

Eliot Select Board Agenda
Thursday October 27, 2022 5:30PM Town Hall
Meeting Room and use of the OWL for Remote via ZOOM
(Revised October 27, 2022)

Call to order

- A. Roll Call**
- B. Pledge of Allegiance**
- C. Public Comment**
- D. Award Ceremony;** MLEAP Presentation (Eliot Police Department)
- E. Approval of Minutes:** July 12, 2022 Special SB Meeting
- F. Public Hearing**
- G. Department Head/Committee Report**
 - 1. Town Manager's Report
- H. Board and Committee Appointments/Resignations**
 - 1. Appointment of Election Clerks Kristina Buckley, Mary Dennett, Jessica O'Donoghue and Kim Tackett
- I. New Business;**
 - 1. FY 24 Budget Format Presentation
- J. Old Business**
- K. Approval of Warrants:**
 - 1. A/P Warrant #36 \$935,374.98
- L. Adjournment**

Join Zoom Meeting

<https://us06web.zoom.us/j/81091375203?pwd=VEdsb0kwZVBraDVVMDdCT1VKUXhWUT09>

Meeting ID: 810 9137 5203

Passcode: 151365

One tap mobile

+13126266799,,81091375203#,,,,*151365# US (Chicago)

+16465588656,,81091375203#,,,,*151365# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

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**Draft SELECT BOARD SPECIAL MEETING
July 12, 2022 4:00PM (continued)
Town Hall/Hybrid**

E. Ratify Appointment of Kearsten Metz as LHO

4:01 PM Mr. Donhauser moved, second by Mr. McPherson, to appoint Kearsten Metz as the Local Health Officer for a term ending June 30, 2023.

Roll Call Vote:

Mr. Donhauser – Yes

Mr. McPherson - Yes

Mr. Widi – Yes

Ms. Dow - Yes

Unanimous vote to approve motion.

F. Executive Session; Staples Legal Matter

5:05 PM Mr. Donhauser moved, second by Mr. Widi, that the Select Board enter into executive session to attend a legal matter and not return to open session upon conclusion of executive session.

Roll Call Vote:

Mr. Donhauser – Yes

Mr. McPherson - Yes

Mr. Widi – Yes

Ms. Dow - Yes

Unanimous vote to approve motion.

G. Adjourn

The open meeting adjourned at 5:06 PM.

Respectfully submitted,

Ellen Lemire, Recording Secretary

Mr. Robert McPherson, Secretary

Date approved:

Draft SELECT BOARD SPECIAL MEETING
July 12, 2022 4:00PM (continued)
Town Hall/Hybrid

different obstacles. So, that's why I put it in the reserve fund, hoping that I could convince the SB of a plan once that plan is fully developed.

4:35 PM Mr. Shapleigh [inaudible] speaking about the general fund

Mr. Sullivan said that the Workman's Comp is part of the administrative budget. I put it in there because it's really a management or administrative function. There was certainly a disagreement about that.

Mr. Shapleigh was talking about the overlay [inaudible]

Mr. Sullivan said that, regarding the overlay, during the year you are subject to appeals for assessments as to values so the overlay account is something that may offset some of those tax payments or values. There are some larger tax payers in Town that may appeal their value and it might be found that it's correct. I think your overlay is going from \$488,000 to \$300,000 something.

4:37 PM Mr. Martin, Assessor, explained the overlay and his work to get assessments valued properly.

Mr. Shapleigh asked (inaudible).

Mr. Sullivan said not without a vote from the public.

Mr. Martin explained.

Mr. Sullivan said that the Town Manager doesn't have authority to spend money out of that account.

Mr. Donhauser said that it is my understanding that no money can be spent by the SB, whether it be from a reserve account or general fund account. He discussed the process by which funds are appropriated and spent, whether the general account or reserve accounts and that reserve accounts can't be used for any other expenditures except what the voters approved them for; that they also have to come before the SB, with justification from the department head or Town Manager, for a second approval to expend. He also discussed the contingency fund and the limitations for expending that fund has.

4:43 PM Mr. Sullivan said that an interesting thing is that it is taken for granted that by reducing the budget it reduces your tax liability, and that's not true. You could reduce your budget and, when the mil rate sets, it could actually be above. And even if this \$226,000 was approved, you still wouldn't really go over what has been talked about here. There's still going to be room in that in the future if you

Draft SELECT BOARD SPECIAL MEETING
July 12, 2022 4:00PM (continued)
Town Hall/Hybrid

130 **4:21 PM** Mr. Sullivan said, just to be clear, July 1st only a portion of the premium is due.
131 We pay it in increments. But we are going to need that money during the year. I
132 would suggest that, while that's important, so is some of the money we're asking
133 for for IT. I think it gets lost because I think it's so easy to understand the tragedy
134 of workman's comp but also equally important is the training and funding of
135 compensation. We have incredibly hard workers here. I've heard from people
136 that, if this was to go on a November ballot, they're going to support it and vote it.
137 So that everyone knows, it doesn't make any difference to Mike Sullivan,
138 personally, but professionally, when I look at the studies you've done and the
139 length of time that people have been waiting for this to happen, it's just wearing
140 on people. That's why you aren't able to retain people and why people do learn on
141 the job here and go somewhere else. I don't disagree with you. Workman's Comp
142 is incredibly important but those other items are equally as important in my eyes.
143 And, as the Vice Chair said, if it gets voted down, that's how democracy works.
144 But hopefully, people will listen to reason and understand that it's not going to be
145 an outlandish impact on them and it's investing in your community. The school's
146 budget went up without much real conversation at the local level. The county
147 budget did go down. That was \$4,000. Those are other component parts and we
148 don't generate any revenue from those, whereas, the hard work of the Planning
149 Department and the Clerk's Office actually generates revenue for us to come in
150 and to be efficient and effective in those departments hopefully means that we can
151 generate more revenue and have less dependency on the taxation portion of it.
152
153 **4:24 PM** Mr. Donhauser [inaudible]
154
155 **4:25 PM** Mr. Sullivan said that I understand the argument to say you're negating the voter.
156 There is very popular appeal and it has some legs when it's out in the public. But
157 actually, you're not turning that budget away. We're not asking for that budget.
158 We're asking to augment, not to send it up under (asunder?). We're asking it to be
159 added to, which is a common practice in communities. We could do it at the
160 November elections. I think that that's late and we're going to suffer some
161 repercussions for that but, again, it's up to the body politic.
162
163 Mr. McPherson asked, if it doesn't get passed, where is the Workman's Comp
164 money going to come from.
165
166 Mr. Sullivan said that it will have to come from existing portions of the budget,
167 so, other services will have to be cut.
168
169 Mr. McPherson [inaudible]
170
171 **4:28 PM** Mr. Sullivan said that I would suggest it may be a responsibility to use any and all
172 means to make sure that you have the proper resources to operate the Town. I

Draft SELECT BOARD SPECIAL MEETING
July 12, 2022 4:00PM (continued)
Town Hall/Hybrid

Mr. Widi said that there is legal opinion and then there's the court of public opinion and I think there may be a lot of people who feel the same way. Obviously, I'm on the other side of this, that we have to do this, but we have to communicate clearly why we're calling this and, if it gets voted down, it gets voted down. This is to have a discussion because the circumstances of June 14th are different than the circumstances of today where we funded workman's compensation for librarians but not police. In the court of public opinion, people are viewing this as a re-vote. I don't view it that way but I think we need to clearly state our opinions and, if people disagree, that's democracy.

4:06 PM

Mr. Donhauser said that there has been concern whether we are authorized to do this.

Mr. Sullivan said that I would suggest that there's nobody involved in this that's looking forward to have a Special Town Meeting. I don't think that anyone relishes the fact that that's something we have to look at. I think it's a responsible approach. I know not workman's comp has been somewhat of a focus but there are other issues that were caught in that \$136,000 that was cut from the administrative budget. One was cyber security. Anyone who has emailed us in the past week or so, here, where we haven't had email, that's what we were talking about – some of the server items. Now, the Budget Committee did put \$3,500 back into the budget to move to Microsoft 365 on the server but it was negated by the fact that they took out another almost \$40,000 for some of the other IT upgrades that we need. Between the issues we face with the phones, data, and other technical issues, I think it's an investment we're going to need. We're having trouble with the TRIO system. TRIO Harris is suggesting we go to a new system. Reading back in the notes, the Budget Committee suggested the reason why they didn't vote to approve that was because I was not specific enough in what I was asking for in software. I tried to be specific and there are some things, particularly from a cyber security standpoint that you don't talk a lot about. One, I don't have the technical expertise but, also, the fact that if someone was going to attack our server or other means of going after our IP, you don't want that out there. So, I still stand by that I think you need this investment. I think it's reasonable. I think it's affordable. And kicking the can down the road is just not a good idea. The second article for staffing, we are in need of training here on a number of different levels and that training incorporates a lot of aspects. Not only the actual training (if there is any cost, a lot of training is free) but then, in some cases, we might have to use people to come in and give tutorials, such as for new software. We're not exactly locked down on all those different trainings because they follow different patterns and different schedules. It's reasonable to think that training is a good benefit for employees. The second issue is putting a performance-based evaluation in place that reflects people's efforts and meeting



Eliot Town Manager Report

October 20, 2022

Submitted by

Michael J. Sullivan to the Eliot Selectboard

Honorable Select Board, this is an abridged accounting of some of the projects and issues I and the dedicated municipal staff have been working on lately for the benefit of the Town of Eliot and its citizens.

Sewer Expansion Project. The Town of Eliot has passed a major milestone for this long-awaited expansion of the municipal sanitary sewer system. Finally, we have hammered out the final construction terms and have entered into an agreement to allow Defelice Construction to begin their work.

This substantial public investment in water and sewer infrastructure will have environmental and economic benefits for generations for the citizens of Eliot. The expansion will allow a more diverse assortment of business enterprises to consider Route 236 for their investment and growth.

There will be a pre-construction meeting in November with Maine DOT, Unitil, Consolidated, other utilities and project partners to start to map out the project schedule. If the weather cooperates there may be some minor site work along Beech Road throughout the winter. In early March we expect to have one more construction partner meeting closely followed by a meeting where the public will be encouraged to attend (also in March).

There will be more disruption in traffic as we proceed and there are other projects anticipated which will add to the travel misery. We try our best to coordinate the projects to alleviate

conflict, but given the infusion of infrastructure money, the scarcity of qualified contractors, the shortage of materials and whatever mother nature throws at us, it is nearly impossible.

Comcast Contract. We have received the final version of the contract for review. As discussed at the Select Board Meeting where the draft was approved in September. This is an eight-year agreement, will add a 3% surcharge to each Comcast customers cable bill (about \$3 a month), allow the governmental access channel to be activated giving the 1,853 households in Eliot who receive cable from Comcast to view public meetings. Under FCC rules and guidelines the funds are overseen by the municipal executive branch (Select Board).

The streaming service will continue and we will still be using remote participation through Zoom when appropriate and as we have been doing. The dependability and quality of the broadcast (including the sound) will be greatly improved on the cable access channel, the agreement covers the cost for additional and better equipment from Comcast.

As we try to improve communications with all citizens this will be a significant tool for more than two thirds of the households in town to receive information. We hope to add to the public meetings by adding safety information and local events to the greatest extent possible.

MSAD #35. The October monthly meeting with Superintendent Caverly, other school/municipal officials from South Berwick was hosted in Eliot Town Hall recently. We had a discussion about the grant opportunities the district is pursuing for nutrition, mental health and STEM. The Superintendent was very positive and enthusiastic about the grants and how they will enhance education in the district.



I did plant the seed (see what I did there:) to bring the Eliot Agriculture and Food Security Committee together with the district's Director of Food Services. Hopefully this relationship will bear fruit (and vegetables) and bring the farm to the cafeteria.

Long run it would be great if we could also create some "farm" curriculum in hopes of getting students interested in farming. Thank you as always to Leslie Stevens (EAFSC) for being such a great facilitator.

The group also lightly touch on the MSAD#35 budget for FY 24 and it should come as no surprise given the state of fuel and labor costs the budget will increase. However, I am confident the leadership, including Superintendent Caverly and the school board are and will continue to do everything they possibly can to deliver quality education at the most resourceful cost-point.

Halloween. The night of tricks and treats is almost upon us and I would like to remind drivers, to be especially careful and ask parents to remind their children to enjoy the activities safely.

Town Hall (Police, Fire, Public Works) Telephone. It is looking more likely the new phone system being installed by Consolidated will actually happen, maybe even this year. Beginning December 7th, the new equipment will start to be installed in Eliot Town Hall with the other locations in days shortly thereafter.

There will be interruptions in service at each address during the process, we will work to keep them to a minimum. Please be assured we are taking every step to ensure there is no interruption in emergency phone services. If you have any concerns, please contact me prior to December 7th and I will do my best to assuage those concerns.

Tidbits.

Congratulations to Maine Market (formerly Meet Market) on their reno and opening!

October 28 @ Regatta there is a fundraiser for the Eliot Fuel Fund call the Regatta for more details.

October 22 the Eliot Conservation Commission is hosting a Clean-up at Dead Duck be there at 11 AM if you can help.

Thank you to Kris Bisson for organizing the Veteran's Day Celebration call 439 1399 for more info

Respectfully submitted
Michael J. Sullivan
Town of Eliot, Manager

ELECTION CLERKS 2022-2024
Nominated by Wendy Rawski, Town Clerk

NAME
Buckley, Kristina
Dennett, Mary
O'Donoghue, Jessica
Tackett, Kim

Submitted by Wendy Rawski, Town Clerk

Approved and appointed by the Municipal Officers of Eliot, Maine on October 27, 2022.

Richard Donhauser, Chair

William Widi, Vice Chair

Robert McPherson, Secretary

Lauren Dow

Stanley Shapleigh

Warrant 36

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
02854 Amazon Capital Services						
0352	30242	10	Trash Bags	1LLG-6XQG-4FN7		
Trash Bags			E 20-25-24-50		41.97	0.00
			tation - Rep. & Maint / Bldg. Supp			
			Vendor Total-		41.97	
00109 CENTRAL MAINE POWER						
0352	30243	10	Town Office 9/3-10/4	700000487715		
Town Office 9/3-10/4			E 01-01-15-02		25.67	0.00
			Utilities / Electricity			
			Vendor Total-		25.67	
02985 Christopher J Backman						
0352	30244	10	Consulting and Training	23178		
Consulting and Training			E 01-01-03-05		3,500.00	0.00
			Employee Exp / Training			
			Vendor Total-		3,500.00	
02715 Craig Brown						
0352	30245	10	Reimburse Training Lunch	10.06.2022		
Reimburse Training Lunch			E 20-01-03-05		17.67	0.00
			Employee Exp / Training			
			Invoice Total-		17.67	
0352	30245	10	Training Mileage-Augusta	10.06.2022		
Training Mileage-Augusta			E 20-01-03-05		161.25	0.00
			Employee Exp / Training			
			Invoice Total-		161.25	
			Vendor Total-		178.92	
02909 David Ross-Lyons						
0352	30246	10	Training Mileage Augusta	10.12.2022		
Training Mileage Augusta			E 01-01-03-06		135.00	0.00
			Employee Exp / Mileage			
			Vendor Total-		135.00	
00265 HAYDEE'S PEST-FREE MANAGEMENT, INC.						
0352	30247	10	Town Office Pest Control	165430		
Town Office Pest Control			E 01-01-24-20		200.00	0.00
			Rep. & Maint / Building			
			Vendor Total-		200.00	
02015 HEATWAVE OIL, LLC						
0352	30248	10	Diesel Fuel for DPW	760906		
Diesel Fuel for DPW			E 20-01-20-10		3,178.78	0.00
			Supplies / Diesel Fuel			
			Vendor Total-		3,178.78	
02302 Holloway Automotive Group						
0352	30249	10	Parts/Labor 2013 GMC	6125975		
Parts/Labor 2013 GMC			E 20-01-24-15		801.11	0.00
			Rep. & Maint / Vehicle			
			Invoice Total-		801.11	
0352	30249	10	Parts/Labor 2013 GMC	6126381		
Parts/Labor 2013 GMC			E 20-01-24-15		156.55	0.00
			Rep. & Maint / Vehicle			
			Invoice Total-		156.55	
0352	30249	10	Dealer Repair 2013 GMC	6126862		
Dealer Repair 2013 GMC			E 20-01-24-15		730.68	0.00
			Rep. & Maint / Vehicle			

Warrant 36

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
Invoice Total-					730.68	
Vendor Total-					1,688.34	
00340 KITTELY WATER DISTRICT						
0352	30250	10	Water Service 6115	6/3-9/2 2022		
Water Service 6115			E 01-01-15-04		92.30	0.00
			Utilities / Water			
Invoice Total-					92.30	
0352	30250	10	Water Service 3529	6/3-9/2 2022		
Water Service 3529			E 01-01-15-04		92.30	0.00
			Utilities / Water			
Invoice Total-					92.30	
0352	30250	10	Sewer Readings	10.03.2022		
Sewer Readings			E 70-01-05-70		1,150.50	0.00
			Service Fees / Sw/Meter			
Invoice Total-					1,150.50	
Vendor Total-					1,335.10	
02961 Premier Recycling Equipment						
0352	30251	10	30 Yard Demo Can	9368		
30 Yard Demo Can			E 86-01-99-01		7,725.00	0.00
			Misc. / Misc.			
Vendor Total-					7,725.00	
01956 RHR SMITH & COMPANY						
0352	30252	10	Audit Services	2022-2900		
Audit Services			E 01-01-10-01		400.00	0.00
			Contract Svc / Auditor			
Vendor Total-					400.00	
00619 S.A.D. # 35						
0352	30253	10	October School Assessmnt	October 2022		
October School Assessmnt			E 62-01-99-30		888,370.91	0.00
			Misc. / MSAD #35			
Vendor Total-					888,370.91	
00617 SANEL NAPA						
0352	30254	10	Blades/Quick Coupler	352076		
Blades/Quick Coupler			E 20-01-24-05		36.45	0.00
			Rep. & Maint / Sup. & Mat.			
Vendor Total-					36.45	
02064 Seacoast Printing						
0352	30255	10	Youth Soccer Shirts	6414		
Youth Soccer Shirts			E 30-09-03-05		1,317.50	0.00
			Employee Exp / Training			
Vendor Total-					1,317.50	
00002 Stellar Networks						
0352	30256	10	Monthly Tech Services	74064		
Monthly Tech Services			E 01-01-24-30		2,536.95	0.00
			Rep. & Maint / Computer			
Monthly Tech Services			E 10-05-10-14		740.00	0.00
			Contract Svc / Contra/Maint			
Monthly Tech Services			E 20-01-24-30		244.00	0.00
			Rep. & Maint / Computer			
Vendor Total-					3,520.95	
00725 TREASURER OF STATE						
0352	30257	10	BMV 9/29-10/06 2022	9/29-10/6 2022		

Warrant 36

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
BMV 9/29-10/06 2022			G 01-2040-00		23,691.32	0.00
		G/L DMV Regs				
Vendor Total-					23,691.32	
01057 UNITED STATES POSTAL SERVICE						
0352	30258	10	Postage-Absentee Ballots	10.07.2022		
Postage-Absentee Ballots			E 01-01-20-05		29.07	0.00
		Supplies / Postage				
Vendor Total-					29.07	
Prepaid Total-					0.00	
Current Total-					935,374.98	
EFT Total-					0.00	
Warrant Total-					935,374.98	

WE THE SELECTMEN OF THE TOWN OF ELIOT AUTHORIZE THE TOWN TREASURER
Kristin McNulty TO PAY THE INVOICES ON THIS WARRANT.

LAUREN DOW

ROBERT MCPHERSON

RICHARD DONHAUSER

Stanley Shapleigh

WILLIAM WIDI