

SELECT BOARD MEETING
March 25, 2021 5:30PM

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.

Also present: Ms. Rawski, Ms. Albert, and Mr. Miles.

C. Moment of Silence observed for Families and Victims of COVID

D. Public Comment:

There was no public comment.

E. Approval of Minutes of Previous Meeting(s)

5:31 PM Motion by Mr. McPherson, second by Mr. Orestis, to approve the minutes of February 25, 2021, as written.

Roll Call Vote:

Mr. Donhauser – Yes

Mr. Orestis – Yes

Mr. McPherson - Yes

Mr. Lytle – Yes

Mr. Widi – Yes

Unanimous vote to approve motion.

Motion by Mr. McPherson, second by Mr. Orestis, to approve the minutes of March 11, 2021, as written.

Roll Call Vote:

Mr. Donhauser – Yes

Mr. Orestis – Yes

Mr. McPherson - Yes

Mr. Lytle – Yes

Mr. Widi – Yes

Unanimous vote to approve motion.

SELECT BOARD MEETING
March 25, 2021 5:30PM (continued)

F. Department Head/Committee Reports

- 5:34 PM 1. Acceptance of the Ed MacDonald Safety Enhancement Grant in the amount of \$2,000 for the purchase of a Trench Box for the Public Works Department.**

Mr. Donhauser moved, second by Mr. Orestis, that the Select Board accept the Ed MacDonald Safety Enhancement Grant in the amount of \$2,000 for the purchase of a Trench Box for the Public Works Department.

DISCUSSION

Mr. Donhauser asked if we have a trench box already or is this the first one.

Mr. Robinson said that this is the first one and we should have had one years ago. After we got into trouble with the Board of Labor, we decided to go after one.

DISCUSSION ENDED

Roll Call Vote:

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

Unanimous vote to approve motion.

- 5:35 PM 2. Acceptance of the Maine Community Foundation Grant in the amount of \$2,152 for the Aging-in-Place Committee – placement of two more permanent benches.**

Mr. Donhauser moved, second by Mr. Orestis, that the Select Board accept the Maine Community Foundation Grant in the amount of \$2,152 for the Aging-in-Place Committee for two park benches.

Roll Call Vote:

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

SELECT BOARD MEETING
March 25, 2021 5:30PM (continued)

Unanimous vote to approve motion.

G. Administrative Department

5:37 PM 1. York County Budget Committee Caucuses

Mr. Donhauser asked if we normally send someone to that caucus.

Ms. Rawski said that I think it's a choice of the SB whether they want participation in that from the Town of Eliot.

Ms. Albert said that I think they are requesting a Board member to be available, if possible.

Ms. Rawski said that I believe we have had SB members in the past on the caucus.

Mr. Donhauser said that it is Wednesday, April 14th, at 6:30PM at the York County Court House. Does any SB member have a desire to attend that caucus.

Mr. Orestis said that he would attend.

5:39 PM 2. Town Hall Flooring Replacement Update

Ms. Rawski said that Ms. Albert has been working on that and does have an update tonight.

Ms. Albert discussed staff concerns with the carpet option regarding keeping the carpeting clean and mold issues in the future, knowing that it might have to get us through three to five years if there is ever a renovation or expansion of this building. We reached out to another person and they couldn't fulfill the obligation so I did reach out to another flooring vendor, who did some flooring in the Fire Department. They gave me a quote of what it would be to do the vinyl planking. We reached out to the original vendor and he is going to give us a quote for the cost to do the vinyl planking, instead of the carpet. There was a suggestion regarding a company in Somersworth that I think is called General Linen; that I have reached out to them and they are going to give us quotes on renting some carpets, or mats, that would cover up the majority of the flooring. We wanted to get a quote from them, as well, to see if that would be cost-effective, instead of replacing, knowing that there may be a renovation down the road. So, we have several options and I was wondering how the SB felt about holding off for another week or two until we get these other quotes and proposals in.

SELECT BOARD MEETING
March 25, 2021 5:30PM (continued)

5:41 PM Mr. Donhauser said that that makes sense to me. I don't know if other SB members have comments.

There was consensus to move forward.

Mr. Orestis asked if there was anything we need to do, procedurally, since we already awarded that bid.

Mr. Miles said that we were unaware that it was getting awarded because we thought there would be further checking on other options. I did reach out to the original vendor, today, and he understood that we were getting other prices because we were going a different route. I wanted to give him the option to give us a price for this same thing. I think we'll be all set holding off. We didn't pick out a rug or have him order anything so he isn't into it, monetarily, at all. I think, if we go forward and keep him in the loop, giving him the option to bid on the same thing with whatever we decide to do, I think we're all set.

Mr. Donhauser said that we didn't give him a deposit.

Mr. Miles said no.

Mr. Orestis said that we can probably amend that motion when the time comes. It sounds like that would be the best course of action.

Mr. Donhauser said that that was a good point.

Ms. Rawski agreed.

5:43 PM 3. Municipal Property Sealed Bid Result

Mr. Donhauser said that we put two parcels out for bid. We received two bids, which were rescinded by the bidders, and both of those were for \$30,000. We decided to put it out to bid, again, to see if there were other individuals interested. We did receive one bid and I have some comments to make about it. The bid we received was for \$10,000, instead of \$30,000, and I find that unusually low, so that's my first concern. The second is that the problem with these two parcels is that they are in wetland and can't be built upon but it relates to the marijuana sales within 500 feet of a municipal property. I got a chance to talk with our Town Planner and I tend to agree with what he told me. Mr. Brubaker said that the better way to approach this was to actually change the ordinance, to exempt those two properties if that is what the Town Board wants to do. The other thing is that, with our TIF going down Route 236, right in that very vicinity, we are going to put a pump station in; that we are trying to get an easement right now on some property and that pump station may be able to be built somewhere on or very near

SELECT BOARD MEETING
March 25, 2021 5:30PM (continued)

that property, and we already own that. To go across personal property owned by an individual, we would have to get an easement, so it doesn't seem like it would make much sense that we would sell the property and then come back to ask for an easement back across that property. Those are my primary concerns. One other thing is that we are not required by our Charter, once we have a bid, to accept it. So, I tend not to want to accept this bid because of the reasons I just stated. I would like comments from other Board members on how you feel about it.

5:46 PM Ms. Rawski said that Mr. Brubaker, after the discussion today, did a little more investigating because he's been in contact with Underwood Engineers. He spoke with Mr. Melendy and then dove into the plans that are in place so far. He saw an excerpt from Underwood's 70% plans, dated July 2020, that clearly show that Underwood's intent is to use Map 36/Lot 13 that was one of the parcels to be sold at auction. Honestly, thank goodness that the Planner found this and that the bids didn't go through because we would have been in a situation that would have been very unfavorable because Underwood was clearly looking at M36/L13 to use for the placement of a pump station for the expansion on Route 236. Mr. Brubaker came to us today and thought it was important for you to know. It was definitely a mistake from the beginning to even put them out without looking at those plans with the TIF expansion of water and sewer along Route 236.

Mr. Donhauser asked for comments from the SB.

Mr. Orestis said that I don't think any other comments are needed from me at this point. That's wild.

Mr. Donhauser moved, second by Mr. Widi, that the Select Board not accept the bid that was submitted.

DISCUSSION

5:50 PM Mr. (Blake) Dubin asked to speak (person who placed the bid) and was granted permission. I appreciate your thoughts on rejecting the bid and I would tend to agree that that is a good call. That being said, as part of your thoughts to reject the bid, you had a thought to exempt these lots, the reason we were interested in buying them in the first place. If that exemption can't go through, I would go back to the idea that I would still be open to bidding on the lots and providing an easement for this pump station. Now I'm concerned that the pump station could be an issue for us, moving forward, with my tenants that might have an interest in operating this type of facility in this very limited space in Town to operate it.

Mr. Widi said that I think the PB is going to have to make adjustments with the ordinances if they choose to. They've made two or three already. The 500-foot

SELECT BOARD MEETING
March 25, 2021 5:30PM (continued)

setback eliminated the overwhelming majority of Route 236, as I'm sure you know, so there's not much we can do about that.

Mr. Dubin said that I wrote a letter to the PB, and others on this committee, that expressed my interest in getting that added to the code, to exempt these wetlands based on the intent of the what that 500-foot setback is really intending to do. That was a note that I wrote to the Town requesting that consideration ahead of my bid on these wetlands.

5:51 PM Mr. Donhauser said that he understood and I think that's the direction you need to go. We don't make the adjustments to ordinances, ourselves, so I would encourage you to bring this before the PB.

Mr. Orestis said that we brought this up last week when we were talking, or I did, specifically ordinance is something that should probably be looked at. The Town Planner is aware and this is an ongoing issue that needs to be resolved.

Mr. Dubin said that I would love to do whatever I can to help be a part of that discussion if that's helpful. I have a lot of interested parties in this property and that would be a real roadblock to success for a lot of us, including the Town for tax revenue. I'm hoping we can work with the PB to resolve that sooner versus later.

Mr. Widi said that a timeline is that, obviously, it's not going on the June ballot but if you wanted it on the November ballot, you would have to push for them to have it resolved by early September, or probably by the end of August. If you want it done by November, you need to get on it now.

5:53 PM Mr. Orestis said that this is a change to the ordinance and I'm not sure that we have the authority to exempt those two properties.

Ms. Rawski said that it would definitely have to go through an amendment to that section of the ordinance. A change in the definition is what has to happen to allow that exemption. I think Mr. Brubaker is very-well versed in that so he would be happy, I'm sure, to talk to Mr. Dubin about the steps. As Mr. Widi said, I had spoken to Mr. Dubin about the timeline last week because he was hoping to get something on the June ballot, perhaps even through a Citizen's Petition action, and the timeline is just too tight. There would be no time to seek PB review, legal review, and certifications. I had also suggested working with that timeline and also having communication with the Planner and PB before going through all the work of a Citizen's Petition.

Mr. Dubin said that I appreciate that feedback. If I may retract my earlier statement about saying that I agree with the rejection of the bid; that it would,

SELECT BOARD MEETING
March 25, 2021 5:30PM (continued)

obviously, be great if we could continue with the opportunity to bid and then I could create an easement for the intended project. Therefore, no changes to the ordinance, no Citizen's Petition, or other work would need to happen. That would be a great help in progressing the opportunity for my tenants and the Town of Eliot.

5:55 PM Mr. Donhauser said that he understands Mr. Dubin's position and appreciates his patience with the SB and our position. We do have a motion before the SB, I believe, that has been moved and seconded to reject the bid. Did Mr. Dubin want to say anything further before we vote.

Mr. Dubin said that my intent is to help the Town as much as possible. Again, if I purchase these lots, I'd be happy to make exemptions for the intended use. The whole point of my purchase is to take them out of the Town-owned definition and into the public to make business in the C/I District easier. (His connection became intermittent at this time.)

Mr. Widi asked why Mr. Dubin came in at \$10,000 when the other bids were \$30,000.

Mr. Dubin said that my bid for the property was, I believe, fair value for it. There are wetlands, which I would help take over because they're too small, given their lack of ability to use, the intent that nobody should be able to use them, and the opportunity to pay tax revenue on them to the Town of Eliot that it seemed a more than fair bid for the opportunity for the Town and to do business easier.

5:57 PM Mr. Widi said that I understand your position on it but I just want to say that we also represent a large number of people that are not in favor of marijuana. When we had bid offers at \$30,000 and we agreed to allow Sweet Dirt to buy it for \$30,000, I know a lot of people that were not in favor of marijuana, in general, that had a hard time that we agreed to the \$30,000. So, those same people, we would have to go back to and explain that we thought it was a good decision to sell it for \$20,000 less, which they already didn't like. To be honest, some of them could have stomached it at \$30,000, and I even know some pro-marijuana people that would not be in favor of us selling it for \$10,000 because, ultimately, when we sell it we never own it again.

Mr. Dubin said that I completely understand. My position, again, is that they are useless wetland lots that don't really offer any value to the Town or to the prospective owners and this is really just an opportunity to fast-track what we already know that there is a path around to discuss around ordinances. And quite honestly, the Town has already agreed to marijuana and we already know that there is a limited amount of space that it could occupy. It would seem counter to commerce for the Town of Eliot to get in the way of that over a \$20,000

SELECT BOARD MEETING
March 25, 2021 5:30PM (continued)

difference when, really, the value of the wetlands is subjective; that the fact that they are even considered as part of a setback requirement, given the intent of that setback, is concerning.

5:59 PM Mr. Widi said that that's what the people voted on.

Mr. Donhauser said that I think one of the main concerns is the TIF going down Route 236 and the use of a pump station in that area. Now we have a motion on the floor. Is there any more discussion.

Mr. Orestis said that I completely understand where Mr. Dubin is coming from. At the same time, there's nothing written that talks about easements so it's your word against our word, at this point. You could come in, buy the land, and not give us an easement for that pump station. That's just one piece of it. It sounds like the recommendation of our Town Planner that the better way to do it is to go through the ordinance change rather than buying this piece of land. I think we need to think about this massive project that we're in the midst of designing right now on Route 236, with the pump station being directly on that lot. I think that was definitely an oversight on our part to even have that chunk of land up for sale or bid at this point. We appreciate your comments, Mr. Dubin, for sure.

Mr. Donhauser added that selling one of the lots doesn't actually help, anyway, because you would still be within 500 feet of the municipal pump.

DISCUSSION ENDED

Roll Call Vote:

Mr. Donhauser – Yes

Mr. Orestis – Yes

Mr. McPherson - Yes

Mr. Lytle – Yes

Mr. Widi – Yes

Unanimous vote to approve motion.

6:01 PM **4. Financial Reports – February 2021**

Mr. Donhauser said that I noticed that the revenue budget is \$18,275,640. We've received 94% of that, according to this report, so it would appear we're under-realizing our revenue by about \$940,000, with a couple of months to go. On the expenditure side, our budget was \$17,800,000 and we've only expended \$12,000,000, only 68%, so we actually have under-spent the budget. We do have school, and other, expenses to pay in the remainder of the year but we are well

SELECT BOARD MEETING
March 25, 2021 5:30PM (continued)

under the expended side even though we are well under the revenue realization side. Does that make sense from a 30,000-foot view.

6:02 PM Mr. Miles said that I don't have it in front of me but I can definitely take a look tomorrow and report back. There are a lot of different aspects and, especially on the revenue side you have to realize that the biggest portion of that is the tax revenues that get added into that. When we do the budget, we know the taxes are coming in from the commitment but it's not the actual budgeted part that I put in there. TRIO puts that in automatically.

Mr. Donhauser said that my point is that we're in pretty good shape, it seems to me.

Mr. Miles said that we are in very good shape, overall. Some of the big ones that come close are the Police Department, the Highway Department, and Mr. Robinson has done a great job keeping his budget in check, as has Chief Moya. Administration has been tight but, overall, we are in really good shape and looking good going into the final stretch of the year.

Mr. Donhauser said that it has been reported that the Town of Eliot, perhaps, will receive a windfall from the federal government of over \$600,000.

Mr. Miles agreed, saying that I think we're in the \$680,000 range. I know that that was based on population for all the towns. That will definitely be a discussion coming up, depending on the guidelines for that money, on what we are going to do with that money.

6:04 PM Mr. Donhauser said that the receivable of real estate taxes, paid by the local taxpayer, they have kept up even though we've had COVID; that we are not falling short there.

Mr. Miles said that last year one of our biggest worries was excise tax and property tax and we were 99% collected by June 30th on both of those, with is pretty amazing compared to a lot of towns around us.

Ms. Rawski said that I think we were actually better in that fiscal period than we were in the year prior, in a COVID event, which was surprising.

Mr. Donhauser said that I think it's important to point out to the public that Eliot is in a very good financial position, currently. It only looks to be improving with a windfall of almost \$700,000.

Mr. Miles pointed out that the SB's approved budget for this year that is going to vote is actually \$4,000 less than what was appropriated last year. So, I think we're

SELECT BOARD MEETING
March 25, 2021 5:30PM (continued)

moving in a positive direction; that we got rid of a lot of things we maybe didn't need and kept the necessities that we do need and I really think we're in a good position going forward.

Mr. Donhauser said that I think another thing important to mention to the taxpayer is that we have substantial reserves to pay for equipment.

H. Approve Warrant(s)

6:06 PM Mr. Orestis moved, second by Mr. Lytle, that the Select Board approve A/P Warrant #104 in the amount of \$914,379.94, dated March 15, 2021; A/P Warrant #106 in the amount of \$87,452.92, dated March 17, 2021.

Roll Call Vote:

Mr. Donhauser – Yes

Mr. Orestis – Yes

Mr. McPherson - Yes

Mr. Lytle – Yes

Mr. Widi – Yes

Unanimous vote to approve motion.

I. New Business:

6:07 PM 1. Discussion of Town Manager Search Committee

Mr. Donhauser said that I think that everyone knows that Ms. Rawski has been appointed as Acting Town Manager. In lieu of that, we need to set up, or at least have a discussion about, a Town Manager Search Committee. Ms. Rawski has provided a timeline and we need to form a committee in a specific 30-day period; that we are at least 5 days into that period.

Ms. Rawski said that I am hoping to get the posting I sent to the SB for a Search Committee tonight so that I can put it out after tonight's meeting or tomorrow morning. The timeline is tight. The Charter states that we have to have that committee of 5 to 7, whichever you choose, appointed by the 30th day from the date of resignation, or knowledge of that vacancy, became effective.. That puts us at April 14th. Once I get approval for the posting, I will post it immediately, with April 5th as the date applications are due. You would receive those applications to review and, even though Friday and Saturday aren't favorable, this timeline doesn't allow us many options. Friday April 9th and Saturday April 10th is for the SB to hold interview sessions with applicants. It's going to be very similar to someone applying to be on the PB and you can do it as a group interview. We

SELECT BOARD MEETING
March 25, 2021 5:30PM (continued)

wanted to have the Saturday option for those who might not be able to attend Friday. Monday April 12th would be a Zoom meeting to finalize decisions and appoint members and, in that process, I am thinking we could set up a date for the committee's organizational meeting. Tuesday April 13th we would notify committee members appointed then April 14th is the 30-day deadline.

6:11 PM Mr. Donhauser moved, second by Mr. Orestis, that the Select Board approve Ms. Rawski posting this as soon as possible to seek out members for a search committee.

DISCUSSION

Mr. Orestis asked if we need to formally vote to create this committee or should we wait.

Ms. Rawski agreed, suggesting that, in the motion, you could say you are voting to do a formal creation of this committee and to put the search out for membership all in one.

DISCUSSION ENDED

Mr. Donhauser moved to amend the motion to include the formal creation of the committee. Second by Mr. Orestis.

Mr. Donhauser suggested the posting be read.

Ms. Rawski read the posting into the record:

**"Town of Eliot to Begin Process of Search for New Town Manager
Town Manager Search Committee Members Sought**

The Select Board are seeking residents to serve on a Town Manager Search Committee as required by the Town Charter, Article 3, Section 3.2.

The Select board will appoint a committee of not less than five (5) and not more than seven (7) from the pool of applicants. The committee will assist with the job description, job advertisement, as well as review all applications received for the Town Manager position, assuring that the standards set out in the Charter and State Law are met and that the applications meet the requirements of the job description and then present to the Select Board a final list of candidates to be interviewed by the Select Board.

Anyone interested in serving on this committee is encouraged to complete an application and submit it to Wendy Rawski, Interim Town Manager/Town Clerk by the close of business on Monday, April 5th. The Select Board will then schedule an

SELECT BOARD MEETING
March 25, 2021 5:30PM (continued)

interview session with all applicants before making their official appointment of the committee.

The application form is available on our website www.eliotmaine.org and at the Town Office.

If you have any questions please contact Wendy Rawski @ 439-1817 x100 / wrawski@eliotme.org."

Roll Call Vote:

Mr. Donhauser – Yes

Mr. Orestis – Yes

Mr. McPherson - Yes

Mr. Lytle – Yes

Mr. Widi – Yes

Unanimous vote to approve motion.

6:13 PM Information from Ms. Albert re: Municipal Resources, Inc.

Mr. Donhauser received a lot of information from a non-profit organization called Municipal Resources, Inc.; that this company provides town manager services to town municipalities. We have the opportunity to engage an independent contractor, Carol Granfield. The price is \$80/hour. It is contemplated that she would be on site at least one day a week. I think it would be wise to not only have Ms. Rawski and her team, which are Ms. Albert and Mr. Miles, who are doing a superb job keeping everything in line but to have this individual come to assist us in the duties of a town manager for any unusual events that might occur. Does anyone have comments or concerns or another way we should go.

Mr. Widi said that I'm not opposed. My only concern is that we are considering someone we've never met. It's not a flooring bid, it's a person and we have to deal with them.

Mr. Donhauser said that I read what you sent around from your Google search and found it quite interesting. This woman has quite a bit of experience.

Mr. Widi said not about Ms. Granfield, just in general, I think that, ultimately, when we get to that decision-making point, my personal interest is in a person and less a resume. Everyone at the Town Hall and the Personnel Department have to deal with the person and maybe the best person isn't always the person with the best resume. With that being said, and it's nothing against Ms. Granfield, she has

SELECT BOARD MEETING
March 25, 2021 5:30PM (continued)

an excellent resume but I have no idea what her people skills are. If we start to rush a position, we're starting to repeat some mistakes.

6:17 PM Mr. Orestis said that there is a Clause for Term in the contract: "*shall remain in force effective through completion of the assignment but either party may terminate the agreement with five days advanced written notice to the other party.*"

Ms. Rawski said that I did speak with a retired Town Clerk from Kittery, Marianne Place, that actually worked with Ms. Granfield and she comes with a high recommendation and praise from Ms. Place. I understand the concern with not knowing her. I've heard really good things about her experience, her approachability, her efforts to do the team concept of pulling people together to get a feel for what's going on to do what's best for the Town in that transition. Ms. Place and I worked together for years and I take her recommendation to heart; so, I believe she really is a good person to work with.

6:19 PM Ms. Albert said that I did work in Kittery when Ms. Granfield was there. I was not a department head there but my husband was the Public Works Director and he did work with her. He and I have talked the last couple of days and he really liked Ms. Granfield. He thought she was great with communicating, was very easy to talk to, open-door policy. She always had staff meetings and was always there for the staff, easy going, didn't want to ruffle any feathers unless there was something she absolutely had to take care of that was an issue. I've heard good things from Ms. Place, as well.

Mr. Widi said that I'm sure I'm going to feel foolish in a month or two but my vote is going to be on principle. I hope I feel dumb.

Mr. Miles agreed with Mr. Widi that someone can have the greatest resume in the world but you don't know them until you know them. I would like you to look at this as a tool for us to make sure that you have enough time to make the right pick and have somebody you meet as a person that's not just a resume. It's a contracting tool for us, as employees, to help navigate through, as this is kind of new to all of us, too. We're trying to step up as best we can and I like to think, especially Ms. Albert and Ms. Rawski, are doing a great job. We want to navigate through this the right way, too, because we feel the same way that you do. We don't want to just stick somebody in this position. She's coming in as a contractor and, if the SB isn't happy with her, if we're not happy with her, we have that option to get out. It's just a tool to make sure we do pick the right person and we take that right amount of time to do it.

Mr. McPherson said that I was just wondering about how many days, how many hours. Have we had a discussion about that. I know that one day was mentioned

SELECT BOARD MEETING
March 25, 2021 5:30PM (continued)

but is one day enough. Do we need the presence in there, do we split the time. Do we make the day shorter for her. Do we have her in there for two or three days. I'm curious as to what other people think about that.

6:21 PM Ms. Rawski said that we have talked about that. I feel, in the beginning...a week go Monday Ms. Albert reached out to MRI and I think in that quick response to try to figure out where we're going in this transition it was initially thought that with her discussion with MRI, it was thought that, perhaps, one day a week, with additional support, if necessary either email or phone call and attendance at SB meetings would be doable, with our assistance, as well. I and Ms. Albert were thinking about budget and we should be concerned about that but not our most concern. I think we just wanted to initiate it and it certainly can be tailored to what we need. Maybe, as Mr. McPherson said, we split two days a week at 4-5 hours a day, with SB meetings. She will contract to work up to three days a week. She would be traveling here so there is that piece, as well. It could definitely be tailored to want we want. We could start out with less hours. If we find we need more, we can add them, and that's the benefit of that contract situation.

6:23 PM Mr. Orestis said that he has been thinking about this for a few days, asking if there are other companies that do this. If we move forward with this, I believe we'll need to make a motion to waive the three-bid policy; that we're looking at 125 hours at \$80/hour, which is \$10,000 and that is our bid limit. I didn't know, procedurally, if we had explored other options. If we have, great. I guess that's where my only hesitation comes in. I think I'm for it. I understand what we're saying. The thing that I do like about it is that we do have that five-day window if we do want out of the contract. We also have a 30-day notice if we want to remove her and have someone else who is qualified for the position fill in from that same company.

Ms. Albert said that I'm not aware of any other companies. I'm sure there probably are and I could do a Google search to try to find another company. This was one I was just familiar with. So, I have not reached out to any other company.

Mr. Donhauser moved, second by Mr. Orestis, that the Select Board engage the services of Municipal Resources, Inc. to engage the services of Carol Granfield at \$80 an hour pursuant to an agreement that is before us, dated March 22, 2021 by the President of Municipal Resources, Inc. Alan Gould and to waive the three-bid rule.

DISCUSSION

Mr. Donhauser said that we should talk about whether we should, or should not, hire her around this specific issue. I sense that Mr. Widi is opposed, which is okay.

SELECT BOARD MEETING
March 25, 2021 5:30PM (continued)

6:25 PM Mr. Widi said that I feel horrible because I'm sure she's an awesome person and I understand what Ms. Rawski, Ms. Albert, and Mr. Miles are all saying. I've owned businesses from the age of 18, I will be 33 next week, and I have never hired anyone that I've never met. I don't begrudge anyone for saying they'd hire them but this is not someone shoveling, this is someone who is essentially running the Town. You all make excellent points. My grandmother would be very proud of me because I'm going on principle on this one but I understand it's going to be a 4-1 and I will do everything I can to help Ms. Granfield out.

Mr. Donhauser said that another thing to point out on this contract is that we can't hire her. Well, we can but it's very expensive; that we would have to pay 25% of the person's first year's total compensation package; that we would have to pay a commission to hire her. So, it's very, very unlikely that we would hire this individual; that it's really just a short-term contract.

Mr. McPherson said that, if we wanted to speak with her, we would have to pay her travel and pay her an hourly wage to come chat before we hired her, if Mr. Widi wanted that. How would that work.

6:27 PM Mr. Donhauser said that that's an interesting question. Ms. Rawski, what would you say.

Ms. Rawski said that I would think that we could probably contact MRI and ask if she could do a Zoom meeting session with you, kind of a meet-and-greet to get a feel for who she is as a person. Ms. Albert, is that something you believe they would be willing to do.

Ms. Albert said that, if we did it by Zoom, there wouldn't be a charge for mileage, but there might be her fee to be on here to do a meet-and-greet.

Mr. Donhauser said that that might be a good alternative that might sway Mr. Widi. Actually, I think it's a good idea that we could actually speak to her first and put a face to a name.

Mr. Widi discussed mindset, and it's very different from a town manager. A friend of mine was coaching the Portsmouth Hockey team and he had to step away, and I came in as a fill-in. Your mindset is just totally different than if it's your job forever. I'll be very honest in that my commitment level was not the same as when it was when it was my job; that that is just something that I would want to ask somebody – why do you want to be an interim town manager. That's a pretty tough situation and you are almost like start every six months to a year with a whole other can of worms and learning town politics, and it's just a very awkward, weird position to be in. Why would you want to do that. They would just be the kind of questions I would want to hear the answers to, personally.

SELECT BOARD MEETING
March 25, 2021 5:30PM (continued)

6:29 PM Mr. Donhauser said that that would be a good question to ask her. Why does she think we should hire her. We think we know why but why does she think we should hire her.

Mr. Widi agreed that that was just one of them but, if we do interview her, I will have an impressive list of questions. There are other times that people were hired that due diligence wasn't done in the past in Eliot and I don't want to repeat that.

Mr. Donhauser said that I'm prepared to withdraw my motion and actually go the other route to actually see if we can't speak with Ms. Granfield first. Then perhaps, at our very next meeting, make a motion to actually hire her if we feel compelled to do that. Would Mr. Orestis withdraw his second if I withdraw my motion.

Mr. Orestis said yes.

Mr. Donhauser withdrew his motion and Mr. Orestis withdrew his second.

Motion is withdrawn.

6:31 PM Ms. Rawski said that I totally understand what you're saying. We worked hard as a team to try to come up with a solution to get us through what I would like to think is a short term but, honestly, I think you are all aware that there are several management positions in this area that are open and going to be opening up. So, I say six months for this search to hire. It could be twelve. The Town of South Berwick just had an unsuccessful search for a town manager and their sitting Town Manager, Perry Ellsworth, agreed to stay on for another year. So I have that concern of a long-term, and it doesn't have anything to do with doing this interview session, but I think that we are familiar with MRI, with the services that they offer, because we all knew people that had worked with somebody from MRI. They do a variety of things – they have Code Enforcement Officers, Town Managers, Assessors, Fire Chiefs. Their business is having these people as interim; that they help a town search through the process of finding a new town manager. They offer a lot of good things and offer a lot of experience, and I think they hold their people to a high standard. I know that doesn't mean anything. You're always looking for a good fit for your town and anybody could come with a great resume, a great interview even, and get here and not be that perfect fit. Where it's a contract, we thought this was a good opportunity to get a solution, moving forward, as we get that search committee underway; that where it's a contract, we have the ability to negate the contract and then seek an alternative, if necessary. We've got a good group of people, and we're working together to do this, but I can't express enough the schedule we're all coming up on is demanding and I think we were looking for that extra piece to help us through this. I think that's why we went out to get this and with a company that comes with high

SELECT BOARD MEETING
March 25, 2021 5:30PM (continued)

regard and high expectations of their people and what they offer to towns. I understand doing the interview piece. We probably should have talked about that before a little bit and maybe had her on tonight. I just wanted you to understand that MRI came highly recommended, we were familiar with it, that's why we went with them. I am not familiar with any other companies that do it.

6:34 PM Mr. Widi said to not hold up a vote because of me. I'm going to vote the way I vote and Ms. Rawski obviously would like the extra support. I don't want to hold up the whole SB for the sake of holding hands and singing kumbaya.

Mr. McPherson asked if it was possible for Ms. Rawski to give her a call and maybe Monday or Tuesday of next week Mr. Donhauser and Mr. Widi could just have a chat with her, do a quick Zoom. I certainly trust the opinion of Mr. Donhauser and Mr. Widi if they say she seems like the real deal. Then we could have a quick meeting some night next week and make it happen.

Mr. Donhauser said that I think that's a good solution.

Ms. Albert addressed the question of why someone would want to be an interim. I've dealt with a number of interim managers with this company; that sometimes, when people retire, I think they get a little bored. All of the people that I have dealt with have had 30 to 40 years of experience in municipal government. So, it's not that they have chosen to be an interim, it's just because they've retired and they want to get back into the workforce to keep themselves busy. Also, she is not an employee of the Town, she's an employee of MRI. They are well-respected, they do a lot with municipalities in NH, Maine, Mass so they have a reputation to uphold and she is going to want to make sure she does that because Alan is her boss. She's not going to want to do anything that will jeopardize his reputation, the company's reputation, or herself.

6:37 PM Mr. Widi said, to your point, it gives us a comparable because this Town has had only one town manager. The prior SB, in selecting that town manager, had no comparison and if we did hire her, then we would have some depth of knowledge as opposed to going off of one person.

Ms. Rawski said that the other benefit that I saw, because they do offer the services of helping the towns maneuver through the search process for a new town manager. Having been in positions as interim town manager she has seen several of those transitional periods and I find that a beneficial tool to help us as we navigate with the search committee and then you through the interview process. There might be a lot of beneficial assistance from her in that regard, as well.

SELECT BOARD MEETING
March 25, 2021 5:30PM (continued)

6:38 PM Mr. Donhauser asked Mr. Widi how he would feel joining me in speaking with her on Monday.

Mr. Widi said that I can make myself available whenever.

Mr. Donhauser said that, whenever it was arranged, you and I could jump on a Zoom call, speak with her a little bit, then come back with a recommendation to the full Board. We could then call an emergency meeting and not delay this any further.

It was the consensus of the SB for Mr. Donhauser and Mr. Widi to hold a Zoom meeting with Ms. Granfield.

There was discussion regarding the procedure and logistics of posting and holding an emergency meeting either after the Citizen's Option Meeting or Thursday evening.

6:42 PM Mr. Donhauser said that I believe all SB members received a Memorandum from Chief Moya, our Interim Personnel Director, with a Letter of Intent of Retirement by Martine Painchaud. She intends to retire effective May 31st, 2021 and actually work right up to that date. I just wanted to put everyone on notice that we will be looking for a Town Assessor in the near future.

Ms. Rawski said that Ms. Albert has a timeline she created based on that final date; that we could start now advertising. I do think the SB needs to have some discussions prior to that. I could put that on the next agenda on how to proceed.

Discussion regarding a Clerk-of-the-Works for the TIF project.

6:43 PM Mr. Donhauser said that, regarding the TIF, we need a point person or Clerk-of-the-Works and we are contemplating different individuals. One person is our Town Planner and I think, as a Board, we need to discuss that as to whether or not that would be an appropriate addition to his duties. It would take some of his time away from Town Planning. That's one option. Then, of course, looking for an independent person not an employee of the Town. I'm open to suggestions but we need to have that on our next agenda, also. Somebody who can work and keep on top of the contract, making sure that things are rolling forward as they're supposed to be, and reporting back to the SB.

Mr. Widi said that I think Mr. Brubaker would be good if he wants to take that on, probably with some assistance from Mr. Miles. The two of them I feel are more than capable.

SELECT BOARD MEETING
March 25, 2021 5:30PM (continued)

6:45 PM Mr. Miles said that I don't think it's so much the financials but having someone go out and doing site work, making sure construction companies are doing what they said they would do. Having that relationship with the public impacted by the construction. I think Mr. Brubaker can do a lot of it and he has a ton of experience with that kind of thing. I just don't know how much time he would have. If that is an everyday project for a year, then I don't know how much time he has to do site work, etc. I think that Mr. Brubaker would be even more beneficial, sometimes, in the office double-checking the engineering plans with what they are doing, and make sure we are following them and, maybe, in-network with somebody else who would do site work.

Mr. Orestis asked if we had anyone in mind that is not an employee of the Town.

Mr. Donhauser said that I and Ms. Rawski, Mr. Brubaker, Ms. Albert and Mr. Miles had a brief meeting talking about this topic and one person I brought up is Dick McKenney, whom we haven't contacted yet. He was the Clerk-of-the-Works for the new high school when it was built so he has been involved in a very high-expenditure project.

Ms. Rawski said that, when we did the construction of the Police Department project, I want to say that Orland McPherson oversaw that project.

6:47 PM Mr. Orestis asked how that worked for budgeting because, obviously, if we paid this person a small amount, it would come out of TIF funds.

Mr. Miles said that that Was correct. We would most likely have to talk with Underwood. When we did the vote, we left a certain chunk of money in that TIF fund, with more going in all the time. Obviously, they're not going to be making \$150,000 to do this but I think it would be relatively easy to find the funds for that.

6:48 PM Mr. Orestis said that part of Mr. Brubaker's salary would have to come out of the TIF fund, as well, for the amount of time he would put in on that project.

Mr. Miles added that some of his already does, some of my salary does, the Town Manager's does. There are all those little pieces.

Mr. Orestis asked if that would change, at all, if he takes up more of the project.

Mr. Miles said that it could. It would be up to us in the next budget process because this one is already set.

SELECT BOARD MEETING
March 25, 2021 5:30PM (continued)

J. Old Business:

There was no old business.

K. Selectmen's Report:

6:49 PM 1. Seeking Committee Members

Mr. Donhauser said that we are seeking members for various boards and committees. We encourage people to look on the website to see what is available.

L. Executive Session

There was no executive session.

M. Adjourn

There was a motion and second to adjourn the meeting at 6:50 PM.

VOTE

5-0

Motion approved

Respectfully submitted,

Ellen Lemire, Recording Secretary

S/ Mr. Robert McPherson, Secretary

Date approved: April 22, 2021