

SELECT BOARD MEETING

April 14, 2022 5:30PM

Town Hall/Hybrid

Quorum noted

5:30 PM: Meeting called to order by Vice Chair Widi.

A. Roll Call: Mr. Donhauser (Zoom), Mr. McPherson, Mr. Widi, and Ms. Dow.

B. Pledge of Allegiance recited

C. Public Comment:

There was no public comment.

D. Approval of Minutes of Previous Meeting(s)

5:31 PM Motion by Mr. Widi, second by Mr. McPherson, to approve the minutes of February 24, 2022, as written.

Roll Call Vote:

Mr. Donhauser – Yes

Mr. McPherson - Yes

Mr. Widi – Yes

Ms. Dow – Abstained

3-0-1 vote to approve motion.

Motion by Mr. Widi, second by Mr. McPherson, to approve the minutes of March 10, 2022, as written.

Roll Call Vote:

Mr. Donhauser – Yes

Mr. McPherson - Yes

Mr. Widi – Yes

Ms. Dow - Yes

Unanimous vote to approve motion.

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E. Department Head/Committee Reports

5:32 PM 1. Town Manager's Report

Mr. Sullivan encourage people to go to the Town website and look at it. There are a lot of exciting things going on in Town Hall. We're tackling a lot of things on a lot of levels. I had the opportunity to go to Marshwood Middle School and the Eliot Elementary School for a tour. It really is a well-run district from what I can see. I talked about the Property Task Force, with which we are making some progress on some different properties. I had the opportunity to look at the Capital Planning Committee for Town Hall and they are making progress. I learned more about the tidal gates than I ever knew. The first day the tidal gates were supposed to be open, the cable broke and they had to call the DOT in to make that repair. Beech Road was patched by the Maine DOT on Tuesday, thanking the SB for their support and for Representative Meyer for reaching out to the DOT and get them to listen more closely to our complaints. They will be replacing that culvert the first week of July.

5:35 PM 2. Clerk's Report: Appointment of Election Workers

Mr. Widi moved, second by Ms. Dow, that the Select Board appoint the "Democratic Election Clerks" as nominated by that committee and as presented by the Town Clerk.

Roll Call Vote:

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 appoint the "Republican Election Clerks" as nominated by that committee and as presented by the Town Clerk.

Roll Call Vote:

Mr. Donhauser – Yes

Mr. McPherson - Yes

Mr. Widi – Yes

Ms. Dow - Yes

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Unanimous vote to approve motion.

Mr. Widi moved, second by Ms. Dow, that the Select Board appoint the “Election Clerks” as nominated by and as presented by the Town Clerk.

Roll Call Vote:

Mr. Donhauser – Yes

Mr. McPherson - Yes

Mr. Widi – Yes

Ms. Dow - Yes

Unanimous vote to approve motion.

F. New Business:

5:37 PM 1. Fiscal Year 2023 Budget Update (see Town website for material)

Mr. Sullivan said that there is nothing to report. We are going through the process of putting out a statement from the Town Manager. I believe the SB Vice Chair was working on one to present to the full SB in the future. But there is nothing else to report.

5:38 PM 2. Workplace Return to Work Policy

Mr. Sullivan said that this is a part of a series of policies that I’ve discussed with the SB previously. This is just the next step to make sure that we have a solid process for someone to return to work, whether that be on light or limited duty, and there is a form process in the packet. It is part of our discussion with MMA on how we can tighten up and lessen our work comp premiums and how we can make this a safer workplace. As you may recall, you got the slip-and-fall policy at the last meeting as to how we report that. At the next meeting, we will get a little away from these types; that working with the MMA, I’m going to present you with a cyber security policy. We have added, as you know, and I think there are a bunch of committees that are approving the increase for the new cyber security firewall that we put in place. We also have some other strategies where we’re going to protect our information and that will be put in place in the next few months.

Mr. Widi asked, regarding the slip-and-fall policy and others, was this stuff you saw when you came here that we were deficient in or MMA reached out. What was the genesis of this.

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Mr. Sullivan said that it was when MMA came to me and asked us to put policies in place. We were told that, in the previous years, there was an acknowledgement that these policies were in place but, when we actually went to look for them, they were not in place. So, they gave me some templates to work from. In other steps, every year employees have to sign these and I'm ready to put this one out if the SB accepts it tonight to hopefully make the employees aware of what the standards are for returning to work or if you are injured at work. There were supposed to be policies but we haven't been able to find them and no one who has worked here for years is familiar with them.

Mr. Widi moved, second by Ms. Dow, that the Select Board accept the "Return to Work Policy" as presented.

Roll Call Vote:

Mr. Donhauser – Yes

Mr. McPherson - Yes

Mr. Widi – Yes

Ms. Dow - Yes

Unanimous vote to approve motion.

5:41 PM 3. Ratify appointment of Finance Director Kristin McNulty as of May 2, 2022

Mr. Sullivan said that Ms. McNulty is present with us through the internet. She has experience in a municipality and a school district. We're very excited with Ms. McNulty coming on board. We are also working on some support services as we know there is a lot of work to be done here to make sure that we catch up with our audit and some of the other requirements that we have. We're excited about Ms. McNulty coming on board but we're also going to add some support services and some mentoring for her so she has somebody to go to because, no offense Ms. McNulty, but accountants talk a different language and, I would like to have someone who has that talent to talk with. I can muddle my way through it but, certainly, there's a lot of complications. Ms. McNulty has a degree from Merrimack College and is also finishing up her Master's in accounting. So, we're excited to have Ms. McNulty to come over to Eliot and I'm excited to work with her. If you ratify this appointment tonight, it will be as of April 29th and the present Finance Director will be moving on April 28th. Just so the public knows, we've made substantial progress in putting in policies, internally, as well. We put a new credit card policy in place this week. We've changed the way we do accounts payable submittals from department. So, there's a lot of work going on

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inside that the Town will benefit from, as well as the Town Manager and Finance Director.

Mr. Widi moved, second by Ms. Dow, that the Select Board ratify the Town Manager's appointment of Kristin McNulty as the Treasurer/Finance Director as of April 29, 2022.

Roll Call Vote:

Mr. Donhauser – Yes

Mr. McPherson - Yes

Mr. Widi – Yes

Ms. Dow - Yes

Unanimous vote to approve motion.

G. Old Business:

5:45 PM 1. Thermo Dynamics Renewal Agreement

Mr. Sullivan said that I probably wouldn't normally bring this to you if it's a simple renewal but I wanted to be open and make sure that you are aware that I think we should sign for the 3-year contract, which would save 10% a year. I know it's only a couple hundred dollars but I don't think prices are going to go down. So, my recommendation is to allow me to enter into the agreement for 3 years.

Mr. Widi moved, second by Mr. McPherson, that the Select Board authorize the Town Manager to renew for three years the maintenance contract with Thermo Dynamic as presented.

Roll Call Vote:

Mr. Donhauser – Yes

Mr. McPherson - Yes

Mr. Widi – Yes

Ms. Dow - Yes

Unanimous vote to approve motion.

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H. Approval of Warrant(s):

5:46 PM Mr. Donhauser moved, second by Mr. McPherson, that the Select Board approve A/P Warrant #78 in the amount of \$69,846.78, dated March 17, 2022; A/P Warrant #80 in the amount of \$79,754.58, dated March 23, 2022; A/P Warrant #82 in the amount of \$65,492.32, dated March 31, 2022; A/P Warrant #84 in the amount of \$788,089.19, dated April 7, 2022.

Roll Call Vote:

Mr. Donhauser – Yes

Mr. McPherson - Yes

Mr. Widi – Yes

Ms. Dow - Yes

Unanimous vote to approve motion.

I. Selectmen's Report:

5:48 PM Mr. Widi said that we did the Easter Egg Hunt and raised some money for Eliot Festival Day. The Eliot/South Berwick Rotary was there in Concessions. We also raised \$3,000 for the Pavilion. The total raised from everybody after expenses were paid was about \$8,800.

J. Executive Session

5:49 PM Discuss legal options related to Maine Department of Labor Appeal.

Mr. Widi moved, second by Ms. Dow, that the Select Board enter into executive session as allowed by 1 M.R.S.A. §405(6)(E) and will not return to open session.

Roll Call Vote:

Mr. Donhauser – Yes

Mr. McPherson - Yes

Mr. Widi – Yes

Ms. Dow - Yes

Unanimous vote to approve motion.

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K. Adjourn (Public portion of meeting)

The public meeting adjourned at 5:50 PM.

Respectfully submitted,

Ellen Lemire, Recording Secretary

S/ Robert McPherson, Secretary

Date approved: June 9, 2022