

**SELECT BOARD MEETING**

**March 9, 2023 5:30PM**

**Town Hall/Hybrid**

**Quorum noted**

**5:30 PM:** Meeting called to order by Vice Chair Widi.

**A. Roll Call:** Mr. Widi, Mr. McPherson, Ms. Dow, and Mr. Shapleigh.

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

Mr. Widi said that, unfortunately, we have to start tonight on more of a somber note. We want to remember Steve Robinson. Just an all-round, great guy. As many of you know, small towns are really just big families. Everybody knows everybody and has known them forever. Mr. McPherson, I know you have served with Steve and he was always very helpful. He served 43 years between the Fire Department and Public Works and I don't know that you're going to be seeing that for a long, long time. He was well-liked and respected and I want to give him a moment of silence for him. He will be missed. He will not be forgotten and we will find an appropriate way to remember him.

A moment of silence was held for Steve Robinson.

**B. Pledge of Allegiance recited**

**C. Public Comment:**

**5:34 PM** Ms. (Donna) Murphy, Hanscom Road, speaking as a citizen said that I was wondering, with what happened Saturday, if we have access to a mental health counselor for our Police Force and what the Town did for all the people that Mr. Robinson worked with and supervised. Was there a crisis team that was brought in on Saturday to meet with the employees who worked with him and the Fire Department and the Fire Department who worked with him so they could process what happened.

Mr. Sullivan said that we did bring a crisis team in on Saturday. We did inform each employee about access to the Employee Assistance Program. And we met with them on Monday, and several more times, to encourage them to use those services. I will be meeting each one individually starting next week. I appreciate the sentiment. We, too, are grieving and hope Steve Stanley, in particular, knows how much he is appreciated.

**D. Approval of Minutes of Previous Meeting(s):** No items

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**E. Public Hearing:**

**5:36 PM      207 Tavern All-alcohol Restaurant License (Renewal) and Renewal of Special Amusement and Dancing License.**

Public Hearing was opened for an annual license approval for All-Alcohol On-Premise License for the 207 Tavern at 811 Harold L. Dow Highway and a separate Dancing and Entertainment License.

There was no public comment.

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

**Mr. Widi moved, second by Ms. Dow, that the Eliot Select Board approve an annual renewal application for an All-Alcohol License and a separate Dancing and Entertainment License for the 207 Tavern at 811 Harold L. Dow Highway, to be held by Manager Scott Deheire and to expire March 29, 2024.**

**Roll Call Vote:**

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

**Unanimous vote to approve motion.**

**F. Department Head/Committee Reports**

**5:38 PM      1. Town Manager's Report**

Report is included in the packet and posted on the website.

Mr. Sullivan said an additional update is that this Wednesday the Planner helped to assemble the first pre-construction conference meeting for the Route 236/Beech Road/State Road area sewer and water extension for the first phase. There will be some preliminary work starting and a public meeting is coming up.

Mr. Brubaker added that, tentatively, a public meeting may happen April 6<sup>th</sup>.

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**Mr. Widi moved, second by Mr. Shapleigh, that the Eliot Select Board accept the Town Manager's Report, as presented, and ask that it be posted to the**

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**Town website.**

**Roll Call Vote:**

**Mr. McPherson - Yes**  
**Mr. Widi - Yes**  
**Ms. Dow - Yes**  
**Mr. Shapleigh - Yes**

**Unanimous vote to approve motion.**

**G. Board and Committee Appointments.**

**5:41 PM 1. Paul Shiner Planning Board Member (Alternate, term ending June 2027)**

**Mr. Widi moved, second by Mr. McPherson, that the Eliot Select Board appoint Paul Shiner to the Eliot Planning Board as an 'alternate', term to end June 2027.**

**Roll Call Vote:**

**Mr. McPherson - Yes**  
**Mr. Widi - Yes**  
**Ms. Dow - Yes**  
**Mr. Shapleigh - Yes**

**Unanimous vote to approve motion.**

**H. New Business:**

**5:43 PM 1. Mainspring Concept Presentation (Emily Flinkstrom, Megan Ross-Shapiro)**

Ms. Ross-Shapiro (Director, Footprints Food Pantry) introduced herself and Ms. Flinkstrom (Director, Fair Tide).

Ms. Flinkstrom explained that we provide affordable housing and supportive services to people experiencing homelessness here in the Seacoast, including Eliot. We are headquartered in Kittery. We have been around for 25 years and were founded by a group of people who saw the need, establishing five housing units in Kittery. We ran that as transitional housing for 15 years but looked at our

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model about 6 years ago and needs in the community. As a result, we changed the transitional housing to permanent housing. Our current model provides permanent housing and case management supports. We have a program to engage landlords by providing incentives to landlords to work with us and rent to the people we work with. We are also working to bring new affordable housing units to our communities. After several years laying the groundwork, we have two additional projects in the pipeline: one is 6 units of housing that will be on the same site as the Mainspring Project we're launching and another is through a partnership with

similar, smaller projects in the communities throughout the coming years.

**5:46 PM**

Ms. Ross-Shapiro said Footprints was founded in 1952 by community members from Kittery and Eliot and located in Kittery, with our mission to eradicate food insecurity in those communities, while supporting those people around housing, mental health, medical health, and getting them to the right resources. Still operating on the Covid model, one would not want to be like Hannaford to Covid

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**5:53 PM** Ms. Ross-Shapiro said that navigating the system as an individual seeking support is difficult and is not individual-focused nor made easy. There is still a stigma, many barriers, and many restrictions in asking for support; that that has been part of our societal culture for years. We don't ask at Footprints, but I would predict that 95% of individuals seeking services from us are working full time, if not two jobs, and still trying to navigate the system that is not readily available. It is almost impossible and almost a full-time job to navigate the system as it is in these silos. As non-profits, we spend hours a week on the phone with each other, and night times and weekends supporting individuals. There are four of us working with one person right now and it's been going on for almost two weeks. We feel we are missing people; that they are falling through the cracks. And it isn't that we want to solve the problems for them but we want to help them navigate that path out of poverty so that we can shorten the line at Fair Tide and Footprints, along with the other services. That's our goal.

**5:56 PM** Ms. Flinkstrom said we have a lot of amazing agencies and programs in our community. We work well together but it's not efficient. Six or seven years ago, we all got together as a group of social services, and asked what we could do better and the vision that came out of that was all of us being under one roof, to work collaboratively together in one building to provide wrap-around, comprehensive services for all the individuals and families that we work with. We eventually had some money that became available through the American Rescue Plan Act (ARPA), which came through help from the York County Commissioners. We got \$750,000 (ARPA funding) and purchased a property in Kittery at 22 Shapleigh Road. We have been working with a great team to bring this vision to life.

**5:58 PM** Ms. Ross-Shapiro said that we are not merging as agencies but remaining our own agencies; that we will all be located in the same building. Its name will be Mainspring, the name is defined as 'the most powerful agent or cause'. She listed the agencies and support services that would reside there and shared some cases with the SB.

Ms. Flinkstrom said that there are obvious benefits to the client that there is one place to go where all the services and programs they might need would be available. It's a really visible and a centralized location. There are also benefits for the agencies that will be there. Efficiencies and shared costs/services. Footprints and Fair Tide are going to co-own the building so our agencies will have increased stability, the ability to offer no rent or reduced rent to some of our partner agencies, allow dollars to be more efficiently utilized, as examples. We really do believe a community is only as strong as its most vulnerable member and, so, the idea behind Mainspring is that we are supporting those folks who are really struggling and lifting up the entire community in the process.

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**6:02 PM** Ms. Ross-Shapiro discussed seeing kids in her classroom that had no food and families struggling to juggle jobs and getting food and other services while taking care of their families. To Ms. Flinkstrom's point, if people feel right, they usually act right. So, we're really hoping to support individuals to make this process easier, with trust that 98% of individuals that are coming to any of our services would much rather be sitting in this room talking about how to administer these services rather than receive them. One thing I didn't mention is that Footprints is moving to a full grocery store model, with a lot of that for the children's benefit. We will have a commissary kitchen because, across the State, the #1 request is prepared meals. That is also a great way to use rescue food from the grocery store.

**6:03 PM** Ms. Flinkstrom said that we have a fairly aggressive timeline; that we are hoping to have our doors open by August 2024, anticipating construction to begin this fall. Our capital campaign goal is around \$5.2 million to \$5.4 million and we've raised \$1.17 million. We have a great team of people who are great ambassadors for this project; that we are excited to explore some donor options we have and continue outreach to everyone about what we are doing. We are at the tail end of the Planning Board process in Kittery and, after that, we plan to have an open house in late April.

The SB thanked them for the presentation and all their efforts.

**6:06 PM**      **2. Cruiser Equipment Purchase (ARPA)**

Mr. Sullivan said that this was a request to use some of the previously-allocated ARPA funds, up to \$20,000, to outfit the recently purchased cruiser with specialized equipment, that a request to waive the three-bid rule is also being asked for because of the specialized nature of the equipment needed.

**Mr. Widi moved, second by Mr. Shapleigh, that the Eliot Select Board allow the purchase of equipment, as presented, to equip the recently purchased cruiser, and further to allow the use of previously-allocated ARPA funds for the Police Department to address these needs, not to exceed \$20,000; further, to waive the three-bid rule.-**

**Roll Call Vote:**

**Mr. McPherson - Yes**

**Mr. Widi – Yes**

**Ms. Dow – Yes**

**Mr. Shapleigh - Yes**

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**Unanimous vote to approve motion.**

**I. Old Business:**

**6:08 PM 1. FY24 Budget Review, Citizen's Option Warrant (March 27 Eliot Elementary School)**

Mr. Sullivan updated changes to the budget and Citizen's Option Warrant from original (Posted on the Town website):

- The allocation to the reserve account proposal was put up February 23<sup>rd</sup>, with minor adjustments to that allocation, and both an explanation from the County on where the money came from and to what accounts it's being proposed to go to.
- Regarding Citizen's Option Meeting, revisions were made today:
  - Article #3 – Levy Limit adjusted to \$4,216,222 (advisory only #)
  - Article #4 – recommendation for \$4,803,223, adjusted to reflect increase in State revenue sharing
  - Article #5 – scrivener error on amount last fiscal year; actual is \$1,545,639 to include money allocated at STM
  - Article #11 – scrivener error – 2 in front of 19 was missing; should be \$219,548 not \$19,548. Snow removal recommendation is \$222,000
  - Article #16 – scrivener error with the numbers 3 and 4 transposed - \$439,348 from last fiscal year
  - Article #22 – added Eastern Trail, which was in the budget projections but zeroed out, which was for \$3,500. Total request recommended is \$80,115, including \$12,000 for Footprints & \$50,000 for Mainspring

There are no other proposed changes in the warrant article for Citizen's Option Meeting.

**Estimated Revenues**

**6:14 PM Mr. Widi moved, second by Mr. McPherson, that the Eliot Select Board recommend \$4,803,223 on Article #4.**

**Roll Call Vote:**

**Mr. McPherson - Yes**

**Mr. Widi – Yes**

**Ms. Dow – Yes**

**Mr. Shapleigh - Yes**

**Unanimous vote to approve motion.**

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**Administration**

**Mr. Widi moved, second by Mr. Shapleigh, that the Eliot Select Board recommend \$2,363,074 for Article #5.**

**Roll Call Vote:**

**Mr. McPherson - Yes**

**Mr. Widi – Yes**

**Ms. Dow – Yes**

**Mr. Shapleigh - Yes**

**Unanimous vote to approve motion.**

**Hearings & Elections**

**6:19 PM Mr. Widi moved, second by Ms. Dow, that the Eliot Select Board recommend \$23,600 for Article #6.**

**Roll Call Vote:**

**Mr. McPherson - Yes**

**Mr. Widi – Yes**

**Ms. Dow – Yes**

**Mr. Shapleigh - Yes**

**Unanimous vote to approve motion.**

**Fire**

**Mr. Widi moved, second by Mr. Shapleigh, that the Eliot Select Board recommend \$315,079 for Article #7.**

**Roll Call Vote:**

**Mr. McPherson - Yes**

**Mr. Widi – Yes**

**Ms. Dow – Yes**

**Mr. Shapleigh - Yes**

**Unanimous vote to approve motion.**

**Police**

**Mr. Widi moved, second by Mr. McPherson, that the Eliot Select Board recommend \$1,157,777 for Article #8.**



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**Roll Call Vote:**

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

**Unanimous vote to approve motion.**

**Public Safety**  
**6:21 PM Mr. Widi moved, second by Ms. Dow, that the Eliot Select Board recommend \$366,647 for Article #9.**

**Roll Call Vote:**

**Mr. McPherson – Yes**  
**Mr. Widi – Yes**  
**Ms. Dow – Yes**  
**Mr. Shapleigh – Yes**

**Unanimous vote to approve motion.**

**Public Works**  
**6:27 PM Mr. Widi moved, second by Mr. Shapleigh, that the Eliot Select Board recommend \$1,845,591 for Article #10.**

**Substantial increase in paving.**

**Roll Call Vote:**

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

**Unanimous vote to approve motion.**

**Snow**  
**6:37 PM Mr. Widi moved, second by Ms. Dow, that the Eliot Select Board recommend \$222,000 for Article #11.**

**Roll Call Vote:**

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

**Unanimous vote to approve motion.**

**6:40 PM**      **Summer Maintenance**  
**Mr. Widi moved, second by Ms. Dow, that the Eliot Select Board recommend \$21,000 for Article #12.**

**Roll Call Vote:**

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

**Unanimous vote to approve motion.**

**6:41 PM**      **Roads & Bridges**  
**Mr. Widi moved, second by Mr. Shapleigh, that the Eliot Select Board recommend \$2,000 for Article #13.**

**Roll Call Vote:**

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

**Unanimous vote to approve motion.**

**6:42 PM**      **Transfer Station**  
**Mr. Widi moved, second by Ms. Dow, that the Eliot Select Board recommend \$293,112 for Article #14.**

**Roll Call Vote:**

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

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**Unanimous vote to approve motion.**

**Stormwater**  
**6:44 PM Mr. Widi moved, second by Ms. Dow, that the Eliot Select Board recommend \$124,000 for Article #15.**

**Roll Call Vote:**

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

**Unanimous vote to approve motion.**

**Community Services**  
**6:46 PM Mr. Widi moved, second by Ms. Dow, that the Eliot Select Board recommend \$438,565 for Article #16.**

**Roll Call Vote:**

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

**Unanimous vote to approve motion.**

**General Assistance**  
**6:48 PM Mr. Widi moved, second by Mr. Shapleigh, that the Eliot Select Board recommend \$25,900 for Article #17.**

**Roll Call Vote:**

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

**Unanimous vote to approve motion.**

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**6:50 PM**      **Capital Improvement**  
**Mr. Widi moved, second by Mr. Shapleigh, that the Eliot Select Board recommend \$1,474,783 for Article #18.**

**Roll Call Vote:**

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

**Unanimous vote to approve motion.**

**6:55 PM**      **Reserve Accounts**  
**Mr. Widi moved, second by Ms. Dow, that the Eliot Select Board recommend \$163,193 for Article #19.**

**Roll Call Vote:**

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

**Unanimous vote to approve motion.**

**6:59 PM**      **Standing Committees**  
**Mr. Widi moved, second by Ms. Dow, that the Eliot Select Board recommend \$38,300 for Article #20.**

**Roll Call Vote:**

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

**Unanimous vote to approve motion.**

**7:01 PM**      **Fogg Library**  
**Mr. Widi moved, second by Ms. Shapleigh, that the Eliot Select Board recommend \$238,661 for Article #21.**

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Budget Committee recommended \$238,661, due to one quarter without Fogg Library Director. The SB agreed to that number.

**Roll Call Vote:**

**Mr. McPherson - Yes**

**Mr. Widi – Yes**

**Ms. Dow – Yes**

**Mr. Shapleigh - Yes**

**Unanimous vote to approve motion.**

**7:05 PM      Social Service Agencies**  
**Mr. Widi moved, second by Ms. Dow, that the Eliot Select Board recommend \$80,115 for Article #22.**

**Roll Call Vote:**

**Mr. McPherson - Yes**

**Mr. Widi – Yes**

**Ms. Dow – Yes**

**Mr. Shapleigh - Yes**

**Unanimous vote to approve motion.**

**7:08 PM      Fixed Assets**  
**Mr. Widi moved, second by Ms. Dow, that the Eliot Select Board recommend \$515,000 for Article #23.**

Informed only county tax to be in this account. All other items, including borrowing costs, to be put in new account (Article #24)

**Roll Call Vote:**

**Mr. McPherson - Yes**

**Mr. Widi – Yes**

**Ms. Dow – Yes**

**Mr. Shapleigh - Yes**

**Unanimous vote to approve motion.**

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**7:10 PM      Debt Service**  
**Mr. Widi moved, second by Ms. Dow, that the Eliot Select Board recommend \$592,271 for Article #24.**

**Roll Call Vote:**

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

**Unanimous vote to approve motion.**

**7:14 PM      Mr. Widi moved, second by Mr. McPherson, that the Eliot Select Board approve the Citizen’s Option Warrant, as presented and amended, and authorize public posting pending the Eliot Budget Committee’s recommendations for each article.**

**Roll Call Vote:**

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

**Unanimous vote to approve motion.**

**7:16 PM      2. Update on Third Party Evaluation for Village at Great Brook (if completed)**

Mr. Widi summarized: Report from John Turner Consulting (posted). Discrepancies in amounts. Town Manager recommended to continue negotiating with the Villages at Great Brook. The J. Turner report said it will be almost double and would be a big liability for the Town if we don’t do it right.

Mr. Sullivan: Villages at Great Brook offered a \$250,000 performance bond that seems, based on the Turner Report, to be quite insufficient.

**Mr. Widi moved, second by Ms. Dow, that the Eliot Select Board table to a future meeting the “Performance Guarantee” and instruct the Town Manager to coordinate with the Planning Director to reach an appropriate amount for the bond relative to the Torner Report.**

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**Roll Call Vote:**

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

**Unanimous vote to approve motion.**

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

**7:20 PM Mr. Widi moved, second by Mr. Shapleigh, that the Select Board approve Payroll Warrant #78 in the amount of \$47,457.70, dated February 22, 2023; Payroll Warrant #80 in the amount of \$56,868.27, dated March 1, 2023.**

**Roll Call Vote:**

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

**Unanimous vote to approve motion.**

**7:21 PM Mr. Widi moved, second by Ms. Dow, that the Select Board approve A/P Warrant #79 in the amount of \$103,221.40, dated February 22, 2023; A/P Warrant #81 in the amount of \$80,455.25, dated March 2, 2023.**

**Roll Call Vote:**

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

**Unanimous vote to approve motion.**

**K. Adjourn**

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

**Roll Call Vote:**

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

**Unanimous vote to approve motion.**

The meeting adjourned at 7:22 PM.

**Respectfully submitted,**

**Ellen Lemire, Recording Secretary**

  
\_\_\_\_\_  
**Lauren Dow, Secretary**

**Date approved:**

3/10/24