

## **Eliot Town Manager Report**

**January 19, 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.

### **Fiscal Year 2024 Budget**

The Eliot Select Board allowed me to present my FY 24 budget recommendations at their January 12<sup>th</sup> meeting. This include reviewing the “form” of the budget, after the presentation the Select Board voted to endorse the modernized format which articulates the predicted revenues and expenditures for next fiscal year.

All of the data in previous fiscal year budget documents are contained in this version as well. While the functionality has improved and the appearance has changed the input has not been altered. The budget form meets all the requirements of both the Charter and the Town of Eliot Ordinances, all questions from the Budget Committee, Select Board or the public and answers from administration will continue to posted on the town website @ <https://www.eliotmaine.org/town-manager/pages/town-manager-budget-proposal-fy24> .

The Eliot Select Board will also discuss various components, sections and changes to the proposed budget over the next several months. We encourage the public to tune in as often as possible as a means to get accurate information.

There have already been some suggestions that new positions have been added to the FY24 budget, not true or the budget increase is going add 4.3% to the tax rate, not true, especially as 60% of the funding for the budget is not property taxes but user fees, permits, revenue sharing from the state or other sources. These types of statements only confuse the process and the citizens. Please reach out to me [msullivan@eliotme.org](mailto:msullivan@eliotme.org) or 439 1813 ext. 107and I am happy to supply accurate information and do my best to explain the process and what the budget is and is not.

### **Time Clock Plus**

The new system is in place for “time and attendance” is up and running. Thank you to Melissa Albert for all her efforts on this long-awaited project.

This will allow employees to log and track their time. It will reduce the time on task and bring new efficiency to the process as compared the paper-based system. It is compliant with all state and federal requirements and will reduce our costs associated with producing end of year W2s. I am especially encouraged by the level of acceptance.

### **Town Hall Security Upgrades**

We continue to have issues with the present system. We have started the installation of the new system as approved and funded through an ARPA grant. I and the staff greatly appreciate the support the Eliot Select Board continues to provide for this endeavor.

### **Permits and Fees**

The Select Board will be reviewing the present fee structure in February. I will be working with the managers of each department to make recommendations. The goal is to have the “users’ be responsible for costs as opposed to the taxpayer. The distinction is sometimes difficult to easily draw.

### **York River Stewardship Plan**

It was my pleasure to meet recently with representatives from the York River Stewardship (YRS). The meeting included YRS Coordinator Jennifer Hunter, Kittery’s representative Judy Spiller and Eliot’s representative Stefan Caesson.

They are in the beginning stages of appointing a successor committee from the “Study Committee”. We will be posting a request to have residents consider applying to be appointed by the Eliot Select Board to this important regional committee in the next several weeks. I hope interested parties will consider applying.

There will be two open and one alternate position available. I am hoping Mr. Caesson who has already been deeply involved in this project will consider applying and subsequently be appointed, leaving to more slots to fill on the YRS.



Don't forget the “Plan” see more at <https://www.eliotmaine.org/home/news/comprehensive-plan-community-survey>

Respectfully submitted,

Michael J. Sullivan  
Town of Eliot, Manager