

Eliot Select Board Agenda
Thursday June 8, 2023 5:30PM Town Hall
Meeting Room and use of the OWL for Remote via ZOOM

Call to order

- A. Roll Call**
- B. Pledge of Allegiance**
- C. Public Comment**
- D. Approval of Minutes:** February 27, 2023, January 26, 2023
- E. Public Hearing(s);** (none)
- F. Department Head/Committee Report**
Town Manager's Report

- G. Board and Committee Appointments/Resignations**

- H. New Business**
 - A. Maine DOT Route 236 Design Agreement
 - B. FY22/FY23 Close Out Adjustments
 - C. ARPA appropriation request (Website upgrade)

- I. Old Business**
 - A. Annual Required Administrative Vote

- J. Approval of Warrants:**
 - Payroll Warrants
 - #110 \$50,533.49
 - #111 \$51,255.98
 - Accounts Payable Warrants
 - #111 \$7,787.31
 - #112 \$456,498.90
 - #114 \$60,675.48

- K. Adjourn**

Join Zoom Meeting

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**Draft SELECT BOARD MEETING
February 27, 2023 5:30PM
Rescheduled from February 23, 2023
Town Hall/Hybrid**

1 **Quorum noted**

2

3 **5:30 PM:** Meeting called to order by Vice Chair Widi.

4

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

6

7 **Absent:** Mr. Donhauser (excused)

8

9 **B. Pledge of Allegiance recited**

10

11 **C. Public Comment:**

12

13 There was no public comment.

14

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

16

17 **5:31 PM** Motion by Mr. Widi, second by Mr. Shapleigh, to approve the minutes of
18 August 23, 2022, as written.

19

20 **Roll Call Vote:**

21

22 **Mr. McPherson - Yes**

23 **Mr. Widi – Yes**

24 **Ms. Dow – Yes**

25 **Mr. Shapleigh - Yes**

26

27 **Unanimous vote to approve motion.**

28

29 **Motion by Mr. Widi, second by Mr. McPherson, to approve the minutes of**
30 **September 8, 2022, as written.**

31

32 **Roll Call Vote:**

33

34 **Mr. McPherson - Yes**

35 **Mr. Widi – Yes**

36 **Ms. Dow – Abstained**

37 **Mr. Shapleigh - Yes**

38

39 **Vote 3-0-1 to approve motion.**

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**Draft SELECT BOARD MEETING
February 27, 2023 5:30PM (continued)
Rescheduled from February 23, 2023
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43 **E. Department Head/Committee Reports**

44

45 **5:33 PM 1. Town Manager's Report**

46

47 Mr. Sullivan said that it is in your packet and also on the Town website. To add to
48 that report, the cameras are now fully operating of the exterior and interior of the
49 building. We are also trying to get the phone system to work. It's been a 2½-year
50 project; that we had the technicians here, again, today and they assured us that we
51 would see those phones in place by June. I think we paid for them two years ago,
52 a year before I came here, and we're still working on it. I appreciate the public's
53 patience and, hopefully, it will be a good system once we get it in.

54

55 **Mr. Widi moved, second by Ms. Dow, that the Eliot Select Board accept the**
56 **Town Manager's Report, as presented, and ask that it be published on the**
57 **Town website.**

58

59 **Roll Call Vote:**

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61 **Mr. McPherson - Yes**

62

63 **Mr. Widi - Yes**

64

65 **Ms. Dow - Yes**

66

67 **Mr. Shapleigh - Yes**

68

69 **Unanimous vote to approve motion.**

70

71 **F. Boards and Committee Appointments/Resignations**

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73 **5:34 1. E. Henningsen appointment to the YRWSSC**

74

75 **2. S. Claussen appointment to the YRWSSC**

76

77 **3. D. Marshall appointment to the YRWSSC**

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79 After a brief discussion, the SB agreed to the full member appointments done
80 together and the alternate done separately.

81

82 Mr. Sullivan said that Mr. Claussen is not here and Mr. Marshall is on Zoom.

83

84 Mr. Widi said that we have two in attendance and one not. For the sake of brevity
and time, the applications all seem complete and everyone seems like they would
be great on this. For the two that are here, I suggest we make them the full-time
members and Stefan Claussen the alternate member.

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The SB agreed.

Mr. Widi moved, second by Mr. Shapleigh, that the Eliot Select Board appoint Ed Henningsen and David Marshall as full-time members to the York River Wild and Scenic Stewardship Committee for a term ending June 2024.

Roll Call Vote:

- Mr. McPherson - Yes**
- Mr. Widi – Yes**
- Ms. Dow – Yes**
- Mr. Shapleigh - Yes**

Unanimous vote to approve motion.

Mr. Widi moved, second by Mr. Shapleigh, that the Eliot Select Board appoint Stefan Claussen as an alternate member to the York River Wild and Scenic Stewardship Committee for a term ending June 2024.

Roll Call Vote:

- Mr. McPherson - Yes**
- Mr. Widi – Yes**
- Ms. Dow – Yes**
- Mr. Shapleigh - Yes**

Unanimous vote to approve motion.

Mr. Sullivan said that I just want the public and new appointees to know that we have copies of the study here. You can also go to the website to see the study, as well. The Chair of the committee (county-wide) will contact the new members. They are going to start up by April, they said.

G. New Business:

5:37 PM 1. Village at Great Brook Performance Guarantee

Mr. Widi asked if we have a representative here for this. (Ken Wood). If you could just summarize. I think everyone has reviewed everything in the packet.

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127 Mr. (Ken) Wood, Attar Engineering, Inc., said that Attorney Roger Clement is
128 with me here tonight, who has been working to transition our project, the
129 Villages, over to the homeowners. In all the 35 years I've been practicing in Eliot,
130 I don't know if I've ever been in front of this Board with a performance guarantee
131 request. I've been involved, off and on, with the project since its inception in
132 2005. We were involved with some of the original permitting. Since then, there
133 have been three developers involved with the project. Right now, our developer is
134 just about done with the project. That involves the construction of the main road,
135 Village Green and the first cul-de-sac, Pheasant Lane. There is some remaining
136 work to do. Most of these items have been worked out with the PB and most of
137 the residents. They involve some pavement repairs, re-location of a very minor
138 portion of the road, installing boulders around the pond at the end of the cul-de-
139 sac on Pheasant Lane, and applying the top coats of pavement (1¼" wearing
140 course). My clients have proposed a bond so what I'm looking for the SB to do is
141 authorize us to go forward with the bond in the amount of the break-down that has
142 been provided to you. If you have any questions, either I or, hopefully, Attorney
143 Clement can answer them.
144

145 **5:39 PM**

146 Mr. Widi asked if these ROW roads, or whatever you call them, were all done by
147 your client or done by the prior clients in the steps along the way.

148 Mr. Wood said that there have been three involved. The original client was Bill
149 Cullen and M.K. Murphy. Mr. Cullen was my client when the project was
150 approved. Mr. Cullen put the road and utilities in to the first street crossing where
151 you take the curb behind NAPA. Then, Blair Hodge (Hodge and Company) was
152 involved. I think Mr. Hodge built the next 18 units on Village Drive. So, he built
153 the road and utilities fronting all of those units. That brings you to a point, just
154 after the first wetland crossing, which is just before where the road sweeps to the
155 right adjacent to the CMP and PSNH corridor. Then my client, Equity Alliance,
156 and Joel Kahn and Mike Murray were involved with the last phase, which is the
157 remainder of Village Drive and the three houses, I believe, on Village Drive. And
158 then Pheasant Lane, which is the first cul-de-sac and those homes. My clients
159 have felt that they have completed the project for the portions they want. So, what
160 we've proposed is bringing the pavement up to the plan requirements. Those
161 plans were approved by the PB in 2007 and also constructing a secondary
162 emergency access route. Remember that this parcel goes all the way through to
163 Route 236 next to the storage units that Mr. Donhauser used to own. I've talked to
164 Fire Chief Muzeroll about that. It would be constructed and maintained by us for
165 emergency access, only, and gated at both ends. The original plan had always
166 proposed that the secondary means of access was gated. The primary means of
167 access and egress was always Bolt Hill Road, where it is today.
168

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169 Mr. Widi asked if Mr. Brubaker had any comments.
170

171 Mr. Brubaker (Zoom) said, as Mr. Wood mentioned, this is currently under
172 review by the PB. Per §33-132 of the code, the developer is required to furnish a
173 performance guarantee. That gets reviewed by the SB and the first step in that
174 review is to authorize the hiring of a third-party engineering firm to do a third-
175 party review to determine if that performance guarantee is adequate and
176 determine if the amount proposed by the developer is adequate. I believe you have
177 a motion to that effect recommended tonight. Assuming you approve that motion,
178 we would go ahead and hire an engineering firm that we have lined up; that they
179 would conduct the review and bring that back to the SB. Happy to answer any
180 questions.
181

182 **5:43 PM** Mr. Sullivan said that, in conversations had with Mr. Brubaker, to the greatest
183 extent possible, we'd like to expedite this. We'd like to have, as you can see from
184 the motion, the SB grant the ability for Mr. Brubaker and I to negotiate an
185 agreement and get the third party on hand to do the evaluation to see if this is,
186 indeed, sufficient to make the repairs. We want to move this along as quickly as
187 possible and however we can work with the Planning Board to make that happen
188 would benefit the residents, the developer, and the Town of Eliot at large.
189

190 Mr. Wood said that it would be helpful, I assume if we know who the third party
191 is, only because we'll get the request for information.
192

193 Mr. Sullivan said that we haven't finalized it. I know Mr. Brubaker has talked
194 with some different groups. If the SB votes this evening to allow us to go forward,
195 we'll immediately start on that and make sure that Mr. Wood gets a copy as soon
196 as we have it in place. It has to be a reasonable cost, too.
197

198 **5:45 PM** Mr. Widi said to Mr. Wood that I assume that time is of the essence, in your
199 opinion.
200

201 Mr. Wood said that I think we all agree that time is of the essence – the applicant,
202 the residents, the Town. We're all in agreement with that.
203

204 Mr. Widi said that I'm not going to put it in the motion. I'm just going to say it
205 beforehand that time is of the essence and let's get this done as soon as possible,
206 analyzed as soon as possible.
207

208 Mr. Sullivan said that we will have a report to the SB by your next meeting,
209 which is a week from this Thursday.
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211 **Mr. Widi moved, second by Mr. Shapleigh, that the Eliot Select Board**
212 **authorize the Town Manager to enter into an agreement with a professional**
213 **engineering firm to provide independent third-party review of a**
214 **performance guarantee offered by the developer, pursuant to §33-132 of the**
215 **Town Code, to be furnished by the applicant in PB22-21 – Village at Great**
216 **Brook – Amendment to an Existing Subdivision Plan.**

217
218 **Roll Call Vote:**

219
220 **Mr. McPherson - Yes**
221 **Mr. Widi – Yes**
222 **Ms. Dow – Yes**
223 **Mr. Shapleigh - Yes**
224

225 **Unanimous vote to approve motion.**
226

227 **5:46 PM 2. Mainspring Letter of Intent**
228

229 Mr. Widi asked Ms. Shapiro-Ross, Executive Director of Footprints Food Pantry,
230 to give a brief synopsis of what this Letter of Intent is and then we'll make a
231 decision.
232

233 Ms. Shapiro-Ross said that Mainspring is a new social services hub coming to
234 Kittery to serve the communities of Eliot and Kittery. It's a partnership between
235 Fair Tides Affordable Housing and Footprints, who are leading the charge. York
236 County Community Action (YCCA) will also be in there, and Kittery General
237 Assistance (G.A.). We are very much hoping that Eliot General Assistance will
238 join us for the reasons of one location for all social services to be administered 2
239 for trauma-informed caregiver to administer G.A. rather than a person at the
240 General Assistance, which is true of every town and Eliot is no different, where
241 it's the head of the Police or the Administrative Assistant or the Town Manager
242 administering G.A. We're hoping to offer that gift to Eliot to do G.A. in
243 Mainspring where individuals who are seeking support can go to one location to
244 get their needs met. The Letter of Intent is to simply say that, under our best
245 interests, your best interests, we will explore how this contract will work between
246 Mainspring and the Town of Eliot.
247

248 Mr. Widi said that I fully support this project. I think it's needed. I think it makes
249 sense. Then it is up to the voters.
250

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251 Ms. Dow said that I am so thankful for you for leading this charge. I think we will
252 be proud that it's going to be part of our community. I hope we all support it
253 together and make it happen.
254

255 **5:48 PM** Mr. Sullivan said that I think Footprints, Fair Tide, and YCCA have been great
256 partners. This week the General Assistance Administrator in Eliot is one Mike
257 Sullivan. It's great to have YCCA assist me, Megan assisted me, Emily helped me
258 with these. But having it all in one place, one centralized place, is really going to
259 have an impact, long-term, on the cost structure, the viability. I really think, long-
260 term, you're going to save money on this as opposed to looking at. I think this is
261 going to be good for the community it as to how much we can cut and good for
262 your financial picture.
263

264 Ms. Shapiro-Ross said that, to that point, we're not re-creating the wheel, here.
265 The non-profit center model is being used successfully throughout the country.
266 Organizations like Feeding America and Good Shepherd Food Bank, they are all
267 saying now that we can't end hunger by giving out food. Food insecurity isn't
268 about food. It's about low incomes and lack of access to support. So, the model
269 definitely will irradicate some of Jay's job and Eliot's job because we will meet
270 the needs before they are emergent. Oftentimes, individuals go on a scavenger
271 hunt throughout the community from the Town Hall, which can be quite
272 embarrassing, to the Housing, to YCCA, to Footprints. It's a full-time job and
273 they often don't have that ability to do that when they're working full-time. The
274 majority of individuals seeking support are working full-time. They just don't
275 have the incomes to live in this area.
276

277 Mr. Sullivan added accessing job training, accessing mental health social services.
278

279 Ms. Shapiro-Ross agreed. We have some conversations happening right now with
280 mental behavior health specialists and medical. York Hospital is super-interested
281 in this project, as well, which is really exciting for us because, right now, the
282 closest place for someone to go get medical services is in Sanford. And there's no
283 way to get there from here, especially if you lack a vehicle or the cost of fuel. We
284 look at this as a real gift to the community of Eliot, to our emergency responders,
285 and we hope the Town will support it.
286

287 **5:51 PM** Mr. Widi moved, second by Ms. Dow, that the Eliot Select Board endorse the
288 Mainspring Letter of Intent, as presented, and direct the Town Manager to
289 sign and continue exploring strategies for Eliot to become part of the regional
290 collaborative to deliver General Assistance services.
291

292 **Roll Call Vote:**

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Mr. McPherson - Yes
Mr. Widi – Yes
Ms. Dow – Yes
Mr. Shapleigh - Yes

Unanimous vote to approve motion.

H. Old Business:

5:52 PM 1. FY24 Budget Briefing, Reserve Accounts

Mr. Sullivan said that this is up on our website and speaks to the allocation of reserve accounts. As we've discussed before, there are a number of those accounts that were not kept in such a manner that we can really make sure that expenditures were coming out of the right place. As a matter of fact, when the audit was done, it showed some balances that were actually in the negative. We've tried to rectify that. We've made some suggestions in here. I'm hoping that the SB will see the sensibility in consolidating this and having some centralized reserve accounts for the Fire Department, Police Department, Community Services, Public Works. You can have some categories within those departments that will track the expenditures for the money that is being reserved but I think it's important that we make it easier for us to show what funds we have on hand. As you can see, if these are allocated, you'll have \$1.6 million in reserve funds, but it will free up \$468,919 to be used for needs within the community. I made a suggestion in my narrative about investing in Murray Rowe Park, bringing that back to a usable standard and making improvements. Perhaps pickleball and improved parking. Each one of these accounts, we tried to capture what we were consolidating and how we work. We consider Fire Department vehicles as opposed to fire truck reserves. There are other vehicles that the Fire Department may have or will have in the future – command vehicles, UTVs, things of that nature. We also think there should be an equipment line within that subcategory, and also a capital improvement for the building. So, there would be \$258,000 allocated to that account if I can figure out how to move this. Police would be similar. With Community Service, as you can see, if you look far to the left, these were the three Community Service accounts – Community Service Center Reserve, CSD Capital Improvement, and CSD Capital Improvement. I'm not sure I understood the redundancy but I think it was just a case of where, when at different times money was voted on, just a new account was opened up and it was causing confusion. Again, we've consolidated that into Community Service account. So, any time anything is approved by Town Meeting to go to the reserve, there will be a form as to what it's going to be used for. Then, when that item is

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335 going to be purchased by the department/by the Town, it will be presented to the
336 SB because it's money that has already been appropriated to a reserve account.
337 Then, the SB will have the form that it was originally intended for and you will be
338 the arbiter of that as to whether it is being used for the intended purpose. There is
339 going to be some variation. A good example in one case is that it said hybrid
340 cruisers. You can't get them right now. They are 2½ years out. So, you have to
341 take that \$10,000 intended to buy a hybrid and move it into buying a cruiser
342 because we need a cruiser. That's just one example of when the specificity is so
343 great in an appropriation at the Town Meeting level, it can cause havoc on the
344 other side when you go to buy it. If it's a 4-wheel UTV and the Fire Chief says
345 that it should be a 6-wheel because it has a greater payload, then that might be
346 something that you need to consider and vote that it's consistent with the intent.
347 **5:58 PM** That's the standard way that other communities do their reserve accounts. We
348 also talk about in there how we never accepted the right provisions to form a
349 reserve account. Those would be part of any of the warrant articles that we will be
350 putting forth, warrant articles that will cite those State laws. These are the four
351 accounts that roughly went to DPW – road equipment reserve, public garage
352 capital, road paving, public works vehicle - \$643,566 is what we are proposing for
353 the current reserves. The transfer station – where these are called 'others' because
354 they don't really fit anywhere, the sewer betterment into a sewer reserve for
355 \$135,000, sewer capital improvement for \$118; that we folded that in. The sewer
356 bond project had \$86,118 in it. We were told by our auditors that that is not a
357 reserve account. It is a bond so we've had to put it into the bond account. The
358 money didn't go away. One other thing we try to make sure we shine the light on
359 is that these are not new tax dollars. These are monies you have already paid into
360 the system that we feel are not working as acceptably and efficiently as they could
361 for you. It sounds crazy but it's true in this environment right now, by not
362 spending it, it's costing you money because things are going up. The land reserve,
363 Eliot stormwater reserve, sewer betterment, and sewer capital improvement would
364 all be folded into the 'other' account. The SB would be given information and a
365 form when any of the money is spent or added to it. Regarding Town capital
366 reserve and municipal property reserve we were folding into Town Hall for
367 \$139,724. Again, one of the ways that those are a little bit different is that those
368 might not follow the capital recommendations that you made for specific
369 departments. Where it really should be \$10,000, it should be a durable good, and
370 it shouldn't be anything with a life under 5 years when you're spending out of
371 your department reserves. Otherwise, they become a budget mechanism you're
372 just using for your budget. They are one-time dollars so they shouldn't be
373 anything that's going to cost you money in the future, to some degree. These are
374 some odd ones – boat basin reserve. That was \$670 in the negative, according to
375 our audit, so what we suggested when it's re-voted by Town Meeting, is that we
376 take the \$670 out of the parks/facilities capital reserve and put \$51,441 in the

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377 parks capital fund. The last one is really where I think there's a lot of things. We
378 have talked about these before - the sick leave reserve, health insurance reserve,
379 contract settlement wage reserve, contingency reserve, town insurance reserve,
380 legal fees reserve, and consultant reserve. All of those reserve accounts, there, you
381 are really tying up an awful lot of money. To be honest, if you failed on all of
382 those accounts on the budget, you should immediately fire the Town Manager. If
383 your health insurance is off by \$36,000 at the same time your contingency is off
384 by \$107,000 and your Town insurance is off by \$35,000 in the same fiscal year,
385 there's a problem. I think that the honest way about this is that it frees up some
386 money to, again, be used by the public to get involved in projects that are
387 necessary. I'm not against savings. You have healthy reserves. Public safety is a
388 little bit different. It has to do with money coming in through a process through
389 the CEO and projects that you need public safety fees. It's a reserve account but
390 it's really a revenue account. With revenue accounts usually, money comes in and
391 they can be spent for the purposes designated by that one reserve account. The
392 spending on public safety impact fees is very specific. They can only be spent on
393 certain things. So that's the reserves. I apologize. We have been working hard on
394 this. I can't thank Ms. McNulty enough for how hard she's worked at this. This
395 has been kind of a messy thing and I think we've got it to a place that I think the
396 SB and the Town should feel confident in voting on this when it comes up at
397 Town Meeting this year. It's re-allocation of money we already collected. They
398 are already in our coffers. Again, it allows you to take some of those unassigned
399 or undesignated funds and spend it for projects that we need in the community. I
400 have gone on long but I think this is an incredibly important aspect of this year's
401 financial package.

402
403 **6:06 PM** Mr. Widi asked if he sent this to the Budget Committee.

404
405 Mr. Sullivan said that I did.

406
407 Mr. Widi said, just for reference, the streetlight reserve is negative \$4,300. A
408 streetlight costs how much.

409
410 Mr. Sullivan said that one light on a pole that is existing with power there already
411 is \$993. It's just to pay for the fixture and putting the light up.

412
413 Mr. Widi asked what the Ash Reserve is (\$79); the petroleum products reserve
414 (\$22,260). I've not heard of some of these.

415
416 Mr. Sullivan wasn't sure about the Ash reserve. Those are the taxpayer dollars
417 that are tied up that shouldn't be. No offense, but it should be put to work for the
418 taxpayers.

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6:07 PM

Ms. Dow said that I think the organization looks great. Thank you.

Mr. Shapleigh said that you are hinting that soon we will have the 2022 audit balance.

Mr. Sullivan said that it looks like, for this budget season, we're probably going to have to work off the 2021 for most of it. RHR Smith, our auditor for this year and next and who I think does a really good job, is right now suffering from not having enough staffing, as well. So, the audit we thought would be done by the end of February looks like it's more likely the end of April. We believe that he just doesn't have enough staffing to come in and take it on, even though we cleaned up a tremendous amount and we're reconciled. Unlike last year when we were a year behind reconciling our bank accounts. We are reconciled up to the end of January. So, we're in really good shape in that respect, with a thank you to Ms. McNulty and others who are working really hard on that.

Mr. Widi thanked the Town Manager for his hard work, as well. With you here we're getting this stuff accomplished. The stuff that should have been getting done over the last decade+, so thank you. I know you give others a lot of credit, and you are great at that, but I'm going to give you credit, as well. I think it's pretty unanimous.

SB members all agreed.

6:09 PM

Mr. Widi moved, second by Mr. Shapleigh, that the Eliot Select Board endorse the Town Manager's proposed FY24 Reserve allocation, as presented.

Roll Call Vote:

Mr. McPherson – Yes

Mr. Widi – Yes

Ms. Dow – Yes

Mr. Shapleigh

Unanimous vote to approve motion.

6:10 PM

2. Eliot Fire Department ARPA Grant Expenditure

Fire Chief Muzeroll said that Mr. Sullivan and I have talked over the last year about some purchases that the Fire Department drastically needs. The biggest

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461 thing that we're looking for from your package you will see is an updated method
462 to store our firefighter gear and all the components that go with the people,
463 personal gear. Right now, we're using gear racks I made out of plywood in 1992.
464 A little cumbersome. It doesn't allow for separation of personnel gear. It's an
465 expensive item but it's not something that's going to go away over the course of
466 the years and as the department may change. These units can be added to or
467 reconfigured to meet our needs as to what we have for personnel. The other items
468 that you see there are truck equipment. One is for something called a hydrant
469 assist valve, which we hook to a fire hydrant, that allows us to manipulate the
470 water from a fire hydrant to a fire truck or to other sources. It's a little bit easier
471 than what we're doing now. The piece I'm replacing comes off our old engine,
472 and that was purchased in 2003 so it's somewhat outdated. The third piece is
473 actually, even though it seems a little pricey, a ground monitor. It's a nozzle that
474 we put on the ground and feed it with a large diameter hose. It helps us reduce our
475 resources needed on the scene that can be manned by one person, whereas a large
476 diameter hose line spraying water on a large structure usually requires three or
477 four people. You've heard it from us and seen it on the news. People are our
478 biggest resource but it's the biggest problem that we have, that resource. You'll
479 see a spreadsheet. This went out for quotes to three vendors that we normally do
480 business with. It turns out that Fire Tech & Safety ended up being the cheapest on
481 all of these. I apologize for not being able to give you a fixed freight rate. That
482 changes daily and that's why the total cost did not include freight or shipping
483 pallets. We were able to work out a deal if we give the business to Fire Tech that
484 they will deliver where I want them to, which would be to the highway garage.
485 Some of this is pretty heavy and I don't have to get manpower in to pay them to
486 offload stuff. We will work out transport to the station. I believe you have a
487 motion in front of you but I'll answer any questions. He showed the SB pictures
488 of what the gear rack looks like. They are nothing fancy. We are just trying to
489 separate people and give them a little bit of room to store their personal stuff and
490 their protective gear.

491
492 **6:13 PM** Ms. Dow said that it looks like it has space for aeration, too.
493
494 Chief Muzeroll said that it allows the air to move through and dry some of the
495 stuff.

496
497 Mr. Sullivan said that it also extends the life of the gear. On that matter, the fire
498 truck that was purchased last year is doing wonderful. As most people know, it
499 hasn't impacted the taxpayer to any great extent adding that to the fleet.

500
501 **Mr. Widi moved, second by Mr. Shapleigh, that the Eliot Select Board**
502 **authorize up to \$20,000 of previously-allocated ARPA grant funding for**

**Draft SELECT BOARD MEETING
February 27, 2023 5:30PM (continued)
Rescheduled from February 23, 2023
Town Hall/Hybrid**

503 **Gear Racks, Hydrant Assist Valves, Fire Monitor Packs, and associated**
504 **equipment, as appropriately procured and presented in the Board packets.**
505
506

507 **Roll Call Vote:**
508

509 **Mr. McPherson – Yes**
510 **Mr. Widi – Yes**
511 **Ms. Dow – Yes**
512 **Mr. Shapleigh**
513

514 **Unanimous vote to approve motion.**
515

516 **I. Approval of Warrant(s):**
517

518 **6:13 PM Mr. Widi moved, second by Ms. Dow, that the Select Board approve Payroll**
519 **Warrant #72 in the amount of \$50,960.94, dated February 2, 2023; Payroll**
520 **Warrant #74 in the amount of \$47,417.16, dated February 8, 2023. Payroll**
521 **Warrant #76 in the amount of \$48,855.31, dated February 15, 202223; A/P**
522 **Warrant #75 in the amount of \$1,046,448.17, dated February 9, 2023; A/P**
523 **Warrant #76 in the amount of \$999,486.26, dated March 10, 2022; A/P**
524 **Warrant #73 in the amount of \$108,436.80, dated February 15, 2023.**
525

526 **Roll Call Vote:**
527

528 **Mr. McPherson - Yes**
529 **Mr. Widi – Yes**
530 **Ms. Dow – Yes**
531 **Mr. Shapleigh - Yes**
532

533 **Unanimous vote to approve motion.**
534

535 **K. Selectmen’s Report:**
536

537 **6:16 PM Mr. Sullivan said that, before you adjourn, I just wanted to let people know that**
538 **the Town Hall, tomorrow, will not be opening until 9:30 AM. There will be a**
539 **delay because of the predicted weather. We did close last Thursday for that storm.**
540 **We’re going to do our best to stay open through tomorrow’s storm and we really**
541 **appreciate the public’s cooperation and understanding in this. If you can avoid**
542 **coming in tomorrow, we’d appreciate it. I’m sure we’ll be short-staffed.**
543

**Draft SELECT BOARD MEETING
February 27, 2023 5:30PM (continued)
Rescheduled from February 23, 2023
Town Hall/Hybrid**

544 Mr. Brubaker said that we have pretty much solidified March 22nd for the date of
545 our first Comprehensive Plan big public meeting. It will be at the Regatta. We
546 don't have exact times, yet, but it will likely be 3:30 PM to 6:30 PM. I just wanted
547 to make that announcement and hope folks can attend.
548

549
550 There were no Selectmen's reports tonight.
551

552 **L. Adjourn**

553
554 **Mr. McPherson moved, second by Ms. Dow, that the Select Board adjourn.**
555

556 **Roll Call Vote:**

557
558 **Mr. Donhauser – Yes**
559 **Mr. McPherson - Yes**
560 **Mr. Widi – Yes**
561 **Ms. Dow – Yes**
562 **Mr. Shapleigh - Yes**
563

564 **Unanimous vote to approve motion.**
565

566 The meeting adjourned at 6:18 PM.
567

568
569 **Respectfully submitted,**

570
571 **Ellen Lemire, Recording Secretary**
572

573
574
575
576 **Mr. Robert McPherson, Secretary**

577
578 **Date approved:**
579 _____
580

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Draft SELECT BOARD MEETING
January 26, 2023 5:30PM
Town Hall/Hybrid

1 **Quorum noted**

2

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

4

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

6

7 **Absent:** Ms. Dow (excused)

8

9 **B. Pledge of Allegiance recited**

10

11 **C. Public Comment:**

12

13 There was no public comment.

14

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

16

17 **5:31 PM** Motion by Mr. Donhauser, second by Mr. Shapleigh, to approve the minutes
18 of August 11, 2022, as written.

19

20 **Roll Call Vote:**

21

22 **Mr. Donhauser – Yes**

23 **Mr. McPherson - Yes**

24 **Mr. Widi – Yes**

25 **Mr. Shapleigh - Yes**

26

27 **Unanimous vote to approve motion.**

28

29 **E. Public Hearing:**

30

31 **Green Blossoms, LLC - Cannabis Manufacturing Facility (#AMF1160), 155**
32 **Harold L. Dow Highway, Unit #2. Julie Cutting Kelley, Principal.**

33

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

35

36 Ms. Cutting-Kelley said that I just want to say hello and I'm glad to be here
37 tonight.

38

39 Mr. Alec Correa said that I would like to see information on this residence 155
40 Harold L. Dow Highway. Is that across from Agway.

41

42 Mr. Widi said that I believe it's right next to Dunkin' Donuts. It is in the same
43 building.

Draft SELECT BOARD MEETING
January 26, 2023 5:30PM (continued)
Town Hall/Hybrid

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Mr. Correa asked for information about this company. I live here and work in Town and want to know what the manufacturing plant is and what it is manufacturing.

Ms. Cutting-Kelley said that I'm the sole owner of the company. I was born and raised in South Berwick. I own a restaurant in Portsmouth and my husband and I are going to be making cannabis edibles. We built out a beautiful kitchen there. It's closed to the public. It's only wholesale. We will only have deliveries coming in through a secure dock area. Then, we will just be wholesaling it out to other stores. It is not, as I said, going to be open to the public; that there is not going to be any kind of storefront, whatsoever.

Mr. Donhauser said that the license has been reviewed by the Town Manager.

Mr. Sullivan said yes. Their initial application is in to the State. I believe it is #AMF1136.

Ms. Cutting-Kelley said that that sounds correct.

Mr. Shapleigh asked what we have for a total limit of cannabis facilities in Eliot. Didn't we have a vote on that.

Mr. Donhauser said yes. There is a limit. We have actually made an ordinance for that, I believe.

Mr. Sullivan said we do, yes. We've passed an ordinance. Mr. Brubaker is on Zoom and asked if he would like to speak to that.

Mr. Brubaker said that this is for an adult use marijuana manufacturing facility. They have their PB approvals so they can operate within the limits of their PB approval and State laws and regulations. The maximum, combined adult use marijuana cultivation facility and marijuana products manufacturing facility is 13. So far, we have 9 that have their license issued or are in operation.

Mr. Donhauser said that this will be 10, correct.

Mr. Brubaker said that it appears to be so.

Mr. Donhauser asked if that answered Mr. Correa's question.

Mr. Correa said yes.

**Draft SELECT BOARD MEETING
January 26, 2023 5:30PM (continued)
Town Hall/Hybrid**

87 Mr. Donhauser said that there are other types of cannabis operations that are also
88 authorized under different licensing. Do you know what those are.
89

90 **5:38 PM** Mr. Brubaker said that there is a cap of 8 for adult use marijuana stores. There's a
91 cap of 4 for combined medical marijuana caregiver retail stores or medical
92 marijuana dispensaries that are similar uses basically selling medical marijuana.
93 Then, the combined cap for medical marijuana cultivation facility or medical
94 marijuana products manufacturing facility is 3.
95

96 Mr. Donhauser asked if most of those licenses have been taken up.
97

98 Mr. Brubaker said that it depends. All 3 have been taken up for the medical
99 marijuana cultivation facility or medical marijuana products manufacturing
100 facility. 2 of 4 have been taken up for the medical marijuana caregiver retail store
101 or medical marijuana dispensary. 2 of 8 have been taken up for adult use retail
102 store. There are some nuances in there because of the way medical marijuana is
103 licensed or hasn't been licensed, to date, but those are the numbers I have in front
104 of me.
105

106 **5:39 PM** Mr. Donhauser said that I believe I'm correct in saying that, even though all those
107 licenses you've just noted have been issued, do you know the number of
108 companies that hold those licenses. There are not that many companies. One
109 company may hold 2 or 3 different types of licenses.
110

111 Mr. Brubaker said that that is correct. Those numbers I mentioned are by
112 establishment so, one company may be operating several establishments, either on
113 different properties or on the same property. For instance, a cultivation facility co-
114 located with a manufacturing facility.
115

116 Mr. Donhauser said that my point is that, when you mention 13 licenses or
117 permits, 4 and 8, which adds up to over 20, we don't have 20 individual
118 companies, here, selling cannabis products.
119

120 **5:40 PM** Mr. Brubaker said that that is correct. The number of companies that have
121 licenses is less than the total number of licenses
122

123 Mr. Donhauser added that we did pass an ordinance because there was some
124 concern about the growth in any type of cannabis activity in Eliot.
125

126 Mr. Shapleigh asked Ms. Cutting-Kelley what her process is like inside her
127 facility.
128

**Draft SELECT BOARD MEETING
January 26, 2023 5:30PM (continued)
Town Hall/Hybrid**

129 **5:41 PM** Ms. Cutting-Kelley said that we have a very secure system. We've got all of our
130 cameras in place. We've got a double door locking system where our deliveries
131 will be left in a secure location. We will check them in. We are not doing any
132 kind of flower processing so no raw cannabis will ever be used in our facility.
133 We're only going to use distillate, which is an odorless, tasteless, really sticky
134 kind of oil. Then, we'll just be adding that into chocolate gummies, other sweets,
135 confections, that kind of stuff. So, there will be no odor mitigation of any sort. My
136 husband will be in charge of production and I will be in charge of overall, day-to-
137 day operations.

138
139 Mr. Shapleigh asked if she gets the distillate locally.
140

141 Ms. Cutting-Kelley said yes. We will purchase that through our license from
142 another larger, licensed operation, which has a grow, that do their extractions in a
143 licensed lab, as well. We will probably end up buying from our neighbors, East
144 Coast Cannabis and, then, we're still looking for a medical person at this point, as
145 well. At this time, we are not set up to do online sales.
146

147 **5:42 PM Public Hearing closed.**
148

149 **Mr. Widi moved, second by Mr. McPherson, that the Eliot Select Board**
150 **approve the license application for Green Blossoms, LLC to operate a**
151 **Cannabis Manufacturing Facility at 155 Harold L. Dow Highway.**
152

153 **Roll Call Vote:**
154

155 **Mr. Donhauser – Yes**

156 **Mr. McPherson - Yes**

157 **Mr. Widi – Yes**

158 **Mr. Shapleigh - Yes**
159

160 **Unanimous vote to approve motion.**
161

162 **F. Department Head/Committee Reports**
163

164 **5:43 PM 1. Town Manager's Report**
165

166 Mr. Sullivan said that this is already up on the web and is in your packet. I wanted
167 to add that W-2s for all employees were sent out/distributed yesterday. The
168 Budget Committee and SB will get a report on all employee compensation in the
169 next couple of weeks. I'm happy to report that our TimeClock Plus to manage
170 staffing hours is in place and is being used throughout the Town. I would also like
171 to let the SB know that the Chief of Police – Elliott Moya – will be receiving the

**Draft SELECT BOARD MEETING
January 26, 2023 5:30PM (continued)
Town Hall/Hybrid**

172 William Pickering Award, which is Police Chief of the Year this Saturday. We
173 just found out this morning. Particularly, for his work in police mental health and
174 his work on accreditations. We are very proud of him.

175
176 The Select Board were very pleased for Chief Moya.

177
178 Mr. Shapleigh asked where the presentation would be.

179
180 Mr. Sullivan said that it's in Augusta, I believe.

181
182 **Mr. Donhauser moved, second by Mr. McPherson, that the Eliot Select**
183 **Board accept the Town Manager's report and direct it to be published on the**
184 **Town website.**

185
186 **Roll Call Vote:**

187
188 **Mr. Donhauser – Yes**

189 **Mr. McPherson - Yes**

190 **Mr. Widi – Yes**

191 **Mr. Shapleigh - Yes**

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

194
195 **G. Board and Committee Appointments/Resignations**

196
197 **5:45 PM Registrar of Voters**

198
199 Mr. Donhauser said that we annually do this; appoint Ms. Wendy Rawski as
200 Registrar of Voters. Everyone knows who Ms. Rawski is and she's been doing it
201 for a number of years.

202
203 **Mr. Donhauser moved, second by Mr. Shapleigh, that the Eliot Select Board**
204 **appoint Wendy Rawski as the Town of Eliot Registrar of Voters.**

205
206 DISCUSSION

207
208 Mr. Donhauser said that she is a wonderful person and has been doing a great job.
209 She's unbelievable.

210
211 DISCUSSION ENDED

212
213 **Roll Call Vote:**

214
5

**Draft SELECT BOARD MEETING
January 26, 2023 5:30PM (continued)
Town Hall/Hybrid**

215 **Mr. Donhauser – Yes**
216 **Mr. McPherson - Yes**
217 **Mr. Widi – Yes**
218 **Mr. Shapleigh - Yes**
219

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

222 **H. New Business:**
223

224 **5:46 PM 1. Policy, Disbursement of Wages and Benefits**
225

226 Mr. Donhauser said that we have a policy recommended for disbursement of
227 wages and benefits. He asked Mr. Sullivan to speak to that.
228

229 Mr. Sullivan said that this is a request from our auditors. As we take steps to get
230 our financial house in order, this allows for disbursement of wages and benefits to
231 employees with one signature of the Select Board. Of course, when we send out
232 for signatures, we get more. In the case of a situation where something
233 catastrophic would happen where the system wasn't working, then we could act
234 on just wages and benefits for that one week with one signature. One member of
235 the Select Board would sign.
236

237 Mr. Donhauser said that that is only on payroll warrants.
238

239 Mr. Sullivan said yes, only on payroll warrants.
240

241 Mr. Widi said that this is just making sure the paychecks go out.
242

243 Mr. Sullivan said yes. I don't know if we would ever need it but they
244 recommended it strongly. We had Town counsel look at it and they suggested it,
245 as well.
246

247 Mr. Donhauser asked why only one. We have five Select Board members. It
248 seems to me a minimum of two or a larger number than one.
249

250 **5:48 PM** Mr. Sullivan said that we would still seek three members to sign any warrant but
251 this allows the payroll process to go ahead with just one signature. For instance,
252 for whatever reason, it is Wednesday (pay day) and we can only one SB member.
253 That one person can sign off and we will still continue to get additional signatures
254 on the warrant. The idea is to get a majority on any warrant, eventually, but this
255 just allows for the process to go forward.
256

**Draft SELECT BOARD MEETING
January 26, 2023 5:30PM (continued)
Town Hall/Hybrid**

257 Mr. Widi said that one would allow the process to move forward but it doesn't
258 stop the need to get three signatures, minimum.

259
260 Mr. Sullivan said yes. Eventually, we'd have to get three.

261
262 Mr. Widi said that was my concern. I just don't like too much centralized power
263 to one person.

264
265 **5:49 PM** Mr. McPherson said that I thought, by law, we have to pay people anyway.

266
267 Mr. Sullivan said that we do. This is one of those stopgaps, the reason why the
268 auditors suggested we have this stopgap. Most communities have this in place.
269 Again, it's about the policies that we've been missing that we're trying to put
270 back in place. Like the reserve funds and getting them straightened out, making
271 sure the proper votes are taken on those, which is another example. But we
272 continue to listen to the auditors review policies. I've never seen in my time here
273 where we didn't have three or four signatures almost immediately. We'd still be
274 soliciting all members of the SB to sign. As soon as once person got here, we'd be
275 in the process. That would mean issuing the checks because we have 100% direct
276 deposit. Basically, as soon as we flip the switch, the funds are being distributed
277 into the various employees' accounts.

278
279 Mr. Donhauser said that one consideration that I can understand that would make
280 sense is that, in the event that there was an error, in other words one person came
281 in to say go ahead and do those checks and somebody gets a paycheck that's in
282 error in some way, you can always correct it on the next payroll.

283
284 Mr. Sullivan said that we have two paid checks to correct, by law.

285
286 Mr. Donhauser said that it makes sense, in my view, to go ahead and process as
287 long as we get to, retroactively in a future paycheck, recover some funds that may
288 not have been properly disbursed.

289
290 **Mr. McPherson moved, second by Mr. Widi, that the Eliot Select Board**
291 **accept the "Treasurer's Disbursement of Warrants for Employee Wages and**
292 **Benefits Policy", as presented.**

293
294 **Roll Call Vote:**

295
296 **Mr. Donhauser – Yes**

297 **Mr. McPherson - Yes**

298 **Mr. Widi – Yes**

299 **Mr. Shapleigh - Yes**

**Draft SELECT BOARD MEETING
January 26, 2023 5:30PM (continued)
Town Hall/Hybrid**

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Unanimous vote to approve motion.

5:52 PM 2. Police Cruiser Proposed Purchase

Mr. Donhauser said that this is a proposal to purchase a police cruiser, which has been funded in the budget. There was a letter from Chief Moya to us and I remember the amount to be around \$31,000.

Mr. Sullivan said that that is with the trade-in of \$4,000 between the 2014 and the 2012 Chargers. The reality is that it's difficult to get cruisers right now. We had one cruiser go down with a transmission two weeks ago. We have another one that is in the shop so we're right on the edge. There hasn't been a new one bought in two years and, as you can see from the mileage on the 2014 and 2012 (140,00 and 126,000. So, they are thoroughly used. They are hard miles.

Mr. Donhauser moved, second by Mr. Widi, that the Eliot Select Board waive the '3-bid rule'.

Roll Call Vote:

- Mr. Donhauser – Yes**
- Mr. McPherson - Yes**
- Mr. Widi – Yes**
- Mr. Shapleigh - Yes**

Unanimous vote to approve motion.

Mr. Donhauser moved, second by Mr. Widi, that the Eliot Select Board accept Police Chief Moya's request, as submitted, and allow him to coordinate a trade of a 2014 and 2012 Dodge Charger, directly purchase one 2022 Ford Explorer Utility from Quirk Auto Group, Augusta, to be used as a police vehicle, and allow the Town Manager to execute any necessary agreement related to this action.

Roll Call Vote:

- Mr. Donhauser – Yes**
- Mr. McPherson - Yes**
- Mr. Widi – Yes**
- Mr. Shapleigh - Yes**

Unanimous vote to approve motion.

Draft SELECT BOARD MEETING
January 26, 2023 5:30PM (continued)
Town Hall/Hybrid

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5:55 PM 3. Eastern Trails Feasibility Study

Mr. Sullivan is on Zoom to talk about that as well as John Kachmar from Eastern Trail Alliance.

Mr. Brubaker said that we have some updates on our transportation priorities in Town. I first wanted to say that we are now underway with design of the State/Beech Active Transportation and Infrastructure Project. That's the contract you all approved back in December with Stantec and we've already had one kick-off meeting on that, with one next month. You should see surveyors out, weather permitting, in the n0065t several weeks on State Road and Beech Road. We're really excited to begin the journey of extending our walking and bicycling infrastructure in the Village area. There has been a lot of support from residents and abutters for that project. Secondly, as Mr. Sullivan mentioned, John is here from the Eastern Trail Alliance, and the Town has a great opportunity to play an important role in the Eastern Trail Feasibility Study, looking at routing for the Eastern Trail from South Berwick through to Kittery. The proposal is to have the Town chip in \$2,500, which is about 2% of the cost of the feasibility study. The rest would be coming from grant funding as well as private donation funding from the Eastern Trail Alliance, as well as contributions from Kittery and York. More details are in my staff report and you see the funding summary and a recommended motion there. With that, maybe John or Patrick might want to say anything further.

Mr. Kachmar thank you for entertaining this request. We're really excited to work with the Town of Eliot and the other towns down that way to bring some Eastern Trail your way. I did also want to point out the on-road Eastern Trail where some of the improvements are occurring that Mr. Brubaker referred to. We would still maintain an on-road route through Eliot, provided that was your preference if we had an off-road route, as well. It would allow us to have off-road riding and on-road riding, so we would still maintain signage and those improvements would still be important for us. So, I just wanted to mention that as we move forward. We are looking to do feasibility to finds a preferred alternative routes where we could put off-road trails separated from traffic, and working with the other towns of Kittery and York. Our goal is to get to the Memorial Bridge. We are part of the East Coast Greenway running from Key West to Calais, Maine. We're the southern Maine portion that currently goes through your Town, now. We're one and the same. This off-road route, again, would be the primary easy coast greenway but we would have secondary road routes and continue to maintain them. So, thank you very much. Appreciate the opportunity, again, and if I can answer any specific questions, I'd be glad to.

Draft SELECT BOARD MEETING
January 26, 2023 5:30PM (continued)
Town Hall/Hybrid

386 **5:59 PM** Mr. Donhauser said, with respect to on-road riding, do you contemplate road line
387 markings for the bicycle path on the street and would those be markings provided
388 through your organization. If necessary, would it have to be done by the Town, if
389 it was considered.

390
391 Mr. Kachmar said that, with this feasibility study, we have not considered that
392 because it's specific to the off-road portion. Although, I wouldn't necessarily rule
393 that out. It's something I could bring to the team. We have not solidified that yet.
394 We certainly would be willing to work with the DOT and others to consider that,
395 regardless. But, to answer your question, it's not currently part of our scope or the
396 feasibility work.

397
398 Mr. Shapleigh asked how much off-road are you planning on making.

399
400 Mr. Brubaker said that it depends on the route but we know there's about a 10-
401 mile section that we're considering in this feasibility work. We have two
402 feasibility studies planned; that they are the last two needed on the whole Eastern
403 Trail to have a better understanding of where a route would be. The first one is
404 from Route 236 and Route 91 north to Pratt & Whitney on Route 4, I believe.
405 That's about an 8-mile section. Looking south from Route 236 and 91, to the
406 Memorial Bridge in Kittery is about 9-10 miles. It depends on how the crow flies
407 or what route you take, and we don't know the route, yet, but that is the estimate
408 of the length.

409
410 **6:01 PM** Mr. Shapleigh said that I can't picture that last section is you are talking about.
411 You said that the last section was in Eliot with the memorial Bridge.

412
413 Mr. Kachmar said that we don't know, yet. We're looking at easements, utility
414 easements, conservation land, and Town land. So, that is what our feasibility will
415 hopefully discover, where that route might be. We don't have a specific one in
416 mind. We do know there are lots of utility easements and opportunities but we
417 would have to do the feasibility and, obviously, get the permission from the
418 landowners eventually to do that.

419
420 Mr. Donhauser asked Mr. Brubaker to correct me if I'm wrong. We've already
421 approved \$300,000, primarily out of ARPA money.

422
423 Mr. Sullivan said yes. These are ARPA funds that were previously-approved. So,
424 these are not tax dollars or additional money. These were discussed but we
425 thought it was prudent to come back to the SB to make sure that you and the
426 public were aware what exactly we're attempting to spend money on.

427

**Draft SELECT BOARD MEETING
January 26, 2023 5:30PM (continued)
Town Hall/Hybrid**

428 Mr. Donhauser said that, in the packet that you sent to us, what we're doing is
429 really re-allocating the money we've already approved, as I understand it.
430

431 **6:03 PM** Mr. Sullivan said yes.
432

433 Mr. Donhauser said that the total number of \$300,000 of ARPA funds we're
434 approving has not changed, It's still \$300,000. It's just how we're going to spend
435 it and part of that is to do this feasibility study, which makes sense, I think.
436

437 Mr. Shapleigh said that the \$2,500 in-kind services, is that you, Mr. Brubaker, is
438 that your time.
439

440 Mr. Brubaker said that _____ (33:50) I would be donating that time to just
441 participate in meetings, lending whatever resources I can to support the feasibility
442 work.
443

444 **Mr. Donhauser moved, second by Mr. Shapleigh, that the Eliot Select Board**
445 **allow \$5,000, previously allocated from ARPA grant funding, be expended**
446 **for the "Route 236-Depot Road Supplemental Study" and further I move to**
447 **allow \$2,500 previously allocated ARPA grant funding be expended for the**
448 **"Eastern Trail Feasibility Study" and allow the Town Manager to execute**
449 **any agreement related to this action.**
450

451 **Roll Call Vote:**
452

453 **Mr. Donhauser – Yes**

454 **Mr. McPherson - Yes**

455 **Mr. Widi – Yes**

456 **Mr. Shapleigh - Yes**
457

458 **Unanimous vote to approve motion.**
459

460 **4. Route 236-Depot Road Supplemental Study**
461

462 This was covered under Item #3 above.
463

464 **6:05 PM** Mr. Shapleigh asked what was happening with the street light at the intersection
465 of Depot Road and Route 236. It's been months and months and all they have to
466 do is change the timing.
467

468 Mr. Sullivan said that, first of all, when the gas company dug up that road, they
469 cut a strip in so that had to be replaced and, then, it had to get re-timed. There is
470 one company that does this work. We call them weekly, sometimes twice a week,

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471 and they've had people out. They've changed the timing. They've had to come
472 back and change it again and reset it. We do hear about it often and we're trying
473 to work with Electric Light to get the right technician back there to make a
474 permanent change. We had them all blinking yesterday for awhile but it's come
475 back on. We also have a request in for a burned-out green light heading north on
476 Route 236. That is at Beech Road and has been about three weeks that that's been
477 out. They are running into some of the same problems. They just don't have the
478 technicians that they need.
479

480 **I. Old Business:**

481
482 **6:07 PM 1. FY 24 Budget Briefing**
483

484 Mr. Sullivan said that I just want to remind people that the updated budget
485 information is on the website. It's under the Town Manager page under the FY24
486 Budget. We did add some comparisons to the FY21 and FY22 to-date allocations
487 for December 7th. It was requested by the Budget Committee. We also have done
488 some updates based on some new information. We have posted the questions and
489 answers that we've received, so far, and we're urging people to look at it. If there
490 are any specific questions, I'll do my best to try to answer them at this time.
491 Otherwise, please keep on sending questions in and I'll keep on posting the
492 answers.
493

494 **6:08 PM** Mr. Widi asked if the budget you gave us in the packets, was that all online, too.
495

496 Mr. Sullivan said that it is the updated version. Since the original packet you
497 received, there have been a few changes. When you go into that new version on,
498 you see some highlighted in yellow lines, those were the ones that have had
499 changes made. That makes it easy to discern what the changes are.
500

501 Mr. Widi said for those that are wondering, the headings of each of those will say
502 A on the 1st question on the referendum, then B for the 2nd question, and so on and
503 so forth.
504

505 Mr. Sullivan said that that will likely be the way the Town Clerk will set up the
506 referendum questions.
507

508 Mr. Widi said that I went to the Budget Committee meeting last week and it
509 wasn't understood.
510

511 Mr. Sullivan said that it is in the budget brief notes describing how those letters
512 announce which article you'd be in. But, at this time, the articles aren't created so
513 there are no numbering systems, that we use letters. There are 26 different

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514 financial articles and 26 letters in the alphabet, so it worked out well. It's easy to
515 follow and, again, if the public has any questions, call me and I'd be happy to
516 discuss it with people.

517
518 **6:09 PM** Mr. Donhauser said that, if we have additional articles, we can always double
519 letter (aa, bb, etc.).

520
521 Mr. Sullivan said and we will. There are going to be some articles that I'm going
522 to propose that, both in my powerpoint presentation to you and is also on the
523 website, I talk about some of those articles. A renovation and expansion of Town
524 Hall, the Boat Basin proposal. Those would be additional financial articles
525 beyond what's required by Charter and ordinances.

526
527 **J. Approval of Warrant(s):**
528
529 **6:10 PM** Mr. Donhauser moved, second by Mr. Shapleigh, that the Select Board
530 approve Payroll Warrant #63 in the amount of \$49, 986.17, dated January 4,
531 2023; Payroll Warrant #65 in the amount of \$42,295.25, dated January 11,
532 2023; Payroll Warrant #67 in the amount of \$54,112.73, dated January 18,
533 2023.

534
535 **Roll Call Vote:**

536
537 **Mr. Donhauser – Yes**
538 **Mr. McPherson - Yes**
539 **Mr. Widi – Yes**
540 **Mr. Shapleigh - Yes**

541
542 **Unanimous vote to approve motion.**

543
544 Mr. Sullivan pointed out for the public that any of your meetings, in the packet,
545 the public can go in a see every single check that was written by the Town of
546 Eliot. So, it's very transparent

547
548 **6:13 PM** Mr. Donhauser moved, second by Mr. Shapleigh, that the Select Board
549 approve A/P Warrant #64 in the amount of \$157,228.73, dated January 4,
550 2023; A/P Warrant #66 in the amount of \$967,155.90, dated January 12,
551 2023; A/P Warrant #68 in the amount of \$92, 340.84, dated January 19, 2023.

552
553 **Roll Call Vote:**

554
555 **Mr. Donhauser – Yes**
556 **Mr. McPherson - Yes**

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557 **Mr. Widi – Yes**
558 **Mr. Shapleigh - Yes**
559
560 **Unanimous vote to approve motion.**
561
562 *********
563
564 **6:16 PM** Ms. Lemire said that I just wanted to say that I am really amazed at the efforts that
565 our CMP and Cambro linemen put out over these last two storms, especially this
566 last one. They were amazing. They were out there 24/7 for days and it was a mess
567 out there.
568
569 Mr. (Skip) Devito, State Road, said, regarding the work projects going on, my last
570 word is that the State is still waiting to hear from the Town about these projects.
571 My particular interest is the median strip at the Eliot Commons. There are a
572 number of people hoping we can get it looking much better than it does. Those
573 projects that were presented here about a year ago, the whole array of them,
574 seemed like the perfect opportunity to get these approved. That’s why I was here.
575 I don’t know if you’ve had any progress.
576
577 **6:17 PM** Mr. Sullivan said that we haven’t heard from the DOT. We’ve reached out to
578 them a couple of times. I don’t know where Mr. Brubaker is with it, at this point,
579 but it’s on their radar. They know about it. There are other projects on Route 236,
580 as you know. Paving projects that are coming up. You’re right. I think it’s an
581 opportune time to make a decision, one way or the other, but we haven’t heard
582 from them.
583
584 Mr. Devito asked if we can get a word in somehow to encourage them to talk to
585 us again about that. There are a lot of people waiting to engage with them about
586 this.
587
588 Mr. Sullivan said that we talk to them regularly and we bring up the subject. But
589 projects we have with them on State Road, on Route 236, but there are other
590 projects, so we bring up the question and ask if we can get an answer on this
591 portion. They say they are still looking at it.
592
593 **6:18 PM** Mr. Donhauser said that Mr. Devito envisioned plantings.
594
595 Mr. Devito said yes.
596
597 Mr. Donhauser asked if it would be plantings on the ground or on a surface.
598

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599 Mr. Devito said either way. I think they are experts in this and should advise us as
600 to what would be practical in that circumstance. I've seen towns that have both.
601 Some have trees. Some have portable plantings. Right now, what we have is
602 asphalt with weeds growing up. You all know what the traffic count is there, and
603 that is one place that many people see Eliot, and it's an eyesore. It could easily be
604 remedied, I believe. There's a lot of volunteers that are willing to work and paint.
605 They are willing to raise some money to help do it, too. When we talked to the
606 State, they said they were waiting to hear from the Town, and the Town is waiting
607 to hear from the State.
608

609 **6:19 PM** Mr. Sullivan said that it's a State property. If they want to put in an island, we
610 certainly would support it. I don't know why they would tell you that. We're
611 waiting to hear from them about when they're going to fill in the potholes on
612 Goodwin Road. But they aren't doing it. We have to go out and do it.
613

614 Mr. Widi said that another example is the culvert on Beech Road. They were
615 going to get it done in July and it got done in late August, I believe.
616

617 Mr. Sullivan said exactly, and that was an emergency.
618

619 Mr. Devito talked about the trees that are growing out where people walk and
620 bicycle on Route 236 and not understanding why they don't trim those trees back
621 so that those people don't have to go well out into the dangerous travel lanes. I
622 don't get it. I don't understand this linkage with the State right now, frankly.
623

624 **6:21 PM** Mr. Sullivan said and there are some parts that they respond quickly to and do
625 well. We were up on Goodwin Road with our brush cutter, having to clear back
626 some branches because they just came to us to say they can't do it because they
627 don't have the manpower. So, we went up with our three people what they are
628 supposed to do. We are in this together and when we ask them about the islands,
629 they say they are working with the contractor, we're developing with the
630 architects, we're looking at these things, we're aware of it. But, no decision.
631

632 **6:22 PM** Mr. Devito said that they had told us a year ago that they were going to come
633 back and we were going to work together, to discuss what was going to happen
634 here.
635

636 Mr. Sullivan said it was about six months ago.
637

638 Mr. Devito said that time is going. The river goes faster the closer you get to the
639 banking. Anyway, thank you.
640

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641 There was discussion around contacting our representatives because they are very
642 responsive. It seems to be the planners and engineers putting together the whole
643 project that no clear answers come from.
644

645 Mr. McPherson asked if, with the sewer project, that median is going to expand.
646 Is it going to shrink. Do we know any of those things.
647

648 **6:23 PM** Mr. Sullivan said that that is some of the engineering issue. If you expand the
649 median in the middle to create a green strip, are you cutting down the bike lanes
650 on the outside if you only have so much footage to work with. So, while I wish
651 they would give us an answer, I can understand some of the complications of
652 weighing the requests of expanding the bike lanes at the same time putting green
653 strips in the middle. How much they want to do. They still talk about a round-
654 about farther down. I know that wasn't very popular when it was brought in but
655 it's popular amongst engineers. I think that's some of what they are trying to
656 weigh and it doesn't give us a clear answer. No clear answer around expanding
657 the shoulders for bike lanes, either.
658

659 **6:24 PM** Mr. Devito said that I think we should insist that they make a presentation here
660 because the community is supposed to be involved in those things. The last time
661 they were here, people brought up some very good points. They are supposed to
662 be engaging the Town. At least that's the theory, anyway.
663

664 Mr. Sullivan said that we're not against that
665

666 **L. Adjourn**

667
668 **Mr. Donhauser moved, second by Mr. Shapleigh, that the Select Board**
669 **adjourn.**

670
671 **Roll Call Vote:**

672
673 **Mr. Donhauser – Yes**

674 **Mr. McPherson - Yes**

675 **Mr. Widi – Yes**

676 **Mr. Shapleigh - Yes**
677

678 **Unanimous vote to approve motion.**
679

680 The meeting adjourned at 6:26 PM.
681
682
683

**Draft SELECT BOARD MEETING
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684 **Respectfully submitted,**
685
686 **Ellen Lemire, Recording Secretary**
687

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698

Mr. Robert McPherson, Secretary

Date approved:

Eliot Town Manager Report

June 1, 2023

Submitted by

Michael J. Sullivan to the Eliot Selectboard

Honorable Select Board, this is an abridged accounting of some of the projects and issues I and the dedicated municipal staff have been working on lately for the benefit of the Town of Eliot and its citizens.

Financial Update.

We are nearing the end of FY23 and Financial Director Kristin McNulty is working diligently on correcting some issues from FY22 as we work towards finalizing the FY22 audit. It is worth noting this would be nearly a year sooner than the from the previous year, thanks to the Finance Director's efforts.

Ms. McNulty is cleaning-up the chart of accounts by removing duplicates or unused control numbers, correcting inaccurate entries and otherwise bringing the municipal accounting into compliance. This is all under the watchful eye of our certified municipal auditor RHR Smith Associates and our audit consultant Chris Backman.

We also recently heard from our investment advisor Bartholomew & Company. We were please to see our \$5,803,919.27 has grown over \$66K since the investment was made this past December. If T-bills, which may be directly affected by Washington actions on the debt limit remain steady, based on conversations with Chuck Patterson (VP of Municipal Investments @ Bartholomew), we should realize approximately \$145,043.93 in gains over the first year. This is a significant increase over past investment strategies.

These assets are (64%) are primarily in safe bond funds and t-bonds (31%). The funds are available with a thirty-day call. We are exploring the possibility of adding to the investments as we are comfortably liquid at this point in time. We do want to watch how cash flow is or may be affected by the Water and Sewer Project, as funds from the CWSRF borrowing for the project are distributed by the State of Maine after each payment requisition is approved. Each pay requisition from the contractor is reviewed by our project engineer, OPM, DEP, Maine Municipal Bond Bank and the municipality before the Select Board signs off on the warrant and the check is processed.

We also have been apprised by York County as they finalize their budget Eliot's share will be more than expected by about \$12K. We will wait for the final budget figure in June from York County and will develop a financial resolution strategy for the relatively minor shortfall to be reviewed by the Select Board and Budget Committee in the new fiscal year.

As you are aware there are a number of financial adjustments, I am seeking on the agenda for the June 8th meeting. I would respectfully ask the Select Board or the public if there are any questions about those proposed adjustments to simply give me a call (207.451.1205) or email me townmanager@eliotme.org and I will do my best to answer or get you the answer to your questions.

Capital Plan.

I have begun the process of rebuilding the capital plan, I recently met with Public Works Advisor Norm Albert, Chief Mechanic Craig Brown, Foreman Jim Roy and Administrator David Ross-Lyons to have a preliminary discussion about how we will proceed. We will be using the previous "plan" as a foundation to the building process.

The Public Works in some ways is the most "capital" intensive departments between their property and equipment responsibilities, so it was the logical place to start. Their scope includes, trucks, small equipment, large equipment building at the PW and Transfer Station, plus out buildings at parks properties. We will continue to work on this through the summer and will have a Capital Plan to discuss with the Budget Committee and the Select Board for September which hopefully could be ratified by voters on the November ballot.

There will be subsequent meetings with FD, PD CSD and Town Hall staff about needs and those will be integrated into the overall plan if appropriate.

New Employees.

We continue to seek to fill some seasonal positions at CSD and through the PD. These positions are posted on the website and we encourage all citizens to reach out to anyone who may be a good fit for seasonal employment and encourage them to apply.

This includes, but not limited to, retirees, students, teachers, school bus drivers, unemployed etc. who may be looking for a side gig or just want something different.

Boat Basin.

This weekend you probably noticed some familiar faces at the Eliot Boar Basin (although a majority of users were not from Eliot or even from Maine), as Eliot Police Officer Bill Dries and Chief Moya spent the Memorial weekend working the facility. It is one of the places we continue to struggle to find staffing and of course I do not see this as a long-term solution.

It did allow the Chief and Officer/Harbor Master Bill Dries to observe the operation and start to strategize how the process may be improved with a focus on the economic aspects as well as the customer service perspective.

HM Dries was fully engaged in helping make the boaters experience safe, and the boaters appreciated the safety checks and nautical advice. Chief Moya already has several good ideas on how the Town of Eliot can optimize the revenues within the restrictions and guidelines set by the property owners (the State of Maine).

This will undoubtedly be a transitional year as we shift some of the operational responsibilities from CSD to the PD, particularly the enforcement components. The Chief will also be developing some "parking ordinances" to go before the voters, as presently there are none to mention

Hopefully we will be able to continue to work with the State (who have been very cooperative) to find a reasonable way to invest in the property supported not by tax dollars but strictly income and primarily from those who visit, but do not necessarily pay taxes in Eliot.

Town Hall Video/Sound Updates.

We continue to work with Comcast and a few companies who specialize in upgrading our video and broadcasting capability. The truth of the matter is we will not be able to fulfill our July 1, 2023 goal of providing a functional access channel to Comcast subscribers in Eliot.

We are all exhausted from hearing from about price escalation or supply chain issues, so I will refrain from saying it, although I think I already did. I will stay at this project, as I believe it to be one of the most available missing forms of communication for the citizens of Eliot.

This platform will allow us to get additional and accurate information to the residents and will allow us one more touchpoint for the municipality.

Geese Invasion.

For those of you who have visited Eliot Town Hall lately you may have noticed we have some regular visitors and when I say “regular” I mean it to represent many facets of their occupation.

There seems to be about four families seven or eight young ones in each group. They have a heavy fiber filled diet, which the results should not be unexpected. We have tried contain the population by fencing off a geese zone. However, this has had limited results, as they are completely oblivious to our attempt to enact some Goose Control Policies.



The young ones are starting to sprout wings and before we know it, they will be

all be part of one of those chevrons head south. So, if you would like to take a gander (but do not attempt to take a Gander) we encourage you to do so, but watch where you step when at Town Hall as they are indiscriminate as to where they leave their “trail”.

Both the Public Works and Town Hall Staff try to clear the paths to the Town Hall entrances, but they are very “regular”.

Upcoming Schedule Changes.

Town Hall will be closed on June 19th for the Federal Juneteenth Holiday.

We will also be closed July 3rd and 4th; however we will be open additional hour Friday June 30th from 7:30 to noon to accommodate citizen’s needs.

Respectfully submitted

Michael J. Sullivan

Town of Eliot, Manager



MaineDOT use only
TEDOCS #: Insert TEDOCS #
CTM #: Insert CTM #
CSN #: Insert CSN #
PROGRAM: Bureau of Planning

State of Maine
DEPARTMENT OF TRANSPORTATION
COOPERATIVE AGREEMENT

Proposed Improvements to Route 236, Eliot, Maine
State Work Identification Number (WIN): 026600.00

This Cooperative Agreement (the “Agreement”) is entered into by and between the Maine Department of Transportation (MaineDOT), an agency of state government, the Town of Eliot (the “Municipality”), a municipal corporation in the State of Maine, (MaineDOT and the Town of Eliot are collectively referred to as the “Parties” or individually as a “Party”).

RECITALS

- A. The Municipality has requested that MaineDOT re-scope a previously planned paving project on Route 236 in Eliot, Maine to incorporate certain elements proposed in a recent study entitled *Route 236 Traffic and Safety Study, Kittery and Eliot, Maine, 2019-2021* (the “Traffic and Safety Study”).
- B. In response, MaineDOT has agreed to the requested project re-scoping, subject to the terms and conditions of this Agreement. The re-scoped project work that is the subject of this Agreement consists of performing design and right-of-way acquisition activities on a segment of said Route 236 beginning at the Kittery boundary and extending north 2.97 miles to the Depot Road intersection as necessary in support of the revised Scope of Work set out in Section 2 of this Agreement (the “Project”).
- C. The Parties have a mutual interest in ensuring that the Project is delivered on a reasonable schedule and within the programmed budget, using a process that maximizes communication and cooperation between the Parties.
- D. This Agreement is intended to cover the roles and responsibilities of the Parties during the preliminary engineering and right-of-way phases of the Project.
- E. If the Parties proceed to the construction phase, the Parties will then enter into a separate municipal-state agreement to establish each Party’s responsibilities through the remaining phases of the Project.

AGREEMENT

NOW, THEREFORE, in accordance with the foregoing, the Parties agree as follows:

1. Appendices:

The following appendices are hereby incorporated into this Agreement:

Check if no appendices attached X

2. Scope of Project:

The Project shall consist of preliminary engineering (PE) and sufficient right-of-way research to document existing conditions (the "Initial R/W") for a portion of Rt. 236 beginning at the Kittery boundary and extending north 2.97 miles to the Depot Road intersection (the "Scope of Work"). Work is based on the following recommendations of the *Traffic and Safety Study*.

- Intersection of Beech Road and Route 236: Upgrade signal with new signal heads, land use signs and signal control equipment to implement adaptive traffic control. (While the Traffic and Safety Study calls for mast arms at signals, MaineDOT has determined that the signal locations do not warrant mast arms; they will be box span-wire set-ups, which have both lower initial and on-going maintenance costs.)
- Add center turn lanes, striping and/or raised medians while maintaining a striped shoulder (of approx. 4.5 feet) on all road segments.
- Recommended center turn lanes, with tapers at each end, from about 505 Dow Hwy., north of Arc Rd., to Bradstreet Ln. and from south of Bradstreet Ln. to just north of Beech Rd.
- Potential implementation of planted medians.
- Intersection of Bolt Hill Road and Route 236: implement center turn lane transitions to left turn lanes on the major approach. Left turn lane striping improvements are also recommended near the Irving and Dunkin driveways.
- Intersection of southerly portion of Fernald Road with Route 236: Remove pavement and add loam and seed to straighten connection with Route 236.
- Communicate with property owners regarding the recommended driveway/curb cut modifications for potential implementation.

The terms of this Agreement apply to the implementation of the PE and the Initial R/W phases of the Project (the "PE-Initial R/W Phase") unless this Agreement is otherwise modified to include additional phases of Project development.

3. Project Cost Sharing and Payment Schedule:

- a. **Original Project Scope:** MaineDOT's original Project scope included a standard paving project and associated activities typical of such a project (the "Original Project Scope"). Costs associated with the Original Project Scope will be fully paid for by MaineDOT.
- b. **Financial Obligations:** The total estimated shared cost of the PE-Initial R/W Phase (excluding costs associated with the Original Project Scope and otherwise covered by MaineDOT) is \$282,772 (the "PE-Initial R/W Estimate"). The Parties agree to share in all actual costs associated with the PE-Initial R/W Phase (the "PE-Initial R/W Costs") as further set out in the *Payment Schedule* subsection below.
 - i. **Payment Schedule:** MaineDOT shall pay all PE-Initial R/W Costs incurred up front, subject to the following cost-sharing provisions:
 - a. **State Share** (provided by MaineDOT)- 50% of eligible PE-Initial R/W Costs, up to a maximum amount of \$141,386.
 - b. **Municipal Share** (provided by the Municipality through the Municipality's obligation of funds) - 50% of eligible PE-Initial R/W Costs, which is estimated at \$141,386 plus 100% of the following:
 - All PE-Initial R/W Costs deemed ineligible for federal and state participation.
 - All PE-Initial R/W Costs exceeding the PE-Initial R/W Estimate after the above referenced Party Shares have been applied.
 - All PE-Initial R/W Costs associated with additional work requested by the Municipality (as defined in the *Changes to Project Scope* section below) that is outside the Project's Scope of Work.
 - c. Upon completion of the PE-Initial R/W Phase of the Project, MaineDOT will invoice the Municipality for 100% of its share of the actual PE-Initial R/W Costs incurred. Upon receipt of such invoice, the Municipality shall submit payment to MaineDOT within thirty (30) days.
 - d. If the Project proceeds to the construction phase, the Parties will enter into a separate cost-sharing agreement to allocate construction costs between the Parties.
4. **Project Milestones:** MaineDOT agrees to share information about the Project with the Municipality at the following milestones, as appropriate:
 - Project kickoff/initial team meeting/formal public contact;
 - Horizontal/Vertical Alignment Complete (HVAC);
 - Preliminary public meeting;
 - Preliminary Design Report (PDR) complete;
 - Formal public meeting(s);
 - Plan Impacts Complete (PIC);

- Peer reviews;
- Plans, Specifications and Estimate (PS&E) complete;
- Changes in the Project schedule or Project Estimate.

5. Project Design:

- a. The Parties shall hold a project kickoff meeting to go over the Scope of Work, estimated PE-Initial R/W Costs, and the Project schedule before work contemplated under this Agreement begins.
- b. MaineDOT shall prepare, or cause to be prepared, all plans, specifications, engineer's estimates and contract documents as appropriate for the PE-Initial R/W Phase of the Project using MaineDOT's standard project development process to ensure adherence to federal and state regulations (the "Preliminary Project Development Materials").
- c. As a component of preparing the Preliminary Project Development Materials, MaineDOT shall, at a minimum, be responsible for the following:
 - i. Performing all right-of-way related investigations to determine whether or not there may be a need to acquire temporary and/or permanent rights to develop the Project as well as, if applicable, all title examination, appraisal, appraisal review, negotiation and acquisition/condemnation activities for any property rights that must be acquired to accommodate the Project, and all necessary mapping services reflecting such property acquisitions.
 - ii. Coordinating with affected utilities and railroads to identify existing locations and/or implementing any relocation impacts that may be created by the development of the Project.
 - iii. Performing all necessary National Environmental Policy Act (NEPA) compliance processes for the Project.
 - iv. Performing all necessary permitting activities required in connection with the Project.
- d. MaineDOT shall be the sole administrator of all Project contract(s). MaineDOT will pay up front all PE-Initial R/W Costs, subject to cost sharing by the Municipality as specified in the *Project Cost Sharing and Payment Schedule* section of this Agreement.
- e. After completion of the PDR, and a decision to proceed with Project construction has been made, MaineDOT and the Municipality will then execute a Municipal-State Agreement covering each Party's obligations regarding Project advertisement, award, construction, construction engineering and cost-sharing.
- f. The Municipality shall ensure that affected, municipally-owned utilities are responsive to Project demands and are completing necessary activities in accordance with the Project schedule as established and coordinated by MaineDOT. Failure to do so may

result in MaineDOT delaying implementation of the Municipality's future projects until appropriate utility responsiveness is obtained.

6. **Public Involvement:** MaineDOT shall be responsible for implementing and leading any and all required public involvement activities and any necessary media coordination associated with all phases of the Project. The Parties agree to participate as partners in all such actions.

7. **Changes to Project Scope:**

- a. MaineDOT will consult with the Municipality before implementing any adjustments to the Project's Scope of Work, and the Municipality will, likewise, notify MaineDOT of any proposed changes they wish to implement.
- b. The Municipality may, at its election, request that changes be made or work added to the Project's Scope of Work during the period of design that benefit the Municipality, provided that the Municipality agrees in writing to pay 100% of any additional costs associated therewith plus an additional amount of 10% to cover the additional costs of design and implementation (the "Additional Work Requested by Municipality"). All requests for additional work shall be subject to approval by MaineDOT at its sole discretion. If such changes or work are approved for federal participation in the cost thereof, such additional cost may be reduced to the non-federal share.

8. **Termination:**

- a. MaineDOT reserves the right to terminate the Project for any reason prior to the award of a contract to construct the Project. If MaineDOT's termination under this clause is not directed by the Municipality, MaineDOT shall be responsible for covering all Project costs incurred up to the time of termination.
- b. MaineDOT also reserves the right to terminate all provisions pertaining to any Additional Work Requested by Municipality at any time prior to the award of a contract to construct the Project because of any failure by the Municipality to meet any of the conditions and stipulations set forth in this Agreement.
- c. When applicable, if the Municipality withdraws its financial support for the Project, leading MaineDOT to terminate the Project, the Municipality shall reimburse MaineDOT fully for any and all Project costs, expenses, penalties and/or liabilities expended, committed or imposed in connection with the Project and the Project contract(s) in reliance on the Municipality's financial obligations set out herein, including, but not limited to, reimbursement of all federal and state funds expended up to the time of such termination. If the Municipality fails to reimburse MaineDOT for such costs incurred, after receiving an invoice seeking such reimbursement, MaineDOT may exercise its rights of set-off to recover the requested amount.
- d. This Agreement may be terminated at any time by mutual written agreement of both Parties, provided that such written agreement shall address the allocation between the Parties of any costs, expenses, penalties and/or liabilities expended, committed or imposed in connection with the Project and the Project contract(s) as of such date of termination.

- e. In no event shall any such action taken under this subsection be deemed a breach of contract, nor shall it represent any individual Party's waiver of claims for breach of contract or its right to any other remedy it may have pursuant to this Agreement, or at law or in equity.
- f. In the event of Project termination, all provisions of this Agreement shall become null and void except for the financial obligations set forth herein, as well as those provisions to this Agreement that by their very nature are intended to survive.

9. General Provisions:

- a. The Municipality shall not require MaineDOT or its contractors to pay for municipal inspections and permits associated with the Project.
- b. The Municipality hereby agrees that, in connection with the Project, MaineDOT and its contractors are exempt from all local ordinances, including but not limited to any municipal noise ordinance.
- c. The Parties agree to comply with and abide by all applicable state and federal laws, statutes, rules, regulations, standards and guidelines, including the Manual of Uniform Traffic Control Devices (the "MUTCD"), the Americans With Disabilities Act ("ADA"), the Occupational Safety and Health Administration ("OSHA") standards, and all Agreement provisions; avoid hindering each other's performance; fulfill all obligations diligently; and cooperate in achievement of the intent of this Agreement.
- d. Amendment and Modification. This Agreement, and all attachments, may only be modified or amended in writing and signed by duly authorized representatives of the Parties.
- e. Obligation of State Funds. Notwithstanding anything herein to the contrary, the Municipality acknowledges and agrees that, although the execution of this Agreement by MaineDOT manifests its intent to honor its terms and to seek funding to fulfill any obligations arising hereunder, by law any such obligations are subject to available budgetary appropriations by the Maine Legislature and the federal government and, therefore, this Agreement does not create any obligation on behalf of MaineDOT in excess of such appropriations.
- f. Municipal Authority and Obligation of Municipal Funds. The Municipality represents that it has received all necessary approvals or authorizations by its governing authorities to approve the PE-Initial R/W Phase of the Project and enter into this Agreement, and that it commits to obligate the necessary funds to satisfy its obligations identified herein.
- g. State of Maine's Rights of Set-Off. MaineDOT shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, the State of Maine's option to withhold for the purposes of set-off monies due the Municipality under a specific project contract up to any amounts due and owed to MaineDOT with regard to this Agreement, and any other agreement/contract with any

State of Maine department or agency, including any agreement/contract for a term commencing prior to the term of this Agreement, plus any amounts due and owed to the State of Maine for any reason including without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto. MaineDOT shall exercise its set-off rights in accordance with normal State practices including, in cases of set-off pursuant to an audit, the finalization of such audit by MaineDOT, its representatives, or the State Controller. When applicable, MaineDOT reserves the right to withhold or reduce future Local Road Assistance payments to the Municipality for purposes of set-off to recover the amount owed.

- h. Assignment. No assignment of this agreement is contemplated, and in no event, shall any assignment be made without MaineDOT's express written permission.
- i. Independent Capacity. The Municipality, and its respective employees, agents, representatives, consultants and contractors shall not act as officers, employees or agents of MaineDOT.
- j. Governing Law. This Agreement shall be construed under the laws of the State of Maine. Additionally, all activities under this Agreement shall be performed in accordance with applicable federal laws and regulations, including without limitation Title 23 in the U.S. Code (USC) for statutory law, Title 23 in the Code of Federal Regulations (CFR) for administrative law, and Title 2 CFR, Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards."
- k. Binding Effect. The Parties shall be bound by the terms of this Agreement. This provision shall apply to the Agreement's executors, their successors, administrators and legal representatives.
- l. Counterparts and Electronic Signatures. This Agreement may be implemented in one or more counterparts, each of which will be deemed to be an original copy and all of which, when taken together, will be deemed to constitute one and the same Agreement, and will be effective when counterparts have been signed by each Party and delivered to the other Party. Each Party agrees that this Agreement and any other documents to be executed in connection herewith may be electronically signed and that any electronic signatures appearing on this Agreement or the associated documents are the same as handwritten signatures for the purposes of validity, enforceability and admissibility.
- m. Notice. Any communications, requests or notices required or appropriate to be given under this Agreement shall be in writing and mailed via U.S. Mail, Certified or Registered, Return Receipt Requested or sent via a recognized commercial carrier such as, but not limited to Federal Express, that requires a return receipt delivered to the sending party. Alternatively, communication may be sent via email and shall satisfy the delivery requirements of this section through express acknowledgement of receipt by the receiving party. Said communications, requests or notices shall be sent to the other party as follows:

MaineDOT: Maine Department of Transportation
16 State House Station
Augusta, ME 04333-0016
Attn.: Stephen Cole, Regional Planner
Email: stephen.cole@maine.gov

Municipality: Town of Eliot
1333 State Road, Eliot, ME 03903
Attn.: Michael Sullivan, Town Manager
Email: townmanager@eliotme.org

Each Party agrees to promptly notify the other Party of any changes to the above referenced contact information.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement effective on the day and date last signed below.

_____ Date _____
Michael Sullivan, Town Manager *
Municipality of Eliot
Duly authorized

_____ Date _____
Dale Doughty, Director, Bureau of Planning *
Maine Department of Transportation
Duly authorized

**I certify that the signature above is true and accurate. I further certify that the signature, if electronic: (a) is intended to have the same force as a manual signature; (b) is unique to me; (c) is capable of verification; and (d) is under my sole control.*

Town of Eliot

End of Year Adjustments Notes

FY2022 Carry-overs

Request a carry-over of \$190,000 from the appropriated fund from at the June 2021 Annual Town Meeting to the Public Works from the audited FY22 balance (\$260K)

To satisfy the following uses;

\$141,386 Depot to Kittery line design, split with DOT, addresses signalization, center two-way lane, beautification

Depot Road / Route 236 (signalized)

State Road / Route 236 (unsignalized)

Dover Road / Goodwin Road / Route 236 (signalized)

\$45,000 Kittery Area Comprehensive Transportation Study (KACTS) addresses design for Goodwin and Dover Road through larger grant

The Snow and Winter overrun (\$3,650) will also be satisfied for FY 22.

FY 2023

Request a transfer from the audited FY22 Contingency Reserve of \$77,000 applied to FY 22 shortfall from administrative expenses including but not limited to (consultant, separation and interim Town Manager)

ARPA Funding

\$50,000 website rebuild, two years license costs

Consolidation of the CSD and Police websites

SELECT BOARD AUTHORITY TO ACT ON THE FOLLOWING
ADMINISTRATIVE MATTERS USUALLY ACTED UPON AT THE ANNUAL
TOWN MEETING FOR
FISCAL YEAR JULY 1, 2023 - JUNE 30, 2024
Reference, Section 10-Referendum Town Meeting Ordinance

1. The Select Board is granted the authority to set tax dates in the month of November and the following May. Wednesday, November 15th, 2023, for the first half of property taxes, and Wednesday, May 15th, 2024 for the second half of property taxes, as the dates when interest on unpaid current tax amounts will begin to accrue. Taxes are due and payable at the time of the mailed demand.
2. To authorize the Select Board to establish the rate of 4% interest charged on each half of taxes after the November and May dates, such rate of interest not to exceed the maximum rate as established annually by the State Treasurer.
3. To Authorize the Select Board to set an interest rate of 2.0% to be paid on abated taxes for the fiscal year.
4. To Authorize the Tax Collector to accept prepayments of taxes not yet committed, pursuant to 36 MRSA, Section 506.
5. To Authorize the Select Board, when Town Meeting is delayed into the next fiscal year, to spend from Unassigned Fund Balance an amount per month not more than 1/12 of the appropriated amount of the current budget from 2023-2024, fiscal year July 1, 2023 June 30, 2024, until the required Town Meeting can be held.
6. To Authorize the Select Board, to annually execute signatures as may be required to borrow funds through Tax Anticipation notes, if necessary for cash flow, and to pay interest on said Tax Anticipation Notes from any general fund reserve.
7. To Authorize Select Board to pay tax abatements and applicable interest granted during the fiscal year 2023-2024, July 1, 2023- June 30, 2024, from the overlay account.
8. To Authorize the Select Board to dispose of Town-owned personal property under such terms and conditions as they deem to be in the best interest of the Town.
9. To authorize the Select Board, on behalf on the Town, to sell and dispose of any real estate acquired by the Town for non-payment of taxes thereon, on such terms as they deem advisable and to execute quitclaim deeds for such property. The Select Board must first request the advice of the Conservation Commission.

SELECT BOARD AUTHORITY TO ACT ON THE FOLLOWING
ADMINISTRATIVE MATTERS USUALLY ACTED UPON AT THE ANNUAL
TOWN MEETING FOR
FISCAL YEAR JULY 1, 2023 - JUNE 30, 2024
Reference, Section 10-Referendum Town Meeting Ordinance

10. To authorize the Select Board to receive insurance and/or other property damage restitution funds and to expend said receipts for materials and labor to correct said damages without further appropriations.
11. To authorize the Select Board to accept and appropriate or to reject any and all funds for grants, donations, and reimbursements during the fiscal year 2023-2024, for any Municipal Departments, Committee, Commission and/or project, to include but not limited to reimbursements from F.E.M.A. for any State declared emergencies, Community Development Block Grants, donations for the parks, and capital or program grants for Community Service Department.
12. Authorize the Select Board and Treasurer to borrow on notes or to appropriate money from Unreserved Fund Balance for any further amount needed for snow removal.
13. Select Board to make final determinations regarding the closing and opening of roads to winter maintenance, pursuant to 23 M.R.S.A. Section 2953.

Voted and approved by Select Board on June 08, 2023

Richard Donhauser, Chairman

William Widi, Vice-Chairman

Robert McPherson, Secretary

Lauren Dow, Selectman

Stanley Shapleigh, Selectman

Payroll Warrant

Pay Date: 05/25/2023

**** REPRINT ****

WARRANT: 110

Check	D / D	Check	Employee	Gross Pay
15323	350.00	408.01	4501 JAY P. MUZEROLL	985.53
15324	0.00	790.66	3010 Norman R Albert	1,068.75
115323	1,180.55	0.00	1005 MELISSA T. ALBERT	1,939.20
115324	965.82	0.00	1003 Rochelle M Bishop	1,488.00
115325	928.24	0.00	1032 Jeffery S. Brubaker	1,583.60
115326	775.91	0.00	1063 BRENDA L. HARVEY	1,186.00
115327	46.08	0.00	2125 ELLEN M. LEMIRE	82.38
115328	119.16	0.00	1053 Ann S Lukegard	129.03
115329	905.96	0.00	1059 Kristin D McNulty	1,576.40
115330	1,093.72	0.00	1010 WENDY J. RAWSKI	1,595.60
115331	766.87	0.00	1026 David R Ross-Lyons	1,098.80
115332	1,492.71	0.00	1041 Michael J. Sullivan	2,077.60
115333	274.23	0.00	6084 Robert B. Veino	307.42
115334	776.60	0.00	1101 Lauren A Albert	1,104.93
115335	1,072.00	0.00	1099 Donald K Ferrara	1,528.80
115336	674.76	0.00	1069 Kim R Tackett	990.00
115337	709.08	0.00	5078 Casey R Cyr	1,129.63
115338	832.59	0.00	5053 BRIAN P. DELANEY	1,437.15
115339	1,021.45	0.00	5076 William A. Dries	1,528.07
115340	810.44	0.00	5077 Robert Govoni	1,212.78
115341	868.59	0.00	5019 Ronald H Lund	1,509.40
115342	985.20	0.00	5074 Ryan D. Mazur	1,710.53
115343	1,140.06	0.00	5068 ELLIOTT L. MOYA	2,198.00
115344	1,880.31	0.00	5084 Timothy C. Niehoff	3,319.25
115345	582.91	0.00	5071 JUDITH F. SMITH	903.20
115346	396.57	0.00	1263 Thomas J. Phillips, III	492.66
115347	628.24	0.00	3104 Douglas M Blaisdell	1,038.80
115348	965.67	0.00	3111 Craig Brown	1,557.50
115349	603.36	0.00	4538 BRIAN C. HOLT	872.00
115350	670.71	0.00	3116 Austin D Mahoney	998.00
115351	1,007.99	0.00	3028 JAMES G. ROY	1,576.06
115352	314.15	0.00	3008 DONALD E. SYLVESTER	340.17
115353	593.70	0.00	3117 Will B Parker	732.00
115354	327.48	0.00	3102 RONALD PEARSON	420.00
115355	288.69	0.00	3083 RALPH E. PLACE	367.97
115356	310.85	0.00	3084 Daryl R Theriault	336.60
115357	383.65	0.00	3059 Robert H. Whittaker	469.20
115358	281.76	0.00	3110 Nicholas P Willis	357.00
115359	642.34	0.00	1310 Lindsay M. Jardine	899.06
115360	871.56	0.00	1060 HEATHER MUZEROLL-ROY	1,374.40
115361	588.94	0.00	1052 AMANDA D. PARADIS-SAUCIER	1,003.07
115362	320.21	0.00	1092 Gabriella L Wiggin	367.50
115363	0.00	29,449.11	D / D 9 KENNEBUNK SAVINGS BANK	
15325	0.00	54.19	T & A 9 Mission Square	
15326	0.00	54.19	T & A 10 Mission Square	
15327	0.00	2,285.06	T & A 4 Treasurer of State	
115364	0.00	11,733.61	T & A 1 Kennebunk Savings Bank	
115365	0.00	170.00	T & A 7 Maine State Retirement Service	

ELIOT
3:09 PM

Payroll Warrant

Pay Date: 05/25/2023

**** REPRINT ****

05/31/2023

Page 2

WARRANT: 110

Check	D / D	Check	Employee	Gross Pay
Total	29,449.11	44,944.83		46,892.04

Put into A/P **19,885.71**
Taken out of A/P **(14,297.05)**

Total Payroll **50,533.49**

Count

Checks 48

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

LAUREN DOW

ROBERT MCPHERSON

RICHARD DONHAUSER

Stanley Shapleigh

WILLIAM WIDI

Payroll Warrant

Pay Date: 06/01/2023

**** REPRINT ****

05/31/2023

Page 1

WARRANT: 113

Check	D / D	Check	Employee	Gross Pay
15328	350.00	408.01	4501 JAY P. MUZEROLL	985.53
15329	0.00	808.36	3010 Norman R Albert	1,092.50
115328	948.02	0.00	1005 MELISSA T. ALBERT	1,536.00
115329	965.82	0.00	1003 Rochelle M Bishop	1,488.00
115330	928.24	0.00	1032 Jeffery S. Brubaker	1,583.60
115331	804.63	0.00	1063 BRENDA L. HARVEY	1,230.48
115332	197.51	0.00	2125 ELLEN M. LEMIRE	267.98
115333	905.96	0.00	1059 Kristin D McNulty	1,576.40
115334	1,093.72	0.00	1010 WENDY J. RAWSKI	1,595.60
115335	766.87	0.00	1026 David R Ross-Lyons	1,098.80
115336	1,492.71	0.00	1041 Michael J. Sullivan	2,077.60
115337	269.28	0.00	6084 Robert B. Veino	300.95
115338	675.98	0.00	1101 Lauren A Albert	956.00
115339	1,072.00	0.00	1099 Donald K Ferrara	1,528.80
115340	674.76	0.00	1069 Kim R Tackett	990.00
115341	709.08	0.00	5078 Casey R Cyr	1,129.63
115342	1,329.38	0.00	5053 BRIAN P. DELANEY	2,200.70
115343	1,192.38	0.00	5076 William A. Dries	1,836.77
115344	1,111.55	0.00	5077 Robert Govoni	1,741.06
115345	1,180.33	0.00	5019 Ronald H Lund	2,075.70
115346	995.97	0.00	5074 Ryan D. Mazur	1,729.88
115347	1,140.06	0.00	5068 ELLIOTT L. MOYA	2,198.00
115348	1,637.51	0.00	5084 Timothy C. Niehoff	2,861.56
115349	582.91	0.00	5071 JUDITH F. SMITH	903.20
115350	390.47	0.00	1263 Thomas J. Phillips, III	484.50
115351	628.25	0.00	3104 Douglas M Blaisdell	1,038.81
115352	874.84	0.00	3111 Craig Brown	1,400.00
115353	603.36	0.00	4538 BRIAN C. HOLT	872.00
115354	670.71	0.00	3116 Austin D Mahoney	998.01
115355	885.39	0.00	3028 JAMES G. ROY	1,393.21
115356	194.99	0.00	3008 DONALD E. SYLVESTER	211.14
115357	557.25	0.00	3117 Will B Parker	682.50
115358	311.82	0.00	3102 RONALD PEARSON	399.00
115359	266.45	0.00	3083 RALPH E. PLACE	338.13
115360	295.30	0.00	3084 Daryl R Theriault	319.77
115361	366.16	0.00	3059 Robert H. Whittaker	445.74
115362	268.45	0.00	3110 Nicholas P Willis	339.15
115363	631.82	0.00	1310 Lindsay M. Jardine	883.49
115364	821.56	0.00	1060 HEATHER MUZEROLL-ROY	1,374.40
115365	565.20	0.00	1052 AMANDA D. PARADIS-SAUCIER	967.61
115366	332.85	0.00	1092 Gabriella L Wiggan	384.00
115367	43.37	0.00	1297 Nancy Young	46.96
115368	0.00	29,732.91	D / D 9 KENNEBUNK SAVINGS BANK	
15330	0.00	54.19	T & A 10 Mission Square	
15331	0.00	54.19	T & A 9 Mission Square	
15332	0.00	2,337.72	T & A 4 Treasurer of State	
115369	0.00	11,951.36	T & A 1 Kennebunk Savings Bank	
115370	0.00	170.00	T & A 7 Maine State Retirement Service	

ELIOT
4:08 PM

Payroll Warrant

Pay Date: 06/01/2023

**** REPRINT ****

05/31/2023

Page 2

WARRANT: 113

Check	D / D	Check	Employee	Gross Pay
Total	29,732.91	45,516.74		47,563.16

Put into A/P	20,306.70
Taken out of A/P	(14,567.46)
Total Payroll	51,255.98

Count	
Checks	48

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

LAUREN DOW

ROBERT MCPHERSON

RICHARD DONHAUSER

Stanley Shapleigh

WILLIAM WIDI

Warrant 111

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
02854 Amazon Capital Services						
1188	31261	05	Fundraiser Supplies	1CXP-X7JX-VQCH		
Fundraiser Supplies	E 30-10-20-40				106.63	0.00
	Supplies / Dept./Office					
Vendor Total-					106.63	
02995 Big Hoss Welding & Repair						
1188	31262	05	Truck 5 repairs	548		
Truck 5 repairs	E 20-01-24-15				630.00	0.00
	Rep. & Maint / Vehicle					
Vendor Total-					630.00	
02556 CAI Technologies						
1188	31263	05	GIS Consulting	16315		
GIS Consulting	E 01-03-10-05				171.25	0.00
	Contract Svc / GIS Mapping					
Vendor Total-					171.25	
00121 Cintas Corporation #758						
1188	31264	05	5/19 DPW Uniforms	4156081958		
5/19 DPW Uniforms	E 20-01-03-15				160.76	0.00
	Emp. Benefits / Uniforms					
Vendor Total-					160.76	
00131 COMCAST						
1188	31265	05	Monthly Cable - DPW	05/20-06/19		
Monthly Cable - DPW	E 20-01-15-03				146.71	0.00
	Utilities / Communicat.					
Vendor Total-					146.71	
02034 Election Systems & Software						
1188	31266	05	Election Ballots	CD2059814		
Election Ballots	E 15-15-05-26				2,692.71	0.00
	Service Fees / Ballots					
Vendor Total-					2,692.71	
01007 ELIOT SMALL ENGINE REPAIR, INC.						
1188	31267	05	Switch	038855		
Switch	E 20-10-24-10				62.32	0.00
	Rep. & Maint / Equipment					
Vendor Total-					62.32	
03013 Eliot Veterinary Hospital						
1188	31268	05	Euthanasia	0		
Euthanasia	E 10-10-10-42				251.12	0.00
	Contract Svc / Impound Fees					
Vendor Total-					251.12	
02940 Fisher Auto Parts						
1188	31269	05	Circuit breakers	460-254619		
Circuit breakers	E 20-01-24-10				78.03	0.00
	Rep. & Maint / Equipment					
Invoice Total-					78.03	
1188	31269	05	Circuit Breakers	460-254617		

Warrant 111

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
Circuit Breakers			E 20-01-24-10		76.53	0.00
			Rep. & Maint / Equipment			
			Invoice Total-		76.53	
			Vendor Total-		154.56	
02015 HEATWAVE OIL, LLC						
1188	31270	05	Diesel Fuel	756525		
Diesel Fuel			E 20-01-20-10		1,346.31	0.00
			Supplies / Diesel Fuel			
			Vendor Total-		1,346.31	
00000 Lauren Albert						
1188	31271	05	Mileage/Tolls - Training	5/17-5/18		
Mileage/Tolls - Training			E 01-02-03-05		267.54	0.00
			Emp. Benfits / Training			
			Vendor Total-		267.54	
00969 Maine Association of Assessing Officers						
1188	31272	05	Assessing Workshop	1000443263		
Assessing Workshop			E 01-03-03-05		50.00	0.00
			Emp. Benfits / Training			
			Vendor Total-		50.00	
00444 MAINE TOWN & CITY CLERK'S ASSN						
1188	31273	05	L.Albert Notary Training	1000441884		
L.Albert Notary Training			E 01-02-03-05		30.00	0.00
			Emp. Benfits / Training			
			Vendor Total-		30.00	
01418 SPRINT						
1188	31274	05	Cell Phones 4/9-5/8	557872025-252		
Cell Phones 4/9-5/8			E 30-01-03-12		270.34	0.00
			Emp. Benfits / Cell Phones			
			Vendor Total-		270.34	
00002 Stellar Networks						
1188	31275	05	February Tech Services	75373		
February Tech Services			E 30-01-24-30		219.87	0.00
			Rep. & Maint / Computer			
			Vendor Total-		219.87	
01972 THE WEEKLY SENTINEL						
1188	31276	05	Public Hearing	70650		
Public Hearing			E 01-01-05-01		91.00	0.00
			Service Fees / Advertising			
			Vendor Total-		91.00	
00717 TOWN OF KITTELY						
1188	31277	05	Glass Disposal	05.18.2023		
Glass Disposal			E 20-25-06-55		280.00	0.00
			tation - P/W Service / Spec. Waste			
			Vendor Total-		280.00	
01753 TOWN OF KITTELY						
1188	31278	05	Back flow testing	51723		

Warrant 111

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
Back flow testing			E 70-05-24-10		55.00	0.00
			Rep. & Maint / Equipment			
Back flow testing			E 70-10-24-10		55.00	0.00
			Rep. & Maint / Equipment			
Vendor Total-					110.00	
02963 TRP STORE						
1188	31279	05	parts - sensor	TP54077		
parts - sensor			E 20-01-24-15		298.15	0.00
			Rep. & Maint / Vehicle			
Vendor Total-					298.15	
00906 W.B. MASON COMPANY, INC.						
1188	31280	05	DPW water jugs	238429712		
DPW water jugs			E 20-01-20-40		55.54	0.00
			Supplies / Dept./Office			
Invoice Total-					55.54	
1188	31280	05	batteries	238535977		
batteries			E 01-01-20-40		12.78	0.00
			Supplies / Dept./Office			
Invoice Total-					12.78	
Vendor Total-					68.32	
00570 York County Registry of Deeds						
1188	31281	05	05.24.2023 lien discharge	05.24.2023		
05.24.2023 lien discharge			E 01-02-05-20		247.00	0.00
			Service Fees / Tran/Liens			
Vendor Total-					247.00	
00805 YORK WOODS TREE SERVICE, LLC						
1188	31282	05	Mulch - dead duck	54440		
Mulch - dead duck			E 20-10-24-95		71.36	0.00
			Rep. & Maint / Grounds			
Invoice Total-					71.36	
1188	31282	05	mulch - road islands	54451		
mulch - road islands			E 20-10-24-95		71.36	0.00
			Rep. & Maint / Grounds			
Invoice Total-					71.36	
Vendor Total-					142.72	

Warrant 111

Jrnl	Check	Month	Invoice Description	Reference	
Description			Account	Proj	Amount
					Encumbrance
			Prepaid Total-		0.00
			Current Total-		7,797.31
			EFT Total-		0.00
			Warrant Total-		7,797.31

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

LAUREN DOW

ROBERT MCPHERSON

RICHARD DONHAUSER

Stanley Shapleigh

WILLIAM WIDI

Warrant 112

Jrnl	Check	Month	Invoice Description	Reference	Encumbrance
Description	Account	Proj	Amount		
03014 DeFalice Corporation					
1191	31283	05	Rt 236 Sewer Ext. Project	Pay Req 1	
Rt 236 Sewer Ext. Project	E 92-01-99-01		51,390.90		0.00
Misc. / Misc.					
			Invoice Total-	51,390.90	
1191	31283	05	Rt 236 Sewer Ext. Project	Pay Req 2	
Rt 236 Sewer Ext. Project	E 92-01-99-01		405,108.00		0.00
Misc. / Misc.					
			Invoice Total-	405,108.00	
			Vendor Total-	456,498.90	
			Prepaid Total-	0.00	
			Current Total-	456,498.90	
			EFT Total-	0.00	
			Warrant Total-	456,498.90	

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Warrant 114

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
03004 A-1 Environmental Services Inc.						
1206	31284	06	Cardboard Recycling	224440		
Cardboard Recycling			E 20-25-06-55		542.50	0.00
			tation - P/W Service / Spec. Waste			
			Vendor Total-		542.50	
02880 ad-cetera graphics						
1206	31285	06	Envelopes	23324		
Envelopes			E 10-05-20-40		89.00	0.00
			Supplies / Dept./Office			
			Invoice Total-		89.00	
1206	31285	06	Business Cards	23338		
Business Cards			E 10-05-20-40		492.00	0.00
			Supplies / Dept./Office			
			Invoice Total-		492.00	
			Vendor Total-		581.00	
02854 Amazon Capital Services						
1206	31286	06	Pager lights	1T76-M4XM-MXH3		
Pager lights			E 10-01-24-40		34.98	0.00
			Rep. & Maint / Radio			
			Invoice Total-		34.98	
1206	31286	06	Meters	16TH-93RL-JMXX		
Meters			E 10-01-24-10		102.36	0.00
			Rep. & Maint / Equipment			
			Invoice Total-		102.36	
1206	31286	06	Recorder	1TMH-R7NH-1KQ9		
Recorder			E 10-01-24-10		42.88	0.00
			Rep. & Maint / Equipment			
			Invoice Total-		42.88	
1206	31286	06	KidsPLAY summer supplies	1H6K-YM3W-H9YF		
KidsPLAY summer supplies			E 31-02-55-01		186.11	0.00
			Prog. Exp. / Sup. & Mat.			
			Invoice Total-		186.11	
1206	31286	06	Kidsplay fundraiser suppl	19T6-VTLV-RPOX		
Kidsplay fundraiser suppl			E 31-02-55-01		20.99	0.00
			Prog. Exp. / Sup. & Mat.			
			Invoice Total-		20.99	
			Vendor Total-		387.32	
00069 BEN'S UNIFORMS, INC.						
1206	31287	06	Cuff Key	109321		
Cuff Key			E 10-05-03-15		9.00	0.00
			Emp. Benfits / Uniforms			
			Vendor Total-		9.00	
00109 CENTRAL MAINE POWER						
1206	31288	06	1323 State Rd 4/12-5/11	712001722081		
1323 State Rd 4/12-5/11			E 10-01-15-02		20.16	0.00
			Utilities / Electricity			
			Invoice Total-		20.16	
1206	31288	06	27 Dixon Rd 4/12-5/11	712001722103		

Warrant 114

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
27 Dixon Rd 4/12-5/11	E 10-05-15-02		Utilities / Electricity		25.67	0.00
				Invoice Total-	25.67	
				Vendor Total-	45.83	
00121 Cintas Corporation #758						
1206	31289	06	DPW Uniforms 5/26	4156789451		
DPW Uniforms 5/26	E 20-01-03-15		Emp. Benefits / Uniforms		297.93	0.00
				Vendor Total-	297.93	
00131 COMCAST						
1206	31290	06	CSD Phones/Internet	5/18-6/17		
CSD Phones/Internet	E 30-01-15-03		Utilities / Communicat.		207.23	0.00
				Vendor Total-	207.23	
01513 Consolidated Communications						
1206	31291	06	PD Phones 05.18.2023	PD 05.18.2023		
PD Phones 05.18.2023	E 10-05-15-03		Utilities / Communicat.		246.78	0.00
				Vendor Total-	246.78	
00000 Daryl Theriault						
1206	31292	06	Boot Reimbursement	Boots 5/19		
Boot Reimbursement	E 20-25-03-15		tation - Emp. Benefits / Uniforms		154.99	0.00
				Vendor Total-	154.99	
02909 David Ross-Lyons						
1206	31293	06	Mileage 5/23	5/23		
Mileage 5/23	E 20-01-03-06		Emp. Benefits / Mileage		27.51	0.00
				Vendor Total-	27.51	
02034 Election Systems & Software						
1206	31294	06	tabulator programming	CD2060214		
tabulator programming	E 15-15-24-10		Rep. & Maint / Equipment		1,220.35	0.00
				Vendor Total-	1,220.35	
02223 High Flying Flag Co.						
1206	31295	06	USA Flag	5164		
USA Flag	E 10-05-20-40		Supplies / Dept./Office		55.00	0.00
				Vendor Total-	55.00	
01393 HOME DEPOT CREDIT SERVICES						
1206	31296	06	Extension Ladder	2011290		
Extension Ladder	E 20-01-20-25		Supplies / Tool		239.00	0.00
				Invoice Total-	239.00	
1206	31296	06	Tools & Supplies	6012119		
Tools & Supplies	E 20-01-20-25		Supplies / Tool		199.00	0.00

Warrant 114

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
Tools & Supplies			E 20-01-24-56		13.68	0.00
			Rep. & Maint / Signs			
Tools & Supplies			E 20-01-24-78		9.12	0.00
			Rep. & Maint / Veh. Equip.			
Invoice Total-					221.80	
1206	31296	06	Tool & Supplies	9424763		
Tool & Supplies			E 20-10-24-10		47.38	0.00
			Rep. & Maint / Equipment			
Tool & Supplies			E 20-01-20-25		37.98	0.00
			Supplies / Tool			
Invoice Total-					85.36	
Vendor Total-					546.16	
01928 HUSSEY SEPTIC, INC.						
1206	31297	06	Murray Rowe PortaPotty	P8903		
Murray Rowe PortaPotty			E 20-10-05-09		175.00	0.00
			Service Fees / Toilets			
Invoice Total-					175.00	
1206	31297	06	Frost Tufts PortaPotty	P8904		
Frost Tufts PortaPotty			E 20-10-05-09		315.00	0.00
			Service Fees / Toilets			
Invoice Total-					315.00	
Vendor Total-					490.00	
00830 HYGRADE BUSINESS GROUP, INC.						
1206	31298	06	T-station receipts	795168		
T-station receipts			E 20-25-20-40		153.50	0.00
			tation - Supplies / Dept./Office			
Vendor Total-					153.50	
03015 John N. Ferdico						
1206	31299	06	Law Books	2L-329		
Law Books			E 10-05-20-40		316.00	0.00
			Supplies / Dept./Office			
Vendor Total-					316.00	
02475 Leaf						
1206	31300	06	PD Copier Lease	14754457		
PD Copier Lease			E 10-05-10-14		242.70	0.00
			Contract Svc / Contra/Maint			
Vendor Total-					242.70	
00812 NFPA						
1206	31301	06	Annual Dues	8486065X		
Annual Dues			E 10-01-03-01		175.00	0.00
			Emp. Benfits / Dues			
Vendor Total-					175.00	
02717 Shredding on Site						
1206	31302	06	Town Office Shredding	107795		
Town Office Shredding			E 01-01-05-75		57.50	0.00
			Service Fees / Bank Fees			
Vendor Total-					57.50	
00002 Stellar Networks						

Warrant 114

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
1206	31303	06	Docking Station		76004	
Docking Station			E 10-05-24-30		290.28	0.00
			Rep. & Maint / Computer			
Vendor Total-					290.28	
01972 THE WEEKLY SENTINEL						
1206	31304	06	Public Hearing Notice		70658	
Public Hearing Notice			E 01-01-05-01		91.00	0.00
			Service Fees / Advertising			
Vendor Total-					91.00	
00725 TREASURER OF STATE						
1206	31305	06	BMV 5/18-5/25		5/18-5/25	
BMV 5/18-5/25			G 01-2040-00		21,549.79	0.00
			G/L DMV Regs			
Invoice Total-					21,549.79	
1206	31305	06	BMV 5/11-5/18		5/11-5/18	
BMV 5/11-5/18			G 01-2040-00		24,472.26	0.00
			G/L DMV Regs			
Invoice Total-					24,472.26	
Vendor Total-					46,022.05	
01770 UNDERWOOD ENGINEERS						
1206	31306	06	Rt236 Swr Project Enginee		19974	
Rt236 Swr Project Enginee			E 92-01-99-01		400.00	0.00
			Misc. / Misc.			
Vendor Total-					400.00	
00906 W.B. MASON COMPANY, INC.						
1206	31307	06	water		238377209	
water			E 10-05-20-41		6.00	0.00
			Supplies / Water(Drink)			
Invoice Total-					6.00	
1206	31307	06	Water		238334337	
Water			E 10-05-20-41		59.85	0.00
			Supplies / Water(Drink)			
Invoice Total-					59.85	
Vendor Total-					65.85	
02598 Wayne Chaloux's Signs & Graphix						
1206	31308	06	Vehicle Lettering/Wrap		RO#G12140	
Vehicle Lettering/Wrap			E 10-05-24-15		1,175.00	0.00
			Rep. & Maint / Vehicle			
Vendor Total-					1,175.00	
00796 YORK COUNTY COMMUNITY ACTION						
1206	31309	06	Social Worker Position		05.26.2023	
Social Worker Position			E 86-01-99-01		6,875.00	0.00
			Misc. / Misc.			
Vendor Total-					6,875.00	

Warrant 114

Jrnl	Check	Month	Invoice Description	Reference	
Description			Account	Proj	Amount
					Encumbrance
			Prepaid Total-		0.00
			Current Total-		60,675.48
			EFT Total-		0.00
			Warrant Total-		60,675.48

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