

Town of Mount Desert  
Board of Selectmen  
**Regular Meeting**  
**Tuesday, January 2, 2018**  
**Location: Meeting Room, Town Hall, Northeast Harbor**

Present were: Chairman John Macauley, Selectmen Rick Mooers, Wendy Littlefield, Matt Hart, and Martha Dudman.

Also present were Town Manager Durlin Lunt, Police Chief Jim Willis, Fire Chief Mike Bender, Public Works Director Tony Smith, and Town Clerk Claire Woolfolk.

Members of the public were also present.

**I. Call to order at 6:00 p.m.**

Chairman Macauley called the meeting to order at 5:59 PM.

**II. Executive Session**

*A. Pursuant to 1 M.R.S.A. §405(6) (A) Finalize Town Manager Annual Review*

MOTION: Selectman Mooers moved, with Selectman Hart seconding, to enter into Executive Session. Motion approved 5-0.

The Board entered into Executive Session.

MOTION: Selectman Mooers moved, with Selectman Littlefield seconding, to leave Executive Session. Motion approved 5-0. The Board left Executive Session at 6:26 PM.

Chairman Macauley announced that as a result of the Executive Session, Town Manager Lunt's contract has been extended another year.

**III. Minutes**

*A. Amendment to the August 7, 2017 Meeting Minutes:*

MOTION: Selectman Dudman moved, with Selectman Hart seconding, approval of the Amendment to the August 7, 2017 Minutes as presented. Motion approved 5-0.

*B. Approval of December 18, 2017 Meeting Minutes:*

MOTION: Selectman Mooers moved, with Selectman Hart seconding, approval of the December 18, 2017 Meeting Minutes as presented. Motion approved 4-0-1 (Littlefield in Abstention).

**IV. Appointments/Recognitions/Resignations**

*None Presented*

**V. Consent Agenda**

*A. Thank you to Town Office staff from Island Connections*

*B. Hancock County Commissioners Meeting Minutes November 7 and November 21, 2017*

*C. Hancock County Commissioners 2018 Hancock County Budget cover letter*

1 MOTION: Selectman Dudman moved, with Selectman Hart seconding, approval of  
2 the Consent Agenda as presented. Motion approved 5-0.  
3

4 **VI. Selectmen's Reports**

5 Selectman Hart shared with those in attendance that the Neighborhood House's Thursday  
6 Community Café would be honoring Connie Madeira on her 100<sup>th</sup> birthday with a special  
7 lunch. Anyone in the area was welcome to attend. It was noted that Ms. Madeira is a  
8 Boston Post Cane recipient.  
9

10 Selectman Littlefield informed the Board that she had attended the Public Service  
11 Training Workshop in Augusta.  
12

13 **VI. Old Business**

14 A. *Municipal Officer's Certification of Official Text of Proposed Marijuana Moratorium*  
15 *Ordinance and Sign Warrant for Special Town Meeting for January 29, 2018*

16 Town Manager Lunt's hope was that State Legislature will move forward on  
17 legislation this month. Should a bill be created in a timely manner, the Town may be  
18 able to moot the Special Town Meeting. Mr. Lunt felt the Legislature's process  
19 would take longer than the Town could wait. Wording for the proposed Moratorium  
20 was presented to the Board.  
21

22 MOTION: Selectman Dudman moved, with Selectman Littlefield seconding, to  
23 accept the wording of the Moratorium Ordinance, as presented. Motion approved 5-  
24 0.  
25

26 B. *Consideration of Amendment to Town's Agreement with Revision for Solar Panel*  
27 *Outside Completion Date*

28 Public Works Director Smith reminded the Board of the process to date, and noted  
29 the completion date has been extended from June 30, 2018 to April 1, 2018, the  
30 latter being the date we had negotiated with ReVision when they needed to revise  
31 the agreement before the PUC ruling.  
32

33 MOTION: Selectman Dudman moved, with Selectman Hart seconding, approval of  
34 the amendment to the Town's agreement with Revision for Solar Panel installation  
35 outside the completion date to April 1, 2018, as presented. Motion approved 5-0.  
36

37 **VII. New Business**

38 A. *SPCA of Hancock County Agreement for Stray Holding*

39 Chief Willis has reached out to Animal Control in Bar Harbor, but has not heard back  
40 with regard to this issue. In light of this, he felt the proposed agreement was  
41 necessary. Town Clerk Woolfolk pointed out the Town has a contract with the Small  
42 Animal Clinic. This contract will provide the Town with a choice of where strays can  
43 be taken.  
44

45 MOTION: Selectman Littlefield moved, with Selectman Hart seconding, approval of  
46 the SPCA of Hancock County Agreement for Stray Holding, as presented. Motion  
47 approved 5-0.  
48

1 It was agreed by General Consensus to address Items C and D of New Business  
2 before Item B.

3  
4 *B. Review of Public Safety Budgets*

5 A review of the Public Safety Budgets was made.

6  
7 Town Manager Lunt clarified that anything to do with salaries and benefits were done  
8 through the Town Manager's office. Mr. Lunt contracted with a Human Resources  
9 service to review salaries, as they had not been reviewed for several years. He  
10 explained the positions were placed in contextual relationships; those of peer  
11 communities and similar level employees. The goal was to have salaries at 95% of  
12 the median among the peer communities. It was deemed the Police Chief,  
13 Wastewater Superintendent and some firefighters had salaries requiring a raise.

14  
15 Chief Bender explained the Incentive Program for the firefighters to be a per-year  
16 amount paid out; the amount paid out based on longevity, calls answered, and in  
17 trainings attended. This amount goes down most years due to loss of personnel.

18  
19 On-Call hours are the wages paid to firefighters answering a call. Chief Bender  
20 estimated a reduction in this amount due to the reduction in personnel, and in  
21 reviewing the system, he found that only 20% of on-call firefighters are necessary to  
22 answer most calls, and will therefore adjust personnel accordingly.

23  
24 With regard to Overtime, the higher wage adjustments will affect Overtime.  
25 Additionally, there was a 32% increase in Overtime hours last year, and an increase  
26 of 15% in calls coming into the Fire Department. Some of this is due to assisting  
27 other Towns. It was noted that full-time firefighters are more likely to show up for a  
28 call than part-time, resulting in adding to Overtime increases.

29  
30 Regarding training, Chief Bender noted the increase was due to a lengthy Confined  
31 Space Training. One firefighter was unable to attend and will have to be trained  
32 elsewhere. That cost will be spent in the next fiscal year.

33  
34 Other costs noted were for vehicle repairs, cellphones and a new CAD system, hose  
35 testing, and a wireless intercom system for the big engine.

36  
37 Finally, Chief Bender clarified that the line item for full-time firefighters was for two  
38 full-time employees.

39  
40 Chief Willis summarized that his budget showed a \$57,000 increase. \$53,000 of that  
41 was wage and benefit increases. Chief Willis clarified that his salary line item  
42 reflected what his wage would be if he were full-time with the Town of Mount  
43 Desert. Bar Harbor pays 60% of his wages currently. Additionally, Bar Harbor pays  
44 60% of his gasoline usage.

45  
46 The Police Accreditation Program is the only new cost. Its cost is approximately  
47 \$2000 per year. This new program will lower the Town's liability risk.  
48

Chief Willis pointed out he had reorganized his line items, grouping equipment into frequencies.

The Overtime estimated in the budget reflected the vacation, compensatory time, or sick leave of others that must be covered by another officer. Holiday pay is an end of year payment for those officers not using the holidays the Town recognizes.

It was noted that although street lights were included in the Public Safety budget, they were the bailiwick of Public Works. Public Works Director Smith noted the cost was based on the change to the new LED lights proposed.

*C. Request authorization from the Board of Selectmen for the release and expenditure of up to \$4,500 from the Historic Preservation Reserve Account #4020200-24205 for the purchase and installation of shelving units for the Town vault*

Town Clerk Woolfolk explained that the shelving houses the historical records of the Town. The shelving's integrity is failing, and the shelves there are not placed for maximum space efficiency. The request is for the purchase and installation of three shelving units at \$2,960.00 and a hinged locking door for one shelving unit @ \$1,054.00. The shelving had been previously ordered and installed in the town vault last week (12/27). Initially Ms. Woolfolk intended to pay for the shelving out of the Clerk's Historical Preservation account (# 1220220-57800), which does not require Selectmen approval. However after reviewing her project outline, she determined that the appropriate funding should come from the reserve account.

Selectman Dudman inquired whether there would ever come a time the records saved will be digital. Ms. Woolfolk noted it would depend on the State as to whether the requirement of saving the hard copies would ever be changed. Currently Ms. Woolfolk is working on a long-term project to create digital copies of the historical records.

MOTION: Selectman Hart moved, with Selectman Dudman seconding, authorizing the release and expenditure of up to \$4,500 from the Historic Preservation Reserve Account #4020200-24205 for the purchase and installation of shelving units for the Town vault, as presented. Motion approved 5-0.

*D. Consideration of proposed warrant articles identified to date for the 2018 Town Meeting warrant*

Public Works Director Smith presented the proposed warrant articles. It was not the final language format. He hoped for guidance on whether to proceed with all the issues.

Selectman Mooers suggested revising the wording on Article 1 regarding the loss of FLAP funding, to say that if the Town fails to raise matching funds to replace the lost FLAP funding through public or private funding, to ask the Town to fund the total amount required, or return the earmarked \$20,000 to the taxpayers.

Director Smith pointed out Article 11, and the proposed taking of a private road and sewer. Director Smith recommended taking both. It was noted the sewer was up to

1 the Town's standards, and Fire Chief Bender has inspected the road with regard to  
2 fire engine access. If the Town does not take the road and sewer, the residents on the  
3 road will soon need to begin saving for future maintenance for both. They are  
4 currently paying for plowing and sanding.  
5

6 MOTION: Selectman Mooers moved, with Selectman Littlefield seconding,  
7 approval of Public Works Director Smith to proceed with the proposed Warrant  
8 Articles preparation for the 2018 Town Meeting Warrant, as outlined in his memo of  
9 December 28, 2017.  
10

## 11 **VII. Other Business**

12 No other business was presented.  
13

## 14 **VIII. Treasurer's Warrants**

- 15 A. *Approve and Sign Treasurer's Warrant AP1839 in the amount of \$377,950.55*

16 MOTION: Selectman Mooers moved, with Selectman Littlefield seconding, approval  
17 and signature of Treasurer's Warrant AP1839 in the amount of \$377,950.55, as  
18 presented. Motion approved 5-0.

- 19 B. *Approve Signed Treasurer's Payroll, State Fees, and PR Benefit Warrants AP1837,*  
20 *AP1838, and PR1815 in the amounts of \$5,615.22, \$6,931.86, and \$104,765.28,*  
21 *respectively*

22 MOTION: Selectman Mooers moved, with Selectman Hart seconding, approval of  
23 Treasurer's Payroll, State Fees, and PR Benefit Warrants AP1837, AP1838, and PR1815  
24 in the amounts of \$5,615.22, \$6,931.86, and \$104,765.28, respectively, as presented.  
25 Motion approved 4-0-1 (Littlefield in Abstention)

- 26 C. *Acknowledge Treasurer's School Board AP/Payroll Warrants 8 and 13 in the amounts of*  
27 *\$61,887.46 and \$167,601.78, respectively*

28 MOTION: Selectman Hart moved, with Selectman Littlefield seconding,  
29 acknowledgement of Treasurer's School Board AP/Payroll Warrant 13 in the amount of  
30 \$167,601.78, as presented. Motion approved 4-0-1 (Macauley in Abstention)  
31

32 MOTION: Selectman Mooers moved, with Selectman Dudman seconding,  
33 acknowledgement of Treasurer's School Board AP/Payroll Warrant 8 in the amount of  
34 \$61,601.78, as presented. Motion approved 4-0-1 (Littlefield in Abstention).  
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## 36 **X. Adjournment**

37 MOTION: Selectman Mooers moved, with Chairman Macauley seconding, adjournment.  
38 Motion approved 5-0. Meeting was adjourned at 7:04PM.  
39

40 Respectfully Submitted,  
41

42  
43  
44 Wendy Littlefield, Secretary  
45