

**SELECT BOARD MEETING**

**July 8, 2021 5:30PM**

**(Remote)**

**Quorum noted**

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

**B. Roll Call:** Mr. Orestis, Mr. Donhauser, Mr. McPherson, Mr. Widi, and Ms. Dow.

**C. Public Comment:**

There was no public comment.

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

**5:32 PM Motion by Mr. Donhauser, second by Mr. McPherson, to approve the minutes of June 10, 2021, as written.**

**Roll Call Vote:**

**Mr. Orestis – Yes**

**Mr. Donhauser – Yes**

**Mr. McPherson - Yes**

**Mr. Widi – Yes**

**Ms. Dow - Yes**

**Unanimous vote to approve motion.**

**Motion by Mr. Donhauser, second by Mr. McPherson, to approve the minutes of June 24, 2021, as written.**

**Roll Call Vote:**

**Mr. Orestis – Yes**

**Mr. Donhauser – Yes**

**Mr. McPherson - Yes**

**Mr. Widi – Yes**

**Ms. Dow - Yes**

**Unanimous vote to approve motion.**

**SELECT BOARD MEETING**  
**July 8, 2021 5:30PM (continued)**  
**(Remote)**

**E. Department Head/Committee Reports**

**5:32 PM 1) Town Manager Report**

Ms. Granfield said, regarding **Town Manager Search**, we will be having semi-finalist interviews next week with the Search Committee and, from that, they will be meeting and making recommendations of two to four finalists for the SB to then interview. I think I've confirmed with you but we are looking at blocking out some time on July 26<sup>th</sup> for the SB to do interviews. I've started doing some different procedures, mainly to get some things in order for when the new Town Manager comes on board. I've started issuing **administrative regulations**, which are more or less simply procedures and processes. A lot of things are not in writing anywhere so it kind of gives a step-by-step way for them to have a FOA process so people know who it goes to and what the process is. Some other items might be payroll, hiring processes, just so everyone has the same information from the staff. Those are ones the Town Manager can issue, similar to what, for example, a police department might have with standard operating procedures, but not to the extent that they have. Regarding **staff reports**, I'll be anxious to hear if you like them or want to change something with these. I did want to mention regarding **remote meetings** because I did send out to all the boards the same information I sent out to the SB regarding the status. As of August 1, all boards and committees have to start meeting in person. The next totally remote meeting of the SB will be July 22<sup>nd</sup>. After that, we're hopeful that the SB will go forth with a hybrid-type meeting and we'll provide a policy on the 22<sup>nd</sup>. We have a sample policy from MMA; that we conferred with our Town attorney and he said it was perfect for what needs to be done. Some boards may not want to do that or may do it at a later date. Some are going to totally resume in-person, which is fine. The other gives flexibility, at least, so that a board member meeting certain criteria and can't be there, as well as the public, they can participate remotely.

**5:36 PM 2) Bid Proposals for Public Works Dept.: Mini Excavator**

Mr. Robinson discussed the three sealed bids he received. Two did not come close to what I wanted for a 5-year lease/purchase plan. Caterpillar is my main vendor. They meet all the requirements of the specs. They met all the requirements of the 5-year lease/purchase program. They offered the best warranty. After reviewing all three bids, my recommendation is to award the bid to Milton Cat of Scarborough, Maine for a 5-year lease/purchase price of \$70,763.77, with 5

**SELECT BOARD MEETING**  
**July 8, 2021 5:30PM (continued)**  
**(Remote)**

annual payments of \$15,083.11 and one final payment of \$1.00 at the end of the 5-year lease period to buy it out.

**5:38 PM** Mr. Donhauser said that this is obviously a new piece of equipment. We don't own any type of equipment like this, correct.

Mr. Robinson said that is correct. In the past few years, we've always rented one and, in the 4-5 years we've rented, we probably paid enough in rental fees to buy on our own.

Mr. Donhauser asked if he had the means of moving this, a trailer.

Mr. Robinson said yes.

Mr. Donhauser said that the funds are coming out of the CIP fund and it's already been budgeted.

Mr. Robinson said yes.

Mr. Orestis asked if it is typically done with a 5-year lease and buyout at the end.

Mr. Robinson said yes; that that's how the program works. It's a \$1 buyout at the end of the fifth year.

Ms. Granfield said that lease/purchase works well for situations like this and, at the end, you own the equipment.

Mr. Miles added that we did lower our rental budget for this year, too. We put in for it to buy the excavator because we were renting that, and we lowered our rental budget (Roads & Bridges budget), so it's like a cost-savings, overall, even at the end of five years.

**5:40 PM** Mr. Robinson said that when you buy through a lease/purchase program, it doesn't deplete from the equipment reserve account so we can save the money to but the trucks outright.

Mr. Orestis said that I think it makes sense to spread the cost out over five different budget periods.

**SELECT BOARD MEETING**  
**July 8, 2021 5:30PM (continued)**  
**(Remote)**

**Mr. Donhauser moved, second by Mr. Orestis, that the Select Board award the bid to Milton Cat out of Scarborough, Maine for a five-year lease/purchase price of \$70,763.77 and a \$1 buyout at the end of the five-year lease.**

**Roll Call Vote:**

**Mr. Orestis – Yes**

**Mr. Donhauser – Yes**

**Mr. McPherson - Yes**

**Mr. Widi – Yes**

**Ms. Dow - Yes**

**Unanimous vote to approve motion.**

**5:41 PM      3) Feasibility Study – New Town Office and Municipal Services Building**

Mr. Orestis asked Ms. Dow if she had been able to review the presentations.

Ms. Dow said that I did. I just wanted to let the SB know that I have a friend on staff at one of the firms. I talked with Ms. Granfield and looked through the Charter to make sure there was no conflict. I feel confident that I can make an unbiased decision but I wanted to put that out there to see if anybody had concerns.

Ms. Granfield said that the CIP Committee had several proposals that were sent to them. They reviewed them, whether it was renovation or expansion, and had three finalists that they recommended for the SB to review. They ultimately recommended two and had presentations at the May 6<sup>th</sup> workshop to help the SB make their decision. The warrant article was approved so you can go forth with the study. The two firms are Port City Architecture at \$29,280 and Placework at \$49,700. You all may have the perspective of preferring one over the other. In looking at them, as well as the presentations, I did check into some references to see, in reference to the work they had done, how satisfied the various municipalities were and I would say that we had excellent references on both of them. Both of them were very similar in what they were proposing. You aren't required to go with the low bids so, if the SB clearly saw something in the other firm they wanted, you could go with that but I'm recommending to award to Port City Architecture, which happens to be the low bid. Once you have determined

**SELECT BOARD MEETING**  
**July 8, 2021 5:30PM (continued)**  
**(Remote)**

which one you want to move forward with, I can follow up the group that's awarded to start with meetings so they can start the process of meeting with various people in the Town departments.

**5:43 PM** Mr. Orestis said that I think they were both fantastic presentations. I think that both firms would do a great job. Are there any comments from the SB. If none, I would entertain a motion but I would be happy to hear thoughts and opinions.

**Mr. McPherson moved, second by Mr. Widi, that the Select Board award the Town Office Feasibility Study to Port City Architecture in the amount of \$29,290.**

**DISCUSSION**

Mr. Widi said that I'm partial to the design they presented to us. It looked really sharp. I liked both companies but I think that Port City gave us more of a concrete example of what they would show up with; that Placework was a little more fluid.

Ms. Dow said that I was really impressed with Placework's ideas around sustainability and the overall site. It really put into my mind how we could use this opportunity to think large-scale for that for the Town, for the 50 years out, as the Comprehensive Plan suggests. I'm happy to go with Port City but I would like to really help us stay focused on sustainability and long-term use of the building.

Mr. Orestis said that I'm right there with you. I think that's a great point.

**DISCUSSION ENDED**

**Roll Call Vote:**

**Mr. Orestis – Yes**

**Mr. Donhauser – Yes**

**Mr. McPherson - Yes**

**Mr. Widi – Yes**

**Ms. Dow - Yes**

**Unanimous vote to approve motion.**

**SELECT BOARD MEETING**  
**July 8, 2021 5:30PM (continued)**  
**(Remote)**

Ms. Granfield said that I will reach out to them. They will probably come in for a meeting; that usually they will evaluate the current facilities. They'll interview to see what's needed from the various departments, look at the site, and come up with a variety of recommendations. That will start fairly soon.

**5:46 PM      4) Sewer Allocations**

Ms. Granfield said that there are 85,000 gallons/day available for the allocation so there's enough.

**Mr. Orestis moved, second by Ms. Dow, that the Select Board approve a sewer allocation of 120 gallons/day to Main Street and 787 Main Street.**

**Roll Call Vote:**

**Mr. Orestis – Yes**

**Mr. Donhauser – Yes**

**Mr. McPherson – Yes**

**Mr. Widi – Yes**

**Ms. Dow – Yes**

**Unanimous vote to approve motion.**

**5:48 PM      5) Resignation of Mallory Strange from the Planning Board**

**Mr. Orestis moved, second by Mr. Widi, that the Select Board accept the resignation of Mallory Strange from the Planning Board.**

**DISCUSSION**

Mr. Orestis said that it looks like there are some COVID-related issues that have impacted her ability to maintain her position on the PB. He asked Ms. Granfield to write a letter of appreciation to Ms. Strange.

**DISCUSSION ENDED**

**Roll Call Vote:**

**Mr. Orestis – Yes**

**SELECT BOARD MEETING  
July 8, 2021 5:30PM (continued)  
(Remote)**

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

**Unanimous vote to approve motion.**

**5:50 PM      6) Resignation of Gail Licciardello from Aging-in-Place**

**Mr. Orestis moved, second by Ms. Dow, that the Select Board accept the resignation of Gail Licciardello from the Aging-in-Place Committee.**

**DISCUSSION**

Mr. Orestis asked Ms. Granfield to send Ms. Licciardello and letter of appreciation.

**DISCUSSION ENDED**

**Roll Call Vote:**

**Mr. Orestis – Yes  
Mr. Donhauser – Yes  
Mr. McPherson - Yes  
Mr. Widi – Yes  
Ms. Dow - Yes**

**Unanimous vote to approve motion.**

**5:52 PM      7) 2021 Appointments – Boards, Committees, and Commissions**

**Aging-in-Place:**

**Mr. Widi moved, second by Mr. Donhauser, that the Select Board appoint Melissa Layman as a regular member to the Aging-in-Place Committee for a three-year term to expire June 2024.**

**Roll Call Vote:**

**SELECT BOARD MEETING**  
**July 8, 2021 5:30PM (continued)**  
**(Remote)**

**Mr. Orestis – Yes**  
**Mr. Donhauser – Yes**  
**Mr. McPherson – Yes**  
**Mr. Widi – Yes**  
**Ms. Dow – Yes**

**Unanimous vote to approve motion.**

**Board of Appeals:**

**5:53 PM**      **Mr. Widi moved, second by Mr. Donhauser, that the Select Board appoint William Hamilton as a regular member to the Board of Appeals for a three-year term to expire June 2024; Bruce Cabot Trott as a regular member to the Board of Appeals for a three-year term to expire June 2024; Jay Meyer as an alternate member of the Board of Appeals for a three-year term to expire June 2024.**

**Roll Call Vote:**

**Mr. Orestis – Yes**  
**Mr. Donhauser – Yes**  
**Mr. McPherson - Yes**  
**Mr. Widi – Yes**  
**Ms. Dow - Yes**

**Unanimous vote to approve motion.**

**Capital Improvement Committee:**

**Mr. Widi moved, second by Mr. Donhauser, that the Select Board appoint Sam Scott as a regular member of the Capital Improvement Committee for a three-year term to expire June 2024.**

**Roll Call Vote:**

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



**SELECT BOARD MEETING  
July 8, 2021 5:30PM (continued)  
(Remote)**

**Ms. Dow - Yes**

**Unanimous vote to approve motion.**

**Conservation Commission:**

**5:54 PM      Mr. Widi moved, second by Mr. Donhauser, that the Select Board appoint Peter Egelston as a regular member of the Conservation Commission for a three-year term to expire June 2024 and Carol Castellan as a regular member of the Conservation Commission for a three-year term to expire June 2024.**

**Roll Call Vote:**

**Mr. Orestis – Yes**

**Mr. Donhauser – Yes**

**Mr. McPherson - Yes**

**Mr. Widi – Yes**

**Ms. Dow - Yes**

**Unanimous vote to approve motion.**

**5:55 PM      Planning Board:**

**Mr. Widi moved, second by Mr. Donhauser, that the Select Board appoint Carmela Braun as a regular member of the Planning Board for a five-year term to expire June 2026; Jeffrey Leathe as a regular member of the Planning Board for a five-year term to expire June 2026; James Latter as a regular member of the Planning Board for a four-year term to expire June 2025; Lissa Crichton as a regular member of the Planning Board for a three-year term to expire June 2024.**

**Roll Call Vote:**

**Mr. Orestis – Yes**

**Mr. Donhauser – Yes**

**Mr. McPherson - Yes**

**Mr. Widi – Yes**

**Ms. Dow - Yes**

**SELECT BOARD MEETING  
July 8, 2021 5:30PM (continued)  
(Remote)**

**Unanimous vote to approve motion.**

**F. New Business:**

**5:57 PM 1) Resolution to Worker's Compensation Fund Study Safety Initiative Program**

Ms. Granfield said that I have brought this forth as a program that's put on by Maine Municipal Association (MMA) and, ultimately, would promote safety and the Town can receive some incentives for it. The first phase, I think we sent a letter saying we were interested. The next step is to have the SB pass this resolution, which basically commits from the top that you promote safety for employees. Then there are various facets that the Town would need to do, different policies and such; that there is no significant fiscal impact other than what we would have to be doing to take care of if we encounter a safety issue that we need to replace something or something of that nature. I think it's beneficial for the Town. I think you can adopt the resolution, as presented, but I think whether you read it the information in the resolution needs to be put in the minutes.

Ms. Lemire said that it will be fully written out in the minutes.

Mr. Orestis said that it seems like a statement saying that we're going to do what we can to keep people safe.

Ms. Granfield said that that's what it does. I talked with the staff about it; that there would be a safety committee and ensure that all departments meet certain requirements so I think it's positive for the Town as well as the employees.

**5:59 PM Mr. Donhauser moved, second by Ms. Dow, that the Select Board pass the following resolve, as presented, and reproduced in its entirety in the minutes:**

**WHEREAS, the Town of Eliot is a member of the Maine Municipal Association Workers' Compensation Fund (hereinafter "WC Fund"); and**

**WHEREAS, Maine Municipal Association (hereinafter "MMA") provides risk management services and workers' compensation coverage; and**

**SELECT BOARD MEETING  
July 8, 2021 5:30PM (continued)  
(Remote)**

**WHEREAS, MMA developed the Workers' Compensation Safety Incentive Program (hereinafter "the Program") to help reduce the incidents and impact of workplace injuries by implementing WC claims best practices; and**

**WHEREAS, MMA will provide necessary written program information, and offer assistance to participants; and**

**WHEREAS, WC Fund members that participate in the Program and complete the required activities, will have the opportunity to earn a credit to their annual contribution; and**

**WHEREAS, the Town of Eliot is committed to providing a safe environment for its employees, citizens, and visiting public; and**

**WHEREAS, the Program will help enhance such an environment and promote a self-sustaining culture of safety with participating members,**

**NOW THEREFORE BE IT RESOLVED BY THE Eliot Select Board  
To elect to participate in the MMA Workers' Compensation  
Safety Incentive.**

**Roll Call Vote:**

**Mr. Orestis – Yes  
Mr. Donhauser – Yes  
Mr. McPherson - Yes  
Mr. Widi – Yes  
Ms. Dow - Yes**

**Unanimous vote to approve motion.**

**6:00 PM      2) SolSmart Conditional Letter of Interest**

Ms. Granfield said that Mr. Brubaker (Planner) was unavailable to be here tonight. He prepared the staff report. This is something we've talked about as far as participating in the national designation and it provides technical program assistance to include participation in the program. There was a fact sheet you all were provided that has information and a letter indicating our desire to go forth with it. The Town currently has a solar array out at the Transfer Station so we already meet some of the criteria for the designation. I think it's something that

**SELECT BOARD MEETING**  
**July 8, 2021 5:30PM (continued)**  
**(Remote)**

everyone is moving forward with and would be a positive thing for the Town to have that designation.

**6:02 PM** Mr. Orestis asked if there is a time limit to get enrolled in this or should we wait for the next meeting for Mr. Brubaker to come in to speak a little more about it. How does the SB feel.

Ms. Dow said that I felt pretty confident reading through the documents that there was no downside to joining this program or signing onto it.

Ms. Granfield said that Mr. Brubaker and I have spoken about it and it is something that, from his perspective, would be very beneficial with the whole planning element. Mr. Brubaker is very thorough and he prepared an excellent staff report that goes over all the details of some of the benefits.

Mr. Orestis said that, just for the public, there is no cost and it's about 20 hours per year, or less. So, I think those are pretty much the key issues that most in the Town seem to care about.

**Mr. Orestis moved, second by Mr. Donhauser, that the Select Board approve the Town's participation in the SolSmart Designation Program and authorize the Town Manager to submit a solar statement demonstrating the Town's commitment to pursue the designation.**

**DISCUSSION**

Mr. Orestis said that I think it's just awesome. When I first started getting involved in the Town of Eliot, I was on the Energy Commission and there was a lot of work to get that second solar array up at the Transfer Station. So, I think it's pretty cool to see that happening along with a hybrid cruiser. To me this stuff is just pretty awesome; that we are able to do that and then, in a couple of years, it's going to be like a zero percent cost to run the Town's electric. It's all going to be solar, which is pretty fantastic.

**DISCUSSION ENDED**

**Roll Call Vote:**

**Mr. Orestis – Yes**

**SELECT BOARD MEETING  
July 8, 2021 5:30PM (continued)  
(Remote)**

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

**Unanimous vote to approve motion.**

**G. Old Business:**

**6:04 PM** Mr. Widi said that Chief Muzeroll was going to send us something from the ordinances from Tennessee. I never got anything.

Ms. Granfield said that I can speak with him to see if he's gotten the information then send it out to you.

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

**6:05 PM** Mr. Donhauser moved, second by Mr. Orestis, that the Select Board approve A/P Warrant #134 in the amount of \$65,522.63, dated June 16, 2021; A/P Warrant #136 in the amount of \$1,001,509.16, dated June 24, 2021.

**Roll Call Vote:**

**Mr. Orestis – Yes  
Mr. Donhauser – Yes  
Mr. McPherson - Yes  
Mr. Widi – Yes  
Ms. Dow - Yes**

**Unanimous vote to approve motion.**

**I. Selectmen's Report:**

**6:06 PM** 1) Seeking Committee Members (See Agenda # E-7)

Mr. Orestis said that we are looking for three positions on the Capital Improvement Committee with various end dates from 2022 to 2024. We are also looking for an alternate member for a three-year term to 2024 on the Conservation

**SELECT BOARD MEETING**  
**July 8, 2021 5:30PM (continued)**  
**(Remote)**

Commission. Then, with the PB, we're looking for two alternate members. One is for a four-year term and one is for a one-year term

**J. Executive Session**

**6:09 PM**      **Mr. Orestis moved, second by Mr. Widi, that the Select Board enter into executive session as allowed by 1 M.R.S.A. §405 6.A. Personnel Matters.**

**Roll Call Vote:**

**Mr. Orestis – Yes**  
**Mr. Donhauser – Yes**  
**Mr. McPherson - Yes**  
**Mr. Widi – Yes**  
**Ms. Dow - Yes**

**Unanimous vote to approve motion.**

**7:18 PM**      **Out of executive session.**

**Mr. Widi moved, second by Ms. Dow, that the Select Board purchase a new cruiser for the Police Chief using up to \$35,000 from their fiscal year-end 2021 carry-over budget and any monies received from the trade-in from the old cruiser.**

**Roll Call Vote:**

**Mr. Orestis – Yes**  
**Mr. Donhauser – Yes**  
**Mr. McPherson - Yes**  
**Mr. Widi – Yes**  
**Ms. Dow - Yes**

**Unanimous vote to approve motion.**

**Mr. Widi moved, second by Ms. Dow, that the Select Board increase the Police Chief's salary to \$101,832 from the fiscal year ending 2021 carry-over budget.**

**SELECT BOARD MEETING**  
**July 8, 2021 5:30PM (continued)**  
**(Remote)**

**Roll Call Vote:**

**Mr. Orestis – Yes**  
**Mr. Donhauser – Yes**  
**Mr. McPherson - Yes**  
**Mr. Widi – Yes**  
**Ms. Dow - Yes**

**Unanimous vote to approve motion.**

**7:20 PM      Mr. Widi moved, second by Ms. Dow, that the Select Board expand the hours allocated from MRI to conduct a wage study concerning non-union wages and explore staffing options and to create a report to be reviewed by the Select Board and Budget Committee.**

**Roll Call Vote:**

**Mr. Orestis – Yes**  
**Mr. Donhauser – Yes**  
**Mr. McPherson - Yes**  
**Mr. Widi – Yes**  
**Ms. Dow - Yes**

**Unanimous vote to approve motion.**

**K.      Adjourn**

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

**Roll Call Vote:**

**Mr. Orestis – Yes**  
**Mr. Donhauser – Yes**  
**Mr. McPherson - Yes**  
**Mr. Widi – Yes**  
**Ms. Dow - Yes**

**Unanimous vote to approve motion.**

**SELECT BOARD MEETING  
July 8, 2021 5:30PM (continued)  
(Remote)**

The meeting adjourned at 7:21 PM.

**Respectfully submitted,**

**Ellen Lemire, Recording Secretary**

**S/ Robert McPherson, Secretary**

**Date approved: July 22, 2021**