

**SELECT BOARD MEETING  
December 10, 2020 5:30PM  
(Remote Meeting)**

**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: Families and Victims of COVID-19**

**E. Public Comment:**

**5:31 PM** Mr. Lee said that he just received an email from one of the bidders of the wetland property to the other bidder on the wetland property; that they are going to withdraw their offer and let Sweet Dirt win the bid if that's your decision to do. Arcanna is going to withdraw their bid. They expected more bidders.

**5:32 PM** Gene Wypyski, Creek Crossing, said that I am the Vice-Chair of the Eliot Festival Committee.

Mr. Lee let Mr. Wypyski know he is on tonight's agenda. Public Comment is for things not on the agenda.

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

**5:31 PM** Motion by Mr. Donhauser, second by Mr. McPherson, to approve the Special Select Board minutes of October 1, 2020, as written.

**Roll Call Vote:**

**Mr. Donhauser – Yes**

**Mr. Lytle – Yes**

**Mr. Orestis – Yes**

**Mr. McPherson – Yes**

**Mr. Widi - Yes**

**Unanimous vote to approve motion.**

**Motion by Mr. Donhauser, second by Mr. McPherson, to approve the minutes of October 22, 2020, as written.**

**Roll Call Vote:**

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**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.**

**Motion by Mr. Donhauser, second by Mr. McPherson, to approve the minutes of November 12, 2020, as written.**

**Roll Call Vote:**

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

**Unanimous vote to approve motion.**

**Motion by Mr. Donhauser, second by Mr. McPherson, to approve the minutes of November 19, 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**

**1) Fire Dept. – Authorization of Purchase/Method of Financing**

NOTE: Discussion delayed due to technical issues.

**5:41 PM** Mr. Lee said that we have been planning for about \$450,000 to replace the old fire truck and, surprisingly, the pricing is looking more like a \$600,000+ range but we'll be able to get \$25,000 for the trade-in. That leaves a net of about \$600,000

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that we need to finance to buy the new fire truck. The Fire Chief made some proposed motion suggestions in his memo. We do not have enough in reserves to buy the truck outright. The plan is to put 50% down and I learned today that the TIF Fund could be utilized, with approval of the voters, to supplement the money we have in reserve. It has to be pro-rated according to fire calls or square area of the TIF District compared to the rest of the Town. Our TIF attorney thought that 20% of the cost would be supportable - \$120,000. We would have to get voter approval in June. \$300,000 down is only starting to get the truck built. We would probably recommend a 5-year lease/purchase for the remainder while continuing to put money into the fire truck reserve and pay that debt through that. I think that is what the Chief was going to be primarily discussing with you.

**5:44 PM** Chief Muzeroll said that Mr. Lee hit the highlights. In my letter, the basis is that, in order to save some money, we need to move forward before the end of the year. As of July 2020, we had \$546,000 in the fire truck reserve fund. At the end of this fiscal year another \$125,000 will be added, bringing the total to \$671,000 at the end of fiscal year 2021. The 50% down payment allows us to get the purchase & sale (P&S) contract signed with whoever the truck committee decides is in the best interest of the Town. We have the \$300,000 available and the question is how do we finance the rest of the truck. It's not due until about a year after we sign and P&S; that it would be up to the Town Manager, the Select Board, and the Treasurer to decide how best to spend the Town's money. We will realize some savings at contract time, with a \$300,000 down payment, of approximately 2% to 2½ %, or about \$8,000. What I am asking the SB to do tonight is to look at that recommended motion that allows the Town Manager and Treasurer to act in the best interest of the Town financially and to think about our future roll and goals for funding this truck and trucks in the future. Regarding support for utilizing the TIF, he discussed some data. Over the past 5 years of calls that we can pigeonhole on the Route 236 corridor amount to about 20% to 22% of our current calls, a combination of fires, auto accidents, alarm activations, anything that happens between the borders on Route 236 between Kittery and South Berwick. With the expected improvements along Route 236, I would expect that that may creep as much as 2% to 3% over the next few years. I certainly don't see it being less than the 20% that we are realizing right now. When Mr. Lee threw out that \$120,000, that's basically about 20% of the \$600,000 and that kind of reinforces that percentage. Hopefully, as we move forward that gets thrown into the mix for funding. Right now, I think it certainly makes sense to authorize some people to sign a P&S agreement, with your permission after a motion, and figure out the rest of it as we move forward for the rest of the financial year.

**5:48 PM** Mr. Donhauser said that I think the TIF finding is quite a good thing.

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Mr. Lee said that the Budget Committee had asked if we had examined the use of the TIF fund at one of their meetings. I sent an email to Ms. Mueller and, indeed, that is one of the things we can do. It has to be directly related to the TIF District, as the Chief pointed out.

Mr. Donhauser said that, again, we have to have voter approval in June.

Mr. Orestis asked what happens if we enter into the P&S agreement and the voters don't approve the TIF funds.

**5:49 PM** Mr. Lee said that, technically, we still have enough at the end of this year, as we'll be over \$600,000, and we can still do the lease/purchase agreement, with or without the TIF fund; that that would bring it down to something like \$68,000/year for 5 years on the other \$300,000.

Mr. Orestis said that I think that would be the major concern; that otherwise, I think it makes sense, as long as there are backups in play.

**5:51 PM** Mr. (Jim) Tessier said that the Chief's memo says that, currently, the reserve truck fund has \$546,000. At the end of the last year, the CIP Fund indicated we had \$425,150 in the truck fund and an additional \$125,000 for this year. But, for the Fire Department total, the CIP is \$373,800; that I am questioning if the total reserve figures being presented are for the entire department or for just the truck fund.

Chief Muzeroll said that the confusion may be in that the figure you had at the end of last year that shows in the CIP may not have included the deposit at the end of the year, which is traditionally done, for accounting purposes, on June 30. If you take what was appropriated last year and add that \$125,000, I think that is pretty close.

Mr. Lee added that at the end of each fiscal year, we have interest earnings that go into those reserve accounts, proportionately.

**5:52 PM** Mr. Tessier said that we're talking over \$100,000 so it certainly isn't interest. I think it would seem prudent to confirm with the Treasurer what's really available in those accounts.

Chief Muzeroll disagreed. All I can tell you is that I've spoken with the Treasurer and Mr. Lee several times in our budget meetings and those are the figures the Treasurer gave me in our current reserve. You will probably have to ask Mr. Lee and the Treasurer directly how that accumulation occurred.

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**5:54 PM** Mr. Tessier said that I suspect he was giving you the figure for the total Fire Department reserve as opposed to just the truck reserve. In any case, there's enough money there to make the \$300,000 down payment.

Mr. Donhauser said that I believe we should make a motion to allow the Fire Department to place a deposit on this new fire truck. It would be in order if someone would like to make a motion.

**5:55 PM** **Mr. Widi moved, second by Mr. Donhauser, that the Select Board authorize the Eliot Town Manager to enter into a purchase and sales agreement of no greater than \$600,000 to replace the Fire Department's 1996 Freightliner Top Mount Pumper with a 2021 Top Mount Pumper, manufacturer selection to be in the best interest of the Town of Eliot and with the recommendation of the Eliot Fire Department truck selection committee. The Eliot Select Board also authorizes the Town Treasurer to process a check for a 50% down payment at the time of purchase and sales agreement signatures. The remaining balance to be paid at time of satisfaction delivery. Balance funding to be in the best interest of the Town by means that supports funding and budget objectives.**

**DISCUSSION**

Mr. Donhauser asked if there's anything else we should add to that motion in the minds of any SB member.

Mr. Orestis asked how our bidding policy comes into play with fire trucks. I'm not familiar with buying and selling fire trucks.

**5:57 PM** Mr. Lee said that there are only a limited number of fire truck manufacturers. The chassis on fire trucks are of particular interest to fire departments. It was much like when we were buying radios or guns at the Police Department; that you have a couple of vendors that are notable vendors you can do business with. They spec out the truck. They want a certain strength, a certain flow, a certain tire, etc. and there's only a certain number of manufacturers who actually meet those specs and use that type of chassis. We may be limited to two bids. In talking with the Chief, there are two manufacturers that remain in the hunt; that we may have only two bidders and may have to waive the 3-bid policy. This is not a truck that has a lot of bells and whistles on it; that it's just what fire trucks are going for now.

Mr. Orestis said that my concern isn't getting one pulled over on us, or anything like that; that it's our policy and either have a single-source vendor or waive the policy. We just need to follow policy. It seems that before we can complete this

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motion, we would need to make another motion to waive the 3-bid policy. That was my only concern as I was looking through this.

**5:59 PM** Mr. Lee said that I concur with you.

Mr. Widi said that it was mentioned that we were trading in the old truck. Do we need to make a motion on that, as it's Town property.

Mr. Lee said that it wouldn't hurt. I believe both are correct. Part of the motion might be to negotiate trade value on the old truck and to waive the bidding policy with regard to the purchase of a fire truck.

**6:00 PM** Chief Muzeroll said that, of the two prime vendors/manufacturers that we've dealt with, only one has offered us a \$25,000 trade-in value. The other one said that they didn't want it and to sell it for whatever you can get out of it. The market for that kind of truck is about \$15,000 max. We've been offered \$25,000 from one manufacturer and that price will hold until the new truck arrives. That weighs considerably on our financial decision but don't be lead astray thinking that trade-in value is going to be reduced from that \$600,000. It is after trade-in value that's been figured into the calculation, if we go with that vendor, which I'm pretty sure we will do anyway. Much like a car trade-in where the salesman puts a big circle around the bottom-line price, that's the end price. I understand about the bid policy and, if a motion is warranted, then I certainly support that. We can't determine, in this case, that it's a prime vendor but we're not dealing with snow plows or wheel barrels, we're going to somebody we've dealt with for 18-20 months to get to this spot.

**6:02 PM** Mr. Donhauser asked if it could be put out to bid. There are only two vendors that the Chief knows about.

Chief Muzeroll said that the Chairman of the truck committee and two other members contacted seven manufacturers. Of those seven, two were the only ones even close to fitting our initial needs and spec process. Three did not want to enter into discussions because they didn't think they could meet our requirement. It was a quote process. We did not set a financial limit but did a needs survey and a future needs survey and that's how we came up with these two people. These two manufacturers both supply the same chassis. It's just the pump, and everything else, that goes behind the chassis that will be different.

Mr. Donhauser suggested we temporarily suspend Mr. Widi's motion and someone else could make a motion to waive the 3-bid rule according to our policy. We could deal with that first and then move back to Mr. Widi's motion.

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**6:04 PM**      **Mr. Orestis moved, second by Mr. Widi, that the Select Board waive the three-bid policy on this particular truck to replace the 1996 Freightliner Top Mount Pumper with a 2021 Top Mount Pumper.**

**DISCUSSION**

Mr. Orestis asked when the decision would be made for the particular manufacturer.

Chief Muzeroll said that we need to make that decision before the end of the year to save \$30,000 in guaranteed price increases over 5%.

**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.**

**6:05 PM**      **Mr. Donhauser said that, knowing we’ve waived the 3-bid rule with respect to this fire truck purchase, we’re going to go back to the motion made by Mr. Widi and seconded by Mr. Donhauser.**

**DISCUSSION**

**Mr. Widi asked to modify his motion to say “to replace and trade in” and then we can do that all together and be done with it.**

**Mr. Donhauser seconded the modification to Mr. Widi’s original motion.**

**DISCUSSION ENDED**

**Revised motion:**

**Mr. Widi moved, second by Mr. Donhauser, that the Select Board authorize the Eliot Town Manager to enter into a purchase and sales agreement of no greater than \$600,000 to replace and trade in the Fire Department’s 1996 Freightliner Top Mount Pumper with a 2021 Top Mount Pumper,**

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**manufacturer selection to be in the best interest of the Town of Eliot and with the recommendation of the Eliot Fire Department truck selection committee. The Eliot Select Board also authorizes the Town Treasurer to process a check for a 50% down payment at the time of purchase and sales agreement signatures. The remaining balance to be paid at time of satisfaction delivery. Balance funding to be in the best interest of the Town by means that supports funding and budget objectives.**

**Roll Call Vote:**

**Mr. Donhauser – Yes**

**Mr. Lytle – Yes**

**Mr. Orestis – Yes**

**Mr. McPherson – Yes**

**Mr. Widi - Yes**

**Unanimous vote to approve motion.**

**6:07 PM      2) Eliot Festival Committee - \$7,500 Request from TIF Funds**

Gene Wypyski, Creek Crossing, said that I am the Vice-Chair of the Eliot Festival Committee. What we're looking for is that we're asking for \$7,500 to do what we're calling a Business Development Project. To have the Eliot Festival Day Committee (EFDC) publish and distribute a business and community directory, which will include a guide to the Annual Eliot Festival Day Celebration. We're asking for the ability to use TIF money to print and distribute a directory, a formal booklet, that we'll send to all of the residents of Eliot, which will include a listing of all the businesses in Eliot. That publication, by the EFDC, will act as a platform for the committee to go to each business and say that the Town is supporting this directory with you in it and, if you'd like to show your financial support to the EFDC, we can run an announcement about your business, a business card, a full-page ad, and those monies beyond the cost of actually printing and distributing the booklet go towards the Festival's expenses next year; that we're planning a much bigger and better festival and we expect our costs to be quite a bit more than they've been in the past. Particularly for liability costs and some other issues. We think that coming out of this pandemic situation, we could have a very popular and well-attended festival in September. The bottom line is that we'd like to use TIF monies to print and mail this booklet and, in return, we're going to raise funds on businesses supporting the festival, which would be a win-win. We're going to provide businesses a chance to show off themselves to the community, for customers, potential investors, potential employees and, then, they will provide support that allows us to deliver a bigger



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and better festival next year. The thought would be that, if it's very successful, which we expect it will be, this could become an annual thing for the Town.

**6:10 PM** Mr. Lee said that I have shared some back-and-forth emails with Ms. Mueller and, because we have had an appropriation of \$4 million approved by the voters for the Sewer and Water TIF Project, I took from those emails that, of that \$4 million, if we wanted to allocate \$7,500 of it for this Business Development Project, that is an approved use. It would, in a sense, start us behind the eight-ball but \$7,500 is not a back-breaker in my mind.

Mr. Donhauser said that I think it's a commendable recommendation. Speaking to Mr. Wypyski, he said that you are going to go to those individual businesses, publish the directory, then ask them for money for advertisements. In a sense, if we didn't approve the \$7,500, theoretically the advertisement would pay for the publication. What it doesn't pay for are the other expenses of your committee's Festival Day.

**6:12 PM** Mr. Wypyski said that you're correct. Initially, we expected we'd have to absorb all the cost to do this. So, we worked to be able to have a very grandiose publication because, yes, we'd have to self-fund it. What we're thinking now is, if we can have it funded, at least the actual cost of printing and mailing of it, then it's a win-win for the businesses because then I don't need for them to pay for a listing; that they're getting a listing akin to the old Yellow Pages. To your point, we would have raised less money for the Festival paying for it ourselves. We're hoping to do a much slicker and better directory with the support of the Town because now, by definition, we can include all of the businesses; that all of the fund-raising that we do on top of that is gravy and would go towards the Festival.

**6:13 PM** Mr. Donhauser, playing devil's advocate, said that we already have those businesses here. The TIF is there for economic development. How does that publication make economic development happen by advertising the current people that are here. Tell me how that creates economic development.

Mr. Wypyski said that I think to the extent that it exposes all of the businesses in Eliot to the citizens. There are probably 200-300 businesses in the Town that most citizens don't know anything about. The thought was that, at it's base, if you expose the existence and name of every business to people who live here, the development effort is simply that people, instead of going to Portsmouth or some place else to do X, Y, and Z, they will realize there's a vendor in Town that they could go to. Likewise, when vendors are looking for employees, now there's some name recognition when they are out recruiting for their labor force.

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- 6:14 PM** Mr. Lee said that I attended a week-long economic development course years ago and there are a couple of core principles. One is to preserve what you have; don't allow your businesses to leave or shrink. Promote your current businesses and I think that's more along the lines of what Mr. Wypyski has in mind. We do have I think it's closer to 300 small businesses, and most of the employees come out of these very small businesses that start with 1-2 people out of a home; that they get a rental spot then they build a building – they build businesses. I really view it as business preservation and support of our current businesses. I think if other businesses are looking around and they see the little Town of Eliot kind of puts out this pretty cool manual, and supports its businesses, and has a little fun Festival Day out of it, as well, I think it's a wonderful thing. It's \$7,500 and I think it would be a very nice thing. The Town Clerk reminded me that, years ago, we used to have a little booklet like this, much like a "Welcome to Eliot" booklet but it was funded by the businesses. I think the EFDC is trying to bring that back; that I think it's to recognize the businesses that are here, support them, and encourage them to grow.
- 6:16 PM** Mr. Widi said that, if we approve the \$7,500, it's a little bit more of an incentive for our businesses to pitch in, knowing that it's actually going to happen. Ad a small business person, a lot of times you don't really now. As a business owner, it really doesn't affect me now because we have much better exposure, now, with our 'light walk'; that, before, I would have people say we didn't even know you were there. If we have 200-300 businesses, maybe somebody will know that those businesses are there. I have heard that 1 in 5 small businesses have closed during the pandemic. So, \$7,500 to help out a little bit feels good to me.
- 6:17 PM** Mr. Lee pointed out that we have those two business parks and they are required to report, per the PB, who the tenants are. I got the list the other day and I guarantee you that most of you have never heard or seen anything about these little businesses that exist up in that business park.
- Mr. Wypyski said that some of them are national businesses that have national distribution coming out of those business parks – what they do, the products they are building.
- Mr. Donhauser said that I think you mentioned that it would be a re-occurring expense. \$7,500 a year out of TIF funds.
- Mr. Wypyski said that, yes, I'm hoping it is. I expect this to be very successful, this first round, and I think that coming out of what happens will determine how badly we need these monies next year and the following year. I think we're going to prime the pump but I think it's going to be very successful. But, as far as the current thing goes, we're looking for just the first one.

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**6:18 PM** Mr. Lee asked, if for some reason Mr. Wypyski you are so successful that you have plenty of money for the Festival Day and able to bank some of it, would you come back for less money in a future year, do you think.

Mr. Wypyski said yeah. I won't commit to that but, yes, because candidly what we were really thinking was that, if we had excess money beyond what our actual Festival expenses were, we would devote those to our chosen charity, the Footprints Food Pantry. I guess I'm hoping we'll be so successful we'll have to worry about this a year from now.

**6:19 PM** Mr. Donhauser said, addressing Mr. Wypyski, that I want to tell you that I'm not opposed to what you're proposing. I think we need to hold people's feet to the fire. Now that we have this large pool of money, I believe there's going to be a lot of people eyeing the use of that money and I think we need to be prudent on how we use that money going forward. I don't know if someone wants to make a motion or table this for one more meeting. I'm not saying that there won't be but is there any urgency that it has to be approved today.

Mr. Wypyski said that we are not in a cash-flow situation by any means. Honestly, what I'm looking for is a commitment, not necessarily a check, because we're really thinking of getting this thing kicked off the 1<sup>st</sup> of January. If I knew the Town was supporting it, albeit, the money is not going to come until whenever, or however, I can still go to the community and say, yes, the Town of Eliot is behind us.

**6:20 PM** Mr. Donhauser asked Mr. Lee that we're not running afoul of the language of our TIF document that says we can spend money for this type of activity. Unlike with the truck, we don't have to go back to the voter and ask them if we can spend money in this fashion.

Mr. Lee said no. According to what Ms. Mueller wrote, because we have the bond passed and part of that bond was the utilization of \$4 million of the \$5.5 million in the TIF fund, the only stipulation is that the \$4 million going towards the water project becomes \$3,992,500. That's the only stipulation. This project will go on for a couple of years and we already have millions in new value out there. We anticipate more money than we'll ever be able to spend on the Sewer and Water Project. I don't think this is going to be anything and, as long as Ms. Mueller is okay with it...and even the Treasurer said that he's not sure he's okay with it and, when he saw the reply from Ms. Mueller, he said that he now feels okay about it. I think we're in agreement that it's doable.

**6:22 PM** Mr. Lytle said that he and his wife have been part of the committee for over 20 years. In the last 2-3 years, it seems to have lightened up, and there doesn't seem

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the crowds there that used to be. I think we need to do something different and I think this may be one of the things we need to do. We need to discover the businesses in Town and get them more involved.

Mr. Wypyski said, to your point, I've talked with 3-4 dozen businesses, business people, business owners, in Town. We started to do this project basically back in the beginning of the year and, then in March, everything stopped with the pandemic. Since then, I've had a chance to informally talk to a lot of people about it and there is just a ton of enthusiasm among the small business people in Town for all of the above. They want to be exposed, they want people to know about them, they want to get involved. I had a handful of people hand me checks and say that they wanted to be part of this. The Festival is great. Let's revive it. I've not had one person even be mediocre as far as their interest in this overall effort.

**6:23 PM** Mr. Lytle said that this particular day was designed to get Eliot residents together and I think this is a good way to get more of them involved.

Mr. McPherson said that I think that \$7,500 for a one-year commitment is a pretty solid investment, I would say, to give this a try and see how it works.

Mr. Orestis said that I'm in agreement, as well. While you are here and we have your ear, I've been over to the Kittery Block Party and I think, if we can do something that's close to that...I don't want to say we can do that out of the gate but would be a goal to strive for because that is a hopping event. Right time of year, this Eliot Festival Day, we could kind of get the same thing and play into that same timeframe. I think it's a good, solid worthy investment especially because we're planning on spending over \$20 million for economic development in Town. If we can put up \$7,500 to help maintain businesses, get them recognition hopefully coming out of the pandemic, I think that's a good thing.

**6:25 PM** Mr. Lytle moved, second by Mr. Widi, that the Select Board appropriate \$7,500 to the Eliot Festival Day Committee for the purposes stated in their correspondence to us.

**Roll Call Vote:**

**Mr. Donhauser – Yes**

**Mr. Lytle – Yes**

**Mr. Orestis – Yes**

**Mr. McPherson – Yes**

**Mr. Widi - Yes**

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**Unanimous vote to approve motion.**

**6:26 PM      3) Planning Board: Recommend Removal of Christine Bennett**

Mr. Donhauser said that the PB is recommending the removal of one of its members, Ms. Christine Bennett, for lack of attendance.

**Mr. Donhauser moved, second by Mr. Lytle, that the Select Board follow the recommendation of the Planning Board that Ms. Christine Bennett be relieved of that position on the Planning Board.**

**Roll Call Vote:**

**Mr. Donhauser – Yes**

**Mr. Lytle – Yes**

**Mr. Orestis – Yes**

**Mr. McPherson – Yes**

**Mr. Widi - Yes**

**Unanimous vote to approve motion.**

**6:27 PM      4) CIP Committee: Resignation of Erika McCreedy**

Mr. Lee said that Ms. McCreedy has terrible work commitments with COVID issues and lay-offs, etc.

**Mr. Donhauser moved, second by Mr. Lytle, that the Select Board accept the resignation of Ms. Erika McCreedy from the CIP Committee, with regret.**

**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 letters of thanks to Ms. McCreedy and Ms. Bennett for their service.

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**H. Administrative Department**

**6:29 PM 1) Town Manager Report(s)**

**a. Jack Murphy & Jim Tessier: Spirit of America Award 2020**

Mr. Lee said that we are doing the Spirit of America Award annually, with a plaque at the Town Office. We've made two nominations and I want to congratulate Jim Tessier and Jack Murphy. Both of them received letters from the County Commissioners of York County, reading the letter written to Mr. Tessier. I want to congratulate them. If you think back on Mr. Murphy's career here in the Town of Eliot and all the boards he's served on those many years; then most recently, you've seen Mr. Tessier, who is on the Budget Committee, he heads the Solid Waste Committee, he attends a lot of other meetings, whether it's TIF meetings or our meetings, and spends a lot of time volunteering. I think those nominations were proper and I think the recognition is proper. I applaud both of them.

Mr. Tessier said that I just wanted to let you know that I did receive the letter and plaque. Thank you very, very much for that nomination.

The SB congratulated Mr. Tessier.

**6:33 PM b. Staff COVID concerns – Amend Work Conditions?**

Mr. Lee said that we had a meeting of the staff at the Town Hall and I did that because the York Emergency Management Agency is seeing some really high spikes in York County, which is the worst of the 16 counties. I asked the staff how they were feeling about a lot of exposure to the public, and so forth, and they are okay with that. The one thing that we cannot continue to do is have our staff sit out in the lobby to make sure people are masked, distanced, and no more than 2 customers in the Clerk's office and 2 in the back office at a time. One thing brought up at the meeting was potentially asking the SB for an allocation from our Contingency Reserve of approximately \$8,000. That would allow us to pay someone between \$13 and \$14/hour for the hours we are open to the public to monitor that hallway. The other thing discussed at that meeting, and I brought to the Fire Chief and Planner, was air filtration units of the type that are used in the school hallways; that I talked with Mr. Henningsen about this as well. They agreed that, if we had one air-purifying unit out in the front lobby and one in the middle of the back part of the building, that would actually clear out 99.7% bacteroides, including COVID-19. I'm not asking for money out of contingency for that but only the \$8,000 to hire somebody; that I have a couple of young people who have expressed interest in doing it. I think it's really important to

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have someone out there and that's the only thing they are asking for right now. The Fire Chief was able to get every one of our buildings one of those COVID dispenser wands and he has trained our custodian to use them. Hiring someone to monitor the Town Hall hallway would take us from January 1 to June 30 at 6 hours/day.

**6:37 PM** Mr. Orestis said that he thought we just got some funds from the State to cover things like that.

Mr. Lee said that we did. With the help of the Chief, we applied for and received about \$65,000. That is where the new LED signs have come from, put a small building down at the Boat Basin to manage activities, along with a number of other things, and that money has run out. We do expect there will be another round of COVID funding and, if this \$8,000 is reimbursable in that, we would certainly seek reimbursement.

**6:38 PM** Mr. Widi asked if there had been any thought of doing a digital que, or call a number, and wait outside in their car.

Mr. Lee said that we did think about that and that is not out of contention as a fallback strategy. We developed a two-tier type of thing and I don't think we are yet in Tier II. In that second level, we did talk about having to call the office to make an appointment, car-side service, something like that. But, at this point, what I'd really like to see is some air-purifying in there, I wanted that wand that we now have.

Mr. Lytle said that I'm not in favor of hiring another person out there. I think we need to take a look at something else that we can do in the hallway or to monitor the people coming in. I think it needs to be discussed more.

**6:40 PM** Mr. Lee said that I understand what Mr. Widi and Mr. Lytle are saying regarding a possible technological solution. Long-term, that may be the answer; short-term, getting bids, getting it installed, etc., we would probably be out of the pandemic before we got through the purchasing process. Some one in the front hallway assisting people who come in is all that the staff is looking for so that the clerks can keep clerking and the Treasurer can keep doing his work, etc. I've been out in the hall for four hours at a time, at times, and it's not a great use of my time.

Chief Muzeroll said that I'd like to support Mr. Lee's comments and proposal and kind of reinforce that it's a short amount of money for a shorter period of time to protect the employees but, to also protect the structure. If the building becomes contaminated innocently then you're going to pretty much shut down all of Town government. We're not going to test people but, if we can minimize the flow of

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people and provide some other safety precautions, then that would be good. I'm in and out of there on a daily basis and I see that people are in and out of there; that right now, we are setting ourselves up for an instance where it might be tough to recover. When Mr. Lee says six months, well, it may be shorter than that, you may have to revisit it for a longer period of time. I will say that, if COVID-funding grant money becomes available through the State, I would like to explore some other alternatives to control the personnel and keep the facility clean and not put any more burden on the Town taxpayers than we have to.

**6:44 PM** Mr. Orestis asked how much money we have in the Contingency Account. One comment is controlling people who come in the building, obviously, and that's huge but it's also the fact that there's a ton of things that can be done online; that dog licensing, car registration, all that stuff can be done online. I think that is a big piece that we need to think about in finding a way to promote that, as well, as far as letting people know. Of course, there is going to be some who don't want to do that, who don't have access to that, and that is fine. But those who are capable of doing it online I think that should be a priority to push for that. I went to the doctor's office today and they have signs all over to say to call this number when you arrive, wait your turn, then walk in. There is someone who greets you, takes your temperature. Sprays hand sanitizer, then you go in to the doctor. So, I like the idea of calling first but still, at the same time, there is still an individual waiting at the door. Obviously, a different situation but something to think about.

Mr. Lee said that I believe the Contingency is around \$80,000. Also, be aware that we have put out a number of e-alerts and reminding people that they can do all this stuff online. You can use the drop box. Another thing that the staff talked about was that we could just go to appointments. The reality is that there will be people who we will not reach and they will be at the door, then someone has to stop what they're doing to help them get where they belong, or ask them to wait or put on a mask. The other thing that we're finding is improper use of masks and I think the Chief is spot on in that we're beginning to roll dice here at the Town Office and I would like to slow the dice-rolling down. I think \$8,000 to keep our government running is probably a wise move. Some towns have closed and they are working from home. I don't want that to happen here if we can help it.

**6:46 PM** Mr. Lytle wanted to ask the Police Chief, who is the one heading up for the pandemic regarding how the Town of Eliot is reading the amount of people in Eliot who has a problem, or has had a problem, with the pandemic. I have not heard of anybody and no one I've talked to has heard anything. So, I'd like to know something from somebody on how bad it is in Eliot.

Chief Muzeroll said that the latest figures for the Town of Eliot, and reportable to Maine CDC, is that there have been less than 80 people who have tested positive



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in the Town of Eliot. Speaking to Maine CDC yesterday, the southern portion of York County is expected to spike, especially now with the availability of testing and more renewed interest in testing. Just because there's been 80 people out of a population of 7,200, when you start thinking about community spread and people's efforts to maintain social distancing, etc., 1% is still relatively small. However, that one person, if tested positive and we start thinking about this whole tree and how it can spread, that number of 80 can quickly spread through the testing. That's why I'm trying to support what Mr. Lee is doing, here. It's not the individual stuff. I'm concerned with what goes on with our employees in the Town. As firefighters and police officers, or first responders, we have changed the way that we do business but we still do business. You make the call, we're still there. We've just made some changes to protect ourselves. And ultimately, we are protecting the citizens in the community and our families.

**6:48 PM** Mr. Lytle said that the 80 people is the first figure I have seen or heard of for the last 3 or 4 months. Why it's not out there so people know it, I don't know. I think it's a very interesting number. 80 people is a lot of people and I would go with the Town Manager's request.

Chief Muzeroll said that that information has been available online through the Maine CDC. You have to dig a little deep for it as it's done by zip code but, to stand in the town square and say only 80 people have been affected may be counterproductive. You are going to get a bunch of people who will say that's only 1% of the community population and they are willing to take that chance. I don't want anybody to take that chance because of how, ultimately, it may affect all of us.

**6:49 PM** Mr. Orestis said that you (Chief) said that 80 people have tested positive, and I've done some reading, if one member in the household tests positive and other members in that household become sick, they really don't get tested, they assume that they have it. Is that correct.

Chief Muzeroll said that that depends on your primary care physician and what you want to believe. I recommend, and most health care professionals recommend that, if you have one person in your family that has tested positive and you are asymptomatic, that you monitor your signs for at least five days. If you show basic signs during the incubation period, like fever and difficulty breathing, you go get tested. The quarantine issue gets involved with how the family wants to deal with that. The person who tested positive has to quarantine for 14 days and family members need to be aware whether they are asymptomatic or symptomatic. That being said, being asymptomatic does not mean that you don't have the virus.

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- 6:51 PM** Mr. Orestis said that the reason I asked is because my daughter, early in the pandemic, came down with the exact symptoms, was tested, and was told that if this comes back positive (and it didn't) just assume that you all have it. Testing has become a little more widespread.
- Chief Muzeroll said that Dr. Shaw from Maine CDC kind of supports that mindset. Things have changed since March. I, and Maine CDC, do not recommend rapid testing as primary. I support getting nasal swab and getting a more definite answer. It's still, sometimes, who you are comfortable being with.
- Mr. McPherson asked, through the door, would it be a temperature check, wear a mask, and hand wash sanitizer. Is that what it would be.
- 6:53 PM** Mr. Lee said a mask for sure. We hold out the sanitizer and ask them to wash their hands. We have 2-3 sanitizer stations now that the Chief got us. We are not doing the temperature check. I would be willing to do the temperature check. It's about a \$50 item I could pick up without a problem. When I went to York Hospital the other day, it was the exact same process and it might be smart to do that.
- Mr. McPherson said that, if we're going to do it, I would think a hand wash and sanitizer, a mandatory mask and a temperature check because pretty much any medical facility or anywhere you go, that's what you're going to get. If we're going to do it, we ought to do it to protect our Town employees.
- 6:54 PM** Mr. Lee agreed that the first \$50 might want to go to a temperature reader to use when people come in just out of an abundance of caution.
- Chief Muzeroll said that I have a wall-mount temperature unit. I'm just looking for a place to mount it and I wanted to see what direction we were going. I had bought one for the Town and I'm just looking for an electrical outlet and permission from the Town Manager, as the health officer, to move forward with those restraints in conjunction with what you feel should be in the best interests of the Town.
- Mr. Lee said that that is good news.
- Mr. Orestis asked Mr. Lee if he thought we could cut it in half. Instead of allocating \$8,000, allocate \$4,000 and run it through March, see where we are at, then come back to us for another \$4,000. That may be a happy medium point, here.
- 6:55 PM** Mr. Lee said that that would be fine. I just feel that we need to get on with it pretty quickly because things are spiraling pretty quickly.

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Mr. Donhauser asked for a motion.

**Mr. Orestis moved, second by Mr. McPherson, that the Select Board allocate \$4,000 from the Contingency Fund to hire an individual for the purpose of protecting the Town Office from the COVID pandemic.**

**Roll Call Vote:**

**Mr. Donhauser – Yes**

**Mr. Lytle – Yes**

**Mr. Orestis – Yes**

**Mr. McPherson – Yes**

**Mr. Widi - Yes**

**Unanimous vote to approve motion.**

**6:56 PM      c. Comcast: Notice of Price Increases**

Mr. Lee said that, in 2021, our franchise agreement comes up with Comcast. You are probably aware that Comcast is pretty much a monopoly but I've had a lot of calls from Baran Place and people, generally, that are upset with Comcast and they want us to go with Spectrum, or this cable company or that cable company, and I have to explain to them the situation. This is yet another round of increases and it's exactly the kind of thing that people on fixed incomes abhor. I'm hoping that when we sit down with Comcast to negotiate a franchise agreement, we can come up with something, somehow, to help control this. I've had so many calls about 'monopoly Comcast' and bills going up every month \$.15 here and \$.30 there and they don't have any extra money. I just wanted make the SB aware of the price increase; that we do have an opportunity in 2021 to re-negotiate the franchise agreement but there isn't a lot of room to negotiate. I've mentioned to boards before about looking at a franchise fee but, in lieu of a franchise fee, maybe we could subsidize some of the elderly and a number of them are on fixed incomes, with another \$2 on their cable bill hard.

**6:58 PM      Mr. Orestis asked if there is anything we can do with other towns.**

Mr. Lee said that I would defer to Mr. McPherson on that but I believe the way it works is that Comcast owns the lines. So, if some other cable company wanted to come in, they would have to lease the lines from Comcast so they would just price them out of business or price them so they can't compete.

Mr. McPherson said that I think the big problem is that Comcast does not have to report to the Public Utilities Commission (PUC). CMP, Consolidated, are

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regulated but Comcast has free reign to do what they want. The energy should probably be with our representative to bring this to the attention to the State of Maine; that the State, however it works, would be the one to have Comcast actually report to the PUC. CMP and Consolidated have to go through the PUC to increase rates, Comcast does not, and that is where the monopoly comes in; that they just do whatever they want.

**7:00 PM** Mr. Lee said that that's a great point. We got a letter from Mark Lawrence that said that, if we have any bills we want submitted, let him know because cloture is December 16<sup>th</sup> for any bills to be submitted for consideration. If it's the SB's wish, I'd be happy to contact Senator Lawrence and Representative Meyer to ask them to look into this to have Comcast to report to the PUC to get approval for these rate increases.

Mr. Lytle said that I think we should do that and record these complaints so that the Town Manager can give those to them.

Mr. Donhauser said that I don't think anyone on the SB would be opposed to Mr. Lee reaching out to our representatives. Without objection, I personally would like Mr. Lee to do that.

**7:01 PM** Mr. Widi said that my personal emphasis would be on the internet portion, and not necessarily the cable, because that's the gateway for everyone else to access alternate means of watching things.

The SB was in agreement for Mr. Lee to contact our representatives regarding this item.

**7:02 PM      2) Revised York County MOU Re: Police Mutual Aid**

Mr. Lee said that you've seen this MOU and it's been slightly updated to include the statutes that are in play, etc. At this time, I would simply ask the SB to authorize me to enter into this agreement with the other towns in York County that are willing to provide mutual aid to other police departments in the event that a department goes down with COVID. We've had one basically do that and we've had some close calls in our police department. I would strongly encourage for us to be a part of this York County Police Mutual Aid system.

**Mr. Donhauser moved, second by Mr. Lytle, that the Select Board allow the Town Manager to pursue this revised York County Memorandum of Understanding regarding police mutual aid.**

**Roll Call Vote:**

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**Mr. Donhauser – Yes**

**Mr. Lytle – Yes**

**Mr. Orestis – Yes**

**Mr. McPherson – Yes**

**Mr. Widi - Yes**

**Unanimous vote to approve motion.**

**7:04 PM      3) Appointment of Harbor Master Interview Panel**

Mr. Lee said that we advertised for two and have three interested applicants – Mr. Ben Brickett, Mr. Thomas Orcutt, and Mr. Doug Anderson. I just structured it with two but it could very easily be that we appoint all three on the panel. They all seem to have reasonably good qualifications, if not excellent qualifications.

**Mr. Lytle moved, second by Mr. Widi, that the Select Board appoint Mr. Ben Brickett, Mr. Thomas Orcutt, and Mr. Doug Anderson to the Harbor Master Interview Panel.**

**DISCUSSION**

Mr. Orcutt said, for full disclosure, that I am not a voting resident of the Town of Eliot; that I am a property owner, with frontage on the river, for well over 50 years.

Mr. Lee mentioned that the other two were on our Harbor Commission and pretty well versed in Harbor Ordinance, and so forth.

Mr. Donhauser said that I don't think that's a problem with Mr. Orcutt for us.

The SB agreed.

**DISCUSSION ENDED**

**Roll Call Vote:**

**Mr. Donhauser – Yes**

**Mr. Lytle – Yes**

**Mr. Orestis – Yes**

**Mr. McPherson – Yes**

**Mr. Widi - Yes**

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**Unanimous vote to approve motion.**

**7:08 PM      Approve Warrants**

**Mr. Donhauser moved, second by Mr. Orestis, to approve A/P Warrant #72 in the amount of \$135,130.63, dated November 10, 2020; A/P Warrant #74 in the amount of \$966,130.06, dated November 18, 2020; A/P Warrant #76 in the amount of \$40,201.19, dated November 30, 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:**

**7:09 PM      Underwood Engineers: ESR #3**

Mr. Lee said that this ESR#3 is \$801,677. This is the third in the series for the TIF project that gets us all the way through bidding assistance but not construction. I would turn this over to Mr. Keith Pratt to round out any discussion with the SB.

Mr. Pratt said that ESR #3 rounds out the completion of the final design requirements for all of the extension work, everything that have to do with all of the utilities on Route 236. There are portions of the work that have been identified in the \$22 million project that we are holding off on to see what we need and how much of it we need. That's going to be at a later date. He shared his screen. He showed the SB the schedule. We are trying to get the field work done before winter conditions and that was previously authorized. What we are talking about authorizing right now is this second tier – Route 236/Beech and State utility improvements – the design phase, which takes us through the next year, year and a half of design work. This schedule envisions how we think this thing will work out over the next 3-4 years. We've identified when the Route 236 utility work occurs so that it aligns with Maine DOT projects. They have seen this schedule, are cooperative, and able to accommodate what we want to do. Future contracts, when we get into the downstream work and maybe Kittery negotiations for updating the IMA, those will be additional contracts. The other thing I want to show you is this Project Management Structure. This is a big and complex project

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so there will be several phases of engineering. You have approved ESR #2 (survey/subsurface) and you are considering ESR #3 (final design). There will be additional design contracts for downstream work, IMA work, for construction phase work that has everything budgeted and incorporated into the plan. My purpose for showing you this is that there will be several contracts coming up, not only in engineering, but in construction. This gives you an idea of how they all tie together. We possibly envision more than 3 contracts, as well. It could be 4 or 5. One of the things we're going to be working our right away is how many contracts we want to do, which ones have to go out right away, and which ones can be pushed out and how best they should be aligned. One thing mentioned last time is that we are going to need a project coordinator. There are certainly some benefits to it but it may not be necessary. Our next step is to sit with Mr. Lee and staff and just talk about what the workload commitments will be. The next thing is a cash flow estimate. I think this will help in dealing with funding and financing and going through bonding. This is a four-year cash flow estimate; that this is our best-case budgeting scenario and, as long as we know we can meet these flow needs, we should be fine. He explained the different bars, saying that the big bar is an important one for when we deal with the negotiations with Kittery about the upgrades they need, additional purchasing of rights in the reserve capacity and wastewater facility and upgrades to their pump station #7. We sort of envisioned it as a buy-in and I think the timing would be in about 2022. The next thing in front of you is the contract, which I'll have Cole Melendy (Project Manager) go through. The thing that we're presenting to you is as we envisioned in the technical report, we delivered this summer that you voted on in November; that you are here just to continue the authorization of the work so that we can advance it as quickly as possible.

**7:17 PM** Mr. Lee asked if everyone had a chance to read ESR #3 and, if you did, how much discussion do you need in addition to what they've written.

Mr. Donhauser said that I can say that I looked at it and, even with more discussion, I can say I wouldn't fully understand what's going on.

Mr. Lee said that the reason I mention that is because, at the end of all thing, we are pressing on with the project. I expected this increment on ESR #3 to be more and I'm kind of pleased at the amount; that I just wanted to say that before Mr. Melendy got into it too much.

**7:19 PM** Mr. Orestis said, from my perspective, Mr. Pratt mentioning several times that it was all within budget is the key thing that I like to hear. We planned for this, this is what's happening, everything is going in line. That's a good thing and we're heading in the right direction. We're heading in the right direction and things have been budgeted appropriately thus far. That's good to hear.

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Mr. Melendy gave an overview of the scope; that it's nothing new and we've been talking about this as part of the TIF Committee in some of our joint meetings. The gravity mains on Route 236, the two pumping stations, the water main. We're going to tie in to the end of where Estes Oil are going to terminate and take it to the end of the TIF to the west. One pumping station is down by Sturgeon Creek where it crosses Route 236 and the other one is on Beech Road. As part of that, we're going to have some specialty sub-contractors; that we're going to have to refine the design on those. You have seen some of those but we are going to refine the architectural, the electrical stata (possible tie-in electronically to remotely track data across all pumping stations). The sheets shouldn't change a lot from what you've already seen. We have easements for the whole project but there is a little refinement that we recommended. One is a sloping easement on the pumping station off of Route 236 and we would like to tweak the pipes a little bit on the Seadog property, if possible. We've had some conversations with them this week to accommodate the new condos there that were not there when the easement was obtained years ago. We had some conversations with Maine DOT last week, Kittery about water, Town staff, abutters, meeting with people on-site. Then, permitting – coordinating with the Town CEO once we get the final design for the pumping stations, Kittery permitting. We will need a wetlands permit, called a Site Location Development Permit. We will need to notify abutters, we are going to have some minor impacts of the wetlands as part of the construction; so, we will get that permit in place prior to bidding. And then Maine DOT, we will need some permitting from them to install the utilities in the right-of-way. Then, a funding application, which is working with Maine DEP SRF and we have already started those conversations. This includes an environmental document cost-effective analysis, a sustainability plan (needs updating), and an allowance for archeological evaluations. Then bidding, which include pre-bid meetings, administering the bidding process, checking the references, checking their math, and ultimately providing you a recommendation for awarding the contract.

**7:22 PM**

Mr. Pratt said that he wanted to see if there were any questions. I saw this question that's here right now and wanted to point out that that is just identifying work that will be in the future contracts. Everything that we're proposing, everything that's going to happen, is all project-related, is all project costs to be covered under the TIF funds. The only reason it's identified as 'work not included' at this point is that we're really not in the position to define the construction-phase level of efforts and needs. Those typically get defined at the time of bidding. They are all project-related expenses no matter what. The fee total on ESR #3 is \$466,298. So, what's on the table, here, is the \$466,000. You've previously authorized \$335,000 worth of work, bringing it to the total that Mr. Lee mentioned of \$801,000.



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**7:24 PM** Mr. Donhauser said that I believe we need a motion to approve the ESR #3.

**Mr. Donhauser moved, second by Mr. Orestis, that the Select Board approve ESR #3 to allow our engineering firm to move forward.**

**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 thanked them for all their efforts.

Mr. Orestis said, regarding Mr. Lee's conversation with Senator Lawrence about the potential for introducing bills, a good segue into our next conversation is that we should probably continue to push them on the municipality revenue-sharing for the sale of recreational marijuana. Obviously, they are aware but if we could continue to put pressure on that, it's a big piece. That's real money and with the article just published that medical marijuana, not even including adult use marijuana, is the #1 crop coming out of the State of Maine, that is going to continue to grow and grow. That would be a huge benefit to the taxpayers of this Town.

**J. Old Business:**

**7:27 PM 1) Bids of Wetland Properties**

Mr. Lee mentioned, again, that one of the two firms that submitted bids has opted to withdraw and leave it to Sweet Dirt, as sole bidder, at this point. They thought there would be more bidders for it and I guess they don't want to start an inter-rivalry.

Mr. Donhauser asked if a motion was in order to accept their bid.

Mr. Lee said yes, to sell the two properties to them for the amount that has been offered in their proposal, if that is the choice of the SB. I think that, at this point and even though one of the firms has pulled out, I will recuse myself from any further discussion because I do have a family member who works for one of the two companies.

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**7:28 PM**      **Mr. Widi moved, second by Mr. Orestis, that the Select Board sell the two properties for \$30,000 to NEK Assets, LLC under the terms they have proposed.**

**DISCUSSION**

Mr. Lee said that I'm very pleased that the marijuana industries on Route 236 are making some really big investments. I think you all went down to see Sweet Dirt's facility. It's magnificent, really. They've got another one that opened in Waterville just yesterday, I believe, and they have plans to build on this other parcel where the wetlands posed a problem. We're talking millions of dollars of investment, lots of jobs, and I'm just really pleased that that's happening here and we're seeing those jobs here in Eliot.

**7:30 PM**      Mr. Widi said that when the PB makes these ordinances and they pull them from other places...that I've said this about Agri-tourism and million other things...it's unfair to businesses to have to go through this and to buy this property when putting up a store, increasing the value of a property, is a benefit to the Town. I understand that I was the one saying to get more money out of them but also, s a business person, it's not fair that we write rules where they have to go through this type of stuff. Just one man's opinion.

Mr. Lee said that he would mention that there is something in the works with the PB about revising the definition of public facilities going forward. These two undevelopable wetland properties pose a real problem for this business due to setbacks but we changed public facilities because it included a public road. I think we owe it to ourselves to pay attention to that a little more carefully and really think through what the consequences might be.

**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.**

NOTE: At this time, Mr. Widi needed to leave the meeting.

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**7:32 PM      2) Eliot Pandemic Policy/FFCRA (Final Reading)**

Mr. Lee asked that we table this; that we've had some more comments from staff about a couple of sections that are concerning. They are doing their final reading, also, and I think there are going to be some changes.

**Mr. Donhauser moved, second by Mr. Orestis, that the Select Board hold the Eliot Pandemic Policy/FFCRA Final Reading until the next meeting.**

**Roll Call Vote:**

**Mr. Donhauser – Yes**

**Mr. Lytle – Yes**

**Mr. Orestis – Yes**

**Mr. McPherson – Yes**

**Unanimous vote to approve motion.**

**K.      Selectmen's Report:**

**7:33 PM      1) Seeking Committee Members**

Mr. Lee said that we are looking for committee members. We are doing them by Zoom, for the most part, so it's very safe. If you are interested in Conservation, Planning, Capital Improvement, or any of our other committees, please, do look online. There are plenty of openings. Get involved. Meet new people. Safely. Remotely.

Mr. Orestis added that it's accessible. You don't have to drive in or leave work early. You can just flip on Zoom.

**7:34 PM      Mr. Donhauser said that I think it should also be mentioned that we are completing negotiations with the union for administrative staff; that we have moved through a mediation and moving forward; that I think we'll soon have a resolution.**

Mr. Lee agreed that it seemed to be a successful mediation. We are waiting to here back from the union on whether they are going to accept our final offer.

**7:35 PM      Mr. Tessier commented that the instructions included with the agenda for SB meetings to access the meeting with Zoom is not clear at all. I think it would be beneficial to improve these instructions.**

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**December 10, 2020 5:30PM (continued)**  
**(Remote Meeting)**

Mr. Orestis said that I believe I and Ms. Albertson are meeting on Monday to discuss this topic, as well as others. We will put it on the list.

The next meeting of the SB will be Wednesday, December 16<sup>th</sup>; that we will be acting on approval of a marijuana license and maybe one or two other items. It's a very brief agenda. The time of the meeting will be clarified.

**M. Adjourn**

There was a motion and second to adjourn the meeting at 7:36 PM.

**VOTE**

**5-0**

**Motion approved**

**Respectfully submitted,**

**Ellen Lemire, Recording Secretary**

**S/ Mr. Robert McPherson, Secretary**

**Date approved: January 14, 2021**