

**Eliot Select Board Meeting
Thursday, April 23, 2020 at 5:30 pm
At the Eliot Municipal Offices
This meeting will be held "virtually"**

**** Activate Video Streaming and Microphones ****

AGENDA

- A. Call to Order:**
- B. Roll Call:**
- C. Pledge of Allegiance:**
- D. Moment of Silence:**

- E. Public Comment / Requests:**

- F. Approval of Minutes of Previous Meeting(s): Regular Meeting Minutes of April 9, 2020 (remote webex meeting)**

- G. Department Head/Committee Reports:**
 - 1) TIF Committee: Business Survey Results / Consulting Contract / New Timeline**
 - 2) Sewer Rate Review and Budget**
 - 3) School Committee: Keri Tice: Extend Date of Resignation**

- H. Administrative Department/Department Head Reports:**
 - 1) Town Manager Report(s)**
 - a. Financial Reports**
 - b. MDOT Turtle Project**
 - c. Foreclosed Land Report**
 - 2) Create Ad Hoc Building Committee (3rd Reading)**
 - 3) Employee Recognition Program (2nd Reading)**
 - 4) Planning Fees (Concept)**
 - 5) Notice of Postponement of Town Meeting**
 - 6) Acceptance of Grant to AIP**
 - 7) Approve Warrants:**
 - a. A/P Warrant # 119 \$ 903,484.95**
 - b. A/P Warrant # 121 \$ 11,603.70**

- I. New Business:**

- J. Old Business:**

- K. Selectmen's Reports:**
 - 1) Seeking Committee Members: New Building Committee**

- L. Executive Session:**

- M. Adjourn:**

Eliot Select Board Meeting

April 23, 2020 @ 5:30 PM

Remote Meeting Held via WebEx Due to COVID-19

Watch Meeting @ Town Hall Streams https://townhallstreams.com/towns/elliott_maine

Public Meeting Participation – Email

Send email inquiries / comments in advance or during the meeting to Dana Lee, Town Manager townmanager@elliottme.org.

Call 1-408-418-9388 *charges may apply depending on service provider

- **Enter Meeting Number: 624 434 749 followed by #**
- **Enter Meeting Code: 03903 followed by #**
- **You will now be connected by voice only to the meeting**

Communication / Participation Process

Once you are accepted into the meeting by the host you will be muted until the Select Board, Town Manager, and any Official Meeting Participants have ended their discussion on each agenda item. At this time, you along with any other call-in participants will be unmuted one by one in the order that you joined the meeting, asked to identify yourself and allowed the opportunity to ask questions or make comment. Once each caller has made comment / inquiry they will be muted again and the next caller will be opened for comment and so on. We do ask that you disconnect the call if you have no further comment. Any new callers or callers who still remain after each agenda item will again be called upon in the order the call was received. Thank you in advance for your patience and understanding, this is our first meeting of this type and we will do our very best to accommodate everyone's right to participate.

Draft SELECT BOARD MEETING and PUBLIC HEARING
April 9, 2020 5:30PM
(Remote Meeting)

Quorum noted

A. 5:30 PM: Meeting called to order by Chairperson Donhauser.

B. Roll Call: Mr. Donhauser, Mr. Orestis, Mr. Lytle, and Mr. McPherson.

Mr. Donhauser wished residents good health during this difficult time and thanked the medical professionals and public safety officials for the efforts they are putting forward. He noted that, to get the most up-to-date information regarding Town operations, you can visit the website and look up COVID 19 on the Town webpage. He also said that there is a new EliotStrong Facebook group if you need help. Please call the Town office, as well, if you need help.

C. Pledge of Allegiance recited

D. Moment of Silence observed

E. Public Comment:

5:32 PM Mr. Donhauser explained how residents could participate in this meeting.

There was no public comment.

F. Approval of Minutes of Previous Meeting(s)

5:31 PM Motion by Mr. Orestis, second by Mr. McPherson, to approve the Special Select Board Meeting minutes of March 11, 2020, as written.

Roll Call Vote:

Mr. Donhauser – Yes

Mr. Lytle – Yes

Mr. Orestis – Yes

Mr. McPherson - Yes

Unanimous vote to approve motion.

Motion by Mr. Orestis, second by Mr. McPherson, to approve the regular meeting minutes of March 12, 2020, as written.

Roll Call Vote:

Mr. Donhauser – Yes

Draft SELECT BOARD MEETING and PUBLIC HEARING
April 9, 2020 5:30PM (continued)
(Remote Meeting)

Mr. Lytle – Yes

Mr. Orestis – Yes

Mr. McPherson - Yes

Unanimous vote to approve motion.

G. Department Head/Committee Reports

5:33 PM 1) TIF Committee: Engineering Price Proposals – Award Contract

Mr. Lee said that the TIF Committee is unanimously recommending Underwood Engineering as the price proposals came in very far apart. Underwood Engineers bid was \$154,979 (estimate). Wright Pierce bid in excess of \$794,950 (estimate).

Mr. Donhauser said that the TIF Committee reviewed both proposals in detail and could not find the reason for the significant difference other than, perhaps, Underwood's familiarity with our system.

Mr. Donhauser moved, second by Mr. McPherson, that the Select Board accept the proposal for engineering services from Underwood Engineering in the amount of \$154,979, with respect to our TIF engineering.

Roll Call Vote:

Mr. Donhauser – Yes

Mr. Lytle – Yes

Mr. Orestis – Yes

Mr. McPherson - Yes

Unanimous vote to approve motion.

5:35 PM 2) Stormwater Bid: Tidy Road

Mr. Donhauser said that this is recommended to be taken from the Stormwater budget as it was caused by a failing drainage structure and the DPW Director and Town Manager recommend the bid be awarded to William Shapleigh & Son for \$95,107. He asked how many bids we received.

Mr. Robinson said that he reached out to four contractors and received back to bids, one from William Shapleigh & Son and one from N.P. Giroux Excavating.

Mr. Orestis asked if we should waive the three-bid rule first.

Draft SELECT BOARD MEETING and PUBLIC HEARING
April 9, 2020 5:30PM (continued)
(Remote Meeting)

The SB agreed.

Mr. Orestis moved, second by Mr. McPherson, that the Select Board waive the three-bid rule in light that the DPW Director reached out to four contractors and only received bids from two.

Roll Call Vote:

Mr. Donhauser – Yes

Mr. Lytle – Yes

Mr. Orestis – Yes

Mr. McPherson - Yes

Unanimous vote to approve motion.

5:38 PM Mr. Orestis moved, second by Mr. Lytle, that the Select Board accept the proposal from William Shapleigh & Son in the amount of \$95,107.

DISCUSSION

Mr. McPherson asked when the estimated time was when this would be done.

Mr. Robinson said that, according to the Army Corps of Engineers, it has to be done between July 15 and September 30. It will have to be done before school starts because there is only one way in and out in that area, which both contractors know about.

DISCUSSION ENDED

Roll Call Vote:

Mr. Donhauser – Yes

Mr. Lytle – Yes

Mr. Orestis – Yes

Mr. McPherson - Yes

Unanimous vote to approve motion.

H. Administrative Department

5:40 PM 1) Town Manager Report(s)

There were no comments.

Draft SELECT BOARD MEETING and PUBLIC HEARING
April 9, 2020 5:30PM (continued)
(Remote Meeting)

a. MSAD #35 Budget Summary

Mr. Lee said that the total Eliot assessment is going from \$9.95 million to \$10.2 million or 2.44%. South Berwick's portion is going up 2.59%. The School held the overall increase to 2.5%.

5:42 PM 2) Request for Enterprise Budgeting: Pay-to-Throw Bags

Mr. Lee said that there is a section in our policy regarding using enterprise funds, which could be used for this. We decided we needed to swap vendors, got a better price, and need to up-front the cost of the bags; that we didn't budget for that. We did an analysis of what we make when we sell all the bags, which will far exceed the amount we need for up-front money to buy the inventory. He wanted the SB to be aware that there would be an expenditure from Solid Waste.

Mr. Robinson added that we want to buy a year's worth of bags because it will be a lower cost than buying them 2-3 times a year.

Mr. Lee said that we would manage the bags entirely within the Town. There will be no more vendors that handle bags.

It was agreed that the updated policy allows Mr. Lee to move forward with this.

5:45 PM 3) Create Ad Hoc Building Committee (2nd Reading)

Mr. Lee wanted to know if any Board members had any input on Article 2 – Duties, specifically.

Mr. Orestis said that he had a couple of ideas that he hadn't gotten to Mr. Lee and asked if we could hold off on a motion for one more meeting.

It was the **consensus of the SB** to carry this to the next meeting.

5:48 PM 4) Employee Recognition Program (1st Reading)

Mr. Lee discussed the draft he has drawn up, calling it the Eliot MVP Award. Each staff member from each department would vote for one of their own. Those names would go together into a random drawing to be done twice a year. Staff members would be selected based on things like keeping morale up, effectiveness/hard work, best teammate, problem solver. All nominees would be mentioned at a Select Board meeting and the winner would get a framed MVP certificate and a little something extra. No staff member would be able to win back-to-back. He wanted to know if the SB liked the way he structured it. He

Draft SELECT BOARD MEETING and PUBLIC HEARING
April 9, 2020 5:30PM (continued)
(Remote Meeting)

would also like to re-start, once we are through this pandemic, the Christmas Party we used to hold in appreciation for all the Town staff.

5:51 PM

Mr. Donhauser liked the idea of recognizing staff members who work hard or do something over-and-above. He also agrees that it shouldn't be a popularity contest.

The SB agreed that they liked the idea, as well.

5:54 PM

5) Certify Public Safety Impact Fee Ordinance

This has to be certified as a true copy so that it can go on the ballot.

Mr. Donhauser moved, second by Mr. McPherson, that the Select Board certify the Public Safety Impact Fee Ordinance, as presented.

Roll Call Vote:

Mr. Donhauser – Yes

Mr. Lytle – Yes

Mr. Orestis – Yes

Mr. McPherson - Yes

Unanimous vote to approve motion.

6) Certify Corrected “Amendments to Chapter 1, Section 1-2” (Land Use)

A correction had to be made to Item 6), which is part of our land use code, and needs to be certified as a true copy, as well.

Mr. Orestis moved, second by Mr. Lytle, that the Select Board certify Amendments to Chapter 1 – General Provisions, Section 1-2 of the Municipal Code of Ordinances for the Town of Eliot, Maine.

Roll Call Vote:

Mr. Donhauser – Yes

Mr. Lytle – Yes

Mr. Orestis – Yes

Mr. McPherson - Yes

Unanimous vote to approve motion.

Draft SELECT BOARD MEETING and PUBLIC HEARING
April 9, 2020 5:30PM (continued)
(Remote Meeting)

5:57 PM 7) Approve Town Meeting Warrant and Sign Public Hearing Notice for 5/7/2020 on Warrant Articles

Mr. Donhauser discussed another warrant article the SB would like to add – Undesignated Fund, Article #31. It has been suggested that we use the ability to use \$200,000 out of Undesignated Funds surplus related to COVID-19 pandemic issues.

Mr. Lee said that Kittery just had the same discussion because they just don't know what their cashflow is going to be and we recommend having this should this pandemic cost the Town in any number of ways.

Mr. Donhauser noted that this would take a unanimous vote by all SB members to use this money out of Undesignated surplus. Our surplus is at least \$3 million dollars and we are only looking, if necessary, to invade by unanimous vote perhaps up to \$200,000. I think this is a prudent thing to do – to add this article to our warrant.

6:00 PM Mr. Lee said that there was one other change, which we noted this afternoon. Article #6 is changed to read \$27,107 as last year's appropriated amount.

Mr. Orestis noted that our vote on this article is not included.

Mr. Orestis moved, second by Mr. Lytle, that the Select Board approve the Annual Town Meeting/Election Referendum Town Warrant for Tuesday June 9, 2020, to include Article #31, and to include the Public Hearing Notice for May 7, 2020.

DISCUSSION

Mr. Lee said that the Governor is talking about pushing the election back to July 14th. If that's the case, then we would have to change this and re-certify or re-issue it. For now, we are going to move forward as we were. As long as we don't post it, then we could change the date and meet the requirements for posting.

Ms. Rawski said that, regarding the approval for the Public Hearing May 7th, if that changes and we get the official word from the Governor that elections are being pushed out to July 14th, we may want to consider doing a revision to the Public Hearing date, as well.

DISCUSSION ENDED

Roll Call Vote:

Draft SELECT BOARD MEETING and PUBLIC HEARING
April 9, 2020 5:30PM (continued)
(Remote Meeting)

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Mr. Donhauser – Yes
Mr. Lytle – Yes
Mr. Orestis – Yes
Mr. McPherson - Yes

Unanimous vote to approve motion.

6:06 PM 8) Approve Warrants

Mr. Donhauser moved, second by Mr. Orestis, that the Select Board approve A/P Warrant #109 in the amount of \$74,977.33, dated March 6, 2020; A/P Warrant #111 in the amount of \$942,215.58, dated March 12, 2020; A/P Warrant #113 in the amount of \$71,458.88, dated March 18, 2020; A/P Warrant #115 in the amount of \$56,024.16, dated March 25, 2020; A/P Warrant #117 in the amount of \$8,161.48, dated April 1, 2020.
Roll Call Vote:

Mr. Donhauser – Yes
Mr. Lytle – Yes
Mr. Orestis – Yes
Mr. McPherson - Yes

Unanimous vote to approve motion.

I. New Business:

There was no comment.

J. Old Business:

There was no comment.

K. Selectmen's Report:

1) Seeking Committee Members: New Building Committee

There were no Selectmen's reports tonight.

L. Executive Session

There was no executive session. The SB will hold a special meeting on April 16, 2020 regarding an executive session.

Draft SELECT BOARD MEETING and PUBLIC HEARING
April 9, 2020 5:30PM (continued)
(Remote Meeting)

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M. Adjourn

There was a motion and second to adjourn the meeting at 6:13 PM.

VOTE

4-0

Motion approved

Respectfully submitted,
Ellen Lemire, Recording Secretary

Mr. Richard Donhauser, Chair

Date approved:

CORRESPONDENCE # G-1
SELECTMEN'S MEETING
04/23/20

Dana and Ed,

I am attaching the final results of the Eliot TIF survey. I had hoped to do it on Friday but we lost power on Thursday afternoon and did not get it back until Saturday morning. We sent out 36 surveys and received back 22 surveys. This is a response rate of 61.1%. I have a few observations which I will list below. I tried to capture the tenor of the comments but there were too much to list. It will be interesting for you both to look at the survey responses and comments. Not sure when I can get them to you but hopefully soon.

- There was pretty strong support for hooking up to the public sewer system
- There was less support for hooking up to the public water system, but it was still strong
- Cost was the biggest issue for responders and most would like information on the potential costs
- Eight of the respondents said that public water/sewer would lead to growth. Five (or 22.7% of the total) responded they were unsure so if you potentially add those in I think you could say it will definitely lead to growth.

If you have any question let me know and we can connect.

Stay safe,

Chuck

Chuck Morgan
Economic Development Director
SMPDC
110 Main Street, Suite 1400
Saco, ME 04072
207-571-7065
www.smpdc.org

POTENTIAL TIMELINE / STEPS FOR TIF PROJECT

Updated 03/16/2020

Activity Description	Date	Status
TIF Comm / Engineer Meetings re: Design Options	Jan. thru May, 2020	
TIF Comm. Recommendation Work Shop	3/24/2020	Cancelled
Recommendation to Select Board	4/9/2020	Complete
Award of Engineering Services	4/10/2020	Complete
Kick of Meeting	TBD	
Receipt of 70% Engineering Deliverables and Budget	8/21/2020	
Approve wording of ballot question	8/25/2020	
Receipt of 100% Engineering Deliverables	TBD	
Survey of TIF property owners		
Draft of Survey Questions from SMPDC	1/13/2020	Complete
Approval of Final Draft	1/17/2020	Complete
Mailing of Survey Questions	by 1/31/2020	Complete
Receipt of Results from SMPDC	3/3/2020	Complete
Second Mailing of Survey Questions	3/13/2020	Complete
Final Results from SMPDC questionnaire	Mid April	
Business development study for Rte. 236		
Discusss with SMPDC for services	2/24/2020	Complete
Inquiry letter to Planning and Business Consultants	3/6/2020	Delete
Receipt of Proposal from other consultants	3/27/2020	Delted
SB approval to award to SMPDC	Mid April	
Kittery Water District Coordination		
Preliminary meeting with KWD	by 1/22/2020	Complete
Presentation to KWD Board	4/1/2020	Postponed
KACTS Traffic Study		
Receipt of proposal from KACTS	4/10/2020	Complete
Review of proposals and response to KACTS	4/15/2020	
Award of study	TBD	
Citizen Outreach	June thru Oct., 2020	
Joint meeting with Planning Board & Planner	tbd	
Town Meeting	tbd	
Meeting(s) with community groups	tbd	
Town Vote / Revenue Bond	Nov. 2020	
Final Engineering / Specs / Contractor RFP	TBD	
Coordinate Bidding of Contractor w/ State's Work	TBD	
Bid Contractor	TBD	
Construction	TBD	

February 4, 2020

Dear Eliot Property Owner.

The Town of Eliot is planning to use Tax Increment Financing money (TIF) to extend public sewer and public water (hydrants too) along Rte. 236 where you own property. If approved by the voters in November, 2020, this work is expected to begin in late 2021 or early 2022 in conjunction with planned roadway improvements by Maine Dept. of Transportation.

The Town has contracted with Southern Maine Planning and Development Commission to conduct outreach to the affected property owners so that we can better understand what economic impacts this infrastructure work will mean for you. Please take a minute to respond to this short survey. We have included a self-addressed stamped envelope for your convenience. For those of you who would prefer a phone call or face-to-face meeting, please contact Chuck Morgan at cmorgan@smpdc.org or (207) 571-7065. Additional information is available at www.eliotmaine.org

BEGIN SURVEY

1. If public sewer became available to your property, would you connect to it?

16 yes 2 no 4 unsure

Yes ☐ No ☐ Unsure ☐

If you are unsure or the answer is no, could you let us know the reason why?: cost, septic system works well _____

2. Would you stay on your current septic system or tanks?

4 yes 12 no 5 unsure 1 answered n/a

Yes ☐ No ☐ Unsure ☐

If the answer is yes are you aware of the Eliot's ordinance relating to voluntary connection to public sewer – exceptions and if no would you like a copy of the ordinance?: _____

3. Would you like information about the potential costs of connecting to public sewer?

21 yes 1 no

Yes ☐ No ☐

4. If public water became available to your property, would you connect to it?

11 yes 5 no 2 unsure 4 answered n/a

Yes ☐ No ☐ Unsure ☐

If you are unsure or the answer is no could you let us know the reason why: already connected to public water, currently have adequate water flow

5. Would you likely stay on your well water?

6 yes 10 no 2 unsure 4 answered n/a
Yes ☐ No ☐ Unsure ☐

Comments:

6. Would you like information about the potential costs of connecting to public water?

13 yes 5 no 3 answered n/a 1 did not answer question
Yes ☐ No ☐

7. Are you concerned about fire protection for your property?

8 yes 12 no 0 unsure 2 did not answer question
Yes ☐ No ☐

8. Would the provision of public water and sewer likely lead you to expand / grow your business?

8 yes 8 no 5 unsure 1 did not answer question
Yes ☐ No ☐ Unsure ☐

If the answer is yes please let us know how this would or could help your business to grow:

9. Please specify what you believe will be the biggest obstacle / deterrent to connecting to public sewer or water?

Comments: cost, just upgraded private septic system

10. Would you like to talk with someone about the various programs available to help support business growth and expansion (e. g. financing, permitting, etc.)?

6 yes 13 no 3 did not answer question
Yes ☐ No ☐

Please provide your name, phone number and email address so that we can keep you informed of progress on the Eliot municipal sewer and water project: _____

Thank you for your time and effort. We appreciate your thoughts and comments.

Please return this survey in the self-addressed stamped envelope by Friday, February 21, 2020.



To: Dana Lee, Town Manager, Eliot
From: Lee Jay Feldman, Director of Planning
Date: April 9, 2020
Re: **Revised Proposal for Route 236 Corridor Analysis**

Dana, we at SMPDC would like to thank you for reaching out to us regarding a proposal to study the Route 236 Corridor from a Zoning and Economic Development perspective. In doing such a study it is important from our standpoint to include several issues and previous analysis that have occurred in regard to this corridor.

Understanding that there will be both sewer and water extended up the Route 236 corridor provides an opportunity for the community to develop this area in a manner that supports the desires of Eliot residents. In undertaking this process, we will utilize a number of tools that we currently have at our disposal including:

- A community survey
- Planning Decisions (Charles Lawton) Economic Development study
- Gorrill Palmer Route 236 Corridor Analysis
- We will also work closely with any consultant chosen through the KACTS process to analyze access management issues along the corridor

It is our understanding that the analysis for this project will occur on Route 236 from from Bolt Hill Road to just south of the swamp area next to the middle school approximately 2,5 miles and serves roughly 18,000 vehicles per day.

Study Components

Zoning analysis will consist of the following components in considering recommendations to this report:

- Look at current zoning along the corridor within the Tax Increment Financing District to first determine if the current type of zone still makes sense for the area. The review will determine if the correct mix of uses still works or the introduction of a different zone should be considered. This may include multiple zone recommendations as one part of the TIF area zoning analysis.
- Look at the acreages of potential usable land versus that of identified wetlands and other restricting factors which may not be available for development
- Review current access management issues in conjunction with the consultant and consider any zoning issues to assist in addressing access.
- Review stormwater requirements as they relate to development (impervious area) on sites.

Economic Development

The community survey showed that while Eliot residents support modest economic growth in the community the support is focused primarily on smaller businesses located on Route 236. The Lawton report followed up on this sentiment by making suggestions for actions on the 236 corridor.

The analysis of environmental conditions and current zoning in the study area will allow us to make some assumptions on the size of development that can occur in this area. Doing this will allow for analysis as to what can or cannot occur on a size and activity basis. It will not allow us to know what can or will happen on a specific business activity. However, the analysis should allow for an informed decision as to whether future activity on the corridor occurs within the parameters of community support.

Brownfields

SMPDC along with TRC our consulting firm for Brownfields would perform a windshield survey of properties along the corridor to do an initial assessment of potential Brownfields properties along the corridor. It should be noted that properties that may be identified as potential Brownfields properties are because of real or perceived environmental issues and does not mean that these properties have environmental issues. The Brownfields program can be used to confirm or deny any potential environmental issues.

Identification of regional economic development activity

As part of the study we would produce a limited scope of the recent economic development activity in southern York County (Berwick to York). This would not

April 13, 2020

be an in-depth study of trends and activity but rather types of businesses, size of businesses and location of businesses. Having an understanding of what is happening in close proximity to Eliot would allow for an analysis as to what levels and types of business activity could be expected on the 236 corridor.

Fee

We anticipate a fee of not to exceed \$8,500. If we exceed the budget for any reason, SMPDC will complete the work at no cost to the Town of Eliot.

Agreed.
Dana K. Lee
Dana K. Lee
4/13/20



CORRESPONDENCE # **G-2**
SELECTMEN'S MEETING
04-23-20

25 Vaughan Mall
Portsmouth, NH, 03801-4012
Tel: 603-436-6192 Fax: 603-431-4733

Technical Memorandum

To: Steven Robinson, Town of Eliot, Public Works Director
From: Meagan L. McCowan, P.E. & Keith A. Pratt, P.E.
Date: March 24, 2020
Subject: 2020 Rate Review

Introduction

In January 2018, the Eliot Sewer Department increased sewer rates to fund new debt service (an additional \$21,700 annually) and to replenish capital reserves (\$24,000 annually for 7 ½ years). This resulted in a suggested budget of approximately \$515k, and a consumption and quarterly base charge increase of 5%, and a quarterly reserve charge increase of 45% (approximately a 10% overall increase for the average user). Existing sewer rates are as follows:

Table 1: Existing Eliot Sewer Rates

<i>Unit Charge (quarterly)</i>	<i>Total</i>	<i>Portion for Reserves</i>
5/8 in. meter	\$111.52	\$31.26
3/4 in. meter	\$111.52	\$31.26
1 in. meter	\$154.48	\$42.34
1 1/2 in. meter	\$200.28	\$56.14
2 in. meter	\$322.06	\$90.28
3 in. meter	\$1,221.08	\$342.29
4 in. meter	\$1,554.50	\$435.75
6 in. meter	\$2,330.62	\$653.31
8 in. meter	\$5,458.98	\$1,530.24
Expansion Users (EDUs)	\$111.52	\$31.26
Unit Charge (annual)		
Flat rate charge	\$111.52	\$31.26
Multiple Units (units - meters)	\$111.52	\$31.26
Usage Charge (Volumetric)		
Unit Charge (per 100 cf)	\$6.08	

In 2019, the Eliot Sewer Department noted their actual revenues were \$615k, \$100k more than the target budget. In this memo, UE reviews the 2019 revenue and account data to understand the surplus and provide future rate recommendations.



Rate Review

UE noted that the 2014 rate model was used to estimate needed rate increases. UE compared actual 2019 information to assumed 2019 information in the 2014 rate model:

Table 2: Model Estimated and Actual Rate Data

<i>Parameter</i>	<i>Model Information</i>		<i>Actual Data</i>
	<i>2019 Estimated (2014 Model)</i>	<i>2019 Estimated (2020 Revised Model)</i>	<i>2019 Actual</i>
Number of Accounts	654	731	731
Metered Usage (gpd)	80,000	77,919	77,919
Account/Unit Revenue	\$302,314	\$338,862	\$351,192
Usage Revenue	\$237,348	\$231,172	\$236,988
Other Revenue	\$0	\$27,702	\$27,702
Total Revenue	\$539,662	\$597,736	\$615,882

The 2014 rate model assumed 654 accounts, metered usage of 80,000 gpd, and no other revenues. Using current rates and the 2014 model, UE estimated the total revenue to be \$539,600.

Based on 2019 data provided by the Sewer Department, actual 2019 accounts have increased to 731, metered usage has stayed relatively consistent at approximately 78,000 gpd, and an additional \$27,702 was generated in other revenues. Actual 2019 revenues were \$17,864 higher than the model predicted using updated account, usage and other revenue data, however were within 3% of actual revenues.

UE notes that the \$27,702 generated in other revenues is not entirely a stable revenue, as betterment, service and supplemental revenues will vary from year to year. The model is slightly conservative, which is desirable as it allows for variability in one-time fees.

In summary, the additional revenue generated in 2019 above anticipated revenue, was due to an increase in the number of accounts, and other revenue from betterment fees, supplemental fees, service fees and interest.

Budget/Expense Review

While 2019 revenues were higher than anticipated, UE suggests that a new target budget may be appropriate as shown in Table 3. The 2020 target budget is based on actual expenses from 2019.

Table 3: 2018 Estimated and 2020 Estimated Eliot Sewer Department Budget

<i>Budget Item</i>	<i>2018 Estimated</i>	<i>2020 Estimated</i>
General Expenses (70-01)	\$64,000	\$64,000
Pumping Station #1 (70-05)	\$15,000	
Pumping Station #2 (70-10)	\$15,000	\$85,000
Pumping Station #3 (70-15)	\$11,000	
Disposal to Kittery	\$160,000	\$160,000
Capital Reserves	\$94,000	\$94,000
Kittery Capital Improvements (Eliot Share of Dept)	\$28,000	\$40,000
Public Works Director Salary	\$30,000	\$36,000
Pumping Station Debt Service	\$98,500	\$98,500
Total	\$515,600	\$577,500

Recommendations

UE recommends the following based on the above analysis:

- Develop a 2020 budget of \$577,500. Assuming no “other” revenue, it may not be warranted to change rates at is time.
- Monitor revenues and expenditures in 2020.
- If revenues significantly exceed expenditures again in 2020, consider options for rate modifications in 2021.

Town Manager

From: Wendy Rawski
Sent: Wednesday, April 15, 2020 11:59 AM
To: Town Manager
Cc: Keri Tice
Subject: FW: Extend Resignation Date

Dana,

Please see Keri Tice's email below requesting to extend her official date of resignation as a School Board Director out to July 14th. Perhaps this could be added to the Select Board Agenda for April 23rd Meeting.

Thank you,

Wendy J. Rawski, CCM
Town Clerk
Town of Eliot, Maine
Established 1810
Phone: (207) 439-1817 ext. 100
Fax: (207) 439-1415

-----Original Message-----

From: Keri Tice <keri.tice@rsu35.org>
Sent: Wednesday, April 15, 2020 11:47 AM
To: Wendy Rawski <wrawski@eliotme.org>
Subject: Extend Resignation Date

Hi Wendy,

This email is to officially inform the Select Board that my resignation date should be extended from June 9, 2020 to July 14, 2020. If election day is moved again, my intention is to remain in my school board director position until election day.

Please let me know if you need anything further.

Thank you,

Keri Tice

Town Manager Report

CORRESPONDENCE # H-1
SELECTMEN'S MEETING
04/23/20

To: Board of Selectmen

From: Town Manager

Tues., March 31

- Responded to about 40 emails through the day; lots of town manager collaboration on how to handle things
- Process Dig Safe notices
- Responded to reporter's questions
- Discussed public messaging / content with Clerk
- Updated SB agenda
- Discussed Tidy Road bids / funding with DPW; more than we thought
- Assisted a P.B. applicant get answers
- Confirmed sending the no-more private sewer maintenance by town letter to be included in sewer billing and notice not to flush wipes
- Had staff work with streaming and It to set up Webex meetings
- Completed final sign off on the audit
- Rec'd and reviewed a technical memo from Underwood re: sewer budget / rate adequacy; for a future SB discussion

Wed., April 1

- Responded to 40+ emails through the day
- Dealing with insurance company on a sewer cap claim; disputed claim
- Shared State info on taxes, exemptions, etc having deadlines extended
- Worked on budget newsletter and warrant
- Decision to extend partial closure for another week made and communicated
- Worked on P and C application materials
- More discussion / revision to thinking about Tidy Road; stormwater event
- Spoke to a lady who needed her road sign replaced after limb fell and crushed it; DPW ordered it
- More work on remote meeting; conforming what we must allow and what we do not have to allow
- Decided to close play equipment; wrapped police tape around them
- Discussed opening up other waste centers that do not require attendants touching bags / recyclables; DPW checked on food waste vendor, etc.; opened up a couple of areas; communicated that to Wendy for posting

Thrs., Apr. 2

- Kept up with daily emails from staff and other managers
- Submitted a couple of "shovel-ready" project ideas to SMPDC – they are gathering these for a Governor's proposed infrastructure bill; more of this will be taking place (ideas for Eliot?)
- Confirmed the changes at Transfer were done for Saturday opening; they were
- Attempting to find out the plan for PB meetings; they are reluctant

- Gave feedback to the AIP about a bench grant they want to pursue; need plans
- Responded to Mr. Tessier re: transfer station operations
- Stopped in office to sign some
- Received and shared warning about scams being done on residents and towns
- Spoke with DPW about maybe getting one or two guys around for minor projects, but they don't feel safe; the new mechanic has been coming in some to help Steve
- Continued work on newsletter and warrant
- Worked on SB agenda items
- Final update to agenda; distributed

Fri., Apr. 3

- Gathered the documents, etc. needed for the SB packets; left at 1 so that Melissa could put together packets
- Responded to 30+ emails
- Returned 3 phone calls
- Checked in with the CI&E Chair about the electrician doing the proposal for Frost Tufts park / other lighting issues (pavilion)
- Test runs being done with SB members on remote access
- The guy from streaming video came and hooked us up with that also
- More calls re: disputed Mast Cove Rd. sewer cap claim
- Shared CMP info about upcoming line work
- Discussed today's update with Town Clerk; requested staff send her any updates
- Received and reviewed the Spinney Creek / Hobbs Circle stormwater design; concerned that this bid set may come in real high like Tidy Road; checked remaining funds
- Clerk sent out the 2020 mooring notice; mostly to be done by mail, can register boats on-line

Sat., Apr. 4

- Finished first draft of the newsletter
- Spoke to Phil S. about the use of fund balance article
- Amended warrant with new article; also amended newsletter; distributed for review
- Shared the Governor's Disaster Declaration
- Spoke to a lady very concerned about her parents having to go to the post office; no mailbox units at VoGB; told CEO to contact developer and fix it asap
- Checked in on a check that didn't make it to a vendor; it was in the delayed AP

Sun., Apr. 5

- Updated my employment contract and wrote out goals for 2020; sent them to Chair for preview
- Sent an email suggesting a special meeting just on the contract
- Advised SB about a use of UFB article

Mon., Apr. 6

- More follow up with the concerned postal lady
- Followed up with attorney and CEO re: junk truck yard; time to crack down
- Tried a test run on Web Ex; no luck

- Sent out applications to 11 staff for their “bonding” against theft
- More on the AIP benches idea
- Updated the budget newsletter

Tues., Apr. 7 (thru 3:15)

- Had a meeting with Treasurer re: cashflow
- Emailed / communicated with DPW / Treasurer and CI&E Chair re: proposal for lighting design at parks
- Responded to 30 or so emails
- Issued an email to SB and staff re: spending curtailment
- Gave the final, signed private sewer letter for the upcoming mailing
- Discussed reminding people not to flush sani-wipes
- Requested PB Chair advise me of meeting plans going forward
- Advised postal lady of developer’s response
- Confirmed with Chair, Clerk, staff and SB about continuing partial closure per Governor’s order to 4/30
- More on the junk truck yard
- More Dig Safe reviews by DPW
- Received an MDOT notice: re: upcoming turtle crossing work on 236; lane closures; requested it be posted; shared
- Called M. Meyer and AIP Chair about the grant / efforts / level of need; Eliot Strong has served around 50 people and have 1,000 subscribers
- Met with Trsr. and Town Clerk re: Governor moving election. Sent out a memo
- Followed up with PW on a couple of projects that he may want to do despite the spending cap; we will discuss
- Town Clerk finished today’s summary Covid update for web; sent to SB
- Updated the newsletter with some changes
- Evening: Email with PB Chair and LUAA re: PB meetings

Wed., Apr. 8

- Read / responded to several overnight emails
- Updated the form of the CIP and had treasurer check it – sent to two BC members for approval
- Spoke with Town Clerk for a bit
- Tested WebEx with cell phone; it worked
- Sent a reminder to staff about Faithful Performance Bond applications needing to be done
- Spoke to MDOT official about re-routing traffic to 101 when they do the turtle crossing
- Sent notice of turtle crossing to SB and pub. safety officials
- More follow up with the P and C Insurance application; sent latest audit; affirmed several changes in values / items on insurance schedule
- Studied / responded to sewer technical memo; asking Treasurer to enter the sewer budget at \$577,500 estimated revenue and expenses

- Met with PW Director; mechanic is installing (two) 220-gallon bulk storage tanks for hydraulic and motor oil; Irving gave us the tanks, pumps as long as we buy from them and they are very competitive
- I also instructed him to continue with the \$35-\$40,000 Julie Lane paving in the Spring, but to hold off on \$145K River Road (cashflow concerns)
- Also, the guys agree to come in next week to haul crushing materials – one in loader, one in truck, etc. – social distancing; the crusher guy is coming.
- Nice discussion with a fellow on Eliot Strong; we discussed what additional resources could be brought to bear to help our volunteers
- Sat in on a “Zoom” KACTS meeting; Kittery’s Government Street fed / local project funding; also discussed JLUS study re: PNS parking / traffic issues
- Filled out some grant application forms for AIP Chair; sent them back to her
- Participated in a test WebEx session
- Police reported that have N95 masks and some PPE now
- Fire Chief dropped off some face masks / gloves for staff

Thrs., Apr. 9

- Spoke to the Town Clerk at some length
- Tested the WebEx connection again – 45 mins
- Assisted with round 2 of the AIP \$1,000 grant to support our volunteers on Eliot Strong
- Helped DPW with IT / WebEx
- Responded to numerous emails
- Worked on supplemental agenda prep and review
- More IT / remote discussions (e.g. how to do an executive session remotely, etc.)
- Emailed TIF committee re: business development / planning consultant; how to proceed
- Updated a developer on Planning Board meetings’ future
- With DPW, assisting a group doing roadside trash pick up; we provide and pick up full bags.
- Met with town clerks and AAs (remotely) to message how to participate as a member of the public in the SB meeting;
- Some back and forth with SMPDC re: business consulting on TIF
- Reviewed all SB materials
- Sent out waiver request on boiler inspections (from state) to our other buildings; I don’t think it impacts us – not high-pressure vessels; PW has a compressor...
- Reviewed TIF Annual report for the Chairman
- Reviewed a land use code proposed change that would better spell out that we can collect fees to do technical reviews of complex planning submissions
- Had a chance to talk with Selectman McPherson for a few minutes
- Found one final number to change on the warrant (#6 last year approp.)
- Held our first remote SB meeting

Fri., Apr. 10

- Reviewed and responded to a few emails

- Chatted with Trsr. and Town Clerk about the meeting
- Sent out three items for docu-signatures
- Received and reviewed another annual report (CI&E)
- Requested charter advice from attorney in case state wants to move the election. Does our Charter allow us to change from June
- Advised engineering bidders of our decision
- Sent some stuff out to the TIF committee re: SMPDC consulting proposal to review our zoning / allowed development along 236, etc.
- Staff and I discussed a couple of warrant issues that will need to be corrected; awaiting legal advice
- Losing engineering firm contacted me to see Underwood's proposal; sent it over
- We got the proposed cost of the table of uses / zoning study (SMPDC) cut in half – from \$17,000 to \$8,500
- Called the Police Chief just to check in; see if Police needed anything
- Drafted an agenda for 4/16 special meeting
- Copied evaluation forms for SB
- Spoke to Keith Pratt (engineer) for a while
- Did some filing
- Advised all that I'll be working exclusively from office
- Working with AAll, re-sending compensation survey to non-responding towns
- Posted a note to all the people on the NextDoor app that are picking up roadside waste; thanked them and gave the number to PW so they can ask for bags and have Steve pick up full bags – nice!
- Called the lighting designer (frost-tufts, courts, etc.) to make sure he got the contract; left message
- Some back and forth with a resident questioning the legality of moving the election date; questioning why the BC did not make a recommendation of the UFB article, etc.
- Sent Selectman Orestis the Building Committee bylaws
- G.A. has had five cases so far since start of this
- Re-did the big to do list
- Thank fire / police and CSD for the Easter Bunny parade
- Rec'd three bid proposals in response to the 236 KACTS grant we received; must read and score; sent to SB and TIF Comm.
- Discussed a couple sewer billing oddities with Town Clerk

Mon., Apr. 13

- Checked weekend emails
- Emailed BC Chair requesting recommendation on using UFB
- Discussed Mr. Pomerleau's ideas with Town Clerk re: re-doing citizens option
- Confirmed consulting work by SMPDC, under TIF funds, to review our table of uses / zoning in light of incoming sewer and water
- Rec'd and reviewed the survey we sent to TIF property owners re: if they hook up, etc.
- Drafted the next SB agenda and printed some materials for the packets

- 211 • Spoke with Fire Chief for a bit about today's windstorm and getting a copy of the county
- 212 EMA plan; tower repeater on pause – COVID
- 213 • Approved a discount on a sewer bill; exterior sill cock broke and leaked
- 214 • Spoke with DPW re: Tidy Road, Army Corps – can we get in earlier to build the
- 215 temporary road
- 216 • Advised WasteZero that we are terminating their waste bag contract and to refund any
- 217 funds in our account
- 218 • Returned a call to a resident who wants to restore recycling
- 219 • Met with Town Clerk to review legal advice re: moving election form and notice
- 220 • A lot of back and forth with Atty. Saucier re: postponing town meeting and related
- 221 hearings, etc.
- 222 • Drafted a Postponement Notice
- 223 • Had Clerk post special meeting agenda and discussed who would host, how that would
- 224 work
- 225 • More emails through the day, including getting the PB / BOA up and running again like
- 226 SB is doing
- 227 • Amended the Building Committee By-Laws
- 228 • I read through the CIP comments made by BC members working with us to reformat it
- 229 • Responded to reporter's question about elections
- 230 • Updated the SB agenda

231 Tues., April 14

- 232 • Reviewed / responded to emails
- 233 • Discussed re-formatting the newsletter and warrant for 7/14
- 234 • Updated agenda
- 235 • Updated the newsletter
- 236 • Returned all faithful performance bond applications to MMA
- 237 • Got permission from the Army Corps to proceed on the temporary road on Tidy Road
- 238 earlier than the 7/15 start time they first indicated
- 239 • Discussed installing a remote drop box; we have one, just needs to be installed
- 240 • Received a couple more compensation surveys; AAIL is compiling the data; Called So.
- 241 Berwick to clarify their responses
- 242 • Spoke to school officials for a while about moving the vote, using the school, some legal
- 243 advice that we received, etc
- 244 • Spoke to Selectman Lytle for a bit
- 245 • Left a message for the Kittery TM re: her request to the Governor to release addresses
- 246 of infected people to help keep our public safety responders safe
- 247 • More follow up on an insurance claim; making sure we have the facts straight
- 248 • Advised staff and SB of extension of Governor's order
- 249 • Emailed a guy expressing concerns with an LED streetlight that is dimming
- 250 • Followed up with the CEO on a couple of matters

251 Wed., April 15

- 252 • Read and responded to emails

- 253 • Sent out a notice to Boards and Committee re: Governor's May 15 order
- 254 • Worked on the SB packet materials amended the warrant / postponement documents
- 255 with corrected dates, etc.
- 256 • Worked a lot on revising the CIP spreadsheet; sent out for further review
- 257 • Requested Treasurer subscribe to docu-sign - \$300 annually
- 258 • Updated committees / staff / SB re: new May 15 order
- 259 • More back and forth on picking a mediator for the union contract negotiations
- 260 • Called Jack Murphy to see if he is getting the NYT
- 261 • Write and sent directions for WebEx the Executive Session
- 262 • Sent a TIF question to our attorney re: incentivizing hooking up businesses
- 263 • Updated agenda again; sent out for final review
- 264 • Rec'd O and M manuals for the tow new pump stations
- 265 • Revamped CIP again – re-sent for review
- 266 • Another water bill question, another outside, left-on hose; approved reduction in bill
- 267 • More WebEx setup for meetings
- 268 • Met with DPW about buying a spreader \$400-500 (one-time purchase) and our own
- 269 fertilizer (a pallet for \$400 or so) for doing the fields ourselves (versus \$4,000 through a
- 270 company
- 271 • Also discussed publicly bidding out the old 550; will do so soon
- 272 • Received contract documents from Underwood; reviewed them; signed and returned
- 273 • Called a carpenter about installing a drop box in Town Clerk's office
- 274 • Responded to several emails from home
- 275 Thrs., April 16 (thru 11:30 am)
- 276 • Read and responded to about 20 emails
- 277 • Spoke with the carpenter about installing the drop box next Tuesday
- 278 • Spoke to the Chairman for a bit
- 279 • Scheduled a planning meeting (remotely) for later today
- 280 • Received a big FOAA request re: truck collection on Beech Road
- 281 • Met with Police Chief; called attorney about truck collection; asked that he prepare a
- 282 NOV and be prepared to take him to court, issue fines, etc
- 283 • Met with the Chairman for a few minutes re: upcoming meetings
- 284 •

Eliot
12:12 PM

Expense Summary Report

ALL Departments
March

CORRESPONDENCE #
SELECTMEN'S MEETING

04-23-20

04/16/2020

Page 1

Account	Budget Net	- C U R R M O N T H - Debits	Credits	YTD Net	Unexpended Balance	Percent Spent
01 - Gen Gov't	1,216,404.00	84,915.66	169.10	960,401.21	256,002.79	78.95
01 - Admin	562,018.00	35,606.60	169.10	466,937.38	95,080.62	83.08
01 - Salaries	228,647.00	17,944.89	0.00	166,856.47	61,790.53	72.98
01 - Regular	226,147.00	17,933.69	0.00	165,677.58	60,469.42	73.26
20 - Overtime	2,500.00	11.20	0.00	1,178.89	1,321.11	47.16
03 - Employee Exp	98,021.00	7,407.33	0.00	79,260.56	18,760.44	80.86
01 - Dues	8,331.00	0.00	0.00	8,414.00	-83.00	101.00
05 - Training	2,525.00	75.00	0.00	593.95	1,931.05	23.52
06 - Mileage	1,500.00	0.00	0.00	726.84	773.16	48.46
10 - Health Ins.	45,323.00	4,220.97	0.00	39,277.71	6,045.29	86.66
12 - Cell Phones	240.00	0.00	0.00	170.00	70.00	70.83
30 - OASDI	14,290.00	1,112.58	0.00	10,696.37	3,593.63	74.85
35 - Medicare	3,342.00	260.22	0.00	2,419.51	922.49	72.40
40 - MPERS	22,470.00	1,738.56	0.00	16,962.18	5,507.82	75.49
05 - Service Fees	20,900.00	584.10	169.10	5,855.71	15,044.29	28.02
01 - Advertising	2,500.00	169.10	169.10	720.89	1,779.11	28.84
10 - Sec/Alarm	900.00	0.00	0.00	1,076.10	-176.10	119.57
24 - Video Stream	3,000.00	250.00	0.00	2,250.00	750.00	75.00
25 - Printing	3,500.00	165.00	0.00	1,808.72	1,691.28	51.68
75 - Service Fees	11,000.00	0.00	0.00	0.00	11,000.00	0.00
10 - Contract Svc	90,150.00	6,610.37	0.00	93,684.16	-3,534.16	103.92
01 - Auditor	15,500.00	0.00	0.00	8,760.00	6,740.00	56.52
02 - Legal Serv.	60,000.00	5,700.96	0.00	74,739.47	-14,739.47	124.57
11 - Software	2,500.00	0.00	0.00	2,343.82	156.18	93.75
15 - Town Report	1,250.00	0.00	0.00	0.00	1,250.00	0.00
30 - Equip Lease	10,900.00	909.41	0.00	7,840.87	3,059.13	71.93
15 - Utilities	11,200.00	630.51	0.00	7,273.93	3,926.07	64.95
01 - Heating	500.00	0.00	0.00	0.00	500.00	0.00
02 - Electricity	6,000.00	19.57	0.00	3,503.00	2,497.00	58.38
03 - Communicat.	3,300.00	518.64	0.00	3,204.34	95.66	97.10
04 - Water	600.00	92.30	0.00	467.59	132.41	77.93
05 - Propane	800.00	0.00	0.00	99.00	701.00	12.38
20 - Supplies	22,000.00	879.40	0.00	9,971.80	12,028.20	45.33
05 - Postage	10,000.00	632.51	0.00	5,530.30	4,469.70	55.30
40 - Office Supp.	12,000.00	246.89	0.00	4,441.50	7,558.50	37.01
24 - Rep. & Maint	20,000.00	1,550.00	0.00	31,084.92	-11,084.92	155.42
20 - Bldg. Rep.	6,000.00	0.00	0.00	8,140.63	-2,140.63	135.68
30 - Comp. Rep.	14,000.00	1,550.00	0.00	22,944.29	-8,944.29	163.89
25 - Rep/Maint	0.00	0.00	0.00	640.00	-640.00	----
20 - Bld/Maint.	0.00	0.00	0.00	640.00	-640.00	----
30 - Insurance	69,500.00	0.00	0.00	72,153.83	-2,653.83	103.82
05 - Town Ins.	59,000.00	0.00	0.00	60,160.00	-1,160.00	101.97
10 - Unemploy	5,000.00	0.00	0.00	25.00	4,975.00	0.50
15 - Work Comp	5,500.00	0.00	0.00	11,968.83	-6,468.83	217.62
99 - Misc.	1,600.00	0.00	0.00	156.00	1,444.00	9.75
01 - Misc.	600.00	0.00	0.00	0.00	600.00	0.00
10 - Awards & Cer	500.00	0.00	0.00	156.00	344.00	31.20
40 - TAN Inter.	500.00	0.00	0.00	0.00	500.00	0.00
02 - Clerks' Ofc.	337,538.00	22,989.70	0.00	241,664.73	95,873.27	71.60
01 - Salaries	194,623.00	16,008.40	0.00	153,235.95	41,387.05	78.73
01 - Regular	191,873.00	16,008.40	0.00	152,225.96	39,647.04	79.34
20 - Overtime	2,750.00	0.00	0.00	1,009.99	1,740.01	36.73
03 - Employee Exp	116,165.00	6,753.30	0.00	66,443.77	49,721.23	57.20
01 - Dues	260.00	60.00	0.00	240.00	20.00	92.31

Expense Summary Report

ALL Departments
March

04/16/2020

Page 2

Account	Budget Net	- C U R R M O N T H - Debits	Credits	YTD Net	Unexpended Balance	Percent Spent
01 - Gen Gov't CONT'D						
05 - Training	2,240.00	0.00	0.00	505.95	1,734.05	22.59
06 - Mileage	1,390.00	0.00	0.00	324.80	1,065.20	23.37
10 - Health Ins.	75,536.00	3,830.96	0.00	37,407.50	38,128.50	49.52
30 - OASDI	12,083.00	1,023.53	0.00	9,779.84	2,303.16	80.94
35 - Medicare	2,826.00	239.37	0.00	2,287.17	538.83	80.93
40 - MPERS	21,830.00	1,599.44	0.00	15,898.51	5,931.49	72.83
05 - Service Fees	8,700.00	228.00	0.00	6,061.32	2,638.68	69.67
20 - Tran/Liens	7,200.00	228.00	0.00	6,061.32	1,138.68	84.19
25 - Printing	1,500.00	0.00	0.00	0.00	1,500.00	0.00
10 - Contract Svc	18,050.00	0.00	0.00	14,524.64	3,525.36	80.47
11 - Software	18,050.00	0.00	0.00	14,524.64	3,525.36	80.47
20 - Supplies	0.00	0.00	0.00	1,399.05	-1,399.05	----
05 - Postage	0.00	0.00	0.00	1,372.13	-1,372.13	----
40 - Office Supp.	0.00	0.00	0.00	26.92	-26.92	----
03 - Land Use	316,848.00	26,319.36	0.00	251,097.28	65,750.72	79.25
01 - Salaries	215,295.00	20,370.25	0.00	174,620.32	40,674.68	81.11
01 - Regular	212,895.00	20,356.94	0.00	173,875.21	39,019.79	81.67
20 - Overtime	2,400.00	13.31	0.00	745.11	1,654.89	31.05
03 - Employee Exp	77,653.00	5,949.11	0.00	60,115.71	17,537.29	77.42
01 - Dues	500.00	0.00	0.00	280.00	220.00	56.00
05 - Training	3,500.00	0.00	0.00	744.00	2,756.00	21.26
06 - Mileage	2,000.00	0.00	0.00	717.32	1,282.68	35.87
10 - Health Ins.	31,038.00	3,475.39	0.00	35,976.33	-4,938.33	115.91
12 - Cell Phones	240.00	0.00	0.00	120.00	120.00	50.00
30 - OASDI	13,262.00	863.33	0.00	8,261.38	5,000.62	62.29
35 - Medicare	3,129.00	201.88	0.00	1,931.83	1,197.17	61.74
40 - MPERS	23,984.00	1,408.51	0.00	12,084.85	11,899.15	50.39
10 - Contract Svc	23,900.00	0.00	0.00	16,361.25	7,538.75	68.46
05 - GIS Mapping	11,900.00	0.00	0.00	9,990.25	1,909.75	83.95
11 - Software	12,000.00	0.00	0.00	6,371.00	5,629.00	53.09
05 - Town Comm	0.00	0.00	0.00	701.82	-701.82	----
03 - Employee Exp	0.00	0.00	0.00	49.87	-49.87	----
30 - OASDI	0.00	0.00	0.00	40.42	-40.42	----
35 - Medicare	0.00	0.00	0.00	9.45	-9.45	----
50 - Town Comm.	0.00	0.00	0.00	651.95	-651.95	----
05 - Bd. Appeal	0.00	0.00	0.00	651.95	-651.95	----
05 - Committees	210,028.00	2,675.54	0.00	196,341.12	13,686.88	93.48
05 - Committees	210,028.00	2,675.54	0.00	196,341.12	13,686.88	93.48
03 - Employee Exp	0.00	52.92	0.00	346.16	-346.16	----
30 - OASDI	0.00	42.89	0.00	280.54	-280.54	----
35 - Medicare	0.00	10.03	0.00	65.62	-65.62	----
50 - Town Comm.	210,028.00	2,622.62	0.00	195,994.96	14,033.04	93.32
05 - Bd. Appeal	3,600.00	668.10	0.00	2,064.65	1,535.35	57.35
06 - Aging	1,400.00	731.00	0.00	-234.00	1,634.00	-16.71
10 - Budget Comm	616.00	0.00	0.00	0.00	616.00	0.00
20 - Conservation	6,920.00	0.00	0.00	300.00	6,620.00	4.34
35 - Library	180,000.00	0.00	0.00	180,000.00	0.00	100.00
45 - Plan. Bd.	15,792.00	1,223.52	0.00	13,864.31	1,927.69	87.79
70 - Energy	1,200.00	0.00	0.00	0.00	1,200.00	0.00
71 - Cannabis	500.00	0.00	0.00	0.00	500.00	0.00

Expense Summary Report

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Account	Budget Net	- C U R R M O N T H - Debits	Credits	YTD Net	Unexpended Balance	Percent Spent
06 - O/S Agencies CONT'D						
06 - O/S Agencies	12,050.00	0.00	0.00	10,450.00	1,600.00	86.72
10 - O/S Agencies	12,050.00	0.00	0.00	10,450.00	1,600.00	86.72
50 - Town Comm.	6,350.00	0.00	0.00	6,350.00	0.00	100.00
30 - Festival Day	1,500.00	0.00	0.00	1,500.00	0.00	100.00
40 - Memorial Day	850.00	0.00	0.00	850.00	0.00	100.00
55 - Sen. Citizen	1,500.00	0.00	0.00	1,500.00	0.00	100.00
65 - Historical S	2,500.00	0.00	0.00	2,500.00	0.00	100.00
60 - Soc. Service	5,700.00	0.00	0.00	4,100.00	1,600.00	71.93
05 - Agn./Aging	1,000.00	0.00	0.00	0.00	1,000.00	0.00
40 - Pro/Share	500.00	0.00	0.00	500.00	0.00	100.00
45 - Red Cross	600.00	0.00	0.00	0.00	600.00	0.00
65 - Vis/Nurses	2,000.00	0.00	0.00	2,000.00	0.00	100.00
75 - Comm/Act.	1,600.00	0.00	0.00	1,600.00	0.00	100.00
07 - Debt Service						
70 - Police Stat.	118,250.00	1,559.94	0.00	101,436.07	16,813.93	85.78
65 - Debt Service	118,250.00	1,559.94	0.00	101,436.07	16,813.93	85.78
01 - Sewer Bond	98,500.00	0.00	0.00	98,506.85	-6.85	100.01
02 - LED Street	8,000.00	0.00	0.00	0.00	8,000.00	0.00
03 - Town Hall	11,750.00	1,559.94	0.00	2,929.22	8,820.78	24.93
10 - Public Sfty						
01 - Fire	1,589,343.00	113,086.38	0.00	1,158,708.73	430,634.27	72.90
01 - Salaries	101,000.00	4,986.28	0.00	80,575.78	20,424.22	79.78
01 - Regular	101,000.00	4,986.28	0.00	80,575.78	20,424.22	79.78
03 - Employee Exp	19,826.00	1,135.42	0.00	13,450.42	6,375.58	67.84
01 - Dues	3,100.00	255.00	0.00	2,949.50	150.50	95.15
05 - Training	5,900.00	0.00	0.00	1,812.95	4,087.05	30.73
06 - Mileage	250.00	0.00	0.00	0.00	250.00	0.00
12 - Cell Phones	2,500.00	498.95	0.00	2,315.23	184.77	92.61
15 - Uniforms	350.00	0.00	0.00	0.00	350.00	0.00
30 - OASDI	6,261.00	309.17	0.00	5,164.78	1,096.22	82.49
35 - Medicare	1,465.00	72.30	0.00	1,207.96	257.04	82.45
11 - Contract FD	10,200.00	3,581.64	0.00	7,783.04	2,416.96	76.30
16 - SCBA Maint	2,500.00	1,690.40	0.00	1,738.80	761.20	69.55
17 - Generator	600.00	0.00	0.00	0.00	600.00	0.00
18 - Ventilation	500.00	0.00	0.00	0.00	500.00	0.00
19 - SCBA Compres	600.00	1,681.00	0.00	1,681.00	-1,081.00	280.17
21 - Ladder Maint	500.00	0.00	0.00	492.50	7.50	98.50
22 - Hose Maint.	2,400.00	0.00	0.00	2,298.00	102.00	95.75
23 - Pump Maint.	1,500.00	0.00	0.00	1,362.50	137.50	90.83
24 - Repsonse Sys	1,000.00	210.24	0.00	210.24	789.76	21.02
25 - Extracation	600.00	0.00	0.00	0.00	600.00	0.00
15 - Utilities	14,585.00	2,105.10	0.00	11,693.13	2,891.87	80.17
01 - Heating	7,000.00	1,399.59	0.00	5,258.93	1,741.07	75.13
02 - Electricity	2,800.00	15.36	0.00	2,580.04	219.96	92.14
03 - Communicat.	4,125.00	653.50	0.00	3,744.21	380.79	90.77
04 - Water	160.00	36.65	0.00	109.95	50.05	68.72
05 - Propane	500.00	0.00	0.00	0.00	500.00	0.00
20 - Supplies	13,050.00	980.07	0.00	5,280.41	7,769.59	40.46
05 - Postage	50.00	0.00	0.00	0.00	50.00	0.00
15 - Gasoline	4,750.00	342.11	0.00	2,732.13	2,017.87	57.52

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Account	Budget Net	- C U R R M O N T H - Debits	Credits	YTD Net	Unexpended Balance	Percent Spent
10 - Public Sfty CONT'D						
40 - Office Supp.	750.00	79.98	0.00	193.96	556.04	25.86
55 - FD Supplies	7,500.00	557.98	0.00	2,354.32	5,145.68	31.39
24 - Rep. & Maint	16,850.00	2,408.76	0.00	8,205.62	8,644.38	48.70
10 - Equip. Rep.	2,500.00	563.00	0.00	622.04	1,877.96	24.88
15 - Veh. Rep.	3,000.00	1,099.68	0.00	2,518.02	481.98	83.93
20 - Bldg. Rep.	2,750.00	0.00	0.00	1,645.24	1,104.76	59.83
30 - Comp. Rep.	1,000.00	0.00	0.00	0.00	1,000.00	0.00
40 - Radio Rep.	2,500.00	191.00	0.00	1,015.13	1,484.87	40.61
50 - Bldg. Supp	1,500.00	0.00	0.00	0.00	1,500.00	0.00
85 - Fire Trk Rep	3,600.00	555.08	0.00	2,405.19	1,194.81	66.81
30 - Insurance	8,478.00	0.00	0.00	3,353.44	5,124.56	39.55
15 - Work Comp	7,078.00	0.00	0.00	3,353.44	3,724.56	47.38
20 - Fire Fighter	1,400.00	0.00	0.00	0.00	1,400.00	0.00
05 - Police	1,126,739.00	76,726.13	0.00	829,893.45	296,845.55	73.65
01 - Salaries	660,101.00	45,804.67	0.00	492,523.82	167,577.18	74.61
01 - Regular	130,613.00	10,128.00	0.00	98,744.52	31,868.48	75.60
05 - Union	421,488.00	33,091.20	0.00	344,483.34	77,004.66	81.73
10 - Reserve	5,000.00	0.00	0.00	2,215.49	2,784.51	44.31
15 - Outside Act	20,000.00	0.00	0.00	6,662.50	13,337.50	33.31
20 - Overtime	55,000.00	2,585.47	0.00	31,157.03	23,842.97	56.65
22 - Grant Enforc	20,000.00	0.00	0.00	4,114.94	15,885.06	20.57
45 - In-Ser.Train	8,000.00	0.00	0.00	5,146.00	2,854.00	64.33
03 - Employee Exp	354,450.00	25,529.66	0.00	265,364.11	89,085.89	74.87
01 - Dues	1,000.00	0.00	0.00	455.00	545.00	45.50
05 - Training	2,000.00	0.00	0.00	765.00	1,235.00	38.25
10 - Health Ins.	179,960.00	14,031.58	0.00	141,332.12	38,627.88	78.54
12 - Cell Phones	5,652.00	312.37	0.00	2,987.24	2,664.76	52.85
15 - Uniforms	13,000.00	195.14	0.00	4,609.87	8,390.13	35.46
30 - OASDI	37,951.00	2,858.50	0.00	30,460.85	7,490.15	80.26
35 - Medicare	8,876.00	668.55	0.00	7,124.13	1,751.87	80.26
40 - MPERS	106,011.00	7,463.52	0.00	77,629.90	28,381.10	73.23
05 - Service Fees	824.00	0.00	0.00	0.00	824.00	0.00
01 - Advertising	200.00	0.00	0.00	0.00	200.00	0.00
10 - Sec/Alarm	624.00	0.00	0.00	0.00	624.00	0.00
10 - Contract Svc	22,959.00	1,752.65	0.00	21,228.59	1,730.41	92.46
14 - Contra/Maint	21,459.00	1,752.65	0.00	21,228.59	230.41	98.93
26 - Testing	1,500.00	0.00	0.00	0.00	1,500.00	0.00
15 - Utilities	16,500.00	884.84	0.00	11,204.80	5,295.20	67.91
01 - Heating	5,000.00	354.70	0.00	2,434.11	2,565.89	48.68
02 - Electricity	6,300.00	19.57	0.00	5,656.26	643.74	89.78
03 - Communicat.	4,950.00	473.92	0.00	3,004.48	1,945.52	60.70
04 - Water	250.00	36.65	0.00	109.95	140.05	43.98
20 - Supplies	27,725.00	1,169.05	0.00	18,463.09	9,261.91	66.59
05 - Postage	300.00	0.00	0.00	171.24	128.76	57.08
15 - Gasoline	18,000.00	1,109.20	0.00	10,326.41	7,673.59	57.37
40 - Office Supp.	5,000.00	0.00	0.00	3,987.04	1,012.96	79.74
41 - Water(Drink)	625.00	59.85	0.00	239.40	385.60	38.30
60 - Ammunition	3,800.00	0.00	0.00	3,739.00	61.00	98.39
24 - Rep. & Maint	27,000.00	1,585.26	0.00	11,727.58	15,272.42	43.44
15 - Veh. Rep.	15,000.00	1,537.98	0.00	5,645.93	9,354.07	37.64
20 - Bldg. Rep.	5,000.00	47.28	0.00	3,307.65	1,692.35	66.15
30 - Comp. Rep.	4,500.00	0.00	0.00	562.75	3,937.25	12.51
40 - Radio Rep.	2,500.00	0.00	0.00	2,211.25	288.75	88.45

Expense Summary Report

ALL Departments
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Account	Budget Net	- C U R R M O N T H - Debits	Credits	YTD Net	Unexpended Balance	Percent Spent
10 - Public Sfty CONT'D						
30 - Insurance	15,830.00	0.00	0.00	8,911.46	6,918.54	56.29
15 - Work Comp	15,830.00	0.00	0.00	8,911.46	6,918.54	56.29
60 - Soc. Service	1,350.00	0.00	0.00	105.00	1,245.00	7.78
95 - VIPS	1,350.00	0.00	0.00	105.00	1,245.00	7.78
99 - Misc.	0.00	0.00	0.00	365.00	-365.00	----
05 - Animal Cont.	0.00	0.00	0.00	365.00	-365.00	----
10 - Animal Ctl	10,223.00	752.68	0.00	8,222.14	2,000.86	80.43
01 - Salaries	8,949.00	699.20	0.00	7,551.36	1,397.64	84.38
60 - ACO	8,949.00	699.20	0.00	7,551.36	1,397.64	84.38
03 - Employee Exp	965.00	53.48	0.00	577.61	387.39	59.86
01 - Dues	40.00	0.00	0.00	0.00	40.00	0.00
05 - Training	140.00	0.00	0.00	0.00	140.00	0.00
15 - Uniforms	100.00	0.00	0.00	0.00	100.00	0.00
30 - OASDI	555.00	43.36	0.00	468.23	86.77	84.37
35 - Medicare	130.00	10.12	0.00	109.38	20.62	84.14
20 - Supplies	200.00	0.00	0.00	0.00	200.00	0.00
40 - Office Supp.	200.00	0.00	0.00	0.00	200.00	0.00
30 - Insurance	109.00	0.00	0.00	93.17	15.83	85.48
15 - Work Comp	109.00	0.00	0.00	93.17	15.83	85.48
15 - Harbor Mstr	16,144.00	829.99	0.00	9,286.86	6,857.14	57.53
01 - Salaries	9,252.00	771.00	0.00	6,939.00	2,313.00	75.00
55 - HarborMaster	9,252.00	771.00	0.00	6,939.00	2,313.00	75.00
03 - Employee Exp	709.00	58.99	0.00	561.34	147.66	79.17
05 - Training	0.00	0.00	0.00	30.45	-30.45	----
30 - OASDI	574.00	47.81	0.00	430.28	143.72	74.96
35 - Medicare	135.00	11.18	0.00	100.61	34.39	74.53
20 - Supplies	4,696.00	0.00	0.00	1,351.82	3,344.18	28.79
15 - Gasoline	400.00	0.00	0.00	0.00	400.00	0.00
20 - Oil	30.00	0.00	0.00	0.00	30.00	0.00
40 - Office Supp.	4,266.00	0.00	0.00	1,351.82	2,914.18	31.69
30 - Insurance	1,487.00	0.00	0.00	434.70	1,052.30	29.23
15 - Work Comp	1,487.00	0.00	0.00	434.70	1,052.30	29.23
20 - Fire Hydrant	81,493.00	0.00	0.00	81,492.60	0.40	100.00
10 - Contract Svc	81,493.00	0.00	0.00	81,492.60	0.40	100.00
04 - Fire Hydrant	81,493.00	0.00	0.00	81,492.60	0.40	100.00
30 - 24 Hr. Answ	170,755.00	19,580.31	0.00	99,471.84	71,283.16	58.25
10 - Contract Svc	140,005.00	18,912.00	0.00	79,914.50	60,090.50	57.08
07 - 24 Hr. Answ	122,005.00	0.00	0.00	61,002.50	61,002.50	50.00
36 - PSAP	18,000.00	18,912.00	0.00	18,912.00	-912.00	105.07
15 - Utilities	30,750.00	668.31	0.00	19,557.34	11,192.66	63.60
02 - Electricity	30,750.00	668.31	0.00	19,557.34	11,192.66	63.60
15 - Elections	27,107.00	3,099.62	0.00	7,673.61	19,433.39	28.31
15 - Elections	27,107.00	3,099.62	0.00	7,673.61	19,433.39	28.31
01 - Salaries	7,253.00	2,879.32	0.00	5,187.05	2,065.95	71.52
01 - Regular	7,253.00	2,879.32	0.00	5,187.05	2,065.95	71.52
03 - Employee Exp	841.00	220.30	0.00	396.84	444.16	47.19
30 - OASDI	681.00	178.50	0.00	321.52	359.48	47.21
35 - Medicare	160.00	41.80	0.00	75.32	84.68	47.08
05 - Service Fees	5,525.00	0.00	0.00	979.72	4,545.28	17.73
01 - Advertising	1,300.00	0.00	0.00	0.00	1,300.00	0.00
26 - Ballots	4,225.00	0.00	0.00	979.72	3,245.28	23.19

Expense Summary Report

ALL Departments

March

Account	Budget Net	- C U R R M O N T H - Debits	Credits	YTD Net	Unexpended Balance	Percent Spent
15 - Elections CONT'D						
10 - Contract Svc	4,900.00	0.00	0.00	0.00	4,900.00	0.00
30 - Equip Lease	4,900.00	0.00	0.00	0.00	4,900.00	0.00
20 - Supplies	2,988.00	0.00	0.00	0.00	2,988.00	0.00
05 - Postage	1,950.00	0.00	0.00	0.00	1,950.00	0.00
40 - Office Supp.	1,038.00	0.00	0.00	0.00	1,038.00	0.00
24 - Rep. & Maint	5,600.00	0.00	0.00	1,110.00	4,490.00	19.82
10 - Equip. Rep.	5,600.00	0.00	0.00	1,110.00	4,490.00	19.82
20 - Public Works	1,816,136.00	80,662.79	2,545.96	1,034,241.42	781,894.58	56.95
01 - Highway Dept	1,019,752.00	59,082.88	2,545.96	641,462.14	378,289.86	62.90
01 - Salaries	361,009.00	27,402.02	0.00	274,092.45	86,916.55	75.92
01 - Regular	98,553.00	7,492.88	0.00	70,172.40	28,380.60	71.20
05 - Union	256,456.00	19,814.43	0.00	192,539.06	63,916.94	75.08
20 - Overtime	6,000.00	94.71	0.00	11,380.99	-5,380.99	189.68
03 - Employee Exp	207,661.00	13,421.17	0.00	145,193.91	62,467.09	69.92
05 - Training	5,000.00	173.00	0.00	2,158.10	2,841.90	43.16
10 - Health Ins.	121,403.00	8,198.64	0.00	81,862.86	39,540.14	67.43
12 - Cell Phones	2,800.00	92.55	0.00	1,562.82	1,237.18	55.82
15 - Uniforms	8,500.00	667.35	0.00	6,968.00	1,532.00	81.98
30 - OASDI	22,383.00	1,698.89	0.00	17,768.71	4,614.29	79.38
35 - Medicare	5,235.00	397.36	0.00	4,155.97	1,079.03	79.39
40 - MPERS	42,340.00	2,193.38	0.00	30,717.45	11,622.55	72.55
05 - Service Fees	8,100.00	48.00	0.00	791.00	7,309.00	9.77
01 - Advertising	600.00	48.00	0.00	671.00	-71.00	111.83
09 - Toilets	0.00	0.00	0.00	120.00	-120.00	----
35 - Consulting	7,500.00	0.00	0.00	0.00	7,500.00	0.00
12 - P/W Contract	92,500.00	0.00	0.00	28,118.51	64,381.49	30.40
32 - Striping	14,000.00	0.00	0.00	11,877.56	2,122.44	84.84
33 - Tree Clear	15,000.00	0.00	0.00	7,875.00	7,125.00	52.50
37 - C/B Rep.	3,500.00	0.00	0.00	0.00	3,500.00	0.00
38 - Catch Basin	10,000.00	0.00	0.00	6,750.00	3,250.00	67.50
39 - Crushing	42,000.00	0.00	0.00	0.00	42,000.00	0.00
40 - Sweeping	8,000.00	0.00	0.00	1,615.95	6,384.05	20.20
15 - Utilities	13,550.00	1,817.00	0.00	6,910.87	6,639.13	51.00
01 - Heating	5,800.00	828.58	0.00	2,961.85	2,838.15	51.07
02 - Electricity	3,200.00	15.37	0.00	137.94	3,062.06	4.31
03 - Communicat.	3,800.00	821.43	0.00	3,244.38	555.62	85.38
04 - Water	750.00	151.62	0.00	566.70	183.30	75.56
20 - Supplies	45,600.00	2,526.10	0.00	28,895.19	16,704.81	63.37
10 - Diesel Fuel	36,000.00	2,079.60	0.00	24,258.50	11,741.50	67.38
15 - Gasoline	1,500.00	296.50	0.00	876.93	623.07	58.46
25 - Tool	5,000.00	0.00	0.00	678.43	4,321.57	13.57
40 - Office Supp.	3,100.00	150.00	0.00	3,081.33	18.67	99.40
22 - P/W Supplies	83,900.00	8,338.00	0.00	50,752.62	33,147.38	60.49
32 - Gravel Mat.	24,000.00	0.00	0.00	18,218.51	5,781.49	75.91
37 - Cold Patch	2,400.00	0.00	0.00	960.63	1,439.37	40.03
38 - Erosion Stre	4,500.00	0.00	0.00	1,864.00	2,636.00	41.42
46 - Topsoil Seed	8,000.00	0.00	0.00	2,497.38	5,502.62	31.22
65 - Drainage	35,000.00	8,338.00	0.00	27,212.10	7,787.90	77.75
75 - Guardrail	10,000.00	0.00	0.00	0.00	10,000.00	0.00
24 - Rep. & Maint	180,200.00	5,530.59	2,545.96	89,367.04	90,832.96	49.59
05 - Sup. & Mat.	23,000.00	3,749.70	0.00	21,879.55	1,120.45	95.13
10 - Equip. Rep.	18,000.00	530.16	2,021.54	7,199.73	10,800.27	40.00

Expense Summary Report

ALL Departments
March

Account	Budget Net	- C U R R M O N T H - Debits	Credits	YTD Net	Unexpended Balance	Percent Spent
20 - Public Works CONT'D						
15 - Veh. Rep.	90,000.00	1,250.73	524.42	30,741.96	59,258.04	34.16
20 - Bldg. Rep.	9,000.00	0.00	0.00	8,602.78	397.22	95.59
56 - Sign Rep.	5,200.00	0.00	0.00	2,343.76	2,856.24	45.07
78 - Veh. Equip.	8,000.00	0.00	0.00	2,153.52	5,846.48	26.92
80 - Tires	6,000.00	0.00	0.00	6,725.74	-725.74	112.10
90 - Sandblast	21,000.00	0.00	0.00	9,720.00	11,280.00	46.29
25 - Rep/Maint	5,000.00	0.00	0.00	0.00	5,000.00	0.00
18 - Sidewalk Rep	5,000.00	0.00	0.00	0.00	5,000.00	0.00
30 - Insurance	22,232.00	0.00	0.00	17,340.55	4,891.45	78.00
15 - Work Comp	22,232.00	0.00	0.00	17,340.55	4,891.45	78.00
05 - Snow & Wint	250,848.00	4,645.10	0.00	147,883.81	102,964.19	58.95
01 - Salaries	45,000.00	71.68	0.00	28,879.11	16,120.89	64.18
01 - Regular	0.00	71.68	0.00	3,726.73	-3,726.73	----
20 - Overtime	45,000.00	0.00	0.00	25,152.38	19,847.62	55.89
03 - Employee Exp	8,393.00	5.48	0.00	2,229.21	6,163.79	26.56
30 - OASDI	2,790.00	4.44	0.00	1,806.67	983.33	64.76
35 - Medicare	653.00	1.04	0.00	422.54	230.46	64.71
40 - MPERS	4,950.00	0.00	0.00	0.00	4,950.00	0.00
22 - P/W Supplies	189,000.00	4,567.94	0.00	113,515.20	75,484.80	60.06
23 - Cutting Edge	7,500.00	0.00	0.00	10,512.00	-3,012.00	140.16
25 - Salt	180,000.00	4,567.94	0.00	102,793.20	77,206.80	57.11
30 - Winter Sand	1,500.00	0.00	0.00	210.00	1,290.00	14.00
30 - Insurance	8,455.00	0.00	0.00	3,260.29	5,194.71	38.56
15 - Work Comp	8,455.00	0.00	0.00	3,260.29	5,194.71	38.56
10 - Summer Main	78,240.00	110.36	0.00	45,548.36	32,691.64	58.22
01 - Salaries	35,800.00	0.00	0.00	20,011.56	15,788.44	55.90
01 - Regular	35,800.00	0.00	0.00	20,011.56	15,788.44	55.90
03 - Employee Exp	2,740.00	0.00	0.00	1,511.83	1,228.17	55.18
30 - OASDI	2,220.00	0.00	0.00	1,225.20	994.80	55.19
35 - Medicare	520.00	0.00	0.00	286.63	233.37	55.12
05 - Service Fees	3,600.00	0.00	0.00	3,810.00	-210.00	105.83
09 - Toilets	3,600.00	0.00	0.00	3,810.00	-210.00	105.83
10 - Contract Svc	1,000.00	0.00	0.00	426.00	574.00	42.60
30 - Equip Lease	1,000.00	0.00	0.00	426.00	574.00	42.60
15 - Utilities	1,800.00	110.36	0.00	892.02	907.98	49.56
02 - Electricity	1,300.00	110.36	0.00	628.18	671.82	48.32
04 - Water	500.00	0.00	0.00	263.84	236.16	52.77
20 - Supplies	3,500.00	0.00	0.00	1,903.84	1,596.16	54.40
15 - Gasoline	2,000.00	0.00	0.00	1,218.84	781.16	60.94
50 - Bldg Supply	1,500.00	0.00	0.00	685.00	815.00	45.67
24 - Rep. & Maint	28,300.00	0.00	0.00	16,993.11	11,306.89	60.05
05 - Sup. & Mat.	6,300.00	0.00	0.00	2,711.81	3,588.19	43.04
10 - Equip. Rep.	16,000.00	0.00	0.00	10,077.30	5,922.70	62.98
95 - Grounds Rep.	6,000.00	0.00	0.00	4,204.00	1,796.00	70.07
45 - Parks Maint.	1,500.00	0.00	0.00	0.00	1,500.00	0.00
02 - Cemetary	1,500.00	0.00	0.00	0.00	1,500.00	0.00
15 - Roads&Bridg	15,000.00	0.00	0.00	7,557.00	7,443.00	50.38
10 - Contract Svc	15,000.00	0.00	0.00	7,557.00	7,443.00	50.38
30 - Equip Lease	15,000.00	0.00	0.00	7,557.00	7,443.00	50.38
25 - T-Station	252,296.00	15,175.10	0.00	163,945.50	88,350.50	64.98
01 - Salaries	106,694.00	7,894.89	0.00	85,913.28	20,780.72	80.52
01 - Regular	38,236.00	2,682.38	0.00	38,320.56	-84.56	100.22

Expense Summary Report

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Account	Budget Net	- C U R R Debits	M O N T H - Credits	YTD Net	Unexpended Balance	Percent Spent
20 - Public Works CONT'D						
05 - Union	68,458.00	5,212.51	0.00	47,362.14	21,095.86	69.18
20 - Overtime	0.00	0.00	0.00	230.58	-230.58	----
03 - Employee Exp	11,679.00	992.02	0.00	9,146.66	2,532.34	78.32
05 - Training	2,000.00	210.05	0.00	2,054.47	-54.47	102.72
15 - Uniforms	1,400.00	178.00	0.00	539.98	860.02	38.57
30 - OASDI	6,616.00	489.49	0.00	5,310.45	1,305.55	80.27
35 - Medicare	1,663.00	114.48	0.00	1,241.76	421.24	74.67
06 - P/W Service	70,000.00	4,487.48	0.00	49,693.67	20,306.33	70.99
50 - MSW Disposal	30,000.00	1,809.75	0.00	20,249.56	9,750.44	67.50
55 - Spec. Waste	40,000.00	2,677.73	0.00	29,444.11	10,555.89	73.61
12 - P/W Contract	6,000.00	0.00	0.00	4,325.00	1,675.00	72.08
73 - HHW	6,000.00	0.00	0.00	4,325.00	1,675.00	72.08
15 - Utilities	6,450.00	645.84	0.00	2,542.35	3,907.65	39.42
01 - Heating	2,800.00	308.06	0.00	1,068.40	1,731.60	38.16
02 - Electricity	3,000.00	337.78	0.00	943.23	2,056.77	31.44
04 - Water	650.00	0.00	0.00	530.72	119.28	81.65
20 - Supplies	12,400.00	779.87	0.00	5,536.22	6,863.78	44.65
10 - Diesel Fuel	7,400.00	0.00	0.00	4,385.02	3,014.98	59.26
25 - Tool	3,000.00	0.00	0.00	0.00	3,000.00	0.00
40 - Office Supp.	2,000.00	779.87	0.00	1,151.20	848.80	57.56
24 - Rep. & Maint	35,700.00	375.00	0.00	5,360.00	30,340.00	15.01
10 - Equip. Rep.	25,000.00	325.00	0.00	1,612.00	23,388.00	6.45
20 - Bldg. Rep.	8,500.00	50.00	0.00	3,348.00	5,152.00	39.39
40 - Radio Rep.	0.00	0.00	0.00	100.00	-100.00	----
50 - Bldg. Supp	2,200.00	0.00	0.00	300.00	1,900.00	13.64
30 - Insurance	3,373.00	0.00	0.00	1,428.32	1,944.68	42.35
15 - Work Comp	3,373.00	0.00	0.00	1,428.32	1,944.68	42.35
30 - Stormwater	200,000.00	1,649.35	0.00	27,844.61	172,155.39	13.92
05 - Service Fees	20,930.00	1,399.35	0.00	18,528.30	2,401.70	88.53
35 - Consulting	20,930.00	1,399.35	0.00	18,528.30	2,401.70	88.53
10 - Contract Svc	8,500.00	0.00	0.00	595.00	7,905.00	7.00
05 - GIS Mapping	8,500.00	0.00	0.00	595.00	7,905.00	7.00
12 - P/W Contract	170,570.00	250.00	0.00	8,721.31	161,848.69	5.11
50 - Engineering	170,570.00	250.00	0.00	8,721.31	161,848.69	5.11
30 - C/S/D	113,298.00	8,429.64	0.00	82,871.36	30,426.64	73.14
01 - General	112,798.00	8,429.64	0.00	82,780.92	30,017.08	73.39
01 - Salaries	61,278.00	4,768.00	0.00	46,488.00	14,790.00	75.86
01 - Regular	61,278.00	4,768.00	0.00	46,488.00	14,790.00	75.86
03 - Employee Exp	27,924.00	2,003.36	0.00	19,190.88	8,733.12	68.73
01 - Dues	230.00	0.00	0.00	305.00	-75.00	132.61
05 - Training	1,000.00	0.00	0.00	20.88	979.12	2.09
06 - Mileage	200.00	0.00	0.00	0.00	200.00	0.00
10 - Health Ins.	12,855.00	1,062.60	0.00	10,471.16	2,383.84	81.46
12 - Cell Phones	2,300.00	0.00	0.00	0.00	2,300.00	0.00
30 - OASDI	3,800.00	301.16	0.00	2,889.05	910.95	76.03
35 - Medicare	889.00	70.44	0.00	675.57	213.43	75.99
40 - MPERs	6,650.00	569.16	0.00	4,829.22	1,820.78	72.62
05 - Service Fees	4,200.00	1,102.92	0.00	3,423.36	776.64	81.51
25 - Printing	4,200.00	1,102.92	0.00	3,423.36	776.64	81.51
10 - Contract Svc	2,975.00	249.83	0.00	2,798.06	176.94	94.05
12 - Mobile Phone	0.00	249.83	0.00	2,133.01	-2,133.01	----
30 - Equip Lease	225.00	0.00	0.00	665.05	-440.05	295.58

Expense Summary Report

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Account	Budget Net	- C U R R M O N T H -		YTD Net	Unexpended Balance	Percent Spent
		Debits	Credits			
30 - C/S/D CONT'D						
45 - MSAD#35	2,750.00	0.00	0.00	0.00	2,750.00	0.00
15 - Utilities	2,000.00	165.10	0.00	1,478.16	521.84	73.91
03 - Communicat.	2,000.00	165.10	0.00	1,478.16	521.84	73.91
20 - Supplies	3,900.00	140.43	0.00	1,847.64	2,052.36	47.38
05 - Postage	1,300.00	0.00	0.00	580.14	719.86	44.63
15 - Gasoline	0.00	140.43	0.00	1,267.50	-1,267.50	----
40 - Office Supp.	2,600.00	0.00	0.00	0.00	2,600.00	0.00
24 - Rep. & Maint	8,500.00	0.00	0.00	4,190.00	4,310.00	49.29
15 - Veh. Rep.	1,500.00	0.00	0.00	0.00	1,500.00	0.00
30 - Comp. Rep.	7,000.00	0.00	0.00	4,190.00	2,810.00	59.86
25 - Rep/Maint	0.00	0.00	0.00	73.48	-73.48	----
15 - Vehicle	0.00	0.00	0.00	73.48	-73.48	----
30 - Insurance	2,021.00	0.00	0.00	3,291.34	-1,270.34	162.86
15 - Work Comp	2,021.00	0.00	0.00	3,291.34	-1,270.34	162.86
20 - Town Parks	500.00	0.00	0.00	90.44	409.56	18.09
24 - Rep. & Maint	500.00	0.00	0.00	90.44	409.56	18.09
10 - Equip. Rep.	500.00	0.00	0.00	90.44	409.56	18.09
50 - General Asst	20,000.00	239.00	0.00	2,807.47	17,192.53	14.04
01 - General	20,000.00	239.00	0.00	2,807.47	17,192.53	14.04
15 - Utilities	7,200.00	239.00	0.00	358.00	6,842.00	4.97
01 - Heating	4,500.00	239.00	0.00	239.00	4,261.00	5.31
02 - Electricity	2,000.00	0.00	0.00	119.00	1,881.00	5.95
04 - Water	700.00	0.00	0.00	0.00	700.00	0.00
99 - Misc.	12,800.00	0.00	0.00	2,449.47	10,350.53	19.14
01 - Misc.	1,000.00	0.00	0.00	0.00	1,000.00	0.00
55 - G/A Rent	3,300.00	0.00	0.00	2,294.00	1,006.00	69.52
56 - G/A Food/HHS	1,000.00	0.00	0.00	155.47	844.53	15.55
57 - G/A Emer mt	3,000.00	0.00	0.00	0.00	3,000.00	0.00
58 - G/A Emer elt	1,500.00	0.00	0.00	0.00	1,500.00	0.00
59 - G/A Emer oil	3,000.00	0.00	0.00	0.00	3,000.00	0.00
60 - School Dept.	10,010,904.00	834,241.92	0.00	7,508,177.46	2,502,726.54	75.00
01 - General	10,010,904.00	834,241.92	0.00	7,508,177.46	2,502,726.54	75.00
99 - Misc.	10,010,904.00	834,241.92	0.00	7,508,177.46	2,502,726.54	75.00
30 - MSAD #35	10,010,904.00	834,241.92	0.00	7,508,177.46	2,502,726.54	75.00
62 - Fixed Assess	1,100,335.00	33,051.33	0.00	669,108.56	431,226.44	60.81
04 - TIF Expense	139,735.00	3,064.58	0.00	60,017.19	79,717.81	42.95
01 - Salaries	52,213.00	1,769.25	0.00	19,505.88	32,707.12	37.36
01 - Regular	52,213.00	1,769.25	0.00	19,505.88	32,707.12	37.36
03 - Employee Exp	17,522.00	135.33	0.00	1,492.06	16,029.94	8.52
10 - Health Ins.	13,527.00	0.00	0.00	0.00	13,527.00	0.00
30 - OASDI	3,237.00	109.68	0.00	1,209.27	2,027.73	37.36
35 - Medicare	758.00	25.65	0.00	282.79	475.21	37.31
10 - Contract Svc	70,000.00	1,160.00	0.00	37,287.32	32,712.68	53.27
02 - Legal Serv.	30,000.00	0.00	0.00	17,690.11	12,309.89	58.97
35 - Consulting	40,000.00	1,160.00	0.00	19,597.21	20,402.79	48.99
99 - Misc.	0.00	0.00	0.00	1,731.93	-1,731.93	----
01 - Misc.	0.00	0.00	0.00	1,731.93	-1,731.93	----
05 - Oper. Trans.	960,600.00	29,986.75	0.00	609,091.37	351,508.63	63.41
99 - Misc.	960,600.00	29,986.75	0.00	609,091.37	351,508.63	63.41

Expense Summary Report

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Account	Budget Net	- C U R R M O N T H - Debits	Credits	YTD Net	Unexpended Balance	Percent Spent
62 - Fixed Assess CONT'D						
01 - Misc.	960,600.00	29,986.75	0.00	609,091.37	351,508.63	63.41
65 - County Tax	515,285.00	0.00	0.00	515,284.13	0.87	100.00
01 - General	515,285.00	0.00	0.00	515,284.13	0.87	100.00
99 - Misc.	515,285.00	0.00	0.00	515,284.13	0.87	100.00
01 - Misc.	0.00	0.00	0.00	515,284.13	-515,284.13	----
15 - County Tax	515,285.00	0.00	0.00	0.00	515,285.00	0.00
70 - Town Sewer	34,930.00	4,446.62	0.00	230,093.26	-195,163.26	658.73
01 - General	34,930.00	3,001.33	0.00	197,544.95	-162,614.95	565.55
01 - Salaries	34,930.00	2,251.60	0.00	24,462.03	10,467.97	70.03
01 - Regular	34,930.00	2,251.60	0.00	24,462.03	10,467.97	70.03
03 - Employee Exp	0.00	172.23	0.00	2,634.49	-2,634.49	----
10 - Health Ins.	0.00	0.00	0.00	791.42	-791.42	----
30 - OASDI	0.00	139.60	0.00	1,493.87	-1,493.87	----
35 - Medicare	0.00	32.63	0.00	349.20	-349.20	----
05 - Service Fees	0.00	0.00	0.00	144,610.01	-144,610.01	----
35 - Consulting	0.00	0.00	0.00	1,357.76	-1,357.76	----
60 - Sw/Kittery	0.00	0.00	0.00	141,059.25	-141,059.25	----
70 - Sw/Meter	0.00	0.00	0.00	2,193.00	-2,193.00	----
10 - Contract Svc	0.00	0.00	0.00	3,506.47	-3,506.47	----
35 - Consulting	0.00	0.00	0.00	3,506.47	-3,506.47	----
15 - Utilities	0.00	0.00	0.00	4,870.57	-4,870.57	----
02 - Electricity	0.00	0.00	0.00	4,870.57	-4,870.57	----
20 - Supplies	0.00	0.00	0.00	1,595.18	-1,595.18	----
05 - Postage	0.00	0.00	0.00	783.83	-783.83	----
40 - Office Supp.	0.00	0.00	0.00	811.35	-811.35	----
25 - Rep/Maint	0.00	577.50	0.00	15,866.20	-15,866.20	----
10 - Equ/Rep/Main	0.00	577.50	0.00	15,866.20	-15,866.20	----
05 - Pump St.#1	0.00	339.55	0.00	12,544.90	-12,544.90	----
15 - Utilities	0.00	19.57	0.00	1,796.82	-1,796.82	----
02 - Electricity	0.00	19.57	0.00	1,796.82	-1,796.82	----
25 - Rep/Maint	0.00	319.98	0.00	10,748.08	-10,748.08	----
10 - Equ/Rep/Main	0.00	319.98	0.00	10,748.08	-10,748.08	----
10 - Pump St.#2	0.00	807.05	0.00	12,116.00	-12,116.00	----
15 - Utilities	0.00	19.57	0.00	1,816.47	-1,816.47	----
02 - Electricity	0.00	19.57	0.00	1,816.47	-1,816.47	----
25 - Rep/Maint	0.00	787.48	0.00	10,299.53	-10,299.53	----
10 - Equ/Rep/Main	0.00	787.48	0.00	10,299.53	-10,299.53	----
15 - Pump St.#3	0.00	298.69	0.00	7,887.41	-7,887.41	----
15 - Utilities	0.00	15.35	0.00	199.21	-199.21	----
02 - Electricity	0.00	15.35	0.00	199.21	-199.21	----
25 - Rep/Maint	0.00	283.34	0.00	7,688.20	-7,688.20	----
10 - Equ/Rep/Main	0.00	283.34	0.00	7,688.20	-7,688.20	----
81 - C/S/D	157,477.00	9,468.01	0.00	102,344.66	55,132.34	64.99
01 - Adult Act.	750.00	0.00	0.00	0.00	750.00	0.00
03 - Employee Exp	250.00	0.00	0.00	0.00	250.00	0.00
05 - Training	250.00	0.00	0.00	0.00	250.00	0.00
20 - Supplies	500.00	0.00	0.00	0.00	500.00	0.00
40 - Office Supp.	500.00	0.00	0.00	0.00	500.00	0.00
02 - Adult Athlet	9,500.00	346.17	0.00	3,252.79	6,247.21	34.24

Expense Summary Report

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Account	Budget Net	- C U R R M O N T H - Debits	Credits	YTD Net	Unexpended Balance	Percent Spent
81 - C/S/D CONT'D						
03 - Employee Exp	9,000.00	346.17	0.00	3,252.79	5,747.21	36.14
05 - Training	9,000.00	0.00	0.00	0.00	9,000.00	0.00
40 - MPERs	0.00	346.17	0.00	3,252.79	-3,252.79	----
20 - Supplies	500.00	0.00	0.00	0.00	500.00	0.00
40 - Office Supp.	500.00	0.00	0.00	0.00	500.00	0.00
03 - Boat Basin	7,480.00	0.00	0.00	7,975.93	-495.93	106.63
01 - Salaries	6,960.00	0.00	0.00	4,603.65	2,356.35	66.14
01 - Regular	6,960.00	0.00	0.00	4,603.65	2,356.35	66.14
03 - Employee Exp	520.00	0.00	0.00	3,372.28	-2,852.28	648.52
05 - Training	0.00	0.00	0.00	3,020.00	-3,020.00	----
30 - OASDI	420.00	0.00	0.00	285.50	134.50	67.98
35 - Medicare	100.00	0.00	0.00	66.78	33.22	66.78
05 - Sr. Citizen	5,250.00	0.00	0.00	175.00	5,075.00	3.33
03 - Employee Exp	4,500.00	0.00	0.00	175.00	4,325.00	3.89
05 - Training	4,500.00	0.00	0.00	175.00	4,325.00	3.89
20 - Supplies	750.00	0.00	0.00	0.00	750.00	0.00
40 - Office Supp.	750.00	0.00	0.00	0.00	750.00	0.00
09 - Youth Bound	101,547.00	5,559.84	0.00	67,419.02	34,127.98	66.39
01 - Salaries	47,000.00	3,078.40	0.00	35,201.94	11,798.06	74.90
01 - Regular	47,000.00	3,078.40	0.00	34,089.06	12,910.94	72.53
20 - Overtime	0.00	0.00	0.00	1,112.88	-1,112.88	----
03 - Employee Exp	49,147.00	2,481.44	0.00	32,217.08	16,929.92	65.55
05 - Training	15,000.00	100.00	0.00	8,283.20	6,716.80	55.22
10 - Health Ins.	26,090.00	2,152.80	0.00	21,255.38	4,834.62	81.47
30 - OASDI	3,012.00	185.32	0.00	2,170.87	841.13	72.07
35 - Medicare	705.00	43.32	0.00	507.63	197.37	72.00
40 - MPERs	4,340.00	0.00	0.00	0.00	4,340.00	0.00
20 - Supplies	1,300.00	0.00	0.00	0.00	1,300.00	0.00
15 - Gasoline	500.00	0.00	0.00	0.00	500.00	0.00
40 - Office Supp.	800.00	0.00	0.00	0.00	800.00	0.00
30 - Insurance	4,100.00	0.00	0.00	0.00	4,100.00	0.00
15 - Work Comp	4,100.00	0.00	0.00	0.00	4,100.00	0.00
11 - Youth Act.	4,750.00	3,154.00	0.00	10,500.00	-5,750.00	221.05
03 - Employee Exp	4,500.00	3,154.00	0.00	10,500.00	-6,000.00	233.33
05 - Training	4,500.00	3,154.00	0.00	10,500.00	-6,000.00	233.33
20 - Supplies	250.00	0.00	0.00	0.00	250.00	0.00
40 - Office Supp.	250.00	0.00	0.00	0.00	250.00	0.00
12 - Youth Athlet	28,200.00	408.00	0.00	13,021.92	15,178.08	46.18
03 - Employee Exp	27,200.00	408.00	0.00	13,021.92	14,178.08	47.87
05 - Training	24,000.00	408.00	0.00	13,021.92	10,978.08	54.26
15 - Uniforms	3,200.00	0.00	0.00	0.00	3,200.00	0.00
20 - Supplies	500.00	0.00	0.00	0.00	500.00	0.00
40 - Office Supp.	500.00	0.00	0.00	0.00	500.00	0.00
99 - Misc.	500.00	0.00	0.00	0.00	500.00	0.00
10 - Awards & Cer	500.00	0.00	0.00	0.00	500.00	0.00
82 - KidPlay	209,168.00	8,991.03	0.00	128,230.32	80,937.68	61.30
01 - Kids Play	130,719.00	5,836.90	0.00	55,912.17	74,806.83	42.77
01 - Salaries	93,470.00	3,352.74	0.00	36,753.39	56,716.61	39.32
01 - Regular	93,470.00	3,321.60	0.00	36,488.70	56,981.30	39.04
20 - Overtime	0.00	31.14	0.00	264.69	-264.69	----
03 - Employee Exp	36,249.00	2,484.16	0.00	19,158.78	17,090.22	52.85

Expense Summary Report

ALL Departments
March

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Account	Budget Net	- C U R R M O N T H - Debits	Credits	YTD Net	Unexpended Balance	Percent Spent
82 - KidPlay CONT'D						
01 - Dues	200.00	0.00	0.00	0.00	200.00	0.00
05 - Training	5,000.00	635.50	0.00	635.50	4,364.50	12.71
10 - Health Ins.	19,310.00	1,592.19	0.00	15,711.86	3,598.14	81.37
30 - OASDI	5,700.00	207.86	0.00	2,278.55	3,421.45	39.97
35 - Medicare	1,360.00	48.61	0.00	532.87	827.13	39.18
40 - MPERs	4,679.00	0.00	0.00	0.00	4,679.00	0.00
15 - Utilities	400.00	0.00	0.00	0.00	400.00	0.00
03 - Communicat.	400.00	0.00	0.00	0.00	400.00	0.00
20 - Supplies	600.00	0.00	0.00	0.00	600.00	0.00
05 - Postage	100.00	0.00	0.00	0.00	100.00	0.00
40 - Office Supp.	500.00	0.00	0.00	0.00	500.00	0.00
02 - Summer Camp	78,449.00	3,154.13	0.00	72,318.15	6,130.85	92.18
01 - Salaries	51,322.00	2,930.00	0.00	48,446.39	2,875.61	94.40
01 - Regular	51,322.00	2,930.00	0.00	47,699.58	3,622.42	92.94
20 - Overtime	0.00	0.00	0.00	746.81	-746.81	----
03 - Employee Exp	25,927.00	224.13	0.00	23,871.76	2,055.24	92.07
05 - Training	22,000.00	0.00	0.00	20,165.67	1,834.33	91.66
30 - OASDI	3,182.00	181.64	0.00	3,003.61	178.39	94.39
35 - Medicare	745.00	42.49	0.00	702.48	42.52	94.29
05 - Service Fees	300.00	0.00	0.00	0.00	300.00	0.00
01 - Advertising	300.00	0.00	0.00	0.00	300.00	0.00
20 - Supplies	900.00	0.00	0.00	0.00	900.00	0.00
40 - Office Supp.	900.00	0.00	0.00	0.00	900.00	0.00
92 - Sewer Bond	0.00	3,261.34	0.00	8,110.39	-8,110.39	----
01 - Sewer Constr	0.00	3,261.34	0.00	8,110.39	-8,110.39	----
99 - Misc.	0.00	3,261.34	0.00	8,110.39	-8,110.39	----
01 - Misc.	0.00	3,261.34	0.00	8,110.39	-8,110.39	----
93 - Special Rev.	38,000.00	0.00	0.00	2,456.75	35,543.25	6.47
03 - Sick Leave	7,500.00	0.00	0.00	0.00	7,500.00	0.00
99 - Misc.	7,500.00	0.00	0.00	0.00	7,500.00	0.00
01 - Misc.	7,500.00	0.00	0.00	0.00	7,500.00	0.00
04 - Town Ins.	13,000.00	0.00	0.00	0.00	13,000.00	0.00
99 - Misc.	13,000.00	0.00	0.00	0.00	13,000.00	0.00
01 - Misc.	13,000.00	0.00	0.00	0.00	13,000.00	0.00
06 - Legal Fee	10,000.00	0.00	0.00	0.00	10,000.00	0.00
99 - Misc.	10,000.00	0.00	0.00	0.00	10,000.00	0.00
01 - Misc.	10,000.00	0.00	0.00	0.00	10,000.00	0.00
12 - Contingency	7,500.00	0.00	0.00	2,456.75	5,043.25	32.76
99 - Misc.	7,500.00	0.00	0.00	2,456.75	5,043.25	32.76
01 - Misc.	7,500.00	0.00	0.00	2,456.75	5,043.25	32.76
Final Totals	17,188,715.00	1,188,128.82	2,715.06	12,718,736.52	4,469,978.48	73.99

Revenue Summary Report

Department(s): ALL

March

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Account	Budget Net	- C U R R Debits	M O N T H - Credits	YTD Net	Uncollected Balance	Percent Collected
01 - General Government	16,836,743.00	654.76	124,632.98	16,379,528.00	457,215.00	97.28
01 - Administration	16,831,943.00	654.76	124,582.98	16,372,927.00	459,016.00	97.27
01 - Property Tax	14,377,808.00	0.00	0.00	14,403,696.51	-25,888.51	100.18
03 - Abatements	0.00	574.76	0.00	-35,231.12	35,231.12	----
04 - Excise Tax	1,415,000.00	0.00	65,216.62	939,736.77	475,263.23	66.41
06 - Rapid Renewal Boat Excise	759.00	0.00	0.00	0.00	759.00	0.00
07 - Boat Excise	17,000.00	0.00	432.10	4,844.38	12,155.62	28.50
08 - Rapid Renewal Excise/State	270,000.00	0.00	36,608.54	226,148.77	43,851.23	83.76
10 - Interest on Taxes	28,000.00	0.00	179.50	20,563.40	7,436.60	73.44
12 - Int./Checking & Investment	25,000.00	0.00	0.00	0.00	25,000.00	0.00
15 - Tax Liens	9,000.00	0.00	47.80	7,769.20	1,230.80	86.32
20 - Clerk Fees	31,000.00	0.00	1,745.10	24,622.20	6,377.80	79.43
27 - Dog Return Fee	700.00	0.00	0.00	374.00	326.00	53.43
32 - 1st Impound Fee	0.00	0.00	0.00	50.00	-50.00	----
35 - Plumbing Permit Fees	12,000.00	0.00	217.50	6,082.50	5,917.50	50.69
36 - Subsurface Wastewater Sys. Fee	0.00	0.00	0.00	15.00	-15.00	----
38 - Building Permit Fees	90,000.00	0.00	3,317.88	53,642.03	36,357.97	59.60
40 - Electrical Permit Fees	7,500.00	80.00	50.00	4,375.00	3,125.00	58.33
50 - Revenue Sharing	260,000.00	0.00	16,767.94	300,329.71	-40,329.71	115.51
55 - Tree Growth Reimbursement	0.00	0.00	0.00	2,280.15	-2,280.15	----
60 - Veterans Reimbursement	0.00	0.00	0.00	9,169.00	-9,169.00	----
62 - BETE Reimbursement	0.00	0.00	0.00	71,837.00	-71,837.00	----
63 - TIF Administration	139,735.00	0.00	0.00	0.00	139,735.00	0.00
65 - Homestead Reimbursement	0.00	0.00	0.00	331,795.00	-331,795.00	----
70 - Snowmobile Reimbursement	0.00	0.00	0.00	827.50	-827.50	----
71 - Use of Streetlight Reserve	5,000.00	0.00	0.00	0.00	5,000.00	0.00
72 - Use of Police Cruiser Reserve	5,000.00	0.00	0.00	0.00	5,000.00	0.00
78 - Sewer Administration Revenue	34,930.00	0.00	0.00	0.00	34,930.00	0.00
84 - Use of C/S/D Building Reserve	5,000.00	0.00	0.00	0.00	5,000.00	0.00
90 - Use of Sewer User Fees	98,511.00	0.00	0.00	0.00	98,511.00	0.00
05 - Town Committees	4,800.00	0.00	50.00	6,601.00	-1,801.00	137.52
01 - Board of Appeals Reviews	300.00	0.00	0.00	1,224.00	-924.00	408.00
05 - Planning Board Reviews	4,500.00	0.00	50.00	5,377.00	-877.00	119.49
10 - Public Safety	59,866.00	0.00	1,300.00	29,614.34	30,251.66	49.47
01 - Fire Dept.	296.00	0.00	0.00	314.00	-18.00	106.08
08 - Fire Dept.	296.00	0.00	0.00	314.00	-18.00	106.08
05 - Police Dept.	46,170.00	0.00	1,140.00	25,061.34	21,108.66	54.28
01 - Police Outside Activity	20,000.00	0.00	1,100.00	11,399.84	8,600.16	57.00
10 - Accident Reports	800.00	0.00	40.00	685.00	115.00	85.63
15 - OUI Reimbursement	5,000.00	0.00	0.00	440.00	4,560.00	8.80
25 - Weapons/Town	370.00	0.00	0.00	125.00	245.00	33.78
30 - Police Dept. Grants	20,000.00	0.00	0.00	12,411.50	7,588.50	62.06
10 - Animal Control	4,400.00	0.00	31.00	2,956.00	1,444.00	67.18
10 - Dog Licensing Fees	4,400.00	0.00	31.00	2,956.00	1,444.00	67.18
15 - Harbor Master	9,000.00	0.00	129.00	1,283.00	7,717.00	14.26
05 - Mooring Fees	9,000.00	0.00	129.00	1,283.00	7,717.00	14.26
20 - Public Works	165,650.00	0.00	2,992.43	89,857.00	75,793.00	54.25
01 - Highway Dept.	34,800.00	0.00	0.00	35,820.00	-1,020.00	102.93
01 - D.O.T. Road Improvements	34,800.00	0.00	0.00	35,820.00	-1,020.00	102.93
25 - Transfer Station	130,850.00	0.00	2,992.43	54,037.00	76,813.00	41.30
01 - Pay/Per Bag	62,000.00	0.00	0.00	0.00	62,000.00	0.00

Revenue Summary Report

Department(s): ALL

March

04/16/2020

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Account	Budget Net	- C U R R Debits	M O N T H - Credits	YTD Net	Uncollected Balance	Percent Collected
20 - Public Works CONT'D						
02 - Aluminum Cans	2,400.00	0.00	0.00	849.60	1,550.40	35.40
03 - Redemptions	14,000.00	0.00	683.82	15,228.80	-1,228.80	108.78
05 - Bulky Waste	18,800.00	0.00	1,007.00	12,913.00	5,887.00	68.69
06 - TV's, Electronics, Computers	4,000.00	0.00	235.00	3,355.00	645.00	83.88
07 - Wood Debris	10,000.00	0.00	660.00	10,362.00	-362.00	103.62
08 - AC Units/Refridgerators	1,600.00	0.00	125.00	2,554.00	-954.00	159.63
09 - Corrugated Cardboard	7,000.00	0.00	0.00	1,763.85	5,236.15	25.20
10 - #1 Plastics	3,500.00	0.00	0.00	160.00	3,340.00	4.57
11 - Light Steel	7,000.00	0.00	231.61	3,520.35	3,479.65	50.29
14 - Tin Cans	0.00	0.00	0.00	800.07	-800.07	----
16 - Household Hazardous Waste	0.00	0.00	0.00	955.00	-955.00	----
17 - Other Recycling	450.00	0.00	30.00	1,465.33	-1,015.33	325.63
30 - Compost Bin/Turners	100.00	0.00	20.00	110.00	-10.00	110.00
30 - Community Service Dept.	11,500.00	0.00	0.00	0.00	11,500.00	0.00
01 - General	11,500.00	0.00	0.00	0.00	11,500.00	0.00
01 - Mentoring Program/York Hospita	11,500.00	0.00	0.00	0.00	11,500.00	0.00
50 - General Assistance	12,000.00	0.00	0.00	1,760.62	10,239.38	14.67
01 - General	12,000.00	0.00	0.00	1,760.62	10,239.38	14.67
01 - General Assistance Reimburseme	12,000.00	0.00	0.00	1,760.62	10,239.38	14.67
70 - Sewer Dept.	0.00	0.00	475.56	447,843.54	-447,843.54	----
01 - General	0.00	0.00	475.56	447,843.54	-447,843.54	----
90 - Sewer User Fees	0.00	0.00	117.04	179,348.69	-179,348.69	----
91 - Sewer Supplemental	0.00	0.00	0.00	90.00	-90.00	----
92 - Sewer Abatement	0.00	0.00	0.00	323.59	-323.59	----
93 - Sewer Interest	0.00	0.00	62.38	1,227.55	-1,227.55	----
94 - Sewer Lien Interest	0.00	0.00	0.00	727.26	-727.26	----
95 - Sewer Costs	0.00	0.00	0.00	1,506.70	-1,506.70	----
98 - Sewer Flat Fees	0.00	0.00	213.13	190,493.59	-190,493.59	----
99 - Sewer Reserve Fee	0.00	0.00	83.01	74,126.16	-74,126.16	----
81 - Community Service Dept.	149,000.00	0.00	2,535.84	40,189.58	108,810.42	26.97
01 - Adult Activities	0.00	0.00	0.00	91.53	-91.53	----
01 - Adult Activities	0.00	0.00	0.00	91.53	-91.53	----
02 - Adult Athletics	5,500.00	0.00	309.00	694.00	4,806.00	12.62
02 - Adult Athletics	5,500.00	0.00	309.00	694.00	4,806.00	12.62
03 - Boat Basin	24,000.00	0.00	0.00	15,926.00	8,074.00	66.36
03 - Boat Basin	24,000.00	0.00	0.00	15,926.00	8,074.00	66.36
04 - Town Parks	2,650.00	0.00	200.00	750.00	1,900.00	28.30
04 - Town Parks	2,650.00	0.00	200.00	750.00	1,900.00	28.30
05 - Senior Citizen	5,700.00	0.00	151.84	2,730.89	2,969.11	47.91
05 - Senior Citizen	5,700.00	0.00	151.84	2,730.89	2,969.11	47.91
06 - Sports Camp	13,750.00	0.00	0.00	0.00	13,750.00	0.00
06 - Sports Camp	13,750.00	0.00	0.00	0.00	13,750.00	0.00
08 - Special Events	450.00	0.00	0.00	143.66	306.34	31.92
08 - Special Events	450.00	0.00	0.00	143.66	306.34	31.92
09 - Youth Bound Programming	34,760.00	0.00	0.00	5,142.50	29,617.50	14.79
09 - Youth Bound	34,760.00	0.00	0.00	5,142.50	29,617.50	14.79
11 - Youth Activities	43,215.00	0.00	1,875.00	6,206.00	37,009.00	14.36

Revenue Summary Report

Department(s): ALL
March

Account	Budget Net	- C U R R Debits	M O N T H - Credits	YTD Net	Uncollected Balance	Percent Collected
81 - Community Service Dept. CONT'D						
11 - Youth Activities	43,215.00	0.00	1,875.00	6,206.00	37,009.00	14.36
12 - Youth Athletics	18,500.00	0.00	0.00	7,655.00	10,845.00	41.38
12 - Youth Athletics	18,500.00	0.00	0.00	7,655.00	10,845.00	41.38
13 - Donations	450.00	0.00	0.00	40.00	410.00	8.89
13 - Donations	450.00	0.00	0.00	40.00	410.00	8.89
16 - Contracted Services(Marshwood)	25.00	0.00	0.00	810.00	-785.00	999.99
16 - Contracted Services(Marshwood)	25.00	0.00	0.00	810.00	-785.00	999.99
82 - KidPlay	245,000.00	0.00	9,096.61	85,084.03	159,915.97	34.73
01 - Kids Play	134,750.00	0.00	7,319.45	60,683.52	74,066.48	45.03
01 - Kids Play	134,750.00	0.00	7,319.45	60,683.52	74,066.48	45.03
02 - Summer Camp	110,250.00	0.00	1,777.16	24,226.51	86,023.49	21.97
02 - Summer Camp	110,250.00	0.00	1,777.16	24,226.51	86,023.49	21.97
05 - Interest Income	0.00	0.00	0.00	174.00	-174.00	----
05 - Interest Income	0.00	0.00	0.00	174.00	-174.00	----
99 - Miscellaneous Accounts	9,000.00	0.00	316.00	2,059.13	6,940.87	22.88
01 - Misc.	9,000.00	0.00	316.00	2,059.13	6,940.87	22.88
99 - Miscellaneous	9,000.00	0.00	316.00	2,059.13	6,940.87	22.88
Final Totals	17,488,759.00	654.76	141,349.42	17,075,936.24	412,822.76	97.64

EXTERNAL: This email originated from outside of the State of Maine Mail System. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thank you, Richard. Your presentation / Q and A will be scheduled to begin shortly after 5:30 pm. We are at 1333 State Road, Eliot 03903 (GPS)

Sincerely,

Dana K. Lee
Town Manager
Eliot Maine
207-439-1813

CORRESPONDENCE # H-1B
SELECTMEN'S MEETING
04-23-20

From: Bostwick, Richard <Richard.Bostwick@maine.gov>
Sent: Tuesday, March 10, 2020 2:35 PM
To: Town Manager <townmanager@eliotme.org>
Cc: Bodge, Stephen <Stephen.Bodge@maine.gov>; Arbo, Audie <Audie.Arbo@maine.gov>
Subject: Select Board Presentation

TO: Dana Lee

Hi Dana,

MaineDOT would like to be placed on the April 9th Select Board agenda to give a brief presentation about the Wildlife Culvert, (AKA Turtle Culvert) that we plan to install this summer/fall. We would then answer questions from select board members and the public.

To minimize disruption, maintenance of traffic, we plan to entirely close the road down for a weekend in September or October to all but local traffic and detour traffic around the area. Road closure will begin at 6 pm on Friday and the road will reopen by 6 am on the following Monday.

We will then remove the existing culvert and install a larger box culvert that will accommodate animals and turtle passage under the road. Other work that doesn't affect traffic flow may take place at other times. A few weekends will be proposed and will be dependent on conditions.

Let me know if you have any questions

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'.., . . . '>(((°>'..
'.., . . . '>(((°>.

Richard Bostwick
MaineDOT - Natural Resources Division
16 SHS
Augusta, ME 04333-0016
207-592-3904 FAX 207-624-3099.
richard.bostwick@maine.gov

Town Manager

From: Town Manager
Sent: Monday, April 6, 2020 11:16 AM
To: Richard Donhauser; Wendy Rawski; Bostwick, Richard
Cc: Bodge, Stephen; Arbo, Audie
Subject: Re: Select Board Presentation

That works for us, Richard. Thanks.
I'll see if we can post it to our website/ e-alert.

Get [Outlook for Android](#)

From: Bostwick, Richard <Richard.Bostwick@maine.gov>
Sent: Monday, April 6, 2020 10:54:21 AM
To: Town Manager <townmanager@eliotme.org>; Richard Donhauser <rdonhauser@eliotme.org>; Wendy Rawski <wrawski@eliotme.org>
Cc: Bodge, Stephen <Stephen.Bodge@maine.gov>; Arbo, Audie <Audie.Arbo@maine.gov>
Subject: RE: Select Board Presentation

Hi Dana The included notice should be all we need if you make sure the public knows

Dana Lee
Town Manager
1333 State Road,
Eliot 03903

Hi Dana

The Maine Department of Transportation (MaineDOT) is moving forward with design and advertising of a wildlife crossing underneath Route 236 near the Marshwood Middle School.
We are looking at a May 20th advertising with an anticipated Fall 2020 construction or, if need be a late Spring 2021 construction.

The work will involve excavating the road requiring lane closures. To minimize disruption to the traveling public, MaineDOT will close this section of Route 236 to through traffic detour traffic around the construction site.
We plan to close the road between 6 pm Friday to 6 am on the following Monday. This will happen over one weekend in September of 2020 or one May of 2021.
We would notify the town and public by phone and we will use variable message boards for notification

We are not able to attend a select board meeting but ask that this read or entered into the town records so that the public is also made aware of the upcoming closures.

Let Richard Bostwick or Steve Bodge know if you have any questions. Our contact information is
Richard Bostwick MaineDOT - Natural Resources Division 16 SHS , Augusta, ME 04333-0016 207-592-3904 richard.bostwick@maine.gov or
Steve Bodge MaineDOT Highway, 16 SHS , Augusta, ME 207-441-6850 Stephen.bodge@maine.gov

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Town Manager

CORRESPONDENCE # H-1C
SELECTMEN'S MEETING
04-23-20

From: Kari Schank <kschank@yahoo.com>
Sent: Thursday, February 20, 2020 10:57 AM
To: Town Manager
Subject: Re: Foreclosing on landlocked land

Ok- that's a slightly different way to look at this. I will try to get you an answer by the end of this week. - Kari

Sent from my iPhone

> On Feb 20, 2020, at 8:11 AM, Town Manager <townmanager@eliotme.org> wrote:

>

> Kari,

>

> I think the question is: should we seek to sell it to an abutter or retain it as green space. I have no idea about access to the site. Being landlocked, you'd probably have to get permission from an abutter.

>

> Dana

>

> -----Original Message-----

> From: Kari Schank <kschank@yahoo.com>

> Sent: Wednesday, February 19, 2020 9:12 AM

> To: Town Manager <townmanager@eliotme.org>

> Subject: Re: Foreclosing on landlocked land

>

> Hi Dana,

>

> We discussed this parcel at our last ECC Meeting. There was some questions about the environmental condition of the property. Also, we would like to understand what the expectations would be if this was accepted as a conservation parcel?

>

> I am reaching out to Great Works as well to see if they are aware of any potential conservation parcels near this site.

>

> Is there anyway to access the parcel? One of the members would like to walk the site.

>

> Thanks,

> Kari

>

>

> Sent from my iPhone

>

>> On Jan 27, 2020, at 4:39 PM, Town Manager <townmanager@eliotme.org> wrote:

>>

>> Kari,

>>

>> It appears that guy does not want to pay taxes on his rather useless landlocked parcel any longer. It is map 22, lot 4.

>>

>> Most likely we will retain it as open space, but I am turning it over to your committee for a recommendation.

>>



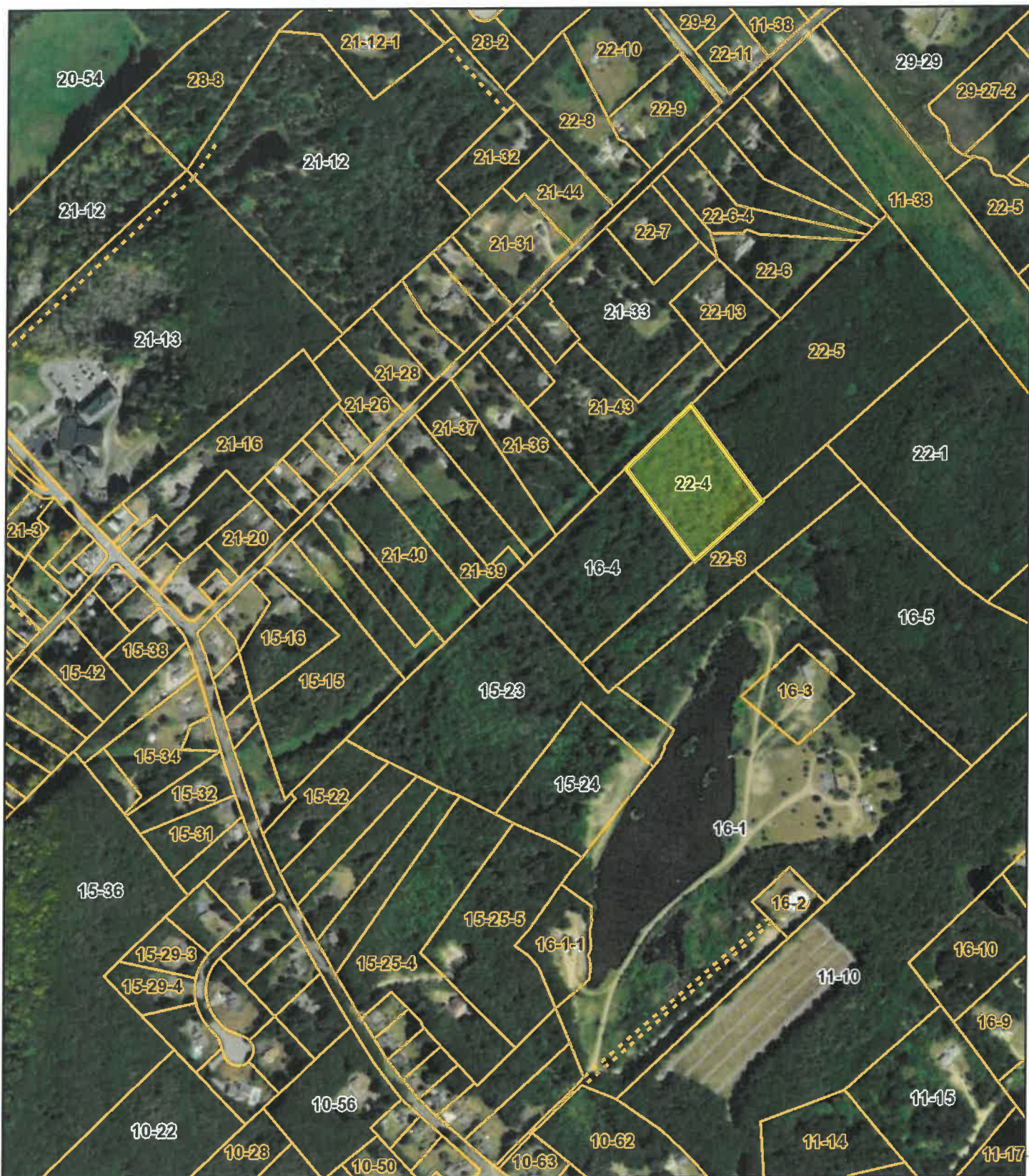
Eliot, ME

1 inch = 549 Feet

CAI Technologies
Precision Mapping Geospatial Solutions



April 13, 2020



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

Town Manager

From: Martine Painchaud
Sent: Tuesday, January 28, 2020 8:59 AM
To: Town Manager; Kari Schank
Cc: Jordan Miles
Subject: RE: Foreclosing on landlocked land

Kari,

It is map 22 lot 4 the owner and address is as follows:

William A Goodrich
1198 Ferry Road
Heathsville, VA 22473-2503

The location is Beech Road and the assessment is \$8,000 Land Area is 4 acres

Martine

Martine A. Painchaud, CMA 2
Assessor
Town of Eliot
1333 State Road
Eliot, ME 03903
T. 207.439.1813 x111
F. 207.439.1415
Email: mpainchaud@eliotme.org

-----Original Message-----

From: Town Manager
Sent: Tuesday, January 28, 2020 8:16 AM
To: Kari Schank <kschank@yahoo.com>
Cc: Martine Painchaud <mpainchaud@eliotme.org>; Jordan Miles <jmiles@eliotme.org>
Subject: RE: Foreclosing on landlocked land

Martine,

Would you please provide Kari the info she is seeking on the foreclosed landlocked land.

Dana

-----Original Message-----

From: Kari Schank <kschank@yahoo.com>
Sent: Monday, January 27, 2020 4:50 PM
To: Town Manager <townmanager@eliotme.org>
Subject: Re: Foreclosing on landlocked land

Hi Dana,

I can't open your attachment for some reason. Can you send me the parcel number and address?

We will be at the budget meeting on Thursday. We had requested \$15k for the land bank and are prepared to make our case.

- Kari

Sent from my iPhone

> On Jan 27, 2020, at 4:39 PM, Town Manager <townmanager@eliotme.org> wrote:

>

> Kari,

>

> It appears that guy does not want to pay taxes on his rather useless landlocked parcel any longer. It is map 22, lot 4.

>

> Most likely we will retain it as open space, but I am turning it over to your committee for a recommendation.

>

> Also, there is a joint budget workshop on 1/30 at 5:30 pm. Committees, among others can present their requests. \$5,000 to Land Bank may come up.

>

> Dana

>

> Under Maine's Freedom of Access ("Right to Know") law, all e-mail and e-mail attachments received or prepared for use in matters concerning Town business or containing information relating to Town business are likely to be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law.

> <winmail.dat>

Eliot Building Committee Ad Hoc Committee By-Laws Adopted (date)

ARTICLE 1: PURPOSE

- a. The purpose of the Eliot Building Committee, (hereafter referred to as the Committee) is to serve in an advisory capacity to the Select Board on all matters associated with investigating office needs at the Town Office, including considerations for Community Service Department and Committee usage.
- b. The Eliot Select Board shall review the purpose of the Committee at least every five (5) years, with the option to retain the Committee, restate the Committee's purpose, or disband the Committee. The first review shall be five (5) years from the date Select Board approves the Committee's by-laws.

ARTICLE 2: DUTIES

The Committee shall:

- a. Examine the space needs and shortcomings of the Town Hall facility and the Community Service Department. The Committee is asked to think very long term (40-50 years).
- b. Examine past efforts, plans, minutes of meetings associated with past examinations of needed space.
- c. Examine the feasibility of ways to reduce the Town's space needs through available technologies, instead of enlarging buildings.
- d. Meet with staff as be advisable to better understand building(s) space needs now and in the future.
- e. Determine the location of any expanded or new building space along with the necessary civil engineering that would need to be undertaken to determine suitability of the land / wetlands, etc.
- f. Recommend to the Select Board specialists needed (architect / construction specialists) to determine options for additional space (expand to a second floor, etc.)
- g. Research what other Towns have done recently with regards to their municipal offices.
- f. Make one or more written proposals for review and action by the Select Board.
- g. If funding of the Committee is sought, a detailed budget request must be submitted to the Town Manager no later than November 1 of each year.

ARTICLE 3: MEMBERSHIP

3.1 Appointments and Terms

- a. The Committee shall consist of five (5) regular members and two (2) alternates appointed by the Select Board. A liaison from the Select Board may also be appointed by the Select Board (non-voting).
- b. All members of the Committee shall be eligible voters of the Town.
- c. Members shall be eligible for reappointment.
- d. Non-voting specialized consultants may advise the Committee as needed.
- e. When a member is absent from a meeting or recuses him / herself from action on a motion, the Chair shall appoint an alternate member to that position for the meeting on that motion.

3.2 Staff Support

- a. The Town Manager, or his / her designee shall provide staff support to the Committee.

ARTICLE 4: OFFICERS AND ELECTIONS

4.1 Officers and Responsibilities

The officers of the Committee shall consist of the Chair, Vice Chair, and Secretary. The duties of the Committee officers shall be as follows:

- a. **Chair.** The Chair is the official spokesperson for the Committee and shall publicly express only those points of view that are reflective of and have been agreed upon by the Committee. The Chair shall preside at all meetings of the Committee; call special meetings when necessary; approve agendas drafted by staff; assign members to sub-committees; monitor conflict of interest in all of the Committee's activities; ensure adherence to local Ordinances, Town Charter and State Statutes; ensure proper training of the Committee's members; recruit new members when a Committee vacancy occurs; keep the Select Board apprised of the Committee's activities; and perform all other duties necessary or incidental to the office. The Chair shall decide all points of order and procedure during meetings and his/her decision shall be final unless overruled by a majority of the members present. The Chairperson is a voting member of the Committee.
- b. **Vice Chair.** In the absence of the Chair, or in the event of the Chair's inability to act, the Vice Chair shall perform the Chair's duties. In the event of the absence or inability to act of both the Chair and the Vice Chair, the remaining members shall appoint one of their members to act temporarily as Chair.
- c. **Secretary.** The Secretary shall record the minutes of the Committee meetings and be responsible for maintaining the Committee's records.

4.2 Elections

- a. Officers shall be elected annually by a majority of the Committee membership at the first meeting of the Town's fiscal year.
- b. No member may serve in the position of Chair for more than two consecutive terms.

4.3 Removal from Office

- a. Members are expected to attend scheduled meetings on a regular basis. The Committee Chair shall notify the Select Board if a member fails to attend at least 50% of all regular monthly meetings over a one (1) year period. Such action shall constitute a resignation that must be acted on by a majority vote of the Select Board.
- b. Committee members may be removed by the Select Board for malfeasance in office.

ARTICLE 5: SUBCOMMITTEES

- a. The Chair shall appoint those subcommittees that are necessary to accomplish the Committee's work, subject to the approval of a majority vote of the Committee.
- b. The Chair shall be an ex-officio member of every subcommittee.

ARTICLE 6: MEETINGS

6.1 Regular Meetings

- a. The Committee shall meet at least monthly at a place and time so designated by an agenda approved by the Chair.
- b. The Committee may meet more frequently as determined by the Chair or a majority of the Committee.
- c. Agendas shall be posted on the Eliot website and locations that the Select Board agendas are posted. Agendas of regular meetings shall be posted at least seven (7) days prior to the meeting.
- d. All meetings shall be open to the public. Every agenda shall have a section that is specifically for people to offer public comment, though time restrictions for speaking may be adopted as deemed required.

6.2 Special Meetings & Emergency Meetings

- a. The Chair may call a special meeting of the Committee provided that the agenda is posted three (3) days prior to the meeting. Public notice will be provided for Emergency meetings as soon as possible and on all available sources of media.

6.3 Executive Sessions

The Committee may call for an executive session only under the provisions and terms specified in the Maine State Statutes.

6.4 Quorum & Voting

- a. The Chairperson may appoint Alternate Members to serve as Regular members for purposes of creating a quorum.
- b. A quorum of the Committee shall consist of a simple majority of the regular membership, including Alternate Members serving as a Full Member.
- c. No official action, binding resolution or discussion of committee business shall be made by the Committee without a quorum of the membership.
- d. The Committee will take action pursuant to motions and seconds made by Committee members. A roll call vote count shall be maintained on any Committee vote. The action will be approved if a quorum is present at a meeting and a majority of those present at a meeting vote in favor of the action.
- e. Proxy voting shall not be allowed.

6.5 Presiding Rules

Parliamentary procedure in Committee meetings shall be governed by the adopted rules of order, Robert's Rules of Order Newly Revised, current edition with particular attention to "small municipal board" section.

ARTICLE 7: PERFORMANCE ISSUES

Committee members serve as official representatives of the Town of Eliot to the business community, to other governmental units, to the press, and to the public at large and therefore are expected to comport themselves accordingly. All members shall adhere to the Maine Freedom of Access Act Laws (1 MRS § 401 et seq.) and, where applicable, the Eliot Personnel Policies and Procedures Manual. The Town Manager is the FOAA Officer for the Town and all such requests to the Committee shall be immediately conveyed to the FOAA Officer.

ARTICLE 8: AMENDMENT OF THE BYLAWS

These by-laws may be amended, and recommended for amendment to Select Board, by a 2/3 vote of the Committee after two (2) weeks advanced notice of the intent to change has been given in writing to each Committee member.

ARTICLE 9: EFFECTIVE DATE

These by-laws shall become effective upon a vote of the majority of Committee members in a regular meeting and a majority vote of Select Board.

Richard Donhauser, Chair

Alex Orestis, Vice Chair

Phil Lytle

Robert McPherson

Staff Recognition Program

CORRESPONDENCE # H-3
SELECTMEN'S MEETING
04-23-20

The Eliot MVP Award

- 1. This award is given two times per year – once in June and once in December.**
- 2. Each staff member from each department votes for one of their own and submits the name for a random drawing.**
- 3. Police, CSD, Admin, Fire and Public Works each have one week to “vote” for someone from their division and to submit the name to their Department Head for the drawing.**
- 4. The Department Head will hand out ballots (anonymous respondents) to each staff member, and ask them to vote and drop off their selection in a bag, box or folder.**
- 5. The Department Head then tallies the votes and advises the T.M. of that Department’s employee selection to be entered into the drawing. Any noted comments from the nominators will also be provided to the Town Manager.**
- 6. All the nominated staff suggested by their peers will be mentioned at a Select Board meeting and the winner gets a framed “MVP” certificate and something “extra.”**
- 7. A list of past winners will be maintained and departments are asked not to nominate the same person over and over.**

The criteria for who you choose is pretty loose.

It could be the one who:

- Keeps morale up**
- Effectiveness / Hard Work**
- Best Teammate**
- Clever / Problem Solver**

Eliot's MVP Employee Award

June of 2020

BALLOT

DEPARTMENT: _____

NOMINEE'S NAME: _____

SAY A LITTLE WHY YOU NOMINATED THIS STAFF PERSON:

EXISTING ORDINANCE

Sec. 33-128. - Application fees.

The applicant shall submit with the application a fee in the amount established by the master fee schedule. This shall be payable by check to the town, stating the specific purpose of the fee. Fees are not refundable. An application is not considered complete until all required fees are submitted.

During review of an application, the planning board may make the determination to hire technical consultant(s) if the scope is beyond the capability of town staff to verify or review any aspect of an applicant's application. Such technical consultant fees shall be paid by the applicant. When the planning board determines the need for technical review, the planning office will obtain an estimate for such review of an application. The applicant will be expected to pay the cost of the initial estimate plus ten percent. Upon the applicant's submission of this deposit, the funds shall be retained as escrow, with the planning office tracking and reporting to the applicant all fees paid by the town for said technical consultation. If the balance of the applicant's escrow deposit is drawn down by 75 percent and further technical consultation is required, the planning office shall notify the applicant. An estimate will be obtained for the completion of the project and billed to the applicant at cost plus ten percent. Any balance remaining in the applicant's escrow after a decision on the site plan review/revision application shall either be applied to fees associated with site inspections (if required) or be returned to the applicant within 60 days of the board's decision date on the application.

(T.M. of 11-2-82; T.M. of 3-19-88; T.M. of 12-20-89, (§ 202.2); T.M. of 11-4-03; T.M. of 6-16-2012(3); T.M. of 6-11-2019(3), art. 27)

PROPOSED ADDITIONS ARE UNDERLINED AND PROPOSED DELITIONS ARE ILLUSTRATED WITH STRIKETHROUGH.

Sec. 33-128. - Application fees.

The applicant shall submit with the application a fee in the amount established by the master fee schedule. This shall be payable by check to the town, stating the specific purpose of the fee. Fees are not refundable. An application is not considered complete until all required fees are submitted.

During review of an application, ~~the planning board~~ the Town Planner and / or the Town's Code Enforcement Officer may make the determination to hire technical consultant(s) and to offset the Town's review time if the scope is beyond the capability of town staff to verify or review any aspect of an applicant's ~~the petitioner's~~ application. Such local and technical consultant fees shall be paid by the applicant. When the ~~planning board~~ Town Planner and / or Code Enforcement Officer determines the need for additional technical review, the planning

office will obtain and / or determine an estimate for such review of an application. The applicant will be expected to pay the cost of the initial estimate plus ten percent. Upon the applicant's submission of this deposit, the funds shall be retained as within an escrow account, with the planning and finance offices tracking and reporting to the applicant all fees paid utilized by the town for said internal or external technical consultation. If the balance of the applicant's escrow deposit is drawn down by 75 percent, and further technical consultation is required, the planning office shall notify the applicant. An ~~estimate-evaluation~~ will be ~~obtained~~ conducted for the cost associated for the completion of the project and billed to the applicant at the estimated cost plus ten percent. Any balance remaining in the applicant's escrow after a Planning Board decision on the ~~site-plan review/revision~~ application shall either be applied to fees associated with site inspections (if required) or be returned to the applicant within 60 days of the planning board's decision date on the application.

Examples of technical items that fall within the technical review ordinance as outlined above are below. This list is not limited to the below items and necessary review items shall be determined by the Town Manager, Town Planner and / or Code Enforcement Officer:

1. Land use / zoning review
2. Landscaping
3. Engineering / stormwater
4. Roadway design
5. Traffic
6. Noise
7. Odor
8. The above items and any other items as determined by the Planning Board, Town Manager, Town Planner or Code Enforcement Officer.

The below fee schedule shall be used as a guideline in determining the amount of the required escrow. Should the Town desire to raise or lower these amounts the same procedures, as outlined above, shall be utilized.

1. Change in Use - \$500.00
2. Minor Site Plan Amendment (parking lot modifications, etc.) - \$1,000.00
3. Subdivision Amendment - \$2,000.00
4. Major Site Plans (Building additions, new construction, etc.) - \$2,500.00
5. Subdivision review (Commercial, Industrial and Residential) - \$2,500.00

Fees may be utilized for, but not limited to, the following:

1. Technical review/s
2. Applicant meetings / phone calls
3. Research and report writing
4. Internal meetings including Planning Board meetings
5. Licensing hearings

(T.M. of 11-2-82; T.M. of 3-19-88; T.M. of 12-20-89, (§ 202.2); T.M. of 11-4-03; T.M. of 6-16-2012(3); T.M. of 6-11-2019(3), art. 27)

AS THE ABOVE PROPOSAL MAY BE CONFUSING THE ABOVE PROPOSAL IS SHOWN BELOW WITH THE PROPOSED DELITIONS GONE AND THE PROPOSED TEXT SHOWN

Sec. 33-128. - Application fees.

The applicant shall submit with the application a fee in the amount established by the master fee schedule. This shall be payable by check to the town, stating the specific purpose of the fee. Fees are not refundable. An application is not considered complete until all required fees are submitted.

During review of an application, the Town Planner and / or the Town's Code Enforcement Officer may make the determination to hire technical consultant(s) and to offset the Town's review time to verify or review any aspect of the petitioner's application. Such local and technical consultant fees shall be paid by the applicant. When the Town Planner and / or Code Enforcement Officer determines the need for additional technical review, the planning office will obtain and / or determine an estimate for such review of an application. The applicant will be expected to pay the cost of the initial estimate plus ten percent. Upon the applicant's submission of this deposit, the funds shall be retained as within an escrow account, with the planning and finance offices tracking and reporting to the applicant all fees utilized by the town for said internal or external technical consultation. If the balance of the applicant's escrow deposit is drawn down by 75 percent, and further technical consultation is required, the planning office shall notify the applicant. An evaluation will be conducted for the cost associated for the completion of the project and billed to the applicant at the estimated cost plus ten percent. Any balance remaining in the applicant's escrow after a Planning Board decision on the application shall either be applied to fees associated with site inspections (if required) or be returned to the applicant within 60 days of the planning board's decision date on the application.

Examples of technical items that fall within the technical review ordinance as outlined above are below. This list is not limited to the below items and necessary review items shall be determined by the Town Manager, Town Planner and / or Code Enforcement Officer:

9. Land use / zoning review
10. Landscaping
11. Engineering / stormwater
12. Roadway design
13. Traffic
14. Noise
15. Odor

16. The above items and any other items as determined by the Planning Board, Town Manager, Town Planner or Code Enforcement Officer.

The below fee schedule shall be used as a guideline in determining the amount of the required escrow. Should the Town desire to raise or lower these amounts the same procedures, as outlined above, shall be utilized.

6. Change in Use - \$500.00
7. Minor Site Plan Amendment (parking lot modifications, etc.) - \$1,000.00
8. Subdivision Amendment - \$2,000.00
9. Major Site Plans (Building additions, new construction, etc.) - \$2,500.00
10. Subdivision review (Commercial, Industrial and Residential) - \$2,500.00

Fees may be utilized for, but not limited to, the following:

6. Technical review/s
7. Applicant meetings / phone calls
8. Research and report writing
9. Internal meetings including Planning Board meetings
10. Licensing hearings

(T.M. of 11-2-82; T.M. of 3-19-88; T.M. of 12-20-89, (§ 202.2); T.M. of 11-4-03; T.M. of 6-16-2012(3); T.M. of 6-11-2019(3), art. 27)

Town Manager

From: David Galbraith <dcmgalbraith@gmail.com>
Sent: Wednesday, March 25, 2020 7:53 PM
To: Jordan Miles
Cc: Melissa Albert; Kristina Goodwin; Town Manager; Shelly Bishop
Subject: Re: Consultant Fees Memo

My thought is to get this item ready for November. The Town had once ordinance (more simple) and then modified. I think a multi-tiered approach is the way to go. We should note that Subdivisions still fall under the existing Ordinance. A few probably fell through the cracks in the past but ... moving forward we should certainly collect. I take a crack at it and put together a draft for everyone review and comment.

On Wed, Mar 25, 2020 at 6:05 PM Jordan Miles <jmiles@eliotme.org> wrote:

I will check with Peter Hall to see the best way to track these escrow type accounts

Sent from my Verizon, Samsung Galaxy smartphone
[Get Outlook for Android](#)

From: Town Manager <townmanager@eliotme.org>
Sent: Wednesday, March 25, 2020 6:03:16 PM
To: David Galbraith <dcmgalbraith@gmail.com>; Melissa Albert <malbert@eliotme.org>; Kristina Goodwin <kgoodwin@eliotme.org>
Cc: Shelly Bishop <sbishop@eliotme.org>; Jordan Miles <jmiles@eliotme.org>
Subject: Re: Consultant Fees Memo

I am impressed by the thoughtful input. Great thinking.

I totally agree with giving the Planner authority on contracting for review.

Can we prep this Ord change by November?

Is our fee schedule supposed to be a part of the Ordinance? I thought we voted to remove it. Kristina, please check with Wendy on recent amendments to that ordinance.

I like Kristina's idea of hrs times rate equal estimate. I also like a baseline amount for minor and major developments. Maybe a four tiered baseline fee. \$500 (6+hrs), \$1,000 (12+ hrs) \$1500 (etc., etc.) and \$2,000.

I would want signed agreement with all details. Non interest bearing, no permits if in debt, 75 % drawdown requires more money, you provide an address for first class mail and a phone number, final word on all billing disputes would be me. No other appeal. May withdraw app and receive back pro rated portion of the deposit. Etc.

To be clear, let's keep it simple in terms of staff time. We'll track only the Planner's time, plus either chief, CEO, or me to help / comment. Bill all at 70 per hour for all of us as an average with benefits.

Can you (the plural) suggest a two, three, four tiered list of the types of projects that I could assign a base escrow? Please recommend the fee per tier per your experience.

Jordan: Does Trio allow escrow accounting?

Thanks all.

Get Outlook for Android

From: Kristina Goodwin <kgoodwin@eliotme.org>
Sent: Wednesday, March 25, 2020 11:27:06 AM
To: David Galbraith <dcmgalbraith@gmail.com>; Melissa Albert <malbert@eliotme.org>
Cc: Town Manager <townmanager@eliotme.org>; Shelly Bishop <sbishop@eliotme.org>; Jordan Miles <jmiles@eliotme.org>
Subject: Re: Consultant Fees Memo

Melissa,

I just wanted to also pull you into this conversation so you knew what was being discussed.

Thanks,

Kristina

From: David Galbraith <dcmgalbraith@gmail.com>
Sent: Wednesday, March 25, 2020 11:03:01 AM
To: Kristina Goodwin
Cc: Town Manager; Shelly Bishop; Jordan Miles
Subject: Re: Consultant Fees Memo

Kristina, thanks for the great feedback. I would suggest keeping billing in house. Don't think that SMPDC bills directly and I think having the escrow part of billing done by another agency has a high chance of getting messed up. It would be nice to have fees in an appendix but regardless we would need to amend the ordinance. I would strongly agree that the decision to have the TM / Planner / CEO have the authority to hire outside consultants not the Planning Board. If we got into a situation where the PB request Staff hire an outside consultant I am sure Staff would honor that request. When we are looking at this issue we should try to make it as simple as possible. I agree that we could create a table of various applications which would each require applications to pay a established baseline fee which would be drawn down and replenished if needed. I am going to look at some other towns to see how they do it and how it is working. Planners often "borrow" other Town's ordinance language so I say don't completely reinvent the wheel. I believe we also have an option for utilizing TIF funds but those funds are likely earmarked for other projects. Hope you are all doing well. A bit of cabin fever up here in Cumberland County. I am updating PB reports for 0 & 787 Main Street today. TTYL David 🤖

On Wed, Mar 25, 2020 at 10:23 AM Kristina Goodwin <kgoodwin@eliotme.org> wrote:
David & All,

I am sure you all have it but for ease of access here is the link to the current ordinance:
https://library.municode.com/me/eliot/codes/code_of_ordinances?nodeId=MUCOOR_CH33PLDE_ARTIIISIP_LRE_DIV4SIPL_S33-128APFE

David thank you for taking the time to put this together. I don't have much experience with this so but I do have some input and questions, perhaps what I am going to ask won't even make sense for billing (either on our end or SMPDC's end) but... I am going to ask 😊

First I am a fan as you stated David *(at least at this point in time, until conversations take place in the future regarding adding additional staff (funny, not funny) of not adding a lot of burden to staff as we are already pretty taxed for time.*

Is there a way for each application to have separate tracking, like recording start time of day through end time of day x hourly wage then have SMPDC bill separately for each application worked on. For example say the town received consultant fees from the applicant of \$2500, that would be in an escrow account titled "Development Inc escrow" and then SMPDC would send us an invoice for Consultant time for "Development Inc" and then that invoice amount would be taken from that escrow? Or does SMPDC ever bill the applicants directly for their consultants time instead of billing the town? Or would this make things murky when it comes to NOD's and such?

As far as a fee schedule (if we did retain ownership of billing), could we have a table for separate "Major and Minor site plan / shoreland reviews" with say:

Minor reviews estimated up to x / hrs. of Planner Consultant time will be \$ _____

Major reviews estimated from to x / hrs. of Planner Consultant time will be \$ _____

and keep the language about the "...balance of account drawn down by 75%..." as written now. This fee could be established at all pre-application meetings and written on the application so that the Land Use Admin Assistant knows the fee to be collected. I know that some things we may consider minor may turn into major or vice versa (because some things reviewed recently certainly would have been estimated wrong) but at least our best attempt at it. Also would the fee schedule be an appendices, so we could adjust the table as rates change to avoid the need of going to town vote. I only ask because I think there has been some conversation about if our fee schedule is or isn't an appendices currently, as it still shows up on table 1-25 in our ordinances.

One thing I would say we may want to change in the current ordinance, is make it the determination of the Planner to select for external review, not the Planning Board as it is written now or have language, that Planning Board states at each of the sketch plan or preliminary review stages (applicants first meeting) that this application can, at any point in time, sent out for Consultant review, so that it allows the Planner that power.

In my opinion with everything coming up, even once we return to a full-time planner, that office is going to be overwhelmed and will need some flexibility to obtain some assistance.

Thanks,
Kristina

From: David Galbraith <dcmgalbraith@gmail.com>

Sent: Tuesday, March 24, 2020 5:02:00 PM

To: Town Manager; Kristina Goodwin; Shelly Bishop; Jordan Miles

Subject: Consultant Fees Memo

Dana, following our discussion this afternoon regarding consulting fees. I would greatly like to adopt a 'consulting fee schedule' to help the Town office off-set my fees (and perhaps other Staff fees in the process). As we discussed there are numerous pros and cons regarding this matter and unfortunately I have been at the end of both. Anyway... I pulled together a few thoughts that I thought we could sit down / phone conference (considering "the times"). It should be noted that these are just my initial thoughts so certainly not 100% complete. I have copies Jordan, Kristina & Shelly for their input. This is an internal memo at this point but I enjoyed our discussion regarding this matter as I think the Town needs to make some policies to re-coup so many of the development costs.

happy to chat with any of you and or get e-mails with your 2 cents (providing they agree with me... just kidding). I really would appreciate any input. One of my biggest concerns is that we adopt a program that causes Staff a huge amount of time to "manage" as I know you are all taxed.

Please let me know your thoughts on this "draft". Thanks

Under Maine's Freedom of Access ("Right to Know") law, all e-mail and e-mail attachments received or prepared for use in matters concerning Town business or containing information relating to Town business are likely to be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law.

Under Maine's Freedom of Access ("Right to Know") law, all e-mail and e-mail attachments received or prepared for use in matters concerning Town business or containing information relating to Town business are likely to be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law.

CORRESPONDENCE # 4-5
SELECTMEN'S MEETING
04-23-20

MUNICIPALITY OF ELIOT

Notice of Postponement of Secret Ballot Election and Referendum Election

Notice is hereby given that due to health concerns related to the coronavirus (COVID-19), the Municipal Officers of the Town of Eliot have postponed the secret ballot election and referendum scheduled for June 9, 2020.

This notice is issued pursuant to LD 2167, enacted by the Maine Legislature March 18, 2020.

The election/referendum is postponed to:

Tuesday, July 14, 2020 in said municipality with opening ceremonies and election of the Moderator at 7:30am and with polls open from 8:00am to 8:00 pm.

Dated: June 23, 2020.

Richard Donhauser

Alexandros Orestis

Philip Lytle

Robert McPherson

Municipal Officers
Town of Eliot, Maine

Attest:

Wendy Rawski, Town Clerk



New England Grassroots Environment Fund Inc.

PO Box 611

Newmarket, NH 03857

603 905 9915

connect@grassrootsfund.org

CORRESPONDENCE &
SELECTMEN'S MEETING

04-23-20

H-6

09 April, 2020

Dear Ellen,

Congratulations to Eliot Aging in Place recent **SEED Rapid Response Covid19 grant** from the New England Grassroots Environment Fund! We're thrilled to be supporting your local efforts – it's the work of grassroots leaders like you that makes our work so impactful and exciting.

In addition to your grant award, we are sharing some other exciting benefits of being a part of the Grassroots Fund's grantee community. We have many other resources and services to offer you!

- **Attend a convening** – Join our webinars, catalyst convenings, workshops, pop-up offices and RootSkills conferences, designed especially for our grantees:
<https://grassrootsfund.org/tools>
- **Sign up for our newsletter** – Sign up for our newsletter and never miss a grant deadline or training opportunity again! Visit <http://www.grassrootsfund.org/participate> to sign up.
- **Grantee map** – Search for grassroots groups by project type, state, or name to connect with fellow grantees for inspiration and project ideas.
<http://grassrootsfund.org/stories/search>
- **Grassroots stories** – Learn from your fellow grantee groups leading amazing local initiatives across New England. From an urban community garden to addressing obesity to a community-driven revolving loan initiative - there's so much to be excited about in grassroots work! grassrootsfund.org/stories

We recommend that you encourage your fellow group members to register online and connect to your groups profile at grassrootsfund.org.

Thanks for giving us an opportunity to be a part of your project's success. Please let us know how we can support you beyond this Seed award.

Audrey, Bart, Chetana, Diana, Janet, Julia and Tess



[/TheGrassrootsFund](https://www.facebook.com/TheGrassrootsFund)



[@GrassrootsFund](https://twitter.com/GrassrootsFund)



[@GrassrootsFund](https://www.instagram.com/GrassrootsFund)



Fostering
Innovation
through Grants



Convening
Changemakers



Amplifying
Voices



Revolutionizin
g
Philanthropy

A / P Warrant

CORRESPONDENCE H-7A
 SELECTMEN'S MEETING
 04-23-20
 4/08/2020
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Warrant 119

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
00002 2WAY COMMUNICATIONS SERVICE, INC.						
0509	16839	04	march activity	64663		
office			E 01-01-24-30		1,550.00	0.00
police dept			E 10-05-10-14		770.00	0.00
pub works			E 20-01-20-40		150.00	0.00
Invoice Total-					2,470.00	
0509	16839	04	datto backups	64664		
datto backups pd			E 10-05-10-14		567.00	0.00
Invoice Total-					567.00	
Vendor Total-					3,037.00	
00035 AMERICAN SECURITY ALARM, INC.						
0509	16840	04	security monitoring pd	131028		
security monitoring pd			E 10-05-10-14		624.00	0.00
Vendor Total-					624.00	
00109 CENTRAL MAINE POWER						
0509	16841	04	cmp route 236	700000216914		
cmp route 236			E 10-30-15-02		15.72	0.00
Invoice Total-					15.72	
0509	16841	04	cmp new kittery road	700000216913		
cmp new kittery road			E 10-30-15-02		15.72	0.00
Invoice Total-					15.72	
0509	16841	04	cmp dixon ave	700000216911		
cmp dixon ave			E 70-15-15-02		15.72	0.00
Invoice Total-					15.72	
0509	16841	04	cmp main st	700000216909		
cmp main st			E 70-10-15-02		20.02	0.00
Invoice Total-					20.02	
0509	16841	04	cmp pleasant st	700000216908		
cmp pleasant st			E 70-05-15-02		20.02	0.00
Invoice Total-					20.02	
0509	16841	04	cmp town office	700000216907		
cmp town office			E 01-01-15-02		20.02	0.00
Invoice Total-					20.02	
0509	16841	04	468 h l dow hwy cmp	700000216905		
468 h l dow hwy cmp			E 10-30-15-02		21.12	0.00
Invoice Total-					21.12	
0509	16841	04	cmp route 236 RD	700000216912		
cmp route 236 rd			E 10-30-15-02		15.72	0.00
Invoice Total-					15.72	
0509	16841	04	cmp bill pd	700000216906		
cmp bill pd			E 10-05-15-02		20.02	0.00
Invoice Total-					20.02	
Vendor Total-					164.08	
00340 KITTEY WATER DISTRICT						
0509	16842	04	meter readings	04022020		
meter readings			E 70-01-05-70		1,084.50	0.00
Vendor Total-					1,084.50	
00388 MainePERS						
0509	16843	04	mainepers march	032020		
admin			E 01-01-03-40		1,735.20	0.00
clerks			E 01-02-03-40		1,722.58	0.00

Warrant 119

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
land use			E 01-03-03-40		1,372.59	0.00
police			E 10-05-03-40		6,944.85	0.00
pub works			E 20-01-03-40		1,777.18	0.00
csd			E 30-01-03-40		476.80	0.00
kidsplay			E 82-01-03-40		335.27	0.00
ee contributions			G 01-2215-00		9,412.01	0.00
Vendor Total-					23,776.48	
00474 NORTHEAST HYDRAULICS, INC.						
0509	16844	04	vehicle rep/maint	75608		
rep/maint			E 20-01-24-15		540.15	0.00
Vendor Total-					540.15	
00587 MAINE MUNICIPAL ASSOCIATION						
0509	16845	04	workers comp	2nd installment		
admin			E 01-01-30-15		1,839.74	0.00
pub works			E 20-01-30-15		5,868.53	0.00
harbormaster			E 10-15-30-15		441.52	0.00
transfer station			E 20-25-30-15		1,068.94	0.00
fire dept			E 10-01-30-15		2,509.68	0.00
police dept			E 10-05-30-15		6,618.22	0.00
csd			E 30-01-30-15		2,468.51	0.00
snow			E 20-05-30-15		2,439.97	0.00
ACO			E 10-10-30-15		32.69	0.00
Vendor Total-					23,287.80	
00619 S.A.D. # 35						
0509	16846	04	school payment april	042020		
school payment april			E 60-01-99-30		834,241.92	0.00
Vendor Total-					834,241.92	
00717 TOWN OF KITTELY, MAINE						
0509	16847	04	weekly station checks-mar	125		
pump st 1			E 70-05-25-10		283.33	0.00
pump st 2			E 70-10-25-10		283.33	0.00
pump st 3			E 70-15-25-10		283.34	0.00
Invoice Total-					850.00	
0509	16847	04	backflow certification	330		
pump station 1			E 70-05-25-10		55.00	0.00
pump station 2			E 70-10-25-10		55.00	0.00
Invoice Total-					110.00	
Vendor Total-					960.00	
00725 TREASURER OF STATE						
0509	16848	04	bmv 0313-0401	0313-0401		
bmv 0313-0401			G 01-2040-00		3,239.50	0.00
Vendor Total-					3,239.50	
00816 IRVING OIL MARKETING, INC.						
0509	16849	04	fuel public works	33386244		
fuel public works			E 20-01-20-10		194.21	0.00
Invoice Total-					194.21	
0509	16849	04	fuel bill pd	33386240		
fuel bill pd			E 10-05-20-15		21.07	0.00
Invoice Total-					21.07	
Vendor Total-					215.28	
00817 PITNEY BOWES, INC.						
0509	16850	04	postage meter lease	3310995523		

Warrant 119

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
postage meter lease			E 01-01-10-30		124.41	0.00
Vendor Total-					124.41	
00824 TREASURER, STATE MAINE						
0509	16851	04	dogs report	032020		
dogs			G 01-2010-00		9.00	0.00
Vendor Total-					9.00	
00899 TREASURER OF STATE						
0509	16852	04	moses	032020		
IF&W			G 01-2030-00		1,818.10	0.00
Vendor Total-					1,818.10	
00906 W.B. MASON COMPANY, INC.						
0509	16853	04	drinking water pd	209353634		
drinking water pd			E 10-05-20-41		47.88	0.00
Invoice Total-					47.88	
0509	16853	04	office supplies	209353386		
office supplies pd			E 10-05-20-40		82.66	0.00
Invoice Total-					82.66	
Vendor Total-					130.54	
01007 ELIOT SMALL ENGINE REPAIR, INC.						
0509	16854	04	equipment rep/maint	20028		
equipment rep/maint			E 20-01-24-10		63.19	0.00
Vendor Total-					63.19	
01051 WELLS FARGO FINANCIAL LEASING						
0509	16855	04	copier lease	5009781411		
copier lease			E 01-01-10-30		95.00	0.00
Vendor Total-					95.00	
01118 ATLANTIC FUELS, INC.						
0509	16856	04	dyed diesel	122426		
dyed diesel			E 20-01-20-10		682.37	0.00
Vendor Total-					682.37	
01267 VERIZON/WIRELESS						
0509	16857	04	cell phones pd	9851089401		
cell phones pd			E 10-05-03-12		312.37	0.00
Vendor Total-					312.37	
01307 AGGREGATE RECYCLING CORPORATION						
0509	16858	04	municipal solid waste	44056		
municipal solid waste			E 20-25-06-55		696.20	0.00
Vendor Total-					696.20	
01368 VILLAGE MOTORS SERVICE CENTER						
0509	16859	04	vehicle rep/maint	48348		
vehicle rep/maint			E 10-05-24-15		192.45	0.00
Vendor Total-					192.45	
01667 Treasurer, State of Maine						
0509	16860	04	quarterly vitals	jan-march		
quarterly vitals			G 01-2090-00		81.60	0.00
Vendor Total-					81.60	
01766 ECO MAINE (MSW)						
0509	16861	04	msw contract	ELIOT01		
msw contract			E 20-25-06-50		3,023.05	0.00
Vendor Total-					3,023.05	

Warrant 119

Jrnl	Check	Month	Invoice Description	Reference		
Description	Account	Proj	Amount	Encumbrance		
02025 Organic Solutions, LLC						
0509	16862	04	composting	8164		
compost	E 20-25-06-55		189.00		0.00	
			Vendor Total-	189.00		
02302 Holloway Automotive Group						
0509	16863	04	vehicle maintenance	6108088/1		
vehicle maintenance	E 20-01-24-15		363.21		0.00	
			Vendor Total-	363.21		
02333 EcoMaine (Bulky)						
0509	16864	04	bulky contract	03312020		
bulky contract	E 20-25-06-55		868.20		0.00	
			Vendor Total-	868.20		
02441 Shipyard Waste Solutions, LLC						
0509	16865	04	dumpsters	102334		
dumpsters	E 20-05-06-50		243.24		0.00	
			Vendor Total-	243.24		
02475 Leaf						
0509	16866	04	copier lease	10485766		
copier lease	E 01-01-10-30		690.00		0.00	
			Vendor Total-	690.00		
02677 Hayes Pump, Inc						
0509	16867	04	sewer maintenance	131469		
sewer maintenance	E 70-01-25-10		2,732.31		0.00	
			Vendor Total-	2,732.31		
			Prepaid Total-	0.00		
			Current Total-	903,484.95		
			EFT Total-	0.00		
			Warrant Total-	903,484.95		

WE THE SELECTMEN OF THE TOWN OF ELIOT AUTHORIZE THE TOWN TREASURER
Jordan Miles TO PAY THE INVOICES ON THIS WARRANT.

DocuSigned by:

Alex Orestis
ALEX ORESTIS
092324D642CB4F0...

RICHARD DONHAUSER

DocuSigned by:

Phil Lytle
PHIL LYTTLE
3407F55980C24C4...

DocuSigned by:

Robert McPherson
ROBERT MCPHERSON
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A / P Warrant

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Warrant 121

CORRESPONDENCE #
SELECTMEN'S MEETING
04-23-20

H-7B 04/15/2020

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Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
00035 AMERICAN SECURITY ALARM, INC.						
0523	16868	04	fire alarm monitoring	131027		
fire alarm monitoring			E 10-01-24-40		360.00	0.00
Vendor Total-					360.00	
00109 CENTRAL MAINE POWER						
0523	16870	04	cmp fire station	700000216910		
cmp fire station			E 10-01-15-02		31.08	0.00
Invoice Total-					31.08	
0523	16870	04	cmp hldow hwy trf	700000217045		
cmp hldowhwy trf			E 10-30-15-02		15.72	0.00
Invoice Total-					15.72	
0523	16870	04	cmp old rd	700000217048		
cmp old rd			E 20-10-15-02		15.72	0.00
Invoice Total-					15.72	
0523	16870	04	cmp 11 dixon rd	700000217047		
cmp 11 dixon rd			E 20-10-15-02		15.72	0.00
Invoice Total-					15.72	
0523	16870	04	cor state/bolthill rd	700000217046		
cor state/bolthill rd			E 10-30-15-02		15.72	0.00
Invoice Total-					15.72	
0523	16870	04	cmp river road	700000217044		
cmp river road			E 20-10-15-02		15.72	0.00
Invoice Total-					15.72	
0523	16870	04	rte 236-beech rd	700000217043		
cmp rte 236-beech rd			E 10-30-15-02		15.72	0.00
Invoice Total-					15.72	
0523	16870	04	cmp greenacres road	700000217042		
cmp greenacres road			E 20-10-15-02		16.58	0.00
Invoice Total-					16.58	
0523	16870	04	cmp hldow highway	700000217041		
cmp hl down highway			E 20-25-15-02		20.02	0.00
Invoice Total-					20.02	
0523	16870	04	cmp rte 236 garage	700000217040		
cmp rte 236 garage			E 20-01-15-02		15.72	0.00
Invoice Total-					15.72	
Vendor Total-					177.72	
00121 Cintas Corporation #758						
0523	16871	04	uniforms pub works	03312020		
uniforms pub works			E 20-01-03-15		715.66	0.00
Vendor Total-					715.66	
00287 INDUSTRIAL PROTECTION SERVICES, LLC						
0523	16872	04	airpak#1	164161-00		
airpak#1			E 10-01-11-16		138.30	0.00
Vendor Total-					138.30	
00343 L.W. MORGRIDGE & SON, INC.						
0523	16873	04	sewer maintenance	6209		
sewer maintenance			E 70-01-25-10		1,102.50	0.00
Vendor Total-					1,102.50	
00381 MAINE HARBOR MASTERS ASSOCIATION						
0523	16874	04	annual membership	20-0010		

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Warrant 121

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
annual dues			E 10-15-03-05		125.00	0.00
Vendor Total-					125.00	
00495 OVERHEAD DOOR COMPANY						
0523	16875	04	e3 bay door	2-00077094		
e3 bay door			E 10-01-24-20		493.50	0.00
Vendor Total-					493.50	
00648 SOUTHERN MAINE PLANNING						
0523	16876	04	stormwater consulting	14865		
stormwater consulting			E 20-30-05-35		2,755.99	0.00
Vendor Total-					2,755.99	
00816 IRVING OIL MARKETING, INC.						
0523	16877	04	csd fuel bill	33386197		
csd fuel bill			E 30-01-20-15		136.46	0.00
Vendor Total-					136.46	
00876 EASTERN PROPANE GAS, INC.						
0523	16878	04	propane pleasant st	4620087		
propane pleasant st			E 70-01-25-10		687.08	0.00
Vendor Total-					687.08	
01471 JOHN LIPPINCOTT						
0523	16879	04	ga rent	#1026		
ga rental assistance			E 50-01-99-55		650.00	0.00
Vendor Total-					650.00	
02029 WEX Bank						
0523	16880	04	wex fuel bill	64667833		
wex fuel bill			E 10-01-20-15		378.49	0.00
Vendor Total-					378.49	
02556 CAI Technologies						
0523	16881	04	2020 PWIM consulting	9438		
2020 PWIM consulting			E 20-01-10-05		3,295.00	0.00
Vendor Total-					3,295.00	
02638 Jordan Miles						
0523	16882	04	reimb for Jacks gift	04152020		
retirement gift for jack			E 01-01-99-10		100.00	0.00
Vendor Total-					100.00	
02746 David Flamand						
0523	16883	04	ga rental assistance	#1055		
ga rental assistance			E 50-01-99-55		488.00	0.00
Vendor Total-					488.00	

04/15/2020

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Jrnl

Check

Month

Invoice Description

Reference

Description

Account

Proj

Amount

Encumbrance

0.00

11,603.70

0.00

11,603.70

DocuSigned by:

Alex Orestis

ALX QUESTIS 002324D042CB4F0...

- DocuSigned by:

Richard Donhauser
RICHARD DONHAUSER
914-991-2652

PHIL LYTLE

- DocuSigned by:

Robert McPherson
EDITH MCPIERSON