

**SELECT BOARD MEETING**

**August 12, 2021 5:30PM**

**Town Hall**

**Quorum noted**

**A. 5:30 PM:** Meeting called to order by Acting Chair Donhauser.

Note: Meeting was delayed due to technical difficulties. Mr. Donhauser chaired the meeting as Mr. Orestis was unable to be heard via Zoom. Mr. Orestis re-joined the meeting as issues were resolved.

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

**C. Public Comment/Request:**

There was no public comment.

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

**5:34 PM** Motion by Mr. Donhauser, second by Mr. McPherson, to approve the regular minutes of July 22, 2021, as written.

**Roll Call Vote:**

**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 special minutes of July 26, 2021, as written.

**Roll Call Vote:**

**Mr. Donhauser – Yes**

**Mr. McPherson - Yes**

**Mr. Widi – Yes**

**Ms. Dow - Yes**

**Unanimous vote to approve motion.**

**E. Employee Recognition**

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**5:36 PM** Ms. Muzeroll-Roy said that the Fire Chief was nominated for the Maine Fire Chief Association Fire Chief of the Year Award. Unfortunately, he did not receive it this year. Not to say he won't receive it next year. However, Ms. Rawski and Ms. Albert and people from the Town still wanted to recognize you for your dedicated leadership and excellent service and care to the community. The criteria for this were to get several letters, so I will be reading the cover letter that went with this. I will say that I did not initiate this; that Ms. Rawski and Ms. Albert did a lot of this. There is a letter from Ms. Albert (Administrative Assistant), a letter from Chief Whitehouse (read by Garrett Morrow), a letter from Lieutenant Bisognani, a letter from Ms. Rawski (Town Clerk), a letter from Select Board Chair Orestis (read by Mr. Donhauser). All letters were read into the record and are attached.

**5:50 PM** Ms. Muzeroll-Roy said that we also have a plaque with a timeclock on it, which says "Chief Muzeroll, 48 years of service. Thank you for your time and service for the Town of Eliot, Maine."

There was an ovation for Chief Muzeroll.

Chief Muzeroll thanked everyone very much for their kind words.

**F. Department Head/Committee Reports**

**5:52 PM 1) Bicentennial Committee Update – Rosanne Adams – in-person update**

Mr. Donhauser said that we have Ms. Adams here to give us an update.

Ms. Adams said that I brought with me the co-Chair of the committee, as I'm not the co-chair of anything. So, Ms. Cerebona is going to give an update.

Ms. Cerebona said that I am very fortunate to be co-chair with Lydia Goodwin of the Bicentennial Committee that is never-ending and we are looking forward to ending it very shortly. There will be a community picnic that will happen on Saturday and we will have food, games and activities for the kids, posters of past Fabyan Drake recipients. From 10AM to 2PM before the picnic, we will be having tours of the elementary school; that the display case will display some things that we have for the time capsule and we are still looking for things to be put in the time capsule. I have decided to put a toothbrush in the time capsule, with a picture of a cemetery stone, explaining that we were all looking for things to do during COVID and Ms. Adams suggested we clean cemeteries around Town. She also said that we should use toothbrushes and I didn't realize she meant a toothbrush-like material. I have learned that a toothbrush is very good for cleaning out the letters but makes for a very long process with the rest of the stone

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(smiling). Anyway, a lot of people have done a lot of things out in the community and that was one of the things. Because Ms. Adams is the person she is, and the knowledgeable things she has, she started putting out brochures and tours around Eliot of historical structures of old markets, schools, old houses and the history of the structures. One of our goals is to archive all this information because it's an incredible amount of research and knowledge about our Town. Another goal is to complete the timeline at the high school with Ambush Rock information, the only piece missing from the timeline. Regarding the time capsule, it will be sealed on Eliot Festival Day, as that will be our actual end-of-year event. The State is sealing theirs in December; that local people have been involved and excited and helpful but they are done. We would like to see this end up in a place where people can see it and remember it. The SB has some options, which can't be made by us. The time capsule can be sealed and put on display or it can be buried with a plaque on top of where it's buried. The State is going to open theirs in 100 years but we could have ours opened in, say, 50 years or 100 years, but that has to come from the SB. If we bury it, our suggestion would be Hammond Park. As an aside, we have heard that other time capsules have been buried but we have no documentation.

**6:00 PM** Ms. Adams said that the Committee has looked at a bronze plaque that says when it should be opened. It can be put on a rock or a stone if we decide we want it buried. Otherwise, we would put something on the outside of it if you wanted to display it until it would be opened. It really is a decision that needs to come from the SB as to what the disposition is. I talked with the Town Manager and there are towns that have a ceremony later on where they will actually bury it, which we could do if you want to do that. We aren't planning to bury anything on Eliot Festival Day, especially with the talk of the expansion of the Town Hall. If that happens, it would not be a good choice and that's why we thought of Hammond Park because it doesn't look like much can happen with that.

Ms. Dow asked about what has been included so far.

Ms. Cerebona said a book from 8<sup>th</sup> graders, a beanie baby turtle and turtle mask, the high school play, writings from 3<sup>rd</sup> graders about what they liked about Eliot, a picture of Fire Chief Muzeroll and Police Chief Moya going down the water slide at the kids' event.

Ms. Adams added that we added the Historical Society newsletters through 2020, which talk about all the different things that were happening – the farm events, mask-making, traveling birthday parties, and things like that.

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**6:04 PM** Ms. Cerebona said that we added the bicentennial hat and pin. One of the mask-makers is going to make a hanging from the different materials used in mask-making.

Ms. Adams said that the 2020 Town Book will go in it. We are asking people who donate items for the time capsule to write why they think it should be put in the time capsule. Just something to represent what you want people to know or that happened 100 years ago, or 50 years ago, and that's something you need to decide so the plaque can be made.

**6:06 PM** Mr. Donhauser asked when they wanted a decision.

Ms. Cerebona said that we would like to be able to prepare the ground before winter if it's going to be buried. Also, Wreathes Across America will be at the elementary school in December.

Ms. Adams said that it would nice to know by Eliot Festival Day whether it will be displayed or buried, when it will be opened, and a ceremony date so the public can know.

Ms. Cerebona said that we have the funds to do this but we need to know what you want done so we can get it ready and pay for it.

Mr. Widi said that I would personally like to have it buried; that it wouldn't have as much meaning over time on display as it would digging it up.

Mr. McPherson agreed it would be great to bury it and at Hammond Park, with a plaque and a date when it should be opened.

Ms. Cerebona suggested that the elementary kids could line the street during the ceremony.

Mr. Donhauser said that we can ask the Town Manager to put it on our agenda for the next meeting and we'll make some decisions.

Ms. Cerebona added that the Town needs to be decorated in red, white, and blue by Saturday.

Ms. Rawski said that it would probably be Monday, unfortunately.

**6:10 PM** Ms. Cerebona said that this has been a very difficult year. The thing is we are lucky because we have a lot of special things happening and it's a good time to have the decorations up for that. If you look at all the things that have happened

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and that people are taking real pride in the community. Don't forget that we have the Open House on Friday from 3PM to 6PM at the Baha'i, the Fogg House, the Library, the Schoolhouse, and the American Legion. A lot of things happened, like people walking, being outdoors more, things that have been positive even though we couldn't do things exactly as we planned. I'm glad I've been a part of it but it has been difficult, especially how to communicate with people and get the information out so they know what's going on.

Note: At this time, Mr. Orestis was able to join the meeting via Zoom and took over chairing the meeting.

Mr. Orestis thanked Mr. Donhauser and added that he appreciated everyone's patience in dealing with new technology.

**6:15 PM      2) Town Manager Report**

Ms. Granfield said that there was a conditional offer made to Michael Sullivan for **Town Manager** and we should have the final background, etc. next week. Pending that, we will have a new Town Manager November 1<sup>st</sup>. The Search Committee performed a great job with their selection and recommendations to the SB for interviews. Regarding the **MMA Worker's Compensation Fund**, we did receive a \$4,343 dividend check, which is for a good performance and loss prevention. Regarding our **hybrid meetings**, the first meeting was with our Planning Board and that went very well. The Budget Committee adopted a policy last night so they will be able to do it and, of course, the SB. So, any boards that want to do it, they just need to adopt a policy. I provided information about a **Local Option Vote Determination for sale of beer, wine, and spirits**; that initially it was thought we would need to take more action and it was explained that we don't have to. Regarding the **audit** (6/30/2020), I did speak with them, and they were supposed to have something this week, but we haven't received the draft or a final report. Both Mr. Miles and I have been concerned with the timeliness. It's a small firm and they have limited people now so we will get the report to you as soon as we receive it. The Town opted to be in a contract with them that I believe would have extended another two years and both Mr. Miles and I would like to go out to bid, again, to get a firm that could meet our requirements. I believe the owner of the firm indicated that she really didn't want to continue doing a lot of municipal ones, such as ours. We are still expecting to get the report. We still have the current year's report to get. Regarding the American Rescue Plan Act, we are working with departments and, at the next meeting, I am hoping to give you just a listing of ones we may want to utilize with the funds. We will receive \$688,714; that they have delayed it another month but we would like to have some projects. It's over a 2-year period so we will provide that to you and have it as an agenda item at the next meeting. Regarding **agenda**

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**packets**, most communities have the information online so the public can see it and I was advised that that wasn't the case in Town. We have started doing that so that people can review the information; that I think it's helpful to the public and, needless to say, anything confidential wouldn't be listed on there. I think anything that is public is part of transparency and we want the public to know what you're working on. Regarding **COVID-19**, we continue to monitor that because, as you have probably read and I've probably updated you, it's ever-changing. The Fire Chief, who is also emergency management, and I have been talking about whether we should implement masks again. Some communities had a couple weeks ago because the State had indicated that, for 'substantial' areas where it was spreading, it was being recommended. Since that time, it changed from being 'substantial' to not as substantial so we're monitoring that. So, just to let you know that we may implement it if it goes up again. That would require employees as well as the public when they come in to the Town Office. At this point, we haven't implemented that. The last thing to mention, both Mr. Miles and I met with the **Budget Committee** last night; that they had wanted an overview for projections for the next 3 to 5 years. I basically indicated that we can't really project an amount because it changes because COVID changed everything in the past year; that you can't be held to a specific percentage of increases per year, such as 2%/year. But we did give them kind of an overview of some key items that will be forthcoming, ranging perhaps from the Fire Department needing a full-time Fire Chief down the road, some personnel changes; that we have a study going on and there may be some staffing additions, the Town Office, the Town Hall building. We're working with Port City, now, for the feasibility study and something like that would be bonded, but again, to give them some projections. I also indicated that the budget process will be similar to what it has been in the past and, last year, Mr. Miles did a great job meeting with everyone and explaining. I think in the coming discussion, and the new Town Manager will be onboard for those, that the Town Manager will be meeting with Mr. Miles and the departments because I think that a new set of eyes can look at things and question some things, perhaps, that have automatically been put in and, perhaps, modify some and add some new things that might be important. I am anticipating, too, that there will be a joint meeting of the SB and Budget Committee whereby the Town Manager can present, initially, an overall budget highlighting key elements in each department; that there would then be follow-up with work sessions and having departments available. So that's some of what we're looking at.

**6:25 PM** Mr. Donhauser said, regarding the audit, that I'm concerned, knowing that the audit has been delayed, that it's going to affect the bonding we will try to get for the TIF. We can't issue bonds without having a current audit, so, I think it's imperative that we put a lot of pressure on this auditor. I don't think it was our staff that was delaying it; that I think it was actually the auditing firm that was delaying the audit.

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Ms. Granfield said that that is correct. We don't anticipate, at this point, that we'll have problems down the road with bonding but it could well affect it.

**6:30 PM      3) Appointment of the Local Health Officer – Laverne Burrige**

Ms. Granfield said that, in the past, it had changed whereby it was added another element to the Town Manager position and, in reality, for health services such as that you really need someone...I was looking to see if there was someone who had that health background that could help. I did talk with emergency management to see if they knew of any. Ultimately, I did have discussion with Ms. Burrige, who had previously, several years ago, been the health officer. She is a registered nurse, works as a school nurse, and has the background, and she said she would be willing to do that. I explained to her that we have a new manager coming onboard and I thought that would be one less thing that they would have to deal with. Right now, I think they changed that there was no stipend and not paying anything so she's volunteering. But, that may well, if it wants to continue, have a small stipend for that service. So, she has an excellent background and I think would be very helpful to the Town to appoint her as the health officer.

**6:32 PM      Mr. Orestis thanked Ms. Granfield. I would entertain a motion to appoint Laverne Burrige as the Health Officer for 2021/2022.**

**Mr. Donhauser moved, second by Mr. McPherson, that the Select Board appoint Laverne Burrige as our local Health Officer for the 2021/2022 fiscal year.**

**Roll Call Vote:**

**Mr. Orestis – Yes**

**Mr. Donhauser – Yes**

**Mr. McPherson – Yes**

**Mr. Widi – Yes**

**Ms. Dow – Yes**

**Unanimous vote to approve motion.**

**6:34 PM      4) Public Works Dept. – Sewer Allocation, 205 Bolt Hill Road**

Mr. Orestis said that, as we've seen a lot more of these coming in, I assume there is still plenty of allotment available.

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**Mr. Orestis moved, second by Mr. Donhauser, that the Select Board approve 120 gallons per day sewer allocation to 205 Bolt Hill Road.**

**Roll Call Vote:**

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

**Unanimous vote to approve motion.**

**6:36 PM      5) Aging-in-Place Committee Resignation – Katherine Holmes**

Mr. Orestis said that her letter looks like there are some family obligations. We need a motion to accept the resignation, asking Ms. Granfield to send a letter of appreciation.

**Mr. Orestis moved, second by Mr. Widi, that the Select Board accept the resignation of the Aging-in-Place Committee of Katherine Holmes.**

**Roll Call Vote:**

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

**Unanimous vote to approve motion.**

**6:38 PM      6) Conservation Commission Resignation – Alice Lynch**

Mr. Orestis said that this is a similar situation looking at her letter, asking Ms. Granfield to send her a letter of appreciation.

**Mr. Orestis moved, second by Mr. Widi, that the Select Board accept the resignation from the Eliot Conservation Commission of Alice Lynch.**

**Roll Call Vote:**

**Mr. Orestis – Yes**



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

**Unanimous vote to approve motion.**

**G. New Business:**

**6:41 PM 1) Spinney Creek Tide Schedule**

Ms. Granfield said that I think this was an oversight as far as the SB having to approve the schedule during the transition. Basically, this is an annual thing; that the schedule comes out and the SB typically approves it.

Mr. Orestis asked, out of curiosity, do we know what happens if we don't approve the schedule. Just for logistical purposes, because we are already through a bunch of the dates.

Ms. Granfield said that we would have to contact them because it has been in progress and open, as such. So, if there was a problem, we would have to stop it, notify them, and revamp the schedule.

**Mr. Orestis moved, second by Mr. McPherson, that the Select Board approve the 2021 proposed Spinney Creek Tide Gate Schedule, as suggested by Spinney Creek Shellfish Company.**

**Roll Call Vote:**

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

**Unanimous vote to approve motion.**

Mr. Orestis asked if these dates are posted anywhere.

Ms. Granfield said that they are posted on the website and have been sent to folks.

**6:43 PM 2) Online Permitting Quotes**

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Mr. Orestis said that I know we have the packet and notes but could you just give us a little insight on this for the public.

Ms. Granfield said that we had Ms. Bishop (CEO) on initially but she dropped off when it wasn't coming through; that this is in her operation. The Online Permitting Software will be administering all the [permitting], which will be a help to that operation because it will submit all the permits and complaints, to the Code Enforcement Department. Funds have been budgeted and we obtained three quotes for this service. We have the backup data included to support the recommendation to go with IWorQ. The fiscal impact would be \$12,000 the first year and a \$7,500 annual subscription. Once it's up and running it will be a huge help to Code Enforcement to keep things organized. We recommend you approve that; that the CEO has reviewed all of the quotes and this is her recommendation, and I concur with that.

Mr. Donhauser said that, presumably, the permit fees will cover the cost of this.

Ms. Granfield said yes, that I would anticipate that.

**6:45 PM**

Mr. Widi asked, if for some reason we are dissatisfied and we want to switch to a different provider, do we lose all of our information.

Ms. Granfield said that I think, as with any software package, if you go to a different vendor, there would be a transition over. Usually, you can transform them to a different package but we don't anticipate having to do that.

Mr. Orestis said that, in looking through, it gives parties the ability to give a 60-day notice so there is no penalty or anything like that.

Ms. Granfield agreed.

Mr. Orestis said that I would entertain a motion.

**Mr. McPherson moved, second by Mr. Widi, that the Select Board award the service agreement for online permitting to the low quote to IWorQ for \$12,000 year one with an annual subscription fee of \$7,500 each year after.**

**DISCUSSION**

Mr. Donhauser asked what budget line this comes out of. How are we paying for this.

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**6:47 PM** Ms. Granfield said that I would have to look at the budget book, which I don't have with me. It was approved in the budget for the permitting.

Mr. Orestis said that I can remember this coming up in budget discussions last year as being needed but I can't remember exactly where the line item is.

Ms. Granfield agreed and that's why we went forth with the quotes, etc.

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.**

**H. Old Business:**

There was no old business.

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

**6:49 PM** Mr. Donhauser moved, second by Mr. Orestis, that the Select Board approve A/P Warrant #141 in the amount of \$35,733.56, dated July 14, 2021; A/P Warrant #142 in the amount of \$5,814.59, dated July 22, 2021; A/P Warrant #5 in the amount of \$1,029,780.50, dated July 14, 2021; A/P Warrant #7 in the amount of \$132,243.16, dated July 22, 2021.

**Roll Call Vote:**

**Mr. Orestis – Yes**

**Mr. Donhauser – Yes**

**Mr. McPherson - Yes**

**Mr. Widi – Yes**

**Ms. Dow - Yes**

**Unanimous vote to approve motion.**

**J. Selectmen's Report:**

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**6:50 PM      1) Seeking Committee Members**

Mr. Orestis said that, as always, we are seeking committee members. We've had a couple of resignations and I know there are a couple of alternate spots on the PB. Also, a regular member for Aging-in-Place, alternate members in Conservation Commission, the Capital Improvement Committee is seeking several regular members. Anyone who is listening and wants to participate, please reach out to the Town Hall, here.

There were no other Selectmen's reports tonight.

**K.      Executive Session**

There was no executive session.

**L.      Adjourn**

**Mr. McPherson moved, second by Mr. Donhauser, 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.**

The meeting adjourned at 6:51 PM.

**Respectfully submitted,**

**Ellen Lemire, Recording Secretary**

**S/ Robert McPherson, Secretary**

**Date approved: August 26, 2021**

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**Letters of nomination for Fire Chief Muzeroll follow:**

Maine Fire Chief's Association  
60 Community Drive  
Augusta, ME 04330

June 16, 2021

Dear Maine Fire Chief's Board of Directors and Selection Committee,

I am writing this letter on behalf of the Town of Eliot in regards to the 2020 Maine Chief of the Year Award. We are recommending the Town of Eliot's Fire Chief, Jay Muzeroll, to be named State of Maine Fire Chief of the Year. As you will read with the included letters, Chief Muzeroll is a well-respected, hard-working, sincere, and caring Fire Chief. He always goes above and beyond his role as Fire Chief while committed to serving both his community and the members of the Department. We feel very strongly and passionately that he is deserving of this honor.

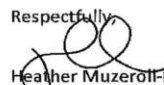
I write this letter not only as the Town of Eliot's Recreation Director, but as Chief Muzeroll's daughter as well. There are so many things to say about his role as Fire Chief and what he has brought to the Town of Eliot and I feel extremely privileged and fortunate to work alongside him on a regular basis. Whether it be for our annual Christmas Tree Lightings, our Easter Bunny Parade, volunteering to cook for our Seniors at our annual Clambake or providing assistance for our many other activities or events, he is the first one I call upon. Not just because he is my Dad, but because he loves providing for the community.

He joined the fire service the year I was born. I have watched and learned from him both personally and professionally. I have learned to carry myself with pride and dignity, but to not ever let someone get the best of you as well. I have learned what hard work is and what it takes to succeed. Needless to say, I am very blessed to be able to work alongside him and more importantly have the father/daughter relationship that we do.

When it was asked of others to write a letter of recommendation, it was done so without hesitation. It was their opportunity to give back to him, like he does for so many. We were not, however, successful in finding any hints of awards or certifications for this process. Knowing my father, the way I do, he would not want those to be included in this nomination. He would state that he is just a small part of a whole Department, and personal accolades do not matter to him.

As you will read from others, he is truly is a one-of-a-kind Fire Chief. He is respected on both the fire grounds and in the community and this is a wonderful opportunity for him to be recognized. We appreciate your time and sincerely hope that he is considered for this selection.

Respectfully,

  
Heather Muzeroll-Roy, Community Service Department Director  
and daughter of Jay Muzeroll

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Navy Region Mid-Atlantic Fire & Emergency Services Fire District 8  
Portsmouth Naval Shipyard (N30) Code 840 Building 29 Sicard Street  
Kittery, ME 03904

N30  
15 JUNE 2021

To whom it may concern,

I am writing this letter to support the nomination of Fire Chief Jay Muzeroll as the Maine Fire Chief of the Year. Chief Muzeroll leads an innovative and progressive fire department for the Town of Eliot, Maine. Chief Muzeroll cares deeply for the community he protects and serves as well the firefighters who serve under him.

As a mutual aid partner, when Portsmouth Naval Shipyard Fire & Emergency Services (PNSY F&ES) calls upon Eliot Fire Department for assistance, we receive a highly motivated group of firefighters ready to work to get the job done. This is a direct reflection of Chief Muzeroll's leadership and dedication to his department and support of mutual aid partners throughout the Seacoast area.

I have had the pleasure of working with Chief Muzeroll prior to his retirement from PNSY F&ES as a captain. One thing I learned from him, he never stops learning, constantly looks for ways to make the fire service more efficient and more importantly safer for firefighters in the firehouse and on the fire scene.

Chief Muzeroll is great example of what line officers should strive for in becoming a chief officer.

District 8 Fire Chief  
Glen Whitehouse

\*\*\*\*\*

To whom this may concern,

Chief Muzeroll joined the Eliot Fire Department in 1973 and has served the Department as Firefighter, Lieutenant, Deputy Chief and Fire Chief. In 1995, when I joined the Eliot Fire Department as Junior Firefighter, I met then Deputy Chief Jay Muzeroll. I did not have any family members in the Department, but did have a couple of close friends who had Dads and Uncles in the Department. At a young age I thought to myself, what's better than being a part of a Fire Department. With the passion for the Department and drive for the importance of training, Deputy Chief Muzeroll showed me quickly that this was something that I was very interested in and felt I needed to be a part of.

Fast forward 26 years and only a few things have changed, Deputy Chief Muzeroll is now Chief Muzeroll, going on 20 years as Fire Chief, and I am a Lieutenant. His drive for fire ground safety, training, caring about the community we serve, and most importantly putting your loved ones and family at home first has not changed.

Let me take a few minutes and explain some of these qualities. For many years, Chief balanced being a Fire Chief in Eliot and a full time Captain at the Portsmouth Naval Shipyard. Once retired he did not sit

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back and enjoy his extra free time, however. Instead, he filled the void by making improvements where he saw the most attention was needed for both the Department and the town of Eliot. And with that, he took on the added administrative duties for the growing town we have, as well.

Chief Muzeroll puts in hours upon hours that go unnoticed by others. Whether it be a phone call from dispatch about a concerned neighbor, a business that needs assistance or an elderly citizen in town that just needs help changing batteries in their smoke detectors, he is always willing to help. His expectations are very simple, however, very important; show up, put in 100% effort, make sure the person that called 911 is in a better spot when we leave than when we arrived, ensure the equipment and trucks are ready for the next call, and like I stated earlier ensure everyone goes back home to their families safe and sound. Chief Muzeroll is the first one to pick up the phone or stop by your house after a tough call. Whether he was at the call or away with his wife camping he always calls. I have been on the receiving end of many of these calls unfortunately, and every time I am glad to hear his voice; whether the conversation starts with a joke or a wise comment, he always makes sure you are good and asks how your family is holding up.

Chief Muzeroll has raised his 2 daughters in the town he serves and his grandkids are now growing up in the town he serves; his love for the town of Eliot is unmatched. His love for the Eliot Fire Department is also unmatched; the only thing he loves more is the men and women that serve underneath him. I have mentioned in this letter a few times the word family and that is not by mistake. Chief Muzeroll understands that without his family he would not be successful and without the families of the men and women on his Department, he would not be successful. As a call firefighter you never know when the alarm will sound and he, like all of us, have got up from birthday parties, Christmas mornings, Easter dinners, a good night sleep or a night where you just want to get some sleep. He has spent many a night with us in the station on a storm coverage call and no matter the weather he is the first one in the door and the last one out the door, sometimes sending us home for some rest as he continues to drive around and make sure the town is in a safe condition. That is the quality of a true leader. He puts the men and women of the Eliot Fire Department, the citizens of the town and even someone passing through the town that needs emergency services, before himself every single time.

When we have our annual holiday gatherings the first thing he does when he addresses the audience is thank his wife, and then the families of the firefighters. He just says thank you, sometimes it is that simple. Chief Muzeroll has stood in front of the town government body and fought for what is right for the town and what is right for the Department repeatedly, and he does it with respect and he does it with fact.

Most recently, he worked through many hurdles to get the communications system upgraded in our town and this seemed at times like a battle he was never going to win. I can recall stopping in his office on a Monday night and asking 'how's it going Chief?' I would get that look we all know too well and he would state 'it's slow' or sometimes 'no progress at all.' This battle went on for months, which turned, into years. He was relentless in finding old minutes from previous town meetings that had company agreements on them stating their commitment to add an antenna on the already designated cell tower. He did his homework. He was passionate that this was a step in the right direction by having safer communications for our town. After what seemed like an eternity for him, he got it done. Not only did this benefit the Fire Department it helped our counterparts in the Police department as well.

He always challenges us to make decisions that will benefit us, not only now, but also in the future. He challenges us to be better, he invites the new firefighters into our family and is constantly thinking of ways we can retain them. He, in my opinion, is what a Fire Chief should be and I do not stand alone in this thought. He has a Fire Department and a town behind him that thinks and feels the same thing. In conclusion, it is very simply stated. Chief Muzeroll cares about his town, he cares about the town's Fire Department, and more importantly he cares about the people that serve on the Department. I have come to know Chief Muzeroll and his family both professionally and personally, I cannot think of anyone more deserving of this honor.

**SELECT BOARD MEETING**  
**August 12, 2021 5:30PM (continued)**  
**Town Hall**

Respectfully,

Todd Bisognani  
Lieutenant Eliot Fire Department

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Maine Fire Chiefs Association  
60 Community Drive  
Augusta, ME 04330

June 14, 2021

Dear Maine Fire Chiefs' Board of Directors,

I would like to nominate Eliot Fire Chief, Jay Muzeroll for Fire Chief of the year award. There are number of reasons why Eliot's Fire Chief deserves this award, Chief Muzeroll started in the department in 1973, to date he has been a member of the department for 48 years, the last 20 years as Chief.

I have been with the town of Eliot, almost 9 years, over the years, Chief has been my go-to person whenever I have an issue.

For some examples:

We had an abundance of rain one year, the slab flooring in the meeting room was just soaked with water. Myself, and 2 other staff members said, call Chief, he will know what to do. He stopped what he was doing and supplied us with 3 Industrial fans, shop vacuum, and helped move all the furniture out of the meeting room to remedy the situation for a meeting that was happening later that night, in that room.

He supplied the town office with hand sanitizer stations, years prior to Covid"19, to help keep the employees and guest visiting the town office, yield the spread of germs during cold and flu seasons. Chief was instrumental factor for the town office to receive an Automated External Defibrillator (AED) and provided training to all staff in the use of this Instrument.

Prior to the town office Installing an on-demand generator, whenever we lost power and had issues with the town system, the Chief is always there figuring out the problem and resolving it. During COVID-19, he was instrumental with setting up the check stations, and supplying staff and residents with PPE.

He has received a number of grants to help the department to minimize budget impacts to the department.

I have witnessed the Fire Chief when he has received a call in regards to a major fire, he remains calm, collective, like it's just another day at the office, his demeanor never changes, he knows the roll and what needs to be done, it's like clockwork, it amazes me, but his staff leads the same way. The Chief, goes *above* and beyond for the residents, he checks on the elderly in town, he knows



**SELECT BOARD MEETING**  
**August 12, 2021 5:30PM (continued)**  
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struggle, to make sure they are okay, especially during the summer and winter seasons with temperature changes.

As the EMA Director, he makes sure all are aware of the locations of the warming stations whether it's on the website, social media or door-to-door for some. He communicates with other departments in regards to weather updates when receiving a major storm. He's always concerned about staff driving in bad weather.

He maintains the Eliot Fire Department/ EMA Face book page, residents love it, he makes it funny and informative.

He checks in with residents after an incident happens at their home to make sure all is okay or if they need further assistance.

Chief is very well respected in the town; people listen to him and appreciate his knowledge and honesty.

During the pandemic the Chief and his staff wanted to have some socialization with residents so they created a drive through pick-up- and egg sandwich event. Something fun for families in town to get out the house but safely.

Honestly, these are just a few that come to mind. I know there is way more to mention, I wanted to hit on the highlights as his role as Chief and beyond.

Besides all the things the Chief does professionally, he also, is a great co-worker and friend. I lost my dad a couple of years ago, he was always there with an open ear to listen to me, not to really give me advice but, to just listen. He would check in with me by phone calls and texts just to make sure I was okay during my grieving process. On top, of his own very busy professional position and his personal life. And yes, I feel that we have a special bond, but he does this with almost everyone! Always making sure people are happy whether it's his family, his fellow firefighters, co-workers or town residents.

I cannot tell you how many times, I have been upset, just having a bad day, the Chief walks into my office and instantly knows something is wrong, he will listen, and give advice when needed.

He has filled the 'dad' role for me, I will always cherish our friendship and connection we have made over the years.

In closing, Chief Muzeroll deserves this award because he is a great Fire Chief, but also as a great humanitarian.

Thank you, for your consideration,  
*Melissa Albert*  
Administrative Assistant/Welfare Director  
Town of Eliot

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Office of the Town Clerk~ 1333 State Road Eliot. ME 03903 ~ Phone (207) 439-1813

Maine Fire Chiefs' Association  
60 Community Drive

**SELECT BOARD MEETING**  
**August 12, 2021 5:30PM (continued)**  
**Town Hall**

Augusta, Maine 04330

June 16, 2021

Dear Fire Chief of the Year Selection Committee,

It is my honor and privilege to nominate Chief Jay Muzeroll of the Eliot Fire Department as the 2020 Maine Fire Chief of the year.

Chief Muzeroll has been a member of the Eliot Fire Department for forty-eight years, having joined in 1973. Over the years he moved through the ranks of the department holding various titles until becoming Chief in 2001. During his twenty years as Fire Chief, Jay has demonstrated an outstanding work ethic and unwavering dedication to the department, his fellow firefighters and the citizens of Eliot.

The Chiefs leadership, knowledge, professionalism, caring and fun personality are exceptional and make it easy to look to him as a leader within our community. He is very well respected by the membership of his department, the administrative leadership and staff of all town departments as well as the citizens and business men and women of our town. As a kid who grew up in Eliot and now an employee of the town for the past thirty-three years, I have witnessed these qualities and the level of respect he has from the community as a whole first-hand.

Chief Muzeroll's dedication to his role as the Eliot Fire Chief is evident in the work that he does every day. His work is always in a forward motion to improve upon the operation of the department, the safety of his firefighters and the overall safety and betterment of Eliot. His work does not end at the Fire Department, he works cohesively with all of the Town Departments, playing a large role in the safety protocol of our municipal buildings to ensure the safety of the employees and the residents. He is almost always the first person that I and many other staff within the town reach out to whenever there is an issue to be dealt with and most times he is there to help even before he is asked. The Chief has been there to help and troubleshoot through many operational challenges over the years, a few that stand out are; an Internal flooding situation in the Town Office after heavy rains, blizzards, power outages and COVID-19. He always provides a solution to the situation and does it a way that brings a stressful situation to a positive outcome.

Having known and worked with Jay for too many years to count, I have always looked to him as a mentor. He has always been there not only as a co-worker but as a good friend to listen and give honest advice or feedback to help me through situations both good and bad, a personality trait that makes his role as a leader that much better. Jay is that person that checks in on people to make sure they are doing ok whether it's a resident that's just been through a life changing event or a coworker that is just having a bad day. He cares and does whatever he can to make the situation or person feel better. Like many people in Eliot, I have witnessed first-hand his care for people as he is most often one of the very first to respond to a medical call within our town. I have first-hand experience with this as my family needed to seek emergency medical assistance for my dad as his health failed over the last two years of his life. If Jay was in town and able to respond he was there, providing a comforting familiar presence not only for my dad but for all of us in such a trying time.

**SELECT BOARD MEETING**  
**August 12, 2021 5:30PM (continued)**  
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There is really so much more that could be said to attest to his outstanding service to the Town of Eliot that makes me and many others truly believe that Chief Muzeroll is very deserving of this high honor.

Thank you for the opportunity to nominate our Chief for this award.

Sincerely,

Wendy Rawski  
Town Clerk  
Town of Eliot, Maine

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To the Maine Fire Chief's Association,

As the Chair of the Eliot Select Board, I, Alex Orestis, would like to nominate Chief Muzeroll as the Fire Chief of the year on behalf of the entire Select Board. During the last three years, I have seen an exceptional level of professionalism and leadership from our Fire Chief. While I can't speak to his daily demeanor in the Fire station, he continually attends Town meetings well prepared and with a smile on his face no matter the discussion at hand. When it comes to community involvement, he goes above and beyond to ensure those in Eliot have what they need. I can recall a recent occurrence where he took time out of his day to check up on a resident on multiple occasions after a house call. Lastly, while it may not be too important to many in the town, Chief Muzeroll always presents a well-prepared budget and sticks to it, showing an exceptional level of foresight and leadership. We believe Chief Muzeroll has earned Chief of the year for all of the reasons listed and many more.

Best regards,  
Alex Orestis