

Town of Mount Desert  
Board of Selectmen  
Agenda

**Special Meeting**

**Wednesday, April 1, 2020**

**Location: Remote Access; see below on how to connect**

**I. Call to order at 3:00 p.m.**

*Public please hold comments until the BOS Chairman opens the agenda items for public comment*

**II. Selectmen's Reports**

**III. New Business**

*A. Review of the current efforts of TOMD in response to COVID-19 pandemic*

*B. Request authorization for the Town Manager to sign on-premises liquor license applications and special amusement permits approved by the selectmen during the COVID - 19 emergency status on their behalf*

**IV. Other Business**

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

**V. Adjournment**

The next regularly scheduled meeting is at 4:00 p.m., Monday, April 06, 2020 in via remote access:

**The Town of Mount Desert Municipal Offices are closed to the public.**

The Town of Mount Desert is inviting you to a scheduled Zoom meeting. You can call in through any of the listed phone numbers or connect with a computer via the web link. You **will need to enter the meeting ID** to get access to the meeting.

Join Zoom Meeting

<https://zoom.us/j/248566175>

**Meeting ID: 248 566 175**

One tap mobile

+16468769923,,248566175# US (New York)

+13126266799,,248566175# US (Chicago)

Dial by your location

+1 646 876 9923 US (New York)

+1 312 626 6799 US (Chicago)

+1 253 215 8782 US

+1 301 715 8592 US

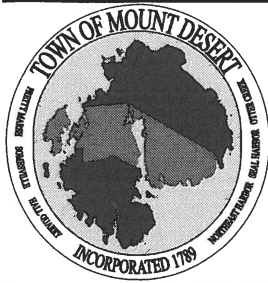
+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

**Meeting ID: 248 566 175 #**

If you are new to teleconferencing, we suggest connecting 15 minutes early so we can troubleshoot if you have difficulty.



**Town of Mount Desert**  
Michael Bender, Fire Chief, Emergency  
Management Director  
21 Sea Street, P.O. Box 248  
Northeast Harbor, ME 04662-0248  
Telephone 207-276-5111 Fax 207-276-5732  
Web Address [www.mtdesert.org](http://www.mtdesert.org)  
[firechief@mtdesert.org](mailto:firechief@mtdesert.org)

# Memo

To: Durlin Lunt, Town Manager

From: Mike Bender, Fire Chief, Emergency Management Director

CC: John McCauley, Chairman, Board of Selectman

Date: March 27, 2020

Re: Report of Emergency Operation Center Staff Briefing

Below is a synopsis of the Town of Mount Desert's Emergency Operation Center (EOC) briefing for 0900 hours on March 27, 2020. The EOC remains at a Level 3 which is designated as a "Standby" status and requires the Local Emergency Management Director (LEMD) to monitor the ongoing situation, as outlined in the Town's Emergency Operations Plan (EOP). The briefing was attended via teleconference by the Town Manager, Police Chief, Harbormaster, Public Works Director, LEMD, Assistant Fire Chief, Northeast Harbor Ambulance Service's (NEHAS) Service Chief, Town Clerk, Treasurer and Assessor. The main purpose of the EOC during an event is to support the Incident Commander (IC), and the Incident Command Post (ICP). Although, due to the unique circumstances surrounding this event, an ICP has not been established, activating the EOC has numerous advantages that can support our first responders, our town government and the community. The EOC can provide a central location where government can provide interagency coordination, resources and executive decision making; and facilitates long-term operations thereby improving continuity.

The EOC briefing began with the LEMD reviewing the current situation in Maine and Hancock County by reviewing the Maine CDC Novel Coronavirus 2019 (COVID-19) confirmed cases numbers. These numbers represent tests that come back positive from any approved lab. As of March 26<sup>th</sup>, there were 155 confirmed cases in Maine, with none in Hancock County. The EOC staffed was asked to provide a brief description of their current situation, any changes in their department or agency operations, and any change in their hard facilities since the last briefing. They were also requested to provide their operational objectives and any resources needed to complete those objectives for the next 72 hours. Here is a breakdown of each report:

- **Town Manager (TM)** – Town Office remains closed to the public and is in lockdown. The Admin staff has been able to continue essential operations with no significant change from the last briefing. Arrangements are either ongoing, or will be, to allow more Admin staff to work remotely from home. Staff has been busy fielding phone calls inquiring about general Town business or Novel Coronavirus 2019 (COVID-19) related questions. As the Town's Public

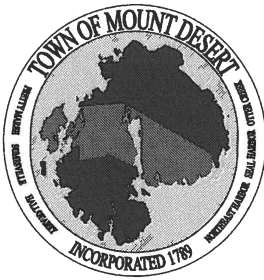
Health Officer, the TM has been in maintained contact with representatives from Department of Health and Human Services to keep up to date with guidelines and requirements.

- **NEHAS** - The Service Chief reports no change in operations since the last briefing. Staffing levels continue to be sufficient. PPE supplies remain in good shape, although there is not a lot in reserve if and when confirmed or suspected Novel Coronavirus 2019 (COVID-19) cases start to appear in our community. The Service Chief recommended to the EOC staff to try and obtain any additional PPE they can, as additional supplies may not be available for some time.
- **Police Chief** – The Police Chief reports that their operations are remaining as normal. Staffing levels are good. Standard Operating Procedure have been revised and will continue to be modified as needed to keep in line with accepted law enforcement practices in regards to Novel Coronavirus 2019 (COVID-19). Staff assignments have been altered so only one officer at a time is occupying the patrol room area. On duty personnel's temperatures are being checked and recorded per CDC recommended guidelines. Monitoring of area businesses have increased in response to the Governor's Executive Order #19 FY19/20, "An Order Regarding Essential Businesses and Operations" issued on March 24<sup>th</sup>. The Chief reports no change since last briefing in dispatch staffing and operations.
- **Treasurer** - The Treasurer has reported that essential operations are continuing. Staffing levels have not decreased although some staff members are allowed to work remotely from home. Invoices and bills will continued to be paid via approved warrants by the Board of Selectman even though those meetings will be held by teleconference.
- **Public Works Director** – The Public Works Director reports continued 100% staffing levels. Day to day operations is remaining normal. Wastewater treatment plants are still functioning as normal with no anticipated interruptions. Wastewater department's staffing is at normal levels.
- **Harbormaster** – No changes from last briefing. The Harbormaster will keep checking Marine Safety Information Bulletins issued by the U.S Coast Guard's Captain of The Port for marine related directives.
- **Fire Chief** – The Assistant Fire Chief provided a situational report for the Fire Department (FD) on behalf of the Fire Chief. The Assistant Chief reported all operations are normal. Two firefighters remain on duty through rotating shifts on a 24/7 basis. Twice daily cleaning and disinfecting continue throughout the fire station and living quarter's area of the town building. Temperature monitoring and recording of on duty staff continue. Through daily joint email exchanges, staffing levels for available firefighters and EMT's on MDI are adequate for now.
- **Town Clerk** – Town Clerk reports little change from the last briefing. Similar to the Police Department, staffing scheduled will be altered so that those who physically report to work will be in the building at the same time as little as possible. As mentioned above, arrangements are being made so that those who choose to and able to can work remotely from home.

In summary, overall essential town government services are operating at a near normal level. The only significant and perhaps noticeable exception would be the lockdown of all Town owned buildings. Events have seemed to stabilize for the time being, at least at the local level. However, the Maine CDC has admitted that their official report on the number of known Novel Coronavirus 2019 (COVID-19) confirmed cases count Maine residents only. These numbers, and their location, do not include those that may be in our community but have residents in other states. EOC staff will continue to monitor the situation and will keep meeting on a regular basis, for now twice weekly. Our next EOC briefing is scheduled for 0900 hours on Tuesday, March 31st.

Thank you.

DRAFT



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

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

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

### **MEMO**

**DATE:** March 30, 2020

**TO:** Durlin Lunt, John Macauley, Matthew Hart, Wendy Littlefield, Martha Dudman, and Rick Mooers

**FROM:** Claire Woolfolk, Town Clerk

**RE:** Town Manager Signature on Liquor License Applications

I called the Maine Bureau of Alcoholic Beverages, Division of Liquor Licensing and Enforcement regarding the signing of the applications by the Board of Selectmen. I explained that during the Civic Emergency, the board is meeting remotely and will not be available to sign the license applications. I further explained that we are aware that *expiring or expired* liquor licenses have been granted temporary extensions by Governor Mills.

I was advised that if the board authorizes the Town Manager to sign on their behalf and that I include the minutes granting him this authority and approving the license, they will accept this form of approval for the processing of liquor license applications.

The board has authorized the Town Manager and his designee to sign BYOB and Off-Premises Catering liquor license applications on behalf of the Municipal Officers. I request that you extend this authorization to On-Premise Liquor license applications during the COVID – 19 civic emergency.



# Town of Mount Desert


## Board of Selectmen

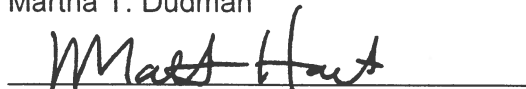
21 Sea Street, P.O. Box 248  
Northeast Harbor, ME 04662-0248  
Telephone 207-276-5531 Fax 207-276-3232  
Web Address [www.mtdesert.org](http://www.mtdesert.org)

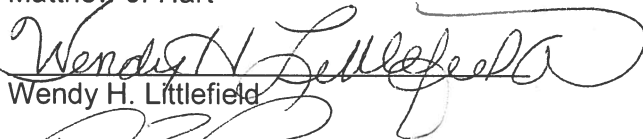
ORDERED, That the Board of Selectmen hereby authorizes the Town Manager and his designee to sign BYOB and Off-Premises Catering liquor license applications on behalf of the Municipal Officers, during the period May 7, 2019 through May 31, 2020.

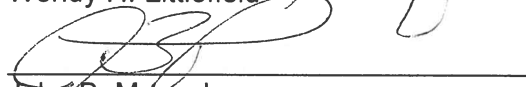
Dated: May 7, 2019 at Town of Mount Desert:

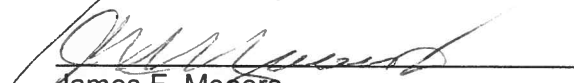
Attest:

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

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

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

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

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

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