

Town of Mount Desert
Board of Selectmen
Agenda

Regular Meeting
Monday, June 3, 2019

Location: Meeting Room, Town Hall, Northeast Harbor

- I. **Call to order at 6:30 p.m.**
- II. **Minutes**
 - A. *Approval of minutes from May 20, 2019 meeting*
- III. **Appointments/Recognitions/Resignations**
 - A. *Appointment of Jamie Campbell as Part-time Seasonal helper in the Solid Waste Division at a rate of \$15.00 per hour effective June 10, 2019*
 - B. *Appointment of Bar Harbor Police Officer Nicholas Bagley as Part-Time Mount Desert Police Officer*
 - C. *Appointments to the Economic Development Committee:*
 - *James Blaine*
 - *Nancy Kimball Ho*
 - *Samuel McGee*
 - *Daniel McKay*
 - *Minot Weld*
 - *Rick Wheeler*
 - *Averel Wilson*
 - *Wendy Wood*
- IV. **Consent Agenda** *(These items are considered routine, and therefore, may be passed by the Selectmen in one blanket motion. Board members may remove any item for discussion by requesting such action prior to consideration of that portion of the agenda.)*
 - A. *Department Reports: Public Works*
 - B. *Hancock County Commissioners Meeting Minutes May 7, 2019*
- V. **Selectmen's Reports**
- VI. **Unfinished Business**
 - A. *Ratification and signing of the Labor Contract*
 - B. *Consideration by the Board of Selectmen of award of the construction contract for the State Route 3/198 MPI Highway Rehabilitation Project to R.F. Jordan & Sons of Ellsworth, Maine at a negotiated cost of \$855,500, said negotiating process being as described in the bid documents and, consideration of authorization of Public Works Director Tony Smith to execute said construction contract with R.F. Jordan & Sons on behalf of the Town and, to consider authorization of Public Works Director Tony Smith to retain the services of Savage Forest Enterprises to provide roadside clearing services at a cost of \$8,000 associated with said project.*
 - C. *Discussion of the Terms of the Economic Development Committee for appointed members (i.e. 1 year, 2 years, or 3 years) and appoint a BOS Liaison/EX Officio.*

VII. New Business

- A. Consideration of a request for a waiver of Section 4.04 of the Town's Sewer Ordinance requirement for a separate and individual sewer connection for individual structures*
- B. Liquor License Renewal - Eliza Bishop d/b/a Milk & Honey (Milk and Honey Kitchen LLC) 3 Old Firehouse Lane, Northeast Harbor*
- C. Request for early Office Closure on June 20th, 2019 at 3 p.m. for training purposes*
- D. Recommendation of Fuel Oil Bids 2019-2020 Heating Season*

VIII. Other Business

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

IX. Treasurer's Warrants

- A. Approve & Sign Treasurer's Warrant AP1968 in the amount of \$104,097.23*
- B. Approve Signed Treasurer's Payroll, State Fees, & PR Benefit Warrants AP1967, and PR1924 in the amounts of \$4,755.06, and \$109,362.02, respectively*
- C. Acknowledge Treasurer's School Board AP/Payroll Warrants #24 in the amount of \$175,064.38, respectively*

X. Adjournment

The next regularly scheduled meeting is at 6:30 p.m., Monday, June 17, 2019 in the Meeting Room, Town Hall, Northeast Harbor

MINUTES

**Town of Mount Desert
Board of Selectmen Meeting Minutes
Meeting Room, Town Hall
6:30 PM, May 20, 2019**

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

Treasurer Kathy Mahar, Town Clerk Claire Woolfolk, Fire Chief Mike Bender, Harbormaster John Lemoine, Public Works Director Tony Smith, and Town Manager Durlin Lunt were in attendance.

Members of the public were also at the meeting.

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

Chairman Macauley called the meeting to order at 6:00 PM.

II. Executive Session

A. *Pursuant to 1 M.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*

MOTION: Selectman Mooers moved, with Selectman Littlefield seconding, to enter into Executive Session for discussion of matters pursuant to 1 M.R.S.A. §405(6) (D) Discussion regarding the labor contract with negotiators, and 1 M.R.S.A. §405(6) (A) Review request from employee for leave without pay. Motion approved 5-0. The Board entered Executive Session at 6:00 PM.

MOTION: Selectman Mooers moved, with Selectman Littlefield seconding, to leave Executive Session. Motion approved 5-0. The Board Left Executive Session at 6:35PM.

III. Post Executive Session

A. *Labor contract, action if necessary*

MOTION: Selectman Mooers moved, with Selectman Dudman seconding, ratification of the Labor Contract Pursuant to 1 M.R.S.A. §405(6) (D), as presented, for final print and signature at the next Board of Selectmen's meeting. Motion approved 4-0-1 (Littlefield in Abstention).

B. *Employee Leave without Pay, action if necessary*

MOTION: Selectman Mooers moved, with Selectman Littlefield seconding, approval of Employee Leave without Pay Pursuant to 1 M.R.S.A. §405(6) (A), as presented, until December 31, 2019. Motion approved 5-0.

IV. Minutes

A. *Approval of minutes from May 7, 2019 meeting*

MOTION: Selectman Hart moved, with Selectman Dudman seconding, approval of the May 7, 2019 Minutes as presented. Motion approved 5-0.

V. Appointments/Recognitions/Resignations

A. *Annual Employee Appointments*

1 MOTION: Selectman Mooers moved, with Selectman Littlefield seconding, approval of the slate
2 of Annual Employee Appointments as presented. Motion approved 5-0.

3
4 *B. Appointment of Kaleb Payson as a Full-Time Police Officer at \$24.30/hour effective May*
5 *27, 2019*

6 MOTION: Selectman Hart moved, with Selectman Dudman seconding, appointment of Kaleb
7 Payson as a Full-Time Police Officer at \$24.30/hour effective May 27, 2019, as presented.
8 Motion approved 5-0.

9
10 *C. Appointment of Matthew Woolfolk as Seasonal Dock Hand at a rate of \$15.00 per hour*
11 *effective May 20, 2019*

12 MOTION: Selectman Hart moved, with Selectman Dudman seconding, appointment of Matthew
13 Woolfolk as Seasonal Dock Hand at a rate of \$15.00 per hour effective May 20, 2019, as
14 presented. Motion approved 5-0.

15
16 *D. Appointment of Stanley Grierson as Seasonal Buildings & Grounds Helper at a rate of*
17 *\$15.00 per hour effective May 20, 2019*

18 MOTION: Selectman Hart moved, with Selectman Dudman seconding, appointment of Stanley
19 Grierson as Seasonal Buildings & Grounds Helper at a rate of \$15.00 per hour, effective May 20,
20 2019, as presented. Motion approved 5-0.

21
22 *E. Appointment of Stephen Grierson as Seasonal Recycling Attendant in the Solid Waste*
23 *Division at a rate of \$15.00 per hour effective May 20, 2019*

24 MOTION: Selectman Hart moved, with Selectman Dudman seconding, appointment of Stephen
25 Grierson as Seasonal Recycling Attendant in the Solid Waste Division at a rate of \$15.00 per
26 hour, effective May 20, 2019, as presented. Motion approved 5-0.

27
28 *F. Appointment of Ralph Colson, Jr. as Seasonal Wastewater Helper in the Solid Waste*
29 *Division and assisting other Public Works Divisions as needed at a rate of \$16.50 per*
30 *hour effective May 20, 2019*

31 MOTION: Selectman Hart moved, with Selectman Dudman seconding, appointment of Ralph
32 Colson, Jr. as a Seasonal Wastewater Helper in the Solid Waste Division and assisting other
33 Public Works Divisions as needed at a rate of \$16.50 per hour, effective May 20, 2019, as
34 presented. Motion approved 5-0.

35
36 *G. Recognition of Kathryn Mahar's award for the designation of Certified Treasurer of*
37 *Maine from the Maine Municipal Tax Collectors' and Treasurers' Association*
38 *Treasurer Mahar's efforts were applauded by the Board.*

39
40 MOTION: Selectman Mooers moved, with Selectman Dudman seconding, recognition of
41 Kathryn Mahar's award for the designation of Certified Treasurer of Maine from the Maine
42 Municipal Tax Collectors' and Treasurers' Association, as presented. Motion approved 5-0.

43
44 *H. Jennifer McWain recognized as featured clerk of Hancock County in celebration of the*
45 *50th Anniversary of Municipal Clerks Week (May 5-11, 2019)*

46 Deputy Clerk McWain's recognition was applauded by the Board.

47
48 MOTION: Selectman Dudman moved, with Selectman Mooers seconding, congratulations to
49 Deputy Clerk McWain. Motion approved 5-0.

1
2 **VI. Consent Agenda**

- 3 A. *Board of Selectmen Meeting Schedule 2019-2020*
4 B. *Holiday Schedule 2019-2020*
5 C. *Hancock County Commissioners Meeting Minutes April 16, 2019*

6 MOTION: Selectman Mooers moved, with Selectman Hart seconding, acceptance of the
7 Consent Agenda as presented. Motion approved 5-0.
8

9 **VII. Selectmen's Reports**

10 Selectman Dudman inquired whether the Board would consider holding the next Annual Town
11 Meeting at the Neighborhood House. The Neighborhood House is already gracious enough to
12 serve the Town a meal prior to the meeting. It might be nice to hold the meeting directly after.
13 Selectman Dudman noted some residents have mentioned the possibility to her. The building
14 can hold 240 people.
15

16 Selectman Littlefield inquired whether the Main St. project is on task and will meet the project
17 deadline of ending the work for the season by Memorial Day Weekend. Public Works Director
18 Smith agreed construction was on schedule. The road openings would be patched for the
19 summer season. An explanatory sign in the fall shoulder season providing information about
20 the project for visitors was discussed. Perhaps the Chamber of Commerce would be willing to
21 create such a sign. Director Smith noted work will begin October 15. The business owners
22 voiced opposition to detour signs, so none have been used this spring. He added that there
23 have been no road closures, but there have been occasional delays in traffic.
24

25 Selectman Hart noted there is also a private project happening concurrently with the Main St.
26 project this spring, affecting the situation.
27

28 It was noted there have been no phonecalls of complaint to the Town Office.
29

30 **VIII. Unfinished Business**

- 31 A. *Authorize the issuance of a General Obligation Bond of the Town in a principal amount*
32 *not to exceed \$428,920.00 at an interest rate of 3.17% and for a term of ten years*

33 It was clarified this bond was approved at Town Meeting.
34

35 MOTION: Selectman Mooers moved, with Selectman Littlefield seconding, authorization of a
36 general Obligation Bond of the Town in a principal amount not to exceed \$428,920.00 at an
37 interest rate of 3.17% and for a term of ten years, as presented. Motion approved 5-0.
38

- 39 B. *Execution of the bond document for the \$428,920.00 General Obligation Bond issued by*
40 *Bar Harbor Bank & Trust Company effective May 20, 2019*

41 MOTION: Selectman Mooers moved, with Selectman Littlefield seconding, execution of the
42 bond document for the \$428,920.00 General Obligation Bond issued by Bar Harbor Bank & Trust
43 Company effective May 20, 2019, as presented. Motion approved 4-0-1 (Dudman in
44 Abstention).
45

46 **IX. New Business**

- 47 A. *Construction parking request by CES to park at the Town property above the Stanley*
48 *Brook Treatment Plant*

1 Public Works Director Smith noted the property in question is permit parking only for mooring
2 users, and permission from the Harbormaster should be obtained. The Board has no authority
3 to grant parking there. Director Smith offered some other ideas that CES seemed to be
4 amenable to. No action was necessary.
5

6 *B. Request by the Northeast Harbor Village Improvement Society to establish a connecting*
7 *trail on Town of Mount Desert property to connect two unnamed sections of trail and*
8 *propose the naming of these sections and the connecting trail as Delights Trail*

9 Village Improvement Society Member Cliff Olson brought maps of the trail. The proposed
10 section will connect the trail from the Delights Trail to the Bridle Path to the Harborside Trail,
11 creating a circle. The connection proposed will be less than 200 feet in length.
12

13 MOTION: Selectman Mooers moved, with Selectman Hart seconding, approval of the request by
14 the Northeast Harbor Village Improvement Society to establish a connecting trail on Town of
15 Mount Desert property to connect two unnamed sections of trail and propose the naming of
16 these sections and the connecting trail as Delights Trail, as presented, and with thanks to the
17 Village Improvement Society. Motion approved 5-0.
18

19 *C. Mount Desert Island Regional School Trustee, discussion*

20 Town Manager Lunt reported that Mia Thompson was willing to serve as interim trustee till next
21 year's election.
22

23 MOTION: Selectman Mooers moved, with Selectman Littlefield seconding, naming Mia
24 Thompson as interim Mount Desert Island Regional School Trustee until next year's election, as
25 presented. Motion approved 5-0.
26

27 *D. Review and adopt the Town of Mount Desert's revised Emergency Operations Plan*

28 Fire Chief Bender reported he had made a complete overhaul of the Emergency Operations
29 Plan. Both State and FEMA regulations were recognized.
30

31 Selectman Dudman asked whether information dissemination could also include social media
32 and email and the Town website. It currently notes only TV and radio. Chief Bender agreed it
33 could be added.
34

35 Selectman Dudman asked if there was a way to coordinate boat captains to facilitate evacuating
36 people off the island as quickly and efficiently as possible. Chief Bender noted that boaters have
37 been used in the past during emergency training, and many seem willing to help in such a
38 situation. Issues such as liability risk would have to be discussed. He noted there are several
39 locations boats can access to evacuate people.
40

41 Chief Bender noted that he wrote the document, with other Department Heads providing input
42 on the sections impacting them. Selectman Mooers lauded Chief Bender's efforts and
43 commended him on the Plan.
44

45 MOTION: Selectman Mooers moved, with Selectman Hart seconding, adoption of the Town of
46 Mount Desert's revised Emergency Operations Plan, as presented and with the addition of
47 including social media and email and the Town's website to the section discussing information
48 dissemination. Motion approved 5-0.
49

1 E. Request authorization for repairs made to the Seal Harbor dinghy dock mooring chains
2 by Alvah B. Barge Service Inc. for \$3,324.00 from the Seal Harbor Mooring/Floats CIP
3 6410200-24601

4 MOTION: Selectman Mooers moved, with Selectman Hart seconding, authorization for repairs
5 to the Seal Harbor dinghy dock mooring chains by Alvah B. Barge Service Inc., for \$3,324.00 from
6 the Seal Harbor Mooring/Floats CIP 6410200-24601, as presented. Motion approved 5-0.
7

8 **X. Other Business**

9 A. Such other business as may be legally conducted

10 Selectman Hart suggested making the Economic Development Committee an official Town
11 committee. It was noted the committee will need to create a charter, and members will have to
12 go through the process of filling out Volunteer Forms and being appointed for membership by
13 the Board.
14

15 MOTION: Selectman Hart moved, with Selectman Dudman seconding, to establish the
16 Economic Development Committee as an official Town Committee. Motion approved 5-0.
17

18 **XI. Treasurer's Warrants**

19 A. Approve & Sign Treasurer's Warrant AP1966 in the amount of \$318,992.38

20 MOTION: Selectman Littlefield moved, with Selectman Hart seconding, approval and
21 signature of Treasurer's Warrant AP1966 in the amount of \$318,992.38, as presented.
22 Motion approved 5-0.
23

24 B. Approve Signed Treasurer's Payroll, State Fees, & PR Benefit Warrants AP1964, AP1965,
25 and PR1923 in the amounts of \$7,324.26, \$6,865.50, and \$96,563.23, respectively

26 MOTION: Selectman Dudman moved, with Selectman Hart seconding, approval of
27 signed Treasurer's Payroll, State Fees, & PR Benefit Warrants AP1964, AP1965, and
28 PR1923 in the amounts of \$7,324.26, \$6,865.50, and \$96,563.23, respectively, as
29 presented. Motion approved 4-0-1 (Littlefield in Abstention).
30

31 C. Acknowledge Treasurer's School Board AP/Payroll Warrants 22 in the amount of
32 \$93,345.56

33 MOTION: Selectman Dudman moved, with Selectman Mooers seconding,
34 acknowledgement of Treasurer's School Board AP/Payroll Warrant 22 in the amount of
35 \$93,345.56, as presented. Motion approved 5-0.
36

37 **XII. Adjournment**

38 MOTION: Selectman Mooers moved, with Selectman Hart seconding, adjournment. Motion
39 approved 5-0.
40

41 The meeting was adjourned at 7:14PM.
42

43 Respectfully Submitted,
44
45

46
47
48 Wendy Littlefield, Secretary
49

APPOINTMENTS

RECOGNITIONS

RESIGNATIONS



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 director@mtdesert.org

MEMO

To: Durlin Lunt, Town Manager
From: Tony Smith, Public Works Director
Re: Public Works Summer Helper - Packer Truck
Date: May 24, 2019

As you know, we hire two summer helpers for the MSW packer trucks. Based on his interest and successful past history with the town during one of our April clean-up weeks, I request that Jamie Campbell be appointed as a part-time seasonal employee in the Solid Waste Division of Public Works. This would be at an hourly rate of \$15.00 per hour effective June 10, 2019 with said appointment ending on or before September 14, 2019.

From the date of his appointment until June 24, 2019, Jamie will assist with work tasks at the recycling center and routine spring cleaning and maintenance of our facilities where needed. On June 25, 2019, when he turns 18 years of age, he will move to one of the packer trucks as a part-time seasonal employee for the summer MSW collection schedule. Jamie accepted our verbal offer and understands he must be appointed by the Board of Selectmen. He also understands our offer is not an offer of full-time employment with us and is seasonal in nature.

Jamie has aspirations to join a branch of the military. He is Harbormaster John Lemoine's step-son; this hire does not violate our personnel policy manual as it relates to hiring relatives of current employees.

Thank you for consideration of my recommendation.

Cc. Claire Woolfolk, Town Clerk
John Lemoine, Harbormaster
Ben Jacobs, Highway Superintendent
Kathi Mahar, Treasurer




**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

MDPD
21 Sea Street, PO Box 248
NE Harbor, ME 04662
Tel: 207-276-5111
jwillis@mdpolic.org

Memorandum

To: Town Manager Lunt
From: Chief James Willis 
Subject: Appointment of Nicholas Bagley as Police Officer
Date: May 28, 2019

The Town of Bar Harbor has hired one part time patrol officer who will be working mutually with the Town of Mount Desert. Our current practice is to have all of our Police Officers sworn in both Bar Harbor and Mount Desert. Officer Bagley of Ellsworth will not be an employee of Mount Desert but will be performing law enforcement activities in Mount Desert pursuant to our Mutual Aid Agreement with Bar Harbor.

Will you please place this appointment on the agenda for the next select board meeting scheduled for Monday, June 3rd.



Town of Mount Desert

21 Sea Street, P.O. Box 248
Northeast Harbor, ME 04662-0248

Telephone 207-276-5531 Fax 207-276-3232

Web Address www.mtdesert.org

Resident Request for Appointment to Volunteer Board or Committee

Thank you for expressing an interest in serving on one of the Town's volunteer Boards or Committees. Before the Board of Selectmen makes appointments, they would like to know a little about you and why you feel you could contribute to the Board or Committee. Please take a few minutes and complete the brief expression of interest information below and return to the Town Clerk, PO Box 248/21 Sea St, Northeast Harbor ME 04662.

Name: James G. Blaine Date: May 10, 2019

Street Address: 4 Southwind Lane Phone: Home 276-3631

Mail Address: P.O. Box 1027 Work _____

E-mail: jblaine1945@gmail.com Cell 610-563-9648

Are you a registered voter in the Town of Mount Desert? Yes No

Appointment(s) requested: Economic Development Committee

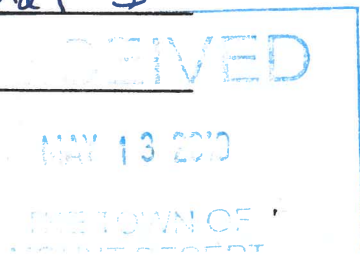
If you have previously served on any Boards or Committees in the Town of Mount Desert, please describe your experience: No

Are there other background experiences or skills that you feel would contribute to this appointment?
I started and published a newspaper in a small Pennsylvania town, which gave me some insights into how a community works.

Why are you interested in this appointment? Because I think this committee can make a big difference in the town and its future

What are your goals for this Board or Committee? I'd like to see it work with all the competing and complementary interests of the town to come up with projects and ideas that will serve the entire community.

Do you have conflicts with meeting times or group assignments? Not that I know of.





Town of Mount Desert
 21 Sea Street, P.O. Box 248
 Northeast Harbor, ME 04662-0248

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 Web Address www.mtidesert.org

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Name: NANCY Kimball Ho Date: 5/27/19
 Street Address: 27 South Shore Road Phone: Home 207-276-5587
 Mail Address: P.O. Box 427 Work 207-276-3300
Northeast Harbor, ME 04662 Cell 207-266-2389
 E-mail: HONANho431@gmail.com

Are you a registered voter in the Town of Mount Desert? Yes No

Appointment(s) requested: Economic Dev. Committee

If you have previously served on any Boards or Committees in the Town of Mount Desert, please describe your experience: NE Harbor Library Scholarship Comm.,
Medical Center Board Member,

Are there other background experiences or skills that you feel would contribute to this appointment?
Worked in advertising in NYC.
Retail store owner in N.E. Harbor - grew up in N.E. Harbor

Why are you interested in this appointment? Currently ^{I am} the President.

What are your goals for this Board or Committee? Economic development that
supports the vitality & sustainability of the Towns of Mt. Desert

Do you have conflicts with meeting times or group assignments? I try to work around them.



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Name: Samuel S McGEE Date: 5/28/2019
 Street Address: 8 RYE FIELD LANE Phone: Home _____
 Mail Address: P.O. BOX 310 Work _____
 Address: NORTHEAST HARBOR, ME 04662
 E-mail: Samuel.s.mcgee@gmail.com Cell 207-807-8785

Are you a registered voter in the Town of Mount Desert? Yes No

Appointment(s) requested: ECONOMIC DEVELOPMENT COMMITTEE

If you have previously served on any Boards or Committees in the Town of Mount Desert, please describe your experience: WARRANT COMMITTEE +/- 4 YEARS

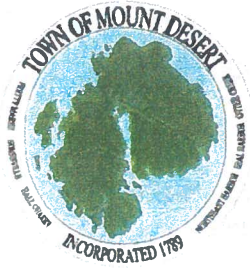
Are there other background experiences or skills that you feel would contribute to this appointment?
BUSINESS EXPERIENCE

BOARD EXPERIENCE - GOVERNANCE, EXECUTIVE LEVELS

Why are you interested in this appointment?
PROMOTE ECONOMIC VITALITY IN OUR TOWN (ALL VILLAGES)

What are your goals for this Board or Committee?
GET IT UP AND RUNNING AS A STANDING COMMITTEE WITH GOOD GOVERNANCE FRAMEWORK

Do you have conflicts with meeting times or group assignments?
NIGHTS / AFTERNOONS
GENERALLY BETTER. THURSDAYS ARE GENERALLY BAD / LOTS OF CONFLICTS



Town of Mount Desert
21 Sea Street, P.O. Box 248
Northeast Harbor, ME 04662-0248

RECEIVED

MAY 29 2019

Telephone 207-276-5531 Fax 207-276-3232

Web Address www.mtidesert.org

THE TOWN OF
MOUNT DESERT

Resident Request for Appointment to Volunteer Board or Committee

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Name: Daniel G. McKay Date: May 28, 2019
Street Address: 4 Farm Lane, Northeast Harbor Phone: Home 207-801-9345
Mail Address: PO box 836, Northeast Harbor Work 207-992-4306
E-mail: daniel.g.mckay@gmail.com Cell 207-745-7434

Are you a registered voter in the Town of Mount Desert? Yes No

Appointment(s) requested: Economic Development Committee

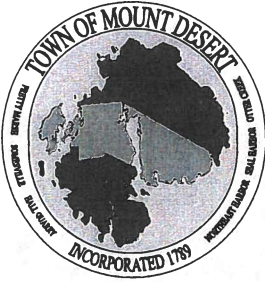
If you have previously served on any Boards or Committees in the Town of Mount Desert, please describe your experience: Current member of Economic Development Committee since 2015.

Are there other background experiences or skills that you feel would contribute to this appointment? Retired lawyer.

Why are you interested in this appointment? I am interested in promoting the economic viability of the Town's existing businesses.

What are your goals for this Board or Committee? See above.

Do you have conflicts with meeting times or group assignments? No.



RECEIVED

MAY 29 2019

THE TOWN OF MOUNT DESERT

Town of Mount Desert

21 Sea Street, P.O. Box 248
Northeast Harbor, ME 04662-0248

Telephone 207-276-5531 Fax 207-276-3232
Web Address www.mntdesert.org

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Name: MINOT WELI Date: 5.29.19
Street Address: 63 MILLBROOK RD Phone: Home 276.9803
Mail Address: minotweld@mac.com Work 801.8752
E-mail: P.O. Box 595 Cell 801.8752

Are you a registered voter in the Town of Mount Desert? Yes No

Appointment(s) requested: Economic Development Committee

If you have previously served on any Boards or Committees in the Town of Mount Desert, please describe your experience: I served on the prior incarnation

Are there other background experiences or skills that you feel would contribute to this appointment?
15 years in commercial real estate and redevelopment

Why are you interested in this appointment? _____

What are your goals for this Board or Committee? useful participation

Do you have conflicts with meeting times or group assignments? _____



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Name: RICK WHEELER Date: 5/22/19
 Street: 700 SPROUL ROAD ^{SUMNER} Phone: Home 610-526-2297
 Address: Box 5 ^{BERNARD}
 Mail: ME 04612 ^{SUMNER} Work 207-244-8220
 Address: BRYN MAWR, PA 19010
 E-mail: _____ Cell 610-220-5233

Are you a registered voter in the Town of Mount Desert? Yes No

Appointment(s) requested: ECONOMIC DEVELOPMENT COMMITTEE (EDC)

If you have previously served on any Boards or Committees in the Town of Mount Desert, please describe your experience: HAVE SERVED ON THE EDC FOR THE PAST 5-6 YEARS

Are there other background experiences or skills that you feel would contribute to this appointment?
CHAIRED SEVERAL NON-PROFITS; FAMILIAR WITH TMD ISSUES AND

OPPORTUNITIES; SUMMERED ON MDI SINCE A CHILD; DIR OF CORRELATION PHILADELPHIA MUSEUM OF ART, BANKER MOST OF MY CAREER; RECREATION WITH YOUNG ADULTS
 Why are you interested in this appointment? ROUND-TOWN RESIDENTS

WOULD LIKE TO ASSIST IN GETTING ALL TMD RESIDENTS EXCITED AND PARTICIPATING IN GROWTH OPPORTUNITIES

What are your goals for this Board or Committee? TO CREATE PRACTICAL ECONOMIC GROWTH

OPPORTUNITIES. TO BE TRUSTED AND RESPECTED BY RESIDENTS, TO GENERATE ENTHUSIASM ABOUT THE TOWN'S GROWTH OPPORTUNITIES

Do you have conflicts with meeting times or group assignments? EXPECT TIME IN JULY

MID-JUNE THROUGH OCTOBER; CAN GENERALLY CALL IN WHEN TIME



Town of Mount Desert

21 Sea Street, P.O. Box 248
Northeast Harbor, ME 04662-0248

Telephone 207-276-5531 Fax 207-276-3232
Web Address www.mtdesert.org

Resident Request for Appointment to Volunteer Board or Committee

Thank you for expressing an interest in serving on one of the Town's volunteer Boards or Committees. Before the Board of Selectmen makes appointments, they would like to know a little about you and why you feel you could contribute to the Board or Committee. Please take a few minutes and complete the brief expression of interest information below and return to the Town Clerk, PO Box 248/21 Sea St, Northeast Harbor ME 04662.

Name: AVEREL R. WILSON Date: 05/21/19
 Street: _____
 Address: 49 CLOUD VIEW ROAD Phone Home (207) 276-5005
 Mail Address: SAUSALITO, CA 94965 Work _____
 E-mail: averel@comcast.net Cell (415) 713-9188

Are you a registered voter in the Town of Mount Desert? Yes No

Appointment(s) requested: ECONOMIC DEVELOPMENT COMMITTEE

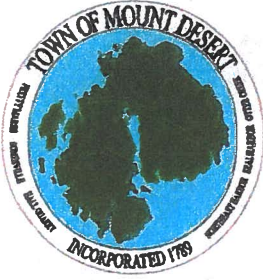
If you have previously served on any Boards or Committees in the Town of Mount Desert, please describe your experience: I have served on the EDC and the CDC as previously constructed as Ad Hoc committees/corporations I have also served on the Summer Residents Association board and am currently on the board of the Island Housing Trust.

Are there other background experiences or skills that you feel would contribute to this appointment?
I have served on several nonprofit boards and have a background in finance and public education.

Why are you interested in this appointment? I love this community and want to participate in any constructive effort to support and strengthen it.

What are your goals for this Board or Committee? To listen, to collaborate, to offer any relevant skills I possess.

Do you have conflicts with meeting times or group assignments? _____
Not that I know of



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Name: WENDY L WOOD Date: 5-29-19
Street
Address: 5 ORCHARD PASS Phone: Home 244-0270
Mail
Address: MOUNT DESERT, 04660 Work _____
E-mail: wendylegendre.kwood@gmail.com Cell 617-218-7241

Are you a registered voter in the Town of Mount Desert? Yes No

Appointment(s) requested: ECONOMIC DEVEL. COMMITTEE

If you have previously served on any Boards or Committees in the Town of Mount Desert, please describe your experience: MY SHORT EXPERIENCE ON THE EDC + MDCDC

HAS BEEN GRATIFYING BUT DEFINITELY FEEL THE NEED FOR MORE STRUCTURE + LEADERSHIP -

Are there other background experiences or skills that you feel would contribute to this appointment?

SERVED ON MULTIPLE NON-PROFIT BOARDS, AM TRUSTEE OF A

SOIC'S FOUNDATION, HAVE HAD AND STILL HAVE MY OWN BUILDING/ RENOVATION COMPANY -

Why are you interested in this appointment? SIMPLE. EITHER YOU'RE A SPECTATOR

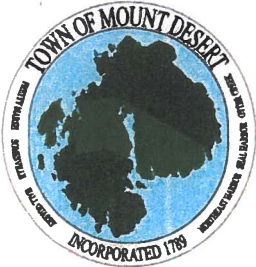
OR A PARTICIPANT. I PREFER TO LEND A HAND TO MY COMMUNITY -

What are your goals for this Board or Committee? BROADLY - TO HELP COMMUNITY BECOME MORE

VIBRANT / SUSTAINABLE. SPECIFICALLY - ADDRESS ZONING LAWS THAT NOW HINDER THE GOAL

Do you have conflicts with meeting times or group assignments? NOT GENERALLY -

CONSENT AGENDA



Town of Mount Desert

21 Sea Street, P.O. Box 248

Northeast Harbor, ME 04662-0248

Telephone 207-276-5744 Fax 207-276-5142

www.mtdesert.org highway@mtdesert.org

Otter Creek, Seal Harbor, Northeast Harbor, Somesville,
Hall Quarry and Pretty Marsh

MEMO

To: Tony Smith, Public Works Director
From: Benjamin Jacobs, Highway Superintendent
Re: April Monthly Report
Date: May 29, 2019

Highway Crew

1. The crew spent the first week and a half of the month plowing and sanding roads.
2. The crew:
 - Changed plow and wing steel.
 - Completed our Bureau of Labor Standards inspections on, for example, fire extinguishers, secondary containment structures and eyewash stations.
 - Swept road ways and sidewalks.
 - Unposted roads.
 - Repaired floats and placed them in the water at Long Pond.
 - Cleaned the highway garage and bus garage.
 - Put out trash barrels, picnic tables park benches and crosswalk signs.
 - Cleaned trucks and equipment
 - Performed maintenance and made repairs to our equipment and trucks in the public works department and other town departments.
 - Cold patched
 - Fixed shoulder of road on Millbrook Road.
 - Worked with a local contractor to install shields on some of our new LED street lights.
 - Had a successful spring cleanup week picking up everyone's unwanted items that they placed curbside.

Buildings & Grounds and Parks & Cemeteries

The crew:

- Continued setting up for meetings, cleaning bathrooms in the town office, vacuuming and assisting the admin staff with projects as needed e.g. assembling shelving, hanging pictures, repairing toilets, installing door closers, and painting.
- Shoveled snow from walkways and salted walkways around the outside of town office, police department, highway garage, bathroom entrances to the marina building, and the main entrances to all three of the fire station buildings when it snowed.



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Otter Creek, Seal Harbor, Northeast Harbor, Somesville,
Hall Quarry and Pretty Marsh

- Worked during spring cleanup week cleaning up the various parks and grounds throughout the town's villages.

Solid Waste

- The crew continues to do a great job keeping the areas around the highway garage dumpsters and recycle center neat and clean as possible.
- Continued picking up trash on their daily scheduled routes.
- Took a load of cardboard to the Ellsworth Transfer Station to be recycled.
- Assisted the highway division collecting materials during clean-up week.

Cc. Claire Woolfolk, Town Clerk
Durlin Lunt, Town Manager
Ed Montague, Wastewater Superintendent

COMMISSIONERS REGULAR MEETING

Learn more about **HANCOCK COUNTY** by visiting
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 May 7, 2019** in the conference room of the County courthouse located in Ellsworth, ME with Commissioners Clark and Wombacher in attendance.

The commission recognized the following for their years of service to the County of Hancock:

Cook Timothy Jones, 10 years

Corrections Sergeant Christopher Stanley, 10 years

Corrections Officer Patricia Rossi, 5 years

Adjustments to agenda:

MOTION: Move 10 a.m. Hancock County Planning Commission discussion to Commissioners 10 (e) (Clark/Blasi 3-0, motion passed)

MOTION: Remove Sheriff section (Clark/Blasi 3-0, motion passed)

The commission had intended to honor Jail Administrator Tim Richardson for being named Manager of the Year, and will do so when the sheriff is able to be in attendance.

MOTION: Add to Maintenance item (d) Approve Fortier invoice, and item (e) RCC Update (Clark/Blasi 3-0, motion passed)

Public Comment: none

Approval of minutes:

MOTION: Approval of minutes of the April 16, 2019 Commissioners' Special Meeting (Blasi/Clark 3-0, motion passed)

Airport:

Airport Manager Brad Madeira reported that there have been some maintenance problems with the 2011 CASE 721 Loader. Repairing the equipment may be a significant expense and may cause the maintenance line for heavy equipment to be overspent. ARFF annual contract training was completed in April, as well as the Live Fire training in New Hampshire.

MOTION: Approval to instruct Jacobs to issue Notice of Intent to JJ Cunningham, LLC regarding Remark and Crack Seal Airfield Pavements project (Clark/Wombacher 3-0, motion passed)

MOTION: approve the contract with Jacobs Engineering Project contract number E2X75509 (EA for Obstruction Removal/Mitigation) not to exceed \$121,547.20 (Clark/Wombacher 3-0, motion passed)

The county (airport) share is \$12,154.72; the FAA share is \$109,392.48. Madeira explained that this is a planning grant- the state does not participate.

Jail:

MOTION: Approval to administratively remove corrections officers Brooks Deans, Ashley Smith, Michael Boucher, Kayla Dumond, and Deborah McDonald from the payroll (Clark/Blasi 3-0, motion passed)

MOTION: Approval of resignation of corrections officer Kaeley Spinney effective April 26, 2019 (Clark/Wombacher 3-0, motion passed)

UT:

MOTION: Award the tractor bid to TB Equipment in Bangor for a 2019 New Holland "Workmaster 55" Tractor in the amount of \$33,500.00 to be paid for out of the Bull Hill TIF account for recreational trails (Clark/Blasi 3-0, motion passed)

MOTION: award the Equipment bid for the Box Scraper Land Pride model BB3584 for \$1,630.00 and the Golden C Series Equipment Trailer for \$6,550.00 to Union Farm Equipment in Union, Maine to be paid for out of the Hancock Wind account for recreational trails (Clark/Blasi 3-0, motion passed)

MOTION: Award to Greenway Equipment in Ellsworth their bid for the Rear Blade Woods model RBS84P for \$830.00; Landscape Rake Woods model LRS96P for \$1,100.00; Rotary Brush Cutter Woods model BB72X for \$2,060.00; Pallet Forks Global model HD4248A600 for \$585.00 to be taken from Hancock Wind's recreational trail account (Clark/Blasi 3-0, motion passed)

UT Supervisor Billings said he would work with maintenance to coordinate use of the equipment when necessary. There was some discussion on where to store the equipment during the winter. Billings said he did not mind providing storage for them if necessary. Commissioner Blasi asked about liability coverage. Billings said he looked into that in the past and understood that as long as he was using his vehicle for county use, the county insurance would cover the deductible.

MOTION: award the "2019 UT Scholarship" to UT resident Chelsea Louder, in the amount required by Husson College for the year's tuition less any other scholarship monies received should any exist, not to exceed \$25,000 (Clark/Blasi 3-0, motion passed)

UT Supervisor Billings reported that several applications were received but the only applicant with UT residency is Chelsea Louder.

UT Supervisor Billings said anything EMDC is doing in the UT can be paid for with TIF funds. Commissioner Blasi said his original thought was that the county has been paying \$9,500 as a third party out of the county budget to EMDC- could any TIF money be substituted for the money coming from taxation? Commissioner Clark referenced the difference between dues and specific support. UT Supervisor Billings said the UT used EMDC last year for a specific project and paid a fee for that service. Supervisor Billings said he thought the \$9,500 should come out of the county budget because it's a service the county is getting and any services for the UT would be contracted for a fee. Commissioner Blasi said after this discussion it appears there is no decision to make.

Hancock County Planning Commission- Commissioner Blasi referenced correspondence he sent to the commissioners earlier in the week regarding the status of HCPC. UT Supervisor Billings said HCPC has been in existence for at least 40 years and if the services it provides goes away completely it would leave a void. He said the commissioners have often discussed what services the county can provide to municipalities. He suggested the county could provide these services on a fee basis or another way to municipalities that are interested. Some of these are grant writing, GIS ortho imagery, comprehensive plans, and climate change resilience. Commissioner Clark questioned how the county would provide those services. Billings said a first step would be to find out what municipalities are interested. Commissioner Blasi said the response given to him from HCPC is there are no services being provided now; the organization is currently in hibernation. CA Adkins said this is something we should keep our pulse on and be ready to offer assistance if needed. He said we should determine what the need is and find what direction it is going. Commissioner Blasi said each municipality would have unique needs. **Commissioner Blasi said if this is something we put in the budget, and the advisors concur, the planner would be tasked with resuscitating this and pulling in revenues.** Commissioner Clark wanted to know exactly what questions needed to be addressed at this point. The commission agreed this discussion would continue.

Deeds:

MOTION: Approval to hire Joanne Jodrey of Waltham for a part time clerk position at the rate of \$12.50 per hour to be paid out of 09-01-300 with effective date of May 11, 2019 (Clark/Blasi 3-0, motion passed)

Break 9:52 a.m.-10:01 a.m.

Treasurer:

MOTION: approve the warrants as shown on the Treasurer's memo to the commission (Blasi/Clark 3-0, motion passed)

The Treasurer's memo listed the following:

April GF, Airport, and Jail Payroll Warrants #19-13, #19-14, #19-15, and #19-16 in the aggregate amount of \$349,625.11;

April GF, Airport, and Jail Expense Warrants #19-23, #19-24, #19-25, #19-26, #19-27, #19-28, #19-29, #19-30, and #19-31 in the aggregate amount of \$490,485.49;

April UT Payroll Warrants #19-39, #19-40, #19-41, and #19-42 in the aggregate of \$892.14;

April UT Expense Warrants #19-19 and #19-20 in the aggregate of \$22,616.80

MOTION: approve health insurance expenses in the amount of \$121,790.31 (Clark/Wombacher 3-0, motion passed)

Maintenance:

Facilities Director Walls reported that propane bids close on May 24; information will be ready for the June 4 meeting. Walls expressed frustration with the difficulty in finding employees willing to work for the current wage. Commissioner Clark suggested Walls look at comparable local jobs and the wages. There was some discussion on analyzing and exploring the possibility

of adjusting the wage scales for the coming budget year. CA Adkins thanked Facilities Director Walls and Assistant Facilities Director Linnell for their due diligence and efforts to make the access control project happen. The new employee entrance is under construction, waiting for a door. Facilities Director Walls listed other locations in the building to install card readers. He suggested phasing them in, 5 at a time. Walls will collect the price information and ask for approval at the next meeting.

MOTION: Approve the resignation of Devon Zerrien as full time Janitor effective May 6, 2019 (Clark/Wombacher 3-0, motion passed)

MOTION: authorize payment to Fortier Electric Co. for the cabling project in the amount of \$11,254.99 (Clark/Wombacher 3-0, motion passed)

The account number is G1-3011-00.

Facilities Director Walls submitted the proposal from Sealander Architects for continuing the RCC Expansion project to the commission for their review. Commissioner Clark expressed concern about the cost in the proposal and who would be acting as clerk of the works. He suggested Walls discuss these concerns with Sealander and acquire the cost estimates for two separate proposals: one proposal including the clerk of the works services, and one without. The commission agreed to delay any action on this until Walls communicates with Sealander and reports back.

RCC:

RCC Director Conary reported that Emergency Police Dispatch Protocols have been tabled for now. He reported on several meetings he attended during the last month. Conary explained what the "county coordinator" (which is a function of the fire association) does with the RCC; the RCC acts as the contact point. Director Conary continues to meet with EMA Director Sankey to develop plans for continuity of government in case of an emergency. Director Conary explained how the call reports are calculated- the non emergency line represents every call that dispatch receives or makes to support operations.

Commissioners:

Spirit of America- the commission agreed to recognize the Spirit of America award recipients in November.

Third Party donation application posting schedule- the commission agreed to post the application on the county website June 1, 2019.

Deputy CA Knowlton explained that because the county will be changing to Allegiant Care on July 1, it's possible that an employee may incur out of pocket expenses above either Meritain's or Allegiant Care's limit. The commission agreed to reimburse employees who incur out of pocket limits above Allegiant Care's limit for 2019; the total out-of-pocket would include expenses incurred in 2019. They discussed the administration process and agreed it would be appropriate to engage Group Dynamic, Inc, as suggested by Acadia Benefits. The commission will discuss and review the terms and administrative agreement at the May 21 meeting.

MOTION: Cover the cost of employee's out of pocket expenses over and above Allegiant Care's 2019 out of pocket maximum amounts (Clark/Wombacher 3-0 motion passed)
This includes the combined out-of-pocket expenses for calendar year 2019.

Allegiant Care inquired about the county's position on providing health insurance coverage for domestic partners and ex-spouses. Both Acadia Benefits and Allegiant Care confirmed that it was not mandated. The commission was in agreement that domestic partners and ex-spouses have not been eligible for coverage in the past, and took no action to include them going forward.

County Administrator:

CA Adkins reported that the audit went well; the auditors were in-house to gather information for only 2 days.

MOTION: Executive Session under MRSA Title 1§405 6(D) for Union Contract negotiation discussion (Wombacher/Clark 3-0, motion passed)

Next meeting will be May 21, 2019.

MOTION: to adjourn 12:29 p.m. (Clark/Blasi 3-0, motion passed)

Respectfully submitted,

Rebekah Knowlton
Deputy County Administrator

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PREAMBLE

This Agreement is entered into between the Town of Mount Desert, hereinafter referred to as the "Town or Employer" and Teamsters Local Union 340, affiliated with the International Brotherhood of Teamsters, hereinafter referred to as the "Union".

ARTICLE 1 - RECOGNITION

The Town recognizes the Union as the sole and exclusive bargaining agent for the purpose of negotiating wages, hours, and other conditions of employment for all eligible employees hired to work thirty (30) or more hours per week, consisting of the full time truck driver/laborer, equipment operator, lab technician, maintenance, and mechanic of the Highway, Refuse, and Wastewater Departments and Building and Grounds Maintenance worker, as determined in accordance with the Maine Labor Relations Board.

ARTICLE 2 - MANAGEMENT RIGHTS

A. Inherent Rights

Except as specifically limited by this Agreement, the Town and its executive officers receive and retain, sole and exclusively, all inherent management rights.

B. Specific Rights

The Town shall have the exclusive right subject to the provisions of this Agreement and consistent with applicable laws and regulations to:

1. To direct employees in the performance of official duties.
2. To hire, promote, transfer, assign, and retain employees in positions within the bargaining unit, to suspend, demote, discharge or take other action against such employees for just cause, or to demote for non-disciplinary reasons.
3. To maintain the efficiency of the operations entrusted to it, including the assignment of workers out of position and/or class to maximize use of the equipment and productivity.
4. To determine the methods, means, and personnel by which such operations are to be conducted.

5. To abolish positions or to lay off employees.
6. To take reasonable action necessary to carry out the purposes of the Town which may arise in emergency situations, i.e. circumstances of a critical nature calling for immediate action to protect the public interest and which are not expected to be of a recurring nature.
7. To contract out for goods and/or services.
8. To determine plans and programs to be undertaken by the Town.
9. To introduce new methods or to change existing methods of operations or facilities.
10. To introduce new work shifts or to change the schedule of existing shifts.
11. To determine the criteria for evaluating job performance.

ARTICLE 3 - UNION RIGHTS

A. *Bulletin Boards*

The Town agrees to provide a suitable space for and maintain a bulletin board in the Highway Garage. The Union shall limit its use of the bulletin board to official Union business such as meeting notices and Union bulletins. The bulletin board shall be cleared of untimely material on a monthly basis.

B. *Stewards*

1. The Town recognizes the right of the Union to designate Stewards. The authority of the Stewards so designated by the Union shall be limited to, and shall not exceed, the following duties and activities:

a. The investigation and presentation of grievances in accordance with the provisions of the collective bargaining agreement to a limit of two (2) hours per week. When a Steward is using Union time, it will be recorded on his/her time card. Any Union time taken during the work day shall not disrupt the work of the Steward or other employees and shall be with notification to the Department Head. The two (2) hours shall be computed as working time for purposes of overtime, if used during the work day.

b. The collection of dues when authorized by appropriate Local Union action.

c. The transmission of such messages and information which shall originate with and are authorized by the Local Union or its officers provided such messages and information:

1. Have been reduced to writing, or
 2. If not reduced to writing, are of a routine nature and do not interfere with the Town's business.
2. Stewards shall have use of the Town photocopier during their non-duty hours, except as provided in B.1.a., above. The copies shall be at a cost of \$.25 per page.
3. If negotiations are mutually scheduled during the work day of the parties, the Stewards shall suffer no loss in pay while attending the negotiations sessions.

C. Access to Premises

Upon arrival at the workplace of the employees, an authorized representative of the Union shall notify the Town Manager, his/her designee if the Town Manager is not available, or Department Head that s/he is present and shall have access to Town premises for investigation of disputes, for collection of Union dues, handling grievances and collective bargaining, under this Agreement, provided such visit does not interrupt the regular business of the Town or its employees. The name of the authorized representative who may enter Town premises will be furnished by the Union to the Town Manager within fourteen (14) calendar days of the effective date of this Agreement. Thereafter, the Union will notify the Town Manager in writing when any change of the authorized representative is made. The Union will give notice of membership meetings to the Town Manager.

D. Dues Deduction

1. The Employer shall deduct Union dues from each paycheck and initiation fees upon receipt of a signed authorization from each employee (a copy of which is to be retained by the employer) and a certified statement from the Secretary-Treasurer of the Local Union as to the amount for dues and initiation fees. Such authorization shall be for the life of this Agreement and shall be continued thereafter if an agreement exists between the Employer and the Union, unless an employee notifies the Union in writing no more than twenty (20) days and no less than ten (10) days before expiration of the Agreement of his/her desire to revoke his/her authorization for check off.

Effective July 1, 2008, all employees covered by this Agreement have the right to join, participate, or refrain from joining the Union, provided, however, those employees who are not or do not become members of the Union shall pay each period a service fee equal to 80% of the weekly Union dues as a contribution towards the cost of collective bargaining, administration and adjustment of grievances.

It is understood that the Town will only collect dues and service fees when an employee has signed a check off authorization form. It is also understood that the Town will not be required to take any disciplinary action against any employee who does not sign a check off authorization form.

2. The Employer shall forward all such dues and fees so collected to the Secretary-Treasurer of the Local Union before the tenth (10th) day of the month following the month in which deductions are made.

3. The Union shall indemnify and save the Employer harmless against all claims and suits which may arise by reason of any action taken in making deductions of said dues and initiation fees and remitting the same to the Union pursuant to this section.

E. Time Off For Union Activities

The Town agrees to grant an aggregate of up to seven (7) working days off each year, without loss of seniority rights and without pay, to employees designated by the Union to attend a labor convention or to serve in any capacity on other official Union business provided three (3) working days written notice is received by the Department Head for leaves of one (1) day or less and ten (10) working days written notice is received by the Department Head for leave over one (1) day. Due consideration shall be given to the number of employees affected in order that there shall be no disruptions to the Town's operations due to lack of available employees. Vacation, compensatory time, or personal days accrued by the employee may be used for this purpose at the discretion of the employees. The limits referred to in this section may be waived at the discretion of the Department Head.

ARTICLE 4 - PROBATIONARY PERIOD

A. Length

Employees shall serve a probationary period of six (6) months. During the probationary period, discipline and discharge is final. A probationary employee has no right to appeal or to use the grievance procedure. Upon completion of the probationary period, seniority reverts back to the date of hire.

B. Sick Leave

Probationary employees may accrue, but will not be allowed to utilize paid sick leave.

ARTICLE 5 - WORK WEEK

A. *Work Period*

As soon as possible after the execution of this contract, the Town will hold back one day of pay per pay week until the hold back equals one week and the work period becomes 6:00 A.M. Monday and ends at 5:59 A.M. Monday. New employees shall have their first week's pay held upon initial employment.

B. *Hours of Work*

1. Work Week

The regular work week will be forty (40) hours.

2. Work Schedule

a. Highway Workers

1. The work day will be eight (8) hour days and will be scheduled to begin at 7:00 A.M. and end at 3:30 P.M., Monday through Friday.

b. Wastewater Treatment Workers

1. The work day will be five (5) consecutive eight (8) hour days and will be scheduled to begin at 6:00 A.M. and end at 2:30 P.M., Monday through Friday.

2. The on-call worker(s) will work up to, but typically no longer than four hours each day on Saturday and Sunday.

c. Mechanics

1. The work day will be eight (8) hours and will be scheduled to begin no later than 6:00 A.M. and end no later than 6:00 P.M., Monday through Friday. The regular schedule for Mechanics will begin at 7:00 a.m. and end at 3:30 p.m. however this schedule may be adjusted at the discretion of the Town.

d. Refuse Employees

1. The work day will be eight (8) hours and will be scheduled to begin at 7:00 A.M. and end at 3:30 P.M., Monday through Friday. There will be a

two (2) hour shift on Saturday and Sunday, beginning at 7:00 A.M. and ending at 9:00 A.M. This schedule is subject to change upon mutual agreement between the Department Head, or designee, and the affected workers.

2. From mid-June through mid-September, there will be two Refuse crews. The work day will be eight (8) hours to begin at 7:00 A.M. and to end at 3:30 P.M., Monday through Friday. On Saturday, the work day for one (1) crew will be eight (8) hours to begin at 7:00 A.M. and to end at 3:30 P.M., and a second (2nd) crew to be scheduled at the discretion of the Employer to begin at 7:00 A.M. and to end as scheduled by the Employer. On Sunday, one (1) crew is to be scheduled at the discretion of the Employer to begin at 7:00 A.M. and to end at the Employer's discretion. Employees will be paid a minimum of two (2) hours for this Sunday work time. This Saturday and Sunday schedule is subject to change upon mutual agreement between the Department Head, or designee, and the affected workers.

e. Buildings and Grounds Employees

1. The work day will be five (5) consecutive eight (8) hour days and will be scheduled to begin at 7:00 A.M. and end at 3:30 P.M., Monday through Friday. During the summer season, typically between mid-May and mid-September, on Saturday and Sunday, one (1) employee is to be scheduled at the discretion of the Employer to begin at 7:00 A.M. and to end at the Employer's discretion. Employees will be paid a minimum of two (2) hours per Saturday and two (2) hours per Sunday for this work time.

C. Breaks

Employees shall have one fifteen (15) minute paid break taken about midway each morning and one fifteen (15) minute paid break taken about midway each afternoon unless the work does not permit a break at this time. In this event, breaks may be scheduled at another time during the shift. Breaks shall be taken on-site when appropriate. There will be a thirty (30) minute unpaid meal break scheduled about mid-way through the shift.

D. Change in the Schedule

The Town must advise and consult with the Union prior to implementing any changes in the above schedules.

ARTICLE 6- OUTSIDE EMPLOYMENT

An employee may engage in outside employment only if it does not interfere with job performance for the Town and does not conflict with the interests of the Town.

ARTICLE 7 - SUPERVISORY WORK

A supervisor may continue to perform work which s/he normally performed at the time this Agreement became effective. Otherwise, a supervisor may do work usually performed by employees as a temporary measure in case of emergency; to fill in for an absent employee until a replacement can be obtained; for the purpose of relieving an employee for a short period of time; for the purpose of instructing or training employees; checking work or equipment; enforcing reasonable rules and regulations; and to protect the safety of employees and equipment. A supervisor may not perform the work of a laid off employee unless it was work performed by the supervisor before that employee was laid off or in his absence. In no event, shall the work of the supervisor replace the work of a laid off employee.

ARTICLE 8 - EXAMINATIONS

A. *Examiner*

Physical or other examinations required by a government body or the employer shall be promptly complied with by all employees. The cost of this exam shall be paid for by the Employer provided it is related to the employee's job with the Town. The examination shall be conducted by a physician designated by the Town Manager. The designated examiner shall report the results of said examination directly to the Town Manager. If the employee disagrees with the findings of the Town's examiner, the employee may, at his/her own expense, get a second opinion. If the second opinion is different from that of the first opinion, a third opinion from an examiner mutually selected by the first two examiners will be sought. The third examiner will be agreed upon within fourteen (14) calendar days from notice of a request for a third examiner. The opinion of the third examiner shall be binding on the Town and the employee. The cost of the third opinion will be split evenly between the Town and the employee.

B. *Pay*

The employee shall promptly comply with the request to take an examination. The employee shall not suffer any loss of pay in complying with the request. The Town shall reimburse mileage expenses associated with its examination.

C. *Lie Detector Tests*

The Employer will not require an employee to take or submit to a lie detector test.

ARTICLE 9 - PAID LEAVE OF ABSENCE

A. *Vacation*

1. Accrual for Full Time Employees

- a. After the 3rd month of employment: Eight (8) hours per month beginning with the third (3rd) month of employment up to eighty (80) hours per year.
- b. After one (1) year of employment: Ninety-six (96)hours per year
- c. After seven (7) years of employment: One-hundred-thirty-six (136) hours per year.
- d. After thirteen (13) years of employment: One-hundred-seventy-six(176) hours per year.

2. Vacation Year

Accumulated vacation time from the prior year must be used prior to October 1st of the following year, unless written permission is granted by the Town Manager to carry such unused time for a longer period. New employees hired after the signing of this contract will accrue vacation time on a monthly basis.

3. Scheduling

Vacation leave shall be considered on a first come first serve basis. In the event that two or more employees request the same vacation week simultaneously, Town seniority will prevail. Vacation leave must be scheduled at a time acceptable to the Department Head.

4. Vacation Pay

Employees who have been granted at least a week's vacation (Monday through Friday) shall be paid for such vacation on the last pay period preceding the start of the vacation if the employee requests the pay and submits a time card for such vacation.

5. Vacation Call Backs

Employees on vacation will not be subject to call backs or be placed on call during that period of time they are on vacation, except in an emergency situation. If an emergency situation exists, any employee called back from a vacation will be compensated at twice their hourly rate for all hours involved in the call back or hours placed on call. Employees who work voluntarily during their vacation shall be paid their regular rate of pay.

6. Separation

When an employee terminates employment, an adjustment will be made in the final pay check for any vacation time to which an employee may be entitled. Vacation for partial years of service will be prorated. A payroll deduction, if appropriate, will be made from the last paycheck for used but unearned vacation time.

B. Holidays

1. Observed Days

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Day after Thanksgiving
	Christmas Day

Plus, one (1) Floating Holiday equivalent to Patriot's Day for those employees working on Patriots day as a result of their involvement with April clean-up week, said Floating Holiday to be scheduled like a vacation day and not to be used during clean-up week. Those employees not involved with April clean-up week shall take Patriot's Day off.

2. Holiday Pay

a. Employees who are not required to work on a holiday will receive eight (8) hours of pay for the holiday, if they are a full time employee. If employees are required to work on a holiday, they will receive time and one-half (1-1/2) their regular hourly rate for each hour actually worked on the holiday in addition to the holiday pay.

b. Employees shall receive holiday pay proportionate to the number of hours normally scheduled to work that day.

3. Holidays During Vacation

When a holiday observed by the Town falls within an employee's vacation period, the day will be considered holiday pay and not charged against vacation leave.

4. Weekend Holidays

If a holiday falls on a Saturday, the holiday for work purposes shall be the Friday immediately preceding the holiday. If a holiday falls on a Sunday, the holiday for work purposes shall be the Monday immediately after the holiday.

C. Sick Leave

1. Purpose

The Town will allow sick leave with compensation to employees whose absence from work is required by personal illness or injury or of illness or injury of a spouse or of a minor dependent or seriously ill parent.

2. Accumulation

Sick Leave is accrued at the end of each quarter at the rate of twenty (20) hours per quarter up to a maximum of seven hundred twenty (720) hours for full time employees.

3. Notification of Absence

Employees must report all absences to the Director of Public Works or designee prior to the start of the work shift but in no instance later than the actual starting time. The employee must speak directly and in person to the Director or designee. Failure to report an absence within this period may result in losing sick leave for that day. If the Director is not available, dispatch must be notified and a reason for the absence must be given.

4. Absence Due to Disability

In addition to illness, employees may use accrued sick leave for any non-work related disability.

5. Payment of Sick Leave

All sick leave shall expire on the date of separation from the Town service and no employee shall be reimbursed for sick leave outstanding at time of termination of his/her Town employment.

6. Certification of Absence

When an employee is absent for more than three (3) consecutive days a year due to illness or injury, s/he may be required to submit a physician's statement to the Town Manager to certify the reason for his/her absence. Employees taking sick leave the day before or day after a holiday or vacation may be required to submit a physician's statement. In addition, whenever abuse of sick leave is suspected, the Town Manager may require proof of illness or injury at any time. Failure to present a physician's statement in the above instances shall be cause for denial of sick leave pay. Any out of pocket medical fees will be paid by the Town.

7. Partial Day Absences

Absences for a fraction of a day that are chargeable to sick leave shall be charged proportionally in an amount not smaller than one (1) hour.

8. Transportation of Spouse

Sick leave may be used to convey spouse to the hospital or doctor.

9. Sick Leave Bonus Days

Upon successful completion of six-month (6) probationary period full-time regular employees completing six (6) months of employment without taking sick leave will be granted one (1) sick leave bonus day. Sick leave bonus days will be granted after six (6) month period for which sick leave is not taken. For record keeping purposes, sick leave bonus days will be credited to comp time. When a sick leave day is taken, an employee shall become entitled to a sick leave bonus day on the same day six (6) months after the most recent sick leave day.

D. Family Medical Leave

The Town's Family Medical Leave Policy will be integrated with the provisions of this Agreement. Family Medical Leave shall be unpaid leave; after all other paid leave has been exhausted, consistent with this Agreement. Family Medical Leave may run concurrently with other leave benefits.

E. Bereavement Leave

In the event of the death of an employee's spouse, domestic partner, parent, step-child, or child, pay will be continued for up to five (5) working days.

In the case of death of other members of the immediate family, pay will be continued for three (3) working days. The immediate family is defined as sister, brother, grandchild, grandparent, parent-in-law, sister-in law, brother-in-law, daughter-in-law, son-in-law, guardian, or former guardian.

Personal emergency leave of up to three (3) days shall be taken without pay or deducted from vacation, compensatory or sick leave credit. Supervisors shall be notified in advance of use of personal emergency leave, if possible, but not later than one day after departure from work.

When required and approved, additional time off may be deducted from accrued compensatory, vacation or sick leave time.

F. Jury Duty

Full-time regular employees will not lose regular pay or benefits while serving as a juror. If the jury is prematurely excused from duty during the time of the employee's jury service, the employee is expected to report for work as usual within one (1) hour in order to not lose pay for the day. If the amount received for jury duty is less than the employee would earn from the Town during the same period, the Town will pay the difference in pay. The employee must furnish an official voucher showing the amount received as jury pay.

G. Military Leave

A leave of absence will be granted to employees called to active military training for a period of fifteen (15) consecutive days or less per year. This leave is in addition to the normal vacation to which the employee is entitled. The employee's Town salary for the leave period shall be reduced by the amount of the military base pay earned during the service period, but the reduction shall not be more than the total amount of the Town salary. No more than two (2) such leaves are permitted in any one (1) calendar year. A copy of the military order shall be filed in the Town Office.

H. Court Appearance

Employees required by the Town to appear in Court on behalf of the Town will suffer no loss in pay as a result of such appearance.

ARTICLE 10 - OTHER LEAVES OF ABSENCE

Leave with or without pay may be granted due to personal or unusual circumstances. If the employee has accrued vacation, s/he may use such vacation for this leave. It is understood that when accrued vacation is used for this leave, the purpose of the leave is not for vacation or vacation like purposes. Such leave is granted on the assumption that the employee will be available to return to regular employment when the conditions necessitating the leave permit. Leaves up to twelve (12) working days may be granted by the Town Manager. Additional time off must be approved by the Board of Selectmen. Failure of an employee to return to work at the expiration of the leave or to use the leave for the purposes for which it was originally approved, will be considered a voluntary resignation of the employee. No benefits will be paid or accrue during the time of the unpaid leave. During this leave, the employee may not engage in gainful employment.

ARTICLE 11 - POLITICAL ACTIVITY

While on Town business, employees shall refrain from engaging in political activity which shall include the use of Town equipment, facilities, and supplies. Any employee running for an office within the Town of Mount Desert, must take an unpaid leave of absence beginning with the official date of his/her candidacy and immediately resign from employment upon election to such office.

ARTICLE 12 - SENIORITY, LAYOFF AND RECALL

A. *Definition*

1. Town Seniority

Town seniority shall be continuous service with the Town whether in the bargaining unit or not. Town seniority shall be calculated for purposes of determining vacation, sick leave, and longevity pay. Town seniority shall be based upon the employee's most recent date of hire.

2. Classification Seniority

Classification seniority shall be continuous service in a position within either the Highway Division or the Wastewater Treatment Division. Classification seniority shall be used for the purposes of layoff, recall and bumping. Classification seniority shall be based upon the employees' most recent date of regular assignment in his/her classification.

3. Bargaining Unit Seniority

Bargaining unit seniority shall be defined as continuous service in the bargaining unit. Bargaining unit seniority shall be calculated for purposes of movement on the salary scale, probationary period, promotion, and overtime.

4. Seniority List

The seniority list shall be posted in the Public Works Department thirty (30) calendar days after the execution of this Agreement during the first week of January of each year thereafter. A copy of the list shall be sent to the Union and the Steward on the same date it is posted. Any objections to the list must be reported to the Town Manager within ten (10) days from the posted date or it shall stand as posted. In each subsequent year, only the seniority of employees added since the last posting are subject to objection. Seniority will continue to accrue when an employee is on an authorized unpaid leave of absence for up to three (3) months provided the employee returns to work on the day that the authorized leave ends or within thirty (30) days after discharge from military service. Seniority terminates when an employee is separated involuntarily or voluntarily from employment with the Town.

B. Purpose

Seniority shall be a factor in layoff and recall and shall be the governing factor for vacation preference. Seniority shall be a consideration for promotions and filling job vacancies, but shall not be the only or most important criterion.

C. Layoff

Employees will be laid off in the reverse order of their hiring by division. The most junior employee will be laid off in the division from which a position is eliminated, unless the most junior person holding a position that requires a special license and is the only employee in the Department qualified to hold his/her position. In that case, the next most junior person will be the employee laid off. Employees are entitled to receive a two (2) calendar week notice of their layoff.

D. Bumping

The laid off employee shall have the right to bump the most junior person in another division within the department provided the most junior person being bumped does not hold a position that requires a special license and is the only employee in the Department qualified to hold his/her position. In this case, the next most junior person will be the employee bumped from his/her position. The laid off employee must be qualified and able to perform the work of the bumped employee.

E. Recall

Employees shall be recalled by seniority for twelve (12) months after the effective date of their layoff to a position from which they were laid off or held before with the Town and are qualified to fill. Employees will be notified of a recall to work by certified mail at the address on file with the Town Manager. Employees waive their right to further recall if they do not respond to the notice of recall within seven (7) calendar days of receipt of the notice, fail to retrieve the certified letter from the post office, refuse the recall, or fail to return to work at a time agreed upon between the Town Manager and the employee. In addition, employees must pass a drug test if they have been on layoff six (6) months or more and otherwise be physically fit to return to work as determined by the third party drug testing administrator and/or Town physician. Upon return from recall, employees will be credited with any benefits, including seniority; they had at the time of layoff, except for the benefits paid off to employees at the time of layoff.

ARTICLE 13 - GRIEVANCE PROCEDURE

A. Definitions

1. Grievance

A grievance is any dispute as to the meaning or application of the specific terms of this Agreement.

2. Days

Day shall be Monday through Friday, excluding legal holidays.

3. Aggrieved Employee

An aggrieved employee is the employee(s) or Union making the complaint.

B. Procedure

1. Informal Option

A grievance must first be discussed with the Director of Public Works or designee. The employee will advise the Director that the subject matter of the discussion may result in a grievance. This discussion must take place within five (5) days of the date the alleged grievance occurred. The aggrieved may request the presence of a Steward. If the grievance cannot be resolved in this manner, the grievance may be submitted to the formal grievance procedure.

2. Step 1 - Director of Public Works or Designee

The Steward and/or the aggrieved employee shall present a grievance in writing to the Director or designee within ten (10) days after the first reasonable knowledge of the grievance. The Director or designee shall meet with the aggrieved and/or Steward within five (5) days of receipt of the written grievance. The Director or designee shall convey his/her response in writing to the Steward and aggrieved employee within five (5) days after the meeting. If the Department Head's response is not agreeable to the aggrieved or the Union, the aggrieved or the Business Agent may present the grievance to the Town Manager within seven (7) days of receipt of the written answer or the date it was due, whichever is earlier.

3. Step 2 - Town Manager or Designee

The Town Manager or designee shall meet with and render a decision to the Business Agent and aggrieved employee in writing, within fifteen (15) days of receipt of the written grievance.

4. Step 3 - Arbitration

a. Procedure

If the grievance remains unsettled, the Union may, within ten (10) days after receipt of the reply of the Town Manager or designee is received or is due, whichever is earlier, by written notice to the Town, request arbitration. The arbitration proceeding shall be conducted by an arbitrator(s) to be selected by the Employer and the Union within ten (10) days after notice has been received by the Town. If the parties fail to select an arbitrator(s), the Union may request the services of the Maine Board of Arbitration and Conciliation within ten (10) days after the parties have been unable to agree on an arbitrator(s) or twenty (20) days after notice of appeal has been received by the Town, whichever is earlier. The arbitrator(s) shall be requested to issue his/her/their decision within thirty (30) calendar days after the close of the record. Expenses for the arbitrator's services and the proceeding shall be borne equally by the Employer and the Union; however, each party shall be responsible for compensating its own representatives and witnesses.

b. Official Record

Either party may request a court reporter be present at the hearing to make the official record of the hearing. The cost of the court reporter will be paid by the party requesting such service. Either party may obtain a transcript of the hearing at their own expense. The party requesting the official record to be made will pay the cost and furnish the transcript to the arbitrator(s).

c. Authority of the Arbitrator(s)

The arbitrator(s) shall be without authority to render a decision that is in violation of law or that amends or modifies this Agreement.

d. Final and Binding

The decision of the arbitrator(s) shall be final and binding except to the extent that either party may exercise its right to seek a review in Superior Court subject to the laws of the State of Maine.

C. *Miscellaneous*

1. Content

Each grievance shall contain the name of the grievant, the date the grievance occurred, the date the grievance is filed, the article(s) of the Agreement violated, the person responsible for violating the Agreement, a brief statement of the grievance, and the remedy sought.

2. Time Extensions

Time limits may be extended orally but must be confirmed in writing.

3. Time Limits

If the Union fails to initiate or appeal a grievance within the time limits indicated herein, the grievance shall be considered settled and it shall be a waiver to further steps in the grievance procedure.

ARTICLE 14 - INSURANCE AND RETIREMENT BENEFITS

A. *Medical Insurance*

Effective July 1, 2016, employees will move **FROM** the POS-200 plan **TO** the MMEHT PPO-1500 plan. As a part of the move to the PPO 1500 plan, the Town will implement a Health Reimbursement Arrangement (HRA) which will reimburse employees for the difference in Out Of Pocket Maximum Costs e.g. Deductible plus Co-Insurance between the POS-200 plan and the PPO 1500 plan. Employees are responsible for paying their own Copays.

Effective July 1, 2016, the Town will continue to pay 100% of the cost of single employee coverage; however, the cost of any coverage beyond single employee coverage will be shared, with the Town paying 85% of the premium and the employees paying 15% of the premium. These employee contributions shall be made by payroll deductions per pay period.

B. *Disability Insurance*

The Town will make available disability insurance for off-duty injury or accidents at the employee's expense.

C. *Life Insurance for Non-Maine State Retirement Participants.*

Employees who participate in the defined contribution plan rather than Maine State Retirement shall have life insurance through the Maine Municipal Association made

available for the employee only equal to their annual basic salary paid by the Town. Additional coverage for the employee, spouse, and/or family members is available at the employee's own expense.

D. Cancer Insurance

The Town shall make available cancer and intensive care insurance at the employee's expense.

E. Group Life

Employees who participate in the Maine State Retirement System shall have life insurance through the Maine State Retirement System made available at the employee's expense.

F. Maine State Retirement System

The Town shall participate in the Maine State Retirement System. The retirement plan in effect at the time of the signing of this Agreement (Regular Plan A, age 60 or 25 years) shall remain in effect for the duration of this Agreement. The current plan includes full benefits at age 60 with 25 years of service and a cost of living adjustment.

G. Defined Contribution Plan

Employees opting not to participation in the Maine State Retirement Plan may participate in a defined contribution plan. The Town will match the employee's gross contribution to a maximum of six and two-tenths (6.2%) percent of the employee's gross earnings.

ARTICLE 15 - WAGES AND OTHER BENEFITS

A. Wages

The following hourly wage scale reflects wage increases of one (1) dollar per hour effective retroactive to 7-1-18 upon signing of contract; then an increase of seventy-five (75) cents effective 7-1-19; then an increase of fifty (50) cents effective 7-1-20.

Hourly Wage Schedule - Teamsters Local #340						
Town of Mount Deserts Public Works						
	Probationary	Regular	Probationary	Regular	Probationary	Regular
Position	7/1/2018		7/1/2019		7/1/2020	
MEO I/Refuse	19.28	20.29	19.99	21.04	20.46	21.54
MEO II	20.46	21.54	21.18	22.29	21.65	22.79
HEO	22.29	23.46	23.00	24.21	23.47	24.71
Mechanic	24.06	25.33	24.78	26.08	25.25	26.58
Mechanic B	20.95	22.05	21.66	22.80	22.14	23.30
Refuse	18.26	19.22	18.97	19.97	19.45	20.47
Lab Technician	22.58	23.77	23.29	24.52	23.77	25.02
Assistant Operator	19.37	20.39	20.08	21.14	20.56	21.64
Assistant Operator-1	20.43	21.50	21.14	22.25	21.61	22.75
Assistant Operator-2	20.48	21.56	21.19	22.31	21.67	22.81
Buildings & Grounds	18.81	19.80	19.52	20.55	20.00	21.05

All reference to wastewater licenses mentioned below refer to wastewater licenses recognized by the State of Maine.

1. Assistant Operator - On July 1, 2011: Employee does not hold a wastewater license. Note: Assistant Operator will earn an increase in pay of \$0.50 per hour for earning a Grade 1 wastewater license and an additional \$0.50 per hour for earning a Grade 2 wastewater license.

2. Assistant Operator-1 - After July 1, 2011: New hire with a Grade 1 and 2 wastewater license; current employee who earned a Grade 1 and 2 wastewater license.
3. Assistant Operator-2 - On July 1, 2011: Current employee previously earned a Grade 1 and 2 wastewater license.

To recognize employee's service to the Town of Mount Desert the following "longevity adjustment" will be granted to employees reaching the following anniversary dates.

Length of Service	Hourly	Salary
After 3 years	\$0.25 per hour	\$10.00/Week
After 8 years	\$0.40 per hour	\$16.00/Week
After 15 years	\$0.50. per hour	\$20.00/Week

These wage/salary adjustments are in addition to any "base rate" wages or salaries and will not be incorporated into the "base rate" for future wage or salary increases.

B. Worker's Compensation

1. Premium Payment

Employees of the Town are covered by Workers Compensation. Employees who are injured in the performance of their work shall receive Worker's Compensation if deemed eligible by the Worker's Compensation Commission. An employee must report any work related injury or illness on designated forms to his/her supervisor immediately following the injury or illness. Absence from work compensable by Worker's Compensation will not be compensated additionally by the Town in whole or part. Employees may use their accrued sick leave while awaiting receipt of Worker's Compensation benefits. Upon receipt of the Worker's Compensation payment, the employee shall rebate to the Town the amount of sick pay received and the Town shall recredit the sick leave days to the employee's accumulated leave.

2. Light Duty

Employees absent due to illness or disability may be assigned to a light duty assignment in the Town, for which the employee is qualified and able to perform, provided such light duty work is available and the doctors clear the employee for work. The fitness for duty examination will be conducted in accordance with Article 10 A. Employees who refuse such assignment shall be denied sick leave pay. If the employee is absent and receiving Worker's Compensation, assignment to light duty shall be in accordance with the provisions of the Worker's Compensation statutory reform. In any event, light duty is considered to be a temporary assignment, generally not lasting more than two (2) months. Such duty may be extended when necessary. Employees shall not incur a reduction in their wage rate when assigned to light duty. However, any work assignment occurring outside the injured employee's approximate regular shift shall be voluntary.

3. Payment of Medical Insurance Premiums

The Town shall pay the medical insurance premium for twelve (12) months while an employee is out of work. The employee may participate in the medical insurance plan at his/her own expense after the first twelve (12) months by remitting to the Town Office by the first (1st) of each month, insurance premium payments.

C. *Mandatory Training*

Any employee required by the Town Manager to attend a seminar or course of training shall be considered working and will receive his/her normal wages as well as expenses incurred for the course. Expenses will include transportation, meals and tolls, which will be reimbursed upon presentation of a valid receipt indicating payment of such expense by the employee. Mileage will be reimbursed at the Internal Revenue Service allowable rate. Hours spent in mandatory training required by the State or Federal government to maintain a license or certification for employment, will not be calculated for purposes of overtime compensation. Employees requiring licensure are responsible for attending courses necessary to maintain the licensure at the level required by the Town. All training and travel must have advance approval of the Director of Public Works and the Town Manager.

D. *Identification Fees*

Should the Town find it necessary to require employees to carry or record full personal identification, the employees shall comply with such requirement. The cost of such personal identification shall be borne by the Town. Any time spent off duty in pursuit of required personal identification shall be compensated for at applicable rates of pay if such pursuit is at the request of the Town.

E. *Overtime*

1. Fair Labor Standards Act

a. Overtime will be paid pursuant to the Fair Labor Standards Act. Any overtime must have the prior approval of the Director of Public Works. Holidays pay shall be considered hours worked for the purposes of the computation of overtime.

b. When employees are required to work beyond their eight (8) hours work day plowing and/or sanding, they will be paid time and a half (1-1/2) for all hours worked associated with snow removal and plowing and sanding. There will be no pyramiding of overtime.

2. Compensatory Time

a. At the employee's option, compensatory time may be taken in lieu of pay provided the employee indicates in advance of working that s/he is taking payment in the form of compensatory time. No employee may accumulate more than eighty (80) hours of compensatory time at any one time; however, compensatory time accruals must be brought down to forty (40) hours by October 31 of each year. If the compensatory time accruals on October 31 of each year are in excess of forty (40) hours then the employees will be paid for the amount on the books beyond forty (40) hours. All employees must schedule compensatory time off through and with the approval of the Director of Public Works or designee.

F. Call In

Employees called to work outside their regular shift shall receive a minimum call-in pay of three (3) hours at time and one-half (1.5). Only one call-in can occur during anyone two hour period. Any hours worked beyond three (3) shall be paid at the appropriate rate of pay with the following exception:

1. Any hours annexed to the ending of the work shift shall not be considered call-in.
2. For call-ins that are arranged twenty-four (24) hours or more in advance of any employee's regularly scheduled shifts, employees will be compensated at time and one half (1-1/2) for all hours worked prior to their regularly scheduled shifts. Employees affected by such call-in will be allowed to work their originally scheduled hours in addition to the call-in.

G. Mileage Reimbursement

Employees who are properly authorized to use their personal vehicles in the performance of their duties will be reimbursed the Internal Revenue Service allowable rate for all business related travel approved in advance. Reimbursement will generally be paid monthly. Mileage reimbursement, if otherwise applicable, will be given for travel from the normal work location or residence, whichever is closer, to the destination and return.

H. Reimbursement Procedure

Employees will submit receipts of expenditures within ten (10) work days of returning to work from reimbursable travel in order to receive reimbursement for such expense. The reimbursement shall be paid within two (2) payroll cycles of its receipt.

I. Clothing and Footwear

The Town shall provide and maintain eleven (11) pairs of pants, eleven (11) shirts, one (1) three (3) season jacket, and one (1) winter jacket. In addition, the Town shall provide three (3) T-shirts, one (1) pair of slush boots, and one (1) pair of steel toed boots. Uniforms must be worn while at work. The style and color of the uniforms is to be determined by a majority of the employees.

The Town of Mount Desert's footwear policy is to purchase safety-toed work boots for its public works employees on an as-needed basis. The work boots are to cover, at a minimum, the employee's ankle bone and are typically leather or equal and are referred to as "6-inch boots". In addition to this type of boot, the Town will provide one pair of Muck-boot style boots **OR** the rubber, yellow-toes-type boots, not a pair of each. Low cut, sneaker-type footwear is not acceptable for use and is not covered by the footwear policy.

The town will pay for work boots as described above and one pair of Muck-style boots **OR** the rubber, yellow-toes-type boots. As of today, \$175.00 is the allowable limit the Town will pay for "6-inch boots" and \$100.00 is the allowable limit for Muck-style boots **OR** the rubber, yellow-toes-type boots. If the price of the boot purchase is greater than these amounts the employee will be invoiced for the difference between the sales price and the Town's allowable limit in effect at time of purchase. This balance is to be paid by the employee directly to the Town of Mount Desert within 30 days of the receipt of invoice. If paying by check, make them out payable to the Town of Mount Desert.

J. Work in a High Classification

Any employee, who is temporarily assigned by the supervisor to the backhoe, the sidewalk plow and/or the street sweeper, will be paid an additional \$.50 per hour for each hour or partial hour when working on that equipment.

If an employee is temporarily assigned to a higher classification by the supervisor for a period of more than seven (7) consecutive calendar days and meets all of the requirements of the higher classification, the employee will be paid at the then current rate of pay for all hours worked in the higher classification.

K. Section 125

The Town shall implement a full Section 125 cafeteria plan.

L. Direct Deposit

Employees will be allowed to voluntarily participate in any direct deposit program that is implemented.

M. Safety.

A labor/management committee shall be established to recommend a safety awards program.

ARTICLE 16 - RESIGNATIONS

Employees shall give a fourteen (14) calendar day notice of resignation. Employees will return all Town-owned equipment and other property, including but not limited to files, documents, tapes, computer disks, credit cards, or keys that are in the employee's possession.

ARTICLE 17 - WORK RULES

A. *Meet and Consult*

The Town shall have the right, after advising and consulting with the Union Stewards, to establish and/or modify rules and regulations that are not inconsistent with the terms of the Agreement.

B. *Posting*

When existing rules and/or regulations are changed or new rules or regulations are established, unless of an emergency nature, they shall be posted prominently on the bulletin board for fourteen (14) calendar days.

C. *Copy to Employees*

The Town agrees to furnish each employee with a copy of work rules. All rules and regulations will be individually signed for by each employee.

D. *Compliance*

Employees shall comply with all existing rules. Employees shall obey all orders and grieve later if the employee believes such rules are in violation of the Agreement. Employees are not required to comply with orders that require them to engage in illegal activity or that they genuinely believe endanger their health and safety if not a regular part of their job assignment.

ARTICLE 18 - DEFECTIVE EQUIPMENT

A. *Unsafe Equipment*

The Employer shall not require employees to take out on the streets or highways any vehicle or equipment that is not in safe operating condition or equipped with safety appliances prescribed by law. Any vehicle or equipment which is found defective, or to be a health hazard, shall immediately be reported to the Public Works Director on a suitable form provided by the Employer. No employee will be required to take a vehicle on the road which has not passed State inspection.

B. *Failure to Report Condition*

Failure on the part of the employee to report any defect or damage to vehicles or equipment on a suitable form furnished by the employer made in multiple copies with one copy retained by the employee may be cause for disciplinary action up to, and including discharge.

ARTICLE 19 - SANITARY CONDITIONS

The Town agrees to provide, and the employees agree to maintain a clean and sanitary restroom for use by the employees, having hot and cold running water with toilet facilities at both the Highway Garage and Wastewater Treatment Facility.

ARTICLE 20 - DISCIPLINE

A. *Just Cause*

No employee who has completed the probationary period shall be disciplined without just cause.

B. Discipline Options

Disciplinary action may include oral warning, written reprimand, suspensions, and discharge. Disciplinary action need not follow these steps, but should be commensurate with the offense committed.

C. Discipline Procedure

1. Oral Warning or Written Reprimand

The Public Works Director or the Town Manager, at his/her discretion may issue an oral warning or written reprimand to an employee. The oral warning or written reprimand will usually be the first step in correcting an unsatisfactory job performance or misconduct of employees. Oral warnings may be utilized when counseling did not correct the employee's conduct but the offense is not serious enough to warrant a written reprimand. Oral warnings shall be reduced to writing. A copy of the warning shall be given to the employee and placed in the employee's personnel file. Oral warnings shall be removed from the employee's personnel file after six (6) months unless a subsequent offense occurs.

2. Suspension

The Town Manager, with the recommendation of the Public Works Director, may suspend an employee without pay for unsatisfactory job performance or misconduct. The employee will receive a written notice stating the reasons for the suspension, the effective date, and the length thereof.

3. Discharge

An employee may be discharged by the Town Manager for unsatisfactory job performance or misconduct. The employee shall be entitled to meet with the Town Manager to discuss the situation prior to being discharged.

4. Pre-Termination Hearing

Any member charged with a violation of department rules and regulations incompetence, misconduct, negligence, insubordination, disloyalty or other serious disciplinary infractions, which may result in a dismissal, shall be provided a hearing before the Town Manager. The employee shall be informed of the nature of the charge and shall be given advance notice of the hearing date and time. The employee may be accompanied by a representative of the Union or Steward. The employee shall have the right to confer with his/her representative at any time during the hearing. Any disciplinary action taken against an employee shall be subject to the grievance procedure. If the employee had been previously suspended while awaiting his/her hearing, any wages over and above the ultimate disciplinary measure, will be repaid to the employee.

5. Notice to Union

If any employee is suspended or discharged, the Union will receive a copy of the suspension or discharge notice.

6. Motor Vehicle Suspension

a. Suspension Without Pay

It is agreed that any employee, who as a condition of employment must operate a motor vehicle, may be summarily suspended without pay if said employee's right to operate a motor vehicle in the State of Maine is suspended or revoked and shall receive no seniority time during such suspension. Restoration to service shall depend upon maintaining or obtaining the right to operate a motor vehicle in the State of Maine. Employees with operator's license suspension of more than ninety (90) days will be terminated.

b. Alternate Work

An employee who has his/her motor vehicle operator's license suspended may be assigned alternate available work within the Town, if qualified. Such alternate work shall be limited to a period of ninety (90) calendar days. Such assignment shall not reduce the regularly assigned work hours of other employees and shall be at the rate of pay for the work being performed.

D. Personnel Files

1. File Inspection

An employee may review his/her personnel file at reasonable times during business hours of the Town Hall and with reasonable notice. A written request should be given to the Town Clerk in writing so that a time and place of review may be scheduled. An employee shall have the right to have added to his/her personnel file a written refutation of any material which the employee considers detrimental. Refutation of the reprimand must be added within three (3) business days of receipt of it by the employee. Copies of documents in the personnel file may be obtained at a reasonable cost per page.

2. Confidentiality

Insofar as permitted by law, all personnel records, including home address and telephone numbers, shall be confidential and shall not be released to any person other than officials of the Public Works Department and other officials acting on behalf of the Town.

3. Written Reprimands

A written reprimand will be given to the employee when it is placed in his/her personnel file. Within (5) five business days thereafter, the employee may file a written reply. Any reply shall be attached to the reprimand.

4. Release of Information

Insofar as permitted by law, all personnel records, including home addresses and telephone number shall be confidential and shall not be released to any person other than an official of the Public Works Department and other officials acting on behalf of the Town.

E. Complaints

No disciplinary action shall be taken against an employee without first identifying the complainant and having the complaint in writing. The employee shall receive a copy of any written complaint made against him/her.

ARTICLE 21 - EXTRA CONTRACT AGREEMENTS

The Town agrees not to enter into any agreement or contract with employees, individually or collectively, which in any way conflicts with the terms and provisions of this Agreement. Any such agreement shall be null and void.

ARTICLE 22 - SAVINGS AND SEPARABILITY

A. Invalidity of Agreement

If any article or section of this Agreement or of any supplements or riders thereto should be held invalid by operations of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any article or section should be restrained by such tribunal pending a final determination as to its validity, the remainder of the Agreement and any supplements or riders thereto, or the application of such article or section to persons or circumstances other than those as to which it has been held valid or as to which compliance with or enforcement of has been restrained, shall not be affected thereby.

B. Renegotiations

The Town and the Union agree to meet and negotiate a replacement clause within thirty (30) days of the declaration of invalidity of such clause.

ARTICLE 23 - DURATION

This Agreement shall be effective **July 1, 2018**, as to the wages and the date of ratification as to all other terms, and remain in force and effect until **June 30, 2021**.

FOR TEAMSTERS LOCAL 340

Joe Piccone, Business Agent

, President

, Sec/Treasurer

FOR THE TOWN OF MOUNT DESERT

John B. Macauley, Chair

James F. Mooers,

Wendy Littlefield, Member

Martha T. Dudman, Member



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 director@mtdesert.org

MEMO

To: Durlin Lunt, Jr., Town Manager
From: Tony Smith, Public Works Director
Re: State Route 3/198 MPI Highway Rehabilitation Project
Recommendation of Construction Award
Date: May 30, 2019

Project: As scheduled, bids were opened for the State Route 3/198 MPI Highway Rehabilitation Project on March 28, 2019. We only received one responsive bid, that being from R.F. Jordan & Sons, Inc. (Jordan) of Ellsworth. A representative of a second company arrived to the bid opening approximately 35 minutes late and understood that their bid would not be accepted.

Costs: Jordan's bid was \$1,172,020 for the construction of the improvements. Adding G.F. Johnston and Associates (GFJ) approved budget of \$146,100 for survey, design and construction contract administration and inspection services to this figure brings us to a total of \$1,318,120 or, \$318,120 above the one million dollar budget approved by DOT and the town on a 50%-50% cost share basis for the project. When asked by GFJ about their bid, the company that came in late told them that they were approximately \$300,000 higher than Jordan based significantly on the cost of pavement. GFJ's research showed this to be the case around our region - the price of asphalt hence pavement has increased substantially over last year's prices.

Modifications & Negotiations: In accordance with the bid documents, GFJ worked with the DOT and Jordan and together were able to modify the scope of services for the construction to a point that gets the costs within budget. As importantly, these modifications were made without reducing the integrity of the project and still maintain conformity with DOT requirements. DOT has accepted and approved the modifications.

Comments and examples of cost savings modifications agree to include:

- Reducing the length of roadway to be worked on by approximately 810-feet. Work will begin on Route 198 this year where we ended last year and continue towards Somesville ending approximately 310 feet beyond the Northeast Harbor end of the Butler Road.
- Based on the revised end point just described, bicyclists and others will be able to use this year's new paved shoulders and the recently paved Butler Road to bypass the section of Route 198 deleted from this year's project that will continue to have gravel shoulders.
- As with last year's project, the existing paved roadway of Route 198 will be reclaimed (grinding and leave in place) with the ground up pavement being graded and compacted as base material for roadway stability. In addition, an emulsifier is being injected into the reclaimed material to make it asphalt-like again to enhance road base stability. Cost savings were realized in these processes by changing from a reclaiming depth of eight-



Town of Mount Desert

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inches to six-inches and to injecting the emulsifier to a depth of four-inches instead of the original six-inches. Three-inches of structural pavement will then be placed on the reclaimed material in two layers as a two-inch thick base layer and a one-inch thick surface layer.

- Removed roadside clearing of vegetation from the bid and hired a local company to do the work.

Based on these efforts, Jordan's price is now at \$855,500 for the construction of the improvements. Adding GFJ engineering services costs of \$146,100 brings us to a total project cost of \$1,001,600. Roadside clearing costs of \$8,000 bring the total to \$1,009,600. Using \$10,920 left from last year's Route 198 project as approved by the voters at the May, 8, 2018 town meeting reduces project costs to \$998,680.

Following is a brief summary of these costs.

Item	Cost	Description
R.F. Jordan Modified Cost	\$855,500	Final GFJ, DOT and Jordan negotiated costs
GFJ Professional Services	146,100	Survey, Design, Construction Administration/Inspection Svcs.
Roadside Clearing	8,000	Net of removal from bid and direct hire of local contractor
Total	\$1,009,600	Exceeds budget
Carry Forward from 2018	(10,920)	From 2018 project per Article 24 of 5-8-18 town meeting
Total Project Cost	\$998,680	Under the DOT-Town budget of \$1 million

Recommendations: In summary, I recommend:

- Award of the construction contract for the State Route 3/198 MPI Highway Rehabilitation Project to R.F. Jordan & Sons of Ellsworth, Maine at a negotiated cost of \$855,500, said negotiating process being as described in the bid documents.
- Authorization for me to execute the contract with R.F. Jordan & Sons on behalf of the Town.
- Authorization for me to hire Savage Forest Enterprises to provide roadside clearing services at a cost of \$8,000.

Costs of \$146,100 associated with G.F. Johnston & Associates services as described above and in my June 28, 2018 memo to Town Manager Durlin Lunt, Jr. were approved by the Board of Selectmen at their meeting of July 2, 2018.

Thank you for consideration of my recommendations.

- C. Claire Woolfolk, Town Clerk; Elizabeth Yeo, Deputy Clerk; Kathi Mahar, Treasurer
 Greg Johnston, P.E.; G.J. Johnston & Associates

NEW BUSINESS

Town Clerk

From: Tony Smith
Sent: Friday, May 24, 2019 3:46 PM
To: Durlin Lunt; Town Clerk
Cc: Noel Musson (noel@themussongroup.com); Ben Jacobs - Highway; Kim Keene
Subject: Sewer piggyback connection
Attachments: 5-24-19-26 New Cty Rd piggyback SS.pdf

Claire:

Please include this e-mail and the attachment in the June 3, 2019 BOS agenda and packet. I have reviewed the information and conducted a site visit. I recommend approval of the request for a waiver of the sewer ordinance as described in Noel's attached information.

Thank you.

Tony Smith, Public Works Director
Chairman, Acadia Disposal District
Town of Mount Desert
P.O. Box 248
Northeast Harbor, Maine 04662
Tel. 207-276-5743
Fax. 207-276-5742
director@mtdesert.org
God Bless America



May 15, 2019

Board of Selectman
Town of Mount Desert
PO Box 248
Northeast Harbor, ME 04662

RE: Sewer Ordinance Connection Waiver – 26 New County Road

Dear Members of Board:

We are assisting Gorham Cottage, LLC with some of the needed permitting for an addition they are constructing at their property located at 26 New County Road in Seal Harbor. The property is currently developed with a 4-bedroom home which is directly adjacent to the road. The addition consists of an additional bedroom and bathroom which will need to connect to the existing sewer system serving the property.

Currently, the main house connects to the private sewer service along New County Road which then connects to the Town's system on Steamboat Wharf Road. We are requesting the Board consider a waiver of the Sewer Ordinance requirement for a separate and individual sewer connection for each structure so that we may piggy back on the existing on-site connection.

Section 4.04 of the Sewer Ordinance requires an applicant to provide information addressing four (4) conditions. For ease of reference we have included the 4 criteria below and provided some supporting information regarding the applicant's qualifications for a waiver.

(A) The Agent has determined that connection of the new building sewer to the public sewer will require crossing the public way requiring excavation of said public way thereby adversely affecting said public way.

To connect this property directly to the public sewer on Steamboat Wharf Road would require substantial disturbance of the road and potential adverse impacts due to the need for traffic control, pavement setline and patching within the project area. Overall, there are no benefits to the condition of the road or public way to contain another buried utility within it.

(B) The Applicant has proven to the satisfaction of the Agent that the existing building sewer is adequate to accommodate the proposed additional discharge.

The existing sewer service is a 4" diameter pipe which connects to the New County Road service via gravity from the crawl space under the main house. The addition will connect to this 4' line via a new 2" line near the main house. No off-site construction is proposed. The existing diameter, pipe material, and slope appear to be in conformance with the Sewer Ordinance requirements.



(C) The Applicant has proven to the satisfaction of the Agent that they have right, title, or interest to use the existing building sewer.

The current deed (attached) for the property is recorded under book 6081 page 119 of the Hancock County Registry of Deeds.

(D) The Applicant agrees in writing to the satisfaction of the Agent to assume all liability for the installation and maintenance of their proposed building sewer.

The applicants will not be constructing any new sewer lines outside of their property. They will also not be attempting to convey any rights of entry for the Town to access the private sewer line. The applicants agree to assume all liability for the new sewer service line and this letter shall serve as a permanent record evidencing this commitment.

Thank you in advance for your time in consideration of this request. We look forward to discussing the proposal at the next regularly scheduled Select Board meeting.

Sincerely,

Noel Musson
Planning Consultant

Enclosures

Aerial Map



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

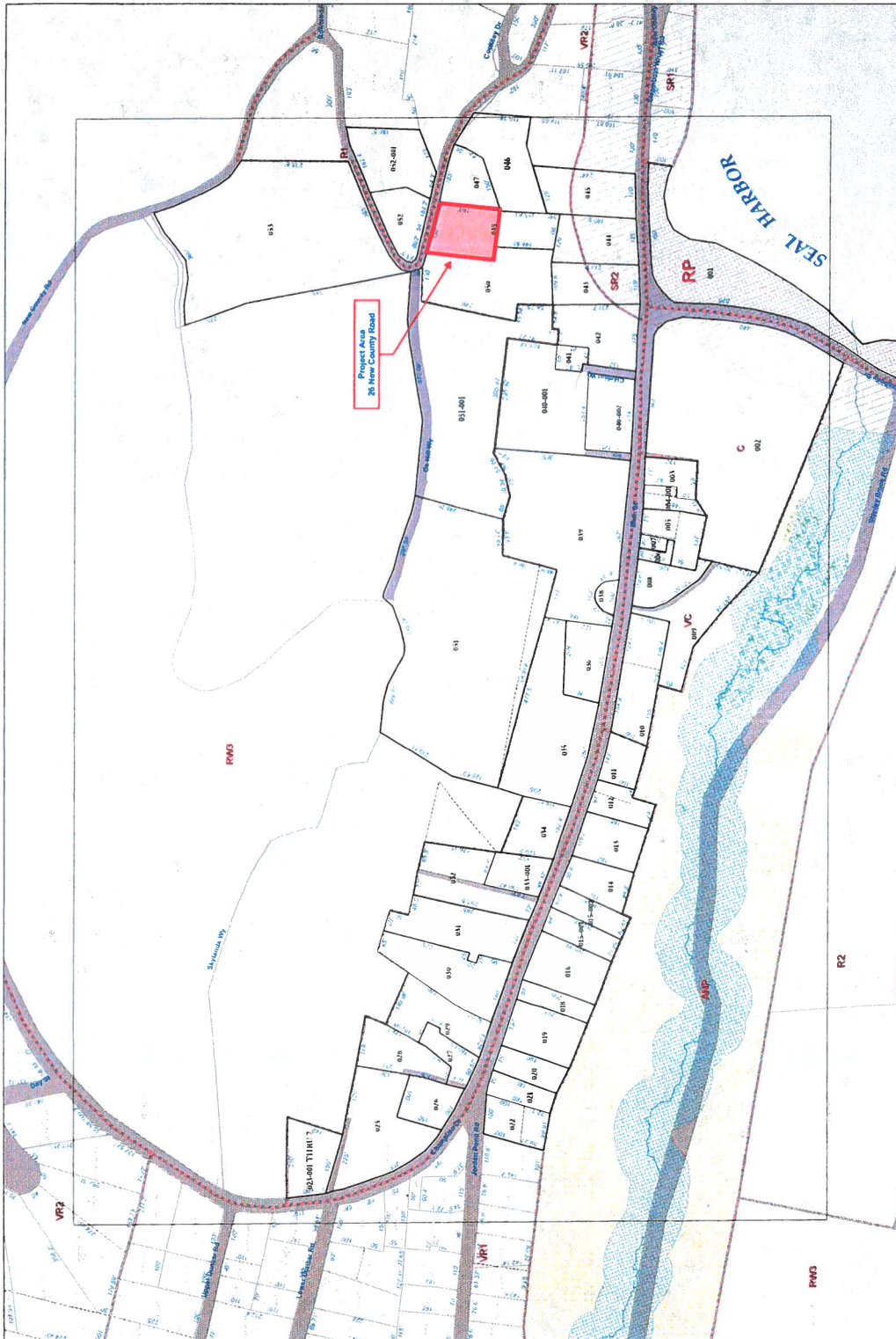
Parcel Lines (2017)

Source: Town of Mount Desert Assessing 1 inch = 50 feet
Department; Maine Office of GIS
Created 03/20/2019

Gorham Cottage LLC

Tax Map 30, Lot 49
Seal Harbor, Maine





Tax Map
30

Current as of April 1, 2018

This information is provided for informational purposes only. It is not intended to be used as a substitute for a professional survey or other legal document. The user of this information is responsible for verifying the accuracy of the information. The user of this information is also responsible for obtaining all necessary permits and approvals from the appropriate authorities. The user of this information is also responsible for obtaining all necessary insurance coverage. The user of this information is also responsible for obtaining all necessary legal advice. The user of this information is also responsible for obtaining all necessary professional services. The user of this information is also responsible for obtaining all necessary permits and approvals from the appropriate authorities. The user of this information is also responsible for obtaining all necessary insurance coverage. The user of this information is also responsible for obtaining all necessary legal advice. The user of this information is also responsible for obtaining all necessary professional services.

Legend

- Parcel Line
- Zone Line
- Historic Lot Line
- Easement
- Streams
- Shoreland Zone
- Stream Protection Zone
- Water
- Wetland
- Perennial
- Intermittent



STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF ALCOHOLIC BEVERAGES AND LOTTERY OPERATIONS
DIVISION OF LIQUOR LICENSING AND ENFORCEMENT
8 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0008
TELEPHONE: (207) 624-7220
FAX: (207) 287-3434
EMAIL INQUIRIES: MAINELIQUOR@MAINE.GOV

NOTICE

To avoid any delay in the processing of your application and issuance of your liquor license, please make sure that:

- You completed the application in full. It is suggested to have submitted 30 days prior to the expiration date of your liquor license.
- Application and Corporate Questionnaire forms are signed by the owner(s) or corporate officer(s).
- The application is signed by the Town or City Municipal Officers or County Commissioners.
- The license fee submitted is for the correct Class you are applying for and includes the \$10.00 filing fee. The check can be made payable to "Treasurer, State of Maine" and both fees can be submitted on one check. If the business is located in an unorganized township, the application must be approved by the County Commissioners and the \$10.00 filing fee must be paid to them. Please be sure to include a copy of the receipt of payment with your application.
- Your room (if applicable), food and liquor gross income for the year is filled in
- A diagram of the facility to be licensed needs to accompany ALL New and Renewal applications.
- Corporations, limited liability companies, partnerships must complete and submit the Corporate Information Required for Business Entities who are Licensees. If not a publicly traded entity, ownership must add up to 100%.

Submit Completed Forms to:

Bureau of Alcoholic Beverages

Division of Liquor Licensing and Enforcement

8 State House Station, Augusta, Me 04333-0008 (Regular address)

10 Water Street, Hallowell, ME 04347 (Overnight address)

BUREAU OF ALCOHOL BEVERAGES AND LOTTERY OPERATIONS
 DIVISION OF LIQUOR LICENSING AND ENFORCEMENT
 8-STATE HOUSE STATION, AUGUSTA, ME 04333-0008 (Regular Mail)
 10 WATER STREET, HALLOWELL, ME 04347 (Overnight Mail)
 TEL: (207) 624-7220 FAX: (207) 287-3434
 EMAIL INQUIRIES: MAINELIQUOR@MAINE.GOV

DIVISION USE ONLY	
License No:	
Class:	By:
Deposit Date:	
Amt. Deposited:	
Cash Ck Mo:	
Good SOS & DBA: YES <input type="checkbox"/> NO <input type="checkbox"/>	

PRESENT LICENSE EXPIRES: 6/22/19

NEW application: Yes No

If business is NEW or under new ownership, indicate starting date: _____

Requested inspection (New Licensees/ Ownership Changes Only) Date: _____ Business hours: _____

INDICATE TYPE OF PRIVILEGE: MALT VINOUS SPIRITUOUS

INDICATE TYPE OF LICENSE:

- | | | |
|--------------------------------------------------------------------|-----------------------------------------------------------|----------------------------------------------------|
| <input checked="" type="checkbox"/> RESTAURANT (Class I,II,III,IV) | <input type="checkbox"/> RESTAURANT/LOUNGE (Class XI) | <input type="checkbox"/> CLASS A LOUNGE (Class X) |
| <input type="checkbox"/> HOTEL (Class I,II,III,IV) | <input type="checkbox"/> HOTEL, FOOD OPTIONAL (Class I-A) | <input type="checkbox"/> BED & BREAKFAST (Class V) |
| <input type="checkbox"/> GOLF COURSE (Class I,II,III,IV) | <input type="checkbox"/> TAVERN (Class IV) | <input type="checkbox"/> QUALIFIED CATERING |
| <input type="checkbox"/> OTHER: _____ | | <input type="checkbox"/> SELF-SPONSORED EVENTS |

(QUALIFIED CATERERS ONLY)

REFER TO PAGE 3 FOR FEE SCHEDULE

ALL QUESTIONS MUST BE ANSWERED IN FULL

Corporation Name: <u>MILK AND HONEY KITCHEN, LLC</u>			Business Name (D/B/A) <u>MILK AND HONEY</u>		
APPLICANT(S) --(Sole Proprietor) <u>ELIZA BISHOP</u>		DOB: <u>9/4/83</u>	Physical Location: <u>3 OLD FIREHOUSE LN.</u>		
		DOB:	City/Town <u>NORTHEAST MBR</u>	State <u>ME</u>	Zip Code <u>04662</u>
Address <u>1449 TREMONT RD.</u>			Mailing Address <u>PO BOX 1044</u>		
City/Town <u>SEAL COVE</u>			State <u>ME</u>		
State <u>ME</u>		Zip Code <u>04674</u>	City/Town <u>NORTHEAST MBR</u>		Zip Code <u>04662</u>
Telephone Number <u>207 415 4161</u>		Fax Number <u>N/A</u>	Business Telephone Number <u>207 276 4003</u>		Fax Number <u>N/A</u>
Federal I.D. # SSN / FEIN OF LLC: <u>005-80-6758 / 45-4584291</u>			Seller Certificate #: or Sales Tax #: <u>1155182</u>		
Email Address: <u>ELIZAB@MILKANDHONEYKITCHEN.COM</u>			Website: <u>MILKANDHONEYKITCHEN.COM</u>		

1. If premise is a Hotel or Bed & Breakfast, indicate number of rooms available for transient guests: _____

2. State amount of gross income from period of last license:

ROOMS \$ 0 FOOD \$ 333637 LIQUOR \$ 9,140

3. Is applicant a corporation, limited liability company or limited partnership? YES NO

If Yes, please complete the Corporate Information required for Business Entities who are licensees.

4. Do you permit dancing or entertainment on the licensed premises? YES NO

5. Do you own or have any interest in any another Maine Liquor License? Yes No (Use an additional sheet(s) if necessary.) If yes, please list License Number, Name, and physical location of any other Maine Liquor Licenses.

EL-2017-10239 MILK MONEY KITCHEN LLC

License # 3 Name of Business OLD FIREHOUSE LN.
 Physical Location NORTHEAST MARBOK
 City / Town

6. If manager is to be employed, give name: _____

7. Business records are located at: 1447 TREMONT RD SEAL COVE

8. Is/are applicants(s) citizens of the United States? YES NO

9. Is/are applicant(s) residents of the State of Maine? YES NO

10. List name, date of birth, and place of birth for all applicants, managers, and bar managers.

Full Name (Please Print)	DOB	Place of Birth
ELIZA BISHOP	9/4/83	MAINE

11. Residence address on all of the above for previous 5 years (Limit answer to city & state)

Name: <u>ELIZA BISHOP</u>	City: <u>SEAL COVE</u>	State: <u>ME</u>
Name: _____	City: _____	State: _____
Name: _____	City: _____	State: _____

12. Has/have applicant(s) or manager ever been convicted of any violation of the law, other than minor traffic violations, of any State of the United States? YES NO

Name: _____ Date of Conviction: _____
 Offense: _____ Location: _____
 Disposition: _____ (use additional sheet(s) if necessary)

13. Will any law enforcement official benefit directly in your license, if issued?

Yes No If Yes, give name: _____

14. Has/have applicant(s) formerly held a Maine liquor license? YES NO

15. Does/do applicant(s) own the premises? Yes No If No give name and address of owner:

MEH REAL ESTATE LLC PO BOX 10 BARNABOL ME

16. Describe in detail the premises to be licensed: (On Premise Diagram Required) _____

CAFÉ + PATIO

17. Does/do applicant(s) have all the necessary permits required by the State Department of Human Services?

YES NO Applied for: _____

18. What is the distance from the premises to the NEAREST school, school dormitory, church, chapel or parish house, measured from the main entrance of the premises to the main entrance of the school, school dormitory, church, chapel or parish house by the ordinary course of travel? School .3mi, church .2mi

Which of the above is nearest? church - Union Church

19. Have you received any assistance financially or otherwise (including any mortgages) from any source other than yourself in the establishment of your business? YES NO

If YES, give details: _____

The Division of Liquor Licensing & Enforcement is hereby authorized to obtain and examine all books, records and tax returns pertaining to the business, for which this liquor license is requested, and also such books, records and returns during the year in which any liquor license is in effect.

NOTE: "I understand that false statements made on this form are punishable by law. Knowingly supplying false information on this form is a Class D offense under the Criminal Code, punishable by confinement of up to one year or by monetary fine of up to \$2,000 or both."

Dated at: MOUNT DESEKT, ME on 14th May, 20 19
Town/City, State Date

PLEASE SIGN IN BLUE INK

[Signature]
Signature of Applicant or Corporate Officer(s)
ELIZA BISHOP
Print Name

Signature of Applicant or Corporate Officer(s)

Print Name

FEE SCHEDULE

FILING FEE: (must be included on all applications)	\$ 10.00
Class I Spirituous, Vinous and Malt	\$ 900.00
CLASS I: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Vessels; Qualified Caterers; OTB	
Class I-A Spirituous, Vinous and Malt, Optional Food (Hotels Only)	\$1,100.00
CLASS I-A: Hotels only that do not serve three meals a day.	
Class II Spirituous Only	\$ 550.00
CLASS II: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; and Vessels.	
Class III Vinous Only	\$ 220.00
CLASS III: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	
Class IV Malt Liquor Only	\$ 220.00
CLASS IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Taverns; Pool Halls; and Bed and Breakfasts.	
Class III & IV Malt & Vinous Only	\$ 440.00
CLASS III & IV: Airlines; Civic Auditoriums; Class A Restaurants; Clubs with catering privileges; Dining Cars; Golf Clubs; Hotels; Indoor Ice Skating Clubs; Indoor Tennis Clubs; Restaurants; Vessels; Pool Halls; and Bed and Breakfasts.	
Class V Spirituous, Vinous and Malt (Clubs without Catering, Bed & Breakfasts)	\$ 495.00
CLASS V: Clubs without catering privileges.	
Class X Spirituous, Vinous and Malt – Class A Lounge	\$2,200.00
CLASS X: Class A Lounge	
Class XI Spirituous, Vinous and Malt – Restaurant Lounge	\$1,500.00
CLASS XI: Restaurant/Lounge; and OTB.	
SELF-SPONSORED EVENTS: Qualified Caterers Only	\$ 700.00

UNORGANIZED TERRITORIES \$10.00 filing fee shall be paid directly to County Treasurer. All applicants in unorganized territories shall submit along with their application evidence of payment to the County Treasurer. All applications for **NEW** or **RENEWAL** liquor licenses must contact their Municipal Officials or the County Commissioners in unincorporated places for approval and signatures for liquor licenses prior to submitting them to the bureau.

All fees must accompany application, make check payable to the **Treasurer, State of Maine.**

This application must be completed and signed by the Town or City and mailed to:
Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing and Enforcement
8 State House Station, Augusta, ME 04333-0008 (Regular address)
10 Water Street, Hallowell, ME 04347 (Overnight address)
Payments by check subject to penalty provided by Title 28A, MRS, Section 3-B.

TO STATE OF MAINE MUNICIPAL OFFICERS & COUNTY COMMISSIONERS:

Hereby certify that we have complied with Section 653 of Title 28-A Maine Revised Statutes and hereby approve said application.

Dated at: _____, Maine _____
City/Town (County)

On: _____
Date

The undersigned being: Municipal Officers County Commissioners of the
 City Town Plantation Unincorporated Place of: _____, Maine

THIS APPROVAL EXPIRES IN 60 DAYS

NOTICE – SPECIAL ATTENTION

§653. Hearings; bureau review; appeal

1. Hearings. The municipal officers or, in the case of unincorporated places, the county commissioners of the county in which the unincorporated place is located, may hold a public hearing for the consideration of applications for new on-premises licenses and applications for transfer of location of existing on-premises licenses. The municipal officers or county commissioners may hold a public hearing for the consideration of requests for renewal of licenses, except that when an applicant has held a license for the prior 5 years and a complaint has not been filed against the applicant within that time, the applicant may request a waiver of the hearing.

A. The bureau shall prepare and supply application forms. [1993, c. 730, §27 (AMD).]

B. The municipal officers or the county commissioners, as the case may be, shall provide public notice of any hearing held under this section by causing a notice, at the applicant's prepaid expense, stating the name and place of hearing, to appear on at least 3 consecutive days before the date of hearing in a daily newspaper having general circulation in the municipality where the premises are located or one week before the date of the hearing in a weekly newspaper having general circulation in the municipality where the premises are located. [1995, c. 140, §4 (AMD).]

C. If the municipal officers or the county commissioners, as the case may be, fail to take final action on an application for a new on-premises license or transfer of the location of an existing on-premises license within 60 days of the filing of an application, the application is deemed approved and ready for action by the bureau. For purposes of this paragraph, the date of filing of the application is the date the application is received by the municipal officers or county commissioners. This paragraph applies to all applications pending before municipal officers or county commissioners as of the effective date of this paragraph as well as all applications filed on or after the effective date of this paragraph. This paragraph applies to an existing on-premises license that has been extended pending renewal. The municipal officers or the county commissioners shall take final action on an on-premises license that has been extended pending renewal within 120 days of the filing of the application. [2003, c. 213, §1 (AMD).]

D. If an application is approved by the municipal officers or the county commissioners but the bureau finds, after inspection of the premises and the records of the applicant, that the applicant does not qualify for the class of license applied for, the bureau shall notify the applicant of that fact in writing. The bureau shall give the applicant 30 days to file an amended application for the appropriate class of license, accompanied by any additional license fee, with the municipal officers or county commissioners, as the case may be. If the applicant fails to file an amended application within 30 days, the original application must be denied by the bureau. The bureau shall notify the applicant in writing of its decision to deny the application including the reasons for the denial and the rights of appeal of the applicant. [1995, c. 140, §5 (NEW).] [2003, c. 213, §1 (AMD).]

2. Findings. In granting or denying an application, the municipal officers or the county commissioners shall indicate the reasons for their decision and provide a copy to the applicant. A license may be denied on one or more of the following grounds:

A. Conviction of the applicant of any Class A, Class B or Class C crime; [1987, c. 45, Pt. A, §4 (NEW).]

B. Noncompliance of the licensed premises or its use with any local zoning ordinance or other land use ordinance not directly related to liquor control; [1987, c. 45, Pt. A, §4 (NEW).]

C. Conditions of record such as waste disposal violations, health or safety violations or repeated parking or traffic violations on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises or other such conditions caused by persons patronizing or employed by the licensed premises that unreasonably disturb, interfere with or affect the ability of persons or businesses residing or located in the vicinity of the licensed premises to use their property in a reasonable manner; [1993, c. 730, §27 (AMD).]

D. Repeated incidents of record of breaches of the peace, disorderly conduct, vandalism or other violations of law on or in the vicinity of the licensed premises and caused by persons patronizing or employed by the licensed premises; [1989, c. 592, §3 (AMD).]

E. A violation of any provision of this Title; [2009, c. 81, §1 (AMD).]

F. A determination by the municipal officers or county commissioners that the purpose of the application is to circumvent the provisions of section 601; and [2009, c. 81, §2 (AMD).]

G. After September 1, 2010, server training, in a program certified by the bureau and required by local ordinance, has not been completed by individuals who serve alcoholic beverages. [2009, c. 81, §3 (NEW).]

[2009, c. 81, §§1-3 (AMD).]

3. Appeal to bureau. Any applicant aggrieved by the decision of the municipal officers or county commissioners under this section may appeal to the bureau within 15 days of the receipt of the written decision of the municipal officers or county commissioners. The bureau shall hold a public hearing in the city, town or unincorporated place where the premises are situated. In acting on such an appeal, the bureau may consider all licensure requirements and findings referred to in subsection 2.

A. [1993, c. 730, §27 (RP).]

B. If the decision appealed from is an application denial, the bureau may issue the license only if it finds by clear and convincing evidence that the decision was without justifiable cause. [1993, c. 730, §27 (AMD).]

[1995, c. 140, §6 (AMD).]

4. No license to person who moved to obtain a license. [1987, c. 342, §32 (RP).]

5. Appeal to District Court. Any person or governmental entity aggrieved by a bureau decision under this section may appeal the decision to the District Court within 30 days of receipt of the written decision of the bureau.

An applicant who files an appeal or who has an appeal pending shall pay the annual license fee the applicant would otherwise pay. Upon resolution of the appeal, if an applicant's license renewal is denied, the bureau shall refund the applicant the prorated amount of the unused license fee.

[1995, c. 140, §7 (AMD); 1999, c. 547, Pt. B, §78 (AMD); 1999, c. 547, Pt. B, §80 (AFF).]

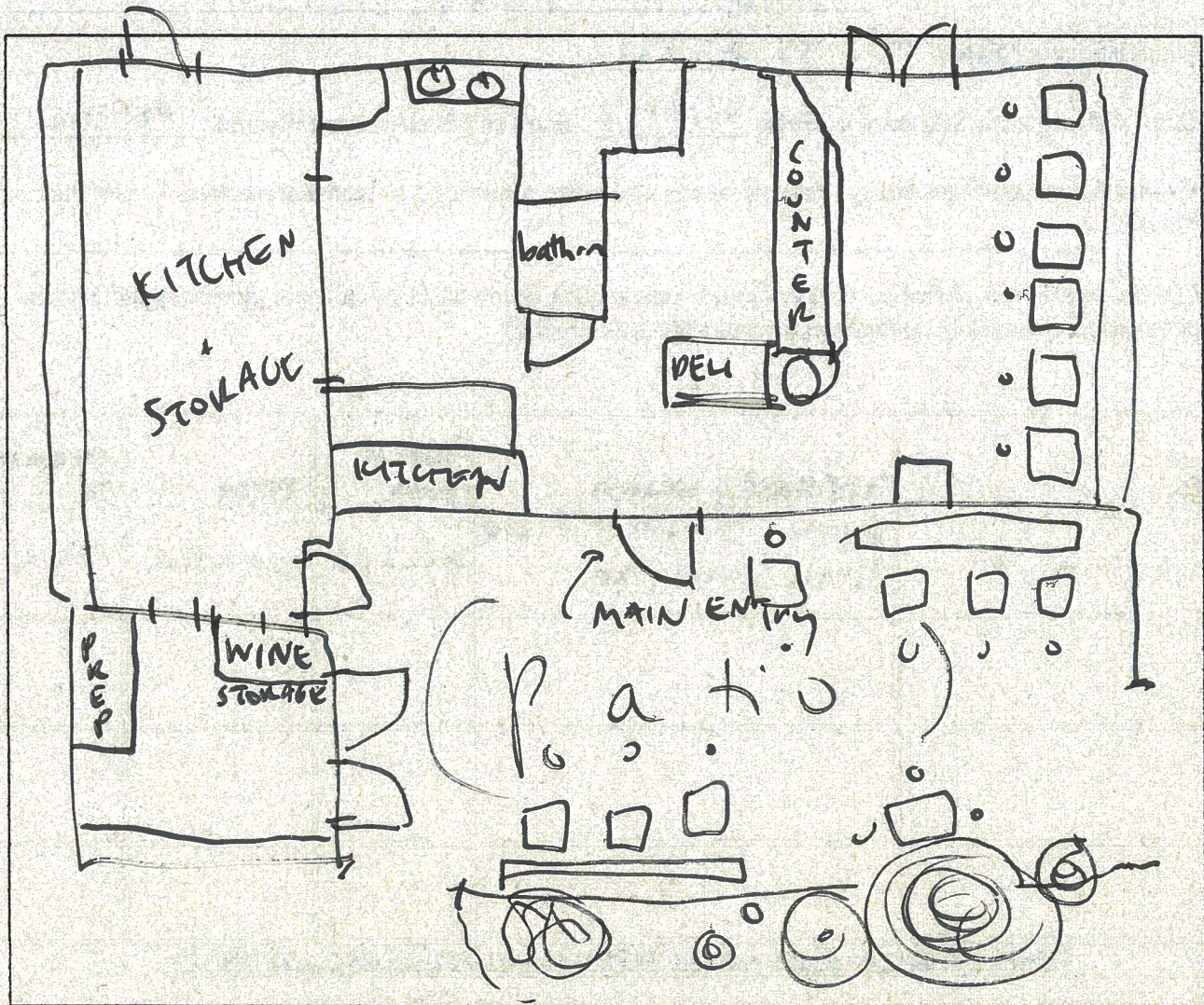
Bureau of Alcoholic Beverages and Lottery Operations
Division of Liquor Licensing & Enforcement
8 State House Station, Augusta, ME 04333-0008
10 Water Street, Hallowell, ME 04347 (overnight)
Tel: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@maine.gov



ON PREMISE DIAGRAM (Facility Drawing/ Floor Plan)

In an effort to clearly define your license premise and the area that consumption and storage of liquor is allowed. The Division requires all applicants to submit a diagram of the premise to be licensed in addition to a completed license application.

Diagrams should be submitted on this form and should be as accurate as possible. Be sure to label the areas with the following: • Entrances • Office area • Kitchen • Storage Areas • Dining Rooms • Lounges • Function Rooms • Restrooms • Decks • All Inside and Outside areas that you are requesting approval.





Division of Alcoholic Beverages and Lottery
Operations
Division of Liquor Licensing and Enforcement

**Corporate Information Required for
Business Entities Who Are Licensees**

Questions 1 to 4 must match information on file with the Maine Secretary of State's office. If you have questions regarding this information, please call the Secretary of State's office at (207) 624-7752.

Please clearly complete this form in its entirety.

- Exact legal name: MILK AND HONEY KITCHEN, LLC
- Doing Business As, if any: MILK AND HONEY
- Legal Entity's FEIN #: 45-45-84291
- Date of filing with Secretary of State: 2/22/12 State in which you are formed: MAINE
- If not a Maine business entity, date on which you were authorized to transact business in the State of Maine: _____
- List the name and addresses for previous 5 years, birth dates, titles of officers, directors and list the percentage ownership: (attach additional sheets as needed)

NAME	ADDRESS (5 YEARS)	Date of Birth	TITLE	Ownership %
ELIZA BISHOP	1444 TREMONT RD. SEAL COVE ME	9/4/83	OWNER	100

(Stock ownership in non-publicly traded companies must add up to 100%.)

- If Co-Op # of members: _____ (list primary officers in the above boxes)

8. Has any principal person involved in the entity ever been convicted of any violation of the law, other than minor traffic violations, in the United States? Yes No

9. If Yes to Question 8, please complete the following: (attached additional sheets as needed)

Name: _____

Date of Conviction: _____

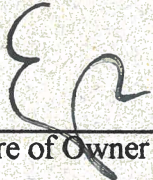
Offense: _____

Location of Conviction: _____

Disposition: _____

Signature:

PLEASE SIGN IN BLUE INK



Signature of Owner or Corporate Officer

9/14/19

Date

ELIZA DISHOI

Print Name of Owner or Corporate Officer

Submit Completed Forms to:

Bureau of Alcoholic Beverages
Division of Liquor Licensing and Enforcement
8 State House Station, Augusta, Me 04333-0008 (Regular address)
10 Water Street, Hallowell, ME 04347 (Overnight address)
Telephone Inquiries: (207) 624-7220 Fax: (207) 287-3434
Email Inquiries: MaineLiquor@Maine.gov



Town of Mount Desert

Tax Collector

MEMORANDUM

To: Board of Selectmen
Re: Early Closing
From: Lisa Young, Tax Collector
Date: 5/31/19

Dear Select Board,

It is tax time again. A year ago July we started on a new system for taxes, taking payments and loading tax clubs. It was a very confusing time, therefore I would like your permission to close the office at 3:00 pm on June 20, 2019 for a training refresh session with our front end staff so that we may all be more proficient with the tax processing this year. We will also be test\training on using a new piece of equipment for the first time that will allow us to process payments with ease.

I appreciate your help with this education of Munis.

Thank you,

Lisa Young, Tax Collector



Town of Mount Desert

Durlin E. Lunt, Town Manager
21 Sea Street, P.O. Box 248
Northeast Harbor, ME 04662-0248

Telephone 207-276-5531 Fax 207-276-3232

Web Address www.mtdesert.org
manager@mtdesert.org

To: Board of Selectmen

From: Durlin E. Lunt

Date: May 29, 2019

Subject: Fuel Oil Bids 2019-2020 Heating Season

Attached are the fuel oil bids for 2019-2020. As in prior years we participated in the bidding process with AOS-MDIRSS. Doing so gives us the advantage of volume pricing which we would not have if we bid alone.

Based on these bids and the potential volatility in the energy markets, it is my recommendation that we accept the bid of No Frills Oil at the price of \$2.140/gallon. Last year we paid \$2.43 so there is a nice savings for this year

Durlin Lunt

From: Nancy Thurlow <nthurlow@mdirss.org>
Sent: Wednesday, May 22, 2019 2:57 PM
To: Stan Harmon; Durlin Lunt; Justin Van Dongen; Cornell Knight; Christopher Saunders; Carol Walsh
Subject: Heating Oil Pricing Results
Attachments: AOS 91 Results of Oil Pricing 2019-20.pdf

Hi,

Please see attached results of the RFP for heating oil. The Schools are going with No Frills Oil. It is the Town's responsibility to decide who they will go with and contact that company.

Thank you for participating - great pricing.

Thanks

Nancy

*Nancy Thurlow
Business Manager
AOS 91 - MDIRSS*

May 22, 2019

**AOS #91 – MDIRSS
2019-2020 Heating Oil Price Proposals**

Proposals for #2 Heating Oil were opened in the Superintendent's Office @ 1:15 pm on Wednesday, May 22, 2019. Those present were: Marc Gousse and Nancy Thurlow. Results as follows:

No Frills Oil Co.	\$ 2.229/gallon - Schools
No Frills Oil Co.	\$ 2.149/gallon - Towns
Acadia Fuel, LLC	\$ 2.30/gallon
Dead River Company	\$ 2.3286/gallon
Coastal Energy	\$ 2.38/gallon

Towns will need to contact vendor directly to initiate your contract if you wish to participate in this pricing.

**TREASURER'S
WARRANTS**

TOWN OF MOUNT DESERT
ACCOUNTS PAYABLE WARRANT

WARRANT AP# 1968

CHECK DATE: June 3, 2019

CHECK NUMBER: <u>311214</u>	through	<u>311267</u>	\$ <u>96,823.83</u>	Check payments
CHECK NUMBER: <u>N/A</u>	through	<u>N/A</u>	\$ <u>-</u>	Electronic payments
EFT NUMBER: <u>1079</u>	through	<u>1087</u>	\$ <u>7,273.40</u>	ACH Payments
EFT or CK NUMBER: <u>N/A</u>	through	<u>N/A</u>	\$ <u>-</u>	Voided Checks

TOTAL DISBURSEMENTS: \$ 104,097.23

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 James F Mooers

Matthew J Hart, Vice Chairman Martha T Dudman

Wendy H Littlefield, Secretary

05/30/2019 12:37
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Town of Mount Desert
A/P CASH DISBURSEMENTS JOURNAL

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

Ckg-BH General Fund 8066

INVOICE

WARRANT

PO

INV DATE

INVOICE DTL DESC

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Invoice:	20191884	CIVIL ENGINEERING SERVICES INC	20191884	IT Support Police Department IT/TECH FEE	AP1968	321.04
1084 06/03/2019 EFT Invoice: 539351	181	EATON PEABODY ATTORNEYS AT LAW	539351	05/10/2019 CEO and planning Board PB LEGAL LEGAL	AP1968	960.00
Invoice: 539354		EATON PEABODY ATTORNEYS AT LAW	539354	05/10/2019 Legal Counsel Police Department LEGAL	AP1968	1,981.00
Invoice: 539353		EATON PEABODY ATTORNEYS AT LAW	539353	05/10/2019 Legal Counsel Executive Session LEGAL	AP1968	177.50
Invoice: 539352		EATON PEABODY ATTORNEYS AT LAW	539352	05/10/2019 Legal Union Negotiations CONSULTANT-ADMIN	AP1968	55.00
Invoice: 539350		EATON PEABODY ATTORNEYS AT LAW	539350	05/10/2019 Legal Union Negotiations CONSULTANT-ADMIN	AP1968	275.00
1085 06/03/2019 EFT Invoice: 0519	1326	DURLIN LUNT	0519	05/28/2019 Travel TOWN MGR EXPENSE	AP1968	15.08
1086 06/03/2019 EFT Invoice: 0519	1589	KATHRYN A MAHAR	0519	05/28/2019 MILEAGE - LIEN RECORDING TRAVEL-Mileage	AP1968	41.30
1087 06/03/2019 EFT Invoice: 721106	1180	NO FRILLS OIL CO INC	721106	05/13/2019 330 GALS DEF AL VEHICLE FUEL	AP1968	560.67
1083 TOTAL:						964.24
1084 TOTAL:						3,448.50
1085 TOTAL:						15.08
1086 TOTAL:						41.30
1087 TOTAL:						560.67



CHECK NO	CHK DATE	INVOICE	INVOICE DTL DESC	INV DATE	PO	WARRANT	NET
311214	06/03/2019	174479	86.8 GALS SV WWTP Heating Oil-EM HEATING FUEL	05/17/2019		AP1968	237.83
	Invoice: 174479	237.83 1550667					
	Invoice: 174553	174553	162.8 GALS SH WWTP Heating Oil-EM HEATING FUEL	05/20/2019		AP1968	446.07
	Invoice: 174549	174549	82.7 GALS NEH WWTP Heating Oil-EM HEATING FUEL	05/20/2019		AP1968	226.60
		226.60 1550666					
			CHECK 311214 TOTAL:				910.50
311215	06/03/2019	174554	87.8 gal Station #2 heating fuel HEATING FUEL-S2 SH	05/20/2019		AP1968	240.57
	Invoice: 174554	240.57 1440330					
			CHECK 311215 TOTAL:				240.57
311216	06/03/2019	174478	65.7 gal Heating fuel for station #3 HEATING FUEL S3 SV	05/17/2019		AP1968	180.02
	Invoice: 174478	180.02 1440330					
			CHECK 311216 TOTAL:				180.02
311217	06/03/2019	135355	167.8 gal lp gas harbormaster HEATING FUEL	05/14/2019		AP1968	226.53
	Invoice: 135355	226.53 6010100					
			CHECK 311217 TOTAL:				226.53
311218	06/03/2019	174138	2484.3 gal ON ROAD FUEL AL VEHICLE FUEL	05/08/2019		AP1968	6,334.97
	Invoice: 174138	6,334.97 1550100					
			CHECK 311218 TOTAL:				6,334.97
311219	06/03/2019	135112	269.4 gal propane bj HEATING FUEL	05/08/2019		AP1968	363.69
	Invoice: 135112	363.69 1550100					
	Invoice: 173966	173966	81.9 gal HEATING OIL BJ HEATING FUEL	05/06/2019		AP1968	224.41
		224.41 1552000					
			CHECK 311219 TOTAL:				224.41



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

INVOICE	INVOICE	INVT DATE	PO	WARRANT	NET
INVOICE DTL DESC	EMAIL/INTERNET				
46.31 1221000 55140					
	EMAIL/INTERNET				
Invoice: 0217 MSFT*E07008A6GW	CARDMEMBER SERVICES	0217 MSFT*E07008A6GW05/17/2019	AP1968	AP1968	76.00
		Microsoft Azure Police Department TRAINING			
Invoice: 0816 EQUINOX GOLF RE	CARDMEMBER SERVICES	0816 EQUINOX GOLF RE05/13/2019	AP1968	AP1968	21.00
		meal TRAINING			
Invoice: 7109 EQUINOX GOLF RE	CARDMEMBER SERVICES	7109 EQUINOX GOLF RE05/16/2019	AP1968	AP1968	240.90
		training expenses TRAINING			
Invoice: 0423 CIRCLE K	CARDMEMBER SERVICES	0423 CIRCLE K 05/09/2019	AP1968	AP1968	45.00
		16.309 GAL Fuel - Chief Circle K BH VEHICLE FUEL-17 FORD EXP ADM			
Invoice: 1170 SHELL OIL	CARDMEMBER SERVICES	1170 SHELL OIL 05/16/2019	AP1968	AP1968	38.81
		14 GAL Fuel - Chief Shell Oil MD VEHICLE FUEL-17 FORD EXP ADM			
Invoice: 9820 WAL-MART	CARDMEMBER SERVICES	9820 WAL-MART 04/24/2019	AP1968	AP1968	-55.88
		CREDIT FOR INK CHARGED WITH TAX PRIOR MONTH OFFICE SUPPLIES			
Invoice: 1331 USPS PO	CARDMEMBER SERVICES	1331 USPS PO 04/25/2019	AP1968	AP1968	13.70
		CERT MAILINGS FOR 30 DAY NOTICES POSTAGE			
Invoice: 3543	CARDMEMBER SERVICES	3543 05/02/2019	AP1968	AP1968	2,160.00
		2 SUMMER CLASSES TRAINING			
Invoice: 6488 NEWARK US	CARDMEMBER SERVICES	6488 NEWARK US 05/02/2019	AP1968	AP1968	42.89
		Power Relay for SV Fence PS-EM PUMP STATION MAINT			
Invoice: 2601 ELEVATION BURGE	CARDMEMBER SERVICES	2601 ELEVATION BURGE04/27/2019	AP1968	AP1968	36.97
		Dinner while at FD training TRAINING			
Invoice: 0662 FAIRFIELD INN	CARDMEMBER SERVICES	0662 FAIRFIELD INN 04/29/2019	AP1968	AP1968	94.00
		Hotel rooms for fire training TRAINING			
Invoice: 0670 FAIRFIELD INN	CARDMEMBER SERVICES	0670 FAIRFIELD INN 04/29/2019	AP1968	AP1968	94.00
		Hotel rooms for fire training TRAINING			
Invoice: 3320 CHILI'S SOUTH P	CARDMEMBER SERVICES	3320 CHILI'S SOUTH P05/05/2019	AP1968	AP1968	19.43
		Meal while at FD training			

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Town of Mount Desert
A/P CASH DISBURSEMENTS JOURNAL

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

Ckg-BH General Fund 8066
INVOICE

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INVOICE DTL DESC
WARRANT

INV DATE PO

INVOICE

NET

INVOICE	INVOICE DTL DESC	INV DATE	PO	WARRANT	NET
19.43 1440330 54100	TRAINING				
	CARDMEMBER SERVICES				
Invoice: 1359 ADOBE	05/05/2019 20190139 AP1968 Adobe Subscription				179.88
	SOFTWARE RENEW/LIC FEES				
179.88 1440330 55330					
	CARDMEMBER SERVICES				
Invoice: 9139 MERRY MANOR INN	MANOR INN05/05/2019 20190126 AP1968 Accommodations for training				391.47
	TRAINING				
391.47 1440330 54100					
	CARDMEMBER SERVICES				
Invoice: 6507 WEBER STEPHEN	STEPHEN 05/14/2019 20190133 AP1968 Parts for FD grill				40.58
	GENERAL SUPPLIES				
40.58 1440330 53110					
	CARDMEMBER SERVICES				
Invoice: 6187 THEBELLEVILLEBO	THEBELLEVILLEBO05/16/2019 20190136 AP1968 boots				178.00
	UNIFORMS				
178.00 1440330 53800					
	UNIFORMS				
.00 1440330 53800					
	CARDMEMBER SERVICES				
Invoice: 0223 BNI BOOKS	05/09/2019 20190141 AP1968 Code Book				73.95
	DUES & MEMBERSHIPS				
73.95 1440330 54200					
	CARDMEMBER SERVICES				
Invoice: 3925 WHALE'S TOOTH P	TOOTH P05/19/2019 AP1968 Dining for Training.				25.92
	TRAINING				
25.92 1220770 54100					
	CARDMEMBER SERVICES				
Invoice: 0384 LONGHORN	05/04/2019 20190128 AP1968 Meal while at FD training				20.27
	TRAINING				
20.27 1440330 54100					
	CARDMEMBER SERVICES				
Invoice: 0009 OLIVE GARDEN	05/02/2019 20190127 AP1968 Meal at FD training				24.28
	TRAINING				
24.28 1440330 54100					
	CARDMEMBER SERVICES				
Invoice: 1645 WM SUPERCENTER	05/04/2019 ELECTION SUPPLIES			AP1968	111.24
	ELECTION SUPPLIES				
111.24 1220331 53950					
	CARDMEMBER SERVICES				
Invoice: 9381 USPO	04/29/2019 20190140 AP1968 mail old cc machine back				12.60
	OFFICE SUPPLIES				
.00 6010100 53000					
	POSTAGE				
12.60 6010100 53140					
	CARDMEMBER SERVICES				
Invoice: 9509 AMZN MKTP	04/29/2019 AP1968 STICKY NOTES, CALCULATOR, LAMPS				72.43
	OFFICE SUPPLIES				
72.43 6010100 53000					
	CARDMEMBER SERVICES				
Invoice: 0013-0014 CC TEST	05/20/2019 AP1968 TEST TRANSACTIONS FOR CC				- .02
	CREDIT CARD FEES				
-.02 6010100 54225					



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 69051you | A/P CASH DISBURSEMENTS JOURNAL | apcshdsb

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	INVOICE	INV DATE	PO	WARRANT	NET
CHECK 311232 TOTAL:					230.00
311233 06/03/2019 PRD 1746 GETCHELL BROS INC	75-909774	05/23/2019	AP1968		228.00
Invoice: 75-909774					
228.00 6010100 53230 671 ice CONCESSION SUPP-Ice					
CHECK 311233 TOTAL:					228.00
311234 06/03/2019 PRD 1470 GROUP DYNAMIC INC	L1906-016000282	05/15/2019	AP1968		150.00
Invoice: L1906-016000282					
150.00 1220800 52415 HRA Admin Fee HRA=MED DEDUCT					
CHECK 311234 TOTAL:					150.00
311235 06/03/2019 PRD 207 H P FAIRFIELD	5302188-S6	05/22/2019	AP1968		259.17
Invoice: 5302188-S6					
259.17 1550100 55400 hydro repair bj GEN REPAIRS & MAINT					
CHECK 311235 TOTAL:					259.17
311236 06/03/2019 PRD 268 HAMILTON MARINE INC	K95372/6	05/28/2019	AP1968		48.11
Invoice: K95372/6					
48.11 6010100 57121 mooring float paint EQUIP-MOORINGS/FLOATS					
CHECK 311236 TOTAL:					48.11
311237 06/03/2019 PRD 196 HAMMOND LUMBER COMPANY	2063360	05/20/2019	AP1968		20.83
Invoice: 2063360					
20.83 1440330 55400 Threaded rod to repair cabinet GEN REPAIRS & MAINT					
Invoice: 2015262					
153.44 6010300 55400 bartlett repair GEN REPAIRS & MAINT					
Invoice: 2062048					
1.89 1550552 53900 610865 2.5 QT Plastic Mix n Measure - EM OTHER EQUIPMENT					
Invoice: 2029288					
167.22 1552500 55400 paint bj GEN REPAIRS & MAINT					
Invoice: 2040865					
520.00 1550100 53730 cold patch bj MISC-MATERIALS					
Invoice: 2037613					
05/13/2019					
AP1968					
68.30					

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Town of Mount Desert
A/P CASH DISBURSEMENTS JOURNAL

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

INVOICE INVOICE DTL DESC

INVOICE INVOICE

INVOICE INVOICE

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INVOICE INVOICE

INVOICE INVOICE

Invoice: 2037613

68.30 6010300 55400

repair supplies
GEN REPAIRS & MAINT

931.68

CHECK 311237 TOTAL:

311238 06/03/2019 PRD 272 HANCOCK COUNTY REGISTRY OF DEEDS 060319
Invoice: 060319

LIEN DISCHARGE-RE 283
DEED SVCS

19.00

AP1968

311239 06/03/2019 PRD 863 THE HARTFORD LIFE INSURANCE CO. 02-SR-365287 2020 05/23/2019 AP1968
Invoice: 02-SR-365287 2020

VOLUNTEER INSURANCE - 157 VOLUNTEERS @ \$2
PUBLIC OFFICIALS LIAB INS

314.00

AP1968

314.00

CHECK 311239 TOTAL:

311240 06/03/2019 PRD 414 HAROLD MACQUINN INC 9713
Invoice: 9713

CRUSHED STONE BJ
MISC-MATERIALS

114.06

AP1968

114.06

CHECK 311240 TOTAL:

311241 06/03/2019 PRD 413 M C M ELECTRIC INC 17712
Invoice: 17712

MEETING ROOM - OUTLETS
FN Treas Capital Resv

598.00

AP1968

598.00

CHECK 311241 TOTAL:

311242 06/03/2019 PRD 429 MAINE MUNICIPAL EMPLOYEES HEALTH 0619
Invoice: 0619

JUNE PREMIUMS
MMEHT-Medical
MMEHT-Medical
MMEHT-Medical
MMEHT-IP
MMEHT-Life
MMEHT-Life Dep
MMEHT-Vision
MMEHT-Dental
MMEHT-Dental

62,975.63

AP1968

62,975.63

CHECK 311242 TOTAL:

311243 06/03/2019 PRD 493 MODERN SCREEN PRINT 77770
Invoice: 77770

parking stickers
OFFICE SUPPLIES

254.05

AP1968

254.05



05/30/2019 12:37
69051you

Town of Mount Desert
A/P CASH DISBURSEMENTS JOURNAL

P 11
apcshdsb

CASH ACCOUNT: 100
CHECK NO CHK DATE

10100
TYPE VENDOR NAME

Ckg-BH General Fund 8066

INVOICE

INV DATE PO

WARRANT

NET

INVOICE DTL DESC

254.05

CHECK 311243 TOTAL:

254.69

AP1968

05/08/2019
Cemetery items ts
MEMORIAL SVCS

254.69

CHECK 311244 TOTAL:

21.80

AP1968

05/07/2019
FIRE EXTINGUISHER REFILL BJ
BLDG REPAIR & MAINT

21.80

CHECK 311245 TOTAL:

46.47

AP1968

05/16/2019
BACK-HOE HORN AL
GEN REPAIRS & MAINT

34.36

AP1968

05/13/2019
TRACKLESS WHEEL NUTS AND TAP AND DIE AL
GEN REPAIRS & MAINT

7.71

AP1968

05/16/2019
SHOP RAZOR BLADES AL
GEN REPAIRS & MAINT

-138.97

AP1968

05/16/2019
3 core deposits
GEN REPAIRS & MAINT

-281.35

AP1968

05/15/2019
Ret Disc brake pads, core dep, warranty cr
GEN REPAIRS & MAINT

1,746.11

AP1968

05/16/2019
Stock for cruisers brake pads, rotors, oil, etc.
VEHICLE REPAIR-17 Ford Exp-Pol
VEHICLE REPAIR-17 FORD EXP ADM
VEHICLE REPAIR-18 DODGE RAM
VEHICLE REPAIR-19 SUV FORD

1,414.33

CHECK 311246 TOTAL:

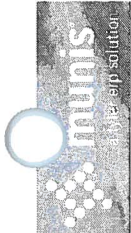
472.26

AP1968

05/20/2019
TR#23 FRONT TIRE AL
TIRES

936 NEW ENGLAND TRUCK TIRE CENTERS I 081276-08
472.26 1551500 53720

311247 06/03/2019 PRTD
Invoice: 081276-08



CASH ACCOUNT: 100	CHK DATE	TYPE	VENDOR NAME	INVOICE	INV DATE	PO	WARRANT	NET
311248	06/03/2019	PRTD	541 BLUE TARP FINANCIAL	42617285	05/17/2019		API1968	189.89
	Invoice: 42617285				52721		1HP Air Mover for Bisulfite Room NEH-EM OTHER EQUIPMENT	
				189.89	1550552	53900		
CHECK 311247 TOTAL: 472.26								
311249	06/03/2019	PRTD	940 OCEAN RESCUE SYSTEMS	19-002	05/10/2019		API1968	300.00
	Invoice: 19-002				Rescue boat training TRAINING			
				300.00	1440330	54100		
CHECK 311248 TOTAL: 189.89								
311250	06/03/2019	PRTD	547 OFFICE DEPOT	313850437001	05/13/2019		API1968	141.94
	Invoice: 313850437001				2 UPS Backups, One -NEH Shop and One - NEH MCC-EM EQUIP-TECH HARDWARE			
				141.94	1550552	57400		
CHECK 311250 TOTAL: 141.94								
311251	06/03/2019	PRTD	2110 OTT COMMUNICATIONS	0519	05/16/2019		API1968	696.05
	Invoice: 0519				Telephone Charge TELEPHONE-USAGE			
				696.05	1221000	55120		
CHECK 311251 TOTAL: 696.05								
311252	06/03/2019	PRTD	565 PERMA-LINE CORP OF NE	173883	05/10/2019		API1968	407.05
	Invoice: 173883				paint machine service supplies bj STREET SIGNS			
				407.05	1550100	53331		
CHECK 311252 TOTAL: 407.05								
311253	06/03/2019	PRTD	581 PITNEY BOWES	042819	04/28/2019		API1968	919.65
	Invoice: 042819				POSTAGE REFILL POSTAGE POSTAGE POSTAGE POSTAGE POSTAGE POSTAGE POSTAGE POSTAGE PB POSTAGE POSTAGE POSTAGE POSTAGE			
				32.85	1220110	53140		
				1.50	1220660	53140		
				9.65	1440110	53140		
				6.50	1220770	53140		
				19.15	1220220	53140		
				77.05	1220500	53140		
				1.00	1440330	53140		
				69.50	6010100	53140		
				2.50	1220440	53140		
				2.00	1440110	53140		
				2.50	1550552	53140		
				687.80	1220500	53140		



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

INVOICE	INV DATE	PO	WARRANT	NET
7.65	1220110	53140	POSTAGE	
			CHECK	311253 TOTAL: 919.65
311254	06/03/2019	PRTD	2483 SHARE CORPORATION	
Invoice: 92233			92233	
	05/17/2019		AP1968	
	10-5GAL Cans/Good Grape		Pump Station Degreaser-EM	2,245.94
	2,245.94	1550552	55210	
			PUMP STATION MAINT	
			CHECK	311254 TOTAL: 2,245.94
311255	06/03/2019	PRTD	2333 TED THE TOOL MAN INC	
Invoice: 05141930879			05141930879	
	05/14/2019		AP1968	
	LOST SOCKET AL			19.35
	19.35	1550100	55400	
			GEN REPAIRS & MAINT	
			CHECK	311255 TOTAL: 19.35
311256	06/03/2019	PRTD	725 TRANSCO BUSINESS TECHNOLOGIES	
Invoice: IN1929046			IN1929046	
	05/28/2019		AP1968	
	Copier and printer maintenance			293.91
	293.91	1221000	55320	
			COPIER LEASE	
			CHECK	311256 TOTAL: 293.91
311257	06/03/2019	PRTD	1387 TREASURER, STATE OF MAINE	
Invoice: BIL0516190000002978			BIL051619000000297805/16/2019	
	Telco Charges 05/2019			120.00
	120.00	1440800	54250	
			IT/TECH FEE	
			CHECK	311257 TOTAL: 120.00
311258	06/03/2019	PRTD	1213 TREASURER, STATE OF MAINE	
Invoice: 0419			0419	
	04/30/2019		AP1968	
	Unemployment Insurance			690.00
	690.00	1220800	52130	
			UNEMPLOYM ENT	
			CHECK	311258 TOTAL: 690.00
311259	06/03/2019	PRTD	1770 TIME WARNER CABLE (USE REMIT 1)	
Invoice: 697517601052019			697517601052019	
	05/20/2019		AP1968	
	Internet Town office			1,964.00
	1,964.00	1221000	55150 1770	
			CABLE/INTERNET-TOWN OFFICE	
			CHECK	311259 TOTAL: 1,964.00
311260	06/03/2019	PRTD	1465 U S BANK EQUIPMENT FINANCE INC	
Invoice: 384494498			384494498	
	05/06/2019		AP1968	
	Copier Rental			380.00
	380.00	1221000	55320	
			COPIER LEASE	
			CHECK	311260 TOTAL: 380.00

05/30/2019 12:37
69051you

Town of Mount Desert
A/P CASH DISBURSEMENTS JOURNAL

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

Ckg-BH General Fund 8066

P 14
apcshdsb

INVOICE INVOICE DTL DESC INV DATE PO WARRANT NET

CHECK 311260 TOTAL: 380.00

311261 06/03/2019 PRD 737 UNIFIRST CORP 0272673662 05/22/2019 AP1968 109.65
Invoice: 0272673662 WW Uniforms-EM UNIFORMS

Invoice: 0272673661 UNIFIRST CORP 0272673661 05/22/2019 AP1968 198.64
30.87 1551500 53800 HWY/MSW/P&C Uniforms-EM UNIFORMS
14.81 1552500 53800 UNIFORMS
152.96 1550100 53800 UNIFORMS

Invoice: 0272675345 UNIFIRST CORP 0272675345 05/29/2019 AP1968 115.65
115.65 1550552 53800 WW Uniforms/Mat-EM UNIFORMS

Invoice: 0272675344 UNIFIRST CORP 0272675344 05/29/2019 AP1968 198.64
35.00 1551500 53800 HWY/MSW/P&C Uniforms-EM UNIFORMS
20.00 1552500 53800 UNIFORMS
143.64 1550100 53800 UNIFORMS

CHECK 311261 TOTAL: 622.58

311262 06/03/2019 PRD 887 UNITED STATES TREASURY FORM 720 2019 AP1968 100.45
Invoice: FORM 720 2019 QUARTERLY FED EXCISE ON HRA
100.45 1220800 52415 HRA=MED DEDUCT

CHECK 311262 TOTAL: 100.45

311263 06/03/2019 PRD 742 USA BLUEBOOK 892080 05/09/2019 AP1968 289.30
Invoice: 892080 289.30 1550552 55210 Floats for Sea St and SV Fence Pump Stations-EM
PUMP STATION MAINT

CHECK 311263 TOTAL: 289.30

311264 06/03/2019 PRD 1745 WAGEWORKS INC INV1405854 05/15/2019 AP1968 70.00
Invoice: INV1405854 70.00 1220800 54532 Admin Fee ADMIN-SE125

CHECK 311264 TOTAL: 70.00

311265 06/03/2019 PRD 764 WESTSIDE FLORIST 374050 05/24/2019 AP1968 53.00
Invoice: 374050 53.00 500 29800 REYNOLDS ARRANGEMENT
Inv-Reynold



05/30/2019 12:37
69051you
Town of Mount Desert
A/P CASH DISBURSEMENTS JOURNAL

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

INVOICE DTL DESC	CHECK	311265	TOTAL:	53.00
311266 06/03/2019 PRD Invoice: 1269	2113 TROY G WINGER	1269	05/24/2019 welding on boat BOAT REPAIRS-KW	500.00
311267 06/03/2019 PRD Invoice: 30253	2315 ELIZABETH YEO	30253	05/20/2019 Travel/Lodging for SOS Training TRAINING	286.40
			CHECK 311266 TOTAL:	500.00
			CHECK 311267 TOTAL:	286.40

NUMBER OF CHECKS 63 *** CASH ACCOUNT TOTAL *** 104,097.23

COUNT	AMOUNT
TOTAL PRINTED CHECKS 54	96,823.83
TOTAL EFT'S 9	7,273.40

*** GRAND TOTAL *** 104,097.23

05/30/2019 12:37 Town of Mount Desert
69051you A/P CASH DISBURSEMENTS JOURNAL
CLERK: 69051you

YEAR PER SRC ACCOUNT	JNL	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T	OB	DEBIT	CREDIT
2019 12	18									
APP 100-20000	06/03/2019	AP1968	LLY			Accounts Payable			100,920.97	
APP 100-10100	06/03/2019	AP1968	LLY			AP CASH DISBURSEMENTS JOURNAL Ckg-BH General Fund 8066				104,097.23
APP 600-20000	06/03/2019	AP1968	LLY			Accounts Payable			2,525.26	
APP 400-20000	06/03/2019	AP1968	LLY			AP CASH DISBURSEMENTS JOURNAL			598.00	
APP 500-20000	06/03/2019	AP1968	LLY			Accounts Payable			53.00	
						AP CASH DISBURSEMENTS JOURNAL				
						GENERAL LEDGER TOTAL			104,097.23	104,097.23
APP 100-35060	06/03/2019	AP1968	LLY			DT-MARINA			2,525.26	
APP 600-35010	06/03/2019	AP1968	LLY			DT Gen fund				2,525.26
APP 100-35040	06/03/2019	AP1968	LLY			DT-TRUST			598.00	
APP 400-35010	06/03/2019	AP1968	LLY			DT Gen fund				598.00
APP 100-35050	06/03/2019	AP1968	LLY			DT-Permanent Trusts (Cem)			53.00	
APP 500-35010	06/03/2019	AP1968	LLY			DT Gen fund				53.00
						SYSTEM GENERATED ENTRIES TOTAL			3,176.26	3,176.26
						JOURNAL 2019/12/18			107,273.49	107,273.49
						TOTAL				

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
100 General Fund	2019 12	18	06/03/2019	Ckg-BH General Fund 8066		
100-10100				Accounts Payable	100,920.97	
100-20000				DT-TRUST	598.00	
100-35040				DT-Permanent Trusts (Cem)	53.00	
100-35050				DT-MARINA	2,525.26	
100-35060						
				FUND TOTAL	104,097.23	104,097.23
400 Investment Trusts-Reserves	2019 12	18	06/03/2019	Accounts Payable	598.00	
400-20000				DT Gen fund		
400-35010						
				FUND TOTAL	598.00	598.00
500 Permanent Trusts-Cemetery/Schl	2019 12	18	06/03/2019	Accounts Payable	53.00	
500-20000				DT Gen fund		
500-35010						
				FUND TOTAL	53.00	53.00
600 Marina	2019 12	18	06/03/2019	Accounts Payable	2,525.26	
600-20000				DT Gen fund		
600-35010						
				FUND TOTAL	2,525.26	2,525.26

FUND	DUE TO	DUE FROM
100 General Fund		
400 Investment Trusts-Reserves	3,176.26	598.00
500 Permanent Trusts~Cemetery/Schl		53.00
600 Marina		2,525.26
TOTAL	3,176.26	3,176.26

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

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

WARRANT AP# 1967

CHECK DATE: May 29, 2019

CHECK NUMBER:	<u>311211</u>	through	<u>311213</u>	\$ <u>4,755.06</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: \$ 4,755.06

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# 1924

CHECK DATE: May 31, 2019

ADVICE NUMBERS: 9776 through 9826

CHECK NUMBERS: 64273 through 64289

TOTAL DISBURSEMENTS: \$ 109,362.02

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

From: John Macauley <jbmacauley3@gmail.com>
Sent: Thursday, May 30, 2019 11:56 AM
To: Kathi Mahar
Cc: Martha Dudman (martha.dudman@gmail.com); Matt Hart; Rick Mooers
Subject: Re: Warrant AP#1967 & PR#1924 Approval Request

Yes, I approve.

On Thu, May 30, 2019 at 11:46 AM Kathi Mahar <treasurer@mtdesert.org> wrote:

Good afternoon!

We running late on these approval as we had a hardware issue that has just been resolved.

Attached are the following warrants for your approval:

Accounts Payable	#1967	total of	\$ 4,755.06
Payroll	#1924	total of	\$109,362.02

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

Mount Desert School Department PAYROLL WARRANT REGISTER

Report # 13260

Include Authorization Codes:
Batch: 5
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
	05/24/2019	STAT	TREASURER, STATE OF MAIN		3,209.00	3,209.00	0.00	0.00	
	05/24/2019	IRS	INTERNAL REVENUE SERVIC		11,509.18	11,509.18	0.00	0.00	
44281	05/24/2019	280	SUSAN J. ARIPO TCH	1	1,171.60	977.15	0.00	977.15	
44282	05/24/2019	69	EMILY N. DAMON	1	1,692.80	1,201.00	0.00	1,201.00	
44283	05/24/2019	431	MARSHA L. FAIR	1	120.00	110.82	0.00	110.82	
44284	05/24/2019	190	ROBERT C. MACLEOD JR.	1	600.92	505.24	0.00	505.24	
44285	05/24/2019	468	WARREN L. MURRAY	1	457.50	422.13	0.00	422.13	
44286	05/24/2019	429	IAN SCHWARTZ	1	200.00	179.32	0.00	179.32	
44287	05/24/2019	467	TAMMY UNDERWOOD	1	240.00	212.26	0.00	212.26	
44288	05/24/2019	149	MARIAH D. BAKER	1	1,729.07	1,395.08	1,395.08	0.00	
44289	05/24/2019	311	LAURA-JEAN BEAL	1	2,134.46	1,534.16	1,534.16	0.00	
44290	05/24/2019	11	KELLY S. BEAULIEU	1	2,331.11	1,533.07	1,533.07	0.00	
44291	05/24/2019	463	RENE L. BECKER	1	1,412.80	1,036.72	1,036.72	0.00	
44292	05/24/2019	266	JULIANNA R. BENNOCH	1	2,392.65	1,655.62	1,655.62	0.00	
44293	05/24/2019	333	RHODA J. BURKE	1	405.02	184.01	184.01	0.00	
44294	05/24/2019	314	ANDREW J. CARLSON	1	1,511.53	1,127.74	1,127.74	0.00	
44295	05/24/2019	462	JACQUELINE E A CARPENTER	1	1,480.76	1,079.54	1,079.54	0.00	
44296	05/24/2019	18	JANICE P. CARROLL	1	1,180.40	836.25	836.25	0.00	
44297	05/24/2019	248	ROBERT P. CHAPLIN	1	80.00	78.84	78.84	0.00	
44298	05/24/2019	337	AMBER G. CHARRON	1	1,947.42	1,415.12	1,415.12	0.00	
44299	05/24/2019	21	LARRY A. COLE	1	1,436.16	591.43	591.43	0.00	
44300	05/24/2019	26	BRIAN R. COTE	1	2,352.76	1,631.56	1,631.56	0.00	
44301	05/24/2019	91	JUDITH CULLEN	1	1,800.84	1,383.00	1,383.00	0.00	
44302	05/24/2019	308	Gloria A. Delsandro	1	3,341.65	2,380.72	2,380.72	0.00	
44303	05/24/2019	229	JENNIFER G. DUNBAR	1	1,131.65	880.82	880.82	0.00	
44304	05/24/2019	43	SARAH R. DUNBAR	1	1,829.84	1,402.22	1,402.22	0.00	
44305	05/24/2019	52	WANDA J. FERNALD	1	2,189.69	1,395.55	1,395.55	0.00	
44306	05/24/2019	57	JASON W. FOUNTAINE	1	1,768.13	1,275.52	1,275.52	0.00	
44307	05/24/2019	329	ALEXANDER GARRETT	1	1,607.69	1,265.55	1,265.55	0.00	
44308	05/24/2019	63	HEATHER M. GRAVES	1	2,638.70	1,587.44	1,587.44	0.00	
44309	05/24/2019	65	GAYLE M. GRAY	1	3,027.53	2,116.75	2,116.75	0.00	
44310	05/24/2019	331	RUSSELL W. GRAY	1	680.46	605.74	605.74	0.00	
44311	05/24/2019	92	ABIGAIL A. HARMON	1	1,196.65	843.84	843.84	0.00	
44312	05/24/2019	244	KRISTIN D. HOLLEY	1	1,149.06	928.69	928.69	0.00	
44313	05/24/2019	313	ANDREA W. HOWELL	1	1,212.90	1,013.89	1,013.89	0.00	
44314	05/24/2019	293	Amy L. James	1	2,392.65	1,574.06	1,574.06	0.00	
44315	05/24/2019	90	REBECCA A. JARVIS	1	2,032.23	1,367.83	1,367.83	0.00	
44316	05/24/2019	312	BETHANY G. JOHNSON	1	1,287.00	950.72	950.72	0.00	
44317	05/24/2019	291	PATRICIA A. KELLEY	1	1,358.70	995.97	995.97	0.00	
44318	05/24/2019	335	CYNTHIA A. LAMBERT	1	1,061.38	869.94	869.94	0.00	
44319	05/24/2019	321	MAX E. MASON	1	1,140.50	917.12	917.12	0.00	
44320	05/24/2019	292	TARA MCKERNAN	1	2,070.00	1,485.80	1,485.80	0.00	
44321	05/24/2019	289	ELIZABETH M. MINOTT	1	1,316.60	998.19	998.19	0.00	
44322	05/24/2019	461	JANET NORDELUS	1	1,168.46	910.64	910.64	0.00	
44323	05/24/2019	193	HARVEY BRUCE NORWOOD	1	1,201.20	818.29	818.29	0.00	
44324	05/24/2019	237	JUSTIN B. NORWOOD	1	1,936.07	1,515.96	1,515.96	0.00	
44325	05/24/2019	472	KELLY M. O'NEIL	1	1,050.40	942.70	942.70	0.00	
44326	05/24/2019	238	WENDELL L. OPPEWALL	1	1,292.65	732.33	732.33	0.00	
44327	05/24/2019	240	JEANNE C. OTT	1	4,512.15	3,324.42	3,324.42	0.00	
44328	05/24/2019	301	Terry P. Paulos	1	1,110.42	759.03	759.03	0.00	
44329	05/24/2019	138	AMY Y. PHILBROOK	1	2,071.60	1,353.82	1,353.82	0.00	
44330	05/24/2019	275	JOELLE A. RUDDY	1	2,427.53	1,898.04	1,898.04	0.00	
44331	05/24/2019	74	LEON E. SARGENT	1	1,957.02	1,310.06	1,310.06	0.00	
44332	05/24/2019	120	KAREN L. SHARPE	1	2,601.71	1,507.47	1,507.47	0.00	

Mount Desert School Department PAYROLL WARRANT REGISTER

Report # 13260

Check #	Check Date	Code	Name	Chk Grp	Gross Pay	Net Pay	Direct Deposit	Check Amt	Void	
44333	05/24/2019	375	KATHLEEN C. ST DENIS	1	3,189.07	1,839.97	1,839.97	0.00		
44334	05/24/2019	334	EMILY P. STAPLES	1	879.45	619.09	619.09	0.00		
44335	05/24/2019	404	KERRY L. TAYLOR	1	2,296.50	1,643.48	1,643.48	0.00		
44336	05/24/2019	410	SUSAN Y. TRIPP	1	480.00	419.62	419.62	0.00		
44337	05/24/2019	459	SHANNON L. WESTPHAL	1	1,733.69	1,327.33	1,327.33	0.00		
44338	05/24/2019	448	JACQUELINE A. WHEATON	1	2,141.23	1,527.90	1,527.90	0.00		
44339	05/24/2019	307	LAUREN M. WHITE	1	1,166.20	856.77	856.77	0.00		
44340	05/24/2019	469	TIFFANY C. YARBROUGH	1	1,479.03	1,219.78	1,219.78	0.00		
44341	05/24/2019	AFLAC	AFLAC		127.42	127.42	0.00	127.42		
44342	05/24/2019	BCBS	ANTHEM BC/BS		11,736.24	11,736.24	0.00	11,736.24		
44343	05/24/2019	HMD	HORACE MANN COMPANIES		164.60	164.60	0.00	164.60		
44344	05/24/2019	HM	HORACE MANN INSURANCE C		700.00	700.00	0.00	700.00		
44345	05/24/2019	HML	HORACE MANN LIFE INSURA		23.40	23.40	0.00	23.40		
44346	05/24/2019	MEA	MAINE EDUCATION ASSOCIA		1,293.60	1,293.60	0.00	1,293.60		
44347	05/24/2019	MSRS	MAINE PERS		19,546.53	19,546.53	0.00	19,546.53		
44348	05/24/2019	MET	METROPOLITAN LIFE INSUR		1,850.00	1,850.00	0.00	1,850.00		
44349	05/24/2019	DELTA DEN	NORTHEAST DELTA DENTAL		1,383.44	1,383.44	0.00	1,383.44		
44350	05/24/2019	PRIM	PRIMERICA FINANCIAL SVCS.		370.00	370.00	0.00	370.00		
44351	05/24/2019	FEDHEALTH	TREASURER, STATE OF MAIN		169.59	169.59	0.00	169.59		
					147,888.19	120,556.12	64,865.20	40,972.74		

Check Authorization Summary			
Type	Description	Count	Amount
Employee	Checks	7	3,607.92
	Voided Checks	0	0.00
	Direct Deposits (Fully Distributed)	53	64,865.20
	ACH Employee Credits	53	64,865.20
	ACH Employee Debits (Voids)	0	0.00
Deduction	Checks	11	37,364.82
	Voided Checks	0	0.00
	ACH Vendor Credits	0	0.00
	ACH VendorDebits (Voids)	0	0.00
Taxes	EFTPS Payment - Debit	2	14,718.18

Mount Desert School Department
PAYROLL WARRANT REGISTER

Report # 13260

Check #	Check Date	Code	Name	Chk Grp	Gross Pay	Net Pay	Direct Deposit	Check Amt	Ver
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WARRANT # 24

DATE: MAY 24 PAID

Mark Edward Gurnea, Ed.D.
SUPERINTENDENT

FINANCE OFFICER

FINANCE OFFICER

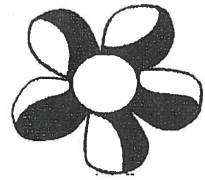
FINANCE OFFICER

FINANCE OFFICER

FINANCE OFFICER

FINANCE OFFICER

FINANCE OFFICER



120556.12 net pay
54508.26 payroll A/P
175064.38

Mount Desert School Department Check Register

Report # 13265

Batch: 5949
Check Edit #: N/A
Sort By: Vendor Name
Include DTF Info: No

Batch #	Control Total	Status	Created By	Date Created	Last Updated By	Date Last Updated
5949	54,508.26	Posted	Bria	05/22/2019	Bria	05/22/2019

Vendor Code / Name Check Edit #	Check Number Check Date	Check Type Status	Check Header Information				
1200 ANTHEM BC & BS 9824	18807 05/24/2019	Payable Payment Posted					
Payable #	Reference	Invoice #	Invoice Date	Amount	Discount	Payment	
14844	ANTHEM BC & BS-MAY 19 MDES BC	MAY 19 MDES	05/24/2019	53,116.07	0.00	53,116.07	
Check Totals:				53,116.07	0.00	53,116.07	
6000 MAINE PERS 9821	18808 05/24/2019	Payable Payment Posted	MAINE PERS PO BOX 349 AUGUSTA ME 043320349				
Payable #	Reference	Invoice #	Invoice Date	Amount	Discount	Payment	
14842	MAINE PERS-APRIL 2019 GLI PLD MD	APRIL 2019 GL	05/24/2019	83.97	0.00	83.97	
Check Totals:				83.97	0.00	83.97	
6000 MAINE PERS 9822	18809 05/24/2019	Payable Payment Posted	MAINE PERS PO BOX 349 AUGUSTA ME 043320349				
Payable #	Reference	Invoice #	Invoice Date	Amount	Discount	Payment	
14845	MAINE PERS-MAY19 PLD RET	MAY19 PLD R	05/24/2019	1,081.88	0.00	1,081.88	
Check Totals:				1,081.88	0.00	1,081.88	
6000 MAINE PERS 9823	18810 05/24/2019	Payable Payment Posted	MAINE PERS PO BOX 349 AUGUSTA ME 043320349				
Payable #	Reference	Invoice #	Invoice Date	Amount	Discount	Payment	
14843	MAINE PERS-APRIL 2019 GLI MDES	APRIL 2019 GL	05/24/2019	226.34	0.00	226.34	
Check Totals:				226.34	0.00	226.34	
Batch 5949 Totals:				54,508.26	0.00	54,508.26	

4 Checks Listed