

Eliot Select Board Agenda
Thursday July 27, 2023 5:30PM Town Hall
Meeting Room and use of the OWL for Remote via ZOOM

Call to order

Roll Call

- A. Pledge of Allegiance**
- B. Public Comment**
- C. Approval of Minutes:**
- D. Public Hearing(s); (none)**
- E. Department Head/Committee Report**
Town Manager's Report

- F. Board and Committee Appointments/Resignations**
 - 1. Resignation from BOA Bruce Cabot Trott

- G. New Business**
 - 1. Personnel Policy Update

- H. Old Business**
 - 1. Project(s) Update
 - 2. Town Manager Contract

I. Approval of Warrants:

Payroll Warrants

#03 \$113,796.50
#05 \$57,130.27
#06 \$42,762.40

Accounts Payable Warrants

#02 \$193,406.16
#04 \$1,003,351.51
#06 \$42,762.40
#07 \$850,357.46

J. Adjourn

Join Zoom Meeting

<https://us06web.zoom.us/j/81873728839?pwd=S2FKT3h4eU1QTlFMS241U1JTYVjUT09>

Meeting ID: 818 7372 8839

Passcode: 470358

One tap mobile

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Dial by your location

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Eliot Town Manager Report

July 20, 2023

Submitted by

Michael J. Sullivan to the Eliot Selectboard

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

Website Refresh-CivicPlus.

On Wednesday July 19th staff will be attended an on-line webinar specifically to learn more about the website rebuilding process through CivicPlus. This includes addressing improved features as well as ones which were not available to our old website.

The webinar is a two-hour training to address both back end and front-end features. There will be improved access to records, such as minutes, agendas and public hearing announcements. We are working towards a direct link from the website to live meetings and to the recordings to allow a "one click" connection.

One of the important upgrades will bring the website into compliance with the Americans with Disabilities Act. The feature is called AudioEye and will allow sight impaired individuals to have text read to them off of the site. There also will be a robust sign-up feature, polling component and notification system all to better communicate accurate information to the residents, visitors and employees.

The upgraded website will also allow us to present more portals to committees, policies, ordinances and other important communal information. The present site has served the Town well, but this investment will be money well spent.

Mainspring-GA.

Next week the GA Administrator and I will tour the 22 Shapleigh Mainspring facility. As we have discussed several previous meetings, the intent is to establish a one stop General Assistance facility for the region. Allowing people to receive information about job training, housing, recovery options, assistance, medical care and a long list other service for the public in a comprehensive one stop setting.

Having all the service at one address will provide a client with an integrated plan for economic, social and physical challenges they may be facing. This wrap around approach to the human and social services makes sense, as rarely is the GA challenges singular in nature and almost always multi-faceted.

There is still work to be done on the modeling and we will continue to work with the Executive Director Emily Flinkstrom, as well as Eliot's own Megan Ross-Shapiro on the details and report back as we solidify the plans.

Route 236, beyond Water and Sewer.

Planner Jeff Brubaker and I recently met with Stephanie Carver and Dean Williams from Southern Maine Planning and Development Commission (SMPDC) and Stephen Cole from Maine DOT to discuss the future projects for Route 236.

The Depot Road/Harold L Dow intersection, the Goodwin/Dow/Dover Road intersections which were part of the discussion. SMPDC is collecting new data about these areas to inform any planning or strategies to be considered. It is required to look at all options, including the "roundabout" concept. While there is a fair amount of skepticism expressed by the public, I would encourage patience and when the new data is presented to explore the best options.

The Goodwin/Dow/Dover crossing is part of what referred to as the regional KACTS initiative. The Depot/Dow is part of a design project from the Kittery line to that intersection. We will include input to the greatest extent possible from residents, organizations like the Eliot Garden Club, as these unfold.

The larger Water and Sewer Extension Project along 236, Beech and State is continuing, they are week behind on the update and I will be meeting with all the parties later this afternoon to discuss that and other issues. As always thank you to the residents for their patience and sometimes good humor. We know this is not easy, but the results will be worth it.

Eliot PD Recruits.

The next few months will be difficult as two Eliot cadet officers are training at the full-time academy in Vassalboro. Officers Robert Govani and Casey Cyr are known already to many in the Town of Eliot as each have been serving the community for quite some time now.



Once their training is completed at the academy, they will be back in Eliot serving the citizens of the town. We wish them every success in the preparation and appreciate their efforts in that regard.

We also welcome the latest addition to the PD fleet. Given the challenges to get properly equipped and suitable public safety vehicle, I must tip my hat to Chief Moya and his staff for

jumping on a local opportunity and wrangling this vehicle away from the departments which are ordering a dozen at a time. Looks great!
Investing in Elliot!

Respectfully submitted,

Michael J. Sullivan

Town of Elliot, Manager

July 13, 2023

Richard Donhauser
Chairman, Eliot Select Board
1333 State Road
Eliot, Maine 03903

Please except this letter of resignation for my position as Vice Chair of the Town of Eliot Board of Appeals. It has been a great experience working on the board for the last five years. I want to thank the Select board for the appointment as well as thank all those members of the BOA that I had the pleasure to serve with.

I would also like to take the time to thank the town staff that I worked with and received hours of support from. Our CEO, Town Planner and Land Use Administrative Assistant make the work easier for the members and I want to thank them all.

Respectfully

B. Cabot Trott

TOWN OF ELIOT
MANUAL OF PERSONNEL POLICIES
Adopted May 23, 2019

A VERY SINCERE WELCOME!

On behalf of your colleagues, we welcome you to the Town of Eliot and wish you every success here.

We believe that each employee contributes directly to Eliot's growth and success, and we hope you will take pride in being a member of our team.

This manual was developed to describe some of our expectations for our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee manual as soon as possible, for it will answer many questions about employment with the Town of Eliot.

We hope that your experience here will be challenging, enjoyable, and rewarding.

AGAIN, WELCOME!

SINCERELY,

Eliot Select Board

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The manual is not a contract, nor is any part or provision contained in it a contract. This manual should not be read as a guarantee of continued employment or any particular work benefit or

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this portion of the policy from the Town Manager is presented to Human Resources stating the reason for the "exception". This applies to all departments, Police, Fire, Community Service, Public Works, Transfer Station, Town Hall. In the case of the Town Manager the Select Board Chair will act instead of the Town Manager for compliance.

EMPLOYEE RELATIONS:

Our experience has shown that when employees deal openly and directly with Department Heads (and supervisors with employees) the work environment will be excellent, communications will be clear, and attitudes will be positive. We believe that the Town of Eliot amply demonstrates its commitment to employees by responding effectively to employee concerns. If employees have concerns about work conditions, training opportunities or compensation, they are strongly encouraged to voice these concerns openly and directly to their Department Manager if appropriate or to the Town Manager directly if there are process concerns. .

EQUAL EMPLOYMENT OPPORTUNITY:

The Town of Eliot is an equal opportunity employer. It is committed to complying with federal and state anti-discrimination laws and providing a workplace that is free from discrimination on the basis of race, color, religion, national origin, sex, pregnancy, sexual orientation (including gender identity and expression), disability, age, ancestry, genetic information, whistleblower status, military/veteran status, or any other status protected by law. This policy applies to all employment decisions, including, but not limited to, recruitment, hiring, promotion, compensation, benefits,

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be contacted in case of emergency, lapse or revocation of any licensure, educational accomplishments, and other such information should be accurate at all times. If any personal data has changed, employees must notify their supervisor or Department Head.

PROBATIONARY PERIOD:

The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Town uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the Town may end the employment relationship at any time during the probationary period, with or without cause, advance notice or any right of appeal to the Town.

All new and rehired employees work on a probationary basis for the six (6) months after their date of hire (or one year from the date of graduation from the police academy for police officers). Employees who are promoted or transferred within Town must again complete a probationary period of the same length with each reassignment to a new position.

In cases of promotions or transfers within the Town, an employee who, in the judgment of the Town Manager, is not successful in the new position can be removed from that position at any time during the repeated probationary period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and the Town's needs. In cases of promotions or transfers within the Town, an employee is entitled to continue to accrue their level of sick and vacation time as before the transfer or promotion.

Upon satisfactory completion of the initial probationary period, employees may be authorized by the Town Manager to enter the "regular" employment classification. Employment status is not changed during the second probationary period that results from a promotion or transfer within the Town of Eliot.

The Town Manager is allowed to adjust the probationary period for new hires to three months and for promotions and transfers to one month if performance expectations are met and documented. The probationary period may be extended by up to six months for an employee who has not meet the expectations, but shows capacity and desire to work towards the set expectations. Notification to the Select Board must be provided.

EMPLOYMENT APPLICATIONS:

The Town of Eliot relies on the accuracy of information contained in the employment application as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications or material omissions in any of this information or data may result in the Town's exclusion of the individual from further consideration for employment or, if the person has been hired, in termination of employment.

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JOB PERFORMANCE REVIEW:

Every employee shall have an annual performance evaluation and goal-setting discussion performed by their supervisor or Department Head. The completed evaluation shall be reviewed with and signed by the employee and the Department Head. Probationary employees shall have a performance review within six (6) months of hire or otherwise directed by the Town Manager. The Performance Based Evaluation (PBE) is intended to solely improve employee performance, however may be part of a compensation adjustment.

Every supervisor or Department Head shall have an annual performance evaluation discussion and goal-setting performed by the Town Manager. The performance review form shall be reviewed with and signed by the Department Head and the Town Manager.

Job performance evaluations are confidential reviews of the person's performance in his/her job as outlined in his/her job description. Consideration shall be given to duties performed outside the job description in order that an update or change may be made in the job description.

All job performance evaluation are confidential and not considered a public document.

The forms to be used in job performance evaluations shall be added to the employee's personnel file at the employees request.

JOB DESCRIPTIONS:

The Town Manager, with the assistance of Department Heads, will develop and keep on file job descriptions for all positions. The Select Board must approve job descriptions. Job titles may be amended by the Town Manager as long as such a title change would not result in an increase which is greater budgeted funding. If the Town Manager is recommending a change to a job description and job title that may resulting in an increase beyond the fiscal year budgeted amount, the Select Board must review and act on said recommendation.

HIRING OF RELATIVES (NEPOTISM):

~~The employment of relatives working for the municipality may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day to day working relationships.~~ must have appropriate workplace guidelines and firewalls in place between related employees. Those guidelines should be articulated in writing a signed and kept in the personnel file of each party

Relatives of persons currently employed by the Town of Eliot may be hired only if they will not be working directly for or supervising a relative or will not occupy a position in the same line of authority within the organization. This policy applies to any relative *, higher or lower in the organization, who has the authority to review employment decisions. Town of Eliot employees cannot be transferred into such a reporting relationship.

~~If the relative relationship is established after employment, the individuals concerned will decide who is to be transferred to a new position, if available, or may otherwise face separation from~~

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~~points represents the total points assigned to the position; the total points determine which salary grade a position falls within. The Position Rating Manual contains additional details regarding the application of the position rating system.~~

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- ~~3. There will be eight pay grades. Employees are placed within a specific grade based on the point system above.~~
- ~~4. Employees with previous experience may be hired at a wage rate other than the "Hiring" step, commensurate with the applicant's previous work experience and expertise.~~

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Probationary employees are those whose performance is being evaluated to determine whether further employment with the Town of Eliot or in a specific position is appropriate, and are subject to the probationary requirements set forth in this policy. Probationary employees are eligible to participate in the group health insurance plan (Affordable Care Act) and Maine State Retirement plan, if so elected. Probationary employees also receive one-half of the normal accrual of vacation, bereavement, sick and holiday time off during the probationary period.

Temporary employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in the category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally-mandated benefits (such as e.g. workers' compensation insurance and social security), they are ineligible for all of the Town's other benefit programs, and are not entitled to appeal rights to the Town or to appeal just-cause termination.

Occasional employees are seasonal or work less than part-time and have a "irregular" schedule. Employees in this category must work less than 500 hours annually. Any person in a position in this category is not expressly entitled to benefits other than those required by state or federal law.

PHYSICAL/MENTALEXAMINATIONS:

1. A physician's examination certificate shall be required after selection for employment and before commencement of employment duties for all new hires.
2. The cost of examination will be paid by the Town of Eliot.
3. Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know.
4. Management may request a mental health evaluation for a position deemed by the Town Manager to warrant the same. The Town Manager must provide in writing to the applicant the rationale for such a demand based on the position. All findings are confidential and will be only shared with the applicant.

NON-DISCLOSURE:

The protection of confidential information and records is vital to the interests of the Town of Eliot. Such confidential information includes, but is not limited to the following examples:

- Welfare, general assistance and other protected information.
- Privileged information and documents relating to legal actions pending against the Town.
- Any information not exempt under the public records and proceedings statute or made confidential by statute or law.

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Basic workweek: The basic work week is defined as 40 hours and is defined as beginning Thursday at 12:01 a.m. and ending Wednesdays at Midnight. and as set by management and approved by the Town Manager or Select Board in the case of the Town Manager

The Town Manager is responsible for establishing hours of operation for all departments. The Town Manager may modify hours of operation for unique circumstances on a case-by-case basis. Such modification can be reviewed and / or rescinded at any time by the Select Board Employee's hours must accommodate the public, and shall be prominently posted at each facility.

1. Department Heads have the authority to set hours/time for part-time persons for special projects as approved by the Town Manager.
2. In lieu of open to the "public hours" every department must provide "by appointment hours" within reason and availability.

ATTENDANCE AND PUNCTUALITY:

Regular and punctual attendance is essential to the success of the Town of Elliot; therefore the employee must be at work and on time to perform their job duties. Except for hazardous weather conditions or other emergency situations, an employee who reports to work after his or her scheduled work time will be considered late.

If an employee knows in advance that he or she will be late or absent, or will need to leave early, absent or late the employee must notify their Department Head, Town Manager, Assistant Town Manager as far in advance as possible. In the event of an unanticipated absence or lateness, the employee must notify their Department Head or their designee as soon as possible. Excessive or habitual tardiness or chronic absenteeism is not acceptable and may result in disciplinary action, up to and including termination.

If an employee is unable to speak directly to their Department Head or their designee when attempting to notify them, the employee should leave a detailed message or send an email, which explains the reason for the absence or tardiness and a telephone number where the employee can be reached. If it is an emergency, the employee should notify as soon as possible. have someone else contact their Department Head or their designee.

If an employee is absent from work due to illness or injury for three or more consecutive business days, the Town may require a statement from the employee's health care provider, verifying the medical need for their absence. An employee may also be required to provide a statement from their health care provider that the employee are fit to return to work and resume their regular work schedule and duties. As appropriate, the Town may require the employee to report for a physical examination prior to returning for duty by a physician retained and paid by the Town. Employees may be placed on paid administrative leave pending the receipt by the Town of the results of any such "fitness for duty" examination.

If an employee is absent from work for three four or more consecutive days without notifying the Town of the reason for their absence, the employee will be considered to have voluntarily resigned their employment with the Town.

OVERTIME FOR NON-UNION (NON-EXEMPT) HOURLY EMPLOYEES:

Overtime will be paid at a rate of one and one-half (1 ½) times the employee's base rate, for hours

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1. Normally scheduled workweek shall be each department's regularly scheduled hours of daily operation for a five (5) day workweek as set by the Town Manager.
2. Compensation for the regular forty (40) hour week shall consist of one of the following or a combination of the following categories of time.
 - A. Actual hours worked
 - B. Holiday hours

REMOTE WORK

This applies to all positions which have been granted "remote work status" by the Town Manager. This status may be granted temporarily or indefinitely, and may be revoked at any time and without cause or hearing by the Town Manager or by a vote of the Eliot Select Board. This allowance can only be applied to those positions who lend themselves to the type of work which can be effectively performed away from the work place.

This status may be allied to full-time or part-time employees beyond their successful probationary period. The employee requesting this status for their position must provide substantive reasoning as to how their remote work will benefit their performance, effectiveness, and accomplish or complete work required or assigned as part of their job responsibilities.

Remote work status plan must be approved by the Town Manager; the employee must articulate what work will be performed, how working remotely will benefit productivity, bring efficiency or otherwise produce positive results for the organization. The remote employee must have hours consistent with workplace hours and should be reasonably available to staff or management by phone, email or remote platform (i.e., Teams, Zoom) for inquiries, meetings or other duties which may be available.

The location where the employee has established a "remote work station" must be suitable to perform the necessary work included in the plan as articulated. It must be cyber safe, employee safe and equipment safe. The employee must comply with all stated internet, software and equipment protection policies. Including, but not limited to password protections, security protocols, safe Wi-Fi access (no public or open system connections).

The Town of Eliot will not provide any additional compensation for internet, supplies, utilities, furniture, equipment or any other expense related an employee "remote work plan" unless expressed in writing as part of that plan. As allowed by a "remote work plan" the employee may use equipment which is meant to be portable, but is responsible for the care of said equipment while in the employee's possession (i.e., laptop, camera equipment, etc.).

Any documents or records removed form Town Hall or other work locations to be used as part of the "remote work plan" should be copies of originals, particularly any document the municipality is required to retain under the Public Records Act.

TIMEKEEPING:

Federal and state laws require the Town to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job

May 23, 2019

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scheduled payday falls on a holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

The Town reserves the right to amend employee pay cycles to bi-weekly (every two weeks) and to require direct deposit for all employees on the Town's payroll. The town reserves the right to have all payroll information and records be made available electronically and as allowed by law.

ADMINISTRATIVE PAY CORRECTIONS:

The Town takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Town Manager so that corrections can be made as quickly as possible.

PAY DEDUCTIONS:

The law requires that the Town make certain deductions from every employee's compensation, such as applicable federal and state income taxes. The Town offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

If an employee has questions concerning why deductions were made from their paycheck or how they were calculated, they should reach-out to Human Resources (Assistant Town Manager or the Town Manager) with any inquiries.

FRINGE BENEFITS:

Eligible employees of the Town of Eliot are provided a wide range of benefits. A number of the programs (such as social security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. The employee's , Human Resources or if necessary, the Town Manager can identify the programs for which employees are eligible (See Appendices).

The following benefit programs are available to eligible employees: (Note: Some benefits are fully paid by the Town, some are partially paid by the Town, and some are paid by the employee).

- BENEFIT CONVERSION AT TERMINATION
- BEREAVEMENT LEAVE
- DENTAL INSURANCE
- FAMILY LEAVE
- HEALTH INSURANCE
- HOLIDAYS
- JURY DUTY LEAVE

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backward from the date employee would begin leave. Family medical leave may be taken for the following reasons:

- Birth of a child of the employee or the employee's domestic partner;
- Placement of a child 16 years of age or less with the employee or employee's domestic partner by adoption;
- The "serious health condition" of the employee or the employee's spouse, domestic partner, parent, child, sibling or domestic partner's child;
- The donation of an organ by the employee for a human organ transplant;
- The death or "serious health condition" of the employee's spouse, domestic partner, parent, sibling, or child, if that person is a member of the military and is on active duty.

"Domestic partner" means someone who is a mentally competent adult, has lived with the employee for at least 12 months, is the employee's sole partner and expects to remain so, and who is not married to, legally separated from, or the sibling of, the employee, and who is jointly responsible with the employee for each other's common welfare as evidenced by joint living or financial arrangements, or joint property ownership. "Sibling" means a sibling of an employee who is jointly responsible with the employee for each other's common welfare as evidenced by joint living or financial arrangements, or joint property ownership. "Serious health condition" means illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility, or continuing treatment by a health care provider.

Except in cases of medical emergency, the employee must provide Employer with at least thirty (30) days' notice of the employee's intention to take leave, including the expected start and end date of the leave. If the need for leave is not foreseeable, the employee must provide such notice as soon as practicable. Employer may require certification from a physician to verify the amount of leave requested by the employee, except that an employee who in good faith relies on treatment by prayer or spiritual means, in accordance with the tenets and practice of a recognized church or religious denomination, may submit certification from an accredited practitioner of those healing methods.

All requests for leave or questions about an employee's eligibility should be directed to the Town Manager. If an employee is absent without affirmatively requesting FMLA, and Employer determines that the absence is due to a FMLA-qualifying reason, Employer will designate and count the absence as FMLA leave.

Employees are required to use any available paid time off **concurrently with** any unpaid FMLA leave. For example, if an employee plans to use the full ten (10) weeks of FMLA leave and has two (2) weeks of paid medical leave available, the first two (2) weeks of FMLA will be paid as a medical leave benefit, and the remaining eight (8) will be unpaid.

Please note also that that if an employee receives Workers Compensation benefits, Short Term Disability or any other paid benefits in connection with an absence from work, such absence will generally be designated as FMLA leave if it is needed for an FMLA qualifying reason.

In the case of FMLA leave for a serious health conditions or organ donation, the leave may be taken intermittently or on a reduced-hours basis if such leave is medically necessary. When leave is related

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intermittently or on a reduced-hours basis only when the Employer agrees. "Qualifying exigency" leave may always be taken intermittently. In some cases, Employer will have the option of transferring the employee to a temporary alternative job for which the employee is qualified and which better accommodates the recurring leave than the employee's regular job. The temporary position will have equivalent pay and benefits as the employee's regular job.

When the need for FMLA leave is foreseeable, the employee must generally provide Employer with at least thirty (30) days' notice of the employee's intention to take leave. Otherwise, the employee must provide such notice as soon as practicable. All requests for leave or questions about an employee's eligibility should be directed to the Town Manager. Within 5 business days, the Employer will notify the employee whether she is eligible for FMLA generally. At that time, the Employer will provide the employee a notice of their eligibility and rights and responsibilities under the FMLA (Form WH-381), which may include a request for more information or certification in order to determine whether the request qualifies for FMLA.

If an employee is absent without affirmatively requesting FMLA, and Employer determines that the absence is due to a FMLA-qualifying reason, Employer will designate and count the absence as FMLA leave. Employees are required to use any available paid time off **concurrently with** any unpaid FMLA leave. For example, if an employee plans to use the full twelve (12) weeks of FMLA leave and has two (2) weeks of paid medical leave available, the first two (2) weeks of FMLA will be paid as a medical leave benefit, and the remaining ten (10) will be unpaid.

Please note also that that if an employee receives Workers Compensation benefits, Short Term Disability or any other paid benefits in connection with an absence from work, such absence will generally be designated as FMLA leave if it is needed for an FMLA qualifying reason. In the case of FMLA leave related to a serious health condition or to care for a covered servicemember, Employer may require certification from a health care provider supporting the need for leave. In some instances, the Employer may require the employee to get a second opinion of a health care provider designated by, and paid for by, the Employer. A third opinion may be required in cases where the first two opinions conflict. The Employer may also require that the eligible employee obtain subsequent re-certifications on a reasonable basis.

Spouses who are both employed by Employer are jointly entitled to a combined total of 12 weeks of leave for the birth of a newborn child, for the placement of a child for adoption or foster care and to care for a parent who has a serious health condition (meaning separate parents, as the FMLA does not cover care for parents-in-law). If leave is taken for other reasons, each spouse can use the full amount of leave individually.

During FMLA leaves of absence, the Employer will maintain coverage under any group health plan for the duration of such leave at the level and under the conditions coverage would have been provided if the employee had continued employment during the leave. If the employee does not return to work after the expiration of FMLA leave, the employee may be required to reimburse Employer for any health insurance premiums it paid, unless the employee does not return because of the continuance of a serious health condition or other circumstances beyond the control of the employee. Upon return from leave, an employee is entitled to be restored to the position held by the employee before leave commenced or to a position with equivalent employee benefits, pay and other terms and conditions of employment. The taking of FMLA leave will not result in the loss of any employee benefit accrued before the date on which the leave commenced.

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The law also provides that an employer may not require an employee returning from military leave to report back to work in less than certain minimum time periods depending on the length of the leave.

USERRA and Maine law contain detailed provisions concerning military members' civilian employment and re-employment rights, and the conditions for exercising those rights. Employees should contact the Town Manager if they are anticipating a military leave of absence in order work through the process.

FAMILY MILITARY LEAVE

Under Maine law, eligible employees may receive up to 15 days of unpaid family military leave, upon notice and request, in connection with a covered deployment of certain family members. Please note that depending upon the number of employees employed by Employer at any given time, this law may not apply to Employer.

To be eligible, an employee must been employed by Employer for at least 12 months and for at least 1250 hours of service during the 12 months immediately preceding the leave.

The family member must be the spouse, domestic partner (see FMLA policy for definition of domestic partner), or parent of a person who is a resident of the State and is deployed for military service for a period lasting longer than 180 days.

The leave must be used during the 15 days immediately preceding or immediately following the deployment, or some combination of both (e.g. 8 days before, 7 days after deployment).

Employee benefits may continue, at the current employee rate, during the leave, and employment (or equivalent employment) will be restored after the leave, unless the employer proves that the employee was not restored to such employment because of conditions unrelated to the employees' exercise of family military leave rights.

An employee who uses or seeks to use a family military leave, is free from retaliation.

The employee must give at least 14 days' notice of the intended date upon which the family military leave will commence if leave will consist of 5 or more consecutive work days, and, if not, as soon as is practicable.

Employer may require certification from the proper military authority to verify eligibility for Family Military Leave. This will generally be in the form of, but is not limited to, military orders provided to the service member, or other written certification.

Employees may use vacation and sick time during a family military leave.

HEALTH AND DENTAL INSURANCE:

Health and dental insurance for all employees and their family are paid for by the Town at a rate to be determined by Select Board and as explained in this policy. Eighty percent (80%) of Health Insurance coverage cost are paid for by the municipality for all plans.

Draft Revisions (06-2023)

participation on jury duty must submit proof of jury duty payment to the Town upon their

Draft Revisions

Draft Revisions (06-2023)

- B. Sick leave is to be paid at the base pay per diem rate in force at the time of notification of resignation by the employee,
- C. For purpose of pay-back, the maximum number of pay-back days will be sixty (60). The pay-back limit is set at 30 maximum for all hires after the date of this revision.

Draft Revisions

Draft Revisions (06-2023)

- E. Disability retirement or separation disability: in these circumstances, the employee shall be granted all sick leave to his credit ~~prior to~~ at separation. The employee shall also be granted any annual leave for which a lump sum annual leave payment cannot be made.
- F. Physical examination for military training: time required for physical examinations prior to military training duty or for promotions in the reserves is chargeable to sick leave. A copy of the orders requiring the examination must accompany the request for such sick leave. However, employees called for examination for duty in the armed forces under the military selective service act will be excused without charge to leave or loss of pay. If absence for this purpose exceeds one day, the employee will be required to submit a statement from the examining office explaining the necessity for the additional absence.
- G. Disabling injury or sickness: employees sustaining a disabling injury or sickness and qualifying for compensation from disability insurance, from a Town insurance policy, may be compensated from a combination of sick leave and disability insurance not to exceed 100% of his/her normal week's gross wages prior to incapacity. The Town will pay and charge sick leave in the percentage necessary to result in 100% gross wage.
- H. In the event of a disabling injury or sickness, an employee may receive compensation totally from sick leave (accrued leave permitting) until such time as insurance payments commence. At that time, the employee must reimburse the Town for disability insurance compensation received. The Town will adjust the accrued sick leave balance for sick days bought back.
- I. If for any reason beyond the control of the employee or the employer work is suspended the employee will be allowed to use sick or any other leave until such time a return-to-work order is given. A subsequent restoration of time may be considered by management as to the extent and cost to the municipality by the Town Manager and must be approved by the Select Board.

3. PROCEDURE:

- A. Notification: when an employee becomes ill and unable to report to work, he / she shall so notify his / her Department Head or their designee. Such notification shall specify that the absence is because of illness or injury, the nature of it, and the probable duration if known. The notification shall normally be made within two hours of the start of the employee's work shift on the first day of the absence. Employees have an obligation to keep their Department Head or their designee informed on a continuing basis of their expected date of return to duty. If any sick leave exceeds three (3) days, the employee may be required to provide a note from a medical provider to the Town prior to returning to work. The Town of Eliot also reserves the right to send the employee to an occupational specialist at the town's expense (10-day doctor). Therefore, when the period of absence extends beyond the date given by the employee during his initial call, he or she shall notify his Department Head or their designee of the new date he expects to return to work and continue to do so until he returns to work. Failure to do so may constitute

Draft Revisions (06-2023)

1) If at any time during a period of approved sick leave, the Department Head or their designee has cause to doubt the validity of the employee's claim of incapacitation, the employee's Department Head or shall notify Human Resources to review the circumstance and investigate further is deemed appropriate by the Town Manager or Assistant Town Manager. If a review is to follow the employee will be notified in writing via email that a review has been opened, ~~the reason for the doubt, and that unless a satisfactory explanation is received within a reasonable time, the employee's absence will be changed to a nonpaying status and possibly face disciplinary actions.~~ The employee will be given an opportunity to address all allegations in writing, if it is determined there was abuse of this policy there may be disciplinary action including termination if warranted.

4. SICK LEAVE AS PERSONAL LEAVE:

~~A. Any employee with accrued sick leave may request to use one day at a time of sick leave as personal leave.~~

~~B. An employee may not use more than 3 sick days as personal days within a calendar year.~~

C. Personal leave may be used for appointments with non-medical professionals such as attorneys, accountants, etc. It may be used for deaths that are not recognized as bereavement leave. It may be used by an employee who does not feel that it is safe to travel to work that day due to inclement weather. It may be used for other reasons not specifically listed.

~~D. Personal leave is not granted automatically upon request, although administration will make reasonable effort to accommodate personal leave requests. Requests for personal leave may be denied by the Department Head or their designee. Some reasons for denial may be staffing, notice of request was too short, timing if there will be a need for that person to be in the office because of an anticipation of intensive activity during the day requested, first of the month, etc.~~

E. Request for personal leave should be made in writing to the Department Manager or their designee as early as possible. One exception is personal leave for inclement weather, which cannot be made in writing or prior to the occurrence.

VACATION LEAVE:

1. Award of and Credit for Unused Vacation Time:

A. Lump Sum Vacation

~~A probationary employee is credited with two and one-half (2.5 days) days of may be granted paid vacation leave that is to be used or accrued during the first six (6) months of service from the Town Manager when requested by the employee and approved by the Department Manager. All other employees governed under this set of Personnel Policies will receive the full amount of vacation days due to them (see below) for that year in a "lump sum" on July 1 of~~

Draft Revisions (06-2023)

Over eleven (11) years days	twenty (20)
Over twenty-five (25) years (21) days	twenty-one
Over twenty-six (26) years (22) days	twenty-two
Over twenty-seven (27) years (23) days	twenty-three
Over twenty-eight (28) years (24) days	twenty-four
Over twenty-five (25) years (25) days	twenty-five

B. Change in accrual:

Changes in the rate of vacation leave accrual shall take effect as of the employee's anniversary date of the leave year in which the employee completes the prescribed period of service.

C. Maximum accumulations:

- 1) Each employee is entitled to accumulate vacation leave until it totals not more than ten (10) days on June 30 of any leave year.

2) It is expected that annual leave will be used in the year earned. Failure to properly utilize allowed vacation time according to this policy can and will result in the forfeiture of said paid time off.

3. Usage of vacation leave:

Vacation leave may be taken in increments of as little as 4 hour 30-minute increments.

4. Granting annual leave:

A Department Head may grant an employee his or her accrued leave any time during the year.

B. The needs of the departmental services provided to the public shall determine whether an employee can be spared; however, leave should be granted to suit the wishes of the employee, whenever practicable.

C. Non-forfeiture:

The granting of vacation leave shall not be restricted by the Department Head on the ability of the employee to use said earned leave to the extent that an employee forfeits their earned leave. Each Department Head or their designee who is authorized to grant leave shall be responsible for implementing this policy.

D. Requesting annual leave:

Draft Revisions (06-2023)

Failure to immediately report such injury or illness may also result in the denial of the employee's claim by both the workers' compensation carrier and their health insurer.

Neither the Town nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the Town, or from employment outside the Town.

GRIEVANCE PROCEDURE POLICY:

This procedure is not for discrimination or harassment, which are covered under separate policies and/or laws.

This policy shall apply to any employee not covered by a union contract, which has a grievance procedure stated in it. A grievance is hereby defined as any dispute an employee may have on the meaning or application of any personnel policy or practice. A dispute shall be settled as follows:

1. An employee, believing a reason for grievance exists, must first state the problem in writing and discuss the matter with the Department Head within two (2) working days of noting the grievance. Within five (5) working days of such meeting, the Department Head must render a written decision.
2. If the grievant is not satisfied with the decision, the grievant may, within five (5) working days of receipt of the decision, forward the grievance in writing to the Town Manager. The Town Manager shall meet with the grievant and the appropriate Department Head within ten (10) days or, as soon as practicable by agreement of the grievant, the Department Head and the Town Manager. A final decision from the Town Manager shall be in writing and issued within fourteen (14) days after the conclusion of any such hearing.

DISCRIMINATORY HARASSMENT – SEXUAL HARASSMENT

Employer is also dedicated to providing a workplace that is free from discriminatory harassment. In keeping with its Equal Employment Opportunity policy and applicable law, employees are prohibited from harassing others on the basis of race, color, religion, national origin, sex, pregnancy, sexual orientation (including gender identity and expression), disability, age, ancestry, genetic information, whistleblower status, military/veteran status, or any other status protected by law, and for any supervisory employee to permit any such act of harassment in the workplace by anyone, whether or not an employee.

The conduct prohibited by this policy includes any verbal or physical conduct based on a person's protected status that unreasonably interferes with an employee's job performance or creates a hostile work environment. Among the types of conduct prohibited by this policy are epithets, slurs, negative stereotyping or intimidating acts based on an individual's protected status and the circulation or posting of written or graphic materials that show hostility toward an individual because of his or her protected status.

ELIOT
12:30 PM**Payroll Warrant**

Pay Date: 07/13/2023

**** REPRINT ****

07/13/2023

Page 1

WARRANT: 3

Check	D / D	Check	Employee	Gross Pay
15381	0.00	332.46	4453 GARY P. BERG	360.00
15382	0.00	1,103.46	4654 BENJAMIN J. BARTHELEMY	1,530.00
15383	0.00	795.18	4656 DANIEL E. SMITH	1,044.00
15384	0.00	1,106.52	4590 Daniel F Boyle	1,350.00
15385	0.00	931.30	4546 Mia B Bragdon	1,044.00
15386	0.00	124.67	4510 JACK A. BURRIDGE	135.00
15387	0.00	499.71	4508 Matthew R Carroll	612.00
15388	0.00	2,526.76	4533 RALPH B. COLLINS	3,492.00
15389	0.00	1,578.09	4534 JASON M. CULLEN	2,034.25
15390	0.00	2,172.19	4514 THEODORE R. GOODWIN	2,970.00
15391	0.00	412.23	4009 James H Gurney	474.00
15392	0.00	1,199.28	4562 THOMAS B. JENKINS	1,494.00
15393	0.00	1,112.95	4515 ORLAND G. MCPHERSON	1,545.00
15394	0.00	448.00	4517 ROBERT O. MCPHERSON	603.00
15395	0.00	199.48	4151 Mark A Mooradian	216.00
15396	0.00	928.16	4552 CORNELIUS G. MOYNAHAN	1,110.00
15397	0.00	1,593.22	4005 GERALD MOYNAHAN	2,073.75
15398	350.00	417.42	4501 JAY P. MUZEROLL	1,000.35
15399	0.00	2,833.40	4501 JAY P. MUZEROLL	4,483.25
15400	0.00	1,928.15	4539 ERIC J. OUELLETTE	2,508.25
15401	0.00	2,235.36	1284 Josie H Ouellette	3,348.00
15402	0.00	166.23	4548 Sean J Panora	180.00
15403	0.00	504.51	4599 Michael J Plocharczyk	558.00
15404	0.00	935.10	4516 CHRISTOPHER S. ROBINSON	1,264.00
15405	0.00	387.87	4532 Meghan Rooney	420.00
15406	0.00	1,705.86	4152 Joren M Taylor	2,448.00
15407	0.00	2,952.47	4523 B. CABOT TROTT	4,226.50
15408	0.00	1,332.45	4551 Cameron Trott	1,836.00
15409	0.00	2,274.59	4507 RONALD D. TURNER, JR.	3,132.00
15410	0.00	33.25	4547 Alana A Vasapoli	36.00
15411	0.00	2,257.52	2062 DONALD WEBBER	3,105.00
15412	0.00	297.00	4698 Haley M Whitaker	360.00
15413	0.00	631.31	3010 Norman R Albert	855.00
15414	0.00	85.42	1110 Heath L Seeley	92.50
115381	979.82	0.00	1005 MELISSA T. ALBERT	1,559.60
115382	936.21	0.00	1003 Rochelle M Bishop	1,502.80
115383	944.19	0.00	1032 Jeffery S. Brubaker	1,607.20
115384	782.56	0.00	1063 BRENDA L. HARVEY	1,203.60
115385	919.63	0.00	1059 Kristin D McNulty	1,600.00
115386	1,184.20	0.00	1010 WENDY J. RAWSKI	1,730.81
115387	725.49	0.00	1026 David R Ross-Lyons	1,114.80
115388	1,492.71	0.00	1041 Michael J. Sullivan	2,077.60
115389	261.85	0.00	6084 Robert B. Veino	291.24
115390	642.37	0.00	1077 Mikayla L.F. Ferrara	940.00
115391	781.63	0.00	1101 Lauren A Small	1,157.02
115392	1,115.64	0.00	1099 Donald K Ferrara	1,528.80
115393	665.77	0.00	1069 Kim R Tackett	990.00
115394	713.80	0.00	5078 Casey R Cyr	1,152.46

ELIOT
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Pay Date: 07/13/2023

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WARRANT: 3

Check	D / D	Check	Employee	Gross Pay
115395	772.46	0.00	5053 BRIAN P. DELANEY	1,368.64
115396	1,182.90	0.00	5076 William A. Dries	1,873.66
115397	978.32	0.00	5077 Robert Govoni	1,524.51
115398	1,266.51	0.00	5019 Ronald H Lund	2,271.94
115399	895.38	0.00	5074 Ryan D. Mazur	1,598.48
115400	1,157.96	0.00	5068 ELLIOTT L. MOYA	2,230.80
115401	1,792.99	0.00	5084 Timothy C. Niehoff	3,207.89
115402	589.14	0.00	5071 JUDITH F. SMITH	912.40
115403	386.09	0.00	1263 Thomas J. Phillips, III	478.63
115404	639.54	0.00	3104 Douglas M Blaisdell	1,059.61
115405	889.86	0.00	3111 Craig Brown	1,428.00
115406	603.36	0.00	4538 BRIAN C. HOLT	872.00
115407	562.42	0.00	4538 BRIAN C. HOLT	684.00
115408	683.32	0.00	3116 Austin D Mahoney	1,018.00
115409	903.13	0.00	3028 JAMES G. ROY	1,421.20
115410	1,709.41	0.00	3028 JAMES G. ROY	2,587.25
115411	458.86	0.00	3008 DONALD E. SYLVESTER	512.60
115412	549.44	0.00	3117 Will B Parker	672.00
115413	317.77	0.00	3102 RONALD PEARSON	406.98
115414	271.50	0.00	3083 RALPH E. PLACE	344.93
115415	295.30	0.00	3084 Daryl R Theriault	319.77
115416	301.59	0.00	3059 Robert H. Whittaker	377.91
115417	273.55	0.00	3110 Nicholas P Willis	345.99
115418	628.11	0.00	1831 Daniella Jackie Aceto	778.75
115419	721.59	0.00	1310 Lindsay M. Jardine	1,016.35
115420	396.98	0.00	1080 Abbigail M LeBlanc	444.50
115421	879.34	0.00	1060 HEATHER MUZEROLL-ROY	1,388.00
115422	588.26	0.00	1052 AMANDA D. PARADIS-SAUCIER	1,002.08
115423	408.07	0.00	1832 Hannah E Rossignol	441.88
115424	478.98	0.00	1112 Jason C Singer	577.50
115425	550.74	0.00	1081 Ella G Vennard	673.75
115426	337.44	0.00	1092 Gabriella L Wiggan	390.00
115427	570.14	0.00	1111 Kara M Bergeron	700.00
115428	293.81	0.00	1164 Austin D Moore	333.00
115429	0.00	35,830.13	D / D 9 KENNEBUNK SAVINGS BANK	
15415	0.00	54.74	T & A 9 Mission Square	
15416	0.00	54.74	T & A 10 Misslon Square	
115430	0.00	28,066.68	T & A 1 Kennebunk Savings Bank	
115431	0.00	170.00	T & A 7 Maine State Retirement Service	
115432	0.00	5,254.59	T & A 4 Treasurer of State	

ELIOT
12:30 PM

Payroll Warrant

Pay Date: 07/13/2023

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07/13/2023

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WARRANT: 3

Check	D / D	Check	Employee	Gross Pay
Total	35,830.13	107,472.45		105,658.78

Put into A/P	39,924.80
Taken out of A/P	(33,600.75)
Total Payroll	113,796.50

<u>Count</u>	
Checks	88

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

Lauren Dow

Bruce Cabot Trott

Richard Donhauser

Stanley Shapleigh

William Widi

ELIOT
2:59 PM**Payroll Warrant**

Pay Date: 07/20/2023

**** REPRINT ****

07/19/2023

Page 1

WARRANT: 5

Check	D / D	Check	Employee	Gross Pay
15418	350.00	417.42	4501 JAY P. MUZEROLL	1,000.35
15419	0.00	842.43	3010 Norman R Albert	1,140.00
15420	0.00	85.42	1110 Heath L Seeley	92.50
115418	978.60	0.00	1005 MELISSA T. ALBERT	1,559.60
115419	934.89	0.00	1003 Rochelle M Bishop	1,502.80
115420	942.77	0.00	1032 Jeffery S. Brubaker	1,607.20
115421	782.56	0.00	1063 BRENDA L. HARVEY	1,203.60
115422	143.56	0.00	2125 ELLEN M. LEMIRE	198.50
115423	927.04	0.00	1059 Kristin D McNulty	1,615.00
115424	1,184.19	0.00	1010 WENDY J. RAWSKI	1,730.80
115425	724.51	0.00	1026 David R Ross-Lyons	1,114.80
115426	1,492.71	0.00	1041 Michael J. Sullivan	2,077.60
115427	261.85	0.00	6084 Robert B. Veino	291.24
115428	641.54	0.00	1077 Mikayla L.F. Ferrara	940.00
115429	752.40	0.00	1101 Lauren A Small	1,115.20
115430	1,114.29	0.00	1099 Donald K Ferrara	1,528.80
115431	664.90	0.00	1069 Kim R Tackett	990.00
115432	713.80	0.00	5078 Casey R Cyr	1,152.46
115433	1,317.65	0.00	5053 BRIAN P. DELANEY	2,217.28
115434	976.77	0.00	5076 William A. Dries	1,495.78
115435	838.21	0.00	5077 Robert Govoni	1,273.44
115436	1,142.84	0.00	5019 Ronald H Lund	2,041.70
115437	925.20	0.00	5074 Ryan D. Mazur	1,652.82
115438	1,140.56	0.00	5068 ELLIOTT L. MOYA	2,230.80
115439	2,047.85	0.00	5084 Timothy C. Niehoff	3,688.17
115440	589.14	0.00	5071 JUDITH F. SMITH	912.40
115441	401.61	0.00	1263 Thomas J. Phillips, III	499.44
115442	639.53	0.00	3104 Douglas M Blaisdell	1,059.60
115443	889.86	0.00	3111 Craig Brown	1,428.00
115444	588.01	0.00	4538 BRIAN C. HOLT	850.20
115445	760.61	0.00	3116 Austin D Mahoney	1,132.53
115446	903.12	0.00	3028 JAMES G. ROY	1,421.21
115447	284.90	0.00	3008 DONALD E. SYLVESTER	308.50
115448	549.44	0.00	3117 Will B Parker	672.00
115449	317.77	0.00	3102 RONALD PEARSON	406.98
115450	271.50	0.00	3083 RALPH E. PLACE	344.93
115451	295.30	0.00	3084 Daryl R Theriault	319.77
115452	301.59	0.00	3059 Robert H. Whittaker	377.91
115453	273.55	0.00	3110 Nicholas P Willis	345.99
115454	478.98	0.00	1831 Daniella Jackie Aceto	577.50
115455	726.20	0.00	1310 Lindsay M. Jardine	1,024.50
115456	515.88	0.00	1080 Abbigail M LeBlanc	581.88
115457	878.26	0.00	1060 HEATHER MUZEROLL-ROY	1,388.00
115458	678.15	0.00	1052 AMANDA D. PARADIS-SAUCIER	1,137.90
115459	416.16	0.00	1832 Hannah E Rossignol	450.63
115460	373.80	0.00	1112 Jason C Singer	437.50
115461	479.24	0.00	1081 Ella G Vennard	577.85
115462	328.84	0.00	1092 Gabriella L Wiggin	378.75

Payroll Warrant

Pay Date: 07/20/2023

**** REPRINT ****

WARRANT: 5

Check	D / D	Check	Employee	Gross Pay
115463	596.23	0.00	1111 Kara M Bergeron	735.44
115464	175.12	0.00	1164 Austin D Moore	189.63
115465	0.00	33,711.48	D / D 9 KENNEBUNK SAVINGS BANK	
15421	0.00	54.74	T & A 9 Mission Square	
15422	0.00	54.74	T & A 10 Mission Square	
115466	0.00	13,053.35	T & A 1 Kennebunk Savings Bank	
115467	0.00	170.00	T & A 7 Maine State Retirement Service	
115468	0.00	2,553.27	T & A 4 Treasurer of State	
Total	33,711.48	50,942.85		53,019.48

Put into A/P	22,073.52
Taken out of A/P	(15,886.10)
Total Payroll	57,130.27

<u>Count</u>	
Checks	56

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

Lauren Dow

Bruce Cabot Trott

Richard Donhauser

Stanley Shapleigh

William Widi

Warrant 2

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
02060 AAA Police Supply						
0007	31425	07	Ammunition		28308	
Ammunition			E 10-05-20-60		1,810.00	0.00
			Supplies / Ammunition			
			Vendor Total-		1,810.00	
01445 Allegiant Care						
0008	31426	07	Aug Ins. Premium		August 2023	
DPW			E 01-01-03-10		7,197.36	0.00
			Emp. Benefits / Health Ins.			
Employee Contribution			G 01-2230-00		1,526.64	0.00
			Health Ins.			
			Vendor Total-		8,724.00	
02854 Amazon Capital Services						
0007	31427	07	Cleaning/Paper Goods		1KGW-PCTL-XH3Q	
Cleaning/Paper Goods			E 01-01-20-40		161.54	0.00
			Supplies / Dept./Office			
			Invoice Total-		161.54	
0007	31427	07	Return		1NGY-DPEX-JMMN	
Credit Memo			G 01-9999-00		-13.97	0.00
			Clearing A/C			
			Invoice Total-		-13.97	
			Vendor Total-		147.57	
00072 BERNSTEIN, SHUR, SAWYER & NELSON						
0007	31428	07	Legal - Code Enforcement		4043508	
Legal - Code Enforcement			E 01-01-10-02		348.00	0.00
			Contract Svc / Legal Serv.			
			Invoice Total-		348.00	
0007	31428	07	Legal - Code Enforcement		4043509	
Legal - Code Enforcement			E 01-01-10-02		85.50	0.00
			Contract Svc / Legal Serv.			
			Invoice Total-		85.50	
0007	31428	07	Legal - Code Enforcement		4043511	
Legal - Code Enforcement			E 01-01-10-02		435.00	0.00
			Contract Svc / Legal Serv.			
			Invoice Total-		435.00	
			Vendor Total-		868.50	
00109 CENTRAL MAINE POWER						
0008	31429	07	G/A - Acct: 3501-1540925		CL1039	
G/A - Acct: 3501-1540925			E 50-01-61-01		200.00	0.00
			Assistance / Electricity			
			Vendor Total-		200.00	
00121 Cintas Corporation #758						
0007	31430	07	6/23 DPW Uniforms		4159567119	
6/23 DPW Uniforms			E 20-01-03-15		364.66	0.00
			Emp. Benefits / Uniforms			
			Invoice Total-		364.66	
0007	31430	07	6/30 DPW Uniforms		4160249200	
6/30 DPW Uniforms			E 20-01-03-15		161.49	0.00
			Emp. Benefits / Uniforms			

Warrant 2

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
Invoice Total-					161.49	
Vendor Total-					526.15	
02978 City of Portsmouth						
0008	31431	07	Pierce Island Pool 7/19	07.19.2023		
Pierce Island Pool 7/19	E 31-02-55-05				210.00	0.00
	Prog. Exp. / Trips					
Vendor Total-					210.00	
02552 CivicPlus, Inc.						
0007	31432	07	Website Rebuild	265460		
Website Rebuild	E 93-16-99-01				44,222.25	0.00
	Misc. / Misc.					
Vendor Total-					44,222.25	
00131 COMCAST						
0007	31433	07	DPW Cable 6/20-7/19	6/20-7/19		
DPW Cable 6/20-7/19	E 20-01-05-02				146.71	0.00
	Service Fees / Communicatio					
Vendor Total-					146.71	
01513 Consolidated Communications						
0007	31434	07	PD Phones 6/18-7/17	06.18.2023		
PD Phones 6/18-7/17	E 10-05-05-02				253.98	0.00
	Service Fees / Communicatio					
Invoice Total-					253.98	
0007	31434	07	DPW Phones 6/18-7/17	06.18.2023		
DPW Phones 6/18-7/17	E 20-01-05-02				232.42	0.00
	Service Fees / Communicatio					
Invoice Total-					232.42	
0007	31434	07	TownHall Phones 6/18-7/17	06.18.2023		
TownHall Phones 6/18-7/17	E 01-01-05-02				525.76	0.00
	Service Fees / Communicatio					
Invoice Total-					525.76	
Vendor Total-					1,012.16	
00922 DINN BROTHERS						
0007	31435	07	Nameplates	265959		
Nameplates	E 01-01-20-40				105.50	0.00
	Supplies / Dept./Office					
Vendor Total-					105.50	
00191 ELECTRIC LIGHT COMPANY, INC.						
0007	31436	07	Street Light Repair	6928		
Street Light Repair	E 10-35-10-06				575.00	0.00
	Contract Svc / contract fee					
Vendor Total-					575.00	
02644 Ellen Ceppetelli						
0007	31437	07	Reimburse Newsletter Xpen	06.27.2023		
Reimburse Newsletter Xpen	E 05-01-99-01				217.48	0.00
	Misc. / Misc.					
Invoice Total-					217.48	
0008	31437	07	GWEP Grant purchases	07.05.2023		

Warrant 2

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
GWEP Grant purchases			E 05-01-99-01		315.34	0.00
Misc. / Misc.						
				Invoice Total-	315.34	
				Vendor Total-	532.82	
02940 Fisher Auto Parts						
0007	31438	07	Speedi Dri	460-258639		
Speedi Dri			E 20-01-24-15		80.97	0.00
			Rep. & Maint / Vehicle			
				Vendor Total-	80.97	
02911 Great Bay Stewards						
0008	31439	07	7/11 Camp Trip	07.11.2023		
7/11 Camp Trip			E 31-02-55-05		100.00	0.00
			Prog. Exp. / Trips			
				Vendor Total-	100.00	
01289 HARRIS COMPUTER SYSTEMS						
0007	31440	07	EOY Training Webinar	TRIXT0002032		
EOY Training Webinar			E 01-01-03-05		75.00	0.00
			Emp. Benefits / Training			
				Vendor Total-	75.00	
02015 HEATWAVE OIL, LLC						
0007	31441	07	Fuel Delivery - DPW	756693		
Fuel Delivery - DPW			E 20-01-20-10		2,034.41	0.00
			Supplies / Diesel Fuel			
				Vendor Total-	2,034.41	
01928 HUSSEY SEPTIC, INC.						
0008	31442	07	Porta Potty Rentals	P9245		
Porta Potty Rentals			E 20-01-05-09		315.00	0.00
			Service Fees / Toilets			
				Invoice Total-	315.00	
0008	31442	07	Porta Potty Rentals	P9246		
Porta Potty Rentals			E 20-01-05-09		175.00	0.00
			Service Fees / Toilets			
				Invoice Total-	175.00	
				Vendor Total-	490.00	
02982 Kittery Ace Hardware						
0007	31443	07	Drano, Misc. hardware	4536-1		
Drano, Misc. hardware			E 20-01-24-20		17.23	0.00
			Rep. & Maint / Building			
				Invoice Total-	17.23	
0007	31443	07	Keys	4524-1		
Keys			E 20-01-24-20		7.88	0.00
			Rep. & Maint / Building			
				Invoice Total-	7.88	
				Vendor Total-	25.11	
00343 L.W. MORGRIDGE & SON, INC.						
0007	31444	07	Station Cleaning	154096		
Station Cleaning			E 70-15-24-10		934.49	0.00
			Rep. & Maint / Equipment			

Warrant 2

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
			Vendor Total-		934.49	
01205 MAINE WELFARE DIRECTORS ASSN.						
0008	31445	07	MALbert Membership Dues	1000444606		
			MALbert Membership Dues	E 01-01-05-04	40.00	0.00
			Service Fees / Prof. Assoc.			
			Vendor Total-		40.00	
00011 Max Sullivan						
0008	31446	07	7/11 Summer Concert	07.11.2023		
			7/11 Summer Concert	E 31-02-55-02	200.00	0.00
			Prog. Exp. / Contracted			
			Vendor Total-		200.00	
02117 Melissa Albert						
0007	31447	07	Reimburse HR Conf.	06.21-06.22		
			Reimburse HR Conf.	E 01-01-03-05	263.13	0.00
			Emp. Benfits / Training			
			Vendor Total-		263.13	
00000 Melissa Layman						
0007	31448	07	Subscription renewals	06.30.2023		
			Subscription renewals	E 05-01-99-01	139.98	0.00
			Misc. / Misc.			
			Vendor Total-		139.98	
02590 Milton Cat						
0007	31449	07	Backhoe repair	INV2955277		
			Backhoe repair	E 20-01-24-15	272.89	0.00
			Rep. & Maint / Vehicle			
			Vendor Total-		272.89	
01435 NEW ENGLAND BACKFLOW, INC.						
0007	31450	07	Backflow testing	26103		
			Backflow testing	E 70-05-24-10	55.00	0.00
			Rep. & Maint / Equipment			
			Vendor Total-		55.00	
02350 New England Kenworth						
0007	31451	07	Grommets	CP530890		
			Grommets	E 20-01-24-15	18.40	0.00
			Rep. & Maint / Vehicle			
			Vendor Total-		18.40	
02025 Organic Solutions, LLC						
0007	31452	07	June Recycling	14842		
			June Recycling	E 20-25-10-28	553.50	0.00
			tation - Contract Svc / Disposal			
			Vendor Total-		553.50	
01757 PIKE INDUSTRIES, INC.						
0007	31453	07	Erosion Stone	1235552		
			Erosion Stone	E 20-01-20-38	185.77	0.00
			Supplies / ErosionStone			
			Vendor Total-		185.77	
00000 PiNZ						

Warrant 2

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
0007	31454	07	Balance 6/29 Camp Trip		06.29.2023	
Balance 6/29 Camp Trip			E 31-02-55-05		64.89	0.00
			Prog. Exp. / Trips			
			Vendor Total-		64.89	
00142 R. N. CRAFT, INC.						
0007	31455	07	55 Gal spec. equip. clean		33010	
55 Gal spec. equip. clean			E 20-01-24-10		385.00	0.00
			Rep. & Maint / Equipment			
			Vendor Total-		385.00	
00022 Redemption						
0008	31456	07	7/18 Summer Concert		07.18.2023	
7/18 Summer Concert			E 31-02-55-02		1,000.00	0.00
			Prog. Exp. / Contracted			
			Vendor Total-		1,000.00	
00626 SEACOAST BUSINESS MACHINES						
0007	31457	07	Qtrly Overage - Printer		INV905685	
Qtrly Overage - Printer			E 07-02-65-08		137.36	0.00
			Debt Service / Leases			
			Vendor Total-		137.36	
02722 Sebago Technics, Inc						
0007	31458	07	Clover Farm 3rd Prty Rev.		202305130	
Clover Farm 3rd Prty Rev.			G 01-6666-03		600.00	0.00
			PB22-09			
			Vendor Total-		600.00	
00002 Stellar Networks						
0007	31459	07	June Tech Services		76426	
PD - June			E 01-01-13-03		740.00	0.00
			Technology / Services			
DPW - June			E 01-01-13-03		244.00	0.00
			Technology / Services			
Town Office - June			E 01-01-13-03		2,570.53	0.00
			Technology / Services			
			Vendor Total-		3,554.53	
00897 SUNDANCE SIGN COMPANY						
0007	31460	07	Election Signs		10206	
Election Signs			E 15-15-20-40		552.00	0.00
			Supplies / Dept./Office			
			Vendor Total-		552.00	
00679 TEAMSTERS LOCAL UNION #340						
0008	31461	07	July Dues		July 2023	
July Dues			G 01-2237-00		608.00	0.00
			Union Dues-P			
			Vendor Total-		608.00	
02824 The Goodyear Tire & Rubber Co.						
0007	31462	07	Mower Tire		068-1080398	
Mower Tire			E 20-01-24-10		165.64	0.00
			Rep. & Maint / Equipment			
			Invoice Total-		165.64	

Warrant 2

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
0007	31462	07	Trailer Tires		068-1080362	
Trailer Tires			E 20-01-24-15		686.47	0.00
			Rep. & Maint / Vehicle			
			Invoice Total-		686.47	
			Vendor Total-		852.11	
01853 Town Hall Streams, LLC						
0008	31463	07	Monthly streams		14937	
Monthly streams			E 01-01-05-24		250.00	0.00
			Service Fees / Video Stream			
			Vendor Total-		250.00	
01753 TOWN OF KITTEERY						
0007	31464	07	Wkly Station Checks May		612023	
Wkly Station Checks May			E 70-05-24-10		1,155.00	0.00
			Rep. & Maint / Equipment			
			Vendor Total-		1,155.00	
01267 VERIZON/WIRELESS						
0008	31465	07	DPW iPads 6/20-7/19		9937626389	
DPW iPads 6/20-7/19			E 20-01-05-02		40.01	0.00
			Service Fees / Communicatio			
			Vendor Total-		40.01	
00906 W.B. MASON COMPANY, INC.						
0007	31466	07	Batteries		239140111	
Batteries			E 10-05-20-40		21.55	0.00
			Supplies / Dept./Office			
			Vendor Total-		21.55	
02850 White Cap LP						
0007	31467	07	Cold Patch		50022772737	
Cold Patch			E 20-01-20-32		305.90	0.00
			Supplies / Gravel Mater			
			Vendor Total-		305.90	
00786 WILLIAM FOGG LIBRARY						
0008	31468	07	1/2 of FY24 Appropriation		FY24 - 1/2	
1/2 of FY24 Appropriation			E 62-06-99-01		119,330.50	0.00
			Misc. / Misc.			
			Vendor Total-		119,330.50	

Warrant 2

Jrnl	Check	Month	Invoice Description	Reference	Encumbrance
Description	Account	Proj	Amount		
			Prepaid Total-	0.00	
			Current Total-	193,406.16	
			EFT Total-	0.00	
			Warrant Total-	193,406.16	

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

DocuSigned by:
Lauren Dow

Lauren Dow

Bruce Cabot Trott

DocuSigned by:
Richard Donhauser

Richard Donhauser
DocuSigned by:
William Widi

William Widi

Stanley Shapleigh

Warrant 4

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
00007 A.T. & T. WIRELESS SERVICES						
0027	31469	07	FD Cell phones 5/23-6/22	8876X06282023		
FD Cell phones 5/23-6/22	E 10-01-05-02				86.52	0.00
	Service Fees / Communicatio					
			Vendor Total-		86.52	
02854 Amazon Capital Services						
0026	31470	07	Medical Supplies	19V9-RD9N-4KVN		
Medical Supplies	E 10-01-20-55				50.00	0.00
	Supplies / Fire Dept.					
			Invoice Total-		50.00	
0026	31470	07	Cleaning Supplies	1KL7-DP1W-HDY1		
Cleaning Supplies	E 20-25-20-40				64.43	0.00
	tation - Supplies / Dept./Office					
Cleaning Supplies	E 20-25-20-58				170.28	0.00
	tation - Supplies / PAYT					
Cleaning Supplies	E 20-01-20-40				177.95	0.00
	Supplies / Dept./Office					
			Invoice Total-		412.66	
			Vendor Total-		462.66	
00035 AMERICAN SECURITY ALARM, INC.						
0026	31471	07	Town Hall Monitoring	155415		
Town Hall Monitoring	E 01-01-05-10				648.00	0.00
	Service Fees / Sec/Alarm					
			Invoice Total-		648.00	
0026	31471	07	T-Station Monitoring	155416		
T-Station Monitoring	E 20-25-24-20				432.00	0.00
	tation - Rep. & Maint / Building					
			Invoice Total-		432.00	
0026	31471	07	DPW Monitoring	155130		
DPW Monitoring	E 20-01-24-20				372.00	0.00
	Rep. & Maint / Building					
			Invoice Total-		372.00	
			Vendor Total-		1,452.00	
02149 Aquaboggan Waterpark						
0026	31472	07	7-25 Summer Camp Trip	07.25.2023		
7-25 Summer Camp Trip	E 31-02-55-05				1,480.00	0.00
	Prog. Exp. / Trips					
			Vendor Total-		1,480.00	
00109 CENTRAL MAINE POWER						
0027	31473	07	Street Lights 5/31-6/28	714001749431		
Street Lights 5/31-6/28	E 10-35-10-06				254.80	0.00
	Contract Svc / contract fee					
			Invoice Total-		254.80	
0027	31473	07	1323 State Rd 5/12-6/12	703001805888		
1323 State Rd 5/12-6/12	E 10-01-15-02				40.70	0.00
	Utilities / Electricity					
			Invoice Total-		40.70	
			Vendor Total-		295.50	
00121 Cintas Corporation #758						

Warrant 4

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
0026	31474	07	7/7 Uniforms		4160908176	
7/7 Uniforms			E 20-01-03-15		161.49	0.00
			Employees / Uniforms			
			Vendor Total-		161.49	
02978 City of Portsmouth						
0026	31475	07	7-26 Camp Trip to Pool		07.26.2023	
7-26 Camp Trip to Pool			E 31-02-55-05		204.00	0.00
			Prog. Exp. / Trips			
			Vendor Total-		204.00	
02333 EcoMaine						
0027	31476	07	June Bulky Waste Disposal		06.30.2023	
June Bulky Waste Disposal			E 20-25-10-28		4,826.69	0.00
			tation - Contract Svc / Disposal			
			Invoice Total-		4,826.69	
0027	31476	07	June MSW		06.30.2023	
June MSW			E 20-25-10-28		3,791.42	0.00
			tation - Contract Svc / Disposal			
			Invoice Total-		3,791.42	
			Vendor Total-		8,618.11	
00194 ELIOT FESTIVAL DAY COMMITTEE						
0026	31477	07	FY24 Appropriation		FY2024	
FY24 Appropriation			E 06-10-50-30		1,500.00	0.00
			Town Comm. / Festival Day			
			Vendor Total-		1,500.00	
01007 ELIOT SMALL ENGINE REPAIR, INC.						
0026	31478	07	Straw		39961	
Parts			E 20-01-20-46		39.98	0.00
			Supplies / Topsoil,Seed			
			Invoice Total-		39.98	
0026	31478	07	Grass Mix - 50lbs		39889	
Grass Mix - 50lbs			E 20-01-20-46		174.99	0.00
			Supplies / Topsoil,Seed			
			Invoice Total-		174.99	
0027	31478	07	Air Cleaner - reissue		38472	
Air Cleaner - reissue			E 20-01-24-10		283.14	0.00
			Rep. & Maint / Equipment			
			Invoice Total-		283.14	
			Vendor Total-		498.11	
01865 FASTENER WAREHOUSE						
0027	31479	07	Holesaws		155347	
Holesaws			E 20-01-24-10		350.00	0.00
			Rep. & Maint / Equipment			
			Vendor Total-		350.00	
02357 FIRE TECH & SAFETY OF NEW ENGLAND						
0027	31480	07	Nozzle Cover		214380	
Nozzle Cover			E 10-01-24-15		275.00	0.00
			Rep. & Maint / Vehicle			
			Vendor Total-		275.00	

Warrant 4

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
02940 Fisher Auto Parts						
0027	31481	07	Brake/Rotor Parts Truck10		460-259077	
Brake/Rotor Parts Truck10			E 20-01-24-15		286.66	0.00
			Rep. & Maint / Vehicle			
			Invoice Total-		286.66	
0026	31481	07	Windshield Washer Nozzle		460-259486	
Windshield Washer Nozzle			E 20-01-24-15		9.31	0.00
			Rep. & Maint / Vehicle			
			Invoice Total-		9.31	
			Vendor Total-		295.97	
00026 Haggerty's Property Maintenance						
0027	31482	07	MurryRowe/FrostTufts Mow		May 2023	
MurryRowe/FrostTufts Mow			E 20-01-10-14		1,130.00	0.00
			Contract Svc / Contra/Maint			
			Vendor Total-		1,130.00	
00816 IRVING OIL						
0027	31483	07	June Fuel		35102118	
June Fuel			E 20-01-20-10		80.30	0.00
			Supplies / Diesel Fuel			
			Vendor Total-		80.30	
02982 Kittery Ace Hardware						
0026	31484	07	Tool Mount		4599-1	
Tool Mount			E 10-01-24-15		6.96	0.00
			Rep. & Maint / Vehicle			
			Vendor Total-		6.96	
00340 KITTERY WATER DISTRICT						
0027	31485	07	Sewer Readings		June 2023	
Sewer Readings			E 70-01-05-70		1,158.00	0.00
			Service Fees / Sw/Meter			
			Vendor Total-		1,158.00	
00000 Kristin McNulty						
0027	31486	07	June mileage		JUNE 2023	
June mileage			E 01-01-03-06		6.88	0.00
			Employees / Mileage			
			Vendor Total-		6.88	
01794 MAINE ASSOCIATION OF POLICE						
0027	31487	07	March 2023 Dues		6744	
March 2023 Dues			G 01-2235-00		240.00	0.00
			Union Dues			
			Invoice Total-		240.00	
0027	31487	07	April 2023 Dues		6781	
April 2023 Dues			G 01-2235-00		240.00	0.00
			Union Dues			
			Invoice Total-		240.00	
			Vendor Total-		480.00	
01255 MAINE TURNPIKE AUTHORITY						
0026	31488	07	PD E-Z Pass Funding		FY2024	

Warrant 4

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
PD E-Z Pass Funding			E 10-05-24-15		300.00	0.00
			Rep. & Maint / Vehicle			
			Vendor Total-		300.00	
02975 New England Vehicle Outfitters, LLC						
0027	31489	07	Radio Repair	1535		
Radio Repair			E 10-01-24-15		250.00	0.00
			Rep. & Maint / Vehicle			
			Vendor Total-		250.00	
02025 Organic Solutions, LLC						
0026	31490	07	Compost Bags	14873		
Compost Bags			E 20-25-20-40		674.00	0.00
			tation - Supplies / Dept./Office			
			Vendor Total-		674.00	
02774 Quadient Finance USA, Inc						
0026	31491	07	Postage	June 2023		
Postage			E 01-01-20-05		2,000.00	0.00
			Supplies / Postage			
			Vendor Total-		2,000.00	
00619 S.A.D. # 35						
0026	31492	07	July Assessment	July 2023		
July Assessment			E 62-01-99-01		912,852.25	0.00
			Misc. / Misc.			
			Vendor Total-		912,852.25	
00617 SANEL NAPA						
0026	31493	07	Van Wipers - CSD	391748		
Van Wipers - CSD			E 30-01-24-15		37.00	0.00
			Rep. & Maint / Vehicle			
			Invoice Total-		37.00	
0026	31493	07	Truck 10 Repair Parts	391582		
Truck 10 Repair Parts			E 20-01-24-15		149.49	0.00
			Rep. & Maint / Vehicle			
			Invoice Total-		149.49	
0026	31493	07	Truck 10 Repair Parts	606275		
Truck 10 Repair Parts			E 20-01-24-15		115.06	0.00
			Rep. & Maint / Vehicle			
			Invoice Total-		115.06	
			Vendor Total-		301.55	
01955 Schreiber/Cohen, LLC						
0026	31494	07	July Wage Garnishment	July 2023		
June Wage Garnishment			G 01-2223-00		50.00	0.00
			David Dubord			
			Vendor Total-		50.00	
00648 SOUTHERN MAINE PLANNING						
0027	31495	07	Annual SMPDC Dinner	16706		
Annual SMPDC Dinner			E 05-05-99-01		90.00	0.00
			Misc. / Misc.			
			Invoice Total-		90.00	
0027	31495	07	June Stormwater Consultin	16719		

Warrant 4

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
June Stormwater Consultin			E 20-30-05-35		2,895.15	0.00
Service Fees / Consulting						
			Invoice Total-		2,895.15	
0026	31495	07	Comp Plan Services	16723		
Comp Plan Services			E 01-03-05-35		1,988.98	0.00
Service Fees / Consulting						
			Invoice Total-		1,988.98	
0027	31495	07	Comp Plan Updates	16731		
Comp Plan Updates			E 02-03-99-01		1,365.00	0.00
Misc. / Misc.						
			Invoice Total-		1,365.00	
			Vendor Total-		6,339.13	
00002 Stellar Networks						
0027	31496	07	Wifi Extension to TStatn	2-WAY 73858		
Wifi Extension to TStatn			E 20-01-05-02		1,662.50	0.00
Service Fees / Communicatio						
			Vendor Total-		1,662.50	
00684 THERMO DYNAMICS, INC.						
0026	31497	07	Town Hall HVAC Unit Repai	23-465		
Town Hall HVAC Unit Repai			E 01-01-24-20		515.00	0.00
Rep. & Maint / Building						
			Vendor Total-		515.00	
01753 TOWN OF KITTEERY						
0027	31498	07	June Wkly Station Checks	712023		
Weekly Station Checks			E 70-05-24-10		385.00	0.00
Rep. & Maint / Equipment						
Weekly Station Checks			E 70-10-24-10		385.00	0.00
Rep. & Maint / Equipment						
Weekly Station Checks			E 70-15-24-10		385.00	0.00
Rep. & Maint / Equipment						
			Vendor Total-		1,155.00	
00725 TREASURER OF STATE						
0027	31499	07	BMV 6/20-6/30	6/20-6/30		
BMV 6/20-6/30			G 01-2040-00		56,256.14	0.00
G/L DMV Regs						
			Vendor Total-		56,256.14	
00824 TREASURER, STATE MAINE						
0027	31500	07	June Dogs	June 2023		
June Dogs			G 01-2010-00		82.00	0.00
G/L Hd.Dog						
			Vendor Total-		82.00	
01667 Treasurer, State of Maine						
0027	31501	07	Apr-June Vitals	2023		
Apr-June Vitals			G 01-2090-00		186.00	0.00
G/L Vitals						
			Vendor Total-		186.00	
00839 Treasurer, State of New Hampshire						
0026	31502	07	7-27 Summer Camp Trip	07.27.2023		

Warrant 4

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
7-27 Summer Camp Trip			E 31-02-55-05		60.00	0.00
Prog. Exp. / Trips						
Vendor Total-					60.00	
01267 VERIZON/WIRELESS						
0027	31503	07	TruckCellPhones 5/21-6/20	9937753727		
TruckCellPhones 5/21-6/20			E 10-01-05-02		68.56	0.00
Service Fees / Communicatio						
Vendor Total-					68.56	
01051 WELLS FARGO FINANCIAL LEASING						
0027	31504	07	CSD Copier 5/26-6/25	5025310185		
CSD Copier 5/26-6/25			E 07-02-65-08		111.83	0.00
Debt Service / Leases						
Invoice Total-					111.83	
0026	31504	07	CSD Copier 6/26-7/25	5025728260		
CSD Copier 6/26-7/25			E 07-02-65-08		111.83	0.00
Debt Service / Leases						
Invoice Total-					111.83	
Vendor Total-					223.66	
02295 Witmer Public Safety Group, Inc.						
0027	31505	07	Medical Supplies	INV276408		
Medical Supplies			E 10-01-20-55		57.22	0.00
Supplies / Fire Dept.						
Vendor Total-					57.22	
00796 York County Community Action						
0026	31506	07	FY24 Appropriation	FY2024		
FY24 Appropriation			E 06-10-60-01		1,600.00	0.00
Soc Services / MISC						
Vendor Total-					1,600.00	
00805 YORK WOODS TREE SERVICE, LLC						
0026	31507	07	6 yards - loam	56081		
6 yards - loam			E 20-01-20-46		177.00	0.00
Supplies / Topsoil,Seed						
Vendor Total-					177.00	

A / P Warrant

Warrant 4

Jrnl	Check	Month	Invoice Description	Reference	Encumbrance
Description			Account	Proj	Amount
					0.00
					1,003,351.51
					0.00
					1,003,351.51

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

Lauren Dow

Bruce Cabot Trott

Richard Donhauser

Stanley Shapleigh

William Widi

Warrant 6

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
00388 MainePERS						
0047	999999	07	Junes MPERS		June 2023	
Admin			E 01-01-03-40		4,649.29	0.00
			Employees / MPERS			
Land Use			E 01-01-03-40		3,054.78	0.00
			Employees / MPERS			
Police			E 01-01-03-40		12,916.17	0.00
			Employees / MPERS			
Public Works			E 01-01-03-40		2,949.03	0.00
			Employees / MPERS			
CSD			E 01-01-03-40		1,853.16	0.00
			Employees / MPERS			
Employee Contribution			G 01-2215-00		17,339.97	0.00
			MSRS/Employe			
			Vendor Total-		42,762.40	
			Prepaid Total-		42,762.40	
			Current Total-		0.00	
			EFT Total-		0.00	
			Warrant Total-		42,762.40	

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Warrant 7

Jrnl	Check	Month	Invoice Description	Reference		
Description	Account	Proj	Amount	Encumbrance		
02846 Advanced Workplace Strategies, Inc.						
0045	31508	07	Random Drug Test	582775		
Random Drug Test	E 20-01-03-05		62.00	0.00		
	Employees / Training					
			Vendor Total-	62.00		
02854 Amazon Capital Services						
0045	31509	07	File folders	1LWL-QTRV-Y6XL		
File folders	E 01-03-20-40		18.99	0.00		
	Supplies / Dept./Office					
			Invoice Total-	18.99		
0045	31509	07	Treasurer Office Supplies	1GMH-1DPD-HPMF		
Treasurer Office Supplies	E 01-01-20-40		28.57	0.00		
	Supplies / Dept./Office					
			Invoice Total-	28.57		
0045	31509	07	ingertip protectors	16P7-HDP7-DTXH		
ingertip protectors	E 01-03-20-40		5.99	0.00		
	Supplies / Dept./Office					
			Invoice Total-	5.99		
0045	31509	07	Manila folders	1R3X-9FWQ-W3VJ		
Manila folders	E 01-02-20-40		123.06	0.00		
	Supplies / Dept./Office					
			Invoice Total-	123.06		
0045	31509	07	paper & folders	1V1-G9HH-6PVF		
paper & folders	E 01-03-20-40		51.62	0.00		
	Supplies / Dept./Office					
			Invoice Total-	51.62		
0045	31509	07	cleaning supplies	1X99-XQCD-YVTP		
cleaning supplies	E 10-05-24-20		156.44	0.00		
	Rep. & Maint / Building					
			Invoice Total-	156.44		
0046	31509	07	bio bags	16GX-JH9Y-19KC		
bio bags	E 20-25-20-58		153.08	0.00		
	tation - Supplies / PAYT					
			Invoice Total-	153.08		
0046	31509	07	summer camp supplies	1F1M-6WTM-9K1V		
summer camp supplies	E 31-02-55-01		276.16	0.00		
	Prog. Exp. / Sup. & Mat.					
			Invoice Total-	276.16		
			Vendor Total-	813.91		
00035 AMERICAN SECURITY ALARM, INC.						
0045	31510	07	Alarm maint.	155599		
Alarm maint.	E 20-01-24-20		85.00	0.00		
	Rep. & Maint / Building					
			Vendor Total-	85.00		
02888 AT&T Mobility						
0046	31511	07	PD cell phones - June	0466X06282023		
PD cell phones - June	E 10-05-05-02		439.62	0.00		
	Service Fees / Communicatio					
			Vendor Total-	439.62		

Warrant 7

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description	Account	Proj				
02494 Axon Enterprise, Inc.						
0046	31512	07	Taser	INUS167521		
Taser	E 10-05-20-60				1,026.90	0.00
	Supplies / Ammunition					
			Vendor Total-		1,026.90	
00109 CENTRAL MAINE POWER						
0045	31513	07	Rte 236 Garage 6/13-7/13	701001983235		
Rte 236 Garage 6/13-7/13	E 20-01-15-02				24.67	0.00
	Utilities / Electricity					
			Invoice Total-		24.67	
0045	31513	07	468 HL Dow Hwy 6/10-7/12	718001724288		
468 HL Dow Hwy 6/10-7/12	E 20-25-15-02				30.76	0.00
	tation - Utilities / Electricity					
			Invoice Total-		30.76	
0045	31513	07	1333 State Rd 6/13-7/13	714001760745		
1333 State Rd 6/13-7/13	E 01-01-15-02				31.54	0.00
	Utilities / Electricity					
			Invoice Total-		31.54	
			Vendor Total-		86.97	
00000 Chuck E. Cheese						
0045	31514	07	8/3 summer camp trip	08.03.2023		
8/3 summer camp trip	E 31-02-55-05				1,478.13	0.00
	Prog. Exp. / Trips					
			Vendor Total-		1,478.13	
00121 Cintas Corporation #758						
0045	31515	07	7/14 Uniforms	4161658204		
7/14 Uniforms	E 20-01-03-15				161.49	0.00
	Employees / Uniforms					
			Vendor Total-		161.49	
02978 City of Portsmouth						
0045	31516	07	8/2 Pool summer camp trip	08.02.2023		
8/2 Pool summer camp trip	E 31-02-55-05				210.00	0.00
	Prog. Exp. / Trips					
			Vendor Total-		210.00	
00743 County of York						
0045	31517	07	FY24 Assessment	2227		
FY24 Assessment	E 62-02-99-01				529,715.06	0.00
	Misc. / Misc.					
			Vendor Total-		529,715.06	
00147 CUMMINS INC						
0045	31518	07	generator repair	V6-91060		
generator repair	E 10-05-24-20				1,207.91	0.00
	Rep. & Maint / Building					
			Vendor Total-		1,207.91	
01676 ELIMINATOR SYSTEMS INC.						
0045	31519	07	Solid culvert	58074		
Solid culvert	E 20-01-20-38				1,440.00	0.00
	Supplies / Erosion					

Warrant 7

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
Vendor Total-					1,440.00	
01127 ELIOT HISTORICAL SOCIETY						
0045	31520	07	FY24 Appropriation	FY24		
FY24 Appropriation			E 06-10-50-65		3,500.00	0.00
			Town Comm. / Historical S			
Vendor Total-					3,500.00	
02644 Ellen Ceppetelli						
0045	31521	07	PD training refreshments	07.10.2023		
Use of GWEP Grant			E 05-01-99-01		60.17	0.00
			Misc. / Misc.			
Vendor Total-					60.17	
02940 Fisher Auto Parts						
0045	31522	07	Truck #5 parts	460-259884		
Truck #5 parts			E 20-01-24-15		15.21	0.00
			Rep. & Maint / Vehicle			
Invoice Total-					15.21	
0045	31522	07	Truck #5 parts - filters	460-259861		
Truck #5 parts - filters			E 20-01-24-15		91.47	0.00
			Rep. & Maint / Vehicle			
Invoice Total-					91.47	
Vendor Total-					106.68	
02864 Footprints Food Pantry						
0045	31523	07	FY24 Appropriation	FY2024		
FY24 Appropriation			E 06-10-60-01		12,000.00	0.00
			Soc Services / MISC			
Vendor Total-					12,000.00	
00579 GENEST PRECAST						
0045	31524	07	Culvert Clamp	63645		
Culvert Clamp			E 20-01-20-38		89.00	0.00
			Supplies / Erosion			
Vendor Total-					89.00	
00026 Haggerty's Property Maintenance						
0046	31525	07	Park Mowing June	June 2023		
Park Mowing June			E 20-01-10-14		2,260.00	0.00
			Contract Svc / Contra/Maint			
Vendor Total-					2,260.00	
02694 Haps Cleaning						
0046	31526	07	Boat basin cleanings	426		
Boat basin cleanings			E 10-05-24-20		1,020.00	0.00
			Rep. & Maint / Building			
Vendor Total-					1,020.00	
00265 HAYDEE'S PEST-FREE MANAGEMENT, INC.						
0045	31527	07	pet control contract	167048		
pet control contract			E 20-25-24-20		70.00	0.00
			tation - Rep. & Maint / Building			
Vendor Total-					70.00	
00816 IRVING OIL						

Warrant 7

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
0046	31528	07	PD Gas June		35102114	
PD Gas June			E 10-05-20-15		1,947.33	0.00
			Supplies / Gasoline			
			Vendor Total-		1,947.33	
02982 Kittery Ace Hardware						
0046	31529	07	keys		3889-1	
keys			E 10-05-20-40		35.58	0.00
			Supplies / Dept./Office			
			Vendor Total-		35.58	
02475 Leaf						
0045	31530	07	Town hall copiers		15000766	
Town hall copiers			E 07-02-65-08		754.66	0.00
			Debt Service / Leases			
			Vendor Total-		754.66	
01467 LIBBY-SCOTT, INC.						
0045	31531	07	Staples,BoltHill,Pickerin		523002	
Paving			E 20-01-12-31		35,327.53	0.00
			P/W Contract / Paving			
			Invoice Total-		35,327.53	
0045	31531	07	Paving		523001	
Paving			E 20-01-12-31		24,951.26	0.00
			P/W Contract / Paving			
			Invoice Total-		24,951.26	
			Vendor Total-		60,278.79	
00384 MAINE MUNICIPAL ASSOCIATION						
0045	31532	07	P&C Insurance		59854	
P&C Insurance			E 01-01-30-05		36,843.00	0.00
			Insurance / Prop & Casua			
			Vendor Total-		36,843.00	
00385 MAINE MUNICIPAL TAX COLLECTORS						
0045	31533	07	M.Ferrara membership		FY24	
M.Ferrara membership			E 01-01-05-04		30.00	0.00
			Service Fees / Prof. Assoc.			
			Vendor Total-		30.00	
00444 MAINE TOWN & CITY CLERK'S ASSN						
0045	31534	07	MFerrara Membership		FY24	
MFerrara Membership			E 01-01-05-04		42.00	0.00
			Service Fees / Prof. Assoc.			
			Vendor Total-		42.00	
00039 Mainspring						
0045	31535	07	FY24 Appropriation		FY2024	
FY24 Appropriation			E 06-10-60-01		50,000.00	0.00
			Soc Services / MISC			
			Vendor Total-		50,000.00	
01930 MB TRACTOR & EQUIPMENT						
0045	31536	07	Kubota sensor		EI39914	

Warrant 7

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
Kubota sensor			E 20-01-24-10		75.36	0.00
		Rep. & Maint / Equipment				
Vendor Total-					75.36	
02920 Michael Sullivan						
0045	31537	07	Maps for Ag & Food Safety	07.19.2023		
Maps for Ag & Food Safety			E 05-02-99-01		34.95	0.00
		Misc. / Misc.				
Vendor Total-					34.95	
02350 New England Kenworth						
0045	31538	07	stock parts - filters	CP531949		
stock parts - filters			E 20-01-24-15		84.49	0.00
		Rep. & Maint / Vehicle				
Invoice Total-					84.49	
0045	31538	07	Stock parts - filters/lub	CP531646		
Stock parts - filters/lub			E 20-01-24-15		341.08	0.00
		Rep. & Maint / Vehicle				
Invoice Total-					341.08	
0045	31538	07	Truck 13 shock assy.	CP531717		
Truck 13 shock assy.			E 20-01-24-15		118.74	0.00
		Rep. & Maint / Vehicle				
Invoice Total-					118.74	
Vendor Total-					544.31	
01757 PIKE INDUSTRIES, INC.						
0045	31539	07	Depot Rd/Middle School	1237030		
Depot Rd/Middle School			E 20-01-20-38		412.62	0.00
		Supplies / Erosion				
Invoice Total-					412.62	
0045	31539	07	Bolt Hill	1237482		
Bolt Hill			E 20-01-20-38		200.33	0.00
		Supplies / Erosion				
Invoice Total-					200.33	
Vendor Total-					612.95	
02108 ReVision Impact Fund 1						
0046	31540	07	Qtrly electricity	145		
Qtrly electricity			E 10-05-15-02		1,621.97	0.00
		Utilities / Electricity				
Qtrly electricity			E 01-01-15-02		810.99	0.00
		Utilities / Electricity				
Qtrly electricity			E 10-01-15-02		695.13	0.00
		Utilities / Electricity				
Qtrly electricity			E 10-30-15-03		231.71	0.00
		Utilities / Communicat.				
Qtrly electricity			E 70-01-15-02		2,432.96	0.00
		Utilities / Electricity				
Vendor Total-					5,792.76	
00619 S.A.D. # 35						
0046	31541	07	Bus for 6/27 camp trip	1		
Bus for 6/27 camp trip			E 31-02-55-06		721.54	0.00
		Prog. Exp. / Transport.				
Invoice Total-					721.54	

Warrant 7

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
0046	31541	07	Bus for 6/28 camp trip	2		
Bus for 6/28 camp trip			E 31-02-55-06		207.86	0.00
			Prog. Exp. / Transport.			
			Invoice Total-		207.86	
0046	31541	07	Bus for 6/29 camp trip	3		
Bus for 6/29 camp trip			E 31-02-55-06		561.37	0.00
			Prog. Exp. / Transport.			
			Invoice Total-		561.37	
			Vendor Total-		1,490.77	
00002 Stellar Networks						
0046	31542	07	June tech services - PD	76425		
June tech services - PD			E 01-01-13-03		1,021.11	0.00
			Technology / Services			
			Vendor Total-		1,021.11	
01753 TOWN OF KITTEERY						
0045	31543	07	Sewer Project	38486905		
Sewer Project			E 92-01-16-01		54,968.72	0.00
			Swr Constr. / Eng/Prof Srv			
			Vendor Total-		54,968.72	
00725 TREASURER OF STATE						
0045	31544	07	BMV 6/30-7/13	6/30-7/13		
BMV 6/30-7/13			G 01-2040-00		68,654.17	0.00
			G/L DMV Regs			
			Vendor Total-		68,654.17	
00899 TREASURER OF STATE						
0045	31545	07	IFW - June 2023	June 2023		
IFW - June 2023			G 01-2030-00		8,691.66	0.00
			G/L Snow/Atv			
			Vendor Total-		8,691.66	
01368 VILLAGE MOTORS SERVICE CENTER						
0046	31546	07	Vehicle Maint.	61528		
Vehicle Maint.			E 10-05-24-15		113.72	0.00
			Rep. & Maint / Vehicle			
			Vendor Total-		113.72	
00906 W.B. MASON COMPANY, INC.						
0045	31547	07	water - post-its	239640638		
water - post-its			E 20-01-20-40		92.61	0.00
			Supplies / Dept./Office			
			Vendor Total-		92.61	
02219 Water Country						
0045	31548	07	8/1 summer camp trip	08.01.2023		
8/1 summer camp trip			E 31-02-55-05		2,323.17	0.00
			Prog. Exp. / Trips			
			Vendor Total-		2,323.17	
00805 YORK WOODS TREE SERVICE, LLC						
0045	31549	07	Bolt Hill washout	56177		

Warrant 7

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
Bolt Hill washout			E 20-01-20-46		177.00	0.00
			Supplies / Topsoil,Seed			
			Vendor Total-		177.00	
			Prepaid Total-		0.00	
			Current Total-		850,357.46	
			EFT Total-		0.00	
			Warrant Total-		850,357.46	

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