

**SELECT BOARD MEETING**

**July 14, 2022 5:30PM**

**Town Hall/Hybrid**

**Quorum noted**

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

**A. Roll Call:** Mr. Donhauser, Mr. McPherson, Mr. Widi, Ms. Dow, and Mr. Shapleigh.

**B. Pledge of Allegiance recited**

**C. Public Comment:**

**5:31 PM** There was no public comment.

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

**5:32 PM** Motion by Mr. Donhauser, second by Ms. Dow, to approve the minutes of April 28, 2022, as amended.

**Roll Call Vote:**

**Mr. Donhauser – Yes**

**Mr. McPherson - Yes**

**Mr. Widi – Yes**

**Ms. Dow – Yes**

**Mr. Shapleigh - Abstained**

**Vote to approve motion 4-0-1**

**G. Department Head/Committee Reports**

**5:33 PM** 1) **Town Manager's Report**

Mr. Sullivan said that, in the last two days, we had **three separate summits**. They were very-well attended. We appreciate the Board and Committee members and members of the public and non-profits that participated. We greatly appreciate their input and hope they bring them back to their respective bodies of the discussions that were held. We will be following those up in August. They seem to have been very popular. The **Special Town Meeting** was held last night and was well-attended. I wanted to let the SB know that we had an email this morning about entering a **training contract with the Maine Community Colleges**, which I did, and will provide up to \$1,200 of training for the next year for each employee. That training is not applicable for areas of expertise that we would have to go outside for but it is a nice benefit that we will work with the agency to make sure we get everything we can out of it. Per employee, this is for credits for

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what training they offer. Some of them are not applicable to municipal life but it is a nice program that we're going to participate in.

Mr. Widi asked if they were all remote.

Mr. Sullivan said that we're talking about, in some cases, having them come on-site to do some professional development.

**F. New Business:**

**5:34 PM 1) Maine Municipal Association Policy Committee Annual Nominations**

Mr. Donhauser said that we received a memorandum from the Maine Municipal Association (MMA) regarding nominating somebody to the Legislative Policy Committee (LPC). Is Ms. Bennett here.

Mr. Sullivan said that she is here on Zoom.

Ms. Bennett said that there was an ad in the Sentinel last winter that our senate district had no representatives in this committee. So, I reached out to them. By the time I did, two members had been appointed from South Berwick. Eliot had a position and I believe it was our former Town Manager that filled that role. I ended up participating in the last legislative session as an interested party in this MMA Legislative Policy Committee. MMA has a number of policy advisors and analysts that actual go and track legislation through the State House in Augusta and bring it back to this State-wide policy committee and then get opinions that they bring back. I really enjoyed the experience and so I'd love to be able to be either a voting member or an alternate.

Mr. Donhauser asked if that required travel to Augusta.

Ms. Bennett said that, last session, no. The last session was all Zoom, which was convenient, but there is conversation that it will be traveling to Augusta. This last session we met three times because there was a late-breaking piece of legislation, a housing bill. So, it could be two or three visits to Augusta and I think the meetings were three to four hours.

Mr. Shapleigh said that you are unbelievably qualified for this job, and good luck.

Ms. Bennett said that our Town Manager revealed that there are two other nominees in our senate district, one of which is the Town Manager from Kittery, Kendra Amaral, and the other is a Town Councilor from South Berwick, Jeffrey Minihan, so those are some very-well qualified people, as well. If I don't win a

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seat on this committee, I'm probably going to continue as an interested party because I really do enjoy this. Part of the reason I want to do this is that I have a desire to keep abreast, in a very timely manner, of what legislation is coming through in Augusta because some of it can drastically impact the PB and our roles.

Mr. Donhauser invited a SB member to make a motion.

**Ms. Dow moved, second by Mr. McPherson, that the Select Board nominate Christine Bennett to the Maine Municipal Policy Committee.**

**Roll Call Vote:**

**Mr. Donhauser – Yes**

**Mr. McPherson - Yes**

**Mr. Widi – Yes**

**Ms. Dow – Yes**

**Mr. Shapleigh - Yes**

**Unanimous vote to approve motion.**

**5:39 PM      2) Visitor's Code of Conduct**

Mr. Sullivan said that this is something we have spoken of previously. He read the document (posted on the Town website). This is something we've discussed here with the SB. We've brought it to our employees. A number of employees commented and we made adjustments. This is a form of flattery since it was copied from another community. I've seen where it can be successful in escalating situations when people are presented with this and realize that their conduct may not be suitable for a public setting. We are seeing more and more situations that are tenuous and we hope that this will help address some of that. We would like the support of the SB.

Mr. Donhauser asked if, when somebody arrives, do they receive this.

Mr. Sullivan said that this would be posted throughout Town Hall to help people become familiar with it. If someone is to escalate a situation, they may be given a copy of this or, as we've seen people in the past storm out, we may send it to them, to make sure that they understand that the expectation is that they treat people respectfully.

Mr. Donhauser asked if we have had this policy previously.

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**5:42 PM** Mr. Sullivan said not yet. The Town of Acton is the first town that has started to use this. They've been using it for about 7 years. I've seen it in other towns in New Hampshire, Massachusetts, and Vermont. We would like the SB to adopt this.

The SB agreed this was an appropriate policy to adopt.

**Mr. Donhauser moved, second by Mr. Shapleigh, that the Select Board adopt the Visitor's Code of Conduct, as presented.**

**Roll Call Vote:**

**Mr. Donhauser – Yes**

**Mr. McPherson - Yes**

**Mr. Widi – Yes**

**Ms. Dow – Yes**

**Mr. Shapleigh - Yes**

**Unanimous vote to approve motion.**

**G. Old Business:**

**5:44 PM 1) Town Hall Building Committee Update**

Mr. (Brad) Swanson, Chair Capital Improvement Committee. My members include Ed Henningsen, Jim Latter, and one of our members is not here. We always have room for more. Our architect, Lita Semaru (Port City Architecture), is in that box in the corner (Zoom). Putting up the powerpoint, this is our mission statement, which he read. We sat down and had a lot of conversations around what needed to be addressed with Town employees and Mr. Sullivan.

Major factors considered:

- Enlarge meeting space for Select Board and other boards. (Very tight space here.)
- Alternative smaller meeting space allowing smaller boards to meet with the public.
- Daytime access of the meeting spaces for senior activities and other groups within town.
- Move voting to town hall to increase school safety, manage voting space, increase voting storage and moving of voting equipment
- Access to state voting computers during elections.
- Alternate power supply in event of power outage during voting. (Has happened.)
- Drive up window for drop off and limited transactions.

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Better customer queuing inside town hall. (Very limited space in Town Clerk's Office.)

- More overall file storage.
- Climate controlled locked vault for town archives. (Old records required to be kept.)
- Increased security for staff and the public.
- ADA compliance.
- Energy efficiency.
- CSD office space.
- Improved parking layout with more available space. (Better for Town Hall/downtown community events.)
- Aesthetics in design in compliance with town architecture to enhance the downtown area.

We looked at several things and chose to renovate and expand this building. We did look at putting a new building where the horseshoe pits, etc. are but there are some issues with road frontage on Dixon Road and Main Street and having the State involved with that. There are some restrictions on Hammond Park that would make the entrance a bit difficult. The new building would leave the old building vacant and in need of renovations for other purposes. No matter what we do, that would have to be addressed. He showed the old plan (rendering) of a new building located behind Dixon Road and said that when we got to discussing the cost of this, it just skyrocketed up between site work and constructing the building. What we then concentrated on was expanding the current Town Hall building, mainly by coming out a little on the two front sections and onto the back. Boring samples in the back indicate we have a good area there to do this. There is a chunk of ledge there that we will not mess with. We have added parking and made provision for a drive-thru. He showed a site plan option of what this option would look like on the screen.

**5:53 PM** Mr. Donhauser asked if Mr. Swanson knew the square footage of this building.

Mr. Swanson said that he thinks it is about 4,200 square feet.

Ms. Semaru agreed, saying that we would renovate about 3,200 square feet, with an addition of 5,000 square feet. Those are round numbers, of course.

Mr. Swanson said that we would be about 8000 square feet. We would be doubling the size. He showed a rendering of what the Town Hall building might look like, saying that the meeting room would be on the right, as it is now, and the Clerk's Office on the front left. The rear of the building would have its own entrance for Community Service and General Assistance. The drive-thru would be

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directly in front of the Clerk's Office, somewhat like a bank drive-thru. He also showed a very early floor plan draft. We make use of the outside walls and windows for office space. General Assistance storage, ECS would have space, a vault, ADA-compliant bathrooms (2 public/2 staff). The ability 'here' was, after hours, to make these doors so that they are not accessible to the public so, if there is voting or meetings at night, that it would be contained in the front 'here'.

**5:55 PM** Mr. Donhauser asked how many people the new meeting room could accommodate.

Mr. Swanson said 86 people and 10 people at the dais. Regarding voting, there would be plenty of queueing room for people to come in and cycle them out the back door. Much more contained.

Security enhancement was raised as a consideration using a ticket system to access the Clerk's Office and other offices. It was stated that that could be done but wasn't seen as necessary.

Ms. Semaru said that the cost of the project would be around \$4 million, which we call turn-key. That is based on square-footage cost at this time. We haven't had anybody pull together an estimate; that we usually do that further down. Turn-key means construction cost, design cost, permit cost, testing because you do have to do testing as you go forward, as well as furniture, AV, everything you would need. So basically, you'd be given a key, turn it, and walk in.

Mr. Swanson said that, regarding funding, typically the Town has gone through the Bond Bank. Another alternative is to seek a bond counsel and self-bond. We have also talked about rolling in some of the Police Department upgrades into that bond, as well as any other debt, such as the streetlights to get that rate down. But I think the biggest thing here is that this building has a lot of different maintenance that needs to be addressed. So, is the smart money to spend a lot of money to fix the building up or do we use that money to enhance the building and I think that's going to be a key decision going forward. I don't want see you wasting money fixing something that would still not be any better; that I think Mr. Sullivan commented on some things.

**5:59 PM** Mr. Sullivan said that during meetings, both with the committee and with staff, we don't add any versatility or adaptability by general deferred maintenance that's already needed. All three doors are at a point where they need to be replaced. We've been told by our insurance company that the tiles need to be addressed because they are separating and creating a trip hazard. All the carpets need to be replaced. There hasn't been any substantial maintenance done on the building for a number of years. One of the reasons why is waiting to make a

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decision here. So, rough estimates, this building could use \$400,000 to \$500,000 of deferred maintenance between painting, carpeting, door replacements, some window replacements, and you don't have any additional versatility or accessibility like the drive-up window, a larger space for Aging-in-Place to use, or a fluid, well-designed area in the Clerk's Office. I think Ms. Semaru can comment about the additional space both here and in the Clerk's Office and how that would help with some of the customer service issues.

**6:01 PM** Ms. Semaru said that, right now, you don't really have adequate queueing space in the Clerk's Office and part of that is you just don't have room to turn around so people are kind of flowing out into the hallway and out. In the Clerk's Office, the desks and serving area are the exact same way and they have no personal space. Even though there is a break room, it is visible from the Clerk's Office so they really have no way to go and have a cup of coffee. They are cramped. They don't have enough storage space. If you go into Ms. Rawski's office, she's had to use the floor for storage because there is no other secure space to store the voting materials in between and up to election. One thing to let you know that, yes, it looks a lot like what you've got right now but we have increased the size of both the meeting room and the Clerk's Office. The number for the meeting room is based on 15 square feet per person. I'm assuming that the current 50 people is based on 7 square feet per person and doesn't include the calculation for the dais, which does take up a lot of that space. Right now, you aren't up to code with the number of bathrooms required by the plumbing code. The other things, which Mr. Swanson touched on, are the meeting rooms as well as the break room. Right now, there is no place for somebody to go to catch a breath during the day, especially if they're in the Clerk's Office and some of the more public areas. They are on the entire time they're there and we all know how that can start to wear on somebody to not have a moment to breathe.

**6:04 PM** Mr. Sullivan said that I think one of the important things to point out was where the committee started with the two buildings that were close to \$7 million and then you had the cost to operate the two buildings. The committee was very diligent in considering that as far as what the impact would be to Eliot voters. We had a bigger version of this but the committee, again, met with Port City and Ms. Semaru was very good in bringing it down to size and bringing it into some of the cost restrictions and lower costs that the committee was looking for. I don't want anybody to start to think that this is a Taj Mahal project. It's very economized, very efficient and effective design that doesn't have a lot of opulence that you sometimes see in other public construction. That's a credit to the Building Committee and Port City.

Ms. Semaru said that we finished, about a year ago, Arundel Town Hall. Arundel Town Hall was the same size that has nine positions. So, if you want to compare

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yourself to industry standards, you're actually a little on the low side. But you are more than adequate for the growth because we looked at that because we don't want to build something that's outdated before it's completed. It does give your staff members adequate support in other places.

**6:06 PM**

Mr. (Jim) Latter said that I have extensive municipal experience. I was on the City Council in Beverly, Mass for ten years and on the school board in Beverly for five years before that. I helped build six elementary schools, a middle school, a high school, police station, and an airport building. We did them all without having to override our cap tax, which is similar to LD1. So, we never had to exceed our levy capacity. We went right up to the limit but never exceeded it. I've seen what happens when police departments and school departments are working in substandard buildings. It kills the morale. If you put them in a more functional facility, it's great for retention, it's great for productivity. The big thing is that we need to make a decision around do we need it. If we do, the sooner we do it the better. Kicking the can down the road always ends up costing you more. I saw an \$80 million high school turn into a \$120 million high school because it got deferred 2½ years. Building costs just explode. I understand that there is not a lot of capital to tap in the budget now. I think it's healthy for a community to have a reasonable amount of infrastructure and capital funding through debt to make sure we take care of our public facilities, our public services. I would love to see us project out 5, 10, 15 years to see what we do have to address. How do we prioritize it and when do we do something with the fire department or public works. This is a big number but it's a one-time cost, so it's not like it's operating revenues. So that's why I would feel comfortable going out to the taxpayer to ask them to help fund a one-time cost to build a better facility. A lot of the work was done before I was on the committee, but I think they did a diligent job at looking; that they looked at the 'wouldn't it be nice' option. They really went through that whole option and thought that was really a lot of money; that that's probably more than the taxpayer has the capacity to spend. But you can't spend nothing and get to where you need to be. I think it's ultimately two decisions. Do we need this, and sitting on the Planning Board, we would welcome better technology and space. I've done a lot of work with clerk's offices over the years and you look at election security where they are taking things from here over to the school and bringing it back, and impacts the chain of custody. Records retention is an enormous endeavor that's probably not done as well as it should be in many places. It's our obligation to make sure we maintain these records moving forward, in addition to all the personnel issues. I think it's a great plan. I do think we need it. We were in a break-out session today and a few of the members were talking about how we need space for senior activities, how we need space for all sorts of different stakeholders in the community. I think this gives us the ability to have elections on-site, which helps the chain of custody, helps in security. I don't think the people understand the enormous work that the



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Clerk's Office has to go through to run a good election and this helps them immensely.

**6:10 PM** Mr. Donhauser asked if you have given any consideration to going up.

Mr. Swanson said that Ms. Semura could speak to this more proficiently but I think there was the fact that we weren't sure the foundation could handle that in the structure. And you'd have to put an elevator in, which is really expensive, with a yearly expense as well.

Ms. Semura said that that's the big thing. In order to do a 2-story space, you end up with two stair towers, which is 400 square feet per floor as well as the elevator, and if you have the space, single story is the way to go. Sometimes you don't have the space and we have to do that but, in this case, you have the land, so you're better off doing that. And you would probably end up reducing so much of the structure of the existing building in order to meet the codes, it would be like building the existing all over.

Mr. Donhauser asked what is the annual principal and interest on a \$4 million loan if this should happen.

Mr. Swanson said that it would be about \$180,000/year at 4% over 30 years.

Mr. Swanson said that where I work down in Middleton, Mass we just bonded a \$63 million project at 2%. They budgeted for 3%; that we went out to our own bond counsel and it came back at 2%. Speaking of kicking the can, we're going to replace the fire station built in 1952 that's been inadequate since probably 1972; a police station that was taken from the Town of Danvers and it's been cobbled onto. The building I work in was originally a school building (1860) and we've been using that for everything, and our senior center was built even prior to that. So, \$4 million here seems like a pretty good deal in my opinion to service for the next 30 years.

**6:12 PM** Mr. Shapleigh asked if they could talk about the IT we have here.

Mr. Swanson said that the IT space we have here is currently behind 'that' wall (back of meeting room). We talked about leaving that in the same spot.

Ms. Semura said most of it, yes. The big one is the generator, with a lot of infrastructure on the generator. The IT would be easy to move but you don't have to. The generator you don't want to move unless you have to. Electrical can get quite expensive quite quickly to relocate.

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Mr. Sullivan said that the space for IT will actually shrink considerably because we're going to cloud-based servers, as advised by every security company and our partners around. So, you won't have the large hard drive server rooms.

Ms. Dow said that I'm concerned about asking the taxpayers to put a large amount into a bond. I also wonder what we currently have for bond payments. What's on our docket now that we pay.

**6:14 PM** Mr. Sullivan said that we have a very small amount of bond. \$150,000 for streetlights and some energy savers here. It's relatively small. You also have the sewer, which is a separate enterprise fund. I appreciate that point of view. I don't want to make a misstatement, here, but I understood that the Building Committee is just here tonight to give you an update. We are actually meeting with the same bond advisor that Mr. Swanson uses where he works. We have scheduled in about two weeks to meet with a bond advisor to give us some of the different options we might have. Yes, it's tradition that you borrow from the Bond Bank but the Bond Bank, during that time, percentages were a little higher than the market rate other towns are getting. It's certainly worth exploring to see if that would be a good option. It would still have to go out competitively for bid but that might produce some lower interest rates. But we're not there yet.

Mr. Swanson added that even though the rates are going up, it's still a good time to be borrowing, especially for a municipal project.

Mr. McPherson said an issue clearly is 'this' area, which I've complained about as far as parking and incorporating these buildings together, as the volunteer firefighters come to the fire station on a call and park on the lawn because there really is no place to park. Looking at the plan, I see there is designated parking to the side of the fire department building but the stripes are in the wrong direction for the firefighters to park in. My point is that you should keep that in mind regarding a place for firefighters to actually park and not park on the lawn; that that lawn, as you can see when you go up over the hill, is a septic system for the fire department. I think there's still room on my side a little bit.

**6:18 PM** Mr. Swanson said that this is a conceptual plan so we can fine-tune this to meet these considerations.

Ms. Semura said that this is an architectural concept from me. I am not a civil engineer and, when it moves forward, it will definitely have the civil engineer.

Mr. McPherson said that I just throw that out there because I like the big parking, and everything. It was just something to keep in mind as we draw this up to think about the 25-30, if it was on a really good day, of people that are going to show

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up to respond to a fire call, and doesn't happen. But, if there are 15-20 people that show up, and they're parking out on State Road and trying to find a place to put their vehicle to respond to fire calls, that's just something to keep in mind.

**6:19 PM** Mr. (Bill) Selsberg, Pickering Drive, said that I'm curious as to whether any enquiry has been made as to the use of TIF money. At first blush, you might say that that's impossible but I don't think it is impossible. We've talked about the Police needing more. We're growing. The administrative offices have to grow. Why can't we use some of those funds. Maybe enquiry should be made of counsel to determine whether or not we could defray some or a portion of this with the use of TIF monies. I think expansion of this community is a direct result of what's happening on Route 236, and houses everywhere, etc. So, I think it's a question I really think should be looked into because I think the voters deserve it.

Mr. Henningsen said that the TIF funds go towards improving Route 236. Those TIF taxes go towards paying off the bond to put sewer and water on Route 236. That's the primary reason for the TIF. It's not a fund where anybody who has a budget problem can grab money from. That's my opinion.

Mr. Selsberg said that you're right and I understand that. But, the direct and indirect result of the expansion of Route 236 is more responsibility in this office. I'm just saying that to look at it.

Mr. Widi said that I think we need to settle the bonds for the sewer first to figure out how much money is going to be there before that question can be answered. Mr. Sullivan has a meeting in two weeks with the bond counsel to figure out what the rate will be on it so, that question can't be answered until after that meeting. Does that make sense.

**6:22 PM** Mr. Sullivan said that I think we can get the answer before. I think it's a legitimate question. I don't know if the particular existing TIF can be used in that manner but there might be room or a way to separate out some other... It's very much worth exploring. I don't want to get too deep into it because we really don't have the answers here. There could be other TIFs. It's too early to say. Let's look into it and get some hard facts, then go from there.

Mr. Henningsen said that I may have my dates a little wrong but I think the existing TIF expires in about 20 years, which is the length of the bond for the sewer project. I think that, until you get past that point, you can't just take the existing TIF and put the funds wherever you think you can justify.

Mr. Donhauser said that it's something we can explore.

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**6:24 PM** Mr. Latter said that projects like this are not easy. They create pressure on your budget. If the Town moves forward with this, it's going to create budgetary pressure in other areas. To be able to do this, whether we ask taxpayers for help or whatever it is, it's really important that you look at all the other drivers in budgetary pressure and do what you can. You really have to keep a sharp eye on all of those issues if you want to move forward with a project like this. I think the community ends up in a better place when you get there but you've got to sharpen your pencil and make sure that you're doing everything you can to find the budget capacity to move forward.

Mr. Donhauser said that, once again, this is just a conceptual thing. What is the timeline. What's next.

Mr. Sullivan said that I think the idea was to come here, do a presentation to the SB, get some input from the public, come back with some of those ideas, and continue to work and hone the plan to see what improvements can be made. Basically, to update the SB with more looking at drawings and information. This material is on the website now. The next step, I would imagine, is to go back to talk with the committee, Ms. Semura, see what determinations came out of here and the things they would want to address. Again, I don't think with conversations with the committee, that they were ready to put forward a final plan. You've given us some good things to look at. I think they're worthwhile and we'll go back and look at them.

**6:26 PM      2) Board, Commission, Committee Annual Appointment**

Mr. Sullivan said that the Town Clerk has given me the list of the annual appointments for boards and committees to be appointed tonight. She's asked me to consider appointing Anne Lukejord to the Aging-in-Place as a Regular member for a 3-year term (June 2025); Nedra Sahr to Aging-in-Place as a Regular member (3-year term to June 2025); Representative Meyer to Aging-in-Place as an Alternate member (3-year term to June 2025); John Marshall to the Board of Appeals as a Regular member (3-year term to June 2025); Edward Henningsen to the Capital Improvement Committee as a Regular member (3-year term to June 2025); Lynn Bublely to the Conservation Commission as a Regular member (3-year term to June 2025)

**Mr. Donhauser moved, second by Mr. Widi, that the Select Board approve the annual appointments, as presented.**

DISCUSSION

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Mr. (Jay) Meyer, Odiorne Lane, said that I applied as a regular board member for the Board of Appeals. I don't know if my application was not accepted.

Mr. Sullivan said that it is not. There is a 14-day period where it has to be posted after it is vacated. The Clerk told me it hasn't been posted, yet, and I think she's also going to seek a resignation letter for your term that's up in 2025. She told me this afternoon that she'll be contacting you. She is aware and she does have the application.

Mr. Meyer said thank you. I appreciate it.

DISCUSSION ENDED

**Roll Call Vote:**

**Mr. Donhauser – Yes**

**Mr. McPherson - Yes**

**Mr. Widi – Yes**

**Ms. Dow – Yes**

**Mr. Shapleigh - Yes**

**Unanimous vote to approve motion.**

**6:29 PM** Mr. Sullivan said that the Clerk wanted me to make sure to tell you that there is an Alternate member opening for Aging-in-Place for a term expiration of 2023. The Agricultural and Food Security Commission is looking for a Regular member (June 2023). The Board of Appeals has a Regular member opening. Mr. Meyer has submitted an application. The Capital Improvement has one Regular member opening for June 2025. They have two Regular member positions ending June 2023. Conservation Commission has a Regular member for June 2025. They have one Alternate position for June 2025, one Alternate position that expires June 2024. Planning Board has one Alternate member that ends June 2027. If there is anyone is interested, they should contact the Town Manager and you will be pointed in the right direction. These positions are on the website.

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

**6:31 PM** Mr. Donhauser moved, second by Ms. Dow, that the Select Board approve A/P Warrant #116 in the amount of \$76,988.64, dated June 22, 2022; A/P Warrant #117 in the amount of \$5,459.78, dated June 28, 2022; A/P Warrant #120 in the amount of \$40,855.79, dated June 29, 2022; A/P Warrant #2 in the amount of \$91,558.37 (FY23), dated July 6, 2022; A/P Warrant #3 in the amount of \$285,015.48, dated July 6, 2022.

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**Roll Call Vote:**

**Mr. Donhauser – Yes**

**Mr. McPherson - Yes**

**Mr. Widi – Yes**

**Ms. Dow – Yes**

**Mr. Shapleigh - Yes**

**Unanimous vote to approve motion.**

Mr. Sullivan said, just in the interest to let the public know and transparency, these warrants are in the SB packet whenever you're having a meeting and any bills that are paid by the Town are listed there for people to review.

**K. Selectmen's Report:**

**6:33 PM** Ms. Dow said that I was part of the Land Use Summit yesterday afternoon. We talked about different ways to protect open space in Town. It was a great meeting. I know we're going to get together again in August. Some thoughts were to look into impact fees for development. We talked about how to avoid the Dennett Road situation in Kittery, which was a large development that was proposed to go in, so we talked about how we can protect our Town against a large development like that. Stormwater issues were also talked about.

Mr. Widi said that our group talked about affordable housing and volunteerism. We had Footprints there, a representative from KACTS, and a representative from Fair Tide Housing. We talked about solving some of the housing issues that we're having, the affordable housing issues. As some of you may know, we did increase the size of the ADUs from 650 square feet to 1,000 square feet but not many people are adapting to that. So, I was task to come back to you for a potential campaign to let people know that they have the ability to create ADU's at their residences – an accessory dwelling unit or mother-in-law apartment, whatever. It would have a relatively minor impact on the infrastructure on Eliot but it would start adding affordable housing, specifically for working-class people. You don't see a lot of white-collar people living in an ADU. So that a lot of people aren't aware of it or have considered it. So, they could dive into the math of, if somebody is having a hard time with their tax burden, offsetting some of that with an ADU or some potential option. Maybe that could be explored moving forward. Another one was a quarterly newsletter that different departments could put small articles in. We've had complaints from people that they don't know about 'that' or 'this' and a quarterly newsletter might help. Getting a little bit of information from each department and putting it in there about what's happening. It would be beneficial. There was talk of using the lighted signs like we have at the entrance,

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here. Move them around Town and notifying people that a newsletter is available so they can seek it out. A lot of times, stuff is on the website but it is underutilized. It's a way of reaching out to people.

Mr. Shapleigh asked Mr. Widi what he was thinking about as far as taxes and ADUs.

**6:37 PM** Mr. Widi said that I was thinking about people who are concerned with their personal revenues moving forward. If you're being forced to retire and maybe you have a home equity line of credit, or something, and you want to invest in an ADU. Maybe explain what a good investment in an ADU is and how it might be a good investment for them. Their taxes would probably go slightly up because of added valuation. It's also an investment for Eliot because we have more affordable, a more diverse population. We are becoming more and more gentrified. It is what it is. That isn't a bad thing and having a good balance in your Town has always been preferred.

Mr. Shapleigh said that you're thinking about a tax credit for people who put an ADU on in their existing building.

Mr. Widi said that they didn't mention that but I think if we start by getting the word out and going from there. Maybe a possible tax deferment or credit for a short period of time for the added valuation of their home. So, if you put an ADU on, your home value wouldn't be taxed extra for maybe five years, or something like that. Some sort of incentive. I'm just spit-balling, here. It doesn't lock us into anything.

**6:39 PM** Mr. Donhauser said that I attended a summit this morning and it was very interesting. It was for financial forecasting and the Finance Director and Assessor were the presenters. The people who attended were myself, Ed Strong (Budget Committee), Nedra Shar (Aging-in-Place Committee), and one more person. It was a great discussion and I want to applaud Mr. Sullivan for doing this because there were department people among our staff and committee members, and anyone from the public could attend. We talked about assessments and that the actual mil rate appears to be going down this year, primarily through the Assessor reassessing not only the commercial properties along Route 236 but he's also looking at residential properties throughout Town, and not individually but as neighborhoods (to bring equity). You can be in a neighborhood and your house is assessed 'here' and your neighbor's house is assessed 'here' and it should be equal across. There's a number of businesses along Route 236 that haven't been reassessed in a number of years and they have now been reassessed. What's interesting is that they are not appealing the assessment; that they know that the commercial value of their commercial property has gone up. That only helps in

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reducing the mil rate, which is the amount of money per \$1,000 of assessed value. So, if your real estate taxes are going up, it's not primarily because of the Town's budget. Your tax bill represents the Town portion of the mil rate, 25% of the tax bill. The other 75% is made up from the school and county, which we don't control. We talked a lot about assessment and how it's done. We also talked about some of the problems and issues that our Finance Director is having with our annual audit and the difficulties she's experiencing. Also, a potential transfer of our payroll being done in-house to being done outside to a vendor.

**6:42 PM** Mr. Sullivan clarified that it would be a software system.

Mr. Donhauser agree. The Finance Director also had some very interesting input for this discussion. It was great and, again, I think this idea of what we call summits is a great idea.

**6:43 PM** Mr. Sullivan said that I would like to thank the SB and everyone else who participated. I think it was a really good civic exercise. Just so people know, there were no minutes taken but were consistent with open meeting laws. There were no cameras, there is no recording. We wanted people to have free reign to say what they wanted to say and not feel restrained. The staff was very excited about it. They did really well as facilitators. I want to thank Wendy Rawski, Brentley Martin, Kristin McNulty, Melissa Albert, and Elliott Moya for leading their respective summits. They did a good job. We're meeting on Monday to talk about what we can do to improve that communication tool and anyone who participated or has input is certainly welcome.

**6:44 PM** Mr. Donhauser said that we encourage anyone from the public to attend because you can ask questions right to the person that's actually doing the work.

Mr. Sullivan said that you are normally scheduled for a July 28<sup>th</sup> meeting. We've talked about not having the July 28<sup>th</sup> meeting and going to the August 11<sup>th</sup> meeting. The Chair can always call one if there is an emergency. I don't know how the rest of the Board members feel but I was proceeding to not have a meeting on the 28<sup>th</sup>. We've got two meetings this week and three meetings with the Special Town Meeting.

The SB agreed not to have the July 28<sup>th</sup> meeting.

**6:46 PM** Mr. Sullivan said that I had mentioned that we were working with Maine community colleges. Also, as a result of last night's meeting, we've started to work on performance-based evaluations. I gave a draft to you. I asked you to review it. It would start with me and then cascade through the whole organization. Everybody would be evaluated under the same tenants and roles but each person



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would have individualized what they're going to do. What trainings they want to take. What achievements they want to have. What other milestones they might need in their career. So, I gave you a draft and hopefully I'll get input from you individually. I hope to start implementing that immediately. We haven't set the percentage, yet, but that is something we would have to calculate. If somebody was to achieve above 21 points in the scoring, they would get 1%, let's say, if that is what it was set at.

Mr. Shapleigh said, regarding the percentage, some people's salary of \$40,000 is a lot more than someone's salary of \$20,000.

Mr. Sullivan said that, to that point, we would try to incorporate the degree of difficulty into that. So, if you're already a higher-paid employee, the expectation is that your goals need to be much more difficult, much more stringent, than someone who is not earning as much. That comes as part of setting the goals for each one of the participants. And it's voluntary. If you didn't want to participate, you wouldn't realize anything.

**L. Adjourn**

**Mr. Donhauser moved, second by Mr. Shapleigh, that the Select Board adjourn.**

**Roll Call Vote:**

**Mr. Donhauser – Yes**

**Mr. McPherson - Yes**

**Mr. Widi – Yes**

**Ms. Dow – Yes**

**Mr. Shapleigh - Yes**

**Unanimous vote to approve motion.**

The meeting adjourned at 6:48 PM.

**Respectfully submitted,**  
**Ellen Lemire, Recording Secretary**

**S/ Robert McPherson, Secretary**

**Date approved: November 10, 2022**