

**Eliot Select Board Meeting  
Thursday, May 14, 2020 at 5:30 pm  
At the Eliot Municipal Offices  
This meeting will be held "virtually"**

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

**AGENDA**

- A. Call to Order:**
- B. Roll Call:**
- C. Pledge of Allegiance: Forego?**
- D. Moment of Silence: Forego?**
- E. Public Comment / Requests:**
- F. Approval of Minutes of Previous Meeting(s): Regular Meeting Minutes of July 11, 2019**
- G. Department Head/Committee Reports:**
  - 1) Eliot Police: 4<sup>th</sup> Safest Town in Maine**
  - 2) Sewer Dept. Maintenance Agreement with Kittery**
  - 3) AIP: AARP Grant – 5 Benches**
  - 4) PWD: Safety Grant Awarded**
  - 5) PWD: Public Sale of F550 (Bid Results)**
  - 6) Admin: Confirm Appointment of Ballot Clerks**
- H. Administrative Department/Department Head Reports:**
  - 1) Town Manager Report(s)**
    - a. Use of TIF Fund – Legal Opinion**
  - 2) Employee Recognition Program (Final Reading)**
  - 3) Temporary Suspension of Citizen's Option Meeting Question – See Warrant**
  - 4) Use of Unassigned Fund Balance Warrant Question – See Warrant**
    - a. Justification Document**
  - 5) Adoption of Revised Town Meeting Warrant**
  - 6) Notice of Public Hearing**
  - 7) Approval of Town Manager's Contract**
  - 8) Approve Warrants:**
    - a. A/P Warrant # 123 \$ 14,972.94**
    - b. A/P Warrant # 126 \$ 127,017.92**
    - c. A/P Warrant # 128 \$ 17,253.47**
- I. New Business:**
  - Old Business:**
    - 1) Fogg Library MOU Proposal**
- K. Selectmen's Reports:**
  - 1) Seeking Committee Members: New Building Committee**
- L. Executive Session:**
- M. Adjourn:**

## **Eliot Select Board Meeting**

**May 14, 2020 @ 5:30 PM**

**Remote Meeting Held via WebEx Due to COVID-19**

**Watch Meeting @ Town Hall Streams** [https://townhallstreams.com/towns/elliott\\_maine](https://townhallstreams.com/towns/elliott_maine)

### **Public Meeting Participation – Email**

Send email inquiries / comments in advance or during the meeting to Dana Lee, Town Manager [townmanager@elliottme.org](mailto:townmanager@elliottme.org).

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

- **Enter Meeting Number: 295 620 517 followed by #**
- **Enter Meeting Code 65855369 followed by #**
- **You will now be connected by voice only to the meeting**

### **Communication / Participation Process**

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

**Draft SELECT BOARD MEETING**  
**July 11, 2019 5:30PM**

**Quorum noted**

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

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

**C. Pledge of Allegiance recited**

**D. Moment of Silence observed**

**E. Public Comment/Requests: Kittery-Eliot Concerned Citizens Group: Chloramines**

**5:31 PM** Ms. (Jan) Cerabona said that she was very fortunate to have been on the initial Aging-in-Place Committee and enjoyed the work that was accomplished. When I chose not to apply for another term, it was because I have gotten so involved with the Bicentennial, among other things, and it became too much on her plate. You have a wonderful committee with great people on it.

**5:32 PM** Mr. (Mike) Thompson, Bolt Hill Road, with Concerned Citizens About Chloramine wanted to speak on this issue and then Lauren Dow would speak regarding the proposed referendum question. This is regrading Kittery Water District (KWD) and chlorine versus chloramine (ammonia + chlorine) treatment of the water. He discussed their concern for the potential for this additive into the water, referring to the four sheets of information they submitted for the SB's consideration (Attached) that include carcinogens, harm to fish, and skin and respiratory issues, among other impacts. The KWD already has goo, EPA-compliant water and we do not need to add chloramine to maintain that compliance. We do not consider chloramine a wise choice for the future considering its apparent problems. We would like a pause and full research of all the options, and a community-wide say in the matter: stay with chlorine as a disinfectant, look into adopting granulated activated carbon as a pre-filter (if necessary), find a way to share water in the future with other districts without having to receive chloraminated water. Due to the KWD Charter, no Eliot water users are on the KWD Board of Trustees and we feel that this is too important an issue to not let all the water users be equal partners and have a say in this matter. He added that they feel the KWD needs to put, in writing, their intention not to add ammonia to the water as well as a written promise to ask for a user-wide vote if they wish to add ammonia in the future.

**5:39 PM** Ms. (Lauren) Dow, Bolt Hill Road, said that we registered Eliot voters are requesting the SB consider and approve placing a non-binding question on the November ballot. We have started a petition and have accrued 164 signatures to have the proposed question on the November ballot: "Do you oppose the addition

**Draft SELECT BOARD MEETING  
July 11, 2019 5:30PM (continued)**

of ammonia or chloramine to our public water supply by the Kittery Water District?" She discussed their reasons for making this request.

**5:43 PM** Mr. Lee said that his only concern was with the way that the question is posed; that it is what they call a leading question. He said he doesn't have any qualms about having a question on the ballot but is concerned with the proposed wording. He suggested asking, "What are your views on the addition of chloramine and ammonia to your public water system? I support it. I do not support it. I don't know."

All SB members were in favor of putting a non-binding question on the November ballot regarding this issue.

Mr. Lee said that he would work with Ms. Dow to re-write the question to not be leading.

**5:45 PM** Mr. Murphy moved, second by Mr. Orestis, that the Select Board make a decision to make a non-binding referendum question regarding this issue to be placed on the November ballot.

**Roll Call Vote:**

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

**Unanimous vote to approve motion.**

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

There were no minutes approved.

**G. Committee Resignations and Appointments**

**5:46 PM 1) Capital Improvement and Energy Committee: Appointment Jon Fiorelli**

Mr. (Jon) Fiorelli, Samuel Leighton Way, said that his background is an electrical engineer. I currently work as an estimator, developing estimator software, for Tesla. I work from home and have two small girls. His interest has grown for volunteering with the births of his girls and realizing that life is about making strong commitments to family and community.

**Draft SELECT BOARD MEETING  
July 11, 2019 5:30PM (continued)**

**5:49 PM**

**Mr. Orestis moved, second by Mr. McPherson, that the Select Board appoint Mr. Jon Fiorelli to the Capital Improvement and Energy Commission for a term through June 2021.**

**Roll Call Vote:**

**Mr. Donhauser – Yes**

**Mr. Lytle – Yes**

**Mr. Murphy – Yes**

**Mr. Orestis – Yes**

**Mr. McPherson - Yes**

**Unanimous vote to approve motion.**

**5:51 PM**

**2) Re-appointment of Board, Committee, and Commission members**

The Aging-in-Place Committee had two new applicants and both spoke.

Ms. (Fran) Thomas, Governor Hill Road, said that she has been in the aging services for 40+ years and I have a national certification in that field. I have done everything from working with senior community centers up to being an administrator of nursing homes. I have lived in Eliot for 22 years and got excited when I saw that you had created this committee. That is why I am here and I feel I have a lot to offer.

Ms. (Nedra Sahr), Stacy Lane, said we moved here 18 years ago and immediately got involved by becoming Chair of the Eliot Festival Days Booth committee. I was also involved in the Energy Committee and found that that was an incredible committee to be involved in. I am also very interested in the process of aging gracefully. My entire career has been helping people to live younger longer. I'm a board-certified nutritionist and still active in practice. I work always for consensus and I think that, because of living in many, many communities across the United States, I have viewpoints that can possibly help. I've seen some of the work the Aging-in-Place Committee is doing and it's amazing. One of my neighbors asked me, when we first moved in, how long I was planning to stay here and I told her they were taking me out of here like 'this'; so, I want to have services for other people who feel the same way we found our Town and we want to be able to keep it to the point where we can go out like 'this'.

Mr. Lee said that, while he hasn't turned his form in yet, Ronald Ceppetelli does want to be re-appointed and returned to the committee until June 2022.

Ms. Ceppetelli said that she did hand his application in a few days ago.

**Draft SELECT BOARD MEETING  
July 11, 2019 5:30PM (continued)**

**6:01 PM**

After discussion, the SB agreed to take up the Aging-in-Place appointments separately and do a consensus appointment for the rest.

**Mr. Orestis moved, second by Mr. McPherson, that the Select Board approve the 2019 Appointments for Boards, Committees & Commissions, per the Town Clerk's Memorandum, excluding the Aging-in-Place committee.**

**Roll Call Vote:**

**Mr. Donhauser – Yes**

**Mr. Lytle – Yes**

**Mr. Murphy – Yes**

**Mr. Orestis – Yes**

**Mr. McPherson - Yes**

**Unanimous vote to approve motion.**

Aging-in-Place appointment:

**Mr. Orestis moved, second by Mr. Murphy, that the Select Board appoint Mr. Ronald Ceppetelli and Ms. Nedra Sahr as regular members to the Aging-in-Place Committee for a three-year term to June 2022 and Ms. Frances Thomas as an alternate for a three-year term to June 2022.**

**Roll Call Vote:**

**Mr. Donhauser – Yes**

**Mr. Lytle – Yes**

**Mr. Murphy – Yes**

**Mr. Orestis – Yes**

**Mr. McPherson - Yes**

**Unanimous vote to approve motion.**

**6:05 PM**

**3) Aging-in-Place: Ellen Ceppetelli: Update – No Correspondence**

Ms. Ceppetelli said that even though alternates can't vote, every one of our members is equally valued on the committee and we listen to all opinions. We are just delighted that these very talented people are joining us because we have lots of work to do. Regarding an update, both the spring meetings we had reaffirmed the survey results from our 330 residents. Two new ideas that were shared was converting the skate board park into a pickle board court and increasing the square footage of ADUs and, additionally, what's working in Eliot and what the obstacles are. Their next step is to develop an action plan with the help of two

**Draft SELECT BOARD MEETING  
July 11, 2019 5:30PM (continued)**

people in the Age Friendly in Maine with the AARP. I would like to acknowledge the good work of the four committee members – Jan Cerabona, Ron Ceppetelli, Nancy Shapleigh, and Helen Sullivan.

**6:09 PM      Resignation of Nancy Shapleigh from the Aging-in-Place Committee.**

**Mr. Murphy moved, second by Mr. Orestis, that the Select Board accept Nancy Shapleigh's resignation, with regret, and a letter to be sent by the Town Manager.**

**Roll Call Vote:**

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

**Unanimous vote to approve motion.**

**6:10 PM      4) TIF Committee Resignation – Mike Dupuis**

**Mr. Murphy moved, second by Mr. Orestis, that the Select Board accept the resignation of Mike Dupuis from the TIF Committee.**

**Roll Call Vote:**

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

**Unanimous vote to approve motion.**

**H.      Department Head/Committee Reports**

**6:11 PM      1) Treasurer: Certified Budget 2019-2020**

Mr. Donhauser said that this needs to be certified for the purpose of committing taxes. This has been reviewed by three staff members and a motion would be in order to approve.

**Draft SELECT BOARD MEETING  
July 11, 2019 5:30PM (continued)**

**Mr. Orestis moved, second by Mr. Murphy, that the Select Board approve the proposed 2019-2020 certified budget, as presented by the Treasurer.**

**Roll Call Vote:**

**Mr. Donhauser – Yes**

**Mr. Lytle – Yes**

**Mr. Murphy – Yes**

**Mr. Orestis – Yes**

**Mr. McPherson - Yes**

**Unanimous vote to approve motion.**

**6:12 PM      2) Sewer Department: Kittery Service Proposal**

Mr. Lee discussed having to find another vendor due to conflicts and Kittery Sewer has offered a favorable rate agreement compared to what we were paying. I would recommend we enter into this agreement and thank Kittery for being kind enough to come in and help us maintain our sewer system. I think this represents along the lines of a 20% savings.

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

Mr. Lee said that he doesn't think we could come up with three bidders that could get here in time to help us with a sewer emergency.

**6:14 PM      Mr. Orestis moved, second by Mr. Murphy, that the Select Board waive the policy for three bids.**

**Roll Call Vote:**

**Mr. Donhauser – Yes**

**Mr. Lytle – Yes**

**Mr. Murphy – Yes**

**Mr. Orestis – Yes**

**Mr. McPherson - Yes**

**Unanimous vote to approve motion.**

**Mr. Orestis moved, second by Mr. Murphy, that the Select Board accept the agreement from the Town of Kittery for sewer maintenance immediately through June 30, 2020.**

**Roll Call Vote:**



**Draft SELECT BOARD MEETING  
July 11, 2019 5:30PM (continued)**

**Mr. Donhauser – Yes**

**Mr. Lytle – Yes**

**Mr. Murphy – Yes**

**Mr. Orestis – Yes**

**Mr. McPherson – Yes**

**Unanimous vote to approve motion.**

**6:16 PM**

**3) Sewer Department: Updating Sewer Ordinance Update**

Mr. Lee discussed the need to get our sewer ordinance and appendices in order before being able to, for example, help the private sewer systems get up to Town standards to be able to offer them to the Town. This is an update to strengthen and clarify the language to be placed on the November ballot. He wanted to know if the SB had any comments, questions, or concerns with the scope of work and approve the \$5,000 associated with this technical memorandum for finishing our sewer ordinance and appendices.

Mr. Orestis said that he thinks we made a motion to approve.

Mr. Lee agreed and that you just wanted to see the scope of the work.

Mr. Orestis said that one of the questions was where the money would come from.

Mr. Lee said the sewer funds.

It was the **consensus of the Select Board** to move forward with this.

**6:23 PM**

**4) Truck Report – Draft Report**

Mr. Robinson said that, because this truck (2009) has been very problematic since January, he had a vendor we have bought trucks from come down to look at it. After some consideration, he believes the solution is to purchase a replacement truck and get rid of this failing truck he does not believe will make it through the winter season. Additionally, from the 2014/2015 winter until now we have spent \$46,000, including the engine re-build, which would be halfway to a brand-new truck. He had someone from Kenworth come down to look at it and, because of the ongoing problems, they don't even want it in trade. He would like to put bids out to replace this truck and, once we get that new truck and it is set up, put the old one out for bid.

**6:26 PM**

Mr. Lee added that the equipment on the existing truck can be re-purposed for the new truck. That would be a substantial savings.

**Draft SELECT BOARD MEETING**  
**July 11, 2019 5:30PM (continued)**

Mr. Robinson said that currently, without paying for the one that is on order, there is \$394,000 in capital reserve fund. The truck on order will be approximately \$140,000 and, this year, we are adding \$137,000 to that fund.

**6:27 PM**

Mr. Lee agreed. He said it did change the capital improvement plan and will have to juggle it a bit to keep it on an even keel but this truck has suddenly popped up to the top of the need list.

Mr. Robinson said that I have gotten a quote on a brand-new cabin chassis to replace this one, which is around \$89,000 to \$90,000. If you dump another \$25,000 to \$30,000 into the one we have now, you are looking at \$60,000 into this truck that's worth \$7,500 if there was no problem. We wouldn't get the new truck before the end of this winter season and will use the old one on a very limited basis until snow season and, if it goes down, we still have a smaller truck that could take its place until the new one came in.

Mr. Lee said that he believes, if we order the new truck now, we won't go through the whole plow season without it.

Mr. Robinson gave some clarifying detail on the process to purchase and outfit the truck, saying that the truck would probably be in-service at the middle to end of March, so closer to the end of the plow season.

**6:32 PM**

There was some discussion regarding changing the timing around for the purchasing schedule in the CIP.

Mr. Lee said that we would like to know if the SB would like us to put together a bid, seek out a minimum of three vendors, and come back to you as soon as we can with those bids.

Mr. Robinson noted that the last time we did this we only received bids from two vendors.

Mr. Orestis said that, first, he would like to make sure this kind of thing doesn't happen again and asked what we could do to make sure of that.

Mr. Lee said that we got one of these trucks from the school department and, at the time, it was thought it would be a great savings to purchase the truck and now we wish we'd never gone near it. Buying used equipment would be one thing not to do and the other thing would be to not always go with the low bid but consider the vendor, as well. Sometimes you get what you pay for and that's why we've been leaning towards Kenworth.

**Draft SELECT BOARD MEETING  
July 11, 2019 5:30PM (continued)**

There was some discussion about expanding vendors and concerns that we would have to go further away and the impact to services with longer travel distances. Also, there is a slim benefit margin for vendors doing business with municipalities because of the bidding process.

**6:38 PM**

Ms. (Janet) Saurman said that the school department, the other entity we pay taxes to, gave us a truck that wasn't a very good deal, after all. That's not a great thought to have as a taxpayer that one tax entity – the school department - is willing to say to take this truck for us, you'll get a great deal; and it wasn't such a great deal, after all. I don't think that sounds like a school department that's working for the taxpayers.

There was discussion regarding how the truck issue was handled when it broke down and who was responsible for what resulted.

**6:44 PM**

Mr. Robinson said that, with the truck that is on order now, the SB gave me permission to sole-source the plow gear through H.P. Fairfield and I would like to ask for that sole-sourcing, again, because the equipment that is coming off this truck to be re-purposed on the new truck is H.P. Fairfield's equipment, which they know in and out.

It was the **consensus of the Select Board** to have Mr. Robinson pursue bids. It will be done using the sealed bid process.

Ms. Saurman thanked Mr. Robinson and Mr. Sylvester for coming tonight with such accurate, concise, and easy to understand information. It is much appreciated.

**I. Administrative Department**

**6:49 PM**

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

**Line #15** regarding Boat Basin trash dumping in toilets/bathrooms.

Mr. Lee said that people put all sorts of trash, including doggy bags and diapers, into the toilets and will not stop, even though there are posted signs that it is carry-in, carry-out. We have tried to put some small bins down there and what happened is that people put full bags of trash and recyclables there and it becomes a big mess. We are looking at purchasing use-specific bins (ex: feminine products) that are locked and have narrow openings.

**6:53 PM**

**2) Approval of Annual Administrative Articles**

**Draft SELECT BOARD MEETING  
July 11, 2019 5:30PM (continued)**

Per the Town Meeting Ordinance, the SB is authorized to establish certain administrative orders annually. This year, on the percent charged for late taxes, the State is allowing a maximum of 9% but it is being recommended that the Town stay at 7%, which has been done for years.

**Mr. Donhauser moved, second by Mr. Orestis, that the Select Board approve Administrative Matters Usually Acted Upon at the Annual Town Meeting for Fiscal Year July 1, 2019 – June 30, 2020.**

**Roll Call Vote:**

**Mr. Donhauser – Yes**

**Mr. Lytle – Yes**

**Mr. Murphy – Yes**

**Mr. Orestis – Yes**

**Mr. McPherson - Yes**

**Unanimous vote to approve motion.**

**6:55 PM      3) Final Review: Job Descriptions**

Mr. Murphy had additional input to this document. The SB will address this final review at the next regular meeting.

**6:56 PM      4) Draft: Crisis Communicating Policy**

Mr. Lee said that I would like the SB to look at this outline I created from the resources that were in the Maine Town & City article and give input.

Mr. Murphy said that we have an organization in Town, already, the Emergency Management Committee, which I think our Fire Chief is in charge of. What do they do, which is not going to be done by them anymore but by this crisis committee. What is the difference between them. Why isn't someone putting them together or identifying very clearly the difference between them.

**6:59 PM**      Mr. Lee said that he thought that Mr. Murphy made a good point with the EMA. The EMA tends to deal with ambulances, fire, police, and possibly Public Works – natural disasters, fires, and that type of thing. Whereas, you could have a school threat that the police, and possibly swat, would take over; an environmental crisis that doesn't generally fall under EMA, such as a discharge into Spinney Creek.

Mr. Donhauser clarified that this was just a policy and procedures, not a committee.

**Draft SELECT BOARD MEETING  
July 11, 2019 5:30PM (continued)**

Mr. Lee added that Mr. Murphy is right in that EMAs have a public information officer (PIO); they do have that point person. Information comes in to an EOC (emergency operations center) and then goes to the PIO, who puts it out to the various entities. This proposed policy would have who would be speaking, how we would get messages out, etc. I think this is important to flesh out a little bit. I will keep working on it but I would love SB feedback; that things can get pretty chaotic when events happen and I have seen towns respond poorly because they aren't prepared. He suggested that we might constrain this policy to non-emergency management-type activities

**7:04 PM      5) Warrants**

**Mr. Murphy moved, second by Mr. Lytle, that the Select Board approve A/P Warrant #115 in the amount of \$90,251.30, dated June 20, 2019.**

**Roll Call Vote:**

**Mr. Donhauser – Yes**

**Mr. Lytle – Yes**

**Mr. Murphy – Yes**

**Mr. Orestis – Yes**

**Mr. McPherson – Yes**

**Unanimous vote to approve motion.**

**J.      New Business:**

**7:05 PM      Establish Fines for Marijuana Establishments Ordinance Violations**

Mr. Lee said that the PB is seeking SB confirmation of their intent to review §11-10 License Fees of the draft marijuana establishments ordinance. The PB is looking, specifically, for input on the fine amounts for violations. Currently, the ordinance has 'no less than \$100 and not more than \$1,000', but the PB thinks it more appropriate to increase these fines to "no less than \$1,000 and not more than \$10,000", which I agree with wholeheartedly. Even the Cannabis Committee felt that this was absolutely the way we ought to go. If we want to squelch the black market, we should put some big fines on it. The licensing fee numbers we gave to the PB were pretty high and the Cannabis folks were saying to make them as high as you feel. I recommend we go with the higher violation fines, as \$100 and \$2,500 is not significant in the marijuana business, whatsoever.

There was discussion regarding how fines would be applied depending on the severity and/or number of violations.

**Draft SELECT BOARD MEETING  
July 11, 2019 5:30PM (continued)**

481    **7:10 PM**        **Mr. Donhauser moved, second by Mr. Orestis, that the Select Board accept**  
482                    **the change in the fine schedule under Violations and Penalties §11-14 (b)**  
483                    **raising the fine from “\$100 to \$2,500” to \$1,000 to \$10,000 for each violation.**

484  
485                    **DISCUSSION**

486  
487                    **Mr. Lentz said that there would be a second public hearing next week and invited**  
488                    **SB members to come to ask questions and gain understanding, if they wished.**  
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490                    **DISCUSSION ENDED**  
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492                    **Roll Call Vote:**  
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494                    **Mr. Donhauser – Yes**  
495                    **Mr. Lytle – Yes**  
496                    **Mr. Murphy – Yes**  
497                    **Mr. Orestis – Yes**  
498                    **Mr. McPherson - Yes**  
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500                    **Unanimous vote to approve motion.**  
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502    **K.        Old Business:**  
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504                    **There was no old business.**  
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506    **L.        Selectmen’s Report:**  
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508                    **There were no Selectmen’s reports tonight.**  
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510    **M.        Executive Session**  
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512    **7:15 PM**        **Mr. Donhauser moved, second by Mr. Orestis, that the Select Board enter**  
513                    **into executive session as allowed by 1 M.R.S.A §405(6)(A) Personnel Matters**  
514                    **regarding the Manager’s contract and a personnel matter.**  
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516                    **Roll Call Vote:**  
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518                    **Mr. Donhauser – Yes**  
519                    **Mr. Lytle – Yes**  
520                    **Mr. Murphy – Yes**  
521                    **Mr. Orestis – Yes**  
522                    **Mr. McPherson - Yes**  
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524                    **Unanimous vote to approve motion.**

**Draft SELECT BOARD MEETING  
July 11, 2019 5:30PM (continued)**

525    **8:42 PM        Out of executive session.**

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527                    There was no action taken.

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529    **N.        Adjourn**

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531                    There was a motion and second to adjourn the meeting at 8:43 PM.

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**VOTE**

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**5-0**

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**Motion approved**

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537    **Respectfully submitted,**

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539    **Ellen Lemire, Recording Secretary**

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**Mr. Richard Donhauser, Secretary**

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**Date approved:**

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**Town Manager**

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**From:** Pothier, Bonita (King) <Bonita\_Pothier@king.senate.gov>  
**Sent:** Thursday, April 23, 2020 12:42 PM  
**To:** Town Manager  
**Subject:** FW: News alert: Eliot ranked #4 among Maine's 10 Safest Cities of 2020

Dana:

Congratulations! Definitely a bit of bright news during a down time!

Bonnie

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**From:** Holly Roberts <holly@yorkme.org>  
**Sent:** Thursday, April 23, 2020 12:22 PM  
**To:** Pothier, Bonita (King) <Bonita\_Pothier@king.senate.gov>  
**Subject:** FW: News alert: Eliot ranked #4 among Maine's 10 Safest Cities of 2020

Congratulations to the Town of Eliot, ME!

Holly Roberts  
Executive Director | York Region Chamber of Commerce  
1 Stonewall Lane | York, ME 03909  
P: 207-363-4422 | F: 207-363-7320  
Email: [Holly@yorkme.org](mailto:Holly@yorkme.org)  
[www.gatewaytomaine.org](http://www.gatewaytomaine.org)

York Region Chamber of Commerce is an independent, non-profit organization.  
Mission: To promote the growth and general prosperity of Southern Maine.

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**From:** Sage Singleton <[sage.singleton@safewise.com](mailto:sage.singleton@safewise.com)>  
**Sent:** Wednesday, April 22, 2020 6:52 PM  
**To:** [holly@yorkme.org](mailto:holly@yorkme.org)  
**Subject:** News alert: Eliot ranked #4 among Maine's 10 Safest Cities of 2020

Hi there,

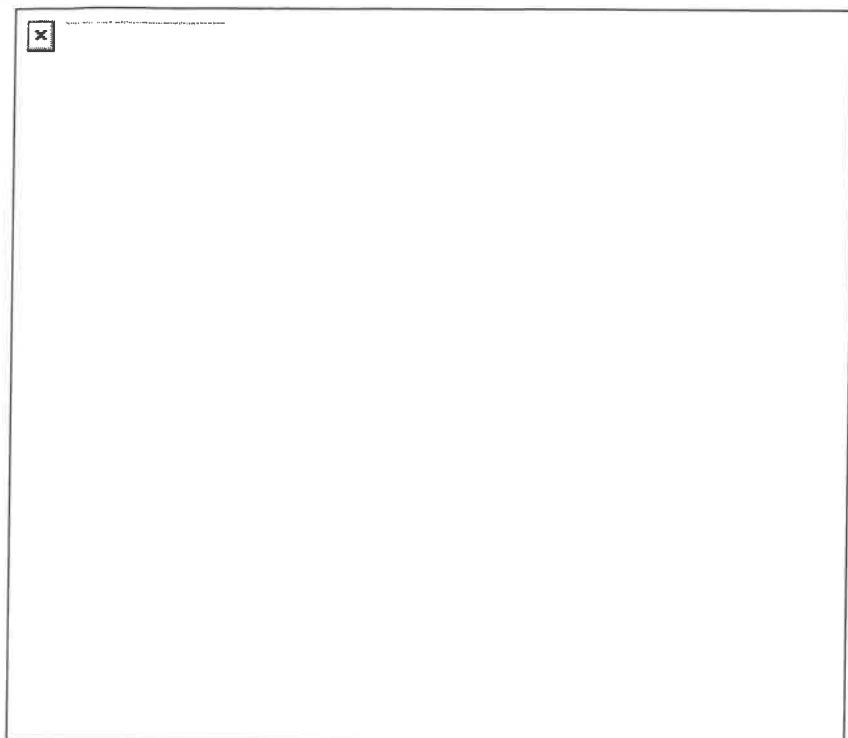
SafeWise has just released its 6th annual Safest Cities in Maine report. I think we're all in need of some good news this week, so I'm especially excited to announce the following:

**Eliot ranked #4 this year among the top 10 safest cities in Maine. Congrats!**

You can read the full report here: <https://www.safewise.com/blog/safest-cities-maine/>

Many cities (like the one below) use this as an opportunity to recognize their most standout police officers, city officials, and neighborhood watch leaders, resulting in some great positive media coverage.





Here's a link to the Safest Cities in Maine badge, which you are welcome to use on your website: <https://www.safewise.com/app/uploads/2020/03/Maine.png>

This is a great way to let visitors and residents know about your city's accomplishment and continuing commitment to public safety. We recommend that you also include a link to the full report so they can read more about the study.

We are also creating certificates for the cities that request it. This would come in a PDF format that you can download and print out. To request your city's certificate, just reply **YES** to this email.

Thanks for all your hard work to keep your community safe! I'm here to answer any questions you may have.

Cheers,

**Sage Singleton**

Communications Manager

[sage.singleton@safewise.com](mailto:sage.singleton@safewise.com)



**[About Us](#) | [Press Page](#) | [Facebook](#) | [YouTube](#)**

*[Click here to see our COVID-19 safety resources](#)*



05-14-20

**AGREEMENT FOR THE TOWN OF KITTERY TO SEWER MAINTENANCE  
SERVICES FOR THE TOWN OF ELIOT, MAINE**

1. **Purpose:** To define the terms of the agreement for which the Town of Kittery agrees to provide sewer maintenance services to the Town of Eliot. The Towns of Kittery and Eliot shall hereinafter be referred to as "the parties".
2. **Term of Agreement:** The agreement shall begin May 5, 2020 and will be a monthly agreement for a period no longer than one (1) year. The agreement may be extended or amended upon mutual agreement in writing.
3. **Scope of Services:** During the term of this Agreement, the Town of Kittery will provide the following services:
  - A. Weekly checks of Eliot's three (3) primary pump stations: Change out the weekly chart in the chart recorder, record pump and generator hours, and propane tank level, check PLC panel for any alarms or service reminders, and run each pump in manual to verify proper operation.
  - B. Maintenance: Provide required maintenance at three (3) primary pump stations in accordance with the O&M manuals.
  - C. Alarm Response: Respond to alarms at the three (3) primary pump stations during normal business hours and after hours. Response will require a minimum of two (2) staff until such time as the Kittery Sewer Superintendent believes all staff members are completely familiarized and comfortable with the Eliot pump stations. Thereafter, staff response will be determined on a case-by-case basis according to the type of call.
  - D. E-1 Pump Stations: The eight (8) E-1 pump stations in Eliot do not appear to be publicly accessible, alarmed, or regularly maintained (see attached summary report). Service or replacement of the E-1 pumps will be performed by Eliot or a third-party vendor hired by Eliot. Kittery and Eliot may revisit the scope of services if the E-1 stations are brought above grade with a proper unobstructed cover, proper alarms, and proof of access permission, easement, or right-of-way to the pumps.
  - E. Spare Parts: Kittery will provide a list of required spare parts to be purchased by Eliot and stored at the Main St. and Pleasant St. Pump stations for emergency repairs.
  - F. Reports: Kittery will provide a monthly invoice indicating the services rendered, dates and hours worked. Kittery will report to Eliot any damage, systems issues, or other matters pertinent to Eliot's effective management of its sewer infrastructure. Additional reporting will be provided upon request.
4. **Cost for Services:** The Town of Kittery will charge the Town of Eliot for services provided in accordance with the attached Attachment A Rate Sheet. Charges will be invoiced monthly and due thirty (30) days from the date of invoice.

The agreement may be canceled at any time upon written notice by either town. Upon cancellation, Kittery will provide an invoice indicating all outstanding charges owed. Payment will be made within thirty (30) days of the invoice date.

5. **Breach:** A party is in breach of this Agreement if it fails to appropriate or make timely payment of its share of the costs, or to perform or comply with any of the terms, provisions, or conditions of this Agreement. The Town of Kittery is not required to provide any service for any length of time for which it is not compensated.
6. **Separability:** If any portion of this Agreement is held to be unconstitutional, invalid, or unenforceable, such determination does not invalidate or render unenforceable any other portion of the Agreement.

Kittery Town Manager



Date May 4, 2020

Eliot Town Manager

Date

## ATTACHMENT A

### Kittery Sewer Department Rates for the Town of Eliot

**Labor Rates:**

<b>General Labor</b>	\$60 / hour
<b>Emergency Labor:</b>	\$85 / hour
<b>Sewage Techs:</b>	\$100 / hour
<b>Weekend Emergency Fee</b>	\$75 / hour
<b>Monthly Maintenance:</b>	\$850 (\$283.33 / pump station) Includes weekly station checks and standby monitoring

**Equipment Rates:**

<b>Camera:</b>	\$200
<b>Locator:</b>	\$150
<b>Bio Monitor:</b>	No extra charge

<b>Tyvek Suits:</b>	No extra charge
<b>Gloves:</b>	No extra charge
<b>Confined space entry and safety equip.</b>	\$100

<b>Pump Truck (500g):</b>	N/A
<b>Pump Truck w/air assist:</b>	N/A

<b>Pump Truck (1000g):</b>	N/A
<b>Pump Truck (2000g):</b>	N/A
<b>w/ air assist</b>	

<b>Crane Service:</b>	\$75 / hour
<b>Pressure Washer:</b>	\$175 / hour
<b>Core Drill:</b>	\$300 / hour
<b>Excavator:</b>	N/A
<b>Sump Pac Alt:</b>	N/A

<b>Snow Plowing:</b>	\$50 / hour
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**AARP  
COMMUNITY  
CHALLENGE**

Grants to make communities livable for people of all ages  
[aarp.org/CommunityChallenge](http://aarp.org/CommunityChallenge)

Stress

## ATTACHMENT A: APPLICATION

### AARP Community Challenge 2020

Grants to make communities more livable for people of all ages

**Application deadline extended to May 15, 2020, 11:59 pm ET.**

#### SAMPLE APPLICATION AND BUDGET OUTLINE

All applications must be submitted through the online application at  
[www.aarp.org/communitychallenge](http://www.aarp.org/communitychallenge) by May 15, 2020, 11:59 p.m. ET

**NOTE:** All fields must be filled out completely in order for the application to be accepted.  
Please use "n/a" for "not applicable" where appropriate.

#### BASIC INFORMATION

1. Name of Applicant Organization:       Eliot Aging in Place Committee      

2. Amount of this Grant Request:       \$5007.35      

**NOTE:** AARP reserves the right to award less funds than requested, so applicants should be prepared to discuss how they would scale down their proposals if asked.

3. Organization Profile (for non-governmental organizations only, governmental organizations enter n/a).

Brief

Has this organization been involved in work to make this a more livable community? If yes, briefly describe and include the issues.

**4. Organization Address:**

Address: \_1333 State Road State: Maine Zip: 03903

**5. Organization Tax Status:** Please check the one that best applies:

- ☐ 501(c)(3) NONPROFIT  
☐ 501(c)(4) NONPROFIT  
☐ 501(c)(6) NONPROFIT  
☐ A MUNICIPALITY  
☐ ANOTHER UNIT OF GOVERNMENT  
☐ OTHER (PLEASE DESCRIBE) \_\_\_\_\_

**6. Organization Twitter Handle:** \_\_\_\_\_  
(if none, enter n/a)

**7. Organization Facebook Name:** \_\_\_\_\_  
(if none, enter n/a)

**8. Did your organization apply for a grant in 2017, 2018 or 2019?**

- ☐ Yes – Selected more than once  
☐ Yes – Selected once  
☐ Yes – Not selected  
☐ No – did not apply

**9. How did you hear about this grant opportunity?**

- ☐ The AARP State Office in my state  
☐ The AARP Livable Communities e-newsletter ☐ An organizational newsletter or conference ☐ 880 Cities ☐ American Planning Association or State Association of Planners ☐ American Society for Landscape Architects ☐ America Walks ☐ Congress for New Urbanism ☐ Federal or State Government Agency ☐ Land Trust Alliance ☐ League of American Bicyclists or local bike/ped advocacy organization ☐ LOR Foundation ☐

Metrolab ○ National League of Cities or State League of Cities/State Municipal League ○ National or State Association of Counties ○ National Main Street Center or local Main Street Organization ○ Rails to Trails

- Smart Growth America ○ Strong Towns
- Trust for Public Land
- Other

- ☐ A local event or newsletter
- ☐ Word of mouth in the community
- ☐ Social Media
- ☐ Other

## POINTS OF CONTACT

### 10. Grant Application Contact:

**Name:** Ellen Ceppetelli, MS, RN

**Title:** Chair, Eliot Aging in Place Committee

**Address:** 14 Eventide Cove Lane, Eliot Maine 03903

**Phone:** 802-356-5933 **Email:** ellencepp@gmail.com

### 11. Project Implementation/Execution Point of Contact (if different from #10):

**Name:** Dana Lee

**Title:** Eliot Town Manager

**Address:** 1333 State Road Eliot Maine 03903

**Phone:** 439-1813 ext. 107 **Email:** [townmanager@eliotme.org](mailto:townmanager@eliotme.org)

## COMMUNITY DETAILS

**12. Name of Municipality Where Project Will Be Physically Located/Delivered:** Town of Eliot, Maine

**13. Approximate Address Where this Project Will Be Delivered:**

**NOTE:** This information is for AARP's analysis purposes only and will not be used in award information, etc.

**Address:** 60 Hammond Lane

**City:** Eliot **State:** Maine **Zip:** 03903

**14. Approximate population for the city/town/area where this project will be delivered:**

**NOTE:** 6412

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**15. Would you describe this community as:**

- ☐ Rural
- ☐ Suburban
- ☐ Urban

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**PROJECT DETAILS**

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**Project Summary:** The Eliot Aging in Place Committee (AIP) was approved in June 2017 by the Select Board as an advisory board to recommend strategies, services, programs, and regulations to better enable residents to remain in the community as they age. AIP duties are to identify key obstacles to aging in place; existing resources and how they could be enhanced; and potential solutions to such obstacles.

AIP, guided by the AARP Domains of Livability, distributed a community survey to identify these obstacles. The domains of Housing, Transportation, Communication and Information, and Outdoor Spaces and Buildings needed improvement in the areas of property tax relief, the ADU ordinance, public transportation, communication, walkability and pedestrian/bike safety, and recreational opportunities.

This project will impact outdoor spaces to improve walkability, pedestrian and bike safety, and increase social and recreational opportunities. A minimal number of sidewalks and relatively narrow roads in Eliot create few places for seniors to walk safely. Only 22% of residents agreed that public parks had enough benches. The following quotes exemplified the need to improve open spaces and parks. "The parks in Eliot are geared for youth and families. I don't see ramps or many benches for elders or walking paths", and "No streetlights or sidewalks on major roads make it hazardous, a disincentive to walk and enjoy Eliot's natural beauty".

This project will create a more vibrant Eliot Boat Basin by adding five benches on approximately 9 acres of relatively cleared flat land on the banks of the Piscataqua River. There is a public boat launch on this waterfront park and a large paved parking area surrounded by relatively cleared flat land that provides relatively easy walking terrain for individuals of all ages. Other features include a small building with rest



rooms, and a Pavilion with picnic tables. A walking path leads past a playground where the sole bench is located. This park is an ideal setting for people of all ages, but particularly older adults, to walk safely, socialize, enjoy nature, and observe the river without fear of vehicular traffic. These benches will be permanent structures to the park, installed and maintained by the town.

**NOTE:** This grant may NOT be \_\_\_\_\_ used for the following activities:

• Partisan, political or election \_\_\_\_\_  
related activities

• Planning activities and/or \_\_\_\_\_  
assessments and surveys

• Studies with no follow-up \_\_\_\_\_  
action

• Publication of books or  
reports

• The acquisition of land and/or  
buildings

• Solely to sponsor other \_\_\_\_\_  
organizations' events or  
activities

• Research and development

\_\_\_\_\_ for a nonprofit endeavor

• Research and development  
for a for-profit endeavor

• The promotion of a for-profit

\_\_\_\_\_ entity and/or its products and  
services

## 16. Project Livability Improvement Statement:

Learn more at [AARP.org/CommunityChallenge](https://www.aarp.org/CommunityChallenge)

Questions? Email [CommunityChallenge@AARP.org](mailto:CommunityChallenge@AARP.org)

Please specify in 350 characters or less the social impact this grant will bring to the community, especially to individuals aged 50-plus.

**For example:** This grant will improve (COMMUNITY X) by enhancing public safety through improving the walkability of the area for older residents and all individuals by adding traffic calming elements. Please see additional examples in Attachment D.

This grant will create a more vibrant public park by providing a safer place for residents of all ages to enjoy. Additional benches will improve walkability, particularly for older residents, by providing spots to rest as they stroll near the river. This increased physical activities and socialization could positively improve health and the quality of life for Eliot's residents.

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#### 17. Project Category:

Please select the category below that best describes your project, along with the *primary* corresponding sub-category.

- ☐ **Create vibrant public places** in the community through permanent or temporary solutions that improve open spaces, parks and access to other amenities.
- Public space activation (e.g., public plaza improvements, parklets, street trees, alleyway activation, seating and games in public spaces, seating along Main Street corridors, signage in neighborhoods)
  - Public art installations that make a space more inviting (e.g. murals and sculptures that are connected to a broader plan for the public space)
  - Park enhancements (e.g., park equipment improvements, new structures, dog parks)
  - Playgrounds (e.g., intergenerational play spaces)
  - Community gardens (e.g., building accessible community garden beds)
  - Activities to engage people in vibrant public places (e.g., open streets events)
  - Accessibility of amenities (e.g., increasing accessibility features of park equipment)
  - Public safety interventions (e.g., proper lighting, landscaping, block revitalization/maintenance)
  - Other (please only select if your project does not fit into one of the above categories and please describe in detail)

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- ☐ **Deliver a range of transportation and mobility options** through permanent or temporary solutions that increase connectivity, walkability, bikeability and access to public and private transit and safety.
- Roadway/sidewalks/crosswalk improvement and beautification (e.g., markings for crosswalks, traffic calming pop-ups at intersections)
  - Micro-mobility enhancements/management (e.g., parking and training on scooters, e-bikes, etc.)
  - Bikeability (e.g., bike sharing options, temporary bike lanes)
  - Expansion and enhancement of existing transportation options (e.g., adding volunteer-led transportation programs, enhanced coordination of existing transportation resources)
  - Public or private transit access and safety (e.g., transit shelters, activating and improving transit stops)
  - Improved wayfinding (e.g., signage and markings)
  - Trails (e.g., completing and connecting trails, signage)
  - Accessibility of transportation amenities (e.g., increasing accessibility features of transportation options for people of all abilities, including ADA compliance, etc.)
  - Other (please only select if your project does not fit into one of the above categories and please describe in detail)
- 

- ☐ **Support the availability of a range of housing** in the community through permanent or temporary solutions that increase accessible and affordable housing options.
- Accessory dwelling units and tiny homes
  - Co-housing programming and resources
  - Resources about housing options and available services
  - Innovative or new home maintenance, repair and support services
  - Lifelong housing and accessibility
  - Other (please only select if your project does not fit into one of the above categories and please describe in detail)
- 

- ☐ **Increase civic engagement with innovative and tangible projects** that bring residents and local leaders together to address challenges and facilitate a greater sense of community inclusion and diversity.
- Developing projects based on residents' priorities (e.g., participatory budgeting efforts)
  - Bringing resident insight and volunteer power into local government (e.g., citizen academies, local volunteers supporting City Hall efforts)

- Engaging residents alongside thought leaders in problem solving (e.g., hackathons)
- Other ideas that improve civic engagement in the community (please only select if your project does not fit into one of the above categories and please describe in detail)

**Note to Nonprofits:** While this new category is targeted to local governments, nonprofits can still apply for and receive a grant in this category, but they must demonstrate that they are working with local governments to solicit and include citizen expertise on the project or to help solve a pressing community challenge.

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- ☐ **Demonstrate the tangible value of “Smart Cities”** by developing and implementing innovative programs that involve residents in accessing, understanding and using data to engage in decisionmaking that increases quality of life for all.
- Tools and programming to capture data and resident feedback
  - Activities that highlight the use of data to improve decision-making in local government
  - Other (please only select if your project does not fit into one of the above categories and please describe in detail)
- 

- ☐ **Other**
- Connectivity improvements, including broadband access.
  - Activities that increase access to healthcare services
  - Activities that support family caregivers
  - Activities to support entrepreneurship and economic development
  - Other (please only select if your project does not fit into one of the above categories and please describe in detail)

## 19. Project Deliverables:

Please specify the individual deliverables. Provide as much detail as you can about any **physical structures** (such as benches, lighting, signage, etc.), **dates**, **addresses** and **communications** within 300 characters for each deliverable. See examples in Attachment D.

**Deliverable 1:** Five commercial grade park benches, 6 feet in length, will be permanently installed at the Eliot Boat Basin located at 60 Hammond Lane and accessible via Route 103 in Eliot, Maine. After discussion with town officials, the AIP decided to use the Barco Company that provided the one bench currently present in the park. The benches are powder coated black and made of recycled plastic slats with contoured seats, back and arm rests. They are portable with pre-drilled frames for surface mount option, stainless steel assembly

hardware and have cast aluminum frames. The benches are ultraviolet light and moisture resistant and come with a 50-year warrantee. The company's quote is \$5007.35 and includes shipping.

**Deliverable 2:** The Eliot Public Works Department will install and maintain the five benches, confer with the AIP to determine strategic placement in the park.

**Deliverable 3:** Once the park benches are installed AIP will communicate through the town web site, AIP email list, the William Fogg Library and Recreation department newsletters, and the Eliot Strong Facebook page to announce the grand opening celebration.

**Deliverable 4:** The AIP will track the number of celebration attendees as evidence of community response to its public space improvement

**Deliverable 5:** \_\_\_\_\_

*Add more as necessary*

**For example:**

- I. Provide suitable lighting in the public space located at (ADDRESS) between Street X and Street Y.
- II. Commission and install ten (10) structures with LED lighting at (ADDRESS) with custom side panels.
- III. Install four (4) benches at (ADDRESS). IV. Install signage at (ADDRESS)
- V. Conduct outreach to the community through local media and social platforms owned by the City, Main Street Organization and the Chamber of Commerce and will include at least three (3) published communications promoting the public space improvements.

## 20. Project Type:

**PLEASE NOTE:** Proposals for the project types described below will be prioritized over those that support ongoing programming or events.

- ☐ Permanent physical fixtures in the community
- ☐ Temporary demonstrations that lead to long-term change
- ☐ New, innovative programming or services

## PROJECT NARRATIVE AND BUDGET

Please complete each section with 2,000 characters or fewer (excluding Question 27)

**21. Livable Communities Activities.** Please provide a brief summary of the ongoing efforts to make this community more livable for all ages and share how the Community Challenge project will support that effort and have a lasting impact.

AIP is committed to building on Eliot's strengths to enhance residents' ability to age in place, regardless of age. Its mission is to (1) provide advocacy for changes in Eliot's physical, economic, and social environment that enables Eliot residents, especially older residents, to live in their homes for as long as possible and; (2) foster the creation of services and programs geared to keeping all residents active and engaged in the community. A summary of ongoing activities is listed below.:

1. Eliot became the 47<sup>th</sup> Maine town named to the AARP Network of Age Friendly Communities.
2. The AIP chair attended the 2018 Annual Age-Friendly and the First Rural Age Friendly Conferences.
3. The Maine Community Foundation (MCF) funded a \$1200 mailing to notify residents of the community assessment survey.
4. AARP of Maine (ME) provided a \$2500 grant to support action plan development. AIP hired a consultant to write the first draft.
5. AIP was selected to receive a Lifelong Community Fellow (LCF) for nine months to assist in plan implementation. The University of ME/Orono and MCF sponsored this pilot program, and MCF provided \$1000 to facilitate implementation.
6. In December 2019, AARP Age Friendly Network accepted the AIP action plan that was posted on its website as a resource for other communities.
7. In January 2020, Eliot Select Board approved the AIP Action Plan.
8. The assigned LCF was instrumental in assisting the AIP to draft a property tax relief program for seniors, that has been supported by the Select Board, and will appear on the ballot at the July 14, 2020 town election.
9. In April 2020, the AIP received a \$1000 grant award from the New England Grassroots Fund to develop a community response to the COVID 19 outbreak. AIP will use this award in its collaboration with Eliot Strong to deliver food, hygiene products, and medications, to needy Eliot residents.

AIP's long-term goal is to enhance and develop programs and services to make the community more livable. This project will improve one of Eliot's most popular public places by adding five permanent benches. The intention is to improve pedestrian safety and walkability so that physical activities and socialization will increase. The goal is to positively impact the health and quality of life for Eliot's residents for years to come.

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**22. Community engagement.** Please describe how residents and local organizations have been engaged in the area's livable communities activities to date. How will you engage the community and involve older adults in the process as you execute this grant?

The AIP began its early work by engaging residents in identifying obstacles to aging here. From June to November 2018, AIP distributed a community assessment survey to identify these obstacles with 330 of 6412 residents responding. Over 40% of respondents provided personal contact information to remain informed about the survey results and next steps. At two public meetings in 2019, AIP shared survey results, gathered more information, and engaged attendees in early action plan development. Those attending reiterated the survey concerns with tax relief for senior as a top priority. New concerns included the ADU ordinance, recreational options, and potential for social isolation.

Since November 2017, monthly meetings were video streamed and placed on the town website. Local service providers came to share their work and improvement ideas. Public comment was a key part of each agenda. One collaboration with the leadership of a senior housing complex resulted in the AIP delivering a series of onsite educational offerings open to all Eliot residents.

Recently, AIP collaborated with Eliot Strong to respond to the COVID19 outbreak. Through Eliot Strong, neighbors have shared advice and resources; listened to each other's needs; and responded beyond the need for food delivery. A "mask bank" is now available for seniors and other medically vulnerable residents. AIP will provide funding to purchase of food, medication, and other vital supplies that can be delivered through this newly created network. Funding for this collaboration is provided by the New England Grassroots Environment Fund. The AIP has begun a call list for individuals who are isolated. If specific needs are identified, Eliot Strong will follow up with delivery of these services.

Once the park benches are installed AIP will communicate through the town web site, AIP email list, the William Fogg Library and Recreation Department newsletters, and the Eliot Strong Facebook page to announce the grand opening celebration. The AIP will track the number of attendees as evidence of the community response to this public space improvement. Older adults in Eliot will not participate in the installation of these benches but a good communication plan will alert them to the availability of benches at one of the towns favorite parks.

23.

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- 24. Role of Volunteers.** Please describe how residents and local organizations have been engaged in the area's livable communities activities to date. How will you engage the community and involve older adults in the process as you execute this grant?

Until recently, AIP volunteers have spent their time actively engaged in completing surveys, attending public meetings, and recruiting other residents to volunteer. Now that the Action Plan has been approved by the Select Board, the AIP will need volunteers to put the plan in action. The AIP will focus its efforts in the next year to expand the number and activities of volunteers. AIP was about to implement more focused volunteer engagement activities when the COVID19 confinement began. There are currently 50 residents on the AIP volunteer list and over 100 members on the AIP notification email list. The recent collaboration with Eliot Strong has connected AIP to over 1200 volunteers in the community who are interested in helping others. As members of both organizations work together to respond to the COVID19 outbreak, they are creating relationships that will hopefully lead to mutual volunteer activities as the AIP implements its action plan over the next three years.

The actual implementation of this project will be done by town staff rather than older adult volunteers. Volunteers will play a key role in the comprehensive communication plan to announce the new benches and to encourage attendance at the unveiling celebration.

- 25.**
- a. Do you anticipate volunteers age 50 and older playing a role in the implementation of the Community Challenge project?
 

☐ Yes  
☐ No
  - b. Please describe the role that volunteers (particularly those 50+) will play in implementing the Community Challenge project.
- NA \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- 26. Multicultural Population.** If the primary beneficiaries of this project are from a multicultural population, please select the one or two populations who are primarily served below (Please note: This does not carry weight in the scoring criteria).

- ☐ African American/Black  
☐ Hispanic/Latino  
☐ Asian American Pacific Islander  
☐ Native American



☐ LGBT

☐ Other, please describe:
 

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- 27. Metrics.** Fill in the table with the estimated metrics you will be able to capture over the course of this grant activity and beyond, and include goals for each metric. *For example: number of people served, number of certifications issued, structures achieving ADA-compliance, etc.*

Metric	Goal
<i>Example: Number of People Served</i>	<i>Example: 50 Individuals Served</i>
(text)	
(text) number of people attending opening for new benches	50 people served
(text) number of benches installed	Five benches installed
(text)	
(text)	
(text)	

- 28. Matching Funds and In-Kind Support.** Matching funds are not required. However, please detail any matching funds or in-kind support the organization will receive to contribute toward this project.

	Matching Funds (\$)	In-Kind Support
<b>Nonprofit</b>		Installation and maintenance of benches by town staff
<b>Private</b>		
<b>Public</b>		

- 29. Project Budget.** Please specify what expenses will be covered by the grant. Itemize anticipated expenses and income (if any) for this proposal. Include in-kind services, such as donated materials and/or labor. Add explanations if necessary.

	Expense	Additional information
Contracted services costs	\$5007.35	5 Benches and shipping costs
Staff costs, if any		
Office materials & supplies, if any		
Travel expenses, if any		
<b>TOTAL REQUESTED</b>	<b>\$5007.35</b>	
Are there matching funds or services planned? What is their value?		Installation of the benches by town staff. Value is estimated at

### 30. How will you use AARP branding?

The AIP agrees to include AARP branding in all published, website and Facebook postings of the grant award and similarly for the communication plan that announces the opening of the new benches.

**31. Other Funding:** AARP might be contacted by other potential funders that could be interested in funding projects that were not granted through the AARP Community Challenge. The potential funders may have additional process steps and funding requirements than those of the AARP Community Challenge. If requested, AARP would like to send your contact information, organization name and a short description of your proposal, including the community where the project would take place ("Project Information"). Please note that these projects will be subject to any potential funder's own terms, conditions and review. Please indicate in your application whether or not you give permission to AARP to share your contact information and a description of your proposal. If you select "yes," you agree on behalf of yourself and your organization to release AARP from all liability associated with sharing the Project Information with potential funders. We will alert you before this information is given to potential funders. **Do you give AARP permission to share this information with other organizations that might be interested in funding your project?**

☐ YES

☐ NO

**An Opportunity for Other Possible AARP Funding:** Please note that by submitting a proposal for the AARP Community Challenge initiative, you and your organization give AARP permission to reach out to you and others at your organization about other possible AARP funding opportunities that your proposal may be eligible for based on the AARP Community Challenge criteria. However, please note that AARP is not obligated in any way to consider your proposal for any additional AARP funding.

## **NOTIFICATION**

Successful applicants will be notified by email. In order to receive funding, selected applicants must execute and return a binding Memorandum of Understanding and completed financial forms to the AARP National office to [communitychallenge@aarp.org](mailto:communitychallenge@aarp.org) by 11:59 p.m. August 17, 2020. Noncompliance with this time period may result in disqualification.

**Press Release**  
***For Immediate Release***

Officials for the **Town of Eliot** are pleased to announce that they have been awarded a Safety Enhancement Grant by the Maine Municipal Association Workers Compensation Fund in the amount of **\$2,000**.

The Ed MacDonald Safety Enhancement Grants and Scholarship Grants provide financial assistance to members of the MMA Workers Compensation Fund to purchase safety equipment or services to assist in reducing the frequency and severity of workplace injuries. The grant programs are designed to prevent injuries and improve workplace safety our Maine employees. The reduction in employee injuries also benefits the taxpayers by lessening lost hours at work, cost of claims and potential overtime expenses for employees who might have to fill in for injured co-workers.

The Maine Municipal Association has been awarding Safety Grants to members of the Workers' Compensation fund since 1999. The Ed MacDonald Safety Enhancement Grants and Scholarships are an example of a successful partnership that has been preventing workplace injuries by bestowing more than ***\$5 million*** in the funding of ***3,938*** Safety Enhancement Grants and ***489*** Scholarship Grants. Together we are building safe communities.

For more information about Maine Municipal Association Risk Management Service programs, including Safety Enhancement Grant eligibility and applications, please visit **[www.memun.org](http://www.memun.org)** and click on the Risk Management Services link, or call 1-800-590-5583.



**TOWN OF ELIOT, MAINE**  
1333 STATE ROAD, ELIOT, ME 03903

CORRESPONDENCE # **G-5**  
SELECTMEN'S MEETING  
**05-14-20**

**BID OPENING RECORD**

BID OPENING RECORD	
Invitation to Bid/Request for Proposal for:	<b>Sale of F350</b>
Project number and title:	

Date of issue:		Opening date & time:	<b>5/5/20</b> <b>11:2 P.M.</b>
Closing date:	<b>May 5</b>	Place:	<b>Town Hall</b>
No. of Bidders invited:	<b>Open</b>	No. of bids received:	<b>2</b>

Bidder		Country of Origin	No of pages	Total Amount	Remarks/Corrections Complete/Incomplete
No	Name				
1	<b>SCOTT DeFre</b> <b>(207 Owner)</b>		<b>1</b>	<b>2333.00</b>	
2	<b>Jordan Ales</b>		<b>1</b>	<b>2800.00</b>	
3					
4					
5					

Following Employees witnessed and or opened the sealed bids.

Name	Title	Signature	Date
<b>Dana Lee</b>	<b>T.M.</b>	<b>[Signature]</b>	<b>5/5/20</b>
<b>Thomas R. Robinson</b>	<b>D.P.W. DIRECTOR</b>	<b>[Signature]</b>	<b>5/5/20</b>

**NOTES:**

CORRESPONDENCE # G-6  
SELECTMEN'S MEETING  
05-14-20

## Correspondence # G-6- Confirmation of Ballot Clerks

Town Clerk is completing list she will have the list to the Board by the meeting date of the 14<sup>th</sup> to review.

Town Manager Report

To: Board of Selectmen

From: Town Manager

Thrs., Apr. 16

- Having our attorney work with CEO to address this long-running truck collecting problem
- Worked on the Supplemental Agenda notes; sorted packet for AA
- Wrote up a bid, bid form, etc. for selling the 2005 F-550
- Held a phone conf. with LUAA and Planner about getting the Planning Board meetings going remotely; backed up caseload; we developed a plan
- Sent directions to PB members for WebEx, set up test times; developing meeting dates / times / cases to be heard
- More back and forth on the truck hobbyist; looks like we have to accept the "hobbyist" definition for what is going on
- Received back the scoring report on the traffic engineering forms that bid on our 236 KACTS study
- Attended executive session meeting

Fri., Apr. 17

- Spoke at some length with Town Clerk about elections, precautions, new election helpers, etc.
- Read and responded to several emails
- Spoke a guy from Unitil about an issue they will face in June; sending us info for Planning to review
- Thanked the Eliot Strong folks for helping an elderly guy get a N95 mask; shared her updates with the board
- Rewrote my draft employment contract; sent it to the Chairman for initial review
- Drafted a sign for a drop box to be installed
- Requested confirmation of security cameras at the drop box location
- Spoke to a guy needing some planning advice; referred him to David; marijuana related...
- Responded an inquiry about whether the boat launch will be in lockdown (no)
- Spoke with the Launch Attendant about opening the Boat Launch and needing another attendant; social distancing; use of the drop box, etc.
- Emailed several people about possibly buying several laptops for Sb / Committee members; demand is very high (costly hardware) right now as all are working remotely
- Googled laptops and found a good-priced model; checked with Lyle
- Drafted a Public Input Process for our KACTS grant and distributed it to TIF and BS
- Spoke to DPW – crushing starts Monday; plow gear had to be put back on due to pending storm
- Spoke with Town Clerk about updating the draft warrant to include the attorney's proposed article

- Spoke with attorney Saucier re: different wording for warrant to allow skipping the C.O. meeting this year
- Emailed BC chair re: recommendation on UFB question
- Thanked Rep. Meyer for amending TIF law to allow adult day cares
- More back and forth on buying laptops

Mon, Apr. 20 – Patriots Day

Tues, Apr. 21 (thru 1 pm)

- Read and responded to weekend emails (also during weekend)
- Had a quick “staff” meeting re” funding / which laptops / how many
- Called Two-Way for more info
- Pavement Crushing starts Thursday
- Went to PW and asked DPW to check on free-standing recycling containers
- Riverview Village roads are terrible; may have to prioritize over River Road
- Drop box being installed
- Two calls thus far re: private sewer grinder pump letter
- Did some work on Riverside Homeowners Association requiring them to inspect certain sewer laterals; still trying to find sources of pollution
- Spoke to Selectman Lytle for a bit
- More sewer grinder calls
- Got (4) 10 CY containers; wrote memo about re-opening recycling
- Posted recycling information to NextDoor; sent to newspaper and webmaster
- Ordered a sign to go with new drop box
- Spoke to BC Chair re: revenues, upcoming meeting, etc.
- Took 3 hours vacation

Wed., Apr. 22 – Vacation Day

Thrs., Apr. 23

- Read and responded to several of 80 new emails
- Met with DPW re; pavilion lumber, crushing, a digsafe / CMP / sewer issue, etc.
- Had three phone messages – 2 about concerns that Covid hit a school staff member; public not notified; serving lunches still etc.; reported the call to Supt.
- DPW is seeking better pricing for recyclables; new cans filled up fast; adding cans for Saturday
- Authorized purchase of Zoom accounts
- Finalized order for hardware / software / install on 7 emergency, remote-capable, commercial-grade laptops
- Signed up for a webinar on Budgeting in Uncertain Times (Treasurer sitting in also)
- Read and responded to BC Chair’s letter regarding their review of the UFB question
- Spoke with the Chair for a bit
- Confirmed that I wanted the stormwater project to stop; no more work or bills on this for now
- Sent back our GIS annual contract for digital map maintenance
- Received notice of having received a \$2,000 safety grant toward a trench box



- Contacted unemployment bureau to see how self-funded unemployment employers would be reimbursed by the federal govt.
- Dropped off the mail to Harbor Master
- Received word that Eliot was deemed fourth safest community in Maine – nice!
- Set up our kick off meeting for resuming TIF engineering
- The lumber / siding for the Pavilion came in and a couple of PW guys cleaned and fixed all lights in the Pavilion
- Planning Board has set up a mini meeting for April using Zoom
- Met with Treasurer about the BC desired changes to the budget (unspecified); wrote up a memo for the SB with my views
- Amended draft employment contract and sent to Chair for review
- Independent Boat Hauler donated putting our floats/dock in at Dead Duck
- Attended remote SB meeting

Fri., Apr. 24

- Read and responded to a few emails
- Discussed the Budget Committee's request with Treasurer
- Started drafting UFB justification / COVID plan document as requested
- Wrote and sent an email with a meeting re-cap
- Started the May 14 SB agenda
- Sorted SB packet for filing, etc.
- Went to PW to see the crushing operation; discussed selling the little used older Bobcat; will prep bid documents
- Sent out an update email about return to work
- Met with EMA director about Covid updates
- Met with Police Chief; we have a nepotism issue that has just arisen; gave him some advice; asking the parties to fix it first before management has to; notified SB
- Wrote the letter to the abutters of the landlocked land; sent to others for review
- Offered some advice to a fellow with a civil problem
- Drafted and emailed a re-opening plan
- We have been conducting Zoom tests with BC and PB; going well
- Set up a Monday meeting at 12:30 with CSD about summer camp and staffing plan

Mon., Apr. 27

- Read and responded to weekend emails
- Chatted with staff about pandemic, re-opening issues, etc.
- Sent out "justification memo" to SB and BC
- Called the carpenter about bigger / more plexiglass customer shield at counter and also 2 "gates" to limit access to rear offices
- Spoke to ECC re: foreclosed land; they would like to meet and finalize a recommendation – Corona stopped the last meeting; I said okay
- Participating in logistics to get PB and BC meetings scheduled / trained participants / trial runs

- Reviewed the proposed benches that AIP is seeking a grant for; they are durable and good
- Updated my to do list
- Reviewed several news bits re: Maine re-opening plans, extending stay at home likely, DECD guidance, etc.
- Escrowed taxes coming in as expected; \$2.3 m in last few days
- Spoke again to a would-be photocopier vendor; they have revised the deal a lot and are sending it over
- There will be a temporary generator / compressor set up in Eliot Commons Parking lot for a week while they set the new compressor in place; lots of Fire review / Planning review going on
- Received the price proposal for the 236 study funded mostly by KACTS (\$39,000 +/-). We had estimated \$35,000. These monies will come from TIF funds; followed up with TIF Committee; approved moving ahead
- Met with Fire Chief / EMA; walked building for how we would space things if we have to re-open; asked him for max capacity in meeting room with proper 6' social distancing' offered to get our buildings more supplies; Police gave us a big container of hand sanitizer
- Sent out an update on temporary compressor station at Eliot Commons
- Met with CSD Director / Treasurer re: summer programs / staffing; discussed 3 scenarios, including no programs and no summer hires / layoffs; May 15 final decision, we hope
- Morgridge pumped out Town Hall septic tank
- Followed up with the TIF attorney re: public hearing requirements for the proposed bond / use of funds

Tues., Apr. 28

- Read and responded to emails
- Discussed a recent 2-week notice (Kevin Goodwin to PNS), and bringing back Brian Holt – was part time driver this winter; discussed the Depot Rd. accident / clean up / billing
- Worked on the re-opening plan, given, Chief Muzeroll and Mr. Lentz' feedback
- Sent re-opening plan and TM interim report to SB and staff
- Received, printed, reviewed and emailed vendor with concerns re: alternate copier proposal
- Met with AAll re: timeframe for November bond question in preparation for today's kick off meeting
- Fielded questions re: Planning Board; when will they resume?
- Fielded a building permit concern on Frost Hill; referred to CEO and DPW; got a report and called the fellow back; very pleased
- Noted that the Chair had contacted SB members about contract and evaluation
- Compensation Study results due by Friday from AAll
- Printed evaluation and contract for 2 SB members
- TIF Committee inquiring as to buying a 50 acre old tire dump on Rte 236 as a second development project

170 • Called about a 50 acre brownfield on 236; getting sales packet  
 171 • Attended a kick off Zoom meeting and a Budgeting in Uncertain Times webinar during  
 172 the afternoon – at home  
 173 Wed., Apr. 29  
 174 • Read and responded to 31 overnight emails  
 175 • Spoke with Town Clerk re new Executive Order and concerns that we have about re-  
 176 opening and how to do it most safely  
 177 • Updated my Re-Opening Plan  
 178 • Issued a letter of non-enforcement at 314 Beech (trucks); responded to several unhappy  
 179 neighbors; advised them of their appeal rights  
 180 • Spoke to the Custodian at some length about needing more hours; buildings are not as  
 181 dirty as usual; low use  
 182 • Held a staff meeting with Town Clerk and Treasurer  
 183 • Revised re-opening / staffing plan again – slow return of staff working in the office’ sent  
 184 to select staff for review  
 185 • Met with DPW re: bringing the guys back, chores waiting, update on crushing, wood for  
 186 pavilion  
 187 • Spoke with Selectman Lytle for a bit  
 188 • Meeting with carpenter tomorrow morning  
 189 • Went to find two gates and some squirt bottles, but no luck; ordered online  
 190 • Working with engineer to get names / flow on Forsley’s private sewer  
 191 • Drafted furlough letter for two employees (with attorney consultation)  
 192 • More back and forth on engineering coordination with our KACTS study  
 193 • Received and amended a “proof” of the drop box sign we ordered  
 194 • More updates to the re-opening plan per staff feedback  
 195 • Drafted a new public information notice for the web site  
 196 • Created two furlough memos and sent them to the employees in question  
 197 • Ordered PAYT bags from new vendor  
 198 • PW now working 6 am to 3 pm 4 days weekly  
 199 • Extended date of starting furloughs (amended letters) to allow better likelihood of  
 200 getting into the unemployment system in a timely manner  
 201 • Met with Town Clerk re: refining public messaging with more voting info  
 202 • Furloughed two more employees (part-time CSD)  
 203 Thrs., Apr. 30  
 204 • Stopped at Boat Basin to see the siding work; talk with the staff  
 205 • Met with carpenter re: plexiglass shields  
 206 • Met with staff; had heart to heart; great meeting  
 207 • More FOAA response to 314 Beech truck yard issue  
 208 • Met with DPW re: power washing the pavilion inside, finding a painter (inside for now);  
 209 find a chimney guy to check that grill  
 210 • Spoke with Chief about fire code / max capacity when we start using meeting room;  
 211 checked on repeater progress – COVID-stalled

- 212 • Updated 2 furlough letters (4 CSD people total)
- 213 • Got some answers for the guys on Sunrise Street re: sewer stubs
- 214 • Rec'd the laptops and advised SB members
- 215 • Tring to find certain easement information needed for our TIF engineering; did
- 216 properties change hands; are all the 2012 easements recorded properly, etc.
- 217 • Had to get service on laptop set up; didn't follow my instructions
- 218 • Sought legal opinion re: charter and budget procedure
- 219 • Staff and I are discussing opening playgrounds / parks; require masks?
- 220 • Received reduced school budget assessment (1.9% increase now); forwarded to
- 221 Assessor for use in calculating tax rate
- 222 • Worked with the Howell's to develop a tidal gate schedule for Spinney Creek – 2020
- 223 • Confirmed all the easements we got back in 2012 are recorded properly, and who the
- 224 new owners are
- 225 • Having one of the laptops set up for PB Chair
- 226 • Responded to BC Chair's email re budget process integrity
- 227 • Emails in the evening
- 228 Fri., May 1
- 229 • Read and responded to about 30 emails
- 230 • Discussed taxes with Tax Collector; rolling in nicely
- 231 • Pavement crushing continues; pavilion is about ½ done
- 232 • Notified SB of a bad roadway situation that needs work, but balancing that against
- 233 cashflow unknowns; sent out Treasurer email of our financial status (\$1m up over this
- 234 time last year, per the audit-reported increase in UFB (now at \$3.5m)
- 235 • Spoke the Chairman for a few minutes re: recent emails
- 236 • Reviewed Kittery's just-released "re-entry" plan
- 237 • Followed up with a developer with 50 acres on 236; doesn't seem too focused on selling
- 238 it
- 239 • Wrote up an ad seeking public input on problems people have seen on 236; sent out for
- 240 review by TIF Comm.
- 241 • Spoke to the HM at some length about opening the launch, handling, money signage,
- 242 fishing / distancing etc. Will issue guidance before we open on May 23
- 243 • Advised people on Next Door app – (like an EliotOnline) how to register cars, etc.
- 244 Fielding questions on recycling, etc., directing them to e-alerts / website, etc.
- 245 Mon., May 4 – Sick Day
- 246 Tues., May 5
- 247 • Read and responded to several of 80 emails
- 248 • Dealt with a generator failure situation at Town Hall
- 249 • TIF Survey work happening
- 250 • Returned six phone messages
- 251 • Discussed carpenter and plexi glass job; no word yet
- 252 • Almost done with siding at Pavilion
- 253 • At ten o'clock, had reviewed a total of 130 emails... jeez

- 254 • Checked the wording on the tax reminder postcard; not pushing dates / waiving interest
- 255 • Met with ex-employee and DPW about coming back to work for PW; interviewed him
- 256 • Discussed opening other solid waste stations – check only – etc. – but still too risky in
- 257 my view; people are not wearing masks as is
- 258 • Office has been quite busy the past two days
- 259 • Sent out info on a smell complaint across the river; investigation taking place
- 260 • Updated agenda; sent out for any last edits
- 261 • Sent out a request to amend the sewer ordinance to reflect ability to waive residential
- 262 mandatory hook ups
- 263 • Spoke with Fire Chief re: possible things FEMA will reimburse; many more questions
- 264 though
- 265 • Updated agenda per Town Clerk
- 266 • Requested staff post “Input Sought” memo re: 236 problems
- 267 • Visited Pavilion with DPW; looking good; calling a hood cleaner on that BBQ grill unit
- 268 • Conducted bid opening on F550 sale
- 269 • Discussed 3 or 4 other items around the shop that need to be sold as well; working on
- 270 specs for other bid outs
- 271 • Spoke to a lady organizing Project Graduation asking about putting flags on poles in Eliot
- 272 • Emailed BC Chair to see if they will be following the legal advice on their proposed
- 273 meeting
- 274 • Requested update on Police nepotism issue
- 275 • Called another kitchen hood cleaner for a quote
- 276 Wed., May 6
- 277 • Read and responded to numerous emails
- 278 • Participated in Zoom call with Supt. / So. Berwick TM
- 279 • Toured a medical marijuana building under development (Arcana Extracts at Northern
- 280 Pool and Spa)
- 281 • Ran a test Webex Mtg with SB; running another tomorrow
- 282 • Got the generator repaired
- 283 • Advised BC Chair of their meeting being in violation of the Charter per legal opinion
- 284 • Took in several emails from people giving input on the 236 traffic study
- 285 • Spoke with Selectman Lytle for bit; helped with laptop
- 286 • Spoke to TIF Chair for a while about several items
- 287 • Spoke with Town Clerk re: conditions for re-opening; called carpenter again about plexi-
- 288 shields re-opening
- 289 • Also discussed newsletter, including call-in directions for the public hearing on June 25
- 290 (will have to virtual), include a request for absentee ballots as well as the article /
- 291 budget information.
- 292 • Sent out picture and plan for the work at the Pavilion
- 293 • Spoke to a guy who is upset that Great Bay Boat Club has put up more fishing
- 294 obstructions
- 295 • Spoke to the owner of the 50 acres for sale on 236; just trying to gauge the market value

- 296 • Losing a full time operator at PW to the PNS – more money
- 297 • Assisted DPW with sample help wanted ad / job descriptions to start replacement
- 298 search

299 Thrs., May 7 (through 1 PM)

- 300 • Read and responded to some 30 emails
- 301 • More responding to FOAA re; trucks on Beech
- 302 • Picked up the sign for the drop box
- 303 • Remotely attended a Rotary meeting as speaker
- 304 • Spoke to a resident who believe Great Cove Boat Club has wrongfully erected anti-
- 305 fishing buoys outside their land lease
- 306 • Worked on the budget newsletter
- 307 • Sent pictures of pavilion grill to steam-cleaning bidder
- 308 • Reviewed Payroll
- 309 • Working on some of details associated with furloughing people
- 310 • Worked on packets for SB meeting

**Town Manager**

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**From:** Shana Cook Mueller <smueller@bernsteinshur.com>  
**Sent:** Friday, April 17, 2020 9:53 AM  
**To:** Town Manager; Edward Henningsen; Richard Donhauser  
**Cc:** Steve Robinson; Keith A. Pratt  
**Subject:** RE: Incentives to hook up to sewer?

Hi, Dana.

As we discussed on the phone this morning, I reviewed the other approved projects in the district's development program and found no authorization for this type of program. While it is certainly permissible for the municipality to include it in a TIF development program project list as a grant or loan program/incentive to businesses, in order to obtain authority for the Eliot TIF district, it would require another TIF amendment process.

Happy to entertain further questions as needed.  
Thank you,  
Shana

**Shana Cook Mueller**

**she/her/hers pronouns**

**Shareholder**

207 228-7134 direct

207 752-6359 mobile

207 774-1200 main

207 770-2587 fax

[Online Payment](#)

[My Bio](#) | [LinkedIn](#) | [Twitter](#)

**BERNSTEIN SHUR**

100 Middle Street PO Box 9729 Portland, ME 04104-5029 | Manchester, NH | Augusta, ME | [bernsteinshur.com](http://bernsteinshur.com)

**Confidentiality notice:** This message is intended only for the person to whom addressed in the text above and may contain privileged or confidential information. If you are not that person, any use of this message is prohibited. We request that you notify us by reply to this message, and then delete all copies of this message including any contained in your reply. Thank you.

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**From:** Town Manager <townmanager@eliotme.org>  
**Sent:** Wednesday, April 15, 2020 11:56 AM  
**To:** Shana Cook Mueller <smueller@bernsteinshur.com>; Edward Henningsen <ed-hi@comcast.net>; Richard Donhauser <rdonhauser@eliotme.org>  
**Cc:** Steve Robinson <srobinson@eliotme.org>; Keith A. Pratt <kpratt@underwoodengineers.com>  
**Subject:** Incentives to hook up to sewer?

EXTERNAL EMAIL

Shana,

I just spoke to the Chairman who asked if we could:

Pay for expenses associated with immediately hooking businesses up to the new sewer system through our Sewer Fund, and then reimburse the Sewer Fund with TIF Funds.

We were thinking that we could offer 100% of the hook up cost if they hook up with 60 days, 50% if they hook up within 6 months, and less as time goes on until a business would not be subsidized. We feel incentivizing hooking up is very much in line with our economic development plans.

My concern with this is that we did not permit direct assistance to businesses in the form of loans / grants.

Your views, please.

Dana

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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.



## **Staff Recognition Program**

CORRESPONDENCE # H-2  
SELECTMEN'S MEETING  
05-14-20

### **The Eliot MVP Award**

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

**The criteria for who you choose is pretty loose.**

**It could be the one who:**

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

# **Eliot's MVP Employee Award**

**June of 2020**

## **BALLOT**

**DEPARTMENT:** \_\_\_\_\_

**NOMINEE'S NAME:** \_\_\_\_\_

**SAY A LITTLE WHY YOU NOMINATED THIS STAFF PERSON:**

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H-3  
CORRESPONDENCE #  
SELECTMEN'S MEETING

05-14-20

Correspondence # H-3- See warrant article # 26

CORRESPONDENCE #  
SELECTMEN'S MEETING  
05-14-20

H-4

Correspondence # H-4- See warrant article # 25

**JUSTIFICATION FOR REQUESTING THE POSSIBLE USE OF UP TO \$200,000 OF THE  
TOWN'S UNASSIGNED FUND BALANCE (SAVINGS ACCOUNT)**

**4/24/20**

Question #33 of the ballot to be voted upon on July 14<sup>th</sup> asks voters if they will authorize the Select Board to use up to \$200,000 from the Town's Unassigned Fund Balance (UFB) for unanticipated costs associated with the local response to COVID-19. In order to use any of this money, the Select Board would have to unanimously agree by vote at a public meeting.

- We believe that certain expenses associated with COVID-19 might arise next year, though much of the "pinch" will happen between now and the end of the fiscal year (June 30, 2020). There is a fair amount of agreement that the virus could return late this fall, so we are thinking ahead.
- This year, as Town Manager, I have put a freeze of major capital spending. For example, we will be deferring some paving to make sure we have adequate cashflow. For the balance of this fiscal year.
- Most people may be unaware that the Town also takes out a line of credit each year, called a Tax Anticipation Note. Usually, twice per year, right before tax payments are due, the Town has low cash flow and we use the \$2,000,000 TAN line of credit. As soon as taxes begin to come in, that line of credit is paid off.
- Last year, we added about a million dollars to our UFB, and have added to UFB each year since 2014. We now have an "fully adequate" UFB of \$3,500,000. Annually, we try to budget incoming revenues conservatively, and routinely have some unspent appropriations. This means that the Administration feels that we inherently build a budget meant to sustain some "hits."
- Recently, the state and federal governments have provided several stimulus programs to help people facing unemployment. More stimulus money is probably coming, which may help mitigate local impacts such as food, rent assistance and utilities.
- We anticipate that our General Assistance budget (Welfare) which is only \$20,000 in the budget could be very significantly effected. Even with stimulus money, long-term unemployment may drive up our costs to help our residents.
- We anticipate that a program called Municipal Revenue Sharing will have to reduce the amount that towns and cities receive from the State of Maine, as the revenue is based on a portion of sales tax, which of course is drying up nationally. The extent of this reduction could be \$100,000 of the \$378,000 we have budgeted.
- Further, we believe that at some point, one or more deep sanitation cleanings may be required at Town Hall, Public Works, Police Station or Fire Station, should any employee be found to have the virus. Police cruisers may also need sanitation services.

- Staff are asking that we make certain building adjustments such as taller plexiglass shields between customers and clerks; other minor building modifications / signage may be necessary to ensure social distancing.
- We are already in the process of purchasing remote-meeting capable laptops for our “virtual” Select Board meetings (\$10,000+). We are finding that we need to pay monthly subscriptions to programs such as Docu-sign and Zoom Meetings.
- At this time, the Town does not plan to lay-off or furlough employees. If the virus goes on into the fall, we anticipate having to pay unemployment to certain staffers who are deemed non-essential.
- Currently, property taxes are being well-paid by our residents, but again as we enter the period for November tax payments, we may see people struggle to pay that half of their taxes. The use of UFB will help us in that event.

**TOWN OF ELIOT, MAINE  
ANNUAL TOWN MEETING ELECTION / REFERENDUM WARRANT  
TUESDAY, JULY 14, 2020**

**To Deborahlynn Brock, a Resident of the Town of Eliot, in the County of York, State of Maine**

In the name of the State of Maine, you are hereby required to notify and warn the inhabitants of the Town of Eliot, County of York, State of Maine, qualified by law to vote in town affairs, to meet at Marshwood Middle School, 626 H. L. Dow Highway, Eliot, Maine, on Tuesday, July 14, 2020 at 7:30AM for opening ceremonies and action on Article One, Election of Moderator. The polls for voting will be open from 8:00 AM to 8:00 PM for secret ballot voting on Articles Two through Thirty-Three.

Pursuant to Title 21-A, Section 759(7) absentee ballots will be processed at the polling place from 9:00 AM – 8:00 PM on the hour, every hour as needed.

The Town will provide any reasonable accommodations for any disabled resident to attend this Election. Please notify the Town Manager at the Town Office of the need. This is in accordance with the ADA Law.

**NOTE:** Please use the Depot Road entrance to the Parking Lot.

**ARTICLE 1:** To elect a moderator by written ballot to preside at said meeting.

**ARTICLE 2:** To elect Two (2) Select Board/Overseers of the Poor for a three-year term, One (1) Select Board/Overseers of the Poor for a two-year term, Two (2) Budget Committee Members for a three-year term, One (1) MSAD #35 Director for a three-year term, and One (1) MSAD #35 Director for a two-year term.

**ARTICLE #3:** To see if the Town will vote to increase the property tax levy limit of \$3,585,479 as established for Eliot by State Law in the event that the municipal budget approved under the preceding and following articles will result in a tax commitment that is greater than that property tax levy limit or any other property tax limit established as a result of 30-A MRSA Section 5721-A Limitation on Municipal Property Tax Levy.

**Note:** The Select Board's recommended total tax levy is \$85,042 more than the Budget Committee recommendation (\$3,500,437); but in either event, the amount in excess of LD 1 limits is \$0. This article has to be voted by written ballot.

**ARTICLE #4:** To see if the Town will vote to apply the following 2020 / 2021 Estimated Revenues to reduce the amount to be raised by taxation (fiscal year is July 1, 2020 to June 30, 2021).

Revenue	Amount
Excise Tax	\$1,450,000
On-Line Excise Tax	\$ 290,000
Boat Excise Tax	\$ 15,000
Revenue Sharing	\$ 378,000
Interest (Investment/Tax)	\$ 50,000
Clerk Fees	\$ 30,000

CEO Permit Fees	\$ 119,000
Use of Sewer Fees (Bond)	\$ 98,511
Sewer Administration	\$ 35,804
Board of Appeal/Planning Board Fees	\$ 5,100
Police Fees / Grants / Details	\$ 45,550
Miscellaneous Fire Revenues	\$ 275
Boat Basin Launch Fees	\$ 24,000
Tax Liens	\$ 7,000
Snowmobile Reimbursement	\$ 800
Marijuana Licensing Fees	\$ 35,000
Pay Per Throw	\$ 60,000
Use of PW Reserve (embankment)	\$ 12,500
Use of Legal Reserve	\$ 15,000
GA Reimbursement	\$ 7,300
Recycling	\$ 78,700
York Hospital Grant (CSD)	\$ 11,500
CSD Program Revenue	\$ 100,000
KidsPlay Program Revenue	\$ 230,000
TIF Revenues	\$ 163,985
Dog Licensing Fees / Violation Fees	\$ 4,800
Miscellaneous	\$ 5,000
Mooring Fees	\$ 14,000
MDOT Road Assistance	\$ 34,700
AIP S.A.L.T Donation	\$ 2,500
<b>TOTAL ESITMATED REVENUES:</b>	<b>\$3,324,025</b>

Eliot Select Board Recommends \$3,324,025 (Vote: 4 – 0)  
Eliot Budget Committee Recommends \$3,324,025 (Vote: 4 – 0)  
(Last Fiscal Year: \$3,110,951)

**ARTICLE #5:** To see what sum the Town will vote to raise, appropriate, and transfer for employee salary, benefits, operation, and maintenance of the Administration.

Eliot Select Board Recommends \$1,281,703 (Vote: 4 – 0)  
Eliot Budget Committee Recommends \$1,279,397 (Vote: 3 – 1)  
(Last Fiscal Year: \$1,216,404)

**ARTICLE #6:** To see what sum the Town will vote to raise, appropriate, and transfer for Hearings and Elections:

Eliot Select Board Recommends \$32,970 (Vote: 4 – 0)  
Eliot Budget Committee Recommends \$32,970 (Vote: 4 – 0)  
(Last Fiscal Year: \$27,107)



**ARTICLE #7:** To see what sum the Town will vote to raise, appropriate, and transfer for the salaries, benefits, operation, and maintenance of the Fire Department.

Eliot Select Board Recommends \$189,988 (Vote: 4 – 0)  
Eliot Budget Committee Recommends \$189,988 (Vote: 4 – 0)  
(Last Fiscal Year: \$183,989)

**ARTICLE #8:** To see what sum the Town will vote to raise, appropriate, and transfer for employee salary, benefits, operation, and maintenance of the Police Department.

Eliot Select Board Recommends \$1,200,840 (Vote: 4 - 0)  
Eliot Budget Committee Recommends \$1,200,840 (Vote: 4 – 0)  
(Last Fiscal Year: \$1,126,739)

**ARTICLE #9:** To see what sum the Town will vote to raise, appropriate, and transfer for services related to Public Safety.

Fire Hydrants	\$ 83,940
Dispatching	\$123,360
PSAP (911)	\$ 20,735
Harbormaster	\$ 12,789
Streetlights	\$ 16,000
Animal Control Officer	\$ 14,241 *BC Recommends \$11,305
<b>TOTAL REQUESTED AMOUNT:</b>	<b>\$271,065</b>

Eliot Select Board Recommends \$271,065 (Vote: 4 – 0)  
Eliot Budget Committee Recommends \$268,129 (Vote: 4 – 0)  
(Last Fiscal Year: \$278,615)

**ARTICLE #10:** To see what sum the Town will vote to raise, appropriate, and transfer for the salaries, benefits, operation, and maintenance for the Public Works Department.

Eliot Select Board Recommends \$942,485 (Vote: 4 - 0)  
Eliot Budget Committee Recommends \$942,485 (Vote: 4 – 0)  
(Last Fiscal Year: \$1,019,752)

**ARTICLE #11:** To see what sum the Town will vote to raise, appropriate, and transfer for Snow Removal.

Eliot Select Board Recommends \$246,554 (Vote: 4 - 0)  
Eliot Budget Committee Recommends \$246,554 (Vote: 4 – 0)  
(Last Fiscal Year: \$250,848)

**ARTICLE #12:** To see what sum the Town will vote to raise, appropriate, and transfer for the salaries, benefits, and operation of Summer Maintenance.

Eliot Select Board Recommends \$82,776 (Vote: 4 – 0)  
Eliot Budget Committee Recommends \$82,776 (Vote: 3 – 1)  
(Last Fiscal Year: \$78,240)

**ARTICLE #13:** To see what sum the Town will vote to raise, appropriate, and transfer for the salaries, benefits, operation, and maintenance for Roads and Bridges.

Eliot Select Board Recommends \$8,000 (Vote: 4 – 0)  
Eliot Budget Committee Recommends \$8,000 (Vote: 4 – 0)  
(Last Fiscal Year: \$15,000)

**ARTICLE #14:** To see what sum the Town will vote to raise, appropriate, and transfer for salaries, benefits, operations, and maintenance of the Solid Waste Transfer Station.

Eliot Select Board Recommends \$265,853 (Vote: 4 – 0)  
Eliot Budget Committee Recommends \$265,853 (Vote: 3 – 1)  
(Last Fiscal Year: \$252,296)

**ARTICLE #15:** To see what sum the Town will vote to raise, appropriate, and transfer for the implementation of the Federal Storm Water Management Plan.

Eliot Select Board Recommends \$129,430 (Vote: 4 – 0)  
Eliot Budget Committee Recommends \$129,430 (Vote: 4 – 0)  
(Last Fiscal Year: \$200,000)

**ARTICLE #16:** To see what sum the Town will vote to raise, appropriate, and transfer for the salaries, fringe benefits, operation, and maintenance of the Community Service Department.

Eliot Select Board Recommends \$491,020 (Vote: 4 – 0)  
Eliot Budget Committee Recommends \$491,020 (Vote: 4 – 0)  
(Last Fiscal Year: \$479,943)

**ARTICLE #17:** To see what sum the Town will vote to raise, appropriate, and transfer for General Assistance.

Eliot Select Board Recommends \$20,000 (Vote: 4 – 0)  
Eliot Budget Committee Recommends \$20,000 (Vote: 4 – 0)  
(Last Fiscal Year: \$20,000)

**ARTICLE #18:** To see what sum the Town will vote to raise, appropriate, and transfer for Capital Improvements.

Capital Improvement	Requested Amount	Notes
Roadway Paving	\$ 450,000	
Public Works Vehicle Reserve	\$ 212,710	2 vehicles/backhoe lease
Transfer Station Vehicle Reserve	\$ 20,100	Roll Off Truck
Transfer Station Facility Reserve	\$ 32,500	Recycling building paint and recycling bailer
Police Vehicle Capital	\$ 38,500 *BC Recommends \$0	New Cruiser-Chiefs vehicle
Police Portable Radios	\$ 21,400	10 Radios
Police Mobiles	\$ 15,200	6 Mobiles
Police Station Capital	\$ 8,600 *BC Recommends \$3,600	Interior Upgrades
Town Hall Capital	\$ 30,000	Civil Engineering for New Town Hall
Technology Upgrades	\$ 6,500	PC's for clerks/assessor
Records Preservation/Codification	\$ 10,000	
Parks/Facilities Frost Tufts Playground	\$ 16,000	
Parks/Facilities Skate Park	\$ 9,000	
Boat Basin Ticket System	\$ 20,000 *BC Recommends \$0	
Fire Truck Reserve	\$ 125,000	All Fire Trucks
SCBA Air Paks(3) Spare Bottles (3)	\$ 29,500	
EOL Fire Gear	\$ 3,800	2 Sets
EOL Fire Helmets	\$ 10,500	
Fire Mobile Radio Update	\$ 7,500	
Update/Replace Rescue Tool	\$ 12,000	
Pre-Emptive Traffic Control Device	\$ 20,500	Includes 3 Transmitters
Fire Station on-going Rehab	\$ 12,500	
<b>TOTAL REQUESTED AMOUNT:</b>	<b>\$1,111,810</b>	

Eliot Select Board Recommends \$1,111,810 (Vote: 4 – 0)

Eliot Budget Committee Recommends \$1,048,310\* (Vote: 4 – 0)

(Last Fiscal Year: \$960,600)

**ARTICLE #19:** To see what sum the Town will vote to raise, appropriate, and transfer for the operating Reserve Accounts.

Land Bank Reserve	\$ 5,000
Health Insurance Reserve	\$15,000
Contingency	\$54,460
<b>TOTAL REQUESTED AMOUNT:</b>	<b>\$74,460</b>

Eliot Select Board Recommends \$74,460 (Vote: 4 – 0)

Eliot Budget Committee Recommends \$74,460 (Vote 4 – 0)

(Last Fiscal Year: \$38,000)

**ARTICLE #20:** To see what sum the Town will vote to raise, appropriate, and transfer for Town Standing Committees.

Board of Appeals	\$ 3,600
Budget Committee	\$ 1,200
Conservation Commission	\$ 1,520
Capital Improvement & Energy Commission	\$ 350
Planning Board	\$17,000
Aging-In-Place Committee	\$ 6,000 *BC Recommends \$3,300
Bicentennial Committee	\$ 4,500 *BC Recommends \$1,500
<b>TOTAL REQUESTED AMOUNT:</b>	<b>\$34,170</b>

Eliot Select Board Recommends \$34,170 (Vote: 4 – 0)  
Eliot Budget Committee Recommends \$28,470\* (Vote: 4 – 0)  
(Last Fiscal Year: \$30,028)

**ARTICLE #21:** To see what sum the Town will vote to raise, appropriate, and transfer for the William Fogg Library.

Eliot Select Board Recommends \$200,600 (Vote: 4 – 0)  
Eliot Budget Committee Recommends \$190,000 (Vote: 4 – 0)  
(Last Fiscal Year: \$180,000)

**ARTICLE #22:** To see what sum the Town will vote to appropriate and raise for Social Service Agencies.

Agency of Aging	\$ 1,000
Eliot Festival Day	\$ 1,500
Historical Society	\$ 2,500
Maine Home HealthCare	\$ 1,600
Memorial Day	\$ 520
Project Share	\$ 500
Senior Citizens	\$ 1,500
York Community Action Corporation	\$ 1,600
<b>TOTAL REQUESTED AMOUNT:</b>	<b>\$10,720</b>

Eliot Select Board Recommends \$10,720 (Vote: 4 - 0)  
Eliot Budget Committee Recommends \$10,720 (Vote: 4 - 0)  
(Last Fiscal Year: \$12,050)

**ARTICLE #23:** To see what sum the Town will vote to appropriate and transfer to Fixed Assessments from the established Tax Increment Financing Account and the Eliot Sewer Fund.

Eliot Select Board Recommends \$199,789 (Vote: 4 – 0)  
Eliot Budget Committee Recommends \$199,789 (Vote: 4 – 0)  
(Last Fiscal Year: \$174,665)

**ARTICLE #24:** To see what sum the Town will vote to appropriate and raise for Debt Service.

Eliot Select Board Recommends \$115,271 (Vote: 4 – 0)

Eliot Budget Committee Recommends \$115,271 (Vote: 4 - 0)

(Last Fiscal Year: \$118,250)

*Note: \$98,511 will be reimbursed by sewer fees; the remainder is for the LED Street Lights bond and the HVAC Replacement at Town Hall bond.*

**ARTICLE #25:** To see if the Town will vote to authorize the Select Board to expend up to \$200,000 from the unassigned fund balance to cover costs related to the COVID-19 pandemic, any such expenditure requiring a unanimous vote of the Select Board?

Eliot Select Board So Recommends (Vote: 4 – 0)

Eliot Budget Committee So Recommends (Vote: 6 – 0)

**ARTICLE #26:** To see if the Town will vote, notwithstanding any ordinance provision to the contrary, to eliminate the requirement to hold a citizen's option meeting in calendar year 2020 and the requirement to print the citizen's recommendations in the budget articles on the 2020 municipal election ballot due to public health concerns arising from COVID-19 and the Governor's Emergency Order No. 14 FY 19/20 (as renewed) prohibiting the gathering of more than 10 people.

Select Board So Recommends (4 – 0)

**ARTICLE #27:** Shall an Ordinance entitled "Animal Control Ordinance" dated July 14, 2020 be enacted?

Planning Board So Recommends (5 - 0)

Select Board So Recommends (4 - 0)

*The complete text is available at the Town Office and on the Town Website ([www.eliotmaine.org](http://www.eliotmaine.org)) for review.*

**ARTICLE #28:** Shall an Ordinance entitled "Eliot Senior Taxpayer Assistance Program" dated July 14, 2020 be enacted?

Select Board So Recommends (4 - 0)

*The complete text is available at the Town Office and on the Town Website ([www.eliotmaine.org](http://www.eliotmaine.org)) for review.*

**ARTICLE #29:** Shall an Ordinance entitled "Town of Eliot Public Safety Impact Fee Ordinance" dated July 14, 2020 be enacted?

Select Board So Recommends (4 - 0)

*The complete text is available at the Town Office and on the Town Website ([www.eliotmaine.org](http://www.eliotmaine.org)) for review.*

**ARTICLE #30:** Shall an Ordinance entitled "Amendments to Chapter 1 – General Provisions, Section 1-2" of the Municipal Code of Ordinances of the Town of Eliot, Maine to define land uses and rules of construction dated July 14, 2020 be enacted?

Planning Board So Recommends (5 - 0)

Select Board So Recommends (4 - 0)

*The complete text is available at the Town Office and on the Town Website ([www.eliotmaine.org](http://www.eliotmaine.org)) for review.*

**ARTICLE #31:** Shall an Ordinance entitled "Amendments to Chapter 33 – Planning and Development, Section 33-189" of the Municipal Code of Ordinances of the Town of Eliot, Maine to reference the definition of public facility to Chapter 11 Section 11-3 dated July 14, 2020 be enacted?

Planning Board So Recommends (5 – 0)

Select Board So Recommends (4 – 0)

*The complete text is available at the Town Office and on the Town Website ([www.eliotmaine.org](http://www.eliotmaine.org)) for review.*

**ARTICLE #32:** Shall an Ordinance entitled "Amendments to Chapter 44 – Shoreland Zoning, Section 44-34" of the Municipal Code of Ordinances of the Town of Eliot, Maine to define land uses and rules of construction dated July 14, 2020 be enacted?

Planning Board So Recommends (5 - 0)

Select Board So Recommends (4 - 0)

*The complete text is available at the Town Office and on the Town Website ([www.eliotmaine.org](http://www.eliotmaine.org)) for review.*

**ARTICLE #33:** Shall an Ordinance entitled "Amendment to Chapter 45, Zoning, Section 45-290" of the Municipal Code of Ordinances of the Town of Eliot, Maine to update the Table of Uses and add Uses dated July 14, 2020 be enacted?

Planning Board So Recommends (5 - 0)

Select Board So Recommends (4 - 0)

*The complete text is available at the Town Office and on the Town Website ([www.eliotmaine.org](http://www.eliotmaine.org)) for review.*

**Given under our hands this 14th day of May, 2020**

\_\_\_\_\_  
Richard Donhauser, Chairman

\_\_\_\_\_  
Alexandros Orestis, Vice Chairman

\_\_\_\_\_  
Phillip Lytle, Selectman

\_\_\_\_\_  
Robert McPherson, Selectman

**Select Board  
Town of Eliot, Maine**

### **RETURN OF THE WARRANT**

Eliot, Maine

\_\_\_\_\_, 2020

Pursuant to the within warrant to me directed, I have notified and warned the inhabitants of said town, qualified as herein expressed, to meet at said time and place, and for the purposes therein named, by posting an attested copy of said warrant at the Eliot Town Office Interior & Exterior Bulletin Boards, the Eliot Transfer Station Bulletin Board, the Eliot Post Office Bulletin Board and the William Fogg Library Bulletin Board in said town, being public and conspicuous places in said town, on the \_\_\_\_ day of \_\_\_\_\_, 2020 being at least seven days before the meeting.

\_\_\_\_\_  
*Deborahlynn Brock*  
Resident, Town of Eliot, Maine

## Correspondence # H-6 – Notice of Public Hearing

We need to figure out the meeting style and or location of the public hearing due to COVID-19 guidelines.

May have to call a special meeting prior to the posting requirements for the public hearing, if not decided prior to the meeting of 5/14



Eliot  
11:45 AM

A / P Warrant

CORRESPONDENCE #  
SELECTMEN'S MEETING  
05-14-20

04/22/2020

Page 1

Warrant 123

Jrnl	Check	Month	Invoice Description	Reference	
Description	Account	Proj	Amount	Encumbrance	
<b>00002 2WAY COMMUNICATIONS SERVICE, INC.</b>					
0533	16884	04	laptops SB-Town Off Capit	64921	
TOWN OFF CAPITAL RES	E 62-05-99-01		10,843.00	0.00	
			<b>Vendor Total-</b>	<b>10,843.00</b>	
<b>00131 COMCAST</b>					
0533	16885	04	comcast bill csd	041120	
comcast csd	E 30-01-15-03		329.71	0.00	
			<b>Vendor Total-</b>	<b>329.71</b>	
<b>00265 HAYDEE'S PEST-FREE MANAGEMENT, INC.</b>					
0533	16886	04	exterminator	158182	
exterminator	E 20-25-24-20		50.00	0.00	
			<b>Vendor Total-</b>	<b>50.00</b>	
<b>00382 MAINE LABOR RELATIONS BOARD</b>					
0533	16887	04	mediator fee	12DELIOT	
mediator fee	E 01-01-10-02		750.00	0.00	
			<b>Vendor Total-</b>	<b>750.00</b>	
<b>00725 TREASURER OF STATE</b>					
0533	16888	04	bmv 0401-0416	0401-0416	
BMV 0401-0416	G 01-2040-00		556.06	0.00	
			<b>Vendor Total-</b>	<b>556.06</b>	
<b>00885 ELDREDGE LUMBER AND HARDWARE</b>					
0533	16889	04	Masks Police Dept	04152020	
masks police dept	E 10-05-20-40		33.04	0.00	
			<b>Invoice Total-</b>	<b>33.04</b>	
0533	16889	04	supplies/materials PWD	04152020HWY	
supplies/materials highwa	E 20-01-24-05		44.19	0.00	
			<b>Invoice Total-</b>	<b>44.19</b>	
			<b>Vendor Total-</b>	<b>77.23</b>	
<b>01393 HOME DEPOT CREDIT SERVICES</b>					
0533	16890	04	pwd supplies/materials	04132020	
PWD supplies/materials	E 20-01-24-05		151.48	0.00	
			<b>Vendor Total-</b>	<b>151.48</b>	
<b>01418 SPRINT</b>					
0533	16891	04	cell phones csd	557872025-215	
cell phones csd	E 30-01-10-12		427.24	0.00	
			<b>Vendor Total-</b>	<b>427.24</b>	
<b>01712 IACP</b>					
0533	16892	04	membership dues	0100337	
membership dues	E 10-05-03-01		190.00	0.00	
			<b>Vendor Total-</b>	<b>190.00</b>	
<b>01771 AFLAC INCORPORATED</b>					
0533	16893	04	aflac bill	385600	
aflac bill	G 01-2219-00		131.45	0.00	
			<b>Vendor Total-</b>	<b>131.45</b>	
<b>02015 HEATWAVE OIL, LLC</b>					
0533	16894	04	off road diesel	13677	
off road diesel	E 20-01-15-01		294.66	0.00	
			<b>Vendor Total-</b>	<b>294.66</b>	
<b>02427 Norman, Hanson &amp; Detroy, LLC</b>					

02427 Norman, Hanson & Detroy, LLC

## Warrant 123

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
0533	16895	04	collective bargaining		356314	
collective bargaining			E 01-01-10-02		314.50	0.00
<b>Vendor Total-</b>					<b>314.50</b>	
<b>02523 Creative Digital Services</b>						
0533	16896	04	sewer billing		88418	
sewer billing			E 70-01-20-05		257.61	0.00
<b>Vendor Total-</b>					<b>257.61</b>	
<b>02747 Larry Bate</b>						
0533	16897	04	lumber for Pavillion		168	
lumber for pavillion			E 62-05-99-01		600.00	0.00
<b>Vendor Total-</b>					<b>600.00</b>	
<b>Prepaid Total-</b>					<b>0.00</b>	
<b>Current Total-</b>					<b>14,972.94</b>	
<b>EFT Total-</b>					<b>0.00</b>	
<b>Warrant Total-</b>					<b>14,972.94</b>	

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  
0923240842C84F0...

DocuSigned by:

*Richard Donhauser*  
RICHARD DONHAUSER  
91E81EFC6EC3406...

PHIL LYTTLE

DocuSigned by:

*Robert McPherson*  
ROBERT MCPHERSON  
E2B51BCD450C49F...

Eliot

12:22 PM

A / P Warrant

CORRESPONDENCE #  
SELECTMEN'S MEETING

04/29/2020

Page 1

Warrant 126

05-14-20

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
<b>00002 2WAY COMMUNICATIONS SERVICE, INC.</b>						
0548	16898	04	replacement pc csd	64317		
replacement pc csd			E 30-01-10-30		1,366.00	0.00
<b>Vendor Total-</b>					<b>1,366.00</b>	
<b>00072 BERNSTEIN, SHUR, SAWYER &amp; NELSON</b>						
0548	16899	04	legal fees	04222020		
Inv: 3627538			E 05-05-50-45		220.00	0.00
Inv: 3627539			E 01-01-10-02		687.50	0.00
Inv: 3627540			E 01-01-10-02		64.00	0.00
Inv: 3627541			E 01-01-10-02		539.00	0.00
Inv: 3617542			E 01-01-10-02		120.00	0.00
Inv: 3617543			E 01-01-10-02		60.00	0.00
Inv: 3617544			E 01-01-10-02		577.50	0.00
<b>Invoice Total-</b>					<b>2,268.00</b>	
0548	16899	04	general labor advice	3629122		
general labor advice			E 01-01-10-02		52.76	0.00
<b>Invoice Total-</b>					<b>52.76</b>	
<b>Vendor Total-</b>					<b>2,320.76</b>	
<b>00343 L.W. MORGRIDGE &amp; SON, INC.</b>						
0548	16900	04	pumping tank dixon ave	6275		
dixon ave alarm			E 70-15-25-10		340.00	0.00
<b>Vendor Total-</b>					<b>340.00</b>	
<b>00529 ReadyRefresh by Nestle</b>						
0548	16901	04	water town office	00D0441964087		
water town office			E 01-01-20-40		11.00	0.00
<b>Vendor Total-</b>					<b>11.00</b>	
<b>00619 S.A.D. # 35</b>						
0548	16902	04	school bus bill kidsplay	03062020		
school bus KidsPlay			E 82-01-03-05		1,077.64	0.00
<b>Vendor Total-</b>					<b>1,077.64</b>	
<b>00717 TOWN OF KITTELY, MAINE</b>						
0548	16903	04	quarterly bill from kitte	116258		
quarterly bill from Kitte			E 70-01-05-60		58,143.43	0.00
<b>Vendor Total-</b>					<b>58,143.43</b>	
<b>00764 VERIZON/WIRELESS</b>						
0548	16904	04	phones highway dept	9852872141		
phones highway dept			E 20-01-03-12		72.41	0.00
<b>Vendor Total-</b>					<b>72.41</b>	
<b>00805 YORK WOODS TREE SERVICE, LLC</b>						
0548	16905	04	stone dust/weed barrier	31700		
stone dust/weed barrier			E 20-01-22-46		25.62	0.00
<b>Vendor Total-</b>					<b>25.62</b>	
<b>00906 W.B. MASON COMPANY, INC.</b>						
0548	16906	04	supplies town office	209758117		
supplies town office			E 01-01-20-40		16.17	0.00
<b>Invoice Total-</b>					<b>16.17</b>	
0548	16906	04	supplies pub works	209724625		
supplies pub works			E 20-01-20-40		67.96	0.00
<b>Invoice Total-</b>					<b>67.96</b>	
0548	16906	04	supplies pd	209575320		
supplies pd			E 10-05-20-40		41.71	0.00

## Warrant 126

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
<b>Invoice Total-</b>					<b>41.71</b>	
<b>Vendor Total-</b>					<b>125.84</b>	
<b>00909 TREASURER, STATE OF MAINE</b>						
0548	16907	04	compost facility	0406201swf00000		
compost facility license			E 20-25-06-55		242.00	0.00
<b>Vendor Total-</b>					<b>242.00</b>	
<b>00980 GATEWAY SERVICE OF ELIOT, INC.</b>						
0548	16908	04	vehicle maintenance	0241		
vehicle maintenance			E 10-05-24-15		40.00	0.00
<b>Vendor Total-</b>					<b>40.00</b>	
<b>01006 ME. MUNICIPAL EMPLOYEE HEALTH TRUST</b>						
0548	16909	04	health insurance bill	052020		
admin			E 01-01-03-10		4,220.97	0.00
clerks			E 01-02-03-10		3,330.96	0.00
land use			E 01-03-03-10		3,225.39	0.00
pub works			E 20-01-03-10		1,195.41	0.00
police			E 10-05-03-10		13,731.58	0.00
csd			E 30-01-03-10		1,062.60	0.00
kidsplay			E 82-01-03-10		1,592.19	0.00
youthbound			E 81-09-03-10		2,152.80	0.00
ee contributions			G 01-2230-00		6,705.73	0.00
<b>Vendor Total-</b>					<b>37,217.63</b>	
<b>01051 WELLS FARGO FINANCIAL LEASING</b>						
0548	16910	04	copier lease pd	5010019828		
copier lease pd			E 10-05-10-14		167.75	0.00
<b>Vendor Total-</b>					<b>167.75</b>	
<b>01445 Allegiant Care</b>						
0548	16911	04	insurance bill pub works	062020		
pub works			E 20-01-03-10		7,003.23	0.00
ee contributions			G 01-2230-00		1,459.77	0.00
<b>Vendor Total-</b>					<b>8,463.00</b>	
<b>01513 Consolidated Communications</b>						
0548	16912	04	phones town office	04182020TO		
phones town office			E 01-01-15-03		397.74	0.00
<b>Invoice Total-</b>					<b>397.74</b>	
0548	16912	04	phones pd	04182020PD		
phones PD			E 10-05-15-03		472.88	0.00
<b>Invoice Total-</b>					<b>472.88</b>	
<b>Vendor Total-</b>					<b>870.62</b>	
<b>01554 JOHN O'REILLY, CARPENTRY</b>						
0548	16913	04	install dropbox at town h	04262020		
install dropbox at town h			E 01-01-24-20		250.94	0.00
<b>Vendor Total-</b>					<b>250.94</b>	
<b>02556 CAI Technologies</b>						
0548	16914	04	tax map maintenance	9479		
tax map maintenance			E 01-01-10-11		5,000.00	0.00
<b>Vendor Total-</b>					<b>5,000.00</b>	
<b>02675 MyRecDept.com</b>						
0548	16915	04	csd software	03214733		
csd softward			E 30-01-24-30		4,190.00	0.00
<b>Vendor Total-</b>					<b>4,190.00</b>	

Eliot

## A / P Warrant

04/29/2020

12:22 PM

Page 3

Warrant 126

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
<b>02722 Sebago Technics, Inc</b>						
0548	16916	04	stormwater	202004141		
stormwater	E 20-30-12-50				5,117.53	0.00
<b>Vendor Total-</b>					<b>5,117.53</b>	
<b>02748 Jennifer Pettigrew</b>						
0548	16917	04	Refund	04202020		
refund on rental	R 81-04-04				100.00	0.00
<b>Vendor Total-</b>					<b>100.00</b>	
<b>02749 Jean Frisbee</b>						
0548	16918	04	rental refund	04202020		
rental refund	R 81-04-04				100.00	0.00
<b>Vendor Total-</b>					<b>100.00</b>	
<b>02750 Angela Brown</b>						
0548	16919	04	rental refund	04092020		
rental refund	R 81-04-04				100.00	0.00
<b>Vendor Total-</b>					<b>100.00</b>	
<b>02751 Shelby Cormier</b>						
0548	16920	04	refund youth athletics	04202020		
refund youth athletics	R 81-12-12				66.00	0.00
<b>Vendor Total-</b>					<b>66.00</b>	
<b>02752 Irving Blending &amp; Packaging</b>						
0548	16921	04	hydraulic oil	CIU2004380		
hydraulic oil/oil	E 20-01-24-15				1,609.75	0.00
<b>Vendor Total-</b>					<b>1,609.75</b>	
<b>Prepaid Total-</b>					<b>0.00</b>	
<b>Current Total-</b>					<b>127,017.92</b>	
<b>EFT Total-</b>					<b>0.00</b>	
<b>Warrant Total-</b>					<b>127,017.92</b>	

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

DocuSigned by:

*Alex Prestis*  
ALEX PRESTIS

00232406420345...

DocuSigned by:

*Richard Donhauser*  
RICHARD DONHAUSER

00232406420345...

DocuSigned by:

*Phil Lytle*  
PHIL LYTLE

00232406420345...

DocuSigned by:

*Robert McPherson*  
ROBERT MCPHERSON

00232406420345...

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
<b>00002 2WAY COMMUNICATIONS SERVICE, INC.</b>						
0560	16922	05	april account activity	65011		
april account activity			E 01-01-24-30		1,637.50	0.00
april account activity pd			E 10-05-10-14		720.00	0.00
april account activity PW			E 20-01-20-40		150.00	0.00
<b>Vendor Total-</b>					<b>2,507.50</b>	
<b>00109 CENTRAL MAINE POWER</b>						
0560	16923	05	street lights	721000714812		
street lights			E 10-30-15-02		525.91	0.00
<b>Vendor Total-</b>					<b>525.91</b>	
<b>00343 L.W. MORGRIDGE &amp; SON, INC.</b>						
0560	16924	05	pumping tank	6422		
pumping tank			E 01-01-24-20		260.00	0.00
<b>Vendor Total-</b>					<b>260.00</b>	
<b>00475 NORTHEAST RESOURCE RECOVERY ASSN.</b>						
0560	16925	05	yearly dues	72625		
yearly dues			E 20-25-06-55		434.28	0.00
<b>Vendor Total-</b>					<b>434.28</b>	
<b>00497 MARTINE PAINCHAUD</b>						
0560	16926	05	supplies reimb	04302020		
supplies-ink			E 01-01-20-40		90.71	0.00
<b>Vendor Total-</b>					<b>90.71</b>	
<b>00717 TOWN OF KITTELY, MAINE</b>						
0560	16927	05	fuel bill pd	04012020		
fuel bill pd			E 10-05-20-15		1,026.49	0.00
<b>Vendor Total-</b>					<b>1,026.49</b>	
<b>00725 TREASURER OF STATE</b>						
0560	16928	05	bmv 0416-0430	0416-0430		
bmv 0416-0430			G 01-2040-00		6,580.57	0.00
<b>Vendor Total-</b>					<b>6,580.57</b>	
<b>00827 TREASURER OF STATE</b>						
0560	16929	05	weapons april	042020		
weapons april			G 01-2050-00		25.00	0.00
<b>Vendor Total-</b>					<b>25.00</b>	
<b>00899 TREASURER OF STATE</b>						
0560	16930	05	if&w April	April 2020		
IF&W April 2020			G 01-2030-00		799.00	0.00
<b>Vendor Total-</b>					<b>799.00</b>	
<b>00908 Galls, LLC.</b>						
0560	16931	05	uniforms pd	015332182		
uniforms pd			E 10-05-03-15		32.94	0.00
<b>Vendor Total-</b>					<b>32.94</b>	
<b>01051 WELLS FARGO FINANCIAL LEASING</b>						
0560	16932	05	copier elem school	5010135012		
copier lease			E 01-01-10-30		95.00	0.00
<b>Vendor Total-</b>					<b>95.00</b>	
<b>01244 P. GAGNON &amp; SON, INC.</b>						
0560	16933	05	#2 fuel oil pd	58235		
#2 fuel oil pd			E 10-05-15-01		324.50	0.00
<b>Vendor Total-</b>					<b>324.50</b>	

Elliott

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## Warrant 128

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
<b>01267 VERIZON/WIRELESS</b>						
0560	16934	05	cell phones pd	9850928380		
cell phones pd			E 10-05-10-14		160.06	0.00
<b>Vendor Total-</b>					<b>160.06</b>	
<b>01794 MAINE ASSOCIATION OF POLICE</b>						
0560	16935	05	union dues pd	5405		
union dues pd			G 01-2235-00		360.00	0.00
<b>Vendor Total-</b>					<b>360.00</b>	
<b>01830 CHUCK POIRIER</b>						
0560	16936	05	water at frost tufts/boat	2478		
work at frost tufts/boat			E 20-10-24-10		355.00	0.00
<b>Vendor Total-</b>					<b>355.00</b>	
<b>02081 Dana K. Lee</b>						
0560	16937	05	mileage/other reimb	0401-0430		
cell phone reimb			E 01-01-03-12		20.00	0.00
mileage			E 01-01-03-06		9.20	0.00
staff meal			E 01-01-03-05		49.82	0.00
<b>Vendor Total-</b>					<b>79.02</b>	
<b>02117 Melissa Albert</b>						
0560	16938	05	mileage reimbursement	05062020		
mileage reimb melissa			E 01-01-03-06		210.16	0.00
<b>Vendor Total-</b>					<b>210.16</b>	
<b>02144 Teamsters Union Local 340</b>						
0560	16939	05	union dues pub works	APR 2020		
union dues pub works			G 01-2237-00		1,352.00	0.00
<b>Vendor Total-</b>					<b>1,352.00</b>	
<b>02450 Warren's Office Supplies</b>						
0560	16940	05	office supplies	475973		
office supplies			E 01-01-20-40		55.17	0.00
<b>Vendor Total-</b>					<b>55.17</b>	
<b>02475 Leaf</b>						
0560	16941	05	copier lease	10586728		
copier lease			E 01-01-10-30		690.00	0.00
<b>Vendor Total-</b>					<b>690.00</b>	
<b>02556 CAI Technologies</b>						
0560	16942	05	pwim consulting	9483		
PWIM consulting			E 20-01-10-05		473.75	0.00
<b>Vendor Total-</b>					<b>473.75</b>	
<b>02747 Larry Bate</b>						
0560	16943	05	CIP Boat Basin	169		
CIP boat basin			E 62-05-99-01		44.00	0.00
<b>Vendor Total-</b>					<b>44.00</b>	
<b>02753 Jennifer Hames</b>						
0560	16944	05	youth athletics reimb	05052020		
youth athletics reimb			R 81-12-12		80.00	0.00
<b>Vendor Total-</b>					<b>80.00</b>	
<b>02754 Haley Piazza</b>						
0560	16945	05	youth athletics refund	04292020		
youth athletics refund			R 81-12-12		61.00	0.00

## Warrant 128

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
<b>Vendor Total-</b>					<b>61.00</b>	
<b>02755 Jaime Humber</b>						
0560	16946	05	kidsplay refund	05052020		
kidsplay refund			R 82-01-01		351.00	0.00
<b>Vendor Total-</b>					<b>351.00</b>	
<b>02756 Valentina Luong</b>						
0560	16947	05	Sewer refund	05062020		
sewer refund			R 70-01-90		280.41	0.00
<b>Vendor Total-</b>					<b>280.41</b>	
<b>Prepaid Total-</b>					<b>0.00</b>	
<b>Current Total-</b>					<b>17,253.47</b>	
<b>EFT Total-</b>					<b>0.00</b>	
<b>Warrant Total-</b>					<b>17,253.47</b>	

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

DocuSigned by:

*Richard Donhauser*  
RICHARD DONHAUSER

PHIL LYTLE

DocuSigned by:

*Robert McPherson*  
ROBERT MCPHERSON





CORRESPONDENCE # J-1  
SELECTMEN'S MEETING  
05-14-20

May 2, 2020

Richard Donhauser, Chair

Town of Eliot Select Board

1333 State Road

Eliot, Maine 03903

Dear Select Board Members,

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

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

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

Thank you for taking the time to consider this matter.

Respectfully submitted,

*Lydia R Goodwin*

Lydia R. Goodwin, MPA

Library Director

William Fogg Public Library

[goodwinl@williamfogglibrary.org](mailto:goodwinl@williamfogglibrary.org)

207-439-9437

WILLIAM FOGG PUBLIC LIBRARY		November 8, 2019
BUILDING/MAINTENANCE:		
Security	1,000.00	
Maintenance/Pest Control	4,000.00	
Total Building & Maintenance		5,000.00
HEAT: Oil		5,000.00
UTILITIES:		
Electric	3,700.00	
Water	300.00	
Telephone & Internet	1,100.00	
Total Utilities		5,100.00
SUPPLIES/POSTAGE/PRINTING		
Supplies	4,900.00	
Newsletter printing	500.00	
Postage, ILL & Newsletter Mailings	1,340.00	
Xerox print fees	700.00	
Total Supplies/Services/Postage		7,440.00
SALARIES: Salaries & Payroll Fees		172,000.00
FRINGE BENEFITS: Health, Dental, SS & Medicare		25,758.00
TRAINING		600.00
INSURANCE:		
Library Bond	186.00	
Workers Compensation	1,241.00	
Commercial Package	6,300.00	
Inland Marine	2,175.00	
Total Insurance		9,902.00
TECHNOLOGY:		13,400.00
COPIER: Lease/Maintenance/Ins/Supplies		2,400.00
BOOKS/PERIODICALS/PROGRAMS:		
Adult & Children	28,300.00	

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

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