

TOWN OF ELIOT, MAINE
OFFICE OF THE SELECT BOARD
1333 State Road, Eliot, ME 03903

PUBLIC HEARING NOTICE

AUTHORITY: ELIOT SELECT BOARD
PLACE: ELIOT TOWN OFFICE
DATE OF HEARING: THURSDAY, January 13, 2022
TIME: 5:30PM

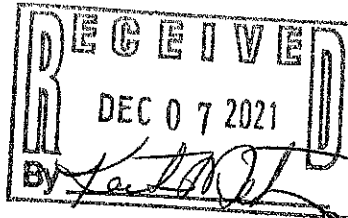
Notice is hereby given that the Select Board of the Town of Eliot, Maine will hold a public hearing on Thursday, January 13, 2022 at 5:30PM in said Town to hear public comment on the following:

1. A renewal application for a Tier IV Cultivation License for Sweet Dirt 2, LLC. located at 495 Harold L Dow Highway, Eliot, ME. Map 53, Lot 06.

All interested persons are invited to attend the public hearing and will be given an opportunity to be heard at that time. Please refer to the Town of Eliot's website for zoom instructions if you do not want to participate in person at the town office.

If you cannot attend meeting in person or zoom, and want to make comments in regards to the topic, please send any correspondence to the Town Manager prior to meeting date at townmanager@eliotme.org

Copies of the license application is available at the town office for review.



Time: 2:27pm
KAL

December 7, 2021

VIA HAND DELIVERY AND E-MAIL

Ms. Carol Granfield
Interim Town Manager
Town of Eliot
1333 State Road
Eliot, ME 03903
townmanager@eliotme.org

Ms. Melissa Albert
Administrative Assistant
Town of Eliot
1333 State Road
Eliot, ME 03903
malbert@eliotme.org

**Re: Sweet Dirt 2, LLC - Request for Approval for Renewal Application
495 Harold L. Dow Hwy., Eliot, ME 03903; Tax Map 53; Lot 6**

Dear Ms. Granfield, and Ms. Albert,

As always, thank you for your service to the Eliot community! We hereby submit the attached Renewal Application and supporting material of an **Adult Use Marijuana Tier IV Cultivation Facility** located at 495 Harold L. Dow Highway, Eliot, Maine 03903.

Enclosed please find the following documents:

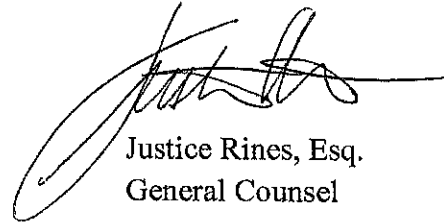
1. Town of Eliot Adult Use Marijuana Cultivation Facility Application;
2. Two (2) checks made payable to the Town of Eliot in the amount of:
 - a. \$1,500.00 covering the Application Renewal Fee; and
 - b. \$15,000.00 covering the Annual Permit/License Fee.
3. Landlord Statement of Permission;
4. Sublease;
5. Town Tax Map per 30 – A.M.R.S § 3253;
6. Abutter's List;
7. Planning Board Notice of Decision;
8. Waste Disposal Plan;
9. Security Plan;
10. Odor Control Plan;



11. Active State Licenses issued by OMP;
12. Principal Attestation Forms for the following:
 - a. Jim Henry
 - b. Hughes Pope
 - c. Kristin Pope
 - d. Diana Huffman;
 - e. Roger Carnie.
13. LLC Documents;
14. Certificate of Occupancy; and
15. Operating Plan.

Thank you again for your time and attention to this matter and please feel free to reach out directly with any questions or concerns.

Sincerely,



Justice Rines, Esq.
General Counsel

Enclosures

Draft SELECT BOARD MEETING

October 14, 2021 5:30PM

Town Hall (Hybrid)

1 **Quorum noted**
2

3 **A. 5:30 PM:** Meeting called to order by Chairperson Orestis.
4

5 **Roll Call:** Mr. Orestis, Mr. Donhauser, Mr. McPherson, and Ms. Dow.
6

7 **Absent:** Mr. Widi (excused).
8

9 **B. Public Comment:**
10

11 **5:31 PM** Ms. (Michele) Meyer read from a prepared document:

12 *"Thank you, Mr. Chair and esteemed member of the Eliot Select Board. I am*
13 *Michele Meyer of 58 Odiorne Lane.*

14 *My husband Jay and I have been residents of Eliot for nearly 30 years. Jay serves*
15 *as a member of the Board of Appeals and it is my honor to serve the people of*
16 *Eliot as their representative in the Maine State Legislature.*

17 *In 2019, the Maine legislature adopted LD 1711. An Act to Promote Solar Energy*
18 *Projects and Distributed Generation Resources in Maine, funding it in the public*
19 *interest to develop renewable energy sources and encourage solar energy related*
20 *development. I was and remain a strong supporter of this legislation and of clean,*
21 *green, renewable sources of energy in Maine, including solar.*

22 *Following the passage of LD 1711, the solar industry arrived in Maine in full*
23 *force. There are 488 towns in Maine and in very short order, there were 310 solar*
24 *companies registered. A massive influx of proposals for utility scale commercial*
25 *ground mounted solar installations began appearing in towns statewide,*
26 *including ours.*

27 *I come before you today asking this board for consideration of a 6-month*
28 *moratorium on distributed commercial energy facilities here in Eliot. Our existing*
29 *ordinances simply do not provide an adequate mechanism to regulate and control*
30 *these utility scale commercial arrays. We simply do not have the zoning or*
31 *ordinance guidance for this new type of land use.*

32 *On Tuesday, lacking adequate guidance in Eliot ordinance, the Eliot Planning*
33 *Board denied PB21-16, a distributed commercial energy facility proposed for*
34 *construction in our town's Rural Zone. The plan would have included the clear*
35 *cut of a forested parcel wholly within a National Wildlife Refuge and the*
36 *functional destruction of 2 acres of wetland within the York River watershed,*
37 *placing at risk the threatened and endangered species that inhabit and migrate*
38 *through this area in light of a plan for 9 acres of ground mounted solar panels*
39 *and 16 acres of chain-link fence.*

40 *The Eliot Planning Board has asked for a moratorium and the Eliot Conservation*
41 *Commission supports the need as well.*

42 *Recognizing the avalanche of distributed generation solar projects of up to 5 MW*
43 *and that the majority of municipalities were finding little or no ordinance*

Draft SELECT BOARD MEETING
October 14, 2021 5:30PM (continued)
Town Hall (Hybrid)

44 *guidance, the legislature enacted LD 936 on July 1, 2021. LD 936 taps the*
45 *brakes on these mid-sized arrays, pausing the generous incentives and identifying*
46 *the need to consider and limit the impact of community solar projects on the*
47 *Maine landscape.*
48 *Additionally, this legislation convenes, in coordination with the Public Utilities*
49 *Commission and the Governors Energy Office, a stakeholder group to consider*
50 *the matter of these renewable energy projects including the siting of these arrays.*
51 *The statute requires an interim report back to the legislature in January 2022*
52 *which should provide this board, the Planning Board, and the people of Eliot with*
53 *some initial guidance with which to develop reasonable regulations locally,*
54 *governing the location and operation here in our town.*
55 *As this board is aware, there is precedent for such a moratorium. This board*
56 *placed the question of a retail marijuana moratorium to the Eliot voters and our*
57 *town was well served by the opportunity for time to discuss and debate, study and*
58 *consider, and weigh in on both a straw poll and town referendum on the question*
59 *of whether and where such operations should exist.*
60 *Our sister community in South Berwick has recognized the limitations of their*
61 *ordinance language there in light of the 5 applications for utility scale solar*
62 *arrays they've received, enacting a 6-month moratorium earlier this month as*
63 *have several other municipalities in Maine including the city of Augusta.*
64 *I thank you for your time this evening and for your service to the people of Eliot.*
65 *It is my belief that the community we jointly represent deserves that tap of the*
66 *brakes and consideration for the impact these projects may have on our scarce,*
67 *fragile natural resources, on the capacity of our existing electrical infrastructure*
68 *here, and to develop the zoning and ordinance guidance with which to evaluate*
69 *the suitability of the projects of this nature and have and will continue to come*
70 *before our town for approval."*

71
72 **5:35 PM** Mr. Orestis said that she made a fair point. Mr. Brubaker, as you said when you
73 were speaking, we were able to put a moratorium on the ballot. My
74 Understanding, at this point, is that the only authority that we would have is to be
75 able to put something on the ballot in June.

76
77 Mr. Brubaker said that State law pretty much restricts it to putting it on the ballot
78 and have the voters decide to establish the moratorium. Once established, the SB
79 does have the ability to vote to extend it.

80
81 Mr. Orestis said that is what we did with the marijuana moratorium. We could put
82 this on a future agenda. If we hypothetically said that we are in favor, as a Board,
83 of putting the moratorium on the ballot for the June election, what would that do
84 to any pending projects through the PB.

85
86

**Draft SELECT BOARD MEETING
October 14, 2021 5:30PM (continued)
Town Hall (Hybrid)**

87 **5:37 PM** Mr. Brubaker said that, in my opinion, without a moratorium these types of solar
88 projects, as long as they met the definition of ‘public utility facility’ and they
89 submitted a site plan review application to the PB, I think they would be entitled
90 to review by the PB. The moratorium, if put on the June ballot and it passed by
91 the voters, it would go into effect after that. The first half of next year those
92 applications would still be entitled to be reviewed.

93
94 Mr. Orestis said, hypothetically, if the Board was in definitely in favor of putting
95 a moratorium on the ballot in June, they (applicants) would still have the
96 opportunity as, long as they met those guidelines, to have a review by the PB.
97 And our decision with that, we know the PB would have to review it as a separate
98 case, fitting the current ordinances.

99
100 Mr. Brubaker said that my understanding, based on reading the Maine Municipal
101 Association (MMA) guidance on this was that the State statute generally means
102 moratoriums to apply proactively but that there is court precedent for certain
103 moratoriums to apply retroactively. MMA recommends careful crafting of those
104 moratoriums.

105
106 Mr. Orestis said that we should definitely put it on a future agenda to discuss.

107
108 The SB agreed.

109
110 Mr. Orestis asked if Ms. Granfield would make a note of that; that I think we
111 should definitely go into that in more detail.

112
113 Ms. Granfield agreed.

114
115 **C. Public Hearings:**

116
117 **1. Adult Use Marijuana Testing Facility Renewal Application, located at 19**
118 **Levesque Drive (Map 29/Lot 26).**

119
120 Mr. Orestis said that a little background on this is that this is an original
121 application for CatLab, LLC and before we changed the ordinance in June 2021,
122 the testing facility did not need a public hearing. That’s why we are having one
123 now.

124
125 **5:40 PM Public Hearing opened.**

126
127 There was no public comment.

128
129 **5:41 PM Public Hearing closed.**

**Draft SELECT BOARD MEETING
October 14, 2021 5:30PM (continued)
Town Hall (Hybrid)**

130
131 **Mr. Orestis moved, second by Mr. Donhauser, that the Select Board approve**
132 **the renewal application for CatLab, LLC for a Marijuana Testing Facility,**
133 **located at 19 Levesque Drive, Suite #2, Map 29, Lot 26.**

134
135 **Roll Call Vote:**

136
137 **Mr. Orestis – Yes**
138 **Mr. Donhauser – Yes**
139 **Mr. McPherson - Yes**
140 **Ms. Dow - Yes**

141
142 **Unanimous vote to approve motion.**

143
144 **2. Special Referendum Warrant Articles for Tuesday, November 2, 2021.**

145
146 **5:42 PM Public Hearing opened.**

147
148 There was no public comment.

149
150 **5:43 PM Public Hearing closed.**

151
152 Mr. Orestis asked if this required any further action.

153
154 Ms. Granfield said that no further action is required. We are required to hold a
155 public hearing.

156
157 **D. Approval of Minutes of Previous Meeting(s)**

158
159 **Motion by Mr. McPherson, second by Ms. Dow, to approve the minutes of**
160 **September 9, 2021, as written.**

161
162 **Roll Call Vote:**

163
164 **Mr. Orestis – Yes**
165 **Mr. Donhauser – Yes**
166 **Mr. McPherson - Yes**
167 **Ms. Dow - Yes**

168
169 **Unanimous vote to approve motion.**

170
171
172

**Draft SELECT BOARD MEETING
October 14, 2021 5:30PM (continued)
Town Hall (Hybrid)**

173 **E. Presentation:**

174

175 **5:44 PM 1. Audit Presentation for Fiscal Year 2020**

176

177 Ms. Granfield said that Amanda Brown and Peter Hall from Smith & Associates
178 are with us tonight and I believe they will give you an overview. We've received
179 the audit information and, so, I'll turn it over to them.

180

181 Mr. Hall thanked the SB for having us in this evening, at least electronically,
182 appreciating the opportunity to join you by Zoom. I am going to provide a quick
183 overview for the audit for FY2020. I had sent over a one-page summary sheet of
184 the process and I thought what I would do is to focus on those very high-level
185 comments and then see if there are any questions regarding any of the documents
186 that have been shared, or anything else that you might have to share with us. In
187 terms of an overall engagement overview, our audit report on the FY202 financial
188 statements is totally clean, unmodified. That's exactly what you'd want. It means
189 your financial statements are fairly presented in all material respects in
190 accordance with generally accepted accounting principles. As part of this
191 engagement, we actually prepared and issued two separate audit reports. The big
192 50-pager is the audited financial statements and the management discussion and
193 analysis, notes to the financial statements, etc. We were also required, under the
194 terms of the engagement, to prepare and submit a much briefer report called a
195 Government Auditing Standards Report. That report and that type of audit focuses
196 solely on any matters relating to the Town's internal control over financial
197 reporting as well as any reportable instances of non-compliance with the federal
198 or state regulations or requirement of some sort. We did note one material
199 weakness in the internal controls over financial reporting. It's pretty much the
200 same material weakness that we found necessary to identify as part of the FY2019
201 audit. Other than that, that was the only item in that report. We did not have any
202 reportable instances of non-compliance that would have been required to be
203 included in that report. In terms of the audit process, as with any financial audit
204 that we perform, really three or four separate phases. We start off with a risk
205 assessment process aimed at identifying and kind of brainstorming ways in which
206 the financial statements of the client might possibly misstated and what could give
207 rise to those risks. We performed substantive tests of the year-end balances. Those
208 are the numbers that actually either find their way up into the financial statements,
209 themselves. So, we perform a variety of tests over that data, itself. We also
210 performed over the design and the implementation and the operating effectiveness
211 of the Town's internal controls over financial reporting. We perform that to a
212 certain level. This isn't a publicly-traded entity or a Sarbanes Oxley subject to
213 internal trade engagement where we would...which is hugely exhaustive and
214 expensive. So, we certainly don't dive into the level of detail such that we would
215 be in a position to actually issue an opinion on the effectiveness or design and

**Draft SELECT BOARD MEETING
October 14, 2021 5:30PM (continued)
Town Hall (Hybrid)**

216 implementation of the internal controls. Nonetheless, we perform enough to help
217 us, guide us, through the rest of our audit procedures and also to use as audit
218 evidence over the correctness of the balances in the financial statements. But
219 because we do that level of testing, we are required to notify you, as the
220 governing body, of any significant deficiencies or material weaknesses that might
221 come to our attention as a result of that work. And again, that's what led to the
222 material weakness I spoke of a moment ago. I do want to say, in terms of the audit
223 process, obviously for a lot of different reasons affecting a lot of different people,
224 we can all say this has certainly been a very difficult year across the world on
225 every level and every microcosm you could think of. With that said, I really want
226 to express our appreciation to Mr. Miles, Ms. Granfield, and others within the
227 Town for your assistance in working with us in getting through the audit process
228 and completing the audit procedure and being able to release the report. I think I
229 may have mentioned a few moments ago that there were three formal pieces of
230 work product that were distributed to you. I've spoken about the financial
231 statement, itself. I've spoken of the government auditing standards report. The
232 third document that was also provided and required to be provided under an audit
233 of this type is what we call an Auditor's Communication with Those Charged
234 with Governance, which is essentially a regurgitation of a whole bunch of, to
235 some extent boiler-plate but nonetheless important, disclosures around the scope
236 of the audit, the timing of the audit, the respective delineation of the
237 responsibilities between the auditor and the auditee. That letter also serves as sort
238 of a parking lot, if you will, for us to identify or communicate to a client any other
239 things we became aware of during the audit that don't necessarily warrant
240 treatment in, say, a Government Auditing Standards Report communication but
241 may, nonetheless, present opportunity for further refinement of the client's
242 accounting system, or something of that nature. There were two items that we
243 spoke of under that category in the letter and these are pretty much holdovers
244 we've had the past couple years regarding the mechanisms that are in place with
245 respect to the tracking and the computation of accrued compensated absences.
246 Essentially your sick time and vacation time liabilities. Also, the reminder that the
247 ideal situation would be that the Town would be performing the detailed level of
248 accounting and bookkeeping and recording-keeping and tracking of all of your
249 capital assets, including the depreciation on those assets in-house. As external
250 auditors, we are allowed to perform that service for a client within certain
251 safeguards. But it would certainly be best practice for the Town to just bring that
252 in-house. Thinking about where the Town is at the end of 2020 financially, the
253 MDNA that's at the front of the report does a really good job, I think, of
254 summarizing of that year's financial activity and also the financial position that
255 the Town was in as of June 30, 2020. I would categorize it as a strong financial
256 position. One of the benchmarks of that a lot of people focus on when they think
257 about a government's finances is what the level of their general fund, unassigned
258 balance fund, is. Typically, that's looked at in the context of how much of the

**Draft SELECT BOARD MEETING
October 14, 2021 5:30PM (continued)
Town Hall (Hybrid)**

259 annual budget is tucked away in fund balance; essentially your savings. So, I've
260 noted that your unassigned balance as of June 30, 2020 was about \$4.1 million
261 and, at that point in time, represented about 25% of the Town's general fund
262 expenditures, or about 93 days of outlays. You can talk to 17 different financial
263 people and get 17 different answers as to what an appropriate fund balance is but I
264 think it would be safe to say that it is currently a very reasonable level to be
265 carrying, particularly at that point in time in the midst of COVID. I think that
266 pretty much sums up the thoughts that I actually wanted to share with you but
267 would certainly entertain any questions or further discussion that anyone might
268 want to dive into.

269
270 **5:58 PM** Mr. Donhauser asked if it was customary for you to take 16 months to do an
271 audit; 16 months from year-end.

272
273 Mr. Hall said no.

274
275 Mr. Donhauser said that, to be honest, I'm quite dismayed that it took that long.

276
277 Ms. Brown said that we did not take 16 months to do the audit. We were
278 scheduled to be in the field in November. When we arrived, the trial balance was
279 not balanced and ready for an audit, which is part of the terms of our agreement.
280 There was additional communication in January and February. I reached out to
281 Mr. Lee to try to get an appointment to discuss the delay in the audit, of it being
282 ready for us. I wasn't able to. He had just left. Ms. Granfield and I spoke in May,
283 when she came on, and we had a meeting with Mr. Hall, Mr. Miles, Ms.
284 Granfield, and I and we discussed that the nature of the documentation and
285 information that was provided to us was not in a manner to be able to audit the
286 books when we arrived and were prepared to do that. Mr. Hall did finally get a
287 final email that said that everything is available to you the end of April. Then, at
288 the end of June, was able to get back onto the schedule in a tight timeframe to get
289 back into the Town to do the test work that wasn't ready for us. And then, finally,
290 when he got back again in a tight schedule to the work that we had anticipated
291 doing in November, in August all the information he had requested a handful of
292 times was not available, so he had to go back into the information and dig up
293 more and request more. And, the other governmental funds were not reconciled at
294 that time. So, in August, your June 30, 2020 financial statements were not ready
295 for us to audit.

296
297 Mr. Donhauser said okay. You issued a letter and attached to that letter were 3 to
298 4 pages of a just audited adjustments. My question about those pages is that you
299 made a risk assessment of the amount of money or the balance in which you
300 would think that you would have a material misstatement of the financial
301 statements. When was that done. In what month did you do your risk assessment.

**Draft SELECT BOARD MEETING
October 14, 2021 5:30PM (continued)
Town Hall (Hybrid)**

302
303 **6:02 PM** Mr. Hall said at the commencement of the audit, when we first started working on
304 the audit in November of 2020.

305
306 Mr. Donhauser asked if he recalled what that amount was. What would make the
307 material misstatement.

308
309 Mr. Hall said that we compute materiality at various different levels. We look at
310 materiality across opinion units and we compute it for the general fund basically
311 for any opinion unit and we compute different levels of materiality. I don't know
312 if I can pull those up right now. I want to say that your general fund and
313 governmental activity were over \$100,000.

314
315 Mr. Donhauser said that, in the pages that follow your letter (MDNA), the total
316 audit adjustments you made was \$9,000, 685, 032. That's 59% of the assets of our
317 municipality. So, my question is what is material. That seems like you are
318 adjusting for almost 60% of our balances with adjusting interest. It seems to me
319 that something is amiss if you have to make that many adjustments to get to a set
320 of financial statements, and that's just the municipal funds. It was surprising to
321 me the amount of adjustments, the volume of adjustments, and the quantity.
322 Suffice it to say that \$9 million in adjusting entries on assets of \$16 million is just
323 astounding to me.

324
325 Mr. Hall said that, if I can be frank, I think your point is well-taken, and I don't
326 say that to be critical of anyone. Those adjustments, frankly, are reflective of the
327 work that went into the pulling these financial statements together. Those
328 adjustments are the adjustments from the trial balance that we got on or about
329 February 26 of this year. When we started fieldwork, the first thing that I worked
330 on was trying to work through the fact that the trial balance, itself, was out of
331 balance by about \$159,000. So, a ton of work went into working with Mr. Miles,
332 who was very helpful through this process, to identify what entries should be
333 booked internally to get rid of that imbalance in TRIO. Mr. Miles was able to get
334 that done in February and, at that point, we got a set of TRIO reports that were in
335 balance. But, that \$9 million is everything that came about after that fact. So, your
336 point is very-well taken and I would point you back in the direction of the
337 material weakness that we reported this year and that we also reported last year.

338
339 **6:07 PM** Mr. Donhauser asked if he was talking about adjustments in June 30, 2019 year.

340
341 Mr. Hall said yes. We're on the same page. Just to true things, I did look at that
342 before this meeting and, in 2019's audit we actually had a total of 28 journal
343 adjusting entries and the aggregate debits and credits was \$8.6 million.
344

**Draft SELECT BOARD MEETING
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Town Hall (Hybrid)**

345 Mr. Donhauser said that on page 3 of your MDNA, you talked about a general
346 fund cash understatement of \$22,907. My question is, isn't there a bank
347 reconciliation every month on all our bank accounts.
348

349 **6:08 PM** Mr. Hall said that my understanding over the last couple years is that it has not
350 been able to be done right after the end of the month. I think that sometimes that
351 it's done as resources permit time and effort. The reconciliation that we were
352 given...and we don't test all 12 months-worth of bank records. We look at the
353 year-end, the balance sheet date, only, in terms of any procedures that we would
354 perform. So, what I can say is that reconciliation had an unreconciled difference
355 of \$22,000. I think, from a consistency standpoint, if I go back to what we call in
356 our world – a Fast114 Letter – last year (6/30/19) we also had a handful of what
357 we call past or uncorrected misstatements. They are misstatements either known
358 or likely or estimated or projected that are not reflected within the financial
359 statements because they are less than the material legality thresholds that you and
360 I were just speaking about. But, this issue of general fund misstatement of cash, in
361 6/30/19 we had a similar issue that we reported and it was an understatement of
362 general fund cash in the amount of \$28,954. So, I think your point is on point.
363

364 Mr. Donhauser said that, below that, and I don't know if it's accounts receivable
365 or accounts payable, "a possible misclassification involving an understatement of
366 both accounts receivable and accounts payable. I imagine that's net...of \$44,797.
367

368 Mr. Hall said that that is correct. As I recall, there's a GL account on the trial
369 balance...something to the effect of returned checks. I can look into that for you
370 but it was grouped in with receivables and it really should have been payable.
371 There's no net effect there. It's just classified incorrectly in terms of how the
372 account was grouped in the financials. But it has no effect on your net assets
373 versus liabilities.
374

375 **6:11 PM** Mr. Donhauser said that, in retrospect over my career, it was always problematic
376 when do to/do from's where not in balance. Did you find our do to/do from
377 accounts in our accounting system balanced when you arrived or did you have to
378 make adjustments.
379

380 Mr. Hall said that, if you hold on a second, I can tell but I'm virtually certain they
381 were not in balance
382

383 Mr. Donhauser said that, while he's pulling that up for the benefit of the SB, the
384 do to/from accounts are between funds. For example, we have a sewer fund and a
385 general fund. If the general fund expends money for a sewer bill, then the sewer
386 fund owes the general fund money so there has to be a receivable recorded that's
387 due to the general fund and there has to be a payable. So, there's these entries

**Draft SELECT BOARD MEETING
October 14, 2021 5:30PM (continued)
Town Hall (Hybrid)**

388 across funds that are problematic in fund accounting, at least that's my
389 observation.

390
391 **6:12 PM** Mr. Hall said that that's an important point. It's also important to know that or to
392 take that into account when looking at the gross magnitude of the journal entries
393 because a lot of those debits and credits are self-offsetting because it's a situation
394 where we had to adjust one fund upwards and a different fund down. I don't think
395 it would be fair to say that from start to finish that the \$9 million worth of gross
396 debit and credit adjusting entries necessarily means that the Town's net position,
397 or net financial position, was under- or overstated by \$9 million. I think there's a
398 lot of netting going on there because of those inter-funds that you are referring to.

399
400 Mr. Orestis clarified that we are not talking about a missing \$9 million. What we
401 are talking about is missing journal entries and their position in the computer from
402 account to account. \$9 million is not gone. These were booked in the wrong spot.
403 Is that what I'm hearing.

404
405 Mr. Hall said that that is exactly what you're hearing.

406
407 Mr. Donhauser said that the exception, perhaps, might be undiscovered accounts.
408 As an example, an auditor might find accounts payable and the way they do that is
409 that they look at what you paid at the year-end and the second bill wasn't
410 recorded so that is an adjustment that will not affect fund balance.

411
412 Mr. Orestis said that those are adjustments after-the-fact but the bulk of the \$9
413 million is things just not booked in the proper spot, the proper account for lack of
414 a better term.

415
416 **6:14 PM** Mr. Hall said yes. I would say that that's true.

417
418 Mr. Donhauser said that it's the volume of things you need to move around to get
419 to a set of financial statements before you could render an unqualified opinion.

420
421 Mr. Hall said correct because, if there was money missing, and I don't say that
422 loosely, obviously we, as auditors, have a certain responsibility in terms of the
423 detection of that type of thing. But, leaving that aside, our job is also, and just as
424 importantly, to make sure that the financial information, even if nothing is
425 missing, we have to be able to opine that it's being presented according to GAP.
426 People can disagree with GAP. There are pluses and minuses to whether it's good
427 or not but that's what we're required to do. And that kind of goes to the shifting of
428 money from one account to the other, or one fund to another. To answer Mr.
429 Donhauser's question, the trial balance we got at the end of February 2021, which
430 was when Mr. Miles and I had worked through the initial issues that we had with

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431 the TRIO reports that had initially been generated back in November, by the time
432 we got to the late February 2021 trial balance, those to do/from's weren't in bad
433 shape at all. They were out of balance by \$5,700 and change. I don't know if I
434 have the papers in front of me speaking to what they looked like when we first
435 started in November. I suspect they weren't in as good shape because we know
436 the whole trial balance was out of balance, as well.
437

438 **6:16 PM** Mr. Donhauser said that my last question is if you think the audit fee was
439 adequate for the amount of work that you had to do. Should we expect an increase
440 in the audit fee, a substantial increase. And the reason I ask that is because I was
441 here when we changed from a previous auditor and we had a substantial increase
442 in the audit fee. And so, now, here we are two years later and what are we looking
443 at. I understand that audits are very expensive. It's more difficult to audit every
444 year. It's more difficult for municipalities to meet the audit requirements. So, are
445 we looking at a substantial increase in the audit fee for next year. And June 30 has
446 already gone by, we are into October, and nothing has been done for this year. As
447 I recall, there was a 5-year horizon on the audit.
448

449 Mr. Hall said that I think it was a binding commitment for three years. And, if I
450 recall correctly, we'd given the Town an option for another two years.
451

452 **6:18 PM** Ms. Brown said that that isn't the case. It was five years. However, there were
453 conditions in that terms of agreement that have clearly not been met, which is
454 why I met with Ms. Granfield and Mr. Miles earlier in the year. Basically, saying
455 that, if we do this amount of work anymore, it's going to be much more. We're
456 going to charge our hourly rate because the terms of the agreement weren't being
457 met, your terms.
458

459 Mr. Donhauser said that that's all my questions and comments. I appreciate you
460 attending our meeting and I hope I wasn't too rude. I didn't mean to be if I
461 sounded that way.
462

463 Ms. Brown said that I just want to comment to the SB. Should you expect a higher
464 fee. I think that's the discussion that Ms. Granfield and I had that, even with us,
465 based on what you did, you were going to expect a higher fee. We have made a
466 lot of concessions in this audit and have done a lot trying to stay within those fees,
467 which is why we were notifying, up front. So, I would say that, yes, in general
468 you may find that the fees are higher but definitely, if there are changes made,
469 there will be significant fees. It's a lot of time in the work that Mr. Hall did with
470 Mr. Miles. It was a lot of time even getting the two full days for him to work
471 through that unbalanced trial balance that he was presented with to begin with.
472 And then it was a large amount of time with some other governmental funds that

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473 weren't completely reconciled. So yes, I think that's fair and I think it's fair for
474 you to know that, as well.

475
476 The SB thanked them for coming in. We appreciate it.

477
478 **6:20 PM** Mr. Orestis asked, in terms of this, where do we go from here. He asked Mr.
479 Donhauser if he could talk me through that a little bit, as I'm sure I'm not the only
480 one who has questions on it.

481
482 Mr. Donhauser first said that I believe that Mr. Miles has an immense amount of
483 work. One of the problems that creates this situation we're in is that we don't
484 have enough people to do that function. We have one person controlling \$16
485 million worth of assets, not to mention over a billion dollars' worth of revenue.
486 That's the first problem we should at least look forward to at a future SB meeting.
487 Giving Mr. Miles some help. He's working really hard. Addressing Mr. Orestis'
488 question, they have a trial balance for every fund and accounts talk in accounting
489 terms. When they say an unbalanced trial balance, it doesn't mean the
490 debits/credits don't equal, they do. The balance in the debits and credits column
491 equal. When they say unbalanced, that means there are, for example, expenses up
492 in the balance sheet. The balance sheet only has assets, liabilities, and equity. You
493 have revenues sitting up there that really should be down or vice versa. Maybe
494 there's something up in the balance sheet that should be recognized as revenue, so
495 that's what's unbalanced. I audited the Town for 15 years and, every year, I had
496 problems with do to/do from and that's why I honed in on that. I know that every
497 auditor has it. Even for the person running the system, it's difficult. Every time
498 you make an entry in 'this' fund, you have to remember to make an entry in 'this'
499 fund. Then, at the end of the fiscal year, the auditor has the benefit of looking
500 back. As an example, your fiscal year ends June 30 and now you're at the end of
501 August and your organization has already paid those bills in July and August. You
502 look at those bills and see one dated June 15th and it isn't due in this year but the
503 previous year; that that's an adjustment. I don't ever recall making that many
504 adjustments but the Town is a lot bigger than when I was auditing.

505
506 **6:22 PM** Mr. Orestis said that I had a high-level conception. I understand it. But if there
507 were any other questions. I know the trial balance is what got me. It just sounds
508 like the information is in the wrong financial statement is what you are telling me,
509 right.

510
511 Mr. Donhauser said that the important thing to note when you get audited by an
512 outside accounting firm is that, really, what you're buying from them is an
513 opinion. It happened when I was an auditor, too. I actually created a financial
514 statement and I ran an opinion on it that said this fairly represents the financial
515 position of the Town. And that auditor, Smith and Associates, that's what they

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516 did. We paid \$15,000 or \$16,000 for them to render an opinion. In reality, they
517 helped create financial statements and then rendered an opinion. Because they
518 massaged our accounting systems to get it to a place where it meets General
519 Accepted Accounting Practices and Government Accounting Principles. The
520 accounting industry has become so complex and there are fewer and fewer
521 auditors that will take on government accounting.
522

523 **6:24 PM** Mr. Orestis asked if it because things are done so differently with the government
524 that we're trying to fit it into the business world.
525

526 Mr. Donhauser said that what is interesting is that we do have a business. There's
527 a segment of our government that's in the business world. Like the Sewer District,
528 it collects its own fees; that that's like an enterprise. That's the business side and
529 they report that separately. Then we have all these government funds where we
530 get real estate tax and things like that. The answer to your question is yes.
531 Everybody tries to think of it in terms of profit and loss. It's just more and more
532 complex and almost mind-boggling now. In looking at this, I don't start at the
533 front page, I start at the back page with the footnotes, reading those first, then go
534 through the financial statements. The footnotes tell you everything about the
535 [financial statements]. You can look at the numbers and they are huge numbers.
536 Were they alluding that they were not going to continue in the audit.
537

538 **6:25 PM** Ms. Granfield said yes. We spoke with them earlier and their firm didn't have
539 many additional people. They were actually losing some and, in discussions with
540 Ms. Brown, they were ready to move forth with our audit but, based on a variety
541 of things, and it wasn't all the Town's fault for the delay, that there was some on
542 their end as well. She actually indicated that she was going to be getting out of
543 this municipal business in auditing. So, at that time I asked her if the Town
544 decides not to continue on, is that agreeable to you seeing we did have the 5-year
545 agreement, and she said that that would be fine. As we continued on and with all
546 the delays and discussions with Mr. Miles, we determined in seeing they were
547 agreeable we didn't want to continue, we've gone out to bid and, actually, bids
548 closed today so you will be getting a recommendation down the road to start with
549 a new auditor to start on this year, here. I will say that we have had several
550 transitions in the Town from Treasurer to Town Manager, and the volume of what
551 the Treasurer was doing all factored into that. The positive thing is that the Town
552 is in good shape. There were errors along the way in categorizing, perhaps, but
553 the money was financially stable and in good condition. I think there can be
554 improvements made so that there won't be as many issues down the road.
555

556 Mr. Orestis said that my #1 concern in understanding, speaking just a little about
557 what happened, \$9 million is a lot of money and I just wanted to make sure that
558 we're not missing \$9 million; that they were just in the wrong places. That is the

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559 most important thing to take away. There are improvements to be made. The other
560 thing is that we've heard of the delayed audit but we haven't of all the reasons
561 until the managing partner of the auditing firm told us and she had that prepared
562 to go for tonight. In the future I think we need to make sure we're hearing all
563 these things because I know this has been on your mind for a year.

564
565 **6:27 PM** Mr. Donhauser said that, on a new request for audit fees, we should have a
566 timeline set up so that, at 'this' time we expect the audit to begin, we expect the
567 field work to begin at 'this' time then, after the fieldwork ends, within 60 to 90
568 days, we expect to have a written report. If there isn't one, there has to be some
569 type of reprimand or some type of concession by the auditor.

570
571 Ms. Granfield agreed on making the requirement within the timeframe. That's
572 what we're hoping and, down the road we won't have these issues again.

573
574 Mr. Orestis said that it sounds like she put it all on us and that's not the case
575 because, if we had heard about it...not at the time of delivery.

576
577 Ms. Granfield said that it was a combination on both sides from what we
578 determined.

579
580 Mr. Donhauser commented that the Town of Eliot is in very good shape. We have
581 an over \$4 million fund balance in just the general fund. Forget about the TIF
582 fund, which is \$5 million. And not only that, we have all these accounts set aside
583 for capital reserves, which are all being funded. I am constantly harping that the
584 tax rate is \$14.70, which hasn't changed for at least 3 years now. Even though
585 there's a huge increase in the school, we're still trying to hit \$14.70.

586
587 **2. Feasibility Study**

588
589 This was not discussed.

590
591 **6:28 PM** **3. Non-union Salary Marketing/Staffing Study**

592
593 Ms. Granfield shared the screen to show an overview of the study. It was
594 determined that the non-union folks needed a market analysis and staffing. The
595 goals we had was to look at collecting some wage data from comparable
596 municipalities, conducting a pay scale study for the 13 non-union positions for
597 classification and pay plans for non-union positions. You actually had one in the
598 personnel policy and it has never been implemented or utilized. We also wanted
599 to look at current and future staffing requirements and provide recommendations.
600 The method that I typically use involves several factors: job analysis and job
601 descriptions and interviews with the various people that were involved with the

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602 non-union positions, evaluating those positions for internal and external equity to
603 develop a plan that can be utilized. I reviewed the job descriptions. You had them
604 all updated two years ago and the SB adopted those. We reviewed additional
605 Town material, clarified the data with all the people involved in those positions to
606 make sure I was clear on what they were doing and responsibility levels.
607 Evaluated all those positions both internally and externally. Collected data from
608 municipalities and I developed recommendations you'll be hearing about. Looked
609 at the cost of those employees and what it would cost for you to implement a plan,
610 developed the plan, and also staffing requirements both for now and in the future.
611 I think one of the reasons the SB asked for this was for budgeting – do you need
612 positions, do you need changes, and that gives you some additional data to look at
613 to evaluate. I developed a final report, which is provided to the SB. The criteria
614 that I utilized looked at the location with the Maine labor market and not only for
615 recruitment because one could make a lot more money in a place like Boston but
616 where our recruitment area is by municipalities, form of government, so they were
617 not large cities, and with somewhat similar demographics. These are the eight
618 communities – Berwick, Kennebunk, Kennebunkport, Kittery, North Berwick,
619 South Berwick, Wells, and York. They have been looked at in the past. Some are
620 right around the corner, some are a little larger, some are included because they
621 are in our recruitment market (Wells/York) and, if you want to maintain a good
622 workforce, you need to look at them. We looked at the salary range for each
623 position, have information on what the average is (range 75th percentile) and the
624 calculation, when I surveyed folks, made adjustments accordingly (on hourly
625 rate). Then information on other related pay, as necessary. We ended up, with the
626 pay plan, 13 grade levels with a range from minimum to maximum of 25%, which
627 is a best practice, that you can go up to 40% in some cases. 25% to 35% is a norm
628 and 25% fits well with Eliot. I provided two different options. One is an open
629 range with a starting and ending and also a version with step. The reason I did
630 both is because your unions, and the unions are tending toward the step system
631 whereby every year they are eligible for an increase. If you're going to have a
632 system like that, you may want to consider something similar for your non-union.
633 One of the problems is that the non-union are not in a union so there is no one
634 negotiating to have them at least comparable. The unions sometimes tend to get
635 more than the non-union and most of these folks don't receive overtime or they
636 work endless hours; that I think it needs to be more comparable. The cost to bring
637 to minimum would be \$12,792 (open range) or \$20,134 (step). There are two non-
638 union positions that are listed (Harbor Master & Animal Control Officer (ACO))
639 but this really wouldn't apply to the current incumbents at this time. The ACO has
640 a different agreement and the Harbor Master is interim; that I believe the Chief
641 ultimately wants to recruit to have a regular Harbor Master with certain
642 requirements and qualifications. Staffing recommendations include PT Finance
643 Clerk *, PT Human Resources Generalist *, PT Planning Assistant *, PT Fire
644 Chief, and Police Lieutenant (* = other options include contract or outsource).

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645 **6:37 PM** Regarding the finance clerk position, right now you have the Treasurer position
646 spending an enormous amount of time doing finance clerk duties of accounts
647 payable, stuffing paychecks. He's more valuable to the Town and at a pay level
648 where he can be spending more time, if he had it, to do things that would be
649 working towards things that would be getting things where they need to be in the
650 audits, investments, all of that. Also, the finance clerk could take on the duties of
651 payroll. That takes the administrative assistant a full day, and then some, to do so
652 you could combine those two functions on a part-time basis. Regarding the human
653 resources generalist, Ms. Albert is the Administrative Assistant and does an
654 excellent job. Those two positions are juggling too many tasks in order to
655 accomplish them all with no errors and accomplish the duties within their normal
656 work schedule. They work an inordinate amount of additional hours. A human
657 resource generalist would assist in getting things that would save money down the
658 road. If you end up having issues in human resource that are grieved and law
659 suits, if you don't meet certain requirements, you can be fined for things. It really
660 is to get that whole operation with someone to focus so things are done a little
661 more smoothly. Regarding a planning assistant, the Planner, with the volume right
662 now (could be on an as-needed basis), could use help to assist with some of the
663 duties that that position has to do. We know the Fire Chief position is going to be
664 retiring and the Town needs to start planning for that. The Police Lieutenant is
665 still listed and was filled with a sergeant-level position and one that eventually
666 might be reinstated. The sergeant could then supervise more and get out on the
667 road some and the Lieutenant could assist the Chief with some of those duties.
668 The asterisk for some positions is various options the Town could consider down
669 the road. These positions are some of the initial ones that came up in the staffing
670 needs. She also discussed title recommendations to more accurately reflect the
671 duties and responsibilities. As far as the full report, I did provide it to the SB and
672 Budget Committee, as requested. However, you'll note in the staff report, it is
673 recommended that you accept the report and then it would become a public
674 document. I think all of this would be helpful to the SB and Budget Committee in
675 further evaluating where they want to go. I think it's important as you go forward
676 to develop that classification and pay plan so there is a system in place. One of the
677 things you may note is that, in the past, granted every year was a cost-of-living
678 increase (COLA) and that was provided to keep things with inflation. But, when
679 you have a pay scale, you need to be able to progress. Whether it's within the
680 range or the step; that generally it's based on performance. It shouldn't be an
681 automatic. There was a performance evaluation program in place at one point and
682 I think there needs to be something in place. When you hire, and we've hired new
683 employees, you are going to want to know how am I going to increase, where am
684 I going to go further, and people are hired and they are just here, other than
685 possibly a COLA. The majority of municipalities provide and addition to the
686 COLA increase, some type of performance increase if someone is performing
687 effectively. This gives you something to work on. You have the document, now,

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688 and it will be helpful to the new Town Manager. I think some should clearly be
689 looked at. In addition to increases, there are a couple positions and I've talked
690 about that in the report. The other piece is to move forth and have some type of
691 system and modify your personnel policy eventually.
692

6:51 PM

693 Mr. Orestis said to Ms. Granfield, in other communities you've worked with, how
694 do you typically see things like this progress. The first thing that I see is that we
695 immediately need a joint meeting with the Budget Committee to at least open up
696 the dialogue, right.
697

698 Ms. Granfield agreed.
699

700 Mr. Orestis asked what she has seen in other communities that has worked well
701 and what has not.
702

703 Ms. Granfield said that, when you have a study like this, it's generally done and
704 more accepted by a third party, which is why they typically contract to have that.
705 You look at things a lot more objectively and it's not because of the person; that
706 with a study like this, it's really looking at the position, not the person.
707 Performance appraisal is for the person. I think it is viewed that the data is there
708 and it's valid. We are looking at other communities. We do have internal equity
709 there so it's not placing someone at a typical low-level higher just because it's a
710 relative of someone. Most communities want a system like this in place and it's
711 usually coming from boards like yourselves because they don't know where to
712 hire someone. I've seen it just since I've been here. One of the first questions a
713 potential employee asks is how can they progress if they stay 10 years, for
714 example. Another piece is implementation. Perhaps getting with the Budget
715 Committee to see how much it's going to cost to do this. Do we need to do it all
716 right now. Can we phase it in. It just depends on the financial ability to pay
717 certain things and what needs to be done first. It's usually accepted by the public,
718 as well, because they see coming in and out of Town facilities how hard the
719 people are working. It's a system and you have a study, now, with backup from a
720 third party saying this is what we see. This is the direction. You can implement
721 some now or later or make variations. It does give you parameters but it also gives
722 you options within those parameters. To keep a good workforce, and you have
723 that right now, you need to do some of these things. Otherwise, you start losing
724 people and when you lose, not only their knowledge but their work ethic, I think it
725 hampers more than not. I think most communities are seeing that now and they're
726 trying to do what they can to have a valid system.
727
728
729

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730 **6:55 PM** Mr. Orestis said that I think that the business world, as a whole, is seeing this.
731 They are calling it the ‘mass exodus’. I read articles about it every day that, in
732 order to retain talented individuals that work hard, we have to make sure that
733 we’re paying them. I know in the past there has been some pushback, including in
734 some of those communities, but we are in direct competition for employees from
735 all those surrounding communities. In order for us to be competitive, we need to
736 be competitive. I think this is important and it makes sense. Gone are the days
737 when we can pick the communities that are exactly like us. Wells, York, and
738 Kittery are right there and, if they are paying people more money, then driving
739 that extra 5, 10, or 15 minutes is not hard.

740
741 Ms. Granfield agreed. I think it’s a good first step that you wanted to have
742 something like this done as well as looking at some of the staffing requirements.

743
744 Mr. Donhauser said that I like the idea of an open salary range as opposed to a
745 step system. The reason is that I think the step system sort of implies that you get
746 an automatic step every time. The open system doesn’t imply anything. Another
747 thing is that, if you are a new hire, all of a sudden, you’ve locked yourself into
748 ‘this’ step, and you think that your next step is one step up and that doesn’t
749 necessarily have to be. If you have an open range, you maybe can be five steps up
750 if, all of a sudden, you do something fantastic.

751
752 **6:57 PM** Ms. Granfield said that I think the thing you need to do is have a system for that
753 because an open range is great. It’s easy to implement but you need to have a
754 valid implementation system. In many places, we develop where they could get
755 1% to 3% or 5% for your high performers and that’s how they move up there. But
756 if you put them on there and you have no way of increasing...and a key thing to
757 remember is that you need to be consistent with how you do whatever process so
758 it’s not just the favored person. If someone is really outstanding and you may not
759 personally like them but they walk on water for whatever the position is, they
760 should get that high-level increase.

761
762 The SB thanked Ms. Granfield for doing a good job.

763
764 Ms. Granfield suggested the SB make a motion to accept the report and then, from
765 that, you have the report and anyone who wants to see it, can. I had an email from
766 Ms. Murphy that they wanted to schedule this at their next meeting so you may
767 want to connect with them at some point.

768
769 **Mr. Donhauser moved, second by Mr. McPherson, that the Select Board**
770 **accept this report.**

771
772 **Roll Call Vote:**

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773 **Mr. Orestis – Yes**
774 **Mr. Donhauser – Yes**
775 **Mr. McPherson - Yes**
776 **Ms. Dow - Yes**

777
778 **Unanimous vote to approve motion.**

779
780 **F. Department Head/Committee Reports**

781
782 **7:00 PM 1. Assessing Update**

783
784 Mr. Martin said that I did hear Mr. Donhauser talk a little about the history of the
785 mill rate. As you are aware, I think I started the last week of June here and have
786 hit the ground running. I run a rather dynamic assessing office, I hope, or I like to
787 think in trying to stay on top of things. One of the things that both Ms. Granfield
788 and I had initially worked on was looking at some various areas where there was
789 some expectation that there was a fresh set of eyes looking at them. Some of those
790 areas, over time in the last several months, I've been on the road quite a bit. Some
791 areas were more or less grouped because they were contiguous, very similar
792 properties, and other areas there were just individual adjustments made. To Mr.
793 Donhauser's point to the \$14.70, when I first submitted a staff report, there were
794 still some variables that I was working on and I was indicating no greater than
795 \$14.50 on the mill rate. There was some additional guidance that I'd gotten from
796 Mr. Miles regarding the handling of revenue-sharing and some other kind of
797 housekeeping items and I'm actually looking at recommending a \$13.50 mill rate.
798 That is with a substantial number of changes throughout the Town. We are
799 looking at the valuation of Eliot changing from approximately \$997 million on the
800 real property to \$1.7 billion. Additionally, the personal property that is taxable has
801 increased from \$5 million to just under \$12 million. So, with the combined total,
802 we have gone from a \$982 million municipality on the taxable valuations to
803 approximately \$1.13 billion valuation. There may be individual increases on some
804 properties but it's in an effort to get them closer to market value more fairly and
805 equitably among similarly situated homes or similarly situated commercial and/or
806 industrial properties we have specifically along Route 236, which have not been
807 looked at for almost over a decade. There's been a lot of activity on Route 236
808 and really started before the pandemic. But, when the pandemic hit, it's kind of
809 not only unfavorable to look at but, as an assessor, it becomes tricky because,
810 even now, through the pandemic there's been a substantial amount of activity on
811 Route 236. That means it can't be ignored despite the pandemic. A lot of the
812 valuations on Route 236 have been adjusted to bring those properties more in line
813 with market value. That not only expanded to the commercial and industrial
814 properties but also to the residential properties throughout the rest of Eliot. There
815 were negligible increases on price per square foot or value per square foot across

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816 all styles of homes. Basically, all homes have some type of adjustment, with the
817 exception of 35 that ended up with the same valuation because of the decrease in
818 the mill rate offsetting whatever increases they had. This is where we almost have
819 a balancing act. We have an 8% decrease in the mill rate. Approximately 1,067
820 residential properties had slight decreases from the prior year's tax bill. Around
821 962 will have increases and the vast majority of those are below 5%. So, we're
822 talking about only a small amount will have increases in excess of 5% and, in
823 almost all of those cases, not considering those with additions or new construction
824 on raw land, there might have been an anomaly where something might have
825 thrown off an assessment and stayed at a lower level for a long time. The long and
826 short is that the assessments have been brought into being a little bit more
827 representative of fair market value for homes. We've internally tried to make sure
828 that we're not over-assessing anything; that we're still trying to be at or below
829 95% on all those property types. As people hear me say, if anyone has any
830 questions whatsoever, please coordinate coming in or call or email with questions
831 and I'll be glad to talk with anyone who has property questions they may have,
832 including coordinating inspections where warranted.

833
834 **7:05 PM** Mr. Donhauser said that you mentioned there were 1,067 total residences going
835 down, and their taxes are going down because of the mill rate. You also
836 mentioned 962 residences would go up by virtue of their assessed value, I guess
837 with the mill rate going down to offset it so their tax would go up. Is that a total of
838 all residences.

839
840 Mr. Martin said that that's off by 100 and some odd because I had removed a lot
841 of the outliers that would have had either some construction or additions. So, it's
842 trying to take the more robust. It's not quite what we might call a 'central
843 section', statistically, but I thought it was a pretty fair representation to take the
844 bottom 25 and the top 25 off because of different changes that were there. We are
845 looking at around 2,060 residential properties of non-waterfront, does not include
846 condos, does not include mixed use, does not include commercial/industrial. Once
847 you get over to that, there's a total of 3,155 accounts. That would include
848 everything from the exempt accounts to the pipeline account to all the other stuff.

849
850 Mr. Donhauser said that you mentioned an 8% decrease in the mill rate is what
851 you're suggesting. Is that commercial and residential.

852
853 Mr. Martin agreed that that was across the board. A lot of the commercial and
854 industrial properties will have, or may have, larger increases. They have been,
855 more or less, at the same rate for a long period of time or at the same valuation for
856 a long period of time. Some of those may have larger increases and, again, I
857 would welcome any of those property owners to call me and we'll discuss they
858 valuation.

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Town Hall (Hybrid)**

859 **7:08 PM** Mr. Donhauser clarified that where I was going is that the TIF is affected by this
860 decrease in mill, too, and so that 8% would also affect the revenue in the TIF.
861

862 Mr. Martin said that it would have affected it but for the amount of captured value
863 that has occurred within the TIF. Realize, with a TIF, whenever it was originally
864 established, there was an original assessed value. From that point in time, whether
865 it's from market appreciation, any type of other improvements that have been
866 added, whether there's condominiumized businesses that have been constructed in
867 Eliot Commons or just outside of the Eliot Commons area, that's improved value,
868 or increased assessed value. Now that these new assessed values have what's
869 called 'captured' assessed value, that does increase the funding for the TIF so that
870 the decrease in the mill rate is already taken into consideration but the overall
871 increased value, which is now 'captured' assessed value, actually increases the
872 amount that goes into the TIF. What it meant for me is that I couldn't go out and
873 just assess the TIF parcels this year. It meant all of Route 236. In other words,
874 those that are similarly situated all needed to be looked at because, as an assessor,
875 you can't just pick properties that are within a TIF for purposes of capturing that
876 value. So that was more or less a trigger that all of Route 236 needed to be looked
877 at, analyzed, and then adjusted if found necessary. So that's what's been primarily
878 worked on over the last couple of months in addition to balancing an equal
879 amount of time in looking at the areas in residential properties that also were off
880 the most.
881

882 **7:10 PM** Mr. Donhauser said that, moving forward, looking at next year and the year after
883 that, how do you see assessing happening in Eliot. Do you assess an area each
884 time.
885

886 Mr. Martin said that Eliot has an interesting process. It's written in the ordinances
887 about there being 25% of the Town would be looked at as a statistical study or
888 equalization process. I'll look at addressing that and I'll explain why. The IAAO,
889 which is the International Association of Assessing Officers, actually has
890 standards that when you deal with a rural to suburban community, it's about once
891 every 7 years you want to kick the tires at least in front of various properties.
892 When you set it up to where there's an artificial, using that term sensitively, once
893 every four years, the market may not require that. So, there may be added burden
894 on the office to try to do that. No matter what, all of the Town because of
895 technology where it is now, all of the Town is getting looked at every year. But
896 there may be only 10% that's off this year that needs to get looked at. There may
897 be 50% off. This year there were way more than 25%, according to the
898 ordinances. So, the ordinances would have unduly restricted me if I just listened
899 to it. But I had to ignore it because it's what I found that was off. I would say that
900 the ordinances are a kind of double-edged sword. Going forward, what happens is
901 that each year there's a statistical study that's traded back and forth with the State

**Draft SELECT BOARD MEETING
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902 and, as part of that, we try to maintain the valuations within 10% of market value,
903 which we were not when I got here, which is why homesteads and exemptions
904 aren't quite at the full value. Until such time as I can get the rest of Eliot reported
905 to the State as being closer to 95%, we can't get the full benefit of the exemptions
906 and we want to get to that point. So, there will be additional adjusting going on,
907 moving forward, based on what sales are occurring in different parts of Eliot that
908 are more than 10% away from market value. Once there's enough information to
909 make adjustments in those particular areas, we'll make those adjustments so that
910 it's fair for everybody. Nobody wants to pay more than their neighbor for a
911 similar home and, at the same time, everybody wants to pay less than their
912 neighbor for a similar home. So, that's a part of an assessor where we try to
913 balance that so that it is fair, objectively.

914
915 Mr. Donhauser said that I think you've done a good job. I know that you've been
916 working hard at it.

917
918 **Mr. Donhauser moved, second by Ms. Dow, that the Select Board accept the**
919 **recommendation of a mill rate of not greater than 13.5.**

920
921 **Roll Call Vote:**

922
923 **Mr. Orestis – Yes**
924 **Mr. Donhauser – Yes**
925 **Mr. McPherson - Yes**
926 **Ms. Dow - Yes**

927
928 **Unanimous vote to approve motion.**

929
930 Mr. Martin said that the staff here in Eliot, with me being a newcomer, is
931 phenomenal, just phenomenal. They do work hard. I see it behind the scenes.

932
933 **7:14 PM 2. Aging-in-Place Appointment: Maureen Clark**

934
935 Mr. Orestis said that she did jot sign the application. I don't know if that matters.

936
937 Ms. Granfield said that we can obtain the signature.

938
939 **Mr. Orestis moved, second by Mr. Donhauser, that the Select Board appoint**
940 **Maureen Clark to the Aging-in-Place Committee through June 2023, based**
941 **on receiving her signature.**

942
943 **Roll Call Vote:**

944

**Draft SELECT BOARD MEETING
October 14, 2021 5:30PM (continued)
Town Hall (Hybrid)**

945 **Mr. Orestis – Yes**
946 **Mr. Donhauser – Yes**
947 **Mr. McPherson - Yes**
948 **Ms. Dow - Yes**

949
950 **Unanimous vote to approve motion.**

951
952 **7:16 PM 3. Town Manager Report**

953
954 Ms. Granfield said that in a few minutes you will be accepting the **ARPA funds**.
955 Just recommend that you work on that down the road with the Town Manager to
956 determine where you want to allocate those funds. The **budget** is in process, now,
957 and the departments are working on their budgets. We're still working on the final
958 **contracts for the two unions**. We recently had a **Route 236 Corridor Study** in
959 conjunction with the Southern Maine Planning and Development Commission
960 (SMPDC) – biking and walking – and we had a good turnout of folks on that. The
961 deadline for the **Senior Property Tax Assistance Program** is November 1st and
962 we have received some already. The **Eliot Fall Road Litter Clean-up** is going to
963 be the 23rd from 11AM to 2PM and they are looking for volunteers. The official
964 **trick-or-treat night** is scheduled for Saturday, October 30 from 5PM to 8PM.
965 **Election** upcoming is November 2nd. There is a State referendum and special
966 Town referendum. The deadline for absentee ballots is October 28th. Starting
967 October 15th there will be on-line **dog licensing**. They need to be licensed by
968 December 31st. The **time capsule** is going to be buried tomorrow at 10AM at
969 Hammond Park. The school will be there, as well. One thing you might want to
970 consider at your next meeting is thinking about **moving your November**
971 **meetings** because both of your meetings fall on holidays. You might want to
972 consider a Monday if everyone is available. Lastly, this will be **my last official**
973 **meeting** with you all. I'm still with the Town to the end of the month. I just want
974 to indicate it's been a pleasure working with all of you and the staff, as well as the
975 residents. You have a good community and it's been a pleasure to be able to help
976 things move forth and keep them in a sort of steady condition. I think you are all
977 doing a good job and have a good progression in the future with Mr. Sullivan as
978 your new Town Manager.

979
980 Ms. Dow said that I wanted to say how much I've appreciated you, Ms. Granfield,
981 and all the work you've put into the Town. Thank you so much for everything.
982 There was a "here-here" from the whole Board.

983
984
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986
987

**Draft SELECT BOARD MEETING
October 14, 2021 5:30PM (continued)
Town Hall (Hybrid)**

988 **0:00 PM** **4. ARPA Grant Acceptance**

989
990 **Mr. Orestis moved, second by Mr. McPherson, that the Select Board accept**
991 **the ARPA Funds in the total amount of \$729,593.96, which shall be paid over**
992 **a two-year period.**

993
994 **Roll Call Vote:**

995
996 **Mr. Orestis – Yes**
997 **Mr. Donhauser – Yes**
998 **Mr. McPherson - Yes**
999 **Ms. Dow - Yes**

1000
1001 **Unanimous vote to approve motion.**

1002
1003 Ms. Granfield said that we have already received the first half of the funds and we
1004 are putting it in an account

1005
1006 **G. New Business:**

1007
1008 There was no new business.

1009
1010 **H. Old Business:**

1011
1012 There was no old business.

1013
1014 **I. Approval of Warrant(s):**

1015
1016 **7:25 PM** **Mr. Donhauser moved, second by Mr. Mr. Orestis, that the Select Board**
1017 **approve A/P Warrant #23 in the amount of \$1,024,556.74, dated September**
1018 **16, 2021; A/P Warrant #25 in the amount of \$57,714.82, dated September 22,**
1019 **2021.**

1020
1021 **Roll Call Vote:**

1022
1023 **Mr. Orestis – Yes**
1024 **Mr. Donhauser – Yes**
1025 **Mr. McPherson - Yes**
1026 **Ms. Dow - Yes**

1027
1028 **Unanimous vote to approve motion.**

1029
1030

**Draft SELECT BOARD MEETING
October 14, 2021 5:30PM (continued)
Town Hall (Hybrid)**

1074 **Respectfully submitted,**
1075
1076 **Ellen Lemire, Recording Secretary**
1077

1078
1079
1080
1081
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1084
1085
1086
1087

Mr. Robert McPherson, Secretary
Date approved:

Draft SELECT BOARD MEETING
October 28, 2021 5:30PM
Town Hall (Hybrid)

1 **Quorum noted**

2

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

4

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

6

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

8

9 **B. Public Hearing**

10

11 **1. Adult Use Marijuana Manufacturing Facility Application, located at 7**
12 **Maclellan Lane (Map 37/Lot 19).**

13

14 Justice Rines was present for this application.

15

16 **5:31 PM Public Hearing opened.**

17

18 Mr. Rines said that I'm happy to answer any questions. We're excited to get going
19 in there and excited to further work with the Town of Eliot on this project.

20

21 There was no public comment.

22

23 **5:32 PM Public Hearing closed.**

24

25 **Mr. Donhauser moved, second by Mr. McPherson, that the Select Board**
26 **approve the license application for Sweet Dirt 2, LLC for Marijuana**
27 **Manufacturing Facility, solely located at 7 Maclellan Lane, Eliot, Maine**
28 **(Map 37/Lot 19).**

29

30 DISCUSSION

31

32 Ms. Dow asked where this was; that it isn't the same lot that you are at now.

33

34 Mr. Rines said correct. This is where the car wash was. It's about a half mile
35 south on Route 236.

36

37 DISCUSSION ENDED

38

39 **Roll Call Vote:**

40

41 **Mr. Orestis – Yes**

42 **Mr. Donhauser – Yes**

43 **Mr. McPherson - Yes**

**Draft SELECT BOARD MEETING
October 28, 2021 5:30PM (continued)
Town Hall (Hybrid)**

44 **Ms. Dow - Yes**

45

46 **Unanimous vote to approve motion.**

47

48 **C Public Comment**

49

50 There was no public comment.

51

52 **F. Approval of Minutes of Previous Meeting(s)**

53

54 **5:33 PM Motion by Mr. Donhauser, second by Ms. Dow, to approve the minutes of**
55 **September 23, 2021, as written.**

56

57 **Roll Call Vote:**

58

59 **Mr. Orestis – Yes**

60 **Mr. Donhauser – Yes**

61 **Mr. McPherson - Yes**

62 **Ms. Dow - Yes**

63

64 **Unanimous vote to approve motion.**

65

66 **E. Department Head/Committee Reports**

67

68 **1) Sewer Allocation: 19 Sawgrass Lane**

69

70 **Mr. Donhauser moved, second by Ms. Dow, that the Select Board approve**
71 **the sewer allocation for 19 Sawgrass Lane for 120 GPD.**

72

73 **Roll Call Vote:**

74

75 **Mr. Orestis – Yes**

76 **Mr. Donhauser – Yes**

77 **Mr. McPherson - Yes**

78 **Ms. Dow - Yes**

79

80 **Unanimous vote to approve motion.**

81

82 **2) Town Manager Report**

83

84 **Mr. Orestis said that the new Town Manager will be starting November 1st, this**
85 **coming Monday. We've all had a chance to meet with him and he's been here on**
86 **a couple of occasions. We're all looking forward to having him. Regarding the**

**Draft SELECT BOARD MEETING
October 28, 2021 5:30PM (continued)
Town Hall (Hybrid)**

87 **Feasibility Study**, the CIP Committee continues to work with Port City
88 Architecture to develop an acceptable plan so it should be ready pretty soon here.
89 **Election Day** is next Tuesday at the Middle School gymnasium and the deadline
90 for absentee ballots has already passed. Regarding the **Route 236 Extension**
91 **Project**, the Town is working to finalize the Inter-Municipal Agreement for
92 reception, treatment and disposal of wastewater. It looks like we're working on
93 specifications on a **new pumper** and evaluating the final modifications to the
94 piece of equipment that is in Nebraska. Do you (Mr. McPherson) have an update
95 on this.

96
97 Mr. McPherson said that, as of about an hour ago, the thing will be shipped to
98 Connecticut for some final installations and it should be here sometime around
99 Thanksgiving.

100
101 Mr. Orestis said that, for those that are watching, we're only going to have **one**
102 **meeting in November** due to the holidays – Veteran's Day and Thanksgiving.
103 The meeting will on Monday, November 15th at 5:30PM. I believe it will be
104 posted to the website. There is a **nice message from Ms. Granfield**, who has
105 been a fantastic Interim Town Manager. He read:

106
Interim Town Manager – It has truly been my honor and pleasure to serve the Town of Eliot as it's Interim
Town Manager since April. The Town has an outstanding group of talented and dedicated employees
along with a very positive community of residents. I thank everyone for their valued assistance during my
time in the community and was happy to be able to assist the town with continuing to move forward as I
pass the baton now to Mike Sullivan to continue the positive movement. Best of luck in the future with all
the wonderful town endeavors.

107
108 Mr. Orestis said that we were very grateful that Ms. Granfield was here. She did a
109 great job.

110
111 **5:37 PM 3) Extension of the Cable Television Franchise Contract**

112
113 Mr. Orestis said that this is something that we, as a Board, have worked on in the
114 past. Didn't we try to appoint some sort of a committee to discuss this and it
115 really never took off. So, the recommendation is to sign a one-year extension and
116 then have the new Town Manager proceed with the evaluation process on a ten-
117 year agreement. The Chair would accept a motion.

118
119 **Ms. Dow moved, second by Mr. Donhauser, that the Select Board sign a one-**
120 **year extension of the Cable Television Franchise Agreement between the**
121 **Town of Eliot, Maine and Comcast of Maine/New Hampshire, Inc., and**
122 **direct the Town Manager to proceed with an evaluation process of the 10-**
123 **year agreement in order to make recommendations for negotiations with**
124 **Comcast for a new agreement.**

**Draft SELECT BOARD MEETING
October 28, 2021 5:30PM (continued)
Town Hall (Hybrid)**

125 DISCUSSION

126

127 Ms. Dow asked for clarification of what the franchise is.

128

129 Mr. Donhauser said that the Town has an agreement with Comcast. They provide
130 cable service and broadband for the Town of Eliot so, if you subscribe to
131 broadband, you will subscribe to Comcast. One item, as I recall, that was an issue
132 is that they will actually provide, under the contract, streaming on cable TV for
133 meetings like this, which hasn't been done in the past. They also set the rate that
134 you pay.

135

136 Ms. Dow asked if that was for the entire Town.

137

138 Mr. Donhauser clarified that it was for subscribers, which is currently 1,933.

139

140 Ms. Dow said that the Town having this agreement with Comcast just creates a
141 bubble for them to then bill the Townspeople based on the agreement.

142

143 Mr. Donhauser said yes. It's being paid by the individual user.

144

145 Ms. Dow asked if the other provider, Consolidated Communications, had an
146 agreement with the Town.

147

148 **5:39 PM** Mr. Donhauser said no. That restricts from using them.

149

150 Ms. Dow said that the benefits of our Townspeople using Comcast is that they
151 may get a lower rate because the Town has this.

152

153 Mr. Donhauser said theoretically.

154

155 Mr. Orestis said that, in my experience over the past two years, they give you a
156 contract and ask if you want to negotiate but there's really no negotiation. That's
157 where we were going to kick off a committee to really try to do something with
158 these. If you just search the news in Maine, there's a lot going on with towns
159 trying to figure out the best way to get around this; that there's not really a choice.
160 Over the next year we will work to try to find out the best and if there is anything
161 we can do. From what I've read, probably not.

162

163 Mr. Donhauser said that the important thing is to contact other municipalities
164 around us to see what they're doing and how they are taking advantage of this sort
165 of agreement.

166

167 DISCUSSION ENDED

**Draft SELECT BOARD MEETING
October 28, 2021 5:30PM (continued)
Town Hall (Hybrid)**

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Roll Call Vote:

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

Unanimous vote to approve motion.

5:40 PM 4) Addendum to the Select Board Authorities #'s 2 & 3 for the F/Y 21-22

Mr. Orestis said that there were some changes that came down from the State level; that we set the interest rate too high. We are bringing them down on abatements and delinquent taxes.

Mr. Donhauser moved, second by Mr. McPherson, that the Select Board approve the annual select board authorities #2 and #3 to reflect the correct interest charges for delinquent taxes and abated taxes as determined by the Maine Office of the Treasurer.

Roll Call Vote:

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

Unanimous vote to approve motion.

5:42 PM 5) Public Works Loader Bid Results

Mr. Robinson said that I went out to four vendors. I got three bids out of two vendors. The other two with no bid. I would start by asking if we can waive the three-bid rule.

Mr. Donhauser said that the bid amount was \$131,500 but the payments total, in five years, \$139,785. Is that with the interest.

Mr. Robinson said yes, which is right around 2%.

Mr. Donhauser clarified that, even though this bid is for \$131,500, the ultimate expense for the Town will be \$139,785.

**Draft SELECT BOARD MEETING
October 28, 2021 5:30PM (continued)
Town Hall (Hybrid)**

211 **5:43 PM** Mr. Robinson said that that was the total price. What I'm asking for is to go with
212 a lease/purchase payment program making five yearly payments at \$27,957, with
213 a dollar buy-out at the end of the lease.
214

215 Mr. Donhauser said that I understand what you're saying but we're looking at
216 \$131,500 and the total cost at the end of five years is actually \$139, 875. I don't
217 have a problem with that. I just want to make sure everyone is aware.
218

219 Mr. Robinson said that the money is in the CIP budget for the five yearly
220 payments; that we have \$28,800 in there right now and, like I said, the payment
221 comes in at \$27,957.
222

223 **Mr. Donhauser moved, second by Ms. Dow, that the Select Board waive the**
224 **three-bid rule.**

225
226 **Roll Call Vote:**

227
228 **Mr. Orestis – Yes**
229 **Mr. Donhauser – Yes**
230 **Mr. McPherson - Yes**
231 **Ms. Dow - Yes**
232

233 **Unanimous vote to approve motion.**
234

235 Mr. Robinson said that my proposal, after reviewing all the bids, is Milton CAT.
236 One of the two vendors met the specs. The one that did, we wouldn't get it until
237 probably June or July of 2022. Milton CAT will probably have it by
238 Thanksgiving. So, my proposal is that we award the bid to Milton CAT for the
239 price, less the tax, of \$131,500 converted into five yearly payments of \$27,957
240 with a dollar buy-out at the end of the fifth year.
241

242 **Mr. Donhauser moved, second by Mr. McPherson, that the Select Board**
243 **award the bid to Milton CAT of Scarborough, Maine for the price of**
244 **\$131,500 converted to five yearly payments of \$27,957 with a one dollar buy-**
245 **out at the end of the fifth year.**
246

247 **Roll Call Vote:**

248
249 **Mr. Orestis – Yes**
250 **Mr. Donhauser – Yes**
251 **Mr. McPherson - Yes**
252 **Ms. Dow - Yes**
253

**Draft SELECT BOARD MEETING
October 28, 2021 5:30PM (continued)
Town Hall (Hybrid)**

254 **Unanimous vote to approve motion.**

255

256 **5:45 PM 6) Public Works Bucket Truck**

257

258 Mr. Robinson said that, back in the summer, we had the yearly inspection done on
259 the bucket truck that we had at the time. It failed the safety inspection on the
260 boom. You don't want to be up 30 feet in the air and have something go wrong
261 with the boom, and end up on the ground. What I want to do is move \$7,000 from
262 the Snow Plow Replacement CIP line and put it onto the Bucket Truck
263 Replacement line. I just bought a used snow plow, one year old, which was
264 originally going to be around \$9,000, and I bought it for \$7,000. So, there will
265 still be \$13,000 left in that after this bill for the \$7,000 used plow blade. We're
266 only going to need one more new plow in another year, which is roughly going to
267 be between \$8,000 and \$12,000. If we just transfer \$6,000 in to replace the next
268 plow, instead of \$10,000, that's going to save money on that end and it will bring
269 the Bucket Truck CIP line up to around the vicinity of \$22,300. I've done a lot of
270 homework on this and, to buy something that's quality enough so that it's not
271 going to nickel-and-dime us to pass the safety inspections every year, this is the
272 amount of money we need to be in. This is a vital piece of equipment for this
273 Town. My proposal is to move \$7,000 from the Snow Plow Replacement line and
274 put it in to the Bucket Truck Replacement CIP budget to bring the total to
275 \$22,300.

276

277 Mr. Orestis asked when he was planning to make a purchase on the bucket truck.

278

279 Mr. Robinson said as soon as possible. He clarified that doing this would leave
280 \$6,000 in the Snow Plow line. Then, the CIP budget the first of July 2022, we
281 would only need to put \$6,000 back into that to replace the last plow that needs to
282 be replaced.

283

284 Mr. Donhauser asked if we do \$6,000 for the snow plow every year.

285

286 Mr. Robinson said that we've been doing \$10,000.

287

288 Mr. Donhauser asked what his recommendation was for this year.

289

290 Mr. Robinson said only \$6,000.

291

292 **5:49 PM** Mr. Orestis said that, as a Town, we vote for a CIP budget as a whole. So, it's not
293 like we vote for a specific line. The money is already in that account and we're
294 moving it into the other account.

295

**Draft SELECT BOARD MEETING
October 28, 2021 5:30PM (continued)
Town Hall (Hybrid)**

296 Mr. Donhauser said that, from a Budget Committee perspective, they sort of
297 recommend line items in the CIP budget. They are very carefully, not just in your
298 department but in every department, we and the Budget Committee have a long-
299 range plan. I agree with what you're saying, Mr. Orestis. We're moving a big
300 chunk of money but at least that money is related to the snow plow and the bucket
301 truck, so, I don't disagree with what you're saying.
302

303 Mr. Orestis said that what I was getting to is that, to me, between the three entities
304 – Budget Committee, Select Board, and the department – we are all making
305 recommendations of what we think is going to happen but making sure that there
306 is enough money aside so that we can take care of these things as they happen.
307 Does it make sense to have money in an account when we don't need a snow
308 plow but desperately need a bucket truck. I don't know if that makes sense.
309

310 Mr. Donhauser said that I agree.
311

312 Mr. Robinson said that the plow I just replaced was a 1991. The other is a 1993.
313 So, they've served their purpose well for this Town.
314

315 **Mr. Donhauser moved, second by Mr. McPherson, that the Select Board**
316 **move \$7,000 from the CIP line for the snow plow to the CIP line for the**
317 **bucket truck.**
318

319 DISCUSSION
320

321 Mr. McPherson said that that is a 1997. If we do that, how old a truck are you
322 looking at to buy with that amount of money.
323

324 Mr. Robinson said that we are looking in the vicinity between 2005 and 2012. The
325 2012 will probably be in the upper range of \$23,000.
326

327 Mr. McPherson asked how far away would you have to go to get that. Is there
328 anything local.
329

330 Mr. Robinson said that there is an outfit right out of Wells, JJ Kane. They acquire
331 almost all of the powerline trucks and telephone trucks around the whole country.
332

333 DISCUSSION ENDED
334

335 **Roll Call Vote:**
336

337 **Mr. Orestis – Yes**

338 **Mr. Donhauser – Yes**

**Draft SELECT BOARD MEETING
October 28, 2021 5:30PM (continued)
Town Hall (Hybrid)**

339 **Mr. McPherson - Yes**
340 **Ms. Dow - Yes**

341
342 **Unanimous vote to approve motion.**

343
344 **5:53 PM 6) Audit RFP bids**

345
346 Mr. Orestis said that there's not much to choose from here. At the last meeting,
347 we just finished up finalizing our last audit and had some problems going through
348 this one. The SB decided to put it out to bid to see what we could get for another
349 qualified auditing firm and one came back to us.

350
351 **Mr. Orestis moved, second by Mr. Donhauser, that the Select Board waive**
352 **the three-bid rule.**

353
354 **Roll Call Vote:**

355
356 **Mr. Orestis – Yes**
357 **Mr. Donhauser – Yes**
358 **Mr. McPherson - Yes**
359 **Ms. Dow - Yes**

360
361 **Unanimous vote to approve motion.**

362
363 **Mr. Donhauser moved, second by Mr. McPherson, that the Select Board**
364 **award the bid to RHR Smith, an auditing firm, for a three-year period.**

365
366 **DISCUSSION**

367
368 Mr. Orestis said that this is who did it previously.

369
370 Mr. Donhauser agreed. I was on the SB and I was actually opposed to awarding
371 the bid to this most recent auditing firm because they actually went up in price.
372 This actually a reduction in price. As I recall, it was \$15,000 a year our current
373 auditor and this is actually a lesser price. Again, what we're buying, here, is not
374 just the audit. In the auditor's mind, he or she is providing an opinion on our
375 financial statements but they do an awful lot of work to get to that opinion. The
376 reason that the previous Board switched away was that we had a similar problem
377 where we got the audit almost a year later. We need to impress on the auditors
378 that we need the audit sooner. They shouldn't be allowed to stretch it out and
379 stretch it out. RHR Smith renders a really good report on our financial statements
380 and a good opinion. As it states, they have over 40 people on their staff, which
381 this previous company had like 3 or 4.

**Draft SELECT BOARD MEETING
October 28, 2021 5:30PM (continued)
Town Hall (Hybrid)**

382
383 DISCUSSION ENDED

384
385 **Roll Call Vote:**

386
387 **Mr. Orestis – Yes**
388 **Mr. Donhauser – Yes**
389 **Mr. McPherson - Yes**
390 **Ms. Dow - Yes**

391
392 **Unanimous vote to approve motion.**

393
394 **F. New Business:**

395
396 **5:56 PM 1) Appointment of Michael Sullivan as the Town Manager**

397
398 **Mr. Orestis moved, second by Mr. Donhauser, that the Select Board appoint**
399 **Michael Sullivan as the Town Manager starting on November 1st.**

400
401 DISCUSSION

402
403 Mr. Orestis said that I'm excited to get Mr. Sullivan in here. With the hiring
404 committee and the Select Board, we feel he is going to be the right fit for what we
405 need going forward.

406
407 DISCUSSION ENDED

408
409 **Roll Call Vote:**

410
411 **Mr. Orestis – Yes**
412 **Mr. Donhauser – Yes**
413 **Mr. McPherson - Yes**
414 **Ms. Dow - Yes**

415
416 **Unanimous vote to approve motion.**

417
418 **G. Old Business:**

419
420 There was no old business.

421
422
423
424

**Draft SELECT BOARD MEETING
October 28, 2021 5:30PM (continued)
Town Hall (Hybrid)**

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

426
427 **5:58 PM Mr. Donhauser moved, second by Mr. McPherson, that the Select Board**
428 **approve A/P Warrant #28 in the amount of \$72,342.26, dated September 30,**
429 **2021; A/P Warrant 29 in the amount of \$209.00, dated September 30, 2021;**
430 **A/P Warrant #30 in the amount of \$94,660.44, dated October 5, 2021; A/P**
431 **Warrant #33 in the amount of \$1,505,974.64, dated October 13, 2021.**

432
433 **Roll Call Vote:**

434
435 **Mr. Orestis – Yes**
436 **Mr. Donhauser – Yes**
437 **Mr. McPherson - Yes**
438 **Ms. Dow - Yes**

439
440 **Unanimous vote to approve motion.**

441
442 **I. Selectmen’s Report:**

443
444 **5:59 PM** Mr. Orestis said that we are always seeking committee members. We have an
445 alternate position open on Aging-in-Place, three regular members on the Capital
446 Improvement Committee, one regular and two alternates on the Conservation
447 Commission and two alternate members on the Planning Board. Come on in or
448 call the Town Hall and ask about them.

449
450 There were no Selectmen’s reports tonight.

451
452 **J. Executive Session**

453
454 There was no executive session.

455
456 **K. Adjourn**

457
458 **Mr. McPherson moved, second by Mr. Donhauser, that the Select Board**
459 **adjourn.**

460
461 **Roll Call Vote:**

462
463 **Mr. Orestis – Yes**
464 **Mr. Donhauser – Yes**
465 **Mr. McPherson - Yes**
466 **Ms. Dow - Yes**

467

**Draft SELECT BOARD MEETING
October 28, 2021 5:30PM (continued)
Town Hall (Hybrid)**

468 **Unanimous vote to approve motion.**

469

470 The meeting adjourned at 6:00 PM.

471

472

473 **Respectfully submitted,**

474

475 **Ellen Lemire, Recording Secretary**

476

477

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488

Mr. Robert McPherson, Secretary

Date approved:

Staff Report

Proposed Amendments to Planning Board Bylaws

January 13, 2022

Background: On December 7, 2021, the Planning Board voted to propose an amendment to its bylaws to add provision for removal of members due to excessive absence, reflecting the standard in Section 2-104(d) of the Town Code.

Issue: Planning Board bylaws amendments regarding excessive, unexcused absences

Discussion: The Select Board is asked to review and consider approving the proposed bylaws amendments. The amendments would clarify the bylaws regarding excessive absence, reflecting the Section 2-104(d) standard (more than 25% of meetings with an unexcused absence over any 12-month period), and how to deem an absence excused or unexcused.

Fiscal Impact: None

Recommendation: Approve the proposed bylaws amendments

Prepared by: Jeff Brubaker, Town Planner

Town Manager Recommendation: As an appointed board each member should be very aware of the level of commitment so missing 25% of the meetings is not an unreasonable bar. It goes without saying the critical importance of being reasonably available for any board or committee to carry out its responsibilities, this obligation is even more pronounced given the nature of the work performed by the Eliot Planning Board.



Michael J. Sullivan
Town Manager

Motion; I move the Select Board approve the amendment as presented and requested by the Town Planner and further instruct the Town Manager to prepare a warrant for the June 2022 Town Meeting. The warrant be approved in its final form at a future meeting of the Select Board.

Eliot Town Manager Report

January 6, 2022

Submitted by

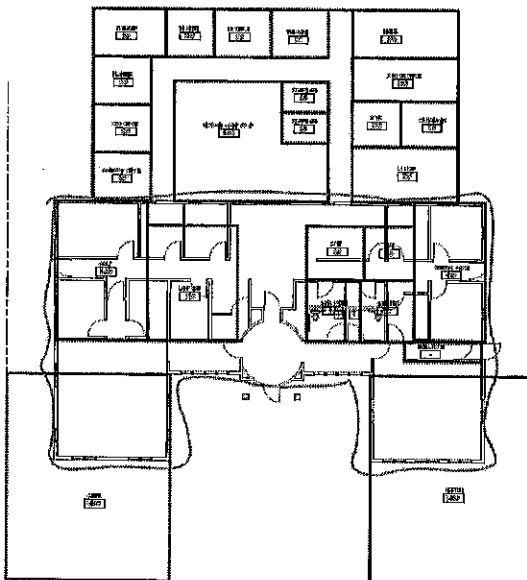
Michael J. Sullivan

The Start of Year 2022; Well, the New Year has begun in Eliot....and everywhere else. I am continuing to make an effort to understand the local culture and doing my best to prepare myself for the year and hopefully beyond. As is the case with each new year or new adventure the only thing which remains constant is change.

Sometimes change comes in the form of "bad news" for some and "good news" for others. In this case the bad news for this community came by way of the announcement from the Treasurer Jordan Miles he had been made a professional offer from another community to bring his talents north. In Old Orchard the good news came in the form of his acceptance.

The Town of Eliot invested heavily over the last three years in Mr. Miles experiential learning and it will be a while before I have the confidence in any replacement down the road. I am sure there will be some who will draw the uniformed conclusion that Eliot could not afford to compete with a much larger town like Old Orchard. The fact of the matter is we can and as the economics of retention is clear we cannot afford not to compete for important positions and cease being a training ground for other communities (although training must go on).

There will be self-professed experts who suggest bigger communities always pay more for the same job. When the reality is in this case and in many others is the fact do not indicate one job, but many, but he was only getting paid for one and even then, inadequately. He was not doing one job; he was doing three when compared to Old Orchard and he was getting paid less than any of the component support positions he will now oversee. Congratulations to Mr. Miles, I value the short time I was allowed to work with the talented individual and wish him continued success in all his pursuits.



Town Hall Replacement/Renovation; Capital Town Hall Building Committee Chair Brad Swanson, members Ed Henningsen, Jim Latter and I met with Lita Semrau (Port City) to review some of the latest concepts.

One of the approaches to lower the cost to the taxpayers is to look at the feasibility of renovating and expanding the present Town Hall. This would lower the cost of the previous "two-building option which was estimated to be around \$5.3 million to a project cost of somewhere in the neighborhood of \$3.5 million.

There are limitations and advantages when considering one building versus two. Two facilities would allow more flexibility, especially when providing programming. However, the cost related for two buildings are

significant consideration, as well. Ranging from increased construction to operating two buildings to eventually replacing two buildings instead of one will undoubtedly be more expensive long and short term.

Outlined in red the early concept drawing the existing building (do not blame Port City for the rudimentary red-line designation), the addition depicted would more than double the size to just over 9,000 square feet (from 4,150). This would allow Community Services and Age in Place to expand program offerings, give ample space for voting to be held on site, allow appropriate space for General Assistance, improve accessibility throughout the building and explore additional service enhancements.

Population growth has been a topic of discussion, but there also needs to be consideration given to how the service model has changed in recent years and will continue to evolve in future years. There likely will be more municipal business done on-line and concepts like "curbside" and "drive-up" make their way into the public space, all adding a layer of complexity to the future municipal model and therefore the design challenge increases.

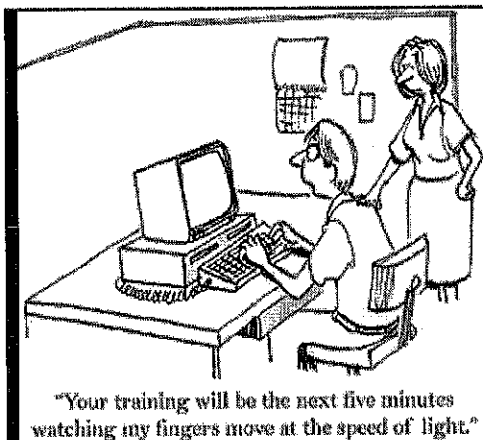
There were some test pits done in the back with no unearthly findings and there will be some additional test borings done in the next few weeks to determine if there are any contamination issue. There will still be some need to look at the septic capacity and I suspect a boatload of other ideas, meetings and discussions before a final plan is readied to put before the voters.

Again, thank you to the committee members for their dedication and diligence in regards to this project.

Budget FY 2023; In keeping with change in the New Year and within the construct of the Eliot Charter I have, as you are aware, implemented some efficiencies to the process. Including encouraging the Budget Committee to work independently. This will include directing members to update their own binders, channeling questions through the Chair of the Budget Committee to the Town Manager in writing and not offering Department Managers sit for committee sessions.

This will allow administration to adequately answer questions, have replies which are in writing as well posted on the afore mentioned page, better coordinate the message and allow the Budget Committee to work "independently" as stated in the Eliot Charter.

There will be an initial overview presentation of the Town Manager's proposed FY 23 budget January 12, 2022 which the Budget Committee and the Select Board will be invited to as well as the public. Both formalizing the inquiry process and creating a dedicated web page will allow greater transparency for the public, who will also be encouraged to submit question to townmanager@eliotme.org. In all case the question and the answers will be answered honestly, timely as time will allow and to the best of our collective ability.



As I have stated prior the budget has very modest increase for FY 23, is completely loyal to investing in Eliot and will not materially effect cost to the present tax structure.

Training; One of the keys to my budget proposal is to increase managerial effectiveness in Eliot around increasing training. This in some case is related to the costs associated with

training itself, but also to retain staff who has been trained by way of fair compensation. While I am always open to input, decisions around these key components should not be by committee, but made by the duly appointed Town Manager. It has been my experience that is one of the primary reasons why cities and towns have a Chief Executive Officer. Managing by committee was long ago abandon as impractical for most communities and those who have not changed have struggled.

The sum of this exercise is to make investment in the service model long-term. Not a day goes by that we do not see a story in the media about the struggles "some" businesses are facing in attracting and retaining staff. Those challenges are substantiated with every visit to the grocery store, retail shops or restaurants of all types (local, chain, sit-down, dive thru etc.) or even your doctor or dentist. Have you asked your local plumber, mechanic or electrician about their challenges in staffing?

Without revealing too much, as change and flexibility are both necessary and difficult and important to preserve. We have signed a couple of individuals up for leadership training through the Maine Municipal Association, we have two other individuals doing on-line classes related to the Maine building code to build depth in that area.

There are several in-house cross trainings going on to strengthen our ability to provide various services. It also will be critically important to prepare for training on various platforms we are considering in FY 23, including but not limited to payroll, permitting, GIS mapping and improved public notification systems. I am getting new training daily and feel for the trainers.

Again, all of the effort and investment is to better serve the public and to meet the challenge of a changing expectation from the public. The future for Town Hall service models will be as different as your banking or coffee shop or gas station is now compared to fifty years ago. It is critical as any investment and there is no savings in waiting for next year.

COVID 19; I have attended a couple more York County Emergency Management Agency weekly meetings. The cases, as you are likely aware unless you are leading a monastic existence, are steadily going up. Some of this is due to increased testing, some is linked by experts to new variants and I suspect there are innumerable other causes, but we continue to ask everyone to consider vaccinations.

There are some vocal opponents for a host of reasons and beliefs and those should be respected when presented respectfully. We also encourage people to consider wearing a mask when sensible, vaccinated or not, social distance when you are able and wash your hands while singing the birthday song twice or so I am told. We appreciate you giving all of these strategies worthwhile consideration.

Thank you for your support and leadership. I would also like to thank all the wonderful people I have the pleasure of working with everyday in Eliot. Be safe.

Respectfully submitted

Michael J. Sullivan

Eliot Town Manager

From: Alex Orestis <aorestis@eliotme.org>

Sent: Monday, December 6, 2021 8:40 AM

To: Michael John Sullivan <michaeljohnsullivan@rocketmail.com>; Wendy Rawski <wrawski@eliotme.org>

Cc: Richard Donhauser <rdonhauser@eliotme.org>; Robert McPherson <rmcpherson@eliotme.org>; Bill Widi <bwidi@eliotme.org>; Lauren Dow <ldow@eliotme.org>

Subject: Select Board Resignation

Hello All,

I was trying to delay this as long as possible. With all the craziness of the last few months, my family and I have come to some conclusion. As of some point this week (hopefully), we will no longer be living full-time in Eliot.

As of today, we are still in Eliot, but I feel I can no longer adequately carry out my duties on the SelectBoard; therefore, I resign as a member of the select board.

Thank you all for the last few years; I have learned so much from you. It has been a pleasure to work with you, and all of your hard work is appreciated!

Cheers,

Alex
Selectman



Town Manager

From: Alexandros Orestis <aorestis2si@gmail.com>
Sent: Wednesday, December 15, 2021 10:05 AM
To: Michael Sullivan
Subject: Re: Resignation

Thank you, Michael!

That date is okay with me.

Cheers,
Alex

On Mon, Dec 13, 2021 at 11:55 AM Michael Sullivan <msullivan@eliotme.org> wrote:

Mr. Chair,

I wanted to first express to you how sad we all are about your decision. It was something I know you put a great deal of thought into and it was obviously a difficult decision for you and your family. Giving such a difficult decision appropriate time for professional and family consideration is critical to come to the appropriate conclusion. I truly hope you well in all your endeavors.

The Select Board has asked me to clarify your official date of resignation. I have spoken with the Town Clerk and as it stands now you are a registered voter and therefore a resident in Eliot within in the bounds of the law in terms of residency, unless you have registered to vote in another jurisdiction. If you intend to or have registered in another city, town in Maine or another state your date of resignation would be January 2, 2022. With that in mind if you could let me know if you are comfortable with using January 1, 2022 as the date of resignation or if you have as more specific date you would like to assert, please let me know via email.

Again thank you for your service to Eliot and know you are seen in a very positive light by all here in Town Hall and well beyond!

Best regards,

Mike

Michael J. Sullivan
Town Manager

Eliot, Maine 03903

207-439-1813, ext. 107

Under Maine's Freedom of Access ("Right to Know") law, all e-mail and e-mail attachments received or prepared for use in matters concerning Town business or containing information relating to Town business are likely to be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law.

Town Manager

From: Melissa Magdziasz <mmagdziasz@gmail.com>
Sent: Tuesday, December 14, 2021 3:09 PM
To: Kearsten Metz; Carmela Braun; Ellen Lemire; Jeff Leathe; Jim Latter; Lisa Crichton; Melissa Horner; Planner; Melissa Albert; Wendy Rawski; Michael Sullivan; Alex Orestis; Richard Donhauser; Robert McPherson; Bill Widi; Lauren Dow
Subject: Planning Board

Hello all,

I was brought up on the Board through organic trial and error -- by asking lots of questions on the Ordinances, making mistakes (lots of mistakes) in my understanding of things, and by trying to create dialogue amongst the Board Members on what their interpretation of the ambiguous ordinances meant so we could all work together to not only HELP the applicant but also PROTECT Eliot. I take great pride in my efforts to be reasonable with folks and their efforts to provide us information to make a decision. Ordinances by design are meant to provide room for creativity, teamwork, and compromise.

I do hope that moving forward the current Board Members will remember they are sometimes working with Applicants who don't have the money to hire engineers, surveyors, lawyers, or representation to help them get their dreams off the ground. As a small business owner in Town who had to go through the process myself - there is no way I would have succeeded if that Board hadn't provided some latitude on their actual needs within a Site Plan Review to complete and hear my application. I have always championed the small business owner as a Board Member and our efforts as a Board to grant some creativity in the ambiguousness of the ordinances, I am very proud of that and I hope someone will take a stand as well.

The job of the Planning Board, as I see it, is to interpret the Ordinances and apply them. They are to leave their personal opinions on applications and what those Applicants want to do in Town at the door. The Planning Board is a quasi-judicial group who is there to interpret the Land Use Codes in Town, and objectively determine facts and draw conclusions to provide an official action. The Board should follow the ordinances and make sure the Applicant has checked the boxes that the Board sees fit to follow those Ordinances. If Citizens in Town are speaking against an application -- their feelings, opinions, and viewpoints can be considered, people should be heard - but when those are used to deny an application - the Board is putting themselves into the pathway of litigation. The Board shouldn't deny or simply not move forward on applications because of public opinions; feelings have nothing to do with our Land Codes.

I do hope to return to my seat in 2022 once my kids are a bit older and I have this newly single-mom-life figured out better. Effective immediately I am stepping down from my seat on the Eliot's Planning Board. I hope you will all obtain a hard copy of the Land Use Ordinances so you can reference each code and section during an application review and not solely rely on a write up/recap/memo. The Planning Board is a volunteer group of dedicated folks whose job it is to understand zoning, codes, and ordinances in town and rely on the Staff only for support, not decision making.

Thank you. Melissa Magdziasz

1/3/2022

Mike,

It is with a heavy heart that I am tendering my resignation to the Town of Eliot, effective 1/13/2021. I have been blessed with a great opportunity for advancement in my career and it's an offer I can't pass up. I would like to thank the Town of Eliot for its investment in my career and future, and to thank the many people, coworkers and residents alike that have been a part of this journey.

Sincerely,

A handwritten signature in black ink, consisting of a stylized 'J' followed by a long, wavy horizontal line.

Jordan C. Miles

Town of Eliot

January 13, 2022 Proposal

Agriculture and Food Security Commission

Purpose; To promote local agricultural-based economic opportunities; preserve, revitalize, and sustain the Eliot agricultural industry and encourage the pursuit of agriculture as a career opportunity and lifestyle. Furthermore, to advise on issues and challenges in respect to food security and accessibility to healthy foods for all residents.

Agriculture. The commission's influence as an advisory commission would include aspects of farming in all of its branches and the cultivation and tillage of the soil, dairying, the production, cultivation, growing and harvesting of any agriculture, aquacultural, floricultural or horticultural commodities, the growing and harvesting of forest products, the raising of livestock or poultry. The keeping or raising of horses as a commercial enterprise, swine, cattle, the keeping of bees, fur-bearing animals, and any forestry or lumbering operations, performed by a farmer. Growing and or direct sale or distribution of, including but not limited to, flowers, shrubs, fruit, vegetables, cattle, fish or fowl for human consumption or personal use. A "farmer" is hereby defined as a person or persons engaged in agriculture or related activities as previously described. Farming is further defined, as incidental to or in conjunction with such agricultural operations, including preparations for market, delivery to storage or to market locally grown product or creating market opportunities for their bounty.

Food Security. For the purpose of this commission is to understand and seek a goal of offering all people, physical, social and economic access to sufficient, safe and nutritious food that meets their dietary needs and food preferences for an active and healthy life. To act in an advisory capacity on how the municipality may play an appropriate role in encouraging and promoting the availability of healthy options offered by farms, restaurants, victuallers or other purveyors of food and beverages for consumption by Eliot residents. The scope influence for the commission should include review of how essential products to are delivered and what options there may be to modify the supply chain for emergency situations or conditions.

Term and Appointment. The Eliot Agriculture and Food Security Commission (EAFSC) will be appointed as a five (5) member ad-hoc commission by the Eliot Select Board. The intent is for the EAFSC to act in an advisory capacity to the Eliot Select Board and other town boards, committees or commissions as needed. This would include EAFSC advice on development of policies and or ordinances, promotion of farming and locally grown farm products or activities, attractions, festivals or distribution related to locally grown products.

The EAFSC is encouraged to explore innovative as well as traditional means to promote, sustain, expand and preserve farming in the Town of Eliot. Furthermore, the EAFSC should consider best practices and strategies to make locally grown product available to the entire community and recommend those ideas and concepts to the Select Board for their consideration.

EAFSC may consider conducting inventories of agricultural resources, cataloguing historic farms and farm buildings, educate the public on matters relating to farming and agriculture, serve as a local voice advocating for farmers, farm businesses, and farm interests, provide advocacy for farms, serve as a resource for farmers, mediate and/or resolve farm-related problems or conflicts and assist when appropriate to protect farmland and other natural resources.

The EAFSC should be eminently involved in coordinating or advising Farmer's Markets, community plantings, or campaigns to promote "Grow Local" or similar farm-based activities or products.

Candidates for the EAFSC maybe farmers as a vocation or hobby, residents who have a food science, logistics, health or nutrition experience or are interested in having more access to healthy food products. Openings will be advertised for 30 days, followed by introductory interviews and the appointment by the Eliot Select Board.

EAFC Motion

I move the Eliot Selectboard accept as proposed the Agriculture and Food Security Commission and furthermore direct the Town Manager to solicit candidates from the public to serve on the ad-hoc Agriculture and Food Security Commission for 30 days and to submit a list of candidates to the Select Board for appointment following the solicitation period.

American Rescue Plan Act

Town of Eliot was allocated amount; \$729,594 with \$364,797 already received. The balance of the funds is scheduled to be released May of 2022. The municipality has until May of 2024. The Select Board has sole authority to assign the funds

I copied the following guidelines from the government accounting site.

Eligible uses of these funds include:

- *Revenue replacement for the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency, relative to revenues collected in the most recent fiscal year prior to the emergency,*
- *COVID-19 expenditures or negative economic impacts of COVID-19, including assistance to small businesses, households, and hard-hit industries, and economic recovery,*
- *Premium pay for essential workers,*
- *Investments in water, sewer, roads and broadband infrastructure.*

Restrictions on the uses of these funds include:

- *Funds allocated to states cannot be used to directly or indirectly to offset tax reductions or delay a tax or tax increase;*
- *Funds cannot be deposited into any pension fund.*

We have gotten a few suggestions as to how the Select Board some, such as “offset tax reductions” is not allowed. I have copied Planner Jeff Brubaker’s request for \$175,000 for two separate design projects; bike/walk improvements along State and Beech Roads, and a preliminary design for sanitary sewer for Sewer Basin 7

The suggested spending is strongly directed towards projects which benefit the community, particularly any portion of the population which have realized economic hardship prior or due to the pandemic. Infrastructure like sidewalks, park improvements and roads would meet the need.

Other ideas may be an income qualified home rehab program, ride companion program, or funds to cover design costs associated with any community space for Age in Place, Community Services, library or other entities which may likely serve

the most economically challenged parts of the community through their programing.

The Select Board may also consider investing a portion of the ARPA funds to increase access to on-line services, security and capacity at Town Hall, as it is a building which is meant to serve the entire municipality.

Although you have a few years to expend the funds, I would strongly suggest you designate the programs or projects you want to focus allocations of the grant to impact. Such an assignment should be in place by then end of this calendar year.

There is no vote necessary at this time. Thank you for discussing this important matter.

Michael J. Sullivan

Town Manager, Eliot

American Rescue Plan Act Project Funding Request	Cost	Department & Responsible Party(s)
Pedestrian/Cycling Report Implementation	\$225,000	Planning, Jeff Brubaker, Steve Robinson
Sewer Design and Technical Assistance	\$100,000	Planning, Jeff Brubaker
Qualified Assistance Program for Sewer/Septic	\$15,000	Planning, Jeff Brubaker
Records Retention filing system (initial)	\$29,000	Town Hall, Mike Sullivan, Wendy Rawski
Fogg Library Addition	\$25,000	Library Lydia Goodwin, Sharon Kibut
Employee Payroll System (3 year)	\$16,000	Town Hall, Mike Sullivan, Melissa Albert
Fire Department Equipment/ATV/Trailer	\$85,000	Fire Department, Jay Muzzeroll
Police Station Building Improvements	\$75,000	Police Department, Elliott Moya
Play Surface Repairs	\$60,000	CS Heather Muzzeroll, Steve Robinson
Transfer Station Compactor Replacement	\$35,000	DPW, Steve Robinson
Employee Pandemic Compensation	\$63,000	Town Hall, Mike Sullivan
Total	\$728,000	

Town of Eliot

American Rescue Plan Act (ARPA)

Employee Pandemic Compensation Guidelines

Tier 1 Qualifications;

- Full-time (40 hour) employee.
- Worked through COVID 19 pandemic, reported to work regularly and attended the work place physically between March 23 and April 6, 2020 for the Town of Eliot.
- Continued to work primarily at their assigned workplace throughout the pandemic without exception other than normal sick, vacation, personal, bereavement or holidays.
- Are presently compliant with all vaccinations related to COVID 19 as suggested by the Center for Disease Control.
- Employees who were not compensated for more than three additional days from March 23, 2020 through January 1, 2022 due COVID related illness or absences.
- Employed by the Town of Eliot from March 23, 2020 through January 3, 2022
- These employees would be afforded an additional \$3,000, upon submittal of a request to the Town Manager, paid in one payment prior to May 1, 2022. Applicable and required deductions would apply.

Tier 2 Qualifications;

- Part-time employee (30 hours or less)
- Employee who reported in-person after May 1, 2020 and employed by the Town of Eliot through January 3, 2021.
- Employees who were compensated for less than seven days from March 23, 2020 to January 1, 2022 due to COVID related illness or absences (including continuation of regular pay).
- These employees may be afforded up to an additional \$1,500, upon submittal of a request to the Town Manager, paid in one payment prior to May 1, 2022. Applicable and required deductions would apply.

Critical remote support work with a weekly physical required presence may be considered in determining eligibility. Employees who received unemployment and or were paid for time greater than seven days and were not required to report physically or otherwise perform their job responsibilities as scheduled are not eligible. The Town Manager may make reasonable adjustments within the stated guidelines without any additional approval for any request, however no request can exceed the stated limits.

Warrant 54

Jrnl	Check	Month	Invoice Description	Reference	Encumbrance
Description	Account	Proj	Amount	Encumbrance	
00072 BERNSTEIN, SHUR, SAWYER & NELSON					
0311	19971	12	Labor Advice	0095/122921	
Labor Advice	E 01-01-10-02			192.50	0.00
			Vendor Total-	192.50	
00131 COMCAST					
0311	19972	12	DPW Cable	9340/010322	
DPW Cable	E 20-01-15-03			119.56	0.00
			Vendor Total-	119.56	
00340 KITTERY WATER DISTRICT					
0311	19973	12	pleasant st pump station	4291/010321	
pleasant st pump station	E 70-05-25-10			36.65	0.00
			Invoice Total-	36.65	
0311	19973	12	FIRE STATION	3528/010822	
Fire Station	E 10-01-15-04			36.65	0.00
			Invoice Total-	36.65	
0311	19973	12	CSD	Comm Service	
Comm Service	E 20-10-15-04			20.00	0.00
			Invoice Total-	20.00	
0311	19973	12	TH Pump	3345/01082022	
TH Pump	E 70-10-10-15			36.65	0.00
			Invoice Total-	36.65	
0311	19973	12	Boat Basin	3459/01082022	
BoatBasin	E 20-10-15-04			50.77	0.00
			Invoice Total-	50.77	
			Vendor Total-	180.72	
00379 MAINE FIRE CHIEFS ASSN.					
0311	19974	12	regular memberships	2022	
3 memberships	E 10-01-03-01			285.00	0.00
			Vendor Total-	285.00	
00474 NORTHEAST HYDRAULICS, INC.					
0311	19975	12	CIP BUCKET Truck	9434/121421	
CIP Bucket Truck	E 62-05-99-01			300.94	0.00
			Vendor Total-	300.94	
00570 York County Registry of Deeds					
0311	19976	12	Lien Discharge Cert	0000/122921	*** SEPARATE ***
Lien Discharge Cert	E 01-02-05-20			190.00	0.00
			Invoice Total-	190.00	
0311	19977	12	DOT Driveway	30448/122921	
DOT Driveway Permit 30448	E 01-02-05-20			32.00	0.00
			Invoice Total-	32.00	
			Vendor Total-	222.00	
00725 TREASURER OF STATE					
0311	19978	12	MVINKPAD	31090002/122921	
MV Ink Pad	G 01-2040-00			5.25	0.00
			Vendor Total-	5.25	
00816 IRVING OIL MARKETING, INC.					
0311	19979	12	FUELPD	6321/122721	
FUELPD	E 30-01-20-15			297.70	0.00
			Vendor Total-	297.70	
00885 ELDREDGE LUMBER AND HARDWARE					

Warrant 54

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0311	19980	12	DPW Supplies		9633/122921	
DPW Supplies			E 20-25-24-20		553.64	0.00
Vendor Total-					553.64	
00906 W.B. MASON COMPANY, INC.						
0311	19981	12	Tax Collector Supplies		1083/011422	
Tax Collector Supplies			E 01-01-20-40		58.95	0.00
Vendor Total-					58.95	
01062 FIRST RESPONDER NEWSPAPER						
0311	19982	12	dept bundle		2022	
dept bundle			E 10-01-03-05		85.00	0.00
Vendor Total-					85.00	
01130 WEIR'S MOTOR SALES, INC.						
0311	19983	12	2022 GMC Sierra 3500 HD		64648	
2022 GMC Sierra 3500 HD			E 62-05-99-01		46,355.00	0.00
Vendor Total-					46,355.00	
01244 P. GAGNON & SON, INC.						
0311	19984	12	FD Oil		18107/12292022	
FD Oil			E 10-01-15-01		650.49	0.00
Vendor Total-					650.49	
01393 HOME DEPOT CREDIT SERVICES						
0311	19985	12	Home Depot Quick Set		0646/121321	
Home Depot Quick Set			E 20-01-24-05		5.87	0.00
Vendor Total-					5.87	
01445 Allegiant Care						
0311	19986	12	Allegiant care		2093401/122921	
land use			E 01-01-03-10		4,953.32	0.00
clerks			E 01-02-03-10		2,459.48	0.00
pub works			E 20-01-03-10		7,792.72	0.00
contributions			G 01-2230-00		3,000.48	0.00
Vendor Total-					18,206.00	
01513 Consolidated Communications						
0311	19987	12	ConsolidatedFD		XWC233/01182022	
ConsolidatedFD			E 10-01-15-03		295.77	0.00
Invoice Total-					295.77	
0311	19987	12	Consolidated TH		PLG665/01182022	
Consolidated TH			E 01-01-15-03		1,448.34	0.00
Invoice Total-					1,448.34	
Vendor Total-					1,744.11	
01770 UNDERWOOD ENGINEERS						
0311	19988	12	tif engineering		17632	
TIF engineering			E 62-04-10-35		31,910.70	0.00
Vendor Total-					31,910.70	
01900 BATTERIES PLUS # 827						
0311	19989	12	Batteries		3865/122921	
Batteries			E 10-01-20-55		48.96	0.00
Vendor Total-					48.96	
02015 HEATWAVE OIL, LLC						
0311	19990	12	DPW Diesel		3133/122321	
DPW Diesel			E 20-01-20-10		1,165.00	0.00
Vendor Total-					1,165.00	

Warrant 54

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
02029 WEX Bank						
0311	19991	12	Fleet Card	0496/122321		
Fleet Card			E 10-01-20-15		555.02	0.00
Vendor Total-					555.02	
02144 Teamsters Union Local 340						
0311	19992	12	teamsters	012022		
union dues			G 01-2237-00		532.00	0.00
Vendor Total-					532.00	
02288 Robert W. Fisher						
0311	19993	12	refund overpayment	13 ridgewood		
overpaid electrical permi			R 01-01-40		55.00	0.00
Vendor Total-					55.00	
02824 The Goodyear Tire & Rubber Co.						
0311	19994	12	tires	068-1076421		
tires			E 20-01-24-80		69.00	0.00
Vendor Total-					69.00	
02832 Justin Ripley						
0311	19995	12	FF training	21-015		
FF training			E 10-01-03-05		1,400.00	0.00
Vendor Total-					1,400.00	
02935 Raynes Excavation						
0311	19996	12	overpayment on permit	710old farm		
overpayment on permit			R 01-01-38		4.00	0.00
Vendor Total-					4.00	
02936 Nicholas Thompson						
0311	19997	12	overpayment refund	17 pickering		
overpayment on elec. perm			R 01-01-40		25.00	0.00
Vendor Total-					25.00	
Prepaid Total-					0.00	
Current Total-					105,027.41	
EFT Total-					0.00	
Warrant Total-					105,027.41	

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

ALEX ORESTIS

DocuSigned by:

Richard Donhauser

RICHARD DONHAUSER

William Wadsworth

WILLIAM WADSWORTH

DocuSigned by:

Lauren Dow

LAUREN DOW

04C9118AB179436...

DocuSigned by:

Robert McPherson

ROBERT MCPHERSON

2281BCD4D0048F...

Warrant 52

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
00072 BERNSTEIN, SHUR, SAWYER & NELSON						
0298	19952	12	legal fees		122021	
Invoice: 4002505			E 01-01-10-02		440.00	0.00
Invoice: 4002504			E 01-01-10-02		415.00	0.00
Invoice: 4002503			E 01-01-10-02		78.00	0.00
Invoice: 4002502			E 01-01-10-02		350.00	0.00
Vendor Total-					1,283.00	
00109 CENTRAL MAINE POWER						
0298	19954	12	cmp river rd		700000380311	
cmp river road			E 20-10-15-02		16.86	0.00
Invoice Total-					16.86	
0298	19954	12	cmp New Kittery Road		700000380445	
cmp New Kittery Road			E 70-01-15-02		16.86	0.00
Invoice Total-					16.86	
0298	19954	12	cmp Route 236		700000380446	
cmp Route 236			E 20-01-15-02		16.86	0.00
Invoice Total-					16.86	
0298	19954	12	cmp HL Dow Highway		700000380308	
CMP HL Dow Highway			E 20-01-15-02		21.47	0.00
Invoice Total-					21.47	
0298	19954	12	cmp cor state/bolthill		70000038013	
cmp Cor State/bolthill rd			E 20-01-15-02		16.86	0.00
Invoice Total-					16.86	
0298	19954	12	cmp Route 236-Beech Rd		700000380310	
cmp route 236-beech			E 20-01-15-02		16.86	0.00
Invoice Total-					16.86	
0298	19954	12	cmp Old Rd		700000380315	
cmp Old Rd			E 20-10-15-02		16.86	0.00
Invoice Total-					16.86	
0298	19954	12	cmp 11 Dixon Rd		700000380314	
CMP 11 dixon road			E 20-10-15-02		16.86	0.00
Invoice Total-					16.86	
0298	19954	12	CMP route 236 road		700000380443	
CMP route 236 road			E 20-10-15-02		16.86	0.00
Invoice Total-					16.86	
0298	19954	12	CMP greenacres road		700000380309	
CMP greenacres road			E 20-10-15-02		16.86	0.00
Invoice Total-					16.86	
0298	19954	12	CMP Harold L Dow HWY TRF		700000380312	
CMP Harold L Dow HWY TRF			E 20-10-15-02		16.86	0.00
Invoice Total-					16.86	
0298	19954	12	CMP 468 HL Dow HWY		700000380434	
cmp 468 H L Dow HWY			E 20-25-15-02		21.47	0.00
Invoice Total-					21.47	
0298	19954	12	CMP Dixon Ave		700000380442	
CMP Dixon Ave			E 70-15-15-02		16.86	0.00
Invoice Total-					16.86	
0298	19954	12	cmp Main St		700000380439	
cmp Main St			E 70-10-15-02		21.47	0.00
Invoice Total-					21.47	
0298	19954	12	CMP pleasant st		700000380438	
CMP Pleasant st			E 70-05-15-02		21.47	0.00

Warrant 52

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
					Invoice Total-	21.47
0298	19954	12	cmp RTE 236 garage		700000380307	
cmp rte 236 garage			E 20-01-15-02		16.86	0.00
					Invoice Total-	16.86
					Vendor Total-	288.20
00121 Cintas Corporation #758						
0298	19955	12	uniforms pub works		11302021	
uniforms pub works			E 20-01-03-15		650.40	0.00
					Vendor Total-	650.40
00142 R. N. CRAFT, INC.						
0298	19956	12	equipment rep/maint		31211	
equipment rep/maint			E 20-01-24-10		255.00	0.00
					Vendor Total-	255.00
00265 HAYDEE'S PEST-FREE MANAGEMENT, INC.						
0298	19957	12	exterminator		163251	
exterminator			E 20-25-15-02		50.00	0.00
					Vendor Total-	50.00
00352 LAWSON PRODUCTS, INC.						
0298	19958	12	supplies/materials		12052021	
supplies/materials			E 20-01-24-05		650.07	0.00
					Vendor Total-	650.07
00474 NORTHEAST HYDRAULICS, INC.						
0298	19959	12	supplies/materials		79402	
supplies/materials			E 20-01-24-05		9.84	0.00
					Vendor Total-	9.84
00650 SOUTHWORTH-MILTON, INC.						
0298	19960	12	equipment rep/maint		SCINV595207	
equipment rep/maint			E 20-01-24-10		504.63	0.00
					Vendor Total-	504.63
01044 York Region Chamber of Commerce						
0298	19961	12	annual dues		dues 2022	
annual dues			E 30-01-03-01		230.00	0.00
					Vendor Total-	230.00
01684 VIKING-CIVES OF MAINE						
0298	19962	12	equipmetn rep/maint		4510984	
equipment rep/maint			E 20-01-24-10		510.25	0.00
					Invoice Total-	510.25
0298	19962	12	supplies/materials		4510987	
supplies/materials			E 20-01-24-05		1,941.74	0.00
					Invoice Total-	1,941.74
					Vendor Total-	2,451.99
01794 MAINE ASSOCIATION OF POLICE						
0298	19963	12	MAP union dues		6247	
Union dues			G 01-2235-00		240.00	0.00
					Vendor Total-	240.00
01865 FASTENER WAREHOUSE						
0298	19964	12	supplies/materials		139324	
supplies/materials			E 20-01-24-05		113.00	0.00
					Vendor Total-	113.00

Warrant 52

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
01900 BATTERIES PLUS # 827						
0298	19965	12	vehicle rep/maint		P46558334	
vehicle rep/maint			E 20-01-24-15		94.50	0.00
Vendor Total-					94.50	
02385 Caterpillar Financial Services Corp						
0298	19966	12	Loader Lease Payment		001-70056368	
Loader Lease Payment			E 62-05-99-01		27,956.65	0.00
Vendor Total-					27,956.65	
02556 CAI Technologies						
0298	19967	12	PWIM GIS consulting		13146	
PWIM GIS consulting			E 20-30-10-05		1,297.50	0.00
Vendor Total-					1,297.50	
02601 Zip's AW Direct						
0298	19968	12	equipment rep/maint		946422	
equipment rep/maint			E 20-01-24-10		775.92	0.00
Vendor Total-					775.92	
02824 The Goodyear Tire & Rubber Co.						
0298	19969	12	tires		068-1076344	
tires			E 20-01-24-80		451.36	0.00
Vendor Total-					451.36	
02898 Brent Martin						
0298	19970	12	mileage reimb		092021-102021	
Mileage reimb			E 01-03-03-06		172.48	0.00
Vendor Total-					172.48	
Prepaid Total-					0.00	
Current Total-					37,474.54	
EFT Total-					0.00	
Warrant Total-					37,474.54	

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

ALEX ORESTIS

DocuSigned by:

Richard Donhauser

RICHARD DONHAUSER

William Widd

WILLIAM WIDD

DocuSigned by:

Lauren Dow

LAUREN DOW

ROBERT MCPHERSON

Warrant 50

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
00109 CENTRAL MAINE POWER						
0292	19921	12	cmp town office	700000380437		
cmp town office	E 01-01-15-02				21.47	0.00
Vendor Total-					21.47	
00340 KITTELY WATER DISTRICT						
0292	19922	12	water bill	01082022		
water bill 1333 state/141	E 01-01-15-04				92.30	0.00
Invoice Total-					92.30	
0292	19922	12	water bill acct 6115	010822/acct 611		
acct 6115	E 01-01-15-04				92.30	0.00
Invoice Total-					92.30	
Vendor Total-					184.60	
00385 MAINE MUNICIPAL TAX COLLECTORS						
0292	19923	12	MMTCTA membership	1000415008		
MMTCTA membership	E 01-01-03-05				30.00	0.00
Invoice Total-					30.00	
0292	19923	12	membership wendy	1000414923		
membership wendy	E 01-02-03-01				30.00	0.00
Invoice Total-					30.00	
Vendor Total-					60.00	
00388 MainePERS						
0292	122021	12	mainepers November	12/2021		
admin	E 01-01-03-40				1,603.81	0.00
clerks	E 01-02-03-40				1,748.47	0.00
land use	E 01-03-03-40				1,350.49	0.00
pub works	E 20-01-03-40				1,892.76	0.00
csd	E 30-01-03-40				829.11	0.00
Police	E 10-05-03-40				7,021.05	0.00
EE Contributions	G 01-2215-00				9,555.49	0.00
Vendor Total-					24,001.18	
00445 MUNICIPAL CODE CORPORATION						
0292	19924	12	annual fee Municode	367894		
annual fee municode	E 62-05-99-01				1,340.00	0.00
Vendor Total-					1,340.00	
00537 PORTSMOUTH FORD, INC.						
0292	19925	12	vehicle rep/maint	329404		
vehicle rep/maint	E 20-01-24-15				96.41	0.00
Vendor Total-					96.41	
00617 SANEL NAPA						
0292	19926	12	vehicle rep/maint	322910		
vehicle rep/maint	E 10-05-24-15				110.72	0.00
Vendor Total-					110.72	
00619 S.A.D. # 35						
0292	19927	12	School Payment December	12/2021		
school payment december	E 60-01-99-30				876,559.93	0.00
Vendor Total-					876,559.93	
00717 TOWN OF KITTELY, MAINE						
0292	19928	12	dispatch fees	PD22-2002		
dispatch fees	E 10-30-10-07				69,180.00	0.00
Vendor Total-					69,180.00	

Warrant 50

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
00725 TREASURER OF STATE						
0292	19929	12	bmv 1130-1213		1130-1213	
bmv 1130-1213			G 01-2040-00		33,877.88	0.00
			Vendor Total-		33,877.88	
00816 IRVING OIL MARKETING, INC.						
0292	19930	12	fuel bill PD		34255504	
fuel bill PD			E 10-05-20-15		48.08	0.00
			Vendor Total-		48.08	
00827 TREASURER OF STATE						
0292	19931	12	weapons November		112021	
weapons november			G 01-2050-00		100.00	0.00
			Vendor Total-		100.00	
00909 TREASURER, STATE OF MAINE						
0292	19932	12	MS4 annual fee		MST0000024	
annual ms4 fee			E 20-30-05-35		301.00	0.00
			Vendor Total-		301.00	
01006 ME. MUNICIPAL EMPLOYEE HEALTH TRUST						
0292	19933	12	Health insurance december		122021	
admin			E 01-01-03-10		2,111.58	0.00
land use			E 01-03-03-10		1,053.51	0.00
clerks			E 01-02-03-10		1,077.00	0.00
pub works			E 20-01-03-10		61.66	0.00
Police			E 10-05-03-10		14,477.29	0.00
CSD			E 30-01-03-10		3,339.39	0.00
contributions			G 01-2230-00		4,731.31	0.00
			Vendor Total-		26,851.74	
01007 ELIOT SMALL ENGINE REPAIR, INC.						
0292	19934	12	equipm rep/maint		11302021	
equipment rep/maint			E 20-10-24-10		26.04	0.00
			Vendor Total-		26.04	
01244 P. GAGNON & SON, INC.						
0292	19935	12	#2 fuel oil		631105	
#2 fuel oil			E 10-05-15-01		378.06	0.00
			Vendor Total-		378.06	
01368 VILLAGE MOTORS SERVICE CENTER						
0292	19936	12	vehicle rep/maint		55391	
vehicle rep/maint			E 10-05-24-15		96.62	0.00
			Invoice Total-		96.62	
0292	19936	12	vehicle rep/maint		55204	
vehicle rep/maint			E 10-05-24-15		17.31	0.00
			Invoice Total-		17.31	
0292	19936	12	vehicle rep/maint		55182	
vehicle rep/maint			E 10-05-24-15		766.80	0.00
			Invoice Total-		766.80	
0292	19936	12	vehicle rep/maint		55133	
vehicle rep/maint			E 10-05-24-15		390.11	0.00
			Invoice Total-		390.11	
			Vendor Total-		1,270.84	
01454 AUTO ELECTRIC SERVICE, LLC						
0292	19937	12	equipment rep/maint		26836	
equipment rep/maint			E 20-01-24-10		190.00	0.00

Warrant 50

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
				Vendor Total-	190.00	
01684 VIKING-CIVES OF MAINE						
0292	19938	12	Plow Gear Truck CIP	4510539		
Flow Gear Truck CIP			E 62-05-99-01		65,560.00	0.00
				Vendor Total-	65,560.00	
01766 ECO MAINE (MSW)						
0292	19939	12	MSW fees	11302021MSW		
MSW fees			E 20-25-06-50		2,677.60	0.00
				Vendor Total-	2,677.60	
01858 Pitney Bowes						
0292	19940	12	postage meter lease	3314710792		
postage meter lease			E 10-05-10-14		95.91	0.00
				Invoice Total-	95.91	
0292	19940	12	ink cartridge	1019573007		
ink cartridge			E 10-05-20-40		56.52	0.00
				Invoice Total-	56.52	
				Vendor Total-	152.43	
01956 RHR SMITH & COMPANY						
0292	19941	12	audit field work	2021-1856		
audit field work			E 01-01-10-01		3,000.00	0.00
				Vendor Total-	3,000.00	
01972 THE WEEKLY SENTINEL						
0292	19942	12	pub hearing notice	67137		
pub hearing notice			E 05-05-50-45		91.00	0.00
				Vendor Total-	91.00	
02015 HEATWAVE OIL, LLC						
0292	19943	12	diesel fuel	932784		
diesel fuel			E 20-01-20-10		1,066.67	0.00
				Invoice Total-	1,066.67	
0292	19943	12	heating fuel	932785		
heating fuel			E 20-01-15-01		408.28	0.00
				Invoice Total-	408.28	
0292	19943	12	heating fuel transfer st	932719		
heating fuel ts			E 20-25-15-01		484.90	0.00
				Invoice Total-	484.90	
				Vendor Total-	1,959.85	
02025 Organic Solutions, LLC						
0292	19944	12	recycling fees	11312		
recycling fees			E 20-25-06-55		168.00	0.00
				Vendor Total-	168.00	
02291 Back Channel Canvas Shop, Inc.						
0292	19945	12	equipment maint	12575		
equipment maint			E 20-01-24-10		580.00	0.00
				Vendor Total-	580.00	
02333 EcoMaine (Bulky)						
0292	19946	12	bulky contract	11302021		
bulky contract			E 20-25-06-55		2,190.78	0.00
				Vendor Total-	2,190.78	
02350 New England Kenworth						
0292	19947	12	supplies/materials	CP494557		

A / P Warrant

Warrant 50

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
supplies/materials	E 20-01-24-05				170.07	0.00
Vendor Total-					170.07	
02475 Leaf						
0292 printer lease	19948	12	printer lease	12634364		
	E 01-01-10-30				754.66	0.00
Vendor Total-					754.66	
02812 Certified Laboratories						
0292 fuel additive	19949	12	fuel additive	7609042		
	E 20-01-20-10				739.92	0.00
Vendor Total-					739.92	
02844 Wheelabrator Holdco 1 Inc.						
0292 monthly service charge	19950	12	monthly service charge	23-0000167520		
	E 20-25-06-50				77.00	0.00
Vendor Total-					77.00	
02918 Occupational Health Services of PRH, LLC						
0292 vaccines transfer st	19951	12	vaccines Transfer st	75532		
	E 20-25-03-05				144.00	0.00
Vendor Total-					144.00	
Prepaid Total-					24,001.18	
Current Total-					1,088,862.08	
EFT Total-					0.00	
Warrant Total-					1,112,863.26	

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

ALEX ORESTIS

DocuSigned by:

Richard Donhauser

RICHARD DONHAUSER

William Wood

WILLIAM WOOD

LAUREN DOW

DocuSigned by:

Robert McPherson

ROBERT MCPHERSON

Warrant 48

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
00002 2WAY COMMUNICATIONS SERVICE, INC.						
0285	19865	12	november activity	71269		
town office			E 01-01-24-30		2,202.00	0.00
police dept			E 10-05-10-14		740.00	0.00
highway			E 20-01-20-40		250.00	0.00
			Vendor Total-		3,192.00	
00072 BERNSTEIN, SHUR, SAWYER & NELSON						
0285	19866	12	legal fees	4001104		
legal fees			E 01-01-10-02		495.00	0.00
			Vendor Total-		495.00	
00109 CENTRAL MAINE POWER						
0285	19867	12	cmp depot rd sad 35 lgt	707001291763		
cmp depot rd sad 35 lgt			E 10-30-15-02		44.71	0.00
			Vendor Total-		44.71	
00131 COMCAST						
0285	19868	12	comcast bill fd	121121fd		
comcast bill fd			E 10-01-15-03		31.69	0.00
			Invoice Total-		31.69	
0285	19868	12	comcast pub works	11132021		
comcast pub works			E 20-01-15-03		1.02	0.00
			Invoice Total-		1.02	
			Vendor Total-		32.71	
00343 L.W. MORGRIDGE & SON, INC.						
0285	19869	12	high pressure jetter	148613		
high pressure jetter			E 20-25-24-20		310.00	0.00
			Invoice Total-		310.00	
0285	19869	12	pumping tank tS	148547		
pumping tank TS			E 20-25-24-20		395.00	0.00
			Invoice Total-		395.00	
			Vendor Total-		705.00	
00352 LAWSON PRODUCTS, INC.						
0285	19870	12	supplies/materials	9309018502		
supplies/materials			E 20-01-24-05		18.74	0.00
			Invoice Total-		18.74	
0285	19870	12	supplies/materials	9309008770		
supplies/materials			E 20-01-24-05		11.49	0.00
			Invoice Total-		11.49	
			Vendor Total-		30.23	
00375 MAINE CHIEFS OF POLICE ASSOC.						
0285	19871	12	supplies pd	1058		
supplies pd			E 10-05-20-40		126.00	0.00
			Vendor Total-		126.00	
00474 NORTHEAST HYDRAULICS, INC.						
0285	19872	12	equipment rep/maitn	79328		
equipment rep/maint			E 20-01-24-05		455.96	0.00
			Vendor Total-		455.96	
00517 THOMAS J. PHILLIPS						
0285	19873	12	boot reimb	11232021		
boot reimb			E 20-25-03-05		111.98	0.00
			Vendor Total-		111.98	

Warrant 48

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
00587 MAINE MUNICIPAL ASSOCIATION						
0285	19874	12	property and casualty	23687		
property and casualty	E 01-01-30-05				33,497.00	0.00
			Vendor Total-		33,497.00	
00617 SANEL NAPA						
0285	19875	12	vehicle rep/maint	14499fd		
vehicle rep/maint	E 10-01-24-15				3.98	0.00
			Invoice Total-		3.98	
0285	19875	12	vehicle rep/maint	11242021		
vehicle rep/maint	E 20-01-24-15				589.60	0.00
			Invoice Total-		589.60	
0285	19875	12	pub works november	14072		
pub works november	E 20-01-24-15				589.60	0.00
			Invoice Total-		589.60	
			Vendor Total-		1,183.18	
00648 SOUTHERN MAINE PLANNING						
0285	19876	12	planning assistance	15817		
planning assistance	E 01-03-10-35				52.50	0.00
			Invoice Total-		52.50	
0285	19876	12	stormwater	15805		
stormwater	E 20-30-10-02				1,870.50	0.00
			Invoice Total-		1,870.50	
			Vendor Total-		1,923.00	
00650 SOUTHWORTH-MILTON, INC.						
0285	19877	12	equipment rep/maint	2157750		
equipment rep/maint	E 20-01-24-10				570.00	0.00
			Vendor Total-		570.00	
00725 TREASURER OF STATE						
0285	19878	12	motor vehicle stamp	31090-002		*** SEPARATE ***
motor vehicle stamp	E 01-01-20-40				5.25	0.00
			Invoice Total-		5.25	
0285	19879	12	bmv 1104-1130	1104-1130		
bmv 1104-1130	G 01-2040-00				57,264.89	0.00
			Invoice Total-		57,264.89	
			Vendor Total-		57,270.14	
00764 VERIZON/WIRELESS						
0285	19880	12	cell phones pub works	9893179697		
cell phones pub works	E 20-01-03-12				73.31	0.00
			Vendor Total-		73.31	
00816 IRVING OIL MARKETING, INC.						
0285	19881	12	feul bill pub works	34255508		
fuel bill pub works	E 20-01-20-15				103.02	0.00
			Invoice Total-		103.02	
0285	19881	12	fuel bill csd	34214142		
fuel bill csd	E 30-01-20-15				207.10	0.00
			Invoice Total-		207.10	
			Vendor Total-		310.12	
00824 TREASURER, STATE MAINE						
0285	19882	12	dogs november	112021		
dogs november	G 01-2030-00				303.00	0.00

Warrant 48

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
Vendor Total-					303.00	
00827 TREASURER OF STATE						
0285	19883	12	weapons	112021		
weapons november			G 01-2050-00		30.00	0.00
Vendor Total-					30.00	
00899 TREASURER OF STATE						
0285	19884	12	IF&W november	112021		
IF&W November			G 01-2030-00		2,096.50	0.00
Vendor Total-					2,096.50	
00906 W.B. MASON COMPANY, INC.						
0285	19885	12	office supplies	225547697		
office supplies			E 01-01-20-40		83.50	0.00
Invoice Total-					83.50	
0285	19885	12	supplies fd	224975057		
supplies fd			E 10-01-20-40		55.05	0.00
Invoice Total-					55.05	
0285	19885	12	supplies fire dept	224813249		
supplies fire dept			E 10-01-20-40		49.99	0.00
Invoice Total-					49.99	
0285	19885	12	supplies fire dept	STMT42033027		
supplies fire dept			E 10-01-20-40		6.40	0.00
Invoice Total-					6.40	
0285	19885	12	supplies	225067926		
supplies			E 01-01-20-40		68.40	0.00
Invoice Total-					68.40	
0285	19885	12	water town office	225334806		
water town office			E 01-01-20-40		21.66	0.00
Invoice Total-					21.66	
0285	19885	12	office supplies	225214447		
office supplies			E 01-01-20-40		9.27	0.00
Invoice Total-					9.27	
0285	19885	12	water pub works	225256017		
water pub works			E 20-01-20-40		31.98	0.00
Invoice Total-					31.98	
Vendor Total-					326.25	
00938 GREAT WORKS REGIONAL LAND TRUST						
0285	19886	12	annual contribution	1212021		
annual contribution			E 05-05-50-20		150.00	0.00
Vendor Total-					150.00	
00980 GATEWAY SERVICE OF ELIOT, INC.						
0285	19887	12	vehicle rep/maint	12621		
vehicle rep/maint			E 20-01-24-15		300.00	0.00
Vendor Total-					300.00	
01051 WELLS FARGO FINANCIAL LEASING						
0285	19888	12	copier lease csd	5017860296		
copier lease csd			E 30-01-10-30		111.83	0.00
Vendor Total-					111.83	
01244 P. GAGNON & SON, INC.						
0285	19889	12	fuel oil	11971		
fuel oil FD			E 10-01-15-01		365.09	0.00

Warrant 48

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
Vendor Total-					215.87	
01830 CHUCK POIRIER						
0285	19899	12	new faucet	2558		
new faucet			E 01-01-24-20		380.00	0.00
Vendor Total-					380.00	
01853 TOWN HALL STREAMS						
0285	19900	12	town hall streams	13612		
town hall streams			E 01-01-05-24		250.00	0.00
Vendor Total-					250.00	
01858 Pitney Bowes						
0285	19901	12	postage lease	3314710792		
postage lease			E 10-05-10-14		95.91	0.00
Vendor Total-					95.91	
01916 NORTH COAST SERVICES, LLC						
0285	19902	12	recycling fees	35952		
recycling fees			E 20-25-06-55		796.27	0.00
Vendor Total-					796.27	
02029 WEX Bank						
0285	19903	12	fuel bill fire dept	75543459		
fuel bill fire dept			E 10-01-20-15		340.97	0.00
Vendor Total-					340.97	
02144 Teamsters Union Local 340						
0285	19904	12	union dues pub works	122021		
union dues pub works			G 01-2237-00		532.00	0.00
Vendor Total-					532.00	
02223 High Flying Flag Co.						
0285	19905	12	flags for PD	4721		
flags for PD			E 10-05-24-20		310.00	0.00
Vendor Total-					310.00	
02302 Holloway Automotive Group						
0285	19906	12	vehicle rep/maint	112021		
vehicle rep/maint			E 20-01-24-15		3,267.81	0.00
Vendor Total-					3,267.81	
02350 New England Kenworth						
0285	19907	12	vehicle rep/maint	113021		
vehicle rep/maint			E 20-01-24-15		430.95	0.00
Vendor Total-					430.95	
02424 Allied Equipment, LLC						
0285	19908	12	equipment rep/maint	5376		
equipment rep/maint			E 20-01-24-10		2,338.40	0.00
Vendor Total-					2,338.40	
02601 Zip's AW Direct						
0285	19909	12	rep/maintenance	935985		
sign materials			E 20-01-24-78		203.97	0.00
Vendor Total-					203.97	
02671 JD's Drain Cleaning Inc.						
0285	19910	12	building maint	3017		
building maint			E 20-25-24-20		295.00	0.00
Vendor Total-					295.00	

Warrant 48

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
02691 TRUGREEN Processing Center						
0285	19911	12	ice melt		12072021	
ice melt			E 20-05-22-25		641.44	0.00
Vendor Total-					641.44	
02774 Quadient Finance USA, Inc						
0285	19912	12	postage		11465188	
postage			E 01-01-20-05		1,000.00	0.00
Vendor Total-					1,000.00	
02789 Rochelle Bishop						
0285	19913	12	mileage		102021/112021	
mileage			E 01-03-03-06		162.85	0.00
Vendor Total-					162.85	
02831 New England Fire Equipment & Apparatus Corporation						
0285	19914	12	fire truck reserve		29124	
fire truck reserve			E 62-05-99-01		1,922.99	0.00
Vendor Total-					1,922.99	
02929 Christine Mayo						
0285	19915	12	excise reimb		11232022	
excise reimb			R 01-01-04		154.12	0.00
Vendor Total-					154.12	
02930 Absolute Title						
0285	19916	12	tax overpayment		acct 253	
tax overpayment			G 01-1120-22		1,370.59	0.00
Vendor Total-					1,370.59	
02931 Thomas/ Leslie Hoyt						
0285	19917	12	interest for overpayment		11292021	
interest for overpayment			R 01-01-10		11.84	0.00
Vendor Total-					11.84	
02932 Scott Rome						
0285	19918	12	sewer billing error		13 autumn lane	
sewer billing error			R 70-01-90		130.31	0.00
Vendor Total-					130.31	
02933 Jason Claffey						
0285	19919	12	tax overpayment		acct 522	
tax overpayment			G 01-1120-22		1,217.26	0.00
Vendor Total-					1,217.26	
02934 A1 Auto						
0285	19920	12	bucket truck purchase		12092021	
bucket truck purchase			E 62-05-99-01		13,450.00	0.00
Vendor Total-					13,450.00	

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Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
			Prepaid Total-		0.00	
			Current Total-		193,961.95	
			EFT Total-		0.00	
			Warrant Total-		193,961.95	

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

ALEX ORESTIS

DocuSigned by:

Richard Donhauser

RICHARD DONHAUSER

DocuSigned by:

William Eddy

WILLIAM EDDY

LAUREN DOW

DocuSigned by:

Lauren Dow

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DocuSigned by:

Robert McPherson

ROBERT MCPHERSON

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