

**Eliot Select Board Agenda**  
**Thursday March 10, 2022 5:30PM Town Hall**  
**Meeting Room and use of the OWL for Remote via ZOOM**

**Call to order**

- A. Roll Call**
- B. Pledge of Allegiance**
- C. Public Comment**
- D. Public Hearing;**
- E. Approval of Minutes:** Select Board Meeting February 10, 2021
- F. Department Head/Committee Report:**
  - 1. Town Manager's Report
- G. New Business:**
  - 1. Fiscal Year 2023 Budget Update (see updated 3-3-2022 version on town website)
  - 2. Request for Appointment to EAFSC Jim Waters
  - 3. Request for Appointment to EAFSC David Davidson
  - 4. Inter-Municipal Sewer Agreement Amendment #1 (Eliot/Kittery)
  - 5. Application One-Day Alcohol Beverage License Raitt Homestead Farm Museum (2077 State Road)
- H. Old Business**
- I. Approval of Warrants:**
  - 1. A/P #71 \$122,166.28
  - 2. A/P
- J. Selectmen's Report:** Seeking Committee Members Listing
- K. Executive Session;**(not called for)
- L. Adjournment**

---

**Join Zoom Meeting**

<https://us06web.zoom.us/j/88952059814?pwd=T1p6d0JMUlRkQWEra2d4OEJlT0FKZz09>

Meeting ID: 889 5205 9814

Passcode: 865521

One tap mobile

+13126266799,,88952059814#,,,,\*865521# US (Chicago)

+16465588656,,88952059814#,,,,\*865521# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Meeting ID: 889 5205 9814

Passcode: 865521

Find your local number: <https://us06web.zoom.us/j/kcMlnFy9vQ>

**Draft SELECT BOARD MEETING  
February 10, 2022 5:30PM  
Town Hall/Hybrid**

**1 Quorum noted**

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

**5 B. Roll Call:** Mr. Donhauser, Mr. McPherson, Mr. Widi, and Ms. Dow.

**7 C. Pledge of Allegiance recited**

**9 D. Moment of Silence observed**

**11 E. Public Comment:**

There were no public comments.

**15 F. Approval of Minutes of Previous Meeting(s)**

**17 5:31 PM Motion by Mr. Donhauser, second by Mr. McPherson, to approve the  
18 minutes of January 27, 2022, as written.**

**20 Roll Call Vote:**

**22 Mr. Donhauser – Yes**

**23 Mr. McPherson - Yes**

**24 Mr. Widi – Yes**

**25 Ms. Dow - Yes**

**27 Unanimous vote to approve motion.**

**29 H. Department Head/Committee Reports**

**31 5:32 PM 1. Planning Board: Ancillary Counsel**

Mr. Sullivan said that I spoke with our Planner, Jeff Brubaker, and when our regular counsel (BernsteinShur) has a conflict, we'd like to have an option to back up with an ancillary counsel, which we've done in the past. As my recommendation calls for, and I think this, along with our banking relationships, our legal relationships should be reviewed in the spring just to make sure that we have the right arrangements with the existing firm or if there's another firm out there that would be a better fit for Eliot. I don't have any that I'm aware of but it's prudent to review these agreements on a regular basis every few years, and I understand that it hasn't been done. During the spring I will review it and hopefully I will have a recommendation before the Board later in the year.

**Draft SELECT BOARD MEETING**  
**February 10, 2022 5:30PM (continued)**  
**Town Hall/Hybrid**

The SB had no questions regarding this item.

**5:33 PM      2. Town Manager's Report**

Mr. Sullivan said that his report had comments on the budget process, police contract and the finance director. These three items will be discussed further in the agenda. Regarding **pickleball**, we started having conversations with the people who design them. I met with the pickleball group earlier this week and we had a great meeting. I had a meeting yesterday with **MSAD #35** and had a great visit with **Footprints** and really admire the work they are doing. Meghan Shapiro-Ross is a force to be reckoned with; that she is really dedicated and passionate about what she is doing in there.

**J.      New Business:**

**5:34 PM      1. Fiscal Year 2023 Budget Update (verbal)**

Mr. Sullivan said that certainly no vote necessary, here, but the Budget Committee has not submitted any additional questions. I have their questions up on the Town website Town Manager's Page. I encourage citizens to go and look at how that is progressing. They did present some analysis for voting patterns with regards to the Fogg Library that were interesting. We identified some changes, as did they about the Bicentennial Committee appropriation being cut. I'll also be asking you, as the SB, to change the wage reserve title to wage reserve and training. I think these two items are inextricably tied. As we train people, we have to adjust compensation to protect them from getting stalled and as they become more experienced and available to do other jobs, I think it's incredibly important that they are protected in that manner. We'll be covering training and wages in that \$194,000 appropriation.

Mr. Donhauser asked if Mr. Sullivan was asking us to change the name or if he was going to.

Mr. Sullivan said that I would change the name and you would have to support it. I hope you would support it.

**5:36 PM      Mr. Donhauser said that I think it's grand and asked for input from Board members.**

SB members were supportive.

Mr. Donhauser said, regarding the Fogg Library, I read a letter presented by the Budget Committee Chair and I take issue with one of the suggestions she made.

**Draft SELECT BOARD MEETING**  
**February 10, 2022 5:30PM (continued)**  
**Town Hall/Hybrid**

87 She compared when we had a Citizen's Option the last time we voted. The  
88 Citizen's Option was much higher than what the SB and the Budget Committee  
89 recommended. The issue is that she said that there are a number of people that  
90 voted "None of the above" and then she equated those people with actually voting  
91 against it and I think that's a wrong assumption. In her argument, she said that  
92 people who voted for the SB and Budget Committee and add those "None of the  
93 above", it exceeded the people who voted for the Citizen's Option. I don't think  
94 you can assume that people voting "None of the above" are voting against it.  
95 They might have wanted something more and I just wanted to point that out.  
96

97 **5:38 PM** Mr. Sullivan said that I think that's an important point getting into the mind of the  
98 voters. We can see that on a national level, the presupposition of what voters are  
99 going to vote or thinking when they're voting is nearly impossible. As you say,  
100 they might be voting just because they had some other idea and, therefore, "None  
101 of the above".  
102

103 Mr. Donhauser said that I don't have any significant issues with the rest of her  
104 letter but that part sort of hit me right off.  
105

106 Mr. McPherson agreed. I had the same thought. It doesn't mean they are voting  
107 against it. I have had people very close to me make the statement, "Is that  
108 enough?" So I don't agree with her statement.  
109

110 Mr. Sullivan will put the letter up on the website for the public to review.  
111

112 **5:40 PM** **2. Request for Appointment of Leslie Stevens, Eliot Agricultural and Food**  
113 **Security Commission.**  
114

115 Both Ms. Stevens and Mr. Owens were present for this item. The SB expressed  
116 their pleasure with Ms. Stevens, Mr. Owens and Ms. Plocharczyk for being the  
117 first volunteers for this commission.  
118

119 **Mr. Widi moved, second by Ms. Dow, that the Select Board appoint Leslie**  
120 **Stevens to the Eliot Agricultural and Food Security Commission for a term**  
121 **ending June 30, 2025.**  
122

123 **Roll Call Vote:**  
124

125 **Mr. Donhauser – Yes**

126 **Mr. McPherson - Yes**

127 **Mr. Widi – Yes**

128 **Ms. Dow - Yes**  
129

**Draft SELECT BOARD MEETING  
February 10, 2022 5:30PM (continued)  
Town Hall/Hybrid**

**Unanimous vote to approve motion.**

**5:42 PM**

**3. Request for Appointment of Sarah Plocharczyk, Eliot Agricultural and Food Security Commission.**

**Mr. Widi moved, second by Ms. Dow, that the Select Board appoint Sarah Plocharczyk to the Eliot Agricultural and Food Security Commission for a term ending June 30, 2025.**

**Roll Call Vote:**

**Mr. Donhauser – Yes**

**Mr. McPherson - Yes**

**Mr. Widi – Yes**

**Ms. Dow - Yes**

**Unanimous vote to approve motion.**

**4. Request for Appointment of Norman Owens, Eliot Agricultural and Food Security Commission.**

**Mr. Widi moved, second by Ms. Dow, that the Select Board appoint Norman Owens to the Eliot Agricultural and Food Security Commission for a term ending June 30, 2024.**

**Roll Call Vote:**

**Mr. Donhauser – Yes**

**Mr. McPherson - Yes**

**Mr. Widi – Yes**

**Ms. Dow - Yes**

**Unanimous vote to approve motion.**

Mr. Sullivan said that I will contact the three inaugural members, congratulations, and set up a date that's convenient for them to meet. He also asked that they stop in to be sworn in with the Town Clerk's office. I am really excited. Mr. Stevens is a chef and brings that food service experience. Ms. Stevens has been a great advocate and is a farm person. Ms. Plocharczyk is also a farmer. It's exciting to have those diverse backgrounds.

Mr. Owens said that he volunteers at Footprints and also Table of Plenty so I have those connections.

**Draft SELECT BOARD MEETING  
February 10, 2022 5:30PM (continued)  
Town Hall/Hybrid**

Mr. Sullivan said that we have another applicant coming in at your next meeting and there is one more opening after that.

**5:44 PM      5. Ratification of Town Manager's Appointment of Finance Director/Treasurer.**

Mr. Sullivan introduced Doreen Chester, who is attending via Zoom. This is very exciting and we are all very happy. Ms. Chester went through a gauntlet of interviews and did extremely well in the on-line testing; that we appreciate that. Since 2008, she's been the finance director in Exeter, NH and very skilled and experienced. She will be able to start on the 21<sup>st</sup> of February and invited her to speak.

Ms. Chester said that I am really thrilled about the opportunity and I'm really looking forward to know everyone and working for the Town of Eliot.

The SB members welcomed her.

Mr. Sullivan said that I would like to thank the panel, who did a great job managing to come up with a great candidate. Ms. Chester is their top candidate and very professionally handled. David Ross-Lyons, Wendy Rawski, and Melissa Albert did a thorough job and it's greatly appreciated. We're excited Ms. Chester.

**Mr. Widi moved, second by Mr. McPherson, that the Select Board confirm the Town Manager's appointment of Doreen Chester as the Eliot Treasurer/Finance Director pending completion of all employment requirements and reviews.**

**Roll Call Vote:**

**Mr. Donhauser – Yes**

**Mr. McPherson - Yes**

**Mr. Widi – Yes**

**Ms. Dow - Yes**

**Unanimous vote to approve motion.**

Mr. Donhauser said welcome to Ms. Chester. We look forward to having you.

**Draft SELECT BOARD MEETING**  
**February 10, 2022 5:30PM (continued)**  
**Town Hall/Hybrid**

**K. Old Business:**

**5:47 PM 1. Police Union Contract Ratification**

Mr. Sullivan said that this has been a very long process. I think we've come to terms and will remain competitive with our police. We had discussed these changes in executive session. A lot of communities are looking at 4% and 5% for COLAs but, as you can see, in Year One it's 2.5%, which will be retroactive. Year Two is 2%. Year Three is 2%. An extra addition to that is that we're putting \$1,000 to the base salary in Fiscal Year 2022 and then, in Fiscal Year 2023, we'll add another \$500 after the 2% COLA. The reason for that is, when you only use percentages in a contract, the distance between the lowest paid (newest officers), some that are very hireable to be taken away from you, are moving away from the higher officers. So, I was really excited that the union voted to support that line of thinking. I think it's a good step for us to retain and protect some of the young officers as they come in. Not that older officers don't get stolen away, sometimes, it's just less likely. The sergeant's pay is pretty much what was left from the original bargaining team standards that were put in place back in October. The sergeant will get paid 10% over the highest Patrol Step with anyone less than three years. Three years at 12% and eight years at 14%. Regarding the educational stipend, because educational costs have gone up, it was deemed appropriate to go up by 1.5%. Midnight shift differential goes from \$.75/hour to \$1.00/hour. Outside detail pay will be \$75.00/hour, which will be very beneficial for our police officers. Vacation buy-out is a little bit different where we changed the language to 10-hour increments. Retirement health insurance is just allowing the retiree from the Police Department to buy into the system. It doesn't cost the Town anything. That will allow the retirees to stay on the health insurance and pay 100% of the cost. Regarding vacation buyout is the one I was referring to earlier that's a little bit different. It allows us to pay out 40 hours as opposed to allowing somebody to carry over. If you weren't able to take a vacation this year, you're not probably going to take it next year and it's just going to build up. By allowing people to buy it out, if they were to take their vacation, we'd have to backfill that with somebody at time and a half. This really saves us half pay for those 40 hours. I just pay it out directly to the officers. I think it's a prudent way to approach it. With Insurance opt out we agreed to go from \$300.00 to \$350.00. Regarding uniforms, it is quite different. We were previously paying \$1,200. We add \$300 to go to \$1,500 but we added that right to their salaries. It doesn't have a real affect on the budget because that money was already in there to pay them for their uniforms. It's now the employee responsible for their uniforms with language that the Chief can direct them to buy new uniforms as the come in with uniforms that are substandard. The ARPA bonus has been discussed before. Then language that would certify that the SRO (School Resource Officer) is a fully sworn officer and part of this bargaining unit. The fitness incentive, we got a

**Draft SELECT BOARD MEETING**  
**February 10, 2022 5:30PM (continued)**  
**Town Hall/Hybrid**

language change that requires everyone to participate and only those who pass it will get any incentive pay for it. Then, we put in a 15-minute shift change so when one cruiser is coming in, the other officer that's coming on for that shift would be there before so he or she could discuss what went on in that shift and things they should be looking for. It's a common practice. It adds one hour and a quarter of overtime for each officer. Total, our calculations were that the retro would be about \$56,000 to \$57,000. This will add about the same to the contract on an annual basis. A little bit more in the next year because there is the 2%. When you break that down over eight officers, it's really not that onerous. We had put an amount in the budget that we are going to make sure of our numbers but we think we can pare that back a little. It's a great contract, I think, for the Town of Eliot. And the police are very happy, from what I hear. They have already voted in terms of this contract. If you are willing to, and I hope you are, ratify the MOU tonight I will get back to you with a final contract as soon as it can be crafted for you to accept and sign.

**5:55 PM** Mr. Donhauser asked if we've lost police officers in the recent past.

Mr. Sullivan said that we lost one this year; that we have one retiring now.

Mr. Donhauser said that I think this is a great contract to retain our police officers.

Mr. Sullivan said, in particular, when you see that there are some communities offering \$15,000 bonuses. This will not make you the richest place to work but it will be competitive; that I think you've got a great leader there so people are willing to work with him. I'm excited and I think it's going to be good for the department.

**Mr. Widi moved, second by Mr. McPherson, that the Select Board accept and approve the Memorandum of Agreement between the Town of Eliot and the MAP Eliot Police Union and direct the Town Manager to notify the union of this vote and to return a complete agreement back to the Select Board for final ratification when available.**

**Roll Call Vote:**

**Mr. Donhauser – Yes**

**Mr. McPherson - Yes**

**Mr. Widi – Yes**

**Ms. Dow - Yes**

**Unanimous vote to approve motion.**



**Draft SELECT BOARD MEETING  
February 10, 2022 5:30PM (continued)  
Town Hall/Hybrid**

**L. Approval of Warrant(s):**

**5:57 PM** Mr. Mr. Donhauser moved, second by Mr. Dow, that the Select Board approve A/P Warrant #63 in the amount of \$109,641.22, dated January 30, 2022; A/P Warrant #65 in the amount of \$188,697.26, dated February 6, 2022.

**Roll Call Vote:**

**Mr. Donhauser – Yes  
Mr. McPherson - Yes  
Mr. Widi – Yes  
Ms. Dow - Yes**

**Unanimous vote to approve motion.**

**L. Selectmen's Report: Seeking Committee Members Listing**

**5:58 PM** Mr. Donhauser listed the available committee openings. The Capital Improvement Committee has two regular member positions, one through June 2022 and one through June 2023. The Conservation has one regular opening and two alternate openings. The Planning Board has two alternate member openings. We encourage people to fill out an application. Are there any other comments by the SB on anything.

There were no Selectmen's reports tonight.

**M. Executive Session**

There was no executive session tonight.

**N. Adjourn**

**Mr. McPherson moved, second by Ms. Dow, that the Select Board adjourn.**

**Roll Call Vote:**

**Mr. Donhauser – Yes  
Mr. McPherson - Yes  
Mr. Widi – Yes  
Ms. Dow - Yes**

**Unanimous vote to approve motion.**

**Draft SELECT BOARD MEETING  
February 10, 2022 5:30PM (continued)  
Town Hall/Hybrid**

345  
346  
347  
348  
349  
350  
351  
352  
353  
354  
355  
356  
357  
358  
359  
360  
361  
362  
363  
364

The meeting adjourned at 6:00 PM.

**Respectfully submitted,**  
**Ellen Lemire, Recording Secretary**

---

**Mr. Robert McPherson, Secretary**

**Date approved:**

---

## Eliot Town Manager Report

March 3, 2022

Submitted by

Michael J. Sullivan to the Eliot Selectboard

Please accept this abridge report of activities and projects I and the dedicated staff have been working on in Town Hall these past weeks.

**236 Sewer Project;** After five years and this long-awaited project has taken some very important steps towards being real this week. Through herculean efforts from Planner Jeff Brubaker and with the assistance of Underwood Engineering the SRF application was submitted to the Maine Municipal Bond Bank and the bid documents for selecting a contractor were published and circulated to the construction community.

We hope we will all see some substantial progress by late spring early summer. The next step will be to solicit interested parties for an owner's project manager (OPM) to give us high level technical and oversight support. Having an OPM on a multi-million-dollar project is a prudent measure, particularly in a complex project such as this one.

**Maine Turnpike Authority;** I recently had the opportunity to meet with Erin Courtney and



Peter Merfeld from the Maine Turnpike Authority in regards to some temporary changes to I-95 Exit 1 as there will be some shoulder work being done later this year which will cause some closures.

The "Eliot" Exit 1 signage will be changed to encourage Eliot traffic to get off at Exit 3. This will make it safer to perform the necessary work, lessen the traffic using 103 and inspire travelers to use 236. The original plan was to close Exit 1 altogether, but Maine Turnpike listened to the concerns of our State Representative Meyer and Town Managers from Kittery and Eliot and the plan was amended to avoid a complete shutdown, but allow measures to reduce traffic, accommodate "local" use and keep the exit operating to the greatest extent possible.

Needless to say, there will be a great deal of roadwork in and around Eliot this construction season. We will do our best to make the public aware of the interruptions and as always, we will beg your patience.

**Retirements;** We have had a couple of retirements come to light recently Laura Bragg in the Town Clerk's Office will retire at the end of March and Police Office Mike Grogan left after 32 of service to Eliot, both will be missed.

Officer Grogan was a respected colleague and was known from what I am told for his dogged enforcement along Harold L Dow Highway. He has said he will pick up some part-time work once he settles in, but for now just wants to take a well-deserved breather from the routine. We thank him for his commitment to the community.

Laura Bragg's upbeat attitude, pleasant demeanor and willingness to pitch in will be a loss for Town Hall. Her career in municipal service includes work in Lebanon and Eliot and is highly regarded in both communities. I am sure Laura's grandsons will be checking off the days they will have her all to themselves.

We will look at each position carefully and see how we can use these misfortunes for the organization (even though we are very happy for the retirees) can be spun into opportunities. Looking at what will be needed to serve the public going forward in balance with how we have done the job in the past.

How responsibilities can be retrenched, what components can or should be or must have more automation or self-service, what are we missing, in tech, in customer service, in other areas of opportunity and other process parts of the organization will be part of our consideration when considering need and fulfillment. With today's growing demand for "on-line" services while maintaining that excellent customer service is delicate balance, which we will make part of the calculus.

As we have discussed training up staff becomes critically important and increasing retention is critical to the future of any municipal operation. As we increase the value of our human capital asset it will become apodictic to use compensation to protect and preserve that investment in staff.



**Green Acres Robert Sapiro;** I recent had the pleasure to meet with Robert Sapiro who directs Community Outreach for Green Acres Bahai Center for Learning. The Bahai have facilities and land holdings along Main and Moses Gerrish in Eliot.

Mr. Sapiro allowed me to learn more about the Bahai faith and following here in Eliot and throughout the world. As many of you know there is a long and important history regarding the Bahai presence in the community.

Robert's message was in regards to how Green Acres may better serve the larger community of Eliot. We discussed the possibility of using their commercial kitchen when it is not being used for conferences as a community kitchen for residents to experiment with pickling, making jams or jellies or salsas from locally sourced food. The possibility of using the grounds for some of our future training of staff. I appreciate the outreach and I look forward to continuing the discussion.

**Cyber Security;** We have recently substantially increased our cyber security and will be developing some staff trainings to further protect our system from attack. Our IT partner Stellar has seen as has other organizations increased attempts by bad actors (who are good at their craft) trying to breach governments, businesses, non-profits and every other technology user.

The cost of these breaches is enormous. There are the stories about Atlanta and Baltimore breaches costing tens of thousands of dollars in ransom, but smaller communities were attacked over two thousand times last years costing millions in ransom, system rebuilds and loss of service.

We have asked for additional funding and we will be asking for more in the final analysis. However, we are all fighting on the new battlefield. Some of the improvements I am told are unwise to discuss openly, but suffice to say I would rather spend tax dollars elsewhere, but this is the world we live in.

Respectfully submitted;

Michael J. Sullivan

Eliot Town Manager

**From:** Jim Waters  
**To:** Michael Sullivan  
**Subject:** Re: Agriculture committee  
**Date:** Tuesday, February 22, 2022 3:24:51 PM

---

Thank you.

On Tuesday, February 22, 2022, 11:41:51 AM EST, Michael Sullivan <msullivan@eliotme.org> wrote:

Mr. Waters,

Thank you for your interest in serving on the EAFSC. You may know there has been three members already appointed and another to be considered at Thursday's meeting (letter of interest submitted 2/7). There is another person who has submitted a letter of interest and will be on the March 10 Select Board agenda. Presently there is only one opening, but as an ad-hoc commission the Select Board can vote to expand to open another position.

It is an interesting commission and we are all excited about getting it started.

You certainly would bring a very interesting background the discussion.

I will schedule your request to be considered on March 10 unless I hear from you otherwise and thank you for your interest.

Thanks again,

Mike

---

**From:** Jim Waters <h2osjim@yahoo.com>  
**Sent:** Friday, February 18, 2022 11:13 AM  
**To:** Michael Sullivan <msullivan@eliotme.org>  
**Subject:** Agriculture committee

Dear Mr.Sullivan, I was speaking with Bill Widi today about the committee and I am interested in joining. I have the small horse farm on River Road and grew up on a dairy farm in Newburyport also I spent 22 years selling veterinary supplies throughout New England. I retired from Black Dog Divers a year ago and have the time now to be of service.

Bill also mentioned there is a form to fill out if you could send it I'll get it right back to you Jim Waters,

~~400-771-1111, 1-800-233-8888, 1-800-233-8888~~

---

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.

**From:** David P. Davidson  
**To:** Michael Sullivan  
**Subject:** EAFSC  
**Date:** Monday, February 21, 2022 3:18:09 PM  
**Attachments:** DPD Letter.pdf  
Food For Free.pdf

---

Good afternoon Mr. Sullivan,

I am very interested in becoming a member of the Elliot Agriculture and Food Security Commission.

I am in Eliot resident recently retired. I spent 30+years in the food industry. You will see from the letter I have attached my work at Harvard University Dining Services([www.dining.harvard.edu](http://www.dining.harvard.edu)) and from the Director for Food for Free ([www.foodforfree.org](http://www.foodforfree.org)) which is a food rescue organization based in Somerville Ma, that I collaborated with on many projects.

I currently volunteer at Footprints Food Pantry. I'm very interested in how we can bring delicious, healthy & local food to all Eliot residents.

I have also worked with Alice Waters who started the Edible School Yard project in Berkeley, Ca.

I look forward to having further conversations with you regarding this opportunity.

Thank you,  
David P Davidson  
[REDACTED]  
Eliot, Maine  
[REDACTED]

HARVARD  
CAMPUS SERVICES



February 9, 2022

Town of Eliot  
Eliot Select Board

To whom it may concern:

It is my honor to offer this letter of support for David Davidson's application for the Eliot Agriculture and Food Security Commission (EAFSC) .

As the Managing Director of Dining Services for Harvard University, David was my boss, colleague and mentor variously for nearly two decades, until his retirement in 2021. In our collegiate foodservice industry, David was a valued colleague and leader both inside our institution and beyond.

In his role as Managing Director, David oversaw every aspect of the Harvard food system with careful attention to every link in the chain from how our food was produced through how it was discarded, and each of the people and processes along the way that made that cycle fruitful. He was passionately committed to advancing our sustainability, the healthfulness of our menus, and the ways in which our program could better support our local community. Just as important to him was the health, safety and overall wellbeing of the teams that make that vital work happen. This was most explicitly demonstrated as COVID-19 radically altered our landscape, but every member of our team remained employed and sustained.

David was innovative in the ways he engaged and supported our local food economy, including working directly with farmers to source produce, with fishermen to source seafood, and with a food entrepreneurship entity helping new businesses launch.

I also know David to be someone who can lead, yes, but also work as one of a strong and thoughtful team.

His passion for food and for his Eliot community would make him an inspired addition to the EAFSC.

Sincerely,

A handwritten signature in black ink, appearing to read "Crista Martin".

Crista Martin  
Director for Strategic Initiatives and Communication



**INTER-MUNICIPAL AGREEMENT**  
**Between the TOWN of KITTERY and the TOWN of ELIOT**  
**For RECEPTION, TREATMENT, and DISPOSAL of WASTEWATER**  
**From ELIOT's SEWERAGE SYSTEM**

**AMENDMENT No. 1**

*This Amendment No. 1 to the Inter-Municipal Agreement between the between the Town of Eliot, Maine, and the Town of Kittery, Maine (dated July 1, 2013), is made and entered into this 15 day of March 2022, by and between the Town of Eliot, Maine, and the Town of Kittery, Maine, in accordance with Article 11 of the agreement:*

**Article 3 – Technical Provisions**

**Add** the following after Section 3.1.4 of the existing agreement:

3.1.4.1 Within 90 days of the effective date of this agreement, Eliot will purchase an additional reserved capacity of 200,000 gallons per day ADF in Kittery's WWTF. Eliot shall pay Kittery a total payment of \$669,000 and must be paid in full within 90 days of the effective date of this agreement.

|       | Annual Average Daily Flow (ADF) | Maximum 24 Hour Flow | Peak One Hour Rate of Flow |
|-------|---------------------------------|----------------------|----------------------------|
|       | Gallons per day                 | Gallons per day      | Gallons per day            |
| Total | 400,000                         | 1,000,000            | 1,584,000 (or 1,050 gpm)   |

Note 1: Maximum day peaking factor = 2.5

Note 2: Peak hour peaking factor = 4.0

3.1.4.2 Eliot will make necessary improvements in Eliot's existing collection system, including the portion located in Kittery that is owned by Eliot, to accommodate the flows, if needed.

3.1.4.3 Eliot will work with Kittery to evaluate the feasibility of pumping Eliot's flow directly to the WWTF and bypass Kittery Pumping Station #7 and its force main to the WWTF. Eliot's Current Allocated Capacity stated in Section 3.1.4 of the existing agreement remains unchanged with respect to Kittery Pumping Station #7. When Eliot's average daily flow meets or exceeds 80% of the ADF limit for a 90 day period Eliot shall provide Kittery with a written plan detailing how Eliot will prevent exceedance of the average daily flow limit.

**Article 4 – Cost Allocations**

**Delete** Item 4.3.1 and **Replace** with the following:

4.3.1 Treatment Plant (WWTF)—Eliot shall be responsible to pay its proportionate share of Capitol Costs or Capitol Improvement Costs (not including operating budget replacement costs) of the Treatment Plant (WWTF). Capitol Costs (see Definition) will be necessary from time to time to meet existing or new effluent limitations; and/or replace equipment and other assets to maintain or expand the capacities of the WWTF. During the design state for each project, Eliot is to be given the opportunity to review and comment on the design drawings which Eliot is



responsible to pay its share. Eliot's proportionate share of costs for each project is the ratio of Eliot's Annual Average Allocated Daily Capacity (**400,000 gpd**) (see Section 3.1.4.1) to the Treatment Plant (WWTF) Annual Average Design Capacity per day (2,400,000 gpd) (see Section 3.1.3), and its costs are in accordance with the following formula.

$$\begin{array}{lcl} \text{Eliot's Capital Improvement} & = & \frac{400,000 \text{ gpd}}{2,400,000 \text{ gpd}} \times \text{Total Project Cost WWTF} \\ \text{Cost Share}_{\text{WWTF}} & & \end{array}$$

**IN WITNESS WHEREOF**, the parties hereto have executed this amendment as of the day and year first above written.

TOWN of KITTERY, MAINE  
*by its Town Council*

TOWN of ELIOT, MAINE  
*by its Board of Selectmen*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATE**

I certify that I am the Town Clerk of the Town below named in the foregoing contract and that the Selectmen or Council members who signed said contract on behalf of the said Town were then Members of the Town Council or Board of Selectmen in said Town by authority of its governing body and is within the scope of its corporate powers.

\_\_\_\_\_  
Town Clerk, Kittery, Maine

\_\_\_\_\_  
Town Clerk, Eliot, Maine

(TOWN SEAL)

(TOWN SEAL)



STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS  
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Application for a License for an Incorporated Civic Organization

Section A: Applicant Information:

1. Legal Name of Applicant: Raitt Homestead Farm Museum
2. Contact Name for Applicant: Lisa Raitt
3. Mailing Address of Primary Office of Applicant: 2077 State Rd, Eliot ME 03903
4. Contact Name Telephone/Mobile Number: 207-332-5444
5. Email Address of Contact: info@raittfarmmuseum.org

Section B: Event Information:

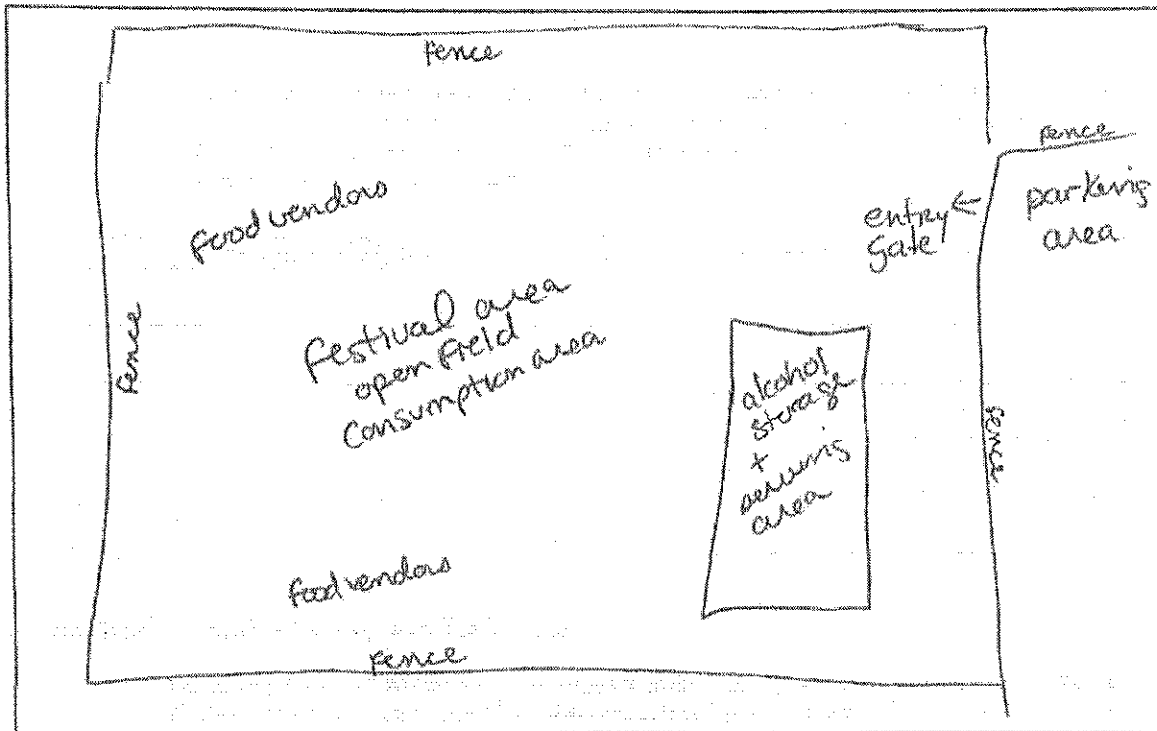
1. Title Event: Seacoast Wing Festival
2. Purpose of Event: Festival - fundraiser
3. Duration of Event (check one): ☒ One Day ☐ Multiple Days (only 1 permitted per year)
4. Type of Event: (check one) ☐ Indoor ☒ Outdoor
5. Town or City where Event will take place: Eliot
6. Complete Physical Address of Event:  
2077 State Rd, Eliot ME 03903
7. Date of Event: June 25th, 2022 Time: From 12pm To 6pm  
Under Maine liquor laws, alcoholic beverages can only be served from 5:00 am to 1:00 am of the next day, Sunday through Saturday; event times cannot deviate from this statutory requirement.
8. Number of Persons Attending: 800

**Section F: Diagram for Outdoor Events**

The following restrictions apply to outdoor events:

- There must be a stanchion or a fence completely enclosing the area.
- Signs must be posted stating "No alcohol beyond this point".
- There must be sufficient employees at the event to control and monitor the area.

In an effort to clearly define the area that consumption and storage of liquor will occur during this outdoor event, diagrams must be submitted on this form and should be as accurate as possible. Be sure to label the areas of consumption and storage on your diagram.



**For Division Use Only**

Date Filed: \_\_\_\_\_

☐ Approved      ☐ Not Approved

Date Approved: \_\_\_\_\_

Approved By: \_\_\_\_\_

License No: \_\_\_\_\_

Deposit Date: \_\_\_\_\_

Amt. Deposited: \_\_\_\_\_

Payment Type: \_\_\_\_\_

**Section D: For use by Municipal Officers and County Commissioners only**  
**Approval of an Application for a License for an Incorporated Civic Organization**

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this catering event application on this date: \_\_\_\_\_.

Check only one:     ☐ City                      ☐ Town                      ☐ Unorganized Territory

Name of City/Town/Unorganized Territory: \_\_\_\_\_

Who is approving this application?   ☐ Municipal Officers  
   ☐ County Commissioners of \_\_\_\_\_ County

- ☐ **Please Note:** The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of license to be issued by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

| Signature of Officials | Printed Name and Title |
|------------------------|------------------------|
|                        |                        |
|                        |                        |
|                        |                        |
|                        |                        |
|                        |                        |

**Section E: Application Fee; Other Information**

1. The license fee is \$50.00 plus a \$10.00 filing fee; make checks payable to Treasurer State of Maine.
2. The law requires the application to be submitted at least 24 Hours prior to the function, however, a longer notice is appreciated to allow additional time for processing.
3. Once issued, this permit is not assignable and is valid only for use by the licensee named in this application and for the date, time, and location listed in this application. This permit is issued subject to Maine liquor laws under Title 28-A and the Bureau's Administrative Rules. Penalties for failure to comply with the laws and rules are provided in Chapter 33 of Title 28-A.
4. The Division is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.
5. Payments to the Division by check subject to penalty provided by 28-A MRS Section 3-B.

9. Describe specific indoor and/or outdoor area to be licensed; (for an outdoor event, please include a diagram of the outside space in Section F below.)

The entire farm property will be utilized for the event. We have a dedicated building for storing alcohol.

We will have a couple of breweries serving at the building as well.

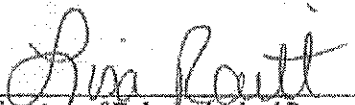
10. Will dancing be part of the event? Yes ☐ No ☒  
a. Does the venue have a dance license? Yes ☐ No ☒  
b. If yes, please provide a copy of the license from the State's Fire Marshall's Office

**Section C: Signature of Applicant**

By signing this application, the licensee understands that false statements made on this application are punishable by law. Knowingly supplying false information on this application is a Class D Offense under Maine's Criminal Code, punishable by confinement of up to one year, or by monetary fine of up to \$2,000 or by both.

Please sign and date in blue ink.

Dated: 02/16/2022

  
\_\_\_\_\_  
Signature of Duly Authorized Person

Lisa Raitt  
\_\_\_\_\_  
Printed Name of Duly Authorized Person



STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS  
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT

Application for a License for an Incorporated Civic Organization

Section A: Applicant Information:

1. Legal Name of Applicant: Raiff Homestead Farm Museum
2. Contact Name for Applicant: Lisa Raiff
3. Mailing Address of Primary Office of Applicant: 2077 State Rd, Eliot ME 03903
4. Contact Name Telephone/Mobile Number: 207-332-5444
5. Email Address of Contact: info@raiffarmmuseum.org

Section B: Event Information:

1. Title Event: Seacoast Wing Festival
2. Purpose of Event: Festival - fundraiser
3. Duration of Event (check one): ☒ One Day ☐ Multiple Days (only 1 permitted per year)
4. Type of Event: (check one) ☐ Indoor ☒ Outdoor
5. Town or City where Event will take place: Eliot
6. Complete Physical Address of Event:  
2077 State Rd, Eliot ME 03903
7. Date of Event: June 25th, 2022 Time: From 12pm To 6pm  
Under Maine liquor laws, alcoholic beverages can only be served from 5:00 am to 1:00 am of the next day, Sunday through Saturday; event times cannot deviate from this statutory requirement.
8. Number of Persons Attending: 800

**Section D: For use by Municipal Officers and County Commissioners only**  
**Approval of an Application for a License for an Incorporated Civic Organization**

The undersigned hereby certifies that we have complied with the process outlined in 28-A M.R.S. §653 and approve this catering event application on this date: \_\_\_\_\_

Check only one:     ☐ City                      ☐ Town                      ☐ Unorganized Territory

Name of City/Town/Unorganized Territory: \_\_\_\_\_

Who is approving this application?   ☐ Municipal Officers  
   ☐ County Commissioners of \_\_\_\_\_ County

- ☐ **Please Note:** The Municipal Officers or County Commissioners must confirm that the records of Local Option Votes have been verified that allows this type of license to be issued by the Bureau for the type of alcohol to be sold for the appropriate days of the week. Please check this box to indicate this verification was completed.

| Signature of Officials | Printed Name and Title |
|------------------------|------------------------|
|                        |                        |
|                        |                        |
|                        |                        |
|                        |                        |
|                        |                        |

**Section E: Application Fee; Other Information**

1. The license fee is \$50.00 plus a \$10.00 filing fee; make checks payable to Treasurer State of Maine.
2. The law requires the application to be submitted at least 24 Hours prior to the function, however, a longer notice is appreciated to allow additional time for processing.
3. Once issued, this permit is not assignable and is valid only for use by the licensee named in this application and for the date, time, and location listed in this application. This permit is issued subject to Maine liquor laws under Title 28-A and the Bureau's Administrative Rules. Penalties for failure to comply with the laws and rules are provided in Chapter 33 of Title 28-A.
4. The Division is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.
5. Payments to the Division by check subject to penalty provided by 28-A MRS Section 3-B.

## Warrant 71

| Jrnl  | Check | Month | Invoice Description     | Reference    | Amount    | Encumbrance |
|---|-------|-------|-------------------------|--------------|-----------|-------------|
| Description                                       |       |       | Account                 | Proj         |           |             |
| <b>00069 BEN'S UNIFORMS, INC.</b>                 |       |       |                         |              |           |             |
| 0401  | 20217 | 02    | Uniform-R.Govani        | 101529       |           |             |
| Uniform-R.Govani                                  |       |       | E 10-05-03-15           |              | 321.00    | 0.00        |
| Vendor Total-                                     |       |       |                         |              | 321.00    |             |
| <b>00072 BERNSTEIN, SHUR, SAWYER &amp; NELSON</b> |       |       |                         |              |           |             |
| 0401  | 20218 | 02    | Matter # 5085-0023      | 4007073      |           |             |
| Planning Legal                                    |       |       | E 01-01-10-02           |              | 56.00     | 0.00        |
| Invoice Total-                                    |       |       |                         |              | 56.00     |             |
| 0401  | 20218 | 02    | Matter # 5085-00023     | 4007074      |           |             |
| February Legal                                    |       |       | E 01-01-10-02           |              | 830.00    | 0.00        |
| Invoice Total-                                    |       |       |                         |              | 830.00    |             |
| 0401  | 20218 | 02    | Matter # 5085-00023     | 4007075      |           |             |
| February Legal                                    |       |       | E 01-01-10-02           |              | 921.41    | 0.00        |
| Invoice Total-                                    |       |       |                         |              | 921.41    |             |
| 0401  | 20218 | 02    | Matter # 5085-00997     | 4007076      |           |             |
| General Legal - February                          |       |       | E 01-01-10-02           |              | 224.00    | 0.00        |
| Invoice Total-                                    |       |       |                         |              | 224.00    |             |
| Vendor Total-                                     |       |       |                         |              | 2,031.41  |             |
| <b>00109 CENTRAL MAINE POWER</b>                  |       |       |                         |              |           |             |
| 0401  | 20219 | 02    | Depot Rd SAD 35 LGT     | 701001497934 |           |             |
| Depot Rd SAD 35 LGT                               |       |       | E 10-30-15-02           |              | 111.32    | 0.00        |
| Vendor Total-                                     |       |       |                         |              | 111.32    |             |
| <b>00265 HAYDEE'S PEST-FREE MANAGEMENT, INC.</b>  |       |       |                         |              |           |             |
| 0401  | 20220 | 02    | Exterminator            | January 2022 |           |             |
| Exterminator                                      |       |       | E 20-25-24-20           |              | 50.00     | 0.00        |
| Vendor Total-                                     |       |       |                         |              | 50.00     |             |
| <b>00388 MainePERS</b>                            |       |       |                         |              |           |             |
| 0401  | 12022 | 02    | mainepers January       | 012022       |           |             |
| admin   |       |       | E 01-01-03-40           |              | 2,053.03  | 0.00        |
| clerks  |       |       | E 01-02-03-40           |              | 1,783.39  | 0.00        |
| land use  |       |       | E 01-03-03-40           |              | 1,487.81  | 0.00        |
| pub works   |       |       | E 20-01-03-40           |              | 2,382.04  | 0.00        |
| csd   |       |       | E 30-01-03-40           |              | 849.66    | 0.00        |
| ee contributions                                  |       |       | G 01-2215-00            |              | 10,482.19 | 0.00        |
| pd  |       |       | E 10-05-03-40           |              | 7,220.54  | 0.00        |
| Vendor Total-                                     |       |       |                         |              | 26,258.66 |             |
| <b>00474 NORTHEAST HYDRAULICS, INC.</b>           |       |       |                         |              |           |             |
| 0401  | 20221 | 02    | Pressure Washer Hose    | 79793        |           |             |
| Pressure Washer Hose                              |       |       | E 20-01-24-05           |              | 181.82    | 0.00        |
| Vendor Total-                                     |       |       |                         |              | 181.82    |             |
| <b>00492 OTIS ELEVATOR COMPANY</b>                |       |       |                         |              |           |             |
| 0401  | 20222 | 02    | Maintenance 3/22-2/23   | 100400680130 |           |             |
| Maintenance 3/22-2/23                             |       |       | E 10-05-10-14           |              | 1,769.28  | 0.00        |
| Vendor Total-                                     |       |       |                         |              | 1,769.28  |             |
| <b>00555 RADIO COMMUNICATIONS MGMNT, INC.</b>     |       |       |                         |              |           |             |
| 0401  | 20223 | 02    | Noise Cancelling Speake | 91741        |           |             |
| Noise Canceling Speakers                          |       |       | E 10-05-24-40           |              | 90.78     | 0.00        |
| Vendor Total-                                     |       |       |                         |              | 90.78     |             |
| <b>00816 IRVING OIL MARKETING, INC.</b>           |       |       |                         |              |           |             |
| 0401  | 20224 | 02    | Gasoline                | 34343946     |           |             |
| Gasoline  |       |       | E 10-05-20-15           |              | 33.89     | 0.00        |



## Warrant 71

| Jrnl   | Check | Month | Invoice Description     | Reference       |                  |             |
|--|-------|-------|-------------------------|-----------------|------------------|-------------|
| Description                                      |       |       | Account                 | Proj            | Amount           | Encumbrance |
| <b>Vendor Total-</b>                             |       |       |                         |                 | <b>33.89</b>     |             |
| <b>00906 W.B. MASON COMPANY, INC.</b>            |       |       |                         |                 |                  |             |
| 0401   | 20225 | 02    | Office Supplies         | 226643529       |                  |             |
| Office Supplies                                  |       |       | E 01-01-20-40           |                 | 3.86             | 0.00        |
| <b>Vendor Total-</b>                             |       |       |                         |                 | <b>3.86</b>      |             |
| <b>00908 Galls, LLC.</b>                         |       |       |                         |                 |                  |             |
| 0401   | 20226 | 02    | Uniforms                | 020505079       |                  |             |
| Uniforms   |       |       | E 10-05-03-15           |                 | 149.80           | 0.00        |
| <b>Vendor Total-</b>                             |       |       |                         |                 | <b>149.80</b>    |             |
| <b>01006 ME. MUNICIPAL EMPLOYEE HEALTH TRUST</b> |       |       |                         |                 |                  |             |
| 0401   | 20227 | 02    | February Insurance      | 02022022        |                  |             |
| February Insurance                               |       |       | E 01-01-03-10           |                 | 2,163.97         | 0.00        |
| February Insurance                               |       |       | E 01-03-03-10           |                 | 1,072.91         | 0.00        |
| February Insurance                               |       |       | E 01-02-03-10           |                 | 1,090.80         | 0.00        |
| February Insurance                               |       |       | E 20-01-03-10           |                 | 61.66            | 0.00        |
| February Insurance                               |       |       | E 10-05-03-10           |                 | 14,260.59        | 0.00        |
| February Insurance                               |       |       | E 30-01-03-10           |                 | 1,086.91         | 0.00        |
| February Insurance                               |       |       | E 82-01-03-10           |                 | 1,622.86         | 0.00        |
| February Insurance                               |       |       | E 81-09-03-10           |                 | 1,054.06         | 0.00        |
| February Insurance                               |       |       | G 01-2230-00            |                 | 4,941.27         | 0.00        |
| February Ins Adj                                 |       |       | G 01-2230-00            |                 | 4.39             | 0.00        |
| <b>Vendor Total-</b>                             |       |       |                         |                 | <b>27,359.42</b> |             |
| <b>01244 P. GAGNON &amp; SON, INC.</b>           |       |       |                         |                 |                  |             |
| 0401   | 20228 | 02    | #2 Heating Fuel         | 30012           |                  |             |
| #2 Fuel Oil                                      |       |       | E 10-05-15-01           |                 | 711.00           | 0.00        |
| <b>Vendor Total-</b>                             |       |       |                         |                 | <b>711.00</b>    |             |
| <b>01335 STEVEN R. ROBINSON</b>                  |       |       |                         |                 |                  |             |
| 0401   | 20229 | 02    | Feb 22 Cell Phone Reimb | 02282022        |                  |             |
| Feb 22 Cell Phone Reimb                          |       |       | E 20-01-03-12           |                 | 20.00            | 0.00        |
| <b>Vendor Total-</b>                             |       |       |                         |                 | <b>20.00</b>     |             |
| <b>01445 Allegiant Care</b>                      |       |       |                         |                 |                  |             |
| 0401   | 20230 | 02    | March 2022              | March 2022      |                  |             |
| March 2022                                       |       |       | E 20-01-03-10           |                 | 7,694.78         | 0.00        |
| March 2022                                       |       |       | E 01-02-03-10           |                 | 2,430.45         | 0.00        |
| March 2022                                       |       |       | E 01-03-03-10           |                 | 4,894.73         | 0.00        |
| March 2022                                       |       |       | G 01-2230-00            |                 | 3,186.04         | 0.00        |
| <b>Invoice Total-</b>                            |       |       |                         |                 | <b>18,206.00</b> |             |
| 0401   | 20230 | 02    | April 2022              | April 2022      |                  |             |
| April 2022                                       |       |       | E 20-01-03-10           |                 | 7,694.78         | 0.00        |
| April 2022                                       |       |       | E 01-02-03-10           |                 | 2,430.45         | 0.00        |
| April 2022                                       |       |       | E 01-03-03-10           |                 | 4,894.73         | 0.00        |
| April 2022                                       |       |       | G 01-2230-00            |                 | 3,186.04         | 0.00        |
| <b>Invoice Total-</b>                            |       |       |                         |                 | <b>18,206.00</b> |             |
| <b>Vendor Total-</b>                             |       |       |                         |                 | <b>36,412.00</b> |             |
| <b>01513 Consolidated Communications</b>         |       |       |                         |                 |                  |             |
| 0401   | 20231 | 02    | Town Office             | 114055111091-22 |                  |             |
| Town Office                                      |       |       | E 01-01-15-03           |                 | 325.62           | 0.00        |
| <b>Invoice Total-</b>                            |       |       |                         |                 | <b>325.62</b>    |             |
| 0401   | 20231 | 02    | PD Communications       | 02182022        |                  |             |
| PD Communications                                |       |       | E 10-05-15-03           |                 | 794.05           | 0.00        |
| <b>Invoice Total-</b>                            |       |       |                         |                 | <b>794.05</b>    |             |
| <b>Vendor Total-</b>                             |       |       |                         |                 | <b>1,119.67</b>  |             |

## Warrant 71

| Jrnl  | Check | Month | Invoice Description      | Reference     |           |             |
|---|-------|-------|--------------------------|---------------|-----------|-------------|
| Description   |       |       | Account                  | Proj          | Amount    | Encumbrance |
| <b>01794 MAINE ASSOCIATION OF POLICE</b>              |       |       |                          |               |           |             |
| 0401  | 20232 | 02    | PD Union Dues            | 6325          |           |             |
| PD Union Dues   |       |       | G 01-2235-00             |               | 240.00    | 0.00        |
| Vendor Total-   |       |       |                          |               | 240.00    |             |
| <b>01900 BATTERIES PLUS # 827</b>                     |       |       |                          |               |           |             |
| 0401  | 20233 | 02    | 14.4V LIION              | P48884836     |           |             |
| Battery   |       |       | E 10-05-24-30            |               | 87.68     | 0.00        |
| Vendor Total-   |       |       |                          |               | 87.68     |             |
| <b>02025 Organic Solutions, LLC</b>                   |       |       |                          |               |           |             |
| 0401  | 20234 | 02    | Composting               | 1882A75A-0007 |           |             |
| Composting  |       |       | E 20-25-06-55            |               | 105.16    | 0.00        |
| Invoice Total-  |       |       |                          |               | 105.16    |             |
| 0401  | 20234 | 02    | Composting               | 1882A75A-0005 |           |             |
| Composting  |       |       | E 20-25-06-55            |               | 210.32    | 0.00        |
| Invoice Total-  |       |       |                          |               | 210.32    |             |
| 0401  | 20234 | 02    | Composting               | 1882A75A-0006 |           |             |
| Composting  |       |       | E 20-25-06-55            |               | 210.32    | 0.00        |
| Invoice Total-  |       |       |                          |               | 210.32    |             |
| Vendor Total-   |       |       |                          |               | 525.80    |             |
| <b>02209 Hussey Excavation, Inc.</b>                  |       |       |                          |               |           |             |
| 0401  | 20235 | 02    | Sand mix                 | 3422          |           |             |
| Sand Mix  |       |       | E 20-05-22-30            |               | 252.50    | 0.00        |
| Vendor Total-   |       |       |                          |               | 252.50    |             |
| <b>02385 Caterpillar Financial Services Corp</b>      |       |       |                          |               |           |             |
| 0401  | 20236 | 02    | Backhoe Loader Lease     | 32023621      |           |             |
| Backhoe Loader Lease                                  |       |       | E 62-05-99-01            |               | 22,701.82 | 0.00        |
| Vendor Total-   |       |       |                          |               | 22,701.82 |             |
| <b>02475 Leaf</b>                                     |       |       |                          |               |           |             |
| 0401  | 20237 | 02    | Copier Lease PD          | 12888038      |           |             |
| PD Copier Lease                                       |       |       | E 10-05-10-14            |               | 220.64    | 0.00        |
| Vendor Total-   |       |       |                          |               | 220.64    |             |
| <b>02774 Quadient Finance USA, Inc</b>                |       |       |                          |               |           |             |
| 0401  | 20238 | 02    | Postage                  | 02272022      |           |             |
| Postage   |       |       | E 01-01-20-05            |               | 1,054.36  | 0.00        |
| Vendor Total-   |       |       |                          |               | 1,054.36  |             |
| <b>02885 Ann Lukejord</b>                             |       |       |                          |               |           |             |
| 0401  | 20239 | 02    | Aging In Place Committee | Reimbursement |           |             |
| Reimbursement   |       |       | E 05-05-50-06            |               | 88.44     | 0.00        |
| Vendor Total-   |       |       |                          |               | 88.44     |             |
| <b>02951 Kearsten Metz</b>                            |       |       |                          |               |           |             |
| 0401  | 20240 | 02    | Expense Reimbursement    | 022322        |           |             |
| Mileage   |       |       | E 01-01-03-06            |               | 5.73      | 0.00        |
| Town Office Keys                                      |       |       | E 01-01-20-40            |               | 11.65     | 0.00        |
| Vendor Total-   |       |       |                          |               | 17.38     |             |
| <b>02952 Public Safety Internal Affairs Institute</b> |       |       |                          |               |           |             |
| 0401  | 20241 | 02    | Public Safety Training   | 221119        |           |             |
| Public Safety Training                                |       |       | E 10-05-01-45            |               | 150.00    | 0.00        |
| Vendor Total-   |       |       |                          |               | 150.00    |             |
| <b>02953 Clean Harbors Environmental Services</b>     |       |       |                          |               |           |             |
| 0401  | 20242 | 02    | Oil Recycling            | 88274236      |           |             |

## Warrant 71

| Jrnl          | Check | Month | Invoice Description   | Reference |                   |             |
|---------------|-------|-------|-----------------------|-----------|-------------------|-------------|
| Description   |       |       | Account               | Proj      | Amount            | Encumbrance |
| Oil Recycling |       |       | E 20-25-06-55         |           | 203.75            | 0.00        |
|               |       |       | <b>Vendor Total-</b>  |           | <b>203.75</b>     |             |
|               |       |       | <b>Prepaid Total-</b> |           | <b>26,258.66</b>  |             |
|               |       |       | <b>Current Total-</b> |           | <b>95,907.62</b>  |             |
|               |       |       | <b>EFT Total-</b>     |           | <b>0.00</b>       |             |
|               |       |       | <b>Warrant Total-</b> |           | <b>122,166.28</b> |             |

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

\_\_\_\_\_  
LAUREN DOW

\_\_\_\_\_  
ROBERT MCPHERSON

\_\_\_\_\_  
RICHARD DONHAUSER

\_\_\_\_\_  
WILLIAM WIDI

**INTER-MUNICIPAL AGREEMENT**  
**Between the TOWN of KITTERY and the TOWN of ELIOT**  
**For RECEPTION, TREATMENT, and DISPOSAL of WASTEWATER**  
**From ELIOT's SEWERAGE SYSTEM**

**AMENDMENT No. 1**

*This Amendment No. 1 to the Inter-Municipal Agreement between the between the Town of Eliot, Maine, and the Town of Kittery, Maine (dated July 1, 2013), is made and entered into this day of March 2022, by and between the Town of Eliot, Maine, and the Town of Kittery, Maine, in accordance with Article 11 of the agreement:*

**Article 3 – Technical Provisions**

**Add** the following after Section 3.1.4 of the existing agreement:

3.1.4.1 Within 90 days of the effective date of this agreement, Eliot will purchase an additional reserved capacity of 200,000 gallons per day ADF in Kittery's WWTF. Eliot shall pay Kittery a total payment of \$669,000 and must be paid in full within 90 days of the effective date of this agreement.

|       | Annual Average Daily Flow (ADF) | Maximum 24 Hour Flow | Peak One Hour Rate of Flow |
|-------|---------------------------------|----------------------|----------------------------|
|       | Gallons per day                 | Gallons per day      | Gallons per day            |
| Total | 400,000                         | 1,000,000            | 1,584,000 (or 1,050 gpm)   |

Note 1: Maximum day peaking factor = 2.5

Note 2: Peak hour peaking factor = 4.0

3.1.4.2 Eliot will make necessary improvements in Eliot's existing collection system, including the portion located in Kittery that is owned by Eliot, to accommodate the flows, if needed.

3.1.4.3 Eliot will work with Kittery to evaluate the feasibility of pumping Eliot's flow directly to the WWTF and bypass Kittery Pumping Station #7 and its force main to the WWTF. Eliot's Current Allocated Capacity stated in Section 3.1.4 of the existing agreement remains unchanged with respect to Kittery Pumping Station #7. When Eliot's average daily flow meets or exceeds 80% of the ADF limit for a 90 day period Eliot shall provide Kittery with a written plan detailing how Eliot will prevent exceedance of the average daily flow limit.

**Article 4 – Cost Allocations**

**Delete** Item 4.3.1 and **Replace** with the following:

4.3.1 Treatment Plant (WWTF)—Eliot shall be responsible to pay its proportionate share of Capitol Costs or Capitol Improvement Costs (not including operating budget replacement costs) of the Treatment Plant (WWTF). Capitol Costs (see Definition) will be necessary from time to time to meet existing or new effluent limitations; and/or replace equipment and other assets to maintain or expand the capacities of the WWTF. During the design state for each project, Eliot is to be given the opportunity to review and comment on the design drawings which Eliot is

responsible to pay its share. Eliot's proportionate share of costs for each project is the ratio of Eliot's Annual Average Allocated Daily Capacity (**400,000 gpd**) (see Section 3.1.4.1) to the Treatment Plant (WWTF) Annual Average Design Capacity per day (2,400,000 gpd) (see Section 3.1.3), and its costs are in accordance with the following formula.

Eliot's Capital Improvement  
Cost Share <sub>WWTF</sub> =  $\frac{400,000 \text{ gpd}}{2,400,000 \text{ gpd}} \times \text{Total Project Cost WWTF}$

**IN WITNESS WHEREOF**, the parties hereto have executed this amendment as of the day and year first above written.

TOWN of KITTERY, MAINE  
*by its Town Council*

TOWN of ELIOT, MAINE  
*by its Board of Selectmen*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATE**

I certify that I am the Town Clerk of the Town below named in the foregoing contract and that the Selectmen or Council members who signed said contract on behalf of the said Town were then Members of the Town Council or Board of Selectmen in said Town by authority of its governing body and is within the scope of its corporate powers.

\_\_\_\_\_  
Town Clerk, Kittery, Maine

\_\_\_\_\_  
Town Clerk, Eliot, Maine

(TOWN SEAL)

(TOWN SEAL)

[illegible]

If you would like information about the Boards, Committees, and Commissions, contact Michael Sullivan, Town Manager at the Town Office by phone 207-439-1813 ext. 107 or by email [msullivan@eliotme.org](mailto:msullivan@eliotme.org)