

**SELECT BOARD MEETING**  
**October 12, 2023 5:30PM**  
**Town Hall/Hybrid**

**Quorum noted**

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

**A. Roll Call:** Mr. Donhauser, Ms. Dow, Mr. Shapleigh, and Mr. Trott.

**Absent:** Mr. Widi (excused).

**B. Pledge of Allegiance recited**

**Presentation to Eliot Select Board from Eliot/Kittery Legion Post (Don Hands, Vice Commander) for Designating the Town of Eliot as a Purple Heart Community.**

**5:31 PM** Commander Hands said that I'd like to thank Mr. Sullivan for allowing me this opportunity. I'm the Post Commander of Post #188 and I would like to thank this Town because this Town has provided us with a Post home for many years. I had called the Town Manager and said that maybe this Town should be a Purple Heart town, then I went away to New York. I came back a couple weeks later and it was already done. I thought there would be significant work I would have to do but, by the time I was back, the proclamation was already signed. So, I thought that was really great. Also, the Select Board Chair came to our Memorial Day Service and said a couple of words, which was well-appreciated by the audience and by the Post. All the flags on the graves the Town paid for and that's appreciated. And the POW flag up on the pole, the Town paid for that, too. I want you to know that the Post notices and appreciates this. We had our Chili Bowl just two weeks ago and I would say that upwards of 200 people attended. That's a good number and I us to use the Boat Basin. The actions of the Select Board reflect well on the support for our veterans and support for the community and reflect well to the community at large. Thank you. I would like to continue this partnership in the future. You have in front of you the American Legion's Oratorical Contest in which we ask high school kids to get up and talk about the U.S. Constitution and, upon graduation, they may get some scholarship money, which is certainly important in this day and age. We have a Veteran's Day Ceremony coming up November 11<sup>th</sup> where we will be taking the flags off. We'll also have a flag disposal ceremony. WE would like to distribute some information at some Town sites, like the recycling center. Again, I am here to say thank you because the Town does a lot for us and it doesn't always get acknowledged.

**5:33 PM** Mr. Sullivan said that Ms. Kimberley Richards, the Post Adjunct, is also here with us tonight.

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**C. Public Comment:**

There was no public comment.

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

**5:34 PM Motion by Mr. Donhauser, second by Ms. Dow, to approve the minutes of February 9, 2023, as written.**

**Roll Call Vote:**

**Mr. Donhauser – Yes**

**Ms. Dow – Yes**

**Mr. Shapleigh – Yes**

**Mr. Trott was not a member yet.**

**Vote 3-0 to approve motion.**

**E. Public Hearing:**

**5:35 PM November 7<sup>th</sup> Town Meeting Ballot Public Hearing opened.**

Mr. Donhauser said that this is for people to speak on Articles #2 through #14. These articles have been presented and discussed in previous meetings, they have been posted throughout Town, and there is information on each article in the Town Hall and on the Town website.

There were no public comments.

**5:36 PM Public Hearing closed.**

**Mr. Donhauser moved, second by Mr. Trott, that the Eliot Select Board accept Articles #2 through #14, as printed in the November 7, 2023 Warrant.**

**Roll Call Vote:**

**Mr. Donhauser – Yes**

**Ms. Dow – Yes**

**Mr. Shapleigh – Yes**

**Mr. Trott - Yes**

**Unanimous vote to approve motion.**

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**5:36 PM      Arcanna LLC, 291 Harold Dow Highway, AMF #275 Renewal and Change of Ownership, Marijuana Manufacturing License Public Hearing opened.**

This is for a renewal and change of ownership of License #AMF275 for a Marijuana Manufacturing License for Arcanna, LLC at 291 Harold Dow Highway.

There were no public comments.

**5:37 PM      Public Hearing closed.**

**Ms. Dow moved, second by Mr. Shapleigh, that the Eliot Select Board approve a renewal and change of ownership for a Marijuana Manufacturing License #AMF275 for Arcanna, LLC at 291 Harold Dow Highway with an expiration date of October 12, 2024.**

**Roll Call Vote:**

**Mr. Donhauser – Yes**

**Ms. Dow – Yes**

**Mr. Shapleigh – Yes**

**Mr. Trott - Yes**

**Unanimous vote to approve motion.**

**5:37 PM      Arcanna LLC ACC#274 Ownership/Renewal Public Hearing opened.**

This is for renewal and change of ownership for a Marijuana Manufacturing License #ACC274, Tier III Marijuana Cultivation License, for Arcanna, LLC at 291 Harold Dow Highway.

There were no public comments.

**5:38 PM      Public Hearing closed.**

**Mr. Donhauser moved, second by Ms. Dow, that the Eliot Select Board approve a renewal and change of ownership for a Tier III Cultivation License Marijuana Manufacturing License ACC#274 for Arcanna, LLC at 291 Harold Dow Highway with an expiration date of October 12, 2024.**

**Roll Call Vote:**

**Mr. Donhauser – Yes**

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**Ms. Dow – Yes**  
**Mr. Shapleigh – Yes**  
**Mr. Trott - Yes**

**Unanimous vote to approve motion.**

**5:38 PM      Sweet Dirt AMF #598 Public Hearing opened.**

This is for renewal of License #AMF598 of a Marijuana Manufacturing License for Sweet Dirt 2, LLC, located at 495 Harold Dow Highway.

There were no public comments.

**5:39 PM      Public Hearing closed.**

**Mr. Donhauser, moved, second by Mr. Shapleigh, that the Eliot Select Board approve a Marijuana Manufacturing License renewal of License #AMF598 for Sweet Dirt II, LLC, located at 495 Harold Dow Highway, with an expiration date of October 12, 2024.**

**Roll Call Vote:**

**Mr. Donhauser – Yes**  
**Ms. Dow – Yes**  
**Mr. Shapleigh – Yes**  
**Mr. Trott - Yes**

**Unanimous vote to approve motion.**

At this point, Mr. Sullivan said that, for some reason, our internet keeps cutting out. The meeting is being recorded. I want to point out that these are all renewals

**5:40 PM      Sweet Dirt #AMF826 Renewal Public Hearing opened.**

This is for a renewal of License #AMF826 of a Marijuana Manufacturing License for Sweet Dirt II, LLC, located at 7 Maclellan Lane.

There were no public comments.

**5:41 PM      Public Hearing closed.**

**Ms. Dow moved, second by Mr. Shapleigh, that the Eliot Select Board approve a Marijuana Manufacturing License renewal of License #AMF826**

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**for Sweet Dirt II, LLC, located at 7 Maclellan Lane with a renewal date of October 12, 2024.**

**Roll Call Vote:**

**Mr. Donhauser – Yes**  
**Ms. Dow – Yes**  
**Mr. Shapleigh – Yes**  
**Mr. Trott - Yes**

**Unanimous vote to approve motion.**

**F. Department Head/Committee Reports**

**5:42 PM Town Manager Report**

Mr. Sullivan said that I just wanted to make sure that the public was aware that we have started the budgeting process for FY25. So, we dusted off our crystal balls to figure out what pricing will be in June 2025 to the best of our ability. I've met with several departments already for their initial meeting and I will have follow-up meetings with each department. We're trying to calculate in areas that we see that are going to be affected by inflation. Right now, we are fairly-well in line with our budget from last year for the first quarter. So, we're happy about that but continue to watch where we think prices are going to go, and costs. We will have everything in line for the dates we'd like to have for the budget we'd like to have for December, prior to the deadline I think is January 8<sup>th</sup>. We will also have our capital plan for five years available. I would also like to bring to the SB's attention that we've seen a little bit of up-ticking in illegal dumping in some of the parks and we want to ask people to really consider what that costs the Town. Most have been just some grass clippings and some aggregate but we had a problem about two years ago. We put out a plea and people seemed to respond but we're starting to see it again and asking people not to use public parks for disposal sites.

**5:43 PM Mr. Donhauser moved, second by Mr. Cabot, that the Eliot Select Board accept the Town Manager's Report, as presented and published on our Town website.**

**Roll Call Vote:**

**Mr. Donhauser – Yes**  
**Ms. Dow – Yes**  
**Mr. Shapleigh – Yes**

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**Mr. Trott - Yes**

**Unanimous vote to approve motion.**

**G. Board and Committee Appointments/Resignations**

There was no action for this item.

**H. New Business:**

**5:44 PM** Mr. Donhauser said that, on Sunday at 6PM, all the churches in Eliot are going to ring their bells for two minutes in respect for the conflict going on in Israel and the Gaza strip.

**5:45 PM 1. Community Resiliency Partnership Grant Acceptance**

Mr. Sullivan said that the Planner was certainly instrumental in bringing this grant forward for the Town of Eliot. I'd like to thank him for his hard work on this grant as we are affected by climate change in Eliot. We've seen changes to the hydrology down around Leech Road and Bolt Hill. We've been working with neighbors in that area; that we've seen it in other areas, as well. We think that this regional approach that we're part of will bring some ideas and concepts. We are part of a regional collaborative on this grant. With your acceptance tonight, I will approve it tomorrow and we'll move to the next steps doing community outreach. Our grant is for \$50,000. The regional grant was for \$380,000 – Kittery, York, Fryeburg, North Berwick. Some of the larger communities received more.

**Ms. Dow moved, second by Mr. Shapleigh, that the Eliot Select Board accept the Community Resilience Partnership Community Action Grant, as described in a letter received October 2, 2023 from Governor Janet Mill's office, as an award confirmation in the amount of \$50,000 and authorize its use as described by the grant.**

**Roll Call Vote:**

**Mr. Donhauser – Yes**

**Ms. Dow – Yes**

**Mr. Shapleigh – Yes**

**Mr. Trott - Yes**

**Unanimous vote to approve motion.**

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**5:48 PM      2. Charter Commission Discussion**

Mr. Donhauser said that this was a discussion about starting a Charter Commission and the reason we think, perhaps, we should do this. He invited Mr. Trott to speak to this.

Mr. Trott said that, recently, not just on this Board but in other areas of Town, there have been some areas where we have conflicts, a little confusion. The Charter is now 10 years old. It was a great thing that we did. The Town is growing and we need to keep up with it. I believe it is something we should establish essentially as our Comprehensive Plan and as the Town grows we need to adjust our planning of the Comprehensive Plan. At the same time, we need to do the same with the Charter to make sure it is suiting the needs of the Town with the type of government that we have now, and how we operate. I'd like to see us get everything set to be most likely what would be, hopefully, the elected part of them to be able to get on to March now. For those of you who don't know, we run six and appoint three.

**5:50 PM      Mr. Sullivan clarified that I think it's four elected and three appointed by the SB.**

Mr. Trott said that there is a State regulation on Charters and how we do it. I would like to see us move in that direction and to get people involved; to make sure this document stays up-to-date and supports our type of government we choose to have.

Mr. Donhauser asked if Mr. Trott would like to make a motion.

Mr. Sullivan said that I think this is an excellent time, particularly with the Comp Plan and the work that Ms. Bennett and Ms. Moore have been doing. I think it's an excellent time to bring up the issue with the Charter and how that coincides and coalesces with the work the Comp Plan group is doing. Their next meeting is the 18<sup>th</sup> of the whole committee. Next spring they should be done with their work.

Ms. Lemire said that our tentative goal is to get it on the June 2024 ballot.

**Mr. Trott moved, second by Mr. Shapleigh, that the Eliot Select Board instruct the Town Manager to consult with the Town Clerk and Town Counsel to develop a timeline consistent with scheduled elections and other steps necessary to bring a Charter Commission before the Eliot voters and furthermore to place the items, as requested, on the November 9, 2023 Select Board Agenda.**

**Roll Call Vote:**

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**Mr. Donhauser – Yes**  
**Ms. Dow – Yes**  
**Mr. Shapleigh – Yes**  
**Mr. Trott - Yes**

**Unanimous vote to approve motion.**

**I. Old Business:**

**5:52 PM** Mr. Sullivan said that I just want to mention to the SB, if you could, check your calendar because, at the next meeting, I'd like to bring the November and December schedule before you to make sure that we are respectful of holidays coming up. I know your second meeting is on Thanksgiving. If there are other adjustments you want to consider for November or December, it would be helpful for myself and staff to know in advance so we can make those adjustments.

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

**5:53 PM** Mr. Donhauser moved, second by Mr. Trott, that the Select Board approve Payroll Warrant #28 in the amount of \$45,651.43, dated September 28, 2023; Payroll Warrant #31 in the amount of \$50,432.77, dated October 5, 2023.

**Roll Call Vote:**

**Mr. Donhauser – Yes**  
**Ms. Dow – Yes**  
**Mr. Shapleigh – Yes**  
**Mr. Trott – Yes**

**Unanimous vote to approve motion.**

**5:54 PM** Mr. Donhauser moved, second by Ms. Dow, that the Select Board approve A/P Warrant #29 in the amount of \$1,123,524.88, dated September 27, 2023; A/P Warrant #30 in the amount of \$5,391.35, dated September 27, 2023; A/P Warrant #32 in the amount of \$335,477.72, dated October 4, 2023; A/P Warrant #33 in the amount of \$10,600.00, dated October 4, 2023.

**Roll Call Vote:**

**Mr. Donhauser – Yes**  
**Ms. Dow – Yes**  
**Mr. Shapleigh – Yes**



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**Mr. Trott - Yes**

**Unanimous vote to approve motion.**

**K. Adjourn**

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

**Roll Call Vote:**

**Mr. Donhauser – Yes**

**Ms. Dow – Yes**

**Mr. Shapleigh – Yes**

**Mr. Trott**

**Unanimous vote to approve motion.**

The meeting adjourned at 5:55 PM.

**Respectfully submitted,**

**Ellen Lemire, Recording Secretary**

**S/ Lauren Dow, Secretary**

**Date approved: October 26, 2023**