

Town of Mount Desert  
Board of Selectmen  
Agenda

**Regular Meeting**  
**Monday, November 16, 2020**  
**Location: Meeting Room, Town Hall, Northeast Harbor**

- I. Call to order at 4:00 p.m.**  
*Public please hold comments until the BOS Chairman opens the agenda items for public comment*
- II. Minutes**
  - A. Approval of minutes from October 19, 2020 meeting*
  - B. Approval of minutes from November 2, 2020 meeting*
- III. Appointments/Recognitions/Resignations**
  - A. Appointment of Adam Thurston as Deputy Harbormaster effective December 1, 2020 at \$24.03/hour and a 5% increase after successful completion of six-month probation period*
- 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 Report: Highway*
  - B. Hancock County Commissioners Meeting Minutes of October 20, 2020*
  - C. MRC Board of Directors Election Ballot*
- V. Selectmen's Reports**
- VI. Unfinished Business**  
*None presented.*
- VII. New Business**
  - A. Request Christmas Eve Early Closure at 12 noon, December 24, 2020*
  - B. Request approval to transition the position of Assistant Harbormaster/Office Manager from a part time to a full-time position*
  - C. Request authorization to enter an agreement with VGSI for revaluation services*
  - D. Request approval to purchase Police Department cruiser and trade-in the PW director's 2014 Ford SUV for a net price of \$31,504.00 to be funded through the Police Equipment-Vehicle line, #14400110-57200 which has a current balance of \$43,000.00. The remaining funds in the account will be used for up fitting the new cruiser with our standard equipment.*
  - E. Review of the General Fund and Marina Capital Improvement Plans (CIP) proposed funding for Fiscal Year 2021-2022*
- VIII. Other Business**
  - A. Such other business as may be legally conducted*

**IX. Treasurer's Warrants**

- A. *Approve & Sign Treasurer's Warrant AP2127 in the amount of (Not Available at the time of BOS Packet)*
- B. *Approve Signed Treasurer's Payroll, State Fees, & PR Benefit Warrants AP2125, AP2126, and PR2111 in the amounts of \$80,069.82, \$48,089.90, and \$112,197.94, respectively*
- C. *Acknowledge Treasurer's School Board AP/Payroll Warrants 05 and 10 in the amounts of \$168,016.55 and \$84,729.14, respectively*

**X. Adjournment**

The next regularly scheduled meeting is at 4:00 p.m., Monday, December 7, 2020 in the Meeting Room, Town Hall, Northeast Harbor

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://us02web.zoom.us/j/248566175?pwd=RmozZjBOVWhtUTQrRXR5QzFEZEEyQT09>

**Meeting ID: 248 566 175**

**Password: 919872**

One tap mobile

+13126266799,,248566175#,,,,0#,,919872# US (Chicago)  
+16468769923,,248566175#,,,,0#,,919872# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)  
+1 646 876 9923 US (New York)  
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+1 346 248 7799 US (Houston)  
+1 408 638 0968 US (San Jose)  
+1 669 900 6833 US (San Jose)  
+1 253 215 8782 US (Tacoma)

**Meeting ID: 248 566 175**

**Password: 919872**

Zoom security now requires a password on all zoom meetings, so the recurring BOS meeting now has a password.

# MINUTES

**Town of Mount Desert**  
**SelectBoard Meeting Minutes**  
**Monday, October 19, 2020**  
Location: Zoom Meeting

This Meeting was held via remote access.

SelectBoard Members Present:

Chair John Macauley, Geoff Wood, Wendy Littlefield, Matt Hart, Martha Dudman

Public Officials Present:

Town Manager Durlin Lunt, Harbormaster John Lemoine, Tax Assessor Kyle Avila, Town Clerk Claire Woolfolk, Public Works Director Tony Smith, Fire Chief Mike Bender, Ambulance Service Director Basil Mahaney

Members of the public were also in attendance.

**I. Call to order at 4:00 p.m.**

Chair Macauley called the meeting to order at 4:00PM.

**II. Executive Session**

*A. Pursuant to 1 M.R.S.A. § 405(6)(A) Personnel Matters, to discuss succession planning*

*B. Pursuant to 1 M.R.S. § 405(6)(C) for acquisition of real property or economic development and matters where premature general public knowledge would clearly place the Town at a substantial disadvantage*

MOTION: Mr. Hart moved, with Ms. Dudman seconding, entering into Executive Session.

VOTE:

Matt Hart: Aye

Martha Dudman: Aye

Wendy Littlefield: Aye

Geoff Wood: Aye

Chair John Macauley: Aye

Motion approved 5-0.

The Board entered into Executive Session at approximately 4:05PM.

MOTION: Ms. Dudman, with Ms. Littlefield seconding, to exit the Executive Session at 4:40PM.

VOTE:

Matt Hart: Aye

Martha Dudman: Aye

Wendy Littlefield: Aye

Geoff Wood: Aye

Chair John Macauley: Aye

Motion approved 5-0.

**III. Minutes**

*A. Approval of minutes from October 5, 2020 meeting*

1 MOTION: Ms. Littlefield moved, with Ms. Dudman seconding, approval of the October 5,  
2 2020 Minutes as presented.

3  
4 VOTE:

5 Wendy Littlefield: Aye

6 Martha Dudman: Aye

7 Geoff Wood: Aye

8 Matt Hart: Aye

9 Chair John Macauley: Aye

10 Motion approved 5-0.

11  
12 **IV. Appointments/Recognitions/Resignations**

13 A. *Increase the term for Eilon Zboray as dockhand at the rate of \$16.00 per hour until a new*  
14 *Deputy Harbormaster can be hired.*

15 MOTION: Mr. Hart moved, with Ms. Littlefield seconding approval of increasing the term  
16 for Eilon Zboray as dockhand at the rate of \$16.00 per hour until a new Deputy Harbormaster  
17 can be hired, as presented.

18  
19 Town Manager Durlin Lunt reported there were a number of resumes received for the Deputy  
20 Harbormaster position.

21  
22 Harbormaster John Lemoine reported the job posting just closed to in-house posting, and  
23 interviews were anticipated to occur next week.

24  
25 VOTE:

26 Wendy Littlefield: Aye

27 Matt Hart: Aye

28 Martha Dudman: Aye

29 Geoff Wood: Aye

30 Chair John Macauley: Aye

31 Motion approved 5-0.

32  
33 B. *Consider recommendation that Gabe Lunt be assigned to the vacant Waste Management*  
34 *Division position as an MEO I/Refuse employee at his current rate of pay of \$21.79 per hour*

35 MOTION: Mr. Hart moved, with Ms. Dudman seconding, approval of the recommendation  
36 that Gabe Lunt be assigned to the vacant Waste Management Division position as an MEO  
37 I/Refuse employee at his current rate of pay of \$21.79 per hour, as presented and with thanks  
38 to Mr. Lunt for being flexible with regard to the change.

39  
40 VOTE:

41 Matt Hart: Aye

42 Martha Dudman: Aye

43 Wendy Littlefield: Aye

44 Geoff Wood: Aye

45 Chair John Macauley: Aye

46 Motion approved 5-0.

47  
48 **V. Consent Agenda** *(These items are considered routine, and therefore, may be passed by the*  
49 *Selectmen in one blanket motion. Board members may remove any item for discussion by*  
50 *requesting such action prior to consideration of that portion of the agenda.)*

1 A. Thank you letters from Eastern Area Agency on Aging, Hospice Volunteers of Hancock  
2 County, Island Connections, and Mount Desert Island Historical Society

3 B. Hancock County Commissioners Meeting Minutes of September 15 and 30, 2020

4 MOTION: Ms. Littlefield moved, with Mr. Hart seconding, approval of the Consent Agenda as  
5 presented.

6  
7 VOTE:

8 Wendy Littlefield: Aye

9 Matt Hart: Aye

10 Geoff Wood: Aye

11 Martha Dudman: Aye

12 Chair John Macauley: Aye

13 Motion approved 5-0.

14  
15 **VI. Selectmen's Reports**

16 Mr. Wood reported being contacted by a Hall Quarry resident shortly after the fatal crash that  
17 recently occurred in Town Hill. They wondered if improvements could be made regarding  
18 marking the left turn entering into Hall Quarry, as one heads South on Route 102. Traffic moves  
19 fast both ways in that section. The resident mentioned perhaps a left turn lane being installed.

20  
21 It was clarified the request was in reference to the north entrance into Hall Quarry.

22  
23 Director Smith agreed to contact the DOT the following day to put in a request to see what can be  
24 done. If the DOT is unable to make changes, but will allow the Town to do so, Director Smith  
25 will bring the matter back to the Board.

26  
27 **VII. Unfinished Business**

28 A. *Presentation and discussion of the Conceptual Plans for the Proposed Northeast Harbor*  
29 *Fire/EMS Station*

30 Fire Chief Mike Bender informed the Board that Hedefine and Elfis representatives were in  
31 attendance.

32  
33 Chief Bender summarized that in February of 2020 he presented options for expansion of the  
34 existing municipal building in order to provide living area for 24/7 staffing for fire fighters  
35 and EMTs. It was determined that the proposed expansion would not be effective long-term.  
36 Additionally, key components were left out of the plans due to a lack of space.

37  
38 Chief Bender then presented the idea of building a new fire station, using space adjacent to  
39 the municipal building. The Board requested site plans and drawings which have now been  
40 presented to the Board for their review. The design was created with the intent that the  
41 building will last the Town through the next 30 to 50 years of growth and change for both the  
42 Fire Department and EMS services. Should consolidation of Mount Desert Island Fire  
43 Departments occur the building proposed would be a viable part of those plans. The building  
44 presented will provide for both the Fire Department and the Ambulance Service regardless of  
45 whether consolidation occurs. Sleeping rooms and living quarters area and additional offices  
46 are included in the plan.

47  
48 The estimated price is slightly over \$7.5 million. Other suitable locations were looked for in  
49 and around Northeast Harbor. Should land be required for the building, Chief Bender  
50 estimated another \$700k to \$900k would be required to purchase land. The site chosen is the  
51 small park next to the municipal building. Every effort would be made to preserve as much

1 green area as possible. The location would be ideal because it would be near the municipal  
2 building and public safety dispatch.

3  
4 Chief Bender felt the Town needed to move on this project. The building would take three or  
5 more years to complete. Chief Bender anticipates that within three to five years Fire  
6 Department staffing and probably EMS staffing will reach a critical situation.

7  
8 Mr. Hart pointed out that the price was substantial. It will make for an interesting Town  
9 Meeting. Mr. Hart felt that the Town wants to be able to provide the Fire Department and the  
10 Ambulance Service with what they need. Their work is invaluable and difficult. His concern  
11 is that there are moving parts to the issue. There is the staffing aspect and the building  
12 aspect. If things don't go smoothly with one aspect, how will it affect the other? He  
13 wondered if thought had been given to a contingency plan in case the issue gets held up –  
14 either by being denied or delayed.

15  
16 Chief Bender reported there was no contingency plan. The process started by looking at  
17 expanding the existing building, which was deemed unfeasible. A new building would  
18 provide quarters for firefighters and accommodate the town for the next 30 to 50 years.  
19 Perhaps something could be pieced together if necessary. No contingency options will be  
20 optimal. The Ambulance Service was housed in the Seal Harbor Fire Station during the  
21 summer months due to the Covid-19 pandemic, and logistically it did not work well. There is  
22 no extra space at the Northeast Harbor Fire Department with the exception of perhaps  
23 commandeering the meeting room for long-term use. He did not feel there was anything else  
24 in Northeast Harbor that could be used for quarters.

25  
26 Chief Bender pointed out that the Seal Harbor Fire Station was donated to the Town  
27 approximately 30 years ago. The Somesville Fire Station was also donated to the Town. He  
28 believed the Northeast Harbor Municipal Building housing the Fire Station and Public Safety  
29 was donated to the Town. The Town has not had to invest in a public safety building in  
30 nearly 50 years.

31  
32 Chair Macauley agreed that something was needed.

33  
34 Mr. Wood suggested that if and when it came to presenting the project at Town Meeting for  
35 approval, Chief Bender should include these points in his presentation to provide some  
36 context for the residents. Mr. Wood felt it would be important for the Town to hear those  
37 points. Chief Bender agreed. It's also important to point out that the Town has relied on  
38 volunteers for both EMS and fire service for many years. The time when the Town could  
39 depend on volunteers is coming to an end.

40  
41 Chair Macauley pointed out that valuation is over \$2 billion in Town. The Town has a duty  
42 to pay for fire safety for the taxpayers. Mount Desert has depended for years on volunteers  
43 and the good will of neighboring town's safety departments.

44  
45 Resident Stephanie Kelley-Reece noted that in light of the accident that occurred last week,  
46 talk of safety has grown in the community. She learned that Bar Harbor reached the accident  
47 before the Town of Mount Desert because Mount Desert did not have EMS staff available.  
48 She felt people were beginning to realize something must be done. While other Towns may  
49 assist Mount Desert, they would likely have a priority to their own Town. How long is an  
50 acceptable length of time to wait for drivers and EMTs to answer a call? She agreed with

1 Chief Bender that now was the time to begin, particularly if the building is a three-year  
2 project.

3  
4 Public Works Director Smith agreed a new building was needed. Director Smith felt the  
5 building design included what was necessary, with a bit more for growth. It was his feeling  
6 the building would play a roll in any potential island-wide consolidated Fire Department.  
7 Chief Bender agreed. Extra parking and lodging were designed in for future additional  
8 firefighters and vehicles, should more personnel become required.

9  
10 Chair Macauley agreed the Town needed to provide a professional working environment for  
11 professional firefighters.

12  
13 Ambulance Service Director Basil Mahaney echoed Chief Bender's statement that the EMS  
14 volunteers are in the same situation as the volunteer firefighters. The Ambulance Service has  
15 started having two people on call 24/7 when possible, however there is not room for two  
16 people to stay the station. This necessitates having someone on duty from their home.  
17 Having an on-call volunteer offsite means someone must arrive at the station before a call can  
18 be answered. The space has been outgrown. Staff are trying to make it work but the issue  
19 will need to be addressed, and probably soon, for both the Fire Department and the  
20 Ambulance Service.

21  
22 Director Mahaney added that Ambulance Services on the island work together closely  
23 through mutual aid agreements. Other communities with staff in-house frequently arrive on  
24 the scene sooner than Town of Mount Desert volunteers.

25  
26 Ms. Dudman stated the building design was attractive and seems to have everything the Town  
27 would need. She understands the location choice. However, she is still not convinced  
28 another large building should be located in the marina. Ms. Dudman would be in favor of  
29 another location if possible. The biggest issue is the cost. In light of the precarious times,  
30 Ms. Dudman felt it was the responsibility of the SelectBoard to hold the Town's spending in  
31 check. She worried about taking on a new large construction project, when the last project  
32 has not yet been finished. It's a lot to ask of the taxpayers. If the problem lies with finding  
33 housing for paid employees and volunteers, perhaps The Town could look at purchasing a  
34 house in Town where staff could be closer. Ms. Dudman knew of two houses for sale in the  
35 vicinity of the Town Office that might suffice.

36  
37 Ms. Dudman reiterated that she understood the impetus for the proposal. She wants the Town  
38 to have a strong Fire Department and emergency response team. This cost at this time, and  
39 the placement of the building are her concerns.

40  
41 Chief Bender felt that while a house separate from the fire station sounds like a good idea, the  
42 goal is to have personnel on site to respond the moment they are needed. He understood the  
43 concern regarding the expense. Expanding the municipal building, which was deemed not a  
44 viable option, was priced at \$2 million.

45  
46 Chief Bender stated that if the Town does not want to invest this amount in public safety,  
47 perhaps temporary housing could be installed in the Cranberry Parking lot. He felt a trailer  
48 installed there would be preferable to housing a distance away. He pointed out that the Town  
49 had invested in improving the marina and is currently making improvements to Main Street  
50 in an effort to attract new businesses. It would behoove the Town to assure those they are  
51 trying to attract that the Town is doing all it can to ensure public safety and protect the



1 Town's assets. He questioned whether Public Safety was the appropriate place to draw the  
2 line on spending.

3  
4 Director Smith suggested tabling the issue to allow for time to think about it, and in the  
5 meantime, Chief Bender could explore some of the suggestions made, and a review of where  
6 the Town's debt stands with regard to various projects.

7  
8 Mr. Wood noted that Chief Bender makes a good point about drawing the line at public  
9 safety. He cautioned that there are residents in other Mount Desert villages who will see such  
10 a project as another example of investment made in Northeast Harbor. It may be a concern to  
11 residents who feel other villages are not being invested in. At the last meeting the difficulty  
12 in getting volunteer firefighters was discussed. Mr. Wood pointed out that volunteers receive  
13 \$14.80 per hour with a minimum two hours pay. The Town just approved a temporary  
14 employee for the marina at \$16.00 per hour. While a pay raise might not be the definitive  
15 answer to finding more volunteers, it might be worthwhile to study the pay structure with an  
16 eye to reconfiguring the system.

17  
18 Chief Bender agreed the fee structure can certainly be reviewed. He felt the problem was  
19 more than just money. Currently there are so few volunteers that response is difficult. The  
20 community is changing. Residents are no longer people willing or able to put the time in for  
21 the training required to become a firefighter or an EMT.

22  
23 Ms. Littlefield noted that the last thing she wants is to cut public safety to the Town. To  
24 commit to \$7.5 million for a building in such an uncertain climate seems risky. If the Town  
25 is unable to attract volunteers now, will a new building attract volunteers? She'd feel better  
26 about a smaller financial commitment for the span of a couple years to see whether the Town  
27 is successful in attracting more volunteers. Perhaps more information would help in  
28 justifying committing to such an expenditure. She worried committing to such a cost would  
29 be a disservice to the taxpayers without more information to support the decision.

30  
31 Director Smith noted that firefighters often work a two 24-hour shift, living at the station  
32 during their shift. Working that way, a firefighter does not necessarily have to be close to the  
33 station to do the job. Director Smith felt that most volunteers were not volunteering for the  
34 money. Chief Bender agreed.

35  
36 Ms. Littlefield asked if Chief Bender was envisioning attracting already-trained professionals  
37 from out of Town, as opposed to finding local people interested in learning the trade. Chief  
38 Bender concurred that this was what he was envisioning. Career firefighters must be trained  
39 and certified prior to hiring, whether hiring from on-call staff or from outside the Town.  
40 Shifts vary between areas and municipalities. The most common work shift is a 24-hour  
41 shift, then taking 48 hours off. At the beginning of the pandemic, the firefighters were  
42 working this type of schedule. Those working the shifts seemed to be happy with the  
43 scheduling. There are other scheduling variations. Chief Bender agreed that many  
44 professional firefighters do live outside of the community. Union rules dictate that they must  
45 live within a certain response time.

46  
47 Mr. Wood asked whether there were rules regarding working for multiple fire departments.  
48 He wondered if the scenario of a firefighter working a lengthy shift could theoretically go  
49 immediately to another lengthy shift elsewhere. Chief Bender noted there were some unions  
50 that prohibit members from working multiple departments.  
51

1 Ambulance Service Director Mahaney noted that it is an unfortunate reality that safety  
2 personnel do need to work other jobs. The pay is not such that they can live on the salary  
3 without additional income. Ambulance personnel all work other full-time jobs. He reminded  
4 the Board that the Town is in competition with other municipalities in the area, and many of  
5 those have additional advantages like better pay, or better schedules. Additionally, there is  
6 not a large, local group of people to draw on. The Town will have to reach out to pull people  
7 in. Mount Desert will have to be sold as an attractive location to work for prospective  
8 personnel, either through pay or a good workspace.

9  
10 Mr. Hart wanted to make clear that he supported the shift to career firefighters. He believed  
11 it was necessary for the community. It means a facility with living accommodations is also  
12 necessary. Unfortunately, the Board is tasked with oversight of expenses. The project will  
13 hinge on Town Meeting. Mr. Hart wondered how the potential for career firefighters will be  
14 affected should a new fire station stall at Town Meeting. He anticipated the types of  
15 questions being asked at Town Meeting, and felt the Town needed answers to those questions  
16 ready. A contingency plan should also be considered.

17  
18 Chair Macauley summarized that the Board was in agreement that something was needed,  
19 and that the solution provided was expensive. Some voiced displeasure at the proposed  
20 building site. Chair Macauley was in favor of continuing the conversation. He felt a facility  
21 that would not be defunct in 20 years was needed. The questions at hand were whether the  
22 Town would decide not to proceed because of cost? Could it be done more cheaply? Can it  
23 be put elsewhere?

24  
25 Chief Bender appreciated the input. He agreed there were a lot of questions to consider. He  
26 looked for direction. Is the Board interested in looking for another piece of property in  
27 Town? Purchasing property will increase the cost.

28  
29 Chair Macauley felt a review of the Town's assets might be worth checking for available  
30 property. Town Manager Lunt felt the only buildable land of consequence was on Route 198,  
31 and it is reserved for conservation and workforce housing. There was no other appropriate  
32 land currently owned by the Town.

33  
34 Chief Bender noted other questions regarding contingency plans. He asked if the Board was  
35 willing to spend approximately \$2 million to expand the existing building to house staff for  
36 three to five years, and then abandon that for another site. At that point a new station would  
37 likely cost more than the current estimate.

38  
39 Director Smith suggested taking the time to research the many ideas and questions raised at  
40 this meeting for a future discussion. Chair Macauley agreed further discussion was required.  
41 Director Smith pointed out that now, with a cost estimate on a new building in hand to use as  
42 context, perhaps the possibility of expanding the current building was worth revisiting.

43  
44 Mr. Hart felt that Chief Bender was asking for permission to ask Hedefine to price out  
45 engineering costs for the building. It would end up before Town Meeting in May.

46  
47 Ms. Dudman hoped that Chief Bender understood that the Board was in full support of the  
48 Fire Department. She has concerns regarding location and money, and if there are any  
49 alternatives, she'd like to hear about them. She agreed the Town needs to think carefully  
50 about how to proceed. Taking the time to talk about various options before moving forward  
51 was wise.

1  
2 Chief Bender felt it was a good conversation and agreed that perhaps revisiting it at a future  
3 meeting with more information in hand would be a good idea. He hoped the Board would  
4 keep the timeline in focus. Pushing the project out too many years could result in call  
5 responses diminishing.

6  
7 Ms. Littlefield felt she was not ready to approve pursuit of the building as put forth. She  
8 wanted more time to review the plans and think about the situation.

9  
10 Chief Bender noted he would review the expansion plans previously created as well.

11  
12 *B. Consideration of Fire Chief's request for authorization to solicit an estimate from Hedefine  
13 Engineering & Design for professional technical services for survey, design and bidding  
14 services related to the proposed new fire/EMS station presented in Agenda Item A*

15 MOTION: Mr. Hart moved, with Mr. Wood seconding, to table Item VII.B, Consideration of  
16 Fire Chief's request for authorization to solicit an estimate from Hedefine Engineering &  
17 Design for professional technical services for survey, design and bidding services related to  
18 the proposed new fire/EMS station presented in Agenda Item A.

19  
20 VOTE:

21 Matt Hart: Aye

22 Geoff Wood: Aye

23 Martha Dudman: Aye

24 Wendy Littlefield: Aye

25 Chair John Macauley: Aye

26 Motion approved 5-0.

27  
28 *C. Consideration of award of construction related services for the construction of the Dodge  
29 Point Road Bait House Renovations as follows and as described in Section J, including  
30 account numbers, of the attached October 16, 2020 memo to Town Manager Durlin Lunt  
31 from Public Works Director Tony Smith titled "Recommendation for Award of Construction  
32 Related Contracts" and related Table A to 1) HE Callahan Construction for the amount of  
33 \$235,532 for construction of the renovations 2) to Hedefine Engineering for the amount of  
34 \$11,000 for Construction Contract Administration and Inspection services related to the  
35 renovations and 3) a contingency amount of \$10,972 for a total approved project cost,  
36 including contingency funds, of \$254,504*

37 Chair Macauley inquired whether the pricing requested was in line with what was approved  
38 at Town Meeting.

39  
40 Director Smith noted the balance of the amount approved over the span of the last two Town  
41 Meetings was \$225,747.00. Funding would be supplemented by the Bait House Reserve with  
42 approximately \$8,438.00. The Buildings and Grounds Reserve has \$20,019.00. The amount  
43 available totals \$254,504.00. Director Smith recommends approval. The work proposed is  
44 only to meet code and nothing more.

45  
46 MOTION: Ms. Littlefield moved, with Ms. Dudman seconding, authorizing award of  
47 construction related services for the construction of the Dodge Point Road Bait House  
48 Renovations as follows and as described in Section J, including account numbers, of the  
49 attached October 16, 2020 memo to Town Manager Durlin Lunt from Public Works Director  
50 Tony Smith titled "Recommendation for Award of Construction Related Contracts" and  
51 related Table A to 1) HE Callahan Construction for the amount of \$235,532 for construction

1 of the renovations 2) to Hedefine Engineering for the amount of \$11,000 for Construction  
2 Contract Administration and Inspection services related to the renovations and 3) a  
3 contingency amount of \$10,972 for a total approved project cost, including contingency  
4 funds, of \$254,504, as presented.

5  
6 VOTE:

7 Wendy Littlefield: Aye

8 Martha Dudman: Aye

9 Geoff Wood: Aye

10 Matt Hart: Aye

11 Chair John Macauley: Aye

12 Motion approved 5-0.

13  
14 *D. Request to make change in business hours permanent*

15 Town Manager Lunt noted the business office hours were changed in June, when the Town  
16 Offices reopened to the public. The office hours open to the public at that time were changed  
17 to 9:00AM to 4:30PM. At that time Manager Lunt agreed to evaluate the hours and make a  
18 recommendation in the fall as to whether the hours should become permanent. The extra half  
19 hour in the morning during which the office is closed to the public has been beneficial for use  
20 as training or prep work and has enhanced the efficiency of the staff. There have been no  
21 complaints from the public.

22  
23 Mr. Hart noted the 8:30AM to 9:00AM time was noted in Manager Lunt's memo as not being  
24 heavily used by the public. He wondered if it would be possible to maintain the time as an  
25 appointment-only time for the public to use in case another time of the day was impossible  
26 for them. Manager Lunt noted the public always has that option. No one has requested such  
27 a use since the hours change occurred. He would caution advertising the possibility, as he  
28 felt the time slot would soon grow back into being open to the public. Manager Lunt would  
29 not recommend adding such a stipulation.

30  
31 MOTION: Ms. Littlefield moved, with Ms. Dudman seconding, to make the current business  
32 hours of the Town office of 9:00AM to 4:30PM permanent, with the 8:30AM to 9:00AM  
33 timeslot remaining closed to the public for use as Administrative Time.

34  
35 VOTE:

36 Wendy Littlefield: Aye

37 Martha Dudman: Aye

38 Geoff Wood: Aye

39 Matt Hart: Aye

40 Chair John Macauley: Aye

41 Motion approved 5-0.

42  
43 **VIII. New Business**

44 *A. Requesting authorization for release and expenditure of \$7,563.00 to MCM Electric from the*  
45 *Northeast Harbor CIP line Acct. # 64010100-24680 that has a balance of \$126,401.65*

46  
47 MOTION: Ms. Dudman moved, with Mr. Hart seconding, authorization for release and  
48 expenditure of \$7,563.00 to MCM Electric from the Northeast Harbor CIP line Acct. #  
49 64010100-24680 that has a balance of \$126,401.65, as presented.

50  
51 VOTE:

1 Martha Dudman: Aye  
2 Matt Hart: Aye  
3 Wendy Littlefield: Aye  
4 Geoff Wood: Aye  
5 Chair John Macauley: Aye  
6 Motion approved 5-0.  
7

8 *B. Consideration of Fire Chief's request for authorization to solicit competitive bids in*  
9 *accordance with Town purchasing policy for a new heating and hot water system at Mount*  
10 *Desert fire station #2 (Seal Harbor)*

11 MOTION: Ms. Littlefield moved, with Mr. Hart seconding, approval of Fire Chief's request  
12 for authorization to solicit competitive bids in accordance with Town purchasing policy for a  
13 new heating and hot water system at Mount Desert fire station #2 (Seal Harbor), as presented.  
14

15 Fire Chief Bender noted the system was over 30 years old. The boilers failed earlier in the  
16 year and the boiler technicians repairing the system reported to Chief Bender that the boilers  
17 would not last another year, and it was time to replace them.  
18

19 Mr. Wood asked if there would be a review of the potential new system, with an eye to  
20 energy efficiency and a smaller carbon emission. Chief Bender agreed it could be looked  
21 into. He would likely require engineering advice, and such an alternative would be more  
22 costly.  
23

24 Director Smith felt heat pumps were best used as a supplement to another heating system.  
25

26 Mr. Hart noted the heating system was recently replaced at the Neighborhood House. He  
27 learned that propane and heat pump systems are not ideal for a large open space. However,  
28 upgrading to a current version of a 30-year-old system will usually result in better energy  
29 efficiency and cleaner operation.  
30

31 Chief Bender agreed to look into different alternatives to the system.  
32

33 AMENDED MOTION: Ms. Littlefield amended her Motion to read: Ms. Littlefield moved,  
34 with Mr. Hart seconding, approval of Fire Chief's request for authorization to solicit  
35 competitive bids in accordance with Town purchasing policy for a new heating and hot water  
36 system at Mount Desert fire station #2 (Seal Harbor), as presented, and to direct Chief Bender  
37 to look into different, more energy efficient alternatives to the system.  
38

39 VOTE:

40 Wendy Littlefield: Aye  
41 Matt Hart: Aye  
42 Martha Dudman: Aye  
43 Geoff Wood: Aye  
44 Chair John Macauley: Aye  
45 Motion approved 5-0.  
46

47 *C. Consider granting a Utility Location Permit to Meredith Randolph, agent for Sea Watch LLC*  
48 *– Phoebe Whipple, for underground water and sewer installation associated with the home at*  
49 *2 South Shore Road, location as shown on Town tax maps as Map 22 Lot 003*

50 Director Smith recommended approval.  
51

11

1 MOTION: Ms. Dudman moved, with Mr. Hart seconding approval of granting a Utility  
2 Location Permit to Meredith Randolph, agent for Sea Watch LLC – Phoebe Whipple, for  
3 underground water and sewer installation associated with the home at 2 South Shore Road,  
4 location as shown on Town tax maps as Map 22 Lot 003, as presented.

5  
6 VOTE:  
7 Wendy Littlefield: Aye  
8 Martha Dudman: Aye  
9 Matt Hart: Aye  
10 Geoff Wood: Aye  
11 Chair John Macauley: Aye  
12 Motion approved 5-0.

13

14 **IX. Other Business**

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

16 Director Smith stated his Bait House request should have included that it is contingent upon  
17 the permit being approved by the Planning Board.

18

19 **X. Treasurer's Warrants**

20 *A. Approve & Sign Treasurer's Warrant AP2121 in the amount of \$5,228,141.93*

21

22 MOTION: Ms. Dudman moved, with Mr. Wood seconding, Approval and Signature of  
23 Treasurer's Warrant AP2121 in the amount of \$5,228,141.93, as presented.

24

25 VOTE:  
26 Martha Dudman: Aye  
27 Wendy Littlefield: Aye  
28 Geoff Wood: Aye  
29 Matt Hart: Aye  
30 Chair John Macauley: Aye  
31 Motion approved 5-0.

32

33 *B. Approve Signed Treasurer's Payroll, State Fees, & PR Benefit Warrants AP2119, AP2120,*  
34 *PR2108, and PR2109 in the amounts of \$2,589.00, \$3,027.50, \$107,763.20, and \$(65.02),*  
35 *respectively*

36

37 MOTION: Ms. Dudman moved, with Mr. Wood seconding, signature of Treasurer's Payroll,  
38 State Fees, & PR Benefit Warrants AP2119, AP2120, PR2108, and PR2109 in the amounts of  
39 \$2,589.00, \$3,027.50, \$107,763.20, and \$(65.02), respectively, as presented.

40

41 VOTE:  
42 Martha Dudman: Aye  
43 Geoff Wood: Aye  
44 Wendy Littlefield: Abstains  
45 Matt Hart: Aye  
46 Chair John Macauley: Aye  
47 Motion approved 4-0-1 (Littlefield in Abstention).

48

49 *C. Acknowledge Treasurer's School Board AP/Payroll Warrants 04 and 08 in the amounts of*  
50 *\$364,614.89 and \$88,629.65, respectively*

12

1 MOTION: Mr. Wood moved, with Mr. Hart seconding, acknowledgement of Treasurer's School  
2 Board AP/Payroll Warrants 04 and 08 in the amounts of \$364,614.89 and \$88,629.65,  
3 respectively, as presented.

4

5 VOTE:

6 Geoff Wood: Aye

7 Matt Hart: Aye

8 Martha Dudman: Aye

9 Wendy Littlefield: Abstains

10 Chair John Macauley: Aye

11 Motion approved 4-0-1 (Littlefield in Abstention).

12

13 **XI. Adjournment**

14 MOTION: Ms. Dudman moved, with Ms. Littlefield seconding, Adjournment.

15

16 VOTE:

17 Martha Dudman: Aye

18 Wendy Littlefield: Aye

19 Geoff Wood: Aye

20 Matt Hart: Aye

21 Chair John Macauley: Aye

22 Motion approved 5-0.

23

24 The meeting adjourned.

25

26 Respectfully Submitted,

27

28

29

30 Wendy Littlefield

1

2 **Town of Mount Desert**  
3 **SelectBoard Meeting Minutes**  
4 **Monday, November 2, 2020**  
5 **Location: Zoom Meeting**

6 This Meeting was held via remote access.

7  
8 SelectBoard Members Present:

9 Matt Hart, Geoff Wood, Chair John Macauley, Wendy Littlefield, Martha Dudman

10  
11 Public Officials Present:

12 Town Manager Durlin Lunt, Public Works Director Tony Smith, Assessor Kyle Avila

13  
14 Members of the public were also in attendance.

15  
16 **I. Call to order at 4:00 p.m.**

17 Chair John Macauley called the meeting to order at 4:00PM.

18  
19 **II. Executive Session**

20 *A. Pursuant to 1 MRSA§405(6)(A) Personnel Matters, to discuss succession planning*

21 MOTION: Ms. Littlefield moved, with Mr. Wood seconding, entering into Executive Session,  
22 pursuant to 1 MRSA§405(6)(A) Personnel Matters, to discuss succession planning.

23  
24 **VOTE:**

25 Matt Hart: Aye

26 Martha Dudman: Aye

27 Wendy Littlefield: Aye

28 Geoff Wood: Aye

29 Chair John Macauley: Aye

30 Motion approved 5-0.

31  
32 The Board entered into Executive Session.

33  
34 MOTION: Ms. Dudman, with Ms. Littlefield seconding, to exit the Executive Session at 4:35PM.

35  
36 **VOTE:**

37 Matt Hart: Aye

38 Martha Dudman: Aye

39 Wendy Littlefield: Aye

40 Geoff Wood: Aye

41 Chair John Macauley: Aye

42 Motion approved 5-0.

43  
44  
45 **III. Minutes**

46 None presented.

47

48



1 **IV. Appointments/Recognitions/Resignations**

2 A. *Appointment of Election Clerks under Title 21-A, MRSA, Section 503 for the Town of*  
3 *Mount Desert: Michael and Eleanor Pancoe, Carole Plenty, Karen Steverson, and*  
4 *Charles Wray*

5  
6 MOTION: Ms. Dudman moved, with Ms. Littlefield seconding approval of appointment  
7 of Election Clerks under Title 21-A, MRSA, Section 503 for the Town of Mount Desert:  
8 Michael and Eleanor Pancoe, Carole Plenty, Karen Steverson, and Charles Wray, as  
9 presented.

10  
11 VOTE:

12 Matt Hart: Aye  
13 Martha Dudman: Aye  
14 Wendy Littlefield: Aye  
15 Geoff Wood: Aye  
16 Chair John Macauley: Aye  
17 Motion approved 5-0.

18  
19 B. *Consider resident request for appointment of Peter Cuffari to the Broadband*  
20 *Committee*

21 MOTION: Ms. Littlefield moved, with Ms. Dudman seconding, approval of resident  
22 request for appointment of Peter Cuffari to the Broadband Committee, as presented.

23  
24 VOTE:

25 Matt Hart: Aye  
26 Martha Dudman: Aye  
27 Wendy Littlefield: Aye  
28 Geoff Wood: Aye  
29 Chair John Macauley: Aye  
30 Motion approved 5-0.

31  
32 C. *Consider resident request for appointment Scott McFarland to the Broadband*  
33 *Committee*

34 MOTION: Mr. Hart moved, with Ms. Dudman seconding, approval of resident request  
35 for appointment of Scott McFarland to the Broadband Committee, as presented.

36  
37 VOTE:

38 Matt Hart: Aye  
39 Martha Dudman: Aye  
40 Wendy Littlefield: Aye  
41 Geoff Wood: Aye  
42 Chair John Macauley: Aye  
43 Motion approved 5-0.

44  
45 **V. Consent Agenda** *(These items are considered routine, and therefore, may be passed by the Selectmen in one blanket motion.*  
46 *Board members may remove any item for discussion by requesting such action prior to consideration of that portion of the agenda.)*

47 A. *Thank you letters from American Red Cross, Downeast Horizons, Health Equity Alliance,*  
48 *LifeFlight Foundation, Neighborhood House*

49 B. *Preliminary 2021 State Valuation*

1 C. *Blog post from The Quietside Journal regarding voting in Mount Desert*

2 D. *League of Towns Meeting Minutes of October 27, 2020*

3 E. *Hancock County Commissioners Meeting Minutes of October 6, 2020*

4 MOTION: Mr. Hart moved, with Mr. Wood seconding, approval of the Consent Agenda  
5 as presented.

6  
7 Ms. Dudman inquired about the Elected Officials League of Towns meeting. Town  
8 Manager Lunt reported that the plan is to share with the Board the list of topics discussed  
9 at League of Towns and request Board Members to list those deemed most important.  
10 The top five will be submitted to the League of Towns.

11  
12 Mr. Hart inquired about the State Valuation. Assessor Kyle Avila reported it was  
13 relatively static this year. The Assessed Value Ratio changed very little. The percentage  
14 Mount Desert represents as far as the County total means Mount Desert is paying for the  
15 majority of the County Budget. The real estate market is busy, and that may change next  
16 year's figures.

17  
18 VOTE:

19 Matt Hart: Aye

20 Martha Dudman: Aye

21 Wendy Littlefield: Aye

22 Geoff Wood: Aye

23 Chair John Macauley: Aye

24 Motion approved 5-0.

25  
26 **VI. Selectmen's Reports**

27 Ms. Littlefield lauded the efforts of Town Clerk Claire Woolfolk and the Town Office  
28 Administrative Staff for their hard work during the election season.

29  
30 Manager Lunt reported the office processed approximately 1200 absentee ballots.

31  
32 **VII. Unfinished Business**

33 None presented.

34  
35 **VIII. New Business**

36 A. *Request authorization for the Harbormaster to sign and execute the contract with*  
37 *GEI for the release and expenditure of \$18,250.00 from Munis Acct. # 6300062-*  
38 *57712 for pier inspection*

39  
40 MOTION: Ms. Dudman moved, with Ms. Littlefield seconding, approval of  
41 authorization for the Harbormaster to sign and execute the contract with GEI for the  
42 release and expenditure of \$18,250.00 from Munis Acct. # 6300062-57712 for pier  
43 inspection, as presented.

44  
45 VOTE:

46 Martha Dudman: Aye

47 Wendy Littlefield: Aye

1 Geoff Wood: Aye  
2 Matt Hart: Aye  
3 Chair John Macauley: Aye  
4 Motion approved 5-0.  
5

6 **IX. Other Business**

7 *A. Such other business as may be legally conducted*  
8 There was no other business.  
9

10 **X. Treasurer's Warrants**

11 *A. Approve & Sign Treasurer's Warrant AP2124 in the amount of \$427,823.76*

12 MOTION: Ms. Dudman moved, with Mr. Hart seconding, Approval and Signature of  
13 Treasurer's Warrant AP2124 in the amount of \$427,823.76, as presented.  
14

15 VOTE:

16 Martha Dudman: Aye  
17 Matt Hart: Aye  
18 Wendy Littlefield: Aye  
19 Geoff Wood: Aye  
20 Chair John Macauley: Aye  
21 Motion approved 5-0.  
22

23 *B. Approve Signed Treasurer's Payroll, State Fees, & PR Benefit Warrants AP2122,*  
24 *AP2123, and PR2110 in the amounts of \$2,090.00, \$2,316.08, and \$111,731.48,*  
25 *respectively*  
26

27 MOTION: Mr. Wood moved, with Ms. Dudman seconding, approval of signed  
28 Treasurer's Payroll, State Fees, & PR Benefit Warrants AP2122, AP2123, and PR2110 in  
29 the amounts of \$2,090.00, \$2,316.08, and \$111,731.48, respectively, as presented.  
30

31 VOTE:

32 Geoff Wood: Aye  
33 Martha Dudman: Aye  
34 Wendy Littlefield: Abstains  
35 Matt Hart: Aye  
36 Chair John Macauley: Aye  
37 Motion approved 4-0-1 (Littlefield in Abstention)  
38

39 *C. Acknowledge Treasurer's School Board AP/Payroll Warrants 09 in the amount of*  
40 *\$168,592.50*  
41

42 MOTION: Mr. Hart moved, with Mr. Wood seconding, acknowledgement of Treasurer's  
43 School Board AP/Payroll Warrants 09 in the amount of \$168,592.50, as presented.  
44

45 VOTE:

46 Matt Hart: Aye

5

1 Geoff Wood: Aye  
2 Martha Dudman: Aye  
3 Wendy Littlefield: Abstains  
4 Chair John Macauley: Aye  
5 Motion approved 4-0-1 (Littlefield in Abstention)

6

7 **XI. Adjournment**

8 Manager Lunt clarified for the record that the next Meeting would be via Zoom, and not  
9 in the Meeting Room.

10

11 MOTION: Ms. Littlefield moved, with Mr. Wood seconding, Adjournment.  
12 Motion approved 5-0.

13

14 The meeting adjourned.

15

16

17 Respectfully Submitted,

18

19

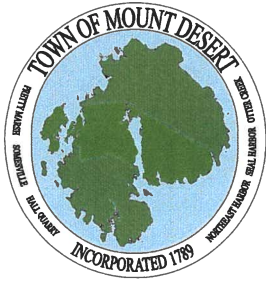
20

21 Wendy Littlefield

**APPOINTMENTS**

**RECOGNITIONS**

**RESIGNATIONS**



## *Town of Mount Desert*

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

## MEMO

To: Durlin Lunt, Town Manager  
From: John LeMoine, Harbormaster  
Re: Deputy Harbormaster  
Date: November 10, 2020

---

Durlin,

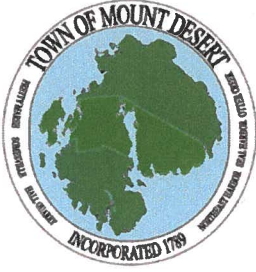
I would like to recommend the following individual listed below for the Deputy Harbormaster position. Could you please place the following individual on the November 16, 2020 Board of Selectmen's agenda for his approval.

Adam Thurston @ \$24.03 per hour probationary rate and a 5% increase after successful completion of six month probation period.

Thank you,

John LeMoine  
Harbormaster

# **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](http://www.mtdesert.org) [highway@mtdesert.org](mailto:highway@mtdesert.org)

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

## MEMO

To: Tony Smith, Public Works Director  
From: Ben Jacobs Highway Superintendent  
Re: September & October Monthly Reports  
Date: November 12, 2020

---

### Highway Crew

- The crew completed our monthly Bureau of Labor Standards inspections on, for example, fire extinguishers, secondary containment structures and eyewash stations.
- Reset coping stones on Sargeant Drive to help stabilize the side of the road. Once the stones were set, we put loam and grass seed around them for erosion and aesthetic reasons.
- Constructed ditches along Sargeant Drive.
- Hauled a dump truck load of old lobster traps to E.M.R for the Harbormaster.
- Ditched a section of Beech Hill Road.
- Worked on trucks and equipment in preparation for winter.
- Installed a new basketball hoop and backboard at the Otter Creek playground.
- Cut trees and cleared bushes away from the basketball court and playground in Otter Creek.
- Worked with a local contractor to pave a section of Joy Road and Church Road.
- Picked up trash cans and benches and put them in storage for the winter.
- Took delivery of 2,818 cubic yards of winter sand from a local contractor. Using our front-end loader, we mixed road salt with each load of winter sand and put the mixture in our stockpile.
- Swept roads and sidewalks.
- Removed the floats at Long Pond.
- Cold patched various potholes.
- Cleaned the highway garage and bus garage.
- The crew performed maintenance and made repairs to our equipment and trucks in public works and other town departments.

### Buildings & Grounds and Parks & Cemeteries

#### Building and Grounds:

- 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, cleaning air filters and changing light bulbs.





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

21 Sea Street, P.O. Box 248

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

- Continued to clean and sanitize portable toilets and other town owned restrooms.
- When the staff is reasonably caught up with other work, they go to the highway garage to vacuum, sweep and assist with cleaning the building.

### Solid Waste

- The crews continue to do a good job picking up trash on their daily routes.
- The crew's made a smooth transition from their summer routes back to their winter route in mid-September.

Cc. Claire Woolfolk, Town Clerk  
Tony Smith, Public Works Director

## COMMISSIONERS SPECIAL MEETING

Learn more about **HANCOCK COUNTY** by visiting  
[www.co.hancock.me.us](http://www.co.hancock.me.us)

Audio recordings of the meeting are available upon request

The special meeting of the Hancock County Commissioners was brought to order by Commissioner Clark at 8:30 a.m. on **Tuesday October 20, 2020**. Commissioner Wombacher, Commissioner Blasi, County Administrator Scott Adkins and Deputy County Administrator Rebekah Knowlton were also in attendance, as well as several Department Heads. Due to Covid 19 social distancing restrictions, the meeting was held remotely via Zoom. The meeting link was made available to the public on the Hancock County website.

Adjustments to / approval of agenda: none

Public Comment: none

Meeting Minutes:

**MOTION: Approve the minutes of the October 6, 2020 Commissioners' Regular Meeting (Wombacher/Clark 3-0, motion passed)**

Airport:

Airport Manager Leroy Muise said he received two quotes: Union Farm Equipment \$11,690 and Dorr's Equipment \$10,500.

**MOTION: purchase the front end loader from Dorr's equipment for a total of \$10,500 (Wombacher/Clark 3-0, motion passed)**

**MOTION: Approve transfer from account E40-70-926 Equipment Maintenance to E40-70-100 Equipment in the amount of \$6,500 (Wombacher/Blasi 3-0, motion passed)**

The Commissioners reviewed the 2021 Airport budget.

**MOTION: Approve the Airport 2021 budget of \$710,106 for revenues and expenditures (Clark/Wombacher 3-0, motion passed)**

Steve McFarland / retiree health insurance-

Deputy McFarland explained that he intends to retire in May of 2021. He began working for the County in 1983, with a period of time in 2001/2002 where he was classified as a part time employee, although he continued to work full time hours for the County. McFarland will clearly qualify for 95% of his retiree health benefit but because of the different classification for a period of 52 days, it was unclear whether he qualified for 100%. The Commissioners agreed that 52 days of part time status is not a break in McFarland's total service time and agreed to grant Deputy Stephen McFarland retiree health insurance benefits at 100% upon his retirement in May of 2021.

**MOTION: the Commissioners grant Steve McFarland 100% of his retiree health benefits as of his retirement date of May 1, 2021 (Clark/Wombacher 3-0, motion passed)**

Acadia Benefits

Scott McKee of Acadia Benefits presented rough drafts of 2 Wellness Plans: Beacon Health, which has individualized health coaching, biometric screening, and health risk assessment; and UltraBenefits, which has wellness consultation and goal setting. There was some discussion on the value of each program as well as the cost. DCA Knowlton will meet with Acadia Benefits and the vendors to develop more details for presentation at the next meeting.

McKee reviewed the services the Acadia Benefits contract provides; the cost for 2021 would remain the same at \$10,000. The Commissioners will discuss renewal at the November meeting.

Abatement Hearing / Knowlton v. Town of Sullivan

Commissioner Clark opened the hearing at 10 am.

Applicant Deb Knowlton, legal counsel Scott Flood, and licensed appraiser Catherine Phillips represented the applicant. Town assessor Robert Gingras represented the Town of Sullivan. The property was valued by the town at \$451,100; the requested abatement amount is \$302,600. Deb Knowlton was sworn in by Commissioner Clark. Scott Flood, legal counsel, was sworn in by Commissioner Clark. Knowlton gave a brief summary of the property. Appraiser Cathy Phillips was sworn in by Commissioner Clark. She is a licensed residential appraiser practicing in Hancock County. Phillips said they found no basis for a land value of \$394,000; there have only been 2 sales in a 20+ year history in the Town of Sullivan that exceeded a sale price of \$400,000. Phillips stated that all waterfront sales in Sullivan since 2017 have been \$135,000 or less, and those most similar to the Knowlton property- tidal and very close to a main road- were all under \$100,000. Phillips had prepared a document outlining a summary of sales similar to the Knowlton property. The Commissioners did not receive this prior to the meeting but agreed that it could be submitted as part of the record. Phillips said a neighboring property that is slightly smaller in size is listed for \$62,500. Phillips said the current asking prices for available waterfront properties are roughly half of the Knowlton property's assessed value of \$394,000. She said the fair market value of the Knowlton property is \$135,000, for the land and building. Attorney Flood said he was interested to hear how the Town justifies the value of \$451,100. Commissioner Clark swore in Robert Gingras. Gingras said this appraisal has failed to prove overvaluation in comparison to any like property in the Town of Sullivan. Gingras said the town of Sullivan values waterfront property on a front foot base, not an acreage base, so the numbers would be entirely different than the appraiser's point of view. Gingras said the applicant failed to provide any properties in Sullivan that they are overvalued in comparison to; this was the basis for the Town's denial of the abatement. Gingras said the frontage in the Knowlton property was mud flats, valued at \$800 / front foot. Knowlton asked how Gingras could explain the lack of suitable sales in Sullivan given this dollar amount. Gingras said Phillips was looking at sales today, the values on the property card have been the same since 2006; the values are not required to be adjusted. Flood said the law court has determined that the standard for determining an

abatement is fair market value as of the taxable year in question. He said the Knowltons have provided compelling evidence that there are no properties close to the fair market value of \$451,100 that the town has assessed the property for. Flood said Gingras did not provide a sales-based valuation; Phillips has provided it and has shown that the fair market value of this property is not in excess of \$135,000. Gingras said he could support the assessed value; this property is not being over-assessed or overtaxed in comparison to other similar properties. Commissioner Clark asked if the State's sales analysis has been done every year; Gingras said yes. Commissioner Clark asked if any year the State has said the assessments are outside the 10% allowance; Gingras said no. Commissioner Clark said it certainly gives pause when the appraised value is so different than the assessed value, but there are cases when a community is assessing all the properties in a tax neighborhood excessively, and in that case the property owner wouldn't be treated unfairly in comparison to their neighbors, they would all perhaps be unfairly assessed. He asked if Flood could show that his client was being treated unfairly with respect to other property owners within her tax neighborhood. Flood suggested the Commissioners review Maine property tax bulletin no. 10, dated March 26, 2020. Flood said when a town chooses not to reevaluate, the values are thrown out of whack. He said the assessed value must be a just value under our constitution, which the law court has defined as fair market value. Flood said there is no evidence from the town of sales to justify any fair market value analysis for this particular property, which is the proper review for an abatement. Gingras said if the Commission grants this abatement, they will create inequities in Sullivan. He said the town is not required to change values based on the sale of a piece of property; that would create inequities.

The Commissioners will deliberate on November 3, 2020.

Commissioners:

The Commission reviewed the renewal information for the Mutual of Omaha Short Term Disability policy. They agreed to renew the policy. No action is required; the policy renews unless the Commissioners choose not to.

Discussion on the process of creating the County Administrator's Evaluation-

The Commissioners agreed to meet in executive session at a future meeting to collectively formulate the County Administrator's annual evaluation, creating one document as a board, rather than having three separate documents written by individuals.

**MOTION: Enter Executive Session under MRSA Title 1§405 6(A) for exempt employee evaluations- Facilities Director (Wombacher/Clark 3-0, motion passed)**

**MOTION: Enter Executive Session under MRSA Title 1§405 6(A) for exempt employee evaluations- Deputy County Administrator (Wombacher/Clark 3-0, motion passed)**

**MOTION: to adjourn 12:24 pm (Blasi/Wombacher 3-0, motion passed)**

Next meeting will be November 3, 2020.

Respectfully submitted,

Rebekah Knowlton  
Deputy County Administrator



## Town Clerk

---

**From:** Tony Smith  
**Sent:** Monday, November 9, 2020 9:41 AM  
**To:** Durlin Lunt  
**Cc:** Town Clerk  
**Subject:** MRC Director Election Ballot Package  
**Attachments:** 11-9-2020-MRC Board Of Director Ballot Packet Mailed 11-06-2020.pdf

Claire:

Please include the attached MRC Board of Directors Election Ballot and supporting documentation in the BOS packet of November 16, 2020. Also please include this e-mail as a cover to the election information with my following recommendation:

We have three seats opening on the MRC board at the end of 2020; we have three candidates for the seats. I know all three candidates, Kevin and Sophie are co-directors on the MRC Board; Melissa has been an attendee at a number of MRC-involved meetings. All are good candidates and good people.

My recommendation is, on behalf of the Town of Mount Desert, the Board of Selectmen cast their vote for Sophie Wilson, Town Manager of the Town of Orono for MRC director.

Thank you.

Tony Smith, Public Works Director  
Chairman, Acadia Disposal District  
Town of Mount Desert  
P.O. Box 248  
Northeast Harbor, ME 04662  
Tel. 207-276-5743  
[director@mtdesert.org](mailto:director@mtdesert.org)  
God Bless America



To: MRC Joining Members  
From: Michael Carroll, MRC Clerk  
Date: November 6, 2020  
RE: **MRC Board of Directors Election Ballot**

---

Please find enclosed a ballot for the MRC Board of Directors election. Ballots cast will determine the election of three (3) Directors to serve on the MRC Board of Directors for three-year terms from January 1, 2021 through December 31, 2023. Biographical descriptions of the candidates, as provided by the candidates, are also enclosed for your information.

Ballots must be returned to MRC before 5:00 pm, Friday, December 11, 2020. Kindly, return ballots via mail to:

Municipal Review Committee  
20 Godfrey Drive, Suite 213  
Orono, ME 04473

The election results will be read at the MRC Annual Membership Meeting on Wednesday, December 16. The Annual Meeting will be virtual, and the time has yet to be determined. We encourage all MRC members to join us for the MRC Annual Meeting.

**Note: Vote must be cast for one candidate only.**

Please contact Michael Carroll at 664-1700 with any questions.

Michael Carroll

Municipal Review Committee  
Executive Director

Enclosure

• 207-664-1700  
• info@mrcmaine.org  
• execdirector@mrcmaine.org



• 20 Godfrey Drive •  
• Orono, Maine 04473 •  
• www.mrcmaine.org •

## Voting Ballot

- ◆ To fill three positions for a three-year term from January 1, 2021, to December 31, 2023  
(Three highest vote totals)

Joining Member \_\_\_\_\_ casts its vote for the following individual to serve on the Municipal Review Committee Board of Directors for the above stated term.

**Note:** Candidates are listed alphabetically. Biographies provided by each candidate are attached.

---

### VOTE FOR ONE INDIVIDUAL ONLY

---

→ More than one checked box will invalidate the ballot ←

**Melissa Doane — Bradley**

**Kevin Howell — Carmel**

**Sophie Wilson — Orono**

Please return this ballot no later than **5:00 p.m., DECEMBER 11, 2020** to:

Municipal Review Committee, Inc.

20 Godfrey Drive

Suite 213

Orono, Maine 04473

or

EMAIL ATTACHMENT: [execdirector@mrcmaine.org](mailto:execdirector@mrcmaine.org)

**RESULTS OF THIS ELECTION WILL BE READ AT THE MRC ANNUAL MEETING ON DECEMBER 16, 2020**



## Melissa Doane Town Manager Bradley

### Professional & Municipal Experience:

- Town Manager, Clerk, Treasurer, Tax Collector, General Assistance Administrator, Registrar of Voters and Road Commissioner, Town of Bradley Maine (2005-Present)
- Membership Coordinator, GrowSmart Maine (2016-2020)
- Secretary/Administrative Assistant, Roy Associates, CPA's (2004-2005)
- Administrative Assistant/Town Agent, Town of Bradley Maine (1998-2004)
- Coordinator Clinical Operations, Neurology Associates (1994-1998)
- Secretary, Dr. James Iannetta (1991-1994)

### Other Experience, Committees and Affiliations:

- Member Executive Committee, Maine Municipal Association (2019-Present)
- Member Executive Committee, Maine Town, City and Management Association (2016-Present)
- Membership Chair, Maine Town, City and Management Association Membership Committee (2016-Present)
- President, Executive Board, Maine Forest and Logging Museum (2017-2019)

### Education:

- Business Management Studies, Husson College
- Business Management AA, Beal College
- Office Management AA, Beal College

### Awards and Certification:

- Rookie of the Year, Maine Town and City Management Association 2009
- Dedimus Justice State of Maine, 2005-Present
- Notary Public State of Maine, 1996-Present

P.O. BOX 114  
CARMEL, ME 04419  
WWW.TOWNOFCARMEL.ORG



PHONE: 207.848.3361  
FAX: 207.848.0839  
FACEBOOK.COM/CARMELEMAINE

Kevin has been with the Town of Carmel since 2015. He serves as Town Manager, Tax Collector, Treasurer, Town Clerk, Road Commissioner, Code Enforcement Officer, Plumbing Inspector, GA Administrator and E-911 Addressing officer. He is currently serving his first term on the board of directors for the Municipal Review Committee and was recently elected to his second term on the MMA legislative policy committee.

Kevin is a "Certified Clerk of Maine" by the Maine Town and City Clerks Association, a "Certified Tax Collector of Maine" by the Maine Municipal Tax Collectors' and Treasurers' Association, a "Certified Treasurer of Maine" by the Maine Municipal Tax Collectors' and Treasurers' Association, and is certified by the State of Maine Department of Economic and Community Development in Municipal Code Enforcement, Local Plumbing Inspector and in Court Rule 80k.

Kevin worked in the private sector as a banker for 20 years before entering the public sector as a town manager. He resides in Carmel on his hobby farm with his wife and young son.

### **Biography for Sophia Wilson**

Sophie Wilson has served as Town Manager for a total of 20 years – the last 9 in Orono, Maine and the previous 11 in Brownville, Maine. She is finishing up her fifth term on the MRC Board of Directors and currently serves as the MRC Treasurer. In Brownville, she served on various regional boards including the Penquis Solid Waste Board of Directors in the roles of both President and Treasurer. She has also served on the Maine Workers Compensation Board of Directors as well as a member, President, and Past President of the Maine Municipal Association Executive Committee. While family and work in Orono keeps Sophie quite busy, she currently serves as a Public Member of the Maine Board of Overseers of the Bar Grievance Commission.

# **NEW BUSINESS**



## *Town of Mount Desert*

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

# MEMO

To: Board of Selectmen and Town Manager  
From: John LeMoine Harbormaster  
Re: Assistant Harbormaster/ Marina office manager  
Date: November 10, 2020

---

I am asking for the BOS for approve to transition the position of Assistant Harbormaster/ Office Manager from a part time to a full-time position.

The marina has had a seasonal Office manager for many years. Going forward with the increase in traffic and to keep up our level of service I feel it is time to move to making that job full time.

I have attached a job description and will be at the meeting to answer your questions.

Thank you  
John LeMoine  
Harbormaster

**Town of Mt Desert**  
**Job Description**  
**Assistant Harbormaster/Office Manager**

**Nature of Work**

The Assistant Harbormaster/ Office Manager is responsible for assisting and supporting the Harbormaster and providing exceptional customer service assisting the Town's client base (taxpayers, visiting tourists, etc.) as well as our internal customers (coworkers), performing a variety of clerical, secretarial and administrative work as well as other duties as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Responsible for assisting the Town's client base who visit, telephone, and email the Harbormasters office. Service involves, but is not limited to, the processing of inquiries, complaints, and requests for various forms, applications, etc. which could include directing the individual to the appropriate department or person.
- Exhibit good teamwork as a member of the Town team that requires cooperation, communication, and dedication to achieve mutual goals; and frequently requires self-sacrifice for the good of the team.
- Responsible for assisting in the efficient and fair allocation of limited resources in all the Towns Harbors and related facilities. This will include such activities as usage of launching ramps, processing of reservations, reserved parking space permits, winter float and boat storage.
- Assists Harbormaster with following tasks as assigned: records retention.
- Issues the following licenses: seafood buyers, slip, commercial dock etc.
- Assists Harbormaster and Deputy Harbormaster in balancing daily cash ups and make deposits.
- Responsible for assisting the day to day activities that affect the profitability of the Town owned marina. This will include the collection of launching and dockage fees, the implementation of the reservation system and the supervision of summer employees.
- Responsible for recording and maintaining accurate and current records associated with all harbor functions.
- Performs Receptionist duties including– Telephone and In Person.
- Provides Administrative support to the Harbormaster as requested/assigned.
- Requisitions Office Supplies.
- Communicate effectively to a variety of organizations and individuals. For example, monitor VHF channels and maintain contact with vessels, relaying distress signals.
- Other duties include snow removal, plumbing repairs, carpentry and back up Launch operator.
- Assists Harbormaster with meeting preparation, including creation and distribution of agenda and information packets.
- Performs janitorial duties as needed.
- Performs office Opening and Closing including: Unlocking/Locking Cash & Personnel File Cabinets
- Performs related duties as may be assigned by the Harbormaster and Deputy Harbormaster

**MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:**

- Proficient knowledge of technology and electronic data processing; working knowledge of modern

office practices and procedures.

- Ability to perform cashier duties accurately.
- Ability to effectively provide customer service to the public.
- Ability to communicate effectively verbally and in writing.
- Ability to use office equipment such as telephone, voice mail, 10 key adding machine, copy and fax machines.
- Ability to use software such as MS Office and QuickBooks.
- Good human relations skills and the ability to exercise discretion and confidentiality when dealing with management, co-workers, vendors, and the public.
- Ability to listen and discern what information is significant and to retain facts pertaining to an incident.
- Ability to perform calmly and effectively under stress.
- Ability to operate multi line telephone system and multi-channel VHF radio.

#### **MINIMUM REQUIREMENTS:**

Graduation from a high school or GED equivalent and knowledge of general office practices such as computer proficiency and filing.

Must be bondable without additional cost to Town

Proficient in use of personal computers and computer-based software.

Considerable experience dealing courteously, tactfully, and discreetly with the public.

Prior experience with handling and recording cash.

Working knowledge of marine and boat operations.

CPR and AED certified.

#### **TOOLS AND EQUIPMENT USED:**

Requires frequent use of computer, including word processing and spreadsheet programs, calculator, telephone, and copier.

VHF radio, hand tools, first aid equipment.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee will experience repetitive hand motion, long periods of sitting or standing, bending, and stretching. While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee must occasionally lift and/or move up to 50 pounds. The employee must be able to hear and speak well enough to communicate with coworkers, vendors, and the public. He/ She must have the ability to write, type and use telephone and computer systems.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high precarious places; and is frequently exposed to wet and or humid conditions, fumes, extreme cold, extreme heat, and vibration.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.





## TOWN OF MOUNT DESERT

### Assessing Office

P.O. BOX 248 21 SEA STREET  
NORTHEAST HARBOR, MAINE 04662  
207-276-5531 FAX 207-276-3232

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

**DATE:** November 10, 2020

**TO:** Town Manager & Board of Selectmen

**FROM:** Kyle Avila, Assessor

**RE:** Upcoming Revaluation

A revaluation is performed periodically to adjust assessed real estate values to be more in line with current market values. The last town-wide revaluation was performed in Mount Desert in 2007. Since then, periodic targeted neighborhood adjustments have been made to stay in line with market values where clear trends were apparent. However, a recent boom in the real estate market, escalating construction costs, and outdated building information now necessitate a town-wide revaluation. The goal will be to rebuild pricing tables to assess property more accurately, and to smooth out valuation inequities across various property classes.

Market value is not determined by the Assessor's Office; rather, it is determined by the actual activity in the local market. The Assessor examines and analyzes market activity to develop formulas for predicting the values of individual properties. As this is a complicated process, a request for proposals was issued on October 9, 2020 to any qualified vendors to assist with the revaluation. In response, Vision Government Solutions Inc. was the sole bidder with an estimated cost of \$79,900 to achieve the goals outlined in the RFP (see attached proposal from VGSI). Once a contract is finalized, VGSI will begin working with the Mount Desert Assessing Office on planning and data collection in early July 2021. Updated assessments are to be completed in time for tax commitment in July 2022.

During the revaluation, we will examine every recorded arms-length sale of property occurring in the prior 3 years in the Town of Mount Desert. Construction cost data and

income and expense information from income-producing properties will also be analyzed. These approaches will help to develop estimates of market value, using uniform standards, for over 2,600 properties of varying types and locations. Every improved property in Mount Desert will be reviewed through a combination of computer-based reviews and field reviews to ensure that the characteristics of that property are reflected accurately in tax records. As a part of this review, all residential and commercial properties will be digitally photographed to ensure that all improvements can be compared consistently and uniformly.

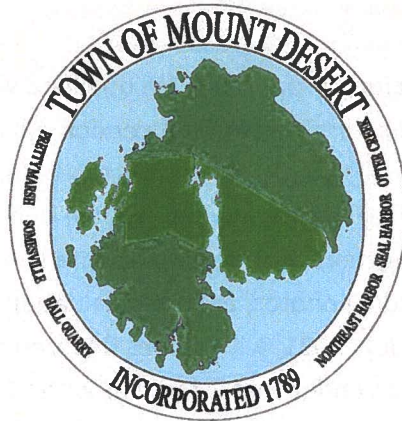
A key to a successful revaluation involves extensive public outreach through mailings, press releases, and social media notices. Revaluation information will also be included with the 2021 tax bill packet explaining the process and statutory rights for property owners. Once the new assessments are calculated, notices of new valuations will be sent to all property owners with an invitation to meet and review the data, and/or to submit any relevant market information. Individual meetings will be held with property owners requesting a hearing in the Spring of 2022, with new assessments implemented for the 2022 tax billing.

I hereby request authorization from the Board of Selectman to enter into an agreement on behalf of the Town of Mount Desert in retaining Vision Government Solutions, Inc. to provide professional technical services and implement a revaluation of assessments, for an amount of **\$79,900.00** , to be paid out of **CIP reserve account #4020600-24207**, which has a current balance of \$215,308.

Respectfully submitted,

A handwritten signature in black ink that reads "Kyle Avila". The signature is written in a cursive, flowing style.

Kyle Avila, Assessor



## Town of Mount Desert Request for Proposals

### Real Estate Revaluation Services

**Released:** October 5, 2020

**Proposal Submission:** Firms wishing to submit proposals should do so by no later than October 30, 2020 by submitting one electronic copy and two paper copies of the proposal and supporting materials to:

Town of Mount Desert  
Attn: Kyle Avila - Assessor  
21 Sea Street  
Mount Desert, ME 04662

Proposal shall be clearly marked **Town of Mount Desert Revaluation RFP**.

Questions concerning this RFP may be directed to Kyle Avila, Tax Assessor at (207) 276-5531 or by email: [assess@mtdesert.org](mailto:assess@mtdesert.org)

Site visits can be scheduled, and questions directed to Kyle Avila.

**Proposal Evaluation:** Proposals will be evaluated based on company experience, quality of previous work, time to completion and price.

***THE TOWN OF MOUNT DESERT RESERVES THE RIGHT TO NEGOTIATE, ACCEPT OR REJECT THE TERMS OF ANY AND ALL PROPOSAL(S), WHICH MAY BE DEEMED TO BE IN THE BEST INTEREST OF THE TOWN. WE ALSO RESERVE THE RIGHT TO ACCEPT OR REJECT ANY OR ALL PROPOSALS OR PARTS OF PROPOSALS AND TO WAIVE ANY FORMALITIES AND TECHNICALITIES***

### **Project Summary:**

The Town of Mount Desert is soliciting proposals from qualified vendors for a town-wide revaluation of real estate assessments. The selected vendor will work with the town assessor to design, implement, and update all taxable real property valuations within Mount Desert. The goals are to analyze the local real estate market, update building cost schedules for improvements, delineate assessing neighborhoods to update land values, make necessary inspections, capture updated building photos, and hold valuation hearings with property owners. Project to commence in July 2021, with values finalized for commitment in July 1<sup>st</sup> 2022. Preference will be given to a vendor that is familiar with VGSI assessing software, and the coastal Maine real estate market. Project services required are:

- Perform a sales analysis utilizing sales from January 1, 2018 through April 1, 2021.
- Establishment of assessing neighborhood delineations and update land values.
- Update cost models for residential and commercial/industrial improvements.
- Income analysis and valuation on all commercial/industrial properties.
- Field reviews of both residential and commercial/industrial properties.
- Perform resulting fieldwork and data entry.
- Capture and update building photo records.
- Mailing notices of updated valuations to all property owners.
- Holding residential and commercial/industrial hearings.
- All associated data entry required for the project.

The Town of Mount Desert requires an extremely high level of service for the implementation of equitable real estate valuations. Timeliness and courtesy are crucial. Reliability as well as high quality customer service are critical concerns to the Town of Mount Desert.

### **SECTION A:**

#### **Existing CAMA systems:**

The Town of Mount Desert currently has 2,500 taxable properties, and utilizes VGSI's version 8.2 assessing software, which is hosted locally. This software package does not include the GIS module; however, the Town does utilize ESRI's GIS software, ArcMap version 10.6 for any analysis and mapping needs. Proposals must include a detailed methodology to interface with these programs to accomplish the project.

## **SECTION B:**

### **Submittal Requirements**

The vendor's response must be explained in detail and shall indicate how the vendor proposes to satisfy each requirement where necessary. At the very least the vendor must indicate compliance, non-compliance, or exception for each line item.

- 1) Company name, address, and telephone number(s) of the vendor submitting the proposal.
- 2) Describe how your firm is positioned to provide the services listed above and provide a history of experience on providing similar services.
- 3) Describe your approach to providing these services and providing technical support.
- 4) Describe a detailed methodology to interface with existing local software to accomplish the project.
- 5) Summarize the experience and technological expertise of the staff that will be supporting the Town of Mount Desert. Provide detail of a vendor team member that holds a current Certified Maine Assessor designation.
- 6) The proposal must contain a cost of services fee schedule that includes hourly rates for proposed services. Describe how your services are priced and any specific pricing you can provide. Any additional charges shall be noted.
- 7) Name, title, address, email address, and telephone number of the person or persons to contact who are authorized to represent the company and to whom correspondence should be directed.
- 8) Statement that indicates that the proposal and cost schedule shall be valid.
- 9) Evidence of insurability (certificate of insurance) or ability to post a bond.
- 10) The Town of Mount Desert shall be named as an additional insurer.
- 11) The vendor's response must be explained in detail and shall indicate how the vendor proposes to satisfy each requirement where necessary.
- 12) Vendors shall provide a list of customer references. Three references minimum outlining similar services provided to clients. Provide detail of actual services provided and the length of time providing services to this client.
- 13) The proposal shall be signed by the person authorized to legally bind the proposal and cost schedule.
- 14) The proposal shall designate an authorized negotiator who will be empowered to make binding commitments.
- 15) Vendor shall provide a written project management and implementation plan specifying time of completion.
- 16) Final payment of 30% shall be made 30 days after final acceptance by the Town of Mount Desert.
- 17) Lien waivers to be provided from contractor when the project is done prior to final payment.

## **SECTION C:**

### **Responding Vendors Responsibility:**

- 1) It is the responsibility of the responding vendors to review, evaluate and request clarification prior to submittal of a proposal.
- 2) Responding vendors shall take all responsibility for any errors or omissions in their proposal.
- 3) The respondent shall be fully responsible for all proposal development and submittal costs. Town of Mount Desert assumes no contractual or financial obligation as a result of issuance of this RFP.
- 4) The successful vendor shall comply with all local, state and federal rules, regulations, ordinances, codes and laws relating to the work or the conduct thereof and shall secure and pay for any permits and licenses necessary for the execution of the work.
- 5) The successful vendor shall agree to maintain General Liability Insurance, Worker's Compensation and Employer's Liability Insurance, where applicable, to cover all its personnel engaged in the performance of the services herein described as well as damages arising as a result of the performance of such services. Vendor further agrees to require its subcontractor(s), if any, to maintain General Liability Insurance, Worker's Compensation and Employer's Liability Insurance, where applicable. The amounts of such coverage shall be in accordance with industry standards.

## **SECTION D:**

### **Evaluation and Selection Criteria:**

Vendor proposals will be evaluated according to the following criteria:

- 1) Fulfillment of technical and functional specification requirements.
- 2) Technical support services offered.
- 3) Integration with the current assessing software.
- 4) Price.
- 5) Time to project completion.



# **VISION**

## GOVERNMENT SOLUTIONS

RESPONSE TO THE REQUEST FOR PROPOSALS FOR:

**Mount Desert, Maine**

**Town of Mount Desert Revaluation RFP**

Due: October 30, 2020

*Prepared by:*

*Patrick Donovan of Vision Government Solutions, Inc.*

*1 Cabot Rd, Hudson, MA 01749*

*Phone: 800.628.1013 ext. 3644 | Fax: 508.351.3798*

*Email: [pdonovan@vgsi.com](mailto:pdonovan@vgsi.com) | [www.vgsi.com](http://www.vgsi.com)*

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October 30, 2020

Town of Mount Desert  
Attn: Kyle Avila - Assessor  
21 Sea Street  
Mount Desert, ME 04662

Dear Mr. Avila:

Vision Government Solutions is pleased to propose Revaluation services for Real Property to the Town of Mount Desert in response to your RFP. We have been in the Revaluation and Municipal software business for over 35 years and have both the personnel and financial resources to complete your project. Our proposal is fully compliant with Maine certification and IAAO Standards requirements.

In summary, it is our perspective that there is no firm better suited for the delivery of accurate and equitable values, positive taxpayer relations, and service level efficiency and quality than Vision. Here are three specific reasons why:

1. **Experience and Reputation:** There is no firm with more New England revaluation experience than Vision, with more than 200 projects completed in the past 5 years.

So many communities choose Vision because of our service quality, robust training programs, appraisal expertise, and Public Relations campaigns. The best evidence of that is the simple fact that more than 50 percent of our clients have been with Vision for more than 20 years. Firms with less diverse experience introduce the risk of inaccurate values, project timeline delays, and significant database errors that are costly to fix.

2. **Staffing and Reliability:** Unlike smaller firms with only a few staff members, Vision maintains 60 full-time appraisers on staff all the time. The best proof of our staff quality is in our retention rates, with 50% of our team having more than 20 years of experience at Vision. Specifically, we are proposing Steve Whalen as your Project Manager. Steve brings over 30 years of revaluation experience to the project.

3. **The Value of Integration with the Mount Desert CAMA Software:**

Vision's Appraisal Teams exclusively use our *Appraisal Vision*® CAMA software to conduct every revaluation. **There is no other vendor that has the level of experience on *Appraisal Vision*® version 8, then the Vision appraisal team.** This is critical to the success of the project, as incorrect data entry changes to the CAMA database, inconsistent tables and mass updates can lead to massive data quality errors, causing



GOVERNMENT SOLUTIONS

project timeline delay, costly re-work, and significant public relations issues. In fact, there are many recent examples of communities using untrained mass appraisal vendors, who have incurred additional cost fixing data quality errors on the back-end of the project. At Vision, we put in place quality control procedures to eliminate these costly errors.

Because our appraisal staff are highly trained in using *Appraisal Vision*, we expect to be able to complete the project dramatically faster and more effectively than any other option.

Not only does that mean that Mount Desert is receiving the very best staff in the industry to ensure truly equitable and accurate valuations for the taxpayer community, but it also provides full staffing coverage to complete the project on time, no matter what. Smaller teams introduce significant risk to project timeliness and completion.

We look forward to the opportunity to discuss this project in further detail. We welcome you to contact or visit with the references that we have supplied to you in this proposal and thank you in advance for your consideration.

If we can be of any further assistance, please feel free to call. The Primary Contact for this Proposal is:

Patrick Donovan  
Director of Appraisal Sales  
T. 800-628-1013 ext. 3644  
F. 508-351-3798

This proposal is good for 90 days.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kevin Bullock'.

Kevin Bullock  
Chief Financial Officer

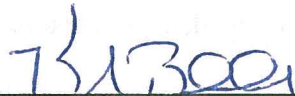
**PROJECT COST  
TOWN OF MOUNT DESERT, MAINE  
2022 STATISTICAL REVALUATION**

\$79,900

*Seventy-Nine Thousand Nine Hundred dollars*

**Company:** Vision Government Solutions, Inc.  
**Address:** 1 Cabot Road, Hudson, MA 01749  
**Phone:** 800-628-1013, Ext. 3693

**Signature:**  
**Name:**  
**Title:**

  
\_\_\_\_\_  
**Kevin Bullock**  
**Chief Financial Officer**

**BID PROPOSAL FORM**  
**TOWN OF MOUNT DESERT, MAINE**  
**EXCEPTIONS & CLARIFICATIONS**

1. **Performance Bond:** We have included a Performance Bond for the revaluation services. Should the Town not require a Performance Bond, there would be a **savings of \$2,200.**
2. **On-Site Inspections:** Vision will make an initial visit to 150 sales properties that will be utilized in the sales analysis. Vision will measure the exterior of improvements and attempt to perform an interior inspection. If after the initial visit, an interior inspection was not performed, a notification letter will be mailed. Appointments will then be arranged by phone for interior inspections.
3. **Imaging Services:** We have included a new image for each improved property in our proposal. This cost includes the image capturing and the associated data entry into the CAMA system.
4. **Island Access:** The town would need to provide boat transportation to islands.
5. **Certified Maine Assessor:** Mike Tarello MAI, Visions Vice President of Appraisal Operations, leads our whole appraisal team and is a Certified Maine Assessor. Also, on our proposed staff, William Downs is also a Certified Maine Assessor. Certificates can be provided upon request.
6. **Software/Hardware:** We have not included any software or hardware within our proposal.
7. **GIS:** Vision will work in collaboration with the assessor in utilizing the towns existing GIS platform for quality control of assessment data and for public relations. Should the town wish to purchase the Vision GIS module, we can provide at a reduced price of \$3,000 should we be the selected vendor for this project.
8. **Web Hosting:** We have included our Web Hosting software as part of Public Relation program throughout the project.
9. **Personal Property:** We have not included any Personal Property/Utility scope of services within our proposal price.
10. **Retainage:** Vision respectfully takes exception to the 30% retainage noted in the RFP. We have included a Performance Bond as surety that Vision would provide timely completion of the project. We would request an industry standard 10% retainage for the project.
11. **Board of Assessment Review:** The Town will review all Board of Assessment Review requests as a result of the project and will require a Vision Senior Appraiser to support only those requests requiring a value decision. The process will be a combined effort of both the Town and Vision in an endeavor to effectively and expeditiously handle all appeal requests. Both staffs will work together to resolve any outstanding valuation issues. Any assistance by Vision personnel to Board of Assessment is included in our bid cost.
12. **Litigation:** Any Litigation days, litigation preparation or Narrative Appraisal reports will be billed at the rate of One Thousand Two Hundred Dollars (\$1,200) per diem.



# CERTIFICATE OF LIABILITY INSURANCE

Acct#: 2328270

DATE (MM/DD/YYYY)  
XX/XX/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Lockton Companies, LLC 5847 San Felipe, Suite 320 Houston, TX 77057	<b>CONTACT NAME:</b> 888-828-8365	
	<b>PHONE (A/C, No. Ext):</b> _____ <b>FAX (A/C, No):</b> _____ <b>E-MAIL ADDRESS:</b> _____	
<b>INSURED</b> Insperity, Inc. 19001 Crescent Springs Drive Kingwood, TX 77339 *SEE BELOW	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	<b>INSURER A :</b> Indemnity Insurance Co. of North America	43575
	<b>INSURER B :</b>	
	<b>INSURER C :</b>	
	<b>INSURER D :</b>	
	<b>INSURER E :</b>	

**COVERAGES** **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: _____						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED _____ RETENTION \$ _____						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	C49188912	10/30/2016	10/1/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 VISION GOVERNMENT SOLUTIONS, INC (3826600) IS INCLUDED AS A NAMED INSURED THROUGH ENDORSEMENT.

**CERTIFICATE HOLDER** **CANCELLATION**

SAMPLE	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

XX/XX/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Marsh & McLennan Agency LLC 100 Front Street, Suite 800 Worcester, MA 01608 888 850-9400	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 888 850-9400		FAX (A/C, No): 866-795-8016
	<b>E-MAIL ADDRESS:</b>		
<b>INSURED</b> Vision Government Solutions Inc. Vision Appraisal Technology Holdings, LLC 44 Bearfoot Road Northborough, MA 01532	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	INSURER A : Atlantic Specialty Insurance Co		27154
	INSURER B :		
	INSURER C :		
	INSURER D :		
INSURER E :			
INSURER F :			

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	7110135910004	10/30/2016	10/30/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		3900012760004	10/30/2016	10/30/2017	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$		7110135910004	10/30/2016	10/30/2017	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liab Professional Liab		7600009605 7600009605	10/30/2016 10/30/2016	10/30/2017 10/30/2017	5,000,000-Per Occ 5,000,000-Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

SAMPLE

<b>CERTIFICATE HOLDER</b>  SAMPLE	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

## *APPROACHES TO VALUE*

VISION will employ a market adjusted cost approach which it has successfully utilized in over 300 communities throughout New England. It is a system that is very effective for estimating market value.

Land valuation will be accomplished through an analysis of vacant sales, as well as a land residual analysis, which is accomplished by deducting improvement values and extracting land values from improved sales. This analysis results in a base land curve. In each community, neighborhoods will be established that represent similar value patterns and neighborhood factors will be established. Each neighborhood, street by street, will also be rated for desirability which provides a second factor that may be applied to the base square foot schedule to account for differences in location. In addition, condition factors will be applied to account for negative or positive influences on value such as topography, view, irregular lot shape, waterfront and other factors.

Overall property values, including improvement value, will be verified by the sales ratio analysis, segregated by the pertinent value related factors of each property. This analysis will be stratified within various categories including style of property, segmented by size and age, by lot size and location factors. This analysis enables the Senior Appraisers to fine-tune the final tables for each property to create a mirror image of market sales activity within the Municipality.

For commercial/industrial properties, all three approaches to value will be employed. For commercial/industrial properties that are basically non-income-producing, the secondary approach will be the market approach, utilizing the square foot values derived from the sales analysis for the particular use type of the property. Square foot values will be segregated by type, including industrial, warehouse, retail, etc. and will provide reasonable ranges for per square foot sale prices of building areas. Land value, once determined, will be added to building value for an estimate of total value. For all income producing commercial property, the income approach, utilizing a direct capitalization approach, will be employed.

The replacement cost approach to value will be employed for both residential and commercial and industrial properties as follows:

Information derived from our cost analysis will provide the basis for determining the cost pricing schedules used in the valuation of residential and commercial\industrial properties.

Subsequent to the determination of replacement cost pricing schedules and the establishment of land values, VISION will analyze the sales of improved properties in order to derive an estimate of physical and functional depreciation and economic obsolescence. A report of this study of sales of improved properties will be made to the Assessors, listing the comparison subjects and detailing the schedules of adjustments to be made prior to valuation production.

### **Approaches to Value, *continued***

Physical and functional depreciation and economic obsolescence will be computed to be the difference between the selling price of the total property and the sum of the estimated replacement cost new of the improvement plus the estimated land value.

Provided that a sufficient number of sales are available, guidelines in the form of tables based upon the condition, desirability and usefulness of a building relative to its actual age will be developed. After approval by the Assessors, these tables will be used to estimate the depreciation of comparable subject properties.

All of these tables are then applied to each parcel in the Municipality. Each property is then reviewed in the field by an appraiser. During this review, the appraiser rechecks the physical data and then ensures that the value is consistent with the sales activity within the immediate area. This value then becomes the final proposed value and once accepted by the Municipality becomes the final assessed value.



## SALES AND COST ANALYSIS

- a. The contractor will make an analysis of land sales and developed parcel sales that have occurred in at least the current and two previous years ending April 1, 2022. Sales utilized in this analysis will be summarized and bound in a loose-leaf book to be utilized as a valuation guide and a source of comparable sales for the valuation of property in the town. The binder shall include the property record card and valuation print out for the sold properties. Sales data will also be depicted on a set of tax maps for the town.
- b. Unit cost schedules will be developed based upon local construction costs. The schedules shall be suitable for the valuation of properties of the sizes and types found in the town.
- c. A building grading system and specifications of construction for various grades to be utilized in the valuation of property in this project will be developed.
- d. The land schedules developed may utilize front foot, square foot, or acreage units as appropriate for the valuation of areas and property types located in the town.

An appraisal manual, including grading specifications, cost schedules, depreciation schedules, and land valuation schedules shall be developed for the project. It shall be entitled "Assessment Manual". Two copies of the appraisal manual will be delivered to the assessors' office upon completion of the project.

e. SAMPLE

- f. The appraisal manual will be confirmed with a sales ratio analysis and coefficient analysis computed in a manner suggested by Maine Revenue Services. The goal is to obtain a residential sales ratio of between 95 and 100% with a coefficient of dispersion of 15 or less.

**PROPOSED SCHEDULE  
TOWN OF MOUNT DESERT, MAINE  
2022 UPDATE**

<b><i>TASK</i></b>	<b><i>FROM</i></b>	<b><i>TO</i></b>
Project Startup	07/01/2021	07/15/2021
Data Collection of sales properties	07/15/2021	04/15/2022
Land Study and Building Cost Manual	12/01/2021	05/14/2022
Market Data Study	12/01/2021	05/14/2022
Field Review	02/01/2022	05/20/2022
Commercial Study of Market Rents, Expenses & Capitalization Factors	02/15/2022	05/26/2022
Deliver Residential & Commercial Values to Assessor	05/27/2022	
Assessor review of values	05/27/2022	06/06/2022
Assessment hearing notices mailed	06/07/2022	
Informal Hearings and Hearing Changed notices mailed out	06/13/2022	06/24/2022
Finalization	06/20/2022	07/01/2022
<b>Project Completion</b>	<b>07/01/2022</b>	

*This proposed schedule can be modified to accommodate the needs of the Community.*



## ***VISION GOVERNMENT SOLUTIONS INC. CORPORATE PROFILE***

### ***COMPANY***

Since 1975, Vision Government Solutions, Inc. has been providing quality Appraisal Services and CAMA Software to assessing departments located throughout the United States. During this time, our company has grown to be the largest New England based provider of revaluation services and software and we now enjoy a reputation that is unmatched in our industry. Our appraisal staff is comprised of professionals that have significant industry experience. Our Senior Appraisal personnel average over 20 years of experience, yet all remain committed to continuing their appraisal education and adopting new and innovative appraisal techniques. We complement our strong employee experience by providing technologically advanced CAMA software and we support this software with a well-staffed and fully trained group of programmers, help desk specialists and appraisal experts. Our software is currently installed in over 450 assessing jurisdictions located throughout the United States and the District of Columbia with installations that range from 500 parcels to more than 1,000,000.

### ***INNOVATION***

Vision has observed our customer's changing needs and we have re-engineered our business practices and our software technology in order to meet these new requirements. Our company culture fosters innovation at all levels. Our current staff includes a diverse group of appraisal and information systems personnel dedicated to maximizing productivity through the use of technology. Our technology can support any size assessing department using smart client technology on a web centric architecture.

### ***COMMITMENT***

Our Corporate goal continues to be the refinement of the assessment administration process through the use of new technology and innovative management techniques. We have been successful in the past and we will continue to spend the necessary resources on research and development in the information systems field, as well as for the education of our employees to maintain our leadership role in the Appraisal and Assessing field throughout the United States.



## ***SERVICES***

At Vision, we combine the talents of experienced revaluation professionals, technical programmers and data conversion specialists on all new software implementations. By having our appraisal and technical people work with your staff, your decision makers gain a better understanding of the project and can make more informed decisions resulting in a higher level of satisfaction. Should your jurisdiction require assistance beyond the usual staff training, our appraisers can do anything from technical training, modeling training to completing a full revaluation. If you are looking to manage risk when switching CAMA software, Vision can supply the people that can speak to both the appraisers and the technical personnel.

## Advantages and Benefits of Vision Government Solutions

It is our perspective that there is no firm better suited for the delivery of accurate and equitable values, positive taxpayer relations, and service level efficiency and quality than Vision. Here are three specific reasons why:

1. **Experience and Reputation:** There is no firm with more New England revaluation experience than Vision, with more than 200 projects completed in the past 5 years.

So many communities choose Vision because of our service quality, robust training programs, appraisal expertise, and Public Relations campaigns. The best evidence of this is the simple fact that more than 50 percent of our clients have been with Vision for more than 20 years. Firms with less diverse experience introduce the risk of inaccurate values, project timeline delays, and significant database errors that are costly to fix.

2. **Staffing and Reliability:** Unlike smaller firms with only a few staff members, Vision maintains 60 full-time appraisers on staff all the time. The best proof of our staff quality is in our retention rates, with 50% of our team having more than 20 years of experience at Vision. Specifically, we are proposing Steve Whalen as your Project Manager. Steve brings over 30 years of revaluation experience to the project.

3. **The Value of Integration with the Mount Desert CAMA Software:** Vision's Appraisal Teams exclusively use our *Appraisal Vision*® CAMA software to conduct every revaluation. **There is no other vendor that has the level of experience on *Appraisal Vision*® version 8, then the Vision appraisal team.** This is critical to the success of the project, as incorrect data entry changes to the CAMA database, inconsistent tables and mass updates can lead to massive data quality errors, causing project timeline delays, costly re-work, and significant public relations issues. In fact, there are many recent examples of communities using untrained mass appraisal vendors, who have incurred additional cost fixing data quality errors on the back-end of the project. At Vision, we put in place quality control procedures to eliminate these costly errors.

Because our appraisal staff are highly trained in using *Appraisal Vision*, we expect to be able to complete the project dramatically faster and more effectively than any other option.

Not only does that mean that Mount Desert is receiving the very best staff in the industry to ensure truly equitable and accurate valuations for the taxpayer community, but it also provides full staffing coverage to complete the project on time, no matter what. Smaller teams introduce significant risk to project timeliness and completion.

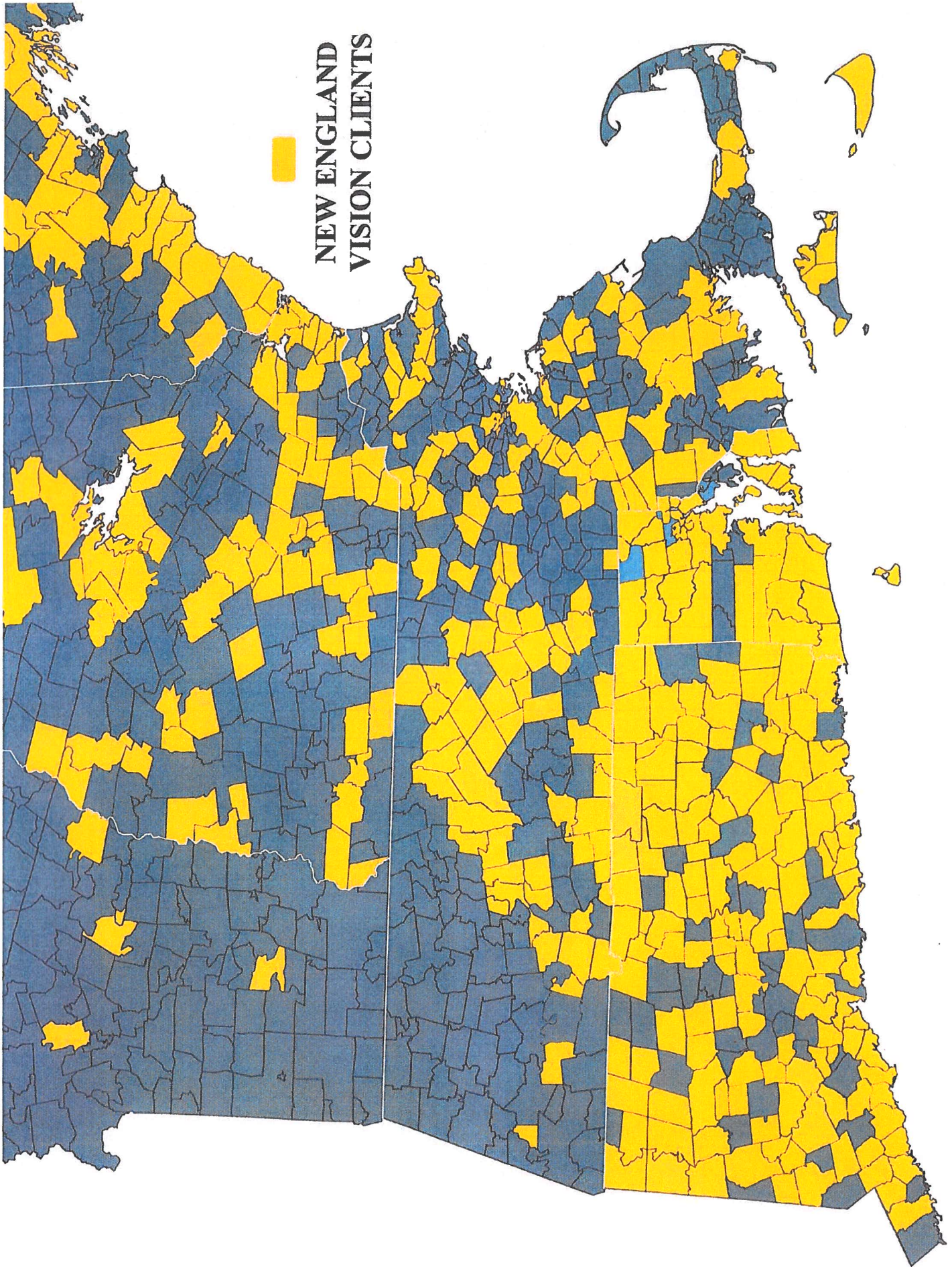
## VISION CURRENT COMMITTED LIST

<u>TOWN</u>	<u>PROJECT TYPE</u>	<u>FISCAL YEAR</u>
Andover, CT	Reval	2021
Brookfield, CT	Reval	2021
Brooklyn, CT	Partial Reval	2020
Canterbury, CT	Partial Reval	2020
Clinton, CT	Reval	2020
Colebrook, CT	Reval	2020
Deep River, CT	Reval	2020
East Hampton, CT	Reval	2020
East Lyme, CT	Reval	2021
Enfield, CT	Reval	2021
Griswold, CT	Reval	2021
Ledyard, CT	Update	2020
Manchester, CT	Reval	2021
Marlborough, CT	Update	2020
New Haven, CT	Partial Reval	2021
New Milford, CT	Reval	2020
Oxford, CT	Reval	2020
Pomfret, CT	Partial Reval	2020
Seymour, CT	Partial Reval	2020
Somers, CT	Update	2020
Southington, CT	Update	2020
Stafford, CT	Partial Reval	2020
Wallingford, CT	Reval	2020
West Hartford, CT	Partial Reval	2021
West Haven, CT	Reval	2020
Westport, CT	Reval	2020
Wolcott, CT	Reval	2021
Acton, MA	Update	2021
Athol, MA	Update	2021
Barnstable, MA	Reval	2021
Berlin, MA	Reval	2021
Chelmsford, MA	Update	2021
Gloucester, MA	Update	2021
Hudson, MA	Update	2021
Lexington, MA	Update	2020

Medford, MA	Update	2021
Norfolk, MA	Update	2020
Northbridge, MA	Update	2021
Somerville, MA	Update	2021
Stow, MA	Update	2021
Sutton, MA	Update	2020
Swansea, MA	Update	2022
Wilmington, MA	Update	2021
Wrentham, MA	Update	2021
Bar Harbor, ME	Update	2021
Falmouth, ME	Reval	2021
Fryeburg, ME	Reval	2020
Kennebunkport, ME	Update	2020
Orono, ME	Partial Reval	2020
Sabattus, ME	Update	2020
Claremont, NH	Update	2020
Hanover, NH	Partial Reval	2021
Henniker, NH	Update	2020
Nashua, NH	Reval	2022
Plaistow, NH	Reval	2021
Cranston, RI	Update	2021
Foster, RI	Reval	2021
Middletown, RI	Reval	2021
Pawtucket, RI	Reval	2021

*Revised 10/7/2020*

**NEW ENGLAND  
VISION CLIENTS**







## *Vision Government Solutions Public Relations Program*

Over recent years, Vision Government Solutions has witnessed an increased need for a comprehensive Public Relations Program. As federal and state governments cut back on all programs, Municipal Governments struggle to maintain basic services and real estate taxes are scrutinized.

As all assessing professionals know, revaluations and updates are a means of equalizing the tax base by bringing all property to a uniform percentage of current value. To property owners, the word "revaluation" has become synonymous with "tax increase." When a revaluation is announced, the taxpayers are anxious and wary. A solid Public Relations Program educates and informs property owners about a revaluation, how it's implemented and how their property taxes fit into the equation. With educated, informed and active taxpayers, a Public Relations Program is required to create a positive image of the tax assessing process.

Vision Government Solutions Public Relations Program begins when a project is awarded. The Vision Government Solutions Project Manager and the Sales Staff work with the Assessor throughout the project. The Assessor is a key component in that Assessors have knowledge of both the political situation and the potential receptiveness of the property owners. Assessors generally know which special interest groups to target for added attention, have information on current municipal services, and are aware of which local media will enable the best and most exposure.

Vision Government Solutions provides standard information to the client for use in explaining the process. This information includes:

- Company history and experience.
- Initial explanation of the project, its time schedule, breakdown on each phase, and where the property owner can become involved.
- Project update notices on where the project is during each phase (not usually necessary for updates).
- Notification and explanation of the Hearings Process and how homeowners can prepare for them.
- Explanation of the Appeals Process, should property owners still disagree with the new values after hearings.
- Sample letters and articles from other Municipalities positive press experience.

 **VISION**  
GOVERNMENT SOLUTIONS  
*Public Relations Program Steps*

1. **Initial Set-up:**

- Assessing the needs via discussion and negotiation prior to signing a contract.
- Conduct Media Research: What papers, radio stations, etc. are in the area, their circulation, the political climate of each publication, etc.

2. **Media Releases:**

- Hold background meeting with local press by phone or in person.
- Press Release announcing the award of the impending revaluation, follow-up with press.
- Press Release announcing the start of the project, the actual steps and time frame involved, follow-up with press.
- Street listing Press Release every month for the duration of Data Collection Phase of project, follow-up with press.
- Press Release announcement of hearings; what to expect and how to prepare, follow-up with press.
- Press release on the results of the revaluation, follow-up with press.
- Generic Question & Answer Brochures.

3. **Media Status Meetings:**

- Client meetings
- Monitor local press

4. **Group Presentations:**

- Business/Commercial Groups, i.e. Kiwanis, Rotary.
- Political Groups; e.g. Selectmen, Aldermen, Finance Boards, et al.
- Preparation of materials and follow-up debriefing memos.

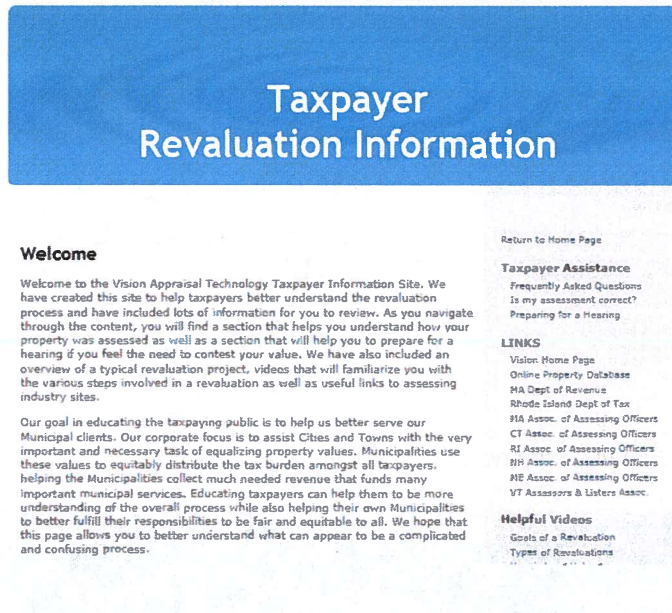
5. **Specialty Items:** Priced outside of the contract.

- Municipality Specific Question & Answer Brochures
- Municipality Specific Revaluation Slide Show

## Public Relations via the Internet

Whether or not the Town decides to publish assessing data on the web, a PR web page can be set up and customized for the Town to help the citizens better understand the revaluation process. Some sample screens are shown below.

Frequently asked questions can be added to address typical taxpayer concerns.



**Taxpayer Revaluation Information**

**Welcome**

Welcome to the Vision Appraisal Technology Taxpayer Information Site. We have created this site to help taxpayers better understand the revaluation process and have included lots of information for you to review. As you navigate through the content, you will find a section that helps you understand how your property was assessed as well as a section that will help you to prepare for a hearing if you feel the need to contest your value. We have also included an overview of a typical revaluation project, videos that will familiarize you with the various steps involved in a revaluation as well as useful links to assessing industry sites.

Our goal in educating the taxpaying public is to help us better serve our Municipal clients. Our corporate focus is to assist Cities and Towns with the very important and necessary task of equalizing property values. Municipalities use these values to equitably distribute the tax burden amongst all taxpayers. Helping the Municipalities collect much needed revenue that funds many important municipal services. Educating taxpayers can help them to be more understanding of the overall process while also helping their own Municipalities to better fulfill their responsibilities to be fair and equitable to all. We hope that this page allows you to better understand what can appear to be a complicated and confusing process.

[Return to Home Page](#)

**Taxpayer Assistance**

- [Frequently Asked Questions](#)
- [Is my assessment correct?](#)
- [Preparing for a Hearing](#)

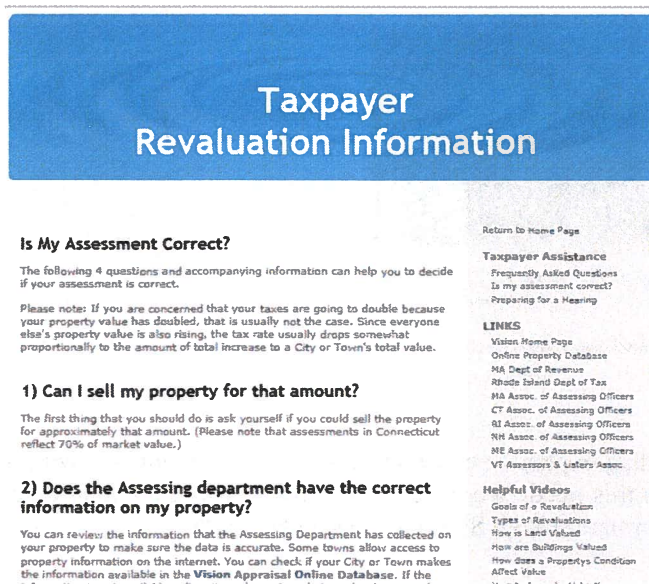
**LINKS**

- [Vision Home Page](#)
- [Online Property Database](#)
- [MA Dept of Revenue](#)
- [Rhode Island Dept of Tax](#)
- [MA Assoc. of Assessing Officers](#)
- [CT Assoc. of Assessing Officers](#)
- [RI Assoc. of Assessing Officers](#)
- [NH Assoc. of Assessing Officers](#)
- [ME Assoc. of Assessing Officers](#)
- [VT Assessors & Listers Assoc.](#)

**Helpful Videos**

- [Goals of a Revaluation](#)
- [Types of Revaluations](#)

The web site can feature a section that helps taxpayers evaluate whether their assessment is correct by bringing them through a series of questions.



**Taxpayer Revaluation Information**

**Is My Assessment Correct?**

The following 4 questions and accompanying information can help you to decide if your assessment is correct.

Please note: If you are concerned that your taxes are going to double because your property value has doubled, that is usually not the case. Since everyone else's property value is also rising, the tax rate usually drops somewhat proportionally to the amount of total increase to a City or Town's total value.

**1) Can I sell my property for that amount?**

The first thing that you should do is ask yourself if you could sell the property for approximately that amount. (Please note that assessments in Connecticut reflect 70% of market value.)

**2) Does the Assessing department have the correct information on my property?**

You can review the information that the Assessing Department has collected on your property to make sure the data is accurate. Some towns allow access to property information on the internet. You can check if your City or Town makes the information available in the **Vision Appraisal Online Database**. If the

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**Helpful Videos**

- [Goals of a Revaluation](#)
- [Types of Revaluations](#)
- [How is Land Valued](#)
- [How are Buildings Valued](#)
- [How does a Property's Condition Affect Value](#)

An actual representation of previous assessed values to current sales price can be a great way to explain why assessments have risen to their current level.

## Danbury, CT Revaluation Information

**Welcome**

Welcome to the Vision Appraisal Technology Taxpayer Information Site. We have created this site to help taxpayers better understand the revaluation process and have included lots of information for you to review. As you navigate through the content, you will find a section that helps you understand how your property was assessed as well as a section that will help you to prepare for a hearing if you feel the need to contest your value. We have also included an overview of a typical revaluation project, videos that will familiarize you with the various steps involved in a revaluation as well as useful links to assessing industry sites.

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[Return to Home Page](#)

**Taxpayer Assistance**

- [Overview of Market Conditions](#)
- [Frequently Asked Questions](#)
- [Is my assessment correct?](#)
- [Preparing for a Hearing](#)

**LINKS**

- [Vision Home Page](#)
- [Online Property Database](#)
- [MA Dept of Revenue](#)
- [Rhode Island Dept of Tax](#)
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- [CT Assoc. of Assessing Officers](#)
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- [NH Assoc. of Assessing Officers](#)
- [ME Assoc. of Assessing Officers](#)
- [VT Assessors & Listers Assoc.](#)

**Helpful Videos**

- [Goals of a Revaluation](#)

We can even offer videos that explain how a revaluation is performed.

## Taxpayer Revaluation Information

**Goals of a Revaluation**



[Launch in external player](#)

[Click below to view a copy of the chart referred to in this Video.](#)

[Return to Home Page](#)

**Taxpayer Assistance**

- [Frequently Asked Questions](#)
- [Is my assessment correct?](#)
- [Preparing for a Hearing](#)

**LINKS**

- [Vision Home Page](#)
- [Online Property Database](#)
- [MA Dept of Revenue](#)
- [Rhode Island Dept of Tax](#)
- [MA Assoc. of Assessing Officers](#)
- [CT Assoc. of Assessing Officers](#)
- [RI Assoc. of Assessing Officers](#)
- [NH Assoc. of Assessing Officers](#)
- [ME Assoc. of Assessing Officers](#)
- [VT Assessors & Listers Assoc.](#)

**Helpful Videos**

- [Goals of a Revaluation](#)
- [Types of Revaluations](#)
- [How is Land Valued](#)
- [How are Buildings Valued](#)
- [How does a Property's Condition Affect Value](#)
- [How to Appeal a Valuation](#)

We have found that providing explanations via the web helps tremendously with our PR efforts. We have also been able to measure this need. We have tracked more than 2,000,000 unique hits annually to our Taxpayer Revaluation Information Web Site since December 2005.

## **STEPHEN WHALEN**

### **PROFESSIONAL EXPERIENCE**

#### **VISION GOVERNMENT SOLUTIONS, INC., HUDSON, MA**

##### **2005 – Current – Project Manager**

Responsibilities include project management, residential and commercial property valuation, consulting and court work. Specific expertise in the valuation of commercial and industrial properties. Responsible for handling over a dozen town/city contracts annually.

#### **WILLIAM RAVEIS REAL ESTATE, HINGHAM, MA**

##### **2014 – Current - Real Estate Realtor**

#### **ASSESSOR'S OFFICE, SAUGUS, MA**

##### **1999 – 2014 – Property Appraiser**

Performs inspections of all residential and commercial properties that have filed building permits and re-inspection of properties that have filed for a tax abatement. Additional responsibilities include income and expense analysis and commercial and industrial valuation. And implement the D.O.R. commercial required reval update. Including land values, cost modeling, income and expense analysis, and final value correlation.

#### **ASSESSOR'S OFFICE, WEST NEWBURY, MA**

##### **2005 – Present Property Appraiser**

Responsibilities included field review and verification of all residential properties that have filed building permits and re-inspection of properties that had sold within the past year. Also performed all commercial analysis for D.O.R. required state revaluation. Including setting of land values, cost modeling, commercial table building, and all required D.O.R. spreadsheets.

#### **ASSESSOR'S OFFICE, WELLESLEY, MA**

##### **2008 – 2012 – Property Appraiser**

Performed field review and verification of all residential properties that filed building permits. Re-inspection of properties that filed for tax abatements or had sold within the last year.

#### **CLT/TYLER, TOLLAND, CT**

##### **1987 – 2005 – Senior Project Manager**

Supervised several revaluation projects throughout New England and is experienced in all phases of the revaluation process. Responsibilities included hiring and training of both colleagues and clients, defense of values at both informal and formal levels, establishing market rents for commercial and industrial properties based on income and expense reports, and utilizing the

income, cost and sales approaches to value for state mandated revaluations.

## **EDUCATION**

**Massachusetts Association of Assessing Officers**

**Course 1: Comparable Sales Approach**

**International Association Of Assessing Officers**

**Site Analysis and Evaluation**

**Introduction to the Cost Approach to Value**

**Introduction to the Market Approach to Value**

**Course 1: Fundamentals of Real Property Appraisal**

**Course 2: Income Approach to Valuation**

**Course 301: Mass Appraisal of Residential Property**

**Course 400: Assessment Administration**

**Other Courses/Seminars**

**2019 NH State Statutes Course#1 (40) hours**

**2019 NH State Statutes Course#2 (32) hours**

**The Rushmore Model for Hotel Valuation**

**Complex Industrial Property**

**Mass Appraisal of High End Residences**

**Valuation of Regional Malls and Golf Courses**

**Specialty Properties; Hospital Exemptions and Assisted Living**

**Valuation Telecommunications Property and Wireless Technology**

**The Appraisal Foundation**

**National Uniform Standards of Professional Appraisal Practice Course (USPAP 2020-2021)**

**Professional Real Estate Training Institute**

**Completed forty (40) hours of pre-licensure salesperson education**

**Computer/Software Experience**

**Experienced with using multiple revaluation company's software.**

## **CERTIFICATIONS**

**MA Licensed Real Estate Salesperson #00953264**

**CT Certified Residential Appraiser**

**NH Certified Property Assessor Supervisor**

**VT Certified Supervisor**

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SANDRA SCHMUCKI

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**PROFESSIONAL EXPERIENCE**

**VISION GOVERNMENT SOLUTIONS, INC., HUDSON, MA**

**2008 – Present, Project Manager**

Oversee all assigned appraisal operations; manage support staff and Staff Appraisers; project planning and supervision of multiple projects within the district. Meet with state appointed representatives of Bureau of Assessments for certification of municipality values.

**1999 – 2001, Staff Appraiser**

Review residential and commercial properties for revaluation purposes. Responsibilities include residential sales review, hearings with taxpayers, update 61A Farm use land value based on clients' data, set condition factors for land based on topography, reconcile income and expense reports with commercial properties on Vision software, and work with Assessor's offices. Experience includes working in Massachusetts, Connecticut, Rhode Island, New Hampshire, and Maine.

**1998 – 1999, Crew Chief**

Responsible for overseeing the total data collection effort, completing complex data collection assignments which may be beyond the scope of normal data collection personnel, maintaining a high level of operating competence and efficiency, monitor and evaluate the process of data collection personnel.

**FRESENIUS MEDICAL CARE NA, NMC HOMECARE, INC., LEXINGTON, MA**

**1996 – 1998, Accounting Manager**

Manage department to account for regional branches with annual revenue of \$100 million. Oversee monthly close of the general ledger. Supervise three accountants and payroll department. Responsible for monthly financial reports for multiple offices, analysis of gross margin and operating costs, oversee billing and collecting accounts receivable. Implement action plan to resolve problem areas on balance sheet and fixed assets. Member of SAP accounting software implementation to resolve Y2K issue, focus on fixed assets and general ledger. Work with human resources, field management and corporate financial departments.

**1987 – 1996, Accountant/Accounting Supervisor**

Progressive accounting experience working in home healthcare, construction, property management and conference industries.

**EDUCATION**

**University of Massachusetts- Lowell, MA**

1987 Bachelor of Science Degree: Business

**SPECIAL QUALIFICATIONS**

**State of Connecticut Office of Policy and Management:** Certified Land/Residential Appraiser 2000, 2012. Certified Commercial Appraiser 2013 (valid through April 30, 2023)

**State of New Hampshire DRA Certified Real Estate Appraiser** 2005, Assessor Assistant 2010, DRA-Certified Property Assessor 2015, DRA-Certified Property Assessor Supervisor 2020-2024

**State of Vermont Department of Taxation Certified Project Supervisor** (through March 2024)

**IAAO Course 300 Fundamentals of Mass Appraisal:** Certificate of Completion 2000

**IAAO Course 201 Appraising Income Properties:** Certificate of Completion 2002

**IAAO Course 100 Basics of Real Estate Appraisal:** Certificate of Completion 2004

**MAAO Course 3 – Income Approach to Value:** Certificate of Completion 2013

**MBREA Course - Basic Appraisal Principles:** Certificate of Completion 2018

**MBREA Course – Basic Appraisal Procedures:** Certificate of Completion 2018

# **RICK KULP**

## **PROFESSIONAL EXPERIENCE**

### **VISION GOVERNMENT SOLUTIONS, INC., HUDSON, MA**

#### **2012 – Present, Senior Staff Appraiser**

Responsible for managing support staff, coordinating and documenting taxpayer hearings; creating and maintaining various reports for project managers within the Vision CAMA System. Residential and Commercial data collection / review for revaluation purposes. Projects include: Kittery, Skowhegan, Arundel, Standish, Camden, Kennebunkport, Winslow, Gardiner and Raymond, Maine; Nashua, Portsmouth, Bedford, Moultonborough, N. Hampton, Hampton, Seabrook, Claremont, Laconia, Fremont, Littleton, Manchester and Derry, New Hampshire; Newburyport, Quincy, Medford, Chelsea, Norwood, Chelmsford, Acton, Groton, Dracut and Lowee, Massachusetts; Hartford, Newport, Bridgewater and Colchester, VT; Newport, Cranston, Providence, Lincoln, Smithfield, Narragansett and Pawtucket, Rhode Island; as well as Stamford, Danbury, Bristol, New Haven, Glastonbury and Bridgeport, Connecticut.

#### **2007 – 2012, Crew Chief / Commercial Specialist**

Duties include the training and production/accuracy of Data Collectors and overseeing the entire data collection process. Other responsibilities include accurately measuring and listing Commercial Properties in Derry, Manchester, Moultonborough and Portsmouth, NH as well as various communities in all other New England states.

#### **2002 – 2007, Data Collector**

Responsibilities include accurately locating, identifying and measuring the exterior dimensions of assigned properties. Making a thorough inspection of the interior of the property and accurately recording all pertinent physical Data used in the valuation of the property. Experience in working in Hooksett, New Durham, Exeter, Fremont and Wolfeboro, New Hampshire and York, Kittery, Camden, Standish and Raymond, Maine.

### **TYCOM INTEGRATED CABLE SYSTEMS, NEWINGTON, NH**

#### **2000 – 2002, Technical Analyst**

Perform fiber optic transmission analysis, using various testing systems to obtain power/attenuation values and signal loss over multiple wavelengths, ensuring conformity with engineering specifications. Collect data and prepare reports for quality assurance using Microsoft Excel and Word.

### **RUSSOUND, INC. NEW MARKET, NH**

#### **1994 - 2000, Inventory Control Team Leader**

Management of material flow from receiving to production, tracking the movement of over 2000 parts and subassemblies used in the manufacture of audio/video electronic equipment. Supervise all aspects of inventory control and reporting using company specific automated system. Oversee stock levels to ensure cost effective re-ordering. Coordinate material requirements and resolve purchase-ordering discrepancies with purchasing department. Complete bi-monthly physical inventory counts. Organize warehouse. Supervise and train all receiving/inventory control personnel. Lead the quality assurance team for all sheet metal fabrication and procurement.



**HARCOURT HOME IMPROVEMENT CO., NOTTINGHAM, NH**  
**1991 – 1994, Carpenter/Painter/Landscaper**

**NATIONAL OCEANOGRAPHIC AND ATMOSPHERIC ADMINISTRATION NOAA,**  
**SEATTLE, WA**  
**1986 – 1991, Survey Technician**

**EDUCATION/CERTIFICATIONS**

**University of New Hampshire**  
B.S. Park Management

**Vision Appraisal Technology**

80 Hour In-House Training Program  
REA1-Real Estate Appraisal Basics – 10220032 (Mass. Board of RE Appraisers) 39 hours  
USPAP: Uniform Standards of Professional Appraisal Practice – 2006, latest update 2019  
Income Approach to Value - 2015

**JMB Real Estate Academy**

Appraising Income Properties – 10180003 (Mass Board of RE Appraisers)  
30 hours, 2007

**MAAO**

Course 2 (Cost Approach) – 2013

**NH Statutes Course**

Part II – 2015  
Part I - 2018

**New Hampshire Department of Revenue Administration**

Certified Real Estate Appraiser (through 2024)

**Connecticut Office of Policy and Management**

Certified Land/Residential Data Collection and Review (through 2023)

# WILLIAM DOWNS

## PROFESSIONAL EXPERIENCE

### VISION GOVERNMENT SOLUTIONS, INC., HUDSON, MA

#### 2020 – Present - Staff Appraiser

Valuation of residential and commercial properties. Data collection, qualification and review of recent sales. Field review of properties for data quality. Adjustments to values based on recent sales and value added construction permits. Informal hearings with property owners to discuss property value.

#### 2014 – 2019 - Crew Chief

Primary responsibilities include being the day to day liaison with the client, overseeing the data collection efforts within assigned projects, training, scheduling and monitoring data collection personnel, quality control, record keeping, complex data collection assignments, sales qualifications, permit reconciliation, field review and informal hearings

### CERTIFIED REVALUATION COMPANY, INC. - NORTH PRIDENCE, RI

#### THYSSENKRUPP INDUSTRY SERVICES - TAUNTON MA,

##### 2008 – 2011, Operations Manager

Manage warehousing and fleet operations, Specializing in Commercial Construction.

#### NEW ENGLAND HEARTH AND PATIO - BARRINGTON, RI

##### 2003 – 2008, Distribution Manager

Managed Warehousing, Distribution, Maintenance, and Customer Service Functions.

#### AFC CABLE SYSTEMS - NEW BEDFORD, MA

##### 1985 – 2003, Distribution Manager

Managed Distribution center, Warehouse Manager, Dispatcher / Customer Service.

## EDUCATION

UMass Amherst, Business Management – Bachelors of Science

Vision Government Solutions – 80 hours in house training

## CERTIFICATIONS

Connecticut Land/Residential Revaluation

Maine Certified Assessor – 12/31/2021

# State of Maine

Having successfully demonstrated proficiency in the field of Property Tax Administration

This is to certify that

*William Downs*

Is hereby issued this Certificate of Eligibility

as a

*Certified Maine Assessor*

As evidence of qualification to perform the assessment function in any assessing jurisdiction  
in the State of Maine.

*Andrea Jubayko*

Chief of Training and Certification, Maine Revenue Services

No. 998

*D.W.L.*

Director, Property Tax Division, Maine Revenue Services

Date: 8/27/2020

## **SHERYL CLIFFORD**

### **PROFESSIONAL EXPERIENCE**

#### **VISION GOVERNMENT SOLUTIONS, INC., HUDSON, MA**

##### **2013 – Current - Data Collector**

Responsibilities include accurately locating, identifying, and measuring the exterior dimensions of assigned properties. Making a thorough inspection of the interior of the property and accurately recording all pertinent data used in the valuation of the property. Duties also include Digital Imaging and Updating of information for Building permits. Additional experience in field review, building permits as well as informal taxpayer hearings. Experience working in numerous townships throughout Maine, also several towns in the New England Region. DRA Certified Building Measurer & Lister

### **EDUCATION**

**Vision Government Solutions – 80 hours in house training**



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



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

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

Memorandum

To: Town Manager Lunt  
From: Chief Willis  
Subject: FY21 Cruiser Purchase  
Date: November 12, 2020

Last year upon approval from the Board of Selectman, we ordered a new factory built cruiser from Darling's Bangor Ford and anticipated a March, 2020 delivery. We then learned that completion and delivery of the cruiser would be delayed due to COVID 19 related factory closures and ongoing delays in production. In order to stay on track with our cruiser replacement schedule, we sought approval from the Board of Selectman to purchase a similar in stock cruiser rather than waiting for production of the newly built one. The factory built cruiser was eventually completed and is now in stock at Darlings.

As we've done in the past, as part of this purchase and trade, we will be trading in the vehicle our Public Works Director is currently using, taking a cruiser out of patrol use and transferring it to the Public Works Director. His current car is a 2014 with high mileage and the result of this trade will have him using a 2018 with far less mileage on it.

I am now requesting authorization to trade in the P.W. Directors 2014 Ford SUV and purchase the cruiser we initially ordered, which is now in stock. This cruiser was built according to our specifications. The purchase/trade summary as described from Darling's Bangor Ford is below:

- (1) 2020 Ford Police Interceptor Utility AWD for patrol equipped as outlined in their bid package for \$35,254.00 with a trade in of PW 2014 Ford SUV for \$3,750.00 and a net purchase price of \$31,504.00.

Will you please place this on the Nov. 16, 2020 Selectmen's meeting agenda for approval of this purchase and trade-in for a net price of \$31,504.00 to be funded through the Police Equipment-Vehicle line, #14400110-57200 which has a current balance of \$43,000.00. The remaining funds in the account will be used for up fitting the new cruiser with our standard equipment.

Prepared for: Mr. James Willis, Chief of Police, Mount Desert Police Department  
21 Sea Street  
Northeast Harbor, ME 04662-0248  
Office: 207-276-5111  
Email: jwillis@mdpolic.org

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2020 Police Interceptor Utility AWD Base (K8A)

Price Level: 25 | Stock No: 369743

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**Client Proposal**

Prepared by:

Jessica Bouchard

Office: 207-992-1506

Email: jessica.bouchard@darlings.com

Date: 11/10/2020

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Prepared for: Mr. James Willis  
Chief of Police, Mount Desert Police Department  
Prepared by: Jessica Bouchard  
11/10/2020



Darling's Bangor Ford | 403 Hogan Road Bangor Maine | 044014207

2020 Police Interceptor Utility AWD Base (K8A)

Price Level: 25 | Stock No: 369743

## Pricing Summary - Single Vehicle

	MSRP	
<i>Vehicle Pricing</i>		
Base Vehicle Price	\$40,615.00	
Options & Colors	\$390.00	
Upfitting	\$0.00	
Destination Charge	\$1,195.00	
<b>Subtotal</b>	<b>\$42,200.00</b>	
<i>Pre-Tax Adjustments</i>		
<b>Code</b>	<b>Description</b>	
Gov Discount	Ford Government Discount	-\$3,000.00
<small>End user must have a valid Ford government fleet ID number to receive this discount. See dealer for free enrollment if necessary.</small>		
Dealer Discount	Darling's Discount	-\$3,946.00
Trade-In	2014 FORD POLICE INTERCEPTOR UTILITY	-\$3,750.00
<small>VIN # 1FM5K8ARXEGB54267</small>		
<b>Total</b>		<b>\$31,504.00</b>

Customer Signature

Acceptance Date

Prepared for: Mr. James Willis  
 Chief of Police, Mount Desert Police Department  
 Prepared by: Jessica Bouchard  
 11/10/2020



Darling's Bangor Ford | 403 Hogan Road Bangor Maine | 044014207

2020 Police Interceptor Utility AWD Base (K8A)

Price Level: 25 | Stock No: 369743

As Configured Vehicle

Code	Description	MSRP
<b>Base Vehicle</b>		
K8A	Base Vehicle Price (K8A)	\$40,615.00
<b>Packages</b>		
500A	Order Code 500A <i>Includes:</i> - 3.73 Axle Ratio - GVWR: TBD - Tires: 255/60R18 AS BSW - Wheels: 18" x 8" 5-Spoke Painted Black Steel <i>Includes polished stainless steel hub cover, center caps and full size spare.</i> - Unique HD Cloth Front Bucket Seats w/Vinyl Rear <i>Includes reduced bolsters, driver 6-way power track (fore/aft up/down, tilt with manual recline, 2-way manual lumbar), passenger 2-way manual track (fore/aft. with manual recline) and built-in steel intrusion plates in both front seatbacks</i> - Radio: AM/FM/MP3 Capable <i>Includes clock, 4-speakers, Bluetooth interface with hands-free voice command support (compatible with most Bluetooth connected mobile devices), 1 USB port and 4.2" color LCD screen center stack smart display.</i>	N/C
<b>Powertrain</b>		
99B	Engine: 3.3L V6 Direct-Injection (FFV) <i>(136-MPH Top Speed). Note: Deletes regenerative braking and lithium-ion battery pack; adds 250-Amp alternator, replaces H7 AGM battery (800 CCA/80-amp) with H7 SLI battery (730 CCA/80-amp) and replaces 19-gallon tank with 21.4-gallon.</i>	-\$3,530.00
44U	Transmission: 10-Speed Automatic (44U)	N/C
STDAX	3.73 Axle Ratio	Included
STDGV	GVWR: TBD	Included
<b>Wheels &amp; Tires</b>		
STDTR	Tires: 255/60R18 AS BSW	Included
STDWL	Wheels: 18" x 8" 5-Spoke Painted Black Steel <i>Includes polished stainless steel hub cover, center caps and full size spare.</i>	Included
<b>Seats &amp; Seat Trim</b>		
9	Unique HD Cloth Front Bucket Seats w/Vinyl Rear <i>Includes reduced bolsters, driver 6-way power track (fore/aft up/down, tilt with manual recline, 2-way manual lumbar), passenger 2-way manual track (fore/aft. with manual recline) and built-in steel intrusion plates in both front seatbacks.</i>	Included



Prepared for: Mr. James Willis

Chief of Police, Mount Desert Police Department

Prepared by: Jessica Bouchard

11/10/2020

Darling's Bangor Ford | 403 Hogan Road Bangor Maine | 044014207



2020 Police Interceptor Utility AWD Base (K8A)

Price Level: 25 | Stock No: 369743

As Configured Vehicle (cont'd)

Code	Description	MSRP
<b>Other Options</b>		
PAINT	Monotone Paint Application	STD
119WB	119" Wheelbase	STD
STDRD	Radio: AM/FM/MP3 Capable <i>Includes clock, 4-speakers, Bluetooth interface with hands-free voice command support (compatible with most Bluetooth connected mobile devices), 1 USB port and 4.2" color LCD screen center stack smart display.</i>	Included
66A	Front Headlamp Lighting Solution <b>Recommend using Ultimate Wiring Package (67U).</b> <i>Includes LED low beam/high beam headlamp, wig-wag function and (2) red/blue/white LED side warning lights in each headlamp (factory configured: driver's side white/red / passenger side white/blue). Wiring and LED lights included (in headlamps only; grille lights not included). Controller not included.</i> <i>Includes:</i> <i>- Grille LED Lights, Siren &amp; Speaker Pre-Wiring</i>	\$895.00
86T	Tail Lamp/Police Interceptor Housing Only <i>Pre-existing holes with standard twist lock sealed capability (does not include LED strobe) (eliminates need to drill housing assemblies).</i>	\$60.00
67U	Ultimate Wiring Package <b>Recommend Police Wire Harness Connector Kit 67V.</b> <i>Includes wiring harness instrument panel to rear cargo area (overlay), (2) light cables - supports up to (6) LED lights (engine compartment/grille), (1) 10-amp siren/speaker circuit engine compartment and rear hatch/cargo area wiring - supports up to (6) rear LED lights. Does not include LED lights, side connectors or controller.</i> <i>Includes:</i> <i>- Rear Console Plate</i> <i>- Grille LED Lights, Siren &amp; Speaker Pre-Wiring</i>	\$560.00
67V	Police Wire Harness Connector Kit - Front/Rear <b>See Upfitters guide for further detail <a href="http://www.fordpoliceinterceptorupfit.com">www.fordpoliceinterceptorupfit.com</a>.</b> <i>For connectivity to Ford PI Package solutions includes front (2) male 4-pin connectors for siren, (5) female 4-pin connectors for lighting/siren/speaker, (1) 4-pin IP connector for speakers, (1) 4-pin IP connector for siren controller connectivity, (1) 8-pin sealed connector, (1) 14-pin IP connector, rear (2) male 4-pin connectors for siren, (5) female 4-pin connectors for lighting/siren/speaker, (1) 4-pin IP connector for speakers, (1) 4-pin IP connector for siren controller connectivity, (1) 8-pin sealed connector and (1) 14-pin IP connector.</i>	\$185.00
153	Front License Plate Bracket	N/C
43D	Dark Car Feature <i>Courtesy lamps disabled when any door is opened.</i>	\$25.00
942	Daytime Running Lamps	\$45.00

Prepared for: Mr. James Willis  
 Chief of Police, Mount Desert Police Department  
 Prepared by: Jessica Bouchard  
 11/10/2020



Darling's Bangor Ford | 403 Hogan Road Bangor Maine | 044014207

2020 Police Interceptor Utility AWD Base (K8A)

Price Level: 25 | Stock No: 369743

As Configured Vehicle (cont'd)

Code	Description	MSRP
17T	Switchable Red/White Lighting in Cargo Area <i>Deletes 3rd row overhead map light.</i>	\$50.00
60A	Grille LED Lights, Siren & Speaker Pre-Wiring	Included
51T	Driver Only LED Spot Lamp (Whelen)	\$420.00
68G	Rear-Door Controls Inoperable <i>Locks, handles and windows. Note: Can manually remove window or door disable plate with special tool. Note: Locks/windows operable from driver's door switches.</i>	\$75.00
55F	Remote Keyless Entry Key Fob w/o Key Pad <i>Does not include PATS. Includes 4-key fobs. Key fobs are not fobbed alike when ordered with Keyed-Alike</i>	\$340.00
59B	Keyed Alike - 1284x	\$50.00
85R	Rear Console Plate Contours through 2nd row; channel for wiring.	Included
55B	BLIS Blind Spot Monitoring w/Cross Traffic Alert <i>Includes: - Manual Fold-Away Mirrors w/Heat Without memory and without puddle lamps</i>	\$545.00
76R	Reverse Sensing System	\$275.00
52T	Class III Trailer Tow Lighting Package <i>Includes 4-pin and 7-pin connectors and wiring</i>	\$80.00
18X	100 Watt Siren/Speaker w/Bracket & Pigtail	\$315.00

Emissions

425	50 State Emission System Flexible Fuel Vehicle (FFV) system is standard equipment for vehicles equipped with the 3.3L V6 Direct-Injection engine.	STD
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Interior Colors

96_01	Charcoal Black	N/C
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**Prepared for: Mr. James Willis**  
Chief of Police, Mount Desert Police Department  
Prepared by: Jessica Bouchard  
11/10/2020



Darling's Bangor Ford | 403 Hogan Road Bangor Maine | 044014207

**2020 Police Interceptor Utility AWD Base (K8A)**

Price Level: 25 | Stock No: 369743

**As Configured Vehicle (cont'd)**

<b>Code</b>	<b>Description</b>	<b>MSRP</b>
<b>Primary Colors</b>		
YZ_01	Oxford White	N/C
<b>SUBTOTAL</b>		<b>\$41,005.00</b>
<b>Destination Charge</b>		<b>\$1,195.00</b>
<b>TOTAL</b>		<b>\$42,200.00</b>

**Prepared for: Mr. James Willis**

Chief of Police, Mount Desert Police Department

Prepared by: Jessica Bouchard

11/10/2020



Darling's Bangor Ford | 403 Hogan Road Bangor Maine | 044014207

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**2020 Police Interceptor Utility AWD Base (K8A)**

Price Level: 25 | Stock No: 369743

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## Warranty

### Standard Warranty

*Basic*

Distance	36,000 miles	Months	36 months
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*Powertrain*

Distance	100,000 miles	Months	60 months
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*Corrosion Perforation*

Distance	Unlimited miles	Months	60 months
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*Roadside Assistance*

Distance	60,000 miles	Months	60 months
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*Hybrid Electrical Components*

Distance	100,000 miles	Months	96 months
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**Prepared for: Mr. James Willis**

Chief of Police, Mount Desert Police Department

Prepared by: Jessica Bouchard

11/10/2020

Darling's Bangor Ford | 403 Hogan Road Bangor Maine | 044

**2020 Police Interceptor Utility AWD Base (K8A)**

Price Level: 25 | Stock No: 369743

**Major Equipment**

- (Based on selected options, shown at right)
- 3.3L V-6 DOHC w/gasoline direct injection 285hp
- 10 speed automatic w/OD
- \* 4-wheel ABS
- \* Traction control
- \* Advance Trac w/Roll Stability Control
- \* Dual zone electronic automatic temperature control
- \* AM/FM stereo with seek-scan, external memory control
- \* LED brakelights
- \* Dual power remote heated mirrors
- \* 18 x 8 steel wheels
- \* Driver and front passenger seat mounted side airbags
- \* Rear window defroster
- \* Message Center
- \* Reclining front bucket seats
- \* Audio control on steering wheel

**As Configured Vehicle**

- STANDARD VEHICLE PRICE \$40,
- Order Code 500A
- 3.73 Axle Ratio In
- GWWR: TBD In
- Tires: 255/60R18 AS BSW In
- Wheels: 18" x 8" 5-Spoke Painted Black Steel In
- Unique HD Cloth Front Bucket Seats w/Vinyl Rear In
- Monotone Paint Application
- 119" Wheelbase In
- Radio: AM/FM/MP3 Capable
- 50 State Emission System
- Engine: 3.3L V6 Direct-Injection (FFV) -\$3,
- Transmission: 10-Speed Automatic (44U)
- Ultimate Wiring Package \$
- Rear Console Plate In
- Grille LED Lights, Siren & Speaker Pre-Wiring In
- Switchable Red/White Lighting in Cargo Area
- 100 Watt Siren/Speaker w/Bracket & Pigtail \$
- Dark Car Feature

**Fuel Economy**



City  
N/A

Hwy  
N/A

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

**Prepared for: Mr. James Willis**  
Chief of Police, Mount Desert Police Department  
Prepared by: Jessica Bouchard  
11/10/2020

**2020 Police Interceptor Utility AWD Base (K8A)**

Price Level: 25 | Stock No: 369743

Darling's Bangor Ford | 403 Hogan Road Bangor Maine | 044

As Configured Vehicle

Driver Only LED Spot Lamp (Whelen)	\$
Class III Trailer Tow Lighting Package	
BLIS Blind Spot Monitoring w/Cross Traffic Alert	\$
Manual Fold-Away Mirrors w/Heat	In
Remote Keyless Entry Key Fob w/o Key Pad	\$
Keyed Alike - 1284x	
Front Headlamp Lighting Solution	\$
Police Wire Harness Connector Kit - Front/Rear	\$
Rear-Door Controls Inoperable	
Reverse Sensing System	\$
Tail Lamp/Police Interceptor Housing Only	
Daytime Running Lamps	
Front License Plate Bracket	
Oxford White	
Charcoal Black	
<b>SUBTOTAL</b>	<b>\$41,000</b>
Destination Charge	\$1,000

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, a or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

**Prepared for: Mr. James Willis**  
Chief of Police, Mount Desert Police Department  
Prepared by: Jessica Bouchard  
11/10/2020

**2020 Police Interceptor Utility AWD Base (K8A)**

Price Level: 25 | Stock No: 369743

Darling's Bangor Ford | 403 Hogan Road Bangor Maine | 044

**As Configured Vehicle**

**TOTAL**

**\$42,;**

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

TOWN OF MOUNT DESERT

Municipal Capital Improvement Plan

Reserve	Already In Reserve	Description	Unit No.	Year in Service	IR FISCAL	Unaudited Reserve Balances as of 09/26/20		Revised		Fiscal Year 2021-2022			
						Recommended - Age	Replacement - Age	Proposed - Calculated Replacement Age	Revised - Replacement Cost (No Trade-in)	Proposed - Years Until Replaced	Calculated - Replacement Cost (No Trade-in)	Proposed - Facilities	Comments
<b>BOS REVIEW 11/16/2020</b>													
4020100-24309	20,223	Telephone System for Building	001	2014	7	2021	2024	10	35,000	3	4,892	4,892	1999191-59962
<b>MUNICIPAL MANAGEMENT</b>													
<b>TOWN CLERK</b>													
4020100-24305	11,629	Calculating machine	001	2013	5	2018	2018	5	10,000	0	0	0	
Encumbered:	21,992	biens preservation	002	2017	5	2022	2022	5	32,527	1	10,535	10,535	
Kofie 422 \$15,000	(15,000)												
18,621									42,527		10,535	10,535	1999191-59972
<b>FINANCE DEPARTMENT</b>													
4020800-24206	5,087	Computer Network Server	001	2017	5	2022	2027	10	9,000	6	652	652	This is the central NETWORK server.
3,663		Smartboard/Projector/Screens	003	2019	5	2024	2024	5	10,000	3	2,112	2,112	Conference room and Meeting room
8,750									21,500		2,764	2,764	1999191-59976
<b>ASSESSING DEPARTMENT</b>													
4020600-24208	5,924	Visian Server	001R	2019	4	2023	2023	4	10,000	2	2,033	2,033	1999191-59960
4020600-24207	215,308	Revaluation Reserve	002	2007	14	2021	2026	19	300,000	5	16,938	16,938	1999191-59978
4020600-24211	2,511	Aerial Ortho Photography	003	2020	5	2020	2025	5	20,000	4	4,372	4,372	1999191-59979
223,755									330,000		23,343	23,343	
<b>CODE ENFORCEMENT</b>													
4020700-24283	23,296	2018 CHEVROLET COLORADO		2019	5	2024	2026	7	40,000	5	3,359	3,359	1999191-59923
23,206									40,000		3,359	3,359	3,857 maintain 50% of maximum annual liability
183,643									187,500		3,857	3,857	1999191-59974
<b>POLICE DEPARTMENT</b>													
4040100-24405	0	Pelican Capital Improvement Reserve											
0		2018 Dodge Ram 1500 SSV Patrol #4110		2018	4	2022	2022	4	55,000	2	0	0	Purchase to be accomplished through PD Regular Budget in FY 22
0		2017 Ford SUV Cruiser Patrol #4111		2021	3	2024	2024	3	40,000	2	0	0	Purchase to be accomplished through PD Regular Budget in FY 24
0		2017 SUV Cruiser Chief #4109		2017	3	2022	2022	3	40,000	2	0	0	Purchase to be accomplished through PD Regular Budget in FY 23
0		2017 SUV Cruiser Chief #4109		2017	3	2022	2022	3	40,000	2	0	0	Purchase to be accomplished through PD Regular Budget in FY 23
8,136		Courier Mobile Data Terminals and Accessories (0)		2018	5	2023	2023	5	12,000	3	773	773	Purchases done with each center as they are purchased
1,464		Handguns (15)		2013	13	2026	2026	13	7,200	7	819	819	819 Replacement done are aligned with BHPDs
0		Rifles (6) replacing in FY21 for \$12250		2019	11	2021	2021	11	12,250	2	6,125	6,125	6,125 Replacement done are aligned with BHPDs
3,000		Wearable Digital Video Cruiser Recorders (3)		2020	5	2025	2025	5	12,000	3	3,000	3,000	3,000 Fully Imaged system with BHPD as of 2020
3,000		Wearable Digital Video Cruiser Recorders (3)		2020	5	2025	2025	5	12,000	3	3,000	3,000	3,000 Fully Imaged system with BHPD as of 2020
3,000		Wearable Digital Video Cruiser Recorders (3)		2020	5	2025	2025	5	12,000	3	3,000	3,000	3,000 Fully Imaged system with BHPD as of 2020
7,500		Speed limiter		2015	10	2025	2025	10	15,000	6	1,250	1,250	1,250 Replacement done are aligned with BHPDs
5,000		Records Management System -		2014	11	2025	2025	11	5,000	3	0	0	0 Funds here are for upgrades and participation costs for county server and hardware
12,402		Lasers (7)		2017	5	2022	2022	5	18,000	3	1,866	1,866	We pay equal payment each year for 5, this is aligned with BHPD's 5 year cycle to keep equip. same
5,000		AED Units in Cruisers (4)		2017	5	2022	2022	5	5,000	3	0	0	
18,655		Virtual Desktop Project		2021	3	2024	2024	3	30,000	2	5,773	5,773	
75,996									312,605		20,801	20,801	1999191-59971
<b>FIRE DEPARTMENT</b>													
4040300-24471	0	2013 Exmark Utility 2500 Gls. (Liber		2012	18	2030	2030	18	304,250	9	76,250	76,250	
Encumbered:	0	2017 Exmark Utility 2500 Gls. (Liber		2017	18	2035	2035	18	1,141,548	12	0	0	
Ford F-350 - 463 \$462,991.16		2006 Spartan/Smeal Rescue Pumper 1000gpi 1500 GPM		2007	16	2023	2023	16	373,533	2	86,877	86,877	
0		2014 International Ferrara Pumper 750 gal./1250 GPM		2012	9	2021	2021	9	581,475	10	58,148	58,148	
0		2014 International Ferrara Pumper 750 gal./1250 GPM		2012	9	2021	2021	9	78,000	0	0	0	
0		2006 GMC 4500 Box Truck		2007	20	2026	2026	20	95,161	8	11,892	11,892	
0		2009 Freightliner Quon 230 gal./1500 GPM		2007	20	2026	2026	20	149,064	5	29,813	29,813	
0		2009 Freightliner Quon 230 gal./1500 GPM		2007	20	2026	2026	20	149,064	5	29,813	29,813	
0		2011 Fire Responder Express Pige		2011	10	2021	2021	10	1,182,933	11	6,662	6,662	0 will be used for new line purchases for 2029 with rescue and fire apparatus capabilities
762,888									4,362,178		635,109	635,109	
762,888									4,362,178		635,109	635,109	
<b>SCOTT SELF-CONTAINED BREATHING APPARATUS</b>													
AIRPAK01	15	Scott Self-Contained Breathing Apparatus		2013	15	2028	2028	15	15,000	7	2,143	2,143	
AIRPAK02	15	Scott Self-Contained Breathing Apparatus		2013	15	2028	2028	15	15,000	7	2,143	2,143	
AIRPAK03	15	Scott Self-Contained Breathing Apparatus		2013	15	2028	2028	15	15,000	7	2,143	2,143	
AIRPAK04	15	Scott Self-Contained Breathing Apparatus		2013	15	2028	2028	15	15,000	7	2,143	2,143	
AIRPAK05	15	Scott Self-Contained Breathing Apparatus		2013	15	2028	2028	15	15,000	7	2,143	2,143	
AIRPAK06	15	Scott Self-Contained Breathing Apparatus		2013	15	2028	2028	15	15,000	7	2,143	2,143	
AIRPAK07	15	Scott Self-Contained Breathing Apparatus		2013	15	2028	2028	15	15,000	7	2,143	2,143	







EQUIPMENT REPLACEMENT SCHEDULE		BOS REVIEW 11/16/2020		Unaudited Reserve Balance as of 09/26/20		Revised		Fiscal Year 2021-2022		
Account	Item	Year	Description	Year In Service	Replacement Year	Replacement Cost	Year/Unit	Replacement Funding	Funding	Comments
Reserve	In Reserve	10/1		2004	2024					
		2004	S&H Roadside Road PS	20	2024	100,000	TBD	0	0	Bonding when upgraded or replaced; engine replacement TBD
		2004	Babson Coast PS	20	2024	100,000	TBD	0	0	Bonding when upgraded or replaced; engine & electric panel replacement TBD
		2004	Semantic Library PS	20	2024	150,000	TBD	0	0	Bonding when upgraded or replaced
		2005	Over Creek PS	20	2025	3,437,153	TBD	0	0	Bonding when upgraded or replaced
		2005	Seal Harbor W/WTP	20	2025	4,674,528	TBD	0	0	Bonding when upgraded or replaced
		2006	Seal OAK Bldg	40	2046	500,000	TBD	0	0	Bonding when upgraded or replaced
		2009	Forest PS	20	2029	400,000	TBD	0	0	Bonding when upgraded or replaced; pumps, electric panel, vent well, screen filter & force main
		2009	Forest PS	20	2029	400,000	TBD	0	0	Bonding when upgraded or replaced; pumps & electric panel replacement TBD
		2010	Seamouth Wastewater Treatment Plant (W/WTP)	20	2030	7,661,099	TBD	0	0	Bonding when upgraded or replaced
		2010	Seamouth Wharf Road Pump Station	20	2030	500,000	TBD	0	0	Bonding when upgraded or replaced
		2010	Seal Harbor Pier	20	2031	4,500	TBD	0	0	Bonding when upgraded or replaced
		2014	Upgrade/Maintenance/Seal Harbor W/WTP	20	2034	9,000,000	TBD	0	0	Bonding when upgraded or replaced
		2017	Briery Cove PS	20	2037	1,100,000	TBD	0	0	Bonding when upgraded or replaced
			<b>Total Sewer Plants and Pump Stations</b>			<b>28,960,150</b>		<b>0</b>	<b>0</b>	
			<b>Structure Total</b>			<b>39,560,350</b>		<b>0</b>	<b>37,000</b>	
			<b>PARKS &amp; CEMETRIES</b>							
			<b>Total Department</b>			<b>43,372,950</b>		<b>992,797</b>	<b>252,000</b>	
			<b>Parks &amp; Cemeteries</b>							
		1984	Tennis Courts	25	1979	TBD	TBD	0	0	Bonding when replaced; appropriations for O&M
		1985	Swimming Pool	35	2020	TBD	TBD	0	0	Bonding when replaced; appropriations for O&M
		2001	Seal Harbor Floodground	N/A	N/A	TBD	TBD	0	0	Bonding when replaced; appropriations for O&M
		2001	Over Creek Floodground	15	2016	TBD	TBD	0	0	Bonding when replaced; appropriations for O&M
		2014	Parks & Cemeteries Reserve	N/A	N/A	N/A	N/A	0	0	Bonding below this limit, Seminary Park, cemetery furniture, stone care
			<b>Total Parks &amp; Cemeteries/Reserve</b>			<b>0</b>		<b>0</b>	<b>10,000</b>	
			<b>Total Department</b>			<b>43,372,950</b>		<b>992,797</b>	<b>252,000</b>	
			<b>Total Department</b>			<b>48,932,409</b>		<b>1,851,981</b>	<b>613,607</b>	
			<b>Total Department</b>			<b>48,278,227</b>		<b>1,851,981</b>	<b>623,570</b>	
			<b>Total Department</b>			<b>2,680,515</b>		<b>2,680,515</b>	<b>2,680,515</b>	
			<b>Total Department</b>			<b>2,475,005</b>		<b>2,475,005</b>	<b>2,475,005</b>	

EQUIPMENT REPLACEMENT SCHEDULE		BOS REVIEW 11/16/20										Fiscal Year 2021-2022			
Reserve Acct #	Already In Reserve	Description	1st FISCAL Year in Service	~ Recommended ~		~ Proposed ~		Replacement Cost (No Trade-in)	Proposed Years Until Replaced	Calculated Replacement Funding	Proposed Funding 2021-2022	Comments			
				Replacement Age	Replacement Fiscal Year	Replacement Age	Replacement Fiscal Year								
		250 HSP SUZUKI OUTBOARD	2014	12	2026	2026	21,591	7	3,084	1,252					
		1994 BOAT TRAILER	1993	30	2023	2019	6,597	0	0	0					
		2004 BOAT TRAILER	2004	25	2029	2030	13,094	11	1,190	1,252					
		2001 BOAT TRAILER	2011	25	2026	2027	15,000	8	1,875	1,252					
	84,513	<b>Total Boats and Trailers</b>					<b>181,271</b>		<b>28,219</b>	<b>8,764</b>	<b>6999191-59980</b>				
		<b>Equipment</b>													
6410100-24683	15,070	F 150 FORD TRUCK 4-WHEEL DRIVE	2015	10	2025	2026	30,000	7	2,133	3,000	6999191-59921				
6410100-24687	3,798	SECURITY CAMERAS	2018	6	2024	2025	16,000	6	2,034	2,000	6999191-59977				
	567,812	<b>Total Northeast Harbor</b>					<b>2,176,156</b>		<b>299,726</b>	<b>57,347</b>					
		<b>SEAL HARBOR</b>													
6410200-24600	81,335	Seal Harbor Docks CIP Reserve													
		Pur-SH	2002	25	2027	2028	65,942	9	7,327	1,000	This is the paving and major repairs to this facility				
		1 - 4 X 40 WALK WAY BRIDGE	2001	30	2031	2032	32,242	13	2,480	1,000					
		1 - 4 X 46 WALK WAY BRIDGE	2001	30	2031	2032	40,502	13	3,100	1,000					
		8 - Float Top Chains	2020	6	2020	2020	4,800	1	4,800	1,000					
		8 - Float Bottom Chains	2000	20	2020	2020	8,000	1	8,000	1,000					
	81,335	<b>SubTotal Seal Harbor Docks &amp; Piers</b>					<b>151,286</b>		<b>25,707</b>	<b>5,000</b>	<b>6999191-59982</b>				
6410200-24601	107,799	Seal Harbor Mooring/Floats Reserve													
		2 - 20 X 20 FLOATS	2017	15	2032	2032	30,000	13	2,308	3,000	North Float System				
		2 - 20 X 20 FLOATS	2014	15	2029	2029	30,000	10	3,000	3,000	South Float System-replaced from cy pier reserve				
		1 - 6 x 40 FINGER FLOATS	2006	15	2021	2022	9,000	3	3,000	1,000					
		1 - 20 X 20 FLOATS, Dually Float	2013	15	2028	2028	15,000	9	1,667	3,000					
	107,799	<b>SubTotal Seal Harbor Mooring/Floats Reserve</b>					<b>84,000</b>		<b>9,974</b>	<b>10,000</b>	<b>6999191-59932</b>				
	189,134	<b>Total Seal Harbor</b>					<b>235,286</b>		<b>35,682</b>	<b>15,000</b>					
		<b>BARLETT HARBOR</b>													
6410300-24670	21,128	Barlett Harbor Dock CIP Reserve													
		Pier Barlett	2010	30	2040	2041	45,000	22	2,045	2,000					
		4 X 46 WALK WAY BRIDGE	1993	30	2023	2024	33,599	5	5,627	1,000					
		8 - Float Top Chains	2015	3	2018	2020	4,800	1	4,800	2,000					
		8 - Float Bottom Chains	2015	3	2018	2020	6,000	1	6,000	2,000					
	26,593	<b>Subtotal Barlett Harbor Dock CIP Reserve</b>					<b>89,399</b>		<b>18,472</b>	<b>7,000</b>	<b>6999191-59963</b>				
6410300-24671	46,624	Barlett Harbor Mooring/Floats Reserve													
		2 - 20 X 20 FLOATS	2013	15	2028	2028	26,765	9	2,974	2,000					
		1 - 6 x 40 FINGER FLOATS	2006	15	2021	2022	7,192	3	2,397	2,000					
	46,624	<b>Subtotal Barlett Harbor Mooring/floats reserve</b>					<b>33,957</b>		<b>5,371</b>	<b>4,000</b>	<b>6999191-59933</b>				
	73,217	<b>Total Barlett Harbor</b>					<b>123,356</b>		<b>23,843</b>	<b>11,000</b>					
	830,162	<b>Total Marina CIP</b>					<b>2,534,798</b>		<b>359,251</b>	<b>83,347</b>					



# **TREASURER'S WARRANTS**

Warrants for BOS Agenda:

BOS Agenda:

11/16/2020

**REVISED**

	Description	#	Date	Amount
<b>A. Warrants to be Approved and Signed:</b>				
	Town Invoices	AP2127	11/17/20	\$ 396,350.99
<b>B. Authorized Warrants to be Signed: (Wendy needs to abstain)</b>				
(Prior Electronic or Manual Authorization )				
<b>Town State Fees &amp; P/R Benefits</b>				
		AP2125	11/04/20	\$ 80,069.82
		AP2126	11/11/20	\$ 48,089.90
<b>Town Payroll</b>				
		PR2111	11/13/20	\$ 112,197.94
<b>C. Warrants to be Acknowledged:</b>				
	School Invoices	#05	11/04/20	\$ 168,016.55
	School Payroll	#10	11/06/20	\$ 84,729.14
<b>TOTAL WARRANTS FOR BOS MEETING</b>				<b><u>\$ 889,454.34</u></b>

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

**WARRANT AP# 2127**

CHECK DATE: November 17, 2020

CHECK NUMBER:	<u>313966</u>	through	<u>314026</u>	\$ <u>358,858.87</u>	Check payments
CHECK NUMBER:	<u>N/A</u>	through	<u>N/A</u>	\$ <u>-</u>	Electronic payments
EFT NUMBER:	<u>1688</u>	through	<u>1705</u>	\$ <u>37,492.12</u>	ACH Payments
EFT or CK NUMBER:	<u>N/A</u>	through	<u>N/A</u>	\$ <u>-</u>	Voided Checks

TOTAL DISBURSEMENTS: \$ 396,350.99

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

Geoffrey V Wood





11/13/2020 10:57  
69051you

Town of Mount Desert  
A/P CASH DISBURSEMENTS JOURNAL

P 1  
apcshdab

CASH ACCOUNT: 100  
CHECK NO CHK DATE TYPE VENDOR NAME

10100 Ckg-BH General Fund 8066

INVOICE NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INVOICE DTL DESC	INV DATE	PO	WARRANT	NET
1688	11/17/2020	EFT	882 KYLE AVILA	110220	Membership reimbursement	11/02/2020		AP2127	15.00
				15.00	DUES & MEMBERSHIPS				
				54200					
					CHECK			1688 TOTAL:	15.00
1689	11/17/2020	EFT	2097 TOWN OF BAR HARBOR	3690	October 2020 MA BH to MD	11/04/2020		AP2127	1,571.41
				913.71	OT-MA BHPD TO MDPD				
				657.70	OT-MA BHPD TO MDPD				
					CHECK			1689 TOTAL:	1,571.41
1690	11/17/2020	EFT	76 BROWNS COMMUNICATIONS INC	35850	Mobile radio removed from POV	10/29/2020		AP2127	38.40
				38.40	GEN REPAIRS & MAINT				
				55400					
					CHECK			1690 TOTAL:	38.40
1691	11/17/2020	EFT	116 CIVIL ENGINEERING SERVICES INC	20204457	IT Support Municipal Office	10/23/2020		AP2127	535.90
				535.90	IT/TECH FEE				
				54250					
					CHECK			1691 TOTAL:	535.90
				20204456				AP2127	288.40
				288.40	IT Support Fire Department	10/23/2020			
				54250	IT/TECH FEE				
					CHECK			1692 TOTAL:	378.40
				20204458				AP2127	378.40
				378.40	IT Support NEH WWTP	10/23/2020			
				54250	IT/TECH FEE				
					CHECK			1691 TOTAL:	1,202.70
1692	11/17/2020	EFT	792 COASTAL ENERGY	1152972	73.5 GALS LP GAS#7 NEH WWTP-EM	10/29/2020		AP2127	110.25
				110.25	HEATING FUEL				
				53400					
					CHECK			1692 TOTAL:	110.25
				4341064				AP2127	37.50
				37.50	25.0 GALS LP GAS - in new tank when delivered-EM	10/23/2020			
				53400	HEATING FUEL				
					CHECK			1692 TOTAL:	147.75
1693	11/17/2020	EFT	124 COLWELL DIESEL SERVICE & GARAGE I	R100000820:01	10/08/2020	10/08/2020		AP2127	6,694.28
				6,694.28	TR#8 KING PINS AND FRONT END WORK AT COLWELLS AL				
				55400	GEN REPAIRS & MAINT				



11/13/2020 10:57  
69051you

Town of Mount Desert  
A/P CASH DISBURSEMENTS JOURNAL

10100  
CASH ACCOUNT: 100  
CHECK NO CHK DATE

10100  
Ckg-BH General Fund 8066

1693 TOTAL:

6,694.28

1694 11/17/2020 EFT  
Invoice: G39614-00

1695 11/17/2020 EFT  
Invoice: 566853

1696 11/17/2020 EFT  
Invoice: 40863

1697 11/17/2020 EFT  
Invoice: 0000241269

1698 11/17/2020 EFT  
Invoice: 1020 B&G

Invoice: 103120 WW

Invoice: 103120 HWY

Invoice: 1020 FF

INVOICE	INVOICE DTL DESC	WARRANT	NET
1693 TOTAL:	CHECK	1693 TOTAL:	6,694.28
1694 11/17/2020 EFT	10/20/2020 BATHROOM SUPPLIES BJ	AP2127	100.40
Invoice: G39614-00	GEN REPAIRS & MAINT		
1695 11/17/2020 EFT	09/04/2020 Personnel Advice	AP2127	160.00
Invoice: 566853	LEGAL		
1696 11/17/2020 EFT	10/31/2020 Oct. tip fee ts	AP2127	22,833.53
Invoice: 40863	TIPPING FEE EMR		
1697 11/17/2020 EFT	11/02/2020 HYDRO TEST DIESEL FUEL SYSTEM BJ	AP2127	1,099.33
Invoice: 0000241269	BLDG REPAIR & MAINT		
1698 11/17/2020 EFT	10/31/2020 157.8 GALS B&G - Vehicle Fuel-EM	AP2127	346.99
Invoice: 1020 B&G	VEHICLE FUEL		
Invoice: 103120 WW	270.32 GALS WW Vehicle Fuel-EM	AP2127	594.67
Invoice: 103120 HWY	VEHICLE FUEL		
Invoice: 1020 FF	182.8 GALS HWY Vehicle Fuel-EM	AP2127	416.52
	VEHICLE FUEL		
	14.1 GAL, 18.7 GAL & 20.2 GAL T9 fuel	AP2127	116.56
	VEHICLE FUEL-T9		
	41.16 1440330 53710 4309 VEHICLE FUEL-T9		
	44.40 1440330 53710 4309 VEHICLE FUEL-T9		
1698 TOTAL:	CHECK	1698 TOTAL:	1,474.74

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INVOICE DTL DESC INVOICE INV DATE PO WARRANT NET

INVOICE DTL DESC	INVOICE	INV DATE	PO	WARRANT	NET
B&G TIRES AL GEN REPAIRS & MAINT	100586868	11/02/2020		AP2127	611.24
CHECK	55400			1699 TOTAL:	611.24
Station 3 pest control BLDG REPAIR & MAINT-S3 SV	4466418	10/23/2020		AP2127	79.00
CHECK	55200 433			1700 TOTAL:	79.00
63.5 gal Station 3 fuel oil HEATING FUEL S3 SV	478563	10/30/2020		AP2127	126.94
CHECK	53400 433			1701 TOTAL:	126.94
PROPANE BJ HEATING FUEL	478023	10/26/2020		AP2127	287.08
CHECK	53400			1702 TOTAL:	287.08
56.6 GALS #2 Fuel SH WWTP-EM HEATING FUEL	803458	11/03/2020		AP2127	113.14
CHECK	53400			1703 TOTAL:	113.14
Collier Legal Bill - Quarry Email/Research. PB LEGAL	2365	11/02/2020		AP2127	790.50
CHECK	54500			1704 TOTAL:	790.50
SOAP BJ GEN REPAIRS & MAINT	125652303	10/20/2020		AP2127	146.68
CHECK	55400			1705 TOTAL:	146.68



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Town of Mount Desert  
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CASH ACCOUNT: 100 10100  
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Kkg-BH General Fund 8066  
INVOICE

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INVOICE DTL DESC	INV DATE	PO	WARRANT	NET
313966 11/17/2020 PRTD Invoice: 2021-010	989 ACADIA DISPOSAL DISTRICT	2021-010		
HHW&UW waste ts HAZARD WASTE SVCS	10/30/2020		AP2127	6,812.88
6,812.88 1551500 55520	CHECK	313966	TOTAL:	6,812.88
313967 11/17/2020 PRTD Invoice: 207734	16 ADMIRAL FIRE & SAFETY INC	207734		
Traffic Vest - Chief UNIFORMS	11/02/2020		AP2127	57.25
57.25 1440110 53800				
313968 11/17/2020 PRTD Invoice: 207678	ADMIRAL FIRE & SAFETY INC	207678		
Baton, tourniquet holder UNIFORMS	10/30/2020		AP2127	177.16
177.16 1440110 53800				
313969 11/17/2020 PRTD Invoice: 207426	ADMIRAL FIRE & SAFETY INC	207426		
Mourning bands UNIFORMS	10/23/2020		AP2127	24.80
24.80 1440110 53800				
313970 11/17/2020 PRTD Invoice: 207796	ADMIRAL FIRE & SAFETY INC	207796		
Uniform shirts - Payson UNIFORMS	11/04/2020		AP2127	123.78
123.78 1440110 53800				
313968 11/17/2020 PRTD Invoice: N4370046UK	2462 AMERICAN MESSAGING SERVICES LLC	N4370046UK		
WW Alarms Paging Service-EM TECHNICAL SVCS	11/01/2020		AP2127	24.54
24.54 1550552 54260				
313969 11/17/2020 PRTD Invoice: 11062020	1982 AT&T MOBILITY	11062020		
cell and bartlett hot spot CELL PHONES-HARBORMASTER	10/28/2020		AP2127	287.87
287.87 6010100 55130 84289				
313970 11/17/2020 PRTD Invoice: 3488212322	2701 AUTOZONE	3488212322		
TR#26 BELT AND TENSIONER AL GEN REPAIRS & MAINT	11/02/2020		AP2127	90.68
90.68 1550100 55400				
313971 11/17/2020 PRTD Invoice: 3488213980	AUTOZONE	3488213980		
TR#10 HEADLIGHT BULBS AL GEN REPAIRS & MAINT	11/06/2020		AP2127	49.99
49.99 1550100 55400				
313972 11/17/2020 PRTD Invoice: 3488213033	AUTOZONE	3488213033		
TR#33 HEADLIGHT BULBS AL GEN REPAIRS & MAINT	11/04/2020		AP2127	38.99
38.99 1550100 55400				



INVOICE DTL DESC INV DATE PO WARRANT NET

INVOICE DTL DESC	INV DATE	PO	WARRANT	NET
CHECK	313970	TOTAL:		179.66
313971 11/17/2020 PRTD Invoice: INV282946	47 BANGOR DAILY NEWS	INV282946		
425.00 1220660 56205	RFP public notice PUBLIC NOTICE		AP2127	425.00
313972 11/17/2020 PRTD Invoice: 34	2664 NINA BARUFALDI ST GERMAIN	34		
450.00 2100020 54530 0201	COVID 19 updates Website CNTR SVC-ADMIN-C19-DHHIS		AP2127	450.00
313973 11/17/2020 PRTD Invoice: B65623	75 F T BROWN CO	B65623		
29.94 6010100 57121	anti freeze EQUIP-MOORINGS/FLOATS		AP2127	29.94
Invoice: C54414	F T BROWN CO	C54414		
231.12 6010100 53220	toilet paper CLEANING SUPPLIES		AP2127	231.12
Invoice: C54415	F T BROWN CO	C54415		
7.99 1440330 53110	Masking tape GENERAL SUPPLIES		AP2127	7.99
Invoice: B65372	F T BROWN CO	B65372		
56.07 1440330 53110	Shipping & tape GENERAL SUPPLIES		AP2127	56.07
Invoice: C54473	F T BROWN CO	C54473		
25.77 1440330 53110	Totes for N95 masks GENERAL SUPPLIES		AP2127	25.77
Invoice: B65557	F T BROWN CO	B65557		
23.58 1440330 53110	Car wax GENERAL SUPPLIES		AP2127	23.58
Invoice: C54619	F T BROWN CO	C54619		
18.98 1440330 53110	Grill brush & adhesive tape GENERAL SUPPLIES		AP2127	18.98
Invoice: B65978	F T BROWN CO	B65978		
7.64 1440330 53110	Disinfectant GENERAL SUPPLIES		AP2127	7.64
Invoice: B66061	F T BROWN CO	B66061		
11.53 20210045 53110	Package shipping		AP2127	11.53



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CASH ACCOUNT: 100  
CHECK NO CHK DATE TYPE VENDOR NAME

10100  
Ckg-BH General Fund 8066

INVOICE DTL DESC

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Invoice:	Vendor	Invoice	Invoice Date	PO	Warrant	Net
		11.53	1440330	53110		
		GENERAL SUPPLIES				
Invoice: B65393	F T BROWN CO	B65393	10/07/2020	AP2127		10.94
		10.94	1440110	53140		
		Shipping 10072020 POSTAGE				
Invoice: B66230	F T BROWN CO	B66230	10/29/2020	AP2127		31.98
		31.98	1440110	53000		
		Batteries OFFICE SUPPLIES				
Invoice: C54335	F T BROWN CO	C54335	10/01/2020	AP2127		11.56
		11.56	1552000	55200		
		Nuts, Bolts, Screws Town Office-EM BLDG REPAIR & MAINT				
Invoice: C54336	F T BROWN CO	C54336	10/01/2020	AP2127		13.18
		13.18	1552000	55200		
		Clorox Wipes Fresh Scent-EM BLDG REPAIR & MAINT				
Invoice: B65386	F T BROWN CO	B65386	10/07/2020	AP2127		7.98
		7.98	1550100	55400		
		Utility Knife and Blades-EM GEN REPAIRS & MAINT				
Invoice: C54436	F T BROWN CO	C54436	10/06/2020	AP2127		44.99
		44.99	1552000	55400		
		Tampel 10x10 Steel Handle-EM GEN REPAIRS & MAINT				
Invoice: B65434	F T BROWN CO	B65434	10/08/2020	AP2127		10.96
		10.96	1550552	53900		
		Ace Mender Hose-EM OTHER EQUIPMENT				
Invoice: B65445	F T BROWN CO	B65445	10/08/2020	AP2127		7.84
		7.84	1552000	55200		
		Nuts, Bolts, Screws-EM BLDG REPAIR & MAINT				
Invoice: C54573	F T BROWN CO	C54573	10/14/2020	AP2127		58.30
		58.30	1550100	55200		
		Prog Tape, Paint Brush, Tray Liners-EM BLDG REPAIR & MAINT				
Invoice: B65604	F T BROWN CO	B65604	10/13/2020	AP2127		18.99
		18.99	1552000	55200		
		10x12 Tarp-EM BLDG REPAIR & MAINT				
Invoice: C54618	F T BROWN CO	C54618	10/16/2020	AP2127		44.97
		44.97	1550100	55400		
		Rake, Broom, Hex Key Set-EM GEN REPAIRS & MAINT				
Invoice: B65695	F T BROWN CO	B65695	10/14/2020	AP2127		7.99
		7.99	1550552	53900		
		Flashlight Industrial 2AA-EM OTHER EQUIPMENT				
Invoice: C54717	F T BROWN CO	C54717	10/21/2020	AP2127		17.96
		Spray Paint-EM				



INVOICE DTL DESC	INVOICE	INV DATE	PO	WARRANT	NET
GEN REPAIRS & MAINT	17.96 1550100 55400				
F T BROWN CO	B65836	10/19/2020	AP2127		102.32
Wheelbarrow, Correction Fluid, Mr Clean-EM GEN REPAIRS & MAINT	102.32 1552000 55400				
F T BROWN CO	B65988	10/23/2020	AP2127		151.94
Tool Bag Kit 32 Piece, Plier Wrench Set -EM GEN REPAIRS & MAINT	151.94 1550100 55400				
F T BROWN CO	B66036	10/26/2020	AP2127		14.97
Anti Freeze RV, Gorilla Tape-EM BLDG REPAIR & MAINT	14.97 1552000 55200				
F T BROWN CO	B66090	10/27/2020	AP2127		78.91
Street Broom, Bowl Cleaner, Batteries-EM OTHER EQUIPMENT	78.91 1550552 53900				
F T BROWN CO	B66105	10/27/2020	AP2127		63.14
Wintersafe, Spray Bottles, Clorox-EM PUMP STATION MAINT OTHER EQUIPMENT	49.57 1550552 55210 13.57 1550552 53900				
F T BROWN CO	C54869	10/30/2020	AP2127		9.98
Ace Spray Paint-EM GEN REPAIRS & MAINT	9.98 1550100 55400				
F T BROWN CO	B66199	10/29/2020	AP2127		18.18
Anit Freeze RV, Trash Bags 13 GAL 90 CT-EM GEN REPAIRS & MAINT	18.18 1552000 55400				
CHECK 313973 TOTAL:					1,139.70
313974 11/17/2020 PRPD Invoice: 31010	1424 C & C MACHINE SHOP INC 31010	10/22/2020	AP2127		156.80
TR#20 STAINLESS STEEL FOR STEP AL GEN REPAIRS & MAINT	156.80 1550100 55400				
CHECK 313974 TOTAL:					156.80
313975 11/17/2020 PRPD Invoice: 5040070871	2228 CINTAS CORPORATION NO. 2 5040070871	11/05/2020	AP2127		141.69
first aid kit supplies OFFICE SUPPLIES	141.69 6010100 53000				
CHECK 313975 TOTAL:					141.69
313976 11/17/2020 PRPD Invoice: 704	136 CURTIS FAMILY SHOE STORE 704	10/21/2020	AP2127		152.96
Safety boots ts UNIFORMS	152.96 1550552 53800				



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

INVOICE	INVOICE DTL DESC	INV DATE	PO	WARRANT	NET
Invoice: 1011	CURTIS FAMILY SHOE STORE	10/31/2020	AP2127		89.96
	Safety boots JJ ts UNIFORMS				
	89.96 1550100 53800				
313977 11/17/2020 PRD	857 DOWNEAST FISHING GEAR	10/26/2020	AP2127		229.55
Invoice: 350379					
	RYAN P RAIN GEAR UNIFORMS				
	229.55 1550100 53800				
313978 11/17/2020 PRD	2720 FRANCES H ELIOT TRUSTEE	10/06/2020	AP2127		916.30
Invoice: ROYALFLUSH100620					
	ROYALFLUSH100620				
	Septic Tank Pumping Reimbursement. RWSP Septic Pumping				
	916.30 1335000 54620				
313979 11/17/2020 PRD	2504 EA ACQUISITION INC	10/31/2020	AP2127		1,460.40
Invoice: 308423					
	Public Notice				
	30.00 1220110 56205				
	114.40 1220770 54900				
	314.60 1220440 56205				
	529.50 6010100 56205				
	100.10 1551500 56205				
	371.80 1220220 56205				
313980 11/17/2020 PRD	1688 CITY OF ELLSWORTH	11/02/2020	AP2127		2,500.00
Invoice: 14-201001					
	Sludge Disposal-EM SLUDGE DISPOSAL				
	2,500.00 1550552 54610				
313981 11/17/2020 PRD	1792 CONSOLIDATED COMMUNICATIONS	11/03/2020	AP2127		51.67
Invoice: 110320					
	Telephone Somersville WWTP TELEPHONE-USAGE				
	51.67 1221000 55120				
313982 11/17/2020 PRD	1794 CONSOLIDATED COMMUNICATIONS	10/27/2020	AP2127		51.66
Invoice: 102720					
	Telephone E911 E911 PHONES				
	51.66 1440800 55120				





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

INVOICE DTL DESC	INV DATE	PO	WARRANT	NET
CHECK 313982 TOTAL:				51.66
1796 CONSOLIDATED COMMUNICATIONS	10/27/2020	AP2127		112.95
Telephone Seal Harbor WWTP TELEPHONE-USAGE				
1797 CONSOLIDATED COMMUNICATIONS1	10/27/2020	AP2127		336.18
Telephone Town Office TELEPHONE				
1801 CONSOLIDATED COMMUNICATIONS	11/03/2020	AP2127		91.10
Telephone Otter Creek Pump Station TELEPHONE-USAGE				
215 FIRE TECH & SAFETY OF NEW ENGLAND 191292	10/30/2020	AP2127		99.00
Bourke eyeshields EQUIPMENT				
2438 AT&T MOBILITY	10/28/2020	AP2127		98.24
Cell phone & data charges for trucks & chief CELL PHONES				
2669 AT&T MOBILITY	10/28/2020	AP2127		22.68
usage through 102820 EMAIL/INTERNET-C19				
2443 AT&T MOBILITY	10/28/2020	AP2127		30.52
DATA AND CELL THROUGH 102820				
4.40 1440110 55130 81911 CELL PHONES-ADMIN ASSIST				
4.38 1440110 55130 84088 CELL PHONES-POLICE CHIEF				
1.75 1440110 55130 84648 CELL PHONES-POLICE LT				
4.40 1440110 55130 86748 CELL PHONES-POLICE SGT				
1.75 2140115 55130 84088 CELL PHONES-BAR HBR PD				



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A/P CASH DISBURSEMENTS JOURNAL

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INVOICE DTL DESC	INVOICE	INV DATE	PO	WARRANT	NET
13.84 1440110 55130 84088 CELL PHONES-POLICE CHIEF					
313990 11/17/2020 PRTD	222 R H FOSTER ENERGY LLC	1020			
Invoice: 1020					
805.04 10/31/2020 AP2127					1,502.95
17.71 1220770 53710 2702 FUEL-CBO 2018 Chev Col					
75.20 1440110 53710 4109 VEHICLE FUEL-17 FORD EXP ADM					
377.63 1440110 53710 4110 VEHICLE FUEL-18 Dodge Ram					
418.98 1440110 53710 4111 VEHICLE FUEL-19 SUV FORD					
511.12 1440110 53710 4112 VEHICLE FUEL-20 SUV FORD					
34.76 6010100 53710 VEHICLE FUEL					
49.85 1440330 53710 4309 VEHICLE FUEL-T9					
17.70 1220660 53710 2702 VEHICLE FUEL-18 CHEV COLO					
CHECK 313989 TOTAL:					30.52
313991 11/17/2020 PRTD	207 H P FAIRFIELD	7276218			
Invoice: 7276218					
4,392.85 10/26/2020 AP2127	VAVLE BANK BJ				4,392.85
GEN REPAIRS & MAINT					
1,217.27 10/29/2020 AP2127	WING CYLINDER BJ				1,217.27
GEN REPAIRS & MAINT					
364.15 10/29/2020 AP2127	DOOR HANDLE BJ				364.15
GEN REPAIRS & MAINT					
637.20 10/29/2020 AP2127	ASPHALT TARPS BJ				637.20
GEN REPAIRS & MAINT					
51.21 10/19/2020 AP2127	TRACKLESS RETAINER AL				51.21
GEN REPAIRS & MAINT					
402.92 10/19/2020 AP2127	TRACKLESS SANDER SKIRTS AND SPRING AL				402.92
GEN REPAIRS & MAINT					
CHECK 313991 TOTAL:					7,065.60
313992 11/17/2020 PRTD	2592 HAMMOND LUMBER COMPANY	3774025			
Invoice: 3774025					
522.00 10/13/2020 AP2127	COLD PATCH BJ				522.00
MISC-MATERIALS					
3809415 10/23/2020 AP2127	HAMMOND LUMBER COMPANY	3809415			37.98
Invoice: 3809415					
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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

Kcg-BH General Fund 8066 INVOICE

INVOICE DTL DESC INV DATE PO WARRANT NET

Invoice: 300159498	HARCROS CHEMICALS INC	300159498	11/03/2020	AP2127	1,340.00
	1,340.00 1550666 53213		PH Control/50% Caustic NEH WWTP-EM PH CONTROL		
Invoice: 300159480	HARCROS CHEMICALS INC	300159480	11/03/2020	AP2127	1,656.36
	1,656.36 1550100 53200		SALT BJ SALT & SAND		
Invoice: 300159461	HARCROS CHEMICALS INC	300159461	11/02/2020	AP2127	1,730.15
	1,730.15 1550100 53200		SALT BJ SALT & SAND		
Invoice: 300159462	HARCROS CHEMICALS INC	300159462	11/02/2020	AP2127	1,691.96
	1,691.96 1550100 53200		SALT BJ SALT & SAND		

313995 11/17/2020 PRD Invoice: 1886690	1176 HUB INTERNATIONAL NE, LLC	18866690	07/01/2020	AP2127	342.00
	342.00 1220110 56020		volunteer insurance FY21 Annual PUBLIC OFFICIALS LIAB INS		

Invoice: 2020-2021 VFF	HUB INTERNATIONAL NE, LLC	2020-2021 VFF	11/05/2020	AP2127	544.00
	544.00 1440330 56040		FF blanket insurance FIREFIGHTER-BLNKT INS		
			CHECK 313995 TOTAL:		886.00

313996 11/17/2020 PRD Invoice: APP #9 RI VIP	1417 R F JORDAN & SONS CONSTRUCTION I APP #9 RI VIP		10/30/2020	AP2127	46,181.23
	46,181.23 3000039 57710		Main St work ts 101520-103020 Construction-Budget		
	2,430.59 3000039 57710		Construction-Budget		
	-2,430.59 300 24560		Retainage Payable		
			CHECK 313996 TOTAL:		46,181.23

313997 11/17/2020 PRD Invoice: 103835	389 LAKE & SEA BOATWORKS INC	103835	11/09/2020	AP2127	692.45
	692.45 6010100 55225		key west service BOAT REPAIRS-KW		
			CHECK 313997 TOTAL:		692.45

313998 11/17/2020 PRD Invoice: 72367	419 MAINE EQUIPMENT CO INC	72367	10/24/2020	AP2127	290.16
	290.16 1550100 55400		AIR CYLINDER BJ GEN REPAIRS & MAINT		



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 CASH ACCOUNT: 100  
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10100 Ckg-BH General Fund 8066 INVOICE  
 CHECK NO CHK DATE TYPE VENDOR NAME  
 Invoice: 1000343202  
 Invoice: 1000343234  
 Invoice: 1000343202  
 Invoice: 14431795  
 Invoice: 14883825  
 Invoice: 19838  
 Invoice: 19839  
 Invoice: WREATHS-2020

INVOICE DTL DESC	INVOICE	INV DATE	PO	WARRANT	NET
CHECK 313998 TOTAL:					290.16
420 MAINE FIRE CHIEFS ASSOCIATION 1000343234	1000343234	10/19/2020		AP2127	95.00
Annual MFCA membership dues					
DUES & MEMBERSHIPS	54200				
MAINE FIRE CHIEFS ASSOCIATION 1000343202	1000343202	10/19/2020		AP2127	95.00
Annual MFCA membership dues					
DUES & MEMBERSHIPS	54200				
CHECK 313999 TOTAL:					190.00
2549 MCKESSON MEDICAL-SURGICAL 14431795	14431795	10/14/2020		AP2127	19.51
Examination gloves					
GENERAL SUPPLIES	53110				
MCKESSON MEDICAL-SURGICAL 14868008	14868008	10/26/2020		AP2127	121.32
Purell					
GENERAL SUPPLIES	53110				
MCKESSON MEDICAL-SURGICAL 14883825	14883825	10/26/2020		AP2127	73.79
Surgical masks					
MISC SUPPLIES-MGR-C19 DHHS	53900 0201				
CHECK 314000 TOTAL:					214.62
413 M C M ELECTRIC INC 19838	19838	11/06/2020		AP2127	261.00
LED light shield ts					
TECH SVCS-GEN	54260				
M C M ELECTRIC INC 19839	19839	11/06/2020		AP2127	1,557.65
Replaced photo sensors ts					
TECH SVCS-GEN	54260				
CHECK 314001 TOTAL:					1,818.65
1382 MOUNT DESERT ELEMENTARY SCHOOL WREATHS-2020	WREATHS-2020	10/24/2020		AP2127	308.00
14@ \$22 (1MAR,3ADM,6FD,2PW,1PD,1TR)					
BLDG REPAIR & MAINT	55200				
OFFICE SUPPLIES	53000				
TOWN MGR EXPENSE	52700				
OFFICE SUPPLIES	53000				
GEN REPAIRS & MAINT	55400				
GENERAL REPAIRS & MAINT	55400				
CHECK 314002 TOTAL:					308.00







11/13/2020 10:57  
6905lyou

Town of Mount Desert  
A/P CASH DISBURSEMENTS JOURNAL

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apcsbdsb

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

Invoice: 128948633001	OFFICE DEPOT	128948633001	10/19/2020	AP2127	-39.99
		53000	Credit for Damaged Case of Copy Paper-EM OFFICE SUPPLIES		
			CHECK 314007 TOTAL:		41.00
314008 11/17/2020 PRD Invoice: P17207	1706 ONLINE MOORING, LLC	P17207	08/31/2020	AP2127	90.00
		54250	online mooring fees IT/TECH FEE		
Invoice: P17731	ONLINE MOORING, LLC	P17731	10/31/2020	AP2127	12.00
		54250	online mooring fees IT/TECH FEE		
314009 11/17/2020 PRD Invoice: 365-2021	2299 R ANDERSON PEW	365-2021	09/30/2020	AP2127	345.00
		55342	ANNUAL MOORING RENTAL RENTAL MOORINGS		
Invoice: 366-2021	R ANDERSON PEW	366-2021	09/30/2020	AP2127	207.00
		55342	ANNUAL MOORING RENTAL RENTAL MOORINGS		
314010 11/17/2020 PRD Invoice: 680087	784 SEACOAST SECURITY INC	680087	11/01/2020	AP2127	90.00
		55400	RECURRING SERVICES BJ GEN REPAIRS & MAINT		
			CHECK 314009 TOTAL:		552.00
314011 11/17/2020 PRD Invoice: 2663204801	874 STAPLES CREDIT PLAN	2663204801	10/07/2020	AP2127	44.99
		53000	Chair Pad OFFICE SUPPLIES		
Invoice: 2663528781	STAPLES CREDIT PLAN	2663528781	10/08/2020	AP2127	8.58
		53000	Luggage Strap for voting equipmmt OFFICE SUPPLIES		
Invoice: 2663531841	STAPLES CREDIT PLAN	2663531841	10/08/2020	AP2127	184.40
		53000	Bookends, copy paper, poster strips, moistener OFFICE SUPPLIES		
Invoice: 2679951581	STAPLES CREDIT PLAN	2679951581	10/28/2020	AP2127	42.49
		53000	Coffee Supplies OFFICE SUPPLIES		







11/13/2020 10:57  
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Town of Mount Desert  
A/P CASH DISBURSEMENTS JOURNAL

10100  
TYPE VENDOR NAME

CASH ACCOUNT: 100  
CHECK NO CHK DATE

Ckg-BH General Fund 8066

INVOICE

INVOICE DTL DESC

INV DATE PO

WARRANT

NET

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apcsdhsb

INVOICE	INVOICE DTL DESC	INV DATE	PO	WARRANT	NET
Invoice: 0620	Unemployment Charge UNEMPLOYM ENT				
	466.27 1220800 52130				
Invoice: 0520	TREASURER, STATE OF MAINE	07/01/2020		AP2127	437.33
	437.33 1220800 52130				
Invoice: 0720	TREASURER, STATE OF MAINE	07/31/2020		AP2127	358.34
	358.34 1220800 52130				
Invoice: 0820	TREASURER, STATE OF MAINE	08/31/2020		AP2127	184.51
	184.51 1220800 52130				
Invoice: 0920	TREASURER, STATE OF MAINE	09/30/2020		AP2127	7.70
	7.70 1220800 52130				
	CHECK			314013 TOTAL:	1,461.27
314014 11/17/2020 PRTD	2719 B.P. ENTERPRISES INC	11/06/2020		AP2127	84.95
Invoice: 724581	Winch cover for T9				
	84.95 1440330 55100 4309				
	VEHICLE REPAIR-T9				
	CHECK			314014 TOTAL:	84.95
314015 11/17/2020 PRTD	1737 TIME WARNER CABLE	11/02/2020		AP2127	333.70
Invoice: 854714801110220	Internet Fire Station #2				
	854714801110220				
	CABLE/INTERNET-FIRE ST#2 SH				
	CHECK			314015 TOTAL:	333.70
314016 11/17/2020 PRTD	1616 TIME WARNER CABLE	11/03/2020		AP2127	325.23
Invoice: 713662701110320	Internet fire Station # 3				
	713662701110320				
	CABLE/INTERNET-FIRE ST#3 SV				
	CHECK			314016 TOTAL:	325.23
314017 11/17/2020 PRTD	1370 TIME WARNER CABLE	10/28/2020		AP2127	246.59
Invoice: 719743901102820	time warner				
	719743901102820				
	CABLE/INTERNET				
	CHECK			314017 TOTAL:	246.59



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 69051you A/P CASH DISBURSEMENTS JOURNAL P 19  
 | apcsghdsb

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

INVOICE DTL DESC INV DATE PO WARRANT NET

314018	11/17/2020	PRTD	1773	TIME WARNER CABLE	859562901103120	10/31/2020	AP2127	415.60
Invoice: 859562901103120								
					415.60	1221000	55150	1773
							CHECK	314018
TOTAL: 415.60								
314019	11/17/2020	PRTD	2510	TIME WARNER CABLE	713240201103020	10/30/2020	AP2127	55.00
Invoice: 713240201103020								
					55.00	1221000	55150	1771
							CHECK	314019
TOTAL: 55.00								
314020	11/17/2020	PRTD	1693	TIME WARNER CABLE	697540001110320	11/02/2020	AP2127	380.60
Invoice: 697540001110320								
					380.60	1221000	55150	1693
							CHECK	314020
TOTAL: 380.60								
314021	11/17/2020	PRTD	1465	U S BANK EQUIPMENT FINANCE INC	427107131	10/23/2020	AP2127	104.74
Invoice: 427107131								
					104.74	1221000	55320	
							CHECK	314021
TOTAL: 104.74								
314022	11/17/2020	PRTD	737	UNIFIRST CORP	0272790941	10/28/2020	AP2127	90.46
Invoice: 0272790941								
					90.46	1550552	53800	
							CHECK	314022
TOTAL: 90.46								
					107.69	1550552	53800	
							CHECK	314023
TOTAL: 107.69								
					35.00	1551500	53800	
					20.00	1552500	53800	
					118.48	1550100	53800	
							CHECK	314024
TOTAL: 173.48								
314023	11/17/2020	PRTD	739	UNITED STATES PLASTIC CORP	6280877	10/30/2020	AP2127	371.63
Invoice: 6280877								
					80.34	1550666	55200	
					80.33	1550668	55200	
							CHECK	314025
TOTAL: 160.67								



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Town of Mount Desert  
A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 100  
CHECK NO CHK DATE

10100  
TYPE VENDOR NAME

Ckg-BH General Fund 8066

INVOICE

INV DATE PO

WARRANT

NET

314024 11/17/2020 PRD 1842 VERSANT POWER

Invoice: 10057348-6 102020 10/20/2020 871 kwh Station 3 monthly electric bill AP2127 150.96

Invoice: 10532164-0 101420 10/14/2020 36 KWH COMFORT STATION SEAL HARBOR BJ AP2127 16.42

Invoice: 10057325-8 101420 10/14/2020 7015 KWH SEA STREET 407 BJ AP2127 554.21

Invoice: 10057324-5 101520 10/15/2020 229 KWHSEA STREET 435 BJ AP2127 44.18

Invoice: 10057320-7 101520 10/15/2020 79 KWH 102-198 431 BJ AP2127 22.60

Invoice: 10057321-9 101520 10/15/2020 1360 KWH 307 S DRIVE BJ AP2127 11.24

Invoice: 10057340-9 102320 10/23/2020 439 kwhStation 2 monthly electricity bill AP2127 74.38

Invoice: 10057336-1 102220 10/22/2020 Bartlett power AP2127 21.30

Invoice: 10057346-2 101520 10/15/2020 704 KWH SV Fence PS Electric-EM AP2127 112.48

Invoice: 10057349-8 101420 10/14/2020 192 KWH Babson Creek PS Electric-EM AP2127 38.86

Invoice: 10057347-4 101520 10/15/2020 307 KWH SV Library PS Electric-EM AP2127 55.40

Invoice: 10057344-7 101520 10/15/2020 15800 KWH SV WWTP Electric-EM AP2127 1,462.58

Invoice: 10057332-2 102420 10/24/2020 AP2127 19.87

CHECK 314023 TOTAL: 160.67



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Town of Mount Desert  
A/P CASH DISBURSEMENTS JOURNAL

10100  
10100

CASH ACCOUNT: 100  
CHECK NO

CHK DATE

TYPE VENDOR NAME

INVOICE

INV DATE

PO

WARRANT

NET

INVOICE DTL DESC

73 kwh seal power  
ELECTRICITY

19.87 6010200 55010

CHECK 314024 TOTAL:

2,584.48

314025 11/17/2020 PRD  
Invoice: ROYALFLUSH102320

2162 MICHAEL J WATERMAN

ROYALFLUSH102320  
10/23/2020 AP2127  
Septic Tank Pumping Reimbursement.  
RWSP Septic Pumping

CHECK 314025 TOTAL:  
350.00

314026 11/17/2020 PRD  
Invoice: 69209865

760 F W WEBB COMPANY

69209865  
11/02/2020 AP2127  
PLUMBING PARTS BJ  
GEN REPAIRS & MAINT

169.65 1550100 55400

CHECK 314026 TOTAL:  
169.65

NUMBER OF CHECKS 79

\*\*\* CASH ACCOUNT TOTAL \*\*\*

396,350.99

COUNT

AMOUNT

TOTAL PRINTED CHECKS 61

358,858.87

TOTAL EFT'S 18

37,492.12

\*\*\* GRAND TOTAL \*\*\*

396,350.99

CLERK: 6905lyou

YEAR PER JNL  
SRC ACCOUNT

EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT	
2021 5 74									
APP 100-20000	AP2127	LLY			Accounts Payable		346,652.07		
APP 100-10100	AP2127	LLY			AP CASH DISBURSEMENTS JOURNAL Ckg-BH General Fund 8066			396,350.99	
APP 600-20000	AP2127	LLY			Accounts Payable		2,969.47		
APP 200-20000	AP2127	LLY			AP CASH DISBURSEMENTS JOURNAL		548.22		
APP 300-20000	AP2127	LLY			Accounts Payable		46,181.23		
APP 100-35060	AP2127	LLY			GENERAL LEDGER TOTAL		396,350.99	396,350.99	
APP 600-35010	AP2127	LLY			DT-MARINA		2,969.47		
APP 100-35020	AP2127	LLY			DT Gen fund			2,969.47	
APP 200-35010	AP2127	LLY			DTF-SPEC REV		548.22		
APP 100-35030	AP2127	LLY			DT Gen fund			548.22	
APP 300-35010	AP2127	LLY			DTF-CAP IMP		46,181.23		
APP 100-35010	AP2127	LLY			DT Gen fund			46,181.23	
SYSTEM GENERATED ENTRIES TOTAL							49,698.92	49,698.92	
JOURNAL 2021/05/74 TOTAL							446,049.91	446,049.91	

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
100 General Fund	2021 5	74	11/17/2020			
100-10100				Ckg-BH General Fund 8066		
100-20000				Accounts Payable	346,652.07	396,350.99
100-35020				DTF-SPEC REV	548.22	
100-35030				DTF-CAP IMP	46,181.23	
100-35060				DT-MARINA	2,969.47	
				FUND TOTAL	396,350.99	396,350.99
200 Special Revenue	2021 5	74	11/17/2020			
200-20000				Accounts Payable	548.22	548.22
200-35010				DT Gen fund		
				FUND TOTAL	548.22	548.22
300 Capital Projects	2021 5	74	11/17/2020			
300-20000				Accounts Payable	46,181.23	46,181.23
300-35010				DT Gen fund		
				FUND TOTAL	46,181.23	46,181.23
600 Marina	2021 5	74	11/17/2020			
600-20000				Accounts Payable	2,969.47	2,969.47
600-35010				DT Gen fund		
				FUND TOTAL	2,969.47	2,969.47

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Town of Mount Desert  
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
100 General Fund	49,698.92	
200 Special Revenue		548.22
300 Capital Projects		46,181.23
600 Marina		2,969.47
TOTAL	49,698.92	49,698.92

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



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

**WARRANT AP# 2125**

CHECK DATE: November 4, 2020

CHECK NUMBER: <u>313953</u>	through	<u>313957</u>	\$ <u>80,069.82</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: \$ 80,069.82

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

Geoffrey V Wood

## Lisa Young

---

**From:** Geoffrey Wood  
**Sent:** Tuesday, November 3, 2020 9:54 AM  
**To:** Lisa Young; jbmacauley3@gmail.com; Martha Dudman ; Matt Hart  
**Cc:** Kathi Mahar  
**Subject:** Re: Warrant AP#2125 State Fees/Payroll Benefits

I authorize the release of these funds for Warrant #2125

Geoff Wood

Get [Outlook for iOS](#)

---

**From:** Lisa Young <financeclerk@mtdesert.org>  
**Sent:** Tuesday, November 3, 2020 8:10:28 AM  
**To:** Geoffrey Wood <gwood@mtdesert.org>; jbmacauley3@gmail.com <jbmacauley3@gmail.com>; Martha Dudman <martha.dudman@gmail.com>; Matt Hart <matt@theneighborhoodhouse.com>  
**Cc:** Kathi Mahar <treasurer@mtdesert.org>  
**Subject:** Warrant AP#2125 State Fees/Payroll Benefits

Good morning!

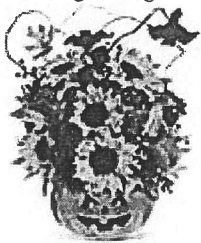
Attached is Accounts Payable Warrant #2125 (for Payroll and/or State Fees) in the amount of \$80,069.82 for your approval.

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

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

Thank you!

*Lisa Young*



Lisa Young,  
Finance Clerk, Tax Collector  
Town of Mount Desert  
(207) 276-5531 (T) (207) 276-3232 (F)

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

**WARRANT AP# 2126**

CHECK DATE: November 11, 2020

CHECK NUMBER:	<u>313958</u>	through	<u>313965</u>	\$	<u>48,089.90</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: \$ 48,089.90

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:

<u>John B Macauley, Chairman</u>	<u>Martha T Dudman</u>
<u>Matthew J Hart, Vice Chairman</u>	<u>Geoffrey V Wood</u>

TOWN OF MOUNT DESERT  
PAYROLL WARRANT

WARRANT PR# 2111

CHECK DATE: November 13, 2020

ADVICE NUMBERS: 11796 through 11846

CHECK NUMBERS: 64911 through 64935

TOTAL DISBURSEMENTS: \$ 112,197.94

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

Geoffrey V Wood

## Lisa Young

---

**From:** Matthew Hart <matt@theneighborhoodhouse.com>  
**Sent:** Thursday, November 12, 2020 11:45 AM  
**To:** Lisa Young  
**Subject:** Re: SECOND REQUEST: Warrant AP#2126 & PR#2111 Approval Request

Hi Lisa,

I approve AP Warrant #2126 as well as Payroll Warrant #2111.

Thanks,  
Matt

### Matthew Hart

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

---

**From:** Lisa Young <financeclerk@mtdesert.org>  
**Date:** Thursday, November 12, 2020 at 11:03 AM  
**To:** Geoffrey Wood <gwood@mtdesert.org>, "jbmacauley3@gmail.com" <jbmacauley3@gmail.com>, Martha Dudman <martha.dudman@gmail.com>, Matt Hart <matt@theneighborhoodhouse.com>  
**Cc:** Kathi Mahar <treasurer@mtdesert.org>  
**Subject:** SECOND REQUEST: Warrant AP#2126 & PR#2111 Approval Request

Good Evening!

Attached are the following warrants for approval:

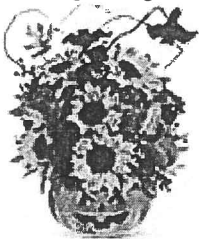
Accounts Payable	#2126	total of	\$48,089.90
Payroll	#2111	total of	\$112,197.94

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

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

Thank you!

*Lisa Young*



Lisa Young,  
Finance Clerk, Tax Collector

# Mount Desert School Department ACCOUNTS PAYABLE WARRANT

Report # 14671

Check Batch: 9263  
 Check Header: (N/A)  
 Check Numbers: (First) - (Last)  
 Check Dates: (Earliest) - (Latest)  
 Cash Account Numbers: (First) - (Last)  
 Bank Account Code: (N/A)  
 Check Authorization Code: AP  
 Minimum Check Amount: \$0.00  
 Sorted By:  
 Include Payable Information: No  
 Include Payable Dist Information: No  
 Include Authorization Information: Yes

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
9263	19491	11/04/2020	1091	ACADIA SOCCER BOARD	0.00	25.00
	19492	11/04/2020	8110	AIRTAME US INC. <i>Tech Equipment</i>	0.00	314.30
	19493	11/04/2020	1160	AMAZON	0.00	17,358.79
	19494	11/04/2020	1215	AOS #91	0.00	15.90
	19495	11/04/2020	1230	APPLE COMPUTER, INC. <i>Tech Supplies</i>	0.00	2,168.00
	19496	11/04/2020	1410	AXIOM EDUCATION & TRAINING CENTER <i>Tablet Subscription</i>	0.00	50.00
	19497	11/04/2020	1803	BROWN APPLIANCE AND MATTRESS, INC. <i>Washer Dryer</i>	0.00	2,098.00
	19498	11/04/2020	1975	CARDMEMBER SERVICE	0.00	5,026.53
	19499	11/04/2020	1980	CAROLINA BIOLOGICAL SUPPLY CO. <i>Serum</i>	0.00	347.08
	19500	11/04/2020	2096	CHARLIE'S HONDA <i>2 Vans Purchased</i>	0.00	66,365.16
	19501	11/04/2020	2300	CLEAN-O-RAMA <i>Cleaning Supplies</i>	0.00	997.80
	19502	11/04/2020	2310	COASTAL ENERGY, INC. <i>Bink Repairs</i>	0.00	998.91
	19503	11/04/2020	2843	CTL CORPORATION <i>Tech Supplies</i>	0.00	44,628.00
	19504	11/04/2020	3156	DESCON <i>Des K Shields</i>	0.00	485.45
	19505	11/04/2020	3525	DRUMMOND, WOODSUM <i>Legal Fees</i>	0.00	1,345.20
	19506	11/04/2020	4180	F.T. BROWN CO.	0.00	1,655.11
	19507	11/04/2020	4585	GROUP DYNAMIC, INC. <i>HRA - Nov</i>	0.00	120.00
	19508	11/04/2020	4644	HAMERAY PUBLISHING GROUP <i>Books K-12</i>	0.00	123.75
	19509	11/04/2020	5304	KIDDER, WALTER <i>Keys made</i>	0.00	50.00
	19510	11/04/2020	5481	LEARNING WITHOUT TEARS <i>Classroom Supplies K-12</i>	0.00	192.23
	19511	11/04/2020	5870	MAINE DEPARTMENT OF LABOR - BUC <i>Unemployment April - Sept</i>	0.00	3,646.67
	19512	11/04/2020	6205	MDI REGIONAL SCHOOL DISTRICT <i>Other Rooms - Oct</i>	0.00	2,517.21
	19513	11/04/2020	6225	MECHANICAL SERVICES, INC. <i>Repair Boiler</i>	0.00	675.10
	19514	11/04/2020	6370	MORRIS FIRE PROTECTION, INC. <i>Extinguisher Inspect</i>	0.00	90.80
	19515	11/04/2020	6580	NATURALAWN OF AMERICA <i>Lawn Care</i>	0.00	1,220.00
	19516	11/04/2020	6730	NOLAN INC., JAMES A. <i>Electrical Repa</i>	0.00	559.60
	19517	11/04/2020	6785	NORTHCENTER FOODS	0.00	7,097.35
	19518	11/04/2020	6910	OPPEWALL, ELIZABETH	0.00	738.75

# Mount Desert School Department ACCOUNTS PAYABLE WARRANT

Report # 14671

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
19519		11/04/2020	6938	OTELCO	0.00	592.86
19520		11/04/2020	6990	PALOS SPORTS <i>ne Sep 40 PE Supplies</i>	0.00	1,121.45
19521		11/04/2020	7463	QUILL CORP.	0.00	658.73
19522		11/04/2020	7463	QUILL CORP.	0.00	0.00
19523		11/04/2020	7885	SARGENT, LEON	0.00	50.00
19524		11/04/2020	7894	SAVVAS LEARNING CO, LLC <i>G+T Testing Supplies</i>	0.00	596.99
19525		11/04/2020	8000	SCHOOL OUTFITTERS <i>Classroom Supplies</i>	0.00	685.20
19526		11/04/2020	8010	SCHOOL SPECIALTY, INC. <i>Classroom Supplies</i>	0.00	260.66
19527		11/04/2020	8197	SHERMAN'S BOOKS & STATIONERY	0.00	80.12
19528		11/04/2020	8231	SIERRA COMMUNICATIONS, LLC <i>Phon</i>	0.00	47.50
19529		11/04/2020	8655	TCI <i>Classroom Subscription</i>	0.00	254.00
19530		11/04/2020	8930	TURNER SPORTING GOODS <i>Soccer Supplies</i>	0.00	73.75
19531		11/04/2020	4152	VERSANT POWER	0.00	132.01
19532		11/04/2020	9248	WESTPHAL, SHANNON <i>Clc</i>	0.00	132.01
<b>Totals:</b>					0.00	\$168,016.55

# Mount Desert School Department ACCOUNTS PAYABLE WARRANT

Report # 14671

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
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WARRANT # 5  
 DATE: 11/20  
John Edward Jones *Ed. J.* 03 November 2020  
 SUPERINTENDENT

DocuSigned by:  
*Heather Jones*  
 HEATHER JONES  
 FINANCE OFFICER  
 335574894277  
 DocuSigned by:  
*Kathryn*  
 KATHRYN  
 FINANCE OFFICER  
 298846883447  
 DocuSigned by:  
*Dr. Susan Macready*  
 DR. SUSAN MACREADY  
 FINANCE OFFICER  
 627FE40945420D  
 DocuSigned by:  
*James J. King*  
 JAMES J. KING  
 FINANCE OFFICER  
 06893478518464  
 DocuSigned by:  
*[Signature]*  
 FINANCE OFFICER  
 258E71EC7A0C460

FINANCE OFFICER

42 Checks Listed.



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

**WARRANT AP# 2125**

CHECK DATE: November 4, 2020

CHECK NUMBER:	<u>313953</u>		<u>313957</u>	\$	<u>80,069.82</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: \$ 80,069.82

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:

<u>John B Macauley, Chairman</u>	<u>Martha T Dudman</u>
<u>Matthew J Hart, Vice Chairman</u>	<u>Geoffrey V Wood</u>

# Mount Desert School Department PAYROLL WARRANT REGISTER

Report # 14665

Include Authorization Codes: Yes  
Batch: 9260  
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
	11/06/2020	STAT	TREASURER, STATE OF MAIN		3,628.00	3,628.00	0.00	0.00	
	11/06/2020	IRS	INTERNAL REVENUE SERVIC		11,787.86	11,787.86	0.00	0.00	
46359	11/06/2020	208	ERIN J. ALLEN	1	1,119.16	753.13	753.13	0.00	
46360	11/06/2020	311	LAURA-JEAN BEAL	1	2,440.38	1,781.01	1,781.01	0.00	
46361	11/06/2020	11	KELLY S. BEAULIEU	1	2,632.69	1,718.31	1,718.31	0.00	
46362	11/06/2020	463	RENE L. BECKER	1	1,594.40	1,183.50	1,183.50	0.00	
46363	11/06/2020	266	JULIANNA R. BENNOCH	1	2,632.69	1,939.73	1,939.73	0.00	
46364	11/06/2020	314	ANDREW J. CARLSON	1	1,719.23	1,223.43	1,223.43	0.00	
46365	11/06/2020	18	JANICE P. CARROLL	1	1,246.23	899.23	899.23	0.00	
46366	11/06/2020	337	AMBER G. CHARRON	1	2,093.57	1,443.00	1,443.00	0.00	
46367	11/06/2020	91	JUDITH CULLEN	1	2,065.38	1,582.33	1,582.33	0.00	
46368	11/06/2020	69	EMILY N. DAMON	1	1,874.40	1,406.01	1,406.01	0.00	
46369	11/06/2020	308	Gloria A. Delsandro	1	3,712.31	2,658.95	2,658.95	0.00	
46370	11/06/2020	43	SARAH R. DUNBAR	1	2,094.25	1,544.09	1,544.09	0.00	
46371	11/06/2020	481	ELIZABETH FARRELL	1	1,014.08	757.40	757.40	0.00	
46372	11/06/2020	52	WANDA J. FERNALD	1	2,488.46	1,604.58	1,604.58	0.00	
46373	11/06/2020	57	JASON W. FOUNTAINE	1	1,694.40	1,235.24	1,235.24	0.00	
46374	11/06/2020	332	MARINA P. FREDERICK	1	776.84	611.80	611.80	0.00	
46375	11/06/2020	63	HEATHER M. GRAVES	1	2,411.53	1,526.19	1,526.19	0.00	
46376	11/06/2020	65	GAYLE M. GRAY	1	2,526.92	1,773.05	1,773.05	0.00	
46377	11/06/2020	331	RUSSELL W. GRAY	1	1,831.20	1,484.49	1,484.49	0.00	
46378	11/06/2020	92	ABIGAIL A. HARMON	1	1,571.68	1,151.15	1,151.15	0.00	
46379	11/06/2020	477	ANGELIQUE E. HODGDON	1	1,802.89	1,084.15	1,084.15	0.00	
46380	11/06/2020	244	KRISTIN D. HOLLEY	1	1,353.00	993.69	993.69	0.00	
46381	11/06/2020	313	ANDREA W. HOWELL	1	1,955.53	1,566.97	1,566.97	0.00	
46382	11/06/2020	293	Amy L. James	1	2,632.69	1,767.04	1,767.04	0.00	
46383	11/06/2020	90	REBECCA A. JARVIS	1	2,325.00	1,561.29	1,561.29	0.00	
46384	11/06/2020	312	BETHANY G. JOHNSON	1	2,309.70	1,704.23	1,704.23	0.00	
46385	11/06/2020	291	PATRICIA A. KELLEY	1	1,528.44	1,052.51	1,052.51	0.00	
46386	11/06/2020	335	CYNTHIA A. LAMBERT	1	1,132.26	924.57	924.57	0.00	
46387	11/06/2020	488	HALEY C. LITTLEFIELD	1	1,192.35	928.85	928.85	0.00	
46388	11/06/2020	487	BENJAMIN MACKO	1	2,842.85	2,118.29	2,118.29	0.00	
46389	11/06/2020	292	TARA MCKERNAN	1	2,225.38	1,608.45	1,608.45	0.00	
46390	11/06/2020	490	ANNA D. MONTE	1	1,052.31	891.31	891.31	0.00	
46391	11/06/2020	461	JANET NORDELUS	1	1,830.34	1,259.16	1,259.16	0.00	
46392	11/06/2020	193	HARVEY BRUCE NORWOOD	1	1,671.00	1,179.81	1,179.81	0.00	
46393	11/06/2020	237	JUSTIN B. NORWOOD	1	2,219.23	1,724.79	1,724.79	0.00	
46394	11/06/2020	238	WENDELL L. OPPEWALL	1	1,389.65	805.99	805.99	0.00	
46395	11/06/2020	240	JEANNE C. OTT	1	2,680.76	1,859.00	1,859.00	0.00	
46396	11/06/2020	138	AMY Y. PHILBROOK	1	2,592.85	1,775.50	1,775.50	0.00	
46397	11/06/2020	275	JOELLE A. RUDDY	1	2,526.92	1,917.43	1,917.43	0.00	
46398	11/06/2020	74	LEON E. SARGENT	1	3,064.45	2,194.52	2,194.52	0.00	
46399	11/06/2020	120	KAREN L. SHARPE	1	3,069.04	1,946.87	1,946.87	0.00	
46400	11/06/2020	489	EMMA L. SOULES	1	1,613.52	1,208.25	1,208.25	0.00	
46401	11/06/2020	375	KATHLEEN C. ST DENIS	1	2,767.30	1,589.68	1,589.68	0.00	
46402	11/06/2020	404	KERRY L. TAYLOR	1	2,557.69	1,868.21	1,868.21	0.00	
46403	11/06/2020	476	BRUCE L. TRIPP	1	797.04	657.13	657.13	0.00	
46404	11/06/2020	459	SHANNON L. WESTPHAL	1	1,988.46	1,516.88	1,516.88	0.00	
46405	11/06/2020	448	JACQUELINE A. WHEATON	1	2,450.00	1,706.39	1,706.39	0.00	
46406	11/06/2020	307	LAUREN M. WHITE	1	1,065.39	747.94	747.94	0.00	
46407	11/06/2020	469	TIFFANY C. YARBROUGH	1	1,032.26	877.76	877.76	0.00	
					<b>112,623.96</b>	<b>84,729.14</b>	<b>69,313.28</b>	<b>0.00</b>	

# Mount Desert School Department PAYROLL WARRANT REGISTER

Report # 14665

Check #	Check Date	Code	Name	Chk Grp	Gross Pay	Net Pay	Direct Deposit	Check Amt	Void
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Check Authorization Summary			
Type	Description	Count	Amount
Employee	Checks	0	0.00
	Voided Checks	0	0.00
	Direct Deposits (Fully Distributed)	49	69,313.28
	ACH Employee Credits	49	69,313.28
	ACH Employee Debits (Voids)	0	0.00
Deduction	Checks	0	0.00
	Voided Checks	0	0.00
	ACH Vendor Credits	0	0.00
	ACH VendorDebits (Voids)	0	0.00
Taxes	EFTPS Payment - Debit	2	15,415.86

WARRANT # 10

DATE PAID NOV 06 2020

*Alan Edward Grosse, Ed. D.*

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