



Town of Mount Desert  
Board of Selectmen  
Agenda

Regular Meeting  
Monday, May 20, 2019

Location: Meeting Room, Town Hall, Northeast Harbor

- I. **Call to order at 6:00 p.m.**
- II. **Executive Session**
  - A. Pursuant to 1M.R.S.A. §405 (6)(D) Discussion regarding the labor contract with negotiators
  - B. Pursuant to 1 M.R.S.A. §405(6) (A) Review request from employee for leave without pay
- III. **Post Executive Session**
  - A. Labor contract, action if necessary
  - B. Employee Leave without Pay, action if necessary
- IV. **Minutes**
  - A. Approval of minutes from May 7, 2019 meeting
- V. **Appointments/Recognitions/Resignations**
  - A. Annual Employee Appointments
  - B. Appointment of Kaleb Payson as a Full-Time Police Officer at \$24.30/hour effective May 27, 2019
  - C. Appointment of Matthew Woolfolk as Seasonal Dock Hand at a rate of \$15.00 per hour effective May 20, 2019
  - D. Appointment of Stanley Grierson as Seasonal Buildings & Grounds Helper at a rate of \$15.00 per hour effective May 20, 2019
  - E. Appointment of Stephen Grierson as Seasonal Recycling Attendant in the Solid Waste Division at a rate of \$15.00 per hour effective May 20, 2019
  - F. Appointment of Ralph Colson, Jr. as Seasonal Wastewater Helper in the Solid Waste Division and assisting other Public Works Divisions as needed at a rate of \$16.50 per hour effective May 20, 2019
  - G. Recognition of Kathryn Mahar's award for the designation of Certified Treasurer of Maine from the Maine Municipal Tax Collectors' and Treasurers' Association
  - H. Jennifer McWain recognized as featured clerk of Hancock County in celebration of the 50<sup>th</sup> Anniversary of Municipal Clerks Week (May 5-11, 2019)
- VI. **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. Board of Selectmen Meeting Schedule 2019-2020
  - B. Holiday Schedule 2019-2020
  - C. Hancock County Commissioners Meeting Minutes April 16, 2019

**VII. Selectmen's Reports**

**VIII. Unfinished Business**

- A. *Authorize the issuance of a General Obligation Bond of the Town in a principal amount not to exceed \$428,920.00 at an interest rate of 3.17% and for a term of ten years*
- B. *Execution of the bond document for the \$428,920.00 General Obligation Bond issued by Bar Harbor Bank & Trust Company effective May 20, 2019*

**IX. New Business**

- A. *Construction parking request by CES to park at the Town property above the Stanley Brook Treatment Plant*
- B. *Request by the Northeast Harbor Village Improvement Society to establish a connecting trail on Town of Mount Desert property to connect two unnamed sections of trail and propose the naming of these sections and the connecting trail as Delights Trail*
- C. *Mount Desert Island Regional School Trustee, discussion*
- D. *Review and adopt the Town of Mount Desert's revised Emergency Operations Plan*
- E. *Request authorization to for repairs made to the Seal Harbor dinghy dock mooring chains by Alvah B. Barge Service Inc. for \$3,324.00 from the Seal Harbor Mooring/Floats CIP 6410200-24601*

**X. Other Business**

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

**XI. Treasurer's Warrants**

- A. *Approve & Sign Treasurer's Warrant AP1966 in the amount of \$318,992.38*
- B. *Approve Signed Treasurer's Payroll, State Fees, & PR Benefit Warrants AP1964, AP1965, and PR1923 in the amounts of \$7,324.26, \$6,865.50, and \$96,563.23, respectively*
- C. *Acknowledge Treasurer's School Board AP/Payroll Warrants 22 in the amount of \$93,345.56*

**XII. Adjournment**

The next regularly scheduled meeting is at 6:30 p.m., Monday, June 3, 2019 in the Meeting Room, Town Hall, Northeast Harbor

# MINUTES

**APPOINTMENTS**

**RECOGNITIONS**

**RESIGNATIONS**



## CERTIFICATE OF APPOINTMENT

Municipality of **MOUNT DESERT**

County of **HANCOCK**

State of **MAINE**

The Board of Selectmen of the Municipality of the Town of Mount Desert, in accordance with the provisions of the laws of the State of Maine, hereby appoints the following **employees** within and for the Municipality of Mount Desert for the positions and terms indicated:

Name	Position	Term	Term
Kyle Avila	Assessor	May 21, 2019	May 31, 2020
Kyle Avila	Addressing Officer	May 21, 2019	May 31, 2020
Michael Bender	Fire Chief	May 21, 2019	May 31, 2020
Michael Bender	Fire Warden	May 21, 2019	May 31, 2020
Michael Bender	Emergency Management Dir	May 21, 2019	May 31, 2020
Diana De Los Santos	Animal Control Officer	May 21, 2019	May 31, 2020
Kevin Edgecomb	Shellfish Warden	May 21, 2019	May 31, 2020
Leigh Guildford	Shellfish Warden	May 21, 2019	May 31, 2020
Kimberly Keene	Code Enforcement Officer	May 21, 2019	May 31, 2020
Kimberly Keene	Building Inspector	May 21, 2019	May 31, 2020
Kimberly Keene	Local Plumbing Inspector	May 21, 2019	May 31, 2020
Kimberly Keene	Deputy General Assistance	May 21, 2019	May 31, 2020
Joshua Jordan	Deputy Harbormaster	May 21, 2019	May 31, 2020
Joshua Jordan	Shellfish Warden	May 21, 2019	May 31, 2020
John Lemoine	Harbormaster	May 21, 2019	May 31, 2020
Durlin E. Lunt, Jr.	Town Manager	May 21, 2019	May 31, 2020
Durlin E. Lunt, Jr.	Overseer of the Poor	May 21, 2019	May 31, 2020
Durlin E. Lunt, Jr.	Road Commissioner	May 21, 2019	May 31, 2020
Durlin E. Lunt, Jr.	Public Access Officer	May 21, 2019	May 31, 2020
Kathryn Mahar	Treasurer	May 21, 2019	May 31, 2020
Mount Desert Board of Selectmen	General Assistance Fair Hearing Authority	May 21, 2019	May 31, 2020
Shawn Murphy	Shellfish Warden	May 21, 2019	May 31, 2020
Elizabeth Yeo	Excise Tax Collector	May 21, 2019	May 31, 2020

Elizabeth Yeo	BMV Excise Tax Collector	May 21, 2019	May 31, 2020
Lisa Young	Tax Collector	May 21, 2019	May 31, 2020
Anthony Smith	Acting Town Manager	May 21, 2019	May 31, 2020
James Willis	Police Chief	May 21, 2019	May 31, 2020
Claire Woolfolk	Town Clerk	May 21, 2019	May 31, 2020
Claire Woolfolk	Deputy Public Access Officer	May 21, 2019	May 31, 2020

Given under our hands this 20th day of May 2019 at Northeast Harbor, Maine:

\_\_\_\_\_  
Martha T. Dudman

\_\_\_\_\_  
Matthew J. Hart

\_\_\_\_\_  
Wendy H. Littlefield

\_\_\_\_\_  
John B. Macauley

\_\_\_\_\_  
James F. Mooers

A majority of the Municipal Officers of the Town of Mount Desert



**MOUNT DESERT POLICE DEPARTMENT  
BAR HARBOR POLICE DEPARTMENT**  
James K. Willis, Chief of Police



BHPD  
37 Firefly Lane  
Bar Harbor, Maine 04609  
Tel: 207-288-3391  
[jwillis@barharbormaine.gov](mailto:jwillis@barharbormaine.gov)

MDPD  
21 Sea Street, PO Box 248  
NE Harbor, ME 04662  
Tel: 207-276-5111  
[jwillis@mdpolice.org](mailto:jwillis@mdpolice.org)

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Memorandum

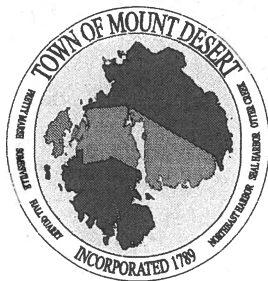
To: Town Manager Lunt  
From: Chief James Willis *JW*  
Subject: Appointment of Kaleb Payson as Full-Time Police Officer  
Date: May 14, 2019

We would like to hire Kaleb Payson of Lamoine as a Full-Time Police Officer to fill a patrol vacancy with the Mount Desert Police Department. Kaleb has been working as a summer parking enforcement officer and part time dispatcher with Bar Harbor Police Department since last summer while attending school full time at Thomas College.

Will you please place this appointment on the agenda for the next available select board meeting?

If confirmed, his starting hourly rate will be \$24.30 increasing to the full budgeted rate for a Full Time Police Officer after successful completion of the probationary period outlined in his employment offer and eligible for the usual full time benefits as outlined in the Town's Personnel Rules. His hire date will be Monday, May 27, 2019.

Kaleb's address for correspondence is: Kaleb Payson  
738 Douglas Highway  
Lamoine, ME 04605



## *Town of Mount Desert*

John LeMoine, Harbormaster  
40 Harbor Drive, P.O. Box 237  
Northeast Harbor, ME 04662-0248  
Telephone 207-276-5737 Fax 207-276-5741  
E-mail Address [harbormaster@mtdesert.org](mailto:harbormaster@mtdesert.org)  
Web Address [www.mtdesert.org](http://www.mtdesert.org)

## MEMO

To: Durlin Lunt, Town Manager  
From: John Lemoine, Harbormaster  
Re: Summer Dock Hand  
Date: May 8, 2019

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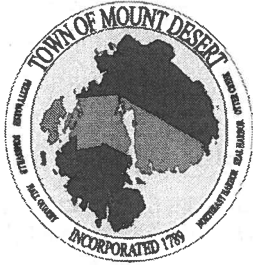
Durlin,

I would like to recommend the following individual listed below for seasonal employment as a Dock Hand at the Northeast Harbor Marina. Would you please place this individual on the May 20, 2019 Board of Selectmen's agenda for his approval.

Matthew Woolfolk @ \$15.00/hr.

Thank you,

John LeMoine  
Harbormaster



## *Town of Mount Desert*

21 Sea Street, P.O. Box 248  
Northeast Harbor, ME 04662-0248  
Telephone 207-276-5743 Fax 207-276-5742  
[www.mtdesert.org](http://www.mtdesert.org) [director@mtdesert.org](mailto:director@mtdesert.org)

### MEMO

To: Durlin Lunt, Town Manager  
From: Tony Smith, Public Works Director  
Re: Public Works Summer Helpers  
Date: May 15, 2019

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As you know, we typically hire four summer helpers each year, two for the packer trucks and one each for buildings & grounds and wastewater. This year finds us short a recycling attendant. To date, we have identified two individuals to work for us this summer. Based on interest, successful past history of one with the town, and a recent interview with the second person, I request the following appointments be made at the May 20, 2019 meeting of the Board of Selectmen. The three individuals have accepted our verbal offers and understand their employment with us is subject to being appointed by the Board of Selectmen. They also understand the offers are not offers of full-time employment with us, that there are no benefits associated with the proposed hire, are seasonal in nature and will end no later than October 12, 2019.

For our 2019 summer season, I recommend the appointment of:

- Stanley Grierson of Bass Harbor as a summer helper in our Buildings & Grounds Division at an hourly rate of \$15.00 per hour effective May 20, 2019 with said appointment ending on or before September 6, 2019. He will assist with routine spring cleaning, maintenance of our facilities and landscaping, including mowing. We will also use him in other divisions of public works as needed.
- Stephen Grierson of Bass Harbor as a summer Recycling Attendant in our Solid Waste Division at an hourly rate of \$15.00 per hour effective May 20, 2019 with said appointment ending on or before September 6, 2019. He will assist the public with recycling, help educate the public on changes that have been made with our recycling program and keep the area around the recycling center neat and tidy. He will also assist with mowing and weed whacking as time allows. He is 17 years of age. The work tasks I just described are allowed under Maine's child labor laws. The only thing he cannot do is go down into the recycling containers which does not pose a problem for us.
- Ralph Colson, Jr. as a summer helper in our Wastewater Division at an hourly rate of \$16.50 per hour effective May 20, 2019 ending on or before October 12, 2019. Ralph worked for us the last six summers assisting the crew with their summer wastewater related work tasks including doing an excellent job in keeping the grounds at our facilities looking very nice; he will be assigned the same duties as last year. Ralph will assist other divisions in public works as needed.

Thank you for consideration of my recommendations.

Cc. Claire Woolfolk, Clerk  
Ben Jacobs, Hwy. Supt.  
Ed Montague, WW Supt.



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## Maine Municipal Tax Collectors' and Treasurers' Association

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Local Government Center • 60 Community Drive, Augusta, Maine 04330-9486  
1-800-452-8786 (In Maine) • 207-623-8428 • Fax 207-624-0128  
[www.mmtcta.org](http://www.mmtcta.org)

May 9, 2019

Mr Durlin Lunt  
Town Manager  
Town of Mount Desert  
PO Box 248  
Northeast Harbor, ME 04662-0248

Dear Mr. Lunt:

Congratulations are in order for the Town of Mount Desert. The Maine Municipal Tax Collectors' and Treasurers' Association has approved Kathryn Mahar as a Certified Treasurer. This certification process has required many hours of dedication to achieve. The certification process requires that applicants receive training in a number of courses that relate to their field of expertise.

Kathryn will be recognized for receiving this certification at the MMTCTA Annual Conference being held on May 16<sup>th</sup> 2019 and in the MMTCTA newsletter *Dollar\$ and Sense*.

The MMTCTA understands the investment of time and resources it takes to achieve this status. You may want to check with the Town's insurance carrier to see if this would entitle the Town to a discount on your public official's liability insurance or bond insurance for this position. We encourage you to ask your insurance company and find out.

Congratulations once again!

Sincerely,

Julie Giles  
Chairperson  
MMTCTA Certification Committee

## Municipal Clerks Week Featured Clerks – Day 4 of 5

In celebration of the **50<sup>th</sup> Anniversary of Municipal Clerks Week (May 5-11, 2019)**, the Maine Town & City Clerks Association's Public Relations Committee is featuring a Clerk, Deputy Clerk or Assistant Clerk from each of our 16 counties during a week-long series to highlight our members and the excellent work they do!

**Today's Featured Clerks are Mary Dunham, Jennifer McWain and Frances M. Hutchinson.**



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Name: Jennifer McWain

Title: Deputy Town Clerk

Municipality: Town of Mount Desert

County: Hancock

Population: 2,053

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**How many years have you been in office?**

12 years for the Town of Mount Desert and 10 years for the Town of Bar Harbor.

**What is your favorite part of your job?**

Helping the public, being part of the community and the many hats of Clerk-dom that we can wear!

**What's one project you're working on right now?**

Getting ready for the Annual Town Meeting and tying up loose ends for the start of our very busy next five months here on the island!

**Best advice for other clerks?**

Each day offers different opportunities, experiences and the chance to learn something new. Try to remember to be flexible and roll with the situation that is in front of you at that time.

# **CONSENT AGENDA**



# Town of Mount Desert

## Board of Selectmen Meeting Schedule FY 2019-2020

Traditionally, Regular Meetings are held on 1st and 3rd Mondays of Each Month

		<u>Location</u>	<u>Notes</u>
July 1, 2019		NEH	
July 15, 2019		NEH	
August 5, 2019		NEH	
August 19, 2019		NEH	
September 3, 2019	Tuesday	NEH	Alternate day for Labor Day
September 16, 2019		NEH	
October 7, 2019		NEH	
October 21, 2019		NEH	
November 4, 2019		NEH	
November 18, 2019		NEH	
December 2, 2019		NEH	
December 16, 2019		NEH	
January 6, 2020		NEH	
January 21, 2020	Tuesday	NEH	Alternate day for MLK Day
February 3, 2020		NEH	
February 18, 2020	Tuesday	NEH	Alternate day for Presidents Day
March 2, 2020		NEH	
March 16, 2020		NEH	
April 6, 2020		NEH	
April 21, 2020	Tuesday	NEH	Alternate day for Patriots Day
May 5, 2020	Tuesday	NEH	Organizational Meeting after Annual Town Mtg
May 18, 2020		NEH	
June 1, 2020		NEH	
June 15, 2020		NEH	

Planning Board Meets in NEH Meeting Room 2nd and 4th Wednesday of each Month

Marine Management Committee Meets in NEH MR on 2nd Tuesday

Other Boards and Committees meet as required or needed

## 2019-2020 Holiday Schedule

### Town Office Closed

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Thursday, July 4, 2019	Independence Day
Monday, September 2, 2019	Labor Day
Monday, October 14, 2019	Columbus Day
Monday, November 11, 2019	Veterans Day
Thursday, November 28, 2019	Thanksgiving Day
Friday, November 29, 2019	Thanksgiving Friday
Wednesday, December 25, 2019	Christmas Day
Wednesday, January 1, 2020	New Year's Day
Monday, January 20, 2020	Martin Luther King, Jr. Day
Monday, February 17, 2020	President's Day
Monday, April 20, 2020	Patriot's Day
Monday, May 25, 2020	Memorial Day

## COMMISSIONERS SPECIAL MEETING

Learn more about **HANCOCK COUNTY** by visiting

[www.co.hancock.me.us](http://www.co.hancock.me.us)

**Audio recordings of the meeting are available upon request**

The regular meeting of the Hancock County Commissioners was brought to order by Commissioner Blasi at 8:30 a.m. on **Tuesday April 16, 2019** in the conference room of the County courthouse located in Ellsworth, ME with Commissioners Clark and Wombacher in attendance.

**MOTION: Employ Charles Carter of Otis as IT Systems Administrator at an annual salary of \$60,000- exempt, effective May 11, 2019, provided Carter completes all background checks to satisfaction (Clark/Wombacher 3-0, motion passed)**

The commission agreed that this position falls under the direct supervision of the County Administrator.

**Sealander Architects- RCC Expansion plans- finalize design and cost estimates**

Mike Sealander presented 5 different schematics of the RCC expansion with the following estimates: Option 1 Project cost: \$375,251.13; Option 2 Project cost: \$251,920.7; Option 3 Project cost: \$354,319.08; Option 4 Project cost: \$341,343.12; Option 5 Project cost: \$406,980.38.

Sealander explained that each option had advantages and disadvantages. He said Option 1 demonstrates what was previously discussed. He identified Option 4 as his preference. Commissioner Clark and Sheriff Kane also preferred Option 4. Sealander said Option 4 did not require temporarily moving dispatch during construction. RCC Director Conary agreed this would be of significant benefit. Sealander said he was looking for a consensus on the concept and that he would be able to come back as the project develops and address technical questions as they come up. Sealander said he would like to send a proposal based on the option of choice. The commission agreed to proceed with option 4. They also agreed that the roof over the steps at the entrance to the Sheriff's Department will follow the contour of the steps, with a 3 foot retaining wall and a pipe railing on top of the wall.

The current contract brings Sealander to this point; an amendment to this contract will allow Sealander to move forward. Commissioner Wombacher asked what we could expect for a timeframe to get to the next phase; Sealander said he thought we were late in the year to begin anything this season. Commissioner Clark said it would be difficult to get attractive bids now as contractors are busy. Commissioner Blasi expressed that he wanted to at least attempt. Commissioner Clark said he might want to see how a bid this summer compares to a bid in the spring. Sealander said he would need a couple of months to prepare, but would draft a proposal for continued work sooner than that.

**MOTION: Add airport item 2c: To authorize the chairman to sign the 2019 FAA grant applications (Blasi/Clark 3-0, motion passed)**

Airport Manager Madeira said he should have the applications next week.

Public Comment: none

Approval of minutes:

**MOTION: Approve the minutes of the April 2, 2019 Commissioners' Regular Meeting (Clark/Blasi 3-0 motion passed)**

Airport:

Bid Opening regarding 2019 project to Remark and Crack Seal Airfield Pavements:

Two bids were received. The results are as follows:

Cunningham Contracting of Shavertown, PA – Total bid \$177,768.00

Axtell's, Inc. of Jermyn, PA – Total bid \$ 224,285.00

Airport Manager Madeira said he will transfer the bids to the engineer, who will qualify the low bid and make a recommendation to the board at the appropriate time. Madeira said a start date after Labor Day was the date discussed at the pre-bid meeting.

**MOTION: Approve the contract with Jacobs Engineering regarding oversight of the 2019 Remark and Crack Seal Airfield Pavements project in the amount of \$74,927.40 (Clark/Blasi**

Airport Manager Madeira said Jacobs is the designer of the project, project administration, and resident engineering. Madeira explained the IFE process that the FAA requires of airport sponsors to ensure that an engineering contract is fair and reasonable.

Airport Manager Madeira said this is not a lump sum contract; they will bill us for hours. He said the amount billed may not be as much as \$74,927.40. Commissioner Clark amended his motion, removing the dollar amount. Commissioner Blasi said he was not sure he wanted to remove his second to the original motion- he liked the fixed dollar amount in the motion.

Madeira said he did not think the scope would change; Commissioner Clark said the amount is in the contract itself. Commissioner Blasi withdrew his second.

**MOTION: Approve the contract with Jacobs Engineering regarding oversight of the 2019 Remark and Crack Seal Airfield Pavements project (Clark/Blasi 3-0, motion passed)**

**MOTION: authorize the chairman to sign the 2019 FAA grant application (Clark/Wombacher 3-0, motion passed)**

Airport Manager Madeira said the applications are due May 1; although he did not yet have the application in hand this allows for the deadline to be met without having to call an additional meeting.

Maintenance:

Chiller vendor quotes/recommendation:

The commission reviewed the 3 proposals received. Facilities Director Walls recommended the Mechanical Services proposal. He said it gives us the equipment of a quality type that is exactly what we need and it will include the controls and start up of the unit as well. He said this unit fits our conditions and the energy management system connections are identical and included with the proposal. Delivery will be in 7-9 weeks, which will work with the weather timeline. Walls said this would be paid for through the courthouse capital reserve account.

**MOTION: approve the contract with Mechanical Services for the McQuay chiller in the amount of \$85,750.00, and that the chairman be authorized to sign the contract (Clark/Blasi 3-0, motion passed)**

Commissioner Clark amended his original motion to include “and that the chairman be authorized to sign the contract”; Commissioner Blasi seconded the amendment.

**MOTION: Approval to hire James Stuart of Mariaville as part time janitor, on call as needed at the rate of \$12.50 per hour, effective April 20, 2019 (Clark/Wombacher 3-0, motion passed)**

Break 9:57 a.m.-10:07 a.m.

Commissioners:

Life insurance discussion-

CA Adkins explained that he and Deputy CA Knowlton discussed the topic with Acadia Benefits, and they agreed that any substantive changes to life insurance should wait. The commission agreed to take no action on this item. Life insurance coverage remains as it is, with no changes.

Shellfish Ordinance administration-

CA Adkins said he met with the city of Ellsworth. They would like to know if the county is interested in assuming the employment of the clam warden; Ellsworth would maintain administration of the ordinance. This would be 2 part time employees. CA Adkins said the revenues would offset expenses. Sheriff Kane said he has met with the group and the issue was with supervision and liability. He said he was not interested in supervising these employees. Commissioner Clark said he was uncomfortable with having an individual employed by the county with even limited law enforcement authority who is not supervised by a law enforcement officer. Chief Deputy Kane said his supervisors have no more room to add supervisory duties, and this would require a new supervisory position in the sheriff's department which would come at a cost. The commission agreed that the county does not currently possess the resources to handle this request.

**MOTION: Executive Session under MRSA Title 1§405 6(E) to discuss a legal issue (Clark/Blasi 3-0, motion passed)**

**MOTION: that the chair be authorized to sign the legal documents sent to us by our attorney about our objections and answers to the first set of interrogatories by Hancock Wind (Clark/Wombacher 3-0, motion passed)**

**MOTION: approve the document sent to us by our attorney for our response to document request in the Hancock Wind case (Clark/Wombacher 3-0, motion passed)**

MOTION: adjourn until 12:00 pm (Blasi/ fails for lack of 2<sup>nd</sup>)

**MOTION: Executive Session under MRSA Title 1§405 6(D) for Union Contract negotiation discussion (Clark/Wombacher 2-0-1, motion passed, Blasi abstains)**

Commissioner Blasi said the plan that had been discussed was to consider the Teamsters' proposal in executive session after negotiations, but things had changed because CA Adkins had received the Teamsters' list after the agenda representing that plan had been posted. During this session the commission segued into the scheduled 12:00 p.m. negotiations session without adjourning.

County Administrator:

Deputy CA Knowlton reported on the conference call that she and CA Adkins had with Acadia Benefits and Allegiant Care. Allegiant Care will be coming to meet with Medicare-eligible retirees to discuss changes to their plans and Medicare Part D; Acadia Benefits will also attend the meeting. Employees will be receiving a letter from the county as well as an enrollment kit from Allegiant Care. During the enrollment process employees will need to provide documentation for spouses and dependents who will be covered under the plan.

**MOTION: to adjourn 1:26 p.m. (Blasi/Clark, 3-0, motion passed)**

Respectfully submitted,

Rebekah Knowlton  
Deputy County Administrator

# **UNFINISHED BUSINESS**



# *Town of Mount Desert*

## *Treasurer's Office*

### MEMORANDUM

TO: BOARD OF SELECTMEN  
SUBJECT: 2018 Capital Projects  
Bond Application Process

FROM: Kathryn A Mahar  
DATE: May 20, 2019

#### **HISTORY:**

At the May 2019 Annual Town Meeting, the Taxpayers approved Article 19 authorizing the Board of Selectmen to issue a General Obligation Bond in the amount of four hundred, twenty-eight thousand, nine hundred and twenty dollars (\$428,920.00) for the therein described Mount Desert Crosswalks Project # 3000049.

On April 30, 2019, bids from two banks were opened in anticipation of funding the bond over a period of ten years:

First National Bank 3.21%; 360 day accrual basis with no prepayment premium contingent on outside Bond Counsel.

Bar Harbor Bank 3.17%; 365 day accrual basis with no prepayment premium with in house Bond Counsel.

The statutory Public Notice of this action has been published in the Mount Desert Islander on May 16<sup>th</sup>, 2019 as prescribed by Statute.

#### **RECOMMENDATION:**

That the Bond award be made to Bar Harbor Bank & Trust Company in the principal amount of \$428,920.00 at 3.17% per annum for a period of ten years as of May 20, 2019. The resolution and loan documents are ready for your execution in regards to that award.

- 1) **Motion** to approve the Resolution authorizing the issuance of the four hundred, twenty-eight thousand, nine hundred and twenty dollars (\$428,920.00) General Obligation Bond to Bar Harbor Bank & Trust at 3.17% with repayment terms of ten (10) years.
- 2) Execute the 2019 General Obligation Promissory Note:
  - a. Sign the 2019 General Obligation Bond document:
    - i. Town Treasurer
    - ii. Selectmen
    - iii. Town Clerk

Documents presented at Board Meeting:

- 1) Resolution Authorizing the Issuance of General Obligation Bond
- 2) 2018 General Obligation Bond



**NEW BUSINESS**



Engineers ♦ Environmental Scientists ♦ Surveyors

May 03, 2019

Durlin Lunt, Town Manager  
Town of Mount Desert  
21 Sea Street  
PO Box 248  
Northeast Harbor, Maine 04662

**Re: Construction Parking Request**

Dear Durlin:

Thank you for meeting with me today regarding our construction project on Cooksey Drive. We discussed the project very briefly, so I wanted to provide you with some additional details regarding our inquiry regarding construction worker parking options.

The project is located at 75 Cooksey Drive (Tax Map 28, Lot 001) and is known as the Ravenscleft Estate. The project includes demolition of several out buildings and structures as well as complete renovation of the Main House. In addition, a new detached Garage and Study Building will also be constructed. The project started in November of 2018 and is expected to run into the spring of 2020. We will have a substantial crew on site consisting of carpenters, masons, electricians, plumbers, etc. In this area of Cooksey Drive there is very little options for parking of workers personnel vehicles without causing problems with traffic and public works crews. Over this past winter, during the off season, we have been parking at the public beach parking lot and bussing workers to the site. This will not be an option once the tourist season starts in a few weeks.

We have looked over the local area, but options are very limited. We did look over the existing gravel parking area above the Towns Stanley Brook treatment plant property. As we discussed in our meeting this area has been used for parking in the past for other area workers. We were hoping that we could work out an arrangement to park up to 12 passenger vehicles in this area while the project is under construction. This would be mostly privately-owned pick-up trucks and would not include any construction vehicles. From this location we would bus the workers to the site.

We can provide additional details and information if you would like. Thank you for your consideration in this matter

Sincerely,  
CES, Inc.

A handwritten signature in blue ink, appearing to read "Tim Brochu".

Tim Brochu, Project Manager  
Senior Vice President

TRB/

To : Mount Desert Board of Selectmen

February 27, 2019

From : Northeast Harbor Village Improvement Society

RE : Establishment of a hiking trail

On behalf of the Northeast Harbor Village Improvement Society I am asking the Mount Desert Board of Selectmen to approve the establishment of a connecting trail on property of the Town of Mount Desert. The trail system now has an unnamed section of trail from the Delights Road to the Schoolhouse Ledge Trail. Another unnamed trail connects the Bridle Path with the Harborside Trail. The proposed trail of approximately 200 feet would connect these two trails. The two unnamed sections in combination with the new trail would be named the Delights Trail. I would be happy to answer any questions you may have.

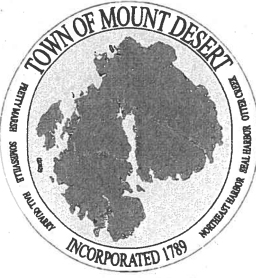
Thank you for your consideration

Respectfully,

A handwritten signature in cursive script, appearing to read "Cliff Olson".

Cliff Olson

Caretaker for the Northeast Harbor Trails



## ***Town of Mount Desert***

Claire Woolfolk, Town Clerk  
21 Sea Street, P.O. Box 248  
Northeast Harbor, ME 04662-0248

Telephone 207-276-5531 Fax 207-276-3232  
E-mail [townclerk@mtdesert.org](mailto:townclerk@mtdesert.org) Web Address [www.mtdesert.org](http://www.mtdesert.org)

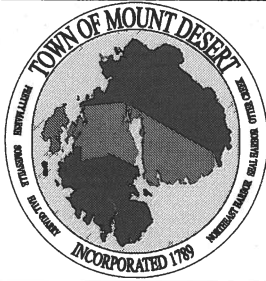
### MEMO

DATE: May 13, 2019  
TO: Board of Selectmen  
FROM: Claire Woolfolk, Town Clerk *Claire*  
RE: Mount Desert Island Regional School District Trustee

As you may recall, there was no nominee for Trustee for the 2019 Annual Town Meeting. Additionally, the election produced no majority write-in candidate.

The Act to create the Mount Desert Island Regional School District clearly states “vacancies shall be temporarily filled by appointment by the municipal officers of the town in whose representation the vacancy occurs until a successor trustee is elected at the next annual town meeting in said town.”

It is my understanding that Mia Thompson has agreed to serve as Trustee for MDI High School.



## ***Town of Mount Desert***

Michael Bender, Fire Chief  
21 Sea Street, P.O. Box 248  
Northeast Harbor, ME 04662-0248

Telephone 207-276-5111

Fax 207-276-5732

Web Address [www.mtdesert.org](http://www.mtdesert.org)

[firechief@mtdesert.org](mailto:firechief@mtdesert.org)

# **Memo**

To: Durlin Lunt, Town Manager

From: Mike Bender, Fire Chief

CC:

Date: May15, 2019

Re: Approval and adoption of EOP

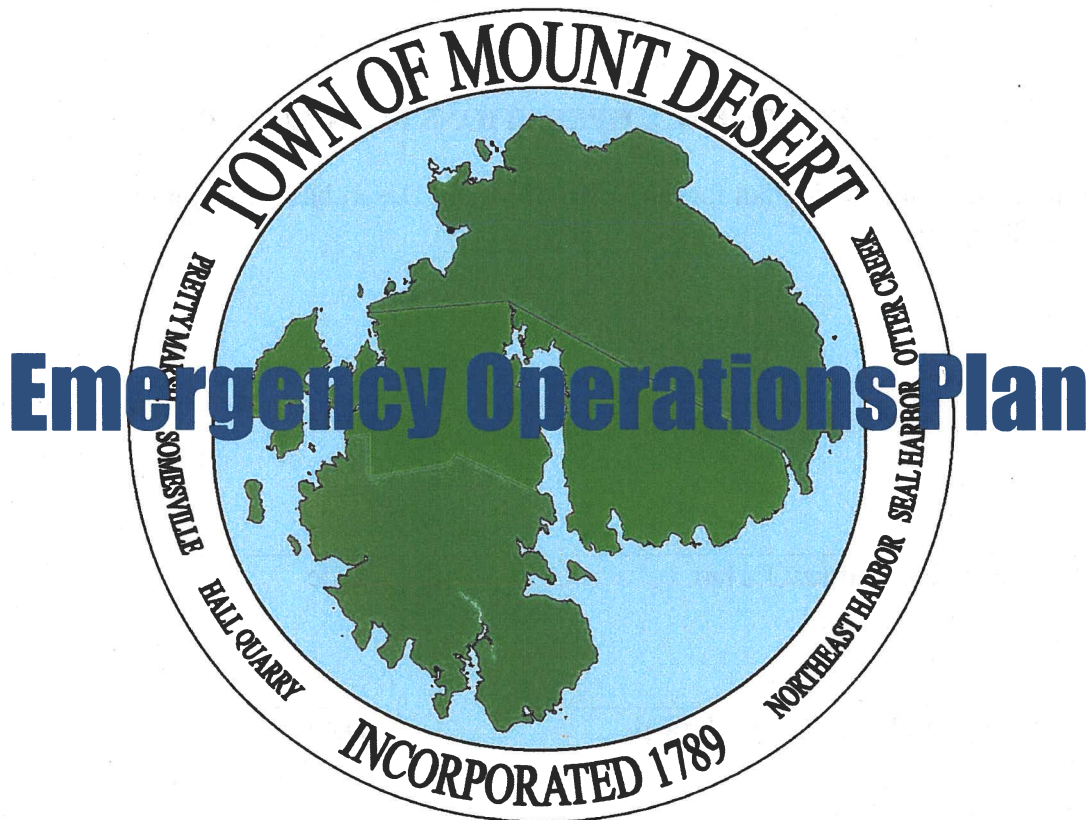
I would like to request that Board of Selectman review, approve and adopt the revised Emergency Operations Plan (EOP) for the Town of Mount Desert. The EOP is used by municipal officials as a guideline for handling sudden or unexpected situations within the Town and is mandated under Maine Title 37-B § 783. The goal is to be prepared to prevent fatalities and injuries while reducing damage to buildings, stock, and equipment during these unforeseen events.

The presented plan has been updated to reflect the changes within Town government and better identifies the roles and responsibilities assigned to specific positions. This was drafted with the assistances from the Hancock County Emergency Management Agency and is written in a Maine Emergency Management Agency accepted format. Minor changes can be made to the EOP when needed and, if approved, it should serve the Town for next several years. The current EOP was written and adopted in 2008.

**Motion - Motion for approval and adoption of Town of Mount Desert Emergency Operations Plan as presented.**

Thank you.

# The Municipality of Mount Desert, Maine



Mount Desert Office of Emergency Management  
P.O. Box 248, Northeast Harbor, ME 04662

Approved May 20, 2019  
Last Revised May 20, 2019

# Emergency Operations Plan

## Town of Mount Desert, Maine

### EMERGENCY OPERATIONS PLAN APPROVAL

The Emergency Operations Plan for the Town of Mount Desert has been approved and adopted this May, 20, 2019

\_\_\_\_\_  
Selectman Martha T. Dudman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Selectman Matthew J. Hart

\_\_\_\_\_  
Date

\_\_\_\_\_  
Selectman Wendy H. Littlefield

\_\_\_\_\_  
Date

\_\_\_\_\_  
Selectman John B. Macauley

\_\_\_\_\_  
Date

\_\_\_\_\_  
Selectman James F. Mooers

\_\_\_\_\_  
Date

\_\_\_\_\_  
Hancock County EMA

\_\_\_\_\_  
Date



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### **DISTRIBUTION**

Town Office of Emergency Management  
Town Office Records  
Fire Station  
Police Station  
Hospital  
School Administrator  
Hancock County Emergency Management  
Agency

## **BASIC PLAN**

### **PURPOSE**

The municipal disaster emergency plan is required by Maine State Statute, Title 37-B M.R.S.A. §783. The disaster emergency plan shall be known as the Emergency Operation Plan or "EOP."

The municipal Emergency Operations Plan (EOP) identifies the most likely types of disaster that the municipality would face. This plan defines the activities to be completed and the resources that will be called upon to respond to the disaster.

Throughout this plan, the Town of Mount Desert shall be referred to as the "Town." Activities and resources published in the Hancock County EOP will be utilized to the greatest extent possible. This will reduce the size of this municipal EOP and standardize the response procedures throughout Hancock County. This municipal EOP will be a supplement to the Hancock County EOP; both should be utilized as a reference during any disaster response. The Hancock County Emergency Management Agency (HKEMA) is responsible for the development of the County EOP; this document and its annexes are updated regularly as risks emerge, change, or warrant.

### **SITUATION AND ASSUMPTIONS**

The Hancock County EOP identifies the following types of natural, man-made, or technological disaster hazards that the County may experience:

- Wildfires
- Severe winter storms
- Severe summer storms
- Mass Casualty Incidents, including maritime
- Hazardous Materials
- Flooding
- Weapons of Mass Destruction
- Loss of Critical Infrastructure
- Earthquakes
- Blight
- Disease/Epidemic

Inland communities will not directly experience Maritime Incidents, but may be called upon to assist through Mutual Aid.

Review the County EOP for detailed information regarding the specifics of each disaster hazard and the types of impacts that would likely be faced throughout the County.

A Local Emergency Management Director (LEMD) is appointed by and responsible to the governing body of the community Preparedness activities will be limited to involvement of the LEMD in the County's Local Emergency Manager Program, the formulation, periodic review, and approval of this Town EOP, use of County EMA-provided response guidance, and trainings and exercises organized by the County EMA office.

The following emergency services are provided by:

Law Enforcement	Mount Desert Police Department, Bar Harbor Police Department, Acadia National Park, Hancock County Sheriff's Office, Maine State Police, Maine Marine Patrol, Maine Game Wardens
Emergency Medical Services	Northeast Harbor Ambulance Service
Fire Protection	Mount Desert Fire Department and its Mutual Aid partner agencies
Hazardous Materials Response	Mount Desert Fire Department, Hancock County EMA -IMAT, Regional Response Team, Maine Civil Support Team
Hospital Emergency Services	Mount Desert Island Hospital
Public Works	Mount Desert Public Works Department, Local Contractors, Road Commissioner

**CONCEPT OF OPERATIONS**

1. The Board of Selectmen is ultimately responsible for the timely and effective response to any disaster incident within the Town. The Local Emergency Management Director (LEMD) has been appointed to complete emergency management activities, such as Preparedness, Response, Recovery and Mitigation, on behalf of the Board of Selectmen.
2. Final authority on all decisions with consequence upon the Town, its residents, and its finances lies strictly with the Board of Selectmen. The Selectmen are authorized to take whatever actions necessary to prevent the loss of life and/or property within the Town.
3. The Local Emergency Management Director is responsible to the Board of Selectmen for coordinating disaster response activities, requesting resources from mutual aid partners and, Hancock County EMA, and for compiling and submitting disaster damage assessment information.
4. Disaster notifications may be issued by the National Weather Service (NWS), the Emergency Alert System (EAS), Integrated Public Alert and Warning System (IPAWS), the Hancock County Regional Communication Center (HCRCC) by radio-page, the Hancock County EMA, or, from Mount Desert Public Safety Dispatch Center.
5. Any Selectmen or the LEMD may activate the Emergency Operations Center (EOC), or, initiate the Emergency Operations Plan if they determine that the disaster situation warrants activation. Key town officers and designated citizens will be recalled to staff the municipal EOC.

6. When the emergency is beyond the control and/or resources of the Town, a request for assistance may be made through Hancock County EMA to the Maine Emergency Management Agency (MEMA). Maine's Governor may declare a disaster and make Maine state resources available to save lives, protect properties, and aid in disaster recovery.
7. Local mutual aid agreements (MAA) exist between all towns in Hancock County. A state statute provides for mutual aid that includes the entire State government and all of the county and municipal governments.
8. For a local emergency an Incident Commander (IC) will assume command at the scene. Communications will be established between the IC and the Town EOC or the County EOC. Most of the Logistical, Finance and Planning capabilities will be located at the EOC. The IC will retain all Operations Section personnel and some limited Logistical and Planning support.
9. For a county-wide emergency, such as a severe winter storm, all emergency operations will be run out of the Town EOC. Town emergency personnel will be dispatched by the Town EOC for specific tasks such as checking up on residents during a prolonged power outage or delivering situation reports when hard-line communications are out.

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

The following town officers may be tasked during a community emergency or disaster:

### **Board of Selectmen:**

1. Assumes responsibility for the overall Town response and recovery operations.
2. Make policy decisions relating to the disaster response and recovery.
3. Approves the EOC manning assignments recommended by the LEMD.
4. Approves press releases to the media.
5. Oversees the Damage Assessment program.
6. Carry out welfare general assistance, as required.

### **Local Emergency Management Director:**

1. Organizes and facilitates the Town EOC.
2. Develops all town emergency plans and procedures.
3. Coordinates with Hancock County EOC.
4. Coordinates with local School.
5. Collects individual and public assistance information.
6. Responsible for the tracking and assignment of disaster resources.
7. Establishes EOC communications.
8. Completes the Damage Assessment and Situation Reporting

### **Fire Chief:**

1. Oversees all fire department resources and directs fire department operations.
2. Responsible for initiating and implementing emergency evacuations.

**Road Commissioner:** Coordinates road damage assessment, repair and maintenance.

**Town Clerk/Treasurer:**

1. Staffs EOC telephone and documents information.
2. Tracks disaster expenditures and pays bills authorized by the Board of Selectmen.

**Police Chief:**

1. Oversees all police department resources and coordinates police department operations.
2. Oversees all public safety dispatch operations.
3. Point of contact with law enforcement agencies.
4. Notifies town residents of special meetings and assistance programs.
5. Coordinates services and assistance provided to animal victims.

**Health Officer:**

1. Report on the prevention and suppression of diseases and conditions dangerous to public health to the Commissioner of Human Services.
2. Receive and evaluate complaints concerning nuisances posing a potential public health threat within the town.
3. Order the suppression and removal of nuisances and conditions posing a public health threat found to exist.

**Harbor Master**

1. Ensure that harbor channels are safe and open for boating traffic.
2. Oversees operations in the Town's controlled waterways.

**ADMINISTRATION AND LOGISTICS**

The Board of Selectmen and the LEMD are responsible for the activation of this plan.

The Town LEMD is responsible for the submission of reports to the County EOC. The Town EOC staff provides reports of response activities, damages, and other related information to the LEMD. The EOC staff keeps records on all actions, expenditures and financial obligations.

All Town disaster expenditures must be approved by the Board of Selectmen on the Town Warrant. The Town Treasurer will complete all financial actions once the expenditures have been approved.

**PLAN DEVELOPMENT AND MAINTENANCE**

Deficiencies found in this plan should be summarized and submitted in writing to the LEMD when noted.

The LEMD shall review the entire plan annually and ensure that all procedures, policies, data and responsibilities are current and reflect actual assignments.

All changes to the plan will be approved by the Board of Selectmen.

**AUTHORITIES AND REFERENCES**

- The Maine Civil Emergency Preparedness Act (Title 37-B, MSRA Chapter 13).

- Title 37B, Chapter 13, Maine Revised Statutes Annotated (MSRA), the Maine Emergency Management Act, as amended.
- Federal emergency Management Agency, National Response Framework, Third Edition, June 2016.
- Federal Emergency Management Agency, Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide (CPG 101), Second Version, November 2010.







## **ANNEX A - DIRECTION AND CONTROL**

### **PURPOSE**

The Town of Mount Desert employs a full-time police department, a full-time public works department, a 24 hour dispatch center, a town manager, a full-time fire chief with 3 full-time firefighters, a harbor master and deputy harbor master, a finance director, a code enforcement officer, a tax assessor, and an administrative staff. Remaining fire department personnel serve in a paid on-call status. This annex will give guidance on actions to be taken during emergencies by these town officers and on-call and the coordination efforts by the municipal officials with county, state and contractor personnel.

### **SITUATION**

Many hazards can cause disasters of a magnitude that makes centralized direction and control necessary. The Town EOC will be established by the Board of Selectmen or EM Director if they feel the emergency warrants the establishment. Emergency staffing must be documented with the EMA Director for protection under State law.

### **CONCEPT OF OPERATIONS**

The priority in emergencies is to save lives, limit injuries, limit damage to property, maintain the continuity of government, and return the Town to normal.

By declaration on November 7, 2005, the Town of Mount Desert has established the National Incident Management System (NIMS) as the municipal standard for incident management. This system provides a consistent approach for the Town of Mount Desert, Hancock County, State of Maine and Federal governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity. By adopting NIMS, the Town of Mount Desert utilizes standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters. The NIMS Incident Command System (ICS) is utilized by all Mount Desert emergency and disaster responders for incident management.

Normally, initial notification of an emergency will be either through the Mount Desert Public Safety Dispatch Center, the Bar Harbor Public Safety Dispatch Center, the Hancock County Regional Communication's Center, the Department of Public Safety Dispatch(Bangor) or by the Hancock County EMA office. Disaster or major emergency notifications will most likely come from the National Weather Service (NWS), the Emergency Alert System (EAS), the Mount Desert dispatch center, a Hancock County EMA "Fan-out" to the LEMD, or by announcements on area television and/or radio broadcasts.

The Board of Selectmen has responsibility for the continuance of local government operations. The LEMD assists the Board of Selectmen in this task. Any one of the Selectmen or the LEMD may activate the Town EOC or initiate the Emergency Operations Plan (EOP) if they determine



that the disaster situation warrants the activation. Key town officers and citizens will be recalled to man the EOC. The EOC may be activated at three different manning levels.

**EOC ACTIVATION LEVELS**

LEVEL	STATUS	ACTION
3	Standby	LEMD monitors the ongoing situation
2	Increased Readiness	LEMD staffs the EOC on a temporary basis
1	Full Activation	Entire EOC staff recalled; 24 hour shifts established

The primary Emergency Operations Center (EOC) is set up at the Mount Desert Municipal Office at 21 Sea Street in Northeast Harbor. The alternate EOC is located either at Fire Station #2 in Seal Harbor or Fire Station #3 in Somesville. The EOC’s communications capabilities include telephone and 2-way radios and internet by land line. All Fire Department personnel can be reached through the Mount Desert dispatch center via radio-pagers. The Hancock County EOC is located at Ellsworth Fire Station in the Ellsworth City Hall Plaza.

If an incident command post (ICP) is established, the incident commander is the senior officer on the scene from the emergency service best suited to handle the situation. The ICP keeps the EOC informed of the situation. The Town EOC keeps the County EOC informed.

**ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

The Board of Selectmen exercise broad control over emergency operations. The Selectmen provide guidance on policy and approve information for the public. Town officers staffing the EOC assure work is accomplished in a mutually supportive way. The EOC staff will keep in contact with field forces and record their status, issue instructions to personnel, monitor progress, and keep the Selectmen informed.

When directed by any one of the Selectmen or by the LEMD, the EOC will be established and manned. At the discretion of the Selectmen or LEMD, the following town officials and volunteers may be included in the Town EOC:

- |                                     |                         |
|-------------------------------------|-------------------------|
| Board of Selectmen                  | Ambulance Service Chief |
| Local Emergency Management Director | Town Clerk              |
| Fire Chief/Fire Warden              | Finance Director        |
| Police Chief                        | Road Commissioner       |
| Health Officer                      | Volunteer Coordinator   |
| Communications Officer              | Public Works Director   |
| Harbor Master                       |                         |

Actual EOC operational procedures are included in Job Aids provided by HKEMA.

**ADMINISTRATION AND LOGISTICS**

The EOC may require 24 hour manning during the emergency period. Additional volunteers will need to be sought out.

Resource requests and situation reports are compiled and forwarded to the County EOC daily. Damage Assessments are forwarded to the County EOC as available.

The EMD develops and maintains an events log.

Any requirements for food, water, emergency power, fuel, heavy equipment, and supplies that are more than the Town of Mount Desert can provide should be requested to the Hancock County EMA by the Selectmen or LEMD.

The Town of Mount Desert is limited in its response and recovery capabilities. Many services will require mutual aid from other communities and from county or state agencies.

**MUTUAL AID CHART**

<b>AGENCY</b>	<b>1st RESOURCE</b>	<b>2<sup>nd</sup> RESOURCE</b>	<b>3<sup>rd</sup> RESOURCE</b>
Emergency Management	Hancock County EMA 667-8126	Maine EMA 1-800-452-8735	FEMA Region I – Maynard, MA 617-223-9540
Law Enforcement	Bar Harbor Police 288-3391 Southwest Harbor Police 244-7911 Acadia National Park 288-8791	Hancock County Sheriff's Office 667-7575	Maine State Police 1-800-452-4664
Fire Protection	Bar Harbor FD 288-3391 Southwest Harbor FD 244-7912	Tremont FD 244-7912 Trenton FD 667-2133	Hancock County Mutual Aid 667-8866
Public Works	Maine Dept. of Transportation 624-3339	Bangor Hydro Electric 941-6666	
Ambulance Services	Northeast Harbor Ambulance Service Contact is made through Mount Desert Dispatch	Bar Harbor Ambulance 288-3391 Southwest Harbor Ambulance 244-7912	Capital Ambulance
Harbor Master	Marine Patrol 207-664-2392	U.S. Coast Guard 244-4236 244-5121 Emergency	Bar Harbor Master 288-3391 Southwest Harbor Master 244-7911
Water Company	Mount Desert Water District 276-3733	Paul Slack 244-0548	
Hospitals	MDI Regional Hospital 288-5081	Ellsworth Regional Hospital 667-5311	Eastern Maine Medical Center 947-3711
Red Cross	Eastern Maine 667-4737	Bangor 207-941-2903	
Environmental Protection	Maine DEP 1-800-482-0777	Maine Forest Service 287-2791	U.S. EPA 1-800-424-8802 Maine
National Weather Service	Caribou Weather Forecast Office	NWS (Gray) 1-800-482-0913	

	810 Main St Caribou ME 04736 (207) 492-0170		
<b>AGENCY</b>	<b>1st RESOURCE</b>	<b>2<sup>nd</sup> RESOURCE</b>	<b>3<sup>rd</sup> RESOURCE</b>
HazMat Information	Nat. Response Center 1-800-424-8802	CHEMTREC 1-800-424-9300	CHEM-TEL 1-800-255-3924
MISC Resources	Poison Control Center 1-800-442-6305	Military Shipments 1-800-851-8061	Maine Center for Disease Control 287-8016



√ **ACTION**

	EOC Alert Status:    Level 1    Level 2    Level 3 (circle one)
	EOC Notification From:
	Consider need to declare an emergency.
	Notify all EOC staff and volunteers.
	Activate and test all equipment, including communications.
	Begin message and event logs.
	Inspect emergency generators for fuel and start capability.
	Begin plotting and posting events.
	Brief staff upon arrival.
	When "manned and ready", report to Hancock County EMA (667-8126).
	Review staffing pattern to ensure 24 hr. capability (If needed).
	Conduct "time check".
	Brief elected officials on status of EOC.
	Check on food, water, ice and sanitation supplies and make appropriate arrangements.
	Submit verbal and written situation reports to County EMA (Fax 667-1406).
	Establish EOC security procedures.
	Conduct periodic briefings for EOC staff.
	Determine shelter requirements, status of electrical and telephone, road damages/closures, isolated personnel, medical problems, weather conditions, etc.
	Review procedures for requesting assistance. Contact contractors for assistance.
	Maintain records of expenditures.
	Track mileage of vehicles used by town officials and volunteers. Track the work times of the town officials, EOC staff, fire department, and other volunteers.
	Brief oncoming shift personnel of all events and pending actions.
	Prepare initial damage assessment information for submission to Hancock County EMA.
	Contact area volunteer groups to assist with emergency recovery operations.

**STATE of MAINE  
LOCAL EMERGENCY / DISASTER SITUATION REPORT**

**SITUATION REPORT INSTRUCTIONS**

**1. Introduction**

During an emergency, information on the nature, severity, and extent of the hazard's effects must be collected and analyzed. The results must be reported through established channels. This information provides officials a logical basis for their response decisions.

Following a hazard incident, local field units must promptly conduct a rapid reconnaissance of affected areas to assess the situation and report the information to local officials. This information should be consolidated at each level. The information is then reported to the Hancock County EMA.

Depending on the severity of the situation confirmed by the reports, a decision is made at each level of government on the declaration of a "State of Emergency".

When required, these actions are followed by a detailed assessment of damage to both the public and private sector. These estimates (in dollar amounts) serve as the basis for a request of a Presidential disaster declaration.

**2. Situation Reporting**

Following the initial area reconnaissance, reports are required at least daily to provide detailed information to the various levels of government. Reports normally originate at the municipal level. They identify the area being reported on and include observed damage. They shall be submitted through the Hancock County EMA to MEMA and consist of the following types of reports:

a. Verbal Reports: The first report is submitted by radio or telephone. Verbal reports are submitted as quickly as possible following a hazard incident.

b. Situation Reports: A refined Situation Report is prepared and submitted through the County to State EMA at least daily or as requested. This report defines affected areas, identifies closed roads and highways, estimates the number of dead or injured, homes damaged, and resources needed

## ANNEX B - COMMUNICATIONS

### PURPOSE

Communications during an emergency are critical. This annex shall describe the communications capabilities of the Town of Mount Desert. It shall also provide telephone, radio lists and an ICS Job Action sheet for the communications officer to use in the EOC.

### CONCEPT OF OPERATIONS

Most local emergencies should leave the telephone system intact, however certain disasters, such as a severe storms, could knock out telephone communications. Telephones shall be used as the primary means of communicating. Two-way radios shall be used as a secondary means of communication and as the means to communicate with personnel in the field. As much as possible, e-mail shall be used to transfer photos and large amounts of data.

When neither telephone nor radios are functioning or unable to reach the intended party, runners may be used as an emergency stop-gap measure. Volunteers with appropriate vehicles (4WD, ATV, snowmobiles, etc.) will be requested to support this measure. Consideration should also be made to using and compensating volunteers with cellular phones. Additionally, Hancock County EMA can activate ARES/RACES HAM radio personnel.

The EOC shall communicate by telephone whenever possible. The primary EOC phone number is 276-5111. The Alternate EOC phone numbers are 276-5735, 276-5736 and 276-5531.

The Town EOC will have the following radio frequencies programmed into a base station:

Identifier	RX	TX	PL/Decode	PL/Encode
MDI LE	This information is unpublished and is considered confidential			
MDI Fire/EMS	173.7625	164.675	131.8	131.8
NEH Repeater	154.980	155.310	192.8	DCS 306
Mount Desert PW	154.830	158.985	192.8	DCS 306
Town	155.6175	159.0525	192.8	DCS 306
Other PD				
Other FD				

The Mount Desert Police and Fire Departments have numerous hand held two-way radios available to them with Hancock County RCC, State Fire, Hancock EMA and several local fire and police department radio frequencies. Radio traffic may be relayed through the radio base station at the Dispatch Center.

The Mount Desert Dispatch Center has a multi-channel two-way radio base station. Contact with Mount Desert Fire, Police and Public Works personnel are all possible. All the volunteer

firefighters are issued a radio-pager. Page-outs maybe initiated from the Dispatch Center. All fire trucks, police vehicles and public works trucks are equipped with mobile truck radios.

The Town Office has Internet and E-mail connectivity. Reports and pictures can be e-mailed from the Town to the County or State government officers. Fire Stations #2 & #3 (Seal Harbor, Somesville) has Internet connectivity available.

The Town Office (276-3232) and Dispatch Center (276-5732) can send and receive fax transmissions. The EMD shall maintain a telephone contact list for all Town officials and officer. For privacy reasons, this contact list will not be included in the Town EOP.

**TELEPHONE CONTACTS**

<b>AGENCY</b>	<b>LOCATION</b>	<b>TELEPHONE #</b>
Hancock County RCC	50 State Street, Ellsworth	667-8866
Hancock County EMA	50 State Street, Ellsworth	667-8126 Fax 1406
Hancock County Sheriff	50 State Street, Ellsworth	667-7575
Maine Forest Fire Control	Augusta	287-2275
Maine DEP	Augusta	1-800-482-0777
Maine State Police	Augusta	1-800-452-4664
National Response Center	Washington D.C.	1-800-424-8802
Poison Control Center	Portland	1-800-222-1222



## ANNEX C - WARNING

### CONCEPT OF OPERATIONS

The primary National Warning System (NAWAS) warning point for Hancock County is the Hancock County Regional Communications Center (HCRCC) located at 50 State St., Ellsworth. The HCRCC number is 667-1404. The HCRCC is staffed on a 24-hour basis and notifies jurisdictions of warnings received. The Hancock County EMA is the alternate warning point. The Mount Desert Dispatch Office receives regularly updated information through the State's METRO computer system which will include weather updates, weather alerts, terrorist activities and other alerts to natural and man-made disasters. The National Oceanic and Atmospheric Administration (NOAA) Weather Radio system serves the entire County. It can also provide warnings of hazard situations; e.g., severe weather, national security and nuclear power incidents.

The primary local warning point is the Mount Desert Dispatch Center, located at 21 Sea St., in Northeast Harbor. The Fire Department members and LEMD can be radio-paged out by the Town's Dispatch Center. The LEMD is responsible for alerting the Selectmen and Town Officers. He is also responsible for providing warning to the Mount Desert Elementary School and the public via warning devices and mobile notification.

### ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Town Board of Selectmen are ultimately responsible for ensuring that alerting and warning capabilities exist and special needs populations (school children and elderly) are notified.

The LEMD shall update Town Official Phone Roster, alert EOC Staff, relay fan-out information and report status to the County EMA.

The Town EOC shall initiate warning communications to town residents through phone calls, traveling teams or by commercial radio stations.

### ADMINISTRATION AND LOGISTICS

The EMD will make written reports of alert notifications received, actions taken, and times of completion. These reports are recorded and provided to the County EOC.

√ **ACTION**

	Received notification:
	If limited warning time, the following actions may be undertaken by the EOC, Fire and Police Departments.
	a. Telephone and Radio callout.
	b. Mobile notification routes with public address system or door to door notification.
	c. Warning notification to Mount Desert schools.
	Other public warning is used as available and as time permits.
	a. Radio announcements

	b. Television announcement
	Keep signed logs of emergency communication traffic.

## **ANNEX D - EMERGENCY PUBLIC INFORMATION**

### **CONCEPT OF OPERATIONS**

The Town has an ongoing program to provide information about potential hazards, local government preparedness activities and emergency services to the public. Activities may brochures, pamphlets, publications, and press releases.

Town residents will need to be notified immediately if forest fires, a hazardous materials accident, or a terrorist situation forces them to either shelter in-place or to evacuate. Residents will need to be informed, as soon as time permits, as to actions they should take during flooding of roads or a severe winter storm. The Mount Desert Elementary School children and the elderly living alone should be notified and assisted first.

The primary means of dissemination will be by telephone. The Town EOC will call key residents on each of the town roads and request that they pass the word to their neighbors.

The secondary means of dissemination, especially within the immediate danger zone, will be by using the Fire and Police Department to go door-to-door.

The LEMD should consider contacting radio and television stations to disseminate information.

### **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

The Selectmen and/or LEMD will initiate the dissemination of emergency public information.

The Town Media Center will be established in the Northeast Harbor Library for a major incident that the TV Media arrives in Town. Media briefings are held as frequently as possible. Media releases are prepared in the EOC. The EOC will monitor radio & television news for media feedback and Intel.

The Town Manager is the Public Information Officer (PIO). The LEMD will act as an alternate PIO. The PIO is responsible for providing emergency information to the public and media. If time permits, the PIO should coordinate any news releases with the LEMD or Selectmen, prior to release. The PIO keeps logs of emergency information activities.

Emergency information is released to the local media through the EOC. Information is verified before release. Rumors are investigated and correct information issued if necessary. Radio, television and newspaper announcements are monitored to ensure accuracy.

## **ANNEX E - EVACUATION**

### **SITUATION**

Evacuations may be used to protect the health and safety of the public. Private vehicles and school buses are the primary means of transportation. Emergency services vehicles are also used when needed for incapacitated people. No one can be forced to leave their home, but efforts are made to inform every one of the threat and of help available for evacuees.

Town residents may be evacuated if they are threatened by an out-of-control forest fire, a hazardous materials accident, threatening weather or a terrorist situation. A forest fire threat exists in all parts of town. The most likely location for a hazardous materials accident is along the Route 102, Route 198 and Route 3 traffic corridor. The most likely location for a terrorist situation is at the Mount Desert Elementary School.

A slow, controlled evacuation of a few personnel may take place in a severe storm. The most likely evacuees will be elderly residents or families who lose the ability to heat their homes.

In addition to year-round residents, evacuation of summer residents and visitors may be needed in the event the area is threatened by a hurricane/tropical storm.

### **CONCEPT OF OPERATIONS**

The LEMD or Fire Chief will oversee a general evacuation of residents within the town. They may request assistance from the Hancock County Sheriff's Office and the Maine State Police.

For a criminal situation, the senior law enforcement officer from the Police Department, Hancock County Sheriff's Department or the Maine State Police will oversee the evacuation of the immediate area around the incident. They may request manpower and equipment assistance from the Mount Desert Fire Department.

The characteristics, path, and magnitude of the hazard determine the number of people to be evacuated, the time available, the evacuation routes, and the distance of travel. The LEMD, senior law enforcement officer or Fire Chief is responsible for the final route determination. Evacuation will be coordinated with shelter operations, emergency information and traffic control operations.

The general population uses private transportation. Those without transportation, including elderly and handicapped will need to be transported by public transportation. The Town EOC will contact the County EOC to request public transportation. The County EMA has agreements with the local School Districts and with Downeast Transportation.

Evacuation and reentry instructions are given via radio, television, and by traffic control personnel. Signs and cones may be needed to help direct evacuees. Return to the evacuated area takes place when it is deemed safe for the citizens to return.

### **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

The Selectmen are the authority for establishing evacuation policy.

The LEMD coordinates evacuation activities, compiles all evacuation information, and keeps the Selectmen informed. The Police Department, with assistance from the Fire Department and the Public Works Department, shall be responsible for traffic control and barricades. The LEMD compiles all evacuation information and provides reports to the County EOC. The Animal Control Officer will coordinate efforts for the evacuation and sheltering of animals, especially any farm animals.

**ADMINISTRATION AND LOGISTICS**

Attempt should be made to record the names of all those residents who have been evacuated.

Facilities that require special attention during evacuations include:

Facility	Population	Phone
Mount Desert Elementary School	140+	276-3348
Maple Lane Apartments	36+	288-4770
MDI Housing Authority 288-4770		

**EVACUATION INFORMATION (to be filled in during incident)**

Roads/Areas to be Evacuated:	
Roads to Use for Evacuation:	
Shelters established:	
Method to disseminate information to those affected:	
How much time to complete evacuation:	
Evacuation Directed at (time):	
Transportation Assets to come from:	
Signage provided by:	
Traffic Control Points set up at:	

## **ANNEX F - MASS CARE**

### **CONCEPT OF OPERATIONS**

It may be necessary to provide shelter for Town residents and visitors. The Town will not be responsible for opening Overnight Evacuation Shelters to lodge residents. The County EOC will be responsible for establishing regional Overnight Evacuation Shelters with support from the American Red Cross. The Town may choose to open Warming Centers to provide a warm place for residents to go to during the day and to acquire food, water and warmth.

Review the County EOP for all information regarding Regional Overnight Evacuation Shelters.

If the Town activates a Warming Center it will be the Mount Desert Elementary School and/or the Mount Desert Fire Stations 2 and 3. The school is located on the Joy Road in Northeast Harbor. Fire Station 2 is located on the Jordan Pond Road in Seal Harbor and Fire Station 3 is on Route 102(Main Street) in Somesville.

If the Town has activated a Warming Center, then the Board of Selectmen will assign a Mass Care Officer to supervise operations in the facility. Consideration should go to a local community organization to request staffing for a shelter management team. The Mass Care Officer reports to the Town EOC. Actions must be taken to register people reporting into the Town Warming Center.

The Town LEMD will determine if there are any residents who do not have a place to stay the night and coordinate with the County EOC. Most people will stay with relatives or friends, instead of in an overnight shelter.

Food, water and sanitation supplies may be needed for the Warming Center. The Board of Selectmen must authorize any expenditure for the Warming Center.

### **ADMINISTRATION AND LOGISTICS**

The Mass Care Officer must keep the Town EOC informed of the status of the Warming Center. The Town EOC will keep the County EOC informed.

Complete records of expenditures and operations are given to the Town EOC. If the town operates a Warming Center, the Town may shoulder all the costs. If a Presidential Declaration is made, FEMA and the State may reimburse the Town up to 90%.

## **ANNEX G - HEALTH AND MEDICAL**

### **CONCEPT OF OPERATIONS**

The Town of Mount Desert has one seasonal medical facility, limited medical personnel, no public or environmental health services, and no mortuary services. Mount Desert contracts its emergency medical services with the Northeast Harbor Ambulance Service which has limited resources. A Mortuary Collection Point (MCP) will be established in a safe and secure area near the mass casualty incident scene for storage of the deceased.

If there is a large scale disaster, in which there are large numbers of casualties in the area or county, outside emergency medical services may not be able to respond immediately to Mount Desert.

It is critical that roads be kept clear of debris so that EMS personnel can locate and transport casualties.

Review the County EOP for detailed information relating to Health and Medical.

### **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

The Fire Chief is the incident commander (IC) for all hazmat and mass casualty incidents.

If the incident involves HazMat, the Fire Chief must initiate decontamination measures for the emergency responders, evacuees, and victims. The Fire Chief should request the Orono/Old Town for Regional Response Team through the Hancock County EMS Office.

The Police Chief will coordinate with local law enforcement, the Bar Harbor Police Department, Acadia National Park the Hancock County Sheriff's Department, Maine Marine Patrol, Maine Game Wardens or the Maine State Police to provide security to the disaster scene. The Police Chief or most senior law enforcement official is the incident commander if the incident is criminal in nature (shooting, bombing, etc).

The Town EOC will coordinate emergency medical assistance through the County RCC.

The Town EOC will attempt to collect the names of all personnel who are injured, killed, or missing.

The Board of Selectmen will request and fund the use of heavy equipment needed for debris clearance.

Search and Rescue operations may be completed by the Maine Warden Service.

### **ADMINISTRATION AND LOGISTICS**

The nearest Hospital with an emergency room is the Mount Desert Island Hospital.

The nearest Health Clinic is the Mount Desert Island Hospital.

**Ambulance Services are provided by the Northeast Harbor Ambulance Service.**

**The nearest Funeral Services are provided by Jordan-Fernald Funeral Homes .**



## **ANNEX H - RESOURCE MANAGEMENT**

### **SITUATION**

All disasters will require additional manpower, communications, and vehicles.

The town has a paid Public Works, Police, Fire and Administrative Departments for use in emergency response and recovery. Additionally, Mount Desert relies on paid on-call firefighters to augment its staff for the Fire Department. The initial manpower source will be the full-time employees of the Town of Mount Desert and the on-call staff of the Mount Desert Fire Department. The EOC or Board of Selectmen should contact other town residents to seek out volunteers. Manpower requests should also be forwarded to the Hancock County EMA.

The Town of Mount Desert owns several vehicles and heavy equipment. Consideration should be made to contract with local contractors and individual residents for other vehicle and equipment resources.

Communications consists of telephones in the Town Office and Fire Stations and in several two-way radios maintained by the Fire, Police and Public Works Departments. Cellular telephones are available in four fire trucks. Requests for additional communications equipment should be made to the Hancock County EMA and HCRCC.

Forest Fires will require a great deal of manpower and water transportation. Initiate fire department mutual aid agreements with area towns and the Maine Forest Service.

Hazardous Material Incidents will require outside support immediately. The owner of the HazMat is responsible for cleanup; however, the Fire Department is responsible for establishing hot, warm and cold zones, decontaminating, isolating and evacuating contaminated people, collecting and up-channeling information on the incident, and restricting access. Notify the HCRCC and Hancock County EMA immediately.

Initial response to a Terrorist Incident will be the Mount Desert Police Department. The Fire Department may aid in extinguishing any fires, searching for explosives, evacuating the injured and closing roads in the area. The Hancock County Sheriff's Department shall be notified immediately.

Severe winter storms will require snow removal and debris clearance for local roads, and electrical power generation for the Fire Stations, Wastewater Treatment Plants and Town Office.

Flooding will require emergency road repairs, which should be done by the Town's Public Works and/or contractors hired by the Town. Road damage assessment will be completed by the Public Works Director and/or Highway Superintendent.

### **CONCEPT OF OPERATIONS**

The Town will expend its own resources before requesting resources from other communities and other levels of government. Local mutual aid will be requested through the County RCC.

State law enforcement and environmental resources will also be requested through the RCC. Most other resources will be requested through the County EMA.

The storage, maintenance and replacement of equipment borrowed from the County and State are the responsibility of the Town. Records are kept for the request and deployment of these resources.

The Board of Selectmen will attend FEMA Public Assistance briefings to initiate the application process for public facilities. Accurate records of damages and expenditures are kept for federal reimbursement. Following a Presidential Disaster Declaration, the cost of local emergency response operations may be partially reimbursed through a federal disaster assistance program. Protective measures also may be reimbursed.

## **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

This plan identifies the Emergency Management Director as the Mount Desert Resource Management Officer. He/she is responsible for tracking major resources and those resources obtained from outside sources. Specific attention is given to the unique needs of special care facilities and populations.

The Board of Selectmen are the only town officials who have the authority to approve contracts and expend town funds to procure emergency supplies, equipment, materials, and services.

A staging area may be established in one of the three Fire Stations parking lot and/or in the Northeast Harbor Marina area.

The Selectmen will establish contracts or expend town funds to procure emergency supplies, equipment, materials, and services.

The Board of Selectmen administers the community's assistance programs. The Town provides for basic needs of the affected population through local emergency assistance programs. The Selectmen and LEMD will provide Disaster Assistance information to the town residents.

The Public Works Director will coordinate resources to reopen blocked or damaged roads and bridges.

The EOC will coordinate the receiving of donations and the use of volunteers.

## **ADMINISTRATION AND LOGISTICS**

The EOC staff will identify needs that cannot be met with local and mutual aid resources, and track these needs. When it appears local resources will be exhausted, a request for assistance is made to the Hancock County EOC.

The Town Supply Drop is located at the Public Work Garage, 307 Sargeant Drive, Northeast Harbor, 04662; approximately two-tenths of a mile from the intersection of Sargeant Drive and State Route 198.

Requests for additional communications equipment should be made to the Hancock County EMA and HCRCC.

The Mount Desert LEMD coordinates the efforts of Mount Desert's volunteer organizations and unaffiliated volunteers. The LEMD will determine what volunteers are needed for what roles, depending on the type and severity of the incident. The LEMD will appoint an individual to be the Volunteer Coordinator. This person will work for the Resource Manager. The Volunteer Coordinator will set up a Disaster Volunteer Reception Center in one of the three Fire Stations in Mount Desert. This individual will make phone calls to residents requesting their volunteer support.

The Public Information Officer will contact the area TV and Radio stations and request they make an announcement regarding the need for and type of volunteers.

Residents who show up to the Disaster Volunteer Reception Center will be processed into the Mount Desert EM organization using the "Disaster Volunteer Survey" sheet which follows this page. Contact information and special skills will be recorded. The survey sheets will be sent over to the EOC for use in assigning volunteers to specific jobs.

Some supply items that the Volunteer Coordinator will need are: pen, pencil, highlighter, pad of paper, clipboard, stapler, post-it pad, Disaster Volunteer Survey Forms and a Mount Desert Telephone Listing.

Once assigned to a disaster role, Disaster Volunteers will be issued a Mount Desert EM ID's that identifies their name and volunteer duty position. They will be integrated into the emergency response organization.

<b>MOUNT DESERT EOP - DISASTER VOLUNTEER SURVEY FORM</b>			
<b>NAME</b>			
<b>HOME ADDRESS</b>			
<b>HOME/WORK PHONE</b>			
<b>E-MAIL ADDRESS</b>			
The Purpose of this survey is to identify volunteers' special skills. Please indicate the area(s) that apply to you and return this survey to the Volunteer Coordinator when you finish.			
Doctor: _____ Nurse: _____ EMS: _____ First Aid CPR Mental Health Child Care Elderly Assistant Veterinary Animal Care Minister/Preacher	Emergency Mgmt Shelter Management Firefighter HazMat: _____ Law Enforcement Traffic Control Security Search & Rescue ARC Trained Food Services Social Worker	Ham Radio Operator Dispatcher Phone Operator Public Information Photographer Language: _____ Clerical Computer User Legal Affairs Safety Officer Accounting	Engineer: _____ Damage Assessment CERT Trained Carpenter Metal Worker Plumber Electrician Heating Equipment: _____ Bus Driver Material Inventory Janitorial
Please List any Special Equipment, Materials or Facilities that you have that could be used during this Emergency/Disaster.			
Do you have any Health Limitations?			
I, for myself and my heirs, executors, administrators and assigns, hereby release, indemnify, and hold harmless the Town of Mount Desert from all liability for any and all risk of damage or bodily injury or death that may occur to me (including any injury caused by negligence), in connection with any volunteer disaster effort in which I participate. I will abide by all safety instructions and information provided to me during disaster relief efforts. Further, I expressly agree that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the State of Maine, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. I have no known physical or mental condition that would impair my capability to participate fully, as intended or expected of me. I have carefully read the foregoing release and indemnification and understand the contents thereof and sign this release as my own free act.			
<b>Volunteer</b>	<b>Sign:</b>	<b>Date:</b>	





## ANNEX I – CONTINUITY OF OPERATIONS

### SITUATION

It is the policy of the Town of Mount Desert to have in place a program to ensure continuity of essential municipal functions under emergency circumstances. This section describes the town’s Continuity of Operations Program (COOP). It describes the process to delineate essential municipal functions; specify lines of succession; provide for the safekeeping of vital records and databases; identifies alternate operating facilities; and provides for interoperable communications. COOP is important to provide vital services, exercise civil authority and provide for the public safety during any emergency or disaster event.

The Continuity of Operations Program (COOP) is applicable to all officers, officials and functions of the municipal government of the Town of Mount Desert. The Hazards that could affect the continuity of essential municipal functions include a structure fire involving a municipal facility, an extended power outage and a HazMat transportation accident that causes a municipal facility to evacuate and/or close.

<b>FUNCTION</b>	<b>TYPE</b>	<b>OPR</b>	<b>FACILITY</b>
Board of Selectmen	Civil Authority	Selectmen	Town Office
Law Enforcement	Public Safety	Police Chief	Town Office
Fire Protection	Public Safety	Fire Chief	Town Office
Emergency Management	Public Safety	Emergency Mgmt Director	Town Office
Harbor Navigation	Public Safety	Harbor Master	Harbor Master Office
Municipal Finances	Vital Services	Finance Officer	Town Office
Municipal Records	Vital Services	Town Clerk	Town Office
Voting	Civil Authority	Town Clerk	Town Office
Municipal Tax Collection	Vital Services	Town Tax Collector	Town Office
Road Maintenance	Vital Services	Public Works Director	Public Works
Public Health	Public Safety	Health Officer	Town Office
Animal Control	Public Safety	Police Chief	Town Office
Tax Assessing	Vital Services	Tax Assessor	Town Office
General Assistance	Vital Services	Town Manager	Town Office
Code Enforcement	Civil Authority	Code Enforcement Officer	Town Office
Planning & Appeals	Civil Authority	Planning & Appeals Boards	Town Office
Educational Policymaking	Regional	School Board Director	Director’s Home
Motor Vehicle Registration	State Licensing	Town Tax Collector	Town Office
Fish and Game Licensing	State Licensing	Town Clerk	Town Office
Cemetery Records	Public Records	Town Clerk	Town Office

## CONCEPT OF OPERATIONS

Any one of the Offices of Primary Responsibility (OPR) may initiate COOP actions if their function is disrupted. The Board of Selectmen or LEMD may direct that any or all essential municipal functions implement COOP actions during an emergency.

There are three ways that Mount Desert's Essential Municipal Functions may be disrupted.

A HazMat transportation accident could cause either the Fire and Police Station or Town Office to be evacuated. This would most likely be a very short term event; perhaps a few hours. The only real impact would be if the Firefighters were unable to get the Fire Trucks out of the Fire Station. The Town Office would be closed for the short duration without any real impact on its functions. Evacuations will be in accordance with Annex E.

An extended power outage will disrupt normal operations at the Fire Station and Town Office. Emergency power capability (transfer switch/panel and 30 kw generator) does exist at the Municipal Building. Provisions have been provided for a Fire Department generator to supply the Municipal Building with limited power in the event that the first-line generator should fail.

A structure fire at the Town Office may cause the loss of very important hardcopy and electronic records and databases for police, fire and administrative offices. It would cause the loss of functional resources and the loss of the structure from which the essential municipal functions were being performed. This would be a permanent loss that would take a great deal of time and finances to replace, if at all.

The Board of Selectmen can continue to operate with only three of the five members. A special town meeting will be called to replace any members of the Board of Selectmen. This process is described in detail in State of Maine Statute and will not be further defined in this plan. Both Fire and Police Departments already has a distinct line of succession established. The Town Manager has a Deputy Town Manager who can fill in, until the next appointment. All other Town Officials are one deep. The Board of Selectmen will have to appoint a replacement.

There will be no reconstitution requirements for a HazMat release evacuation or an extended power outage. If a municipal facility is lost due to a structure fire, the Selectmen will need to hold a Special Town Meeting for the voters to decide the next course of action for the Town. Options include building a new facility, leasing an existing facility, or combining some of the essential municipal functions with another community.

If the Town Office is destroyed by fire, then all the essential municipal functions would have to temporarily relocate to the Northeast Harbor Library.

An alternate Town Office will require space for the town administration and records storage. The Town Office will require, at a minimum, several desktop computers, copies of all software and digital records, telephones, a photocopier, customer service desktop/table, filing cabinets, book shelves, tables and chairs for the Selectmen, a location to lock up ballots, a bathroom and heat.



An alternate Fire Station will need to have sufficient storage and door clearance for Engine 1, Engine 4 and the Northeast Harbor Ambulance and associated equipment. The building will need to be heated.

**VITAL RECORDS AND DATABASE**

<b>Vital Records</b>	<b>OPR</b>	<b>Mitigation Measure(s)</b>
Tax Assessing Records	Selectmen	Store hardcopies in fireproof containers
General Assistance Records		
Town Meeting Warrants	Town Clerk	
Selectmen Meeting Warrants		
Certified Ordinances		
Marriage, Death and Birth Records		
Cemetery Records		
Voting Records		
Dog and Kennel Records		
911 Address Data Base		
Fish and Game Licenses	Town Treasurer	Scan hardcopies into digital format.
Municipal Financial Records		
IRS Records	Town Tax Collector	Back up digital files and store offsite
Municipal Property Tax Records		
Municipal Excise Tax Records		
Motor Vehicle Registrations		
PD Financial, Training, Personnel & Reports	Police Chief	
FD Financial, Training, Personnel & Reports	Fire Chief	
Emergency Plans & MAAs	EM Director	
Road Maintenance Records	Public Works Director	
Code Enforcement Records	Code Officer	

**ADMINISTRATION AND LOGISTICS**

This plan identified what activities need to be accomplished in order to have a successful COOP. Not all of the mitigation activities have been implemented. The following steps need to be taken in order to continue essential municipal functions following an emergency or disaster.

1. The Administrative Staff will need to inventory and record all equipment and materials in the Town Office.
2. The Police Department will need to inventory and record all equipment and materials in the Police Station.
3. The Fire Department will need to inventory and record all equipment and materials in the Fire Station.
4. The Town Manager will need to provide the Inventory Records to the Town Insurance Carrier.
5. The Town needs to inventory all hardcopy records, determine if irreplaceable and scan into digital format.
6. The Police Department needs to inventory all hardcopy records, determine if irreplaceable and scan into digital format.

7. The Fire Department needs to inventory all hardcopy records, determine if irreplaceable and scan into digital format.
8. The Town Office needs to backup all digital files daily and store off-site.
9. The Town Office, Fire and Departments need to store all software in fireproof containers or off-site.

## **ATTACHMENT 1 - SEVERE WINTER STORMS**

### **NATURE OF THE HAZARD**

The Town is very susceptible to severe winter storms. Downeast Maine can receive a great deal of snow and ice and air temperatures can drop to 30-50 deg F below zero. All Town roadsides are heavily forested which take down power lines when trees fall.

### **RISK AREA**

It is very easy for town residents to become trapped in their homes due to totally impassable roads, especially on the gravel roads. The major concern is the difficulty for emergency response by EMS and the Fire Department.

Another area of concern is for elderly residents who lose the capability to heat their homes and fail to communicate the danger they are in.

Finally, the electrical power distribution system is very susceptible to damage by accumulating ice and downed trees. Residents can be faced with extended periods of time (up to two weeks) without electricity. This will create difficulties with heating, water supply, sanitation, and food preparation.

### **DIRECTION AND CONTROL**

The Board of Selectmen and LEMD should consider activating the EOC during an extended severe winter storm. The EOC will organize water supply, heat assistance, emergency food supplies, and disaster volunteers for disaster response, setting up shelters, and collecting damage assessment information.

The Public Works Director or Board of Selectmen are responsible for keeping the town roads free of obstructions and open for traffic.

Central Maine Power's outage reporting hotline is 1-800-696-1000.

Emera Maine Power's outage reporting hotline is 1-855-363-7211.

### **RESOURCE MANAGEMENT**

The EOC will confirm the Town Office and each of the Fire Stations has emergency power. The EOC will ensure that there is enough heating and generator fuel, flashlights and First Aid Kits. The Town Office should have a portable, battery-operated radio, capable of receiving NWS transmissions.

## **ATTACHMENT 2 - FOREST FIRES**

### **NATURE OF THE HAZARD**

The Town is primarily forest land and fields. Therefore, during long dry periods, the town is very susceptible to grass fires and forest fires. Most will be minor incidents that the Mount Desert Fire Department, with mutual aid support will be able to handle. This attachment will deal with major, large scale wildfires.

### **RISK AREA**

The most severe threat will be to homes and the town roads. The homes of several residents are completely surrounded by forest land. The town roads are tree lined over the majority of the mileage. During a large scale wildland fire, many roads could be blocked by burning trees and brush. Residents could very well be trapped within the forest fire with no way to reach safety. The Mount Desert Fire Department will be quickly overwhelmed; with many of the firefighters themselves becoming trapped within the fire zone.

### **DIRECTION AND CONTROL**

Large scale wildland fires must be reported to the Hancock County Regional Communications Center. The Mount Desert Fire Chief and the Fire Warden must quickly assess the situation and determine the scale of support needed. A large scale wildland fire will require the support of Acadia National Park and the Maine Forest Service (MFS). The Fire Warden, Selectmen, LEMD, or Fire Chief should immediately request such support through the National Park Headquarters, the Maine Forest Service and Hancock County EMA. The EOC will be activated. The Fire Warden is the Incident Commander, unless relieved by a MFS Ranger.

### **WARNING**

Residents must be alerted immediately in order to provide time for a safe and orderly evacuation. The EOC will contact local radio and television stations and request that they broadcast information on the disaster. The warning should contain:

- 1) The nature of the emergency and current situation
- 2) What areas are affected and what roads are closed
- 3) What actions need to be taken by which Residents

If possible, the Town Office will start telephoning residents in the danger zones to help spread the warning information around quicker.

### **EVACUATION**

The EOC will need to determine what routes will be used to evacuate residents. Contact the town officials of neighboring towns to make sure that you are not evacuating people in another town's danger zones. Attempt to post the evacuation routes and barricade the closed roads. For residents that are trapped within the danger zones, consider contacting the MFS and Maine Army National Guard for helicopter assistance.

## **RESOURCE MANAGEMENT**

The Town owns several vehicles which can be utilized in the event of an evacuation. Several town residents do have bulldozers and other heavy equipment which can be used to open emergency evacuation routes and create fire breaks.

## **ATTACHMENT 3 - FLOODING**

### **NATURE OF THE HAZARD**

Mount Desert is a very hilly area with a few mountains and has several lakes, ponds and streams.

### **RISK AREA**

There is one home and zero business structures in areas with a potential for major flooding. None of these homes and businesses is subject to destruction, but could have flooded basements or first floors.

All gravel roads with slopes may face some runoff damage, which are mostly due to inadequate drainage capabilities in the roadways. There are several roads that can become damaged from major flooding, as shown on the town floodplain maps. Some of these roads are:

1. Cooksey Drive
2. Ocean Drive
3. Upper Dunbar Rd.
4. Old County Rd.
5. Sargeant Dr.
6. Stanley Brook Rd.
7. State Route 3
8. State Route 198
9. State Tout 102
10. Lower Dunbar Rd.

### **DIRECTION AND CONTROL**

The Mount Desert Public Works Director or Board of Selectmen will be responsible for responding to flood damaged roads by initiating Town crews or by contacting the Maine Department of Transportation (for State-maintained road surfaces).

### **WARNING**

The Road Commissioner or Board of Selectmen will be responsible for posting any and all roads that he deems unsafe for vehicle or pedestrian traffic.

### **RESOURCE MANAGEMENT**

The Town of Mount Desert does maintain a Public Works department and equipment. All road work associated with flooding should be completed by the Public Works Department or contract for repairs. The Mount Desert Island Station of the Maine Department of Transportation may be available for roadway repairs in the advent of a life emergency.

## **ATTACHMENT 4 - HAZARDOUS MATERIALS ACCIDENT**

### **NATURE OF THE HAZARD**

Hazardous materials (HazMat) travel through and are stored in the Town every day. A HazMat accident can happen at any time at any location in Town. However, there are certain areas in Town that are more susceptible to a HazMat accident than the other parts of Town.

Personnel from the Fire or Police Departments may be the first to arrive at the scene of an accident or an incident involving HazMat. Most HazMat materials transported or stored in Mount Desert are fuel products. Flammability is the most likely hazard to personnel. Environmental contamination will be the most likely result.

Due to the limited amount of training and HazMat response equipment, maintaining the proper level of safety will be a major issue.

### **RISK AREAS**

State Route 102 and 198 is a primary transportation corridor for tanker trucks carrying bulk fuels (gasoline, heating oil, propane, etc). Both of these State Roads has not been identified as carrying reportable quantities of extremely hazardous materials (EHS); however there are other types of HazMat that may transit this corridor in limited quantities.

The largest concentration of stored fuels is at the Dead River Company Fuel Storage Facilities in Seal Harbor and in Somesville. There are four gas stations, and one propane dealers in Mount Desert. There are three waste treatment plants in the community as well as several boat yards.

Due to the fact that every home in town has heating systems, the potential for carbon monoxide leaks in homes is moderately high. Carbon monoxide is an inhalation hazard. The Fire Department has an SOP for responding to and resolving residential CO leaks.

### **CONCEPT OF OPERATIONS**

FD personnel have been trained to recognize the presence of hazardous materials, collect additional information on the HazMat material, implement personal protective actions, call for trained personnel and secure the area.

Personnel will assess the hazards, keeping in mind the personal safety of department personnel, as well as the safety of others who may be present. The Incident Commander (IC) will record the incident information on the Maine EMA AR-1 form and will report the information to the County RCC. The situation will be assessed from a safe distance. Binoculars are located on the Engine 2, Engine 4, Engine 6 and Truck 7. The IC will refer to the most recent US DOT Emergency Response Guidebook (ERG) or other resources for guidance.

The IC will request technical support from the Maine Department of Environmental Protection (DEP), Emergency Spill Response Team, by contacting the County RCC. The DEP will have primary responsibility for the recovery efforts of a HazMat spill. All spills, to include fuel lost from an automobile during a vehicle accident, will be reported to the DEP.

The IC will assign a Safety Officer for every HazMat incident.

The FD will implement traffic and crowd control procedures, using road blocks as much as possible. The IC will determine what protective actions (evacuations or shelter-in-place) outside the Hot Zone will be implemented. The most recent USDOT ERG will be consulted for initial isolation and protective action distances. Evacuees must be moved to a safe place of refuge using routes that will not cause exposure to the HazMat.

The FD will park far enough from the incident site so as to not introduce an ignition source. All vehicles will be parked facing away from the incident, in the event that an emergency withdrawal is required.

The FD will locate a decontamination area upwind of the scene, beyond the inside perimeter, and in a hazard free area. All equipment and uninjured personnel leaving the "hot zone" will be isolated at the decontamination area and decontaminated using fire hoses set on fog.

The Northeast Harbor Ambulance Company will be requested through the Mount Desert Public Safety Dispatch Center when the possibility of victims or contaminated personnel exists.

FD personnel will fight fuel and propane fires. The FD will perform containment actions for fuel spills that are well outside the hazard area. An example would be constructing a dike or covering up a storm drain well ahead of the spill.

The FD maintains and trains with multi-gas and PID detection equipment and SCBA. Firefighters will shut off heating appliances and ventilate homes that have CO leaks.

## **DIRECTION AND CONTROL**

The Board of Selectmen and LEMD will consider the activation of the EOC during a HazMat incident that causes residents to be evacuated or sheltered-in-place. The EOC will establish communications with the County EOC.

## **ADMINISTRATION AND LOGISTICS**

All Firefighters receive annual HazMat: First Responder Awareness Training. Currently 6 members are trained at the Operations level. Training is accomplished in accordance with 29 CFR 1910.120(q). Immediately following a HazMat response, the Fire Chief will debrief the responders to determine the summary of response activities, health and safety issues, any immediate problems and the corrective actions for future responses.



The Town has several facility locations that store hazardous materials. These are:

**FIXED HAZMAT FACILITIES**

<b>Facility</b>	<b>Location</b>	<b>Chemical Name</b>	<b>CAS #</b>	<b>Quantity</b>
Dead River Fuel Storage Facility	45 Oak Hill Rd.	Diesel	68476-34-6	13075 lbs.
		Heating Oil	67476-30-2	54375 lbs.
		Kerosene	8008-20-6	17100 lbs.
		Propane	74-98-6	60912 lbs.
Town of Mount Desert	307 Sargeant Dr.	Diesel	68479-34-6	16900 lbs.
Verizon	122 Harborside Dr.	Sulfuric Acid	7664-93-9	625 lbs.
Dead River Fuel Storage Facility	Lower Dunbar Rd.	Diesel	68476-30-2	30000 lbs.
		Fuel Oil	68476-30-2	30000 lbs.
		Kerosene	8008-20-6	75000 lbs.

## **ATTACHMENT 5 - SEVERE SUMMER STORMS/HURRICANES**

### **NATURE OF THE HAZARD**

The Town of Mount Desert is a coastal community occupying the middle third of Mount Desert Island. The Town has exposed shoreline on the southern and western part of the island. The National Weather Service estimates that Maine is impacted by a Category 1 hurricane once every 20 years and severe tropical storms about every 5 years. Due to its location on the immediate coast, Mount Desert may be impacted by a Category 3 or lower hurricane or its secondary effects.

### **RISK AREA**

It is very easy for town residents to become trapped in their homes due to totally impassable roads, due to fallen trees. The major concern is the difficulty for emergency response by EMS and the Fire Department.

Most of the coastline in Mount Desert is elevated rock that can resist coastal erosion. Lower lying areas could have tidal surges and high wave action which may result in heavy damaged property. Homes and buildings could suffer from structural damage which may require evacuation. Special attention should be given to high risk areas such as campgrounds, trailer parks and assisted living facilities. High winds may damage trees causing interruptions in electric and communication services. Heavy rains could cause flooding and debris to impede traffic; bridges, culverts, and roads may be washed out.

Another area of concern is homes that are damaged or burnt during the storms.

Finally, the electrical power distribution system is very susceptible to damage by high winds and downed trees. Residents can be faced with extended periods of time (up to two weeks) without electricity. This will create difficulties with water supply, sanitation, and food preparation.

### **DIRECTION AND CONTROL**

The Board of Selectmen and LEMD should consider activating the EOC during an extended severe summer storm. The EOC will organize water supply, emergency food supplies, and disaster volunteers for disaster response, setting up shelters, and collecting damage assessment information.

The Road Commissioner and Board of Selectmen are responsible for keeping the town roads open for traffic.

Central Maine Power's outage reporting hotline is 1-800-696-1000.

Emera Maine Power's outage reporting hotline is 1-855-363-7211.

### **RESOURCE MANAGEMENT**

The EOC will confirm the Town Office and each of the Fire Stations has emergency power. The EOC will ensure that there is enough heating and generator fuel, flashlights, two-way radios and

first aid kits. The Dispatch Office should monitor the State’s METRO computer system for hazardous weather updates. The Town Office should have a portable, battery-operated radio, capable of receiving NWS transmissions. Travel will become hazardous during and immediately following any hurricane. The EOC should consider a timetable for recalling/activating all volunteer firefighters and enough law enforcement staff for adequate coverage during and after the storm. Providing accommodations of 24/7 staff should be considered. Sleeping, eating and bathing facilities should must be identified and equipped prior to any recall of personnel. Day-to-day services by Town employees should be suspended to focus on emergency response tasks.

### SAFFIR-SIMPSON SCALE

Hurricane Category	Wind Speed
1	74-95
2	96-110
3	111-130
4	131-155
5	156+

### TIME PHASES

- **Awareness Phase.** 72 – 60 hours before the arrival of gale force winds.
- **Standby Phase.** 60 – 48 hours before the arrival of gale force winds. It is likely that a tropical storm watch would be issued during this period.
- **Response Phase.** 48 hours before the arrival of gale force winds through termination of the emergency Hurricane watches and warnings would be issued by the National Weather Service during this period.

## **ATTACHMENT 6 – HOSTILE INCIDENT AT SCHOOL**

### **NATURE OF THE HAZARD**

Mount Desert is a very small rural community with a few locations for public gatherings. The primary location in town that has a regular public gathering is the Meeting House in the Town Office and the Mount Desert Elementary School. Although a political terrorist attack is very unlikely, a domestic incident by an individual or several individuals attacking students is within the realm of possibility. A small improvised explosive device (IED) or an attack with small arms will be the most likely weapons for terrorists to utilize in an attack.

### **RISK AREA**

Our children are very important, so even remote chances for an incident at the School must be prepared for in order to safeguard our most precious resource. Initial response to such an event will be the Mount Desert Police and Fire Departments. There are no security personnel at the Mount Desert Elementary School, so school administrators and teachers will be the first line of defense. Internal school policies will attempt to limit weapons from getting into the school in the hands of students, but the school officials have no way to protect against an attack which is in progress. It must be acknowledged that a determined terrorist will be able to attack.

### **DIRECTION AND CONTROL**

At the first indication of trouble, the County RCC must be notified. The RCC will notify the Mount Desert Public Safety Dispatch.

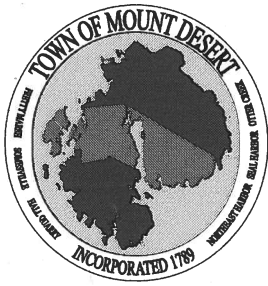
The first law enforcement officer will be the incident commander. Law enforcement will initiate an active shooter response.

School officials will attempt to safeguard the children by securing them within their classrooms. Review the School Emergency Plan for more details on the School response actions.

The Town EOC will be activated to assist the School District with resource management.

### **WARNING**

Close contact between the School Officials and the Mount Desert Police Department is important. Any "intelligence" that the Sheriff's Office receives that might be linked to possible eventual trouble at the school should be immediately provided to the School Superintendent.



## ***Town of Mount Desert***

John Lemoine, Harbormaster  
40 Harbor Drive, P.O. Box 237  
Northeast Harbor, ME 04662-0248  
Telephone 207-276-5737 Fax 207-276-5741  
E-mail Address [harbormaster@mtdesert.org](mailto:harbormaster@mtdesert.org)  
Web Address [www.mtdesert.org](http://www.mtdesert.org)

May 10, 2019

## **MEMO**

To: Durlin Lunt-Town Manager, Board of Selectmen  
From: John Lemoine-Harbormaster  
Ref: Seal Harbor float chains

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I am asking for authorization to pay for repairs made to the Seal Harbor dinghy dock mooring chains by Alvah B. Barge Service Inc. for \$3,324.00. The Seal Harbor Mooring/Floats CIP 6410200-24601 has a balance of \$73,880.59.

John Lemoine  
Harbormaster

**TREASURER'S  
WARRANTS**

Warrants for BOS Agenda:

BOS Agenda:

05/20/19

	Description	#	Date	Amount
<b>A. Warrants to be Approved and Signed:</b>				
	Town Invoices	AP1966	05/02/19	\$ 318,992.38
<b>B. Authorized Warrants to be Signed:</b>	<b>(Wendy needs to abstain)</b>			
	(Prior Electronic or Manual Authorization )			
	<b>Town State Fees &amp; P/R Benefits</b>			
		AP1964	05/09/19	\$ 7,324.26
		AP1965	05/15/19	\$ 6,865.50
	<b>Town Payroll</b>			
		PR1923	05/17/19	\$ 96,563.23
<b>C. Warrants to be Acknowledged:</b>				
	<b>School Invoices</b>			
	<b>(John does NOT need to abstain)</b>			
	School Payroll	#22	05/10/19	\$ 93,345.56
<b>TOTAL WARRANTS FOR BOS MEETING</b>				<b><u>\$ 523,090.93</u></b>

**TOWN OF MOUNT DESERT**  
**ACCOUNTS PAYABLE WARRANT**

**WARRANT AP# 1966**

CHECK DATE: May 20, 2019

CHECK NUMBER:	<u>311141</u>	through	<u>311210</u>	\$ <u>217,598.52</u>	Check payments
CHECK NUMBER:	<u>N/A</u>	through	<u>N/A</u>	\$ <u>-</u>	Electronic payments
EFT NUMBER:	<u>1062</u>	through	<u>1078</u>	\$ <u>101,393.86</u>	ACH Payments
EFT or CK NUMBER:	<u>N/A</u>	through	<u>N/A</u>	\$ <u>-</u>	Voided Checks

TOTAL DISBURSEMENTS: \$ 318,992.38

This is to certify that there is due and chargeable to the appropriations listed above the sum set against each name and you are directed to pay unto the parties named in this schedule.

Selectmen:

John B Macauley, Chairman

James F Mooers

Matthew J Hart, Vice Chairman

Martha T Dudman

Wendy H Littlefield, Secretary





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Town of Mount Desert  
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CASH ACCOUNT: 100  
CHECK NO CHK DATE TYPE VENDOR NAME

10100  
Ckg-BH General Fund 8066

NET

INVOICE DTL DESC	INV DATE	PO	WARRANT	NET
1062 05/20/2019 EFT Invoice: 3328	05/09/2019	AP1966	AP1966	2,191.00
April 2019 Admin Assistant PD ADMIN ASSIST (BH)				
CHECK 1062 TOTAL:				2,191.00
1063 05/20/2019 EFT Invoice: 34435	04/24/2019	AP1966	AP1966	1,028.00
76 BROWNS COMMUNICATIONS INC				
1,028.00 1440330 57401				
Reprogramming portable & mobile radios EQUIP-RADIOS				
Invoice: 34451	04/30/2019	AP1966	AP1966	25.00
BROWNS COMMUNICATIONS INC				
25.00 1440330 57401				
Reprogramming portable radio EQUIP-RADIOS				
Invoice: 34450	04/30/2019	AP1966	AP1966	107.00
BROWNS COMMUNICATIONS INC				
107.00 1440330 55400				
Repairs to portable radio GEN REPAIRS & MAINT				
Invoice: 34483	05/09/2019	AP1966	AP1966	50.79
BROWNS COMMUNICATIONS INC				
50.79 1440330 55400				
Repairs to portable radio GEN REPAIRS & MAINT				
Invoice: 34484	05/09/2019	AP1966	AP1966	347.00
BROWNS COMMUNICATIONS INC				
347.00 1440330 57401				
New Motorola SL300 portable radio EQUIP-RADIOS				
Invoice: 34482	05/09/2019	AP1966	AP1966	108.25
BROWNS COMMUNICATIONS INC				
108.25 1440330 57401				
Reprogramming radio in A1 EQUIP-RADIOS				
CHECK 1063 TOTAL:				1,666.04
1064 05/20/2019 EFT Invoice: 20191597	04/28/2019	AP1966	AP1966	1,107.50
116 CIVIL ENGINEERING SERVICES INC				
1,107.50 1221000 54250				
It Support Admin IT/TECH FEE				
Invoice: 20191591	04/28/2019	AP1966	AP1966	4,281.92
CIVIL ENGINEERING SERVICES INC				
4,281.92 3000049 57710				
Xwalks design/bidding ts Construction				
Invoice: 20191733	04/28/2019	AP1966	AP1966	12,785.75
CIVIL ENGINEERING SERVICES INC				
12,785.75 3000039 57710				
Maine St design-hi % w/ Emera ts Construction-Budget				
Invoice: 20191735	04/28/2019	AP1966	AP1966	17,370.72
CIVIL ENGINEERING SERVICES INC				
17,370.72 3000039 57710				
Main St-CostrAdminInsp-easements ts Construction-Budget				



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CASH ACCOUNT: 100 10100  
CHECK NO CHK DATE TYPE VENDOR NAME

Ckg-BH General Fund 8066

INVOICE INVOICE INV DATE PO WARRANT NET

INVOICE DTL DESC

CHECK 1064 TOTAL: 35,545.89

1065 05/20/2019 EFT 792 COASTAL ENERGY 963187 05/07/2019 AP1966 34.26  
Invoice: 963187 22.1 GALS Propane Seat St PS Heating-EM HEATING FUEL

CHECK 1065 TOTAL: 34.26

1066 05/20/2019 EFT 148 DELL MARKETING LP 10312718700 04/30/2019 AP1966 1,491.99  
Invoice: 10312718700 dell projector S560T for meeting room FN Treas Capital Resv

CHECK 1066 TOTAL: 684.16

Invoice: 10314524539 DELL MARKETING LP 10314524539 05/09/2019 AP1966 684.16  
optiplex 360 MicroComputer & Mount for Meeting Room FN Treas Capital Resv

CHECK 1066 TOTAL: 1,085.00

Invoice: 10312115049 DELL MARKETING LP 10312115049 04/26/2019 AP1966 1,085.00  
LG 75" LED Smart TV for meeting room FN Treas Capital Resv

CHECK 1066 TOTAL: 3,261.15

1067 05/20/2019 EFT 150 DENNIS PAPER & FOODSERVICE E23497-00 05/08/2019 AP1966 1,010.99  
Invoice: E23497-00 BATHROOM SUPPLIES BJ GEN REPAIRS & MAINT

CHECK 1067 TOTAL: 1,010.99

1068 05/20/2019 EFT 175 EMR INC 37657 04/30/2019 AP1966 31,793.77  
Invoice: 37657 Reg + cleanup week ts TIPPING FEE EMR

CHECK 1068 TOTAL: 31,793.77

1069 05/20/2019 EFT 287 HEDEFINE ENGINEERING & DESIGN INC 18034A-2 04/30/2019 AP1966 4,180.00  
Invoice: 18034A-2 Bait house flood elev, design ts CONSTRUCTION

CHECK 1069 TOTAL: 4,180.00

1070 05/20/2019 EFT 1778 JACQUELINE K HEWETT 0419 05/01/2019 AP1966 755.86  
Invoice: 0419 Econ Dev Consulting CONSULTANT-DIRECTOR

755.86 1770100 54970



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CASH ACCOUNT: 100 10100 Ckg-BH General Fund 8066  
CHECK NO CHK DATE TYPE VENDOR NAME

INVOICE INVOICE WARRANT NET

INVOICE DTL DESC

CHECK 1070 TOTAL: 755.86

1071 05/20/2019 EFT 947 LAWSON PRODUCTS 9306681653 04/30/2019 API966 175.22 1550100 55400 SHOP PINS BOLTS AND SHACKLES AL  
Invoice: 9306681653 GEN REPAIRS & MAINT

1072 05/20/2019 EFT 1043 MAIN STREET VARIETY 0419 WW 04/30/2019 API966 677.58 1550552 53710 245.6 GALS WW-EM  
Invoice: 0419 WW VEHICLE FUEL

1073 05/20/2019 EFT 417 MAINE COMMERCIAL TIRE INC 100561830 04/25/2019 API966 611.24 1550100 55400 SHOP TRUCK TIRES AL  
Invoice: 100561830 GEN REPAIRS & MAINT

1074 05/20/2019 EFT 2142 MODERN PEST SERVICES INC 3423625 04/25/2019 API966 75.00 1440330 55200 433 Stat. #3 pest control services  
Invoice: 3423625 MODERN PEST SERVICES INC BLDG REPAIR & MAINT-S3 SV

1075 05/20/2019 EFT 1687 NOEL MUSSON 454A 05/01/2019 API966 926.00 6010300 57121 hydrographic survey bartlett  
Invoice: 454A NOEL MUSSON MRG/FLOAT SVCS

1076 05/20/2019 EFT 1071 TOTAL: 175.22

1077 05/20/2019 EFT 1072 TOTAL: 677.58

1078 05/20/2019 EFT 1072 TOTAL: 285.14

1079 05/20/2019 EFT 1072 TOTAL: 1,129.52

1080 05/20/2019 EFT 1073 TOTAL: 611.24

1081 05/20/2019 EFT 1073 TOTAL: 80.00

1082 05/20/2019 EFT 1073 TOTAL: 188.00

1083 05/20/2019 EFT 1074 TOTAL: 343.00

1084 05/20/2019 EFT 1074 TOTAL: 926.00

1085 05/20/2019 EFT 1074 TOTAL: 8,525.70





INVOICE DTL DESC

INVOICE

INV DATE PO WARRANT

INVOICE DTL DESC

CHECK 311142 TOTAL:

05/06/2019 AP1966

55.3 GALS Heating Oil NEH Maint Shop-EM HEATING FUEL

151.52 1550666 53400

1948 ACADIA FUEL LLC

04/23/2019 AP1966

1947.8 gal ON ROAD FUEL AL VEHICLE FUEL

5,122.71 1550100 53710

1949 ACADIA FUEL LLC

04/25/2019 AP1966

92.8 GALS Heating Oil Otter Creek PS-EM HEATING FUEL

225.50 1550669 53400

1951 ACADIA FUEL LLC

04/26/2019 AP1966

28.9 gal lp gas yachtsmen HEATING FUEL

39.02 6010100 53400

2261 ACADIA FUEL LLC

05/01/2019 AP1966

recycling services bj PROCESSING SVCS

1,450.00 1551500 55560

2550 BEN C WORCESTER, III

05/08/2019 AP1966

T. Cake Uniform Shirts/Pants UNIFORMS

294.77 1440110 53800

16 ADMIRAL FIRE & SAFETY INC

05/01/2019 AP1966

replace chain and inspection seal float M SH Mooring/Float Reserve

3,324.00 6410200 24601

29 ALVAH BARGE SERVICE INC

CHECK 311146 TOTAL:

CHECK 311147 TOTAL:

CHECK 311148 TOTAL:

CHECK 311149 TOTAL:

529.01

151.52

151.52

5,122.71

5,122.71

225.50

225.50

39.02

39.02

1,450.00

1,450.00

294.77

294.77

3,324.00

3,324.00



INVOICE	INVOICE DTL DESC	WARRANT	PO	INV DATE	NET
311150	05/20/2019 PRTD Invoice: N4370046TE 2462 AMERICAN MESSAGING SERVICES LLC 19.29 1550552 54260 WW Alarm Pager Service-EM TECHNICAL SVCS	AP1966		05/01/2019	19.29
311151	05/20/2019 PRTD Invoice: 05062019 1982 AT&T MOBILITY cell phone 62.23 6010100 55130 84289 CELL PHONES-HARBORMASTER	AP1966		04/28/2019	62.23
311152	05/20/2019 PRTD Invoice: 05062019 1984 AT&T MOBILITY 558.00 1550552 55130 175.00 1550100 55130 25.00 1551500 55130	AP1966		04/28/2019	758.00
311153	05/20/2019 PRTD Invoice: 05062019 1985 ILLINOIS BELL TELEPHONE COMPANY U 66.52 1220550 55130 87949 CELL AND DATA THROUGH 042819 41.24 1221000 55140 EMAIL/INTERNET	AP1966		04/28/2019	107.76
311154	05/20/2019 PRTD Invoice: SI-80665406 2283 ATLANTIC TACTICAL INC 516.96 1440110 53800 516.96 2140113 57500 OTHER EQUIPMENT	AP1966		04/30/2019	1,033.92
311155	05/20/2019 PRTD Invoice: 16756 862 AUTO BUFF INC 93.00 1550100 55400	AP1966		05/06/2019	93.00
311156	05/20/2019 PRTD Invoice: 220623 59 B C M CONSTRUCTION INC 119.00 1550552 55210 Loam to reseed Pedrone property/Diesel spill-EM PUMP STATION MAINT	AP1966		05/06/2019	119.00
				311150 TOTAL:	19.29
				311151 TOTAL:	62.23
				311152 TOTAL:	758.00
				311153 TOTAL:	107.76
				311154 TOTAL:	1,033.92
				311155 TOTAL:	93.00
				311156 TOTAL:	119.00



CASH ACCOUNT: 100 10100 Ckg-BH General Fund 8066 INVOICE

CHECK NO 84832 CHK DATE 05/20/2019 PRTD 2088 BENS UNIFORMS, INC Invoice: 84832

311157 05/20/2019 PRTD 75 F T BROWN CO Invoice: C44801

Invoice: C45092

Invoice: C45258

Invoice: C45219

Invoice: C45201

Invoice: C44571

Invoice: C44685

Invoice: C44575

Invoice: C44641

Invoice: C44681

Invoice: C44773

INVOICE DTL DESC	INV DATE	PO	WARRANT	NET
CHECK 311156 TOTAL:				119.00
Edgecomb - Traffic Vest UNIFORMS	05/07/2019	AP1966		73.00
CHECK 311157 TOTAL:				73.00
key GENERAL SUPPLIES	04/11/2019	20190119	AP1966	2.09
Paint supplies BLDG REPAIR & MAINT-S1 NE	04/22/2019	20190120	AP1966	1.99
Battery GENERAL SUPPLIES	04/26/2019	20190124	AP1966	5.99
return Scrw SM PH 14 x 1 box GEN REPAIR & MAINT	04/25/2019		AP1966	-34.99
nuts and bolts neh GEN REPAIR & MAINT	04/25/2019		AP1966	36.00
marina repair supplies EQUIP-MOORINGS/FLOATS	04/02/2019		AP1966	25.99
toilet paper CLEANING SUPPLIES	04/05/2019		AP1966	203.94
10 EACH Nuts, Bolts, Screws-EM GEN REPAIRS & MAINT	04/02/2019		AP1966	5.00
AA, AAA 9V Batteries and Bleach-EM OTHER EQUIPMENT	04/04/2019		AP1966	70.94
Nuts, Bolts, Washers SH RAS Pump-EM GEN REPAIRS & MAINT	04/05/2019		AP1966	109.37
XL Gloves-EM	04/10/2019		AP1966	31.99



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CASH ACCOUNT: 100 10100  
CHECK NO CHK DATE TYPE VENDOR NAME Ckg-BH General Fund 8066

INVOICE INVOICE

INVOICE DTL DESC

WARRANT

PO

INV DATE

INVOICE

CASH ACCOUNT: 100 10100

CHECK NO CHK DATE TYPE VENDOR NAME

CASH ACCOUNT: 100 10100

NET

INVOICE	INVOICE	INVOICE DTL DESC	WARRANT	PO	INV DATE	INVOICE	NET
	31.99 1552500 53800	UNIFORMS					
Invoice: C44792	C44792	04/11/2019 Sponges and Packing Tape-EM OTHER EQUIPMENT	AP1966				12.97
Invoice: C44915	C44915	04/16/2019 5 Cases Paper Towels-EM OTHER EQUIPMENT	AP1966				139.75
Invoice: C45024	C45024	04/19/2019 2 Keys-EM BLDG REPAIR & MAINT	AP1966				5.58
Invoice: C45169	C45169	04/24/2019 Glade Air Freshener-EM OTHER EQUIPMENT	AP1966				3.58
Invoice: C45260	C45260	04/26/2019 Caulking, Tape, Nuts and Bolts-EM BLDG REPAIR & MAINT	AP1966				62.28
Invoice: C45291	C45291	04/27/2019 13 GAL Trash Bags 90CTx2-EM GEN REPAIRS & MAINT	AP1966				27.98
Invoice: C45371	C45371	04/30/2019 XL Gloves-EM UNIFORMS	AP1966				26.99
Invoice: C45397	C45397	04/30/2019 MR Clean, Threaded Handle, Lock Ease-EM OTHER EQUIPMENT	AP1966				20.16
		CHECK 311158 TOTAL:					757.60
311159 05/20/2019 PRD	1824 BSN SPORTS, INC	04/30/2019 crack seal bj	AP1966				926.94
Invoice: 905175192	905175192	GEN REPAIRS & MAINT					
		CHECK 311159 TOTAL:					926.94
311160 05/20/2019 PRD	1946 CHARLES BRADLEY CONSTRUCTION INC 1407	05/03/2019 hook up floats seal DOCK CONNECTIONS	AP1966				1,500.00
Invoice: 1407	1,500.00 6010200 55460						
		CHECK 311160 TOTAL:					1,500.00





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CASH ACCOUNT: 100 10100 Ckg-BH General Fund 8066  
CHECK NO CHK DATE TYPE VENDOR NAME

INVOICE INVOICE DTL DESC INV DATE PO WARRANT NET

311161 05/20/2019 PR TD 2435 COASTAL RESOURCES OF MAINE, LLC 19MTDE10018 05/09/2019 AP1966 9,121.70  
Invoice: 19MTDE10018

april tip fee ts

9,121.70 1551500 55502

TIPPING FEE CROM

9,121.70

CHECK 311161 TOTAL:

311162 05/20/2019 PR TD 119 COCA-COLA BOTTLING CO OF NNE 9735204818 05/15/2019 AP1966 271.50  
Invoice: 9735204818

water vending machine  
CONCESSION SUPP-Soda

271.50 6010100 53230 678

271.50

AP1966

CHECK 311162 TOTAL:

311163 05/20/2019 PR TD 819 DARLINGS 803088 05/01/2019 AP1966 1,359.70  
Invoice: 803088

T7 repairs parts  
VEHICLE REPAIR-11 FORD T7

1,359.70 1440330 55100 4307

1,359.70

AP1966

CHECK 311162 TOTAL:

Invoice: 802884 802884 04/29/2019 AP1966 732.70

Repair parts for T7  
VEHICLE REPAIR-11 FORD T7

732.70 1440330 55100 4307

732.70

AP1966

Invoice: 803088CM 803088CM 05/08/2019 AP1966 -128.46

Parts for T7 returned  
VEHICLE REPAIR-11 FORD T7

-128.46 1440330 55100 4307

-128.46

AP1966

CHECK 311163 TOTAL:

Invoice: 243430 243430 05/08/2019 AP1966 555.96

TONNER WHEEL BEARING AL  
GEN REPAIRS & MAINT

555.96 1550100 55400

555.96

AP1966

CHECK 311163 TOTAL:

Invoice: 803622 803622 05/08/2019 AP1966 401.72

Trailer Hitch, Kit & Cap  
VEHICLE REPAIR-19 SUV FORD

401.72 1440110 55100 4111

401.72

AP1966

CHECK 311163 TOTAL:

2,921.62

CHECK 311163 TOTAL:

311164 05/20/2019 PR TD 2504 EA ACQUISITION INC 0419 04/04/2019 AP1966 1,039.02  
Invoice: 0419

Public Notice  
PUBLIC NOTICE  
PUBLIC NOTICE  
PUBLIC NOTICE

360.00 1551500 56205  
322.80 1220220 56205  
135.02 1220110 56205  
221.20 1220440 56205

1,039.02

AP1966

CHECK 311164 TOTAL:

311165 05/20/2019 PR TD 197 ELLSWORTH CHAINSAW INC 85006 04/26/2019 AP1966 43.00  
Invoice: 85006

Repairs to E2 chainsaw  
GEN REPAIRS & MAINT

43.00 1440330 55400

43.00

AP1966

CHECK 311164 TOTAL:

1,039.02

CHECK 311164 TOTAL:





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Town of Mount Desert  
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CASH ACCOUNT: 100 10100 Ckg-BH General Fund 8066  
CHECK NO CHK DATE TYPE VENDOR NAME

INVOICE	INVOICE DTL DESC	WARRANT	NET
Invoice: 10057325-8 041719	EMERA MAINE 7113 kwh sea st unit 407 bj ELECTRICITY	API1966	859.91
Invoice: 10057321-9 041719	EMERA MAINE 2320 kwh 307 s drive 431 dr unit grage bj ELECTRICITY	API1966	22.93
Invoice: 10057340-9 042819	EMERA MAINE 819 kwh Station #2 monthly electricity bill ELECTRICITY-S2 SH	API1966	158.33
Invoice: 10057336-1 042419	EMERA MAINE 51 kwh bartlett power ELECTRICITY	API1966	24.42
Invoice: 10057332-2 043019	EMERA MAINE 200 kwh seal power ELECTRICITY	API1966	50.41
Invoice: 10558315-3 050519	EMERA MAINE 0 KWH marina power ELECTRICITY	API1966	655.92
Invoice: 10558316-5 050519	EMERA MAINE 8680 KWH marina power ELECTRICITY	API1966	1,633.47
Invoice: 10003320-2 050519	EMERA MAINE 18920 KWH marina power ELECTRICITY	API1966	2,785.89
Invoice: 10057323-3 050519	EMERA MAINE 95 kwh yachtsmen power ELECTRICITY	API1966	32.37
Invoice: 10057339-7 050219	EMERA MAINE 8600 KWH Otter Creek PS Electric-EM ELECTRICITY	API1966	1,850.79
Invoice: 10057342-3 050219	EMERA MAINE 23640 KWH SH WWTP Electric-EM ELECTRICITY	API1966	3,147.40
Invoice: 10057335-9 050219	EMERA MAINE 1172 KWH SH Library PS Electric-EM ELECTRICITY	API1966	221.97
Invoice: 10057334-6 050519	EMERA MAINE 5417 KWH Sea Street PS Electric-EM ELECTRICITY	API1966	1,123.39



CASH ACCOUNT: 100 10100 10057337-3 050519  
CHECK NO CHK DATE TYPE VENDOR NAME

Ckg-BH General Fund 8066

INVOICE DTL DESC

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INVOICE DTL DESC

Invoice: 10057337-3 050519 EMERA MAINE 10057337-3 050519 10057337-3 050519 3641 KWH Bracy Cove PS Electric-EM AP1966 655.02  
ELECTRICITY 55010 655.02 1550668 55010 655.02 1550668 55010 655.02 1550668 55010

Invoice: 10057329-6 050619 EMERA MAINE 10057329-6 050619 10057329-6 050619 10057329-6 050619 5857 KWH GILPAT PS Electric-EM AP1966 1,151.70  
ELECTRICITY 55010 1,151.70 1550666 55010 1,151.70 1550666 55010 1,151.70 1550666 55010

Invoice: 10057343-5 050619 EMERA MAINE 10057343-5 050619 10057343-5 050619 10057343-5 050619 1341 KWH Gary Moore PS Electric-EM AP1966 251.77  
ELECTRICITY 55010 251.77 1550666 55010 251.77 1550666 55010 251.77 1550666 55010

Invoice: 10003319-0 050619 EMERA MAINE 10003319-0 050619 10003319-0 050619 10003319-0 050619 36440 KWH NEH WWTP Electric-EM AP1966 4,754.94  
ELECTRICITY 55010 4,754.94 1550666 55010 4,754.94 1550666 55010 4,754.94 1550666 55010

311169 05/20/2019 PRD 1925 ALERE ESCREEN 5338560 5338560 5338560 5338560 random drug test ts AP1966 64.00  
OUTSIDE LAB/MEDICAL 54600 54600 54600 54600 CHECK 311168 TOTAL: 23,664.50

311170 05/20/2019 PRD 1792 CONSOLIDATED COMMUNICATIONS 050319 050319 050319 050319 Telephone Somesville WWTP AP1966 47.71  
TELEPHONE-USAGE 55120 55120 55120 55120 CHECK 311169 TOTAL: 64.00

311171 05/20/2019 PRD 1794 CONSOLIDATED COMMUNICATIONS 042719 042719 042719 042719 Telephone E911 AP1966 47.73  
TELEPHONE-USAGE 55120 55120 55120 55120 CHECK 311170 TOTAL: 47.71

311172 05/20/2019 PRD 1796 CONSOLIDATED COMMUNICATIONS 042719 042719 042719 042719 Telephone Seal Harbor WWTP AP1966 90.32  
TELEPHONE-USAGE 55120 55120 55120 55120 CHECK 311171 TOTAL: 90.32

311173 05/20/2019 PRD 1797 CONSOLIDATED COMMUNICATIONS 042719 042719 042719 042719 Telephone Admin AP1966 301.09  
TELEPHONE-USAGE 55120 55120 55120 55120 CHECK 311172 TOTAL: 301.09



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CASH ACCOUNT: 100 10100 Ckg-BH General Fund 8066  
CHECK NO CHK DATE TYPE VENDOR NAME INVOICE INV DATE PO WARRANT NET

INVOICE DTL DESC

301.09

CHECK 311173 TOTAL:

311174 05/20/2019 PRTRD 1801 CONSOLIDATED COMMUNICATIONS 050319 05/03/2019 AP1966 74.70  
Invoice: 050319 OC Pump Station telephone TELEPHONE-USAGE

74.70

CHECK 311174 TOTAL:

311175 05/20/2019 PRTRD 1398 FASTENAL COMPANY MEELS45846 04/22/2019 AP1966 91.14  
Invoice: MEELS45846 BRAKE CLEAN AND PINS AL GEN REPAIRS & MAINT

91.14

CHECK 311175 TOTAL:

Invoice: MEELS45965 FASTENAL COMPANY MEELS45965 04/30/2019 AP1966 14.40  
HOOKS AL GEN REPAIRS & MAINT

311176 05/20/2019 PRTRD 2438 AT&T MOBILITY 04282019 04/22/2019 AP1966 317.74  
Invoice: 04282019 Cell phones for chief & fire trucks CELL PHONES

317.74

CHECK 311176 TOTAL:

311177 05/20/2019 PRTRD 2443 AT&T MOBILITY 04282019 04/22/2019 AP1966 365.68  
Invoice: 04282019 DATA & CELL THROUGH 042219 CELL PHONES-ADMIN ASSIST  
18.58 1440110 55130 84088 CELL PHONES-POLICE CHIEF  
46.44 1440110 55130 84648 CELL PHONES-POLICE LT  
46.44 1440110 55130 86748 CELL PHONES-POLICE SGT  
27.86 2140115 55130 84088 CELL PHONES-BAR HBR PD  
179.92 1440110 55130

365.68

CHECK 311177 TOTAL:

311178 05/20/2019 PRTRD 218 FISHER SCIENTIFIC CO LLC 0901401 04/25/2019 AP1966 62.47  
Invoice: 0901401 62.47 1550552 53820 Cidehol 70% Iso-Alcohol-EM LAB EQUIP

62.47

CHECK 311178 TOTAL:

311179 05/20/2019 PRTRD 222 R H FOSTER INC 0419 04/30/2019 AP1966 1,830.10  
Invoice: 0419 22.76 1220770 53710 2702 729.10 @ 2.51 APRIL FUEL  
40.10 1440110 53710 4107 FUEL-CEO 2018 Chev Col  
113.65 1440110 53710 4109 VEHICLE FUEL-16 FORD EXP  
VEHICLE FUEL-17 FORD EXP ADM



CASH ACCOUNT: 100  
CHECK NO CHK DATE TYPE VENDOR NAME Ckg-BH General Fund 8066 INVOICE PO WARRANT NET

INVOICE DTL DESC	INVOICE	INV DATE	PO	WARRANT	NET
665.77 1440110 53710 4108 VEHICLE FUEL-17 FORD EXP PD					
518.83 1440110 53710 4110 VEHICLE FUEL-18 Dodge Ram					
299.50 1440110 53710 4111 VEHICLE FUEL-19 SUV FORD					
65.92 1550100 53710 VEHICLE FUEL					
80.82 6010100 53710 VEHICLE FUEL					
22.75 1220660 53710 2702 VEHICLE FUEL-18 CHEV COLO					
CHECK 311179 TOTAL:					1,830.10
311180 05/20/2019 PRD 2572 FREDERICK FRALEY	REFUND 043019	04/30/2019	AP1966		8.50
Invoice: REFUND 043019	8.50 100 20010	REFUND TRAILER REG OVERPYMNT	Accounts Payable-Refunds		
311181 05/20/2019 PRD 260 GREEN THUMB LAWN SERVICE INC	043019	04/30/2019	AP1966		2,587.60
Invoice: 043019	2,587.60 1552000 55222	weed and feed grub control bj	LANDSCAPING SVCS		
311182 05/20/2019 PRD 196 HAMMOND LUMBER COMPANY	1984589	04/27/2019	AP1966		113.34
Invoice: 1984589	113.34 1550552 55405	Sweeping Compound & Absorber SV Fuel Leak-EM	GENERATOR SVCS		
Invoice: 1992384	HAMMOND LUMBER COMPANY 1992384	04/30/2019	AP1966		92.81
Invoice: 1993347	HAMMOND LUMBER COMPANY 1993347	Fertilizer, Grass Seed, Straw, 2x4x10 PEDRONE-EM	PUMP STATION MAINT		
Invoice: 1987213	HAMMOND LUMBER COMPANY 1987213	04/30/2019	AP1966		504.00
Invoice: 2000304	HAMMOND LUMBER COMPANY 2000304	COLD PATCH BJ	AP1966		
Invoice: 2004420	HAMMOND LUMBER COMPANY 2004420	MISC-MATERIALS	AP1966		
Invoice: 2004902	HAMMOND LUMBER COMPANY 2004902	04/29/2019	AP1966		42.99
Invoice: 2004902	HAMMOND LUMBER COMPANY 2004902	SLEDGE HAMMER BJ	AP1966		
Invoice: 2004902	HAMMOND LUMBER COMPANY 2004902	GEN REPAIRS & MAINT	AP1966		
Invoice: 2004902	HAMMOND LUMBER COMPANY 2004902	05/02/2019	AP1966		177.26
Invoice: 2004902	HAMMOND LUMBER COMPANY 2004902	bartlett repair supplies	AP1966		
Invoice: 2004902	HAMMOND LUMBER COMPANY 2004902	GEN REPAIRS & MAINT	AP1966		
Invoice: 2004902	HAMMOND LUMBER COMPANY 2004902	05/03/2019	AP1966		47.97
Invoice: 2004902	HAMMOND LUMBER COMPANY 2004902	Garbage Bags, Grass Seed and Fertilizer/PEDRONE-EM	PUMP STATION MAINT		
Invoice: 2004902	HAMMOND LUMBER COMPANY 2004902	8x8x8 Cement Blocks, 2 Shovels-EM	AP1966		
Invoice: 2004902	HAMMOND LUMBER COMPANY 2004902	OTHER EQUIPMENT	AP1966		



CASH ACCOUNT: 100  
CHECK NO CHK DATE TYPE VENDOR NAME INVOICE INVOICE DTL DESC INV DATE PO WARRANT NET

INVOICE	INVOICE DTL DESC	INV DATE	PO	WARRANT	NET
311183 05/20/2019 PRD Invoice: 300150955	1064 HARCROS CHEMICALS INC 968.00 1550668 53211 1,353.00 1550668 53212 1,017.50 1550666 53212 519.75 1550666 53211	05/09/2019	300150955	API966	3,858.25
	Bleach and Bisulfite for Disinfection Season-EM CHLORINATION DECHLORINATION CHLORINATION				
311184 05/20/2019 PRD Invoice: 49789	296 HOME DEPOT CREDIT SERVICES 99.94 1552500 55400	05/06/2019	49789	API966	99.94
	adjustable wrenches bj GEN REPAIRS & MAINT				
311185 05/20/2019 PRD Invoice: 0419	2356 CHRISTIAN A JOHNSON 138.04 1440330 54100	05/02/2019	0419	API966	138.04
	Mileage reimbursement TRAINING				
311186 05/20/2019 PRD Invoice: APP #1R VCI	1417 R F JORDAN & SONS CONSTRUCTION I APP #1R VCI 90,947.95 3000039 57710	04/30/2019	57710	API966	90,947.95
	Main Street N end ts Construction-Budget				
311187 05/20/2019 PRD Invoice: 1000259498	861 MMTCTA 15.00 1220551 54100	04/29/2019	1000259498	API966	15.00
	TAX LIEN CLASS CANCELLATION FEE TRAINING				
311188 05/20/2019 PRD Invoice: 4929 0419	502 MOUNT DESERT SPRING WATER 42.00 1220110 53000	04/30/2019	4929 0419	API966	42.00
	Office Water OFFICE SUPPLIES				
Invoice: 6544 0419	MOUNT DESERT SPRING WATER 39.00 1550100 55400	04/30/2019	6544 0419	API966	39.00
	SHOP DRINKING WATER AL GEN REPAIRS & MAINT				
Invoice: 9541 0419	MOUNT DESERT SPRING WATER 24.60 1550552 53900	04/30/2019	9541 0419	API966	24.60
	Water for NEH Maint Shop-EM OTHER EQUIPMENT				
	CHECK 311182 TOTAL:				1,037.43
	CHECK 311183 TOTAL:				3,858.25
	CHECK 311184 TOTAL:				99.94
	CHECK 311185 TOTAL:				138.04
	CHECK 311186 TOTAL:				90,947.95
	CHECK 311187 TOTAL:				15.00
	CHECK 311188 TOTAL:				42.00
	CHECK 311189 TOTAL:				39.00
	CHECK 311190 TOTAL:				24.60



INVOICE DTL DESC	INVOICE	INVOICE DATE	PO	WARRANT	NET
MOUNT DESERT SPRING WATER	9940 0419	04/30/2019		AP1966	38.65
Drinking water					
OFFICE SUPPLIES	38.65 1440330 53000				
MOUNT DESERT SPRING WATER	9498 0419	04/30/2019		AP1966	20.40
spring water					
OFFICE SUPPLIES	20.40 6010100 53000				
MOUNT DESERT SPRING WATER	26567 0419	04/11/2019		AP1966	66.40
Spring Water Delivery/Cooler Rental					
OFFICE SUPPLIES	66.40 1440800 53000				
CHECK 311188 TOTAL:					231.05
COASTAL AUTO PARTS	077243	04/30/2019		AP1966	16.60
shop soap bottles al					
GEN REPAIRS & MAINT	16.60 1550100 55400				
COASTAL AUTO PARTS	078582	05/02/2019		AP1966	31.71
SHOP CLEANING SUPPLIES AL					
GEN REPAIRS & MAINT	31.71 1550100 55400				
COASTAL AUTO PARTS	078703	05/02/2019		AP1966	5.00
VALVE STEM CAPS AL					
GEN REPAIRS & MAINT	5.00 1550100 55400				
COASTAL AUTO PARTS	077656	05/01/2019		AP1966	46.15
TR#10 FILTER AL					
GEN REPAIRS & MAINT	46.15 1550100 55400				
COASTAL AUTO PARTS	078266	05/02/2019		AP1966	92.30
SWEeper FILTERS AL					
GEN REPAIRS & MAINT	92.30 1550100 55400				
COASTAL AUTO PARTS	078353	05/02/2019		AP1966	44.97
SHOP LATEX GLOVES AL					
GEN REPAIRS & MAINT	44.97 1550100 55400				
COASTAL AUTO PARTS	080484	05/07/2019		AP1966	171.20
TRACKLESS BRAKE SHOES AND DRUMS AL					
GEN REPAIRS & MAINT	171.20 1550100 55400				
COASTAL AUTO PARTS	080342	05/06/2019		AP1966	153.10
trackless BRAKE HARDWARE AL					
GEN REPAIRS & MAINT	153.10 1550100 55400				
COASTAL AUTO PARTS	080486	05/07/2019		AP1966	22.54
SHOP WRENCH AL					
GEN REPAIRS & MAINT	22.54 1550100 55400				









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CASH ACCOUNT: 100 10100  
CHECK NO CHK DATE TYPE VENDOR NAME

Ckg-BH General Fund 8066  
INVOICE INV DATE PO WARRANT NET

INVOICE DTL DESC

311193	05/20/2019	PRTD	570 A W PETTEGROW INC	4391	4391	497.50	6010200	55460	05/07/2019	AP1966	311192	TOTAL:	885.85
	Invoice: 4391								put ramps on floats DOCK CONNECTIONS				497.50
311194	05/20/2019	PRTD	2192 ROGER J AUDETTE	42919-3	42919-3	60.00	1440330	54100	04/29/2019	AP1966	311193	TOTAL:	497.50
	Invoice: 42919-3								Training registration fee TRAINING				60.00
311195	05/20/2019	PRTD	663 SHERWIN WILLIAMS CO	4924-3	4924-3	1,056.90	1550100	55400	05/01/2019	AP1966	311194	TOTAL:	60.00
	Invoice: 4924-3								traffic paint bj GEN REPAIRS & MAINT				1,056.90
311196	05/20/2019	PRTD	757 WARREN C SMITH	REFUND 043019	REFUND 043019	154.68	100	40020	04/30/2019	AP1966	311195	TOTAL:	1,056.90
	Invoice: REFUND 043019								REFUND OVERPYMNT EXCISE TAX RAPID RENEWAL Motor Vehicle Excise Tax				154.68
311197	05/20/2019	PRTD	874 STAPLES CREDIT PLAN	2274200151	2274200151	98.93	1220110	53000	04/10/2019	AP1966	311196	TOTAL:	154.68
	Invoice: 2274200151								copy paper, medicine cabinet supplies, paper OFFICE SUPPLIES				98.93
	Invoice: 2274814251		STAPLES CREDIT PLAN	2274814251	2274814251	51.79	1220110	53000	04/17/2019	AP1966			51.79
	Invoice: 2281793471		STAPLES CREDIT PLAN	2281793471	2281793471	424.17	1220110	53000	04/25/2019	AP1966			424.17
	Invoice: 2277927961		STAPLES CREDIT PLAN	2277927961	2277927961	87.78	1220660	53000	04/17/2019	AP1966			87.78
	Invoice: 2273825531		STAPLES CREDIT PLAN	2273825531	2273825531	8.99	1220331	53950	04/09/2019	AP1966			8.99
									printer ink OFFICE SUPPLIES				
									label maker, office paper,, office chair OFFICE SUPPLIES				
									marking tape ELECTION SUPPLIES				



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CASH ACCOUNT: 100 10100 Ckg-BH General Fund 8066 INVOICE INVOICE DTL DESC WARRANT NET

CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INVOICE DTL DESC	WARRANT	NET
311198	05/20/2019	PRTD	2330 GREGORY THERIAULT	0519	05/05/2019 AP1966 Mileage reimbursement for driving POV to FDtraining TRAINING		224.17
	Invoice: 0519			224.17 1440330 54100			
					CHECK 311197 TOTAL:		671.66
311199	05/20/2019	PRTD	2447 TRI-COUNTY TRAINING ASSOCIATION L 19-37		04/26/2019 AP1966 RIT training for Lt. Blackman & FF Johnson TRAINING		200.00
	Invoice: 19-37			200.00 1440330 54100			
					CHECK 311198 TOTAL:		224.17
311200	05/20/2019	PRTD	2571 JASON ROBERT MCCABE	INV2135	05/12/2019 AP1966 SPRING CLEANING TOWN OFFICE GEN REPAIRS & MAINT		1,700.00
	Invoice: INV2135			1,700.00 1552000 55400			
					CHECK 311199 TOTAL:		200.00
					CHECK 311200 TOTAL:		1,750.00
					CHECK 311201 TOTAL:		314.99
311201	05/20/2019	PRTD	1737 TIME WARNER CABLE (USE REMIT 1)	854714801050319	05/03/2019 AP1966 Internet Fire Station #2		314.99
	Invoice: 854714801050319			314.99 1221000 55150 1737	CABLE/INTERNET-FIRE ST#2 SH		
					CHECK 311202 TOTAL:		321.86
311202	05/20/2019	PRTD	1616 TIME WARNER CABLE (USE REMIT 1)	713662701050419	05/04/2019 AP1966 Internet Fire Station #3		321.86
	Invoice: 713662701050419			321.86 1221000 55150 1616	CABLE/INTERNET-FIRE ST#3 SV		
					CHECK 311202 TOTAL:		321.86
311203	05/20/2019	PRTD	1693 TIME WARNER CABLE (USE REMIT 1)	697540001050419	05/04/2019 AP1966 Internet NEH WWTP		371.86
	Invoice: 697540001050419			371.86 1221000 55150 1693	CABLE/INTERNET-NEH WWTP		
					CHECK 311203 TOTAL:		371.86
311204	05/20/2019	PRTD	737 UNIFIRST CORP	0272670244	05/08/2019 AP1966 HWY/P&C/MSW Uniforms-EM UNIFORMS		198.64
	Invoice: 0272670244			35.00 1551500 53800			



INVOICE	INVOICE DTL DESC	INVOICE	INV DATE	PO	WARRANT	NET
20.00 1552500 53800 143.64 1550100 53800	UNIFORMS UNIFORMS					
Invoice: 0272670245	UNIFORMS					
109.65 1550552 53800	WW Uniforms-EM UNIFORMS	0272670245	05/08/2019		AP1966	109.65
Invoice: 0272671958	UNIFORMS					
109.65 1550552 53800	WW Uniforms-EM UNIFORMS	0272671958	05/15/2019		AP1966	109.65
Invoice: 0272671957	UNIFORMS					
35.00 1551500 53800 20.00 1552500 53800 143.64 1550100 53800	HWY/MSW/P&C Uniforms-EM UNIFORMS UNIFORMS UNIFORMS	0272671957	05/15/2019		AP1966	198.64
311205 05/20/2019 PRD Invoice: 886567	UNIFORMS					
742 USA BLUEBOOK						
97.90 1550552 55210 56.95 1550552 53900 81.84 1550552 53820	Floats, Buffer and LMI Couplings-EM PUMP STATION MAINT OTHER EQUIPMENT LAB EQUIP	886567	05/03/2019		AP1966	236.69
311206 05/20/2019 PRD Invoice: 050519 MENDING						
2044 DEBRA WATSON						
050519 MENDING						
Repairs to turnout gear GEN REPAIRS & MAINT						
356.39 1440330 55400		050519 MENDING	05/05/2019		AP1966	356.39
311206 05/20/2019 PRD Invoice: 1025						
2565 WELCH'S PAINTING						
1025						
3,900.00 6010100 55200	second payment paint white trim Harbormaster and y BLDG REPAIR & MAINT	1025	05/09/2019		AP1966	3,900.00
311207 05/20/2019 PRD Invoice: 9342						
2570 WILLIAMS IRRIGATION SYSTEMS						
9342						
42,870.00 3000047 57710	irrigation system VG & yachtsman ts Construction	9342	05/10/2019		AP1966	42,870.00
311208 05/20/2019 PRD Invoice: 9342						
2570 WILLIAMS IRRIGATION SYSTEMS						
9342						
42,870.00 3000047 57710						
311208 05/20/2019 PRD Invoice: 9342						
2570 WILLIAMS IRRIGATION SYSTEMS						
9342						
42,870.00 3000047 57710						

CHECK 311204 TOTAL: 616.58

CHECK 311205 TOTAL: 236.69

CHECK 311206 TOTAL: 356.39

CHECK 311207 TOTAL: 3,900.00

CHECK 311208 TOTAL: 42,870.00



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CASH ACCOUNT: 100  
CHECK NO CHK DATE TYPE VENDOR NAME

10100  
Ckg-BH General Fund 8066

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INVOICE DTL DESC

311209 05/20/2019 PRPD	2113 TROY G WINGER	1265	05/07/2019	AP1966	1,140.00
Invoice: 1265		57121	new rope for hoist neh		
		1,140.00 6010100	EQUIP-MOORINGS/FLOATS		
			CHECK 311209 TOTAL:		1,140.00

311210 05/20/2019 PRPD	906 WITMER ASSOCIATES INC	1942134	04/25/2019	AP1966	159.58
Invoice: 1942134		53110	Sling-Link Mast harness		
		159.58 1440330	GENERAL SUPPLIES		
			CHECK 311210 TOTAL:		159.58

NUMBER OF CHECKS 87 \*\*\* CASH ACCOUNT TOTAL \*\*\* 318,992.38

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	70	217,598.52
TOTAL EFT'S	17	101,393.86

\*\*\* GRAND TOTAL \*\*\* 318,992.38



CLERK: 69051you

YEAR PER	JNL	REF 1	REF 2	REF 3	ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL	DESC	REF 1	REF 2	REF 3	LINE	DESC	

2019 11	125								
APP 100-20000	05/20/2019	AP1966						116,920.66	
APP 100-10100	05/20/2019	AP1966							318,992.38
APP 300-20000	05/20/2019	AP1966						172,436.34	
APP 400-20000	05/20/2019	AP1966						3,261.15	
APP 600-20000	05/20/2019	AP1966						25,829.41	
APP 200-20000	05/20/2019	AP1966						544.82	
								318,992.38	318,992.38
									GENERAL LEDGER TOTAL

APP 100-35030	05/20/2019	AP1966						172,436.34	
APP 300-35010	05/20/2019	AP1966							172,436.34
APP 100-35040	05/20/2019	AP1966						3,261.15	
APP 400-35010	05/20/2019	AP1966						25,829.41	
APP 100-35060	05/20/2019	AP1966							3,261.15
APP 600-35010	05/20/2019	AP1966						544.82	
APP 100-35020	05/20/2019	AP1966							25,829.41
APP 200-35010	05/20/2019	AP1966							544.82
								202,071.72	202,071.72
								521,064.10	521,064.10
									SYSTEM GENERATED ENTRIES TOTAL
									JOURNAL 2019/11/125 TOTAL



JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
100 General Fund	2019 11	125	05/20/2019	Ckg-BH General Fund 8066		
100-10100				Accounts Payable	116,920.66	318,992.38
100-20000				DTF-SPEC REV	544.82	
100-35020				DTF-CAP IMP	172,436.34	
100-35030				DT-TRUST	3,261.15	
100-35040				DT-MARINA	25,829.41	
100-35060						
				FUND TOTAL	318,992.38	318,992.38
200 Special Revenue	2019 11	125	05/20/2019	Accounts Payable	544.82	
200-20000				DT Gen fund		544.82
200-35010						
				FUND TOTAL	544.82	544.82
300 Capital Projects	2019 11	125	05/20/2019	Accounts Payable	172,436.34	
300-20000				DT Gen fund		172,436.34
300-35010						
				FUND TOTAL	172,436.34	172,436.34
400 Investment Trusts-Reserves	2019 11	125	05/20/2019	Accounts Payable	3,261.15	
400-20000				DT Gen fund		3,261.15
400-35010						
				FUND TOTAL	3,261.15	3,261.15
600 Marina	2019 11	125	05/20/2019	Accounts Payable	25,829.41	
600-20000				DT Gen fund		25,829.41
600-35010						
				FUND TOTAL	25,829.41	25,829.41



05/17/2019 10:44  
6905lyou

Town of Mount Desert  
A/P CASH DISBURSEMENTS JOURNAL  
JOURNAL ENTRIES TO BE CREATED

P 25  
apcshdsb

FUND	DUE TO	DUE FROM
100 General Fund	202,071.72	
200 Special Revenue		544.82
300 Capital Projects		172,436.34
400 Investment Trusts-Reserves		3,261.15
600 Marina		25,829.41
TOTAL	202,071.72	202,071.72

\*\* END OF REPORT - Generated by Lisa Young \*\*

**TOWN OF MOUNT DESERT**  
**BMV, STATE & PR ACCOUNTS PAYABLE WARRANT**

**WARRANT AP# 1964**

CHECK DATE: May 9, 2019

CHECK NUMBER:	<u>311133</u>	through	<u>311138</u>	\$ <u>7,324.26</u>	Check payments
CHECK NUMBER:	<u>N/A</u>	through	<u>N/A</u>	\$ -	Electronic payments
EFT NUMBER:	<u>N/A</u>	through	<u>N/A</u>	\$ -	ACH Payments
EFT or CK NUMBER:	<u>N/A</u>	through	<u>N/A</u>	\$ -	Voided Checks

TOTAL DISBURSEMENTS: \$ 7,324.26

This is to certify that there is due and chargeable to the appropriations listed above the sum set against each name and you are directed to pay unto the parties named in this schedule.

Selectmen:

John B Macauley, Chairman

Martha T Dudman

Matthew J Hart, Vice Chairman

James F Mooers

## Kathi Mahar

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**From:** Matt Hart <matt@theneighborhoodhouse.com>  
**Sent:** Thursday, May 09, 2019 3:46 PM  
**To:** Kathi Mahar  
**Subject:** Re: Warrant AP#1964 State Fees/Payroll Benefits Approval Request

Hi Kathi,

I approve AP Warrant #1964.

Thanks!

-Matt

**Matthew Hart**  
Community Relations Director  
The Neighborhood House | 207-276-5039  
End of Main Street | Northeast Harbor, ME

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**From:** Kathi Mahar <treasurer@mtdesert.org>  
**Date:** Thursday, May 9, 2019 at 2:52 PM  
**To:** John Macauley <jbmacauley3@gmail.com>, "Martha Dudman (martha.dudman@gmail.com)" <martha.dudman@gmail.com>, Matt Hart <matt@theneighborhoodhouse.com>, Rick Mooers <rmooers@mtdesert.org>  
**Subject:** Warrant AP#1964 State Fees/Payroll Benefits Approval Request

Good afternoon!

Attached is Accounts Payable Warrant # 1964 (for Payroll and/or State Fees) in the amount of \$7,324.26 for your approval.

Please indicate your authorization to release the funds for this warrant by approving or rejecting.

I will "reply to all" when the first approval comes in so that you know that we have the one required email approval.

Thank you!

*Kathi*

Kathryn A Mahar, Treasurer  
Town of Mount Desert  
(207) 276-5531 (T) (207) 276-3232 (F)

**TOWN OF MOUNT DESERT  
BMV, STATE & PR ACCOUNTS PAYABLE WARRANT**

**WARRANT AP# 1965**

CHECK DATE: May 15, 2019

CHECK NUMBER:	<u>311139</u>	through	<u>311140</u>	\$ <u>6,865.50</u>	Check payments
CHECK NUMBER:	<u>N/A</u>	through	<u>N/A</u>	\$ <u>-</u>	Electronic payments
EFT NUMBER:	<u>N/A</u>	through	<u>N/A</u>	\$ <u>-</u>	ACH Payments
EFT or CK NUMBER:	<u>N/A</u>	through	<u>N/A</u>	\$ <u>-</u>	Voided Checks

TOTAL DISBURSEMENTS: \$ 6,865.50

This is to certify that there is due and chargeable to the appropriations listed above the sum set against each name and you are directed to pay unto the parties named in this schedule.

Selectmen:

John B Macauley, Chairman

Martha T Dudman

Matthew J Hart, Vice Chairman

James F Mooers

TOWN OF MOUNT DESERT  
PAYROLL WARRANT

WARRANT PR# 1923

CHECK DATE: May 17, 2019

ADVICE NUMBERS: 9728 through 9775

CHECK NUMBERS: 64253 through 64272

TOTAL DISBURSEMENTS: \$ 96,563.23

This is to certify that there is due and chargeable to the appropriations listed above  
the sum set against each name and you are directed to pay unto the parties  
named in this schedule.

Selectmen:

John B Macauley, Chairman

Martha T Dudman

Matthew J Hart, Vice Chairman

James F Mooers

**Kathi Mahar**

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**From:** Matt Hart <matt@theneighborhoodhouse.com>  
**Sent:** Monday, May 13, 2019 5:00 PM  
**To:** Kathi Mahar  
**Subject:** Re: Warrant AP#1965 & PR#1923 Approval Request

Hi Kathi,

I approve AP Warrant #1965 and Payroll Warrant #1923.

Thanks!

-Matt

Matthew Hart  
Community Relations Director  
The Neighborhood House | 207-276-5039  
End of Main Street | Northeast Harbor, ME

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**From:** Kathi Mahar <treasurer@mtdesert.org>  
**Date:** Monday, May 13, 2019 at 4:29 PM  
**To:** John Macauley <jbmacauley3@gmail.com>, "Martha Dudman (martha.dudman@gmail.com)" <martha.dudman@gmail.com>, Matt Hart <matt@theneighborhoodhouse.com>, Rick Mooers <rmooers@mtdesert.org>  
**Subject:** Warrant AP#1965 & PR#1923 Approval Request

Good afternoon!

Attached are the following warrants for your approval:

Accounts Payable	#1965	total of	\$ 6,685.50
Payroll	#1923	total of	\$95,563.23

Please indicate your authorization to release the funds for these warrants by approving or rejecting.

I will "reply to all" when the first approval comes in so that you know that we have the one required email approval.

Thank you!

*Kathi*

Kathryn A Mahar, Treasurer  
Town of Mount Desert  
(207) 276-5531 (T) (207) 276-3232 (F)

# Mount Desert School Department PAYROLL WARRANT REGISTER

Report # 13210

Include Authorization Codes: Yes  
Batch: 5928  
Check Dates: (Earliest) - (Latest)  
Cash Account Number:  
Minimum Check Amount: \$0.00  
Sorted By: Check Number

Check #	Check Date	Code	Name	Chk Grp	Gross Pay	Net Pay	Direct Deposit	Check Amt	Void
	05/10/2019	IRS	INTERNAL REVENUE SERVIC		13,794.29	13,794.29	0.00	0.00	
	05/10/2019	STAT	TREASURER, STATE OF MAIN		3,643.00	3,643.00	0.00	0.00	
44222	05/10/2019	280	SUSAN J. ARIPOUCH	1	1,155.52	965.23	0.00	965.23	
44223	05/10/2019	468	WARREN L. MURRAY	1	787.50	693.88	0.00	693.88	
44224	05/10/2019	429	IAN SCHWARTZ	1	200.00	179.32	0.00	179.32	
44225	05/10/2019	149	MARIAH D. BAKER	1	1,729.07	1,395.08	1,395.08	0.00	
44226	05/10/2019	311	LAURA-JEAN BEAL	1	2,784.46	2,014.99	2,014.99	0.00	
44227	05/10/2019	11	KELLY S. BEAULIEU	1	2,331.11	1,533.07	1,533.07	0.00	
44228	05/10/2019	463	RENE L. BECKER	1	1,412.80	1,036.72	1,036.72	0.00	
44229	05/10/2019	266	JULIANNA R. BENNOCH	1	2,842.65	1,983.81	1,983.81	0.00	
44230	05/10/2019	333	RHODA J. BURKE	1	1,063.18	734.52	734.52	0.00	
44231	05/10/2019	314	ANDREW J. CARLSON	1	1,511.53	1,127.74	1,127.74	0.00	
44232	05/10/2019	462	JACQUELINE E A CARPENTER	1	1,480.76	1,079.54	1,079.54	0.00	
44233	05/10/2019	18	JANICE P. CARROLL	1	1,180.40	836.25	836.25	0.00	
44234	05/10/2019	248	ROBERT P. CHAPLIN	1	640.00	562.92	562.92	0.00	
44235	05/10/2019	337	AMBER G. CHARRON	1	1,947.42	1,415.12	1,415.12	0.00	
44236	05/10/2019	21	LARRY A. COLE	1	1,327.36	495.08	495.08	0.00	
44237	05/10/2019	26	BRIAN R. COTE	1	2,352.76	1,631.56	1,631.56	0.00	
44238	05/10/2019	91	JUDITH CULLEN	1	2,500.84	1,899.90	1,899.90	0.00	
44239	05/10/2019	69	EMILY N. DAMON	1	1,692.80	1,201.00	1,201.00	0.00	
44240	05/10/2019	308	Gloria A. Delsandro	1	3,341.65	2,380.72	2,380.72	0.00	
44241	05/10/2019	229	JENNIFER G. DUNBAR	1	1,131.65	788.01	788.01	0.00	
44242	05/10/2019	43	SARAH R. DUNBAR	1	1,829.84	1,402.22	1,402.22	0.00	
44243	05/10/2019	52	WANDA J. FERNALD	1	2,839.69	1,809.34	1,809.34	0.00	
44244	05/10/2019	57	JASON W. FOUNTAINE	1	1,512.80	1,097.73	1,097.73	0.00	
44245	05/10/2019	329	ALEXANDER GARRETT	1	1,607.69	1,265.55	1,265.55	0.00	
44246	05/10/2019	63	HEATHER M. GRAVES	1	5,551.84	3,389.58	3,389.58	0.00	
44247	05/10/2019	65	GAYLE M. GRAY	1	2,427.53	1,674.84	1,674.84	0.00	
44248	05/10/2019	331	RUSSELL W. GRAY	1	1,237.20	1,039.47	1,039.47	0.00	
44249	05/10/2019	92	ABIGAIL A. HARMON	1	1,196.65	843.84	843.84	0.00	
44250	05/10/2019	244	KRISTIN D. HOLLEY	1	1,070.72	858.29	858.29	0.00	
44251	05/10/2019	313	ANDREA W. HOWELL	1	979.65	836.41	836.41	0.00	
44252	05/10/2019	293	Amy L. James	1	2,392.65	1,574.06	1,574.06	0.00	
44253	05/10/2019	90	REBECCA A. JARVIS	1	2,682.23	1,789.71	1,789.71	0.00	
44254	05/10/2019	312	BETHANY G. JOHNSON	1	1,244.10	917.69	917.69	0.00	
44255	05/10/2019	291	PATRICIA A. KELLEY	1	1,358.70	995.97	995.97	0.00	
44256	05/10/2019	335	CYNTHIA A. LAMBERT	1	1,061.38	869.94	869.94	0.00	
44257	05/10/2019	135	SAMUEL D. LEONARDI	1	5,523.36	4,312.98	4,312.98	0.00	
44258	05/10/2019	321	MAX E. MASON	1	1,140.50	917.12	917.12	0.00	
44259	05/10/2019	292	TARA MCKERNAN	1	2,070.00	1,485.80	1,485.80	0.00	
44260	05/10/2019	289	ELIZABETH M. MINOTT	1	1,834.76	1,387.54	1,387.54	0.00	
44261	05/10/2019	461	JANET NORDELUS	1	1,168.46	910.64	910.64	0.00	
44262	05/10/2019	193	HARVEY BRUCE NORWOOD	1	1,098.24	739.52	739.52	0.00	
44263	05/10/2019	237	JUSTIN B. NORWOOD	1	2,436.07	1,886.05	1,886.05	0.00	
44264	05/10/2019	464	MARY E. O'MEARA	1	120.00	110.82	110.82	0.00	
44265	05/10/2019	472	KELLY M. O'NEIL	1	989.80	892.79	892.79	0.00	
44266	05/10/2019	238	WENDELL L. OPPEWALL	1	1,292.65	732.33	732.33	0.00	
44267	05/10/2019	240	JEANNE C. OTT	1	2,562.15	1,766.78	1,766.78	0.00	
44268	05/10/2019	301	Terry P. Paulos	1	1,092.51	745.64	745.64	0.00	
44269	05/10/2019	138	AMY Y. PHILBROOK	1	2,265.52	1,497.61	1,497.61	0.00	
44270	05/10/2019	275	JOELIE A. RUDDY	1	2,427.53	1,898.04	1,898.04	0.00	
44271	05/10/2019	74	LEON E. SARGENT	1	1,870.17	1,249.60	1,249.60	0.00	
44272	05/10/2019	120	KAREN L. SHARPE	1	2,601.71	1,507.47	1,507.47	0.00	
44273	05/10/2019	375	KATHLEEN C. ST DENIS	1	2,999.10	1,718.89	1,718.89	0.00	

# Mount Desert School Department PAYROLL WARRANT REGISTER

Report # 13210

Check #	Check Date	Code	Name	Chk Grp	Gross Pay	Net Pay	Direct Deposit	Check Amt	Void
44274	05/10/2019	334	EMILY P. STAPLES	1	1,162.59	829.09	829.09	0.00	
44275	05/10/2019	404	KERRY L. TAYLOR	1	2,296.50	1,643.48	1,643.48	0.00	
44276	05/10/2019	410	SUSAN Y. TRIPP	1	440.00	385.62	385.62	0.00	
44277	05/10/2019	459	SHANNON L. WESTPHAL	1	1,733.69	1,327.33	1,327.33	0.00	
44278	05/10/2019	448	JACQUELINE A. WHEATON	1	2,141.23	1,527.90	1,527.90	0.00	
44279	05/10/2019	307	LAUREN M. WHITE	1	1,166.20	856.77	856.77	0.00	
44280	05/10/2019	469	TIFFANY C. YARBROUGH	1	1,532.01	1,259.36	1,259.36	0.00	
					123,808.17	93,345.56	74,069.84	1,838.43	

Check Authorization Summary			
Type	Description	Count	Amount
Employee	Checks	3	1,838.43
	Voided Checks	0	0.00
	Direct Deposits (Fully Distributed)	56	74,069.84
	ACH Employee Credits	56	74,069.84
	ACH Employee Debits (Voids)	0	0.00
Deduction	Checks	0	0.00
	Voided Checks	0	0.00
	ACH Vendor Credits	0	0.00
	ACH VendorDebits (Voids)	0	0.00
Taxes	EFTPS Payment - Debit	2	17,437.29

WARRANT # 23

DATE: MAY 10 PAID

*Mark Edward Grosse, Ed.D.*  
\_\_\_\_\_  
SUPERINTENDENT

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FINANCE OFFICER

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