

**Eliot Select Board Meeting and Public Hearing
Thursday, July 9, 2020 at 5:30 pm
(Zoom: Remote Meeting)**

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

AGENDA

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

- E. Public Comment / Requests:**

- F. Approval of Minutes of Previous Meeting(s): Regular Select Board Meeting and Public Hearing on June 25, 2020; Minutes of June 18, 2020 Joint TIF / SB Workshop**

- G. Department Head/Committee Reports:**
 - 1) Employee Recognition Program - Results**
 - 2) Appointment of Michele Meyer to Aging-In-Place Committee**
 - 3) Appointment of Election Clerks**

- H. Administrative Department/Department Head Reports:**
 - 1) Town Manager Report(s)**
 - a. COVID-19 Grant \$61,980**
 - b. Closure of Town Office on July 14th- Election Day**
No Correspondence
 - 2) Frost Tufts Lighting Bid – No Bids- No Correspondence**
 - 3) Approve Warrants:**
 - a. A/P Warrant # 142 \$ 85,098.70**
 - b. A/P Warrant # 144 \$269,958.69**

- I. New Business: Appointment of Election Clerks**

- J. Old Business:**
 - 1) Capital Improvement Committee (Combined) Draft By-Laws (2nd Reading)**

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

- L. Executive Session:**

- M. Adjourn:**

Select Board

Remote Zoom Meeting

July 9, 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 Dana Lee, Town Manager at townmanager@eliotme.org

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

- Enter Meeting Number: 993 3115 7869 followed by #
- Enter Meeting Code 03903 followed by #
- You will now be connected by voice only to the meeting
- Or if you would like to enter the meeting by video and audio, enter zoom meeting number above enter meeting number. You will still be muted until called upon, if you want to speak, raise hand.
- If you are a call in and want to speak, dial *9 on your phone.

Communication / Participation Process

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

Staff Recognition Program

June 2020

Administration:

Kristina Goodwin, Land Use Administrative Assistant (3)

Wendy Rawski, Town Clerk (1)

Police Department:

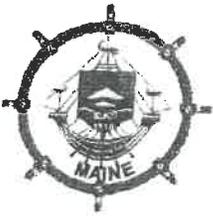
Ryan Manzur

Highway Department:

The whole crew. No one is more important than any other.

CSD: No Nominees

Fire: No Nominees



CORRESPONDENCE #
SELECTMEN'S MEETING

G-2

07-09-20

TOWN OF ELIOT, MAINE

1333 STATE ROAD, ELIOT, ME 03903

TELEPHONE: (207) 439-1817 EMAIL: wrawski@eliotme.org

Rec'd
06/25/20
CS

INITIAL APPLICATION FOR APPOINTMENT TO TOWN BOARDS,
COMMITTEES & COMMISSIONS

RE-APPOINTMENT TO TOWN BOARDS, COMMITTEES &
COMMISSIONS

NAME: MICHELE MEYER

RESIDENCE: 58 ODORNE LN 03903

MAILING (if different) _____

E-MAIL ADDRESS: MICHELEVMYER@gmail.com PHONE # (Home) 438 9197

WORK # _____ CELL # 603 834 8549

Please check your choices:

Adult-Use Retail Cannabis Committee

Aging-In-Place Committee

Board of Appeals

Building Committee

Conservation Commission

Energy Commission

Planning Board

Solid Waste & Recycling Committee

Tax Increment Financing (TIF) Committee

MEMBERSHIP PREFERENCE: Regular ___ Alternate No Preference ___

APPOINTMENT TERM: Full Term Partial Term ___ No Preference ___

EDUCATION/TRAINING: REGISTERED NURSE / RSN

RELATED EXPERIENCE (Including other Boards/Committees and Commissions)
board member, Baran Place

PRESENT EMPLOYMENT: Marie LEGISLATURE

ARE YOU 18 YEARS OR OLDER: YES NO



TOWN OF ELIOT, MAINE

1333 STATE ROAD, ELIOT, ME 03903

TELEPHONE: (207) 439-1817 EMAIL: wrawski@eliotme.org

ACCORDING TO THE TOWN OF ELIOT ORDINANCE GOVERNING MUNICIPAL BOARDS PLEASE ANSWER THE FOLLOWING QUESTIONS.

1. Express your interest as to why you want to serve:

Improving ELIOT'S LIVABILITY FOR OUR LARGE, EXPANDING SENIOR POPULATION WITH A FOCUS ON LOW INCOME ELDERERS

2. Give a brief reason(s) as to why the Select Board should support your appointment.

AS A STATE REPRESENTATIVE and member of HHS committee, I bring information and input to and from AIP to shape

3. Give a brief summary as to how you will maintain an unbiased participation on a regular and continuing basis throughout term.

state + local policy
OPEN MIND, OPEN HEART. SMART SENSIBLE AGE FRIENDLY POLICIES benefit all of us in ELIOT

4. Any know conflict of interest: YES NO if yes, please list

BY SUBMITTING THIS APPLICATION YOU UNDERSTAND THE FOLLOWING:

1. This application is for consideration and does not mean you will necessarily be appointed to this Board/Commission or Committee.
2. The Town Manager will review your application, may contact you, and determine any potential conflict of interests.
3. This application will be forwarded to the Select Board for consideration, the Board will want to interview possible appointees. Your application will be placed on the next available agenda.
4. Appointee agrees to take a sworn oath by Town Clerk except for Ad Hoc Committee members/Select Board Advisory Committees.
5. Applicant agrees that if appointed will attend all meetings, except for sickness or emergency, and will advise the Chairperson when you are unable to attend.

Please read the Town of Eliot, Maine Ordinance Governing Municipal Boards, Commissions, and Committees available at the Town Office or on the Town Website.

Michelle Meyers
SIGNATURE OF APPLICANT

6/24/20
DATE

Town Manager Report

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To: Board of Selectmen
From: Town Manager

Thrs., June 18 (from 9 am)

- Spoke with Selectman Lytle a bit
- Helped a guy seeking a ramp permit for elderly parent
- Wrote a thank you letter to Mr. Cowland; ran it by Selectman McPherson who arranged the flowers donation
- Reviewed legal advice about waiving sewer hook ups.... not looking good
- Reviewed a Charter complaint; don't see the issue
- Posted the Custodian position
- Went to Boat Basin – no IBH / storage today
- Met with DPW re: Riverview paving; complaints despite two week advanced notice
- Set up a conference call today with legal and engineer
- Staff stuffed 800 absentee ballots this morning
- Had a ½ hour meeting w/ attorney and engineer re: sewer ordinance / 250' setback interpretations
- Discussed more issues with the lighting design we had done; On-Target are going to suggest much less expensive alternatives
- Wrote an article for the Town Manager quarterly newsletter
- Took a shift in the lobby
- Remote Meeting – TIF Workshop

Mon., June 22

- Read and responded to weekend emails
- Updated my to do list
- Met with Town Clerk re: Applications and Public Hearing
- Went through LUAA applications again
- Spoke with CEO / Assessor about hiring Land Use Assistant
- Issued memo re: July 4 holiday
- Spoke to a lady who does not like the BLM sign at Waldorf; referred to CEO for sign ordinance
- Spoke to launch attendant re: working Fridays – will do
- Spoke to a BOA member who got hacked while in the Zoom meeting
- Filed performance evaluations
- Drove to Riverview to see the paving job – looks good; shoulders and drainage structures remain
- Had a meeting with staff re: State COVID grant / Chief helping submit our grant request
- Discussed home sales / valuations / bank foreclosures (economy) w/ Assessor
- Reviewed a couple good Planner applications

- 42 • BOA overturned decision of CEO re: junk trucks – not hobbyist; Notice of Violation to
43 follow

44 Tues., June 23

- 45 • Read and responded to overnight emails
- 46 • Reviewed grant application to state re: COVID expenses
- 47 • Met with staff on Boat Basin management plans / new shed / more staffing
- 48 • Wrote letter to Independent Boat Haulers
- 49 • Asked that the HM boat not go in the water this year – no funds for needed repairs
- 50 • Took a shift in the lobby
- 51 • Set up six interviews for the LUAA position
- 52 • Spoke to Selectman Lytle for a bit
- 53 • Reviewed Summer Maintenance budget; adequate to do much-needed poison ivy
54 spraying – all local roads = < \$5,000
- 55 • More work and communication on new Boat Basin plan
- 56 • Took another lobby shift
- 57 • Staff putting together annual reports
- 58 • Read and responded to more emails
- 59 • A guy has offered to shuttle the HM to tour moorings as needed
- 60 • Advised SB that the BC did not accept my edits to the newsletter
- 61 • Reviewed revenue projections

62 Wed., June 24

- 63 • Emails
- 64 • Took two shifts at lobby desk
- 65 • More back and forth on updated Boat Basin operations
- 66 • Skate park “bowl”, fencing and bushes have been removed by DPW
- 67 • Contacted attorney on a committee issue
- 68 • Assisted a lady with an ADU question
- 69 • Discussed extending town office schedule; emailed SB for approval
- 70 • Listened in on the ARC fire call
- 71 • Finished / emailed draft Capital Improvement Committee by laws
- 72 • Had IT in to fix some computer issues
- 73 • Spoke to DPW about a Transfer Station attendant refusing to wear a mask; we spoke to
74 the employee and he is now wearing one
- 75 • Had a short meeting about public hearing set up / materials
- 76 • More emails
- 77 • Met with CSD / Treasurer re: money handling at boat basin, starting cash, receipts, etc.
- 78 • Met with Selectman Lytle for a bit
- 79 • Interviewed a LUAA candidate

80 Thrs., June 25

- 81 • Responded to several overnight emails
- 82 • Started enhanced boat basin monitoring / fee collections at the boat basin
- 83 • Performed three interviews in the forenoon

- 84 • Attended a development meeting involving new water and sewer mains
- 85 • Spoke with Chief on the fire yesterday at Shipyard Waste – all crew safe
- 86 • Fixed the Sewer Allocation form for developer / future use
- 87 • Met w/ Treasurer / HR re: union issue
- 88 • Met re: HM issue
- 89 • Prepped stuff for public hearing
- 90 • Spoke to the attorney on the newsletter issue
- 91 • Met with staff re: SB meeting appointment papers, etc.
- 92 • Took a shift in Lobby
- 93 • Long discussion with a guy about a boat launch issue
- 94 • Attended SB Meeting and Public Hearing
- 95 Mon., June 29
- 96 • Read and responded to 40+ emails
- 97 • Reviewed two phone messages
- 98 • Received update on KACTS 236 study; early July report coming – existing conditions
- 99 • Discussed LUAA hiring decision with interview panelists (staff)
- 100 • Approved a couple of signs for parks
- 101 • Met with Chief about the grant and whether to resubmit for more money; notified grant
- 102 source that we are satisfied
- 103 • Emailed Chair re: Employee Recognition program
- 104 • Advised successful bidders; arranged payment, etc.
- 105 • Sorted through SB packet; new appointments, etc.
- 106 • Discussed the July 1 COLAs with payroll (2.5%)
- 107 • Sent out MOU to BC and Librarian; Sent HHW info to SW and Recycling Chair
- 108 • Advised Bi-Centennial of their extension of bylaws / committee
- 109 • Updated MOU with correct name
- 110 • Polled Sb re: live meetings
- 111 • Another 23 emails while at lunch!
- 112 • Had to amend my deposition re: Whistleblower
- 113 • Created 2 bills of sale for bid items and notified bidders; sold one already
- 114 • Helped a lady seeking to maintain a monument under the bridge near 95; referred to
- 115 Region 1 engineer
- 116 • Started the July 9 SB agenda
- 117 • Went to meet with Librarian and a trustee about the MOU
- 118 Tues., June 30
- 119 • Read and responded to numerous emails
- 120 • Took a shift in the lobby
- 121 • Referred a CEO issue
- 122 • Spoke to a custodial candidate / meeting tomorrow
- 123 • Good Planner applications coming in
- 124 • Went to Boat Basin; met new guy; poles are painted; hood need grinding
- 125 • Interceded in a tree cutting project; very upset person

- 126 • One of the Frost Tufts bidders says vendors will only bid the materials based on the
- 127 design we had done; they are trying to find alternate but equal products that are not
- 128 proprietary and expensive
- 129 • Spoke with the Chair for a bit; he liked the audit results
- 130 • Worked on Employee Recognition award
- 131 • Wrote an offer of conditional employment for new LUAA; Kearsten Metz
- 132 • Police had to respond to a lady so mad she was spitting on PW workers while yelling;
- 133 took reports on it; filing first report of injury for them
- 134 • All fire engine pumpers getting tested today
- 135 • Wprked on 7/9 SB agenda; sent around for edits / adds
- 136 • Staggering number of absentee ballots going out
- 137 • Many more emails through the day
- 138 • Sent out notices to committee members regarding re-appointment
- 139 • Today is close of fiscal year; all off Trio; running EOY reports
- 140 • Reviewed new pay rates for July 1
- 141 • Sent out letters to unsuccessful LUAA applicants
- 142 • End of Fiscal Year process went smoothly
- 143 Wed., July 1 (through 3:00 PM)
- 144 • Read and responded to emails
- 145 • Met with CEO re: Notice of Violation for 314 Beech, possible illegal retail sales property
- 146 • Met with DPW re: Welcome to Eliot sign going up in South Eliot; the spitting incident
- 147 • Updated SB agenda
- 148 • Studied the report from SMPDC – design standards / brownfields, etc.
- 149 • Spoke to office of marijuana policy
- 150 • Met with Treasurer re: updating CIP after July vote and entering sewer budget
- 151 • Sold the second bid item today
- 152 • Spoke with CSD re: boat basin season passes to be sold at CSD and online
- 153 • Starting the TAN bid process
- 154 • Noted a safety issue and spoke to department head
- 155 • Had a phone conference with Online Moorings – a very thorough automated harbor
- 156 master system (\$6 / record annually)

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner



Maine Department of Health and Human Services
Division of Contract Management
11 State House Station
109 Capitol Street
Augusta, Maine 04333-0011
Tel.: (207) 287-3707; Fax: (207) 287-5031
TTY: Dial 711 (Maine Relay)

July 1, 2020

Via Electronic Mail: townmanager@eliotme.org

CORRESPONDENCE # H-1A
SELECTMEN'S MEETING
07-09-20

Town of Eliot
Dana Lee
1333 State Road
Eliot, ME 03903

SUBJECT: Notice of Conditional Contract Award under DHHS' Request for Applications "Keep Maine Healthy 2020 Municipal COVID-19 Awareness Campaign"

Dear Dana Lee

This letter is in regard to the subject Request for Applications (RFA), issued by the State of Maine Department of Health and Human Services. The Department has evaluated your proposal using the criteria outlined in the RFA, and the Department is hereby approving your request for funding to support your submitted plan as per the following conditions and specifications.

Funding amount approved: \$61,980.00

Your request to fund costs associated with upcoming elections was determined to be ineligible and/or not to be in alignment with the objective of this program and will not be reimbursed. Please contact us if you wish to discuss this decision and/or provide additional clarification on your proposed activities.

This Notice of Conditional Contract Award is subject to execution of a written contract and, as a result, this Notice does NOT constitute the formation of a contract between your organization and the Department. As such, your organization shall not acquire any legal or equitable rights relative to the contract services until a contract containing terms and conditions acceptable to the Department is executed. The Department further reserves the right to cancel this Notice of Conditional Contract Award at any time prior to the execution of a written contract. The Department will reach out to you to begin the process of developing the written contract.

This written contract will cover allowable expenses, based upon the approved plan, retroactive to June 8, 2020. Please note that included as a part of the terms and conditions of the written contract are the Cost Principles specified in the Uniform Guidance, 2 CFR 200 Subpart E – Cost Principles

<https://www.ecfr.gov/cgi-bin/text-idx?SID=9dc986444f8e1a9665d4eee9c76c77fc&mc=true&node=sp2.1.200.e&rqn=div6>. Expenditures that are made outside of the terms and conditions of the written contract, including the Uniform Guidance Cost Principles, will not be eligible for reimbursement. Additionally, expenditures can only be paid for by one funding source. Awardees may not submit allowable expenditures for reimbursement under this program that are, or may, also be eligible for reimbursement from other available federal or other public funding source for COVID-19 relief that is now, or that becomes available during the term of this Agreement. The written contract will require your agency to keep records to this effect as well as to support reimbursable expenses.

The Uniform Guidance requires the Department to monitor each subrecipient of these funds. As such, the written contract will require regular reporting to assess the progress of these projects which are being funded.

For costs not approved by this Contract Award, additional resources may be available to assist, including:

- FEMA Public Assistance. Please visit the MEMA website at <https://www.maine.gov/mema/grants/public-assistance-grant-program>. For questions, contact maine.recovery@maine.gov.
- State of Maine, Bureau of the Budget. Coronavirus Relief Fund Payments for 25% Local Match on FEMA Public Assistance. Please refer to the link for more information: <https://www.maine.gov/budget/sites/maine.gov.budget/files/inline-files/Final%20Announcement%20of%20CRF%20for%20FEMA%20match%20for%20Web%20Posting.pdf>.

Thank you for your interest in doing business with the State of Maine.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Abbott", with a long horizontal line extending to the right.

Michael Abbott P.E., C.G.,
Interim Associate Director
Maine Center for Disease Control and Prevention
Department of Health and Human Services

Keep Maine Healthy 2020 Municipal COVID-19 Awareness Campaign
Preliminary Grant Awards

Municipality	Award Amount
Anson	\$52,464.00
Auburn	\$354,443.00
Augusta	\$155,442.00
Bangor	\$157,957.00
Bar Harbor	\$127,000.00
Bath	\$75,258.00
Belfast	\$63,043.00
Biddeford	\$64,050.00
Boothbay	\$90,760.00
Boothbay Harbor	\$38,157.00
Bridgton	\$39,950.00
Calais	\$18,228.95
Camden	\$102,000.00
Cape Elizabeth	\$36,000.00
Carmel	\$28,100.00
Chebeague Island	\$65,482.00
Chelsea	\$11,605.00
Cherryfield	TBD
Deer Isle	\$24,311.00
Denmark	\$4,535.67
Dover-Foxcroft	\$255,000.00
Durham	TBD
Eliot	\$61,980.00
Ellsworth	\$25,372.00
Enfield	\$11,420.00
Falmouth	\$90,995.00
Franklin	TBD
Fryeburg	\$11,421.00
Gardiner	\$10,400.00
Gorham	\$72,285.00
Guilford	\$45,908.00
Hampden	TBD
Harpwell	\$20,725.00
Hermon	\$12,000.00
Holden	\$5,050.00
Hollis	\$94,474.95
Houlton	\$88,350.00
Howland	\$13,746.00
Isle au Haut	TBD

Keep Maine Healthy 2020 Municipal COVID-19 Awareness Campaign
Preliminary Grant Awards

Islesboro	\$58,250.00
Kennebunk	\$154,981.00
Kennebunkport	\$56,137.00
Kittery	\$248,906.00
Lewiston	\$475,360.00
Lincoln	\$24,539.00
Lisbon	\$36,267.00
Monhegan	TBD
Montville	TBD
Mount Desert	\$28,723.00
Mt. Vernon	\$4,857.96
New Sweden	\$5,341.00
Norridgewock	\$26,310.00
Ogunquit	\$233,941.70
Old Orchard Beach	\$213,640.00
Orono	\$34,435.00
Oxford	\$68,607.00
Paris	\$1,368.00
Pittsfield	\$28,710.00
Poland	\$57,410.00
Portland	\$1,884,960.00
Rangeley	\$22,087.00
Raymond	\$80,656.00
Readfield	\$28,315
Richmond	\$15,000.00
Rockland	\$42,799.00
Rome	\$46,501.00
Saco	\$101,735.00
Saint Albans	\$7,620.00
Saint George	\$41,039.00
Sanford	\$335,500.00
Scarborough	\$68,719.00
Searsport	\$33,678.00
Sebago	\$8,700.00
Somerville	\$10,552.00
South Berwick	\$16,732.00
South Portland	\$294,000.00
Southport	\$112,613.00
Southwest Harbor	\$79,115.00
Standish	\$24,397.00
Stockton Springs	\$19,000.00
Stonington	\$8,910.00

Keep Maine Healthy 2020 Municipal COVID-19 Awareness Campaign
Preliminary Grant Awards

Surry	\$6,450.00
Sweden	\$930.00
Thomaston	\$18,965.00
Tremont	\$16,239.00
Union	\$9,935.00
Veazie	\$31,758.76
Vinalhaven	\$22,625.00
Waldoboro	\$5,350.00
Waterville	\$40,290.00
Wells	\$161,600.00
Westbrook	84,300
Westport Island	\$4,670.00
Windham	\$205,243.00
Yarmouth	\$65,371.00
York	\$293,684.00

Town Manager

From: Chief Jay Muzeroll <eliotfirechief@hotmail.com>
Sent: Monday, June 29, 2020 12:22 PM
To: Heather Muzeroll-Roy; Steve Robinson
Cc: Town Manager; Jordan Miles; Wendy Rawski; Melissa Albert
Subject: Grant funding for 2 employees

Boo,

In case you are not aware. The town applied for a grant to support COVID-19 reduction initiatives and as part of that grant we were awarded \$19,980 to cover the cost of 2 employees for 14 weeks 32 hours /week at the parks and boat basin. I realize that may create some issues with people counts for Labor reporting but will let you all work that out with Jordan and Dana whether you hire new people, use on board people or a combination of tactics.

Also I just ordered a portable machine to fog facilities and equipment to help with sanitizing. It is battery operated and can be operated anywhere.

Have fun

J

Warrant 142

CORRESPONDENCE # H-3
SELECTMEN'S MEETING

07-09-20

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
00109 CENTRAL MAINE POWER						
0648	17119	06	cmp police dept		700000229469	
cmp police dept			E 10-05-15-02		20.02	0.00
Invoice Total-					20.02	
0648	17119	06	cmp old rd		700000228376	
cmp old rd			E 20-10-15-02		15.72	0.00
Invoice Total-					15.72	
0648	17119	06	cmp 11 dixon rd		700000228375	
cmp 11 dixon road			E 20-10-15-02		15.72	0.00
Invoice Total-					15.72	
0648	17119	06	cmp river road		700000228372	
cmp river road			E 20-10-15-02		15.72	0.00
Invoice Total-					15.72	
0648	17119	06	cmp greenacres rd		700000228370	
cmp greenacres road			E 20-10-15-02		16.58	0.00
Invoice Total-					16.58	
0648	17119	06	cmp HL dow HWY		700000228369	
cmp HL DOW HWY			E 20-25-15-02		20.02	0.00
Invoice Total-					20.02	
0648	17119	06	rte 236 garage		700000228368	
rte 236 garage			E 20-01-15-02		70.46	0.00
Invoice Total-					70.46	
0648	17119	06	Harold L Dow TRF		700000228373	
Harold L Dow TRF			E 20-25-15-02		15.72	0.00
Invoice Total-					15.72	
0648	17119	06	cor state/bolthill		700000228374	
cor state/bolthill			E 10-30-15-02		15.72	0.00
Invoice Total-					15.72	
0648	17119	06	rte 236-beech rd		700000228371	
rte 236-beech rd			E 10-30-15-02		15.72	0.00
Invoice Total-					15.72	
0648	17119	06	new kittery rd		700000229476	
new kittery rd			E 10-30-15-02		15.72	0.00
Invoice Total-					15.72	
0648	17119	06	route 236		700000229477	
route 236			E 10-30-15-02		15.72	0.00
Invoice Total-					15.72	
0648	17119	06	cmp pleasant st		700000229471	
cmp pleasant st			E 70-05-15-02		20.02	0.00
Invoice Total-					20.02	
0648	17119	06	cmp main st		700000229472	
cmp main st			E 70-10-15-02		20.02	0.00
Invoice Total-					20.02	
0648	17119	06	cmp dixon ave		700000229474	
cmp dixon ave			E 70-15-15-02		15.72	0.00
Invoice Total-					15.72	
0648	17119	06	cmp route 236 rd		700000229475	
cmp route 236 road			E 10-30-15-02		15.72	0.00
Invoice Total-					15.72	
0648	17119	06	cmp 468 H L Dow Hwy		700000229468	
cmp 468 h l dow hwy			E 10-30-15-02		21.12	0.00

Warrant 142

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
Invoice Total-					21.12	
0648	17119	06	cmp town office	700000229470		
cmp town office			E 01-01-15-02		20.02	0.00
Invoice Total-					20.02	
Vendor Total-					365.46	
00121 Cintas Corporation #758						
0648	17120	06	uniforms	05312020		
uniforms			E 20-01-03-15		610.06	0.00
Vendor Total-					610.06	
00265 HAYDEE'S PEST-FREE MANAGEMENT, INC.						
0648	17121	06	pest control	158837		
pest control			E 20-25-24-20		50.00	0.00
Vendor Total-					50.00	
00340 KITTELY WATER DISTRICT						
0648	17122	06	kittery water bills	q2 2020		
water bill PD			E 10-05-15-04		36.65	0.00
frost tuft/old rd			E 20-10-15-04		20.00	0.00
pleasant st			E 70-05-25-10		36.65	0.00
Main St			E 70-10-25-10		36.65	0.00
Main St			E 20-10-15-04		50.77	0.00
Vendor Total-					180.72	
00445 MUNICIPAL CODE CORPORATION						
0648	17123	06	Records Preservation	00344419		
Records Preservation			E 62-05-99-01		275.00	0.00
Vendor Total-					275.00	
00474 NORTHEAST HYDRAULICS, INC.						
0648	17124	06	vehicle rep/maint	75984		
vehicle rep/maint			E 20-01-24-15		198.44	0.00
Invoice Total-					198.44	
0648	17124	06	vehicle rep/maint	75894		
vehicle rep/maint			E 20-01-24-15		24.00	0.00
Invoice Total-					24.00	
Vendor Total-					222.44	
00579 GENEST PRECAST						
0648	17125	06	drainage materials	52409		
drainage materials			E 20-01-22-65		587.50	0.00
Vendor Total-					587.50	
00725 TREASURER OF STATE						
0648	17126	06	bmv 0608-0615	0608-0615		
bmv 0608-0615			G 01-2040-00		53,595.58	0.00
Vendor Total-					53,595.58	
00816 IRVING OIL MARKETING, INC.						
0648	17127	06	fuel PD	3346384		
fuel bill PD			E 10-05-20-15		57.78	0.00
Invoice Total-					57.78	
0648	17127	06	fuel bill pub works	33466388		
fuel bill pub works			E 20-10-20-15		170.33	0.00
Invoice Total-					170.33	
Vendor Total-					228.11	
00817 PITNEY BOWES, INC.						

Warrant 142

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0648	17128	06	lease invoice PD		3311317532	
lease invoice PD			E 10-05-10-14		95.91	0.00
			Invoice Total-		95.91	
0648	17128	06	postage meter lease		3311341371	
postage meter lease			E 01-01-10-30		124.41	0.00
			Invoice Total-		124.41	
			Vendor Total-		220.32	
00906 W.B. MASON COMPANY, INC.						
0648	17129	06	paper		210941578	
paper			E 01-01-20-40		346.60	0.00
			Invoice Total-		346.60	
0648	17129	06	toilet paper		210894331	
toilet paper			E 20-10-20-50		87.99	0.00
			Invoice Total-		87.99	
			Vendor Total-		434.59	
01007 ELIOT SMALL ENGINE REPAIR, INC.						
0648	17130	06	equipment rep/maint		019592	
recoil rope			E 20-10-24-10		5.00	0.00
			Vendor Total-		5.00	
01050 COHEN STEEL SUPPLY, INC.						
0648	17131	06	Pavillion CIP		166895	
Pavillion CIP			E 62-05-99-01		163.25	0.00
			Vendor Total-		163.25	
01118 ATLANTIC FUELS, INC.						
0648	17132	06	diesel		135744	
diesel fuel			E 20-01-20-10		414.01	0.00
			Vendor Total-		414.01	
01307 AGGREGATE RECYCLING CORPORATION						
0648	17133	06	special waste fees		44369	
special waste fees			E 20-25-06-55		3,062.99	0.00
			Vendor Total-		3,062.99	
01360 S & J ENTERPRISES, INC.						
0648	17134	06	loam		2158	
loam			E 20-01-22-46		324.00	0.00
			Vendor Total-		324.00	
01368 VILLAGE MOTORS SERVICE CENTER						
0648	17135	06	vehicle maintenance		48765	
vehicle maintenance			E 10-05-24-15		103.36	0.00
			Invoice Total-		103.36	
0648	17135	06	vehicle rep/maint		48957	
vehicle rep/maint			E 10-05-24-15		50.00	0.00
			Invoice Total-		50.00	
0648	17135	06	vehicle rep/maint		48459	
vehicle rep/maint			E 10-05-24-15		99.12	0.00
			Invoice Total-		99.12	
			Vendor Total-		252.48	
01719 SEACOAST FIRST AID & SAFETY, INC.						
0648	17136	06	medical supplies		23070	
med supplies highway			E 20-01-03-05		34.05	0.00
			Invoice Total-		34.05	

Warrant 142

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0648	17136	06	ibuprofen		23054	
ibuprofen/med supplies			E 20-25-03-05		50.50	0.00
			Invoice Total-		50.50	
			Vendor Total-		84.55	
01757 PIKE INDUSTRIES, INC.						
0648	17137	06	cold patch		1079315	
cold patch			E 20-01-22-37		190.19	0.00
			Invoice Total-		190.19	
0648	17137	06	3/4 stone		1078725	
3/4 stone			E 20-01-22-32		1,079.84	0.00
			Invoice Total-		1,079.84	
			Vendor Total-		1,270.03	
01771 AFLAC INCORPORATED						
0648	17138	06	aflac		225289	
aflac bill			G 01-2219-00		105.16	0.00
			Vendor Total-		105.16	
01853 TOWN HALL STREAMS						
0648	17139	06	MAY invoice		10835	
May invoice			E 01-01-05-24		250.00	0.00
			Vendor Total-		250.00	
01865 FASTENER WAREHOUSE						
0648	17140	06	20" asphalt diamond blade		123491	
20" asphalt diamond blade			E 20-01-24-10		450.00	0.00
			Vendor Total-		450.00	
01928 HUSSEY SEPTIC, INC.						
0648	17141	06	handicap potty rental		P1753	
handicap potty rental			E 20-10-05-09		150.00	0.00
			Vendor Total-		150.00	
01971 HOWARD SYSTEMS, LLC						
0648	17142	06	reboot phone system		2006003	
reboot phone system			E 10-05-24-20		285.00	0.00
			Vendor Total-		285.00	
01972 THE WEEKLY SENTINEL						
0648	17143	06	help wanted ad		63256	
help wanted ad			E 20-01-05-01		182.00	0.00
			Vendor Total-		182.00	
02225 Seacoast Redicare						
0648	17144	06	physical exams		98934	
physical exams			E 20-01-03-05		150.00	0.00
			Vendor Total-		150.00	
02350 New England Kenworth						
0648	17145	06	vehicle rep/maint		CP457518	
vehicle rep/maint			E 20-01-24-15		102.09	0.00
			Invoice Total-		102.09	
0648	17145	06	vehicle rep/maint		cp457816	
vehicle rep/maint			E 20-01-24-15		47.00	0.00
			Invoice Total-		47.00	
			Vendor Total-		149.09	
02355 McIntire Business Products						
0648	17146	06	town report		AR4164	

Warrant 142

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
town report			E 01-01-10-15		30.86	0.00
Vendor Total-					30.86	
02400 Reliable Equipment, LLC.						
0648	17147	06	tools	2-592412		
pressure washer			E 20-25-20-25		3,000.00	0.00
pressure washer			E 20-01-20-25		2,495.00	0.00
Vendor Total-					5,495.00	
02441 Shipyard Waste Solutions, LLC						
0648	17148	06	dumpster service charge	107885		
dumpster service charge			E 20-25-06-55		130.00	0.00
Invoice Total-					130.00	
0648	17148	06	recycling	107886		
recycling			E 20-25-06-50		1,520.00	0.00
Invoice Total-					1,520.00	
Vendor Total-					1,650.00	
02556 CAI Technologies						
0648	17149	06	stormwater consulting	9878		
stormwater consulting			E 20-30-10-05		990.00	0.00
Vendor Total-					990.00	
02717 Shredding on Site						
0648	17150	06	shredding	0042798		
shredding on site			E 20-25-06-55		50.00	0.00
Vendor Total-					50.00	
02746 David Flamand						
0648	17151	06	GA Rent	GA #1055		
GA Rent			E 50-01-99-55		488.00	0.00
Vendor Total-					488.00	
02776 Boxes and Bags Unlimited						
0648	17152	06	Trash Bags	83567		
trash bags			G 01-2071-00		12,202.50	0.00
Vendor Total-					12,202.50	
02777 Oil Energy Recovery, Inc.						
0648	17153	06	recycle used oil	13016		
recycle used oil			E 20-25-06-55		125.00	0.00
Vendor Total-					125.00	
Prepaid Total-					0.00	
Current Total-					85,098.70	
EFT Total-					0.00	
Warrant Total-					85,098.70	

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
0923240842CB4F0...

DocuSigned by: Phil Lytle
PHIL LYTLE
3407F3B96C24C4...

RICHARD DONHAUSER

DocuSigned by: Robert McPherson
ROBERT MCPHERSON
E2081BC04D0040F...

A / P Warrant

CORRESPONDENCE # H-3B
 SELECTMEN'S MEETING
 07-09-20 Page

Warrant 144

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
00072 BERNSTEIN, SHUR, SAWYER & NELSON						
0665	17154	06	Legal fees	May 2020		
Inv. 3633139			E 01-01-10-02		412.50	.00
Inv. 3633140			E 01-01-10-02		1,100.00	.00
Inv. 3633141			E 01-01-10-02		247.50	.00
Inv. 3633285			E 01-01-10-02		880.00	.00
Vendor Total-					2,640.00	
00131 COMCAST						
0665	17155	06	comcast pub works	06132020PW		
comcast pub works			E 20-01-15-03		106.37	.00
Vendor Total-					106.37	
00142 R. N. CRAFT, INC.						
0665	17156	06	tools highway dept	28959		
tools highway dept			E 20-01-24-10		4,179.00	.00
Vendor Total-					4,179.00	
00529 ReadyRefresh by Nestle						
0665	17157	06	water town office	00F0441964087		
water town office			E 01-01-20-40		94.88	.00
Vendor Total-					94.88	
00579 GENEST PRECAST						
0665	17158	06	drainage materials	52506		
drainage materials			E 20-01-22-65		2,200.00	.00
Vendor Total-					2,200.00	
00725 TREASURER OF STATE						
0665	17159	06	bmv 0615-0622	0615-0622		
BMV 0615-0622			G 01-2040-00		33,613.96	.00
Vendor Total-					33,613.96	
00885 ELDREDGE LUMBER AND HARDWARE						
0665	17160	06	public works	06152020PWD		
Transfer Sta.			E 20-25-24-20		84.01	.00
PUB works			E 20-01-24-05		25.35	.00
summer maint			E 20-10-20-50		71.12	.00
equipment maint			E 20-01-24-10		97.92	.00
Vendor Total-					278.40	
00906 W.B. MASON COMPANY, INC.						
0665	17161	06	supplies pub works	211127254		
supplies pub works			E 20-01-20-40		605.95	.00
Invoice Total-					605.95	
0665	17161	06	safety supplies pub works	211247896		
safety supplies			E 20-01-20-40		14.76	.00
Invoice Total-					14.76	
0665	17161	06	supplies TS	211202838		
supplies TS			E 20-25-20-40		107.98	.00
Invoice Total-					107.98	
Vendor Total-					728.69	
00926 HD Supply Construction & Industrial						
0665	17162	06	uniforms pub works	50013304108		
uniforms			E 20-01-03-15		81.35	.00
Invoice Total-					81.35	
0665	17162	06	uniforms pub works	50013304196		
uniforms pub works			E 20-01-03-15		160.19	.00

Eliot

A / P Warrant

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Jrnl	Check	Month	Invoice Description	Reference	Encum	Acc
Description			Account	Proj	Amount	
				Invoice Total-	160.19	
0665	17162	06	uniforms pub works	50013272600		
uniforms pub works			E 20-01-24-10		239.88	
				Invoice Total-	239.88	
				Vendor Total-	481.42	
01335 STEVEN R. ROBINSON						
0665	17163	06	cell phone reimb.	062020		
cell phone reimb			E 20-01-03-12		20.00	
				Vendor Total-	20.00	
01359 TOM CHASE & SONS, INC.						
0665	17164	06	1/2 day tree removal	6/2020		
1/2 day tree removal			E 20-01-12-33		750.00	
				Vendor Total-	750.00	
01393 HOME DEPOT CREDIT SERVICES						
0665	17165	06	HD credit card	06122020		
HD Credit card			E 20-01-24-05		340.34	
				Vendor Total-	340.34	
01435 NEW ENGLAND BACKFLOW, INC.						
0665	17166	06	certified testing	18210		
certified backflow testin			E 20-10-15-04		50.00	
				Vendor Total-	50.00	
01467 LIBBY-SCOTT, INC.						
0665	17167	06	bayberry, laurel No. Cres	520001		
bayberry, laurel, no cres			E 62-05-99-01		112,848.61	
				Vendor Total-	112,848.61	
01513 Consolidated Communications						
0665	17168	06	cons comm Town office	438116944		
cons comm town office			E 01-01-15-03		409.68	
				Invoice Total-	409.68	
0665	17168	06	cons comm PUB works	438116751		
cons comm pub works			E 20-01-15-03		251.58	
				Invoice Total-	251.58	
				Vendor Total-	661.26	
01552 FASTENAL						
0665	17169	06	18 v wrench kit	NHGRE91798		
18 v wrench kit			E 20-01-24-10		315.15	
				Vendor Total-	315.15	
01719 SEACOAST FIRST AID & SAFETY, INC.						
0665	17170	06	public works	e23054A		
public works			E 20-01-03-05		6.35	
				Vendor Total-	6.35	
01916 NORTH COAST SERVICES, LLC						
0665	17171	06	recycling	29488		
recycling fees			E 20-25-06-55		149.43	
				Vendor Total-	149.43	
02023 SEA DOG REALTY, LLC						
0665	17172	06	Eliot Commons TIF	2020		
Eliot Commons TIF			E 62-04-99-01		96,555.42	
				Vendor Total-	96,555.42	

Warrant 144

Jrnl	Check	Month	Invoice Description	Reference	Encum
Description			Account	Proj	Amount
02181 Environmental Projects, Inc.					
0665	17173	06	oil disposal	15684	
oil disposal			E 20-25-06-55		1,966.35
			Invoice Total-		1,966.35
0665	17173	06	HHW collection	15706	
HHW collection			E 20-25-06-55		2,200.00
			Invoice Total-		2,200.00
			Vendor Total-		4,166.35
02302 Holloway Automotive Group					
0665	17174	06	vehicle rep/maint	6109043/1	
vehicle rep/maint			E 20-01-24-15		1,615.80
			Vendor Total-		1,615.80
02350 New England Kenworth					
0665	17175	06	vehicle rep/maint	CP458034	
vehicle rep/maint			E 20-01-24-15		24.58
			Vendor Total-		24.58
02556 CAI Technologies					
0665	17176	06	gis consulting	9877	
gis consulting			E 62-04-10-35		126.25
			Vendor Total-		126.25
02616 Smith&Associates					
0665	17177	06	final amount due for audi	06192020	
audit bill			E 01-01-10-01		6,740.00
			Vendor Total-		6,740.00
02641 Glenn Enterprises					
0665	17178	06	work on shed	421	
work on shed			E 20-25-24-20		437.12
			Vendor Total-		437.12
02671 JD's Drain Cleaning Inc.					
0665	17179	06	clean out manholes	2212	
clean out manholes			E 70-01-25-10		142.50
			Vendor Total-		142.50
02717 Shredding on Site					
0665	17180	06	shredding services	42941	
shredding services			E 20-25-06-55		210.00
			Vendor Total-		210.00
02778 Staples					
0665	17181	06	office supplies	8057651355	
office supplies			E 01-01-20-40		38.21
			Vendor Total-		38.21
02779 Douglas Blaisdell					
0665	17182	06	boot reimb	061720	
boot reimb			E 20-01-03-15		199.99
			Vendor Total-		199.99
02780 Sara Castellez					
0665	17183	06	mileage reimb sara	052020	
mileage reimb May			E 20-01-03-05		53.99
			Invoice Total-		53.99
0665	17183	06	Mileage reimb Sara	032020	
mileage reimb Sara			E 20-01-03-05		34.62

Eliot

A / P Warrant

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Warrant 144

Jrnl	Check	Month	Invoice Description	Reference	Encur
Description	Account	Proj	Amount		
			Invoice Total-	34.62	
			Vendor Total-	88.61	
02781 Frank Fortunato					
0665	17184	06	Appeals board refund	06242020	
Appeals Board Refund	R 01-05-01				150.00
			Vendor Total-	150.00	
			Prepaid Total-	0.00	
			Current Total-	269,958.69	
			EFT Total-	0.00	
			Warrant Total-	269,958.69	

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
192324D642C84FD...

DocuSigned by: Phil Lytle
PHIL LYTLE
3407F3D580C24C4

DocuSigned by: Richard Donhauser
RICHARD DONHAUSER
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DocuSigned by: Robert McPherson
ROBERT MCPHERSON
12687B0440046F

**Capital Improvement Committee
By-Laws
DRAFT – June 23, 2020**

ARTICLE 1: PURPOSES

- a. The purpose of the Eliot Capital Improvement Committee (hereafter referred to as the Committee) is to promote and assist the Town in maintaining and improving buildings and other facilities through consulting on building improvement, facilities maintenance, equipment and vehicle upgrades and replacement.
- b. The Committee will also study and advise the Board on energy conservation, energy efficiency and local energy production throughout the Town of Eliot.
- c. Another purpose of the Capital Improvement Committee, is to serve in an advisory capacity to the Select Board on all matters associated with investigating office needs at the Town Office, including considerations for Community Service Department and Committee usage.
- c. The Eliot Select Board may choose to review the purpose of the Committee, with the option to retain the Committee, restate the Committee's purpose or disband the Committee.

ARTICLE 2: DUTIES

A: The Committee shall:

- Seek opportunities to conserve and improve the management of municipal capital assets by:
 - a. Exploring improvements and maintenance options for the Town's buildings, parks and other physical assets.
 - b. Assisting the Town members on projects as needed, to include any aspect from bid and specification documents through to completion of work.
 - c. Consulting and advising on capital investments as needed or requested by department heads.
 - d. Encouraging increased municipal energy conservation and improved usage of energy resources.
 - e. Establishing a procedure for and continuing to monitor (energy) use within municipal government
 - f. Encourage community participation and input on all projects as well as energy conservation and policies by: Posting information on the

town website and at town hall including updates and evaluations of the project and financial estimates as well as funding options.

- g. Developing educational materials, events and programs.
- If funding is sought, a detailed budget request must be submitted to the Town Manager, no later than November 1 of each year.

B: With regard to the purpose of studying the adequacy of the Town Office facility and Community Service Department, the Committee shall:

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

ARTICLE 3: MEMBERSHIP

3.1 Appointments and Terms

- a.) The Committee shall consist of no less than 3 but no more than 7 members appointed by the Select Board. A liaison from the Select Board may also be appointed but be non-voting.
- b.) All members of the Committee shall be residents of the Town of Eliot.
- c.) Members shall serve a term of 3 years and be eligible for reappointment.
- d.) Non-voting specialized consultants may advise the Committee as needed.
- e.) Resignation of a member must be submitted in writing to the Select Board, and becomes effective upon acceptance at a regularly scheduled Select Board meeting.

3.2 Staff Support

- a.) The Town Manager may provide staff support to the Committee.

ARTICLE 4: OFFICERS and ELECTIONS

4.1 Officers and Responsibilities

Annually, the Eliot Capital Improvement Committee shall elect a chairman and vice-chairman, and other officers as may be deemed necessary and required by their by-laws.

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

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

The Eliot Capital Improvement Committee is a project-focused group. Members are encouraged to take responsibility for ongoing projects and bring forward new projects for the Committee's consideration. Each member is expected to understand the administrative duties of the Committee and share in the following roles/duties:

- Act as a spokesperson for the Committee
- Monitor conflicts of interest in Committee activities
- Ensure adherence to local Ordinances, Town Charter and State Statutes

- Recruit new members when a Committee vacancy occurs
- Keep the Select Board apprised of the Committee's activities
- Decide on points of order and procedure during the meeting
- Maintain the Committee's records

At the beginning of the meeting, a member or staff will assume responsibility for recording the minutes of the meeting.

4.2 Removal from Committee

- a. Members are expected to attend scheduled meetings on a regular basis. Failure to attend at least 50% of all regular quarterly meetings over a one (1) year period shall constitute a basis for possible resignation that must be acted on or dismissed by a majority vote of the Select Board.
- b. Committee members may be removed by the Select Board for malfeasance in office.

ARTICLE 5: SUBCOMMITTEES

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

ARTICLE 6: MEETINGS

6.1 Regular Meetings

- a.) The Committee shall meet at Town Hall on the 2nd Wednesday of the month at 4:30 or at a place and time so designated by an agenda approved by the Chair,
- b.) Members may attend in person or via electronic means (video). Participation by video is limited to less than 50% of the membership by Charter.
- c.) Agendas shall be posted on the Eliot website and locations that the Select Board agendas are posted. Agendas of regular meetings shall be posted at least seven (7) days prior to the meeting.
- d.) All meetings shall be open to the public. Every agenda shall have a section that is specifically for people to offer public comment, though time restrictions for speaking may be adopted as deemed required.

6.2 Special Meetings & Emergency Meetings

- a. The Chair may call a special meeting of the Committee provided that the agenda is posted three (3) days prior to the meeting.

6.3 Executive Sessions

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

6.4 Quorum & Voting

- a. A quorum of the Committee shall consist of a majority of the membership.
- b. No official action or binding resolution shall be made by the Committee without a quorum of the membership.
- c. The Committee will take action pursuant to motions and seconds made by Committee members. A roll call vote count shall be maintained on any Committee vote. The action will be approved if a quorum is present at a meeting and a majority of those present at a meeting or attending via telecommunications, vote in favor of the action.
- d. Proxy voting shall not be allowed.

6.5 Presiding Rules

Parliamentary procedure in Committee meetings shall be governed by the Eliot Capital Improvement and Energy Committee Rules of Order.

ARTICLE 7: PERFORMANCE ISSUES

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

ARTICLE 8: AMENDMENT OF THE BYLAWS

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

ARTICLE 9: EFFECTIVE DATE

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

Select Board Chair

Date



To: **Eliot Select Board**
From: C. L. Rankie Jr. *CR*
Subject: By-Laws approved for the new Building Committee
are in violation our Charter.

June 13, 2020

The approved By-Laws for our new "Building Committee" are in violation of our Charter. This violation can be seen in Article 4 (4.1a) attached. Stated is that the "Chair" is to "approve agendas drafted by staff".

Our Charter (8.7.2) specifically requires that the Chairperson "shall establish a meeting schedule and set the group's agenda".

The appearance of a "top down" driven committee for such an important undertaking as this committee is not comforting. Additionally, it appears that some have forgotten or are not aware of the negative effect actions of a previous "Building Committee" had on our town. Please amend the Building Committee By-Laws to conform with our Charter at your earliest opportunity.

For your convenience, I have attached copies of the above referend to pages.

CC Budget Committee

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

3.2 Staff Support

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

Building Committee By-Laws

ARTICLE 4: OFFICERS AND ELECTIONS

4.1 Officers and Responsibilities

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

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

A. Organization

1. All appointed boards, committees and commissions:

a. shall prepare and operate under by-laws updated as necessary and a copy submitted to the Town Clerk;

b. shall annually elect a chairman and vice-chairman, and other officers as are necessary and required by their by-laws;

c. shall hold meetings at regularly scheduled, or specially scheduled dates and times, in accordance with their by-laws, that are publicized by the Town in advance of all meetings; and

d. all meetings shall be open to the public and the public allowed to speak except as otherwise provided by statute and any person must be permitted to attend. Any member of the public shall be allowed the opportunity to speak relevant to agenda items on any subject, motion or vote at such proceedings. Time limits may be set by boards, committees and commissions.

e. public notice shall be given for all public proceedings. Notice shall be given seven (7) days prior to the public proceeding, except that for regularly occurring meetings or unusual and sudden circumstances, when a minimum of three (3) days' notice shall be provided. In the event of an emergency meeting, public notice shall be provided as soon as possible using all means of available communication to the public and local media.

2. Board, committee and commission chairperson:

a. shall lead their board or committee according to its by-laws, Select Board directives, and any applicable Town ordinances and state and federal laws;

b. shall establish a meeting schedule and set their group's agenda;

c. shall keep the Select Board, and any other necessary Town officials, apprised of its work;

d. shall conduct orderly meetings;

e. shall provide for recorded minutes, and shall review and approve minutes regularly;

f. shall ensure their members receive proper training and understand their roles and responsibilities, including boardsmanship and conflict of interest parameters;

g. shall recruit new members whenever a vacancy occurs; and

h. shall welcome public comment at appropriate segments of their meetings

i. shall exercise his or her vote as a regular member on all voted issues.

Eliot Board, Committee, and Commission Positions Available (Posted 06/26/2020)

Board, Committee or Commission	Regular/Alternate Member	# of Positions	Term Expiration
Aging-In-Place Committee	Alternate Member	1	June 2022
Building Committee	Regular Member	1	June 2021
	Regular Member	2	June 2022
	Regular Member	2	June 2023
	Alternate Member	1	June 2021
	Alternate Member	1	June 2022
Conservation Commission	Regular Member	1	June 2021
	Regular Member	1	June 2023
	Alternate Member	1	June 2021
	Alternate Member	1	June 2023
Capital Improvement & Energy Commission	Regular Member	1	June 2021
	Regular Member	1	June 2023
Planning Board	Alternate Member	1	June 2022
Tax Increment Financing Committee	Alternate Member	1	June 2021

If you would like information about the Boards, Committees, and Commissions, contact Dana Lee, Town Manager at the Town Office by phone 207-439-1813 ext. 107 or by email townmanager@eliotme.org