Quorum noted

- A. 5:30 PM: Meeting called to order by Chairperson Donhauser.
- B. Roll Call: Mr. Donhauser, Mr. Orestis Mr. Lytle, Mr. McPherson, and Mr. Widi.

C. Pledge of Allegiance recited

D. Moment of Silence observed

Mr. Donhauser said that, at this time, we would like to recognize Mr. Bruce Goodwin, a long-time Eliot Firefighter.

Mr. McPherson offered a remembrance. We would like to acknowledge the passing of Bruce Goodwin, a life-long resident of Eliot. Bruce worked for the Department of Public Works for many years and was a member and former Lieutenant for the Eliot Fire Department. Bruce was a true gentleman and a friend to many. Our condolences go out to his wife, Cheryl, and his family.

E. Public Comment:

There was no public comment.

F. Approval of Minutes of Previous Meeting(s)

5:31 PM Motion by Mr. McPherson, second by Mr. Widi, to approve the minutes of August 27, 2020, as written.

Roll Call Vote:

Mr. Donhauser – Yes Mr. Lytle – Yes Mr. Orestis – Abstain (absent from meeting) Mr. McPherson – Yes Mr. Widi - Yes

4-0-1 vote to approve motion.

- G. Department Head/Committee Reports
- **5:32 PM 1) AIP Committee: Resignation Fran Thomas**

Mr. Donhauser moved, second by Mr. Lytle, that the Select Board accept the resignation of Fran Thomas from the Aging-in-Place Committee, with thanks.

Roll Call Vote:

Mr. Donhauser – Yes Mr. Lytle – Yes Mr. Orestis – Yes Mr. McPherson – Yes Mr. Widi – Yes

Unanimous vote to approve motion.

Mr. Lee will send Fran Thomas a letter of appreciation for her work with the Aging-in-Place Committee.

Mr. Lee will also send a formal letter to Bruce Goodwin and his family for his lifetime of service.

5:33 PM 2) Planning Board: Alternate Appointment: Jeff Leathe – June 2022

Mr. McPherson moved, second by Mr. Donhauser, that the Select Board appoint Mr. Jeff Leathe in an alternate position to the Planning Board, term to expire in June 2022.

Roll Call Vote:

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

Unanimous vote to approve motion.

5:35 PM 3) PWD: Winter Salt Bid

Mr. Robinson discussed the three bids he had received. It is my recommendation that we accept the price from Granite State Minerals for the winter season of 20/21 for the price of \$46.75 per ton delivered.

Mr. Lytle moved, second by Mr. McPherson, that the Select Board accept the bid from Granite State Minerals for the price of \$46.75 per ton for this coming winter season.

Roll Call Vote:

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

Unanimous vote to approve motion.

5:36 PM 4) PWD: Tree Cutting Bids

Mr. Robinson discussed sending bids, only receiving a bid from Chase Tree Service of York, Maine for tree removal at \$1,500/day and stump grinding at \$600.00/day. He asked if we would have to waive the three-bid minimum.

Mr. Olsen asked how long the vendors have had the bid request.

Mr. Robinson said they have had them for almost a month.

Mr. Lytle asked if we went out for public bid on this.

Mr. Lee said that we did not put it out in a newspaper of general circulation. We generally go out to vendors nearby us that are likely to bid as opposed to a just a kind of shotgun approach. It might be that we should if we aren't getting bids.

Mr. Lytle said that, for next year, I would like to see it go out to public bid.

Mr. McPherson moved, second by Mr. Orestis, that the Select Board waive the three-bid rule.

Roll Call Vote:

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

Unanimous vote to approve motion.

Mr. Donhauser moved, second by Mr. McPherson, that the Select Board accept the bid from Chase Tree Service for tree-cutting at \$1,500/day and stump removal at \$600.00/day.

DISCUSSION

Mr. Orestis asked what the typical number of days is that we hire this out in a year.

Mr. Robinson said that we do this for around 5 days for just a little over \$10,000. I budgeted for 7 days but we will use them for 5 so that we can keep 2 'in the bank' for the course of the winter for emergency tree removal.

DISCUSSION ENDED

Roll Call Vote:

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

Unanimous vote to approve motion.

5:40 PM 5) PWD: Road Striping Bids

Mr. Robinson discussed the three bids he received for striping approximately 13 miles in Town. I recommend the bid from On The Line Pavement Striping & Marking out of Bangor, Maine for \$0.09 per foot for a total price of \$6,177.60.

Mr. Donhauser asked if we've used this recommended company before.

Mr. Robinson said that they did the work last year.

Mr. Donhauser moved, second by Mr. Orestis, that the Select Board accept the bid from On The Line Pavement Striping & Marking out of Bangor, Maine for \$6,177.60 at \$0.09 per linear foot.

Roll Call Vote:

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

Unanimous vote to approve motion.

5:42 PM 6) Police: Radio Bids – Sole Source Vendor

Mr. Orestis asked, even though we have this as a sole source vendor, we should still waive the three-bid policy. I thought this applied to the fiscal year.

Mr. Lee said that we have done that in the past but, out of an abundance of caution, I think we ought to take a look at it to make sure it still makes sense. I think it's important to note in the Police Chief's memo that he says, "A few things to note are that we purchased our current radios through RCM twelve years ago, and they currently provide our radio preventative maintenance service. The radios we seek to purchase are the same brand and model that the Eliot Fire Department uses presently. After using a demo unit provided by RCM, the consensus among officers is that this radio would be an excellent choice." This is a vendor over a long period of time and is common to both of our public safety departments; that it's a radio we like and trust and they currently service our radios.

Mr. Donhauser moved, second by Mr. McPherson, that the Select Board recognize RCM as the sole source vendor.

DISCUSSION

Mr. Lee clarified that this is for 6 Kenwood mobile radios and 10 portable radios with a bid price of \$24,400.12.

DISCUSSION ENDED

Mr. Donhauser moved, second by Mr. Orestis, that the Select Board approve the bid from RCM (Radio Communications Management, Inc.), as submitted.

Roll Call Vote:

Mr. Donhauser – Yes Mr. Lytle – Yes

Mr. Orestis – Yes Mr. McPherson – Yes Mr. Widi - Yes

Unanimous vote to approve motion.

H. Administrative Department

5:45 PM 1) Town Manager Report(s)

Mr. McPherson asked about Line #108.

Mr. Lee said that he didn't finish his thoughts. The line "Working with Fire Chief and MSAD 35 on inspections of temporary" should add the word <u>structures</u>. They properly checked to see if they needed a permit for these structures. They will need to have it inspected when it is initially put up and then on an on-going basis. The Fire Chief was kind enough to say he would go out to do the inspections while they use them this fall.

5:47 PM 2) Appointment: Thomas Phillips III – Harbor Master

Mr. Phillips was present.

Mr. Lee said that Mr. Thomas has been our Assistant Harbor Master for 6 years, working with Mr. Philbrick who recently resigned. He has worked on our database, helped with our original mooring field, assisted mooring registrations, and is good with people. He is quite tech savvy and I would recommend that the SB confirm his appointment as the new Harbor Master.

5:48 PM Mr. McPherson said that he had several comments about this. First of all, to Mr. Phillips he said that this is nothing personal but I have a problem with the process, the postings. The posting, according to the personnel policy states in one sentence, "Take applications from interested applicants both internal and external to the department." I asked you a week and a half ago if it was posted and I believe you told me it wasn't.

Mr. Lee confirmed that it was not.

Mr. McPherson said that I think that, if the personnel policy states that, we need to go by that personnel policy for several reasons. One reason is that it is only fair to all Town employees. If you post an internal job, how do all Town employees know it's being posted.

Mr. Lee said that, normally, I would send out something via email that there's an opening and you are encouraged to apply internally.

Mr. McPherson discussed his concern for Town employees who are not on the computer all the time. I know that at many companies there is an actual, physical bulletin board where all job openings are posted for a period of 10 days to 2 weeks and visible for people to look at.

Mr. Lee said that we also have bulletin boards where we post them, with boards at Public Works, the Fire Department, and the Town Hall.

Mr. McPherson said that I think we need to get back to that to be fair to the employees because the personnel policy clearly states that it's internal and external.

Mr. Lee said that, if I could, it also says elsewhere in the policy that it encourages promotions.

Mr. McPherson said from within but, as you said to me you gave me two examples and, as far as I know, both of those were posted before they were awarded. I was certainly here when the second one was and there were several people who applied for that position. I don't think that opportunity is being given to every employee now.

Mr. Lee said that he was okay with that process if that's what the SB would like to do. I certainly want to encourage Mr. Phillips to apply. Currently, I've left it at Deputy Harbor Master, that is how he is functioning now and in an unpaid role, by the way, and he's taken three things off my desk, so far, just in the week or two since Mr. Philbrick has been gone. If you would like me to post it, internally and externally, I would be happy to do that.

5:50 PM Mr. McPherson said that what I would like to do is postpone this but I think we have work to do first. We have a job description that I couldn't find; that job descriptions have totally changed in the 2 years I've been here. The Town Clerk's office has taken all kinds of responsibility and I only think it's fair to Mr. Phillips to have the job description in front of him. Do the responsibilities in the Clerk's Office stay with them or go over to the Harbor Master. I really think we need to tear that job description up and redo it. Then post it and, hopefully, he applies again. Again, this is not a personal thing, it's the process that I think needs to be done fairly. My personal opinion is that I think the Harbor Master ought to report to the Chief of Police. He used to, I believe. Is that correct.

Mr. Lee said yes.

5:52 PM Mr. McPherson said that the Harbor Master is a position of authority; that there is training involved and I believe there is the potential ability to carry a weapon.

Mr. Lee said that that was true, if they go through the Military Justice Academy Reserve Officer Training School, I believe.

Mr. McPherson reiterated that, in my opinion, he ought to report to the Chief of Police. I hope we table this and redo this job description and do something about the posting process. I think it's only fair to all Town employees and citizens of the Town to be able to apply for that position.

Mr. Lee said to the Chair, in light of what the Selectman has said and seeing Mr. Phillips nodding, I think we understand what you are saying and I agree with you. I guess that I would ask that we table this. I think that Mr. Phillips would be happy remaining as Deputy until we can resolve this in a manner that doesn't create a stink in Town.

Mr. Phillips said absolutely.

Mr. Lee asked to take Mr. McPherson up on his offer and, maybe, I and Mr. McPherson could take a look at this and have his advice on this.

5:53 PM Mr. McPherson said that I don't know how the rest of the SB feels but I reiterate that I believe this position should report to the Chief of Police, as a position of authority and with the ability to have more than he has now; that I think it's certainly something we should talk about

Mr. Widi said that I feel totally bad for everybody here. I completely agree with Mr. McPherson with what he is saying and I also understand Mr. Lee's request tonight. I also feel bad for Mr. Phillips.

Mr. Orestis said that I am in the same boat. I can understand why Mr. Lee did it but I think we have a personnel policy and we should stick to it. We have the authority to make changes to it if we don't like things or see that there should be changes. It would be interesting to hear what Chief Moya has to say about that position. I couldn't pull up the job description to review.

Mr. Lee agreed with Mr. McPherson regarding the job description; that about a year ago that job changed when the clerks took on the job of renewal of moorings, with only more complicated mooring renewals going to the Harbor Master. Now, simple mooring renewals will be happening online, which will take it out of everybody's hands, largely, unless someone doesn't have access to the internet. So, I guess it is time to take another look at that; that we did it that way due to a

bump in the road and maybe it's time to clear that bump out and start over. I know Mr. Phillips well-enough to know he's not taking this personally. He knows this little Town better than anybody. He's lived here his whole life. So, we'll do it the right way and make sure no one has hard feelings.

There were no more comments.

5:58 PM Mr. Donhauser moved, second by Mr. Orestis, that the Select Board table this until further notice.

DISCUSSION

Mr. Lee said that, when I first got here, we didn't have a Harbor Master, so I put together a panel to conduct interviews of those who used the water to be fair and I think it would still be a good idea, if we go that route.

Mr. McPherson said that, if it goes to the Chief of Police, he should be one of them.

Mr. Lee agreed.

DISCUSSION ENDED

Roll Call Vote:

Mr. Donhauser – Yes Mr. Lytle – Yes Mr. Orestis – Yes Mr. McPherson – Yes Mr. Widi – Yes

Unanimous vote to approve motion.

5:59 PM 3) AIP: Acceptance of AARP Grant (Benches)

Mr. Lee congratulated AIP for their efforts in this; that they are an outstanding committee. We need to make a motion to accept the grant on behalf of the Town.

Mr. Orestis said that, since the committee was formed a year and a half ago, I would be interested to know how much they have received in grants.

Mr. Lee said that I want to say this is the third grant they have received. This grant will allow us to get benches for the Boat Basin to allow people to rest while

they're exercising and strolling along the river down there. The Boat Basin is really shaping up and this will be a wonderful addition.

Mr. Orestis said that, as I've done with the last 2 or 3 grants, I just want to make sure that this goes directly to them and it doesn't drop through to fund balance. You have verified this with attorneys that it will go directly to this committee.

6:02 PM Mr. Lee said yes. In fact, when we received this, we had to sign some papers saying that we will abide by the rules that it is only for 'these' purposes, it's a segregated fund, and if we don't use it all, it goes back to them, as I understand. No co-mingling of grant money ever.

Mr. Donhauser moved, second by Mr. Orestis, that the Select Board accept the grant to the Eliot Aging-in-Place Committee from AARP for five new benches.

Roll Call Vote:

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

Unanimous vote to approve motion.

6:03 PM 4) Stormwater Software (Litter App.)

Mr. Lee said that there is no action on this but thought this was really neat. We are going through our Stormwater permitting process, which has been a long, challenging process this time. Coming out of that was this software regarding litter impact; that we have been doing this, anyway, through the Conservation Commission and other organizations and individuals in Town. It is called Litterati Ap, which allows tracking of where trash locations are, the nature of it, etc., and it goes towards our Stormwater Management, which helps prevent trash from ending up in our waters. The Conservation Commission seems excited about it and we can have a license or two on it; that we think that the Conservation Commission would be heading up those efforts, while holding onto the other license to see where we might be able to use it.

a. See Map of Urbanized Area

Mr. Lee added that the other item I included is a map of the Urbanized Area (MS4) where you see the hash marks. This is the area where Ms. Rabasca, DPW, the CEO, etc. work within to check outfalls, sedimentation, litter, etc., and subject to the MS4 Stormwater Permit.

6:06 PM 8) Approve Warrants

Mr. Donhauser moved, second by Mr. Orestis, to approve A/P Warrant #48 in the amount of \$566,147.05, dated August 20, 2020; A/P Warrant #50 in the amount of \$27,194.92, dated August 26, 2020.

Roll Call Vote:

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

Unanimous vote to approve motion.

I. New Business:

There was no new business.

J. Old Business:

6:07 PM Mr. Lee said that Mr. Tessier had asked about our side bar agreement with the Animal Control Officer (ACO) and we had asked him to wait until it had been agreed to through executive session, which it has. I wanted to follow up for Mr. Tessier and the public. He read: "The sidebar employment agreement between the Town of Eliot (employer) and Tina Buckley (employee) has been entered into this 28th day of July, 2020. Effective the date of signing, the employee will receive a weekly stipend of \$179.20 for animal control services, as may be need by the Town of Eliot. This is based on a ten (10) hour work week. Employee will not be paid additional compensation for hours worked in excess of ten (10) hours. If the employee works less than ten (10) hours a week, employee will still receive the \$179.20 weekly stipend. Employer will no longer provide "part-time benefits" to the employee under this agreement. Pro-rated accumulation and/or paid sick time, paid vacation time, and paid holidays will no longer be a part of the employee's compensation package. As part of this agreement, employer shall pay out 50% of employee's accrued sick time and all of the employee's accrued

vacation time, per the personnel policy. The pay-out amount for both will be \$3,913.76." That was signed and approved.

6:07 PM Mr. Donhauser said that the overall impact to the budget was not significant.

Mr. Lee said no, explaining that the Budget Committee, using round numbers, trimmed about \$3,000 and I think that \$3,000 was in recognition that sometimes she goes over ten hours and she gets benefits and I don't think they were fond of the idea of a person working ten hours getting benefits. I think their intent was to get rid of the benefits for a person working only ten hours for the time. She agreed to that; that she didn't used to have these benefits and was good about it. She did add that she did accrue some, and that was only fair and under one set of rules in one budget; so, she agreed to that amount weekly, a stipend, and we agreed to remove all the part-time benefits but we would pay her out what she had rightly accumulated.

6:09 PM Mr. Widi asked if we had a policy on board or committee members politically advocating like we do for the employees. The reason I ask is that some people tend to turn their committee or board into a political action committee instead of the stated goal of their committee and that's concerning to me.

Mr. Lee said that the Charter would probably govern that. Do you have a copy of the Charter.

Mr. Widi said that I do. In the Charter, it also says that these committees...I'll just say it. The Budget Committee focuses on the budget and financial matters, not all the other stuff they want to talk about. It also says in the Charter that they are a sub-committee of this Board. Not co-, they are a sub-committee. In the Charter, it says we have the ability to direct any board or committee in the Town to stay on point and I would ask that we direct the Budget Committee to stick to budget or financial matters relating to the Town; that if they want to engage politically, they do so on their own time however they want.

6:11 PM Mr. Orestis said that he was reviewing the minutes of the last meeting regarding the gun club. They said that they don't have a sign-in sheet and when there is a sign-in sheet, it gets shot up. That's interesting because most gun clubs that I'm aware of or have belonged to require a very strict sign-in policy so that, if things do go wrong, they know exactly who to go to. There's a time to sign in, a time to sign out and, in addition to that, there's cameras everywhere to avoid these types

of things. I wasn't here to have that discussion but I wanted to make sure I read it correctly and make the comment that the gun clubs that I have been at with friends, as well as a member myself, were very strict with the policy. So, that's definitely something for them to think about.

6:12 PM Mr. Donhauser said that, with respect to the gun club, I have been looking at our ordinances; that there is a noise ordinance and it's 50 decibels at the property line four feet above the ground. I Googled how loud is 50 decibels and it's not much louder than when someone shouts. Well, certainly a gun is louder than somebody shouting so I'm not sure this Southern Main Fish & Game Club is in conformance with our noise ordinance. Perhaps Mr. Lee could check with our CEO to see if the Town, in some way, can actually measure the decibel. I know that there are property owners along that gun club property boundary that would be more than welcome to have a measuring device established four feet above the ground on their property line. I would like to encourage that we do that. I agree with Mr. Orestis that to allow anybody to go down there at any time between the hours of 8AM and 6PM without knowing who they are or where they're from and what they're actually doing should not be happening.

Mr. Orestis said that one thing I didn't mention is that guests are written on there, as well, and as a member you are responsible for any actions that your guests take. So, if your guest acts up, you are kicked out of the club. I feel that's pretty important and pretty basic from my understanding and being involved in and around gun clubs. I think that's important to mention, as well.

Mr. McPherson said that it is in the minutes because I brought the list up; that I told him it was computer time and I'm the worst guy in the world when it comes to computers but if I wanted to go to the gun range and a member, I bet I could figure out how to do it. Or, you could have a simple bulletin board and sign up for the gun club. I think it's very important and I would think the Police Department would want to know, too, about who is in there firing their guns. I don't think that's asking too much, and I'm not against guns, but I just think that the more people who know who is in there, when it's being used, is very important.

6:14 PM Mr. Donhauser said that perhaps we could go down the road a bit.

Mr. Lee said that I made a note about the sign-in sheet; that at a minimum that to the SB is really kind of an unacceptable practice. The noise is one issue but the lack of controls that we sense, if we had those lack of controls, we'd be highly criticized in some of the things that we do. It seems strange that they can get away without doing that and they feel okay about it.

Mr. Widi said that I get the feeling, just from talking to them, that unless we have a specific violation to show them, like Mr. Donhauser suggested having the CEO say 'this' was over the decibels at 'this' time, I get the feeling that we'll get the old shoulder shrug and we'll see you, I guess. I look back at the minutes from before I was a Board member a year and a half ago and it doesn't seem like any of that stuff got done.

6:15 PM Mr. Donhauser said that the other issue that is somewhat hidden is the activity in the berm you are loading these berms full of lead and that lead dissipates into the ground; that there is groundwater underneath those berms, somewhere around there. So, that's another potential problem.

Mr. Lee said that I think they spoke to that last time.

Mr. Donhauser said that they said at that time that they removed the lead at one time.

Ms. Lemire agreed, saying that they also test the water on a pretty regular basis; that that is what they said at the meeting last year.

Mr. Donhauser said that perhaps they could show us the water tests.

Mr. Lee said that I will do a follow-up letter to them about some things and I will bring it back to the SB for review before we send it out.

Mr. Orestis said that I have the Charter on my phone and I just wanted to make sure we were all on the same page and to clear the record. He read §6.3 Budget Committee:

There shall be a Budget Committee consisting of (7) seven members elected for staggered three (3) year terms. The Budget Committee shall have the responsibility of reviewing and evaluating the Town Budget. This Committee shall function as a sub-committee of, and report back to, the legislative body. The Budget Committee shall act independently from the Select Board and the Town Manager. The Budget Committee shall, by majority vote of the committee members present and voting, make recommendations regarding and included in each warrant article having a financial impact whether at the Annual Meeting or at a Special Town Meeting.

6:18 PM Mr. Donhauser asked for an update on Bruce Staples issue. He had a fence that was on somebody else's property and it took us almost 2 years to have him remove it. I understand we had a judgement against him and he has substantial penalties that have accrued. As I understand, the court has not been in session.

Mr. Lee said yes, that because of COVID, the court has not largely been in session. We have paperwork ready to go when the court reopens. Attorney Brandwine is the attorney on this. The lien is around \$240,000 on his property; that it's a non-foreclosing line so we will have to be patient before we see the money but, once it's on the property, that property goes nowhere until the lien gets paid off. There is another option, and I had talked about this early on. If we aren't patient and don't want to wait for that property to naturally change hands, there is something called a Sheriff's Sale, which is a tough, forceful kind of a thing – a forced sale of the property. Mr. Staples has several properties so it wouldn't be a matter of throwing someone out of his principal residence, however, it is a pretty bold step to take. Now, the fence is gone, the harm is gone, we made it through the budget year, etc. on legal bills. At this point, it's a matter of filing some papers when the court opens back up, which I don't know when that will be.

6:20 PM Mr. Donhauser said that I am not particularly a proponent of forcing a Sheriff's Sale but I am a proponent of following through on that he intentionally ignored our demands, ignored attorneys, and cost the Town considerable amounts of money; that we need to recover the legal fees and Town employee time. So, we need to make sure this doesn't fall through the cracks.

Mr. Lee agreed.

Mr. Widi asked how much in legal fees did we spend on that.

Mr. Lee said that I think they were in the vicinity of \$40,000 and then he was accumulating \$250/day fines for two years. I had tried to advise him to limit his damages on this and he wouldn't even take a nice offer. I gave him a 30-day window to respond, and he did not, so that is off the table. He added that he doesn't believe that interest accrues on this.

6:23 PM 1) Discuss Workshops: Property Maintenance; Others

Mr. Lee said that we did have a person come in to talk about a property maintenance ordinance. We also have some other items we should probably workshop at some point. Because we are going to be busy with public hearings for the warrant in November and suggested the property maintenance ordinance could be discussed over the winter months. If it is okay with the SB, I would work with the Chairman for a workshop date in October and, perhaps, one in November and get a couple of items off our list.

The SB agreed.

K. Selectmen's Report:

1) Seeking Committee Members

There were no Selectmen's reports tonight.

L. Executive Session

There was no executive session.

M. Adjourn

There was a motion and second to adjourn the meeting at 6:25 PM. **VOTE 5-0 Motion approved**

Respectfully submitted,

Ellen Lemire, Recording Secretary

S/ Mr. Robert McPherson, Secretary

Date approved: 10/22/2020