

Eliot Select Board Meeting
Thursday, August 12, 2021 at 5:30 pm
Meeting Room and Use of the Owl for Remote via Zoom

- A. Call to Order:**
- B. Roll Call:**
- C. Public Comment / Requests:**
- D. Approval of Minutes of Previous Meeting(s): Regular Meeting Minutes July 22, 2021; Special Meeting Minutes of July 26, 2021**
- E. Employee Recognition**
- F. Department Head/Committee Report:**
 - 1. Bicentennial Committee Update- Rosann Adams- In person update**
 - 2. Town Manager Report**
 - 3. Appointment of the Local Health Officer- Laverne Burrige**
 - 4. Public Works Dept.- Sewer Allocation, 205 Bolt Hill Rd**
 - 5. Aging-In-Place Committee Resignation- Katherine Holmes**
 - 6. Conservation Commission Resignation- Alice Lynch**
- G. New Business:**
 - 1. Spinney Creek Tide Schedule**
 - 2. Online Permitting Quotes**
- H. Old Business:**
- I. Approval of Warrants:**
 - 1. A/P Warrant # 141 \$ 35,733.56**
 - 2. A/P Warrant # 142 \$ 5,814.59**
 - 3. A/P Warrant # 05 \$ 1,029,780.50**
 - 4. A/P Warrant # 07 \$ 132,243.16**
- J. Selectmen's Report:**
 - 1. Seeking Committee Members**
- K. Executive Session:**
- L. Adjournment:**

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950797

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08/05/21

Draft SELECT BOARD MEETING
July 22, 2021 5:30PM
(Remote)

1 **Quorum noted**

2

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

4

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

6

7 **C. Public Hearings:**

8

9 **5:32 PM 1) Application for License for Incorporated Civic Organization – Raitt**
10 **Homestead Farm on September 25, 2021.**

11

12 **Mr. Orestis moved, second by Mr. Donhauser, that the Select Board open the**
13 **Public Hearing for the application for License for Incorporated Civic**
14 **Organization – Raitt Homestead Farm on September 25, 2021.**

15

16 **Roll Call Vote:**

17

18 **Mr. Orestis – Yes**

19 **Mr. Donhauser – Yes**

20 **Mr. McPherson - Yes**

21 **Mr. Widi – Yes**

22 **Ms. Dow - Yes**

23

24 **Unanimous vote to approve motion.**

25

26 Ms. (Lisa) Raitt said that we are doing limited tickets and we will do the alcohol
27 ourselves. We have lots of wing vendors so people will be eating a lot and, just in
28 case anyone wants to know, we are going to let all the ticketholders know to not
29 go through downtown Eliot because it is Eliot Festival Day and we want to
30 mitigate any issues. We want to make ticketholders aware and, hopefully, they
31 will go to Eliot Festival Day before they come out.

32

33 Mr. Orestis said that the Fire Chief had reviewed this and had no issues.

34

35 There was no public comment.

36

37 **5:34 PM Public Hearing closed by the Chair.**

38

39 **Mr. Widi moved, second by Mr. Donhauser, that the Select Board approve**
40 **the application for the Incorporated Civic Organization License for the Raitt**
41 **Farm Museum on September 25, 2021 from 12PM to 6PM for the Seacoast**
42 **Festival Wing Event.**

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**Draft SELECT BOARD MEETING
July 22, 2021 5:30PM (continued)
(Remote)**

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Roll Call Vote:

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

Unanimous vote to approve motion.

5:36 PM

2) Application for Adult Use Marijuana, Tier 11 Cultivation License for Sweet Dirt 2, LLC, located at 483 Harold L. Dow Highway.

Mr. Orestis moved, second by Mr. Donhauser, that the Select Board open the Public Hearing for Adult Use Marijuana, Tier 11 Cultivation License for Sweet Dirt 2, LLC, located at 483 Harold L. Dow Highway.

Mr. (Justice) Ryan said that we are expanding our footprint down at 495 and 483. This will be a Tier II Facility. We have, through the Planning Board, preserved medical permission on the site, too, because we may end up co-locating this site, which will be down through the normal channels with the Office of Marijuana Policy (OMP). This is roughly two 2,700-square-foot greenhouses, a total of 5,400 square feet. If you look at the diagram of the first building, that first bay consists of cultivation support for those greenhouses, storage of pots, planters, wash-down stations, fertilizers, things of that sort. The second is for further support; that we will be doing a drying facility in there, as well. The demising wall is the limit of our adult use license; so, it's just the greenhouses and those two. The two bays in the front will be storage and support for, basically, our entire facility. We will store soil amendments, things like fish emulsion, things that we use in our cultivation practices. That is all non-cannabis; that everything will be controlled, security access, typical camera array that we are required to do from the State. It is in keeping with what you've seen we have produced before in these applications. We have a pretty high bar to meet with the State and we tend to give you, like, 99% of basically what we give to the State. Are there any questions.

5:38 PM

Mr. Donhauser said that on the application you have indicated, under License Fees, Tier II Cultivation and it states 2,000 square feet.

Mr. Rines said that the 2,000 square-foot canopy is flowering canopy. You can have 2,000 square feet of flowering plants but the rest is you might be growing from seed, or cloning, that you are then growing into a vegetated state approximately 18" to 24" tall. The law is being revised so that everything under 2'X2', or 24"X24", is called an immature plant. That's basically an unlimited

Draft SELECT BOARD MEETING
July 22, 2021 5:30PM (continued)
(Remote)

87 canopy we are permitted to have. The restriction on the canopy is actually on
88 plants that are in flower and that doesn't happen until we force them to do that by
89 changing light cycles. That moves into a different footprint. We take the clones,
90 then the vegetative plants, grow them to a certain height, then we move them into
91 the flowering canopy, which is where that limitation comes into play. And you
92 can't have more than 2,000 square feet of flowering plants, not including
93 vegetative, clones, or seedlings.

94

95 **5:40 PM** Mr. Donhauser asked if all those would be in one building.

96

97 Mr. Rines said that they would be between the two greenhouses.

98

99 Mr. Donhauser said that the two greenhouses far and exceed 2,000 square feet.

100

101 Mr. Rines said that the total square feet of the greenhouses, yes, but you need to
102 take away approximately 20% of the space inside of one of those greenhouses.
103 That's the footprint you are really left with. It probably is a little less than 2,000
104 square feet at the end of the day. Those two greenhouses comprise the entire
105 facility but the State limitation of 2,000 square feet would apply to one of those
106 facilities. One greenhouse on one side is a feeder greenhouse and then, when they
107 go into flower, they are put in that other greenhouse with a maximum capacity of
108 2,000 square feet. The limitation is based on the growth phase of where the plants
109 are. It's not plants throughout the entire life cycle. It's only plants that are
110 flowering and that only occurs when we get them to a certain height and we
111 actually put them into another building and change the light cycle.

112

113 Mr. Donhauser asked if it was possible that they could be in excess of 2,000
114 square feet at any time.

115

116 Mr. Rines said no. I certainly hope not as Chief Compliance Officer. We are
117 subject to regular audits. We've had OMP come in a couple of times. I run 95% to
118 99% accuracy on our compliance, which is among the best in the State, I believe,
119 and we don't intend to violate those. That's our bread and butter, our ability to
120 operate.

121

122 **5:41 PM** Mr. Donhauser asked how long a plant stays mature.

123

124 Mr. Rines said that it depends. We operate with 8-week strains, 10-week strains,
125 and 12-week strains. Based on the cultivars we are growing at the time, they will
126 be adjusted accordingly.

127

128 Mr. Orestis said that most everyone on the SB has seen this facility grow from the
129 beginning and it will be nice to see the next step.

Draft SELECT BOARD MEETING
July 22, 2021 5:30PM (continued)
(Remote)

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Mr. Donhauser asked if they have any plans to make it larger.

Mr. Rines said not that particular facility at this time, no, discussing the tight limitations imposed by the State once a facility is licensed.

Mr. Donhauser said that it is a very impressive facility. I actually had an opportunity to go through that facility and it was quite interesting and very impressive.

5:42 PM Public Hearing closed by the Chair.

Mr. Orestis moved, second by Mr. Donhauser, that the Select Board approve the application for Sweet Dirt 2, LLC Adult Use Marijuana, Tier II Cultivation Facility, located at 483 H.L. Dow Highway, Eliot, Maine (M54/L2).

Roll Call Vote:

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

Unanimous vote to approve motion.

Ms. Albert said that I just want to say that there is a lot that goes into these applications before they come to you and I want to give kudos to the Planning Department and CEO and to Sweet Dirt to making sure they are all in compliance. I just wanted to make sure that everybody is aware that there is a lot that goes into it and I appreciate all their time and effort.

5:45 PM 3) Select Board Remote Participation Policy

Mr. Orestis moved, second by Mr. Donhauser, that the Select Board open the public hearing for the Select Board Remote Participation Policy.

DISCUSSION

Ms. Granfield said that we have talked about this for several weeks. This is the final conclusion with the presented policy that's been approved by MMA and our attorneys; that what it basically does is to allow you to have a hybrid meeting. The

Draft SELECT BOARD MEETING
July 22, 2021 5:30PM (continued)
(Remote)

173 SB is required to meet in person unless, under certain circumstances, you could be
174 remote. The public can participate remotely, as well as others. With adopting this,
175 your next meeting would be in person in August. We're getting the equipment
176 installed in the next few days so we will do a trial run to make sure it's working.
177 My understanding is that each board that wants to do this has to adopt the same
178 type of policy; that the PB has it on their agenda on the 27th. I'm not aware of
179 other boards that are moving forth but they can do it at any time down the road.
180 You can move forth with this and you don't have to read it off. It will be in the
181 minutes to adopt it, as presented.

182
183 **DISCUSSION ENDED**

184
185 **Roll Call Vote:**

186
187 **Mr. Orestis – Yes**
188 **Mr. Donhauser – Yes**
189 **Mr. McPherson - Yes**
190 **Mr. Widi – Yes**
191 **Ms. Dow - Yes**

192
193 **Unanimous vote to approve motion.**

194
195 **5:47 PM** Mr. Orestis said that there was one thing I wanted to note that I thought was
196 particularly interesting. It says that we have to be here in person, for the most part,
197 but there was one line, and it leaves it rather ambiguous, saying “temporary
198 absence of a member that causes significant difficulty traveling to the meeting
199 location.” That does give the opportunity to join the meeting from a location if
200 you aren't in Eliot, so, it gives an out for that should we need it. I read this as, if
201 you are unable to get to the meeting or, if you are sick, then stay home. I think
202 that's a great option.

203
204 There was no one from the public in attendance.

205
206 **5:48 PM** **Public Hearing closed by the Chair.**

207
208 **Mr. McPherson moved, second by Ms. Dow, that the Select Board adopt the**
209 **Remote Participation Policy for the Eliot Select Board, as presented.**

210
211 **Roll Call Vote:**

212
213 **Mr. Orestis – Yes**
214 **Mr. Donhauser – Yes**
215 **Mr. McPherson - Yes**

Draft SELECT BOARD MEETING
July 22, 2021 5:30PM (continued)
(Remote)

216 **Mr. Widi – Yes**
217 **Ms. Dow - Yes**

218
219 **Unanimous vote to approve motion.**

220
221 **D. Public Comment:**

222
223 There was no one from the public in attendance.

224
225 **E. Approval of Minutes of Previous Meeting(s)**

226
227 **5:49 PM Motion by Mr. Donhauser, second by Mr. McPherson, to approve the**
228 **regular Select Board minutes of July 8, 2021, as written.**

229
230 **Roll Call Vote:**

231
232 **Mr. Orestis – Yes**
233 **Mr. Donhauser – Yes**
234 **Mr. McPherson - Yes**
235 **Mr. Widi – Yes**
236 **Ms. Dow - Yes**

237
238 **Unanimous vote to approve motion.**

239
240 **F. Department Head/Committee Reports**

241
242 **5:50 PM 1) Town Manager Report**

243
244 Ms. Granfield said that I want to note that I have started a wage study for non-
245 union wages in the Town and we will also be looking at the staffing. Ultimately,
246 we'll have a report presented to the SB and Budget Committee on the analysis and
247 findings of that. This week I met with the **Port City Architecture** who is
248 conducting the feasibility study and they are ready to move forth. Next week they
249 will start meeting with the folks in the Town Office facility and look at the
250 makeup of that. They will be coming back to measure and go over everything.
251 We're in the process of locating the plans for the building and one day all their
252 engineers will be coming and going through all that. They will be meeting with all
253 the employees in the building and, also, ECSD because I think it's important to
254 evaluate if those groups need to be there, or some variation; and Public Works
255 because they will be handling the plowing. The next priority is that, in two weeks,
256 they would like to have a meeting to have a building committee assigned to assist
257 them with the process. I think that first meeting is August 9th at 4PM and we
258 would like the SB to develop that committee with the Town Manager, a SB

Draft SELECT BOARD MEETING
July 22, 2021 5:30PM (continued)
(Remote)

259 representative, and then a group of people. It was suggested that the CIP
260 Committee also be designated the Building Committee based on some of their
261 past work but there could be other people. They recommend having no more than
262 5 to 8 people. We have a **new employee** that has started, David Ross-Lyons, as an
263 assistant clerk in the Clerk's Office. He's a great addition to the team and
264 suggested stopping by the next time you are in to say hello. We talked about the
265 **Recovery Fee** with the Fire Department and the Chief is going to be meeting with
266 the leading cost recovery company in the nation and once we have additional
267 information we'll report back to see if that is something you want to move forth
268 with.

269
270 **5:53 PM** Mr. Widi said that awhile back Mr. Brubaker came to the SB and we mentioned
271 that we wanted to know about **marijuana fees in other communities**; that that
272 was agreed to and I haven't seen anything about that.

273
274 Ms. Granfield said that I wasn't aware of that so I will check into that.

275
276 Mr. Orestis asked if Ms. Granfield wanted us to talk about developing the
277 **Building Committee** at this meeting or put it on another agenda; that I don't
278 know their turn-around time.

279
280 Ms. Granfield said probably this meeting because they want to meet,
281 preliminarily, with this group at their meeting on August 9th, and that's before
282 your next meeting. I did speak to the Chair to give them a head's up that it would
283 be discussed and he was willing to do that, as a group, but it's up to the SB.

284
285 Mr. Orestis said that, to me, that just makes sense. They are the ones who put the
286 search together to begin with. They are the ones who went out with Request for
287 Proposal. They are the ones who made the final selections for us to review. To
288 me, it only makes sense that the project is the capital improvement of the Town
289 Hall that they continue. I don't know if we even need to designate them as such or
290 just have them carry on as they have been doing. How does the SB feel.

291
292 **5:56 PM** Mr. Donhauser and Ms. Dow agreed with Mr. Orestis.

293
294 Mr. Orestis asked if Ms. Granfield needed us to designate that, as well. To me, it
295 falls within the guardrails of when we put that committee together, as it was
296 renamed from the Energy Commission for a long time.

297
298 Ms. Granfield said that I think it can be referred to in this capacity as one of the
299 duties because generally, when you have a project like this, you wouldn't be
300 saying to bring it to the CIP Committee but the Building Committee met and said
301 'X'; that it would be a sub-duty of the CIP Committee to act as the Building

Draft SELECT BOARD MEETING
July 22, 2021 5:30PM (continued)
(Remote)

302 Committee. That way, when they are working on the Feasibility Study, any
303 reference to it would be the Building Committee endorses that and recommends
304 this versus the CIP. If that's the direction you want to go, a motion might be to
305 expand their duty or have that as an additional duty to work as the Building
306 Committee as part of the CIP group. That way you wouldn't have to reassign
307 everything.

308
309 **5:58 PM Mr. Orestis moved, second by Mr. Widi, that the Select Board expand the**
310 **duties of the CIP Committee to work as the Building Committee with**
311 **anything to do with the Feasibility Study under the CIP Committee.**

312
313 **Roll Call Vote:**

314
315 **Mr. Orestis – Yes**
316 **Mr. Donhauser – Yes**
317 **Mr. McPherson - Yes**
318 **Mr. Widi – Yes**
319 **Ms. Dow - Yes**

320
321 **Unanimous vote to approve motion.**

322
323 Mr. Orestis said that I really like this format for the Town Manager Report. I like
324 the bulleted items and then you walk through them a little more. It helps the
325 process, speeds up the process. It draws our attention to what we feel is important
326 and then it gives you an opportunity to add more throughout the course of the
327 week as things happen. I also want to say that the outlines you provide in the staff
328 reports are super helpful, as well. So, hopefully, those are some things that will
329 continue into the future. I'm seeing a lot of nodding heads, here, so it seems like
330 everyone is in agreement.

331
332 **5:59 PM Ms. Granfield said thank you. It helps the SB and helps with the departments,**
333 **now that they are used to it, because they kind of consolidate everything and gives**
334 **you the highlights of what you need to be aware of.**

335
336 Mr. McPherson added that the motions written out is very nice.

337
338 **6:01 PM 2) Certified Budget Approval FYE 2022**

339
340 **Mr. Orestis moved, second by Ms. Dow, that the Select Board approve the**
341 **FYE22 Certified Town Budget approved by the voters.**

342
343 **Roll Call Vote:**

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Draft SELECT BOARD MEETING
July 22, 2021 5:30PM (continued)
(Remote)

345 **Mr. Orestis – Yes**
346 **Mr. Donhauser – Yes**
347 **Mr. McPherson - Yes**
348 **Mr. Widi – Yes**
349 **Ms. Dow - Yes**

350

351 **Unanimous vote to approve motion.**

352

353 **G. New Business:**

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355 There was no new business.

356

357 **H. Old Business:**

358

359 There was no old business.

360

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

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363 **6:03 PM Mr. Donhauser moved, second by Mr. Orestis, that the Select Board approve**
364 **A/P Warrant #1 in the amount of \$241,433.94, dated July 1, 2021; A/P**
365 **Warrant #3 in the amount of \$67,398.26, dated July 9, 2021; 2021; A/P**
366 **Warrant #138 in the amount of \$17,683.60, dated June 30, 2021; 2021; A/P**
367 **Warrant #139 in the amount of \$56,298.87, dated June 30, 2021; 2021; A/P**
368 **Warrant #140 in the amount of \$18,620.91, dated July 9, 2021.**

369

370 **Roll Call Vote:**

371

372 **Mr. Orestis – Yes**
373 **Mr. Donhauser – Yes**
374 **Mr. McPherson - Yes**
375 **Mr. Widi – Yes**
376 **Ms. Dow - Yes**

377

378 **Unanimous vote to approve motion.**

379

380 **J. Selectmen’s Report:**

381

382 **6:04 PM Mr. Orestis said, for anyone watching out there, we are always seeking committee**
383 **members. So, feel free to reach out to the Town Hall**

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385 There were no Selectmen’s reports tonight.

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Draft SELECT BOARD MEETING
July 22, 2021 5:30PM (continued)
(Remote)

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K. Executive Session

There was no executive session.

L. Adjourn

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

Roll Call Vote:

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

Unanimous vote to approve motion.

The meeting adjourned at 6:05 PM.

Respectfully submitted,

Ellen Lemire, Recording Secretary

Mr. Bob McPherson, Secretary

Date approved:



TOWN MANAGER'S REPORT

Select Board Meeting August 12, 2021

- 1. Town Manager** – A conditional offer (contingent on a successful background check, physical and contract negotiation) was made to Michael Sullivan. Mr. Sullivan brings excellent background and experience and will be an excellent asset to the Town.
- 2. Town Manager Search Committee** – The Committee performed a very thorough process and recommended three finalists for the Select Board to interview. Once the conditions of the conditional offer have been met, the Board will be able to dissolve the committee at a Select Board meeting, as it's work will be completed.
- 3. MMA Workers Compensation Fund** – The Town of Eliot has received a \$4,343 dividend check from the Maine Municipal Association because of its good performance and loss prevention programs.
- 4. Remote Hybrid Meetings** – The Planning Board held its first in-person/remote hybrid meeting with our new "Owl" system and it worked quite well. Appreciation to Town Staff of Melissa Albert, Kearsten Metz and Jordan Miles for great teamwork in getting the system up and running effectively, as well as Jeff Brubaker for ensuring the first meeting with the Planning Board with the system was a success.
- 5. Local Option Vote Determination for sale of beer, wine and spirits** – Eliot received a letter the end of March from the State Division of Liquor Licensing and Enforcement regarding prior local option votes that had specific restrictions regarding the sale of liquor for consumption and restrictions that were voted on in the late 1960s/early 1970s. The State initially advised that a re-vote must be taken in order to reverse the restriction. Subsequent to the March letter in June, 2021 Emergency Legislation was passed that the results of any local option election on this matter prior to January 1, 1977 in favor of a local option approving the issuance of licenses for the sale of liquor for on-premises consumption would not require a re-vote. This is simply for informational purposes, as now no action needs to be taken.
- 6. Audit** – I have spoken with our audit company of Smith & Associates regarding the delay in the receipt of the audit for 6/30/20 and the draft is to be finished early this week with a final

projected the end of the week. I will update you on the status at the meeting, as we still need to have the audit for 6/30/2021 and may go out to bid for it.

7. **American Rescue Plan Funds** – The Town of Eliot is to receive \$688,714 which was to be distributed August 4, 2021. The Town received notice that the Maine Department of Administrative and Financial Services (DAFS) has decided to apply for a second 30-day extension. As a result, disbursements to communities will be delayed until September. DAFS is currently finalizing contract negotiations with a national organization which will be tasked with deploying a website-based portal and assisting the state with implementing and monitoring other aspects of the rescue plan. We are currently exploring some options for the usage of these funds in addition to offsetting revenue loss and will provide some possible allocations at the next Select Board meeting.
8. **Select Board Meeting Agenda Packets** – I just learned that the meeting agenda packets have not been on the website with the agendas posted, as I thought they were. Starting with the next Select Board Meeting we will start having them on the website in order to provide the public with information on each item scheduled. This is another means of providing positive transparency of town business so the public can be fully informed on items. Then if anyone has questions, the information may provide answers, or the appropriate person can be contacted for more information before the meeting.
9. **COVID-19** – We continue to monitor the updated information and guidance being provided by state and federal authorities. On July 27th the U.S. Centers for Disease Control (CDC) announced updated recommendations regarding COVID19 due to new evidence about the Delta variant currently circulating in the United States. The most recent recommendation is that all people, regardless of vaccination status, wear a mask in public indoor settings, in areas of substantial or high transmission. Following suit, Governor Mills announced that the State of Maine will follow the CDC's updated recommendations. York County's level of community transmission is currently listed as "substantial". The Fire Chief and I continue to review the information to determine if we will again require masks. I will update any decisions regarding any changes at the Select Board meeting.

Other updates will be provided at the meeting.

Respectfully submitted,

Carol

Carol M. Granfield, *ICMA-CM*
Interim Town Manager

CORRESPONDENCE #
SELECTMEN'S MEETING
8/12/2021

F-3

Office of the Town Manager

To: Laverne Burrige

The undersigned Interim Town Manager of the Town of Eliot pursuant to Title 30-A, M.R.S §2636(6) hereby appoints you as Health Officer within and for the Municipality of Eliot, Maine for the 2021 / 2022 year.

Signed on this 12th day of August, 2021.

Carol Granfield, Interim Town Manager

Select Board Confirmation

We, the Select Board of the Town of Eliot, Maine pursuant to the Charter of the Town of Eliot, Maine, Article 3, Sec. 3.3 (E) confirm the Town Manager's appointment of Laverne Burrige as Health Officer.

Signed on this 12th day of August, 2020.

Select Board, Eliot, Maine

Certificate of Oath

_____, 20_____

I, _____, do solemnly swear (or affirm), that I will support the Constitutions and will obey the laws of the United States and of the State of Maine; that I will in all respects observe the provisions of the Charter and Ordinances of the Town of Eliot, and will faithfully discharge the duties of the office of Health Officer.

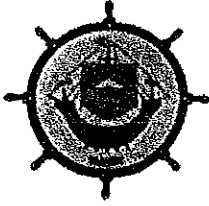
Signature

Subscribed and sworn to before me on this _____ day of _____, 20_____

Signature and Title

CORRESPONDENCE #
 SELECTMEN'S MEETING
8/12/2021

F-4



| | |
|---------------------|-----------------|
| MAP # <u>11</u> | LOT # <u>30</u> |
| APPROVAL DATE _____ | |

**TOWN OF ELIOT SEWER ALLOCATION
 SELECT BOARD APPROVAL**

| | | |
|----------------|---------------|-----------|
| | | |
| <i>Corbell</i> | <i>Daniel</i> | <i>R.</i> |

| |
|-------------------------|
| |
| 205 Bolt Hill RD |
| 603 767-9515 |

CHECK ONE

| | |
|-----------------------------------|--|
| Commercial Gallonage | Residential – 120 gal average/day Allocation approval expires in 180 days – written extension to the Select Board required two weeks in advance of expiration. NOT Transferable |
| ALLOCATION FEE \$25.00: | PAID: <i>25.00</i> |
| ALLOCATION EXTENSION FEE: \$25.00 | PAID: |
| | TOTAL PAID: <i>25.00</i> |

| | |
|----------------------------|---------------------------------------|
| Owner Signature | Sewer Superintendent Signature |
| <i>Dan Corbell</i> | <i>Steve Robinson</i> |
| Date: July 19, 2021 | Date: <i>7/20/2021</i> |

Melissa Albert

From: Katherine Holmes <freeatlastrn@gmail.com>
Sent: Wednesday, July 28, 2021 12:14 PM
To: Ann Lukegard; Ellen; Gail Licciardello; Melissa Albert; Melissa Layman; Nedra Sahr
Subject: Resignation

To the Board of Selectman,

I am here by resigning from the Aging in Place Committee due to a family illness. I appreciate the opportunity but I am unable to fulfill my obligations due to time constraints and emergency situations that have occurred.

Thank you for your understanding,

Katherine Holmes

CORRESPONDENCE # F-6
SELECTMEN'S MEETING
8/2/2021

Melissa Albert

From: Alice Lynch <alice@lynchweb.net>
Sent: Monday, August 2, 2021 7:37 PM
To: Melissa Albert; Wendy Rawski
Cc: Kari Schank
Subject: ECC - Resignation

Hello Melissa and Wendy,

I'm writing to let you know that after much thought, I need to resign from my position on the Eliot Conservation Commission. Since joining the ECC, I have stepped into a more active role managing our family business and I simply do not have the time to devote to commission work while working full time and handling business concerns. This resignation is effective immediately, 8/2/2021.

Thank you,
Alice Lynch

Spinney Creek Gate Schedule

SB Meeting August 12, 2021

Background: Every year Spinney Creek Shellfish Co. sends to the Town Manager the schedule for the proposed Spinney Creek Tide Gate Schedule.

Issue: Select Board needs to approve “sign off” on the proposed gate schedule each year according to the Selectman’s Policy, Page 7- under GATE MANAGEMENT AT SPINNEY CREEK

Discussion: MDOT has allowed the operation of the gate to be done by Spinney Creek Shellfish Co, because MDOT does not have the staff nor the flexibility needed to open and close the gate at certain times when the tide is right or weekend opening/closings. The Shellfish Company reviews the tide schedules, as the gate can only be maneuvered during a neutral or flat tide., not all dates may work due to tides, weather etc.

According to the policy, all abutting property owners with riparian rights, the Town of Eliot, Town of Kittery, and the Department of Marine Resources and Transportation must be sent the proposed schedule for any questions or objections. This year, the abutters were notified, no objections or concerns were raised. During transition of management the part of the Select Board approval was missed.

Fiscal Impact: none.

Recommendation: I recommend the Board approval the schedule as written for the 2021 year.

Suggested motion: The Eliot Select Board approve the 2021 proposed Spinney Creek Tide Schedule as suggested by Spinney Creek Shellfish Co.

Prepared By: Melissa Albert, Admin. Asst

Carol M. Granfield

Carol M. Granfield, ICMA-CM
Interim Town Manager

Proposed Spinney Creek Tide Gate Schedule

2021

To All Interested Parties:

The Spinney Creek Tide Gate can not be opened until final repairs are completed. A temporary sluice gate must be installed to hold water back for service and repairs. In the past, DOT has managed to install and remove the temporary sluice gate by using a truck mounted crane which was positioned dangerously under the utility lines. This practice has been discontinued because of the hazards involved. DOT and CMP are working together to elevate the power lines so that the crane can again be used to manipulate the temporary sluice gate. Perhaps you have noticed the newly installed power poles on the Spinney Creek Causeway.

Last year, several residents expressed concern about the duration of the 2-day openings. This year we will try single-day openings and see how that goes. Please find below the proposed tide gate schedule which will commence once the work described above is completed. Additionally, openings may be limited by red-tide and heat waves. Contact Dana Lee, Eliot Town Manager with concerns (207-439-1813)

Proposed Spinney Creek Tide Gate Schedule - Year 2021

| | Gate Opening | | Gate Closing | | Duration |
|--------|---------------------|--------|---------------------|--|-----------------|
| May 17 | 4:36 PM | May 18 | 5:26 PM | | 1 day |
| June 7 | 10:50AM | June 8 | 11:34AM | | 1 day |
| July 6 | 10:17 AM | July 7 | 11:04AM | | 1day |
| Aug 2 | 7:47 AM | Aug 3 | 8:46 AM | | 1 day |
| Aug 30 | 6:08 AM | Aug 31 | 7:05 AM | | 1day |
| Sep 28 | 5:29 AM | Sep 29 | 6:24 AM | | 1 day |
| Oct 25 | 3:19 PM | Oct 26 | 4:03 PM | | 1 day |

CORRESPONDENCE # G-2
SELECTMEN'S MEETING
8/12/2021

Staff Report

Online Permitting Software

August 12, 2021

Background: Online permitting software to administer all permits and complaints submitted to the Code Department.

Issue: To grant approval for iWorQ online permitting program.

Discussion: The purpose of an online permitting program is to receive applications applied for through a web portal, to streamline the permitting process, record tracking and reporting. This will greatly aid the Code Enforcement Department in providing efficiency and timeliness in the permitting process and thus enhance customer service to the public.

Fiscal Impact: \$12,000.00 year one, \$7,500.00 annual subscription fee each year after. Funds have been approved in the budget.

Recommendation: The online permitting software quote received from iWorQ currently appears to be the most cost effective. The price for iWorQ is \$12,000.00 for year one and \$7,500.00 annually each year after. We also received a quote from OpenGov for year one price of \$25,950.00, second and third year each \$14,400.00. Lastly, Full Circle Technologies price is \$19,000 year one and \$6,010 each year thereafter.

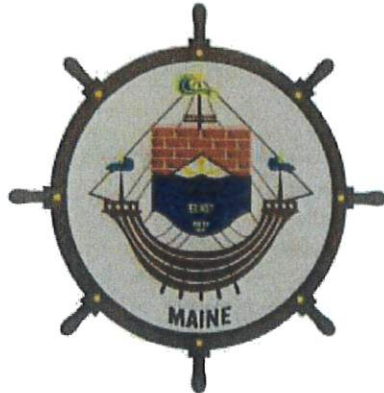
Prepared by: Shelly Bishop, Code Enforcement Officer

Town Manager Recommendation: I concur with the recommendation. A sample motion is provided

“Motion to award the service agreement for online permitting to the low quote to iWorQ for \$12,000 year one with an annual subscription fee of \$7,500 each year after.”

Carol M. Granfield

Carol M. Granfield, ICMA-CM
Interim Town Manager



Revised Cost Proposal
Re
PermitEyes 20/20 E-Permitting Software Solution
for the
Town of Eliot, ME

December 15th, 2020

Primary Contact: **Rajan P. Nanda**
Email: mail@fullcircletech.com

Address: 11 Beacon Street #1115
Boston, MA 02108

Phone: 617-722-0100
617-722-0101

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Executive Summary

Full Circle Technologies, Inc. (hereinafter referred to as "Full Circle Technologies," "Full Circle," or "FCT") manages the PermitEyes Web Program and PermitEyes Accessory Tablet Program (the "Program," "System," "PermitEyes," or "PermitEyes 20/20") in all capacities including development, maintenance, and technical support.

The PermitEyes Program is a modular cloud-based system which allows the Town of Eliot (also referred to as the "Municipality," "Community," or "Town") to electronically receive applications, collect electronic payments, conduct inspections, and issue permits. Various Departmental Modules as purchased by the Municipality are accessible on the Program website through a single point of entry.

Our Program is a customer-focused, cloud-based, permitting platform that provides applications, permits, and inspections for many types of permits and licences. PermitEyes forms are dynamically linked to an extract of the Town's assessor database which allows information from the assessor's record to automatically pre-fill as soon as the applicant selects a site address. This ensures accurate and up-to-date information on the application forms which will be in sync with Town's other records. Other important data such as a contractor's licenses, zoning, and other information can also be validated at the time of submission. Data related to a contractor, establishment, or other type of applicant user may autoflow into forms or be picked up directly from a dropdown list of known information.

Our PermitEyes Program also includes the option for a mobile Accessory Tablet Program for field personnel. These mobile programs are specifically designed for ease of use in the field and do not require internet connection at the point of inspection. On the tablet, an internet connection is only required to download the inspector's schedule for the day, and to upload the completed inspection results at the end of the day (i.e., you never need to worry about losing data in the field if the internet connection drops.)

PermitEyes provides a real-time status of all permits with sophisticated and versatile search capabilities for all users. The application review and sign off process is directly updated in the centralized database so all persons logged into the System can view updated records and events in real time from any location (e.g., as the inspector on the field uploads the report, the staff in the office can view the results of inspections at the same time.)

PermitEyes further facilitates communication and cooperation between the various parties across municipal departments and with applicants (such as contractors, homeowners, business owners, etc.). Transactional processing coupled with status-based organization allows the PermitEyes Program to handle the exchange of workflows and responsibilities across Town Hall. This ensures that the key departments/parties have access to, and input over, all application records when and as required. In doing so, the integrated workflow tools, as tailored to the Community's needs, allow the Town to translate existing procedures into an online best-practices solution for e-permitting and electronic record management.

Vendor Organization and Experience

About Us

Full Circle Technologies first started operations in 2001 as a GIS and CAD specialist, offering data development and online web mapping. We launched our internet-based permitting and licensing solution, PermitEyes, in 2008 and transitioned into focusing solely on online permitting and records management. We create online programs that help our municipal clients and their licensees to operate effectively, efficiently, and easily.

In 2017, we launched PermitEyes 20/20, a fully integrated Online Town Hall Program. PermitEyes 20/20 is a state-of-the art Permit and License Management Software based on the best practices model for streamlined land-use management. The Software is a fully functional cloud-based Program which allows multiple departments to track, manage, issue and run reports on Permits, Licenses, and Fines - all in an efficient and transparent manner. Some communities have reported a 70-80% drop in foot traffic and phone calls since utilizing our product.

PermitEyes is being used in more than 70 municipalities throughout New England currently. These communities range in size from the smallest of towns, to larger cities. For these communities and more, PermitEyes was often the solution of choice due to its simple but innovative technology, and FCT's reputation for outstanding Boston-based customer support.

Full Circle Technologies, Inc. is a privately-held corporation. We are a small but growing business, which affords us the opportunity to give each of our clients a focused and personal approach to their permitting and records management needs. We are dedicated to providing exceptional customer service, and work with each of our clients to provide a Program that has been customized to their specific needs. All of our project managers are intimately involved in both the software development and the communications with our municipal clients. The majority of customer support is filled by these managers such that a dedicated knowledge base can be curated for each individual client.

Good customer support has always been one of our top priorities and we believe that the merits of these practices can be ascertained by speaking with one of our many municipal clients.

Scope of Services

Application Software

The PermitEyes 20/20 Program is a modular cloud-based system which allows the Town of Eliot to electronically receive applications, collect electronic payments, conduct inspections, and issue permits. Various department modules, as purchased by the Municipality, are accessible on the Program website through a single point of entry.

Transparent processing of applications and issuing permits

Applicants utilize the user side of the Program to fill and submit permit/license applications. The applicant has the ability to:

- Register an account which will save contact information, business information, and license information to autoflow into all relevant applications
- View submitted applications and permits/licenses associated with their account on one homepage
- Save incomplete applications before submitting as needed
- Pay fees electronically through the Program utilizing an online payment processor of the Community's choosing
- Upload and submit attachments as needed to supplement an application
- Print issued permits/licenses after they are approved by the Municipality

PermitEyes performs a preliminary check on the data types as the user is typing the data in the form. For example, input boxes for telephone numbers will not accept alpha characters. The same can easily be extended for setback dimensions and all other text boxes that are required to filter inappropriate input.

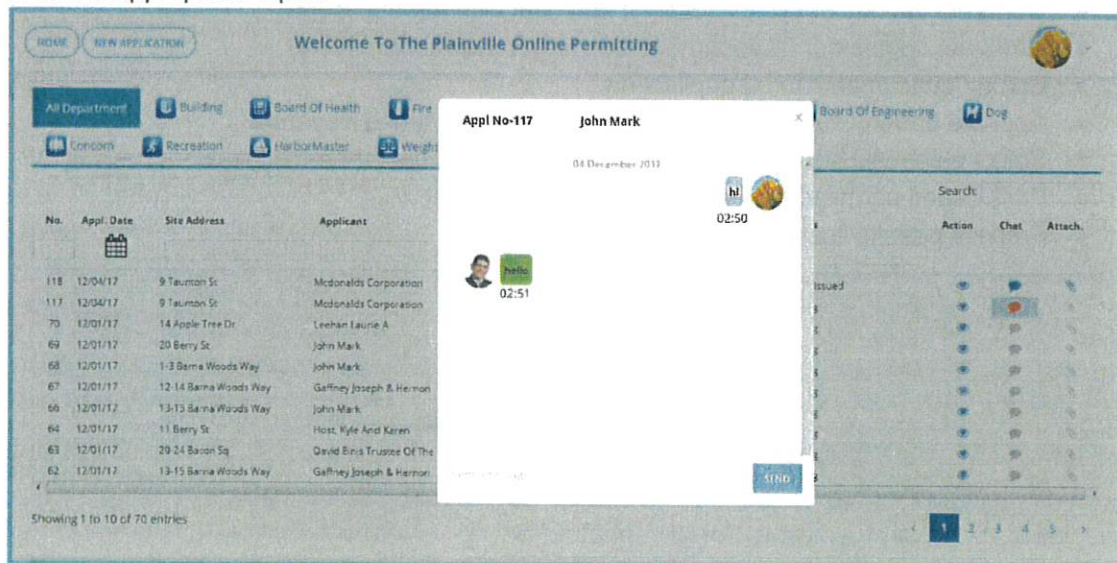


Figure showing applicant homepage with Chat window

The applicant has a homepage from which they can view and track the progress of their application as it goes through the Municipality's departmental internal approval process. This time-saving feature means that both the applicant and the Municipality can enjoy efficient and convenient communication, as the applicant can see exactly where their application is in real-time. Some communities have reported an 80% drop in foot traffic and phone calls since the full deployment of PermitEyes.

In addition, PermitEyes includes a chat feature which allows the applicant to leave messages or communicate with the department through their personal homepage. This feature also allows the Municipality to communicate with the applicant, and request, for example, additional plans, documents, payments, without needing to phone the applicant. All chat communications are stored directly against the particular application in question, creating a single, complete picture of the correspondence related to each project.

Electronic approval and issuance of permits / licenses

Municipality staff utilize the staff side of the Program for the approval and issuance of permits/licenses. This includes the ability to:

- Submit applications on behalf of applicants
- View submitted applications
- Edit applicant submitted forms
- Track the status of an application through a standard approval workflow
- Schedule and record inspections
- Calculate fees via built-in fee tables and calculators, view records of electronic payments, and record fees made by physical means (i.e., cash or check)
- Request and obtain Sign Offs from other departments as needed
- Generate various email notifications and chat with the applicant
- Generate supplemental documentation (e.g. renewal reminders)
- Upload attachments to an application
- Approve or deny submitted applications for permit/license issuance
- Select electronic signature of staff member responsible for permit/license issuance
- Print issued permits/licenses
- Process permits/licenses scheduled for renewal

-Continued on Next Page-

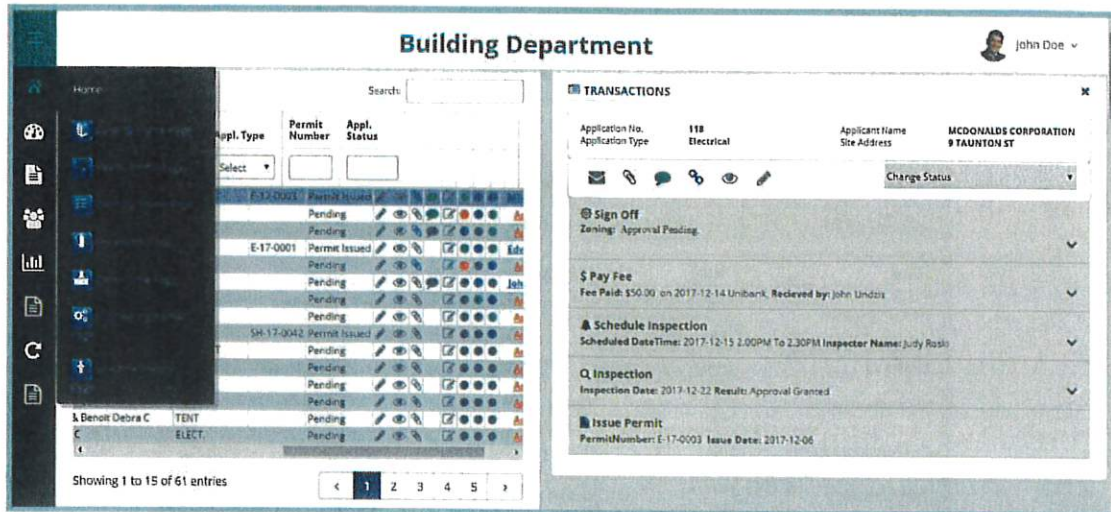


Figure showing the staff side homepage with complete overview of status of application

The department head can create unlimited users in the Program with varying rights depending on the input required from each user.

A smart progress indicator for each permit on the homepage makes it very easy for departmental staff to track permits that have fulfilled the criteria of a transaction. As an application is first received, it is automatically given a status (e.g. "pending"). As it then goes through the departmental approval process, the status may automatically change (e.g. "Waiting for Sign Offs," "Fee Paid," and "Permit Issued"). The status names and the checkpoints at which the status change occurs can be modified by the Municipality. Most of the statuses for each application type are fully automated, but other key statuses may be applied manually (e.g. when "Closing" a record or labeling as "Withdrawn").

PermitEyes has the facility to group or link together multiple applications. For example, Electrical, Plumbing and Gas applications under the same project / address can be linked to the related Commercial or Residential Building applications, creating a shortcut between the related forms for the same jobsite

Calculating and paying permit fees online

Fees are determined by a built-in fee calculator which is specific to the department and type of application. This may be automated according to certain rules or selections on the application form, or may be assessed by confirmations made by departmental staff depending on the application type and the rules of the Community.

| | | | |
|------------------|----------------------|----------------|--|
| Application No. | 215 | Applicant Name | Salamone robert I & julianne d trustee |
| Application Type | Residential Building | Site Address | 15 Blackthorne In |

✉ 🔗 💬 🔑 👁 ✎

Change Status ▼

\$ Pay Fee

Fee Paid: \$1095.00 on 2017-12-20 Check, Recieved by: Judy Roski

Fee Calculator

| Title | Value | Description | Total |
|-----------------------------------|--------------------------|---|-------|
| New Construction | | \$10.00 Per \$1000 Valuation (Minimum Fee \$35) | 35 |
| Garage (Per Bay w/3 Bays Maximum) | | X \$100 each bay | 0 |
| Construction Trailers | <input type="checkbox"/> | \$75.00 | 0 |
| Certificate of Occupancy | <input type="checkbox"/> | \$50.00 | 0 |
| Permit Renewal | <input type="checkbox"/> | \$100.00 | 0 |
| Re-Inspection | <input type="checkbox"/> | \$50.00 | 0 |
| Sign | | X \$50.00 each | 0 |
| Temporary Sign | <input type="checkbox"/> | \$50.00 | 0 |
| Temporary Occupancy - Residential | <input type="checkbox"/> | \$50.00 | 0 |
| Temporary Occupancy - Commercial | <input type="checkbox"/> | \$100.00 | 0 |
| Tent(s) | | X \$75.00 each | 0 |

Fee calculators for each permit type are built into the Program

The Program has the ability to link and integrate with an online payment provider of the Community's choosing through an API, thus further increasing the level of automation and convenience that is available to the residents and to the Municipality. With this integration, PermitEyes will connect invoices set against applications with the payment provider, allowing payments to be made in the third party payment provider and updated back to PermitEyes in real time. PermitEyes can connect with any third party software so long as it utilizes either standard API processes or have the facility to export and import the appropriate/related fields in the Software.

-Continued on Next Page-

Obtaining required approvals from municipal officials

The image displays two screenshots of the PermitEyes software interface. The left screenshot shows a 'TRANSACTIONS' window with the following details: Application No. 198, Application Type Residential Building, Applicant Name Ma electric, and Site Address 0 Black pond. Below this, there is a 'Sign Off' section with a 'Fire: Approval Pending' status and an 'Assign Sign Off' section with checkboxes for 'Fire' (checked), 'Zoning', 'Board of Selectmen', and 'Board of Health'. The right screenshot shows a detailed 'Sign Off' form for the 'Fire' department, with a 'Fire: Approved' status. It includes radio buttons for 'Approved', 'Disapproved', 'Not Applicable', and 'Incomplete', a 'Comment' field with the placeholder text 'Please enter your comments here', and 'SUBMIT' and 'RESET' buttons.

Sign Off Process

The design of PermitEyes is aimed at facilitating participation and collaboration between departments. Officials and departments whose Sign Off is required for the issuance of a permit, license or certificate can be assigned by administrative staff. The appropriate official may sign in to the Program, review the application, and complete the Sign Off process by selecting the appropriate response and, if desired, including any comments or necessary documentation.

Inter-departmental and intra-departmental communication is made easy through PermitEyes. Staff from any applicable department can, with configurable rights / clearance, see a complete picture of every application from their own workstation without having to leave their desk.

Generating reports

Staff may generate financial reports including a Monthly Report, a Summary Report configurable by date range, and a Common Report which is both configurable by date range and searchable by various data. Reports may be exported from the Program to Microsoft Excel (.xls) or PDF format. Additional reports may be built into the Program when requested by the Municipality.

-Continued on Next Page-

Building Department Thomas Barry

FEES SUMMARY | SUMMARY REPORT 12/12/2017 - 01/10/2018

| PERMITS | TRANSACTIONS | ISSUED | COST | FEES | CASH | CHECK | WAVED | UNBANK | REFUND |
|-----------------------------|--------------|-----------|------------------|-------------------|-------------------|------------------|------------------|------------------|--------------------|
| Residential Building Permit | 25 | 7 | \$115.00 | \$ 263.00 | \$1165.00 | \$1196.00 | \$ 35.00 | \$ 87.00 | (\$ 0.00) |
| Commercial Building Permit | 6 | 0 | \$ 0.00 | \$ 100.00 | \$ 100.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | (\$ 0.00) |
| Electrical Permit | 12 | 1 | \$ 0.00 | \$ 104.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | (\$ 0.00) |
| Plumbing Permit | 5 | 0 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | (\$ 0.00) |
| Gas Permit | 17 | 0 | \$ 0.00 | \$ 302.00 | \$ 0.00 | \$ 90.00 | \$112.00 | \$ 0.00 | (\$ 0.00) |
| Wood Stove Permit | 2 | 0 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | (\$ 0.00) |
| Vent Permit | 10 | 0 | \$ 0.00 | \$ 795.00 | \$ 0.00 | \$ 270.00 | \$ 426.00 | \$ 0.00 | (\$ 0.00) |
| Sheet Metal Permit | 3 | 0 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | (\$ 0.00) |
| Trench Permit | 4 | 0 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 5.00 | \$ 0.00 | (\$ 0.00) |
| Sign Permit | 26 | 10 | \$130.00 | \$ 1041.00 | \$ 23.00 | \$ 100.00 | \$ 274.00 | \$ 0.00 | (\$ 215.00) |
| Certificate Of Inspection | 49 | 49 | \$ 0.00 | \$ 167.00 | \$ 0.00 | \$ 0.00 | \$ 167.00 | \$ 0.00 | (\$ 0.00) |
| Certificate Of Occupancy | 2 | 0 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | (\$ 0.00) |
| TOTAL | 161 | 67 | \$ 566.00 | \$ 2170.00 | \$ 1268.00 | \$ 916.00 | \$ 493.00 | \$ 137.00 | (\$ 215.00) |

Summary Report showing totals for each permit type for a specified date range

Incorporating municipal zoning bylaws and regulations

Bylaws and regulations can be built into the Program as configured by the Community. Compliance checks can be performed in several ways, from simple instructional documents provided on the application form, to built-in data checks performed by the Program itself. Upon detection of any potential zoning or regulation issues, the Software can be modified to take the appropriate actions, including setting flags, alerting the appropriate departmental staff, and / or requesting additional information from the applicant.

Easily incorporate GIS databases and assessor information

PermitEyes is directly connected to an extract of the Assessor's database / CAMA. When a user selects the site address, information from the Assessor's database, including the owner name, owner address, and Parcel ID or map/block/lot are automatically filled into the form. Updates to the assessor's database can be completely automated, with extracts being pulled automatically into PermitEyes at regular intervals, such as daily or weekly.

PermitEyes contains an optional GIS engine built into the Program. This tool can provide information such as abutters at various distances, zoning delineations, historic districts, flood zones, wetland buffers, and conservation restrictions. A number of basemaps are available here, as well as the key layers and services as provided by the Community, sourced from State GIS, or as connected to a third party GIS vendor via API integration. Parcels can be located or searched, and will display related data from the integrated assessor DB / CAMA and other attribute tables as made available. Configured layers / services may be toggled on and off in the map view to show in reference to the parcel polygon layer and the parcel activity details therein.

All activity on parcels recorded in PermitEyes may show here against the parcel record. Applications listed at the selected address will be shown against each parcel, and may show details including application status, inspection records, fee records and more.

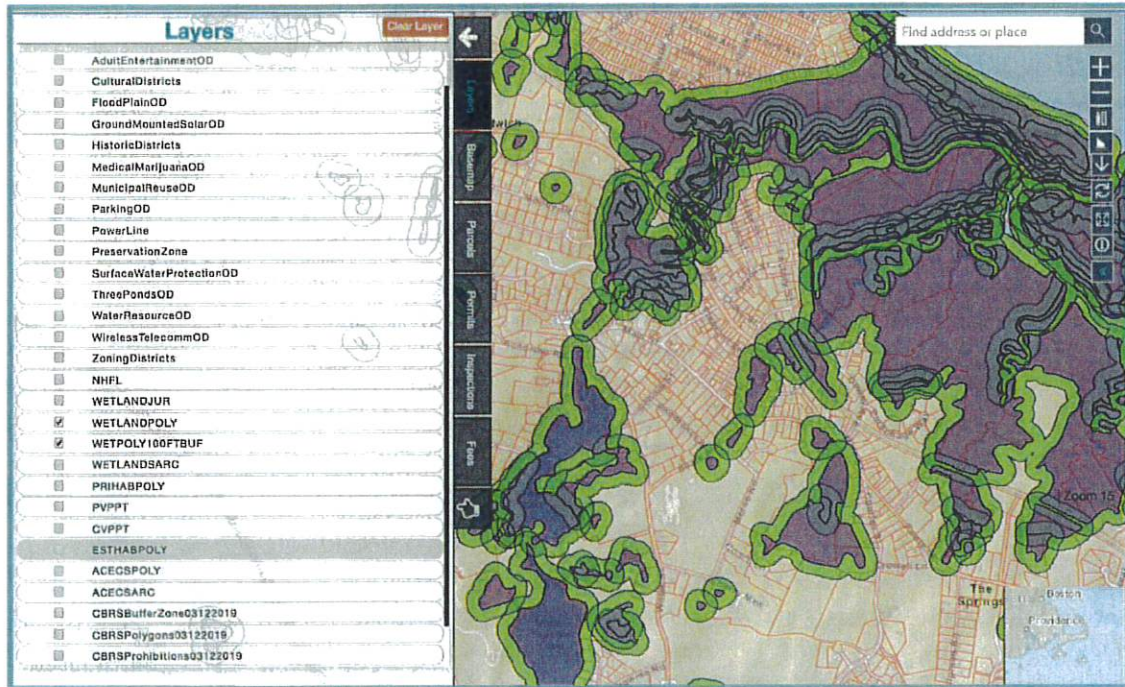
The screenshot shows the PermitEyes interface. On the left, there is a search bar with '2 ABIGAILS WAY' entered. Below it, a dropdown menu shows 'Sandwich Building Department'. A table displays three records found for this address. On the right, a map shows the location of 2 Abigail's Way, highlighted with a green circle. The map includes various street names like Harlow Rd, Bourne Way Rd, and Abigail's Way.

| Ap No. | Site Address | Date | Name | Type Of Inspection | Result Type | Permit Type |
|--------|----------------|------------|------------------|--------------------|----------------------|-----------------------------|
| 1 | 2 ABIGAILS WAY | 2020-03-06 | Full Circle Tech | Full Circle Tech | Approval Denied | Certificate Of Inspection |
| 2 | 2 ABIGAILS WAY | 2020-03-06 | Full Circle Tech | Insulation | Approval Denied | Residential Building Permit |
| 3 | 2 ABIGAILS WAY | 2020-03-06 | Full Circle Tech | Other | Improvement Required | Residential Building Permit |

A selected address showing records on parcel within the PermitEyes GIS viewer .

PermitEyes connects to most databases directly. However in some cases where GIS data exists in proprietary formats, it may require conversion to a web-friendly format.

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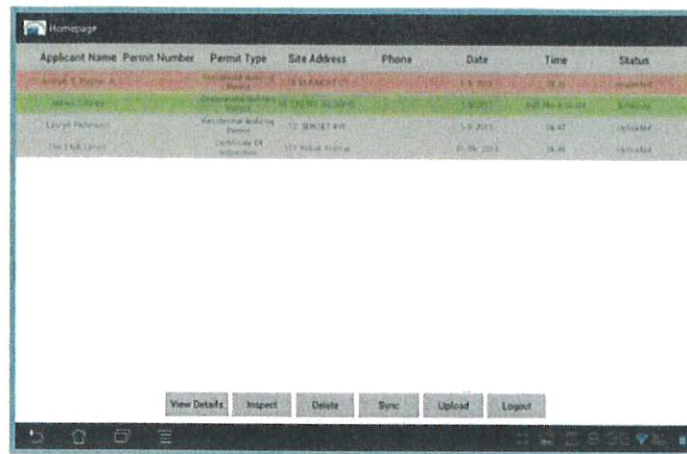


Beyond map styles, various GIS layers can be toggled on and off.

Conduct In-Field Inspections with use of handheld devices

PermitEyes has a built-in inspection scheduling process with the capability to export schedules to Microsoft Outlook. The optional PermitEyes Accessory Tablet Program automatically synchronizes with the scheduled inspections in the Program by inspector, and is capable of recording inspections results even when not connected to the internet.

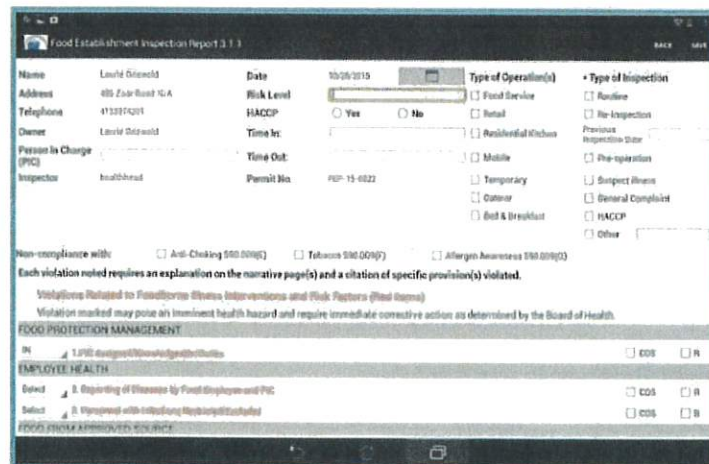
-Continued on Next Page-



Tablet Program inspections

The Tablet Program will only ever need to be connected to the internet at two points : once when syncing all the schedules at the beginning of the day, and once when uploading the results after the inspection is complete. On-site inspections can all be conducted without wifi or data service. Once uploaded, all the inspection results will be attributed to their corresponding permits for both staff and applicant to see.

If internet access is available in the field, the inspector can also send inspection reports or violation notices directly from the Tablet App via emailing a PDF of the completed form directly to the on-site representative or person in charge.



An example food establishment inspection form

As the inspector in the field uploads the report, the staff in the office can view the results of inspections in real time.

Technical Architecture

Hardware Peripherals

The PermitEyes Software requires only basic hardware in order to utilize the Platform:

- A desktop or laptop computer in good repair and normal working order with standard mouse and keyboard peripherals
 - Common supported OS including but not limited to:
 - Windows
 - Mac
 - Common supported browsers including but not limited to:
 - Google Chrome
 - Mozilla Firefox
 - Apple Safari
 - Microsoft Edge
 - Other supplemental software which may be required / desired including :
 - Word processors (e.g., Microsoft Word, Google Docs, Apple Pages)
 - Spreadsheet processors (e.g., Microsoft Word, Google Sheets, Apple Numbers)
 - PDF viewers / editors (e.g., Adobe Acrobat)
- Routers and / or Modems
 - Providing uninterrupted internet connection with reasonable upload and download speeds
- Printers and Scanners
- Mobile tablet devices (optional)

For communities wishing to utilize the optional PermitEyes Accessory Tablet Program, mobile tablet hardware will also be required. The Accessory Tablet Program enables inspections to be performed in the field with “hybrid” functionality (which does NOT require internet connection at the time of the inspection, and will save inspection related data and attachments locally on the mobile device until ready for upload when connected to the internet.)

The Accessory Tablet Program is available for:

- Android OS devices
 - Popular models include Samsung Galaxy Tab “S” or “A” series devices
 - Application consists of an .APK file delivered to the Community for each related Departmental Module (as purchased.)
- Apple iPad Devices
 - Note : iPad support is available for select departmental modules only
 - Application consists of an .IPA file delivered to the Community for each related Departmental Module (as purchased.)

As a Cloud-based Solution, local / on-premise server(s) are only required in relation to PermitEyes if:

- A. Any specific integrations customized for the Community require an FTP interface for the automation of a specific import / export feature (e.g. if automatic integration is desired for the import of Assessor DB / CAMA into PermitEyes on a periodic basis.)
- B. Automatic GIS integration is desired via REST Services API to local GIS server (e.g. via ArcGIS Online)

* Please note that FCT develops and maintains the cloud-based PermitEyes Program and Accessory Tablet Software only. FCT does not seek to maintain, manage, and / or update any related supplementary or peripheral hardware which may be used by the community in conjunction with the PermitEyes Program, or the permitting process in general.

Third Party Integration

General Integration Requirements

The PermitEyes Software has the capacity to integrate with virtually any third party targets providing a minimum of standard requirements are met. Since the PermitEyes software is customized to the Community during the implementation process, there is significant room to tailor integrations with third party solutions being used by the Municipality for related or tangential tasks and functions.

Common types of integrations include, but are not limited to :

- Import of Assessor DB (CAMA) into PermitEyes
 - (e.g., Vision, Patriot, PK Systems, etc.)
- Export of custom report bridge files from PermitEyes for import into Assessor DB (CAMA)
- Import of GIS layers and services into PermitEyes GIS viewer / engine
- API integration with GIS via REST Services API
 - (e.g. through ESRI ArcGIS Online)
- Import of GIS MAT into PermitEyes
- Export of custom report bridge files from PermitEyes for import into GIS MAT
- Import of other GIS attribute tables into PermitEyes
 - (e.g., "yes" / "no" flags against parcel records for various qualities such as wetlands buffers, flood plains, historic districts, etc.)
- API connectivity with online Payment Providers
 - "POST" or "GET" method API integrated with configured postback URL (such that payments can be made in third party software and updated in real time in PermitEyes)

- Import of custom report bridge files from financial software into PermitEyes
 - (e.g., MUNIS)
- Export of custom report bridge files from PermitEyes for import into financial software
- Import of other supplemental DB into PermitEyes for the setting of various flags against parcel records
 - (e.g., Street opening moratoriums, unpaid taxes, open complaints and/or violations)

Integration Requiring Import into PermitEyes

Third party integration targets must have the capacity to export serviceable bridge files in an ad hoc and/or periodically scheduled autoscript function (as applicable to the criteria of the proposed integration).

Quality of data exported from third party integration targets must meet serviceable standards including but not limited to:

- Capture relevant and required data
- Contain well defined and labeled fields
 - Text files must contain appropriate and consistent delimiter values
 - All tables must contain headers and / or clear definitions for fields by character length for select industry standard formats (e.g., "B&T" txt files)
- Follow consistent organizational logic which meets the requirements of the proposed integration
- Include standard and well defined common identifiers for the matching of records. For example:
 - Map/Block/Lot values
 - GIS Loc ID
 - Invoice ID

Integration Requiring Export from PermitEyes

Proposed integration targets requiring an exported file from PermitEyes must be able to provide documentation which designates acceptable non-proprietary file type(s) and table structure. Fields required as part of an export from PermitEyes must be defined in such a way as to facilitate reasonable efforts to populate requested data by using data already captured in the PermitEyes Program in an objective fashion. (I.e., data points sourced from fields or selections which can be queried from data entry on application records, related transactions, related forms, and connected tables).

Third party integration targets must have the capacity to import bridge files in an ad hoc and/or periodically scheduled autoscript function (as applicable to the criteria of the proposed integration).

Integration Requiring API Connectivity with PermitEyes

Third party integration targets requiring API connectivity must have the capacity to send and receive request and response packets as a part of the proposed integration. Exchanged data is expected to be configured in an industry standard format such as:

- XML
- JSON
- TXT (ASCII)
- CSV

Any API supplied by a third party is expected to be accompanied by a white paper which provides clear instructions for any necessary setup, credentials, and configuration requirements.

Any and all integration which is specifically related to online payment requires that the API be provided by the payment provider themselves. Any API related to online payment must meet industry standards and be capable of exchanging all required fields to securely and effectively identify unique invoices and payments attributed to application records. "Post backs" returned to PermitEyes text logs as the result of an online payment must contain all fields required to attribute payments to a unique application and close the individual invoice.

These may include but are not limited to:

- Department / integration ID
- Invoice ID
- Application ID (encrypted value sent from PermitEyes, separate from front-end App ID)
- Payment status / confirmation number
- Invoice Amount
- Payment Amount
- Payment Method
- Payment Date / Time
- Customer Name

Any third party integration requiring that FCT develop a custom built API must provide a testing environment of the proposed target and reasonable instructions for desired fields to be exchanged as part of the integration. Any custom built APIs developed by FCT must be included in a written agreement or any addenda made thereto.

Implementation

General Implementation Approach

We try our best to design PermitEyes after the specific needs of the municipalities and the departments therein that utilize our Program. An assigned project manager begins by interviewing and coordinating with the staff that will be using the Program. Some important aspects of customization are discussed below for departments to understand the process and the resources they would need to facilitate a speedy implementation.

When customizing the forms, it is generally recommended to add any Municipality-unique fields to existing template applications during development and beta testing for departmental review. This will allow each department to dictate what to keep or remove from the template forms in order to both best match the Town's specific needs, as well as address recommended workflows/features for a more robust and considered application process.

Ultimately, the forms are integrated with close cooperation with each department to ensure all needs are met.

A "Standard Information Requirements" document is provided at the start of the design and implementation process which covers these items in more detail. These requirements will also be well communicated through scheduled conference calls with key personnel of each department as required.

- Municipality-specific data connection: PermitEyes needs to connect to the existing databases of the Municipality to ensure that the key data that exists with the Municipality auto flows into the Program/ forms. Some databases that are important are:
- Assessor database: This is a key database which needs to be linked to PermitEyes in order to autofill the owner information and contact details for each property. The linkage is preferably automated so that this updating can occur on an as needed basis (i.e., weekly, monthly or whatever time period is suitable for the Municipality).
- Fees: This includes the fee structure of the Municipality. The fee structure may be based on cost of construction, item based, or more complicated slabs. The rules of waiver, or minimum fees are all incorporated into the fee calculator so that the applicant would know the fees as they submit the application
- Departments and Staff: The list of departments and the staff of the Municipality who are to be assigned access permissions have to be configured into the System. Although Full Circle Technologies does this as part of standard support, there are simple admin tools available for the Municipality administrator to do it themselves if they wish to do so. Unique user IDs and passwords will be assigned to each person to control their access permissions. The Municipality needs to prepare a list of all the staff members and their individual roles/privileges.
- Template customization: PermitEyes allows the printing of documents directly from the System. For this reason, each community may want their own format to reflect on printed stationery including the town/city seal, address, instructions and water marks to be printed on permits, occupancy certificates and receipts. These are customized by PermitEyes as part of installation. The items that generally involve some customization are listed below. The Municipality should provide a blank and a filled-in copy of this type of a form for FCT to customize the print forms and create templates for the Municipality.
 - Application forms
 - Licenses and Certificates (Permits)
 - Receipts
 - Email notices for violations
 - Any other print documents that may be in use in the Municipality.
- Alerts, validations, and auto triggers: FCT understands the importance of communication as part of the permitting process. It is very important for online users to make the permit application process both intuitive and simple. In order to make the application process

user-friendly, FCT inserts alert messages and tooltips at all those places where logically the data types need to be controlled. For example,

- for numeric fields and data fields
- triggers for Sign Off, permit generation, inspection request, etc.
- alert messages on the application form for compliance, violations, conditional approvals, etc.

Data Conversion Plan

Running Parallel Systems During Implementation

As applicable, for each Departmental Module, FCT recommends two (2) separate export/import events from any previous system(s) and/or database(s) into PermitEyes in order to more seamlessly bridge the gap between the transitional usage from one software to another.

Data mapping will take place during phase one, where serviceable databases will be mapped to parallel fields within native PermitEyes forms and data tables in order to best recreate imported data in the PermitEyes Software as if originally entered therein. The bulk of the import “work” will take place during the phase.

During phase one of import, and up until a Module goes live, the Community will continue to input live data (as received through previous/existing channels) into the previous system(s) only.

Depending on the complexity of import and/or customizations, two separately named beta site URLs may be provided during the later stages of phase one. These may include:

1. A “sandbox” test site provided to the community for initial training and review purposes
2. An import-specific test site to receive real imported data (before going live)

In phase two, the data mapping will have been previously completed or in a state of near completion, with the previous extract already imported onto either a separately named beta site URL or the live site URL, as activated for the Staff Side only (i.e., pending activation of the public Applicant Side interface pursuant to a planned launch date).

During import phase two, a live date will have already been determined and plans otherwise set in motion to fulfill live roll-out of the Departmental Module in question.

Typically, the phase two export event will take place on a Friday afternoon preceding a designated target liveness date of the following Monday. In this way, as the final import is performed, the Community will stop using the previous system(s) related to the new Module on the Friday (before final export) and start using PermitEyes on the following Monday morning (with final export being imported into PermitEyes at that time).

Once phase two of the import is complete, the related Departmental Module is considered to be “live” at that time.

Determination of Serviceability re Files Proposed for Import

As applicable, related databases pertaining to a Departmental Module will be provided by the Community and reviewed by FCT for data integrity in relation to any import. Serviceable databases will be mapped to parallel fields within native PermitEyes forms and data tables. Any file, database, or folder proposed for import into the PermitEyes software must meet a minimum standard of eligibility requirements to be cleared for import. Files proposed for import will undergo scrutiny by FCT as delivered by the Community and may be subject to further discussions with key municipal staff in order to better interpret, map, and / or sanitize the data. This quality control on imported records helps to establish meaningful records and address better practices for long term record retention and data management.

The quality of data exported from any third party software or manually maintained records must meet certain eligibility standards including but not limited to :

- Capture relevant and required data directly related to the scope of services pursuant to a written agreement or addenda made thereto
- Contain well defined and labeled fields
 - Any TXT, CSV, or similar files must contain appropriate and consistent delimiter values
 - All tables must contain headers and / or clear definitions for fields by character length (for select file types, e.g., “B&T” TXT files)
- Follow consistent organizational logic which meets the requirements of the proposed integration
- Data contained in a particular field must not include any other datapoint designed to be captured in a separate field. Examples include, but are not limited to :
 - Text notes outside of designated “Note” or “Comment” fields
 - Address “Unit” values contained in “Street Name” fields where a separate “Unit” field exists
- Include standard and well defined common identifier values for the matching of records between separate tables, DBs, and/or systems. Examples include, but are not limited to:
 - Map/ Block/Lot values
 - GIS Loc ID
 - Application ID
 - Inspection ID
 - Invoice ID
- Common identifiers must be attributed to all relevant tables of any set of data in such a way as to facilitate reasonable efforts to map the database without other proprietary knowledge, tools, or infrastructure.
- Key fields must NOT contain a high frequency of erroneous, inconsistently defined, or null values

- Any attachment records (e.g., PDFs, JPGs, etc.) must be accompanied by serviceable indexing tables(s) which include
 - File name
 - Unique File ID
 - Some other reliable common identifier values to facilitate reasonable efforts to map attachment files to inspection, application, and / or parcel records

Infractions against these standards do not necessarily disqualify a file for import, providing that:

- A. Some significant part of usable data can be compiled through reasonable means
- B. No other key component of the Software and/or database(s) are compromised or otherwise negatively affected by poor data quality of imported files

Support and Maintenance

Support Overview

Annual support costs are dictated by the delivered / active Departmental Modules in a community. Each Departmental Module will constitute a portion of the annual support costs as indicated in the related quote(s) for work pertaining to a written agreement or addenda made thereto.

Support for PermitEyes includes technical assistance and best efforts to diagnose and resolve reported and reproducible errors. FCT will also respond to requests from the Municipality for additional customization of the Program.

Email and telephone support is provided between 9AM - 5PM Eastern Standard Time (EST), excluding weekends and holidays from our Boston office. Support calls themselves do NOT constitute any additional cost beyond the standard annual support and maintenance services for each Departmental Module (as indicated in related quotes for work and any subsequent agreement). Remote screen-sharing sessions are also available and may be utilized in conjunction with telephone communication. Full Circle will commence work on resolving reported issues upon notification. Full Circle will communicate a time frame for completion based on the complexity of the issue and the potential or actualized impact on productivity and usability of the Program.

In addition to email and telephone support, the Municipality may use the Change Request feature of PermitEyes for bug reporting and requests for updates, adjustments, or customization.

Change Management

Changes may be requested via phone, email, or the native Change Request (CR) ticketing system within any PermitEyes Module.

Support queries which do not require major workflow or database changes are usually completed within one to three business days. Support queries which require major workflow

changes or database intervention must be requested no later than seven days before desired implementation date.

Most requests for changes WILL be covered under the standard annual support and maintenance policies and will NOT incur a separate cost to the community.

Outside of requested changes, standard maintenance is regularly performed by FCT as a measure to ensure the Software in working order. As a key component of standard maintenance, FCT makes all reasonable efforts to ensure compatibility with the latest updated versions of common browsers and OS. Back-end bug fixes and “across-the board” updates are regularly implemented as documented and scheduled through internal review processes organized by FCT’s own project managers and software engineers.

Training

Overview

Full Circle Technologies provides training for each Departmental Module during the implementation process. Each department will receive training for the general use of all standard features of the PermitEyes Program, as well as tailored training for the department specific forms and transactions which may be included in the module.

Initial training can be provided on-site, with follow up training done remotely through third party screen-sharing software.

In-person and on-site training is included in our cost proposal as itemized. These sessions are generally done by department, as each module is customized for the Community and subsequently rolled out to the live site.

Additional remote training can be requested at any time, will NOT generally incur separate costs to the Community, and WILL be covered under standard annual support.

Additional in-person and on-site training can be requested at any time and WILL generally incur separate costs to the Community at the standard rate as reflected in the pricing tables.

Additional in-person and on-site training is generally NOT covered under standard annual support.

Virtually unlimited informal training will also be provided as required via phone and remote screen-sharing as a part of the expected support calls during the early stages after going live with any new departmental module. Daily users of the Program will be able to reach out to FCT (phone and email support provided 9-5 on business days) and have the resources available to them for any training related questions.

PLEASE NOTE : All onsite training and / or client meetings are suspended until further notice pursuant to the current COVID-19 pandemic. Remote, “webinar” style training and client meetings will still continue as regularly scheduled.

PermitEyes 20/20 is easy to learn and easy to use. The project manager assigned to the Municipality will spend time on remote screen-sharing sessions with those who will be using the Program most often, as well as any Municipal IT staff. By delivery of the beta site, our clients are often already familiar with the Program's basic functions.

Once Municipal staff is trained, they will be better equipped to field questions from applicants (i.e., residents, contractors, and other outside users of the PermitEyes 20/20 Program.) PermitEyes 20/20 is easy to navigate; applicants with general computer literacy are able to use the Program with ease. Those without computer literacy are, however, often able to be guided through the process with step-by-step instructions.

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FCT Cost Proposal by Module and Service

| New Modules in the PermitEyes 20/20 Program for Town of Eliot, ME | |
|---|---|
| The Program allows for the recording and processing of applications received by the corresponding department. | |
| Each module contains its own homepages and related features. | |
| Modules: | Permit types may include the following: |
| Building | <i>Residential Building, Commercial Building, Residential Short Form, Commercial Short Form, Electric, Gas, Plumbing, Sign, Sheet Metal, Solid Fuel, Tent, Fence, Mechanical, Trench, Shed, Sprinkler and Fire Alarm Systems, Certificate of Inspection (including 304), Certificate of Occupancy</i> |
| Building Complaints | <i>(Synched to Building Program) Zoning and Building Code Violations including Unregistered Motor Vehicles, Work Without a Permit, Junk/Debris, Commercial Vehicles, Unsafe Structures, Signs</i> |

Pricing Summary

The first table in this section, "Selected PermitEyes Departmental Modules, Features, and Services" details the cost associated for each selected item.

The second table, "Costs by Type and Year (For Above Selected Options) V. 1 with GIS" breaks down the selected items according to one time and annual cost, as well as totals the first year costs and costs each year thereafter, **IN**cluding the selected GIS feature.

The third table, "Costs by Type and Year (For Above Selected Options) V. 2 without GIS" breaks down the selected items according to one time and annual cost, as well as totals the first year costs and costs each year thereafter, **EX**cluding the selected GIS feature.

The fourth table, "Other Additional Options NOT Included in Above Selected Options" details the pricing for additional options NOT included in the selected / purchased items that can be added on to the selected Module(s) or features. There is no obligation to purchase these features when purchasing any of the base Module(s).

Pricing for additional department modules can be provided by request. Any questions regarding these prices, or about the Program in general can be emailed to help@fullcircletech.com or we can be reached by phone at 617-722-0100.

| Selected PermitEyes Departmental Modules, Features, and Services | | | |
|--|--|----------------|---------|
| Item | Description | Itemized Price | |
| PermitEyes Program Building Module | Online, cloud based permitting and licensing solution. Unlimited staff and applicant users. <ul style="list-style-type: none"> Accept online requests, route through workflows, manage approvals, collect payments, and issue approvals as configured for the Department and Community. | One Time | \$6,070 |
| | Support & Maintenance <ul style="list-style-type: none"> All hosting & storage; standard updates & upgrades under normal conditions, phone & email support | Annual | \$3,570 |
| Online Payments For Bldg | Integration with an online payment provider of the Community's choice through API to allow for applicants to pay for their applications online with credit card or EFT. \$500 per API integration (usually per departmental module unless multiple bank accounts are required for any single departmental module) | One Time | \$500 |
| PermitEyes Program Building Complaints Sub-Module | Record complaints and violations, receipt of fines, issuance of tickets, set global flags against parcels. The Building Complaints Sub Module cannot be purchased without also purchasing the Building Module | One Time | \$2,020 |
| | Support & Maintenance <ul style="list-style-type: none"> All hosting & storage All standard updates & upgrades under normal conditions Phone and email support | Annual | \$1,190 |
| GIS Integration Option 2 : Live Linkage to Third Party GIS Vendor or ESRI Server | PermitEyes can link GIS/location information from third party GIS software through FTP autoscripts or API, such as the "Rest Services" API through ArcGIS Online. The built-in GIS web viewer engine on the "staff side" will sync to the Community's GIS server or published services in real time to pull in the relevant layers/services. Search functions are dynamically linked to the map and permit locations are updated dynamically on the map when the staff performs searches by location. As an application goes through its various stages, (eg. payment made, permit issued, inspection completed) these can in turn, trigger updates to be sent to some third party GIS software as configured/allowable there. | One Time | \$4,400 |
| | With GIS Option 2, the related GIS data will be hosted by a third party vendor and fetched via API integration to be pulled into PermitEyes. Fetched data will be imported into PermitEyes automatically as triggered by a sync of the PermitEyes GIS interface with the configured set of services published by the third party. *Third party GIS software must have an API and / or be capable of import / export for this feature to be implemented. It is the responsibility of the Community to ensure that any agreements between the Community and any third party vendors allow and include the functionality required in the third party software for PermitEyes to integrate with accordingly. GIS Options 1 and 2 are <i>either-or</i> options (if desired) and will pertain to all applicable departmental modules | Annual | \$1,250 |
| Remote (Webinar) Departmental | Expert assistance from a project manager during which time you will gain an expert understanding of the Software as you tailor the system to suit your Community. | Included | |

| | | | |
|--|---|----------|----------|
| Staff Training | | | |
| Assessor System Integration Option 1 : Manual | Integration solution with assessor system to import property information. This manual ad hoc import of the Assessors DB extract allows applicant to choose from bank of site addresses and the property owner details will flow in automatically into the application form as applicable. | Option 1 | Included |

| Costs by Type and Year (For Above Selected Options) V. 1 with GIS | | |
|--|--|-------------------|
| Item / Feature | One Time Setup Costs | Price Each Year * |
| PermitEyes Program Building Module | \$6,070 | \$3,570 |
| Online Payments For Bldg | \$500 | N/A |
| PermitEyes Program Building Complaints Sub-Module | \$2,020 | \$1,190 |
| GIS Integration Option 2 : Live Linkage to Third Party GIS Vendor or ESRI Server | \$4,400 | \$1,250 |
| Subtotals | \$12,990 | \$6,010 |
| Max. Total Year One * | \$19,000 | |
| Total Each Year Thereafter | \$6,010 | |
| Notes : | * Support is deemed to be in effect at the delivery of each departmental module and any costs associated with the first year of annual support are to be invoiced and paid upon delivery of each module. | |

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| Costs by Type and Year (For Above Selected Options) V. 2 without GIS | | |
|---|--|--------------------------|
| Item / Feature | One Time Setup Costs | Price Each Year * |
| PermitEyes Program Building Module | \$6,070 | \$3,570 |
| Online Payments For Bldg | \$500 | N/A |
| PermitEyes Program Building Complaints Sub-Module | \$2,020 | \$1,190 |
| Subtotals | \$8,590 | \$4,760 |
| Max. Total Year One * | \$13,350 | |
| Total Each Year Thereafter | \$4,760 | |
| Notes : | * Support is deemed to be in effect at the delivery of each departmental module and any costs associated with the first year of annual support are to be invoiced and paid upon delivery of each module. | |

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| Other Additional Options NOT Included in Above Selected Options | | | | |
|--|---|----------------|---------------------------|---|
| Item | Description | Itemized Price | | Check to Select |
| PermitEyes Accessory Tablet Program APK for Building Module (Optional) | The Tablet Program is an application tailored for easy use in the field. Inspections are performed on a tablet device with specially designed features for mobile performance | One Time | \$2,900 | <input type="checkbox"/> Select |
| | Support & Maintenance - All standard updates & upgrades under normal conditions • Phone and email support | Annual | \$1,170 | |
| Assessor System Integration Option 1 : Manual | Integration solution with assessor system to import property information. This manual ad hoc import of the Assessors DB extract allows applicant to choose from bank of site addresses and the property owner details will flow in automatically into the application form as applicable. | Option 1 | Included (as shown above) | |
| Assessor System Integration Option 2 : Automatic (Optional) | Periodic update by fully automated script for assessor DB import into PermitEyes. This automatic import of the Assessors DB extract allows the address and property owner information to be kept up-to-date in PermitEyes without manual intervention. | One Time | \$2,700 | <input type="checkbox"/> Select |
| | | Annual | \$600 | |
| GIS Integration Option 1 : By Extract (Optional) | <p>Import all GIS/location information from GIS/Master Address Table into PermitEyes "staff side"</p> <p>PermitEyes is capable of creating a dynamic link between permit records and imported GIS databases through a built-in GIS web viewer engine.</p> <p>This allows the software to highlight or mark the property for which the application is made, and pull in the selected layers relevant to parcel information as provided by the Community. Other features may include the generation of abutter lists and the identification of wetland and conservation restrictions.</p> <p>With GIS Option 1, the related GIS data will be hosted by Full Circle as provided by the Community and / or State GIS. Extracted data will be imported into PermitEyes manually as delivered by the Community for updates .</p> <p>GIS Options 1 and 2 are <i>either-or</i> options (if desired) and will pertain to all applicable departmental modules</p> | One Time | \$2,300 | <input type="checkbox"/> Select |
| | | Annual | \$900 | |
| Public View Interface Read Only (Optional) | <p>Public View feature where members of the public can view permit data on a read-only basis and perform basic searches as needed. This is a third interface, separate from the staff and applicant "sides" of the Program.</p> <p>\$950 for the first module and \$500 per subsequent module.</p> <p>One time costs for this option are per each configured departmental module.</p> | One Time | By Module | <input type="checkbox"/> Select Qty : — |

| | | | | |
|--|---|-----------------|-----------------------|---|
| <p>Historical Data Migration Option 1 : Tabulated Read-only Archival Links (Optional)</p> | <p>Key fields from the historical data will be tabulated and presented in a read-only format accessible through a link in the toolbar menu of the related module.</p> <p>Imported data will be presented for reference only and will not allow imported records to be processed in the PermitEyes Program (for processing of imported records, see "Historical Data Migration Option 2" below.)</p> <p>Data Migration Options 1 and 2 are either-or options (if desired). One or the other may be selected per DB, but not both.</p> <p>Imports will be quoted for each database separately based on the organization and integrity of the data.</p> | <p>One Time</p> | <p>By Review Only</p> | <p><input type="checkbox"/></p> <p>Select Qty : —</p> |
| <p>Historical Data Migration Option 2 : Field-by-field Import into PermitEyes Forms (Optional)</p> | <p>Individual field-by-field import by manually mapping the two databases so that previous system data will become PermitEyes data with best possible match rate*</p> <p>Imported elements will be seen as if originally entered in PermitEyes, will be searchable, and will allow imported records to be processed in the PermitEyes Program.</p> <p>Data Migration Options 1 and 2 are either-or options (if desired). One or the other may be selected per DB, but not both.</p> <p>Imports will be quoted for each database separately based on the organization and integrity of the data.</p> <p>* We cannot guarantee that 100% of data will migrate effectively due to inherent design differences between softwares. Success is contingent on the quality and organization of data which is exported from the previous system.</p> | <p>One Time</p> | <p>By Review Only</p> | <p><input type="checkbox"/></p> <p>Select Qty : —</p> |
| <p>On-Site Departmental Staff Training (Optional)</p> | <p>Expert assistance from a project manager during which time you will gain an expert understanding of the Software as you tailor the system to suit your community.</p> <p>\$950 per one (1) module per one (1) half-day session</p> <p>PLEASE NOTE : All onsite training and / or client meetings are suspended until further notice pursuant to the current COVID-19 pandemic. Remote, "webinar" style training and client meetings will still continue as regularly scheduled.</p> | <p>One Time</p> | <p>By Session</p> | <p><input type="checkbox"/></p> <p>Select Qty : —</p> |
| <p>Other API/FTP Autoscript Connectivity to Third Party Software (Optional)</p> | <p>Any other automated connectivity between PermitEyes and a third party software through the use of an API or bridge-files generated and passed through FTP between servers with an autoscript export/upload functionality</p> <p>Third party software must be capable of import and/or export for this feature to be implemented.</p> | <p>One Time</p> | <p>By Review Only</p> | <p><input type="checkbox"/></p> <p>Select</p> |

Payment Terms

For PermitEyes Departmental Modules :

- **One time costs**
 - **40%** of the one time cost per item is to be invoiced and paid at connection of the Program to the Community's assessor database (or equivalent db) extract during development.
 - **40%** of the one time cost per item is to be invoiced and paid upon delivery of the first beta site for each departmental module.

- 20% of the one time cost per item is to be invoiced and paid upon delivery of the final URL site for each departmental module.
- **Recurring costs**
 - **Support is deemed to be in effect at the delivery of each departmental module** and any costs associated with the first year of annual support are to be invoiced and paid upon delivery of each module.
 - Each year, recurring costs associated with annual support are to be invoiced and paid for any and all PermitEyes Departmental Module(s) delivered on or before the date of the invoice.

For other services and products provided by Full Circle Technologies :

- **One time costs**
 - **100%** of the one time cost per item is to be invoiced and paid upon delivery or performance of each service and / or product
- **Recurring costs**
 - **As applicable, support is deemed to be in effect at the delivery or performance of each service or product** and any costs associated with the first year of annual support are to be invoiced and paid upon delivery or performance.
 - As applicable, each year, recurring costs associated with annual support are to be invoiced and paid for any and all other services and / or products delivered or performed by Full Circle Technologies on or before the date of the invoice.

Pricing Disclaimer

Any update or revision of this document by FCT at the request of the Community which constitutes the provision of a new document, will render the information on this document void. If no replacement cost proposal document is issued, the pricing rates provided for the products and services presented in this document will be considered valid for a period of one (1) year from the document date, as indicated on the title page of the document. If no action is taken by the Community to procure products and / or services from Full Circle Technologies at the conclusion of the one (1) year period from the document date, the pricing contained in this document will be considered void. Updated pricing may be provided by FCT at that time, by request of the Community.

- End of Document -



OpenGov Inc. 955 Charter Street
 Redwood City, CA 94063
 United States

Order Form Number: OG-00005004
 Created On: 12/15/2020
 Order Form Expiration: 01/31/2021
 Subscription Start Date: 02/01/2021
 Subscription End Date: 01/31/2024

Sales Representative: Carl Anderson
 Email: canderson@opengov.com
 Contract Terms (Years) : 3.00

Customer Information

Customer: Town of Eliot, ME
 Bill To/Ship To: 1333 State Road
 Eliot Town, Maine 3903
 United States

Primary Contact: Shelly Bishop
 Email:sbishop@eliotme.org
 Phone:207-439-1817

Billing Contact:
 Email:
 Phone:

Order Details

Billing Frequency: Annual
 Payment Terms: Net 30

Description:

SOFTWARE SERVICES

| Product | Description | Start Date | End Date | Annual Contract Value |
|------------------|--|------------|------------|-----------------------|
| OpenGov Software | Permitting, Licensing and Code Enforcement — 1 Service Area MAT / Assessor System | 02/01/2021 | 01/31/2022 | \$14,400.00 |

PROFESSIONAL SERVICES

| Product | Description | Total |
|--------------------|----------------------------------|-------------|
| OpenGov Deployment | Professional Services Deployment | \$11,550.00 |

BILLING TABLE

| Billing Date | Amount Due |
|------------------|-------------|
| February 1, 2021 | \$25,950.00 |
| February 1, 2022 | \$14,400.00 |
| February 1, 2023 | \$14,400.00 |

Order Form Legal Terms

Welcome to OpenGov! Thanks for using our Software Services. This Order Form is entered into between OpenGov, Inc., with its principal place of business at 955 Charter Street, Redwood City, 94063 ("OpenGov"), and you, the entity identified above ("Customer"), as of the Effective Date. This Order Form includes and incorporates the OpenGov Software Services Agreement ("SSA") executed by the parties, or if no such SSA is executed or attached, the SSA at <https://opengov.com/terms-of-service> and the applicable Statement of Work ("SOW") incorporated herein in the event Professional Services are purchased. The Order Form, SSA and SOW shall hereafter be referred to as the "Agreement". Unless otherwise specified above, fees for the Software Services and Professional Services shall be due and payable, in advance, on the Effective Date. By signing this Order Form, Customer acknowledges that it has reviewed, and agrees to be legally bound by the Agreement.

Town of Eliot, ME
 Signature:

OpenGov, Inc.
 Signature:

Name:

Name:

Title:

Title:

Date:

Date:



Statement of Work

Town of Eliot, ME

Created by: TJ Isselhard
Creation Date: 12/14/2020
Document Number: DD-01498
Version Number: 1

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1. Overview

1.1. Preamble

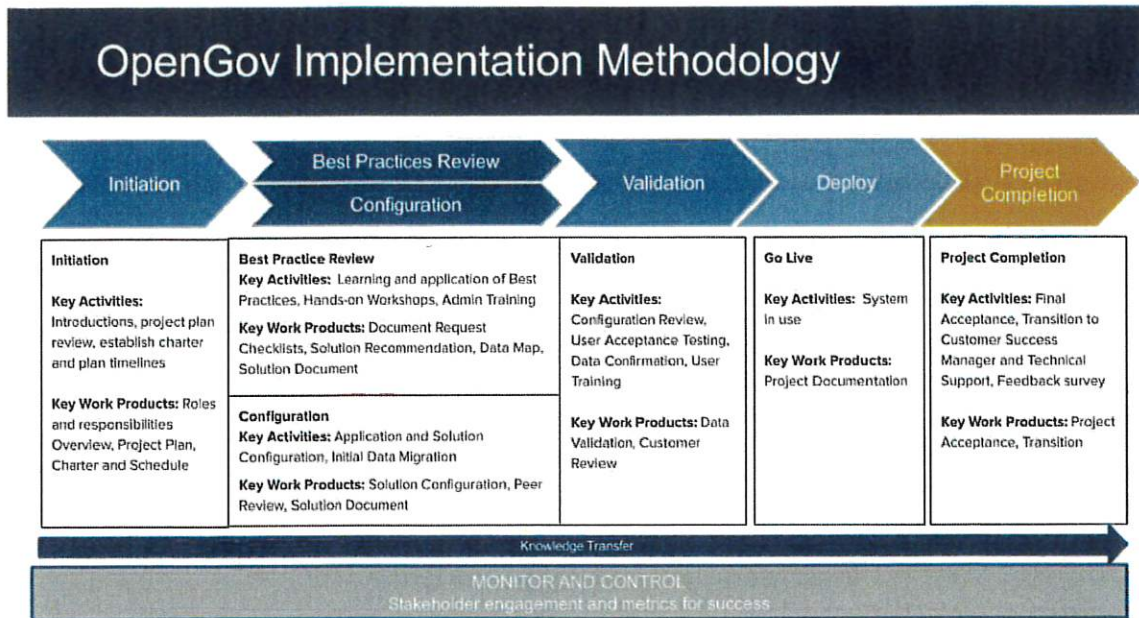
This Statement of Work (“SOW”) identifies services that OpenGov, Inc. (“OpenGov” or “we”) will perform for the Town of Eliot, ME (“Customer” or “you”) pursuant to the order for Professional Services agreed to by the parties (“Order Form”) which references the Software Services Agreement or other applicable agreement entered into by the parties (the “Agreement”).

1.2. OpenGov’s Modern Cloud ERP

OpenGov is the leader in modern cloud ERP software for our nation’s cities, counties, and state agencies. On a mission to power more effective and accountable government, OpenGov serves agencies across the U.S. Built exclusively for the unique budgeting, financial management, and citizen services needs of the public sector, the OpenGov ERP Cloud enables organizations to plan more strategically and collaboratively, streamline mission-critical processes, and communicate with stakeholders more transparently.

- **Cloud ERP for local government.** OpenGov offers transformative solutions for budgeting, financial management, and citizen services with the market-leading reporting and transparency platform--allowing customers to re-allocate up to 1% of their budgets for more strategic outcomes and save thousands of hours on manual and paper-based processes.
- **A trusted and dedicated partner.** Governments nationwide partner with OpenGov to drive more effective and accountable operations and strengthen public trust. Built exclusively for state and local government, OpenGov’s software, services, and expertise are backed by years of employee experience in the public sector.

- **A platform built to grow with you.** Modern cloud architecture ensures all of your users have access to the latest features and upgrades while reducing your IT burden, minimizing your cost footprint, and breaking down system and data silos. Thanks to world-class professional services and a roadmap driven by customer feedback, you future-proof your investment for the next generation.



2. Methodology

OpenGov’s deployment methodology, often referred to as the OpenGov Way (“OG Way”), delivers on OpenGov’s mission to power more effective and accountable governments. It is an innovative, modern, and iterative approach that leads our customers to successfully deploy our products and help them successfully achieve their vision. The OG Way differentiates itself in the market by its foundation of customer empowerment. We rely on our years of experience working with governments, leading in governments, and leveraging best practices from the public and private sector in order to coach our customers through the change management needed to leverage our best practices and quality software. This methodology requires a degree of focus and engagement to ensure collaboration between both parties to produce the desired results in a timely manner. We look forward to our partnership and can’t wait to show you how The OG Way will improve the way you do business and the services you’re able to provide to your citizens!

Project Initiation

During project initiation, we will introduce project resources, review the products and services purchased, establish a project charter, finalize project timelines, and conduct the kickoff meeting. Both OpenGov and Customer are responsible for assigning their Project Managers for the project. We will hold a planning meeting to review all project documents OpenGov has received to date. We'll also provide additional worksheets that need to be included. We'll set-up meetings to finalize the project plan, project charter, and ensure there is a centralized location for these documents to be stored for collaboration. Lastly, we'll determine the date for the larger kickoff meeting and discuss the agenda for this critical meeting.

Best Practice Review

- OpenGov will provide your team with access to OG University and OpenGov's Resource Center so that you can start learning.
- Provided checklists with samples of data and information that we'll need completed. We will obtain all data and integration information at this time in our standard format.
- We will review your agency-specific documents to make sure we understand your business requirements.
- We will then coach you on our best practices by showing you how our tool works in the most effective manner.
- Based on our best practices review, we'll make solution recommendations based on our domain expertise.
- We'll align with your team based on our understanding of your operating processes based on technical requirements and product functionality.
- We will review all data and integration requirements. A data map will be mutually agreed upon and signed off on by Customer.
- We will present a solution document to be mutually agreed upon prior to starting the configuration.

Configuration

- We will set-up the base configuration based on the mutually agreed upon solution document.
- We will mutually configure the use cases based on the mutually agreed upon solution document.
- We will migrate your data based on our mutually agreed upon data map.

Validation

- Review the completed work performed during configuration.

- The appropriate members of the Customer project team will confirm that the solution has been configured correctly based on the solution and data mapping documents by testing the use of the solution.
- Training will be provided based on the selected package, or as set forth herein.
- Any items that were configured or migrated incorrectly based on the data map and solution document will be tracked via an issue log. We will work with your team to identify deployment critical issues that will be resolved prior to launch. If the item is not included in the mutually agreed upon data map and solution document, a mutually agreed upon change order will be discussed as defined in Section 10 Change Management of this SOW.
- The exit criteria for this phase is the sign off by the Customer's Project Manager of the configuration based on the mutually agreed upon solution and data map as defined in Section 9 Acceptance of this SOW.

Deploy

- The solution is usable by Customer.

Project Completion

- Customer is sent a project acceptance form to sign as defined in Section 9 Acceptance of this SOW.
- Customer will be asked to respond to a brief survey to provide feedback about the experience.
- Customer is introduced to Customer Support and educated on how to engage with customer support based on Customer's procured package.

3. Project Schedule

OpenGov will schedule resources for this project upon signature of the order form. Unless specifically noted, the OpenGov assigned project manager (as identified below or such alternate designated by OpenGov, the "OpenGov Project Manager") will work with Customer Project Manager to develop the project schedule for all requested deliverables under this SOW. OpenGov reserves the right to adjust the schedule based on the availability of OpenGov resources and/or Customer resources, and the timeliness of deliverables provided by the Customer.

4. Roles and Responsibilities

4.1. Roles and Responsibilities Matrix

| OpenGov | |
|--------------------------------------|--|
| Role | Role Description |
| Executive Sponsor (“ES”) | Responsible for ensuring alignment on project value proposition and vision. Escalation point for Customer Executive Sponsor to mitigate any risks that the project team cannot resolve. Executive Sponsor attends monthly (or other frequency) executive meetings to review deployment status, documented issue list, status and closure summary. |
| Project Manager (“PM”) | Responsible for the delivery of the professional services based upon the agreed upon contract and SOW within the budgeted hours and timeframe. Ensures the project is properly forecasted, assigns tasks/resources, and tracks toward project completion. Holds executive steering committee meetings and/or quarterly business reviews as appropriate to ensure project issues are properly escalated and success is achieved. Facilitates the transition to support. |
| Analyst (“IA”) | Responsible for helping Customer configure OpenGov’s product suites as assigned. The Analyst is the primary consultant, guiding Customer through configuration working sessions to put together successful workflows. |
| Subject Matter Expert (“SME”) | OpenGov Subject Matter Experts (“SMEs”) will engage in strategy, design, and execution discussions internally and with Customer during the deployment. The SME has a specific area of expertise, and depending on the scope of the project more than one SME may engage. The SME will not be on all working sessions, but will be involved per the direction of the OpenGov Project Manager. |
| Integration Engineer (“IE”) | Responsible for migrations, conversions, and integrations as assigned. Responsible for providing clear direction on specifications to ensure proper delivery of migration, conversions, and integrations. Clear data mapping and data validation to be provided with customer sign-offs obtained by the OpenGov Project Manager. |
| Account Executive (“AE”) | The Account Executive is responsible for the sales cycle. Aligning on program vision, value proposition, and contract |

| | |
|---------------------------------|--|
| | terms. The Account Executive will facilitate project kickoff along with the OpenGov Project Manager. The Account Executive will be engaged with the customer throughout their journey with OpenGov, post-deployment and beyond. |
| Customer Manager (“CM”) | The Customer Manager (“CM”) is the primary customer relationship holder post-Deploy. The “Air Traffic Controller” or “Quarterback” of OpenGov resources with focus on long term success of Customer’s partnership with OpenGov. The CM will engage with Customer to discuss adoption strategy and conduct periodic reviews to ensure Customer’s key stakeholders understand all OpenGov offerings and how they align to key Customer priorities. The CM will be introduced at deployment kick-off, but will not be an active participant in deployment working sessions. As the deployment approaches closure, the CM’s engagement will ramp-up, and the OpenGov Project Manager to CM meeting with Customer will occur prior to Project Completion. |
| Customer | |
| Role | Role Description |
| Budget Owner (“BO”) | The Customer Budget Owner commits the funds to the project deployment, assesses the value to the cost (ROI), and approves changes orders. In some cases, the Budget Owner and Executive Sponsor are the same person. |
| Executive Sponsor (“ES”) | Responsible for ensuring Customer team is aligned to core project value proposition and goals. Able to intervene if the project goes off track, and has ability to make decisions on timeline and budget when decisions are stalled. The Executive Sponsor is not expected to regularly attend deployment working sessions. Executive Sponsors, attend monthly (or other frequency) executive meetings to review deployment status, documented issue list, status and closure summary. |
| Project Manager (“PM”) | Serves as the primary contact for OpenGov Project Initiation, Best Practice Review, Configuration, Validation, Deploy, Project Completion. Coordinates meetings and schedules. Controls communication between the Customer and OpenGov project teams. |
| Project Lead (“PL”) | Is an internal SME in the functional area of deployment. Attends working sessions, trainings, and responsible for reviewing configurations. Primary OpenGov counterpart will be the Analyst. |

| | |
|-------------------------------------|--|
| Data and SystemsLead (“DSL”) | Responsible for mapping out data infrastructure and validating migration, conversion, integration requirements. Someone who is able to connect OpenGov team with any of Customer’s third-party data sources and vendors as needed to fulfill SOW requirements. |
|-------------------------------------|--|

4.2. OpenGov Roles and Responsibilities RACI

| Phases | Frequency | OpenGov | | | | Customer | | | |
|----------------------|-----------|---------|----|----|----|----------|----|----|-----|
| | | ES | PM | IA | IE | ES | PM | PL | DSL |
| Project Initiation | One-time | I | R | I | I | I | A | C | I |
| Best Practice Review | Iterative | I | R | C | I | I | A | C | I |
| Configuration | Iterative | I | A | R | R | I | A | A | C |
| Validation | Iterative | I | A | C | C | I | A | R | C |
| Deploy | Iterative | I | A | A | I | I | A | R | I |
| Project Completion | One-time | I | R | C | I | I | R | A | C |

R = Responsible to perform the task

A = Accountable for the task being completed

C = Consulted with prior to the activity being performed

I = Informed that the task has been completed

5. Governance

Project Governance provides the foundation and framework to manage deployments by assessing progress and addressing questions and challenges during the course of deployment. OpenGov follows three guiding principles for governance to maximize the deployment value with our customers:

- **Regular communication** aligned to the agreed upon project plan and timing will occur. OpenGov expects our customers to raise questions or concerns as soon as they arise. OpenGov will do the same, as we can only address items when known.

- **Executive involvement** is expected from both OpenGov and Customer. Not only may Executives be called upon to clarify expectations and/or confusion, but also to steer strategic items to maximize the value through the deployment.
- **Commitment to the direction** outlined in this SOW and critical assessment change orders to ensure they drive value.

5.1. Regular Communication Components

| Meeting | | Frequency | Purpose | Participants | |
|-------------------------------------|---------------------|----------------------|---|-----------------------------|---------------------------------|
| | | | | OpenGov | Customer |
| Quarterly Management Review ("QMR") | Engagement Review | Quarterly | Overview of Program Status, Value Realization, trends, savings reports, program improvement, technology, and discuss program adjustments | PM, ES, others as necessary | PM, PL, ES, others as necessary |
| | Statement Committee | Bi-Annually | Review of milestones per commercial agreement, review budget and fiscal matters. Discuss strategic direction from deployment, alignment of OpenGov with Customer's 3-year roadmap, evaluate potential shift in strategy and impact to relationship | PM, ES, AE, CM | PM, BO. ES |
| Executive Sponsor Meeting | | Monthly / Bi-Monthly | Discuss | PM, ES, plus | PM, ES, plus |

| | | | | |
|---------------------------|--------|---|----------------------|----------------------|
| | | deployment: - Strategic impacts: timing, scope, process - Value prop changes, confusion - Project specific: items that need guidance, support and/or clarity | others as necessary | others as necessary |
| Weekly Deployment Updates | Weekly | Summary of project actions against project plan. Risks and achievements highlighted in addition to asks of leadership. | Project Team + ES(s) | Project Team + ES(s) |

5.2. Commitment to Project Direction and Goals

This SOW is the direction agreed upon by Customer and OpenGov. Transparency of the plan is paramount for our Customers to attain the value the SOW or any subsequent change order outlines.

Should direction of the deployment become disconnected, OpenGov and Customer Project Managers will outline the gaps as they understand them and communicate the gaps to their respective Executive Sponsor(s) (or Project Teams) for discussion and resolution.

The communication path for this engagement will be outlined in the kick off meeting, documenting both phone numbers and email. The general path is:

OpenGov Project Manager → Professional Services Sr. Manager / SVP → Executive Sponsor

6. Escalation Process

The purpose of this section is to define the escalation process, should it be needed, to support closing issues that are raised, discussed to move forward with the deployment. OpenGov and Customer agree to raise concerns and follow the escalation process, resource responsibility, and documentation.

6.1. Process

- Identification of an issue impeding deployment progress, outcome or capturing the value proposition, that is not acceptable.
- Customer or OpenGov Project Manager summarizes the problem statement and impasse.
- Customer and OpenGov Project managers will outline solution, acceptance or schedule Executive review in accordance with Section 7 General Project Assumptions.
- Resolution will be documented and signed off following Executive review in accordance with Section 7 General Project Assumptions.

6.2. Escalation Requirements

- OpenGov and Customer Project Managers will summarize impasse and recommendation to present at scheduled or ad hoc executive meetings. Unless otherwise noted in this SOW, Customer Project Manager can approve how hours are used, but not where funding is required.
- Executive Sponsors attend monthly (or other frequency) executive meetings to review deployment status, documented issue list, status, and closure summary.
- Steering Committees, where applicable, will be the arbitrator to direction and issue closure. Unless otherwise noted in this SOW, the Customer Executive Sponsor must approve change orders that result in additional cost.
- Customer or OpenGov Subject Matter Experts may be requested to provide input to the issue and assist in closure. Both Customer and OpenGov will make best effort to enable those Subject Matter Experts to be available and participate.

6.3. Documentation

- Issue Escalation: Problem Statement with clear impact to the deployment and/or engagement.
- Acceptance Document: Detail including change order or other process adjustments required and summary of the resolution.

- Notes from Project Meetings, Executive Reviews, and Steering Committee meetings, as appropriate.

7. General Project Assumptions

OpenGov is excited to work with Customer on the implementation of our OpenGov ERP Cloud. In order to ensure we are able to meet the project timeline and ensure Customer is successful in this implementation, OpenGov asks that Customer abide by the General Assumptions detailed in this SOW.

- This SOW is limited to the Implementation of the OpenGov Cloud as defined in the Project Scope. Any additional services or support will be considered out of scope.
- Customer will commit and provide access to all necessary stakeholders and subject matter experts necessary to implement the solution defined in this SOW.
- Customer is responsible for internal change management associated with the purchase of new software.
- Response Protocol
 - OpenGov and Customer commit to responding to inquiries, updates, or any other project-related matters in no less than 10 business days throughout the course of this project. If Customer is delayed in its response, Customer acknowledges that: a) the delay may impact the project schedule; and b) any fees for Professional Services due to OpenGov after such delay shall become due and OpenGov may invoice Customer for such prepayment.
- Professional Services Offer Expiration:
 - This SOW is valid for up to 90 days from the Creation Date, or as agreed to in writing by OpenGov and Customer.

8. Project Scope

8.1. OpenGov Permit License and Code Enforcement (PLC Suite)

8.1.1. PLC Suite Project Deliverables

| Functionality | Description |
|------------------|--|
| PLC Suite | Cloud based Permit, Licensing, Code Enforcement software for 1 Service Areas to include <ul style="list-style-type: none"> • 5 Record Type(s) (forms, document templates, fee schedules, workflows) built by OpenGov • PLC System Training • Configuration Training • Internal user Training |

| | |
|--|---|
| | <ul style="list-style-type: none"> • Migrations and Integrations |
|--|---|

8.1.2. Project Tasks

The tasks listed below are required for OpenGov and Customer to successfully complete the OpenGov PLC Suite implementation.

8.1.2.1. Initiate

| Functionality | Description |
|------------------------------|--|
| Creating Environment | OpenGov will provision a PLC environment and FTP site. Customer system administrator will be added to the environment following contract signing and creation. |
| Documentation Receipt | Customer will provide OpenGov with: <ul style="list-style-type: none"> • Existing application forms • Current workflows • Gathering all existing supporting documentation |
| System Training | During the PLC System Configuration, OpenGov will provide System Training designed for 1 system administrators, which will include: <ul style="list-style-type: none"> • How to create and customize the public portal in PLC • How to create and customize PLC record types (forms, document templates, fee schedules, workflows) • How to set up inspections in PLC • How to create datasets in PLC • The basic functions of any integrations or other customizations included in the SOW • How to export a dataset from the app |

8.1.2.2. Best Practice

| Functionality | Description |
|------------------------------------|---|
| Overview of Best Practice | OpenGov assesses and identifies how best to configure and map data to ensure success based on materials provided by Customer. |
| Customer Inputs | OpenGov will share what is needed to obtain from Customer and why the information drives a successful outcome. |
| Discuss Recommended Process | OpenGov will review department specific documents. Coach the Customer on Best Practice application. OpenGov will make solution recommendations based on our domain expertise. |

| | |
|-------------------------------|---|
| Versus Current Process | |
| Solution Document | OpenGov will present a solution document to be mutually agreed upon prior to beginning configuration. |

8.1.2.3. Configuration

| Functionality | Description |
|---|--|
| Record Type Configuration (OpenGov - Standard) | <p>OpenGov will configure up to 5 standard record type drafts of Customer's record types in the PLC system.</p> <p>Along with Customer input OpenGov will be responsible for building:</p> <ul style="list-style-type: none"> • Customer Application Forms • Customer Workflow • Output Documents • Adding in Customer Fees <p>OpenGov will hold working sessions* between the OpenGov and Customer for the purpose of validating, reviewing, and iterating upon draft record types configuration.</p> |
| *Working Session | <p>All working sessions will focus on:</p> <ul style="list-style-type: none"> • Forms • Workflows • Fee structures • Attachment requirements • Permit/license/letter templates • User access • Renewal processes • Inspection checklists • Public portal |
| Migrations and Integrations | |
| Functionality | Description |
| Recurring Master Address Table (MAT) Import | <p>OpenGov will import the Customer's location information from your Master Address Table (MAT) file (CSV) into PLC.</p> <p>Customer will provide a clean MAT including all of the community's location information. It must contain the parcel properties latitude/longitude coordinates, and at least 1 unique ID field. The unique ID can never change. OpenGov does not take responsibility for 'dirty'</p> |

| | |
|--|-------|
| | data. |
|--|-------|

8.1.2.4. Validation

| Functionality | Description |
|--|---|
| Confirmation | Customer confirms OpenGov has created 5 Record Types. |
| User Acceptance Testing (admin) | OpenGov will require Customer to validate <ul style="list-style-type: none"> ● Application is working as intended <ul style="list-style-type: none"> ○ Internal processes and or workflows ○ Front End processes (Public views) ● The administrator knows how to: <ul style="list-style-type: none"> ○ Make changes ○ Troubleshoot problems ○ Create or configure new Record Types |

8.1.2.5. Deploy

| Functionality | Description |
|-------------------------------|--|
| Internal User Training | OpenGov will provide 1 two-hour training sessions designed for Internal Users such as Inspectors or Intake Review staff. <ul style="list-style-type: none"> ● Internal Users are trained to: <ul style="list-style-type: none"> ○ Understand how to use the system to complete the tasks needed perform their roles/responsibilities ○ Understand the functionality and workflow of the Permitting, Licensing or Code Enforcement process. |
| Sign Off | Customer to complete OpenGov-provided sign off document Customer will provide written approval that Administrator can: <ul style="list-style-type: none"> ● Build/Configure ● Troubleshoot ● Maintain Customer will provide written approval that Internal Users: <ul style="list-style-type: none"> ● Have been trained on: <ul style="list-style-type: none"> ○ Functionality ○ Tasks needed to perform their roles/responsibilities |

9. Acceptance

9.1. Acceptance Process

All Deliverables require acceptance from the Customer Project Manager(s) following the completion of Deliverables and upon Project Closure. Customer is responsible for conducting any additional review or testing of such deliverable pursuant to any applicable acceptance criteria agreed upon by the parties for such deliverable. Upon completion of these phases, the OpenGov Project Manager shall notify the Customer Project Manager(s) and provide the necessary documents for review and sign off.

The following process will be used for accepting or acknowledging Deliverables and Project Closure:

- OpenGov shall submit the completed deliverables to Customer to review or test against the applicable acceptance criteria. Customer shall notify OpenGov promptly of its acceptance or rejection in accordance with the agreed upon acceptance criteria.
- Customer must accept all deliverables that meet the applicable acceptance criteria. OpenGov Project Manager will provide the Customer Project Manager with the OpenGov Acceptance form to sign off on the deliverable and project. Once all deliverables required to meet a particular phase have been accepted or are deemed accepted, the phase shall be deemed complete.
- Upon completion of the phase or project, OpenGov allows Customer 10 business days to communicate that the particular Deliverable(s) does not meet Customer's requirements. Failure to communicate that the particular Deliverable(s) does not meet Customer's requirements will be deemed as acceptance and any further work provided to remedy Customer's complaint might incur additional cost.
- Customer shall provide to OpenGov a written notice detailing the reasons for rejection and the nature of the failure to meet the acceptance criteria. OpenGov shall make best effort to revise the non-conforming Deliverable(s) to meet the acceptance criteria and re-submit it to Customer for further review and testing.
- If the acceptance form is not received in accordance with Section 7 General Project Assumptions, the project phase and/or project will be considered accepted and automatically closed.

9.2. Acceptance Requirements

- All acceptance milestones and associated review periods will be tracked on the project plan.
- The Customer Project Manager will have decision authority to approve/reject all project Deliverables, Phase Acceptance and Project Acceptance.
- Any open issues shall be resolved or decisions made in accordance with Section 7

General Assumptions of this SOW following the Validation Acceptance review, or as mutually agreed upon between the parties, for resolution prior to advancing on in the project.

- Both OpenGov and Customer recognize that failure to complete tasks and resolve open issues may have a negative impact on the project.
- For any tasks not yet complete, OpenGov and/or Customer will provide sufficient resources to expedite completion of tasks to prevent negatively impacting the project.

10. Change Management

This SOW and related effort is based on the information provided and gathered by OpenGov. Customer acknowledges that changes to the scope may require additional effort or time, resulting in additional cost. Any change to scope must be agreed to in writing or email, by both Customer and OpenGov, and documented as such via a:

- *Change Order* - Work that is added to or deleted from the original scope of this SOW. Depending on the magnitude of the change, it may or may not alter the original contract amount or completion date and be paid for by Customer. Changes might include:
 - Timeline for completion
 - Sign off process
 - Cost of change and Invoice timing
 - Signed by OpenGov and Customer Executives approving funds.

Change documentation will be mutually signed in accordance with Section 7 General Assumptions of this SOW. Should that not occur, the change will be added to the next Executive Sponsor agenda for closure.

Example of Changes that might arise during a deployment:

- Amending the SOW to correct an error.
- Extension of work as the complexity identified exceeds what was expected by Customer or OpenGov.
- Change in type of OpenGov resources to support the SOW. For example Subject Matter Experts to address simplifying Chart of Account structure.

IWORQ SERVICE AGREEMENT

For iWorQ applications and services

Eliot here after known as ("Customer"), enters into THIS SERVICE AGREEMENT ("Agreement") with iWorQ Systems Inc. ("iWorQ") with its principal place of business 1125 West 400 North, Suite 102, Logan, Utah 84321.

1. SOFTWARE AS A SERVICE (SaaS) TERMS OF ACCESS:

iWorQ grants Customer a non-exclusive, non-transferable limited access to use iWorQ service(s), application(s) on iWorQ's authorized website for the fee(s) and terms listed in Appendix A. This agreement will govern all application(s) and service(s) listed in the Appendix A.

2. CUSTOMER RESPONSIBILITY:

Customer acknowledges that they are receiving only a limited subscription to use the application(s), service(s), and related documentation, if any, and shall obtain no titles, ownership nor any rights in or to the application(s), service(s), and related documentation, all of which title and rights shall remain with iWorQ. Customer shall not permit any user to reproduce, copy, or reverse engineer any of the application(s), service(s) and related documentation.

iWorQ is not responsible for the content entered into iWorQ's database or uploaded as a document or image. Access to iWorQ cannot be used to record personal or confidential information such as driver license numbers, social security numbers, financial data, credit card information or upload any images or documents considered personal or confidential.

3. TRAINING AND IMPLEMENTATION:

Customer agrees to provide the time, resources, and personnel to implement iWorQ's service(s) and application(s). iWorQ will assign a senior account manager and an account management team to implement service(s) and application(s). Typical implementation will take less than 60 days. iWorQ account managers will call twice per week, provide remote training once per week, and send weekly summary emails to the customer implementation team. iWorQ can provide project management and implementation documents upon request. iWorQ will do ONE import of the Customer's data. This import consists of importing data, sent by the Customer, in an electronic relational database format. Customer must have clear ownership of all forms, letters, inspections, checklists, and data sent to iWorQ.

Data upload and storage is provided to every Customer. This includes uploading files up to 3MB and 10 GB of managed data storage on AWS GovCloud. Additional upload file sizes and managed data storage sizes can be provided based on the application(s) and service(s) listed in Appendix A.

4. CUSTOMER DATA:

Customer data will be stored on AWS GovCloud. iWorQ will use commercially reasonable efforts to backup, store and manage Customer data. iWorQ does backups twice per week and offsite backups twice per week. The subscription will renew each year on the anniversary date of this Agreement unless terminated (see 7. TERMINATION).

Customer can run reports and export data from iWorQ application(s) at any time.

Customer can pay iWorQ for additional data management service(s), onsite backups, application(s) and other service(s).

Data upload and storage is provided to every Customer. This includes uploading files up to 3MB and 10 GB of managed data storage on AWS GovCloud. Additional upload file sizes and managed data storage sizes can be provided based on the application(s) and service(s) listed in Appendix A.

5. CUSTOMER SUPPORT:

Customer support and training are FREE and available Monday-Friday, from 6:00 A.M. to 5:00 P.M. MST, for any authorized user with a login. iWorQ provides unlimited remote Customer training (through webinars), phone support, help files, and documentation. Basic support request is typically handled the same day. iWorQ provides "Service NOT Software".

6. BILLING:

iWorQ will invoice Customer on an annual basis. iWorQ will send invoice by mail and by email to the address(s) listed in Appendix A. Terms of the invoice are net 30 days. Any billing changes will require that a new Service(s) Agreement be signed by Customer.

Any additional costs imposed by the Customer including business licenses, fees, or taxes will be added to the Customer's invoice yearly.

7. TERMINATION:

Either party may terminate this agreement, after the initial 1-YEAR TERM, without cause if the terminating party gives the other party sixty (60) days written notice. Should Customer terminate any application(s) and or service(s) the remaining balance will immediately become due. Should Customer terminate any part of the application(s) and or service(s) a new Service(s) Agreement will need to be signed.



Upon termination (6. TERMINATION), iWorQ will discontinue all application(s) and or service(s) under this Agreement; iWorQ will provide customer with an electronic copy of all of Customer's data, if requested by the Customer (within 3-5 business days).

During the term of the Agreement, the Customer may request a copy of all of Customer's data for a cost of no more than \$2,500; and all provisions of this Agreement will continue.

8. ACCEPTABLE USE:

Customer represents and warrants that the application(s) and service(s) will only be used for lawful purposes, in a manner allowed by law, and in accordance with reasonable operating rules, and policies, terms and procedures. iWorQ may restrict access to users upon misuse of application(s) and service(s).

9. MICELLANEOUS PROVISIONS:

This Agreement will be governed by and construed in accordance with the laws of the State of Utah.

10. CUSTOMER IMPLEMENTATION INFORMATION:

Primary Implementation Contact _____ Title _____

Office Phone _____ Cell _____

Email _____

Secondary Implementation Contact _____ Title _____

Office Phone _____ Cell _____

Email _____

11. CUSTOMER BILLING INFORMATION:

Billing Contact _____ Title _____

Billing Address: _____

Office Phone _____ Cell _____

Email _____

PO# _____ (if required) Tax Exempt ID # _____



12. ACCEPTANCE:

The effective date of this Agreement is listed below. Authorized representative of Customer and iWorQ have read the Agreement and agree and accept all the terms.

Signature _____

Effective Date: _____

Printed Name _____

Title _____

Office Number _____

Cell Number _____

iWorQ Service(s) Agreement

APPENDIX A

iWorQ Price Proposal

| | |
|--|--|
| Eliot, ME | Population- 6,908 |
| 476 Dow Highway (Rt. 236), Eliot, ME 03903 | Prepared by: Joseph Vernon and Steve Hulse |

Annual Subscription Fees

| Application(s) and Service(s) | Package Price | Billing |
|---|----------------|---------|
| <p>Community Development (Enterprise Package)</p> <p>*Permit Management *Code Enforcement *Portal Home</p> <p>Quarterly upload of parcel information to iWorQ's GIS Map Track contractors, inspections, property information</p> <p>Track code violations, fees, and activities Unlimited reports and ad-hoc reporting Unlimited letters and documents configured through iWorQ's template library and 3 custom letters 6 custom forms for Portal Home Premium Data (25MB Uploads & 100GB Storage) Online credit/debit card processing integrated with iWorQ.</p> <p>GIS REST Services - iWorQ will publish your agency's WMS layers in iWorQ Community Development applications. iWorQ will update parcel information monthly from the published service. Note: If GIS configurations change (FTP location, name format, field changes, etc.) iWorQ will charge a minimum \$500 fee to accommodate new configuration adjustments (subject to additional hourly charges)</p> | \$7,500 | Annual |
| Subscription Fee Total (This amount will be invoiced each year) | \$7,500 | Annual |

One-Time Setup, GIS integration, and Data Conversion Fees

| Service(s) | Full Price Cost | Package Price | Billing |
|--|---------------------|---------------|----------|
| Implementation and Setup cost year 1 | \$4,500 | \$4,500 | Year One |
| Up to 5 hours of GIS integration and data conversion | \$1,000 | Included | Year One |
| Data Conversion | \$4,900 | Included | Year One |
| One-Time Setup Total (This amount will be added year 1) | \$10,400 | \$4,500 | Year One |
| Grand Total Due Year 1 | \$17,900 | \$12,000 | Year One |

NOTES AND SERVICE DESCRIPTION

- I. Invoice for the (Annual Subscription Fee Total + One-Time Total) will be sent out 2 weeks after signature and Effective Date.
- II. This subscription Fee and Agreement have been provided at the Customer's request and is valid for 25 days.
- III. This cost proposal cannot be disclosed or used to compete with other companies.

Warrant 141

| Jrnl | Check | Month | Invoice Description | Reference | Amount | Encumbrance |
|--|-------|-------|------------------------|-----------------|------------------|-------------|
| Description | | | Account | Proj | | |
| 00388 MainePERS | | | | | | |
| 0626 | 62021 | 06 | june 2021 | 062021 | | |
| admin | | | E 01-01-03-40 | | 1,081.19 | 0.00 |
| clerks | | | E 01-02-03-40 | | 2,122.43 | 0.00 |
| land use | | | E 01-03-03-40 | | 3,096.33 | 0.00 |
| police | | | E 10-05-03-40 | | 7,228.54 | 0.00 |
| pub works | | | E 20-01-03-40 | | 1,908.53 | 0.00 |
| csd | | | E 30-01-03-40 | | 837.57 | 0.00 |
| ee contributions | | | G 01-2215-00 | | 10,998.52 | 0.00 |
| Vendor Total- | | | | | 27,273.11 | |
| 01393 HOME DEPOT CREDIT SERVICES | | | | | | |
| 0626 | 19229 | 06 | home depot credit card | 06132021 | | |
| tools | | | E 20-01-22-32 | | 154.53 | 0.00 |
| Vendor Total- | | | | | 154.53 | |
| 01766 ECO MAINE (MSW) | | | | | | |
| 0626 | 19230 | 06 | MSW contract | 06302021MSW | | |
| MSW contract | | | E 20-25-06-50 | | 2,508.22 | 0.00 |
| Invoice Total- | | | | | 2,508.22 | |
| 0626 | 19230 | 06 | recycling | 06302021RECYCLI | | |
| recycling | | | E 20-25-06-55 | | 440.86 | 0.00 |
| Invoice Total- | | | | | 440.86 | |
| Vendor Total- | | | | | 2,949.08 | |
| 01772 DELLA LAND CORPORATION | | | | | | |
| 0626 | 19231 | 06 | concrete disposal | 2283 | | |
| concrete disposal | | | E 20-25-06-55 | | 588.00 | 0.00 |
| concrete disposal/boulder | | | E 20-10-24-05 | | 575.00 | 0.00 |
| Vendor Total- | | | | | 1,163.00 | |
| 02302 Holloway Automotive Group | | | | | | |
| 0626 | 19232 | 06 | vehicle rep/maint | 06302021 | | |
| vehicle rep/maint | | | E 20-01-24-15 | | 1,057.54 | 0.00 |
| Vendor Total- | | | | | 1,057.54 | |
| 02333 EcoMaine (Bulky) | | | | | | |
| 0626 | 19233 | 06 | bulky contract | 06302021BULKY | | |
| bulky contract | | | E 20-25-06-55 | | 1,661.52 | 0.00 |
| Vendor Total- | | | | | 1,661.52 | |
| 02411 Lakes Region Fire Apparatus, Inc. | | | | | | |
| 0626 | 19234 | 06 | fire truck repair | 31236 | | |
| fire truck repair | | | E 10-01-24-85 | | 311.40 | 0.00 |
| Vendor Total- | | | | | 311.40 | |
| 02844 Wheelabrator Holdco 1 Inc. | | | | | | |
| 0626 | 19235 | 06 | special waste fees | 24-0000046426 | | |
| special waste fees | | | E 20-25-06-55 | | 596.64 | 0.00 |
| Vendor Total- | | | | | 596.64 | |
| 02886 Melissa Layman | | | | | | |
| 0626 | 19236 | 06 | AIP t shirt reimb | 9531 | | |
| AIP t shirt reimb | | | E 05-05-50-06 | | 566.74 | 0.00 |
| Vendor Total- | | | | | 566.74 | |

A / P Warrant

4:19 PM

Warrant 141

| Jrnl | Check | Month | Invoice Description | Reference | |
|-------------|---------|-------|---------------------|-----------|-------------|
| Description | Account | | Proj | Amount | Encumbrance |
| | | | Prepaid Total- | 27,273.11 | |
| | | | Current Total- | 8,460.45 | |
| | | | EFT Total- | 0.00 | |
| | | | Warrant Total- | 35,733.56 | |

WE THE SELECTMEN OF THE TOWN OF ELIOT AUTHORIZE THE TOWN TREASURER
Jordan Miles TO PAY THE INVOICES ON THIS WARRANT.

DocuSigned by:
Alexander Orestis
ALEXANDER ORESTIS...
ALEX-08834D42CB4F0...

DocuSigned by:
Lauren Dow
Lauren Dow...
LAUREN-DOWM8AB179438...

DocuSigned by:
Richard Donhauser
RICHARD DONHAUSER...
RICH-08834D42CB4F0...

DocuSigned by:
Robert McPherson
ROBERT MCPHERSON...
ROBERT-MCPHERSON...

DocuSigned by:
William Widi
WILLIAM WIDI...
WILL-08834D42CB4F0...

A / P Warrant

2:16 PM

I-2

07/22/2021

Page 1

Warrant 142

CORRESPONDENCE #
SELECTMEN'S MEETING
8/12/2021

| Jrnl | Check | Month | Invoice Description | Reference | Amount | Encumbrance |
|------------------------------------|---------|-------|---------------------|-----------|-----------------|-------------|
| Description | Account | Proj | | | | |
| 02108 ReVision Energy, LLC. | | | | | | |
| 0627 | 19275 | 06 | revision bill q2 | 90 | | |
| PD | | | E 10-05-15-02 | | 1,628.09 | 0.00 |
| Sewer | | | E 70-01-15-02 | | 2,442.12 | 0.00 |
| office | | | E 01-01-15-02 | | 814.04 | 0.00 |
| fire | | | E 10-01-15-02 | | 697.75 | 0.00 |
| pub safety | | | E 10-30-15-02 | | 232.59 | 0.00 |
| Vendor Total- | | | | | 5,814.59 | |
| Prepaid Total- | | | | | 0.00 | |
| Current Total- | | | | | 5,814.59 | |
| EFT Total- | | | | | 0.00 | |
| Warrant Total- | | | | | 5,814.59 | |

WE THE SELECTMEN OF THE TOWN OF ELIOT AUTHORIZE THE TOWN TREASURER
Jordan Miles TO PAY THE INVOICES ON THIS WARRANT.

ALEX ORESTIS

DocuSigned by:

Richard Donkauer

RICHARD DONKAUER

WILLIAM WITTE

DocuSigned by:

Lauren Dow

Lauren Dow

DocuSigned by:

Robert McPherson

ROBERT MCPHERSON

Warrant 5

CORRESPONDENCE #
SELECTMEN'S MEETING8/12/2021
Reference

| Jrnl | Check | Month | Invoice Description | Proj | Amount | Encumbrance |
|--|-------|-------|-------------------------|------|-----------------|-------------|
| Description | | | Account | | | |
| 00035 AMERICAN SECURITY ALARM, INC. | | | | | | |
| 0019 | 19237 | 07 | security alarm TS | | 140141 | |
| security/fire alarm | | | E 20-25-24-20 | | 1,020.00 | 0.00 |
| | | | Invoice Total- | | 1,020.00 | |
| 0019 | 19237 | 07 | fire alarm | | 139834 | |
| fire alarm | | | E 20-01-24-20 | | 360.00 | 0.00 |
| | | | Invoice Total- | | 360.00 | |
| | | | Vendor Total- | | 1,380.00 | |
| 00071 BERGERON PROTECTIVE CLOTHING | | | | | | |
| 0019 | 19238 | 07 | CIP fire gear | | 227628 | |
| cip fire gear | | | E 62-05-99-01 | | 1,562.38 | 0.00 |
| | | | Vendor Total- | | 1,562.38 | |
| 00109 CENTRAL MAINE POWER | | | | | | |
| 0019 | 19240 | 07 | cmp PD | | 700000335600 | |
| cmp PD | | | E 10-05-15-02 | | 20.77 | 0.00 |
| | | | Invoice Total- | | 20.77 | |
| 0019 | 19240 | 07 | cmp town office | | 700000335601 | |
| cmp town office | | | E 01-01-15-03 | | 20.77 | 0.00 |
| | | | Invoice Total- | | 20.77 | |
| 0019 | 19240 | 07 | cmp fire station | | 701001286942 | |
| cmp fire station | | | E 10-01-15-02 | | 57.89 | 0.00 |
| | | | Invoice Total- | | 57.89 | |
| 0019 | 19240 | 07 | cmp cor state/bolt hill | | 700000334208 | |
| cmp cor state/bolt hill r | | | E 10-30-15-02 | | 16.31 | 0.00 |
| | | | Invoice Total- | | 16.31 | |
| 0019 | 19240 | 07 | cmp route 236-beech | | 700000334205 | |
| cmp route 236-beech | | | E 10-30-15-02 | | 16.31 | 0.00 |
| | | | Invoice Total- | | 16.31 | |
| 0019 | 19240 | 07 | cmp route 23 | | 700000335609 | |
| cmp route 236 | | | E 10-30-15-02 | | 16.31 | 0.00 |
| | | | Invoice Total- | | 16.31 | |
| 0019 | 19240 | 07 | cmp new kittery road | | 700000335608 | |
| cmp new kittery road | | | E 10-30-15-02 | | 16.31 | 0.00 |
| | | | Invoice Total- | | 16.31 | |
| 0019 | 19240 | 07 | cmp route 236 RD | | 700000335607 | |
| cmp route 236 RD | | | E 10-30-15-02 | | 16.31 | 0.00 |
| | | | Invoice Total- | | 16.31 | |
| 0019 | 19240 | 07 | cmp HL DOW HWY | | 700000334203 | |
| cmp HL Dow HWY | | | E 20-25-15-02 | | 20.77 | 0.00 |
| | | | Invoice Total- | | 20.77 | |
| 0019 | 19240 | 07 | cmp Harold L Dow TRF | | 700000334207 | |
| cmp Harold L Dow TRF | | | E 20-25-15-02 | | 16.31 | 0.00 |
| | | | Invoice Total- | | 16.31 | |
| 0019 | 19240 | 07 | RTE 236 garage | | 700000334202 | |
| RTE 236 garage | | | E 20-01-15-02 | | 16.31 | 0.00 |
| | | | Invoice Total- | | 16.31 | |
| 0019 | 19240 | 07 | cmp Old rd | | 700000334211 | |
| cmp Old rd | | | E 20-10-15-02 | | 16.31 | 0.00 |
| | | | Invoice Total- | | 16.31 | |
| 0019 | 19240 | 07 | cmp greenacres road | | 700000334204 | |
| cmp greenacres road | | | E 20-10-15-02 | | 16.31 | 0.00 |

Warrant 5

| Jrnl | Check | Month | Invoice Description | Reference | Amount | Encumbrance |
|---|-------|-------|------------------------|-----------|-----------------------|-------------------|
| Description | | | Account | Proj | | |
| | | | | | Invoice Total- | 16.31 |
| 0019 | 19240 | 07 | cmp river road | | 700000334206 | |
| cmp river road | | | E 20-10-15-02 | | 16.31 | 0.00 |
| | | | | | Invoice Total- | 16.31 |
| 0019 | 19240 | 07 | cmp 11 dixon road | | 700000334209 | |
| cmp 11 dixon road | | | E 70-15-15-02 | | 16.31 | 0.00 |
| | | | | | Invoice Total- | 16.31 |
| 0019 | 19240 | 07 | cmp dixon ave | | 700000335606 | |
| cmp dixon ave | | | E 70-15-15-02 | | 24.55 | 0.00 |
| | | | | | Invoice Total- | 24.55 |
| 0019 | 19240 | 07 | cmp Main St | | 700000335604 | |
| cmp Main st | | | E 70-10-15-02 | | 20.77 | 0.00 |
| | | | | | Invoice Total- | 20.77 |
| 0019 | 19240 | 07 | cmp pleasant st | | 700000335603 | |
| cmp pleasant st | | | E 70-05-15-02 | | 20.77 | 0.00 |
| | | | | | Invoice Total- | 20.77 |
| | | | | | Vendor Total- | 365.70 |
| 00131 COMCAST | | | | | | |
| 0019 | 19241 | 07 | comcast bill fire dept | | 072021 | |
| comcast bill fire dept | | | E 10-01-15-03 | | 31.69 | 0.00 |
| | | | | | Vendor Total- | 31.69 |
| 00147 CUMMINS NORTHEAST, LLC | | | | | | |
| 0019 | 19242 | 07 | town office generator | | V6-52388 | |
| town office generator | | | E 01-01-24-20 | | 353.54 | 0.00 |
| | | | | | Vendor Total- | 353.54 |
| 00340 KITTELY WATER DISTRICT | | | | | | |
| 0019 | 19243 | 07 | june readings | | 07072021 | |
| June readings | | | E 70-01-05-70 | | 1,116.00 | 0.00 |
| | | | | | Invoice Total- | 1,116.00 |
| 0019 | 19244 | 07 | water bill fire dept | | 07082021 | |
| water bill fire dept | | | E 10-01-15-04 | | 39.13 | 0.00 |
| | | | | | Invoice Total- | 39.13 |
| | | | | | Vendor Total- | 1,155.13 |
| 00343 L.W. MORGRIDGE & SON, INC. | | | | | | |
| 0019 | 19245 | 07 | pump septic tank | | 147065 | |
| pump septic tank | | | E 01-01-24-20 | | 260.00 | 0.00 |
| | | | | | Vendor Total- | 260.00 |
| 00474 NORTHEAST HYDRAULICS, INC. | | | | | | |
| 0019 | 19246 | 07 | vehicle rep/maint | | 78445 | |
| vehicle rep/maint | | | E 20-01-24-15 | | 153.94 | 0.00 |
| | | | | | Vendor Total- | 153.94 |
| 00617 SANEL NAPA | | | | | | |
| 0019 | 19247 | 07 | vehicle rep/maint | | 297672 | |
| vehicle rep/maint | | | E 10-01-24-15 | | 217.99 | 0.00 |
| | | | | | Vendor Total- | 217.99 |
| 00619 S.A.D. # 35 | | | | | | |
| 0019 | 19248 | 07 | school payment July | | 072021 | |
| school payment july | | | E 60-01-99-30 | | 876,559.77 | 0.00 |
| | | | | | Vendor Total- | 876,559.77 |
| 00625 SEACOAST MEDIA GROUP | | | | | | |

Warrant 5

| Jrnl | Check | Month | Invoice Description | Reference | Amount | Encumbrance |
|--|-------|-------|------------------------|-----------|------------------|-------------------------|
| Description | | | Account | Proj | | |
| 0019 | 19249 | 07 | pub hearing notices | 070121 | | |
| pub hearing notices | | | E 05-05-50-45 | | 352.00 | 0.00 |
| | | | Vendor Total- | | 352.00 | |
| 00648 SOUTHERN MAINE PLANNING | | | | | | |
| 0019 | 19250 | 07 | annual dues | 15554 | | |
| annual dues | | | E 05-05-50-45 | | 3,197.00 | 0.00 |
| | | | Vendor Total- | | 3,197.00 | |
| 00717 TOWN OF KITERY, MAINE | | | | | | |
| 0019 | 19251 | 07 | fuel bill pd | 07082021 | | *** SEPARATE *** |
| fuel bill PD | | | E 10-05-20-15 | | 888.53 | 0.00 |
| | | | Invoice Total- | | 888.53 | |
| 0019 | 19252 | 07 | weekly station checks | 712021 | | *** SEPARATE *** |
| station 1 | | | E 70-05-25-10 | | 333.34 | 0.00 |
| station 2 | | | E 70-10-25-10 | | 333.34 | 0.00 |
| station 3 | | | E 70-15-25-10 | | 333.32 | 0.00 |
| | | | Invoice Total- | | 1,000.00 | |
| | | | Vendor Total- | | 1,888.53 | |
| 00725 TREASURER OF STATE | | | | | | |
| 0019 | 19253 | 07 | BMV 0630-0708 | 0630-0708 | | |
| BMV 0630-0708 | | | G 01-2040-00 | | 37,866.94 | 0.00 |
| | | | Vendor Total- | | 37,866.94 | |
| 00812 NFPA | | | | | | |
| 0019 | 19254 | 07 | NFPA renewal | 7952550X | | |
| NFPA renewal | | | E 10-01-03-01 | | 175.00 | 0.00 |
| | | | Vendor Total- | | 175.00 | |
| 00816 IRVING OIL MARKETING, INC. | | | | | | |
| 0019 | 19255 | 07 | fuel bill PD | 34030700 | | |
| fuel bill PD | | | E 10-05-20-15 | | 49.31 | 0.00 |
| | | | Invoice Total- | | 49.31 | |
| 0019 | 19255 | 07 | fuel bill csd | 34030655 | | |
| fuel bill csd | | | E 30-01-20-15 | | 120.47 | 0.00 |
| | | | Invoice Total- | | 120.47 | |
| 0019 | 19255 | 07 | fuel bill summer maint | 34030705 | | |
| fuel bill summer maint | | | E 20-10-20-15 | | 264.35 | 0.00 |
| | | | Invoice Total- | | 264.35 | |
| | | | Vendor Total- | | 434.13 | |
| 00898 MAINE RESOURCE RECOVERY ASSN. | | | | | | |
| 0019 | 19256 | 07 | annual dues | MBR22-089 | | |
| annual dues | | | E 20-25-06-55 | | 250.00 | 0.00 |
| | | | Vendor Total- | | 250.00 | |
| 00906 W.B. MASON COMPANY, INC. | | | | | | |
| 0019 | 19257 | 07 | supplies pub works | 38821539 | | |
| supplies pub works | | | E 20-01-20-40 | | 210.16 | 0.00 |
| | | | Vendor Total- | | 210.16 | |
| 01006 ME. MUNICIPAL EMPLOYEE HEALTH TRUST | | | | | | |
| 0019 | 19258 | 07 | health insurance july | 072021 | | |
| admin | | | E 01-01-03-10 | | 4,157.58 | 0.00 |
| land use | | | E 01-03-03-10 | | 3,010.44 | 0.00 |
| clerks | | | E 01-02-03-10 | | 2,097.05 | 0.00 |
| pub works | | | E 20-01-03-10 | | 1,093.77 | 0.00 |
| police | | | E 10-05-03-10 | | 13,006.99 | 0.00 |

Warrant 5

| Jrnl | Check | Month | Invoice Description | Reference | Amount | Encumbrance |
|---|-------|-------|---------------------------|------------|------------------|-------------|
| Description | | | Account | Proj | | |
| CSD | | | E 30-01-03-10 | | 4,810.89 | 0.00 |
| ee contributions | | | G 01-2230-00 | | 6,460.12 | 0.00 |
| Vendor Total- | | | | | 34,636.84 | |
| 01040 ALLEN UNIFORM, INC. | | | | | | |
| 0019 | 19259 | 07 | uniforms FD | 06.25202 | | |
| uniforms FD | | | E 10-01-03-05 | | 1,152.60 | 0.00 |
| Vendor Total- | | | | | 1,152.60 | |
| 01050 COHEN STEEL SUPPLY, INC. | | | | | | |
| 0019 | 19260 | 07 | vehicle rep/maint | I193463 | | |
| vehicle rep/maint | | | E 10-01-24-15 | | 314.00 | 0.00 |
| Vendor Total- | | | | | 314.00 | |
| 01244 P. GAGNON & SON, INC. | | | | | | |
| 0019 | 19261 | 07 | furnace maint | 50067 | | |
| furnace maint | | | E 10-01-24-20 | | 261.61 | 0.00 |
| Vendor Total- | | | | | 261.61 | |
| 01260 SPRINT | | | | | | |
| 0019 | 19262 | 07 | cell phones fire dept | 07012021 | | |
| cell phones fire dept | | | E 10-01-03-12 | | 256.03 | 0.00 |
| Vendor Total- | | | | | 256.03 | |
| 01267 VERIZON/WIRELESS | | | | | | |
| 0019 | 19263 | 07 | air cards fire dept | 9882384306 | | |
| air cards fire dept | | | E 10-01-15-03 | | 68.56 | 0.00 |
| Vendor Total- | | | | | 68.56 | |
| 01467 LIBBY-SCOTT, INC. | | | | | | |
| 0019 | 19264 | 07 | paving-Debbie lane | 521002 | | |
| paving debbie lane | | | E 62-05-99-01 | | 34,186.04 | 0.00 |
| Invoice Total- | | | | | 34,186.04 | |
| 0019 | 19264 | 07 | paving bolt hill rd exten | 521003 | | |
| paving bolt hill rd exten | | | E 62-05-99-01 | | 23,214.21 | 0.00 |
| Invoice Total- | | | | | 23,214.21 | |
| Vendor Total- | | | | | 57,400.25 | |
| 01513 Consolidated Communications | | | | | | |
| 0019 | 19265 | 07 | consolidated comm FD | 453427611 | | |
| consolidated comm FD | | | E 10-01-15-03 | | 301.31 | 0.00 |
| Vendor Total- | | | | | 301.31 | |
| 01593 SEACOAST CHIEF FIRE OFFICERS | | | | | | |
| 0019 | 19266 | 07 | SCBA | 1046 | | |
| SCBA maint | | | E 10-01-03-01 | | 260.00 | 0.00 |
| Vendor Total- | | | | | 260.00 | |
| 01770 UNDERWOOD ENGINEERS | | | | | | |
| 0019 | 19267 | 07 | route 236 tif project \ | 16862 | | |
| route 236 sewer/water | | | E 62-04-10-35 | | 5,217.15 | 0.00 |
| Vendor Total- | | | | | 5,217.15 | |
| 01900 BATTERIES PLUS # 827 | | | | | | |
| 0019 | 19268 | 07 | vehicle rep/maint pub wor | P41387762 | | |
| vehicle rep/maint pworks | | | E 20-01-24-15 | | 259.00 | 0.00 |
| Vendor Total- | | | | | 259.00 | |
| 01911 ALTERNATIVE COMMUNICATIONS SERVICE | | | | | | |
| 0019 | 19269 | 07 | fix town office phone mes | 48314 | | |
| fix town off. phones | | | E 01-01-15-03 | | 120.00 | 0.00 |

Warrant 5

| Jrnl | Check | Month | Invoice Description | Reference | Amount | Encumbrance |
|-------------------------------------|-------|-------|-----------------------|-----------|---------------------|-------------|
| Description | | | Account | Proj | | |
| Vendor Total- | | | | | 120.00 | |
| 02025 Organic Solutions, LLC | | | | | | |
| 0019 | 19270 | 07 | composting | 10498 | | |
| compost fees | | | E 20-25-06-55 | | 189.00 | 0.00 |
| Vendor Total- | | | | | 189.00 | |
| 02475 Leaf | | | | | | |
| 0019 | 19271 | 07 | printer lease | 12075776 | | |
| printer lease | | | E 01-01-10-30 | | 754.66 | 0.00 |
| Vendor Total- | | | | | 754.66 | |
| 02592 W. D. Perkins | | | | | | |
| 0019 | 19272 | 07 | annual NFPA test | 1318 | | |
| annual NFPA test | | | E 10-01-11-23 | | 1,155.00 | 0.00 |
| Vendor Total- | | | | | 1,155.00 | |
| 02736 York County Treasurer | | | | | | |
| 0019 | 19273 | 07 | IAMRESPONDING | 21-IAR-09 | | |
| iamresponding subscriptio | | | E 10-01-11-24 | | 520.59 | 0.00 |
| Vendor Total- | | | | | 520.59 | |
| 02889 William Nichols | | | | | | |
| 0019 | 19274 | 07 | summer concert series | 07132021 | | |
| summer concert series | | | E 30-08-03-05 | | 500.00 | 0.00 |
| Vendor Total- | | | | | 500.00 | |
| Prepaid Total- | | | | | 0.00 | |
| Current Total- | | | | | 1,029,780.50 | |
| EFT Total- | | | | | 0.00 | |
| Warrant Total- | | | | | 1,029,780.50 | |

WE THE SELECTMEN OF THE TOWN OF ELIOT AUTHORIZE THE TOWN TREASURER Jordan Miles TO PAY THE INVOICES ON THIS WARRANT.

DocuSigned by:

Alexandros Orestis

ALEX ORESTIS

DocuSigned by:

Lauren Dow

Lauren Dow

DocuSigned by:

Richard Donhauser

RICHARD DONHAUSER

DocuSigned by:

Robert McPherson

ROBERT MCPHERSON

DocuSigned by:

William Widd

WILLIAM WIDD

| Jrnl | Check | Month | Invoice Description | Reference | Amount | Encumbrance |
|---|-------|-------|---------------------------|--------------|------------------|-------------|
| Description | | | Account | Proj | | |
| 00002 2WAY COMMUNICATIONS SERVICE, INC. | | | | | | |
| 0036 | 19276 | 07 | star printer ribbons | 69711 | | |
| start printer ribbons | | | E 01-01-20-40 | | 13.80 | 0.00 |
| Vendor Total- | | | | | 13.80 | |
| 00072 BERNSTEIN, SHUR, SAWYER & NELSON | | | | | | |
| 0036 | 19277 | 07 | legal fees | 07192021 | | |
| invoice: 3672292 | | | E 05-05-50-45 | | 632.50 | 0.00 |
| invoice: 3672293 | | | E 01-01-10-02 | | 220.00 | 0.00 |
| invoice: 3672294 | | | E 01-01-10-02 | | 44.50 | 0.00 |
| invoice: 3672295 | | | E 01-01-10-02 | | 1,682.50 | 0.00 |
| invoice: 3672296 | | | E 01-01-10-02 | | 247.50 | 0.00 |
| Vendor Total- | | | | | 2,827.00 | |
| 00109 CENTRAL MAINE POWER | | | | | | |
| 0036 | 19278 | 07 | cmp 468 HL down highway | 700000335599 | | |
| cmp 468 HL dow highway | | | E 10-30-15-02 | | 20.77 | 0.00 |
| Invoice Total- | | | | | 20.77 | |
| 0036 | 19278 | 07 | depot rd sad LGT | 704001174501 | | |
| depot rd sad LGT | | | E 10-30-15-02 | | 34.78 | 0.00 |
| Invoice Total- | | | | | 34.78 | |
| Vendor Total- | | | | | 55.55 | |
| 00191 ELECTRIC LIGHT COMPANY, INC. | | | | | | |
| 0036 | 19279 | 07 | traffic tech/traffic cont | 2573 | | |
| traffic tech/traffic cont | | | E 10-30-15-02 | | 4,850.00 | 0.00 |
| Vendor Total- | | | | | 4,850.00 | |
| 00265 HAYDEE'S PEST-FREE MANAGEMENT, INC. | | | | | | |
| 0036 | 19280 | 07 | exterminator | 161954 | | |
| exterminator | | | E 20-25-24-20 | | 50.00 | 0.00 |
| Vendor Total- | | | | | 50.00 | |
| 00340 KITTELY WATER DISTRICT | | | | | | |
| 0036 | 19281 | 07 | sewer billing | 128137 | | |
| sewer billing | | | E 70-01-05-60 | | 52,608.29 | 0.00 |
| Vendor Total- | | | | | 52,608.29 | |
| 00444 MAINE TOWN & CITY CLERK'S ASSN | | | | | | |
| 0036 | 19282 | 07 | new membership David | 07222021 | | |
| new membership David | | | E 01-02-03-01 | | 42.00 | 0.00 |
| Vendor Total- | | | | | 42.00 | |
| 00587 MAINE MUNICIPAL ASSOCIATION | | | | | | |
| 0036 | 19283 | 07 | property and casual | 53533 | | |
| property and casualty | | | E 01-01-30-05 | | 33,497.00 | 0.00 |
| Invoice Total- | | | | | 33,497.00 | |
| 0036 | 19283 | 07 | workers comp | 51644 | | |
| admin | | | E 01-01-30-15 | | 786.76 | 0.00 |
| pub works | | | E 20-01-30-15 | | 2,509.66 | 0.00 |
| harbormaster | | | E 10-15-30-15 | | 139.43 | 0.00 |
| transfer station | | | E 20-25-30-15 | | 458.11 | 0.00 |
| fire dept | | | E 10-01-30-15 | | 1,005.85 | 0.00 |
| police | | | E 10-05-30-15 | | 2,858.21 | 0.00 |
| csd | | | E 30-01-30-15 | | 1,055.65 | 0.00 |
| winter | | | E 20-05-30-15 | | 1,045.68 | 0.00 |
| ACQ | | | E 10-10-30-15 | | 99.60 | 0.00 |
| Invoice Total- | | | | | 9,958.95 | |

Warrant 7

| Jrnl | Check | Month | Invoice Description | Reference | Amount | Encumbrance |
|--|-------|-------|------------------------|-----------------------|------------------|-------------|
| Description | | | Account | Proj | | |
| | | | | Vendor Total- | 43,455.95 | |
| 00741 TREASURER, STATE OF MAINE | | | | | | |
| 0036 | 19284 | 07 | inspection fee | 3210 | | |
| inspection fee | | | E 20-01-24-10 | | 50.00 | 0.00 |
| | | | | Vendor Total- | 50.00 | |
| 00830 HYGRADE BUSINESS GROUP, INC. | | | | | | |
| 0036 | 19285 | 07 | envelopes | 714254 | | |
| envelopes | | | E 01-01-05-25 | | 183.00 | 0.00 |
| | | | | Vendor Total- | 183.00 | |
| 00885 ELDREDGE LUMBER AND HARDWARE | | | | | | |
| 0036 | 19286 | 07 | supplies highway dept | 07152021 | | |
| supplies highway dept | | | E 20-01-24-20 | | 27.99 | 0.00 |
| | | | | Vendor Total- | 27.99 | |
| 00906 W.B. MASON COMPANY, INC. | | | | | | |
| 0036 | 19287 | 07 | water town office | 221218444 | | |
| water town office | | | E 01-01-20-40 | | 35.91 | 0.00 |
| | | | | Invoice Total- | 35.91 | |
| 0036 | 19287 | 07 | office supplies | 221397859 | | |
| office supplies | | | E 01-01-20-40 | | 202.58 | 0.00 |
| | | | | Invoice Total- | 202.58 | |
| 0036 | 19287 | 07 | office supplies | 221518479 | | |
| office supplies | | | E 01-01-20-40 | | 273.74 | 0.00 |
| | | | | Invoice Total- | 273.74 | |
| | | | | Vendor Total- | 512.23 | |
| 01337 CNC ELECTRIC | | | | | | |
| 0036 | 19288 | 07 | new light bulbs | 3045 | | |
| new light bulbs to LED | | | E 20-01-24-20 | | 400.00 | 0.00 |
| | | | | Vendor Total- | 400.00 | |
| 01393 HOME DEPOT CREDIT SERVICES | | | | | | |
| 0036 | 19289 | 07 | supplies/materials | 07132021 | | |
| supplies/materials | | | E 20-01-24-05 | | 177.20 | 0.00 |
| | | | | Vendor Total- | 177.20 | |
| 01445 Allegiant Care | | | | | | |
| 0036 | 19290 | 07 | insurance pub works | 092021 | | |
| employer | | | E 20-01-03-10 | | 7,352.12 | 0.00 |
| employee | | | G 01-2230-00 | | 1,448.88 | 0.00 |
| | | | | Vendor Total- | 8,801.00 | |
| 01719 SEACOAST FIRST AID & SAFETY, INC. | | | | | | |
| 0036 | 19291 | 07 | building supply | 25703 | | |
| building supply | | | E 20-25-24-50 | | 51.05 | 0.00 |
| | | | | Invoice Total- | 51.05 | |
| 0036 | 19291 | 07 | first aid supplies | 25702 | | |
| first aid supplies | | | E 20-01-24-05 | | 27.80 | 0.00 |
| | | | | Invoice Total- | 27.80 | |
| | | | | Vendor Total- | 78.85 | |
| 01757 PIKE INDUSTRIES, INC. | | | | | | |
| 0036 | 19292 | 07 | 3/4 crushed stone base | 1140861 | | |
| 3/4 crushed stone base | | | E 20-01-22-32 | | 1,961.75 | 0.00 |
| | | | | Vendor Total- | 1,961.75 | |
| 01871 MAINE SECRETARY OF STATE | | | | | | |

A / P Warrant

Warrant 7

| Jrnl | Check | Month | Invoice Description | Reference | Amount | Encumbrance |
|---|---------------|-------|---------------------------|-----------|-------------------|-------------|
| Description | Account | Proj | | | | |
| 0036 | 19293 | 07 | Notary fee- David | 07222021 | | |
| notary fee- David | E 01-02-03-01 | | | | 50.00 | 0.00 |
| Vendor Total- | | | | | 50.00 | |
| 02181 Environmental Projects, Inc. | | | | | | |
| 0036 | 19294 | 07 | HHW collection | 17049 | | |
| HHW collection | E 20-25-12-73 | | | | 3,836.00 | 0.00 |
| Vendor Total- | | | | | 3,836.00 | |
| 02552 CivicPlus, Inc. | | | | | | |
| 0036 | 19295 | 07 | annual renewal website ho | 212783 | | |
| annual renewal website | E 01-01-10-11 | | | | 2,309.74 | 0.00 |
| Vendor Total- | | | | | 2,309.74 | |
| 02773 Quadient Leasing USA, Inc. | | | | | | |
| 0036 | 19296 | 07 | postage meter lease | N8962318 | | |
| postage meter lease | E 01-01-10-11 | | | | 432.81 | 0.00 |
| Vendor Total- | | | | | 432.81 | |
| 02863 Municipal Resources, Inc. | | | | | | |
| 0036 | 19297 | 07 | TM services | 22266 | | |
| TM services | E 01-01-01-01 | | | | 9,520.00 | 0.00 |
| Vendor Total- | | | | | 9,520.00 | |
| Prepaid Total- | | | | | 0.00 | |
| Current Total- | | | | | 132,243.16 | |
| EFT Total- | | | | | 0.00 | |
| Warrant Total- | | | | | 132,243.16 | |

WE THE SELECTMEN OF THE TOWN OF ELIOT AUTHORIZE THE TOWN TREASURER
Jordan Miles TO PAY THE INVOICES ON THIS WARRANT.

ALEX ORESTIS

DocuSigned by:

Richard Donhauser

RICHARD DONHAUSER

William W. Weller

WILLIAM W. WELLER

DocuSigned by:

Lauren Dow

Lauren DOW

DocuSigned by:

Robert McPherson

ROBERT MCPHERSON

