

**Town of Eliot**  
**Select Board and Budget Committee Joint Meeting**  
**February 6, 2020**

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**Select Board members:** Richard Donhauser (Chair) and Robert McPherson. Not Present: Jack Murphy due to medical, Phil Lytle due to medical. Alex Orestis due to medical.

**Budget Committee members:** Donna Murphy (Chair), Jim Tessier (Vice Chair), Denny Lentz (Secretary), and Brad Hughes. Not present: Ed Strong due to being out of town. Janie Wang family medical. Diane Holt due to being out of town.

**Town Staff members:** Dana Lee (Town Manager), Jordan Miles (Treasurer)

**Call to Order:**

- Meeting was called to order @ 5:30 pm by the Chairs (video streaming was used). The Select Board did not have a quorum. The Budget Committee had a quorum. Dana stated he consulted the attorneys and they stated that a quorum was not needed for a workshop as Dana said no votes would be taken on matters.

**Public Comment:**

- No members of the public present.

**Review of TIF Budget**

- Dana feels that the percentages are correct for positions that are partially funded using TIF revenue. Dana stated that there is a new TIF and he feels there will be more need for legal and engineering. Dana stated they have already consulted legal. Jim asked if they are developing plans now? Dana stated they are at 30% and they are receiving RFQ's to possibly replace Underwood Engineering. The RFQ's are due February 14, 2020 and a panel will review and make a recommendation. Denny asked if the CEO and Planner are within the TIF? Dana stated it affects everyone including the Assessor. Jordan stated he does not calculate his time on the TIF. Jordan stated he felt 25% was fair. Dana stated if it doesn't get used it goes back to the TIF not the fund balance. Jim asked if they were still trying to coordinate with the State for the 236 paving. Dana stated yes and if they aren't ready until 2023 the State would delay their work.

**Review of the Planner Position/Cannabis Revenues**

- Dana reviewed his proposal for the Assistant Planner. Donna asked about the Planning Board's input. Dana stated the input has been they are short staffed. Denny stated that the current part-time planner stated it is a full-time plus. Denny stated it is important they coordinate with the CEO and Land Use Assistant. Brad asked about the job

description for the Land Use Assistant. What is the difference between the Land Use Assistant and the Planning Assistant? Dana stated the Land Use Assistant should be filing and doing paperwork. The Planning Assistant is scheduling, agendas. The Planning Assistant would be able to answer about 90% of the questions that come in. We would have the Planner if the Assistant Planner could not answer. Dana stated the Assistant Planner would relieve the Land Use Assistant. Dana corrected and stated Planning Assistant. Brad asked if we needed a qualified Planner? Denny stated from a Planning Board perspective he could support a full-time Planner. Denny stated he could not see where a Planning Assistant would fit in. Denny stated that putting someone in there without skills would be a hinderance. Dana stated that he could set this up but was trying to stay under LD1. Denny asked if they can do deducts on the full-time in Planner with the part-time. Donna, referring to Dana's handout, clarified that the Budget Committee did not state they were thinking of changing the LUA to part-time. Donna stated at a meeting that consideration should be given if there is a full-time planner would there be a need for a full-time LUA. Jim stated that he was uncomfortable with the Budget Committee telling the Town Manager what to do. Members clarified that the Budget Committee was not telling Dana what to do but rather the Budget Committee was seeking information to make better informed recommendation. Bob stated that we may need a full-time Planner and an Assistant Planner. What is the source of the cannabis revenue? Is it manufacturing? Dana stated we know there are two and maybe two more Cannabis manufacturing entities coming in to Eliot. Dana put in \$35,000 for revenues. Dana stated like Denny said maybe reduce SMPDC and put toward the Planner. Richard asked about the fee structure related to Cannabis sales. Richard stated somewhere down the road the State may return some of the taxes. Do we have a lobby? Dana stated MMA employs three advocates and they have been pushing this hard. The northern towns are opposed to it because they don't have the resources for Cannabis manufacturing. By consensus it was agreed that Dana will provide information for a full-time planner.

### **Review of Debt Service**

- Jim asked if the projects were in one bond. Jordan stated yes. The bond for the two pump stations are reimbursed by the sewer uses. Five-year lease should be under debt but Dana prefers CIP as they are assets. Brad stated it is a form of capital purchase. Bob asked if we are going to continue leases. Dana stated you can with backhoes. Bob stated you can buy out at the end of the lease. Dana stated we do a lease purchase. Jim stated the lease is spread out over five years.

### **Review of Capital Improvement**

- Dana stated they cancelled Phase II, the Pleasant Street embankment, lowered paving and Stormwater. Dana stated it was easy to cut capital to meet LD1 but he doesn't like to do this. Jim thanked Dana for doing the CIP. Jim stated it is important to have this information. The better the numbers the more quality. Jim would like to discuss. Jim compared some figures from last year. Jim handed out the front page of the CIP from last year. Jim asked to look at Public Works. We purchased equipment but he doesn't think it was this much. Jordan named the purchase of two trucks and plow gear, and the repairs to a truck. The first backhoe payment came out of this. Dana stated this is the true balance. Jim asked should we add a column of what we appropriate this year and this is what we really have left. Jordan and Dana agreed that it would be good. Jim asked for a breakdown of what we have spent. Bob asked about not buying the bucket and stated there was \$20,000 in the reserve. Jordan stated it was put toward the loader. The extra column will track where the money is going. Jordan stated he understood they need to put in where the money is coming from. Jim stated if we add another column for all it would help explain. Richard stated on the third page there are minor CIP items and what are these? Dana stated it goes back a few years when they putting in things that were really small and almost operational items. Those are things that could pop into any budget because they are not significant. Jim stated they could be thrown in when they are needed. Richard asked about an existing reserve under Fire. Bob stated it is just the chassis. Richard asked if the spreadsheet that was handed out tonight tied in with the other spreadsheet. Dana stated yes.
- Dana stated we used to have \$9,000 for the Harbormaster and \$1,500 for the assistant. The Harbormaster likes having the assistant because Tommy is a tech guy and the Harbourmaster is a mariner guy. Donna stated that there should be a need for a position not just want. Dana was clear when he initially presented that the position was not needed. Dana agreed he stated this. Dana agreed the mapping was done. Dana mentioned he put in for the moorings online. There will be an increase in revenues. Dana did not increase the revenues much based on that. This is more of a convenience for people. Bob asked how much Administration is taking on. Dana stated much of it is renewals. Donna asked if doing online will relieve some of the staffs work? Dana stated yes. Jim stated the trend is going down but it is not spring. Jim asked if we adjust the fees, are we seeing more revenues? Dana stated he didn't know. Jim asked if the revenues could fund the position. Donna stated the it should be a need not a want. Jordan stated he would prefer to see it go toward a planner.
- Dana spoke about the ACO. Dana stated the part-time ACO is paid for holidays and vacation. Brad asked what does the ACO do? Dana stated that they get calls on barking dogs, checking on loose dogs at the Boat Basin, licensing. Jim stated when you have a normal employee, they take a vacation and we don't pay them more. Jordan stated that

it is the policy. How does the policy get changed? Bob stated it needs to get looked at and changed. Dana agreed. Jim stated the previous public works director had more than he could carry over and he was told no. There must be something. Dana stated there was a limit. Jordan stated it should be clarified. Donna requested the salaries for non-union at 2%. Dana stated the employees in the new union are budgeted 0% and there is money in reserves to pay any increase. Donna spoke to the lack of breakdown in the budget requests from some committees. Donna stated a few years ago that Dana was clear that committee need to break out the expenses. Donna will send a list of what is still needed. Committees and Boards change and this information should be reflected. Dana agreed. Jim stated in October we sent a memo requesting reserve balances and it hasn't been received. Dana stated he remembered it and "spaced it".

- Motion by Richard Donhauser, second by Denny Lentz to adjourn. Vote 4-0 to adjourn by the Budget Committee and 2-0 by Select Board.

Respectfully submitted,

*Donna Murphy, Chair*

Date Approved: February 11, 2020

*Dennis F. Lentz, Secretary*