



Town of Mount Desert
Board of Selectmen
Agenda

Regular Meeting

TUESDAY, July 6, 2021

Location: Zoom Meeting see pg. 2 for connection details
Public can now attend meeting in person. Meetings will continue to be offered via Zoom see pg. 3 for connection details

- I. Call to order at 6:00 p.m.**
- II. Executive Session**
 - A. 1 M.R.S. 405 (6) (F) Consultation with Legal Counsel**
- III. Minutes**
 - A. Approval of Minutes of June 21, 2021*
- IV. Appointments/Recognitions/Resignations**
 - A. Appointment of Robert Norwood as Municipal Firefighter/EMT a rate of \$25.97 per hour probationary rate and a 5% increase after successful completion of six-month probation period.*
 - B. Boards and Committee Appointments*
 - C. Consideration of the appointment of Matthew Leeman as a summer helper in the Public Works Department, primarily in the Waste Management Division, effective July 6, 2021, and continuing thru November 30, 2021, at an hourly rate of \$18.00 per hour.*
 - D. Appointment of Elizabeth Yeo as Interim IFW/Moses Agent*
- V. Consent Agenda** *(These items are considered routine, and therefore, may be passed by the Selectmen in one blanket motion. Board members may remove any item for discussion by requesting such action prior to consideration of that portion of the agenda.)*
 - A. Highway Superintendent Monthly Reports for May and June*
 - B. Municipal solid waste bypass update and reminder*
- VI. Selectmen's Reports**
- VII. Unfinished Business**
 - A. Sign Public Works Three Year Agreement: Mount Desert & Local 340: 7-1-21 thru 06-30-24*
- VIII. New Business**
 - A. Requests from Seal Harbor Residents to form a Traffic Committee in Seal Harbor*
 - B. Request from Sustainability Committee to Endorse Action Plan in Support of the Emergency Climate Action Plan*
 - C. Public Space Special Event Application – The Parish of St. Mary's & St. Jude's Annual Picnic – Sept 12, 2021, Suminsby Park*
 - D. Public Space Special Event Application – Help Portrait MDI – Sept 25, 2021, rain date Sept. 26, 2021, Seal Harbor Village Green*
 - E. Request Authorization for the Local Emergency Management Director to apply for and, if approved, accept a FEMA COVID-19 Public Assistance Funding Project for eligible expenses related to COVID-19 protective measures.*
 - F. Presentations and Discussion of the Conceptual Plans for the Proposed Somesville Fire Station Renovation*

G. Fisher Violation Matter

H. 1. Consideration of awarding our FY-22 paving contract to Northeast Paving in the amount of \$389,142 to be paid for from the Public Works Departments Highway Divisions FY-22 appropriations paving budget Account Number 1550100-53250.

2. Consideration of authorizing Public Works Director Tony Smith to expend the remaining balance of \$20,858 of the FY-22 paving budget based on his discretion to pay for, for example, any increase in the amount of pavement used by the contractor should the bid quantities be exceeded due to the existing condition of the road surfaces, an increase in liquid asphalt costs based on the escalator clause or, paving another yet to be identified location.

3. Consideration of authorizing Public Works Director Tony Smith sign the contract with Northeast Paving on behalf of the Town.

I. Authorize Select Board Secretary Wendy Littlefield to sign Revised Corporate Authority Document with First Advisors

J. Discussion concerning cybersecurity for the Town of Mount Desert- Robert Bickmore of Haley Ward, Inc IT Consultant for the Town of Mount Desert. See list of cybersecurity prevention steps taken in 2021 in your packet.

K. Consideration of retaining Haley Ward to provide engineering services to assess the well and groundwater conditions at the Mount Desert Fire Station #3 and authorize the Fire Chief use of unencumbered balance of \$ 53,992.66 to pay for these services.

L. Move signature (one signature required) for 2021 Audit Engagement Letter from James Wadman

IX. Other Business

A. Such other business as may be legally conducted

X. Treasurer’s Warrants

A. Approve & Sign Treasurer’s Warrant as shown below:

Town Invoices	AP2174	06/30/2021	\$153,216.15
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B. Approve Signed Treasurer’s Payroll, State Fees, & PR Benefit Warrants as shown below:

State Fees & PR Benefits	AP2172	06/23/2021	\$71,935.18
State Fees & PR Benefits	AP2173	06/30/2021	\$6,391.50
Town Payroll	PR2129	06/25/2021	\$137,056.79
Void/Reissue	PR2129A	04/30/2021	----
Total			\$215,383.47

C. Acknowledge Treasurer’s School Board AP/Payroll Warrants as shown below:

School Invoices	#14	06/23/2021	\$16,928.77
Total			

Grand Total			\$385,528.39
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XI. Adjournment

The next scheduled meeting is at 6:30 p.m., Monday, July 19,2021 Via Zoom.

Board of Selectmen Meeting Agenda July 6, 2021

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=RmozZjBOVWhUTOrRXR5QzFEZEEyQT09>

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)

+1 301 715 8592 US (Germantown)

+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.

Board of Selectmen

Managers Memo

Location: Town Hall Meeting Room and Via Zoom

Date: July 6, 2021

Time: 6:00 p.m.

Agenda details:

**I. Call to order 6:00 p.m. with an Executive Session. 1
M.R.S. 405 (6) (E) consultation with Legal Counsel**

II. PUBLIC HEARINGS
None Scheduled

III. Post Public Hearing

None Scheduled

IV. Minutes

1. Approval of Minutes of June 21, 2021

V. Appointments/Recognitions/Resignations

1. Consider the appointment of Robert Norwood to the position of full-time municipal firefighter at the rate of \$25.97 per hour increasing to \$27.42 per hour following completion of a six-month probationary period.
2. Consider the appointment of Matthew Leeman as a summer helper in the Public Works Department, primarily in the Waste

Management division effective July 6, 2021, through November 30, 2021, at a rate of \$18.00 per hour.

3. Consider the appointment of Elizabeth Yeo as interim IFW/Moses agent. **See memo from Finance Director Jake Wright**
4. Boards and Committee Appointments

VI. Consent Agenda

1. Highway Superintendent Monthly Reports for May and June
2. Municipal solid waste bypass update and reminder.

V11. Selectmen's Reports

V111. Unfinished Business

- a. Sign Public Works three-year agreement Mount Desert & local 340: 7-1-21-6-30-24.

Agreement voted on June 21, 2021. Contract is included in your meeting packet.

IX. New Business

- a. Request to form a traffic committee in the village of Seal Harbor- see email from Seal Harbor resident Kathy Branch. Kathy would like to see representatives from various geographic sectors of the village and have it consisted of seasonal and year- round residents. Also see memo from Police Chief Jim Willis outlining traffic control efforts currently underway.

- b. Plan of Action from the Sustainability Committee. See memo dated June 18, 2021, from the Sustainability Committee. The goal is to have a climate action plan along with an implementation budget presented for approval at the Annual Town Meeting in May 2022.

A Possible Motion to: Approve the Sustainability committee's climate action plan in preparation for the Annual Town Meeting in May 2022.

- 3. The Committee will meet individually with each Department Head with the goal of understanding Department's current energy use and help develop a future energy plan.
 - 4. Ask the Director of Public Works to hire an electrical engineering firm to determine town's baseline energy use and identify potential beneficial changes.
 - 5. Allow the Sustainability Committee to accept assistance from a Climate to Thrive to develop the town's Climate Action Plan integrating the Sustainability committee's goals with the Climate Emergency Action Plan
-
- c. Discussion concerning cybersecurity for the Town of Mount Desert-Robert Bickmore Haley Ward Inc. IT consultant for the Town of Mount Desert. See List of cybersecurity prevention steps taken in 2021 in your packet.
 - d. Fisher Violation Matter
 - e. Presentation and discussion of the conceptual plans for the proposed Somesville fire station renovation. **See memo from Fire Chief Bender to Town Manager Lunt dated June 30, 2021.**
 - f. Authorize Selectboard Secretary Wendy Littlefield to sign revised Corporate Authority document with First Advisors. **See Corporate Authority Agreement in your packet. This revised agreement substitutes Jacob Wright for Kathryn Mahar.**

A possible motion to: Authorize Selectboard Secretary Wendy Littlefield to sign the revised Corporate Authority document with First Advisors.

- g. Authorization for Local Emergency Management Director to apply for and accept FEMA COVID-19 Public Assistance Funding. See July 2021 memo from Chief Bender to Town Manager Lunt. This is retroactive covering the time period from April 28, 2020, through December 23,

2020. The amount requested is \$69,098 carries no debt or other obligation to the Town of Mount Desert.

A possible motion to: Authorize the Local Emergency Management Director to apply for and accept FEMA COVID-19 Public Assistance Funding up to \$69,098 to cover the period of April 28, 2020, through December 23, 2020.

- h. Consideration of retaining Haley Ward to provide engineering services to assess the well and groundwater conditions at the Mount Desert Fire Station #3 and authorize the Fire Chief to use up to \$7,000 from the Fire Station Building Reserve account #4040300-24470 with a current unencumbered balance of \$53,992.66 to pay for these services. **See memo from Fire Chief Mike Bender**

- i. Consider approval and sign letter of engagement from James Wadman CPA for the audit of the Town's fiscal year ending 6-30—2021. **See memo from Finance Director Jake Wright**

- j. Consideration of FY-22 Paving Contract award to Northeast Paving.
 - 1. . Consideration of awarding our FY-22 paving contract to Northeast Paving in the amount of \$389,142 to be paid for from the Public Works Departments Highway Divisions FY-22 appropriations paving budget Account Number 1550100-53250.

 - 2. Consideration of authorizing Public Works Director Tony Smith to expend the remaining balance of \$20,858 of the FY-22 paving budget based on his discretion to pay for, for example, any increase in the amount of pavement used by the contractor should the bid quantities be exceeded due to the existing condition of the road surfaces, an increase in liquid asphalt costs based on the escalator clause or, paving another yet to be identified location.

 - 3. Consideration of authorizing Public Works Director Tony Smith sign the contract with Northeast Paving on behalf of the Town.

- k. Public Space Special Event Application- The Parish of St. Mary's and St. Jude's Annual Picnic- September 12, 2021, Suminsby Park.

1. Public Space Special Event application- Help Portrait MDI- September 25, 2021, Rain date September 26, 2021, Seal Harbor Village Green.

X. Other Business

MINUTES

Town of Mount Desert
Selectboard Meeting Minutes
Monday, June 21, 2021
Location: Zoom Meeting

This Meeting was held via remote access.

Selectboard Members Present: Assessor Kyle Avila, Finance Director Jake Wright, Public Works Director Tony Smith, Town Manager Durlin Lunt, Harbormaster John Lemoine

Town Officials Present: Chair John Macauley, Matt Hart, Martha Dudman, Geoff Wood, Wendy Littlefield

Members of the public were also in attendance.

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

Chair Macauley called the meeting to order at 5:57PM.

II. Executive Session

A. Pursuant to 1. M.R.S. 405 (6) (D) Labor Negotiations

MOTION: Mr. Hart moved, with Ms. Littlefield seconding, to enter into Executive Session. Motion approved 5-0.

The Board entered into Executive Session at 5:57PM.

The Regular Meeting resumed at 6:30PM.

MOTION: Ms. Dudman moved, with Mr. Hart seconding, approval of the Contract as discussed in Executive Session.

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

III. Minutes

A. Approval of Minutes of May 27, 2021

MOTION: Mr. Hart moved, with Ms. Littlefield seconding, approval of the Minutes of May 29, 2021, as presented.

Motion approved 5-0.

IV. Appointments/Recognitions/Resignations

A. Appointment of Genya Grover as Assistant Harbormaster/Office Manager at a rate of \$23.38 per hour probationary rate and a 5% increase after successful completion of six-month probation period.

MOTION: Ms. Littlefield moved, with Mr. Hart seconding, appointment of Genya Grover as Assistant Harbormaster/Office Manager at a rate of \$23.38 per hour probationary rate and a 5% increase after successful completion of six-month probation period, as presented.

Motion approved 5-0.

1
2 *B. Accept Resignation of Justin Kelley, from the position of MEO2, effective June 18,*
3 *2021.*

4 MOTION: Ms. Littlefield moved, with Mr. Hart seconding, acceptance of resignation of
5 Justin Kelley, from the position of MEO2, effective June 18, 2021, as presented and with
6 thanks for his service.

7 Motion approved 5-0.

8
9 *C. Consideration of Public Works Director Tony Smith's recommendation of the*
10 *appointment of Aaron Lichtenstein as a summer helper in the town's Buildings &*
11 *Grounds and Parks & Cemeteries Division of the Public Works Department for the*
12 *2021 summer season effective June 22, 2021, at an hourly rate of \$15.00 per hour.*

13 MOTION: Mr. Hart moved, with Ms. Littlefield seconding, approval of Public Works
14 Director Tony Smith's recommendation of the appointment of Aaron Lichtenstein as a
15 summer helper in the town's Buildings & Grounds and Parks & Cemeteries Division of
16 the Public Works Department for the 2021 summer season effective June 22, 2021, at an
17 hourly rate of \$15.00 per hour, as presented and with thanks to Aaron Lichtenstein,
18 Director Smith and Highway Superintendent Ben Jacobs.

19 Motion approved 5-0.

20
21 *D. Annual Board and Committee Appointments*

22 Finance Director Wright reported further work was required on the Annual Board and
23 Committee Appointments. The Item was tabled.

24
25 **V. Consent Agenda**

26 *A. Chamber of Commerce 2021 Agreement (Term July 1, 2021--June 30, 2022)*

27 *B. Neighborhood House 2021 Agreement (Term July 1, 2021--June 30, 2022)*

28 *C. Ticket Booth Sales 2021 Agreements (Term July 1, 2021--June 30, 2022)*

29 *D. Selectmen Meeting Schedule 2021-2022*

30 *E. Holiday Schedule 2021-2022*

31 *F. Thank you note from Open Table MDI for donation*

32 *G. Acknowledgement to Police Dispatch, Marie Overlock, for superb handling of water*
33 *rescue call*

34 *H. Hancock County Commissioners Special Meeting Minutes of June 1, 2021*

35 *I. Bypass notice – Municipal Waste (Residential)*

36 *J. Thank you note from Todd Mydland for Street Light Replacement*

37 MOTION: Mr. Wood moved, with Ms. Littlefield seconding, acceptance of the Consent
38 Agenda as presented.

39 Motion approved 4-0-1 (Hart in abstention).

40
41 **VI. Selectmen's Reports**

42 Ms. Dudman reported a citizen's request to discuss short-term rentals. There are no
43 regulations in the Town for this kind of rental. There was concern investors might
44 purchase homes for short-term rental purposes, affecting the housing shortage in Town.
45 Other Towns are facing the issue.

46

1 Manager Lunt believed the subject should be brought up with the Planning Board or the
2 LUZO Advisory Committee.

3
4
5 Mr. Wood reported an issue with a Hall Quarry resident. The resident is a business owner
6 who set up a temporary shuttle service in the absence of the Island Explorer during the
7 Covid pandemic. The resident set out a small sign at her residence. Perhaps such a sign is
8 not allowed, but the way the issue was handled was concerning. The sign is now gone.

9
10 Manager Lunt promised to follow up. He reported the Town did received a call about the
11 sign, asking if it were legal under the LUZO. It was determined it was against the rules
12 regarding off-premises signs.

13
14 Mr. Wood reported the business owner did not feel comfortable approaching Town
15 Officials. He suggested perhaps more coordination could be made regarding who
16 addresses an issue, and an effort to be more approachable could be made by Town staff.

17
18 Public Works Director Smith suggested the discussion be made an agenda item for
19 discussion.

20
21
22 Ms. Littlefield received a request regarding making small lawn signs available reminding
23 and requesting that people be kinder. Businesses are short staffed, and summer is busy,
24 and there have been instances of impatience and rude behavior.

25
26 Manager Lunt noted there were no rules against a sign of this sort on personal property. It
27 was agreed perhaps this might be a question for the Chamber of Commerce.

28
29 **VII. Unfinished Business**

30 *A. Consideration of accepting DEP StreamSmart road crossing grant funds in the*
31 *amount of \$125,000 to be used towards replacing and upgrading the culvert system in*
32 *the Beech Hill Cross Road through which Denning Brook flows and authorizing*
33 *Public Works Director Tony Smith to execute the contract with DEP on behalf of the*
34 *Town*

35 MOTION: Mr. Wood moved, with Ms. Dudman seconding, acceptance of DEP
36 StreamSmart road crossing grant funds in the amount of \$125,000 to be used towards
37 replacing and upgrading the culvert system in the Beech Hill Cross Road through which
38 Denning Brook flows and authorizing Public Works Director Tony Smith to execute the
39 contract with the DEP on behalf of the Town, as presented.

40 Motion approved 5-0.

41
42 *B. Consideration be given to Items Numbered 1 thru 4 in Public Works Director Tony*
43 *Smith's memo to Town Manager Durlin Lunt, Jr. dated June 17, 2021, related to*
44 *procurement of professional engineering services, and paying for the same, related to*
45 *the Beech Hill Cross Road StreamSmart culvert replacement project for Denning*
46 *Brook.*

1 MOTION: Ms. Dudman moved, with Ms. Littlefield seconding, to:

- 2 1. Retain the professional engineering services of VHB as described in their proposal
- 3 referenced above for the culvert replacement project in the amount of \$34,993.00.
- 4 2. Use \$10,000.00 of the DEP grant funds of \$125,000.00 towards the \$35,000.00 VHB
- 5 costs leaving an engineering project cost balance of \$25,000.00.
- 6 3. Use \$25,000.00 plus a \$5,000.00 contingency for unforeseen circumstances for a total
- 7 amount of \$30,000.00 to be drawn and spent from the Public Works Road Reserve
- 8 Account Number 4050100-24573 with a current balance of \$155,557.00.
- 9 4. Authorize Director Tony Smith to sign the proposal with VHB on behalf of the Town
- 10 as presented.

11 Motion approved 5-0.

12

13 **VIII. New Business**

14 *A. Request from Harbor Master Lemoine for authorization to pay for replacement of*
15 *Northeast Harbor Public Dock mooring chains, inspections on the Commercial Dock,*
16 *pile zinc's and mooring float 300 by Alvah B. Barge Service Inc. for \$4,101.20, which are*
17 *critical to extending the useful life of Harbor assets. The Northeast Harbor*
18 *Mooring/Floats CIP 6410100-24681 has a balance of \$86,346.81.*

19 MOTION: Mr. Hart moved, with Ms. Dudman seconding, authorization to pay for
20 replacement of Northeast Harbor Public Dock mooring chains, inspections on the
21 Commercial Dock, pile zinc's and mooring float 300 by Alvah B. Barge Service Inc. for
22 \$4,101.20, from the Northeast Harbor Mooring/Floats CIP 6410100-24681, which has a
23 balance of \$86,346.81, as presented.

24 Motion approved 5-0.

25

26 *B. Recommendation from Harbor Committee to raise the Seafood Buyers Permit from*
27 *\$1,000.00 to \$5,000.00 per year. This would be done to keep Mount Desert in line with*
28 *the other local Harbors. Requesting approval for this rate change for the 2022 season.*
29 Harbormaster Lemoine reported the Town of Mount Desert charges \$1,000.00 per year
30 for a seafood buyer to have access to Northeast Harbor, Seal Harbor, and Bartlett's
31 Landing to buy seafood of any sort. Other Towns in the area are charging up to
32 \$6,000.00 - \$7,000.00 for the same permit. Mount Desert provides three locations from
33 where buying can occur. The Harbor Committee has recommended adjusting the price to
34 \$5,000.00. Mount Desert issues four permits per year. Southwest Harbor and Tremont
35 issue approximately the same number of permits as Mount Desert. Three of the four
36 Mount Desert permits have been sold so far this year.

37

38 MOTION: Mr. Wood moved, with Mr. Hart seconding, approval of recommendation
39 from Harbor Committee to raise the Seafood Buyers Permit from \$1,000.00 to \$5,000.00
40 per year, beginning the 2022 season, as presented

41

42 Mr. Hart noted that in trying to research the issue, he realized the Harbor Committee
43 meeting minutes are difficult to find. It was noted that Minutes could be shared in Draft
44 Form.

45

46 Motion approved 5-0.

1
2 *C. Independent Accountants Report on Applying Agreed-Upon Procedures from James,*
3 *Wadman, C.P.A.*

4 MOTION: Ms. Littlefield moved, with Mr. Wood seconding, acknowledgement of
5 Independent Accountants Report on Applying Agreed-Upon Procedures from James,
6 Wadman, C.P.A., as presented.

7 Motion approved 5-0.
8

9 *D. Consideration of authorizing Public Works Director Tony Smith to solicit*
10 *competitive bids for Town purchase of a new 2022 plow truck and gear in*
11 *conformance with both the Town purchasing policy and the capital improvement*
12 *plan.*

13 Mr. Wood voiced appreciation that an effort was made to look into the possibility of an
14 electric truck.

15
16 MOTION: Mr. Wood moved, with Ms. Littlefield seconding, authorization of Public
17 Works Director Tony Smith to solicit competitive bids for Town purchase of a new 2022
18 plow truck and gear in conformance with both the Town purchasing policy and the
19 capital improvement plan, as presented.

20 Motion approved 5-0.
21

22 **IX. Other Business**

23 *A. Consider extending the expiration dates on 2020 clam licenses due to COVID-19*
24 *disruptions.*

25 Manager Lunt reported the Committee recommended that, due to the lateness of the
26 season, the Town extend the licenses another year. Other communities are making
27 similar accommodations.

28
29 MOTION: Mr. Wood moved, with Mr. Hart seconding, approval of extending the
30 expiration dates on 2020 clam licenses due to COVID-19 disruptions to June 30,
31 2022, as presented.

32 Motion approved 5-0.
33

34 *B. Such other business as may be legally conducted*

35 Chair Macauley made note of a document forwarded to the Board from the
36 Sustainability Committee.

37
38 Manager Lunt reported the submission came in after the Meeting Agenda was finalized.
39 He intended to add the item to the next Agenda.
40

41 **X. Treasurer's Warrants**

42 *A. Approve & Sign Treasurer's Warrant as shown below:*

Town Invoices	AP2171	6/22/2021	\$606,484.63
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43 MOTION: Ms. Littlefield moved, with Mr. Wood seconding, approval and signature of
44 the Treasurer's Warrant as presented above.

45 Motion approved 5-0.

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B. Approve Signed Treasurer's Payroll, State Fees, & PR Benefit Warrants as shown below:

<i>State Fees & PR Benefits</i>	<i>AP2169</i>	<i>6/9/2021</i>	<i>\$12,903.06</i>
<i>State Fees & PR Benefits</i>	<i>AP2170</i>	<i>6/16/2021</i>	<i>\$3,344.75</i>
<i>State Fees & PR Benefits</i>			
<i>Town Payroll</i>	<i>PR2128</i>	<i>6/11/2021</i>	<i>\$116,226.49</i>
Total			

MOTION: Mr. Wood moved, with Mr. Hart seconding, approval of signed Treasurer's Payroll, State Fees, and PR Benefit Warrants as presented above.
Motion approved 4-0-1 (Littlefield in Abstention)

C. Acknowledge Treasurer's School Board AP/Payroll Warrants as shown below:

<i>School Invoices</i>			
<i>School Payroll</i>			
<i>School Payroll</i>	<i>#26</i>	<i>6/18/2021</i>	<i>\$219,259.93</i>
Total			

Grand Total			\$958,218.86
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MOTION: Ms. Dudman moved, with Mr. Wood seconding, acknowledgement of Treasurer's School Board AP/Payroll Warrants as presented above
Motion approved 5-0.

XI. Adjournment

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

The Meeting adjourned at 7:00PM.

Respectfully Submitted,

Wendy Littlefield

APPOINTMENTS

RECOGNITIONS

RESIGNATIONS



Town of Mount Desert

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

Telephone 207-276-5111

Fax 207-276-5732

Web Address www.mtdesert.org

firechief@mtdesert.org

Memo

To: Durlin Lunt, Town Manager

From: Mike Bender, Fire Chief

CC:

Date: June 24, 2021

Re: Appointment of Full Time Firefighter

I would like to make the recommendation and request that the Board of Selectman appoint Robert Norwood to the positions of full-time municipal firefighter at \$25.97, effective July 12, 2021, and increasing to \$27.42 after the probationary period.

The candidate has been recommended by the department's Hiring Committee after successfully completing a series of physical agility tests and oral interviews by Committee members. Mr. Norwood was chosen as the top candidate from a pool of internal applicant.

Possible Motion: Appointment of Robert Norwood as Municipal Firefighter/EMT a rate of \$25.97 per hour probationary rate and a 5% increase after successful completion of six-month probation period.

Thank you.

CERTIFICATE OF APPOINTMENT

Municipality of **MOUNT DESERT**

County of **HANCOCK**

State of **MAINE**

June 1, 2021 The Board of Selectmen of the Municipality of the Town of Mount Desert, in accordance with the provisions of the laws of the State of Maine, hereby appoints the following **Committee and Board members** within and for the Municipality of Mount Desert for the positions and terms ending June 30th as indicated:

Committee/Board	Name		Term
Board of Assessment Review	Julianna	Bennoch	3 year
Broadband Committee IT Consultant Ex Officio	Robert	Bickmore	1 year
Broadband Committee	Peter	Cuffari	1 year
Broadband Committee	John	Fehlauer	1 year
Broadband Committee	Edward	Ganz	1 year
Broadband Committee BOS Liaison Ex Officio	Matt	Hart	ongoing
Broadband Committee	Philip	Koch	1 year
Broadband Committee	Scott	McFarland	1 year
Broadband Committee	Kathleen	Miller	1 year
Broadband Committee	Wendell	Oppewall	1 year
Broadband Committee	Joan	Pew	1 year
Economic Development Committee	Megan Rae	Bailey	3year
Economic Development Committee BOS Liaison/Ex Officio	Martha	Dudman	ongoing
Economic Development Committee	Donald	Graves	3 year
Economic Development Committee	Heather	Jones	3 year
Economic Development Committee Town Manager Ex Officio	Durlin	Lunt	ongoing
Economic Development Committee	Daniel	McKay	3 year
Economic Development Committee	Rick	Wheeler	3 year
Investment Committee	John	Brown	1 year
Investment Committee	Philip	Litchenstein	1 year
Investment Committee Warrant Committee	Brian	Henkel	1 year
Investment Committee Town Manager Ex Officio	Durlin	Lunt	ongoing
Investment Committee BOS Liaison Ex Officio	Wendy	Littlefield	ongoing
Investment Committee Treasurer Ex Officio	Jacob	Wright	ongoing
LUZO Advisory Group Plainning Board	David	Ashmore	1 year
LUZO Advisory Group	Charles	Bucklin	1 year
LUZO Advisory Group	Katrina	Carter	1 year
LUZO Advisory Group	William	Ferm	1 year
LUZO Advisory Group	Douglass	Gray	1 year
LUZO Advisory Group Planning Boarf	William	Hanley	1 year
LUZO Advisory Group	Ellen	Kappes	1 year
LUZO Advisory Group	Gerard	Miller	1 year
LUZO Advisory Group CEO Ex Officio	Kimberly	Keene	ongoing
LUZO Advisory Group Town Manager Ex Officio	Durlin	Lunt	ongoing
LUZO Advisory Group paid consltant	Noel	Musson	ongoing
Marine Management Committee	James	Black	2 year
Marine Management Committee	Howie	Monteko	2 year
Marine Management Committee	Eric	Jones	2 year
Marine Management Committee	Christopher	Moore	2 year
Marine Management Committee	Doug	Randolph-Foster	2 year
Marine Management Committee	Richard	Savage	2 year
Marine Management Committee Harbormaster Ex Officio	John	Lemoine	ongoing
Planning Board	Meredith	Randolph	3 year
Shellfish Conservation Committee	Laura	Flannery	2 year
Shellfish Conservation Committee	Brian	Silverman	2 year
Shellfish Conservation Committee	Rustin	Taylor	2 year
Sustainability Committee	Gordon	Beck	1 year

Sustainability Committee
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 Traffic Committee
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 Traffic Committee Public Works Liaison Ex Officio
 Traffic Committee Police Chief Liaison Ex Officio
 Village Center Planning Committee (Main St., NEH)
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 Village Center Planning Committee (Main St., NEH)
 Village Center Planning Committee (Main St., NEH)
 Warrant Committee
 Warrant Committee
 Warrant Committee
 Warrant Committee
 Warrant Committee
 Warrant Committee
 Zoning Board of Appeals
 Zoning Board of Appeals
 Zoning Board of Appeals

Johannah	Blackman	1 year
Jesse	Hartson	1 year
Ellen	Kappes	1 year
Dwight	Lanpher	1 year
Philip	Lichtenstein	1 year
John	Macauley	ongoing
Sydney	Roberts Rockefeller	1 year
Dennis	Shubert	1 year
Kathleen	Miller	1 year
Rosemary	Matchak	1 year
Sarah	March	1 year
Jean	Fernald	1 year
Katherine	Fernald	1 year
Diane	Young	1 year
Samuel	Coplon	1 year
Sydney	Roberts-Rockefeller	1 year
Anthony	Smith	1 year
James	Willis	1 year
Gordon	Beck	1 year
Kelly	Brown	1 year
Katrina	Carter	1 year
Samuel	Coplon	1 year
Douglass	Cornman	1 year
Ellen	Kappes	1 year
Marsha	Planting	1 year
Samuel	Shaw	1 year
Owen	Craighead Jr	3 year
Rodney	Eason	3 year
William	Ferm	3 year
Ellen	Kappes	3 year
Stephanie	Kelley-Reece	3 year
Gerard	Miller	3 year
William	Ferm	3 year
Julianna	Bennoch	3 year
Lilian	Andrews	3 year

Dated: July 6, 2021 at Town of Mount Desert:

Attest:

Martha T. Dudman

Matthew J. Hart

Wendy H. Littlefield

John B. Macauley

Geoffrey Wood



Town of Mount Desert

21 Sea Street, P.O. Box 248
Northeast Harbor, ME 04662-0248
Telephone 207-276-5743 Fax 207-276-5742
www.mtdesert.org director@mtdesert.org

MEMO

To: Durlin Lunt, Town Manager
From: Tony Smith, Public Works Director
Re: Packer Truck Summer Helper
Date: June 30, 2021

I recommend we hire Matthew Leeman as a summer helper in our Waste Management Division of the Public Works Department for the 2021 summer season. He has prior work experience with the Town, working two summers for the Harbor Department and three April clean-up weeks for Highways. He is the son of Head Mechanic Albert Leeman. There are no conflicts with this appointment relative to the family relationship and our hiring policies. I request his appointment be effective July 6, 2021, at an hourly rate of \$18.00 per hour.

During his interview with Highway Superintendent Ben Jacobs and I held earlier today, Matthew explained he is working another job and is available to work for us a minimum of two-and-a half days a week, 16 – 20 hours, possibly more, thru November of this year. He understands this is part-time work and, as such, he is not eligible for the same benefits a full-time employee would receive other than the new EPL (Employee Paid Leave) benefits per federal law. The EPL provides for all employees to receive one hour of paid time off for every 40 hours worked.

Matthew's hire will reduce the impact of our not having been able to hire two packer truck summer helpers to date. This results in our having two full-time employees work on the trucks leaving us short-handed elsewhere. We also have the absence of one employee out on approved leave and a vacancy created when another full-time employee left us for employment elsewhere.

Thank you for consideration of my recommendation.

cc. Ben Jacobs, Highway Superintendent
Jake Wright, HR Manager
Jennifer McWain, Deputy Clerk
Claire Woolfolk, Town Clerk



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

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

Board of Selectmen,

Please consider approval of Elizabeth Yeo as interim IFW/Moses agent. During the implementation of our new cash receipting software, we learned that this is necessary to synchronize the software to MOSES.

Thank you,

Jake Wright

Finance Director

CONSENT AGENDA



Town of Mount Desert

21 Sea Street, P.O. Box 248

Northeast Harbor, ME 04662-0248

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

www.mtdesert.org highway@mtdesert.org

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

MEMO

To: Tony Smith, Public Works Director
From: Benjamin Jacobs, Highway Superintendent
Re: May & June Monthly Report
Date: June 30, 2021

Highway Crew

- Swept sidewalks and roads.
- Completed our Bureau of Labor Standards inspections on, for example, fire extinguishers, secondary containment structures and eyewash stations.
- Completed our annual in-house health and safety classes. We had classes on “Blood Borne Pathogens” and “Ladder Safety Training” along with the rest of our classes.
- Completed a driver safety course through Maine Motor Transportation Association.
- Painted crosswalks, center lines and parking spaces.
- Cold patched potholes.
- Cleaned the highway garage and bus garage.
- Ditched Day Street and a section of Whitney Farm Road.
- Worked with a local contractor to help pave Day Street.
- Had a local contractor empty our floor drain holding tanks.
- Repaired a wash out at the Northeast Harbor Marina.
- Cleared sticks and mud placed by beavers in front of the inlet of the culverts on Beach Hill Cross Road. These two culverts are to be replaced using funds from the Stream Smart grant we just accepted towards the overall project cost.
- Replaced, straightened, and erected various signs.
- Repaired concrete sidewalks on Summit Road, Sea Street and Main Street in Northeast Harbor.
- Hauled street sweepings to our dumpsite on Route 198.
- Worked with a contractor to crack seal a section of sidewalk in Otter Creek in preparation to pave this section of sidewalk in July.
- Repaired numerous washouts throughout the town’s villages caused by heavy rain.
- Replaced the railings and posts on Ripples Road at the dam outlet. The crew did a really nice job.
- To date, we are short four staff members. Two are working on the packer trucks due to not having anyone apply for the two summer helper positions; one is out on sick leave, and one just left to take a new job elsewhere.

Buildings & Grounds and Parks & Cemeteries



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

- Continued setting up for meetings, cleaning bathrooms in the town office, vacuuming and assisting the admin staff with projects as needed e.g., assembling shelving, hanging pictures, repairing toilets, installing door closers, and painting.
- With the assistance of the highway crew the, the Accounting assistants partition was disassembled and put in storage at the highway garage.
- Opened the restrooms at the Seal Harbor pier and the facilities at the yachtsman building in Northeast Harbor.
- Patched cracks in the tennis court at the Village Green in Northeast Harbor.
- Started and continued mowing and weed whacking.

Solid Waste

- The crew continues to do a good job keeping the areas around the highway garage dumpsters clean and neat as possible.
- Continued picking up trash on their daily scheduled routes.
- Switched to our summer schedule on June 14, 2021, and started collecting trash twice a week.
- As noted above, due to the labor shortage two members of the highway crew are assisting the solid waste department this summer. In the summer we hire two part time seasonal employees to assist the solid waste department but to date we have had zero applicants.

Cc. Claire Woolfolk, Town Clerk
Durlin Lunt, Town Manager
Jennifer M Buchanan, Deputy Clerk



BYPASS NOTICE – Municipal Waste (Residential)

FROM: Sent on behalf of Coastal Resources of Maine LLC
To: Waste Management, PERC, NEWSME, MRC, Maine DEP
DATE: July 1, 2021

DESCRIPTION OF WASTE:

Municipal Solid Waste from the below MRC communities/facilities will bypass residential, municipal waste back to PERC from Monday, July 5th until July 31st. The remaining MRC communities/facilities (not listed) below will continue to deliver to Crossroads in Norridgewock with no change in July.

BYPASS PERIOD

FROM: July 5, 2021
TO: July 31, 2021 (Inclusive)

REASON FOR BYPASS: An inability to process incoming waste due to suspension of operations as the result of contractual issues with key counter parties.

Alton	Dedham / Lucerne	(Tremont, Trenton, Cranberry
Bangor	Dixmont	Isle, Frenchboro, SW Harbor,
Bar Harbor	Dover - Foxcroft	Mount Desert)
Blue Hill/Surry	Eddington	Northern Katahdin SW
Bradley	Franklin	Orono
Brewer	Hampden	Otis
Brownville	Holden	Pleasant River SWD
Bucksport	Hudson	Sherman
Burlington/Lowell	Lee	Sorrento
Carmel	Levant	Springfield
Castine	Mariaville	Steuben
Central Penobscot	Mattawamkeag	Sullivan
Cherryfield	Millinocket	Swan's Island
Chester	Milo	Union River
Clifton	MDI/ EMR communities	Verona Island

Waste Management has been notified and agrees to this bypass event.

Coastal Resources of Maine 92 Harold Bouchard Way Hampden, ME 04444

www.CoastalResourcesME.com 207-401-5131

**UNFINISHED
BUSINESS**

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PREAMBLE

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

ARTICLE 1 - RECOGNITION

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

ARTICLE 2 - MANAGEMENT RIGHTS

A. Inherent Rights

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

B. Specific Rights

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

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

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

ARTICLE 3 - UNION RIGHTS

A. *Bulletin Boards*

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

B. *Stewards*

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

- a. The investigation and presentation of grievances in accordance with the provisions of the collective bargaining agreement to a limit of two (2) hours per week. When a Steward is using Union time, it will be recorded on his/her time card. Any Union time taken during the work day shall not disrupt the work of the Steward or other employees and shall be with notification to the Department Head. The two (2) hours shall be computed as working time for purposes of overtime, if used during the work day.
- b. The collection of dues when authorized by appropriate Local Union action.
- c. The transmission of such messages and information which shall originate with and are authorized by the Local Union or its officers provided such messages and information:

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

C. Access to Premises

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

D. Dues Deduction

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

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

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

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

E. Time Off For Union Activities

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

ARTICLE 4 - PROBATIONARY PERIOD

A. Length

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

B. Sick Leave

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

ARTICLE 5 - WORK WEEK

A. Work Period

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

B. Hours of Work

1. Work Week

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

2. Work Schedule

a. Highway Workers

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

b. Wastewater Treatment Workers

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

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

c. Mechanics

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

d. Refuse Employees

1. The work day will be eight (8) hours and will be scheduled to begin at 7:00 A.M. and end at 3:30 P.M., Monday through Friday. There will be a two (2) hour shift on Saturday and Sunday, beginning at 7:00 A.M. and ending at 9:00 A.M. This schedule is subject to change upon mutual agreement between the Department Head, or designee, and the affected workers.

2. From mid-June through mid-September, there will be two Refuse crews. The work day will be eight (8) hours to begin at 7:00 A.M. and to end at 3:30 P.M., Monday through Friday. On Saturday, the work day for one (1) crew will be eight (8) hours to begin at 7:00 A.M. and to end at 3:30 P.M., and a second (2nd) crew to be scheduled at the discretion of the Employer to begin at 7:00 A.M. and to end as scheduled by the Employer. On Sunday, one (1) crew is to be scheduled at the discretion of the Employer to begin at 7:00 A.M. and to end at the Employer's discretion. Employees will be

paid a minimum of two (2) hours for this Sunday work time. This Saturday and Sunday schedule is subject to change upon mutual agreement between the Department Head, or designee, and the affected workers.

e. Buildings and Grounds Employees

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

C. Breaks

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

D. Change in the Schedule

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

ARTICLE 6- OUTSIDE EMPLOYMENT

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

ARTICLE 7 - SUPERVISORY WORK

A supervisor may continue to perform work which s/he normally performed at the time this Agreement became effective. Otherwise, a supervisor may do work usually performed by employees as a temporary measure in case of emergency; to fill in for an absent employee until a replacement can be obtained; for the purpose of relieving an employee for a short period of time; for the purpose of instructing or training employees; checking work or equipment; enforcing reasonable rules and regulations; and to protect the safety of employees and equipment. A supervisor may not perform the work of a laid off employee unless it was work performed by the supervisor before that employee was

laid off or in his absence. In no event, shall the work of the supervisor replace the work of a laid off employee.

ARTICLE 8 - EXAMINATIONS

A. *Examiner*

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

B. *Pay*

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

C. *Lie Detector Tests*

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

ARTICLE 9 - PAID LEAVE OF ABSENCE

A. *Vacation*

1. Accrual for Full-Time Employees

a. In the first year of employment: One (1) hour for every forty (40) hours worked up to forty (40) hours per year.

b. After one (1) year of employment, One (1) hour for every 40 hours worked up to fifty-six (56) hours per year.

c. After seven (7) years of employment: 1.6 hours for every 40 hours worked up to ninety-six (96) hours per year.

d. After thirteen (13) years of employment: 2.4 hours for every 40 hours worked up to one-hundred thirty-six (136) hours per year.

e. After fifteen (15) years of employment: 3 hours for every 40 hours worked up to One-hundred-seventy-six (176) hours per year.

2. Vacation Year

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

3. Scheduling

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

4. Vacation Pay

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

5. Vacation Call Backs

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

6. Separation

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

B. Earned Paid Leave

All employees are eligible for EPL and will accrue earned paid leave under the following guidelines:

Full-time employees will be front-loaded with the 40 hours of EPL annually.

Part-time employees will accrue EPL at a rate of one hour of EPL for every 40 hours worked, calculated and accrued on a pro-rate basis.

The total amount of EPL that an employee may accrue in any given calendar year is forty (40) hours.

EPL may be used by the employee for any reason. Employees requesting to use EPL for a foreseeable reason must make the request at least two weeks in advance of the intended leave.

Employees requesting to use EPL in the event of an emergency, illness, or sudden necessity must notify the Town of the need for leave in writing as soon as practicable.

For all employees hired on or after January 1, 2021, at the end of the calendar year, all unused earned paid leave up to 40 hours shall roll over for use as EPL in the next calendar year. Any hours exceeding 40 at the end of each calendar year will be forfeited.

All accrued but unused EPL will be paid out to employees at the time of separation from employment. Front-loaded accruals will be adjusted for hours worked.

Employees may be restricted from requesting foreseeable leave during certain times of the year where it is administratively impossible to permit leave.

Employees may not be disciplined for appropriate use of EPL; however, employees may be disciplined for using EPL in excess of what they have accrued or for abusing or misusing EPL in accordance with this Section.

C. Holidays

1. Observed Days

New Year's Day
Martin Luther King, Jr. Day
President's Day
Memorial Day
Independence Day

Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day

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

2. Holiday Pay

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

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

3. Holidays During Vacation

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

4. Weekend Holidays

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

D. Sick Leave

1. Purpose

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

2. Accumulation

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

3. Notification of Absence

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

4. Absence Due to Disability

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

5. Payment of Sick Leave

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

6. Certification of Absence

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

7. Partial Day Absences

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

8. Transportation of Spouse

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

9. Sick Leave Bonus Days

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

E. Family Medical Leave

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

F. Bereavement Leave

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

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

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

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

G. Jury Duty

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

H. Military Leave

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

I. Court Appearance

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

ARTICLE 10 - OTHER LEAVES OF ABSENCE

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

ARTICLE 11 - POLITICAL ACTIVITY

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

ARTICLE 12 - SENIORITY, LAYOFF AND RECALL

A. Definition

1. Town Seniority

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

2. Classification Seniority

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

3. Bargaining Unit Seniority

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

4. Seniority List

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

B. Purpose

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

C. Layoff

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

D. Bumping

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

E. Recall

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

ARTICLE 13 - GRIEVANCE PROCEDURE

A. Definitions

1. Grievance

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

2. Days

Day shall be Monday through Friday, excluding legal holidays.

3. Aggrieved Employee

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

B. Procedure

1. Informal Option

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

2. Step 1 - Director of Public Works or Designee

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

3. Step 2 - Town Manager or Designee

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

4. Step 3 - Arbitration

a. Procedure

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

b. Official Record

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

c. Authority of the Arbitrator(s)

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

d. Final and Binding

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

C. *Miscellaneous*

1. Content

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

2. Time Extensions

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

3. Time Limits

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

ARTICLE 14 - INSURANCE AND RETIREMENT BENEFITS

A. *Medical Insurance*

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

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

B. *Disability Insurance*

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

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

Employees who participate in the defined contribution plan rather than Maine State Retirement shall have life insurance through the Maine Municipal Association made available for the employee only equal to their annual basic salary paid by the Town. Additional coverage for the employee, spouse, and/or family members is available at the employee's own expense.

D. *Cancer Insurance*

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

E. *Group Life*

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

F. *Maine State Retirement System*

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

G. *Defined Contribution Plan*

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

ARTICLE 15 - WAGES AND OTHER BENEFITS

A. Wages

The following hourly wage scale reflects wage increases of \$1.15 per hour effective 7-1-21; then an increase of \$1.15 effective 7-1-22; then an increase of \$1.15 effective 7-1-23. It further reflects an additional increase to the hourly wage of Mechanic B by \$1.25 effective 7-1-21.

Hourly Wage Schedule - Teamsters Local #340						
Town of Mount Deserts Public Works						
	Probationary	Regular	Probationary	Regular	Probationary	Regular
Position	7/1/2021		7/1/2022		7/1/2023	
MEO I/Refuse	21.56	22.69	22.65	23.84	23.74	24.99
MEO II	22.74	23.94	23.84	25.09	24.93	26.24
HEO	24.57	25.86	25.66	27.01	26.75	28.16
Mechanic	26.34	27.73	27.44	28.88	28.53	30.03
Mechanic B	24.42	25.70	25.51	26.85	26.60	28.00
Refuse	20.54	21.62	21.63	22.77	22.72	23.92
Lab Technician	24.86	26.17	25.95	27.32	27.05	28.47
Assistant Operator	21.65	22.79	22.74	23.94	23.84	25.09
Assistant Operator-1	22.71	23.90	23.80	25.05	24.89	26.20
Buildings & Grounds	21.09	22.20	22.18	23.35	23.28	24.50

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

1. Assistant Operator - Assistant Operator will earn an increase in pay of \$0.50 per hour for earning a Grade 1 wastewater license and an additional \$0.50 per hour for earning a Grade 2 wastewater license. Effective July 1, 2021, Employee will earn an increase in pay of \$1.00 per hour for earning a Grade 3 wastewater license.
2. Assistant Operator-1 - After July 1, 2011: New hire with a Grade 1 and 2 wastewater license; current employee who earned a Grade 1 and 2 wastewater license.

3. Assistant Operator-2 - On July 1, 2011: Current employee previously earned a Grade 1 and 2 wastewater license.

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

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

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

B. Worker's Compensation

1. Premium Payment

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

2. Light Duty

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

3. Payment of Medical Insurance Premiums

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

C. *Mandatory Training*

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

D. *Identification Fees*

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

E. *Overtime*

1. Fair Labor Standards Act

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

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

2. Compensatory Time

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

F. Call In

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

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

G. Mileage Reimbursement

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

H. Reimbursement Procedure

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

I. Clothing and Footwear

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

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

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

J. Work in a High Classification

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

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

K. Section 125

The Town shall implement a full Section 125 cafeteria plan.

L. Direct Deposit

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

M. Safety.

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

ARTICLE 16 - RESIGNATIONS

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

ARTICLE 17 - WORK RULES

A. Meet and Consult

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

B. Posting

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

C. Copy to Employees

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

D. Compliance

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

ARTICLE 18 - DEFECTIVE EQUIPMENT

A. Unsafe Equipment

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

B. Failure to Report Condition

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

ARTICLE 19 - SANITARY CONDITIONS

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

ARTICLE 20 - DISCIPLINE

A. *Just Cause*

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

B. *Discipline Options*

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

C. *Discipline Procedure*

1. Oral Warning or Written Reprimand

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

2. Suspension

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

3. Discharge

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

4. Pre-Termination Hearing

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

5. Notice to Union

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

6. Motor Vehicle Suspension

a. Suspension Without Pay

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

b. Alternate Work

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

D. Personnel Files

1. File Inspection

An employee may review his/her personnel file at reasonable times during business hours of the Town Hall and with reasonable notice. A written request should be given to the Town Clerk in writing so that a time and place of review may be scheduled. An employee shall have the right to have added to his/her personnel file a written refutation of any material which the employee considers detrimental. Refutation of the reprimand must be

added within three (3) business days of receipt of it by the employee. Copies of documents in the personnel file may be obtained at a reasonable cost per page.

2. Confidentiality

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

3. Written Reprimands

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

4. Release of Information

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

E. Complaints

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

ARTICLE 21 - EXTRA CONTRACT AGREEMENTS

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

ARTICLE 22 - SAVINGS AND SEPARABILITY

A. Invalidity of Agreement

If any article or section of this Agreement or of any supplements or riders thereto should be held invalid by operations of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any article or section should be restrained by such tribunal pending a final determination as to its validity, the remainder of the Agreement and any supplements or riders thereto, or the application of such article or section to

persons or circumstances other than those as to which it has been held valid or as to which compliance with or enforcement of has been restrained, shall not be affected thereby.

B. Renegotiations

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

ARTICLE 23 - DURATION

This Agreement shall be effective July 1, 2021, and remain in force and effect until June 30, 2024.

FOR TEAMSTERS LOCAL 340

FOR THE TOWN OF MOUNT DESERT

Joe Piccone, Business Agent

John B. Macauley, Chair

, President

Matthew J. Hart, Vice Chair

, Sec/Treasurer

Wendy Littlefield, Secretary

Martha T. Dudman, Member

Geoffrey Wood, Member

NEW BUSINESS

Durlin Lunt

From: bkbranch@roadrunner.com
Sent: Monday, June 21, 2021 11:16 AM
To: Durlin Lunt
Subject: Traffic committee in Seal Harbor

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon Durlin, Some residents summer & year round would like to form a traffic committee for the Village of Seal Harbor. We would like to have 3 from each sector as many reside in different areas of the village and it would give us all an overall view of the issues throughout.

Please present this to the Select Board at the July meeting. If you wish my presence at the meeting, please send me an email. Thank you for your time, Kathy Branch

Durlin Lunt

From: James Willis <jwillis@mdpolice.org>
Sent: Monday, June 21, 2021 11:39 AM
To: Durlin Lunt
Subject: Re: Traffic committee in Seal Harbor

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Durlin, the town's full traffic committee has not met for years, I think due to inactive membership. A recent conversation with the Selectmen led to a call for members, I don't think there was a response.

As issues arise, I try to work directly with residents and other interested parties to get resolution. That sometimes has me working with our Public Works Director, Fire Chief, Code Enforcement Officer, Town Attorney and others as needed. It seems to work well for the Town.

Recently, in response to citizen complaints about speeding cars in Seal Harbor, I worked with the Seal Harbor VIS to locate a speed display sign to calm traffic. Alex Stephenson graciously allowed us to locate the sign on his property and it was installed by the Highway Department.

While working with Alex we discussed the problem of overflow parking from ANP on the Jordan Pond Road which was in response to an inquiry from ANP's Chief Ranger. I was interested in obtaining local opinions and suggestions on the topic and Alex offered to put something in the VIS newsletter which he distributes. Just today I received a potentially helpful response from a summer resident.

In recent summer seasons we've worked with residents of the Steamboat Wharf Road to address parking concerns from overflow parking from the beach. An ordinance update was required and then a later update to mitigate impact on another resident. On ongoing issue with parking related to construction on Cooksey Drive was resolved by working with the contractor and utilizing the town's seasonal parking lot off Rt. 3.

Due to confidentiality statutes I'm unable to share complainant ID information publicly but we certainly are responsive when we are contacted and many of these complaints come from Seal Harbor. Please invite anyone with concerns to contact us 24/7 so we can help with their complaint.

Regarding a political committee to address matters that are not yet being identified in a small section of Town, it seems it may not be the most efficient use of everyone's time. It might be best to start with the PD and if we can't get a common ground resolution, we can ask for help. Should that help be needed, a full town wide approach would be preferred to ensure consistency in all areas we work in. It's challenging for enforcement to have different rules for different areas.

As I type this, our ordinance is being updated by the Town's Attorney to align fine structure, early payment incentives and late payment fees with Bar Harbor's to assist with our integration with Bar Harbors enforcement platform.

Jim



TOWN OF MOUNT DESERT SUSTAINABILITY COMMITTEE

Friday June 18, 2021

To: Board of Selectmen, Town of Mt Desert
Topic: Action Items

1. Meet individually with each Department Head within the next 45 days to develop a mutual understanding of practical plan to establish their departments present energy use and future energy plan.
2. Assuming acceptable, ask the Director of Public Works to engage an electrical engineering firm, RLC Engineering to determine the Town's baseline energy usage and outline potential beneficial changes. This effort ideally should start as soon as possible.
3. Allow the Sustainability Committee to accept assistance from A Climate to Thrive to develop the Town's Climate Action Plan integrating the legacy Sustainability Committee's goals with the adopted Emergency Climate Action Plan.

The Sustainability Committee has been tasked with providing a climate action plan with an implementation budget to be presented for approval to the 2022 Town Meeting. In reality only 7-8 months remain to complete this deliverable. The Committee is asking the BOS for specific support as listed to move the project forward.

TOWN OF MOUNT DESERT
PUBLIC SPACE SPECIAL EVENT APPLICATION

Application Fee - \$10.00

NOTE - Applications are due 60 days prior for major events and
30 days prior to event for minor events.

PERMIT #: 007-2021 DATE OF EVENT: September 12, 2021
DATE APPLICATION RECEIVED: June 26, 2021

PUBLIC SPACE REQUESTED: Please check: _____ Northeast Harbor Marina Green. _____ Seal
Harbor Village Green, Suminsby Park, _____ Otter Creek Playground
_____ Pond's End

TYPE OF EVENT - MAJOR OR MINOR (SEE POLICY FOR DEFINITIONS)
(circle one)

APPLICANT: The Parish of St. Mary and St. Jude
(Print)

(Signature) *Kerry L. Kerney*
Parish Admin.
6-24-21

MAILING ADDRESS: PO Box 105, Northeast Harbor, Maine

PHONE: _____ 207-276-5588 _____ 207-446-5143
(Home) (Business) (cellular)

OTHER CONTACT INFO: ssmaryjudemdi@gmail.com _____ 207-276-3220 _____
(Email) (fax)

AGENT: _____ (Signature)
(Print)

AGENT MAILING ADDRESS: _____

PHONE: _____ (Agent home) _____ (Agent business) _____ (Agent cellular)

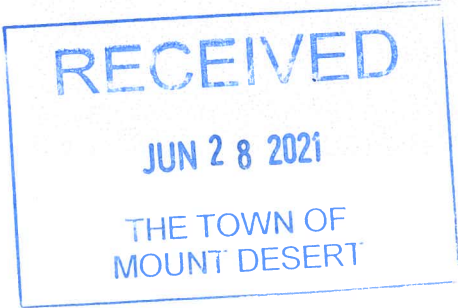
OTHER CONTACT INFO: _____ (Agent email) _____ (Agent fax)

What is the tax status of the applicant? (Non-profit) non profit

Does the applicant propose that amplified sound be used for event? Yes _____ No
If yes, include description.

USE REQUESTED (Applicant, review the Public Space Use Policy, then explain what you want to do)
The Parish of St. Mary and St. Jude annual picnic.

Approved this _____ day of _____, 20____, by a majority of the Board of Selectmen:



TOWN OF MOUNT DESERT
PUBLIC SPACE SPECIAL EVENT APPLICATION

Application Fee - \$10.00

NOTE - Applications are due 60 days prior for major events and
30 days prior to event for minor events.

PERMIT #: 008 - 2021 DATE OF EVENT: Sep 25, 2021 TIME: 8am - 12 pm
DATE APPLICATION RECEIVED: June 28, 2021 → Rain date: 9/26/21

PUBLIC SPACE REQUESTED: Please check: Northeast Harbor Marina Green _____
Seal Harbor Village Green Suminsby Park _____ Otter Creek Playground _____
Hall Quarry Park _____ Pond's End _____

TYPE OF EVENT - MAJOR OR (MINOR) (SEE POLICY FOR DEFINITIONS)
(circle one)

APPLICANT: Help Portrait MOI
(Print) (Signature)

MAILING ADDRESS: PO Box 112, Seal Harbor, ME

PHONE: _____ 207-318-3402
(Home) (Business) (cellular)

OTHER CONTACT INFO: _____

AGENT: Howie Motenko [Signature]
(Print) (Email) (fax) (Signature)

AGENT MAILING ADDRESS: PO Box 112, Seal Harbor, ME

PHONE: _____ 207-318-3402
(Agent home) (Agent business) (Agent cellular)

OTHER CONTACT INFO: _____
(Agent email) (Agent fax)

What is the tax status of the applicant? (Non-profit) Non Profit

Does the applicant propose that amplified sound be used for event? Yes _____ No

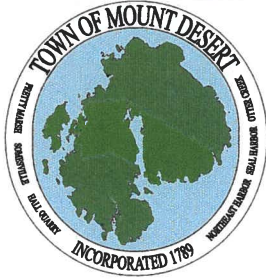
If yes, include description:

USE REQUESTED (Applicant, review the Public Space Use Policy, then explain what you want to do)

Our third annual free community portrait photo event for families who could not otherwise afford a professional portrait session.

It should be noted that it is a public space and your event will not preclude other people from using the space; however once approved, no other special events will be permitted at that location while your event is taking place.

Approved this _____ day of _____, 20____, by a majority of the Board of Selectmen:



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

Memo

To: Durlin Lunt, Town Manager

From: Mike Bender, Fire Chief

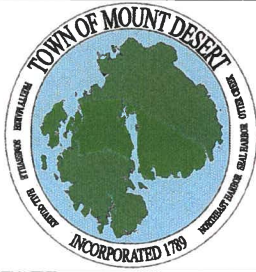
CC: Jake Wright, Finance Director

Date: July 1, 2021

Re: Authorization to Apply for and Accept a FEMA COVID-19 Public Assistance Funding

I would like to request retroactive authorization to submit a Federal Emergency Management Agency (FEMA) COVID-19 Project Application on behalf of the Town of Mount Desert for reimbursement of eligible COVID-19 expenses incurred between the dates of April 28, 2020, through December 23, 2020. The application has already been submitted and is currently being evaluated by FEMA and pending approval but can be withdrawn with no penalties if the Board of Selectmen wishes not to proceed. Total amount for the reimbursement request is \$69,098.00. This is a reimbursement grant and there will be no other no debt or other obligation to the Town associated with this application or approval.

Thank you.



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

Memo

To: Durlin Lunt, Town Manager

From: Mike Bender, Fire Chief

CC: Northeast Harbor Ambulance Service Chief Basil Mahaney

Date: June 30, 2021

Re: Station 3 Conceptual Plans

Attached is a copy of the conceptual plans for the recommended renovation of the Mount Desert Fire Station #3(Somesville). These plans intend to allow the station to be staffed 24/7 by providing basic living and sleeping quarters for fire department staff who will be 1st due for both fire and EMS calls in and around the villages of Somesville, Pretty Marsh and Hall Quarry. Station 3 staff will be 2nd due for responses in the remaining areas of town. The proposal is to staff the station with Firefighters/EMT's working in three rotating shifts of 2 on duty for 24 hours each. Please keep in mind that these plans are only conceptual and not intended to be for final or construction use. Obviously, the plans call for converting the building into a working fire station using the existing community room for living quarters and office/work areas. That room would no longer be available for public or Town use.

The plans call for the complete renovation of current office, restrooms, community room, kitchen, and adjacent storage areas. This can be accomplished without changing the footprint of the building. The living quarters portion of the building will provide the essentials necessary to accommodate 2 mixed gender staff members on a 24/7 basis. The kitchen, dining, dayroom and third bunk room are sized for any moderate future growth plans. A lobby area is located in the front of the building for public interaction with duty crews without allowing access to the living quarters. Both restrooms have been enlarged to meet current ADA requirements. The truck bays will remain as they are, except for adding some gear lockers and additional storage cabinets. Exterior lighting will be repaired/upgraded, and some minor repairs will be made to the outside siding and trim. Due to numerous roof repairs over the past few years, it would be my recommendation to include a complete roof shingle replacement during this project as well.

The availability of domestic water on site is still an issue. I have asked the engineering consulting firm of Haley Ward (formerly CES) to provide me with a cost proposal to investigate our options for water on site. As of today, I am still waiting for that proposal.

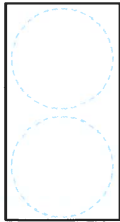
Right now, the plans are to have one ambulance, one fire engine and a tanker quartered at the station. As we have discussed earlier, the renovated facility will be an opportunity to staff a station which is strategically located to serve the western side of town with both fire and medical calls. We are also in discussions with Bar Harbor Fire Department to examine the feasibility of sharing staff at the station. This arrangement would be beneficial to both departments, giving the option for Bar Harbor to shutter the Town Hill fire station and allowing Mount Desert to employ three less firefighter/EMT positions resulting in a significant payroll savings per year.

As we are nearing the end of the concept phase and, with approval, moving into the next phase I will need to know if the Board is willing to consider conducting a special town meeting sometime in the fall to keep this project moving forward in a timely manner. If the Station 1 project (NEH) goes forward and construction can start after town meeting in May, the earliest completion date for that project will be around late spring of 2023. During this construction period, it will be necessary relocate FD staff and equipment out of NEH and to another station. This is about the same time the ambulance service plans to transfer EMS responsibilities over to the fire department. Moving personnel to a fully operational Station #3 with living quarters would be the optimal choice resulting in reduced response times to a majority of our coverage area over relocating to Seal Harbor.

Thank you.

NO.	DATE	BY	REVISION NOTES

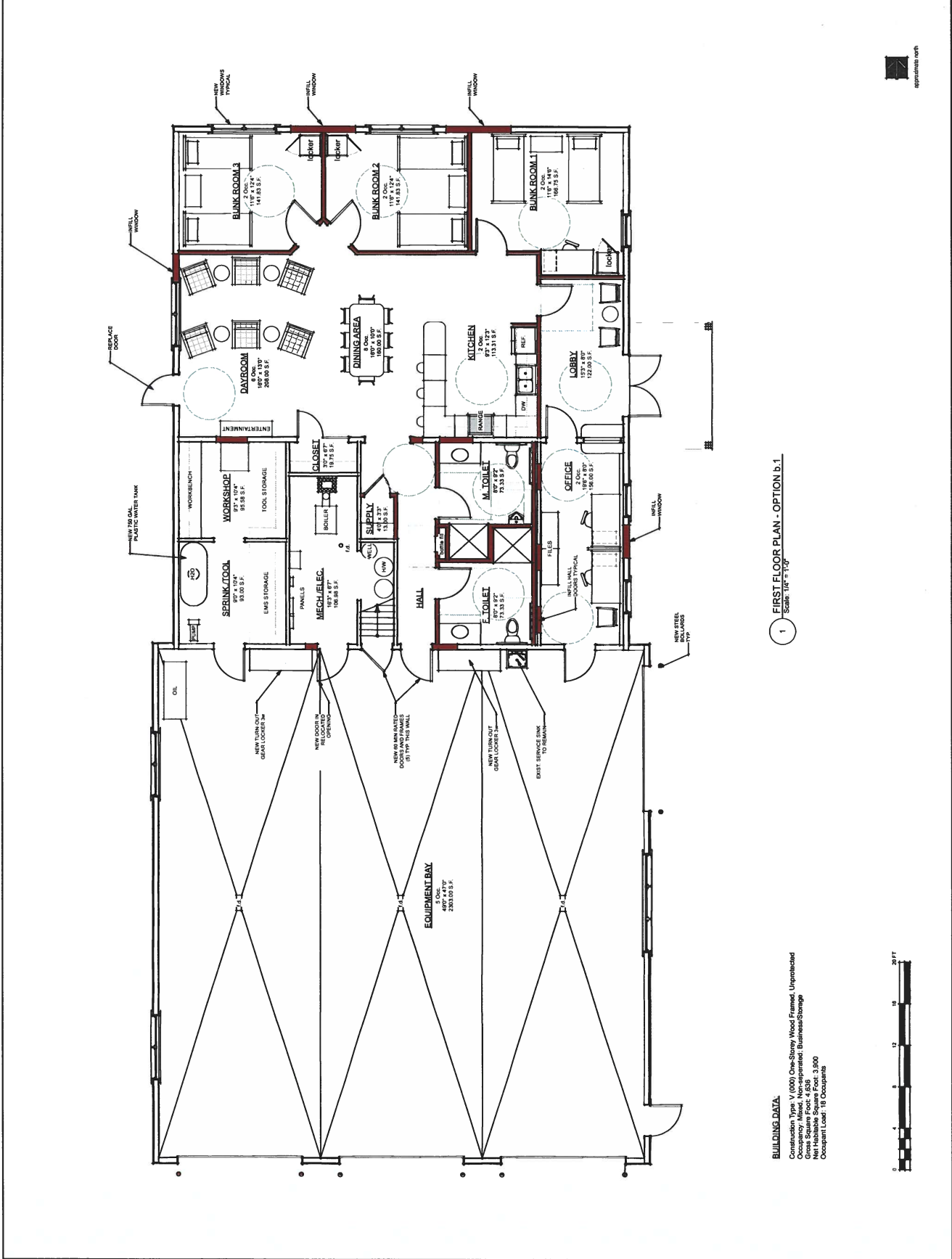
Fraser Associates Architects
 11 Emerald Court • Mt. Desert, Maine
 207.261.0200



Project No. **MOUNT DESERT FIRE DEPARTMENT**
FIRE STATION 3
 1157 Main Street
 Mount Desert, ME 04609

Sheet No. **PROPOSED FIRST FLOOR PLAN**
OPTION B.1

Prepared by: G.S. Fraser	Project ID:
Drawn by: GSF	Date:
Reviewed by: GSF	Sheet No.:
Date: 4/22/21	Scale:
CD No. 1000	



1 FIRST FLOOR PLAN - OPTION B.1
 Scale: 1/4" = 1'-0"

BUILDING DATA
 Construction Type: V (000) One-Story Wood Framed, Unprotected
 Occupancy: Mixed, Non-separated, Business/Storage
 Building Area: 3,300 sq. ft.
 Net Habitable Square Foot: 3,300
 Occupant Load: 18 Occupants





Town of Mount Desert
22 Sea Street, P.O. Box 248
Northeast Harbor, ME 04662-0248
Telephone 207-276-5743 Fax 207-276-5742
www.mtdesert.org director@mtdesert.org

MEMO

To: Durlin Lunt, Town Manager
From: Tony Smith, Public Works Director
Re: FY-22 Town Paving Contract - Award
Date: July 1, 2021

A. Process: In conformance with our purchasing policy, competitive bids were solicited for the Town's FY-22 public works paving. Bid packages were provided to Northeast Paving (formerly Lane Construction), Pike Industries and Ring's Paving. We have successfully worked with all three companies in the past. We received responsive bids from Northeast Paving and Pike Industries.

B. Work Locations (Note: HMA = Hot Mixed Asphalt aka pavement)

1. Harbor Road

- Location: Beginning at its intersection with Harborside Road proceeding along Harbor Road to its intersection with Sea Street, approximately 875 lineal feet.
- The work includes construction of a 0.50-inch-thick shim layer followed by a 1-inch-thick overlay, both layers to be 9.5 mm coarse HMA.

2. Sargeant Drive

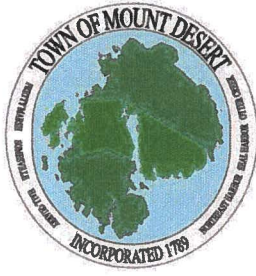
- Location: Beginning at its intersection with 100 Sargeant Drive proceeding along Sargeant Drive to its intersection with Manchester Road, approximately 4,800 lineal feet.
- The work includes a 0.50-inch-thick shim layer followed by a 1-inch-thick overlay, both layers to be 9.5 mm course HMA.

3. Cooksey Drive

- Location: Beginning at its intersection with New County Road proceeding along Cooksey Drive to its intersection with Rock Garden Drive, approximately 5,181 lineal feet.
- The work includes a .50-inch-thick shim layer followed by a 1-inch-thick overlay, both layers to be 9.5 mm coarse HMA.

4. Otter Creek

- Location: Along the westerly side of Route 3 beginning adjacent to the fire pond and proceeding northerly approximately 1,790 lineal feet ending approximately 100 lineal feet short of the Town line.



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- Overlay approximately 1,790 lineal feet x 5 feet in width of sidewalk with 9.5 coarse mm HMA to an average compacted thickness of 1-inch.

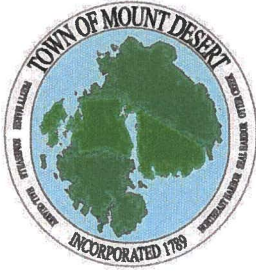
5. Whitney Farm Road: Negotiated with apparent low bidder post bid opening

- Location: Beginning at its intersection with the Oak Hill Road then proceeding southerly along Whitney Farm Road to its intersection with the Pretty Marsh Road, approximately 5,412 lineal feet.
- The work includes construction of a 0.50-inch-thick shim layer in various locations followed by a three-quarter inch-thick overlay, both layers to be 9.5 mm coarse HMA.

C. Bid Results: The bid results, including per location, are as follows:

Item No.	Bidder/Location	Northeast Paving	Pike Industries
1	Harbor Road	\$27,960	\$34,800
2	Sargeant Drive	125,121	155,730
3	Cooksey Drive	104,850	130,500
4	Otter Creek Sidewalk	22,400	22,000
5	Total Base Bid	\$280,331	\$343,030
6	FY-22 Budget	\$410,000	NA
7	Northeast Paving Bid	280,331	NA
8	Remaining Budget	129,669	NA
9	Add: Whitney Farm Road	\$108,811	NA
10	Total Northeast Paving	\$389,142	NA
11	Remaining Budget	\$20,858	NA

Based on the information presented above and using the Total Base Bid as the determination of the successful bidder per the bid documents, Northeast Paving is the successful bidder at \$280,331 base bid or, \$62,699 less than Pike Industries at \$343,000 base bid. Both companies bid on the same quantities of HMA; the difference in the bids is in the per ton cost of HMA each company used. Adding the negotiated cost of the work on Whitney Farm Road of \$108,811 to Northeast Paving's base bid brings their total costs to \$389,142 or, \$20,858 below the budget of \$410,000



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approved at the May 21 town meeting.

D. Budget and Insurance Requirements: As in the past, the successful bidder will provide the following:

- An escalator clause that accounts for the fluctuation in liquid asphalt prices as they go up and down with time. The final price we will be charged for our pavement is based on the difference in cost of liquid asphalt when the bids were submitted and the day the pavement is placed. These liquid asphalt costs are readily available.
- A certificate of insurance that names the Town as an additional insured including documentation that the successful bidder carries workers compensation insurance.
- Performance and payment bonds, each in an amount equal to 100-percent of the agreed upon price for the work as security for the faithful performance and payment for the successful bidder's obligations described in the bid documents. These bonds shall remain in effect until completion of the 12-month construction warranty period.

E. Recommendations: Based on the above, I recommend:

1. Our FY-22 paving contract be awarded to Northeast Paving in the amount of \$389,142 to be paid for from the Public Works Departments Highway Divisions FY-22 appropriations paving budget Account Number 1550100-53250.

2. As in the past, I be authorized to expend the remaining balance of \$20,858 of the FY-22 paving budget shown in the table above based on my discretion to maximize beneficial use of the funds. These funds could be used 1) to account for any increase in amount of pavement used by the contractor should we exceed bid quantities due to the existing condition of the road surfaces 2) to account for any increases in liquid asphalt based on the escalator clause or 3) to pave another yet to be identified location.

3. I be authorized to sign the contract with Northeast Paving on behalf of the Town.

Thank you for your consideration of my recommendations.

Cc. Jennifer Buchanan, Deputy Clerk
Claire Woolfolk, Clerk
Jake Wright, Finance Director
Ben Jacobs, Highway Superintendent

CORPORATE AUTHORITY

I HEREBY CERTIFY that I am the duly elected and qualified Clerk/Secretary of the Town of Mount Desert., a corporation duly organized and existing and in good standing under the laws of the State of Maine (the "Corporation"), and that the following is a true and complete copy of resolutions duly adopted by its Board of Directors in accordance with applicable law, its Articles of Incorporation and Bylaws, and any agreements by which the Corporation or any of its Directors is bound, at a meeting which a quorum was present and voting, or by unanimous written consent of the Board of Directors, held or dated July 6, 2021, and that each of the following resolutions remains in full force and effect and that First Advisors may rely on each of the following remaining in full force and effect until a Certificate of a duly adopted amending or terminating resolution of the Corporation has been delivered to, and the receipt thereof acknowledged by, First Advisors.

RESOLVED: That this Corporation maintains a custodial account or accounts with First Advisors and that the Board of Selectmen, Durlin Lunt, or Jacob Wright, or any one of such officers or employees, acting singly, or any of their successors in office, may, on behalf of this Corporation, (1) give oral or written orders for the purchase, sale, exchange, tender, transfer or other disposition of any or all stocks, bonds, other securities and cash or cash equivalents held in such account or accounts, or direct First Advisors to accept such orders from any other person or entity, (2) deliver to First Advisors and receive from First Advisors monies, stocks, bonds and other securities, (3) sign acknowledgements regarding such account(s) and (4) make, execute and deliver under seal of the Corporation all documents necessary or appropriate to effectuate the within authority; and further

RESOLVED: That First Advisors be and hereby is authorized and directed, without limitation and without inquiry, irrespective of the circumstances, to honor and carry out all orders, directions or instructions received by it in accordance with the foregoing resolution; and further

RESOLVED: That all authorities and certificates including the identification of officers and agents, delivered to First Advisors shall be continuing ones in full force and effect until a certificate of a duly adopted resolution amending or terminating any such resolution has been delivered to First Advisors and the receipt thereof acknowledged; and that the Clerk/Secretary of this Corporation is authorized to certify to First Advisors that these resolutions have been duly adopted as hereinabove set forth.

I HEREBY FURTHER CERTIFY that the present officers of the Corporation, all of whom are duly elected and qualified, are:

NAME	TITLE
John B Macauley	Chairman, Board of Selectmen
Matthew J Hart	Vice Chairman, Board of Selectmen
Wendy H Littlefield	Secretary, Board of Selectmen
Martha T. Dudman	Selectman
Geoffrey Wood	Selectman

IN WITNESS WHEREOF as Secretary of the Board of Selectmen, I Wendy Littlefield have hereunto set my hand and affixed the seal of the Corporation this Sixth day of July 2021.

(seal)

Cybersecurity Prevention – 2021

- **CrowdStrike Falcon Pro** - <https://www.crowdstrike.com/>
 - Installed at all locations
 - Cloud Native
 - AI Powered
 - Single Agent delivering everything needed to stop breaches
- **Watchguard T40 Router w/ Basic Security** (town office)
 - Intrusion prevention
 - Application Control
 - Webblocker URL filtering
 - Spamblocker
 - Gateway Antivirus
 - Reputation Enabled Defense
 - Network Discovery
- **MalwareBytes**
 - 2nd level of protection against threats
- **Microsoft Azure Backup – town office server**
 - Remote backup to the cloud with file versioning
- **OneDrive backup – branch locations**
 - Cloud backup of Desktop, Documents, Photos
 - Local external hard drive backup
- **Office 365**
 - Email in the Cloud
 - DKIM signing enabled
 - Microsoft Defender for Office
 - Encrypted service
 - 2 factor authentication on
 - Anti Phishing filtering (quarantine prior to delivering to end user)
 - Anti Spam filtering (quarantine prior to delivering to end user)
 - Anti Malware
 - Safe Attachments
 - Safe Links



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

Memo

To: Durlin Lunt, Town Manager

From: Mike Bender, Fire Chief

CC: Basil Mahaney, Service Chief, Northeast Harbor Ambulance Service

Date: July 1, 2021

Re: Authorization to use FD Building Reserve Funds to Contract with Haley Ward for Station 3 Groundwater/Well Assessment

I would like to request from the Board of Selectman authorization to release an amount not to exceed \$7,000.00 from account #4040300-24470(Fire Station Building Reserve), and authorization to use such funds for the purpose of retaining Haley Ward to provide engineering consultation services for a groundwater well assessment at the Mount Desert Fire Station #3. Attached is a copy of their proposal outlining the scope of services. The current unencumbered balance of the Fire Station Building Reserve account is \$53,992.66.

Thank you.



HALEY WARD

ENGINEERING | ENVIRONMENTAL | SURVEYING



July 1, 2021

Mount Desert Fire Department
Attn: Mike Bender, Fire Chief
PO Box 248
Northeast Harbor, ME 04662

Re: Somesville Fire Station Groundwater Well Assessment Services | Mount Desert, Maine

Dear Chief Bender:

Haley Ward, Inc. (Haley Ward) is pleased to provide Mount Desert Fire Department (Client) with the following Scope of Services and budget estimates for the existing groundwater well assessment services at the Somesville Fire Station located at 1157 Main Street in Mount Desert, Maine (the Site).

It is our understanding that the existing well was drilled in approximately 1985, but abandoned shortly thereafter due to tannin contamination related to the former Site use as a sawmill. Since that time, the Site has shared a well located on the neighboring property. The Client wishes to have a Site dedicated groundwater supply well for future Site use. It is also our understanding that the abandoned well does not extend to the ground surface and is a buried wellhead. Mount Desert personnel have a general idea where the existing abandoned well may be located on-site, but have not been able to determine the exact wellhead location.

OBJECTIVE

The objective of the groundwater well assessment services will be to find and evaluate the existing buried and abandoned groundwater drinking water well at the Site to determine if the well may be used as a groundwater supply well for the existing fire station, and if not, to assess possible replacement options.

SCOPE OF SERVICES

Haley Ward will subcontract Northeast Geophysical Services (NGS) of Bangor, Maine to attempt to locate the on-site abandoned buried wellhead using an EM61 Metal Detector and/or ground penetrating radar (GPR). Based on NGS's findings, Haley Ward will mark the potential wellhead location.





Haley Ward will subcontract a local State of Maine Licensed well drilling firm to assess the abandoned well. The well drilling firm will contact DigSafe and OKTODIG to notify member and non-member utilities prior to the exploration work. The well drilling firm will excavate the location, uncover the abandoned well, assess the condition of the well and associated piping, pump, and wiring, if present. The Client will furnish to Haley Ward any plans identifying the type and location of underground utilities and/or other manmade objects beneath the Site. Haley Ward will determine the need to engage a subcontractor, on the Clients' behalf, to locate underground utilities and/or other manmade objects in the immediate vicinity of the proposed infiltration testing at an additional cost outside of the described Scope of Services. Neither Haley Ward nor its subcontractors shall be responsible for any loss arising from damage to or contact with buried utilities and/or other manmade objects that were not brought to the attention of Haley Ward prior to commencement of Haley Ward's excavation program.

FUTURE POTENTIAL SERVICES

After the well drilling firm's assessment of the well, there may be different options available. We anticipate some of those options to be as follows:

- If the existing well appears to be usable, then the well will be pumped to flush out the borehole of stagnant water thereby introducing fresh groundwater. After flushing is complete, a groundwater sample will be collected for analytical laboratory testing to assess potability and/or potential future treatment options. Costs for this service may range \$1,000 to \$2,000, but could increase due to unknown variables associated with making the well operational after 35 years of inactivity.
- If the well is determined to be unusable, the Maine Department of Environmental Protection (MEDEP) will likely require that the well be properly abandoned¹ and documentation be provided to the MEDEP. Costs may likely range from \$2,000 to \$5,000 for well abandonment, depending on the condition of the well, obstructions within the well, depth of the well, Site conditions, and access.

If the existing well is abandoned, then a new well will need to be drilled and pumped, piping and wiring installed. A sample of the groundwater will be submitted for analytical laboratory water quality testing for potability and/or possible treatment options. Drilling rates typically vary from \$17 to \$25 per foot depending on the amount of casing needed. Installation of a pump, piping, and wiring will vary depending on the pump size needed, depth of pump in well, distance from well to building, and the utility entrance condition for the pump piping/wiring, among other considerations. Costs for purging, sampling, and testing of the groundwater will be dependent upon the time associated with flushing the well to obtain a proper groundwater sample.

When it is apparent which option(s) may be the most likely, we will provide a letter of the work completed to date and discuss the options with the Client to develop a cost estimate for the proposed work. It is likely that a total cost calculation for a selected service may not be possible as certain items cannot be anticipated, such as the drilling depth needed to complete a well, in addition to some of the variables discussed above.

¹ https://www.maine.gov/dep/spills/publications/guidance/documents/dep_well_abandonment_guidance.pdf



COMPENSATION

The **estimated time and materials, not to exceed, project fee** associated with the Scope of Services described above is **\$7,000.00**. This fee includes labor, subcontractor costs, letter preparation, and reimbursable expenses. This proposal does not include any costs associated with installing groundwater treatment devices, permitting services, meetings, depositions, or presentations. Additional services beyond the Scope of Services described in this proposal will not be completed without the prior written approval of the Client. Costs for this project will be invoiced monthly, based upon the work completed during the invoice period.

AUTHORIZATION

If this proposal is acceptable to the Client, please sign in the approval block and return a signed copy for our files. Work on this project will commence upon receipt of your Authorization to Proceed. Furthermore, your authorization will signify your acceptance of the attached Terms and Conditions (**Attachment A**).

If you have any questions concerning this proposal or if additional services are needed, please feel free to contact us at (207) 989-4824, respectively.

Sincerely,
Haley Ward, Inc.

Jeff W. McElroy
Project Geologist

JWM/JAG/jok

Jacalyn A. Garczynski, P.G.
Senior Project Geologist/Project Manager

Acceptance & Authorization to Proceed on behalf of Mount Desert Fire Department:

Signature: _____ Billing Address: _____

Printed Name: _____ City/State/ZIP: _____

Date: _____ Email (Optional): _____

Phone: _____ Fax: _____

James W. Wadman

CERTIFIED PUBLIC ACCOUNTANT

James W. Wadman, C.P.A.
Ronald C. Bean, C.P.A.
Kellie M. Bowden, C.P.A.
Wanese L. Lynch, C.P.A.
Amy E. Atherton, C.P.A.

June 15, 2021

Town of Mt. Desert
Box 248
Northeast Harbor, ME 04662

We are pleased to confirm our understanding of the services we are to provide **Town of Mt. Desert** for the year ended June 30, 2021.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of **Town of Mt. Desert** as of and for the year ended June 30, 2021. Accounting standards generally accepted in the United States of America (GAAS) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement **Town of Mt. Desert's** basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to **Town of Mt. Desert's** RSI in accordance with GAAS. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles (GAAP) and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary Comparison Information
- 3) Historical Pension Information (if applicable)
- 4) Other Post Employment Benefits Information (if applicable)

We have also been engaged to report on supplementary information other than RSI that accompanies **Town of Mt. Desert's** financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole:

- 1) Schedule of Expenditures of Federal Awards (if applicable)
- 2) Other Supplemental Information

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are

considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of **Town of Mt. Desert's** compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also prepare or assist in preparing the financial statements of **Town of Mt. Desert** in conformity with accounting principles generally accepted in the United States of America based on information provided by you.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of James W. Wadman, C.P.A. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the entity or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of James W. Wadman, C.P.A. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the entity or its designee. The entity or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

James W. Wadman, C.P.A. is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.


Our fee for services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of **Town of Mt. Desert**'s financial statements. Our report will be addressed to the elected officials of **Town of Mt. Desert**. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to **Town of Mt. Desert** and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,



James W. Wadman, CPA

RESPONSE:

This letter correctly sets forth the understanding of **Town of Mt. Desert**.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

TREASURER'S WARRANTS

Warrants for BOS Agenda:

BOS Agenda:

7/7/2021

	Description	#	Date	Amount
A. Warrants to be Approved and Signed:				
	Town Invoices	AP2174	06/30/21	\$ 153,216.15
B. Authorized Warrants to be Signed: (Wendy needs to abstain) (Prior Electronic or Manual Authorization)				
	Town State Fees & P/R Benefits	AP2172	06/23/21	\$ 71,935.18
		AP2173	06/30/21	\$ 6,391.50
	Town Payroll	PR2129	06/25/21	\$ 137,056.79
	Void/Reissue	PR2129A	04/30/21	\$ -
C. Warrants to be Acknowledged:				
	School Invoices	#14	6/23/21	\$ 16,928.77
	School Payroll	#		
TOTAL WARRANTS FOR BOS MEETING				<u>\$ 385,528.39</u>

**TOWN OF MOUNT DESERT
ACCOUNTS PAYABLE WARRANT**

WARRANT AP# 2174

CHECK DATE: June 30, 2021

CHECK NUMBER:	<u>315182</u>	through	<u>315227</u>	\$ <u>117,722.87</u>	Check payments
CHECK NUMBER:	<u>N/A</u>	through	<u>N/A</u>	\$ <u>-</u>	Electronic payments
EFT NUMBER:	<u>1964</u>	through	<u>1976</u>	\$ <u>35,493.28</u>	ACH Payments
EFT or CK NUMBER:	<u>N/A</u>	through	<u>N/A</u>	\$ <u>-</u>	Voided Checks

TOTAL DISBURSEMENTS: \$ 153,216.15

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

Wendy H Littlefield, Secretary



Town of Mount Desert
A/P CASH DISBURSEMENTS JOURNAL

07/01/2021 12:11
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P 1
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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
1964 06/30/2021 EFT Invoice: 411982	05/31/2021	411982	AP2174	2,020.48
2 A C PARSONS LANDSCAPING & GARDEN			PLANTINGS MAINTENANCE AND WATERING BJ	
1,720.48 1552000 55222			LANDSCAPING SVCS	
300.00 1552500 55222			LANDSCAPING SVCS	
Invoice: 412136	06/15/2021	412136	AP2174	2,210.77
A C PARSONS LANDSCAPING & GARDEN			spring landscaping	
2,210.77 6010100 55222			LANDSCAPING SVCS	
			CHECK	4,231.25
			1964 TOTAL:	
1965 06/30/2021 EFT Invoice: 3960	06/23/2021	3960	AP2174	7,431.00
2097 TOWN OF BAR HARBOR			Admin Assistant 2nd Qtr (April 2021-June2021)	
7,431.00 1440110 54534			PD ADMIN ASSIST (BH)	
Invoice: 3959	06/23/2021	3959	AP2174	4,990.80
TOWN OF BAR HARBOR			May 2021 Mutual Aid	
2,549.30 1440110 51500 299			OT-MA BHPD TO MDPD	
2,441.50 1440800 51500 299			OT-MA BHPD TO MDPD	
			CHECK	12,421.80
			1965 TOTAL:	
1966 06/30/2021 EFT Invoice: X100003274:01	05/27/2021	X100003274:01	AP2174	540.14
124 COLWELL DIESEL SERVICE & GARAGE I			TR#23 REAR BRAKES AL	
540.14 1551500 55400			GEN REPAIRS & MAINT	
Invoice: X100003276:01	05/27/2021	X100003276:01	AP2174	320.59
COLWELL DIESEL SERVICE & GARAGE I			TR#36 FILTERS AL	
320.59 1550100 55400			GEN REPAIRS & MAINT	
Invoice: X100003275:01	05/27/2021	X100003275:01	AP2174	55.19
COLWELL DIESEL SERVICE & GARAGE I			TR#20 STACK AL	
55.19 1550100 55400			GEN REPAIRS & MAINT	
Invoice: X100003178:01	05/27/2021	X100003178:01	AP2174	1,061.17
COLWELL DIESEL SERVICE & GARAGE I			TR#20 EXHAUST AL	
1,061.17 1550100 55400			GEN REPAIRS & MAINT	
Invoice: X100003262:01	05/25/2021	X100003262:01	AP2174	121.41
COLWELL DIESEL SERVICE & GARAGE I			TR#23 DRAG LINK AL	
121.41 1551500 55400			GEN REPAIRS & MAINT	
Invoice: R100002273:01	06/03/2021	R100002273:01	AP2174	591.15
COLWELL DIESEL SERVICE & GARAGE I			AC REPAIR BJ	
591.15 1551500 55400			GEN REPAIRS & MAINT	
			CHECK	2,689.65
			1966 TOTAL:	



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

INVOICE DTL DESC	INV DATE	PO	WARRANT	NET
1967 06/30/2021 EFT Invoice: H34233-00	06/18/2021		AP2174	606.45
150 DENNIS PAPER & FOODSERVICE CLEANING SUPPLIES BJ 606.45 1552000 55200				
			CHECK 1967 TOTAL:	606.45
1968 06/30/2021 EFT Invoice: 20208404	06/15/2021		AP2174	415.60
116 HALEY WARD, INC. 415.60 1221000 54250				
			IT Services Police Department IT/TECH FEE	
Invoice: 20208405	06/15/2021		AP2174	907.20
HALEY WARD, INC. 907.20 1221000 54250				
			IT Support NEH WWTP IT/TECH FEE	
Invoice: 20208403	06/15/2021		AP2174	1,579.30
HALEY WARD, INC. 1,579.30 1221000 54250				
			IT Support Municipal Office IT/TECH FEE	
Invoice: 20208401	06/15/2021		AP2174	433.80
HALEY WARD, INC. 433.80 1221000 54250				
			IT Support Fire Department IT/TECH FEE	
Invoice: 20208365	06/15/2021		AP2174	7,530.30
HALEY WARD, INC. 7,530.30 3000039 57710				
			Mn St: old fir hs lane ease; citizn vist; ts Construction-Budget	
Invoice: 20208402	06/15/2021		AP2174	256.47
HALEY WARD, INC. 256.47 6010100 54250				
			it work IT/TECH FEE	
1969 06/30/2021 EFT Invoice: 9308496666	05/31/2021		AP2174	90.57
947 LAWSON PRODUCTS 90.57 1550100 55400				
			SHOP METRIC NUTS AND BOLTS AL GEN REPAIRS & MAINT	
1970 06/30/2021 EFT Invoice: 100594092	05/20/2021		AP2174	1,579.32
417 MAINE COMMERCIAL TIRE INC 100594092				
			Cruiser Tires	
526.44 1440110 53720 4112			TIRES-20 SUV FORD	
526.44 1440110 53720 4113			TIRES	
526.44 1440110 53720 4109			TIRES-17 FORD EXPLORER-ADMIN	
100594124				
			05/21/2021	
			AP2174	1,668.12
Invoice: 100594124				
			Eagle Enforcer Cruiser Tires	
556.04 1440110 53720 4109			TIRES-17 FORD EXPLORER-ADMIN	
556.04 1440110 53720 4112			TIRES-20 SUV FORD	



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

CHK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE	INVOICE DTL DESC	INV DATE	PO	WARRANT	NET
			556.04 1440110 53720 4113	TIRES				1970 TOTAL:	3,247.44
1971	06/30/2021	EFT	2142 MODERN PEST SERVICES INC	4806756	06/15/2021 Station 2 pest control			AP2174	75.00
	Invoice: 4806756				75.00 1440330 55200 432 BLDG REPAIR & MAINT-S2 SH				
	Invoice: 4802881				MODERN PEST SERVICES INC			AP2174	79.00
			79.00 1440330 55200 433 Station 3 pest control					1971 TOTAL:	154.00
					BLDG REPAIR & MAINT-S3 SV				
1972	06/30/2021	EFT	2612 NO FRILLS OIL COMPANY	497883	06/10/2021 Station 3 heating fuel			AP2174	320.84
	Invoice: 497883				320.84 1440330 53400 433 HEATING FUEL S3 SV				
1973	06/30/2021	EFT	2613 NO FRILLS OIL COMPANY	486060	06/17/2021 100.4 GALS #2 Fuel SH WWTP Heating-EM			AP2174	200.70
	Invoice: 486060				HEATING FUEL				
			200.70 1550668 53400					1972 TOTAL:	320.84
1974	06/30/2021	EFT	2609 NO FRILLS OIL COMPANY	498265	06/24/2021 62.3 GALS #2 Fuel SV WWTP Heating-EM			AP2174	124.54
	Invoice: 498265				HEATING FUEL				
			124.54 1550667 53400					1973 TOTAL:	200.70
1975	06/30/2021	EFT	2693 NO FRILLS OIL COMPANY	497506	06/17/2021 44.2 lp gas yachtsmen			AP2174	37.97
	Invoice: 497506				HEATING FUEL				
			37.97 6010100 53400					1974 TOTAL:	124.54
1976	06/30/2021	EFT	538 NORTHEAST PLUMBING & HEATING INC. 21990	245.40	06/08/2021 STOP ASSEMBLY SHB BJ			AP2174	245.40
	Invoice: 21990				BLDG REPAIR & MAINT				
			245.40 1552000 55200					1975 TOTAL:	37.97
								1976 TOTAL:	245.40



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

INVOICE	INV DATE	PO	WARRANT	NET
INVOICE DTL DESC				
315182 06/30/2021 PRTD Invoice: 54914	06/18/2021	AP2174	AP2174	1,160.18
1477 ABM MECHANICAL INC				
54914				
1,160.18 1550100 55400				
PLUMBING REPAIRS BJ GEN REPAIRS & MAINT				
CHECK 315182 TOTAL:				1,160.18
315183 06/30/2021 PRTD Invoice: 214269	06/21/2021	AP2174	AP2174	72.00
16 ADMIRAL FIRE & SAFETY INC				
214269				
72.00 1440330 53800				
White Class A uniform gloves UNIFORMS				
CHECK 315183 TOTAL:				72.00
315184 06/30/2021 PRTD Invoice: 173191	06/14/2021	AP2174	AP2174	1,896.94
1148 AFLAC				
173191				
390.94 100 24721				
142.20 100 24722				
379.50 100 24723				
298.56 100 24724				
88.84 100 24725				
26.22 100 24726				
570.68 100 24729				
JUNE PREMIUMS				
AFLAC-Acc				
AFLAC-Cancer				
AFLAC-Dental				
AFLAC-Hosp				
AFLAC-Life				
AFLAC-Spevent				
AFLAC-STD				
CHECK 315184 TOTAL:				1,896.94
315185 06/30/2021 PRTD Invoice: 06.25207	06/28/2021	AP2174	AP2174	115.78
27 ALLEN UNIFORMS INC				
06.25207				
115.78 1440330 53800				
Uniform gloves UNIFORMS				
CHECK 315185 TOTAL:				115.78
315186 06/30/2021 PRTD Invoice: 11986	06/24/2021	AP2174	AP2174	2,999.00
28 ALLENS ENVIRONMENTAL SERVICES INC				
11986				
2,999.00 1550552 54610				
Cleaned SH WWTP Aeration Tank & 2 Pump SLUDGE DISPOSAL				
CHECK 315186 TOTAL:				2,999.00
315187 06/30/2021 PRTD Invoice: 8320	06/24/2021	AP2174	AP2174	987.50
2772 ALVAH B. BARGE SERVICE, LLC				
8320				
987.50 1550100 53740				
CLEANED CATCH BASIN HIGHWAY GARAGE BJ STORM WATER SUPPLIES				
CHECK 315187 TOTAL:				987.50
315188 06/30/2021 PRTD Invoice: 8320	06/19/2021	AP2174	AP2174	1,783.20
2772 ALVAH B. BARGE SERVICE, LLC				
8320				
1,783.20 6010200 55400				
seal float work GEN REPAIRS & MAINT				
CHECK 315188 TOTAL:				1,783.20



Town of Mount Desert
A/P CASH DISBURSEMENTS JOURNAL

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

INV DATE PO WARRANT NET

INVOICE DTL DESC

CHECK 315187 TOTAL: 1,783.20

315188 06/30/2021 PRD 2701 AUTOZONE 3488289647 11.14 1550100 55400 06/07/2021 AP2174 11.14
Invoice: 3488289647 SHOP BRAKE FLUID AL GEN REPAIRS & MAINT

Invoice: 3488289807 3488289807 19.99 1440330 55100 4307 06/07/2021 AP2174 19.99
AUTOZONE Parts for T7 VEHICLE REPAIR-11 FORD T7

Invoice: 3488284732 3488284732 105.93 1440110 55400 05/25/2021 AP2174 105.93
AUTOZONE STP 5W20 GEN REPAIRS & MAINT

CHECK 315188 TOTAL: 137.06

315189 06/30/2021 PRD 2553 NORTHEAST PAVING 68001485 212.18 1550100 53730 06/10/2021 AP2174 212.18
Invoice: 68001485 HMA 12.5 BJ MISC-MATERIALS

CHECK 315189 TOTAL: 212.18

315190 06/30/2021 PRD 1946 CHARLES BRADLEY CONSTRUCTION INC 1756 2,500.00 6010200 55460 06/24/2021 AP2174 3,125.00
Invoice: 1756 seal docks hook up DOCK CONNECTIONS GEN REPAIRS & MAINT

CHECK 315190 TOTAL: 3,125.00

315191 06/30/2021 PRD 819 DARLINGS 263786 1,106.56 1550552 55100 05/14/2021 AP2174 1,106.56
Invoice: 263786 Parts for Trk#23-Plate, Brackets, Retainer-EM VEHICLE REPAIR

CHECK 315191 TOTAL: 1,106.56

315192 06/30/2021 PRD 152 DIRIGO WASTE OIL, LLC 35113 657.40 1550100 55400 06/14/2021 AP2174 657.40
Invoice: 35113 WASTE OIL FURNACE SERVICE BJ GEN REPAIRS & MAINT

CHECK 315192 TOTAL: 657.40

315193 06/30/2021 PRD 197 ELLSWORTH CHAINSAW INC 112957 25.61 1550100 55400 05/27/2021 AP2174 25.61
Invoice: 112957 HIGHWAYBEEED WACKER PULL CORD AL GEN REPAIRS & MAINT

CHECK 315193 TOTAL: 296.96

06/21/2021 AP2174 296.96
ELLSWORTH CHAINSAW INC



CASH ACCOUNT: 100
CHECK NO CHK DATE TYPE VENDOR NAME

10100 Ckg-BH General Fund 8066 INVOICE

INVOICE DTL DESC INV DATE PO WARRANT NET

WEED WHACKER BJ GEN REPAIRS & MAINT CHECK 315193 TOTAL: 322.57

315194 06/30/2021 PRTD 215 FIRE TECH & SAFETY OF NEW ENGLAND 175140 AP2174 1,250.00
Invoice: 175140 TFF 2.5 nozzle EQUIPMENT

315195 06/30/2021 PRTD 2741 H E CALLAHAN CONSTRUCTION 20021-4 DPBH VIP AP2174 57,449.46
Invoice: 20021-4 DPBH VIP Bait hs renovations ts CONSTRUCTION

315196 06/30/2021 PRTD 2592 HAMMOND LUMBER COMPANY 4470325 AP2174 61.49
Invoice: 4470325 LUMBER AND LAS BJ GEN REPAIRS & MAINT

Invoice: 4470420 HAMMOND LUMBER COMPANY 4470420 AP2174 177.82
LUMBER AND SCREWS BJ GEN REPAIRS & MAINT

Invoice: 4470631 HAMMOND LUMBER COMPANY 4470631 AP2174 832.70
LUMBER AND SCREWS BJ GEN REPAIRS & MAINT

Invoice: 4468607 HAMMOND LUMBER COMPANY 4468607 AP2174 54.00
SCREWS AND BOLT BJ GEN REPAIRS & MAINT

Invoice: 4496921 HAMMOND LUMBER COMPANY 4496921 AP2174 104.04
marina supplies GEN REPAIR & MAINT

Invoice: 4518761 HAMMOND LUMBER COMPANY 4518761 AP2174 77.19
Plywood for PAT TRAINING

Invoice: 4541848 HAMMOND LUMBER COMPANY 4541848 AP2174 299.76
LUMBER BJ GEN REPAIRS & MAINT

CHECK 315196 TOTAL: 1,607.00



INVOICE	INVOICE DTL DESC	INV DATE	PO	WARRANT	NET
315197 06/30/2021 PRTRD Invoice: 300162616	1064 HARCROS CHEMICALS INC 300162616 IBDs-50% Caustic, Bleach and Bisulfite NEH WWTP-EM PH CONTROL CHLORINATION DECHLORINATION	06/15/2021		AP2174	2,877.25
	1,340.00 1550666 53213 519.75 1550666 53211 1,017.50 1550666 53212				
315198 06/30/2021 PRTRD Invoice: Royal Flush 051921	2773 DANIEL HAYNES Royal Flush 051921	05/19/2021		AP2174	350.00
	350.00 1335000 54620				
315199 06/30/2021 PRTRD Invoice: 17306	1588 ROBERT C KRAMP 17306	06/25/2021		AP2174	247.49
	247.49 6010100 55226				
315200 06/30/2021 PRTRD Invoice: 1739072A	412 LURVEY WRIGHT POST 103 1739072A	05/28/2021		AP2174	90.55
	90.55 1552500 55400				
315201 06/30/2021 PRTRD Invoice: 2074	2463 MAINECAL INC 2074	06/24/2021		AP2174	1,320.00
	1,320.00 1550552 54260				
315202 06/30/2021 PRTRD Invoice: 20742	413 M C M ELECTRIC INC 20742	06/17/2021		AP2174	356.10
	356.10 1550100 55400				
315203 06/30/2021 PRTRD Invoice: 15390	1347 KOREY GOODWIN 15390	06/22/2021		AP2174	2,164.00
	2,164.00 1552500 55314				
				315197 TOTAL:	2,877.25
				315198 TOTAL:	350.00
				315199 TOTAL:	247.49
				315200 TOTAL:	90.55
				315201 TOTAL:	1,320.00
				315202 TOTAL:	356.10
				315203 TOTAL:	2,164.00



CASH ACCOUNT: 100
CHECK NO CHK DATE TYPE VENDOR NAME

10100 Ckg-BH General Fund 8066 INVOICE

502 MOUNT DESERT SPRING WATER 6544 0521 INVOICE DTL DESC

315204 06/30/2021 PRTD 502 MOUNT DESERT SPRING WATER 6544 0521 AP2174

Invoice: 6544 0521 65.20 1550100 55400 SPRING WATER BJ GEN REPAIRS & MAINT

315205 06/30/2021 PRTD 2160 COASTAL AUTO PARTS 401380 AP2174

Invoice: 401380 421.16 1550100 55400 SWEEPER FILTERS GEN REPAIRS & MAINT

Invoice: 394364 COASTAL AUTO PARTS 394364 AP2174

Invoice: 394653 COASTAL AUTO PARTS 394653 AP2174

Invoice: 391844 COASTAL AUTO PARTS 391844 AP2174

Invoice: 391977 COASTAL AUTO PARTS 391977 AP2174

Invoice: 397807 COASTAL AUTO PARTS 397807 AP2174

Invoice: 391990 COASTAL AUTO PARTS 391990 AP2174

Invoice: 399604 COASTAL AUTO PARTS 399604 AP2174

Invoice: 392089 COASTAL AUTO PARTS 392089 AP2174

Invoice: 396193 COASTAL AUTO PARTS 396193 AP2174

Invoice: 396634 COASTAL AUTO PARTS 396634 AP2174

133.55 1440330 55100 4307 VEHICLE REPAIR-11 FORD T7

315204 TOTAL: 315204 TOTAL: 65.20

NET 65.20

421.16

55.06

110.12

151.27

23.62

56.74

16.17

303.33

71.68

24.99

133.55



Town of Mount Desert
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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	315205	TOTAL:		1,367.69
NVFC membership renewal DUES & MEMBERSHIPS	06/22/2021	AP2174		18.00
CHECK	315206	TOTAL:		18.00
Pool Reimbursement NEIGHBORHOOD HOUSE-GENERAL	06/22/2021	AP2174		165.56
CHECK	315207	TOTAL:		165.56
TR#23 TIRES AL TIRES	06/14/2021	AP2174		824.16
CHECK	315208	TOTAL:		824.16
53414 Two Shelf Steel Service Cart-EM OTHER EQUIPMENT	06/24/2021	AP2174		89.60
CHECK	315209	TOTAL:		164.30
339122 M18 Compact Cordless Drill-EM OTHER EQUIPMENT	06/21/2021	AP2174		199.99
CHECK	315209	TOTAL:		453.89
56401 M12 3/8" Ratchet Auto-EM OTHER EQUIPMENT	06/23/2021	AP2174		8.24
CHECK	175308959001	AP2174		8.24
Envelope, Clasp, 28lb, #97, 10-EM OTHER EQUIPMENT	06/17/2021	AP2174		10.95
CHECK	175312140001	AP2174		10.95
Pen, PM, InkTOY, 300RT, 1.0, 36-EM OTHER EQUIPMENT	06/17/2021	AP2174		19.19
CHECK	315210	TOTAL:		19.19



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Town of Mount Desert
A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 100
CHECK NO CHK DATE

10100
TYPE VENDOR NAME

Kkg-BH General Fund 8066

INVOICE

INV DATE PO

WARRANT

NET

INVOICE DTL DESC

315211	06/30/2021	PRTD	794 OLVER ASSOCIATES, INC	11032		AP2174	3,313.00
	Invoice: 11032		3,313.00 3000048	57710			
						CHECK	3,313.00
						315211 TOTAL:	3,313.00
315212	06/30/2021	PRTD	1706 ONLINE MOORING, LLC	P19561		AP2174	18.00
	Invoice: P19561		18.00 6010100	54250			
						CHECK	18.00
						AP2174	18.00
						315212 TOTAL:	18.00
						AP2174	24.00
						CHECK	24.00
						AP2174	24.00
						315213 TOTAL:	24.00
315213	06/30/2021	PRTD	565 PERMA-LINE CORP OF NE	187295		AP2174	1,470.28
	Invoice: 187295		1,470.28 1550100	53331			
						CHECK	1,470.28
						AP2174	1,470.28
						315213 TOTAL:	1,470.28
315214	06/30/2021	PRTD	1367 PITNEY BOWES	3313792980		AP2174	180.06
	Invoice: 3313792980		180.06 1220110	53140			
						CHECK	180.06
						AP2174	180.06
						315214 TOTAL:	180.06
315215	06/30/2021	PRTD	1295 SIRCHIE ACQUISITION COMPANY, LLC	0500922-IN		AP2174	72.84
	Invoice: 0500922-IN		72.84 1440110	53000			
						CHECK	72.84
						AP2174	72.84
						315215 TOTAL:	72.84
315216	06/30/2021	PRTD	2775 THOMAS J TANGUAY	Royal Flush		AP2174	525.00
	Invoice: Royal Flush 051521		525.00 1335000	54620			
						CHECK	525.00
						AP2174	525.00
						315216 TOTAL:	525.00
315217	06/30/2021	PRTD	2774 TOWN OF TREMONT	1050		AP2174	2,639.57
	Invoice: 1050		2,639.57 1220001	59350			
						CHECK	2,639.57
						AP2174	2,639.57
						315217 TOTAL:	2,639.57



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

INVOICE DTL DESC		INVOICE	INV DATE	PO	WARRANT	NET
CHECK 315217 TOTAL:						2,639.57
315218 06/30/2021 PRD 2771 TRIDENT ARMORY	5202 Patrol Uniforms UNIFORMS	1,859.76 1440110 53800	06/22/2021	AP2174		1,859.76
CHECK 315218 TOTAL:						1,859.76
315219 06/30/2021 PRD 2511 TIME WARNER CABLE	715785501062221 Internet Joy Road Communications Tower CABLE/INTERNET-POLICE DEPT	30.00 1221000 55150 1771	06/22/2021	AP2174		30.00
CHECK 315219 TOTAL:						30.00
315220 06/30/2021 PRD 2512 TIME WARNER CABLE	715785501062221 Internet OC communications tower CABLE/INTERNET-POLICE DEPT	69.99 1221000 55150 1771	06/22/2021	AP2174		69.99
CHECK 315220 TOTAL:						69.99
315221 06/30/2021 PRD 1770 TIME WARNER CABLE	697517601062021 Internet Town Office CABLE/INTERNET-TOWN OFFICE	1,813.40 1221000 55150 1770	06/20/2021	AP2174		1,813.40
CHECK 315221 TOTAL:						1,813.40
315222 06/30/2021 PRD 737 UNIFIRST CORP	0272841936 HWY/MSW/P&C Uniforms-EM UNIFORMS UNIFORMS UNIFORMS	35.00 1551500 53800 20.00 1552500 53800 106.88 1550100 53800	06/10/2021	AP2174		161.88
CHECK 315222 TOTAL:						161.88
UNIFIRST CORP	0272841937 WW Uniforms-EM UNIFORMS	100.99 1550552 53800	06/10/2021	AP2174		100.99
CHECK 315223 TOTAL:						100.99
UNIFIRST CORP	0272843406 MSW/HWY/P&C Uniforms-EM UNIFORMS UNIFORMS UNIFORMS	35.00 1551500 53800 20.00 1552500 53800 106.88 1550100 53800	06/17/2021	AP2174		161.88
CHECK 315224 TOTAL:						161.88
UNIFIRST CORP	0272844885 WW Uniforms-EM UNIFORMS	106.99 1550552 53800	06/24/2021	AP2174		106.99
CHECK 315225 TOTAL:						106.99
UNIFIRST CORP	0272844884	0272844884	06/24/2021	AP2174		161.88



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

INVOICE DTL DESC INV DATE PO WARRANT NET

Invoice: 0272844884									
	UNIFIRST CORP	0272843407							100.99
			35.00	1551500	53800	HWY/MSW/P&C Uniforms-EM			
			20.00	1552500	53800	UNIFORMS			
			106.88	1550100	53800	UNIFORMS			
Invoice: 0272843407			100.99	1550552	53800	WW Uniforms-EM	06/17/2021	AP2174	100.99
						UNIFORMS			
315223 06/30/2021 PRTD	742 USA BLUEBOOK	637047							
Invoice: 637047			356.96	1550552	53820	pH Buffers and Dessicant-EM	06/17/2021	AP2174	356.96
						LAB EQUIP			
							CHECK	315222 TOTAL:	794.61
315224 06/30/2021 PRTD	1842 VERSANT POWER	10057328-4	461.00	1440600	55011	339 kwh LED STREET LIGHTS BJ			461.00
Invoice: 10057328-4						STREET LIGHTS-LED			
Invoice: 10545196-3	VERSANT POWER	10545196-3	50.21	1553000	55010	232 kwh 40 HARBOR DR UNIT CHARGER BJ	06/08/2021	AP2174	50.21
						ELECTRICITY-EVSE CHG STA			
Invoice: 10057341-1	VERSANT POWER	10057341-1	15.72	1990100	59200	1 kwh joy Road Pool electricity	06/09/2021	AP2174	15.72
						MD ELEMENTARY SCHOOL			
Invoice: 10057322-1	VERSANT POWER	10057322-1	19.29	1550666	55010	25 KWH SGT DR PS Electric-EM	06/05/2021	AP2174	19.29
						ELECTRICITY			
Invoice: 10003319-0	VERSANT POWER	10003319-0	3,458.70	1550666	55010	36320 KWH NEH WWTP Electric-EM	06/06/2021	AP2174	3,458.70
						ELECTRICITY			
Invoice: 10057343-5	VERSANT POWER	10057343-5	37.11	1550666	55010	142 KWH Garry Moore PS Electric-EM	06/06/2021	AP2174	37.11
						ELECTRICITY			
Invoice: 10057329-6	VERSANT POWER	10057329-6	442.02	1550666	55010	2852 KWH GILPAT Cove PS Electric-EM	06/06/2021	AP2174	442.02
						ELECTRICITY			
Invoice: 10003318-8	VERSANT POWER	10003318-8	40.56	1550668	55010	168 KWH SH Hill PS Electric-EM	06/16/2021	AP2174	40.56
						ELECTRICITY			
Invoice: 10057346-2	VERSANT POWER	10057346-2					06/15/2021	AP2174	160.19



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Town of Mount Desert
A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 100
CHECK NO CHK DATE TYPE VENDOR NAME

10100 Ckg-BH General Fund 8066 INVOICE INV DATE PO WARRANT NET

INVOICE	INVOICE DTL DESC	INVOICE	INV DATE	PO	WARRANT	NET
Invoice: 10057346-2 061521	967 KWH SV Fence PS Electric-EM ELECTRICITY	160.19 1550667 55010				
Invoice: 10057344-7 061621	VERSANT POWER 061621 06/16/2021 AP2174 15920 KWH SV WWTP Electric-EM ELECTRICITY	1,578.89 1550667 55010				1,578.89
Invoice: 10057347-4 061621	VERSANT POWER 061621 06/16/2021 AP2174 985 KWH SV Library PS Electric-EM ELECTRICITY	162.74 1550667 55010				162.74
Invoice: 10057349-8 061621	VERSANT POWER 061621 06/16/2021 AP2174 312 KWH Babson Creek PS Electric-EM ELECTRICITY	62.39 1550667 55010				62.39
Invoice: 10532164-0 061521	VERSANT POWER 061521 06/15/2021 AP2174 37 kwh COMFORT STATION SHB BJ ELECTRICITY	15.57 1552000 55010				15.57
Invoice: 10057325-8 061621	VERSANT POWER 061621 06/16/2021 AP2174 7093 kwh SEA STREET 407 BJ ELECTRICITY	15.72 1552000 55010				15.72
Invoice: 10057321-9 061621	VERSANT POWER 061621 06/16/2021 AP2174 1280 kwh 307 SARGEANT DRIVE BJ ELECTRICITY	15.57 1550100 55010				15.57
Invoice: 10057324-5 061321	VERSANT POWER 061321 06/13/2021 AP2174 160 kwh Sea St Unit 435 ELECTRICITY	15.64 1550100 55010				15.64
Invoice: 10057320-7 061621	VERSANT POWER 061621 06/16/2021 AP2174 100 kwh TFL RTES 102-198 TRAFFIC SIGNALS	15.61 1440600 55015				15.61
315225 06/30/2021 PRTD	work station furniture	172400-00			AP2174	3,685.00
Invoice: 172400-00	EQUIP-FURNISHINGS	3,685.00 1220500 57300				3,685.00
Invoice: 172429-00	Work Station Furniture- Finance Clerk	172429-00			AP2174	3,550.00
	EQUIP-FURNISHINGS	3,550.00 1220500 57300				3,550.00
	CHECK 315224 TOTAL:					6,566.93
	CHECK 315225 TOTAL:					7,235.00
315226 06/30/2021 PRTD	IRRIGATION REPAIR BJ	12480	05/12/2021		AP2174	302.56
Invoice: 12480	BLDG REPAIR & MAINT	302.56 1552000 55200				302.56



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

10100
Ckg-BH General Fund 8066

INVOICE
INVOICE DTL DESC

NET

CHECK 315226 TOTAL: 302.56

315227 06/30/2021 PRTD 2539 WILSON'S GROUND MAINTENANCE INC 5583
Invoice: 5583
06/22/2021 AP2174
CRACK SEALING OTTER CREEK SIDEWALK BJ
PAVING
SIDEWALK SUPPLIES
MISC-MATERIALS

2,060.30 1550100 53250
2,500.00 1550100 53260
689.70 1550100 53730

CHECK 315227 TOTAL: 5,250.00

NUMBER OF CHECKS 59 *** CASH ACCOUNT TOTAL *** 153,216.15

COUNT AMOUNT
TOTAL PRINTED CHECKS 46 117,722.87
TOTAL EFT'S 13 35,493.28

*** GRAND TOTAL *** 153,216.15

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	LINE DESC	T OB	DEBIT	CREDIT
APP 100-20000	06/30/2021	AP2174	LLY					Accounts Payable			77,116.45	
APP 100-10100	06/30/2021	AP2174	LLY					AP CASH DISBURSEMENTS JOURNAL				153,216.15
APP 600-20000	06/30/2021	AP2174	LLY					Ckg-BH General Fund 8066			7,806.94	
APP 300-20000	06/30/2021	AP2174	LLY					AP CASH DISBURSEMENTS JOURNAL			68,292.76	
	06/30/2021	AP2174	LLY					Accounts Payable			153,216.15	153,216.15
								GENERAL LEDGER TOTAL				
APP 100-35060	06/30/2021	AP2174	LLY					DT-MARINA			7,806.94	
APP 600-35010	06/30/2021	AP2174	LLY					DT Gen fund				7,806.94
APP 100-35030	06/30/2021	AP2174	LLY					DTF-CAP IMP			68,292.76	
APP 300-35010	06/30/2021	AP2174	LLY					DT Gen fund				68,292.76
								SYSTEM GENERATED ENTRIES TOTAL			76,099.70	76,099.70
								JOURNAL 2021/12/153	TOTAL		229,315.85	229,315.85

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
100 General Fund	2021 12	153	06/30/2021	Ckg-BH General Fund 8066		
100-10100				Accounts Payable	77,116.45	153,216.15
100-20000				DTF-CAP IMP	68,292.76	
100-35030				DT-MARINA	7,806.94	
100-35060				FUND TOTAL	153,216.15	153,216.15
300 Capital Projects	2021 12	153	06/30/2021	Accounts Payable	68,292.76	68,292.76
300-20000				DT Gen fund		
300-35010				FUND TOTAL	68,292.76	68,292.76
600 Marina	2021 12	153	06/30/2021	Accounts Payable	7,806.94	7,806.94
600-20000				DT Gen fund		
600-35010				FUND TOTAL	7,806.94	7,806.94

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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	76,099.70	
300 Capital Projects		68,292.76
600 Marina		7,806.94
TOTAL	76,099.70	76,099.70

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

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

WARRANT AP# 2172

CHECK DATE: June 23, 2021

CHECK NUMBER:	<u>315179</u>	through	<u>315179</u>	\$ <u>5,703.31</u>	Check payments
CHECK NUMBER:	<u>N/A</u>	through	<u>N/A</u>	\$ -	Electronic payments
EFT NUMBER:	<u>1963</u>	through	<u>1963</u>	\$ <u>66,231.87</u>	ACH Payments
EFT or CK NUMBER:	<u>N/A</u>	through	<u>N/A</u>	\$ -	Voided Checks

TOTAL DISBURSEMENTS: \$ 71,935.18

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

TOWN OF MOUNT DESERT
PAYROLL WARRANT

WARRANT PR# 2129

CHECK DATE: June 25, 2021

ADVICE NUMBERS: 12600 through 12656

CHECK NUMBERS: 65148 through 65174

TOTAL DISBURSEMENTS: \$ 137,056.79

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

TOWN OF MOUNT DESERT
PAYROLL WARRANT

WARRANT PR# 2129A VOID/REISSUED

CHECK DATE: April 30, 2021

ADVICE NUMBERS: 0 through 0

CHECK NUMBERS: 65147 through 65147

TOTAL DISBURSEMENTS: \$ -

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

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

WARRANT AP# 2173

CHECK DATE: June 30, 2021

CHECK NUMBER: <u>315180</u>	through	<u>315181</u>	\$ <u>6,391.50</u>	Check payments
CHECK NUMBER: <u>N/A</u>	through	<u>N/A</u>	\$ -	Electronic payments
EFT NUMBER: <u>N/A</u>	through	<u>N/A</u>	\$ -	ACH Payments
EFT or CK NUMBER: <u>N/A</u>	through	<u>N/A</u>	\$ -	Voided Checks

TOTAL DISBURSEMENTS: \$ 6,391.50

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

Selectmen:

John B Macauley, Chairman Martha T Dudman

Matthew J Hart, Vice Chairman Geoffrey V Wood

Lisa Young

From: John Macauley <jbmacauley3@gmail.com>
Sent: Wednesday, June 30, 2021 9:36 AM
To: Lisa Young
Cc: Geoffrey Wood; Jake Wright; Martha Dudman; Matt Hart
Subject: Re: Warrant AP#2173 State Fees/Payroll Benefits

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Yes, I approve.

On Wed, Jun 30, 2021 at 9:33 AM Lisa Young <financeclerk@mtdesert.org> wrote:

Good Morning!

Attached is Accounts Payable Warrant #2173 (for Payroll and/or State Fees) in the amount of \$6,391.50 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)

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John B Macauley, Ph.D. P.O. Box 172 Seal Harbor, Maine 04675

Mount Desert School Department ACCOUNTS PAYABLE WARRANT

Report # 15318

Check Batch: 10442
 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
10442	19858	06/23/2021	1160	AMAZON	0.00	4,516.16
	19859	06/23/2021	1215	AOS #91 Reimb Credit Card Charge	0.00	67.68
	19860	06/23/2021	1525	BAR HARBOR SCHOOL DEPARTMENT, TOWN OF Safety Care Training	0.00	343.23
	19861	06/23/2021	1700	BLICK ART MATERIALS	0.00	59.99
	19862	06/23/2021	3489	DR. CANDICE M. BRAY, INC. Student Therapy	0.00	75.00
	19863	06/23/2021	4120	ELLSWORTH CHAIN SAW	0.00	60.92
	19864	06/23/2021	4365	G T OUTHOUSES, LLC	0.00	105.00
	19865	06/23/2021	4570	GREENWAY EQUIPMENT SALES Mower repair	0.00	621.33
	19866	06/23/2021	5825	MAIN STREET VARIETY	0.00	131.04
	19867	06/23/2021	6180	MDES - GENERAL FUND/STUDENT ACTIVITY	0.00	88.40
	19868	06/23/2021	6205	MDI REGIONAL SCHOOL DISTRICT other Reimb- June	0.00	818.29
	19869	06/23/2021	6225	MECHANICAL SERVICES, INC. Maintenance Agreement	0.00	2,579.75
	19870	06/23/2021	6785	NORTHCENTER FOODS	0.00	1,179.94
	19871	06/23/2021	6820	NORTHEAST PLUMBING & HEATING Repair yard hydrant repair	0.00	224.03
	19872	06/23/2021	6938	OTELCO	0.00	301.69
	19873	06/23/2021	7190	PINE TREE MARKET	0.00	69.90
	19874	06/23/2021	7218	PIONEER VALLEY BOOKS	0.00	484.28
	19875	06/23/2021	8357	SOUTHWEST HARBOR SCHOOL DEPT., TOWN OF Safety Care Training	0.00	171.62
	19876	06/23/2021	8743	THEMES & VARIATIONS, INC. Music Program	0.00	1,035.00
	19877	06/23/2021	4152	VERSANT POWER	0.00	3,439.02
	19878	06/23/2021	9290	WIGHT'S SPORTING GOODS Hoodies	0.00	556.50
Totals:					0.00	\$16,928.77

Mount Desert School Department ACCOUNTS PAYABLE WARRANT

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
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WARRANT # 14

DATE: 6/23/21

Eric Edward Gamm, Ed.D.

SUPERINTENDENT
 DocuSigned by:
Brian L. Kunkel
 FINANCE OFFICER
 DocuSigned by:
James Whithead
 FINANCE OFFICER
 DocuSigned by:
Dr. Susan Macready
 FINANCE OFFICER
 DocuSigned by:
Jeremy King
 FINANCE OFFICER
 DocuSigned by:
J. Johnson
 FINANCE OFFICER

FINANCE OFFICER

21 Checks Listed.

Lisa Young

From: John Macauley <jbmacauley3@gmail.com>
Sent: Wednesday, June 23, 2021 8:56 PM
To: Lisa Young
Subject: Re: Warrant AP#2172 & PR#2129 & PR2129A Approval Request

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Looks good Lisa

On Wed, Jun 23, 2021 at 2:38 PM Lisa Young <financeclerk@mtdesert.org> wrote:

Good Afternoon!

Attached are the following warrants for approval:

Accounts Payable	#2172	total of	\$71,935.18
Payroll	#2129	total of	\$137,056.79
Payroll	#2129A	total of	\$0.00

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

Town of Mount Desert

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