had been discussed by several members; that he eliminated \$85,000 with this scenario, to explore consolidation with Kittery, make the pay-per-bag work or close one day a week. Mr. Moynahan said that he thought they had good department directors in every department so, if that was a directive, he thought the Board was comfortable that Mr. Moulton would make it work. He added that residents would see impacts one way or another, whether it was pay-per-bag or closing one day a week. Regarding the Library, again treated arbitrarily without their budget in front of him, he cut \$5,000; Paving he reduced \$25,000, which was less than Mr. Moulton's suggestion. He added that this Board was committed to doing some physical improvements to the Town, with some of the roads and buildings through a CIP plan but, if they couldn't keep those numbers where they were, then they couldn't. He said that he had fringe benefits on there, initially, but they have already reduced that line by \$17,000; that they have gone over this line three years in a row and, no matter how they managed their staffing or departments, with ongoing increases to that line item, further reductions to that would only hamper them more. Mr. Moynahan said that he did show on the bottom of his notes what LD1 has done and what that impact has been to the Town. He added that those numbers have declined in three years; that the original Police budget actually would have a \$70,000 reduction because Eliot had an offset of funds from Kittery for the proposed merger with the Police Chief; that ECSD was utilizing Kid's Play(\$15,000) towards their budget, currently; the DPW had their paving included in their budget last year, so that was kind of arbitrary, and he wanted to make sure everyone knew what they were looking at there, as they were lump-summed last year. He said that looking at changes from last year's budget for one-time items, ECSD to the school, the roads, the CIP building improvements, and the rising costs of insurance made up \$566,000 of the original BOS budget; that those were the prime reasons for the overages. He said that, as much as the Board was talked about as not doing their jobs, he thought that once people started looking at the numbers, they were actually looking at future planning and trying to hold the line on the departments. Mr. Moynahan said that he did not believe that vehicle and building reserves should be reduced; that they have committed for years to have plans in place to do this on an annual basis; that several departments came in less or close to last year's appropriations

**BOARD OF SELECTMEN'S MEETING**  
**June 27, 2013 5:30PM (continued)**

beforehand; that revenue sharing was decreased by \$100,000 so they were where they were with this budget, adding that there was still another \$240,000. He said that he thought that Mr. Moulton made a good point, not that everyone might agree, that if they were going to be impacted at Town Meeting by reductions and LD1 restrictions, then they were all in it together; that if they picked on one department, then they might as well close the Transfer Station completely, perhaps, if they were going to look for those 'one department' cuts or tell the Fire Department they were down to one vehicle for the season; that he thought they were all responsible for sharing the burden; that the BOS' job was to help them manage them, collectively, in this process. Mr. Moynahan said that that was how he formulated his thoughts and offered it to the Board for review and discussion and all that.

**6:33 PM** Mr. Moynahan said that some of Mr. Dunkelberger's items were based on some of Mr. Blanchette's original reductions, which Mr. Blanchette just discussed. He added that Mr. Dunkelberger had proposed cutting the Transfer Station in large dollar figures and pursuing combining transfer stations with Kittery; that he would defer the move for the ECSD to the Eliot Elementary School; that he would hit the Police Cruiser Account, the Library Account; that he came up with around \$309,000 in reductions for the Board's discussions.

**6:34 PM** Mr. Beckert said that he had looked through a lot of this and, of course, the first thing that anybody looked at was the low-hanging fruit, which wasn't always the best place to start because, as somebody said, they would just be chasing their tail another year, as low-hanging fruit was what he called one-time infrastructure expenditures. He added that, although he would like to see the Town maintain its individuality, regionalization – combining services – may be something they had to consider. He added that closing the Transfer Station one day a week was a start. He said that people would feel the pain; that they were in this situation, at this point, because people that were at Town Meeting made their decisions – right, wrong, or indifferent – and now it was up to the Board to come up with the recommended reductions. He said that Mr. Blanchette came up with suggestions and there was always a possibility of closing this building (Town Hall) one day a week.

Mr. Blanchette agreed, if they went to four 10-hour days, for example, Monday through Thursday and close on Friday, then there would be less heating, electricity, etc. He added that he knew that, when Kittery did that, Mr. Carter did an estimation and believed it was around 15% - 20% of the utilities saved; that he couldn't verify that and he didn't know if it proved out to be that.

Mr. Beckert said that, if they closed a facility one day a week, then that meant that facility was closed, which meant that nobody used it, no committees, etc. because,

**BOARD OF SELECTMEN'S MEETING**  
**June 27, 2013 5:30PM (continued)**

otherwise, they would be defeating the purpose of closing. He said that, if they were to do this, then they needed to look at the ramifications.

Mr. Blanchette said that Ms. Rawski was already working on this, but they would already have to change the hours from what was already voted in that article; that they would have to cut out all the possibilities of overtime, etc., and the only way that they could do that was to change the hours they were open to the public.

Mr. Beckert said that these were the kinds of things they needed to look at between now and the deadline to make a decision; to look at what was the most cost-effective ways to reduce. He added that he would like to see the figures for the 5-day versus the reduced 4-day.

Mr. Blanchette said that he would contact Kittery to see if they had any percentage figures.

Mr. Beckert said that he would also like to see figures for the Transfer Station if it was to be closed one day a week; that it should be a day that would be in consecutive order with days closed anyway.

**6:38 PM**

Mr. Moulton said it would have to be either Tuesday or Saturday. Regarding drainage, he said that he would offer up another \$25,000 in paving rather than let the drainage go, as they went hand-in-hand, so he had to do one before he could do the other. He added that they had some structures that were failing.

Mr. Moynahan discussed the CIP they established for paving so that paving would continue and they tried to fund it like they did with anything else; that that was their goal and had worked hard to get to that point. He added that Mr. Moulton already took \$100,000 out, one of the Board's recommendations was \$180,000, then \$25,000, so, looking at what was already cut, additional cuts would be taken away from drainage.

Mr. Moulton said that he didn't bring up the Highway Department part of it because he already took a \$20,000 cut on the floor of Town Meeting; that he has changed projects around accordingly.

Mr. Dupuis asked if that was a pre-fixed cost on paving and, if it was reduced, would it impact that cost.

Mr. Moulton said that, this year, it was a set tonnage and hadn't fluctuated that much; that it was based on cost per ton; that the budget estimate that he utilized for what he needed this year would allow him to do a large chunk of what he planned minus the cuts he had already endured.

**BOARD OF SELECTMEN'S MEETING**  
**June 27, 2013 5:30PM (continued)**

Mr. Beckert asked if Ms. Muzeroll-Roy could look at increasing ECSD fees. He added that, again, that was another impact to the public but, if they wanted cuts, then they were going to need to pay on the other end if they wanted to use the services.

Ms. Muzeroll-Roy said that she was still working on that; that she was locked into the rates she had until August. She added that, in September, yes.

Mr. Beckert discussed the Boat Basin and asked if that was self-sufficient.

Ms. Muzeroll-Roy said yes.

**6:40 PM**

Ms. Rawski said that the Clerk's Office was looking at setting a fee structure for various items that they currently offered as a courtesy, such as faxing; that with budgets the way they were, they would be bringing a memo to the Board for a fee schedule.

Mr. Hirst said that, as he understood it, he heard Mr. Short say that he could sacrifice an officer.

Mr. Short said no; that that was what would happen.

Mr. Hirst asked Mr. Short if he had any suggestions on what he could do and what it would save, and still maintain essential services, with current staffing levels.

Mr. Short said that about 80% of the Police Department budget was personnel; that they didn't have programs, paving – things that they could cut; that they, unfortunately perhaps, didn't generate money, other than reports and those types of things; that summons and ticket money went to the general fund for the State of Maine and did not come back to the Town. He added that the operating budget, other than the \$200,000 that it was, has been trimmed back significantly over the years – contractual accounts and those types of things. He said that there was not a lot to cut; that all that was left was positions; that if they went back to eight people, which was where they were when he started, they were spending between \$80,000 and \$90,000 in overtime to try to make up for when people went out on any extended, unplanned absences. He reiterated that all he had left was personnel and, as the Chairman said, a suggestion could be made of bringing in a reserve officer; that they only had one and that one was not even active because he was currently employed by another police department. He added that, that being said, there were a whole host of contractual issues that had to be dealt with beyond that so, those were all things that had to be taken into consideration. He added that he could see their overtime start to go back up but that was the position he was in if they had to eliminate a position.

**BOARD OF SELECTMEN'S MEETING**  
**June 27, 2013 5:30PM (continued)**

Mr. Hirst asked if Mr. Short had any kind of recruitment program or a program where he could find or locate some reserve officers that he could use to eliminate or cut back overtime.

Mr. Short said that that has been an ongoing issue. He said that his personal problem with reserve officers was that they were not fully trained, fully certified, police officers; that they were partially trained and it would be like being a part-time doctor; that they were not trained in emergency vehicle operations and went through a very basic level of training; that they did not go through the 720 hours of training that the academy required. He added that he felt there was a risk putting a less than full-time officer out there. He added that he currently has one they have been putting through the application process who just went through reserve training; that those were decisions that had to be made and it didn't negate the fact that they still had a contract that required them to do certain things, and those things all came into play. He said that, nonetheless, whatever decision is made was a decision they would have to live with, and there would be an impact on services.

**6:45 PM**

Ms. (Donna) Murphy asked if the Board had considered, regarding the ECS D move, using the money in the ECS D building fund rather than raise taxes to do that.

Mr. Blanchette said that that would need a vote at Town Meeting to do.

Mr. Pomerleau said that the Board had a real dilemma in front of them and he knew there was no easy solution, but, he agreed 100% that they couldn't look at this as a one-year band aid kind of problem. He added that he looked online at the revenue sharing vote yesterday and what he saw for Eliot this year was around \$123,000 and next year \$142,000, so, next year it didn't get any better from a revenue sharing perspective. He said that, in spite of the reduction in the budget with LD1 and school budget, he was still estimating his taxes would go up over \$200 this year. He suggested they would see the taxpayers would have a taste for LD1, again, next year, so they needed to acclimate themselves to the fact that revenue sharing was going down, that it would stay down, and LD1 may be something they all lived with for a few years. He said that he didn't know how they went into a long-term perspective without getting to where the real costs were, and that was personnel. He added that he thought it was delusionary to think they could make substantial cuts without digging into personnel. He said that, last year, they toyed for a long time with a four-hour reduction in the work week; that last year Mr. Moulton recommended eliminating a Transfer Station Manager and it was put back in and it was not going to get filled when that person retired, asking why in the world they were keeping it.

**BOARD OF SELECTMEN'S MEETING**  
**June 27, 2013 5:30PM (continued)**

Mr. (Bob) Fisher discussed contractual issues he kept hearing, saying that in every union contract there was a clause where the BOS supervised that outfit and they had a right to reduce – to assign.

**6:47 PM** Mr. Murphy thanked Mr. Moynahan for the spreadsheet, saying that he wanted to mull it over along with everything that has been said before making decisions.

Mr. Beckert asked if the department heads could get the things the Board had asked from them to the Board prior to Wednesday's meeting, including anticipated savings.

Mr. Muzeroll asked what specifically they wanted to see.

Mr. Beckert said that he wanted to see anticipated savings and reduction in services to residents.

Mr. Moynahan agreed, adding that that was information they needed in presenting anything to the voters.

**6:48 PM** Mr. Muzeroll said that over the course of the last few years the personnel in this community have taken a direct hit in either increased costs to benefits or no raises. He added that he did not want to see the Town head in that direction where they continually put the majority of the burden on the Town employees; that they probably had the best Town employees of any town around. He said that he knew the trend was to cut benefits and people but he didn't know of any year that any department head has really come to the budget table with extravagant requests, thinking that they were going to get it. He said that they all worked hard to keep their budget numbers at a minimum in what they did or, at least, tried to sell whatever they were looking for. He added that he knew he teased Mr. Moulton about the paving account but Mr. Moulton saw a need in that and he needed to sell that; that he didn't know what the solution was but, right off the top, he didn't want to see the Town put more of a burden on the Town employees; that he would rather they look in other directions.

Mr. Hirst asked what he would suggest, as Town employees constituted about 80% of the budget.

Mr. Muzeroll said that he was not suggesting anything, at this point, but just getting it out there because it seemed to him that they were at the point now that it was going to actually cost people their jobs; that if that was the direction they went in, then those jobs equaled services and they could talk about consolidation with other people all they wanted but, eventually, it was going to be that expendable money; that they were talking increased costs to the employees for part of their benefit package; that these were things coming out of their pockets.

**BOARD OF SELECTMEN'S MEETING**  
**June 27, 2013 5:30PM (continued)**

He said that he didn't have a solution to that; that he couldn't really lay firefighters off; that they weren't a large-value department but that didn't mean that the people in that department didn't suffer through the same reductions in service or pay, whether they were current employers or Town employees; he reiterated he didn't know where the cuts were. He said that somewhere along the line the Town needed to stand up and say they were either going to take that tax increase of a certain percentage in order to maintain the services and good employees that they had or they were just going to get rid of a bunch of people and, then, they would all be just a bunch of angry birds all over again.

Mr. Moynahan discussed rising insurance costs, saying that the Board made a decision to have the 5%, 10%, and 15% employee co-share but with that was also to do a review of the pay scale of municipal employees; that that was voted down. He added that the Board was looking at both ends to not drastically impact them, especially if they were underpaid in comparison to other municipalities – because of the burden they were looking to place on them or the sharing the Board was asking of them with the insurance.

Mr. Moulton said that his understanding of his prior to being here, the Town had the chance to fix a lot of the roads but the infrastructure took a big hit constantly; that the cost of everything went up and that was one of the biggest dilemmas. He added that he didn't have a lot of personnel costs, but a lot of preparation costs, and everyone knew that; that he had been beating that drum since he was hired. He said that, in his opinion, that was shortsightedness years ago and now they had to pay for it. As an example, he said that, with one road, he broke a truck this winter; that they were destroying a piece of equipment because of the condition of a road; that now they would need a truck sooner than anticipated. Mr. Moulton said that, when he did the budget, he looked at long-term goals, as did the other departments; that they were tasked to do that and believed they all agreed to do that. He said that the departments all worked well together but added that they were going to end up putting department against department and create a lot of animosity because everyone was going to fight for what they needed; that that wasn't right; that they needed to maintain that continuity through everybody; they all needed to work together; that they all got a lot of things done helping each other and, if they were all fighting for what they needed and keep their own group, then they were just going to have one big mess on their hands. He said that he came from a municipality like that and it was not fun to work there; that they were getting to that point because people did not understand the big picture. Mr. Moulton said that the departments knew what they needed and they tried to explain that the best way they could to everybody and give them the best plan possible; that he just had to say that it wasn't fun to work when they were all at each other's throats because of budget issues; that they all worked well together, coming together when there were blizzards and hurricanes and things like that; that things worked well; that they got reimbursement; that to beat on employees

**BOARD OF SELECTMEN'S MEETING**  
**June 27, 2013 5:30PM (continued)**

all the time – he would rather do and the Town got more bang for their buck, and he would prove it to them every time, that doing it with their own personnel was a whole lot cheaper than subbing things out. He added that the town he lived in they had a budget overrun one winter of \$250,000 because they used contract services.

Mr. Moynahan said that they knew the task at hand; that he thought that the department heads understood the situation that everyone was in; that they would try to manage it in the best way that they could.

**6:55 PM**

Ms. (Roseanne) Adams said, regarding personnel and services, that she didn't think it was really black and white, what they were looking at, and she wasn't implying they were; that they were looking at it in the ways that it should be – shutting down services for a day, furlough days, looking at contracts and deciding whether they were going to hire a person when someone retired or let that position go, shifting the duties to someone else. She reiterated that all the things they were looking at she felt were very important; that she didn't think anyone in the Town felt that employees weren't doing their work; that she thought they had a wonderful group, agreeing with Mr. Moulton that they didn't want people bickering and fighting against each other; that they wanted them working together. She added that she thought that, maybe, if they could see all of it and maybe a little of each; when they were negotiating contracts they really needed to look at what the pay scale was going to be with someone new coming in as opposed to someone who has been there and not starting at the highest level; that some of the benefits were better than she got and she worked for the government. She said that she thought they needed to look at it long and hard in different ways; that she thought they were but she thought that they needed to continue that process of finding ways. She said that she was perfectly okay with the Transfer Station closing for one day, as well as the Town Hall.

Mr. Fisher said that South Berwick just implemented a rule to not replace retiring people's positions. He suggested getting rid of percentage increases in pay.

Mr. Pomerleau said that he understood Mr. Moulton's point but they needed to put this in context of the impact on tax payers; that there was no more money in their pockets. He added that, when he retired, his taxes were about 25% of his mortgage and, at the pace that taxes have been rising in Eliot, within five years his taxes will equal his mortgage; that there was a limit to what they had. He said that they all appreciated the quality of their Town employees; that everyone he had ever worked with has been outstanding; that that was not the issue. He said that there was a limit to the money people had right now in this economy and they needed to stop the increases, whatever that took, and if that took a reduction in services, then so be it. He discussed his concern with departments focusing on impact to services and, using the 4-hour cut at the Town Hall as an example, he suggested they could stagger those cuts by individuals throughout the week and,

**BOARD OF SELECTMEN'S MEETING**  
**June 27, 2013 5:30PM (continued)**

conceivably, the public wouldn't even feel the impact; that there were alternative ways for making cuts without impacting services. He added that he thought closing the Transfer Station was a horrible idea; that it was a limited service to begin with and one everyone used. He thought that not transferring the ECSD from the Fire Station was long-term stupidity; that it was dangerous to have them there and that had already been decided; that compared to the \$500,000 for a new building that (the school) was a bargain and they should get them over there, it was a long-term savings for the Town. He added that they needed to start looking at this from a tax payer's perspective; that when one started thinking another \$100 was not that much but, when someone was choosing between fuel and medicine and food, it hurt.

**7:00 PM** Ms. Rawski discussed positions coming up for retirement, not replacing them, shifting the duties onto other staff and, in the same breath, they were talking about reduction of hours. She said that, if they looked at towns around them, the Town was minimally staffed compared to most municipal offices and, in every department, they were all already doing a lot of duties; that to eliminate a position and spread those duties out onto the other people and, then, to not allow them to have over, or not even, 40 hours a week to do that was a lot to ask. She said that she had to say this; that she knew a lot of town clerks around the area and Eliot was really minimally staffed for the workload they do; that people needed to look at what each office did individually, what each department did individually.

Mr. Moynahan said that they appreciated the input from everybody who has commented tonight. He added that the Board was tasked to come up with some reductions; that they had some decent dialogue tonight as far as how to move forward; material would be coming from department heads; that Wednesday they would have to make some difficult choices.

Mr. Hirst urged the ECSD Director to reconsider her no-cut suggestion.

Ms. Muzeroll-Roy said that she didn't say that she would not cut; that she said she didn't know where else she was going to cut.

Mr. Hirst urged her, then, to find some place for Wednesday with the anticipated savings.

**7:03 PM** Mr. Moynahan said that he forwarded to everyone the proposed contract between the Town of Kittery, the Town of Eliot, and the Police Chief. He discussed minor changes and that he would have this on Wednesday's agenda, also

**Old Business (Action List):**

This was not discussed tonight.

**BOARD OF SELECTMEN'S MEETING**  
**June 27, 2013 5:30PM (continued)**

1. Route 236 Sewer Expansion Project reports, updates, and schedules – Questions from Route 236 Ad-Hoc Committee - Mr. Blanchette
2. Sewer Contract/IMA – Schedule IMA/Kittery Meeting for presentation - Mr. Moynahan, Mr. Murphy, Mr. Marchese, Mr. Moulton and Mr. Blanchette
3. Police Union Contract – Mr. Moynahan, Mr. Dunkelberger, Mr. Blanchette, & Chief Short
4. Community Service Space: Relocation to Elementary School – explore school space – fit up costs, service impacts, insurance, MSAD #35 contract, CSD Director – Mr. Dunkelberger, Mr. Hirst, & Mr. Blanchette
5. Town Manager – schedule workshop; include Comp Plan Implementation Committee
6. Dispatch Service/Ambulance Contract – Contract with Kittery, request from same, costs – BOS, Mr. Muzeroll, Mr. Short
7. Policy creation/review – debit card, video-streaming, website management
8. Employees – cross-training, charting earned times, job descriptions - BOS
9. Liaisons to boards, committees, and commissions – review existing members, try to fill open spots; Committee/Board – Mission Statement Review - BOS
10. Budget Preparation - BOS
11. Auditor – financial statement, management letter, finance director, personal property tax, fixed asset management - BOS
12. Regionalization – explore areas of potential collaboration, cost reductions & enhancements to services – Mr. Moynahan, Mr. Hirst
13. Legal issues – pending and Consent Agreements – Eliot Shores, PSNH/Sierra Club, Mr. Bogannam - BOS
14. Sewer User Rates, reserved allotments, odor, maintenance– Sewer Committee, Underwood Engineers, Mr. Moulton
15. Department Heads – monthly reports, employee reviews, financial oversight, policy reviews, and department reviews - BOS
16. Research grant opportunities – AED's for Town buildings

**BOARD OF SELECTMEN'S MEETING**  
**June 27, 2013 5:30PM (continued)**

17. Comp Plan follow-up
18. Pending new unions

**Selectmen's Report:**

There were no Selectmen's reports tonight.

**Other Business as Needed**

There was no other business tonight.

**Executive Session**

There were no executive sessions tonight.

**Adjourn**

There was a motion and second to adjourn the meeting at 7:05 PM.

**VOTE**

**4-0**

**Chair concurs**

---

**DATE**

---

**Mr. John J. Murphy, Secretary**