

Eliot Select Board Agenda
Thursday February 22, 2024, 5:30PM Town Hall
Meeting Room and use of the OWL for Remote via ZOOM

Call to order

Roll Call

- A. Pledge of Allegiance**
- B. Public Comments**
- C. Approval of Minutes.** November 9, 2023
- D. Public Hearings**
 - 1. (None)
- E. Reports** Town Manager
- F. Appointments/Resignations**
 - 1. Appoint J Isler and M Clark as AIP representatives to the Comp Plan Committee
- G. New Business**
 - 1. Water and Sewer Project Update (Cole Melendy, Kyle Coolidge)
 - 2. Town Hall Project Update (Design, Bond, Bid) (David Eisenthal, Lita Semrau)
 - 3. Comcast Cable Agreement Amendment
 - 4. Procurement Card Draft Policy
 - 5. Fire Department ARPA Grant Allocation (\$6,800)
 - 6. Acceptance of a Volunteer Fire Assistance Grant (\$780)
 - 7. Acceptance of Maine DOT Village Place Initiative Grant (\$304,000)
- H. Old Business**
 - 1. 207 Tavern Special Amusement, Full Liquor License Annual Renewal.
 - 2. Police Department Vehicle Purchase Request
 - 3. Charter Revision Suggested Changes
- I. Public Approval of Warrants**

Payroll Warrant(s)			
#78 \$44,478.03		#80	\$46,103.92
Accounts Payable Warrant(s)			
#76 \$338.71		#79	\$1,056,201.90
#77 \$4,018.88		#81	\$185,484.29
- J. Motion to Adjourn**

Topic: Eliot Select Board

Time: Feb 22, 2024 05:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/85433792233?pwd=Zjo1DlaoO18R1D6ap9mBFzmsDfgJiS.1>

Meeting ID: 854 3379 2233 Passcode: 611988

One tap mobile +16469313860,,85433792233#,,,,*611988# US +13017158592,,85433792233#,,,,*611988# US (Washington DC)

Dial by your location

• +1 646 931 3860 US • +1 301 715 8592 US (Washington DC)

Meeting ID: 854 3379 2233 Passcode: 611988

Find your local number: <https://us06web.zoom.us/j/85433792233?pwd=Zjo1DlaoO18R1D6ap9mBFzmsDfgJiS.1>

Draft SELECT BOARD MEETING

November 9, 2023 5:30PM

Town Hall/Hybrid

1 **Quorum noted**

2

3 **5:30 PM:** Meeting called to order by Chairperson Donhauser.

4

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

6

7 **B. Pledge of Allegiance recited**

8

9 **C. Public Comment:** There was none.

10

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

12

13 **5:32 PM** Motion by Mr. Donhauser, second by Ms. Dow, to approve the minutes of
14 **October 26, 2023, as amended.**

15

16 **Roll Call Vote:**

17

18 **Mr. Donhauser – Yes**

19 **Mr. Widi – Abstained - absent from meeting**

20 **Ms. Dow – Yes**

21 **Mr. Shapleigh – Yes**

22 **Mr. Trott - Yes**

23

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

25

26 **E. Public Hearing:**

27

28 **5:33 PM** 1. **Renewal of an Adult Use Cannabis Manufacturing Facility license**
29 **(#AMF1326), Kind Farms Confection, LLC, 276 Harold Dow Highway, Eliot,**
30 **Maine.**

31

32 **5:34 PM Public Hearing opened.**

33

34 There were no comments.

35

36 **5:35 PM Public Hearing closed.**

37

38 **Mr. Donhauser moved, second by Mr. Shapleigh, that the Eliot Select Board**
39 **approve a renewal of a Marijuana Manufacturing License, #AMF1326, for**
40 **Kind Farms Confection, LLC at 276 Harold L. Dow Highway with an**
41 **expiration date of January 15, 2024.**

42

43 **Roll Call Vote:**

Draft SELECT BOARD MEETING
November 9, 2023 5:30PM (continued)
Town Hall/Hybrid

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Mr. Donhauser – Yes
Mr. Widi – Yes
Ms. Dow – Yes
Mr. Shapleigh – Yes
Mr. Trott - Yes

Unanimous vote to approve motion.

2. Renewal of Cannabis Medical Retail License (#AMS1520) for Hughes Pope (caregiver) dba Judley, LLC, located at 495 Harold Dow Highway, Eliot, Maine.

5:36 PM Public Hearing opened.

Mr. Brubaker said, just to clarify, I believe this is for an Adult Use Retail License.

Mr. Sullivan said that the State has said that they have to renew their cannabis caregiver license before they can go forward with that request.

Mr. Brubaker thanked him for that clarification.

Mr. (Lincoln) Crutchfield, representing Sweet Dirt and Judley, agreed the Town Manager was correct; that this was supposed to be a conversion, as we are closing the medical portion of the business, but the State requires the process be done as indicated.

Mr. Trott asked if they were shutting down the medical portion completely and if they had a change of use approval for adult use in the same location.

Mr. Crutchfield said yes.

5:39 PM Public Hearing closed.

Ms. Dow said that this Public Hearing Notice is incorrect. She asked if the Town Manager had the correct application for just the renewak.

Mr. Sullivan said that we do have the correct application for the first step of the conversion.

There was confusion regarding the wording of the Public Notice "*An application to convert a Cannabis Medical Retail License to a Cannabis Retail License (#AMS1520) Sweet Dort 2, LLC, located at 495 Harold L. Dow Highway, Eliot,*

Draft SELECT BOARD MEETING
November 9, 2023 5:30PM (continued)
Town Hall/Hybrid

87 *Maine. Map for 53/Lot 06.*” and what was actually written into the agenda, which
88 was for a current license renewal only: “*Renewal of Cannabis Medical Retail*
89 *License (#AMS1520) for Hughes Pope (caregiver) dba Judley, LLC, located at*
90 *495 Harold Dow Highway, Eliot, Maine.*” Because of the discrepancy, the Town
91 Manager recommended that the SB table this to the December 14 meeting.
92

93 **Mr. Trott moved, second by Mr. Widi, that the Eliot Select Board table this**
94 **matter until the next regular Select Board meeting on December 14, 2023.**

95
96 **Roll Call Vote:**

97
98 **Mr. Donhauser – Yes**

99 **Mr. Widi – Yes**

100 **Ms. Dow – Yes**

101 **Mr. Shapleigh – Yes**

102 **Mr. Trott - Yes**

103
104 **Unanimous vote to approve motion.**

105
106 **F. Department Head/Committee Reports**

107
108 **5:42 PM 1. Town Manager’s Report**

109
110 Mr. Sullivan thanked the Marshwood Middle School tomorrow for Veteran’s
111 Day. The Town Hall and Public Works Operations will be closed on Monday,
112 November 13th. The budget was outlined with a real concern being the rise of
113 health insurance costs (5%). Annual insurance (risk management) visit to Town
114 Hall highlighted many deficiencies but most will be corrected with the new
115 building.
116

117 **Mr. Donhauser moved, second by Mr. Trott, that the Eliot Select Board**
118 **accept the Town Manager’s Report, as presented, and let it be published on**
119 **the Town web page.**

120
121 **Roll Call Vote:**

122
123 **Mr. Donhauser – Yes**

124 **Mr. Widi – Yes**

125 **Ms. Dow – Yes**

126 **Mr. Shapleigh – Yes**

127 **Mr. Trott - Yes**

128
129 **Unanimous vote to approve motion.**

Draft SELECT BOARD MEETING
November 9, 2023 5:30PM (continued)
Town Hall/Hybrid

130 **G. Board and Committee Appointments/Resignations:** There were none.

131

132 **H. New Business:**

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134 **5:46 PM 1. Planning Board Stipend Recommendation**

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This has been requested by the PB for a schedule for an annual stipend, which is not uncommon because of the hard work done by these Boards in many towns. There was money for the stipend in the last budget cycle, so we've already considered it; that this is a formality of bringing it forward to the SB in a letter. Under §4.13 Assessment Administration - Compensation: "The town shall provide compensation to be paid to the appointed officials for the performance of their duties as determined by the Town Manager with approval by the Select Board." The Town Manager recommends the \$1,000 for regular members and \$500 for alternate members be approved by the Select Board, for a total of \$6,000. There is more than enough in the PB budget to cover this.

147

Mr. Trott commented that PB members should not be buying materials in the line of their duties as PB members out of their own pockets but should be given them from the Town.

148

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151

Ms. Bennett said that I put that in there just because it's the reality that we do all spend out-of-pocket. A lot of times we get materials at the last minute after Town Hall closes and we do need to do some printing.

152

153

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155

Ms. Dow moved, second by Mr. Widi, that the Eliot Select Board approve the requested stipend for the Eliot Planning Board for full members of \$1,000 annually and \$500 annually for alternates, as budgeted for FY24.

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158

Roll Call Vote:

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Mr. Donhauser – Yes

161

Mr. Widi – Yes

162

Ms. Dow – Yes

163

Mr. Shapleigh – Yes

164

Mr. Trott - Yes

165

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Unanimous vote to approve motion.

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169

5:50 PM 2. Fire Department Reserve Request

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171

This request was for the purpose of purchasing gear.

172

Draft SELECT BOARD MEETING
November 9, 2023 5:30PM (continued)
Town Hall/Hybrid

173 Chief Muzeroll said that the National Fire Protection Association (NFPA) dictates
174 that all fire gear, no matter what shape or still in the wrapper, be replaced every
175 ten years. We work to keep the gear solid for the fire fighters by appropriately
176 replacing stock as necessary. So, \$45,000 out of the reserve account will allow us
177 to stay on schedule to replace 12 to 15 sets of gear this year and another 8 to 10
178 sets of gear in another year. That will get us in that continuous 10-year cycle. He
179 submitted a picture showing all the gear each structural firefighter must wear and
180 the cost to put someone on the truck (\$18,375). It does not include the countless
181 hour of non-compensated hours of training. This is the Town's commitment to
182 keep somebody safe. It takes up to a year to get this gear so now is a good time to
183 do this. Right now, we have 34 members on the roll and, of those 34, there are
184 probably 30 of them I can count on at any one time. We are authorized to have 45
185 people in the department. With the people trying t get in, it's probably been 30
186 years since we've had a waiting list for people to get into the department.
187

188 **5:53 PM** Mr. Donhauser said that volunteer fire departments are becoming not in vogue,
189 right.

190
191 Chief Muzeroll said that it's becoming more and more difficult, not from a
192 financial point of view, but to have people who want to come in and put their
193 lives on the line with no benefits for \$18 to \$20 an hour. So, people need to make
194 decisions in communities throughout the country; that 70% of the fire
195 departments in the country are volunteer or call departments. It's forcing chiefs
196 that are trying to protect their communities to look at alternative ways to put
197 people in the seats. Sadly, volunteer/call departments are going away. I also want
198 to thank you for the support on the approval of the purchase for the new fire truck
199 and to the voting public for their support. In another two years, we'll pull the red,
200 shiny truck out so that people can see it.
201

202 Mr. Sullivan said that one thing the Chief and I discussed and I'll be proposing as
203 the budget process unfolds is to take this requested \$45,000 and bring it back from
204 unassigned fund to re-fund the fire department reserve. It won't affect taxation but
205 we'll be bringing money that is already in the reserves back into this account.
206 That's really a sound way for municipalities to re-fund those reserve accounts.
207

208 **Mr. Widi moved, second by Mr. Trott, that the Eliot Select Board approve**
209 **the Fire Department's request to allow \$45,000 to be spent from the Fire**
210 **Department Reserves for the purpose of purchasing updated gear, as**
211 **presented.**

212
213 **Roll Call Vote:**

214
215 **Mr. Donhauser – Yes**

Draft SELECT BOARD MEETING
November-9, 2023-5:30PM-(continued)
Town Hall/Hybrid

216 **Mr. Widi – Yes**
217 **Ms. Dow – Yes**
218 **Mr. Shapleigh – Yes**
219 **Mr. Trott - Yes**

220
221 **Unanimous vote to approve motion.**

222
223 **5:56 PM 3. Department of Public Works Reserve Request**

224
225 This is a request by the Public Works Department and Transfer Station to spend
226 \$418,350 from the DPW Reserve and Transfer Station Reserve for purchasing
227 two vehicles and various roll-offs, a shed, and make repairs to a concrete slab.

228
229 Mr. Sullivan said that I have had discussions with the DPW regarding changing
230 over from having various types of equipment to having one more uniform type of
231 equipment when it comes to trucks. If you approve this tonight, we will go out to
232 bid to replace the 2003 International and 2010 Ford. We would move toward one
233 standard – a Ford F550 or something similar, which makes sense from a parts
234 perspective, a warranty perspective, and having the knowledge for the mechanic.
235 If approved tonight, the tuck portion will probably not be available for 14 months.
236 We have a number of roll-offs that have been identified as beyond their useful
237 life.

238
239 Mr. Widi clarified that this is just to go out and seek bids; that you will come back
240 for final approval.

241
242 **6:00 PM** Mr. Sullivan said yes; that the bid would have to be accepted here.

243
244 **Mr. Widi moved, second by Mr. Trott, that the Eliot Select Board approve**
245 **the Public Works request to spend \$418,350 from Public Work Reserves and**
246 **Transfer Station Reserves for purchasing two vehicles and various roll-offs, a**
247 **shed, and make repairs to a concrete slab, as presented.**

248
249 **Roll Call Vote:**

250
251 **Mr. Donhauser – Yes**
252 **Mr. Widi – Yes**
253 **Ms. Dow – Yes**
254 **Mr. Shapleigh – Yes**
255 **Mr. Trott - Yes**

256
257 **Unanimous vote to approve motion.**

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Draft SELECT BOARD MEETING
November 9, 2023 5:30PM (continued)
Town Hall/Hybrid

259 **6:01 PM**

4. Compostable Food Waste Bag Charge

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This is to allow Public Works to begin charging for the biodegradable (composting) bags beginning January 1, 2025.

Mr. Sullivan said that having the compostable bags program takes out approximately 25% of waste materials from the waste stream. As said before, recycling revenues have greatly reduced and Mr. Fox, who does our compostable materials, has had substantial price increases. Our suggestion is to have a roll of 14 bags/\$5 and have that begin January 1.

Ms. Dow asked if there were different options for bringing the compos material in other containers.

Mr. Sullivan said that people can bring it in buckets without a bag. The material goes into totes at the Transfer Station.

Ms. Lemire said that I thought the material had to be in the compostable bag. I remember that there were issues with dumping open containers of this material, which was causing a mess of maggots and flies. I haven't heard anything different since then.

6:03 PM

Mr. Sullivan said that I think that is an internal rule for us. That is something I can check on if the SB doesn't feel comfortable approving this tonight. This can be tabled and put it on the next meeting.

Ms. Dow said that I'm concerned that some people will not be able to purchase the bags and wondering if there is a way to have it cost less while also still encouraging it.

Mr. Trott said that, since the Town started the compost program, I get more coyotes in my shop than I've ever seen in the time we've owned that property since 1970.

There was also discussion regarding any potential offset and where that falls. Additionally, it was asked if there is any kind of fly/maggot mitigation available to address that issue.

Ms. Dow moved, second by Mr. Widi, that the Eliot Select Board table this matter until December 14, 2023.

Roll Call Vote:

Draft SELECT BOARD MEETING
November 9, 2023 5:30PM (continued)
Town Hall/Hybrid

302 **Mr. Donhauser – Yes**
303 **Mr. Widi – Yes**
304 **Ms. Dow – Yes**
305 **Mr. Shapleigh – Yes**
306 **Mr. Trott - Yes**

307
308 **Unanimous vote to approve motion.**
309

310 **I. Old Business:**

311
312 **6:13 PM 1. Charter Amendment/Revision Discussion**
313

314 Mr. Trott said that, in doing more research, we found that there is difference
315 between doing amendments or revisions. The SB can make a decision on what
316 qualifies as an amendment and what qualifies as a revision. Basically, if we don't
317 change the intent of something, we can look at it as an amendment. The next step
318 is discussing what we think needs to be looked at, what needs to be changed, and
319 see if it does need to be revised. Revisions would take one to two years and have
320 legal costs; that it would have to go in front of the people for a vote. He used
321 stipends as an example of authority that the SB has to give to other boards from
322 the Charter; that we might want to look at other committees and boards, beside
323 the PB, that we would like to consider stipends for and those don't change the
324 intent of the Charter. If we were to eliminate a section, that changes the intent. I
325 think we need workshopping, take time with the sections, to check with other
326 board chairs to see if they see any need to clean up some language, address any
327 conflicts, none of which I think needs to have a revision. I think it's time to start
328 those discussions with chairs and department heads. With the Comprehensive
329 Plan being revised, do we need to make any adjustments in where that
330 Comprehensive Plan wants to see us go. We may find, depending on what comes
331 from the Comprehensive Plan revision, that we may need to make revisions, but
332 it's time to start looking now. I am looking for feedback from the rest of the SB as
333 to how you want to proceed.
334

335 Ms. Dow suggested one (or two) of the SB members would talk with people and
336 bring it to the full Board as a suggestion or amendment. Then, we would vote on
337 that amendment.
338

339 Mr. Trott said yes. By our Charter and State statute, we have that ability to make
340 those determinations as long as we don't change the structure or the intent, giving
341 an example of changing to a town council form of government as a major
342 revision. [He was part of the Town Manager Search Committee.] One of the
343 things I want to look at is that our hands are tied as to how we hire and the
344 qualifications for certain jobs; that we may want to adjust that. Using the example

Draft SELECT BOARD MEETING
November 9, 2023 5:30PM (continued)
Town Hall/Hybrid

345 of hiring a Town Manager where there are things right now, with the way our
346 Charter is worded and what's required of an applicant, that we have cut everyone
347 who works in the Town of Eliot out from applying for that job. I believe that
348 needs to be addressed. I love seeing people move up from within, to encourage it
349 and not stifle it.

350
351 **6:18 PM** Mr. Sullivan said to make sure it's not being missed that any amendment that is
352 decided upon to be put forth by the SB still has to be voted on by the voters.
353

354 Mr. (Gene) Wypyski, Creek Crossing, said that I was on the Town Manager
355 Search Committee and, in working through the so called requirements of the
356 Charter, it was very cumbersome. There are things in that Charter that really
357 ought not to be for the sake of, in our case, trying to replace the Town Manager.
358 I think amendments may address some things but there could be some structural
359 issues that require a Charter Commission.
360

361 Mr. Widi clarified that each change is its own amendment.
362

363 Mr. Sullivan said that the amendment has to be germane to a section of the
364 Charter. You can't have one amendment for the whole Charter. You can have
365 several amendments but they have to be separate, and they have to be voted on
366 separately. There might be subsections and paragraphs in one section group, as
367 well, that need to be voted on separately.
368

369 **6:22 PM** Mr. Trott said that it may require several public meetings, as well as a special
370 election just to go over everything. If we decided we wanted a commission, we'd
371 have to get a commission formed, which would be six elected and three appointed
372 for up to two years, and that would be a challenge in its own right. The preferred
373 way would be to make changes through amendments; that it would be a less
374 arduous process regarding time and legal requirements.
375

376 **6:24 PM** Mr. Sullivan suggested that, if this could be culled down to what would want to
377 be considered, we would then talk to Town counsel about it to gain a better
378 comfort level in making the decision to amend or revise.
379

380 Mr. Trott said that the court decision is consistent with MMA Legal Services'
381 long-standing view that a charter revision involves a change in governmental
382 form while an amendment applies to the general plan and framework. So, we
383 follow that and then let legal give their opinion on amendment versus revision.
384 Once that is done, it is still up to the voters to approve, or not.
385

386 Mr. Sullivan said, using the example of changing the Budget Committee to a
387 Finance Committee and re-allocate or re-align what they're responsible for, I

Draft SELECT BOARD MEETING
November 9, 2023 5:30PM (continued)
Town Hall/Hybrid

388 would tell you you're probably going to have a charter revision commission. Most
389 of what was talked about tonight would probably be amendments but having a
390 lawyer look at them would be good.

391
392 **6:26 PM** Mr. Donhauser read from a provided statute on charter amendments; procedure
393 para. 2.A. – “Each amendment shall be limited to a single subject, but more than
394 one section of the charter may be amended as long as it is germane to that
395 subject.” In the next paragraph – 2.B., it says “Alternative statements of a single
396 amendment are prohibited.” So, we have to say ‘this is what we’re saying’.

397
398 Mr. Sullivan said that there may be, on often are, in municipal charters a section
399 that you want to change and it has an affect on something else later on in the
400 charter. That’s what they are referring to. If the concept, or idea, that you’re
401 changing is central but it has an affect somewhere else, that’s allowed. But, if you
402 wanted to change things that are completely unrelated in one amendment, that’s
403 not allowed.

404
405 Mr. Donhauser asked where we go from here.

406
407 **6:28 PM** Mr. Sullivan said that I was hoping tonight to get some direction; if you want to
408 explore amendments first I can start to reach out to department heads, Town staff,
409 etc. for lists of concerns and why they are concerns. We could then decide how
410 we will go forward with it.

411
412 Mr. Trott said that I would like to know not just what might need to be changed
413 but a reason why and a suggested recommendation.

414
415 It was the **consensus of the Select Board** to have the Town Manager reach out to
416 chairs, department heads, and staff to gather information/input/suggestions.

417
418 **J. Approval of Warrant(s):**

419
420 **6:30 PM** **Mr. Donhauser moved, second by Mr. Trott, that the Select Board approve**
421 **Payroll Warrant #38 in the amount of \$46,970.22, dated October 25, 2023;**
422 **Payroll Warrant #40 in the amount of \$48,662.31, dated November 1, 2023.**

423
424 **Roll Call Vote:**

425
426 **Mr. Donhauser – Yes**

427 **Mr. Widi – Yes**

428 **Ms. Dow – Yes**

429 **Mr. Shapleigh – Yes**

430 **Mr. Trott - Yes**

Draft SELECT BOARD MEETING
November 9, 2023 5:30PM (continued)
Town Hall/Hybrid

431 **Unanimous vote to approve motion.**

432

433 **6:31 PM Mr. Donhauser moved, second by Mr. Trott, that the Select Board approve**
434 **A/P Warrant #39 in the amount of \$73,158.63, dated October 25, 2023; A/P**
435 **Warrant #41 in the amount of \$155,229.15, dated November 2, 2023.**

436

437 **Roll Call Vote:**

438

439 **Mr. Donhauser – Yes**

440 **Mr. Widi – Yes**

441 **Ms. Dow – Yes**

442 **Mr. Shapleigh – Yes**

443 **Mr. Trott - Yes**

444

445 **Unanimous vote to approve motion.**

446

447 **K. Adjourn**

448

449 **Mr. Widi moved, second by Ms. Dow, that the Select Board adjourn.**

450

451 **Roll Call Vote:**

452

453 **Mr. Donhauser – Yes**

454 **Mr. Widi – Yes**

455 **Ms. Dow – Yes**

456 **Mr. Shapleigh – Yes**

457 **Mr. Trott - Yes**

458

459 **Unanimous vote to approve motion.**

460

461 **The meeting adjourned at 6:32 PM.**

462

463 **Respectfully submitted,**

464

465 **Ellen Lemire, Recording Secretary**

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473

Lauren Dow, Secretary

Date approved:

From: Ellen Ceppetelli <aipellencepp@gmail.com>
Sent: Thursday, February 15, 2024 7:20 AM
To: Michael Sullivan <msullivan@eliotme.org>
Cc: Nedra Sahr <aipnedra@gmail.com>; Planner <jbrubaker@eliotme.org>
Subject: Comprehensive Plan Committee nominees

February 15, 2024

To: Select Board

Via: Michael Sullivan, Town Manager

The Aging In Place Committee has nominated ~~members~~ Jenny Isler and Maureen Clark to serve as AIP liaisons on the Comprehensive Plan Committee, replacing Ann Lukejord, and Ellen Ceppetelli who have resigned from those roles. Ms. Clark was already nominated as an alternate but would serve as a full member. and Ms. Isler is a new nominee.

Please consider these appointments to the CPC.

Sincerely,

Ellen Ceppetelli

Town of Eliot, Maine

\$4,000,000 Bond Anticipation Notes - Six months, wider market

June 5, 2024

Project Summary

Dated 06/05/2024 | Delivered 06/05/2024

Sources Of Funds

Par Amount of Bonds	\$4,000,000.00
Reoffering Premium	37,800.00
Total Sources	\$4,037,800.00

Uses Of Funds

Total Underwriter's Discount (0.100%)	4,000.00
Costs of Issuance	31,000.00
Deposit to Project Construction Fund	4,000,000.00
Rounding Amount	2,800.00
Total Uses	\$4,037,800.00

Flow of Funds Detail

State and Local Government Series (SLGS) rates for
Date of OMP Candidates

Project Construction Fund Solution Method	Net Funded
Total Cost of Investments	\$4,000,000.00
Total Draws	\$4,000,000.00

Bond Statistics

Average Life	0.539 Years
Average Coupon	5.3749999%
Net Interest Cost (NIC)	3.8069587%
Bond Yield for Arbitrage Purposes	3.5850045%
True Interest Cost (TIC)	3.7723084%
All Inclusive Cost (AIC)	5.2361453%

2024 BAN d6 - February 6, | SINGLE PURPOSE | 2/9/2024 | 12:37 PM

UniBank Fiscal Advisory Services, Inc.
Whitinsville MA/Manchester CT/Boston MA

Town of Eliot, Maine

\$4,000,000 Bond Anticipation Notes - Six months, wider market

June 5, 2024

Pricing Summary

Maturity	Type of Bond	Coupon	Yield	Maturity Value	Price	Dollar Price
12/19/2024	Serial Coupon	5.375%	3.500%	4,000,000.00	100.945%	4,037,800.00
Total	-	-	-	\$4,000,000.00	-	\$4,037,800.00

Bid Information

Par Amount of Bonds	\$4,000,000.00
Reoffering Premium or (Discount)	37,800.00
Gross Production	\$4,037,800.00
Total Underwriter's Discount (0.100%)	\$(4,000.00)
Bid (100.845%)	4,033,800.00
Total Purchase Price	\$4,033,800.00
Bond Year Dollars	\$2,155.56
Average Life	0.539 Years
Average Coupon	5.3749999%
Net Interest Cost (NIC)	3.8069587%
True Interest Cost (TIC)	3.7723084%

Town of Eliot, Maine

\$4,000,000 Bond Anticipation Notes - Six months, wider market

June 5, 2024

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+i	Fiscal Total
06/05/2024	-	-	-	-	-
12/19/2024	4,000,000.00	5.375%	115,861.11	4,115,861.11	-
06/30/2025	-	-	-	-	4,115,861.11
Total	\$4,000,000.00	-	\$115,861.11	\$4,115,861.11	-

Yield Statistics

Bond Year Dollars	\$2,155.56
Average Life	0.539 Years
Average Coupon	5.3749999%
Net Interest Cost (NIC)	3.8069587%
True Interest Cost (TIC)	3.7723084%
Bond Yield for Arbitrage Purposes	3.5850045%
All Inclusive Cost (AIC)	5.2361453%

IRS Form 8038

Net Interest Cost	3.5874899%
Weighted Average Maturity	0.539 Years

Town of Eliot, Maine

\$4,000,000 Bond Anticipation Notes - Six months, in state

June 5, 2024

Project Summary

Dated 06/05/2024 | Delivered 06/05/2024

Sources Of Funds

Par Amount of Bonds	\$4,000,000.00
Other contributions	4,500.00
Total Sources	\$4,004,500.00

Uses Of Funds

Costs of Issuance	4,500.00
Deposit to Project Construction Fund	4,000,000.00
Total Uses	\$4,004,500.00

Flow of Funds Detail

State and Local Government Series (SLGS) rates for
Date of OMP Candidates

Project Construction Fund Solution Method	Net Funded
Total Cost of Investments	\$4,000,000.00
Total Draws	\$4,000,000.00

Bond Statistics

Average Life	0.539 Years
Average Coupon	4.5000000%
Net Interest Cost (NIC)	4.5000000%
Bond Yield for Arbitrage Purposes	4.4960962%
True Interest Cost (TIC)	4.4960962%
All Inclusive Cost (AIC)	4.7097839%

Town of Eliot, Maine

\$4,000,000 Bond Anticipation Notes - Six months, in state
June 5, 2024

Pricing Summary

Maturity	Type of Bond	Coupon	Yield	Maturity Value	Price	Dollar Price
12/19/2024	Serial Coupon	4.500%	4.500%	4,000,000.00	100.000%	4,000,000.00
Total	-	-	-	\$4,000,000.00	-	\$4,000,000.00

Bid Information

Par Amount of Bonds	\$4,000,000.00
Gross Production	\$4,000,000.00
Bid (100.000%)	4,000,000.00
Total Purchase Price	\$4,000,000.00
Bond Year Dollars	\$2,155.56
Average Life	0.539 Years
Average Coupon	4.5000000%
Net Interest Cost (NIC)	4.5000000%
True Interest Cost (TIC)	4.4960962%

Town of Eliot, Maine

\$4,000,000 Bond Anticipation Notes - Six months, in state

June 5, 2024

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
06/05/2024	-	-	-	-	-
12/19/2024	4,000,000.00	4.500%	97,000.00	4,097,000.00	-
06/30/2025	-	-	-	-	4,097,000.00
Total	\$4,000,000.00	-	\$97,000.00	\$4,097,000.00	-

Yield Statistics

Bond Year Dollars	\$2,155.56
Average Life	0.539 Years
Average Coupon	4.5000000%
Net Interest Cost (NIC)	4.5000000%
True Interest Cost (TIC)	4.4960962%
Bond Yield for Arbitrage Purposes	4.4960962%
All Inclusive Cost (AIC)	4.7097839%

IRS Form 8038

Net Interest Cost	4.5000000%
Weighted Average Maturity	0.539 Years

Town of Eliot, Maine

\$4,000,000 Bond Anticipation Notes, One year, wider market

June 5, 2024

Project Summary

Dated 06/05/2024 | Delivered 06/05/2024

Sources Of Funds

Par Amount of Bonds	\$4,000,000.00
Reoffering Premium	57,960.00
Total Sources	\$4,057,960.00

Uses Of Funds

Total Underwriter's Discount (0.100%)	4,000.00
Costs of Issuance	31,000.00
Deposit to Project Construction Fund	4,000,000.00
Rounding Amount	22,960.00
Total Uses	\$4,057,960.00

Flow of Funds Detail

State and Local Government Series (SLGS) rates for
Date of OMP Candidates

Project Construction Fund Solution Method	Net Funded
Total Cost of Investments	\$4,000,000.00
Total Draws	\$4,000,000.00

Bond Statistics

Average Life	1.000 Years
Average Coupon	5.00000000%
Net Interest Cost (NIC)	3.6510000%
Bond Yield for Arbitrage Purposes	3.4701756%
True Interest Cost (TIC)	3.5705318%
All Inclusive Cost (AIC)	4.3533604%

2024 BAN d12 - February 6 | SINGLE PURPOSE | 2/ 9/2024 | 12:39 PM

UniBank Fiscal Advisory Services, Inc.
Whitinsville MA/Manchester CT/Boston MA

Town of Eliot, Maine

\$4,000,000 Bond Anticipation Notes, One year, wider market

June 5, 2024

Pricing Summary

Maturity	Type of Bond	Coupon	Yield	Maturity Value	Price	Dollar Price
06/05/2025	Serial Coupon	5.000%	3.500%	4,000,000.00	101.449%	4,057,960.00
Total	-	-	-	\$4,000,000.00	-	\$4,057,960.00

Bid Information

Par Amount of Bonds	\$4,000,000.00
Reoffering Premium or (Discount)	57,960.00
Gross Production	\$4,057,960.00
Total Underwriter's Discount (0.100%)	\$(4,000.00)
Bid (101.349%)	4,053,960.00
Total Purchase Price	\$4,053,960.00
Bond Year Dollars	\$4,000.00
Average Life	1.000 Years
Average Coupon	5.0000000%
Net Interest Cost (NIC)	3.6510000%
True Interest Cost (TIC)	3.5705318%

Town of Eliot, Maine

\$4,000,000 Bond Anticipation Notes, One year, wider market

June 5, 2024

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+i	Fiscal Total
06/05/2024	-	-	-	-	-
06/05/2025	4,000,000.00	5.000%	200,000.00	4,200,000.00	-
06/30/2025	-	-	-	-	4,200,000.00
Total	\$4,000,000.00	-	\$200,000.00	\$4,200,000.00	-

Yield Statistics

Bond Year Dollars	\$4,000.00
Average Life	1.000 Years
Average Coupon	5.0000000%
Net Interest Cost (NIC)	3.6510000%
True Interest Cost (TIC)	3.5705318%
Bond Yield for Arbitrage Purposes	3.4701756%
All Inclusive Cost (AIC)	4.3533604%

IRS Form 8038

Net Interest Cost	3.5002809%
Weighted Average Maturity	1.000 Years

Town of Eliot, Maine

\$4,000,000 Bond Anticipation Notes, One year, in state

June 5, 2024

Project Summary

Dated 06/05/2024 | Delivered 06/05/2024

Sources Of Funds

Par Amount of Bonds	\$4,000,000.00
Other contributions	4,500.00
Total Sources	\$4,004,500.00

Uses Of Funds

Costs of Issuance	4,500.00
Deposit to Project Construction Fund	4,000,000.00
Total Uses	\$4,004,500.00

Flow of Funds Detail

State and Local Government Series (SLGS) rates for

Date of OMP Candidates

Project Construction Fund Solution Method	Net Funded
Total Cost of Investments	\$4,000,000.00
Total Draws	\$4,000,000.00

Bond Statistics

Average Life	1.000 Years
Average Coupon	4.5000000%
Net Interest Cost (NIC)	4.5000000%
Bond Yield for Arbitrage Purposes	4.4504830%
True Interest Cost (TIC)	4.4504830%
All Inclusive Cost (AIC)	4.5655835%

Town of Eliot, Maine

\$4,000,000 Bond Anticipation Notes, One year, in state

June 5, 2024

Pricing Summary

Maturity	Type of Bond	Coupon	Yield	Maturity Value	Price	Dollar Price
06/05/2025	Serial Coupon	4.500%	4.500%	4,000,000.00	100.000%	4,000,000.00
Total	-	-	-	\$4,000,000.00	-	\$4,000,000.00

Bid Information

Par Amount of Bonds	\$4,000,000.00
Gross Production	\$4,000,000.00
Bid (100.000%)	4,000,000.00
Total Purchase Price	\$4,000,000.00
Bond Year Dollars	\$4,000.00
Average Life	1.000 Years
Average Coupon	4.5000000%
Net Interest Cost (NIC)	4.5000000%
True Interest Cost (TIC)	4.4504830%

Town of Eliot, Maine

\$4,000,000 Bond Anticipation Notes, One year, in state

June 5, 2024

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+i	Fiscal Total
06/05/2024	-	-	-	-	-
06/05/2025	4,000,000.00	4.500%	180,000.00	4,180,000.00	-
06/30/2025	-	-	-	-	4,180,000.00
Total	\$4,000,000.00	-	\$180,000.00	\$4,180,000.00	-

Yield Statistics

Bond Year Dollars	\$4,000.00
Average Life	1.000 Years
Average Coupon	4.5000000%
Net Interest Cost (NIC)	4.5000000%
True Interest Cost (TIC)	4.4504830%
Bond Yield for Arbitrage Purposes	4.4504830%
All Inclusive Cost (AIC)	4.5655835%

IRS Form 8038

Net Interest Cost	4.5000000%
Weighted Average Maturity	1.000 Years

FIRST AMENDMENT TO DECEMBER 1, 2022

CABLE TELEVISION RENEWAL FRANCHISE AGREEMENT

BETWEEN THE TOWN OF ELIOT, MAINE, AND

COMCAST OF MAINE/NEW HAMPSHIRE, INC.

WHEREAS, Comcast of Maine/New Hampshire, Inc. (hereinafter "Franchisee"), is the duly authorized holder of a Cable Television Renewal Franchise to operate a cable television system in the Town of Eliot, Maine (hereinafter the "Town");

WHEREAS, Franchisee and the Town wish to amend the Cable Television Renewal Franchise Agreement;

WHEREAS, Section 31 of the Cable Television Renewal Franchise Agreement authorizes amendment by written agreement;

WHEREAS, the Select Board of the Town of Eliot as Franchising Authority (hereinafter "Franchising Authority") is authorized to amend the Cable Television Renewal Franchise Agreement;

NOW THEREFORE, after due and full consideration, the Franchising Authority and Franchisee agree that the Cable Television Renewal Franchise Agreement is hereby amended as follows:

FIRST: Section 15-B, Subscriber Network Cable Drops, is hereby added in its entirety, as follows.

SECTION 15-B – GOVERNMENT CABLE DROPS TO THE CABLE SYSTEM

The parties agree that Franchisee will provide Digital Starter Service to the locations identified in Exhibit A and has the right in accordance with applicable law to deduct the value of those services from Franchise Fees. Franchisee will notify the Town if it intends to implement said offset and the value of those services at least sixty (60) days prior to doing so.

Subject to the provisions herein the Franchisee shall provide, as directed in writing, by the Franchising Authority, (i) one cable drop connected to the Cable System within the Standard Installation requirements of Section 17-A one Outlet, and (iii) the Digital Starter Service to all municipal and public school buildings which are listed in **Exhibit A** hereto and are located along the Cable System. The obligation of Franchisee to provide Drops, Outlets and Digital Starter Cable Service shall pertain throughout the life of this Cable Television Renewal Franchise and shall apply specifically to municipal and public school buildings newly constructed and/or acquired subsequent to the commencement of this Cable Television Renewal Franchise, which shall be wired within ninety (90) days of

delivery of a written request from the Franchising Authority to Franchisee. The Franchisee shall consult with the Franchising Authority or its designee to determine the appropriate location of each Drop and Outlet prior to the installation of the service.

SECOND: Section 16 -B is deleted, (Channel) and a new Section 16-B is inserted as follows:

Company shall provide the Town, at no charge, one (1) PEG Access channel for public, educational and governmental access programming. The PEG access channel shall at all times be accessible to all of Company's subscribers, including those subscribers who receive only Company's basic services. The PEG Access channel shall be available no later than March 1, 2024.

THIRD: Exhibit A, Public Buildings on the Cable System, is hereby added in its entirety, as follows.

EXHIBIT A

PUBLIC BUILDINGS ON THE CABLE SYSTEM

The following Schools and Public Buildings shall receive Drops and the monthly cable Service at no charge.¹

Municipal Buildings:

Department of Public Works	476 H.L Dow Highway (Rt. #236)
Police Department	27 Dixon Road
Fire Department	1323 State Road
Town Hall	1333 State Road
Cable Studio	1333 State Road

Public School Buildings:

Eliot Elementary School	1298 State Road
Marshwood Middle School	626 H.L Dow Highwa

¹ And, subject to Section 15-B supra, any and all new municipal buildings and/or Town public schools that are constructed and/or put into use during the term of this Renewal Franchise.

In all other respects, the Renewal Cable Television Franchise Agreement is not amended and remains in full effect.

WITNESS OUR HANDS AND OFFICIAL SEAL, this ___ day of _____, 2024.

**FRANCHISING AUTHORITY:
SELECT BOARD, TOWN OF ELIOT, MAINE**

BY:

FRANCHISEE:

COMCAST OF MAINE/NEW HAMPSHIRE, INC.

BY:

Anthony Bowling, Regional Senior Vice President,
Greater Boston Region

TOWN OF ELIOT

**Procurement Card Program
Cardholder Manual**

Issued:

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DRAFT

INTRODUCTION

Welcome to the Town of Eliot's procurement card (P-Card) purchasing program! We believe that each team member's time is valuable and that the P-Card program contributes directly to enabling you to streamline your department's purchasing needs.

This manual is designed to acquaint you with information about the P-Card program's policies and procedures. You should read, understand, and comply with all provisions of this manual. It describes many of your responsibilities as a team member and outlines the processes and procedures to facilitate secure, timely and accurate purchasing transactions. One of our objectives is to provide purchasing channels that empower employees to make sure our resource needs are met to deliver quality services at the lowest cost, while at the same time providing the necessary financial controls to safeguard the municipality's assets.

This P-Card manual cannot anticipate every circumstance or question. As our municipal usage continues to grow, we may revise, supplement, or rescind any policies or portions of the manual from time to time as the organization deems appropriate.

Please read and understand this manual and in particular, the operational procedures you will need to follow in using your Municipal P-Card that are outlined in pages 9 to 10.

PROCUREMENT CARD PROGRAM

The P-Card program will streamline internal purchasing processes, thereby reducing costs; facilitate the purchasing of materials over the internet; and give employees more flexibility to shop for the best price.

A procurement card, while it looks like a credit card/debit card, is very different. The P-Card is a corporate-level credit card distributed to employees with restrictions imposed by the municipality. Individuals may have a monthly spending limit, and the types of purchases may be pre-established. For example, an employee's P-Card may be valid at office supply and home improvement vendors but may not be accepted at restaurants and hotels. The municipality is able to establish specific credit limits per employee as well as the type of establishments that will accept their card. Through online management by the municipality, limits and approved vendors can be easily changed to meet any specific need.

P-CARD PROGRAM CODE OF CONDUCT

The Code of Conduct and Code of Ethics for the Town of Eliot's Procurement Card Program is designed to provide the participant with a set of guidelines and philosophy to follow regarding the use of the P-Card. Each cardholder is expected to follow this Code of Conduct.

- **P-Card Agreement**

The issuance of a P-Card is strictly prohibited prior to receipt of a signed agreement from the employee. An employee must sign the P-Card Use Agreement and the P-Card Manual Acknowledgement Form prior to receiving a P-Card.

- **Authorization**

Only the employee to whom the P-Card is issued is authorized to use it. Delegating the use of the P-Card to another employee is strictly prohibited.

- **Personal Use of P-Card**
Only authorized municipal business purchases may be completed with the P-Card and any personal purchases are strictly prohibited.
- **Purchases**
P-Card purchases should be made so that the municipality gains the maximum value and quality for each purchase.
- **Purchase Accounts Payable**
Every P-Card purchase must be accounted for in the municipality's finance software (TRIO). The purchase must reflect the correct budget expense code.
- **Documentation**
All purchases using the P-Card must be properly documented for business purposes, and receipts/order confirmations obtained must be submitted to the Finance Office by the last day of the month of purchase. Any altered or forged documentation is strictly prohibited.
- **Restrictions**
The purchase of products, services or commodities on the restricted list in this manual is strictly prohibited. Check with the Finance Director or Town Manager if you have any questions about whether a charge is valid under the P-Card program.
- **Budget and Purchase Limits**
All approved budgetary line items and dollar value purchase limits will be adhered to under the program and any splitting of transactions to avoid the approved budget and/or authorized limits is strictly prohibited.
- **P-Card Security**
The P-Card is the property of the Town of Eliot and as such should be retained in a secure location. An employee may use the P-Card when traveling on business on behalf of the Town of Eliot; otherwise, it should not be retained in the employee's purse or billfold. This practice reduces the possibility of the P-card being lost or stolen.
- **Business Practices**
In all supplier relationships and purchasing, promote and cooperate with trade and professional associations and with state, federal, local and private agencies on encouraging fair, ethical and legal business practices.
- **Supplier Disagreements**
If a disagreement occurs with a supplier, the employee should make every effort to reach a reasonable and equitable settlement to the dispute. If it is not possible to settle the disagreement under reasonable circumstances, then submit the dispute to the Finance Director for further handling.
- **Municipal Policies**
Adhere to all Town of Eliot policies as they relate to the P-Card program.

CARDHOLDER SETUP AND ACTIVATION

Overview

The procurement card program is designed to assist the municipality in reducing its reliance on petty cash funds, employee advances and paper checks, and reduce the need to use personal funds for business purposes. The program should help provide greater flexibility. The Finance Office is responsible for the implementation, maintenance, program compliance, auditing, processing payment, issuance of the P-Card, and bank relations to solve customer service issues. Only employees of the municipality are allowed to participate in the program. Each cardholder has the responsibility to submit their receipts immediately following the purchase of any good or service.

All policies outlined in this manual and the municipality's financial and operational policies and procedures must be adhered to and any failure to comply can result in the suspension from the P-Card program and also include disciplinary actions that may include termination of employment. The P-Card issued to the cardholder is the property of the Town of Eliot and can be canceled at any time. Periodic audits will be performed to ensure the cardholder is in compliance with policies and procedures.

Cardholder

Each participant must sign the P-Card Use Agreement that outlines the responsibility of the cardholder while in his/her possession and use of the P-Card. In addition, the participant is required to read the Code of Conduct and Code of Ethics for the program documented in this manual and adhere to these principles. Both the Use Agreement and P-Card Manual Acknowledgement Form must be completed and signed prior to the release of the P-Card to the cardholder from the P-Card administrator.

CONTROL OF ACCOUNTS

Credit limits on individual P-Cards will be controlled by the Finance Director.

In general, individual employees will maintain possession of their P-Card. The employee will be given possession of the P-Card upon approval. The P-Card's credit limit will be set based on the needs of each department.

In all cases it is the responsibility of the employee to verify that their card has a sufficient credit limit to make the required purchases.

PURCHASING GUIDELINES AND LIMITS

Overview

The Town of Eliot only allows certain purchases to be made using the P-Card. All purchases must be made in compliance with our purchasing policies and the guidelines set forth in this manual. Any violation will result in disciplinary action that may include termination of employment. Only the authorized cardholder may use the P-Card and no authority is permitted or conferred to the cardholder for the delegation of its use. The Town of Eliot will perform periodic audits electronically and manually to verify adherence to this policy.

Employees should use approved municipal vendors whenever possible to ensure that the municipality's approved discounts are being received. Other vendors may be used if a lower price can be obtained. All purchases must be within the budget balance remaining in that

department's approved budget. Written approval must be obtained by the Town Manager in advance any purchase if the approved budget will be over spent.

Allowable Purchases (Examples Only)

The following are examples of allowable items that may be purchased with the P-Card. If there is any question as to the applicability of any item under the P-Card program, the employee must request clarification from the Finance Director or Town Manager in advance.

- Supplies (office, department, custodial, grounds, etc.)
- Materials and small tools
- Minor repairs to municipal equipment
- Meeting/Convention/Workshop Expenses (fees and materials only)
- Dues for associations
- Travel (hotel and airfare and personal meals)
- Subscriptions for business purposes only

Prohibited Purchases with the P-Card (Examples Only)

The following are examples of items that may NOT be purchased with the P-Card. If there is any question as to the applicability of any item under the P-Card program, the employee must request clarification from the Finance Director or Town Manager in advance.

- Cash advances, wire transfers or money orders (restricted by the Municipal agreement)
- Personal car expenses (mileage will be reimbursed)
- Personal meals, unless approved by the Town Manager
- Personal purchases
- Alcohol purchases
- Telephone expenses
- Donations
- Parking tickets
- Regular or recurring operating expenses (monthly phone/utility bills, recurring maintenance fees, contractual obligations, etc.)

RECORDKEEPING AND RECONCILIATION

Overview

The cardholder is responsible for maintaining adequate receipts for goods and services purchased with the P-Card. The cardholder must contact the vendor directly to resolve any discrepancies or incomplete orders. The documentation retained should include itemized sales receipts, packing lists (if applicable) and credit card transaction receipts. Any incorrect charges, duplicate transactions or missing credits must be addressed directly between the cardholder and the vendor. Upon completion of the purchase, the cardholder must sign the entity copy of the credit card statement documenting their agreement that the transaction is complete and authorized for payment.

Billing Reconciling

When the monthly bill is received, the Finance Office will reconcile each cardholder's itemized bill with the signed receipts received by the employee. If an item is listed in the employee's bill that does not have a signed receipt in the file the employee will be contacted for further information.

Missing Receipts

If the cardholder is missing receipts, the cardholder must obtain a duplicate receipt. Failure to obtain and submit a receipt may result in the purchase being denied and the cardholder responsible for all charges.

Examples of Receipt Documentation

- Signed copy of itemized credit card charge slip
- Printout of the detailed “sales cart or basket” of online purchases
- Cash register receipt
- Airline itinerary and sales receipt (if an electronic “e-ticket” attach the boarding pass document)
- Itemized hotel bills showing that payment was made using the P-Card

BILLING AND PAYMENT

Overview

The Town of Eliot will receive a single account statement from its P-Card bank each month, subdivided by each cardholder account. The Finance Office will have primary responsibility to reconcile actual charges to the itemized billing statement. To facilitate this, the Finance Office **must** receive your receipts/order confirmation by the **last day of the month of your purchase** in order to reconcile to the monthly bank statement. Cardholders are encouraged to check their P-Card online statement on a regular basis to ensure that all charges to their account are verified.

Any account statements deficient of the proper approvals and documentation will be returned to the cardholder for personal payment. If a cardholder is consistently delinquent in submitting their receipts to the Finance Office, the Finance Director may review their status as a participant in the program and suspend their privileges until an adequate resolution is achieved.

Disputed Transactions

At times there might be disputed transactions appearing on a cardholder’s account statement. The dispute may arise due to non-delivery of the goods or services, incorrect billing, duplicate billing, missing a valid credit not processed to the account for a return, altered charges or defective merchandise. Should this occur the cardholder will be responsible for resolving the disputed item with the vendor.

NOTE ON RETURNED ITEMS: Items should be returned directly to the vendor by whichever means the vendor requires. It is the cardholder's responsibility to determine that proper credit is posted for any returned item and advise the Finance Office when a receipt is due.

TRAVEL USING THE P-CARD

Overview

A cardholder must have the travel and entertainment purchase option enabled in their account profile in order to use their P-Card for such expenses. Any travel that is not specifically included as a budgeting detail in the approved budget must be pre-approved by the Town Manager. All travel and entertainment must be for business purposes only and any personal use is strictly prohibited.

Travel Tips

- The P-Card should not be used for gasoline for your personal vehicle when it is used for business purposes. Business travel incurred when using your personal vehicle will be reimbursed by claiming mileage on your expense report. If you are traveling with a rental car, then gasoline may be purchased using the P-Card.
- The P-Card may be used to pay itemized hotel bills
- The municipality does not provide ATM privileges with its P-Card program. Any cash needed while traveling must be from personal funds that are reimbursed upon submitting an expense report.

AUDITS

Overview

All cardholder accounts are subject to periodic audits to ensure compliance with the municipality's overall policies and the policies outlined in this manual. The Finance Office will review daily, monthly and annual transaction activity reports as deemed necessary to ensure adherence to the P-Card policies. If an audit reveals a policy violation, the cardholder will be contacted and disciplinary action assessed based on the type of violation.

Violations

The following are examples of actions that are in violation to the terms of use of the Municipal P-Card:

- Personal use of the P-Card
- Allowing an unauthorized user to use the P-Card
- Intentional splitting of transactions to circumvent available budget limitations and the card's credit limit including single day and single transaction limits
- Consistently delinquent accounts submitted for processing and payment
- Purchase of prohibited products, service or merchandise outlined in the municipality's policies and in this manual
- Failure to reimburse the municipality for any inadvertent personal charges on the P-Card
- Fraudulent transactions with a vendor
- Violation of the municipality's Purchasing Policy

LOST OR STOLEN CARDS

Overview

If your card is lost or stolen, the cardholder must immediately contact the Bank and the Finance Director. The cardholder should also complete a notice, in writing, documenting the card was lost or stolen and the date that it was noticed missing. Upon notification, the card will be suspended immediately and any charges posted to the account after the "missing date" will be denied.

Card Security Tips

- When you are not traveling on Municipal business, the card should be retained in a secure location other than your personal billfold or purse.
- A canceled card should be destroyed by cutting it up into several pieces prior to disposal.
- When presenting your card for purchases, provide your driver's license to identify you as the authorized user of the card.
- Sign the back of the card and also write "See ID" next to the signature to remind the vendor to look at your personal identification to authenticate the transaction.
- Do not provide your card account number to unsolicited marketing calls.

PROCUREMENT CARD OPERATIONAL PROCEDURES

The following general procedures will be followed in the use and administration of the Municipal P-Card program:

- P-Cards will be issued to employees whose position requires them to make regular purchases for the municipality. Employees who are required to make periodic purchases will also be considered. The Town Manager will be responsible to approve each card issued.
- P-Cards will be the primary purchasing method for employees who must make purchases direct with a vendor. Direct employee reimbursement for business purchases will continue to be allowed to all employees who were not issued a P-Card. Any employee whose purchase requirements would qualify them for a P-Card and were asked to be issued a P-Card, but who chose not to have a P-Card issued in their name must make all purchases through the municipality's formal purchase procurement system.
- Each employee recommended for a P-Card will receive a copy of the Procurement Card Program Cardholder Manual. The P-Card Use Agreement and the P-Card Manual Acknowledgement Form acknowledging receipt and understanding of the manual must be signed and hand delivered to the Finance Office. Once the signed forms are brought in the employee may sign their P-Card. All signatures on the P-Card must include the phrase "See I.D." behind the signature so that vendors will be required to request identification verifying that it is the cardholder making the purchase.
- The Finance Director will make the determination as to which employees will be allowed to maintain possession of the P-Card and which employees will have their P-Cards kept in the Finance Office.
- The Finance Director will keep a file folder for each card issued that will include:
 - Employee name
 - P-Card number
 - Expiration date of the card
 - Original signed copy of the P-Card Use Agreement
 - Original signed copy of the P-Card Manual Acknowledgement form
 - The physical P-Card when not in the employee's possession

The following operational procedures will be followed in the use and administration of the municipality's P-Card program:

1. Each purchase entry will appear in the Town of Eliot municipal finance software (MFS) and use designated bank as the vendor and reference in the appropriate reference fields the following:
 - Authorized purchaser and billing period
 - Name of vendor(s) where purchase was made/description of purchase
2. Each P-Card purchase entry into MFS must include purchases from only one employee card as this will facilitate reconciliation to the monthly statement. Do not combine multiple employee purchases into one MFS purchase entry.
3. Each P-Card purchase **MUST** be documented with either:
 - a signed detailed charge slip showing the individual items purchased
 - the signed charge slip with a detailed cash register receipt, bill of materials, or packaging slip attached
 - a printout of the detailed "shopping cart" for online purchases
 - an order confirmation
4. A copy of a signed charge slip that does not itemize the details on what was purchased is not acceptable.
5. The employee is responsible to:
 - a) send the original card receipt/order confirmation and detailed backup (if needed) to the Finance Office by the end of the month of the purchase, and
 - b) keep a second copy of the charge receipts
6. The signed entity copy of the monthly statement must be returned to the Finance Office.
7. The Finance Office will keep a separate folder as a depository for all purchase receipts. The Finance Office will reconcile the monthly P-Card bank statement with the original receipts and the approved monthly cardholder statement corresponding to each purchase.
8. Each cardholder will be provided with instructions on how to gain online access to his/her statement in order to verify all account charges.

P-CARD USE AGREEMENT

AGREEMENT made this _____ day of _____, 20____, between the **TOWN OF ELIOT, 1333 State Road, Eliot, ME 03903** (hereinafter the "Municipality"), and _____, residing at _____ (hereinafter the "**Employee**").

WITNESSETH:

WHEREAS, by this Agreement the Employee has been entrusted with a procurement credit card ("P-Card") for use in the purchase of goods and services solely and exclusively for the authorized business purposes of the Municipality; and

WHEREAS, the Employee agrees to abide by the terms and conditions of the P-Card as set forth herein and the Municipality's *Procurement Card Program Cardholder Manual*.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth herein, it is agreed by the Municipality and the Employee as follows:

1. The Municipality hereby issues the Employee P-Card No. _____
2. The Employee hereby agrees to immediately return the P-Card upon request.
3. The Employee shall not use the P-Card for the purchase of any goods or service that is not authorized by the terms of this Agreement and by the direct written approval of the Finance Director or Town Manager.
4. The Employee shall submit receipts/order confirmations by the end of the month of the authorized purchase and such other reasonable documentation of goods or services purchased as requested by the Finance Director or Town Manager.
5. The Employee shall immediately notify the bank in the event of a possible loss, theft, or unauthorized use of the Card by notifying the Bank by phone at (866) 552-8855. The Employee shall also immediately notify the Finance Director of possible loss, theft, or unauthorized use of the Card.
6. Attached herewith and incorporated by reference herein is the *Town of Eliot Procurement Card Program Cardholder Manual*. Employee understands that the manual, this Agreement and Employee's signed P-Card Manual Acknowledgement Form set forth the authority and expressed limits of authority of Employee's use of the P-Card.
7. Utilization of the P-Card must be within the organization budget unit and annual approved budget unless prior written approval to exceed the budget is given by the Town Manager.
8. The Employee shall defend, indemnify and hold harmless the Municipality for any improper or unauthorized expenditure placed on the P-Card. The Employee will reimburse the Municipality for any and all costs and expenses (including attorneys' fees and expenses) incurred by the Municipality in recovering any improper or unauthorized expenditures placed onto the P-Card by the Employee. The Employee acknowledges that the Employee's improper use of the P-Card or violation of the terms of this Agreement or any policy related to the P-Card will result in disciplinary action, up to and including termination.
9. This Agreement may not be modified in any way without the approval of the Town of Eliot by its Finance Director or Town Manager.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement the day and year first above written.

Town of Eliot

Employee

Town Manager or Finance Director

DRAFT

P-CARD MANUAL ACKNOWLEDGMENT FORM

The Procurement Card Program Cardholder Manual (hereinafter "P-Card Manual") describes important information about the Town of Eliot's electronic procurement card program controls and processes required to manage the day-to-day operations of this purchasing option. The P-Card Manual is intended to inform cardholders handling P-Card transactions about the formal policy guidelines, processes and responsibilities of the cardholder and other various participants. These policies ensure that P-Card purchasing is consistent with the Town of Eliot's fiscal and internal control policies and procedures.

Since the information, policies and procedures described in the P-Card Manual are subject to change, I acknowledge that revisions to the P-Card Manual may occur in the future. All policy changes require the appropriate authorized approvals before they are implemented. I understand that revised information may supersede, modify, or eliminate existing policies.

I acknowledge that I have received the P-Card Manual, and I understand that it is my responsibility to read and comply with the policies and the Code of Conduct contained in the manual and any revisions and updates made to it.

CARDHOLDER'S SIGNATURE

DATE

CARDHOLDER'S NAME (TYPED OR PRINTED)



Eliot Fire Department

Chief Jay P. Muzeroll

February 13, 2024

Ref: ARPA funds request

Honorable Select Board,

Please consider this request for previously allocated American Rescue Plan Administration (ARPA) grant funds in the amount of \$6,000 for the purpose of replacing fire hose in accordance with National Fire Prevention Association (NFPA) standards. This approval will allow the Eliot Fire Department to replace 1,000 feet of hose and the necessary support hardware. Presently the department hose is tested regularly and is functional as of this writing, however it is well beyond the recommended "useful life" of the NFPA standards.

This appropriation will also allow \$800 to be used as a match for the Volunteer Fire Assistance Grant to four pagers as articulated in a separate memo.

Thank you for your consideration!

Chief Jay Muzeroll Eliot Fire Department



STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY

MAINE FOREST SERVICE
22 STATE HOUSE STATION
AUGUSTA, MAINE 04333

JANET T. MILLS
GOVERNOR

AMANDA E. BEAL
COMMISSIONER

January 4, 2024

Eliot Fire Department
1323 State Road
Eliot ME 03903

Dear Chief Jay Muzeroll,

The Maine Fire Chief Association's Forestry Committee and two Forest Rangers met on December 20, 2023 to review applications for Volunteer Fire Assistance (VFA) grants for 2024. We are pleased to inform you that the Committee awarded your fire department / town \$780 in grant funds, to be used with an equal share of local funds, to purchase the following items:

Item:	Quantity:	Approved Unit Cost:
radios	4	390.00

We received 103 applications this year and due to several 2023 VFA grants that forfeited and were not reimbursed, there was a surplus amount of funds available for the 2024 VFA grants. However, the VFA grant committee still reviewed each application to ensure the requested items were within the scope of the program.

I have enclosed / attached the original "Agreement for State Assistance" and "Assurances" forms for your review and signature. Please email or mail these forms to my attention at the address above no later than March 8, 2024. These forms require a Unique Entity Identifier (UEI) from the Federal System for Award Management (SAM). **This SAM system has replaced the Federal DUNS number and must be on file before we can process your reimbursement.** In addition, *the UEI must be listed with the expiration date.*

Read the "Agreement for State Assistance" carefully. The agreement specifically states that you must complete the project before submitting your invoices for reimbursement. The agreement also states that "if the recipient is unable to meet the deadline of the aforementioned date, written notification must be made to the State Supervisor, Forest Protection Division, at least seven (7) days prior to June 30, 2024.

*****REIMBURSEMENTS*****

As soon as your purchases have been made, and as soon as your project is complete, you must send copies of the original invoice(s) and documented proof of payment. The following is a list of what is needed to process a reimbursement through the state accounting department:

PATTY CORMIER, DIRECTOR
MAINE FOREST SERVICE
18 ELKINS LANE, HARLOW BUILDING



PHONE: (207) 287-2791

WWW.MAINEFORESTSERVICE.GOV

If purchase is made by the town:

1. A copy of the town warrant sheet(s) indicating the vendor paid, date paid, check number and amount; If a credit card is used, then the credit card statement* should also be provided.
2. A copy of all invoices indicating the items purchased.

If purchase is made by the Fire Department:

1. A copy of the canceled check(s) or credit card statement*
2. A copy of the actual invoice(s) indicating the items purchased.

*If a personal credit card is used to purchase the items, then a credit card statement is acceptable, as long as the town or privately owned Fire Dept. can show proof that they reimbursed the person who initially paid with the credit card.

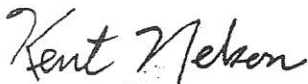
As soon as all documentation is received, your town or department will be reimbursed one-half of the authorized project costs. To qualify for reimbursement, the purchase(s) must be made after January 5, 2024. Only individual items listed as approved in this letter costing less than \$4,999 each will be reimbursed.

The deadline for completing projects and submitting all necessary paperwork is June 30, 2024.

Reminders for deadlines are sent generally via email and posted on MFCA and MSFFF websites. Our goal is to reduce the amount of unclaimed grants, and to limit the time spent tracking down receipts required by the USDA Forest Service. Please check your email frequently for these notices. Any email correspondence should have "VFA" and your town in the subject line.

If you have any questions about these procedures or deadlines, please call (207) 287-4989 or email me at kent.nelson@maine.gov.

Sincerely,



Kent Nelson
Forest Ranger Specialist

**AGREEMENT FOR STATE ASSISTANCE
VOLUNTEER FIRE ASSISTANCE PROGRAM**

In consideration of the performance of the terms and conditions hereinafter set down in this agreement, the State of Maine, Department of Agriculture, Conservation and Forestry hereby awards to the Eliot Fire Department the sum of \$780 pursuant to the provisions of the Rural Community Fire Protection Cooperative Forestry Assistance Act of 1978 (P.L. 95-313, Title IV) upon the following terms and conditions:

1. **EXPENDITURES.** The sum herein before mentioned, or any part of it, shall be spent only for the items or services listed as "items" on the letter of approval, which was approved by the VFA Grant Selection Committee, and no others, without the express written consent of the Bureau of Forestry 60 days after receipt of the aforementioned letter.
2. **MATCHING FUNDS.** The recipient shall provide an amount at least equal to the State's award to fund the expenditures authorized in Section 1 in such form and at such time as the Bureau of Forestry may direct, but in no event later than **June 30, 2024.**
3. **FEDERAL LAW.** The recipient shall, in good faith, abide by all applicable Federal laws, rules, regulations and guidelines in the performance of its obligations hereunder.
4. **REPORTS.** The Bureau shall have access to and the right to examine all records, books, papers, and documents related to this grant for at least three (3) years after completion of the project. A final report on the expenditures of the project funds shall be submitted, together with copies of warrant numbers, canceled checks, and other evidences of expenditures, to the Bureau of Forestry after the completion of the project.
5. **COMPLETION DATE.** The completion of this program by the recipient shall be made no later than **June 30, 2024.** If the recipient is unable to meet the deadline of the aforementioned date, written notification must be made to the Supervisor, Forest Protection Division at least seven (7) days prior to the aforementioned completion date.
6. **INVENTORY.** The recipient agrees to keep all equipment purchased under this agreement with an original acquisition value of \$1,000 or more, available for inspection and/or inventory by the Bureau at any reasonable time.
7. **DISPOSAL.** The recipient agrees to contact the Bureau and receive its approval before disposing of any property covered under this agreement.
8. **PERFORMANCE.** This agreement shall be canceled upon written demand of the Supervisor, Forest Protection Division, when in his sole discretion, he determines that the recipient or any contractor receiving funds under this grant is unsatisfactory by reason of failure to provide equipment or services reasonably adequate to meet the fire protection needs to be met under this grant in a timely manner.
9. **LIABILITY.** The recipient agrees to defend or cause to be defended and to indemnify and hold the State of Maine harmless against any and all claims, suits, damages or causes of action for damages, and against any orders, decrees, or judgments which may be entered thereon, brought for damages or alleged damages from any injury, for any injury to person or property or loss of life sustained in any manner arising out of the performance of this agreement, or where such damages or alleged damages are attributable to acts of, or failure to perform a duty or act by the recipient for the invitees, guests, employees, contractors, or agents of the recipient.

Dated this: January 4, 2024

Return this form to: Dept. of Agriculture, Conservation and Forestry
Maine Forest Service
22 State House Station
Augusta, ME 04333-0022
fax number 207-629-0402*
*please note that the originals are required.

By: Kent Nelson

Maine Forest Service Program Coordinator

The Federal Government and the State of Maine require that all recipients receiving payments from this VFA grant provide their unique System for Award Management (SAM) Unique Entity Identifier (UEI) number with an expiration date, before any payments are issued from the State of Maine, Department of Treasury.

State Vendor Code (if known): _____ *Please indicate the name and address of the organization that will be receiving payment (Town Office or VFD).

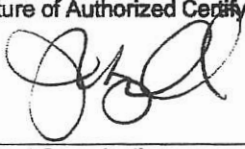
SAM number UEI number R23M6DJ4MM95 TOWN OF ELIOT - FIRE DEPT

SAM.gov UEI expiration date N/A 1323 STATE RD, ELIOT ME 03903

By signing this, I agree to the terms listed above [Signature] date signed 1/19/24

THIS AGREEMENT MUST BE SIGNED AND EMAILED / MAILED TO THE MFS BEFORE REIMBURSEMENT CAN BE ISSUED.

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award for assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.
19. Will comply with the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.), 7 FR Part 3017, Subpart F, Section 3017.600, Purpose.
20. Will comply with the regulations implementing Executive Order 12549, Debarment and Suspension, 7 FR Part 3017, Section 3017.510, Participants' responsibilities.
21. Will comply with the requirements to maintain record and documentation associated with this award for three years after the close of the grant period as per 7CFR section 3016.42.

Printed Name of Authorized Certifying Official JAY MUZEROLL	
Signature of Authorized Certifying Official 	Title FIRE CHIEF
Applicant Organization ELIST FIRE DEPARTMENT	Date Submitted 1/19/24

Brief on Village Partnership Grant request for acceptance.
2/15/2024

- In January, DOT officially awarded the \$304,000 grant for the State-Beech Active Transportation Project – design and right-of-way phases
- The SB made a motion and Town Manager authorization on this funding proactively in December
- The grant is for 80% of the costs; a 20% match is needed, totaling \$76,000. Staff proposes ARPA funds as a match.
- Staff has reviewed the Town's ARPA funding and found that \$76,000 is available and can be allocated as match without affecting other active ARPA-funded efforts
- On February 14, we also learned that DOT has awarded us \$7,500 in Village Partnership Initiative funding for a scoping study of the Main St./Moses Gerrish Farmer Rd. – to look conceptually at some options for bicycle and pedestrian improvements
- This funding also needs a 50% match, which we propose from ARPA funds.
- Staff believes there is available \$7,500 match without affecting other active ARPA-funded projects.

Two motions would be requested:

Motion 1: I move Elliot Select Board reaffirm the \$76,000 in ARPA funding as a match for MaineDOT Bicycle and Pedestrian Program grant for the State-Beech Active Transportation Project as previously allocated.

Motion 2: I move the Eliot Select Board accept the \$7,500 in Village Partnership Initiative grant from MaineDOT and confirm \$7,500 in ARPA funding as a match for the grant.

Jeff Brubaker, AICP
Town Planner
Town of Eliot
(207) 439-1813 x112



Town of Eliot
1333 State Road
Eliot, ME 03903

APPLICATION
SPECIAL AMUSEMENT PERMIT FOR
DANCING AND ENTERTAINMENT

Permit shall be valid only for the license year of the applicant's existing liquor license

Name of Applicant 207 TAVERN INC
Names/aliases used in the last 5 years Scott DeHekro
Residence Address [REDACTED]
Home Telephone Number [REDACTED]
Name of Business 207 TAVERN INC
Business Address 811 Harold Row Hwy Eliot ME 03903
Type of Business RESTAURANT
Business Telephone Number (207) 748-1790
Nature of Special Amusement MUSIC

Date Liquor License will expire: 3/29/24

Has your liquor and or amusement license ever been denied or revoked?
Yes _____ No

If yes, describe circumstances specifically. (Attach additional page if necessary)

Has the applicant ever been convicted of any violation of the law, other than minor traffic violations, of any state of the United States? Yes _____ No

Name: _____
Offense: _____
Date of Conviction: _____



Memorandum

To; Eliot Select Board
From; Town Manager

Re; Town Of Eliot Charter Project

February 15, 2024

Please accept this as a brief overview on the work of Vice Chair Bill Widi, Member B. Cabot Trott and Town Manager Michael Sullivan as directed by Chairman Richard Donhauser to discuss revisions to the Charter and bring draft recommendations for discussion back to the full Select Board.

The subcommittee met on two occasions and had individual conversations with the Town Manager over the past four weeks to review the Charter and discuss possible recommended changes which would be outside of the requirement for a Charter Commission to be appointed. Given that as a parameter the suggested changes are not considered to be substantial and consistent with intent or practical changes within reason.

The Chair of the Budget Committee Jeff Leathe attended a meeting focused on Article 6 of the Charter. He gave insight and perspective that was very helpful in shaping the proposed changes for Article 6. There was also input given by Budget Committee Member Gene Wypyski, the Planning Board also gave comments through research done by PB Member Suzanne O'Connor both were well thought out and helpful.

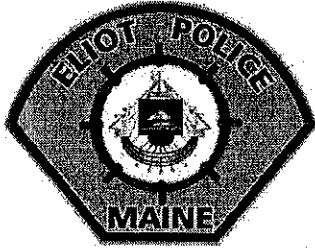
Once the changes are reviewed by the full Select Board those changes deemed by a majority of the Select Board to be appropriate to move to the ballot for the public to vote on will be sent to legal counsel for review to ensure those changes are compliant with all laws and requirements for a Charter.

The proposed revisions are in the red and the sections to be eliminated are ~~struck through~~. There are some comments presented in blue and are meant to provide context.

If the Select Board does decide to put any or all forward it will take a few weeks to get them reviewed and legal form. Those revisions will then be returned to the Select Board for a final vote to place them on the June warrant or take some other measure. The Town Clerk will need those no later than March 28th for printing and posting requirements.

At this point the first six Charter Articles have been reviewed in depth; I would recommend the balance be reviewed in a future cycle and there is a public hearing held on these changes at some time before the June Election, if the Select Board goes forward with any recommended changes at this time.

Thank you!
Mike



ELIOT POLICE DEPARTMENT

27 Dixon Road Eliot, Maine 03903

Elliott Moya
Chief of Police

February 6, 2024

Honorable Select Board,

This letter is to request permission to purchase a 2023 Dodge Ram 1500 from Quirk Auto Group for \$40,446 with funds previously allocated. The truck is over stock inventory that was ordered but never purchased by another Maine police agency that chose to go in another direction.

This truck is available for immediate delivery, so I respectfully ask the Board to forgo the bid process on this purchase. Despite not following our regular procurement process, the significant price difference between the leftover 2023 Dodge truck and comparable from 2024, this is a highly advantageous opportunity for our department and will meet our operational needs effectively. For instance, a truck for the police department will offer versatility to be used for Animal Control, Harbor Master, and to transport equipment for training (ex. Firearms).

We did gather some comparable vehicle prices (attached) and compared to similar trucks; 2024 models were approximately \$8,000 higher in cost.

Recommendation:

The Select Board authorizes the purchase of one (1) 2023 Dodge Ram 1500 for \$40,446 from Quirk Auto Group, Belfast, ME for \$40,446.

Respectfully,

Elliott Moya
Chief of Police



Date: 2/1/2024
 Salesperson: Lukas Douglas
 Manager: Haden Wilber

FOR INTERNAL USE ONLY

BUSINESS NAME Eliot Police Department Home Phone : (207) 439-1179
CONTACT Ron Lund
27 Dixon Rd
 Address : ELIOT, ME 03903 Work Phone :
YORK
 E-Mail : rlund@eliotpolice.org Cell Phone :

VEHICLE
 Stock # : RC21146 New / Used : New VIN : 1C6SRFCT7RN160794 Mileage: 8
 Vehicle : 2024 RAM Color :
 Type :

Market Value Selling Price	52,070.00
Discount	4,500.00
Adjusted Price	47,570.00
Taxable Fees (Estimated)	699.00
Non Tax Fees	33.00
Cash Deposit	.00
Balance	48,302.00

Customer Approval: _____ Management Approval: _____
 By signing this authorization form, you certify that the above personal information is correct and accurate, and authorize the release of credit and employment information. By signing above, I provide to the dealership and its affiliates consent to communicate with me about my vehicle or any future vehicles using electronic, verbal and written communications including but not limited to eMail, text messaging, SMS, phone calls and direct mail. Terms and Conditions subject to credit approval. For Information Only. This is not an offer or contract for sale.



Purchase Agreement

Matthew Carroll
 Dan Mahoney
 Lee Dodge Chrysler Jeep Ram Westbrook
 200 Main Street
 Westbrook, ME 04092

Buyer	Co-Buyer	Vehicle
Elliot Police Department Ron Lund 27 Dixon Rd, ELIOT ME 03903 D: (207) 439-1179 rlund@elliottpolice.org		2023 Ram 1500 Big Horn VIN: 1C6SRFFT5PN703441 Stock #: 3RA03441 Mileage: 5 Color: Billet Silver Metallic Clearcoat

Purchase Details	
Retail Price:	\$60,590.00
Sales Price:	\$55,899.00
Savings:	\$4,691.00
Accessories:	\$0.00
Service Contract:	\$0.00
GAP:	\$0.00
Government Fees:	\$1.00
Doc Fee:	\$649.00
Total Taxes:	\$0.00
Total Sales Price:	\$56,549.00
Trade Allowance:	\$0.00
Trade Payoff:	\$0.00
Trade Equity:	\$0.00
Rebate:	\$6,059.00
Cash Down:	\$0.00
Cash Price:	\$50,490.00

X

Customer Signature

Date

Disclaimer:

With Approved Credit.

X

Manager Signature

Date

[Handwritten Signature]
 2-2-24

Printed 2/2/24 11:07 AM



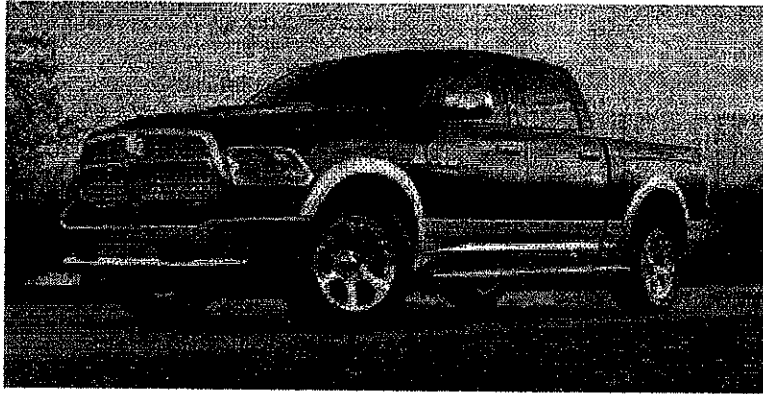
QUIRK AUTO GROUP
LEO CHICOINE | 207-430-1621

TOWN OF ELIOT

Prepared For: RON LUND

6039533135

Vehicle: [Fleet] 2023 Ram 1500 Classic (DS6T98) SSV 4x4 Crew Cab 5'7" Box



THANK YOU FOR THE OPPORTUNITY TO QUOTE YOU ON YOUR NEXT PURCHASE. IF YOU
HAVE ANY QUESTION,
PLEASE GIVE ME A CALL.



QUIRK AUTO GROUP

LEO CHICOINE | 207-430-1621

Vehicle: [Fleet] 2023 Ram 1500 Classic (DS6T98) SSV 4x4 Crew Cab 5'7" Box (✔ Complete)

Window Sticker

SUMMARY

[Fleet] 2023 Ram 1500 Classic (DS6T98) SSV 4x4 Crew Cab 5'7" Box

MSRP:\$48,945.00

Interior:Diesel Gray/Black, Cloth Front Bench/Vinyl Rear Seats

Exterior 1:Black Clearcoat

Exterior 2:No color has been selected.

Engine: 5.7L V8 HEMI MDS VVT

Transmission: 8-Speed Automatic (8HP70)

OPTIONS

From Stock Subsidized Monthly

CODE	MODEL	MSRP
DS6T98	[Fleet] 2023 Ram 1500 Classic (DS6T98) SSV 4x4 Crew Cab 5'7" Box	\$48,945.00
OPTIONS		
27D	Quick Order Package 27D	\$0.00
AED	Chrome Appearance Group	\$695.00
AJB	Remote Start & Security Alarm Group	\$395.00
D7X8	Diesel Gray/Black, Cloth Front Bench/Vinyl Rear Seats	\$50.00
DFD	Transmission: 8-Speed Automatic (8HP70)	\$0.00
DMC	3.21 Rear Axle Ratio	\$0.00
DSA	Anti-Spin Differential Rear Axle	\$495.00
EZH	Engine: 5.7L V8 HEMI MDS VVT	\$0.00
GFA	Rear Window Defroster	\$195.00
PX8	Black Clearcoat	\$500.00
TTM	Tires: P265/70R17 BSW AS	\$0.00
WFE	Wheels: 17" x 7" Aluminum	Inc.
Z6N	GVWR: 6,900 lbs	\$0.00

SUBTOTAL

~~\$51,275.00~~

Adjustments Total

~~\$0.00~~

Destination Charge

~~\$1,995.00~~

TOTAL PRICE

\$53,270.00

\$40,446.00
Leo

FUEL ECONOMY

This document contains information considered Confidential between GM and its Clients uniquely. The information provided is not intended for public disclosure. Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided.

Data Version: 21631. Data Updated: Jan 21, 2024 6:39:00 PM PST.



QUIRK AUTO GROUP
LEO CHICOINE | 207-430-1621

Vehicle: [Fleet] 2023 Ram 1500 Classic (DS6T98) SSV 4x4 Crew Cab 5'7" Box (✔ Complete)

Est City:15 MPG

Est Highway:20 MPG

Est Highway Cruising Range:520.00 mi

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Data Version: 21631, Data Updated: Jan 21, 2024 6:39:00 PM PST.



QUIRK AUTO GROUP

LEO CHICOINE | 207-430-1621

Vehicle: [Fleet] 2023 Ram 1500 Classic (DS6T98) SSV 4x4 Crew Cab 5'7" Box (✔ Complete)

Technical Specifications

Powertrain

Transmission

Drivetrain	Four Wheel Drive	Trans Order Code	DFD
Trans Type	8	Trans Description Cont.	Automatic w/OD
Trans Description Cont. Again	N/A	First Gear Ratio (:1)	4.71
Second Gear Ratio (:1)	3.14	Third Gear Ratio (:1)	2.10
Fourth Gear Ratio (:1)	1.67	Fifth Gear Ratio (:1)	1.29
Sixth Gear Ratio (:1)	1.00	Reverse Ratio (:1)	3.30
Clutch Size	N/A	Trans Power Take Off	N/A
Final Drive Axle Ratio (:1)	N/A	Transfer Case Model	Electronic
Transfer Case Gear Ratio (:1), High	N/A	Transfer Case Gear Ratio (:1), Low	N/A
Transfer Case Power Take Off	No	Seventh Gear Ratio (:1)	0.84
Eighth Gear Ratio (:1)	0.67		

Mileage

EPA Fuel Economy Est - Hwy	20 MPG	Cruising Range - City	390.00 mi
EPA Fuel Economy Est - City	15 MPG	Fuel Economy Est-Combined	17 MPG
Cruising Range - Hwy	520.00 mi	Estimated Battery Range	N/A

Engine

Engine Order Code	EZH	Engine Type	Regular Unleaded V-8
Displacement	5.7 L/345	Fuel System	Sequential MPI
SAE Net Horsepower @ RPM	395 @ 5600	SAE Net Torque @ RPM	410 @ 3950
Engine Oil Cooler	HD		

Electrical

Cold Cranking Amps @ 0° F (Primary)	730	Cold Cranking Amps @ 0° F (2nd)	730
Cold Cranking Amps @ 0° F (3rd)	N/A	Maximum Alternator Capacity (amps)	220

Cooling System

Total Cooling System Capacity	N/A
-------------------------------	-----

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Data Version: 21631. Data Updated: Jan 21, 2024 6:39:00 PM PST.



Eliot Fire Department
Chief Jay P. Muzeroll

February 13, 2024

Ref: ARPA funds request

Honorable Select Board,

Please consider this request for previously allocated American Rescue Plan Administration (ARPA) grant funds in the amount of \$6,000 for the purpose of replacing fire hose in accordance with National Fire Prevention Association (NFPA) standards. This approval will allow the Eliot Fire Department to replace 1,000 feet of hose and the necessary support hardware. Presently the department hose is tested regularly and is functional as of this writing, however it is well beyond the recommended "useful life" of the NFPA standards.

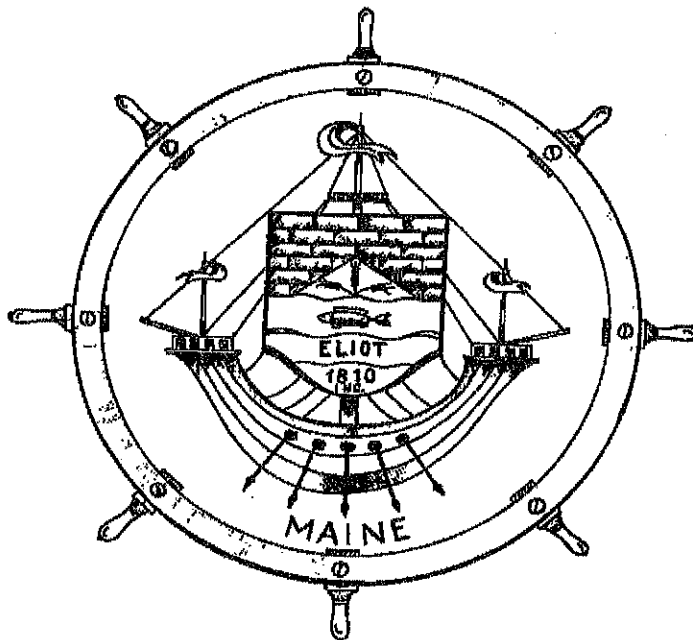
This appropriation will also allow \$800 to be used as a match for the Volunteer Fire Assistance Grant to four pagers as articulated in a separate memo.

Thank you for your consideration!

Chief Jay Muzeroll Eliot Fire Department

Charter of the Town of Eliot Maine

Rights and Governance of the Citizens



Respectfully Submitted
September 10, 2015
Eliot Town Charter Commission

TOWN OF ELIOT CHARTER

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GLOSSARY

Except as herein defined or where context clearly indicates otherwise, terms are to be interpreted in accordance with their common and generally accepted meanings.

Annual Town Meeting-The Annual Town Meeting held on the second Tuesday of June.

Appointed Board - A Town board, commission, committee, or study group composed of one or more individuals appointed by the Select Board.

Appointed Official -An official of the Town appointed by the Select Board as permitted by the General Statutes or this Charter.

Assessor - An Assessor certified by the State of Maine.

Board - Decision-making or administrative bodies of the Town, such as Select Board, Planning Board and Board of Appeals.

Business Day - Means Monday through Friday except for legal holidays when Eliot Town Hall is not open for business.

Capital Expenditure - The expenditure of funds for assets of a permanent or fixed nature.

Certified Petition -A petition certified by the Town Clerk and conforming to the requirements of this Charter and the General Statutes.

Charter - A document defining the home rule powers of the Town of Eliot granted by the Constitution and Jaws of the State of Maine.

Charter Revision - A re-examination of the whole document producing a fundamental change in the Charter. The desired changes may be few or many. The process requires the establishment of a "Charter Commission".

Charter Amendment - Correction of detail to better accomplish the Charter's purpose with no fundamental change. Does not require the establishment of a "Charter Commission".

Codification ---The process of collecting or arranging the laws of the Town into a code.

Day - Means calendar day unless preceded by the word "business".

Department Head - The person or persons responsible for the management of each Town department as well as the supervision of all Town employees employed by such Town department.

Elected Board -A Town board, commission, committee or study group composed of one or more individuals elected by secret ballot by a plurality of the registered voters of the Town voting for said elected position.

Elected Official -An official of the Town chosen by secret ballot by a plurality of the registered voters of the Town voting for said elected position.

Fiscal year---The year by which accounts are reckoned - July 1st of one year to June 30th of the next year.

Legislative Body - Registered voters of the Town of Eliot.

Video Streaming - Content sent in compressed form over the Internet and displayed by the viewer in real time.

Warrant - A document stating the time and place of a town meeting and, in distinct articles, the business to be acted on at the meeting.

The terms "**shall**", "**will**" and "**must**" as used in this Charter are mandatory.

ARTICLE 1 POWERS OF THE TOWN

Section 1.1 Incorporation

The Town of Eliot is a municipal corporation by the name of the Town of Eliot, Maine, established by Statute on March 1, 1810.

1.2 Form of Government

The form of government provided by this Charter shall be Town Meeting, Select Board and Town Manager.

1.3 Powers of the Town

The Town shall have all powers possible for a municipality to have under the Constitution and Laws of the State of Maine. The powers of the Town under this Charter shall be construed liberally in favor of the Town, and no mention of particular powers in the Charter shall be construed to be exclusive or as limiting in any way the general power stated in this article.

1.4 Intergovernmental Relations

The Town may exercise any of its powers or perform any of its functions and may participate in the financing thereof, jointly or in cooperation, by contract or otherwise, with any one or more states or civil divisions or agencies thereof, or of the United States or any agencies thereof to the extent permitted by law.

1.5 Town Meetings

The Legislative Body of Eliot shall be the registered voters of the Town, assembled in a duly called Town Meeting. The Annual Town Meeting shall convene in the Town of Eliot on the second Tuesday of each June. This Town Meeting shall convene with the election of a Moderator, proceed with election of Town Officers, and other positions, voting on referendum articles by secret ballot as established by law. The meeting may adjourn to the date, time and place certain, within (5) five days following the second Tuesday of June for the purpose of considering and acting upon any remaining business, in which case the Moderator shall re-convene the Town Meeting in open session for the consideration of any remaining articles.

The offices to be filled by the voters shall be:

- A. Town Meeting Moderator
- B. Select Board
- C. Budget Committee
- D. School Board (Eliot Members)

1.6 Elected School Board Representatives

Although Eliot representatives to the School Board serve in accordance with State law and the by-laws of the aforementioned board, they are elected to represent the interests, concerns and public education-oriented ambitions of Eliot residents. As such these representatives shall be responsive to concerns, requests for information and for dialog with Eliot's Select Board, Town Manager, Committees, Boards Commissions and citizens.

ARTICLE 2 SELECT BOARD

Section 2.1 Composition

The Select Board shall consist of five (5) members. The members of the Select Board shall be the Municipal Officers of the Town.

2.2 Eligibility and Qualifications

Only qualified voters of the Town shall be eligible to hold the office of member of the Select Board. No Select Board member shall hold any other elected Town office, any Town position for which compensation is provided, with the exception of the Fire Department, or any other full or permanent part time Town employment during the term for which he/she is elected to the Board. No former Select Board member shall hold any compensated Town Office or be employed in any Town Department until one (1) year after his/her resignation or expiration of the term for which he/she is elected. No Select Board Member shall serve as a member of any other Town Board, Committee or Commission.

2.3 Election and Terms

Select Board members shall be elected to serve staggered three-year terms. New members shall be elected to fill vacated positions at the Annual Town Meeting. In the event a Select Board member cannot serve out his or her term and more than 180 days remain in that term, a special election shall be held to fill the vacancy. If less than 180 days remain, the Select Board, at its discretion, may call a special election to fill the vacancy.

2.4 Organizational Meeting

The newly constituted Select Board shall be sworn in by the Town Clerk immediately following the adjournment of the Annual Town Meeting. The newly constituted Select Board shall organize by electing by ballot, a Chair, Vice-Chair and Secretary. A time and place for regular Board Meetings shall be established with appropriate notice to the public. The positions of Chair and Vice Chair are offices of merit rather than seniority.

2.5 Compensation

Members of the Select Board shall each receive annual compensation for their services as approved at the annual Town meeting. Members serving unexpired terms shall be paid on a prorated basis for time served. Members shall receive reimbursement for actual and authorized expenses incurred in the performance of the duties of office as approved by the Select Board.

2.6 Chairperson

The Chair, or Vice-Chair in his or her absence, shall with the assistance of the Town Manager, set the agenda, preside at meetings of the Select Board, and be responsible for the legal and orderly transaction of Board business at all regular and special meetings. The sitting chair shall exercise his or her vote as a regular member of the Board on all issues before the Board which require a vote.

The Chair, or Vice Chair in his or her absence, shall be recognized as head of Town Government for all ceremonial purposes and by the Governor for purposes of military law, but shall, in this capacity, have no regular administrative duties.

The Chair or Vice Chair may call special meetings of the Board when such meetings are warranted. In the absence of the Chair and Vice Chair the remaining three members of the board may call meetings chaired by the Secretary.

the appointment or removal of any administrative officials, department heads or employees whom the Town Manager or other persons in authority are empowered to appoint or employ.

- B. Interference with Administration. The Select Board and its individual members shall deal with Department Heads or employees through the Town Manager or such other person as directed by the Town Manager. Neither the Select Board, nor its members, shall give orders to any such official or employee either publicly or privately.

State Law Reference: Title 30-A, MRS, Section 2635

2.9 Vacancies; Forfeiture of Office; Filling of Vacancies

- A. Vacancies. The office of a Select Board member shall become vacant by one or more of the following means:

1. Non-acceptance;
2. Resignation;
3. Death;
4. Failure to qualify for the office within 10 days after written demand by the Municipal Officers;
5. Failure of the municipality to elect a person to this office;
6. Forfeiture of the office;
7. Recall and removal; or
8. Any other manner authorized by this Charter;

- B. Forfeiture of Office. Refer to Article 7 sec. 11

- C. Filling of Vacancies. A vacancy on the board must be filled in accordance with section 2.3.

- D. Tied election result. The Select Board shall schedule a special run - off election to be held within 60 days.

State Law Reference: Title 30-A, MRS, Section 2602

2.10 Procedure

- A. Meetings. The Select Board shall, at its organizational meeting or as soon thereafter as possible, establish a time and place for holding its regular meetings and shall meet ~~regularly at least twice a month~~ **as needed to perform the business of the Town**. Special meetings shall be determined by the Select Board and shall be held at such time and place as is legal and proper to conduct the necessary business at hand. All meetings of the Select Board shall be open to the public; however, the Select Board may, by a three-fifths vote, discuss matters in an executive session to the extent that the matter is a permitted deliberation pursuant to Title 1, Section 405(6) Maine Revised Statutes, and in accordance with the procedures specified in that statute or any other applicable existing statute. Final action on any matter taken up in such closed sessions, except those matters which are permitted or required by law to be acted upon in closed session, shall not be taken by the Select Board until such matter is placed on the agenda of a regular or special meeting and voted upon thereafter, unless an emergency exists and three Board members vote to suspend the rules to add the item to the agenda.

- B. Rules, Record Keeping and Minutes. The Select Board shall keep an accurate permanent recording of all its meetings and maintain a record of its proceedings; such recordings and minutes to be public records.

The Select Board shall keep minutes of its proceedings which shall include the meeting time, place, and the name of each member in attendance and member(s) absent, a list of all correspondence, the subject matter under discussion and all motions made and seconded and by whom, along with a roll call vote on all motions listing the name, his or her vote, and reason

2.14 Emergency Ordinances

To meet a public emergency affecting life, health, safety, property or the public peace, the Select Board may adopt one or more emergency ordinances in the form and manner prescribed for the ordinances generally, but such emergency ordinances may not levy taxes or authorize the borrowing of money. When brought to a Town meeting, an emergency ordinance may be adopted or rejected with or without amendment. It shall become effective upon adoption or at such later time as it may specify. An Emergency ordinance so enacted shall be automatically repealed after the time specified in the ordinance, but not later than the sixty-first (61st) day following the date on which it was adopted. This shall not prevent reenactment of the ordinance in the manner specified in this section or at a Town meeting if the emergency still exists. An emergency ordinance may also be repealed by adoption of a repealing ordinance in the same manner specified in this section for adoption of emergency ordinances.

2.15 Authentication and Recording of Ordinances

All ordinances and resolutions adopted by the Select Board shall be authenticated by the signatures of the Select Board members and recorded in full by the Town Clerk in a properly indexed book kept for this purpose.

All ordinances and resolutions adopted at the Annual Town Meeting, or any special Town Meeting shall be authenticated by the Town Clerk and recorded in full by the Town Clerk in a properly indexed book kept for this purpose, and retained permanently, in accordance with State Statute.

All authenticated ordinances will appear in their final form on the Town of Eliot website initially as a notification on Clerk's page and incorporated into the codification platform as soon as possible.

2.16 Codification of Ordinances

Within three years after adoption of this Charter, the Select Board shall provide for the preparation of a general codification of all ordinances and resolutions having the force and effect of law. The general codification shall be adopted by a majority vote of the Select Board and shall be ~~in loose-leaf form together with this Charter~~ kept as an official hardcopy and as a file on the Town website under the direction and control of the Town Clerk and any amendments thereto, and with such codes of technical regulations, Town policies, agreements or contracts and other rules and regulations as the Select Board may specify. This compilation shall be known as the Eliot Code.

The Eliot Code shall include all new ordinances and other pertinent material, including an indexed record of rescinded ordinances and other changes and at least every ten years shall be reviewed and updated. Copies of the Code and of new ordinances as enacted shall be made available on request to officials, libraries and public offices for public reference, and made available on the Town website or for purchase at a reasonable price fixed by the Select Board for a printed copy.

State Law Reference: Title 30-A, MRS, Section 3001.

The Town Manager shall not serve as a member of the Select Board, as Assessor, a member of the School Board, or any other Town Board, Committee or Commission, but may attend all such meetings ex officio.

State Law Reference: Title 30-A, MRS, Section 2632

Former members of the Select Board may be appointed Town Manager **when it is in the best interest of the Town and compliant with all applicable ethic laws, guidelines and best practices.** ~~even if the Town Manager's compensation was increased during his or her term of office. (see Article 2.2)~~

3.3. Powers and Duties

Except where specifically **exempted**, the Town Manager shall:

- A. Be the chief executive and administrative official of the municipality;
- 8. Be responsible to the Select Board for the administration of all Town Departments and employees;
- C. Ensure proper execution and adherence to all ordinances, Town procedures and policies of the municipality;
- D. Serve in any legal office or as the head of any department not prohibited by this Charter or State Statute when so directed by the Select Board;
- E. Appoint, subject to confirmation by the Select Board, and supervise Department Heads;
- F. Appoint, supervise and control all Town employees and other officials pursuant to ordinances, policies and procedures of the Town and State law;
- G. Act as purchasing agent by establishing purchasing procedures in accordance with Town policies or ordinances;
- H. Attend all meetings of the Select Board, unless excused, and such other meetings as the Select Board may designate; the Town Manager shall have the right to participate in discussions;
- I. **Make** recommendations to the Select Board for the more efficient, legal and appropriate operation of the municipality;
- J. Keep the Select Board and the residents of the municipality informed regarding the financial condition of the Town, as well as maintain contact with the public by handling suggestions, complaints, and information requests, and act as a resource, in so far as possible, for residents and taxpayers who have problems and concerns regarding community/municipal issues;
- K. Prepare a draft of the annual budget, present it to the Select Board and the Budget Committee as outlined in Article 6, Financial Procedures, of this Charter, and be responsible for its administration after adoption;
- L. Assist, insofar as possible, residents and taxpayers with matters involving inquiries or complaints regarding governmental practices;
- M. Have exclusive authority to remove, in accordance with the Town Personnel Policy and applicable union and employment contracts, all persons whom he or she is authorized to appoint, and report on the removals to the Select Board;
- N. Not interfere with the operation of the various departments of the Town except through the Department Head and shall not independently direct employees except in the absence of a person in authority;
- O. Shall perform such duties as may be prescribed by this Charter or required by the Select Board, not inconsistent with this Charter; and

Manager, the position will be deemed vacant, unless otherwise required by law and the Select Board shall evaluate the performance and character qualifications of the Acting Town Manager for permanent position or begin the search for a new Town Manager. Refer to Article 3 sec 2, Town Manager Appointment Process.

State Law Reference: Title 30-A, **MRS**, Section 2634.

4.5(A) Fire Chief

The Fire Chief is elected by the Fire Department membership. As an elected department head, the Fire Chief shall be responsible to the Town Manager in an administrative matters, including but not limited to all federal and state workplace laws, budget administration and public safety policies.

PART B. - PERSONNEL ADMINISTRATION

4.6 Employment Policy

The Town of Eliot is an equal opportunity employer. It shall be the policy of the Town of Eliot to employ, appoint, assign and promote personnel, without regard to race, color, religious creed, national origin, gender, ancestry, age, sexual orientation, physical or mental disability, military status or political or religious opinions or affiliations unless related to bona fide occupational qualifications.

4.7 Personnel Director

The Town Manager shall serve as Personnel Director, or with the consent and approval of the Select Board appoint someone to serve as Personnel Director.

4.8 Adoption of Personnel Policy

The Town shall adopt a Personnel Policy and will review it on an annual basis.

The Select Board may appoint an ad hoc committee to review and recommend changes to the Personnel Policy.

4.9 Specially Classified Positions

The following persons and positions shall be exempt from the Personnel Policy, except where the Policy specifically addresses that person or position. There shall be no exemption pertaining to equal opportunity and other non-discrimination provisions of the Personnel Policy for any person or position.

A. Elected officials, including all persons chosen by popular election or appointed to fill an elective office, shall be exempt.

B. Members of Boards, Committees and Commissions appointed by the Select Board, whether standing or ad hoc shall be exempt.

All town employees not specifically exempted in this section shall be subject to the Personnel Policy and the rules and regulations pertaining thereto except to the extent that the specially classified employee has a written agreement with other terms and conditions.

In addition, the Select Board is authorized, upon recommendation from the Town Manager, to offer special employment benefits or conditions which vary from the provisions of the Personnel Policy. Any such variations or differences from the Personnel Policy shall be in writing and retained in the personnel file of that employee and shall be reviewed annually.

ARTICLE 5

RESERVED FOR FUTURE USE

financial plan, expenditures and revenues together with the reasons for such changes, summarize the Town's debt position and include such other material as the Manager deems desirable or the Select Board or Budget Committee shall request.

D. Budget funding provision in the event an appropriation article is not approved.

In the event an appropriation article is not approved, the appropriation for the immediately preceding year shall constitute the appropriation for the following fiscal year. In the event an

H. Invitation shall inform of the Town's right to accept or reject any or all bids, provided that it is in the Town's best interest to do so;

I. Bidder shall be asked to submit interest rates in multiples of one- hundredth (1/100) of one percent (0.01%);and

J. The Town must specify the method by which interest shall be calculated;

6.9 Public Records

~~Copies of the budget and the capital program as adopted shall be public records. (redundant and unnecessary, as they are public records)~~

State Law Reference: Title 1, MRS, Section 401

6.10 Lapse of Appropriations

General fund appropriations, except an appropriation for a capital expenditure, shall lapse at the close of the fiscal year to the extent that they have not been expended or encumbered, or except as prohibited by law, as set forth in this section. Such funds shall be transferred to the Unassigned Funds account. An appropriation for a capital expenditure shall continue in force until the purpose for which it was made has been accomplished or abandoned. The Select Board may, on advice of the Town Manager, carry forward unexpended general fund appropriations, as deemed appropriate, to the same department for the next fiscal year.

State Law Reference: Title 30-A, MRS, Section 5801

6.11 Annual Audit

The Town Manager shall each year, by November 1st, engage a certified public accounting firm, with the approval of the Select Board, for the purpose of conducting the annual audit of the prior fiscal year's municipal finances, as authorized by law.

State Law Reference: Title 30-A, MRS, Section 5823

ELIOT
11:13 AM**Payroll Warrant**
Pay Date: 02/08/202402/07/2024
Page 1

WARRANT: 78

Check	D / D	Check	Employee	Gross Pay
15652	0.00	209.36	4517 ROBERT O. MCPHERSON	285.00
15653	350.00	424.58	4501 JAY P. MUZEROLL	1,000.35
15654	0.00	1,339.02	3010 Norman R Albert	1,900.00
115652	843.18	0.00	1005 MELISSA T. ALBERT	1,559.60
115653	66.24	0.00	2125 ELLEN M. LEMIRE	104.21
115654	939.24	0.00	1059 Kristin D McNulty	1,600.00
115655	406.34	0.00	1104 Sierra A Pawnell	440.00
115656	1,696.98	0.00	1041 Michael J. Sullivan	2,346.40
115657	273.42	0.00	6084 Robert B. Velno	303.38
115658	652.30	0.00	1077 Mikayla L.F. Ferrara	954.00
115659	679.02	0.00	1068 Kyle R Gordon	920.00
115660	1,187.18	0.00	1010 WENDY J. RAWSKI	1,730.80
115661	787.72	0.00	1101 Lauren A Small	1,135.20
115662	979.69	0.00	1003 Rochelle M Bishop	1,502.80
115663	988.32	0.00	1032 Jeffery S. Brubaker	1,607.20
115664	1,043.95	0.00	1099 Donald K Ferrara	1,576.80
115665	666.15	0.00	1069 Kim R Tackett	990.00
115666	785.80	0.00	5078 Casey R Cyr	1,263.99
115667	838.95	0.00	5053 BRIAN P. DELANEY	1,469.74
115668	922.76	0.00	5076 William A. Dries	1,386.32
115669	861.28	0.00	5077 Robert Govoni	1,305.05
115670	858.80	0.00	5019 Ronald H Lund	1,509.20
115671	745.93	0.00	5074 Ryan D. Mazur	1,318.64
115672	1,185.96	0.00	5068 ELLIOTT L. MOYA	2,230.80
115673	638.70	0.00	5071 JUDITH F. SMITH	912.40
115674	640.06	0.00	3104 Douglas M Blaisdell	1,059.60
115675	642.94	0.00	4538 BRIAN C. HOLT	952.00
115676	683.07	0.00	3116 Austin D Mahoney	1,018.00
115677	983.38	0.00	3013 Kasey A Ross	1,406.00
115678	763.99	0.00	1026 David R Ross-Lyons	1,114.80
115679	900.27	0.00	3028 JAMES G. ROY	1,421.20
115680	276.23	0.00	3008 DONALD E. SYLVESTER	299.12
115681	319.57	0.00	3102 RONALD PEARSON	406.98
115682	412.26	0.00	1263 Thomas J. Phillips, III	509.85
115683	274.06	0.00	3083 RALPH E. PLACE	344.93
115684	233.05	0.00	3084 Daryl R Theriault	319.77
115685	304.47	0.00	3059 Robert H. Whittaker	377.91
115686	276.10	0.00	3110 Nicholas P Willis	345.99
115687	481.69	0.00	1310 Lindsay M. Jardine	632.50
115688	948.93	0.00	1060 HEATHER MUZEROLL-ROY	1,500.00
115689	707.69	0.00	1286 Megan E Roche	962.50
115690	169.70	0.00	1297 Nancy Young	183.75
115691	153.53	0.00	1103 Amanda E McKay	166.25
115692	96.97	0.00	1081 Ella G Vennard	105.00
115693	0.00	27,665.87	D / D 9 KENNEBUNK SAVINGS BANK	
15655	0.00	54.74	T & A 9 Mission Square	
15656	0.00	54.74	T & A 10 Mission Square	
115694	0.00	10,801.94	T & A 1 Kennebunk Savings Bank	

ELIOT
3:03 PM**Payroll Warrant**

Pay Date: 02/15/2024

**** REPRINT ****

02/14/2024

Page 1

WARRANT: 80

Check	D / D	Check	Employee	Gross Pay
15657	0.00	867.77	1124 Suzanne B O'Connor	1,000.00
15658	350.00	424.58	4501 JAY P. MUZEROLL	1,000.35
15659	0.00	1,339.02	3010 Norman R Albert	1,900.00
115657	843.19	0.00	1005 MELISSA T. ALBERT	1,559.61
115658	123.74	0.00	1053 Ann S Lukejord	133.99
115659	939.24	0.00	1059 Kristin D McNulty	1,600.00
115660	406.34	0.00	1104 Sierra A Pawnell	440.00
115661	1,696.98	0.00	1041 Michael J. Sullivan	2,346.40
115662	264.12	0.00	6084 Robert B. Veino	291.24
115663	652.30	0.00	1077 Mikayla L.F. Ferrara	954.00
115664	690.75	0.00	1068 Kylie R Gordon	937.38
115665	1,187.18	0.00	1010 WENDY J. RAWSKI	1,730.80
115666	787.72	0.00	1101 Lauren A Small	1,135.20
115667	979.69	0.00	1003 Rochelle M Bishop	1,502.80
115668	988.32	0.00	1032 Jeffery S. Brubaker	1,607.20
115669	1,043.95	0.00	1099 Donald K Ferrara	1,576.80
115670	666.15	0.00	1069 Kim R Tackett	990.00
115671	785.80	0.00	5078 Casey R Cyr	1,263.99
115672	938.03	0.00	5053 BRIAN P. DELANEY	1,623.55
115673	919.24	0.00	5076 William A. Dries	1,379.95
115674	861.28	0.00	5077 Robert Govoni	1,305.05
115675	858.80	0.00	5019 Ronald H Lund	1,509.20
115676	745.93	0.00	5074 Ryan D. Mazur	1,318.64
115677	1,185.96	0.00	5068 ELLIOTT L. MOYA	2,230.80
115678	785.64	0.00	5210 Paul W Shield	900.00
115679	638.70	0.00	5071 JUDITH F. SMITH	912.40
115680	640.07	0.00	3104 Douglas M Blaisdell	1,059.61
115681	642.94	0.00	4538 BRIAN C. HOLT	952.00
115682	683.07	0.00	3116 Austin D Mahoney	1,018.00
115683	983.38	0.00	3013 Kasey A Ross	1,406.00
115684	763.99	0.00	1026 David R Ross-Lyons	1,114.80
115685	900.27	0.00	3028 JAMES G. ROY	1,421.20
115686	161.41	0.00	3008 DONALD E. SYLVESTER	174.78
115687	319.57	0.00	3102 RONALD PEARSON	406.98
115688	412.26	0.00	1263 Thomas J. Phillips, III	509.85
115689	274.06	0.00	3083 RALPH E. PLACE	344.93
115690	233.05	0.00	3084 Daryl R Theriault	319.77
115691	304.47	0.00	3059 Robert H. Whittaker	377.91
115692	276.10	0.00	3110 Nicholas P Willis	345.99
115693	306.44	0.00	1310 Lindsay M. Jardine	401.50
115694	948.93	0.00	1060 HEATHER MUZEROLL-ROY	1,500.00
115695	723.63	0.00	1286 Megan E Roche	986.12
115696	298.99	0.00	1297 Nancy Young	323.75
115697	147.88	0.00	1103 Amanda E McKay	160.13
115698	121.21	0.00	1081 Ella G Vennard	131.25
115699	0.00	28,480.77	D / D 9 KENNEBUNK SAVINGS BANK	
15660	0.00	54.74	T & A 9 Mission Square	
15661	0.00	54.74	T & A 10 Mission Square	

Warrant 76

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
01145 ESTES OIL						
0839	1	01	#2 Fuel		424949	
#2 Fuel			E 93-01-99-01		338.71	0.00
			Misc. / Misc.			
			Vendor Total-		338.71	
			Prepaid Total-		338.71	
			Current Total-		0.00	
			EFT Total-		0.00	
			Warrant Total-		338.71	

WE THE SELECTMEN OF THE TOWN OF ELIOT AUTHORIZE THE TOWN TREASURER Kristin McNulty TO PAY THE INVOICES ON THIS WARRANT.

Lauren Dow

Bruce Cabot Trott

Richard Donhauser

Stanley Shapleigh

William Widi

Warrant 77

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
02991 Kennebunk Savings						
0854	999999	01	M Albert Dec CC chgs		11/29-12/28	
Indeed - PW driver/direct			E 01-01-03-02		508.73	0.00
Employees / HR						
Indeed - PW winter driver			E 01-01-03-02		85.40	0.00
Employees / HR						
Indeed subscription			E 01-01-03-02		120.00	0.00
Employees / HR						
Indeed - PW winter driver			E 01-01-03-02		510.32	0.00
Employees / HR						
Invoice Total-					1,224.45	
0854	999999	01	H Muzeroll-Roy Dec CC chg		11/29-12/28	
Email blasts - myrec			E 30-01-04-02		278.52	0.00
Comm. Relati / Outreach						
Dollar general			E 31-02-55-01		34.55	0.00
Prog. Exp. / Sup. & Mat.						
WB Mason			E 30-01-20-40		77.26	0.00
Supplies / Dept./Office						
Dollar general			E 31-02-55-01		12.00	0.00
Prog. Exp. / Sup. & Mat.						
BJs Wholesale			E 31-02-55-01		35.95	0.00
Prog. Exp. / Sup. & Mat.						
WB Mason			E 30-01-20-40		47.01	0.00
Supplies / Dept./Office						
Paw*firefly pottery			E 31-02-55-02		229.50	0.00
Prog. Exp. / Contracted						
Northern New England			E 30-01-03-05		278.10	0.00
Employees / Training						
Northern New England			E 30-01-03-05		159.65	0.00
Employees / Training						
Dicks Sporting Goods			E 31-02-55-01		599.96	0.00
Prog. Exp. / Sup. & Mat.						
Barnes & Noble			E 31-02-55-01		70.00	0.00
Prog. Exp. / Sup. & Mat.						
Invoice Total-					1,822.50	
0854	999999	01	J Muzeroll Dec CC chgs		11/29-12/28	
Planet Headset Inc			E 10-01-24-10		102.65	0.00
Rep. & Maint / Equipment						
Fire Protection Pub			E 10-01-03-05		380.00	0.00
Employees / Training						
Cumberland Farms			E 10-01-20-55		27.42	0.00
Supplies / Fire Dept.						
FW Webb			E 10-01-24-20		105.72	0.00
Rep. & Maint / Building						
Dollar General			E 10-01-20-55		13.00	0.00
Supplies / Fire Dept.						
Walmart			E 93-24-99-01		25.97	0.00
Misc. / Misc.						
Invoice Total-					654.76	
0854	999999	01	K McNulty Dec CC chgs		11/29-12/28	
Walmart			E 01-01-20-40		58.00	0.00
Supplies / Dept./Office						
Zoom			E 01-01-13-02		95.94	0.00
Technology / Software						
Invoice Total-					153.94	
0854	999999	01	E Moya Dec CC chgs		11/29-12/28	

Warrant 77

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
Dollar General			E 10-05-20-40		21.10	0.00
			Supplies / Dept./Office			
			Invoice Total-		21.10	
0854	999999	01	N Albert Dec CC chgs	11/29-12/28		
ASH Supply Company			E 20-01-24-15		121.83	0.00
			Rep. & Maint / Vehicle			
Washburn Plumbing			E 20-01-24-20		20.30	0.00
			Rep. & Maint / Building			
			Invoice Total-		142.13	
			Vendor Total-		4,018.88	
			Prepaid Total-		4,018.88	
			Current Total-		0.00	
			EFT Total-		0.00	
			Warrant Total-		4,018.88	

WE THE SELECTMEN OF THE TOWN OF ELIOT AUTHORIZE THE TOWN TREASURER
Kristin McNulty TO PAY THE INVOICES ON THIS WARRANT.

Lauren Dow

Bruce Cabot Trott

Richard Donhauser

Stanley Shapleigh

William Widi

Warrant 79

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
02846 Advanced Workplace Strategies, Inc.						
0856	32512	02	mandatory rand. testing	608494		
mandatory rand. testing	E 01-01-03-02				152.00	0.00
Employees / HR						
Vendor Total-					152.00	
02854 Amazon Capital Services						
0856	32514	02	TH cleaning supplies	1NWR-WNTR-7PM4		
TH cleaning supplies	E 01-01-20-40				205.60	0.00
Supplies / Dept./Office						
Invoice Total-					205.60	
0856	32514	02	utility 1	1W6X-X419-CYYG		
utility 1	E 10-01-24-15				19.96	0.00
Rep. & Maint / Vehicle						
Invoice Total-					19.96	
0856	32514	02	overhead projector	1RD1-QRC4-YDNF		
overhead projector	E 93-24-99-01				799.99	0.00
Misc. / Misc.						
Invoice Total-					799.99	
0856	32514	02	water heater	1RXR-GY7Y-KYQ7		
water heater	E 10-01-24-20				147.99	0.00
Rep. & Maint / Building						
Invoice Total-					147.99	
0856	32514	02	TV adapter	16CC-H6FD-L4TG		
TV adapter	E 10-01-07-01				42.66	0.00
Emer. Mngmnt / EMA Supplies						
Invoice Total-					42.66	
0856	32514	02	tv adapter	1VP1-TGT3-DG7V		
tv adapter	E 10-01-07-01				59.98	0.00
Emer. Mngmnt / EMA Supplies						
Invoice Total-					59.98	
0856	32514	02	Flag	1KM7-1WCV-7VCC		
Flag	E 10-01-24-20				39.59	0.00
Rep. & Maint / Building						
Invoice Total-					39.59	
0856	32514	02	rec stickers	1RDV-QFD6-1JG6		
rec stickers	E 31-02-55-01				28.67	0.00
Prog. Exp. / Sup. & Mat.						
Invoice Total-					28.67	
0856	32514	02	Kidsplay	1M76-XPJY-CDR9		
Kidsplay	E 30-01-20-40				100.98	0.00
Supplies / Dept./Office						
Invoice Total-					100.98	
0856	32514	02	F/D Dance	1PVF-G69R-3KYQ		
F/D Dance	E 30-01-04-03				66.04	0.00
Comm. Relati / Spec.Events						
Invoice Total-					66.04	
0856	32514	02	F/D Dance	17HP-LNTW-1VTN		
F/D Dance	E 30-01-04-03				198.32	0.00
Comm. Relati / Spec.Events						
Invoice Total-					198.32	

Warrant 79

Jrnl	Check	Month	Invoice Description	Reference	Encumbrance
Description	Account	Proj	Amount		
0856	32514	02	Trucks	1KPN-91QH-VWHT	
Trucks	E 10-01-20-55		96.27		0.00
	Supplies / Fire Dept.				
			Invoice Total-	96.27	
0856	32514	02	Cable	1K4X-4F74-PHHW	
Cable	E 93-24-99-01		45.47		0.00
	Misc. / Misc.				
			Invoice Total-	45.47	
			Vendor Total-	1,851.52	
02044 AT New Hampshire, LLC					
0856	32515	02	Truck 4	x02031770-01	
Truck 4	E 20-01-24-15		52.23		0.00
	Rep. & Maint / Vehicle				
			Vendor Total-	52.23	
02080 Bureau Vertias National Elevator Inspection Svc					
0856	32516	02	Elevator inspection	RI24002610	
Elevator inspection	E 10-05-24-20		159.50		0.00
	Rep. & Maint / Building				
			Vendor Total-	159.50	
00109 CENTRAL MAINE POWER					
0856	32517	02	1323 State Rd	725001684496	
1323 State Rd	E 10-01-15-02		31.28		0.00
	Utilities / Electricity				
			Invoice Total-	31.28	
0856	32517	02	Street Lights	702002023174	
Street Lights	E 10-35-10-06		294.87		0.00
	Contract Svc / contract fee				
			Invoice Total-	294.87	
			Vendor Total-	326.15	
00121 Cintas Corporation #758					
0856	32518	02	uniforms	4182211212	
uniforms	E 20-01-03-15		363.98		0.00
	Employees / Uniforms				
			Vendor Total-	363.98	
00131 COMCAST					
0856	32519	02	CSD Phones	1/18-2/17	
CSD Phones	E 30-01-05-02		195.42		0.00
	Service Fees / Communicatio				
			Vendor Total-	195.42	
01513 Consolidated Communications					
0856	32520	02	FD phones	1/18-2/17	
FD phones	E 10-01-05-02		259.96		0.00
	Service Fees / Communicatio				
			Vendor Total-	259.96	
00191 ELECTRIC LIGHT COMPANY, INC.					
0856	32521	02	Rt 236/Beech preemption	7907	

Warrant 79

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
Rt 236/Beech preemption			E 10-35-10-06		8,455.00	0.00
			Contract Svc / contract fee			
				Vendor Total-	8,455.00	
02871 Fisher Flows of Lee NH						
0856	32522	02	plow repair	67311		
plow repair			E 20-05-24-10		843.00	0.00
			Rep. & Maint / Equipment			
				Vendor Total-	843.00	
00247 Granite State Minerals, Inc.						
0856	32523	02	Salt	INV083413		
Salt			E 20-05-20-31		18,673.63	0.00
			Supplies / Sand & Salt			
				Invoice Total-	18,673.63	
0856	32523	02	Salt	INV083465		
Salt			E 20-05-20-31		33,451.51	0.00
			Supplies / Sand & Salt			
				Invoice Total-	33,451.51	
				Vendor Total-	52,125.14	
02015 HEATWAVE OIL, LLC						
0856	32524	02	Diesel	759214		
Diesel			E 20-05-20-10		1,330.76	0.00
			Supplies / Fuel			
				Invoice Total-	1,330.76	
0856	32524	02	Hwy heat	1892		
Hwy heat			E 20-01-15-01		753.69	0.00
			Utilities / Heating			
				Invoice Total-	753.69	
				Vendor Total-	2,084.45	
00816 Irving Oil						
0856	32525	02	pd gas	35407106		
pd gas			E 10-05-20-15		1,335.75	0.00
			Supplies / Gasoline			
				Vendor Total-	1,335.75	
00379 MAINE FIRE CHIEFS ASSN.						
0856	32526	02	Dues	1000449229		
Dues			E 01-01-05-04		100.00	0.00
			Service Fees / Prof. Assoc.			
				Vendor Total-	100.00	
00444 MAINE TOWN & CITY CLERK'S ASSN						
0856	32527	02	Training wendy & lauren	1000457806		
Training wendy & lauren			E 01-02-03-05		120.00	0.00
			Employees / Training			
				Vendor Total-	120.00	
00525 Navigate360, LLC						
0856	32528	02	Training	INV-19247		
Training			E 10-05-03-05		749.00	0.00
			Employees / Training			
				Vendor Total-	749.00	

Warrant 79

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
02350 New England Kenworth						
0856	32529	02	stock filters	CP543848		
stock filters			E 20-01-24-15		229.03	0.00
	Rep. & Maint / Vehicle					
			Vendor Total-		229.03	
02975 New England Vehicle Outfitters, LLC						
0856	32530	02	switch	2233		
switch			E 10-05-24-15		150.00	0.00
	Rep. & Maint / Vehicle					
			Invoice Total-		150.00	
0856	32530	02	Tahoe	2107		
Tahoe			E 93-16-99-01		4,170.00	0.00
	Misc. / Misc.					
			Invoice Total-		4,170.00	
			Vendor Total-		4,320.00	
02025 Organic Solutions, LLC						
0856	32531	02	Compost bags	15857		
Compost bags			E 20-25-20-58		342.05	0.00
	tation - Supplies / PAYT					
			Invoice Total-		342.05	
0856	32531	02	Composting	16116		
Composting			E 20-25-10-28		589.00	0.00
	tation - Contract Svc / Disposal					
			Invoice Total-		589.00	
			Vendor Total-		931.05	
01244 P. GAGNON & SON, INC.						
0856	32532	02	Heat	2095		
Heat			E 10-01-15-01		649.11	0.00
	Utilities / Heating					
			Invoice Total-		649.11	
0856	32532	02	fuel oil heat	99282		
fuel oil heat			E 10-01-15-01		836.63	0.00
	Utilities / Heating					
			Invoice Total-		836.63	
			Vendor Total-		1,485.74	
02901 Port City Architecture						
0856	32533	02	Town hall project	23424-2		
Town hall project			E 90-03-99-01		26,343.59	0.00
	Misc. / Misc.					
			Vendor Total-		26,343.59	
00619 S.A.D. # 35						
0856	32534	02	Feb 24 Assessment	2/2024		
Feb 24 Assessment			E 62-01-99-01		912,852.25	0.00
	Misc. / Misc.					
			Vendor Total-		912,852.25	
00627 Seacoast Chief Fire Officers Mutual Aid District						
0856	32535	02	Dues	1528		

Warrant 79

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
Dues			E 01-01-05-04		1,000.00	0.00
			Service Fees / Prof. Assoc.			
Vendor Total-					1,000.00	
02717 Shredding on Site						
0856	32536	02	T/S Shredding	0125893		
T/S Shredding			E 20-25-10-28		57.50	0.00
			tation - Contract Svc / Disposal			
Invoice Total-					57.50	
0856	32536	02	Document destruction	0125895		
Document destruction			E 01-01-05-75		57.50	0.00
			Service Fees / Bank Fees			
Invoice Total-					57.50	
Vendor Total-					115.00	
00000 Sierra Pannell						
0856	32537	02	Jan mileage reimbursement	1/2024		
Jan mileage reimbursement			E 01-01-03-06		18.76	0.00
			Employees / Mileage			
Vendor Total-					18.76	
00648 SOUTHERN MAINE PLANNING						
0856	32538	02	Stormwater	17133		
Stormwater			E 20-30-05-35		1,057.00	0.00
			Service Fees / Consulting			
Vendor Total-					1,057.00	
01418 T-Mobile						
0856	32539	02	CSD Cell phone	0683-22024		
CSD Cell phone			E 30-01-05-02		366.98	0.00
			Service Fees / Communicatio			
Vendor Total-					366.98	
01753 Town of Kittery Sewer Department						
0856	32540	02	weekly station checks	2124		
weekly station checks			E 70-15-24-10		396.00	0.00
			Rep. & Maint / Equipment			
weekly station checks			E 70-05-24-10		396.00	0.00
			Rep. & Maint / Equipment			
weekly station checks			E 70-10-24-10		396.00	0.00
			Rep. & Maint / Equipment			
Invoice Total-					1,188.00	
0856	32540	02	pump truck for storm flow	24182		
pump truck for storm flow			E 70-10-24-10		2,070.00	0.00
			Rep. & Maint / Equipment			
Invoice Total-					2,070.00	
0856	32540	02	pump truck for storm flow	24209		
pump truck for storm flow			E 70-10-24-10		1,485.00	0.00
			Rep. & Maint / Equipment			
Invoice Total-					1,485.00	
Vendor Total-					4,743.00	
00725 TREASURER OF STATE						
0856	32541	02	BMW report	1/25-1/31		

Warrant 79

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
BMV report			G 01-2040-00		7,084.09	0.00
		DMV Regs				
					Vendor Total-	7,084.09
00899 TREASURER OF STATE						
0856	32542	02	Monthly Report	1/1-1/31		
Monthly Report			G 01-2030-00		14,198.75	0.00
		Snow&ATV				
					Vendor Total-	14,198.75
00824 TREASURER, STATE MAINE						
0856	32543	02.	Monthly report	1/2024		
Monthly report			G 01-2010-00		11.00	0.00
		Dog License.				
					Vendor Total-	11.00
00844 Tri State Lock & Safe						
0856	32544	02	new keys vault & file rm	004744		
new keys vault & file rm			E 01-01-24-20		461.50	0.00
		Rep. & Maint / Building				
					Vendor Total-	461.50
01770 UNDERWOOD ENGINEERS						
0856	32545	02	water & sewer ext	21240		
water & sewer ext			E 90-30-99-01		9,086.27	0.00
		Misc. / Misc.				
					Vendor Total-	9,086.27
01267 VERIZON/WIRELESS						
0856	32546	02	truck ipads	9954736437		
truck ipads			E 10-01-05-02		68.56	0.00
		Service Fees / Communicatio				
					Vendor Total-	68.56
01368 VILLAGE MOTORS SERVICE CENTER						
0856	32547	02	Replace left mirror	63885		
Replace left mirror			E 10-05-24-15		607.30	0.00
		Rep. & Maint / Vehicle				
					Invoice Total-	607.30
0856	32547	02	pd vehicle maint	63769		
pd vehicle maint			E 10-05-24-15		1,227.86	0.00
		Rep. & Maint / Vehicle				
					Invoice Total-	1,227.86
0856	32547	02	pd vehicle maint	63758		
pd vehicle maint			E 10-05-24-15		427.75	0.00
		Rep. & Maint / Vehicle				
					Invoice Total-	427.75
0856	32547	02	pd vehicle maint	64063		
pd vehicle maint			E 10-05-24-15		124.86	0.00
		Rep. & Maint / Vehicle				
					Invoice Total-	124.86
					Vendor Total-	2,387.77
00906 W.B. MASON COMPANY, INC.						
0856	32548	02	Label & tape	243806402		

Warrant 79

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
Label & tape			E 10-01-07-01		106.44	0.00
			Emer. Mngmnt / EMA Supplies			
Vendor Total-					106.44	
02844 WIN Waste Innovations						
0856	32549	02	Waste	23-0000264011		
Waste			E 20-25-10-28		162.02	0.00
			tation - Contract Svc / Disposal			
Vendor Total-					162.02	
Prepaid Total-					0.00	
Current Total-					1,056,201.90	
EFT Total-					0.00	
Warrant Total-					1,056,201.90	

WE THE SELECTMEN OF THE TOWN OF ELIOT AUTHORIZE THE TOWN TREASURER
Kristin McNulty TO PAY THE INVOICES ON THIS WARRANT.

Lauren Dow

Bruce Cabot Trott

Richard Donhauser

Stanley Shapleigh

William Widi

Warrant 81

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
02854 Amazon Capital Services						
0881	32550	02	SCBA	1T3J-J9HW-DPYN		
SCBA	E 10-01-10-16			61.48	0.00	
	Contract Svc / SCBA Maint.					
			Invoice Total-	61.48		
0881	32550	02	Training grant	1RLH-7N4Q-KP6X		
Training grant	E 93-24-99-01			50.16	0.00	
	Misc. / Misc.					
			Invoice Total-	50.16		
0881	32550	02	Envelopes & magnets	1VYG-9FMT-HFMQ		
Envelopes & magnets	E 01-01-20-40			54.40	0.00	
	Supplies / Dept./Office					
			Invoice Total-	54.40		
0881	32550	02	Election/Office supplies	1GF9-TM33-XRQF		
Election Supplies	E 15-15-20-04			79.04	0.00	
	Supplies / Election					
Office Supplies	E 01-01-20-40			15.99	0.00	
	Supplies / Dept./Office					
			Invoice Total-	95.03		
0881	32550	02	Election/Office supplies	1PGM-LMTP-JDF6		
Election Supplies	E 15-15-20-04			199.92	0.00	
	Supplies / Election					
Office Supplies	E 01-01-20-40			28.94	0.00	
	Supplies / Dept./Office					
			Invoice Total-	228.86		
0881	32550	02	CSD Mandatory DOL Posting	1KT3-9XDN-6HKM		
CSD Mandatory DOL Posting	E 30-01-20-40			32.95	0.00	
	Supplies / Dept./Office					
			Invoice Total-	32.95		
0881	32550	02	Mandatory DOL postings	1KPG-THW7-6L1Y		
Mandatory DOL postings	E 01-01-20-40			32.95	0.00	
	Supplies / Dept./Office					
Mandatory DOL postings	E 10-01-03-05			32.95	0.00	
	Employees / Training					
Mandatory DOL postings	E 10-05-20-40			32.95	0.00	
	Supplies / Dept./Office					
			Invoice Total-	98.85		
			Vendor Total-	621.73		
02044 AT New Hampshire, LLC						
0881	32551	02	repair parts - trucks	X702035094:01		
repair parts - trucks	E 20-01-24-15			495.10	0.00	
	Rep. & Maint / Vehicle					
			Vendor Total-	495.10		
02888 AT&T Mobility						
0881	32552	02	FD Cells	8876x01282024		
FD Cells	E 10-01-05-02			86.70	0.00	
	Service Fees / Communicatio					
			Invoice Total-	86.70		
0881	32552	02	PD Cells	0466x01282024		
PD Cells	E 10-05-05-02			493.44	0.00	
	Service Fees / Communicatio					

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
				Invoice Total-	493.44	
				Vendor Total-	580.14	
01659 Atlantic Recycling Equipment, LLC						
0881	32553	02	Equip repair & maint.	1648		
Equip repair & maint.			E 20-25-24-10		401.43	0.00
			tation - Rep. & Maint / Equipment			
				Vendor Total-	401.43	
00069 BEN'S UNIFORMS, INC.						
0881	32554	02	Name plate	112571		
Name plate			E 10-05-03-15		29.23	0.00
			Employees / Uniforms			
				Vendor Total-	29.23	
00072 BERNSTEIN, SHUR, SAWYER & NELSON						
0881	32555	02	General	4059195		
General			E 01-01-10-02		865.50	0.00
			Contract Svc / Legal Serv.			
				Invoice Total-	865.50	
0881	32555	02	Pump station deed	4059194		
Pump station deed			E 90-30-99-01		983.00	0.00
			Misc. / Misc.			
				Invoice Total-	983.00	
0881	32555	02	Franck	4059193		
Franck			E 01-01-10-02		699.50	0.00
			Contract Svc / Legal Serv.			
				Invoice Total-	699.50	
0881	32555	02	Pump station deed	4059192		
Pump station deed			E 90-30-99-01		335.50	0.00
			Misc. / Misc.			
				Invoice Total-	335.50	
				Vendor Total-	2,883.50	
01049 BOUND TREE MEDICAL, LLC						
0881	32556	02	Defib Pads	85237876		
Defib Pads			E 10-01-03-05		631.94	0.00
			Employees / Training			
				Vendor Total-	631.94	
02556 CAI Technologies						
0881	32557	02	Monthly GIS	19064		
Monthly GIS			E 01-03-10-05		2,653.75	0.00
			Contract Svc / GIS Mapping			
				Vendor Total-	2,653.75	
00109 CENTRAL MAINE POWER						
0881	32558	02	66 Dow Hwy	717001912569		
66 Dow Hwy			E 10-01-15-02		83.70	0.00
			Utilities / Electricity			
				Vendor Total-	83.70	
00121 Cintas Corporation #758						
0881	32559	02	2/9 uniforms	4182928463		

Warrant 81

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
2/9 uniforms			E 20-01-03-15		158.37	0.00
			Employees / Uniforms			
			Vendor Total-		158.37	
01050 COHEN STEEL SUPPLY, INC.						
0881	32560	02	Equipment maint.	I251572		
Equipment maint.			E 20-05-24-10		292.00	0.00
			Rep. & Maint / Equipment			
			Vendor Total-		292.00	
00876 Eastern Propane & Oil						
0881	32561	02	Pump station 1 heat	7103106		
Pump station 1 heat			E 70-05-24-10		136.80	0.00
			Rep. & Maint / Equipment			
			Invoice Total-		136.80	
0881	32561	02	Heat pump 1	7109144		
Heat pump 1			E 70-05-24-20		1,574.22	0.00
			Rep. & Maint / Building			
			Invoice Total-		1,574.22	
			Vendor Total-		1,711.02	
02333 EcoMaine						
0881	32562	02	MSW waste disposal	Eliot01		
MSW waste disposal			E 20-25-10-28		3,197.02	0.00
			tation - Contract Svc / Disposal			
			Invoice Total-		3,197.02	
0881	32562	02	Bulky waste	BulEliot01		
Bulky waste			E 20-25-10-28		1,567.72	0.00
			tation - Contract Svc / Disposal			
			Invoice Total-		1,567.72	
			Vendor Total-		4,764.74	
02940 Fisher Auto Parts						
0881	32563	02	shop supplies	462-452981		
shop supplies			E 20-01-20-40		107.96	0.00
			Supplies / Dept./Office			
			Invoice Total-		107.96	
0881	32564	02	truck repair parts	460-280565		
truck repair parts			E 20-01-24-15		40.50	0.00
			Rep. & Maint / Vehicle			
			Invoice Total-		40.50	
0881	32564	02	truck repair parts	460-280691		
truck repair parts			E 20-01-24-15		75.19	0.00
			Rep. & Maint / Vehicle			
			Invoice Total-		75.19	
0881	32564	02	Battery	460-275250		
Battery			E 20-01-24-15		327.58	0.00
			Rep. & Maint / Vehicle			
			Invoice Total-		327.58	
0881	32564	02	Truck repair parts	460-279302		
Truck repair parts			E 20-01-24-15		44.48	0.00
			Rep. & Maint / Vehicle			
			Invoice Total-		44.48	

Warrant 81

Jrnl	Check	Month	Invoice Description	Reference	Encumbrance
Description			Account	Proj	Amount
0881	32564	02	Stock	460-280015	
Stock			E 20-01-24-15		118.24
			Rep. & Maint / Vehicle		0.00
			Invoice Total-	118.24	
0881	32564	02	263442 return	460-267180	
Credit Memo			G 01-9999-00		-113.21
			Clearing A/C		0.00
			Invoice Total-	-113.21	
0881	32564	02	279252 return	460-279269	
Credit Memo			G 01-9999-00		-38.39
			Clearing A/C		0.00
			Invoice Total-	-38.39	
			Vendor Total-	562.35	
02015 HEATWAVE OIL, LLC					
0881	32565	02	T/S Heat	759263	
T/S Heat			E 20-25-15-01		212.10
			tation - Utilities / Heating		0.00
			Vendor Total-	212.10	
00287 INDUSTRIAL PROTECTION SERVICES, LLC					
0881	32566	02	EV Plug	193362-00	
EV Plug			E 10-01-20-55		951.25
			Supplies / Fire Dept.		0.00
			Vendor Total-	951.25	
00816 Irving Oil					
0881	32567	02	Diesel Fuel	35407110	
Diesel Fuel			E 20-01-20-10		34.05
			Supplies / Fuel		0.00
			Invoice Total-	34.05	
0881	32567	02	FD Fuel	35408727	
FD Fuel			E 10-01-20-15		196.81
			Supplies / Gasoline		0.00
			Invoice Total-	196.81	
			Vendor Total-	230.86	
00868 Kittery Travel Basketball					
0881	32568	02	Tournament fee	2.2024	
Tournament fee			E 31-02-55-02		250.00
			Prog. Exp. / Contracted		0.00
			Vendor Total-	250.00	
00343 L.W. MORGRIDGE & SON, INC.					
0881	32569	02	Septic pumping	24399	
Septic pumping			E 20-25-24-20		470.00
			tation - Rep. & Maint / Building		0.00
			Vendor Total-	470.00	
02475 Leaf					
0881	32570	02	Lease Copier	16036028	
Lease Copier			E 07-02-65-08		721.61
			Debt Service / Leases		0.00
			Vendor Total-	721.61	

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
01006 Maine Municipal Employee Health Trust						
0881	32571	02	March MMEHT	3/2024		
March MMEHT	E 01-01-03-10		Employees / Health Ins.		34,082.35	0.00
March MMEHT	G 01-2230-00		Health/MMEHT		6,441.77	0.00
Vendor Total-					40,524.12	
01099 MAINE SHERIFFS ASSOCIATION						
0881	32572	02	Training Conference	Conf #15		
Training Conference	E 10-05-03-05		Employees / Training		600.00	0.00
Vendor Total-					600.00	
00388 MainePERS						
0881	999999	02	January MPERS	January		
January MPERS	E 01-01-03-40		Employees / MPERS		17,964.92	0.00
January MPERS	G 01-2215-00		MSRS/Employe		13,556.98	0.00
Vendor Total-					31,521.90	
02977 Michael Hoyt						
0881	32573	02	Req rental asst	2.2024		
Req rental asst	E 50-01-61-04		Assistance / Housing		1,500.00	0.00
Vendor Total-					1,500.00	
02918 Occupational Health Services of PRH, LLC						
0881	32574	02	Mandatory FMSCA CDL test	82006		
Mandatory FMSCA CDL test	E 01-01-03-05		Employees / Training		70.00	0.00
Vendor Total-					70.00	
01244 P. GAGNON & SON, INC.						
0881	32575	02	FD Heat	606		
FD Heat	E 10-01-15-01		Utilities / Heating		412.04	0.00
Invoice Total-					412.04	
0881	32575	02	Heat	3324		
Heat	E 10-01-15-01		Utilities / Heating		303.63	0.00
Invoice Total-					303.63	
0881	32575	02	Heat	4835		
Heat	E 10-01-15-01		Utilities / Heating		228.79	0.00
Invoice Total-					228.79	
0881	32575	02	Heat	720751		
Heat	E 10-01-15-01		Utilities / Heating		267.84	0.00
Invoice Total-					267.84	
0881	32575	02	PD Oil	4266		
PD Oil	E 10-05-15-01		Utilities / Heating		662.29	0.00

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Jrnl	Check	Month	Invoice Description	Reference	
Description			Account	Proj	Amount Encumbrance
				Invoice Total-	662.29
				Vendor Total-	1,874.59
02774 Quadient Finance USA, Inc					
0881	32576	02	Office postage	1120900658	
Office postage			E 01-01-20-05		2,000.00 0.00
			Supplies / Postage		
				Vendor Total-	2,000.00
00555 Radio Communications Management, Inc.					
0881	32577	02	Radios	99099	
Radios			E 93-16-99-01		8,848.50 0.00
			Misc. / Misc.		
				Vendor Total-	8,848.50
02796 REP Enterprises					
0881	32578	02	repair parts	95950	
repair parts			E 20-01-24-10		76.00 0.00
			Rep. & Maint / Equipment		
				Vendor Total-	76.00
00578 RICCI SUPPLY COMPANY, INC.					
0881	32579	02	Ceiling tile training rm	300813	
Ceiling tile training rm			E 93-16-99-01		822.00 0.00
			Misc. / Misc.		
				Vendor Total-	822.00
01955 Schreiber/Cohen, LLC					
0881	32580	02	monthly wage garnishment	2.2024	
monthly wage garnishment			G 01-2223-00		50.00 0.00
			David Dubord		
				Vendor Total-	50.00
00648 SOUTHERN MAINE PLANNING					
0881	32581	02	Comp plan	17156	
Comp plan			E 20-30-05-35		175.00 0.00
			Service Fees / Consulting		
				Vendor Total-	175.00
00650 SOUTHWORTH-MILTON, INC.					
0881	32582	02	Equip. repair parts	INV3148556	
Equip. repair parts			E 20-01-24-10		307.57 0.00
			Rep. & Maint / Equipment		
				Vendor Total-	307.57
00664 STATE OF MAINE CHAPTER OF IAAO					
0881	32583	02	Training - D Ferrara	2.2024	
Training - D Ferrara			E 01-03-03-05		50.00 0.00
			Employees / Training		
				Vendor Total-	50.00
00002 Stellar Networks					
0881	32584	02	Preventative maint. srvc	2way - 78410	
Preventative maint. srvc			E 20-01-05-02		672.00 0.00
			Service Fees / Communicatio		
				Vendor Total-	672.00

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Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
00798 Tidewater Engineering & Surveying, Inc						
0881	32585	02	Town hall project	2385		
Town hall project			E 90-03-99-01		6,000.00	0.00
			Misc. / Misc.			
			Vendor Total-		6,000.00	
00038 Tighe & Bond, Inc.						
0881	32586	02	Water & Sewer	022496010		
Water & Sewer			E 90-30-99-01		4,457.50	0.00
			Misc. / Misc.			
			Vendor Total-		4,457.50	
01753 Town of Kittery Sewer Department						
0881	32587	02	Water & Sewer project	38508137		
Water & Sewer project			E 90-30-99-01		16,091.60	0.00
			Misc. / Misc.			
			Vendor Total-		16,091.60	
00725 TREASURER OF STATE						
0881	32588	02	BMV report	1.31-2.8		
BMV report			G 01-2040-00		43,584.38	0.00
			DMV Regs			
			Vendor Total-		43,584.38	
00827 TREASURER OF STATE						
0881	32589	02	Monthly Report	2.2024		
Monthly Report			G 01-2050-00		80.00	0.00
			Weapons			
			Vendor Total-		80.00	
02029 WEX Bank						
0881	32590	02	Fuel	94977447		
Fuel			E 10-01-20-15		314.31	0.00
			Supplies / Gasoline			
			Vendor Total-		314.31	
00796 York County Community Action						
0881	32591	02	PD Social Worker dec-feb	2.2024		
PD Social Worker dec-feb			E 10-05-10-29		6,875.00	0.00
			Contract Svc / Reg.Soc.Serv			
			Vendor Total-		6,875.00	
00570 York County Registry of Deeds						
0881	32592	02	Lien Discharge	2.2024		
Lien Discharge			E 01-02-05-20		247.00	0.00
			Service Fees / Tran/Liens			
Lien Discharge			E 70-01-05-20		38.00	0.00
			Service Fees / Tran/Liens			
			Vendor Total-		285.00	

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Jrnl	Check	Month	Invoice Description	Reference	Encumbrance
Description	Account		Proj	Amount	
			Prepaid Total-	31,521.90	
			Current Total-	153,962.39	
			EFT Total-	0.00	
			Warrant Total-	185,484.29	

WE THE SELECTMEN OF THE TOWN OF ELIOT AUTHORIZE THE TOWN TREASURER
Kristin McNulty TO PAY THE INVOICES ON THIS WARRANT.

Lauren Dow

Bruce Cabot Trott

Richard Donhauser

Stanley Shapleigh

William Widi