

**Eliot Select Board Meeting
Thursday, May 28, 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: Forgo?~~**
- ~~D. Moment of Silence: Forgo?~~**
- E. Public Comment / Requests: Larry Goudreau: Real Estate Issue**
- F. Approval of Minutes of Previous Meeting(s):**
- G. Department Head/Committee Reports:**
 - 1) PWD: Public Sale of (3) Pieces of Equipment**
 - 2) Capital Improvement and Energy Committee: Resignation of Jon Fiorelli**
 - 3) Aging-In-Place Committee: Resignation of Jean Paulantonio**
 - 4) CSD – Summer Programs Memo**
- H. Administrative Department/Department Head Reports:**
 - 1) Town Manager Report(s)**
 - a. COVID-19 Re-Opening Plan**
 - b. Financial Report**
 - 2) Town Meeting Public Hearing Notice**
 - 3) TIF Engineering Update / Schedule**
 - 4) Update: Sidewalk Grant Meeting**
 - 5) Frost-Tufts Lighting RFP**
 - 6) Approve Warrants:**
 - a. A/P Warrant # 130 \$ 909,356.30**
 - b. A/P Warrant # 132 \$ 121,934.57**
- I. New Business:**
- J. Old Business:**
 - 1) Fogg Library MOU Proposal**
- K. Selectmen's Reports:**
 - 1) Seeking Committee Members: New Building Committee**
- L. Executive Session:**
- M. Adjourn:**

Select Board Remote Meeting

May 28, 2020 @ 5:30 PM

Remote Meeting Held via Zoom 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 Town Manager, Dana Lee at townmanager@elliottme.org

Call 1-646-558-8656 *charges may apply depending on service provider

- **Enter Meeting Number: 983 5145 4742 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 Chairman, 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, and we will do our very best to accommodate everyone's right to participate.

Draft SPECIAL SELECT BOARD MEETING
April 16, 2020 5:30PM
(Remote Meeting)

Quorum noted

A. 5:39 PM: Meeting called to order by Chairperson Donhauser.

NOTE: Late start due to technical difficulty.

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

Absent: Mr. Lytle (He was unable to link into the meeting).

C. Executive Session

5:41 PM Mr. Donhauser moved, second by Mr. Orestis, that the Select Board enter into executive session as allowed in 1 M.R.S.A. §405(A) – Personnel Matter: Manager’s Employment Contract.

Roll Call Vote:

Mr. Donhauser – Yes

Mr. Orestis – Yes

Mr. McPherson - Yes

Unanimous vote to approve motion.

6:40 PM Out of executive session. No action was taken.

Mr. Donhauser said that Mr. Lytle was unable to attend the executive session. He noted that we have agreed, in principal, to a contract renewal subject to a review of that contract in the next couple weeks.

D. Adjourn

There was a motion and second to adjourn the meeting at 6:41 PM.

VOTE

3-0

Motion approved

Respectfully submitted,

Ellen Lemire, Recording Secretary

Mr. Richard Donhauser, Chair

Date approved:

Draft SELECT BOARD MEETING
April 23, 2020 5:30PM
(Remote Meeting)

1 Quorum noted

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

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

7 C. Pledge of Allegiance recited

9 D. Moment of Silence observed

11 E. Public Comment:

13 5:31 PM Mr. (Jim) Tessier, calling in on the phone, said that you are live-streaming but it is a little awkward on the phone because you are about a minute behind. Whatever is coming over the phone I can hear live-streaming a minute later.

Mr. Donhauser thanked him for the update.

19 F. Approval of Minutes of Previous Meeting(s)

21 5:32 PM Motion by Mr. McPherson, second by Mr. Orestis, to approve the regular minutes of April 9, 2020, as written.

Roll Call Vote:

Mr. Donhauser – Yes

Mr. Lytle – Yes

Mr. Orestis – Yes

Mr. McPherson - Yes

Unanimous vote to approve motion.

33 G. Department Head/Committee Reports

35 0:00 PM 1) TIF Committee: Business Survey Results/Consulting Contract/New Timeline

Mr. Lee said that we had SMPDC (Southern Maine Planning & Development Commission) do a survey of the businesses in the TIF District. We sent out 36 surveys and got back 22. He reviewed the memo (memo attached). There was pretty strong support for hooking up to the sewer system with less, but still strong. for hooking up to the water system. Cost was the biggest issue. Regarding the consulting contract, as part of what we believe to be our due diligence the TIF

**Draft SELECT BOARD MEETING
April 23, 2020 5:30PM (continued)
(Remote Meeting)**

Committee thinks we ought to look at the Table of Land Uses as it pertains to Route 236 within the TIF District. We would like to hire SMPDC at a cost of \$8,500 to do that and look for environmental limitations and how they might be used, if any parcels qualify for Brownfield funding, and make sure the Table permits those things that would require public water and sewer we don't permit now and prohibit certain things from being on Route 236 that we may be allowing now. The idea is to set the stage for when sewer and water goes in, if they go in, and will we have a Table of Land Uses in the C/I Zone that reflects what we want to allow out there and disallows things we don't want out there. We do have the money in the TIF budget and we pay dues to SMPDC so the TIF Committee's hope is that there is no objection to us moving forward with this. Lastly, Mr. Henningsen updated the timeline and we are going to be having a kick-off meeting with the engineer early next week with the TIF Committee and Mr. Donhauser (liaison). He can send the agenda to the SB.

5:38 PM

Mr. Donhauser asked Mr. Lee to explain the term 'brownfield'.

Mr. Lee said that brownfields are sites where there is reasonable suspicion that there might be buried waste, oil, hazardous materials, or polluted, which will normally kill any kind of development deal unless there's a Phase I Environmental Study done. SMPDC is the entity that gets all the money to clean up 'brownfields' in Southern Maine. We have a couple of properties, potentially, that may need 'brownfield' remediation. A 'brownfield' is a very distressed property that will normally never get re-developed unless government steps in and does some of the work to ensure a bank that they could finance this for a business.

5:40 PM

Mr. Donhauser said that we are under the \$10,000 bid requirement.

Mr. Donhauser moved, second by Mr. McPherson, that the Select Board accept the proposal that the Town Manager just described to contract with SMPDC in the amount of \$8,500.

DISCUSSION

Mr. Lee said that SMPDC first proposed a number of \$17,000 and, after refining the scope of the work a bit and keeping it just to the TIF District, we got it down to \$8,500.

Mr. McPherson said that the last sentence says, "We anticipate a fee 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."

DISCUSSION ENDED

**Draft SELECT BOARD MEETING
April 23, 2020 5:30PM (continued)
(Remote Meeting)**

Roll Call Vote:

Mr. Donhauser – Yes

Mr. Lytle – Yes

Mr. Orestis – Yes

Mr. McPherson - Yes

Unanimous vote to approve motion.

5:44 PM 2) Sewer Rate Review and Budget

Mr. Lee said that the memo from Underwood Engineers showed that more money is going into the capital reserves than previously thought. We have added more accounts, our rates are sufficient, and we are not looking at a rate increase anytime soon. We now have a sewer budget to enable us to monitor revenue and expenditures.

Mr. Donhauser said that the report was very good news and I think we're finally turning the corner for sewer users.

Mr. Lee will post this memo to the Town website.

5:47 PM 3) School Committee: Keri Tice – Extend Date of Resignation

Mr. Donhauser moved, second by Mr. McPherson, that the Select Board extend Keri Tice's resignation from the School Committee to July 14, 2020.

Roll Call Vote:

Mr. Donhauser – Yes

Mr. Lytle – Yes

Mr. Orestis – Yes

Mr. McPherson - Yes

Unanimous vote to approve motion.

H. Administrative Department

5:49 PM 1) Town Manager Report(s)

There were no comments.

a. Financial Reports

**Draft SELECT BOARD MEETING
April 23, 2020 5:30PM (continued)
(Remote Meeting)**

Mr. Donhauser said we are through almost 10 months of the fiscal year (83%) and, according to our budget, we are 98% collected on revenue and 74% on expenses. It appears to me that we are in a very good position.

5:50 PM b. MDOT Turtle Project

This is a notice that Route 236 will be closed over a weekend except to local traffic either in September 2020 or May 2021, depending on when the MDOT receives the replacement culvert. This will be posted on the Town website and sent out on the E-Alert system. The Town Manager will make sure the Navy Yard is notified and he will let the SB know when the date has been firmed up with MDOT.

5:53 PM c. Foreclosed Land Report

This is a landlocked parcel off Beech Road (Map22/Lot4), with an assessed value of \$8,000.

Mr. Lee said that the landowner let him know it was of no value to him, tried to sell it to abutters to no avail, and he would not be paying the taxes anymore. It has been foreclosed and referred to the Conservation Commission for their input but they need to have physical access to evaluate the property. He suggested that, now that the land has been foreclosed and could be purchased for back taxes, he could ask to see if any of the abutters would be interested.

The SB agreed that the Town Manager should contact the abutters.

5:56 PM 2) Create Ad Hoc Building Committee (3rd Reading)

Mr. Lee noted that Mr. Orestis suggested, and is included, an additional goal under Duties – *“c. Examine the feasibility of ways to reduce the Town’s space needs through available technologies, instead of enlarged buildings.”*

Mr. Orestis moved, second by Mr. McPherson, that the Select Board accept the by-laws, as presented, for the Ad Hoc Building Committee.

Roll Call Vote:

Mr. Donhauser – Yes

Mr. Lytle – Yes

Mr. Orestis – Yes

Mr. McPherson - Yes

**Draft SELECT BOARD MEETING
April 23, 2020 5:30PM (continued)
(Remote Meeting)**

Unanimous vote to approve motion.

5:59 PM 3) Employee Recognition Program (2nd Reading)

This was deferred until the next regular meeting.

4) Planning Fees (Concept)

Mr. Lee discussed the concept for having developer/applicant fees, which our ordinance allows, for more complex, technical applications that would be held in escrow for use in hiring consultants for the Planning Department and returned to the developer/applicant if not used. He explained that some applicants come in very-well prepared, with engineering in place, and not a lot of work for Planning to do, and would not be subject to this. Others come in without a lot of preparation and we spend a lot of time developing different options and what can happen with the application, expending a lot of time and effort working through complexities/technical issues. He wanted to know if this Board would be interested in seeing a proposal whereby, we bill out some of the advance work a Planner needs to do for things like multi-family and commercial businesses.

Mr. Donhauser said yes; that it makes sense to me.

Mr. Orestis said that he would like to further review the memo and get comments to Mr. Lee this week.

Mr. Lytle was in favor of this idea.

Mr. McPherson said that it looked like a good idea. He agreed with Mr. Orestis regarding further review.

6:04 PM 5) Notice of Postponement of Town Meeting

Mr. Lee said that the SB has to formally postpone the Town Meeting, per the Governor's order, until July 14, 2020.

Mr. Lytle moved, second by Mr. McPherson, that the Select Board post a Notice of Postponement of Secret Ballot Election and Referendum Election.

Roll Call Vote:

Mr. Donhauser – Yes

Mr. Lytle – Yes

Mr. Orestis – Yes

**Draft SELECT BOARD MEETING
April 23, 2020 5:30PM (continued)
(Remote Meeting)**

Mr. McPherson - Yes

Unanimous vote to approve motion.

6:06 PM 6) Acceptance of Grant to AIP

Mr. Lee explained that the Aging-in-Place Committee sought this grant jointly with EliotStrong to help the volunteers to be able to buy gas for the driving they do or to help the volunteers in other ways; that it's up to about 1,000 strong and helping up to 100 people, all out-of-pocket. The grant was for \$1,000.

Mr. Donhauser said that this was a really good idea and we should thank them. They are very active and doing a great job.

Mr. Lee added that the AIP is also working on a grant to get some benches down at the Boat Basin.

Mr. Donhauser moved, second by Mr. Orestis, that the Select Board accept the grant for the Aging-in-Place Committee of \$1,000 from the Grassroots Fund.

Roll Call Vote:

Mr. Donhauser – Yes

Mr. Lytle – Yes

Mr. Orestis – Yes

Mr. McPherson - Yes

Unanimous vote to approve motion.

6:09 PM 7) Approval of Warrants

Mr. Donhauser moved, second by Mr. Orestis, that the Select Board approve A/P Warrant #119 in the mount of \$903,484.95, dated April 8, 2020; A/P Warrant #121 in the amount of \$11,603.70, dated April 15, 2020.

Roll Call Vote:

Mr. Donhauser – Yes

Mr. Lytle – Yes

Mr. Orestis – Yes

Mr. McPherson - Yes

Draft SELECT BOARD MEETING
April 23, 2020 5:30PM (continued)
(Remote Meeting)

Unanimous vote to approve motion.

I. New Business:

6:10 PM Letter from the Budget Committee regarding Article 31 (33) on proposing \$200,000 in relation to the pandemic crisis.

Mr. Lee clarified that it was Article #33 as we missed one of the marijuana changes and we're asking for the Undesignated Fund use.

Mr. Donhauser said that the Budget Committee sent a letter to the SB and Town Manager requesting information on how that money was going to be spent. He asked the Town Manager to speak to this.

Mr. Lee said that he sensed that they want more structure to this question; that he thinks the way that he wrote it, in their opinion, is too open-ended and/or I should have provided to the SB a listing of things we think are going to be happening and why we might need some money to deal with them. I wrote to them to say it would be very hard to guess where we're going with this or how long it will be around. I read today that Kittery is not laying off or furloughing any employees. They're doing this through the budget process. Last year we added about one million to Fund Balance. We have added to that Fund every year he has been there and we budget pretty conservatively; that we usually leave any unspent appropriations on the table, which we use to build our Fund Balance. I would also note that there is all kinds of stimulus programs in place right now, such as an additional \$600 in unemployment weekly, postponement of foreclosure and rent payments, evictions; that we aren't seeing a lot of General Assistance, at the moment, but that's one of the reasons I asked for this. The lost revenues and damage being done is taking place right now in this budget and isn't about the future budget, necessarily. We're losing ECSD funds, and some other funds, but people are still going to excise their vehicles at some point then you might see a burst in the new fiscal year of that type of thing. We may even see a pent-up demand for construction and building permits may go through the roof, as well. We have been warned that municipal revenue-sharing may go down next year because the State will take in less in the form of sales tax. If the SB wanted, I would suggest that, if you wanted to do something to give a little breathing room in the budget, other than the Undesignated Fund Balance question, we could take \$1,000 temporarily from the paving budget and cut municipal revenue-sharing by \$100,000. We'd still stay under LD1 but we wouldn't get hit if revenues don't come in. We would have been very conservative, lost \$1,000 in revenues, and taken out \$1,000 in appropriations because we don't think we're going to see all the revenue. I'm not a fan of furloughing. I did get some instructions from unemployment on how all this would work. For us, unemployment or furloughs

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could be done at 50% of what they are earning now and anybody under about \$55,000/year would probably make more money by being furloughed or unemployed than by staying with us. My concern is keeping those employees as it is hard to attract good employees. I'm not a fan of doing this and, between the Treasurer and myself, we don't believe we need to adjust the budget. He said that he developed a small list of things, such as cleaning and sanitization at our buildings, especially if someone gets COVID, because we would have to have someone come in to do a deep sterilization and we don't have any money for that. Another would be to put in plexi-glass shields for some of our employees. We are purchasing some IT items right now so that we can continue to have remote meetings. It may be that we will have to do this for several boards and committees. I was told that it is \$14.99/month to use Zoom so subscription costs for IT software.....paying the Town portion of potential unemployment, changes to the building layout to reduce exposure risk, increased demand on General Assistance, and a backfill if we take a major hit with excise or property taxes..

6:17 PM

Mr. Donhauser said that he thought it was a good idea to have Article #33. Additionally, he said that we had a discussion with our attorney regarding whether the Budget Committee had to put on a recommendation or yes or no.

Mr. Lee said that it was a gray area with the attorney and, because it was a gray area, he thought we should err on the side of caution and send it to the Budget Committee for a recommendation. He clarified that, in his discussion with the Budget Chair, they were concerned that it didn't have much in the way of guardrails and was pretty open-ended; that they don't want this to become a slush fund. That's why he put together a list that he and the staff had been thinking about. If the SB liked, I could put together an amended version of that question that has more specificity.

6:19 PM

Mr. McPherson said that isn't the reason we would do this is because of the unpredictability of what's going on. We don't know what we're going to do with it...it's unpredictable. Before that money is spent it has to come back to the SB to approve that.

Mr. Lee agreed, adding that it also has to be a unanimous vote, as is the Contingency Fund.

Mr. McPherson said that he thinks the Budget Committee is going to have to trust the SB members to spend that money wisely but I think it's a good idea to at least have it available.

Mr. Lee was concerned that, in making a list, he would miss things that would come up.

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346 **6:20 PM** Mr. McPherson agreed.

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382 **6:26 PM**

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Mr. Donhauser said that, regarding another issue with aspect to the Budget Committee's purview, this is unexpended surplus that has been approved by the taxpayers and it's in the reserve. I believe it's up to the SB, unanimously, to determine whether to use that. It's kind of like an insurance policy that we hope to never use. I'm not sure I see the downside of not changing this article but I'm open to suggestions by the Budget Committee. He asked if Mr. Tessier would give his comments now that he has heard our comments.

Mr. Tessier discussed three issues that are in the memo we provided to you. The first one is regarding §6.5 of the Charter, which says in part, "Recommendations of the Budget Committee shall be reported to the Select Board prior to the final approval of the budget by the Select Board." In this case, the Budget Committee was not informed that this was a change. We had already seen and reviewed the warrants, given our comments, and now they have been changed without us having the ability to review it and give our recommendation. Second, the Budget Committee was concerned that there was a very high probability that revenues could be reduced and certainly the possibility of expenses being increased. We would like to understand what type of things the Town Manager feels could fall into this category, recognizing that these things could change and are unpredictable. Third is that the Town Manager has not presented a plan to the Select Board and Budget Committee, as far as we know, that addresses the potential changes to revenues and expenses and how he might possibly address those issues, what we might expect going forward.

Regarding the agendas, Mr. Tessier said that he depends on the SB agenda to let him know if there is something on it that would have him attend to discuss. The April 9 agenda gave no indication that the SB would review an additional article and he doesn't believe the agenda was as transparent as it could have been. He suggested that the SB try to be as transparent as possible with the agenda to help the residents decide whether they want to participate in a meeting. He asked if it was possible to update the agenda Thursday morning and put things under New or Old Business if you know it will be discussed. In that way, it would help residents better understand what would happen at each meeting.

Mr. Donhauser said these were very good comments and agreed with what he said. He asked if the Town Manager had a response to Mr. Tessier's three points.

Mr. Lee said that this thing was moving pretty fast. This came through as an email he believes from Mr. Pomerleau suggesting we consider such-and-such. He then had to meet with staff and the attorney to get their thoughts and the meeting was

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388 coming right up so I didn't have a lot of time to put together a lot of stuff. At the
389 time, I thought we were still going ahead with the June election and I did have a
390 31-item warrant that had been approved. This came up as an afterthought from a
391 resident and he wanted to bring it up for discussion without having a lot of time to
392 flesh it out. I did not purposely omit anyone, reiterating that the attorney wasn't
393 sure that this was something the Budget Committee can or should give a
394 recommendation on so he sent it over to them. People look for their
395 recommendation and he couldn't see any harm at all. He clarified that we missed
396 one of the many ordinance changes when we went through the warrant and we're
397 still completing the warrant; that I'm waiting on the SB to give him direction on
398 which form of the article the SB wants regarding the Citizen's Option Meeting. I
399 thought I was doing a good thing sending it to the Budget Committee even though
400 the attorney said it doesn't sound like an appropriation or revenue issue but a use
401 of fund balance issue. I have some ideas of what might happen but I don't want to
402 make a concrete list because we're not sure where the money is going to be
403 needed.
404

405 **6:29 PM**

Ms. (Donna) Murphy, Budget Committee Chair, said that the email system of
having participation isn't working. I sent an email to request that the letter we
wrote be written so that it's not an interpretation of any SB members or the Town
Manager; that it's read for the citizens to hear it.

Mr. Lee confirmed that an email did come in from Ms. Murphy and apologized.
She does want Mr. Donhauser to read it. She added that the citizens have not
approved spending a dime out of Undesignated Funds so that is a financial article
coming forth that does require a vote by the Budget Committee.

Mr. Lee commented that he checked with an attorney.

417 **6:30 PM**

Mr. Lytle agreed with Mr. McPherson that we don't know what is going to be
coming up with this virus in the next 6 months or so. Those funds should be put
into an account and only spent if unanimously approved by the Selectmen rather
than a recommendation from anyone else.

Ms. (Donna) Murphy clarified that we did not ask for a detailed list. There are
things we know are going to be affected by this and other town managers have
come up with some ideas of how towns will be impacted. We want to know where
it appears the Town might be impacted so we aren't going into this blind; that we
aren't looking for a detailed list.

At this time, Mr. Donhauser read the Budget Committee letter, which was dated
April 22 and addressed to the Town Manager and SB.

Draft SELECT BOARD MEETING
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(Remote Meeting)

431 *"At the April 9, 2020 Select Board meeting, the Town Manager presented Town*
432 *Meeting Warrant articles for the Select Board's final approval, including Article*
433 *#31 (now33), which had not been presented to the Budget Committee for*
434 *recommendations as required by Article 6, §6.5 of the Charter, which states:*
435 *"The recommendations of the Budget Committee shall be reported to the Select*
436 *Board prior to a final approval of the budget by the Select Board." The Budget*
437 *Committee had not even been informed of this proposed change until after the*
438 *Select Board meeting. Now the Town Manager has asked the Budget Committee*
439 *to meet to vote on a recommendation. Article #31 (33), as written, requires*
440 *authorization for up to \$200,000 of COVID-19-related expenses. During its*
441 *deliberations, the Budget Committee felt it could not support the question as*
442 *written because it did not define what might be considered COVID-19-related*
443 *expenses. The committee therefore feels that the Town Manager needs to provide*
444 *the Budget Committee, the Select Board, and the citizens of Eliot what he feels*
445 *might fall under the article before it can be approved. The committee requests*
446 *that the Town Manager provide a plan that will identify specific revenue and*
447 *expense items that may change, including non-essential spending that could be*
448 *deferred to offset any potential revenue losses." It's respectfully signed by all*
449 *officers, including the Chair of the Budget Committee.*

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451 Ms. Murphy clarified that when I referred to 'specific', that means things like
452 revenue-sharing not specific numbers.
453

454 **6:35 PM**

455 Mr. Tessier said that I realize the approval process is somewhat water over the
456 dam but the Budget Committee still feels very strongly that we get some kind of
457 an indication of what the Town Manager expects what COVID-19-related
458 expenses might be. Then, going forward, I think there should be a rough plan in
459 place where the Town has looked at what might happen to revenues and expenses
460 and how the Town might deal with that so that the Town doesn't have to play
461 catch-up afterwards.

462 Mr. Donhauser asked if we all are agreed that we should use Undesignated Fund
463 for this, is the amount of \$200,000 too much, too little, or should we not have any.
464

465 Ms. Murphy said that we are not opposed to \$200,000. Asking for \$200,000
466 without a general plan is a concern for her. I think if you have some generality on
467 what we can hold off on and what might be affected, we'd have a better idea of
468 whether that amount is too much or too little. We do need to have money
469 available.
470

471 **6:37 PM**

472 Mr. Lee said that one step I took is to put out an order to the staff to stop all major
473 capital spending this year. This \$200,000 from Undesignated Fund Balance was
one of the strategies I wanted to put in place to give us the flexibility to respond to

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474 this emergency. We are planning ahead as to where we are, reiterating that we
475 tend to budget revenues very conservatively. That is how we build up the Fund
476 Balance and both I and the Treasurer feel we are actually in pretty good condition
477 even if we do get hit for \$200,000, \$300,000. Perhaps we should share some of
478 this information but I'm not feeling as scared about this as some of you might be
479 feeling.
480

481 **6:38 PM**

Ms. Murphy said that I did have a conversation with Mr. Lee and he did share that
information with me. I would expect the Town Manager, when he comes forth
asking for \$200,000, would have a list of where the areas of impacts of COVID
might be and here's what we're doing. That should have been part of the initial
presentation.

486
487 Mr. Tessier said that I think a lot of the things the Town Manager just said are
488 pretty reasonable ideas. I think if that got written down and put together as a plan,
489 it would help the SB, the Budget Committee and, importantly, the residents of the
490 Town to feel comfortable that there is a plan in place and that they can feel
491 comfortable that it's being looked at. I think that's an important piece because a
492 lot of residents are cooped up at home and don't have a good sense of what's
493 going on around them in Town. I think, by putting that out, it would help the
494 residents tremendously in how we are going to deal with a situation if problems
495 arise.
496

497 **6:40 PM**

Mr. Lee said that I will put something together for the Budget Committee, the SB,
and the citizenry on our game plan going forward to include some of those items
and areas where I think we might be impacted and why we're asking for the
\$200,000. I hope that people recognize the practical matters that go on at the
Town Hall in terms of time, etc. I wish that everything could be done super
thorough and perfect and with lots of advance notice but we get to crunch time,
always, around this time with the warrant and some idea comes out of the blue
and, suddenly, we are scrambling around. This was a good idea but I didn't know
it would lead to the need to spell out what our plan is but I'm happy to do that.
That's not a problem for me.

508 **6:41 PM**

Mr. Donhauser said that I have been thinking of what could be really damaging to
the Town. He asked Mr. Lee, for instance, if the school state-aid-to-education was
cut, what would happen. The school budget represents approximately 70% of our
tax bill. Is it possible there would be components that the school would require us
to pay them more money.

513
514 Mr. Lee said that I don't know the answer to that. I know that they would
515 probably first have to look to their Undesignated Fund Balance, as they have their
516 own. If the State put a budget together and the State short-revenues them, they

Draft SELECT BOARD MEETING
April 23, 2020 5:30PM (continued)
(Remote Meeting)

will have to go into their Fund Balance. Hopefully, they have enough to get through the period where revenue is not coming in from the State. We have about 3.5 million in our Fund Balance and I'm not sure how that would work, actually. I hope the State doesn't put every town in the position of not sending them their school aid. You would cripple 400 of the 500 towns. We send over almost \$900,000 every month and, if that money stopped coming in from the State, that could go on my list.

6:43 PM

Mr. Donhauser asked if, regarding the timeline on the warrant, we have time to massage these articles since the election has been pushed out to July 14th.

Mr. Lee agreed we have a little bit of time. I want to say around the middle of May before we have to be finalized on our warrant and move forward with ballots, etc. I will check with the Town Clerk on that and get back to everybody and include that in my memo.

6:44 PM

Ms. Murphy said that we should be mindful that, if the citizens approve the \$200,000 that takes effect July 1st, we have another vote coming up in November if we were in the position that that wasn't enough.

Mr. Tessier thanked the SB for addressing this issue on such short notice.

6:45 PM

Citizen's Option discussion

Mr. Donhauser said that we don't feel it's appropriate to call a large group of people together. He asked Mr. Lee to speak to this.

Mr. Lee discussed the attorney's opinion. There are two options that would address making it okay that we skip the Citizen's Option Meeting. One is to amend the Town Meeting Referendum Ordinance, itself, and include some language that says, "with the exception of the fiscal year 20/21...blah, blah, blah...due to the pandemic". I had suggested that, if you are going to change the ordinance, you really ought to put in that any time there is a federal emergency lockdown that we are authorized not to have that meeting, if necessary, but only if necessary. The way I wanted the attorney write it, as I didn't expect to change the ordinance and if we change the ordinance I would want to look at it thoroughly, was a one-time authorization that recognizes that this ordinance exists but that the voters, themselves, are authorizing us to not to follow a certain provision of it, and that's the one that has the word 'notwithstanding'. What it would say is that, notwithstanding what the ordinance says, the voters approve you not doing the Citizen's Option Meeting. That doesn't change the ordinance; that it's a one-time authority. I can't finish the warrant until I know which way the SB wants to go

**Draft SELECT BOARD MEETING
April 23, 2020 5:30PM (continued)
(Remote Meeting)**

and I recommend the 'notwithstanding' language and not try to amend the ordinance.

6:47 PM

Mr. Donhauser said that I tend to agree with Mr. Lee. I don't know why we would want to change the ordinance when it's a one-time issue, at the moment. If we want to change the ordinance, let's not do it under crunch time. It's going to be difficult to have a Citizen's Option this year and I'm not aware of any problems or issues the Citizen's Option would bring before the SB or the Budget Committee. He asked if there were any comments or questions.

There were none.

J. Old Business:

There was no old business.

K. Selectmen's Report:

There were no Selectmen's reports tonight.

L. Executive Session

There was no executive session.

M. Adjourn

There was a motion and second to adjourn the meeting at 6:51 PM.

VOTE

4-0

Motion approved

Respectfully submitted,

Ellen Lemire, Recording Secretary

Mr. Richard Donhauser, Chair

Date approved: _____

Draft SELECT BOARD MEETING
April 23, 2020 5:30PM (continued)
(Remote Meeting)

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

Draft SELECT BOARD MEETING
May 14, 2020 5:30PM
(Remote Meeting)

Quorum noted

A. 5:57 PM: Meeting called to order by Chairperson Donhauser.

NOTE: Meeting started at 5:57 PM due to technical issues.

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

C. Pledge of Allegiance recited

D. Moment of Silence observed

E. Public Comment:

There was no comment.

F. Approval of Minutes of Previous Meeting(s)

5:58 PM Motion by Mr. Donhauser, second by Mr. Orestis, to approve the minutes of July 11, 2019, as written.

Roll Call Vote:

Mr. Donhauser – Yes

Mr. Lytle – Yes

Mr. Orestis – Yes

Mr. McPherson - Yes

Unanimous vote to approve motion.

G. Department Head/Committee Reports

5:59 PM 1) Eliot Police: 4th Safest Town in Maine

Mr. Donhauser said that we were just notified that we are the 4th safest place in Maine and that is a pretty good place to be. Accolades to the Police, Fire, and just all-around Town employees.

Mr. Lee said that for six years he has been here we've been in the top ten and that's a tremendous accomplishment by our volunteers in police service, police officers, police leadership. They do a very nice job clearing crimes and keeping us safe.

**Draft SELECT BOARD MEETING
May 14, 2020 5:30PM (continued)
(Remote Meeting)**

6:00 PM 2) Sewer Dept. Maintenance Agreement with Kittery

Mr. Lee believes this is a good bargain and we work very well with the Kittery Sewer District. This is a one-year contract.

Mr. Lytle moved, second by Mr. Orestis, that the Select Board accept this agreement, have the Town Manager sign it, and forward it to the Kittery Sewer Department.

Roll Call Vote:

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

Unanimous vote to approve motion.

6:02 PM 3) AIP: AARP Grant Awarded

Ms. Ceppetelli said that the application has been put in and I wanted to make the SB aware of that; that we will hear late June or early July.

This is for benches at the Boat Basin.

6:04 PM 4) PWD: Safety Grant Awarded

Mr. Lee explained that, because we do Worker's Compensation through MMA, they offer safety grants to buy safety equipment twice a year – spring and fall. The DPW Director saw a need for a trench box and this grant will help pay for this.

6:05 PM 5) PWD: Public Sale of F550 (Bid Results)

The recommendation was to take the higher of the two bids submitted.

Mr. Donhauser moved, second by Mr. Orestis, that the Select Board accept the bid from Jordan Alesi in the amount of \$2,800 for the used F550.

Roll Call Vote:

**Mr. Donhauser – Yes
Mr. Lytle – Yes**

**Draft SELECT BOARD MEETING
May 14, 2020 5:30PM (continued)
(Remote Meeting)**

87 **Mr. Orestis – Yes**

88 **Mr. McPherson - Yes**

90 **Unanimous vote to approve motion.**

92 **6:07 PM 6) Admin Confirm Appointment of Ballot Clerks**

94 **Mr. McPherson moved, second by Mr. Orestis, that the Select Board confirm
95 the ballot clerks.**

97 **Roll Call Vote:**

99 **Mr. Donhauser – Yes**

100 **Mr. Lytle – Yes**

101 **Mr. Orestis – Yes**

102 **Mr. McPherson - Yes**

104 **Unanimous vote to approve motion.**

106 **H. Administrative Department**

108 **1) Town Manager Report(s)**

110 Mr. Lee said that, beginning Monday, we are going to be open to the public for
111 four hours each day – Monday/Wednesday mornings, Tuesday/Thursday
112 afternoons. We have set up several precautions and it is all posted on the Town
113 website.

115 **6:08 PM a. Use of TIF Fund – Legal Opinion**

117 Mr. Donhauser said that what he had requested can't be done. His question was if
118 we ran a sewer across someone's property, could we pay for the connection fee
119 out of TIF Funds and transfer that to the Sewer Fund for businesses or residential.
120 Mr. Lee asked our attorney and the attorney said that was not possible unless we
121 set that out in our actual TIF Document.

123 **6:10 PM 2) Employee Recognition Program (Final Reading)**

125 Mr. Donhauser said that I was a proponent of the program, suggested it to the
126 Town Manager, and The Town Manager developed the program, which I thought
127 was done pretty well. He asked for input from the SB or a motion to accept the
128 program for at least one year.

**Draft SELECT BOARD MEETING
May 14, 2020 5:30PM (continued)
(Remote Meeting)**

Mr. Lytle moved, second by Mr. McPherson, that the Select Board accept the Employee Recognition Program on a test basis for one year.

Roll Call Vote:

Mr. Donhauser – Yes

Mr. Lytle – Yes

Mr. Orestis – Yes

Mr. McPherson - Yes

Unanimous vote to approve motion.

6:12 PM 3) Temporary Suspension of Citizen's Option Meeting Question – See Warrant

Mr. Lee said that, because of the Governor's order to limit meetings to under 50 people, we still don't believe we'll realistically be able to hold the Citizen's Option Meeting. Even the public hearing I think we are going to have to do remotely and even though we will be able to get part of the school to hold it, but at 6-foot distances, we're only going to be able to accommodate so many people, even in a big area. For a number of reasons, we didn't feel we could successfully hold the Citizen's Option Meeting. There was concern that we wouldn't know if people were registered Eliot voters; that the meeting needs about 65 people in order for them to make changes. The attorney gave us two options – one was to amend the ordinance, itself, which he wasn't looking to do, but to do a one-time waiver from the citizens, understanding that the pandemic made it such that we couldn't really hold this. It is Article #26 – *"To see if the Town will vote, notwithstanding any ordinance provision to the contrary, to eliminate the requirement to hold the Citizen's Option Meeting in calendar year 2020 and the requirement to print the citizen's recommendation in the budget articles on the 2020 Municipal Election Ballot due to public health concerns arising from COVID-19 and the Governor's Emergency Order #14FY1920, as renewed, prohibiting the gathering of more than 10 people."* I wanted to make sure you knew that we had gone with the one-time exemption rather than amending the ordinance.

6:15 PM Mr. Orestis asked what happened if that got voted down.

Mr. Lee said that if that happened, I suppose we would have to try to figure out how to hold that meeting and do another whole ballot procedure, presumably.

**Draft SELECT BOARD MEETING
May 14, 2020 5:30PM (continued)
(Remote Meeting)**

Mr. Orestis asked if we would operate under the previous budget until we could have that election. So, we would have to wait until November, which would be the Presidential election. You would operate under the previous year's budget.

Mr. Lee said that that was correct. I'm hoping that's not the case. I think most people will understand that the pandemic changed their lives pretty significantly, at this point.

6:16 PM Mr. Donhauser said that there are no known options of the Citizen's Options in the works that we are aware of.

Mr. Lee agreed there did not seem to be any issues.

Mr. Donhauser said that this is an article that is retro-active because, theoretically we should have had that meeting under the Charter. Common sense says that we can't hold it so it's sort of our way around the Charter requirement to do a one-time no-option.

Mr. Lee agreed. This is informational for the folks at home and to make sure the SB understands what exactly is in that article. We didn't want to amend the ordinance but just a one-time exemption from the requirement.

Ms. (Donna) Murphy just emailed that a meeting could be held through Zoom (email to Mr. Lee).

6:19 PM Mr. Lee said that I'm not sure how we would identify who are actual voters of the Town through a Zoom meeting. I don't know how to get around that issue. We considered Zoom and other avenues but we always ran into a road block with that issue.

Mr. Orestis agreed that you could put in whatever names you want.

4) Use of Unassigned Fund Balance Warrant Question – See Warrant

a. Justification Document

There was discussion to clarify the numbering of the warrant article numbers.

This article is to approve the use of the Unassigned Fund Balance by the SB for COVID-19-related expenses and approval to use has to be unanimous.

Draft SELECT BOARD MEETING
May 14, 2020 5:30PM (continued)
(Remote Meeting)

6:20 PM

Mr. Orestis said that it looks like the Budget Committee recommends a 6-0 vote on it, as well. There was some conversation around that about not having a chance to review it and I think this vote is important to mention.

Mr. Lee said that this is informational, as well. Because these are unusual, I wanted to draw the SB's attention.

Mr. Lee said that Ms. Murphy just emailed that people participating in the Citizen's Option Meeting, if we held it, would first have to check in with the Clerk to see if they're registered voters before they would be allowed to join the meeting and they would be required to list their names.

Mr. Orestis said that the question is, first, when would we have to hold it, we'd have to get it set up, and then we'd have to have the administrative side of things set up in order to properly make sure that everyone who wants to join that meeting is registered with the Town Clerk and is able to join the meeting in a timely fashion. I'm just thinking what type of system would we even be able to use to do that. Would it have to be a form, as they couldn't do it in-person. The complications that I'm seeing, just thinking out loud at this point. I think it's a great idea but I was just trying to think of how we could facilitate that happening and we'd have to do it rather quickly, I believe.

6:22 PM

Mr. Lee said that we're fresh out of time to get ballots printed. This is the final date to finalize this warrant. That's another reason that it is just plain ruled out at this point. That's what we selected to do, I found a legal way to do it, and I don't see any way out of this. I'd like to hold it; I'm not trying to put it off and it will be held next year but this year just doesn't make sense to me.

Mr. Donhauser asked if Ms. Murphy was aware of some citizen's option that a citizen or group would like to bring before the Town to change the budget recommendations.

Mr. Lee said that I don't know if we would have time to give proper notice for a meeting, etc. Ms. Rawski just chimed in with, "There's simply no time."

Mr. Orestis said that I think, at this point, we made that decision previously and that's what we're sticking to. That's the line that we are at.

Mr. McPherson said that he totally agrees that it just can't happen.

Mr. Lytle agreed that it can't happen.

Draft SELECT BOARD MEETING
May 14, 2020 5:30PM (continued)
(Remote Meeting)

6:24 PM Mr. Donhauser agreed with the Board. I think we need to move on. This one-time, one-year, we're going to have to make an exception. I think people understand why that exception was made.

Mr. McPherson agreed.

Mr. Orestis said that, if we find ourselves in that position next year, which I hope we won't, then we can seriously start addressing how we could possibly facilitate the Citizen's Option Meeting online. That's important. We made that decision early on and we just have to roll with it.

Mr. Lee clarified that Ms. Rawski's deadline is tomorrow. We have a 60-day window to the vote and we don't have it anymore.

Mr. Lee said that he is getting messages from Ms. Murphy. She says, *"You are not telling them what I'm saying. You have a Zoom meeting. The Town Clerk or ballot clerk would register the voters just as they would at the Citizen's Option Meeting last year. Once registered, they are allowed in the meeting to participate. It is required by the ordinance. I brought up the issue at the BC meeting that if the voters say no, where are you. I don't see how it is legal to ask after the fact."*

Mr. Lee said that we put it to an attorney and it is legal, if we get approval and we are out of time. I like her idea if we had to do it next year, as Mr. Orestis was saying. We'd have to set up 2-3 clerks to get people checked in and validated in a timely way but I think it's doable on Zoom; that it wouldn't be easy. At this point, we're just out of time.

6:27 PM Mr. McPherson asked if Mr. Lee had had any feedback from citizens in Town that are angry because we are not having that meeting.

Mr. Lee said that he has had none.

6:28 PM **5) Adoption of Revised Town Meeting Warrant**

Mr. Donhauser moved, second by Mr. McPherson, that the Select Board adopt the revised Town Warrant, as currently presented.

DISCUSSION:

Mr. Donhauser said that a budget is merely a budget. If the revenue isn't there, you're not going to spend the money. If the revenue falls short, we'll reduce the expenditures somewhere. I think it's incumbent upon us, as a SB, to hold Mr. Lee's feet right to the fire and have him look monthly, giving us monthly updates

**Draft SELECT BOARD MEETING
May 14, 2020 5:30PM (continued)
(Remote Meeting)**

on exactly how the revenue is matching with the expenditures that are expected. Again, a budget is a budget. It's not a requirement that we expend the entire budget. It's merely a guide under which we think we'd like to fund the operations.

DISCUSSION ENDED

Roll Call Vote:

Mr. Donhauser – Yes

Mr. Lytle – Yes

Mr. Orestis – Yes

Mr. McPherson - Yes

Unanimous vote to approve motion.

6:30 PM 6) Notice of Public Hearing

Mr. Lee said that we are not prepared for that, yet. I'll have that on for May 28th.

6:31 PM 7) Approval of Town Manager's Contract

Mr. Donhauser discussed the delay that has happened in approving this contract. The major change in the contract is that this is a two-year contract, not a three-year contract, and there's no salary increase. We're going to wait for the new salary review of surrounding towns. Mr. Lee has accepted this contract. Because of having to work remotely, we felt compelled to increase the cell phone allowance because we require to be able to get in touch with Mr. Lee 24/7/365. So, I think it's only fair that Mr. Lee not have to subsidize the Town for the use of his cell phone. We looked into his expense and that is exactly what he pays for his cell phone monthly fee. This is an increase from \$20/month to \$70/month. He said that we have all reviewed the contract separately, it is public information, and can get a copy of it if they want.

Mr. Lee said that this goes back to the previous item. Ms. Murphy wanted to "make it clear to the people that the Budget Committee made its recommendations prior to the COVID-19. The Budget Committee requested to revisit the recommendations and they were denied." He clarified that the attorney made it clear that the Charter would not allow us to go back and have a re-do of the budget, the Select Board of the Budget Committee, once it had its recommendations in an approved format. They wanted to go back in and make some changes but they opted not to.

**Draft SELECT BOARD MEETING
May 14, 2020 5:30PM (continued)
(Remote Meeting)**

Mr. Donhauser moved, second by Mr. Lytle, that the Select Board accept the Town Manager's contract, as written.

Roll Call Vote:

Mr. Donhauser – Yes

Mr. Lytle – Yes

Mr. Orestis – Yes

Mr. McPherson – No

Unanimous vote to approve motion.

6:34 PM 8) Approve Warrants

Mr. Donhauser moved, second by Mr. McPherson, to approve A/P Warrant #123 in the amount of \$14,972.94, dated April 22, 2020; A/P Warrant #126 in the amount of \$127,017.92, dated April 29, 2020; A/P Warrant #128 in the amount of \$17,253.47, dated May 6, 2020.

Roll Call Vote:

Mr. Donhauser – Yes

Mr. Lytle – Yes

Mr. Orestis – Yes

Mr. McPherson – Yes

Unanimous vote to approve motion.

Mr. Lee thanked the SB. I appreciate it and I'm looking forward to doing another couple of years with you. For Selectman McPherson, I just want to say that I understand what you said to me and I would like to assure you that the things you are concerned about won't be an issue.

Mr. McPherson said thank you.

I. New Business:

There was no new business.

J. Old Business:

6:35 PM 1) William Fogg Library MOU Proposal

**Draft SELECT BOARD MEETING
May 14, 2020 5:30PM (continued)
(Remote Meeting)**

Mr. Donhauser said that the Library has forwarded to us a MOU proposal. I think we are waiting on one from the Budget Committee.

Mr. Lee said that, as I recall, we gave the Budget Committee the option of submitting to us what they would consider to be a proper MOU question format to put on the November ballot. The Library has taken us up on that and put together a specific break-down of what the Town would pay and what they (Library) would pay, a form of the question, and so forth. Ms. Goodwin couldn't be here tonight due to a family issue. She wanted to be here tonight to discuss it but she's asked us to delay it to May 28th, if we can. I will put it up on the web tomorrow.

6:37 PM Mr. Donhauser said that it's a very clear proposal, what they are attempting to do. It depends on whether you think the Library is very important to the Town of Eliot. We'll bring this back to the next SB meeting.

K. Selectmen's Report:

6:38 PM 1) Seeking Committee Members

Mr. Donhauser said that, along with other vacancies, we are seeking members for our new Building Committee who would be interested in researching what our existing building situation is and, perhaps, what it should be in the future and should not be in the future

Mr. Donhauser said that the TIF Committee is working very hard in the background moving right along and dealing with the engineering firm, Mr. Lee has been involved, and we've actually had a kick-off meeting. He suggested putting this on the agenda for the next meeting to bring the whole SB up-to-date on exactly where we are on our TIF Committee and what the plans are and how we're moving forward.

Mr. Lee said he would do that.

L. Executive Session

There was no executive session.

M. Adjourn

There was a motion and second to adjourn the meeting at 6:39 PM.

VOTE

4-0

Motion approved

**Draft SELECT BOARD MEETING
May 14, 2020 5:30PM (continued)
(Remote Meeting)**

424

425

426 **Respectfully submitted,**

427

428 **Ellen Lemire, Recording Secretary**

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Mr. Richard Donhauser, Chair

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Date approved:

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CORRESPONDENCE # ^E
SELECTMEN'S MEETING Public Comment
05-28-20

Mr. Dana K. Lee
Town Manager
Town of Eliot
1333 State Road
Eliot, Maine 03903

May 8, 2020

Mr. Lee,

A couple of weeks ago, I wrote an E-mail to you on the town's web site. I don't know the exact date since I could not figure out how to keep a copy!

The purpose of that communication as well as this one is to request that I am allowed to present my Real Estate issue to the assembled Board of Selectman when they next meet.

Please advise as to when that may occur and of any requirement that I might be subject in order to present my case.

Thank you.

Sincerely,

Larry Gaudreau



37 Caslyn Drive
Eliot, ME 03903

E-mail = consultbb@outlook.com

GAUDREAU 37 CASLYN DR			
Tax Year	2017/2018	2018/2019	2019/2020
Eliot Taxpage	1096 Misspelled!	1118	1073
Building Value	\$ 145,300.00	\$ 145,300.00	\$ 96,900.00
Homestead Ex	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
Net Assessment	\$ 125,300.00	\$ 125,300.00	\$ 76,900.00
Mil Rate	0.0143	0.0147	0.0147
Total Tax	\$ 1,791.79	\$ 1,841.91	\$ 1,130.43

GAUDREAU 37 CASLYN DR			
Tax Year	2017/2018	2018/2019	2019/2020
Eliot Taxpage	1096 Misspelled!	1118	1073
Building Value	\$ 96,900.00	\$ 96,900.00	\$ 96,900.00
Homestead Ex	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
Net Assessment	\$ 76,900.00	\$ 76,900.00	\$ 76,900.00
Mil Rate	0.0143	0.0147	0.0147
Total Tax	\$ 1,099.67	\$ 1,130.43	\$ 1,130.43

Error Sub-Total	\$ 711.48	\$ 692.12
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Error Total	\$ 1,403.60
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ATTACHMENT 2

GAUDREAU 37 CASLYN DR

Tax Year	2017/2018	2018/2019	2019/2020
Eliot Taxpage	1096 Misspelled!	1118	1073
Building Value	\$ 145,300.00	\$ 145,300.00	\$ 96,900.00
Homestead Ex	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
Net Assessment	\$ 125,300.00	\$ 125,300.00	\$ 76,900.00
Mil Rate	0.0143	0.0147	0.0147
Total Tax	\$ 1,791.79	\$ 1,841.91	\$ 1,130.43

PERKINS 36 CASLYN DR

Tax Year	2017/2018	2018/2019	2019/2020
Eliot Taxpage	2299	2325	2277
Building Value	\$ 107,000.00	\$ 107,000.00	\$ 107,000.00
Homestead Ex	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
Net Assessment	\$ 87,000.00	\$ 87,000.00	\$ 87,000.00
Mil Rate	0.0143	0.0147	0.0147
Total Tax	\$ 1,244.10	\$ 1,278.90	\$ 1,278.90

GRACE 40 CASLYN DR

Tax Year	2017/2018	2018/2019	2019/2020
Eliot Taxpage	1203	1217	1171
Building Value	\$ 100,800.00	\$ 100,800.00	\$ 100,800.00
Homestead Ex	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
Net Assessment	\$ 80,800.00	\$ 80,800.00	\$ 80,800.00
Mil Rate	0.0143	0.0147	0.0147
Total Tax	\$ 1,155.44	\$ 1,187.76	\$ 1,187.76

ATTACHMENT 1

Town Manager

From: Martine Painchaud
Sent: Wednesday, May 20, 2020 11:41 AM
To: Town Manager
Subject: Mr. Gaudreau

Dana,

Mr. Gaudreau came in last spring and asked if I would take a look at his assessment. I told him I would but if I reduced his assessment it would be effective for the next tax billing. He did not formally fill out an abatement application and it was too late to request one as it was past the 185 days. I believed he understood that. There is nothing that can be done for him either from the Select Board or the County Commissioners.

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

CORRESPONDENCE #
SELECTMEN'S MEETING
05-28-20

G-1

The Town of Eliot is looking to sell three pieces equipment (1977 K3500 Chevy Dump Truck, 1990 Cat 935C, and 2008 International 7300 Dump Truck) by sealed bid. All bids must be in a sealed envelope clearly marked with the piece of equipment that is being bid on. Equipment descriptions can be found at the Town website – www.eliotmaine.org All bids must be received by 12:00 noon, June 15, 2020. The Town of Eliot has the right to accept or reject any or all bids. All items are sold as is. The winning bidder will have ten days to make payment and remove the equipment. Winning bidders will be notified by phone.

Surplus Equipment For Sale By Sealed Bid:

**** 1990 Caterpillar 935C Crawler Loader**

2,111 Hours

3204 CAT Engine

Full Heated Cab

4 Inch 1 Bucket

Minimum Bid Reserve \$2,000.00

**** 1977 Chevrolet K3500 Dump Truck**

34339 Miles

4 Speed Standard Transmission

Engine 5.7 LTR (350 C.U.I.)

4 Wheel Drive

9 Foot Electric Lift Dump Body

Front Power Winch

Minimum Bid Reserve \$2,500.00

**** 2008 International 7300**

71744 Miles

Max Force Engine 300 H.P.

Allison 5 Speed Automatic Transmission

9 Foot 7 Yard Dump Body

Central Hydraulics

1990 Caterpillar 935 Crawler Loader

Date: _____

Full Name: _____

Phone Number: _____

Email Address: _____

Bid Amount: \$ _____

I understand that the machine is being sold as-is, where-is. I understand that the Town can accept or reject whatever bid they deem in the best interest of the Town. I understand that I have seven (7) days to make full payment, if awarded the bid.

Signature

Please mail in a clearly-marked, sealed envelope to: Eliot Town Hall, 1333 State Rd, Eliot, Maine 03903. Bids must be received by 12:00 noon, June 9, 2020.

1977 Chevrolet K3500 Dump Truck

Date: _____

Full Name: _____

Phone Number: _____

Email Address: _____

Bid Amount: \$_____

I understand that the truck is being sold as-is, where-is. I understand that the Town can accept or reject whatever bid they deem in the best interest of the Town. I understand that I have seven (7) days to make full payment, if awarded the bid.

Signature

Please mail in a clearly-marked, sealed envelope to: Eliot Town Hall, 1333 State Rd, Eliot, Maine 03903. Bids must be received by 12:00 noon, June 9, 2020.

2008 International 7300 Truck

Date: _____

Full Name: _____

Phone Number: _____

Email Address: _____

Bid Amount: \$ _____

I understand that the truck is being sold as-is, where-is. I understand that the Town can accept or reject whatever bid they deem in the best interest of the Town. I understand that I have seven (7) days to make full payment, if awarded the bid.

Signature

Please mail in a clearly-marked, sealed envelope to: Eliot Town Hall, 1333 State Rd, Eliot, Maine 03903. Bids must be received by 12:00 noon, June 9, 2020.

05-28-20

G-2

Town Manager

From: Jon Fiorelli <jonmariofiorelli@yahoo.com>
Sent: Tuesday, May 12, 2020 12:54 PM
To: Town Manager; Edward Henningsen; Pam Mondschein; Erika McCreedy
Subject: RE: Thanks!

Thank you. Yes, please consider this my resignation notice.

Jon

[Sent from Yahoo Mail on Android](#)

On Tue, May 12, 2020 at 12:45 PM, Town Manager
<townmanager@eliotme.org> wrote:

Jon,

That is too bad. You are a good guy. Shall I take this as notice of resignation from the Committee?

Dana

From: Jon Fiorelli <jonmariofiorelli@yahoo.com>
Sent: Tuesday, May 12, 2020 11:02 AM
To: Edward Henningsen <ed-hi@comcast.net>; Pam Mondschein <pammondschein@gmail.com>; Town Manager
<townmanager@eliotme.org>; Erika McCreedy <ejmccreedy@gmail.com>
Subject: Thanks!

All - Sad to say that I'll be moving to Michigan in June to be closer to family. Thanks for the opportunity to serve. I wish I'd had time to contribute more. Best of luck.

Jon

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.

Melissa Albert

From: Jean Paulantonio <agem123_4@hotmail.com>
Sent: Wednesday, May 20, 2020 2:36 PM
To: Melissa Albert
Subject: Re: Resignation from AIP Committee

Hi Melissa,
I regret that I must resign from the Eliot AIP committee as I am currently living in Portsmouth, NH. It has been my pleasure to be involved with the committee and I look forward to keeping up with it.
Thank you,
Jean Paulantonio

From: Melissa Albert <malbert@eliotme.org>
Sent: Tuesday, May 19, 2020 6:20 PM
To: Jean Paulantonio <agem123_4@hotmail.com>
Subject: Re: Resignation from AIP Committee

Yes please 🙄

Sent from my iPhone

On May 19, 2020, at 5:55 PM, Jean Paulantonio <agem123_4@hotmail.com> wrote:

Hi Melissa,
I thought I sent one to Dana but I can't find it. Should I just send it to you?
Jean

From: Melissa Albert <malbert@eliotme.org>
Sent: Tuesday, May 19, 2020 11:46 AM
To: Jean Paulantonio <Agem123_4@hotmail.com>
Subject: Resignation from AIP Committee

Hi Jean,
Can you please send over an email stating you are resigning from the AIP Committee effective immediately due to the fact that you moved out of town.
This is a formality in the town charter/ordinances.
I hope you are enjoying your new place, will miss seeing you here.
Thanks for all your help. Take care, Melissa

Melissa Albert
Town of Eliot
(207) 439-1813 X108



CORRESPONDENCE # **G-4**
SELECTMEN'S MEETING
05-28-20

May 18, 2020

Heather Muzeroll-Roy, Director
Amanda Paradis, KidsPLAY Director
Kyle Lewis, Program Coordinator

Dear Eliot Community,

For the past several weeks we have been watching the daily updates and CDC guidelines on re-phasing and the process in which how to do this safely and effectively. Summer camps in particular have been one of the biggest topics of discussion. We have been following meetings with the Maine Recreation and Parks Association (MRPA), National Parks and Recreation Association, colleagues, updates from Governor Mills, the CDC and so on. It has been quite a thing to follow and at a times exhausting to understand.

Our summer programs are the biggest programs that the Community Service Department has to offer. We register over 150 youth and children each summer ranging in ages from 3 to 12 years old. We thrive to make each day the best experience for your child to have which is why we begin planning for these programs months ahead of time. And in that planning it is always the health and safety of your children that we focus 110% of our attention to.

It is with extreme heavy heart that we have made the difficult decision to not hold camps this summer. Despite developing several scenarios to move forward there are still just too many challenges to work through. These challenges include frequent hand washing, disinfecting and cleaning regularly, wearing face masks, social distancing, limiting group sizes, cancelled field trips and so on. We also currently do not have a location to hold these programs. This is at no fault of the school district as they continue to wait for guidance from the State. We just do not believe having camp at this time is in the best interest of your children, for you as parents, and the community as a whole.

This was one of the most difficult decisions I have had to make since being in this profession. And with that, I understand that this decision will create more hardships for you as well. Please know that in the next few weeks I will do my best to assist you in finding alternative childcare plans. If you have sent in registration forms and payment I will return your monies back to you in the coming days.

We certainly have missed seeing you all these last several weeks! Any news and updates will be posted on our website and face book. The Fall/Winter brochure is still on schedule to be mailed by the start Labor Day weekend. Fingers crossed for a healthy and fresh start to the new school year.

Please remain well.

Sincerely,

Heather Muzeroll-Roy, Director
Eliot Community Service Department

Town Manager Report

To: Board of Selectmen

From: Town Manager

Thrs., May 7 (from 1 pm)

- Working with AA II and Streaming Videos to automate the OBS (streaming video); may cost a few dollars
- Held a number of short talks with staff – future plans, etc,
- Participated in SB remote test call
- Fielded a complain re: mistaken frontage for a permit; working to get better documentation
- Discussed the Budget meeting with the Chair
- Discussed the final draft of the warrant with the Clerk; reviewing it now
- Finalized the warrant for the SB packet
- Responded to the furloughed employees' questions related to personnel policy, unemployment, etc.

Fri., May 8

- Read and responded to 25 emails
- Sat in for a one-hour York County Managers' meeting re: COVID responses / share ideas
- Rec'd power washing pavilion grill estimate
- Followed up on the ongoing massive FOAA (trucks) – going to the Board of Appeals, I think
- Reviewed three new Covid news blasts from various source (MMA, SBA, etc.)
- Working with a resident to resolve GCBC going beyond submerged lease area
- Worked with Steve on advertising the full-time position that just opened up
- Sent COVID plans to SMPDC (all towns sharing info)
- Staff processing lots of taxes; still rolling in fine
- Seeking out UV wands and air "ionizers"

Mon., Sat. May 11

- Read and responded to 30 emails
- Forwarded another private sewer pump question to PWD
- Advised the roof vendor of the pavilion that I got word of leaking
- Checked in with a chimney sweep
- Received a quote (\$2,700) to completely virus-spray sterilize the town hall
- Painter decided against giving a quote – too big a job
- Multiple emails coordinating the TIF and numerous partners, confirming easements, parcels, design, etc.
- Began work on a detailed re-opening plan; sent to key staff for input; Tuesday meeting on this
- Setting up weekly meeting with York Managers; coordinating openings / common policies where we can; joint supplies
- Advised that Eliot Commons is for sale; doing a little research

- Helped answer some questions about ground-penetrating road study we did a few years ago
- Met with DPW about a drainage problem we are having; a structure set in blue clay doing nothing / overspilling

Tues., May 12

- Read and responded to emails
- Helped PWD with help wanted materials / pay rate, etc
- Helped Unitil complete their permitting process
- Helped Mr. Raitt get the paved apron removed by MDOT
- Responded to a resident with questions about the TIF project
- Received a few more resident comments re 236 safety issues; forwarded the 7 or 8 received to date to traffic engineer and KACTS
- Held admin staff meeting (also EMA Director) to discuss re-opening on 5/18
- Started working on re-opening plan specifics for 5/18
- More work on re-opening plan; more discussions
- HM advised me of 39' boat broke mooring and washed ashore
- Sent near-final draft of re-opening plan to SB
- Discussed several minor things with staff members (a BOA appeal, safe zones, etc.)

Wed., May 13

- Assisted a resident with administrative appeal questions
- Responded to a staffer concerned with us re-opening too soon
- Researched articles on appropriately opening summer camps / day cares; sent to CSD
- Discussed stolen "turtle crossing" sign replacement with DPW; tell the state – not us
- Participated in a Zoom meeting with Supt. and So Berwick TM; discussed 6/25 hearing in gym and 7/14 voting – all set
- Setting up Town Hall for slow re-open – Plexishields, making posters, use of stations to direct people, etc.
- Met with Town Clerk on Notice of Public Hearing / election set up thoughts
- Spoke to carpenter for a while about his approach on the plexiglass – it's very hard to find these days....4 stores to get four sheets
- More back and forth on an appeal and how to file it
- Advising a guy how to get into our meeting on 5/28 for his agenda item
- More discussions with CSD on how or if to open any summer programs; other towns are shutting them down
- Discussed tax collections to date with Treasurer. Will issue a full report after final day for taxes
- Answered a couple of sewer questions re: hook ups to main, etc.
- Had a 1-hour Zoom meeting with KACTS; looks like we may be able to get funding for re-engineering the 236 / 103 and 236 /101 intersections if that ends up as a recommendation in the 236 study
- Spoke to a developer's representative about getting a Consent Agreement for a setback issue; advised them of BOA first and sent policies

86 • Reviewed the KACTS project grant guidelines, process and application
87 • Spoke to the Chairman for a little bit
88 • Helping a lady get answers on how to get approved for a four-day temporary event
89 selling pre-packaged / frozen meals
90 Thrs., May 14
91 • Read and responded to emails
92 • Followed up with furloughed employee having trouble w/ Unemployment
93 • Collecting taxes in front Lobby today
94 • Cleaned up the draft contract for signature
95 • Sent out our COVID re-opening plan to several colleagues struggling with same decisions
96 • Sent out COVID plan to all staff, committee chairs, SB members, etc.
97 • Overseeing set up / signage plans for re-opening / setting up an outside COVID info sign
98 • Asked Treasurer for financial analysis; distributed
99 • Met with Police Chief re: possible nepotism situation; appears to be a non-issue per
100 policy; also discussed a personnel question about an officer in New Mexico coming back
101 ... quarantine?
102 • More work on getting BOA meetings scheduled; they don't want Zoom – options?
103 • More discussion on employees – unemployment / quarantine, etc. sought legal
104 confirmation from MMA
105 • Spoke to Fire Chief about possible Haz pay for emergency responders; how it might
106 work (or not) in his dept.
107 • Worked on a grant request to redesign the intersections of 101 and 236 and also 103
108 and 236
109 • Taxes came in better this year than last year!
110 • Started taking photos of set up of town office for posterity
111 • Stopped by the Boat Basin to see some repairs
112 • Responded to a vendor who wanted to place a commercial ad on our web site “to help
113 people;” I rejected it
114 • Carpenter is placing the plexi-shields now (\$217 / sheet!)
115 • Spoke to launch attendant; delay staffing there for now; making sign re: Drop Box /
116 Honor System
117 • Drew up a sign prototype for boat basin
118 • Spoke to Clerk about boat launch season passes; need more
119 • Reduced the total re-opening plan document to just the information for the public (not
120 employee instructions)
121 • Dropped off some stuff at HM house; picked up passes for Town Clerk
122 • Ran a test meeting from home with the TIF members to see if they can use Zoom
123 effectively
124 • Sent some ideas to MMA lobbyist for a working group; mentioned grants / incentives for
125 EV Police Cruisers / Charging Stations
126 • Had the Select Board meeting in the evening
127 Fri., May 15

- 128 • Read and responded to several of 35 emails
- 129 • More assistance to the guy doing the appeal
- 130 • Held a long staff meeting with key admin staff on re-opening; impact to union
- 131 negotiations, etc.
- 132 • Made arrangements to get several free traffic counter "tubes" from SMPDC; can be
- 133 used for getting traffic counts
- 134 • Set up TIF meeting / agenda
- 135 • Setting up Town Hall today for Monday opening
- 136 • Carpenter finishing up today
- 137 • Advised DPW to proceed with Riverview Estates paving
- 138 • Offered some hours to Custodian as Lobby Monitor for re-opening
- 139 • Spoke with Selectman Lytle for a bit
- 140 • Started drafting the staffing rotation for Lobby Monitor – so many details to work out
- 141 • Sorted SB packet
- 142 • Wrote up the post-meeting summary
- 143 • Scanned / signed documents for signatures
- 144 • Signed a job order to steam clean the filthy grill at the pavilion
- 145 • Confirmed a MDOT meeting about sidewalk funding – Main St / State Rd?
- 146 • Communicated with company that may seek a Consent Agreement
- 147 • June 11 is the date for reclaim / pave Riverview Estates
- 148 • Notified bidder re: F550 award
- 149 • Did a bunch of sorting / filing
- 150 • Took ½ vacation day

151 Mon., May 18

- 152 • Read and responded to several of 45 emails
- 153 • Did some final changes to the schedule for lobby monitor; helped set up for 7:30 public
- 154 open – so far so good
- 155 • Checked on a couple of planning issues
- 156 • Seeking members for advisory panel for 236 study
- 157 • Continuing to monitor limited entry system
- 158 • Reviewed ballot materials; all looked correct
- 159 • Spoke with Admin Union Rep. re: opening plan; she's happy
- 160 • Spoke to Fire Chief / EMA about potential Covid outbreak at senior home
- 161 • Deleted sold truck from insurance
- 162 • Working on streaming video being automatic when Zoom runs
- 163 • Setting up BOA test run and actual meeting – two appeals
- 164 • Ordered a sign for the Boat Basin
- 165 • Met with Fire Chief / EMA re: Covid reporting / test availability
- 166 • The determination not to have any summer programs has been made and a letter sent /
- 167 web
- 168 • Working on renewing our domain name – screwy process, but all done

- 169 • Staff figured out a work-around for streaming that won't require them to stay on
- 170 through whole meetings in order to stream the video
- 171 • Ordered the sign for the Boat Basin
- 172 • Started the next SB agenda
- 173 • Made up the Contact Sheet for the 236 Advisory Panel
- 174 • Spoke to the carpenter quite a bit
- 175 • Spoke to Treasurer re: tracking system for Covid expenses / FEMA – maintaining all
- 176 expenses / hours
- 177 • Worked on newsletter; requested info on what school we can use for 6/25 Public
- 178 Hearing
- 179 Tues., May 19
- 180 • Reviewed emails
- 181 • Discussed logistics for remote meeting tonight with TIF Committee
- 182 • Discussed timing and content of newsletter / must go out soon – hit mailboxes on June
- 183 13-14; public hearing on June 25
- 184 • Spoke with Selectman McPherson re: 236 Study – Advisory Panel; agreed to be the
- 185 representative
- 186 • Checking on false security alarms going off
- 187 • Set up Zoom; Ran test meeting
- 188 • Checked on a street naming issue between two neighbors; private road; needed name;
- 189 they couldn't agree; now unhappy with the road name we picked
- 190 • Spoke with DPW re: Recognition Program, beautifying town hall driveway, parking
- 191 spaces for firefighters when we re-do the town hall yard in 21-22
- 192 • The CEO and I offered an explanation for road naming to Selectman Lytle
- 193 • Met with DPW re-opening other parts of transfer station on June 3; also selling bags
- 194 there (checks only for now); wrote up the announcement for the web; confirming the
- 195 date and times for HHW (June 17?)
- 196 • Wrote up an announcement for business loans out of SMPDC
- 197 • Discussed a development project with a resident and with CEO
- 198 • Helped an applicant for the boat launch
- 199 • Worked with CSD to develop a plan for her office during the summer
- 200 • Took a shift as Lobby Monitor
- 201 • Updated agenda
- 202 • Worked with some TIF members on how to connect at tonight's meeting
- 203 • Requested in-office time restart with Planner
- 204 • Had a 6 pm TIF Meeting
- 205 Wed., May 20
- 206 • Discussed some things with Custodian
- 207 • Discussed BOA application completeness
- 208 • Drafted a schedule of TIF meetings leading to November vote; distributed for review
- 209 • Drafted a letter to owners of properties where the town got an easement back in 2012;
- 210 distributed for feedback

- 211 • Requested legal opinion re: if Art 26 is voted down (skipping the C.O.)
- 212 • Met with KACTS /MDOT and PWD – Main Street sidewalk grant – need feasibility study /
- 213 alternatives analysis – several funding sources
- 214 • Went through Riverview Estates again; the roads are really bad
- 215 • Spoke to Selectman Lytle for a while; helped with his laptop
- 216 • Assisted a man seeking to speak with the SB
- 217 • Received lighting design and RFP from our lighting engineer; reviewed materials
- 218 • Sent (4) Rte. 236 documents over to Underwood; business survey result, water tests,
- 219 work with SMPDC, etc
- 220 • Spoke to Dana Norton about a small Memorial Day gathering (with masks etc.). I said it
- 221 was okay
- 222 Thrs., May 21 (through 8:15 am)
- 223 • Read overnight emails
- 224 • Confirmed a 7:30 am meeting with K.W.D. on June 3
- 225 • Reworked a bid form for three other pieces of old equipment at PWD that we want to
- 226 sell
- 227 • Did final agenda edits, typed a quick MDOT memo, printing docs for SB packets
- 228 • Called a lady back re: poison ivy on Greenwood Street

THE TOWN OFFICE WILL PARTIALLY RE-OPEN TO CUSTOMERS ON MONDAY, MAY 18, 2020

Hours of Work and Customer Service - Beginning 5/18 (Monday)

Everyone at the Town Office will work 40 hours on four (4) days per week (Mon. – Thurs.).

The standard work day will now be 7:00 am to 5:00 pm.

The entire office is closed on Fridays.

Customer Service Hours will be Limited to the Following:

Monday: 7:30 am to 11:30 am

Tuesday: 12:30 pm to 4:30 pm

Wednesday: 7:30 am to 11:30 am

Thursday: 12:30 pm to 4:30 pm

Friday: CLOSED

Limited Entry and Use of Door Monitor

During the times that we are open to the public – 4 hours per day for the next couple of weeks – a staffer will serve as Lobby Monitor and will be in the lobby to limit entry to no more than FIVE (5) total customers in the Town Office Building.

A maximum of TWO (2) customers can be allowed into the Town Clerk's office.

Only ONE (1) waiting customer can remain with the Lobby Monitor in the Lobby itself. Any others must wait outside / in their car.

Up to TWO customers at a time can go through the door to the inner office. The rear hallways are now gated and the Land Use Assistant's desk (outfitted with new Plexiglass shield) will be the receiving area and will let people through the gates. The Lobby Monitor will direct them that once they are done with their meeting to use the rear side doors to exit (cutting down on passing by one another in the lobby.) We intend to put tape arrows on floors pointing to the exits to use.

The Lobby Monitor will be supplied with a sanitization station (sanitizing lotion, gloves and face masks). If a person tries to enter without a mask, tell them that we can offer them one if they wish to do business. If they refuse to take and wear our mask, please hand them a business card for the appropriate staffer and to call to make a private appointment for service.

Masks / Sanitization

NO ONE comes in to the Town Office without a mask. All staff must wear masks in the building.

Staff should wipe down their stations / pens / hands after each transaction or visit.

Additional hours will be granted to the Custodian to a) help be Lobby Monitor (otherwise we rotate staff for one hour at a time) and b) to perform additional sanitization rounds of the public spaces / door handles, etc.

This additional time will also include the spraying of the town hall with sanitizing "gun" that the Superintendent has offered for use at least once per week.

Each staffer is expected to keep sanitizing wipes / gels at their work station.

Essential Services Only

The Lobby Monitor will ask the customer what service they need. If they are simply dropping off a payment and do not want a receipt, you can either take the check (do not touch cash) and relay it to the Clerks, or instruct them to exit and use the new, exterior drop box. We want to still HIGHLY ENCOURAGE REMOTE TRANSACTIONS.

Customers May Have to Wait

Once five customers are in the building, no more can enter until someone leaves. This will require the Land Use Administrative Assistant to notify and coordinate with the Lobby Monitor when a customer exits the rear hallway (thru our side emergency doors.) The Lobby Monitor should attempt to keep careful track of who is the next person in line (car) for service.

Public Bathrooms and Signage

Public Bathrooms will be closed to the public during this period.

A sign on the Front Door and the Middle Door will inform visitors to wear a mask at all times.

A new sanitizing dispenser will be put up next to the Clerk's Door and the Lobby Monitor should encourage its use.

We will also be putting markings on the floors and on the walkway approaching the building – further reminding people about six-foot distancing. A sign in the Lobby will also note 6' Minimum Distancing between people – even with masks.

Public Meetings / Meeting Spaces

There will be no change in using Zoom or WebEx for all group meetings until at least June 1st.

Eliot
8:59 AM

Expense Summary Report

ALL Departments
April

CORRESPONDENCE #
SELECTMEN'S MEETING

05-28-20

H-1B

05/21/2020

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	97,032.97	0.00	1,057,434.18	158,969.82	86.93
01 - Admin	562,018.00	47,612.38	0.00	514,549.76	47,468.24	91.55
01 - Salaries	228,647.00	22,826.72	0.00	189,683.19	38,963.81	82.96
01 - Regular	226,147.00	22,826.72	0.00	188,504.30	37,642.70	83.35
20 - Overtime	2,500.00	0.00	0.00	1,178.89	1,321.11	47.16
03 - Employee Exp	98,021.00	8,002.40	0.00	87,262.96	10,758.04	89.02
01 - Dues	8,331.00	0.00	0.00	8,414.00	-83.00	101.00
05 - Training	2,525.00	300.00	0.00	893.95	1,631.05	35.40
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	43,498.68	1,824.32	95.97
12 - Cell Phones	240.00	0.00	0.00	170.00	70.00	70.83
30 - OASDI	14,290.00	1,415.24	0.00	12,111.61	2,178.39	84.76
35 - Medicare	3,342.00	330.99	0.00	2,750.50	591.50	82.30
40 - MPERs	22,470.00	1,735.20	0.00	18,697.38	3,772.62	83.21
05 - Service Fees	20,900.00	509.71	0.00	6,365.42	14,534.58	30.46
01 - Advertising	2,500.00	259.71	0.00	980.60	1,519.40	39.22
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	2,500.00	500.00	83.33
25 - Printing	3,500.00	0.00	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	9,074.67	0.00	102,758.83	-12,608.83	113.99
01 - Auditor	15,500.00	0.00	0.00	8,760.00	6,740.00	56.52
02 - Legal Serv.	60,000.00	3,165.26	0.00	77,904.73	-17,904.73	129.84
11 - Software	2,500.00	5,000.00	0.00	7,343.82	-4,843.82	293.75
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	8,750.28	2,149.72	80.28
15 - Utilities	11,200.00	417.76	0.00	7,691.69	3,508.31	68.68
01 - Heating	500.00	0.00	0.00	0.00	500.00	0.00
02 - Electricity	6,000.00	20.02	0.00	3,523.02	2,476.98	58.72
03 - Communicat.	3,300.00	397.74	0.00	3,602.08	-302.08	109.15
04 - Water	600.00	0.00	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	2,250.63	0.00	12,222.43	9,777.57	55.56
05 - Postage	10,000.00	15.45	0.00	5,545.75	4,454.25	55.46
40 - Office Supp.	12,000.00	2,235.18	0.00	6,676.68	5,323.32	55.64
24 - Rep. & Maint	20,000.00	2,050.29	0.00	33,135.21	-13,135.21	165.68
20 - Bldg. Rep.	6,000.00	412.84	0.00	8,553.47	-2,553.47	142.56
30 - Comp. Rep.	14,000.00	1,637.45	0.00	24,581.74	-10,581.74	175.58
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	1,839.74	0.00	73,993.57	-4,493.57	106.47
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	1,839.74	0.00	13,808.57	-8,308.57	251.06
99 - Misc.	1,600.00	640.46	0.00	796.46	803.54	49.78
01 - Misc.	600.00	540.46	0.00	540.46	59.54	90.08
10 - Awards & Cer	500.00	100.00	0.00	256.00	244.00	51.20
40 - TAN Inter.	500.00	0.00	0.00	0.00	500.00	0.00
02 - Clerks' Ofc.	337,538.00	26,441.48	0.00	268,106.21	69,431.79	79.43
01 - Salaries	194,623.00	19,368.00	0.00	172,603.95	22,019.05	88.69
01 - Regular	191,873.00	19,368.00	0.00	171,593.96	20,279.04	89.43
20 - Overtime	2,750.00	0.00	0.00	1,009.99	1,740.01	36.73
03 - Employee Exp	116,165.00	7,073.48	0.00	73,517.25	42,647.75	63.29
01 - Dues	260.00	0.00	0.00	240.00	20.00	92.31

Expense Summary Report

ALL Departments
April

Account	Budget Net	- C U R R Debits	M O N T H - 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	41,238.46	34,297.54	54.59
30 - OASDI	12,083.00	1,231.85	0.00	11,011.69	1,071.31	91.13
35 - Medicare	2,826.00	288.09	0.00	2,575.26	250.74	91.13
40 - MPERS	21,830.00	1,722.58	0.00	17,621.09	4,208.91	80.72
05 - Service Fees	8,700.00	0.00	0.00	6,061.32	2,638.68	69.67
20 - Tran/Liens	7,200.00	0.00	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	22,979.11	0.00	274,076.39	42,771.61	86.50
01 - Salaries	215,295.00	16,824.88	0.00	191,445.20	23,849.80	88.92
01 - Regular	212,895.00	16,612.00	0.00	190,487.21	22,407.79	89.47
20 - Overtime	2,400.00	212.88	0.00	957.99	1,442.01	39.92
03 - Employee Exp	77,653.00	6,154.23	0.00	66,269.94	11,383.06	85.34
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	39,451.72	-8,413.72	127.11
12 - Cell Phones	240.00	0.00	0.00	120.00	120.00	50.00
30 - OASDI	13,262.00	1,058.69	0.00	9,320.07	3,941.93	70.28
35 - Medicare	3,129.00	247.56	0.00	2,179.39	949.61	69.65
40 - MPERS	23,984.00	1,372.59	0.00	13,457.44	10,526.56	56.11
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	835.59	1,000.00	196,176.71	13,851.29	93.41
05 - Committees	210,028.00	835.59	1,000.00	196,176.71	13,851.29	93.41
03 - Employee Exp	0.00	0.00	0.00	346.16	-346.16	----
30 - OASDI	0.00	0.00	0.00	280.54	-280.54	----
35 - Medicare	0.00	0.00	0.00	65.62	-65.62	----
50 - Town Comm.	210,028.00	835.59	1,000.00	195,830.55	14,197.45	93.24
05 - Bd. Appeal	3,600.00	0.00	0.00	2,064.65	1,535.35	57.35
06 - Aging	1,400.00	615.59	1,000.00	-618.41	2,018.41	-44.17
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	220.00	0.00	14,084.31	1,707.69	89.19
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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April

Account	Budget Net	- C U R R Debits	M O N T H - 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	0.00	0.00	101,436.07	16,813.93	85.78
65 - Debt Service	118,250.00	0.00	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	0.00	0.00	2,929.22	8,820.78	24.93
10 - Public Sfty						
01 - Fire	1,589,343.00	119,407.01	0.00	1,278,115.74	311,227.26	80.42
01 - Fire	183,989.00	16,865.36	0.00	147,207.20	36,781.80	80.01
01 - Salaries	101,000.00	4,081.32	0.00	84,657.10	16,342.90	83.82
01 - Regular	101,000.00	4,081.32	0.00	84,657.10	16,342.90	83.82
03 - Employee Exp	19,826.00	972.40	0.00	14,422.82	5,403.18	72.75
01 - Dues	3,100.00	115.00	0.00	3,064.50	35.50	98.85
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	0.00	0.00	2,315.23	184.77	92.61
15 - Uniforms	350.00	545.16	0.00	545.16	-195.16	155.76
30 - OASDI	6,261.00	253.05	0.00	5,417.83	843.17	86.53
35 - Medicare	1,465.00	59.19	0.00	1,267.15	197.85	86.49
11 - Contract FD	10,200.00	138.30	0.00	7,921.34	2,278.66	77.66
16 - SCBA Maint	2,500.00	138.30	0.00	1,877.10	622.90	75.08
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	0.00	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	0.00	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	398.94	0.00	12,092.07	2,492.93	82.91
01 - Heating	7,000.00	0.00	0.00	5,258.93	1,741.07	75.13
02 - Electricity	2,800.00	31.08	0.00	2,611.12	188.88	93.25
03 - Communicat.	4,125.00	367.86	0.00	4,112.07	12.93	99.69
04 - Water	160.00	0.00	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	3,174.79	0.00	8,455.20	4,594.80	64.79
05 - Postage	50.00	13.30	0.00	13.30	36.70	26.60
15 - Gasoline	4,750.00	378.49	0.00	3,110.62	1,639.38	65.49

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
10 - Public Sfty CONT'D						
40 - Office Supp.	750.00	453.72	0.00	647.68	102.32	86.36
55 - FD Supplies	7,500.00	2,329.28	0.00	4,683.60	2,816.40	62.45
24 - Rep. & Maint	16,850.00	5,589.93	0.00	13,795.55	3,054.45	81.87
10 - Equip. Rep.	2,500.00	216.51	0.00	838.55	1,661.45	33.54
15 - Veh. Rep.	3,000.00	1,127.72	0.00	3,645.74	-645.74	121.52
20 - Bldg. Rep.	2,750.00	1,908.23	0.00	3,553.47	-803.47	129.22
30 - Comp. Rep.	1,000.00	585.90	0.00	585.90	414.10	58.59
40 - Radio Rep.	2,500.00	663.20	0.00	1,678.33	821.67	67.13
50 - Bldg. Supp	1,500.00	941.59	0.00	941.59	558.41	62.77
85 - Fire Trk Rep	3,600.00	146.78	0.00	2,551.97	1,048.03	70.89
30 - Insurance	8,478.00	2,509.68	0.00	5,863.12	2,614.88	69.16
15 - Work Comp	7,078.00	2,509.68	0.00	5,863.12	1,214.88	82.84
20 - Fire Fighter	1,400.00	0.00	0.00	0.00	1,400.00	0.00
05 - Police	1,126,739.00	98,918.27	0.00	928,811.72	197,927.28	82.43
01 - Salaries	660,101.00	61,380.58	0.00	553,904.40	106,196.60	83.91
01 - Regular	130,613.00	12,659.92	0.00	111,404.44	19,208.56	85.29
05 - Union	421,488.00	45,795.65	0.00	390,278.99	31,209.01	92.60
10 - Reserve	5,000.00	0.00	0.00	2,215.49	2,784.51	44.31
15 - Outside Act	20,000.00	1,170.00	0.00	7,832.50	12,167.50	39.16
20 - Overtime	55,000.00	1,320.01	0.00	32,477.04	22,522.96	59.05
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	435.00	0.00	5,581.00	2,419.00	69.76
03 - Employee Exp	354,450.00	26,725.73	0.00	292,089.84	62,360.16	82.41
01 - Dues	1,000.00	190.00	0.00	645.00	355.00	64.50
05 - Training	2,000.00	318.94	0.00	1,083.94	916.06	54.20
10 - Health Ins.	179,960.00	14,031.58	0.00	155,363.70	24,596.30	86.33
12 - Cell Phones	5,652.00	312.37	0.00	3,299.61	2,352.39	58.38
15 - Uniforms	13,000.00	0.00	0.00	4,609.87	8,390.13	35.46
30 - OASDI	37,951.00	3,797.22	0.00	34,258.07	3,692.93	90.27
35 - Medicare	8,876.00	888.12	0.00	8,012.25	863.75	90.27
40 - MPERS	106,011.00	7,187.50	0.00	84,817.40	21,193.60	80.01
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	2,128.75	0.00	23,357.34	-398.34	101.74
14 - Contra/Maint	21,459.00	2,128.75	0.00	23,357.34	-1,898.34	108.85
26 - Testing	1,500.00	0.00	0.00	0.00	1,500.00	0.00
15 - Utilities	16,500.00	492.90	0.00	11,697.70	4,802.30	70.90
01 - Heating	5,000.00	0.00	0.00	2,434.11	2,565.89	48.68
02 - Electricity	6,300.00	20.02	0.00	5,676.28	623.72	90.10
03 - Communicat.	4,950.00	472.88	0.00	3,477.36	1,472.64	70.25
04 - Water	250.00	0.00	0.00	109.95	140.05	43.98
20 - Supplies	27,725.00	1,225.65	0.00	19,688.74	8,036.26	71.01
05 - Postage	300.00	0.00	0.00	171.24	128.76	57.08
15 - Gasoline	18,000.00	21.07	0.00	10,347.48	7,652.52	57.49
40 - Office Supp.	5,000.00	927.32	0.00	4,914.36	85.64	98.29
41 - Water(Drink)	625.00	47.88	0.00	287.28	337.72	45.96
60 - Ammunition	3,800.00	229.38	0.00	3,968.38	-168.38	104.43
24 - Rep. & Maint	27,000.00	346.44	0.00	12,074.02	14,925.98	44.72
15 - Veh. Rep.	15,000.00	232.45	0.00	5,878.38	9,121.62	39.19
20 - Bldg. Rep.	5,000.00	113.99	0.00	3,421.64	1,578.36	68.43
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 Debits	M O N T H - Credits	YTD Net	Unexpended Balance	Percent Spent
10 - Public Sfty CONT'D						
30 - Insurance	15,830.00	6,618.22	0.00	15,529.68	300.32	98.10
15 - Work Comp	15,830.00	6,618.22	0.00	15,529.68	300.32	98.10
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	1,048.81	0.00	9,270.95	952.05	90.69
01 - Salaries	8,949.00	943.92	0.00	8,495.28	453.72	94.93
60 - ACO	8,949.00	943.92	0.00	8,495.28	453.72	94.93
03 - Employee Exp	965.00	72.20	0.00	649.81	315.19	67.34
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	58.53	0.00	526.76	28.24	94.91
35 - Medicare	130.00	13.67	0.00	123.05	6.95	94.65
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	32.69	0.00	125.86	-16.86	115.47
15 - Work Comp	109.00	32.69	0.00	125.86	-16.86	115.47
15 - Harbor Mstr	16,144.00	1,396.51	0.00	10,683.37	5,460.63	66.18
01 - Salaries	9,252.00	771.00	0.00	7,710.00	1,542.00	83.33
55 - HarborMaster	9,252.00	771.00	0.00	7,710.00	1,542.00	83.33
03 - Employee Exp	709.00	183.99	0.00	745.33	-36.33	105.12
05 - Training	0.00	125.00	0.00	155.45	-155.45	----
30 - OASDI	574.00	47.81	0.00	478.09	95.91	83.29
35 - Medicare	135.00	11.18	0.00	111.79	23.21	82.81
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	441.52	0.00	876.22	610.78	58.93
15 - Work Comp	1,487.00	441.52	0.00	876.22	610.78	58.93
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	1,178.06	0.00	100,649.90	70,105.10	58.94
10 - Contract Svc	140,005.00	0.00	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	0.00	0.00	18,912.00	-912.00	105.07
15 - Utilities	30,750.00	1,178.06	0.00	20,735.40	10,014.60	67.43
02 - Electricity	30,750.00	1,178.06	0.00	20,735.40	10,014.60	67.43
15 - Elections	27,107.00	197.53	0.00	7,871.14	19,235.86	29.04
15 - Elections	27,107.00	197.53	0.00	7,871.14	19,235.86	29.04
01 - Salaries	7,253.00	0.00	0.00	5,187.05	2,065.95	71.52
01 - Regular	7,253.00	0.00	0.00	5,187.05	2,065.95	71.52
03 - Employee Exp	841.00	0.00	0.00	396.84	444.16	47.19
30 - OASDI	681.00	0.00	0.00	321.52	359.48	47.21
35 - Medicare	160.00	0.00	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

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Account	Budget Net	- C U R R Debits	M O N T H - 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	197.53	0.00	197.53	2,790.47	6.61
05 - Postage	1,950.00	0.00	0.00	0.00	1,950.00	0.00
40 - Office Supp.	1,038.00	197.53	0.00	197.53	840.47	19.03
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	110,889.94	186.06	1,144,945.30	671,190.70	63.04
01 - Highway Dept	1,019,752.00	74,180.51	186.06	715,456.59	304,295.41	70.16
01 - Salaries	361,009.00	34,315.94	0.00	308,408.39	52,600.61	85.43
01 - Regular	98,553.00	9,507.90	0.00	79,680.30	18,872.70	80.85
05 - Union	256,456.00	24,808.04	0.00	217,347.10	39,108.90	84.75
20 - Overtime	6,000.00	0.00	0.00	11,380.99	-5,380.99	189.68
03 - Employee Exp	207,661.00	20,202.76	0.00	165,396.67	42,264.33	79.65
05 - Training	5,000.00	2,188.43	0.00	4,346.53	653.47	86.93
10 - Health Ins.	121,403.00	8,198.64	0.00	90,061.50	31,341.50	74.18
12 - Cell Phones	2,800.00	146.94	0.00	1,709.76	1,090.24	61.06
15 - Uniforms	8,500.00	715.66	0.00	7,683.66	816.34	90.40
30 - OASDI	22,383.00	2,389.61	0.00	20,158.32	2,224.68	90.06
35 - Medicare	5,235.00	558.89	0.00	4,714.86	520.14	90.06
40 - MPERS	42,340.00	6,004.59	0.00	36,722.04	5,617.96	86.73
05 - Service Fees	8,100.00	0.00	0.00	791.00	7,309.00	9.77
01 - Advertising	600.00	0.00	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
10 - Contract Svc	0.00	5,821.25	0.00	5,821.25	-5,821.25	----
05 - GIS Mapping	0.00	5,821.25	0.00	5,821.25	-5,821.25	----
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	310.38	0.00	7,221.25	6,328.75	53.29
01 - Heating	5,800.00	294.66	0.00	3,256.51	2,543.49	56.15
02 - Electricity	3,200.00	15.72	0.00	153.66	3,046.34	4.80
03 - Communicat.	3,800.00	0.00	0.00	3,244.38	555.62	85.38
04 - Water	750.00	0.00	0.00	566.70	183.30	75.56
20 - Supplies	45,600.00	2,053.80	0.00	30,948.99	14,651.01	67.87
05 - Postage	0.00	20.39	0.00	20.39	-20.39	----
10 - Diesel Fuel	36,000.00	876.58	0.00	25,135.08	10,864.92	69.82
15 - Gasoline	1,500.00	0.00	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	1,156.83	0.00	4,238.16	-1,138.16	136.71
22 - P/W Supplies	83,900.00	25.62	0.00	50,778.24	33,121.76	60.52
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	25.62	0.00	2,523.00	5,477.00	31.54
65 - Drainage	35,000.00	0.00	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

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
20 - Public Works CONT'D						
24 - Rep. & Maint	180,200.00	5,582.23	186.06	94,763.21	85,436.79	52.59
05 - Sup. & Mat.	23,000.00	195.67	0.00	22,075.22	924.78	95.98
10 - Equip. Rep.	18,000.00	593.19	0.00	7,792.92	10,207.08	43.29
15 - Veh. Rep.	90,000.00	4,578.38	0.00	35,320.34	54,679.66	39.24
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	186.06	2,157.70	3,042.30	41.49
78 - Veh. Equip.	8,000.00	214.99	0.00	2,368.51	5,631.49	29.61
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	5,868.53	0.00	23,209.08	-977.08	104.39
15 - Work Comp	22,232.00	5,868.53	0.00	23,209.08	-977.08	104.39
05 - Snow & Wint	250,848.00	3,639.21	0.00	151,523.02	99,324.98	60.40
01 - Salaries	45,000.00	0.00	0.00	28,879.11	16,120.89	64.18
01 - Regular	0.00	0.00	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	0.00	0.00	2,229.21	6,163.79	26.56
30 - OASDI	2,790.00	0.00	0.00	1,806.67	983.33	64.76
35 - Medicare	653.00	0.00	0.00	422.54	230.46	64.71
40 - MPERS	4,950.00	0.00	0.00	0.00	4,950.00	0.00
06 - P/W Service	0.00	243.24	0.00	243.24	-243.24	----
50 - MSW Disposal	0.00	243.24	0.00	243.24	-243.24	----
22 - P/W Supplies	189,000.00	956.00	0.00	114,471.20	74,528.80	60.57
23 - Cutting Edge	7,500.00	956.00	0.00	11,468.00	-3,968.00	152.91
25 - Salt	180,000.00	0.00	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	2,439.97	0.00	5,700.26	2,754.74	67.42
15 - Work Comp	8,455.00	2,439.97	0.00	5,700.26	2,754.74	67.42
10 - Summer Main	78,240.00	1,014.44	0.00	46,562.80	31,677.20	59.51
01 - Salaries	35,800.00	750.32	0.00	20,761.88	15,038.12	57.99
01 - Regular	35,800.00	750.32	0.00	20,761.88	15,038.12	57.99
03 - Employee Exp	2,740.00	57.40	0.00	1,569.23	1,170.77	57.27
30 - OASDI	2,220.00	46.52	0.00	1,271.72	948.28	57.28
35 - Medicare	520.00	10.88	0.00	297.51	222.49	57.21
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	63.74	0.00	955.76	844.24	53.10
02 - Electricity	1,300.00	63.74	0.00	691.92	608.08	53.22
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	142.98	0.00	17,136.09	11,163.91	60.55
05 - Sup. & Mat.	6,300.00	142.98	0.00	2,854.79	3,445.21	45.31
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 - Cemetery	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

Expense Summary Report

ALL Departments

April

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						
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	21,808.76	0.00	185,754.26	66,541.74	73.63
01 - Salaries	106,694.00	10,762.77	0.00	96,676.05	10,017.95	90.61
01 - Regular	38,236.00	2,566.22	0.00	40,886.78	-2,650.78	106.93
05 - Union	68,458.00	8,196.55	0.00	55,558.69	12,899.31	81.16
20 - Overtime	0.00	0.00	0.00	230.58	-230.58	----
03 - Employee Exp	11,679.00	828.19	0.00	9,974.85	1,704.15	85.41
05 - Training	2,000.00	0.00	0.00	2,054.47	-54.47	102.72
15 - Uniforms	1,400.00	0.00	0.00	539.98	860.02	38.57
30 - OASDI	6,616.00	671.23	0.00	5,981.68	634.32	90.41
35 - Medicare	1,663.00	156.96	0.00	1,398.72	264.28	84.11
06 - P/W Service	70,000.00	8,881.57	0.00	58,575.24	11,424.76	83.68
50 - MSW Disposal	30,000.00	3,023.05	0.00	23,272.61	6,727.39	77.58
55 - Spec. Waste	40,000.00	5,858.52	0.00	35,302.63	4,697.37	88.26
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	20.02	0.00	2,562.37	3,887.63	39.73
01 - Heating	2,800.00	0.00	0.00	1,068.40	1,731.60	38.16
02 - Electricity	3,000.00	20.02	0.00	963.25	2,036.75	32.11
04 - Water	650.00	0.00	0.00	530.72	119.28	81.65
20 - Supplies	12,400.00	197.27	0.00	5,733.49	6,666.51	46.24
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	197.27	0.00	1,348.47	651.53	67.42
24 - Rep. & Maint	35,700.00	50.00	0.00	5,410.00	30,290.00	15.15
10 - Equip. Rep.	25,000.00	0.00	0.00	1,612.00	23,388.00	6.45
20 - Bldg. Rep.	8,500.00	50.00	0.00	3,398.00	5,102.00	39.98
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	1,068.94	0.00	2,497.26	875.74	74.04
15 - Work Comp	3,373.00	1,068.94	0.00	2,497.26	875.74	74.04
30 - Stormwater	200,000.00	10,247.02	0.00	38,091.63	161,908.37	19.05
05 - Service Fees	20,930.00	2,755.99	0.00	21,284.29	-354.29	101.69
35 - Consulting	20,930.00	2,755.99	0.00	21,284.29	-354.29	101.69
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	7,491.03	0.00	16,212.34	154,357.66	9.50
50 - Engineering	170,570.00	7,491.03	0.00	16,212.34	154,357.66	9.50
30 - C/S/D	113,298.00	20,818.96	0.00	103,690.32	9,607.68	91.52
01 - General	112,798.00	20,818.96	0.00	103,599.88	9,198.12	91.85
01 - Salaries	61,278.00	5,960.00	0.00	52,448.00	8,830.00	85.59
01 - Regular	61,278.00	5,960.00	0.00	52,448.00	8,830.00	85.59
03 - Employee Exp	27,924.00	3,410.57	0.00	22,601.45	5,322.55	80.94
01 - Dues	230.00	0.00	0.00	305.00	-75.00	132.61
05 - Training	1,000.00	1,291.22	0.00	1,312.10	-312.10	131.21
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	11,533.76	1,321.24	89.72
12 - Cell Phones	2,300.00	0.00	0.00	0.00	2,300.00	0.00
30 - OASDI	3,800.00	376.45	0.00	3,265.50	534.50	85.93
35 - Medicare	889.00	88.05	0.00	763.62	125.38	85.90

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Account	Budget Net	- C U R R M O N T H - Debits	Credits	YTD Net	Unexpended Balance	Percent Spent
30 - C/S/D CONT'D						
40 - MPERS	6,650.00	592.25	0.00	5,421.47	1,228.53	81.53
05 - Service Fees	4,200.00	0.00	0.00	3,423.36	776.64	81.51
25 - Printing	4,200.00	0.00	0.00	3,423.36	776.64	81.51
10 - Contract Svc	2,975.00	1,819.22	0.00	4,617.28	-1,642.28	155.20
12 - Mobile Phone	0.00	427.24	0.00	2,560.25	-2,560.25	----
30 - Equip Lease	225.00	1,391.98	0.00	2,057.03	-1,832.03	914.24
45 - MSAD#35	2,750.00	0.00	0.00	0.00	2,750.00	0.00
15 - Utilities	2,000.00	329.71	0.00	1,807.87	192.13	90.39
03 - Communicat.	2,000.00	329.71	0.00	1,807.87	192.13	90.39
20 - Supplies	3,900.00	2,561.96	0.00	4,409.60	-509.60	113.07
05 - Postage	1,300.00	104.50	0.00	684.64	615.36	52.66
15 - Gasoline	0.00	136.46	0.00	1,403.96	-1,403.96	----
40 - Office Supp.	2,600.00	2,321.00	0.00	2,321.00	279.00	89.27
24 - Rep. & Maint	8,500.00	4,268.99	0.00	8,458.99	41.01	99.52
15 - Veh. Rep.	1,500.00	78.99	0.00	78.99	1,421.01	5.27
30 - Comp. Rep.	7,000.00	4,190.00	0.00	8,380.00	-1,380.00	119.71
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	2,468.51	0.00	5,759.85	-3,738.85	285.00
15 - Work Comp	2,021.00	2,468.51	0.00	5,759.85	-3,738.85	285.00
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	1,138.00	0.00	3,945.47	16,054.53	19.73
01 - General	20,000.00	1,138.00	0.00	3,945.47	16,054.53	19.73
15 - Utilities	7,200.00	0.00	0.00	358.00	6,842.00	4.97
01 - Heating	4,500.00	0.00	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	1,138.00	0.00	3,587.47	9,212.53	28.03
01 - Misc.	1,000.00	0.00	0.00	0.00	1,000.00	0.00
55 - G/A Rent	3,300.00	1,138.00	0.00	3,432.00	-132.00	104.00
56 - G/A Food/HHS	1,000.00	0.00	0.00	155.47	844.53	15.55
57 - G/A Emer mnt	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	8,342,419.38	1,668,484.62	83.33
01 - General	10,010,904.00	834,241.92	0.00	8,342,419.38	1,668,484.62	83.33
99 - Misc.	10,010,904.00	834,241.92	0.00	8,342,419.38	1,668,484.62	83.33
30 - MSAD #35	10,010,904.00	834,241.92	0.00	8,342,419.38	1,668,484.62	83.33
62 - Fixed Assess	1,100,335.00	13,441.26	900.00	681,649.82	418,685.18	61.95
04 - TIF Expense	139,735.00	600.27	0.00	60,617.46	79,117.54	43.38
01 - Salaries	52,213.00	0.00	0.00	19,505.88	32,707.12	37.36
01 - Regular	52,213.00	0.00	0.00	19,505.88	32,707.12	37.36
03 - Employee Exp	17,522.00	0.00	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	0.00	0.00	1,209.27	2,027.73	37.36
35 - Medicare	758.00	0.00	0.00	282.79	475.21	37.31
10 - Contract Svc	70,000.00	0.00	0.00	37,287.32	32,712.68	53.27

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						
02 - Legal Serv.	30,000.00	0.00	0.00	17,690.11	12,309.89	58.97
35 - Consulting	40,000.00	0.00	0.00	19,597.21	20,402.79	48.99
99 - Misc.	0.00	600.27	0.00	2,332.20	-2,332.20	----
01 - Misc.	0.00	600.27	0.00	2,332.20	-2,332.20	----
05 - Oper. Trans.	960,600.00	12,840.99	900.00	621,032.36	339,567.64	64.65
99 - Misc.	960,600.00	12,840.99	900.00	621,032.36	339,567.64	64.65
01 - Misc.	960,600.00	12,840.99	900.00	621,032.36	339,567.64	64.65
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	68,304.60	0.00	298,397.86	-263,467.86	854.27
01 - General	34,930.00	66,948.84	0.00	264,493.79	-229,563.79	757.21
01 - Salaries	34,930.00	2,689.30	0.00	27,151.33	7,778.67	77.73
01 - Regular	34,930.00	2,689.30	0.00	27,151.33	7,778.67	77.73
03 - Employee Exp	0.00	205.72	0.00	2,840.21	-2,840.21	----
10 - Health Ins.	0.00	0.00	0.00	791.42	-791.42	----
30 - OASDI	0.00	166.73	0.00	1,660.60	-1,660.60	----
35 - Medicare	0.00	38.99	0.00	388.19	-388.19	----
05 - Service Fees	0.00	59,227.93	0.00	203,837.94	-203,837.94	----
35 - Consulting	0.00	0.00	0.00	1,357.76	-1,357.76	----
60 - Sw/Kittery	0.00	58,143.43	0.00	199,202.68	-199,202.68	----
70 - Sw/Meter	0.00	1,084.50	0.00	3,277.50	-3,277.50	----
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	304.00	0.00	1,899.18	-1,899.18	----
05 - Postage	0.00	257.61	0.00	1,041.44	-1,041.44	----
40 - Office Supp.	0.00	46.39	0.00	857.74	-857.74	----
25 - Rep/Maint	0.00	4,521.89	0.00	20,388.09	-20,388.09	----
10 - Equ/Rep/Main	0.00	4,521.89	0.00	20,388.09	-20,388.09	----
05 - Pump St.#1	0.00	358.35	0.00	12,903.25	-12,903.25	----
15 - Utilities	0.00	20.02	0.00	1,816.84	-1,816.84	----
02 - Electricity	0.00	20.02	0.00	1,816.84	-1,816.84	----
25 - Rep/Maint	0.00	338.33	0.00	11,086.41	-11,086.41	----
10 - Equ/Rep/Main	0.00	338.33	0.00	11,086.41	-11,086.41	----
10 - Pump St.#2	0.00	358.35	0.00	12,474.35	-12,474.35	----
15 - Utilities	0.00	20.02	0.00	1,836.49	-1,836.49	----
02 - Electricity	0.00	20.02	0.00	1,836.49	-1,836.49	----
25 - Rep/Maint	0.00	338.33	0.00	10,637.86	-10,637.86	----
10 - Equ/Rep/Main	0.00	338.33	0.00	10,637.86	-10,637.86	----
15 - Pump St.#3	0.00	639.06	0.00	8,526.47	-8,526.47	----
15 - Utilities	0.00	15.72	0.00	214.93	-214.93	----
02 - Electricity	0.00	15.72	0.00	214.93	-214.93	----
25 - Rep/Maint	0.00	623.34	0.00	8,311.54	-8,311.54	----
10 - Equ/Rep/Main	0.00	623.34	0.00	8,311.54	-8,311.54	----
81 - C/S/D	157,477.00	25,504.19	0.00	127,848.85	29,628.15	81.19

Expense Summary Report

ALL Departments
April

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						
01 - Adult Act.	750.00	951.58	0.00	951.58	-201.58	126.88
03 - Employee Exp	250.00	951.58	0.00	951.58	-701.58	380.63
05 - Training	250.00	951.58	0.00	951.58	-701.58	380.63
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	1,906.49	0.00	5,159.28	4,340.72	54.31
03 - Employee Exp	9,000.00	1,906.49	0.00	5,159.28	3,840.72	57.33
05 - Training	9,000.00	1,906.49	0.00	1,906.49	7,093.51	21.18
40 - MPERs	0.00	0.00	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	2,500.40	0.00	2,675.40	2,574.60	50.96
03 - Employee Exp	4,500.00	2,500.40	0.00	2,675.40	1,824.60	59.45
05 - Training	4,500.00	2,500.40	0.00	2,675.40	1,824.60	59.45
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	15,964.55	0.00	83,383.57	18,163.43	82.11
01 - Salaries	47,000.00	3,848.00	0.00	39,049.94	7,950.06	83.08
01 - Regular	47,000.00	3,848.00	0.00	37,937.06	9,062.94	80.72
20 - Overtime	0.00	0.00	0.00	1,112.88	-1,112.88	----
03 - Employee Exp	49,147.00	12,116.55	0.00	44,333.63	4,813.37	90.21
05 - Training	15,000.00	9,677.95	0.00	17,961.15	-2,961.15	119.74
10 - Health Ins.	26,090.00	2,152.80	0.00	23,408.18	2,681.82	89.72
30 - OASDI	3,012.00	231.65	0.00	2,402.52	609.48	79.76
35 - Medicare	705.00	54.15	0.00	561.78	143.22	79.69
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	2,977.32	0.00	13,477.32	-8,727.32	283.73
03 - Employee Exp	4,500.00	2,977.32	0.00	13,477.32	-8,977.32	299.50
05 - Training	4,500.00	2,977.32	0.00	13,477.32	-8,977.32	299.50
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	1,203.85	0.00	14,225.77	13,974.23	50.45
03 - Employee Exp	27,200.00	1,203.85	0.00	14,225.77	12,974.23	52.30
05 - Training	24,000.00	1,203.85	0.00	14,225.77	9,774.23	59.27
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

Expense Summary Report

ALL Departments
April

Account	Budget Net	- C U R R M O N T H - Debits	Credits	YTD Net	Unexpended Balance	Percent Spent
82 - KidPlay CONT'D						
82 - KidPlay	209,168.00	27,929.75	0.00	156,160.07	53,007.93	74.66
01 - Kids Play	130,719.00	19,520.54	0.00	75,432.71	55,286.29	57.71
01 - Salaries	93,470.00	4,152.00	0.00	40,905.39	52,564.61	43.76
01 - Regular	93,470.00	4,152.00	0.00	40,640.70	52,829.30	43.48
20 - Overtime	0.00	0.00	0.00	264.69	-264.69	----
03 - Employee Exp	36,249.00	15,368.54	0.00	34,527.32	1,721.68	95.25
01 - Dues	200.00	0.00	0.00	0.00	200.00	0.00
05 - Training	5,000.00	13,123.48	0.00	13,758.98	-8,758.98	275.18
10 - Health Ins.	19,310.00	1,592.19	0.00	17,304.05	2,005.95	89.61
30 - OASDI	5,700.00	257.40	0.00	2,535.95	3,164.05	44.49
35 - Medicare	1,360.00	60.20	0.00	593.07	766.93	43.61
40 - MPERs	4,679.00	335.27	0.00	335.27	4,343.73	7.17
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	8,409.21	0.00	80,727.36	-2,278.36	102.90
01 - Salaries	51,322.00	3,782.40	0.00	52,228.79	-906.79	101.77
01 - Regular	51,322.00	3,782.40	0.00	51,481.98	-159.98	100.31
20 - Overtime	0.00	0.00	0.00	746.81	-746.81	----
03 - Employee Exp	25,927.00	4,626.81	0.00	28,498.57	-2,571.57	109.92
05 - Training	22,000.00	4,337.48	0.00	24,503.15	-2,503.15	111.38
30 - OASDI	3,182.00	234.48	0.00	3,238.09	-56.09	101.76
35 - Medicare	745.00	54.85	0.00	757.33	-12.33	101.66
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	0.00	0.00	8,110.39	-8,110.39	----
01 - Sewer Constr	0.00	0.00	0.00	8,110.39	-8,110.39	----
99 - Misc.	0.00	0.00	0.00	8,110.39	-8,110.39	----
01 - Misc.	0.00	0.00	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	1,319,741.72	2,086.06	14,036,392.18	3,152,322.82	81.66

Revenue Summary Report

Department(s): ALL

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Account	Budget Net	- C U R R M O N T H - Debits	Credits	YTD Net	Uncollected Balance	Percent Collected
01 - General Government	16,836,743.00	0.00	112,421.03	16,491,949.03	344,793.97	97.95
01 - Administration	16,831,943.00	0.00	112,421.03	16,485,348.03	346,594.97	97.94
01 - Property Tax	14,377,808.00	0.00	0.00	14,403,696.51	-25,888.51	100.18
03 - Abatements	0.00	0.00	0.00	-35,231.12	35,231.12	----
04 - Excise Tax	1,415,000.00	0.00	46,149.01	985,885.78	429,114.22	69.67
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	1,372.80	6,217.18	10,782.82	36.57
08 - Rapid Renewal Excise/State	270,000.00	0.00	45,626.02	271,774.79	-1,774.79	100.66
10 - Interest on Taxes	28,000.00	0.00	911.64	21,475.04	6,524.96	76.70
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	142.00	7,911.20	1,088.80	87.90
20 - Clerk Fees	31,000.00	0.00	493.80	25,116.00	5,884.00	81.02
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	0.00	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	456.00	54,098.03	35,901.97	60.11
40 - Electrical Permit Fees	7,500.00	0.00	40.00	4,415.00	3,085.00	58.87
50 - Revenue Sharing	260,000.00	0.00	17,177.76	317,507.47	-57,507.47	122.12
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	52.00	71,889.00	-71,889.00	----
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	0.00	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	0.00	5,377.00	-877.00	119.49
10 - Public Safety	59,866.00	0.00	8,205.00	37,819.34	22,046.66	63.17
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	1,500.00	26,561.34	19,608.66	57.53
01 - Police Outside Activity	20,000.00	0.00	1,430.00	12,829.84	7,170.16	64.15
10 - Accident Reports	800.00	0.00	60.00	745.00	55.00	93.13
15 - OUI Reimbursement	5,000.00	0.00	0.00	440.00	4,560.00	8.80
25 - Weapons/Town	370.00	0.00	10.00	135.00	235.00	36.49
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	0.00	2,956.00	1,444.00	67.18
10 - Dog Licensing Fees	4,400.00	0.00	0.00	2,956.00	1,444.00	67.18
15 - Harbor Master	9,000.00	0.00	6,705.00	7,988.00	1,012.00	88.76
05 - Mooring Fees	9,000.00	0.00	6,705.00	7,988.00	1,012.00	88.76
20 - Public Works	165,650.00	0.00	158.57	90,015.57	75,634.43	54.34
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	158.57	54,195.57	76,654.43	41.42
01 - Pay/Per Bag	62,000.00	0.00	0.00	0.00	62,000.00	0.00

Revenue Summary Report

Department(s): ALL
April

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	0.00	15,228.80	-1,228.80	108.78
05 - Bulky Waste	18,800.00	0.00	0.00	12,913.00	5,887.00	68.69
06 - TV's, Electronics, Computers	4,000.00	0.00	0.00	3,355.00	645.00	83.88
07 - Wood Debris	10,000.00	0.00	0.00	10,362.00	-362.00	103.62
08 - AC Units/Refridgerators	1,600.00	0.00	0.00	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	158.57	3,678.92	3,321.08	52.56
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	0.00	1,465.33	-1,015.33	325.63
30 - Compost Bin/Turners	100.00	0.00	0.00	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	1,689.10	3,449.72	8,550.28	28.75
01 - General	12,000.00	0.00	1,689.10	3,449.72	8,550.28	28.75
01 - General Assistance Reimburseme	12,000.00	0.00	1,689.10	3,449.72	8,550.28	28.75
70 - Sewer Dept.	0.00	10.21	141,724.10	589,557.43	-589,557.43	----
01 - General	0.00	10.21	141,724.10	589,557.43	-589,557.43	----
90 - Sewer User Fees	0.00	10.21	52,592.23	231,930.71	-231,930.71	----
91 - Sewer Supplemental	0.00	0.00	30.00	120.00	-120.00	----
92 - Sewer Abatement	0.00	0.00	0.00	323.59	-323.59	----
93 - Sewer Interest	0.00	0.00	422.74	1,650.29	-1,650.29	----
94 - Sewer Lien Interest	0.00	0.00	40.40	767.66	-767.66	----
95 - Sewer Costs	0.00	0.00	123.40	1,630.10	-1,630.10	----
98 - Sewer Flat Fees	0.00	0.00	63,720.06	254,213.65	-254,213.65	----
99 - Sewer Reserve Fee	0.00	0.00	24,795.27	98,921.43	-98,921.43	----
81 - Community Service Dept.	149,000.00	366.00	0.00	80,346.28	68,653.72	53.92
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	0.00	694.00	4,806.00	12.62
02 - Adult Athletics	5,500.00	0.00	0.00	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	300.00	0.00	930.00	1,720.00	35.09
04 - Town Parks	2,650.00	300.00	0.00	930.00	1,720.00	35.09
05 - Senior Citizen	5,700.00	0.00	0.00	3,103.89	2,596.11	54.45
05 - Senior Citizen	5,700.00	0.00	0.00	3,103.89	2,596.11	54.45
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	7,531.00	27,229.00	21.67
09 - Youth Bound	34,760.00	0.00	0.00	7,531.00	27,229.00	21.67
11 - Youth Activities	43,215.00	0.00	0.00	28,801.00	14,414.00	66.65

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Department(s): ALL

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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	0.00	28,801.00	14,414.00	66.65
12 - Youth Athletics	18,500.00	66.00	0.00	21,825.20	-3,325.20	117.97
12 - Youth Athletics	18,500.00	66.00	0.00	21,825.20	-3,325.20	117.97
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	1,260.00	-1,235.00	999.99
16 - Contracted Services(Marshwood)	25.00	0.00	0.00	1,260.00	-1,235.00	999.99
82 - KidPlay	245,000.00	0.00	0.00	148,414.13	96,585.87	60.58
01 - Kids Play	134,750.00	0.00	0.00	109,335.62	25,414.38	81.14
01 - Kids Play	134,750.00	0.00	0.00	109,335.62	25,414.38	81.14
02 - Summer Camp	110,250.00	0.00	0.00	38,904.51	71,345.49	35.29
02 - Summer Camp	110,250.00	0.00	0.00	38,904.51	71,345.49	35.29
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	472.28	2,531.41	6,468.59	28.13
01 - Misc.	9,000.00	0.00	472.28	2,531.41	6,468.59	28.13
99 - Miscellaneous	9,000.00	0.00	472.28	2,531.41	6,468.59	28.13
Final Totals	17,488,759.00	376.21	264,670.08	17,444,082.91	44,676.09	99.74

CORRESPONDENCE # *H-2*
SELECTMEN'S MEETING
05-28-20

TOWN OF ELIOT, MAINE
OFFICE OF THE SELECT BOARD
1333 State Road, Eliot, ME 03903

PUBLIC HEARING NOTICE

AUTHORITY: ELIOT SELECT BOARD
PLACE: MARSHWOOD MIDDLE SCHOOL GYMNASIUM
626 H.L. DOW HIGHWAY (RT. 236)
DATE OF HEARING: THURSDAY, JUNE 25, 2020
TIME: 7:00PM

Notice is hereby given that the Select Board of the Town of Eliot, Maine will hold a public hearing on Thursday, June 25, 2020 at 7:00PM in said Town to hear public comment on Annual Town Meeting Warrant Articles Three through Thirty-Three to be voted by secret ballot on Tuesday, July 14, 2020.

Required COVID-19 social distancing practices will be in place based on the Governor's Order. Please be prepared to use a face covering, hand sanitizer if able and be seated with six foot (6') spacing.

All interested persons are invited to attend the public hearing and will be given an opportunity to be heard at that time.

Copies of the Annual Town Meeting Warrant, proposed ordinances, and proposed ordinance amendments are available at the Town Office and on the Municipal Website (www.eliotmaine.org).

Municipal Officers' Return

Eliot, Maine

Pursuant to 30-A M.R.S.A. §2528(5), we have this day, being at least 10 days before the hearing directed Wendy Rawski, Town Clerk to notify the inhabitants of said Town of a public hearing, to be held at the time and place, and for the purposes stated above, by posting a copy of said notice at the following public and conspicuous places in said Town: Eliot Town Office, Eliot Transfer Station, Eliot Post Office and William Fogg Library.

Given under our hands this 28th day of May, 2020.

Richard Donhauser, Chairman

Alexandros Orestis, Vice Chairman

Philip Lytle

Robert McPherson

Municipal Officers
Eliot, Maine

Status Meeting – Agenda (Action Items in Red)

May 19, 2020

Route 236 Sewer/Water Extension

Eliot, ME

CORRESPONDENCE #
SELECTMEN'S MEETING
05-28-20

H-3

1. Introductions/Invitees

Town of Eliot	Underwood Engineers, Inc.
Ed Henningsen Caleb Sloan Sarah Plocharczyk Charles Bradstreet Randal Sturt	Rosann Lentz Richard Donhauser Melissa Albert Steve Robinson Dana Lee Cole Melendy Phil MacDonald

2. Previous Action Items and Next Steps – Summary

- Task 3 – **UE** to provide opinions of cost in form so different areas can be broken out
- Task 4 – **Town** to confirm lots 45-15 and 36-13 owned by Town and provide deeds of those lots
- Task 4 – **Town** to provide recorded easements for those previously obtained and in attachment
- Task 5 – **Town** to provide contact names and info for MDOT, SMPDC?, Kittery Water District, Town Traffic Consultant
- Task 5 – **Town** to provide/confirm public meeting schedule. Tentative key dates include:
 - August 6 or 13, 2020 – BOS presentation of design and opinion of cost
 - August 27, 2020 – Last day for warrants

UE SCOPE OF WORK – Status Update	NOTES/COMMENTS
Par. 4 - Task 1 - Topographic Survey and Wetlands Identification <ul style="list-style-type: none">• Field work ongoing past few weeks (wetlands and Survey)• Generally complete except 1-2 more days for supplemental survey	
Par. 5 - Task 2 - Subsurface Investigations and Geotechnical Evaluations (PS Sites) <ul style="list-style-type: none">• Planned for June• Coordination with property owners prior to borings<ul style="list-style-type: none">- 36-13 (Town Owned)- 29-4 (HO Bouchard, Inc.) <p><i>Action: Does the Town have contact info for HO Bouchard and can help coordinate property owner outreach?</i></p>	See "Route 236 Work Plans (Revised 5/8/20)
Par. 7 - MDOT Coordination <ul style="list-style-type: none">• All Roads are Maine Department of Transportation (MDOT) controlled:<ul style="list-style-type: none">- Route 236- Beech Road- State Road• Identify utility alignments/corridors• Identify utility/service crossing requirements• Identify pavement restoration requirements<ul style="list-style-type: none">-Temporary- Permanent• Identify Traffic Control Requirements	

<ul style="list-style-type: none"> Identify schedule and cost sharing opportunities/efficiencies and incorporate into the design <p>Action: <i>Schedule meeting with MDOT. UE coordinating with Gail Armstrong Town had also previously mentioned Chris Mann.</i></p> <p><i>Town to provide KACTS study recommendations.</i></p> <p><u>Kittery Water District (KWD) Coordination</u></p> <ul style="list-style-type: none"> UE coordinated with Mike Rogers Estes Oil building 1,175' of 16" watermain on NE side beyond Beech Rd. along existing pavement edge Identify watermain sizing and design requirements and cost sharing opportunities and assist the Town with negotiations Coordinate hydrant locations (every 1,000') with Eliot Fire Chief (Jay Muzeroll, eliotfirechief@hotmail.com) <p>Action: <i>Schedule meeting with KWD for TIF committee to address board regarding cost sharing 16" vs smaller needed to serve TIF. Next Available KWD Dates:</i></p> <ul style="list-style-type: none"> <i>- Wednesday, May 27 @7:30AM</i> <i>- Wednesday, June 3 @7:30AM</i> 	
<p>Par. 8 - Task 4 – Easement Assistance</p> <p>UE had previously assisted the Town in obtaining easements along much of the project alignment (see attached easement summary table). However, the Town will need to secure an easement for the proposed pumping station along Route 236 that is necessary to serve TIF properties west of Beech Rd. UE will provide assistance to the Town to obtain that easement and incorporate the requirements of the existing easements into the design plans.</p> <p>Action: <i>Suggested coordination meeting with stakeholders:</i></p> <ul style="list-style-type: none"> <i>- Easement holders</i> <i>- TIF property owners</i> 	
<p>Value Added Assistance</p> <p>Coordination assistance regarding sewer tie-in requirements (Sunrise and others). Some items for Town consideration include:</p> <ul style="list-style-type: none"> Sewer Revenue Possible authority of Select Board to waive any Town Policy/Regulation (Hardship, etc.) TIF-specific utility project Unintended consequences of policy shift 	<p>See attached draft summary tables for TIF and non-TIF parcels along proposed alignment</p>

Mtg Purpose	Date	Time
Kittery Water District Mtg	27-May	7:30 AM
TIF Comm. Mtg	16-Jun	6:00 PM
SB Update at Regular Mtg	18-Jun	5:30 PM
Joint TIF / SB Early Workshop	9-Jul	6:00 PM
TIF Comm. Mtg	21-Jul	6:00 PM
SB / TIF Final Workshop	6-Aug	6:00 PM
Public Information Session	13-Aug	6:00 PM
SB Regular Meeting	20-Aug	5:30 PM
DEADLINE FOR CLERK	27-Aug	

Actions
Pipe Size; Discount New Hydrants?
Monthly Meeting w/ UE
TIF Members Give Update
Discuss Any Final Options
Monthly Meeting w/ UE
Presentation of Final Design / Cost Est.
Public Information Session
Sign November warrant, including
TIF bonding article
Signed Warrant

Town Of Eliot, TIF District Tracks of Land (updated 12/30/2019) **DRAFT**

Parcel Info				Ownership			Monitary Info.			Track Info.		
Map	Lot	OAV (3/31/2008)	Address	Owner	Address	Zip Code	Appraisal	Sale Price	Sale Date	Size (sf)	Acres	Existing Business
17	15	1,136,000	30 HL Dow Hwy	Dow Highway Properties LLC	1 Middle Street, Suite 1 Portsmouth, NH	03801	1,136,000	1,100,000	10/31/2018	261360	6.0	Manufacturing, 6 buildings on site
23	6	1,360,000	61 HL Dow Hwy	Prime Eliot LLC	85 Railroad Place, Saratoga Springs, NY	12866	1,248,300	3,660,000	12/11/2013	37500	0.9	Storage & Office Space
23	10	344,600	126 HL Dow Hwy	John E. Pollard & Carl L Archer	PO Box 61, Eliot, ME	03903	575,100	200,000	3/18/1994	150282	3.5	Boat Storage Bldg
23	12	149,200	100 HL Dow Hwy	Toro Properties LLC	9 Park St, Eliot, ME	03903	195,700	365,000	7/31/2017	131116	3.0	Auto Repair
23	14	427,400	11 Sanborn Lane	Amariah Propeties LLC	Frank Fortunato 26 Riverview Dr, Eliot	32063	385,600	525,000	1/11/2019		3.2	Office Building/Warehouse
23	15	142,200	72 HL Dow Hwy	Paul D Randolph	165 Hanscom Rd, Eliot	03903	221,000	0	10/27/2019	43560	1.0	
23	16	196,800	64 HL Dow Hwy	Tide Pools Learning Ctr, LLC	64 Harold L Dow Hwy, Eliot	03903	361,800	365,000	11/20/2017	37026	0.9	Child Care
23	66	229,100	6 Seely Lane	Seeley LLC	6 Seely Lane, Eliot	03903	412,300	0	11/6/2018	56628	1.3	Chiroprator, Wellness Center
29	5.1	90,400	257 HL Dow Hwy	DG Strategic II LLC	100 Mission Ridge, Goodelltsville, TN Attn: Tax Dept Store #15940	37072	531,900	300,000	4/24/2015	131551	3.0	Retail, Dollar General
29	20	501,800	178 HL Dow Hwy	Pathfinder Business Offices LLC	33 Creekview Dr, Eliot, ME	03903	626,700	600,000	6/21/2018	135036	3.1	Office Building
29	23	149,000	153 HL Dow Hwy	David Lawrence	21 Lynch Ln, Kittery	03904	244,400	350,000	9/15/2017	653400	15.0	Auto Repair
29	26	758,100	17 Levesque Drive	Eliot Commons Professional Park	C/O Haskell Kingston 17 Levesque Dr, Suite 4, Eliot, ME	03903	1,653,200	0	3/30/1988	194713	4.5	Eliot Commons Professional Bldg
29	30	573,500	249 HLDow Hwy	Prime Eliot LLC	85 Railroad Place, Saratoga Springs, NY	12866	767,200	3,660,000	12/11/2013	138956	3.2	Storage Facility/Office Space
29	37	117,100	220 Beech Rd	Prime Storage Eliot LLC	PO Box 480 Saratoga Springs, NY	12866	169,900	0	12/24/2018	213444	4.9	Vacant Land
30	3	225,200	150 HL Dow Hwy	Nancy Shapleigh	28 Sandy Hill Ln, Eliot	03903	338,100	0	7/1/1976	125017	2.9	Thrift Shop & Appartments
36	9.3	377,100	40 Julie Lane	Anchor Holdings LLC	PO Box 436, Plaistow, NH	03865	574,100	76,000	6/8/1999	200812	4.6	Warehouse/Business
36	9.4	303,100	56 Julie Lane	Kaph Inc	44 Riverview Dr., Eliot	03903	573,800	84,000	10/27/1999	131116	3.0	Warehouse/Business
36	9.5	76,200	61 Julie Lane	Julie Lane LLC	113 Government St., Kittery	03904	177,600	150,000	11/7/2005	300564	6.9	Vacant Land Used for Storage
37	1	420,800	265 HL Dow Hwy	Evan Churchill / Rosalie B Revocable Trust	1288 State Road, Eliot	03903	527,100	0	8/7/1987	326700	7.5	Retail, Agway
37	2.1	414,000	291 HL Dow Hwy	Paolucci Realty Trust/ PeterJ & Carmen S Paul Trustees	291 HL Dow Hwy, Eliot	03903	604,100	62,500	12/30/1994	130680	3.0	Northern Pool & Spa
37	2.2	241,600	4 Brook Dr.	Marie Moriarty	23 Landing Dr. Methuen, MA	01844	338,200	62,500	1/18/1996	130680	3.0	Warehouse

37	2.3	554,600	28 Brook Dr.	BMT Enterprises	10 Nordic Lane, Rollinsford, NH	03869	1,079,100	0	1/15/2010	232175	5.3	Seafood Distributor
37	3	332,400	6 Julie Lane	Ralph J Cresta	295 West Rd, Portsmouth, NH	03801	399,800	675,000	11/1/2017	261360	6.0	Warehouse, National Wrecker Service
37	4	108,000	14 Maclellan Lane	Heritage Operating LP/ Amerigas Propane LP	C/O The Albano Group, PO Box 1240, Manchester, NH	03105	167,400	100,000	6/28/2005	133729	3.1	LP Storage Tank
37	5	264,400	26 Maclellan Lane	Brown Dog Properties, LLC / Booth Hemingway	396 Beech Rd., Eliot	03903	795,000	65,000	11/22/1993	174240	4.0	Warehouse, Piscataqua Landscaping
37	9	671,100	276 HL Dow Hwy	Black Hawk Holdings LLC	276 HL Dow Hwy, Eliot	03903	1,060,800	2,600,000	6/17/2019	2090881	48.0	Warehouse
37	10	330,400	262 HL Dow Hwy	Rita Davis Revocable Trust	17 Elizabeth Ln, Kittery	03905	426,800	0	6/11/2018	191228	4.4	Truck Storage/Office
37	19	325,000	7 Maclellan Lane	Blake Dubin	336 Miller Ave Portsmouth NH	01760	355,100	430,000	4/3/2019	135036	3.1	Manuafacturing/marijuana
37	20	170,000	290 HL Dow Hwy	AMP Realty Holdings	C/O Northern Pool & Spa 291 HL Dow Hwy Eliot, ME	03903	170,000	224,000	1/11/2010	131115	3.0	Vacant
45	3	382,000	393 HL Dow Hwy	Maritime Management LLC	500 Harrison Ave, Floor 4R, Suite 404, Boston, MA	02118	520,600	600,000	4/30/2001	718740	16.5	Warehouse, Repair Facility
45	5	195,200	413 HL Dow Hwy	Maritimes & Northeast Pipeline	C/O Duff & Phelps LLC, PO Box 2629, Addison, TX	75001	36,468,500	935,000	6/7/2007	4300679	98.7	Compressor Station
45	10	185,600	438 HL Dow Hwy	David J Beth	512 Danborn Rd, Acton, MA	04001	258,900	0	7/17/1985	182952	4.2	Auto Body Shop
45	11	620,000	428 HL Dow Hwy	Dana Tobey LLC	126 Fore Road Eliot, ME	03903	871,700	200,000	10/31/1997	222156	5.1	Sheetmetal Fabricator/API of NH
45	12	574,000	414 HL Dow Hwy	JP'S Shellfish, Inc.	PO Box 666, Eliot, ME	03903	815,300	121,750	6/2/1998	306662	7.0	Shellfish Wholesaler
45	13	995,600	406 HL Dow Hwy	Henrie Realty Trust / Stephen & Matthew Gagnon	PO Box 431, Topsfield, MA	01983	1,290,400	3,900,000	8/31/2015	255697	5.9	Business Park
45	16	1,091,500	398 HL Dow Hwy	Henrie Realty Trust / Stephen & Matthew Gagnon	PO Box 431, Topsfield, MA	01983	1,550,900	3,900,000	8/31/2015	291852	6.7	Business Park
45	18	128,100	384 HL Dow Hwy	Henrie Realty Trust / Marie & Matthew Gagnon	PO Box 431, Topsfield, MA	01983	2,375,200	3,690,000	7/24/2018	683892	15.7	Business Park

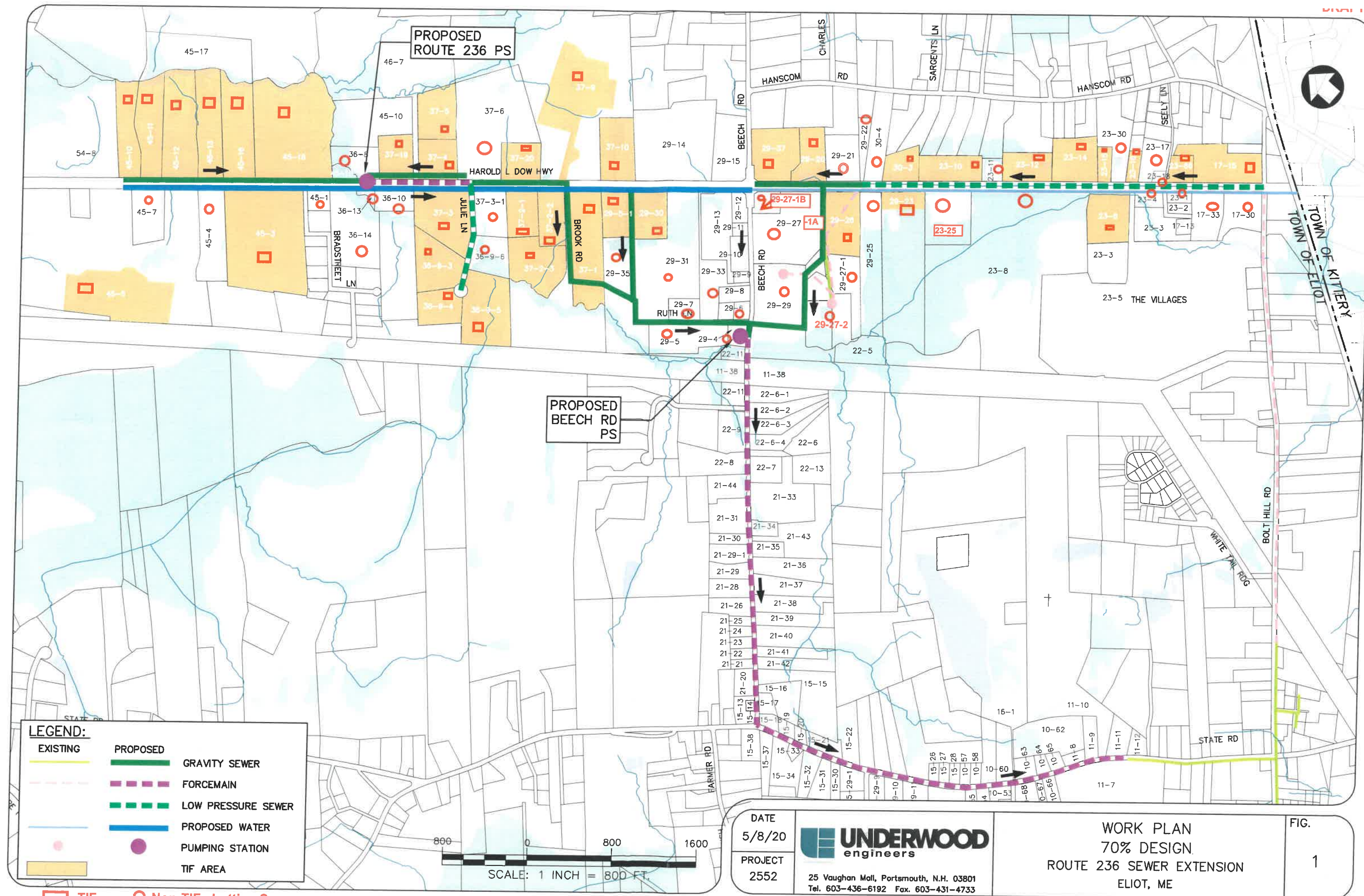
60,267,600

Town Of Eliot, Non-TIF District Tracks of Land Within New Service Area (updated 5/19/2020) **DRAFT**

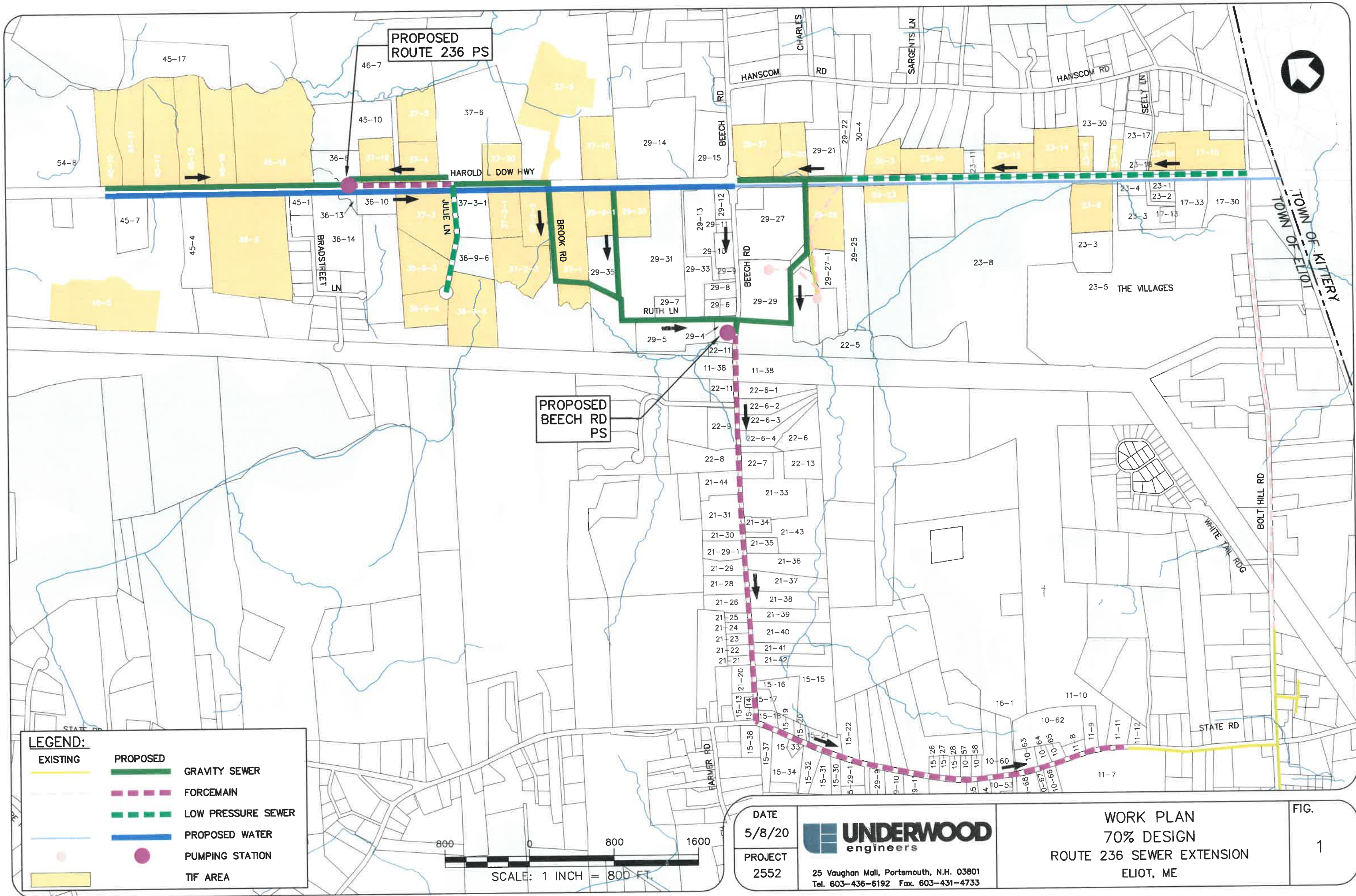
Parcel Info			Ownership			Track Info.	
Map	Lot	Address	Owner	Address	Zip Code	Acres	Existing Business
45	1	9 Bradstreet	Patrick S. & Abby Cohen Bedard	P.O. Box 366, Eliot, ME	03903	1.0	Store/Shop
45	4	403 HL Dow Hwy	Seacoast Waldorf Association	403 Harold L. Dow Hwy, Eliot, ME	03903	5.1	Pre-School
45	7	429 HL Dow Hwy	Maritimes & Northeast Pipeline LLC	c/o Duff & Phelps LLC, P.O. Box 2629, Addison, TX	75001	3.6	Warehouse
37	3.1	299 HL Dow Hwy	Natural Rocks Spring	299 Harold L. Dow Hwy, Eliot,	03903	3.0	Commercial Warehouse
37	6						
36	8	348 HL Dow Hwy	Gary & Maureen Finley	10 Wyman Avenue, Kittery, ME	03904	2.2	Auto Sales & Service
36	9.6	38 Julie Ln	BMT Enterprises	10 Nordic Ln, Rollinsford, NH	03869	3.0	Vacant
36	10	335 HL Dow Hwy	Stephen R. Thompson	335 Harold L. Dow Hwy, Eliot, ME	03903	1.0	Auto Repair
36	13	HL Dow Hwy	Town of Eliot	1333 State Road, Eliot, ME	03903	0.4	Vacant
36	14	37 Bradstreet Lane	Thomas R. & April L. Hundley	37 Bradstreet Lane, Eliot, ME	03903	8.0	Residential
30	4	247 Hanscom Road	Michael T. & Amanda M. Williams	247 Hanscom Road, Eliot, ME	03903	3.3	Residential
29	4	147 Beech Road	Bouchard, H O Inc	349 Coldbrook Rpad, Hampden, ME	04444	1.03	Proposed Pump Station
29	5	149 Beech Road	John E. Pollard	726 New Dam Road, Sanford, ME	04073	5.3	Commercial Warehouse
29	6	155 Beech Road	William A. Burt	155 Beech Road, Eliot, ME	03903	0.6	Residential
29	7	151 Beech Road	Nichole M. Procaccini	151 Beech Road, Eliot, ME	03903	1.4	Residential
29	21	162 HL Dow Hwy	Irving Oil Limited	P.O. Box 868, Calais, ME	04619	3.2	Gas Station
29	22	160 HL Dow Hwy	Michael F. and Donna J. Grogan	P.O. Box 482, Eliot, ME	03903	0.9	Residential

29	25	155 HL Dow Hwy	Matthew Letellier, c/o Eliot Donuts LLC	369 Lafayette Street, Hampton, NH	03842	7.7	Dunkin Donuts
29	27-1	33 Levesque Drive	M H Parsons & Sons Lumber Co	WoodBrdige Road, York, ME	03909	3.4	Office Building
29	27-1A	28 Levesque Drive	Sea Dog Realty LLC	86 Newbury Street, Portland, ME	04101	9.5	Shopping Mall
29	27-1B	28 Levesque Drive #2	Cumberland Farms Inc, Attn: Tax Dept.	165 Flanders Road, Westborough, MA	01581	1.2	Cumberland Farms
29	29	150 Beech Road	York/Cumberland Mgmt Corp/Baron Place	Labrecque Property Management, P.O. Box 460, Sebattus, ME	04280	11.0	Housing Authority
29	27-2	38 Levesque Drove	Eliot Commons Senior Housing LLC	470 Fore St Ste 400, Portland, ME	04101	6.06	Residential
29	31	Harold L. Dow Hwy	M&T Realty LLC	519 US Route 1, York, ME	03909	11.7	Vacant
29	33	11 Galway Lane	Peter B. & Annette M. Cantrell	11 Galway Lane, Eliot, ME	03903	3.2	Residential
29	35	Appears to have been combined with another lot					
23	1	43 HL Dow Hwy	Blakeslee McElroy LLC	14 Cove Road, Eliot, ME	03903	0.5	Office Building
23	4	2 Sunrise Street	Terrance E. Chick	2 Sunrise Street, Eliot, ME	03903	0.8	Residential
23	8	135 HL Dow Hwy	Tim A. Pickett	P.O. Box 242, Eliot, ME	03903	45	Vacant
23	11	114 HL Dow Hwy	ENI 114 Hld Hwy LLC	2 International Way, Lawrence, MA	01843	1.1	Auto Repair
23	17	7 Seely Lane	Bryan K. and Iola M. Gilman	7 Seely Lane, Eliot, ME	03903	2.0	Residential
23	18	5 Seely Lane	Jeffrey L. Gilman	5 Seely Lane, Eliot, ME	03903	0.3	Residential
23	25	143 Harold L Dow Hwy	Tim A. Pickett	P.O. Box 242, Eliot, ME	03903	5.0	Residential
23	30	165 Hanscom Road	Paul D. Randolph	165 Hanscom Road, Eliot ME	03903	4.0	Residential
17	30	21 HL Dow Hwy	21 Harold L. Dow Highway LLC	1293 Main Street, Sanford, ME	04073	3.0	Store/Shop
17	33	25 HL Dow Hwy	Chloe Allegra Holdings LLC	117 Old Farm Lane, Eliot, ME	03903	3.0	Commercial Warehouse

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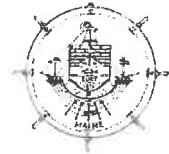
MDOT / TOWN MEETING: SIDEWALK MEETING

On May 20, I met with a representative from MDOT and a representative from KACTS to discuss a funding program they have for sidewalks (80% grant / 20% local up to \$400,000 of grant funds. Sidewalks cost about \$250.00 per linear foot, excluding any easement / neighbor issues. Specifically, we drove Maine Street / 103 and noted all the issues with trying to install a sidewalk there.

There is also an MPI program where the local government gets a matching grant to improve MDOT roadways (drainage, etc.) which could be couples with a sidewalk installation on 103.

MDOT and KACTS also each have transportation planning funds to do a sidewalk feasibility study with alternative scenarios, with cost estimates. I requested the so-called PPI (planning) application and sample RFPs for this type of study.

The matching funds could come from TIF funds as pedestrian improvements is an allowed use.



Request for Proposals Frost Tufts Park Lighting Upgrade May 20, 2020

The Town of Eliot Town Manager seeks qualified contractors to replace and upgrade the lighting at Frost Tufts Park Tennis Courts and Parking lot.

Project Location: Frost Tufts Park is located on 195 Old Road Eliot, ME 03903. Project location is off of old road approximately 3 miles past the Eliot fire station and town hall.

Project Scope: To replace all existing HID luminaires at Frost Tufts Park tennis courts and adjacent parking lot with new energy efficient led light fixtures and upgrade to electrical service. Scope of work will include the replacement of existing metal poles that are connected to the fencing system to an anchor-based poles and new concrete footings for all locations at the tennis court. Parking lot light and supplemental light will be mounted to a new wood utility pole.

Contract Specifications

1. RFP responses shall be received by June 30, 2020 at 3:30 PM, Eastern Time. The bids will be read aloud in the Eliot Town Hall conference room located at 1333 State Road, Eliot, ME 03903.
2. Work may begin once a notice to proceed has been awarded. All work must be completed by October 31, 2020.
3. Contractor shall contact Dig Safe and non-Dig Safe utility operators (which includes both Eliot Public Works and Wastewater Departments), as required by law.
4. This project shall have a one-year warranty on poles and five-year warranty on light fixtures.
5. Once the required work is complete, the Contractor shall invoice the Town of Eliot for 100% of the contract amount. The contractor is responsible for one-year of warranty maintenance as part of said contract.
6. All excavation, restoration, materials and maintenance of traffic control shall adhere to Maine Department of Transportation and Town of Eliot specifications.
7. Contractor shall sign a standard Town of Eliot agreement and provide proof of insurance.
8. Fixtures are to comply with LM79 and LM80 criteria and be ETL approved.
9. Fixture housing to be corrosion resistant die-cast aluminum with tempered glass lens.
10. Led board to carry 15 year warranty.
11. Led driver to carry 5 year warranty.
12. Led color temp 4000K with min CRI of 74, 100,000 min rated life.
13. Fixture operating temperature -25°C-65°C, IP65 rated, a vibration rating of 1.5G per ANSI 136.31, finish shall be protective UV stabilized power coat.
14. Light Fixture Basis of design – SpecGrade Polaris AFL LED flood light.
15. Lighting Control Panel – Eaton Greengate CK4A

- a. 4 – 20A 120/277V electronically held relays
 - b. 4 – 0-10V dimming channels
 - c. Astronomical time clock with day light savings time feature
 - d. Override switch function
 - e. Two (2) hour timer function for night time operation
 - f. Warn system to blink when timer is about to expire.
 - g. Contractor to provide Nema4X enclosure for control panel mounting 18" x 16" x 10"
 - h. MAIN-Key switch for facility override, weatherproof box and cover required.
 - i. Weatherproof 24V push button switch for on/off control SPST.
 - j. (1) One day of controls startup to be included and (1) follow up site visit.
16. New Millbank Meter Main Load Center – U3784-RL or Equal
- a. Up to 8 - 1P 20A circuit Breakers
 - b. Rated for 200A or per electrical contractor recommendation
17. Basis of design per photometric plans and manufacturers listed in this document and below, no substitutions unless approved by the Town of Eliot 14 days prior to bid date.

Find Attached Lighting Layout Page 1

Design Details – Tennis Courts (6 Poles)

1. Add new pole locations and remove existing poles and light fixtures.
2. Replace existing HID light fixture with new SpecGrade Polaris AFL LED flood light.
3. Aim and adjust all luminaires based on photometric plan below.
4. Lighting control panel shall be supplied for time clock function and switch override function of tennis courts.
5. Use existing conduit if applicable for electrical service and light fixtures, if condition is acceptable, if not bid will included new electrical service.
 - a. New meter main load center – Millbank UL3781-RL
6. Use existing underground electrical service, if applicable.

Find Attached Lighting Layout Page 2

Design Details – Parking Lot –Basketball Court (1 Poles)

1. Replace (1) existing wooden utility pole with new wood utility pole
2. Replace existing HID light fixture with new Cooper Lighting Galleon Fixture
3. Lighting control panel shall be supplied for time clock function and switch override function of parking lot, control panel for tennis courts may be used.
4. Coordinate with CMP for upgrade to underground electrical service, if necessary.
 - a. Addition of stub pole may be required.
 - b. Contractor to carry CMP allowance for underground service fee.
5. Provide new conduit for electrical underground service and light fixtures
 - a. New meter main load center – Millbank UL3781-RL

Find Attached Lighting Layout Page 3

Bid Submittal: Sealed bids shall be addressed to: Frost Tufts Park Lighting Upgrade 2020, C/O Eliot Town Manager, 133 State Road, Eliot, ME 03903 **by June 30, at 3:30 PM**, Eastern Time. At this time, bids will be opened and read aloud. An electronic bid tabulation will be sent out after the RFPs have been reviewed. The town of Eliot reserves the right to accept or reject any or all bids without reason.

All pre-bid correspondence shall be submitted electronically to Dana Lee, Town Manager, at townmanager@eliotme.org.

I have read and understand the content of this Request for Proposal (RFP):

Contractor: _____

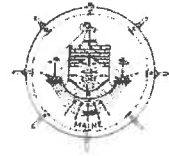
Signed: _____ Date: _____

Title: _____

Email: _____ Phone: _____

Lump Sum Price (Written): _____

Lump Sum Price (Numeric): _____



Request for Proposals

Frost Tufts Park Lighting Upgrade

May 20, 2020

The Town of Eliot Town Manager seeks qualified contractors to replace and upgrade the lighting at Frost Tufts Park Tennis Courts and Parking lot.

Project Location: Frost Tufts Park is located on 195 Old Road Eliot, ME 03903. Project location is off of old road approximately 3 miles past the Eliot fire station and town hall.

Project Scope: To replace all existing HID luminaires at Frost Tufts Park tennis courts and adjacent parking lot with new energy efficient led light fixtures and upgrade to electrical service. Scope of work will include the replacement of existing metal poles that are connected to the fencing system to an anchor-based poles and new concrete footings for all locations at the tennis court. Parking lot light and supplemental light will be mounted to a new wood utility pole.

Contract Specifications

1. RFP responses shall be received by June 30, 2020 at 3:30 PM, Eastern Time. The bids will be read aloud in the Eliot Town Hall conference room located at 1333 State Road, Eliot, ME 03903.
2. Work may begin once a notice to proceed has been awarded. All work must be completed by October 31, 2020.
3. Contractor shall contact Dig Safe and non-Dig Safe utility operators (which includes both Eliot Public Works and Wastewater Departments), as required by law.
4. This project shall have a one-year warranty on poles and five-year warranty on light fixtures.
5. Once the required work is complete, the Contractor shall invoice the Town of Eliot for 100% of the contract amount. The contractor is responsible for one-year of warranty maintenance as part of said contract.
6. All excavation, restoration, materials and maintenance of traffic control shall adhere to Maine Department of Transportation and Town of Eliot specifications.
7. Contractor shall sign a standard Town of Eliot agreement and provide proof of insurance.
8. Fixtures are to comply with LM79 and LM80 criteria and be ETL approved.
9. Fixture housing to be corrosion resistant die-cast aluminum with tempered glass lens.
10. Led board to carry 15 year warranty.
11. Led driver to carry 5 year warranty.
12. Led color temp 4000K with min CRI of 74, 100,000 min rated life.
13. Fixture operating temperature -25°C-65°C, IP65 rated, a vibration rating of 1.5G per ANSI 136.31, finish shall be protective UV stabilized power coat.
14. Light Fixture Basis of design – SpecGrade Polaris AFL LED flood light.
15. Lighting Control Panel – Eaton Greengate CK4A

- a. 4 – 20A 120/277V electronically held relays
 - b. 4 – 0-10V dimming channels
 - c. Astronomical time clock with day light savings time feature
 - d. Override switch function
 - e. Two (2) hour timer function for night time operation
 - f. Warn system to blink when timer is about to expire.
 - g. Contractor to provide Nema4X enclosure for control panel mounting 18" x 16" x 10"
 - h. MAIN-Key switch for facility override, weatherproof box and cover required.
 - i. Weatherproof 24V push button switch for on/off control SPST.
 - j. (1) One day of controls startup to be included and (1) follow up site visit.
16. New Millbank Meter Main Load Center – U3784-RL or Equal
- a. Up to 8 - 1P 20A circuit Breakers
 - b. Rated for 200A or per electrical contractor recommendation
17. Basis of design per photometric plans and manufacturers listed in this document and below, no substitutions unless approved by the Town of Eliot 14 days prior to bid date.

Find Attached Lighting Layout Page 1

Design Details – Tennis Courts (6 Poles)

- 1. Add new pole locations and remove existing poles and light fixtures.
- 2. Replace existing HID light fixture with new SpecGrade Polaris AFL LED flood light.
- 3. Aim and adjust all luminaires based on photometric plan below.
- 4. Lighting control panel shall be supplied for time clock function and switch override function of tennis courts.
- 5. Use existing conduit if applicable for electrical service and light fixtures, if condition is acceptable, if not bid will included new electrical service.
 - a. New meter main load center – Millbank UL3781-RL
- 6. Use existing underground electrical service, if applicable.

Find Attached Lighting Layout Page 2

Design Details – Parking Lot –Basketball Court (1 Poles)

1. Replace (1) existing wooden utility pole with new wood utility pole
2. Replace existing HID light fixture with new Cooper Lighting Galleon Fixture
3. Lighting control panel shall be supplied for time clock function and switch override function of parking lot, control panel for tennis courts may be used.
4. Coordinate with CMP for upgrade to underground electrical service, if necessary.
 - a. Addition of stub pole may be required.
 - b. Contractor to carry CMP allowance for underground service fee.
5. Provide new conduit for electrical underground service and light fixtures
 - a. New meter main load center – Millbank UL3781-RL

Find Attached Lighting Layout Page 3

Bid Submittal: Sealed bids shall be addressed to: Frost Tufts Park Lighting Upgrade 2020, C/O Eliot Town Manager, 133 State Road, Eliot, ME 03903 **by June 30, at 3:30 PM**, Eastern Time. At this time, bids will be opened and read aloud. An electronic bid tabulation will be sent out after the RFPs have been reviewed. The town of Eliot reserves the right to accept or reject any or all bids without reason.

All pre-bid correspondence shall be submitted electronically to Dana Lee, Town Manager, at townmanager@eliotme.org.

I have read and understand the content of this Request for Proposal (RFP):

Contractor: _____

Signed: _____ Date: _____

Title: _____

Email: _____ Phone: _____

Lump Sum Price (Written): _____

Lump Sum Price (Numeric): _____

Eliot

A / P Warrant

12:39 PM

05/13/2020

Page 1

Warrant 130

CORRESPONDENCE # H-6A
SELECTMEN'S MEETING
05-28-20

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
00002 2WAY COMMUNICATIONS SERVICE, INC.						
0573	16948	05	account activity april	65010		
account activity april	E 10-05-10-14				283.50	0.00
Vendor Total-					283.50	
00109 CENTRAL MAINE POWER						
0573	16949	05	cmp town office	700000222457		
cmp town office	E 01-01-15-02				20.02	0.00
Invoice Total-					20.02	
0573	16949	05	cmp fire dept	700000222460		
cmp fire dept	E 10-01-15-02				0.36	0.00
Invoice Total-					0.36	
Vendor Total-					20.38	
00131 COMCAST						
0573	16950	05	comcast bill FD	04202020FD		
Comcast bill FD	E 10-01-15-03				28.27	0.00
Vendor Total-					28.27	
00343 L.W. MORGRIDGE & SON, INC.						
0573	16951	05	pumping tank/cover rplcme	6420		
pump tank/replace cover	E 20-01-24-05				380.00	0.00
Invoice Total-					380.00	
0573	16951	05	pumping tanks	6421		
pumping tanks	E 10-01-24-20				293.00	0.00
Invoice Total-					293.00	
Vendor Total-					673.00	
00388 MainePERS						
0573	16952	05	MainePers	042020		
admin	E 01-01-03-40				2,167.60	0.00
clerks	E 01-02-03-40				1,986.80	0.00
land use	E 01-03-03-40				1,707.49	0.00
Police	E 10-05-03-40				9,266.66	0.00
Pub works	E 20-01-03-40				2,209.40	0.00
CSD	E 30-01-03-40				596.00	0.00
CSD	E 81-02-03-40				415.20	0.00
EE contributions	G 01-2215-00				11,913.08	0.00
Vendor Total-					30,262.23	
00391 MAINE TOWN & CITY MANAGEMENT ASSOC.						
0573	16953	05	Membership dana	995		
Membership Dana	E 01-01-03-05				175.09	0.00
Vendor Total-					175.09	
00474 NORTHEAST HYDRAULICS, INC.						
0573	16954	05	vehicle rep/maint	75700		
vehicle rep/maint	E 20-01-24-15				21.21	0.00
Vendor Total-					21.21	
00619 S.A.D. # 35						
0573	16955	05	school payment may	May 2020		
school payment may	E 60-01-99-30				834,241.92	0.00
Vendor Total-					834,241.92	
00717 TOWN OF KITTELY, MAINE						
0573	16956	05	weekly station checks	126		
Pump Stat. 1	E 70-05-25-10				283.33	0.00
Pump Stat. 2	E 70-10-25-10				283.33	0.00

*** SEPARATE ***

Warrant 130

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
Pump Stat. 3			E 70-15-25-10		283.34	0.00
			Invoice Total-		850.00	
0573	16957	05	fuel bill pd	05052020		
fuel bill pd			E 10-05-20-15		828.45	0.00
			Invoice Total-		828.45	
			Vendor Total-		1,678.45	
00816 IRVING OIL MARKETING, INC.						
0573	16958	05	fuel csd	33424738		
fuel csd			E 30-01-20-15		23.84	0.00
			Vendor Total-		23.84	
00817 PITNEY BOWES, INC.						
0573	16959	05	lease invoice	3311123893		
lease invoice			E 01-01-10-30		124.41	0.00
			Vendor Total-		124.41	
00897 SUNDANCE SIGN COMPANY						
0573	16960	05	drop box sign	7526		
drop box sign			E 01-01-20-40		180.00	0.00
			Vendor Total-		180.00	
00906 W.B. MASON COMPANY, INC.						
0573	16961	05	office supplies pwd	209859127		
office supplies PWD			E 20-01-20-40		16.99	0.00
			Invoice Total-		16.99	
0573	16961	05	office supplies clerks	210159969		
office supplies			E 01-01-20-40		39.75	0.00
			Invoice Total-		39.75	
0573	16961	05	election supplies	210187617		
election supplies			E 15-15-20-40		38.44	0.00
			Invoice Total-		38.44	
0573	16961	05	office supplies	30139283		
office supplies			E 01-01-20-40		90.60	0.00
			Invoice Total-		90.60	
			Vendor Total-		185.78	
01007 ELIOT SMALL ENGINE REPAIR, INC.						
0573	16962	05	equipment rep/maint	18619		
equipment rep/maint			E 20-10-24-10		560.16	0.00
			Invoice Total-		560.16	
0573	16962	05	equipment rep/maint	018583		
equipment rep/maint			E 20-10-24-10		393.82	0.00
			Invoice Total-		393.82	
			Vendor Total-		953.98	
01118 ATLANTIC FUELS, INC.						
0573	16963	05	dyed diesel	125920		
dyed diesel			E 20-01-20-10		1,142.37	0.00
			Vendor Total-		1,142.37	
01244 P. GAGNON & SON, INC.						
0573	16964	05	#2 fuel oil	62465		
#2 fuel oil			E 10-05-15-01		249.06	0.00
			Invoice Total-		249.06	
0573	16964	05	#2 fuel oil FD	61475		
#2 fuel oil			E 10-01-15-01		242.96	0.00

Warrant 130

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
Invoice Total-					242.96	
0573	16964	05	annual tune up	41107		
annual tune up			E 10-01-24-20		220.29	0.00
Invoice Total-					220.29	
Vendor Total-					712.31	
01260 SPRINT						
0573	16965	05	cell phones fire dept	05102020		
cell phones fire dept			E 10-01-03-12		256.33	0.00
Vendor Total-					256.33	
01267 VERIZON/WIRELESS						
0573	16966	05	air cards pd	9853002268		
aircards pd			E 10-05-10-14		160.04	0.00
Invoice Total-					160.04	
0573	16966	05	cell phones pd	9853160112		
cell phones pd			E 10-05-03-12		311.99	0.00
Invoice Total-					311.99	
0573	16966	05	air cards fire dept	9852987339		
air cards fire dept			E 10-01-15-03		137.12	0.00
Invoice Total-					137.12	
Vendor Total-					609.15	
01307 AGGREGATE RECYCLING CORPORATION						
0573	16967	05	recycling fees	44206		
recycling fees			E 20-25-06-55		354.58	0.00
Vendor Total-					354.58	
01418 SPRINT						
0573	16968	05	cell phones csd	557872025-214		
cell phones csd			E 30-01-03-12		258.13	0.00
Vendor Total-					258.13	
01513 Consolidated Communications						
0573	16969	05	consolidated comm PWD	04182020PWD		
consolidated comm PWD			E 20-01-15-03		247.72	0.00
Invoice Total-					247.72	
0573	16969	05	consolidated bill FD	04182020FD		
consolidated comm FD			E 10-01-15-03		265.29	0.00
Invoice Total-					265.29	
Vendor Total-					513.01	
01766 ECO MAINE (MSW)						
0573	16970	05	MSW contract	042020		
MSW contract			E 20-25-06-50		3,500.34	0.00
Vendor Total-					3,500.34	
01864 Northern Tool & Equipment						
0573	16971	05	equipment rep/maint	44779536		
repair/maintenance			E 20-01-24-10		677.83	0.00
Vendor Total-					677.83	
01865 FASTENER WAREHOUSE						
0573	16972	05	tools	122475		
tools			E 20-01-20-25		160.00	0.00
Vendor Total-					160.00	
01972 THE WEEKLY SENTINEL						
0573	16973	05	advertising PWD	63097		

Warrant 130

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
advertising Pub works dep			E 20-01-05-01		65.00	0.00
Vendor Total-					65.00	
02025 Organic Solutions, LLC						
0573 16974 05 recycling fees			E 20-25-06-55	8280	126.00	0.00
Vendor Total-					126.00	
02029 WEX Bank						
0573 16975 05 fuel bill fire dept			E 10-01-20-15	65263703	197.33	0.00
Vendor Total-					197.33	
02044 Liberty International Trucks						
0573 16976 05 vehicle rep/maint			E 20-01-24-15	304806B	823.27	0.00
Invoice Total-					823.27	
0573 16976 05 vehicle rep/maint			E 20-01-24-15	304814B	103.56	0.00
Invoice Total-					103.56	
Vendor Total-					926.83	
02225 Seacoast Redicare						
0573 16977 05 vaccinations			E 20-25-03-05	98691	63.00	0.00
Vendor Total-					63.00	
02350 New England Kenworth						
0573 16978 05 vehicle rep/maint			E 20-01-24-15	TP33052	58.08	0.00
Invoice Total-					58.08	
0573 16979 05 vehicle rep/maint			E 20-01-24-15	CP455194	595.25	0.00
Invoice Total-					595.25	
0573 16979 05 vehicle rep/maint			E 20-01-24-15	CP455251	45.74	0.00
Invoice Total-					45.74	
Vendor Total-					699.07	
02464 Power Point						
0573 16980 05 maintenance agreement			E 10-01-11-17	21111	500.00	0.00
Vendor Total-					500.00	
02731 Donovan Spring Company, Inc.						
0573 16981 05 vehicle rep/maint			E 20-01-24-15	385667	690.52	0.00
Vendor Total-					690.52	
02757 Fleetpride						
0573 16982 05 vehicle rep/maintenance			E 20-01-24-15	51100309	154.44	0.00
Vendor Total-					154.44	
02758 Kimberly Martin						
0573 16983 05 boat basin pavillion refu			R 81-04-04	06112019	100.00	0.00
Vendor Total-					100.00	
02759 Snooks Mobile Screening						

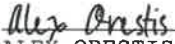
*** SEPARATE ***

Warrant 130

Jrnl	Check	Month	Invoice Description	Reference	
Description			Account	Amount	Encumbrance
0573	16984	05	crushing asphalt	208	
crushing asphalt			E 20-01-12-39	28,798.00	0.00
Vendor Total-				28,798.00	
Prepaid Total-				0.00	
Current Total-				909,356.30	
EFT Total-				0.00	
Warrant Total-				909,356.30	

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

DocuSigned by:


RICHARD DONHAUSER

PHIL LYTTLE

DocuSigned by:


ROBERT MCPHERSON

Eliot

1:48 PM

A / P Warrant

CORRESPONDENCE # H-68
SELECTMEN'S MEETING
05-28-20

05/20/2020

Page 1

Warrant 132

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account		Proj			
00002 2WAY COMMUNICATIONS SERVICE, INC.						
0597	16985	05	warranties on new laptops	65161		
warranties on new laptops	E 01-01-24-30				1,186.73	0.00
Vendor Total-					1,186.73	
00109 CENTRAL MAINE POWER						
0597	16987	05	cmp route 236	700000222464		
cmp route 236	E 10-30-15-02				15.72	0.00
Invoice Total-					15.72	
0597	16987	05	cmp route 236 rd	700000222462		
cmp route 236 rd	E 10-30-15-02				15.72	0.00
Invoice Total-					15.72	
0597	16987	05	cmp state/bolthill	700000222294		
cmp state/bolthill	E 10-30-15-02				15.72	0.00
Invoice Total-					15.72	
0597	16987	05	cmp new kittery road	700000222463		
cmp new kittery road	E 10-30-15-02				15.72	0.00
Invoice Total-					15.72	
0597	16987	05	cmp 468 HL Dow Hwy	700000222455		
cmp 468 HL Dow Hwy	E 10-30-15-02				21.12	0.00
Invoice Total-					21.12	
0597	16987	05	cmp 11 dixon road	700000222295		
cmp 11 dixon road	E 20-10-15-02				15.72	0.00
Invoice Total-					15.72	
0597	16987	05	cmp old rd	700000222296		
cmp old rd	E 20-10-15-02				15.72	0.00
Invoice Total-					15.72	
0597	16987	05	cmp greenacres rd	700000222290		
cmp greenacres road	E 20-10-15-02				16.58	0.00
Invoice Total-					16.58	
0597	16987	05	cmp river road	700000222292		
cmp river road	E 20-10-15-02				15.72	0.00
Invoice Total-					15.72	
0597	16987	05	cmp rte 236 garage	700000222288		
cmp rte 236 garage	E 20-01-15-02				15.72	0.00
Invoice Total-					15.72	
0597	16987	05	cmp Transfer st	700000222289		
cmp transfer st	E 20-25-15-02				20.02	0.00
Invoice Total-					20.02	
0597	16987	05	cmp H L Dow Hwy TRF	700000222293		
cmp HL Dow Hwy Trf	E 20-25-15-02				15.72	0.00
Invoice Total-					15.72	
0597	16987	05	rte 236-Beech Rd	700000222291		
rte 236-beech rd	E 10-30-15-02				15.72	0.00
Invoice Total-					15.72	
0597	16987	05	cmp MAIN St	700000222459		
cmp Main St	E 70-10-15-02				20.02	0.00
Invoice Total-					20.02	
0597	16987	05	cmp dixon ave	700000222461		
cmp dixon ave	E 70-15-15-02				15.72	0.00
Invoice Total-					15.72	
0597	16987	05	cmp 27 dixon road	700000222456		

Warrant 132

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
CMP 27 Dixon Road			E 10-05-15-02		20.02	0.00
Invoice Total-					20.02	
0597	16987	05	cmp pleasant st	700000222458		
cmp pleasant st			E 70-05-15-02		20.02	0.00
Invoice Total-					20.02	
Vendor Total-					290.70	
00121 Cintas Corporation #758						
0597	16988	05	uniforms pub works	04302020		
uniforms pub works			E 20-01-03-15		890.17	0.00
Vendor Total-					890.17	
00147 CUMMINS NORTHEAST, LLC						
0597	16989	05	generator maintenance	V6-29595		
generator maintenance			E 01-01-24-20		347.24	0.00
Vendor Total-					347.24	
00381 MAINE HARBOR MASTERS ASSOCIATION						
0597	16990	05	annual dues-chk rplacemen	20-0010		
annual dues			E 10-15-03-05		150.00	0.00
Vendor Total-					150.00	
00579 GENEST PRECAST						
0597	16991	05	drainage materials	52066		
drainage materials			E 20-01-22-65		460.00	0.00
Vendor Total-					460.00	
00717 TOWN OF KITTEERY, MAINE						
0597	16992	05	dispatch 010120-063020	PD20-2006		
dispatch services			E 10-30-10-07		61,002.50	0.00
Vendor Total-					61,002.50	
00725 TREASURER OF STATE						
0597	16993	05	bmv 0430-0518	0430-0518		
bmv 0430-0518			G 01-2040-00		30,662.28	0.00
Vendor Total-					30,662.28	
00816 IRVING OIL MARKETING, INC.						
0597	16994	05	fuel bill pub works	33424		
highway			E 20-01-20-10		24.00	0.00
transfer stat			E 20-25-20-10		17.03	0.00
Invoice Total-					41.03	
0597	16994	05	fuel bill PD	33424774		
fuel bill PD			E 10-05-20-15		53.43	0.00
Invoice Total-					53.43	
Vendor Total-					94.46	
00906 W.B. MASON COMPANY, INC.						
0597	16995	05	office supplies pub works	STMT30143176		
office supplies pub works			E 20-01-20-40		81.98	0.00
Invoice Total-					81.98	
0597	16995	05	Water for the PD	210248075		
office supplies PD			E 10-05-20-41		47.88	0.00
Invoice Total-					47.88	
0597	16995	05	office supplies Pd	210098025		
office supplies pd			E 10-05-24-20		34.16	0.00
Invoice Total-					34.16	
0597	16995	05	building supplies PD	210095688		

Warrant 132

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
building supplies PD			E 10-05-24-20		38.54	0.00
Invoice Total-					38.54	
0597	16995	05	office supplies pd	210094021		
office supplies PD			E 10-05-20-40		23.96	0.00
Invoice Total-					23.96	
Vendor Total-					226.52	
01118 ATLANTIC FUELS, INC.						
0597	16996	05	dyed diesel	134586		
dyed diesel pub works			E 20-01-20-10		923.70	0.00
Vendor Total-					923.70	
01244 P. GAGNON & SON, INC.						
0597	16997	05	fuel pd	63684		
fuel PD			E 10-05-15-01		142.06	0.00
Vendor Total-					142.06	
01368 VILLAGE MOTORS SERVICE CENTER						
0597	16998	05	vehicle maintenance	48546		
vehicle maintenance			E 10-05-24-15		107.00	0.00
Invoice Total-					107.00	
0597	16998	05	vehicle maintenance	48551		
vehicle maintenance			E 10-05-24-15		103.41	0.00
Invoice Total-					103.41	
Vendor Total-					210.41	
01418 SPRINT						
0597	16999	05	cell phones csd	557872025-216		
cell phones csd			E 30-01-03-12		239.51	0.00
Vendor Total-					239.51	
01435 NEW ENGLAND BACKFLOW, INC.						
0597	17000	05	backflow prevention tests	17900		
backflow prevention tests			E 10-05-24-20		100.00	0.00
Vendor Total-					100.00	
01467 LIBBY-SCOTT, INC.						
0597	17001	05	Paving Dover Road Curb	520006		
Paving Dover Road Curb			E 62-05-99-01		6,102.00	0.00
Vendor Total-					6,102.00	
01676 ELIMINATOR SYSTEMS INC.						
0597	17002	05	drainage materials	34186		
drainage materials			E 20-01-22-65		70.40	0.00
Vendor Total-					70.40	
01737 JUDY SMITH						
0597	17003	05	reimb judy	05192020		
reimburse judy			E 10-05-20-40		54.85	0.00
Vendor Total-					54.85	
01770 UNDERWOOD ENGINEERS						
0597	17004	05	rte 236 sewer/water exten	15382		
rte 236 sewer/water exten			E 62-04-10-35		9,788.31	0.00
Vendor Total-					9,788.31	
01771 AFLAC INCORPORATED						
0597	17005	05	aflac	798321		
Aflac Bill			G 01-2219-00		105.16	0.00
Vendor Total-					105.16	

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Jrnl	Check	Month	Invoice Description	Reference		
Description	Account	Proj	Amount	Encumbrance		
01895 BLUETARP FINANCIAL, INC.						
0597	17006	05	equipment rep/maint	1629016790		
equipment rep/maint	E 20-01-24-10		677.83		0.00	
			Vendor Total-	677.83		
02044 Liberty International Trucks						
0597	17007	05	vehicle rep/maint	305044B		
vehicle rep/maint	E 20-01-24-15		39.58		0.00	
			Vendor Total-	39.58		
02108 ReVision Energy, LLC.						
0597	17008	05	Revision Q1	50		
PD	E 10-05-15-02		1,072.12		0.00	
Pleasant St	E 70-05-15-02		804.09		0.00	
Main St	E 70-10-15-02		765.80		0.00	
Town office	E 01-01-15-02		536.06		0.00	
Fire Dept	E 10-01-15-02		459.47		0.00	
RTE 236	E 10-30-15-02		76.57		0.00	
Kittery Road	E 10-30-15-02		38.28		0.00	
Rte 236 light	E 10-30-15-02		38.28		0.00	
Dixon ave	E 70-15-15-02		38.32		0.00	
			Vendor Total-	3,828.99		
02144 Teamsters Union Local 340						
0597	17009	05	union dues pub works	052020		
union dues pub works	G 01-2237-00		465.00		0.00	
			Vendor Total-	465.00		
02350 New England Kenworth						
0597	17010	05	vehicle rep/maint	TP33201	*** SEPARATE ***	
vehicle rep/maint	E 20-01-24-15		4.62		0.00	
			Invoice Total-	4.62		
0597	17011	05	vehicle rep/maint	CP455551		
vehicle rep/maint	E 20-01-24-15		17.39		0.00	
			Invoice Total-	17.39		
0597	17011	05	vehicle rep/maint	CP455469		
vehicle rep/maint	E 20-01-24-15		1,692.60		0.00	
			Invoice Total-	1,692.60		
0597	17011	05	vehicle rep/maint	CP455653		
vehicle rep/maint	E 20-01-24-15		139.59		0.00	
			Invoice Total-	139.59		
			Vendor Total-	1,854.20		
02427 Norman, Hanson & Detroy, LLC						
0597	17012	05	collective bargaining	357782		
collective bargaining	E 01-01-10-02		240.50		0.00	
			Vendor Total-	240.50		
02441 Shipyard Waste Solutions, LLC						
0597	17013	05	dumpsters	105750		
dumpsters	E 20-25-06-50		130.00		0.00	
			Vendor Total-	130.00		
02601 Zip's AW Direct						
0597	17014	05	vehicle rep/maint	755675		
vehicle rep/maint	E 20-01-24-15		178.97		0.00	
			Vendor Total-	178.97		
02752 Irving Blending & Packaging						

Eliot

A / P Warrant

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1:48 PM

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Warrant 132

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
0597	17015	05	vehicle rep/maint	Feb20		
CIU2002749			E 20-01-24-15		137.25	0.00
Vendor Total-					137.25	
02760 Dependable Hood & Duct Cleaning Company LLC						
0597	17016	05	Boat Basin CIP	COM-AGR-2531		
Boat Basin CIP			E 62-05-99-01		1,335.25	0.00
Vendor Total-					1,335.25	
Prepaid Total-					0.00	
Current Total-					121,934.57	
EFT Total-					0.00	
Warrant Total-					121,934.57	

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

E 20-01-24-15

DocuSigned by:

Richard Donhauser

RICHARD DONHAUSER

E 62-05-99-01

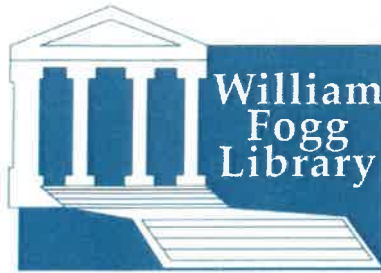
PHIL LYTLE

DocuSigned by:

Robert McPherson

ROBERT MCPHERSON

E 20-01-24-15



CORRESPONDENCE # J-1
SELECTMEN'S MEETING
05-28-20

May 2, 2020

Richard Donhauser, Chair

Town of Eliot Select Board

1333 State Road

Eliot, Maine 03903

Dear Select Board Members,

I have attached our 2020 budget outlining the responsibilities for the Library and the Town of Eliot, and what it would look like under a Memorandum of Understanding. Just to clarify, we are seeking a vote from the citizens of Eliot in November 2020 to see if they will support an MOU between the Library and the Town of Eliot beginning 2021 fiscal year.

Here again is the MOU question that we suggest being put on the November 2020 ballot:

"Do you support the Town of Eliot entering a Memorandum of Understanding with the William Fogg Public Library, where the Town of Eliot will financially support the annual operating budget of the library and the WFPL Trust will fund all costs for maintaining the William Fogg Public Library property and buildings?"

Thank you for taking the time to consider this matter.

Respectfully submitted,

Lydia R Goodwin

Lydia R. Goodwin, MPA

Library Director

William Fogg Public Library

goodwinl@williamfogglibrary.org

207-439-9437

WILLIAM FOGG PUBLIC LIBRARY		November 6, 2019
BUILDING/MAINTENANCE:		
Security	1,000.00	
Maintenance/Pest Control	4,000.00	
Total Building & Maintenance		5,000.00
HEAT: Oil		5,000.00
UTILITIES:		
Electric	3,700.00	
Water	300.00	
Telephone & Internet	1,100.00	
Total Utilities		5,100.00
SUPPLIES/POSTAGE/PRINTING		
Supplies	4,900.00	
Newsletter printing	500.00	
Postage, ILL & Newsletter Mailings	1,340.00	
Xerox print fees	700.00	
Total Supplies/Services/Postage		7,440.00
SALARIES: Salaries & Payroll Fees		172,000.00
FRINGE BENEFITS: Health, Dental, SS & Medicare		25,758.00
TRAINING		600.00
INSURANCE:		
Library Bond	186.00	
Workers Compensation	1,241.00	
Commercial Package	6,300.00	
Inland Marine	2,175.00	
Total Insurance		9,902.00
TECHNOLOGY:		13,400.00
COPIER: Lease/Maintenance/Ins/Supplies		2,400.00
BOOKS/PERIODICALS/PROGRAMS:		
Adult & Children	28,300.00	

WFPL	TOWN OF ELIOT
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Membership Fees	1,470.00	
Total Books/Periodicals/Programs		29,770.00
TOTAL		276,370.00

WFPL		TOWN OF ELIOT	
BUILDING /MAINTENANCE	\$5,000.00	SALARIES & PAYROLL FEES	\$172,000.00
UTILITIES	\$5,100.00	FRINGE BENEFITS	\$25,758.00
INSURANCE	\$8,661.00	TRAINING	\$600.00
HEAT: OIL	\$5,000.00	SUPPLIES/POSTAGE/PRINTING	\$7,440.00
		WORKERS COMPENSATION	\$1,241.00
		TECHNOLOGY	\$13,400.00
		COPIER (Lease/Maintenance/Ins/Supplies	\$2,400.00
		BOOKS/PERIODICALS/PROGRAMS	\$29,770.00
TOTAL	\$23,761.00	TOTAL	\$252,609.00