

**Town of Mount Desert  
Board of Selectmen Agenda  
Organizational Meeting  
Tuesday, May 8, 2018  
Kelley Auditorium, Mount Desert Elementary School  
8 Joy Road, Northeast Harbor  
*Following the conclusion of Annual Town Meeting***

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

Town Manager Durlin Lunt, Treasurer Kathy Mahar, Public Works Director Tony Smith, Harbor Master LeMoine and Town Clerk Claire Woolfolk.

**I. Call to order**

Chairman Macauley called the meeting to order at 9:52 PM.

**II. Election of Officers**

MOTION: Selectman Dudman moved, with Selectman Hart seconding, to keep the same slate as last year. (Chairman – MacCauley, Vice Chair – Hart, Secretary – Littlefield)  
Motion approved 5-0.

**III. Minutes**

A. *Approval of minutes from April 17, 2018*

MOTION: Selectman Hart moved, with Selectman Dudman seconding, approval of the April 17, 2018 Minutes, as presented. Motion approved 5- 0.

**IV. Appointments/Recognitions/Resignations**

A. *Confirm Appointments of Summer Dock Hands and Boat Launch Operators as presented*

MOTION: Selectman Hart moved, with Selectman Dudman seconding, to Confirm Appointments of Summer Dock Hands and Boat Launch Operators as presented. Motion approved 5- 0.

**V. Consent Agenda (*These items are considered routine, and therefore, may be passed by the Selectmen in one blanket motion. Board members may remove any item for discussion by requesting such action prior to consideration of that portion of the agenda.*)**

A. *Department Reports: Treasurer; Permanent Trust 3<sup>rd</sup> Quarter 2018*

B. *2017-2018 Property & Casualty Pool Membership Report from Maine Municipal Association*

C. *Hancock County Commissioners Meeting Minutes April 3, 13, and 24, 2018*

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

**VI. Selectmen's Reports**

None presented

**VII. Unfinished Business**

A. *Request construction contract for the food vendors and farmers market sites project bid to be awarded to RF Jordan at a bid price of \$43,000.00 and permission to execute the agreement*

1 MOTION: Selectman Dudman moved, with Selectman Hart seconding, to award the  
2 construction contract for the food vendors and farmers market sites project bid to RF Jordan  
3 at a bid price of \$43,000.00 and to grant permission to execute the agreement.  
4 Motion approved 5- 0.

5  
6 *B. Request authorization to use funds for completion of the food vendors and farmers*  
7 *market sites project from: the Buildings & Grounds Reserve Account Number*  
8 *4055200-24571 with a current balance of approximately \$30,613 and the Parks and*  
9 *Cemeteries Reserve Account Number 4055250-24572 with a current balance of*  
10 *approximately \$27,905(total budget available for use of \$58,518)*

11 Director Smith amended the current balance available from the Buildings & Grounds  
12 Reserve Account to \$23,813, leaving the total budget available for use as \$51,718.

13  
14 MOTION: Selectman Littlefield moved, with Selectman Dudman seconding, to  
15 authorization to use funds for completion of the food vendors and farmers market sites  
16 project from: the Buildings & Grounds Reserve Account Number 4055200-24571 with a  
17 current balance of approximately \$23,813 and the Parks and Cemeteries Reserve Account  
18 Number 4055250-24572 with a current balance of approximately \$27,905(total budget  
19 available for use of \$51,718). Motion approved 5- 0.

20  
21 **VIII. New Business**

22 *A. Annual Policy on Treasurer's Disbursement Warrants for Employee Wages and*  
23 *Benefits*

24 MOTION: Selectman Dudman moved, with Selectman Hart seconding, to approve the  
25 Policy on Treasurer's Disbursement Warrants for Employee Wages and Benefits. Motion  
26 approved 5- 0.

27  
28 *B. Annual Policy on Treasurer's Disbursement Warrants for State Fees*

29 MOTION: Selectman Littlefield moved, with Selectman Dudman seconding, to approve the  
30 Policy on Treasurer's Disbursement Warrants for State Fees. Motion approved 5- 0.

31  
32 *C. Annual Policy on Disbursement of Municipal Education Costs*

33 MOTION: Selectman Littlefield moved, with Selectman Dudman seconding, to approve the  
34 Policy on Disbursement of Municipal Education Costs. Motion approved 5- 0.

35  
36 *D. Annual Policy on Application of Payments to Unpaid Taxes*

37 MOTION: Selectman Littlefield moved, with Selectman Dudman seconding, to approve the  
38 Policy on Application of Payments to Unpaid Taxes. Motion approved 5- 0.

39  
40 *E. Annual Policy on Reimbursement (Code Enforcement Officer Permits)*

41 MOTION: Selectman Littlefield moved, with Selectman Dudman seconding, to approve the  
42 Policy on Reimbursement for Code Enforcement Officer Permits. Motion approved 5- 0.

43  
44 *F. Annual Policy Authorizing Town Manager and his Designee to sign BYOB and Off-*  
45 *Premises Catering Liquor License Applications on behalf of the Municipal Officers*

46 MOTION: Selectman Littlefield moved, with Selectman Dudman seconding, to approve the  
47 Policy Authorizing Town Manager and his Designee to sign BYOB and Off-Premises  
48 Catering Liquor License Applications on behalf of the Municipal Officers. Motion approved  
49 5- 0.

### G. *Annual Approval of Town Counsel*

MOTION: Selectman Littlefield moved, with Selectman Dudman seconding, to approve the list of approved Town Counsel. Motion approved 5- 0.

## IX. Other Business

A. *Such other business as may be legally conducted*

Discussion to pay \$500 to Eastern Agency on Aging out of the Selectman's Contingency Fund as it was inadvertently omitted from the budget approved at the Annual Town Meeting. It was agreed to put it on an agenda in July to be paid from the FY 2018-2019 budget.

## X. Treasurer's Warrants

A. Approve & Sign Treasurer's Warrant AP1866 in the amount of \$576,312.39

MOTION: Selectman Dudman moved, with Selectman Hart seconding, approval and signature of Treasurer's Warrant AP1866 in the amount of \$576,312.39, as presented. Motion approved 4-0-1 (Littlefield in Abstention).

*B. Approve Signed Treasurer's Payroll, State Fees, & PR Benefit Warrants AP1863, AP1864, AP1865, PR1823 and PR1824 in the amounts of \$4,235.04, \$5,362.29, \$75,003.05, \$93,490.45, and \$102,539.76, respectively*

C. Acknowledge Treasurer's School Board AP/Payroll Warrants 13 and 22 in the amounts of \$53,535.96 and \$153,203.15, respectively

MOTION: Selectman Dudman moved, with Selectman Hart seconding, approval of the Treasurer's Payroll, State Fees, & PR Benefit Warrants AP1863, AP1864, AP1865, PR1823 and PR1824 in the amounts of \$4,235.04,\$5,362.29, \$75,003.05, \$93,490.45, and \$102,539.76, respectively and acknowledgement of Treasurer's School Board AP/Payroll Warrants 13 and 22 in the amounts of \$53,535.96 and \$153,203.15, respectively, as presented. Motion approved 5- 0.

## XI. Adjournment

MOTION: Selectman Dudman moved, with Selectman Hart seconding, adjournment.  
Motion approved 5- 0.

The next regularly scheduled meeting is at 6:30 p.m., Monday, May 21, 2018 in the Meeting Room, Town Hall, Northeast Harbor

The meeting was adjourned at 10:03 PM.

Respectfully Submitted,

Wendy Littlefield, Secretary