

C. Consideration of accepting the recommendations provided by Public Works Director Tony Smith in “Part F. Recommendations” of his July 26, 2021, memo, from him to Town Manager Durlin Lunt, Jr., referenced as “Pump Station and Treatment Plant Improvements Project (2021 Project)”, which, in brief:

- 1) Provides that total project funding for the 2021 Project of \$518,848 be as described in TABLE A: 2021 Project Costs and Proposed Funding using the funding and associated account numbers described below and shown on Lines 19, 21 and 22 of Table A of the memo as:
 - a. \$332,279 which is the remaining balance of two prior wastewater projects SRF funds in Account Number 3000048-57710 and,*
 - b. \$32,566 which is the remaining balance of the FY-22 Sewer Capital-Pump Stations Budget Appropriations Line Number 1550551-57051 and,*
 - c. \$154,003 which is the Wastewater Capital Reserve Account Number 4050500-24501 with a current balance of \$284,777,*
 - d. For total 2021 Project funding of \$518,848.**
- 2) Awards the construction of the 2021 Project to TBuck Construction at a negotiated cost of \$460,848 and*
- 3) Retains the services of Olver Associates to provide CCA-I services for the 2021 Project at a cost of \$38,000 and*
- 4) Authorizes the use of up to \$20,000 for contingency funding for the 2021 Project and,*
- 5) Authorizes Public Works Director Tony Smith to execute all contracts and documents and do all things necessary or convenient to accomplish the 2021 Project on behalf of the Town.*
- D. In conformance with our Capital Improvement Plan, consideration be given to the authorization of the purchase of a new 2022 International truck and chassis from Daigle & Houghton at their bid price of \$85,400 and the purchase of a new plow, wing, and mounting equipment from H.P. Fairfield at their bid price of \$94,230 for a total purchase price of \$179,630 using funds from the Public Works Equipment Reserve account number 4050100-24500 with a current balance of \$289,941. There will be \$110,311 remaining in the account if we make this purchase.*

VII. New Business

- A. Consideration of authorizing Public Works Director Tony Smith to apply for the DEP Permit-by-Rule and the Town’s Conditional Use Permit required for Seal Harbor shoreline erosion/stabilization control work needed along the easterly side of the harbor described in his 7-29-21 e-mail to Town Manager Durlin Lunt, Jr., a copy of which is included in the Selectboard information packet and available on the Town website*
- B. Move signature of Account Agreement and Corporate Authorization Resolution with First National Bank to add Jake Wright as a signer on the account*
- C. Consider the Adoption of a Remote Meeting Policy*
- D. Consider Revision of Sections 5.5.2 and 6.9.0 of the Personnel Policy*
- E. Consider Amending Sections 7.7.1., 7.7.10 and 8.7 of the Personnel Policy to Clarify Vacation Accrual Methodology, Required Leave for Bonded Personnel, and Earned Paid Leave Accrual Methodology.*

VIII. Other Business

A. Meeting with Representative Lynne Williams, District 135, Bar Harbor, Mount Desert and Lamoine for a summary of Legislative Action this session of Importance to the Town

IX. Treasurer's Warrants

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

Town Invoices	AP2176	08/03/21	\$68,981.91
	AP2205	08/03/21	\$411,832.97
Total			\$480,814.88

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

State Fees & PR Benefits	AP2203	07/21/21	\$3,159.75
State Fees & PR Benefits	AP2204	07/28/21	\$20,824.87
Town Payroll	PR2202	07/23/21	\$131,095.09
Total			\$155,079.71

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

School Invoices	#2	07/23/21	\$146,607.16
Total			\$146,607.16

Grand Total			\$782,501.75
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X. Adjournment

The next scheduled meeting is at 6:30 p.m., Monday, August 16, 2021 Via Zoom.

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=RmozZjBOVWhUTQrRXR5QzFEZEEyQT09>

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

Board of Selectmen

Managers Memo

Location: Town Hall Meeting Room and Via Zoom. See connection details on the meeting agenda

Date: August 2, 2021

Time: 6:30 p.m.

Agenda details:

I. Call to order 6:30 p.m.

II. PUBLIC HEARINGS

None Scheduled

III. Post Public Hearing

None Scheduled

IV. Minutes

a. Approval of the minutes from July 19, 2021

V. Appointments/Recognitions/Resignations

a. Consider the appointment of Craig Ridley as Packer Truck driver at a beginning rate of \$20.54 per hour increasing to \$21.62 following the successful completion of a sixth month probation period

A possible motion to: Consider the appointment of Craig Ridley to the vacant Packer Truck Driver position effective August 4, 2021 and, that he be appointed at the mandatory six-month probationary rate of pay of \$20.54 per hour increasing to the regular rate of \$21.62 per hour upon successful completion of his probationary period, with this appointment being subject to a current Town employee not coming forward on or before end of day August 3, 2021 with a request to be considered for the vacant position thereby rendering the appointment being considered here, if approved, void.

VI. Consent Agenda

- a. Bypass Notice- Municipal Waste (Residential)
- b. MRC Public Meeting Agenda and Newsletter
- c. Letter from David Loeb thanking Jennifer Buchanan for her customer service.
- d. Thank you letter from the Mount Desert Nursing Association
- e. Hancock County commissioner's Meeting Agenda for July 20, 2021
- f. Hancock County Commissioner's Meeting minutes of July 6, 2021
- g. Summer Residents Association Annual Minutes for July 21, 2021
- h. Damage assessment report for June 9, 2021
- i. Thank you from Shannon Westphal for the crosswalk at Mount Desert Elementary School
- j. DOT's November 2020 Brookside Road Bridge inspection report dated July 29, 2021
- k. Hancock County Commissioner's Meeting Agenda August 3, 2021
- l. Damage Assessment for June storm follow up.

V11. Selectmen's Reports

V111. Unfinished Business

- a. Review and discussion of the latest schematic designs for the proposed addition/renovation of the Northeast Harbor Fire Station (Station 1)
- b. Presentation of preliminary cost estimates for an addition to the Somesville fire station (Station 3)
- c. Consideration of accepting the recommendations provided by Public Works Director Tony Smith in "Part F. Recommendations" of his July 26, 2021, memo, from him to Town Manager Durlin Lunt, Jr., referenced as "Pump Station and Treatment Plant Improvements Project (2021 Project)", which, in brief:
 - 1 Provides that total project funding for the 2021 Project of \$518,848 be as described in TABLE A: 2021 Project Costs and Proposed Funding using the funding and associated account numbers described below and shown on Lines 19, 21 and 22 of Table A of the memo as:
 - a. \$332,279 which is the remaining balance of two prior wastewater projects SRF funds in Account Number 3000048-57710 and,
 - b. \$32,566 which is the remaining balance of the FY-22 Sewer Capital-Pump Stations Budget Appropriations Line Number 1550551-57051 and,
 - c. \$154,003 which is the Wastewater Capital Reserve Account Number 4050500-24501 with a current balance of \$284,777,
 - d. For total 2021 Project funding of \$518,848.

- 2) Awards the construction of the 2021 Project to Buck Construction at a negotiated cost of \$460,848 and
- 3) Retains the services of Olver Associates to provide CCA-I services for the 2021 Project at a cost of \$38,000 and
- 4) Authorizes the use of up to \$20,000 for contingency funding for the 2021 Project and,
- 5) Authorizes Public Works Director Tony Smith to execute all contracts and documents and do all things necessary or convenient to accomplish the 2021 Project on behalf of the Town.

IX. New Business

- a. Plow/Dump Truck Purchase recommendation. See memo from public Works Director Tony Smith to Town Manager dated July 21, 2021.

A possible motion to: Consider the purchase of a Model Year 2022 International plow/dump truck and chassis from Daigle & Houghton at their bid price of \$85,400 and, associated new plow, wing, and mounting equipment from H.P. Fairfield at their bid price of \$94,230 for a total purchase price for a fully equipped plow/dump truck of \$179,630 using funds from the Public Works Equipment Reserve account number 4050100-24500 with a current balance of \$289,941 and, authorizing to Public Works Director Tony Smith to execute all necessary documents to make the purchase.

- b. Consider the adoption of a Remote Meeting Participation Policy in conformance with LD 32 ‘An Act regarding remote participation in public Proceedings’ Maine Municipal Association has drafted a sample policy. I have had this reviewed by our legal counsel who recommends that it be adopted as printed. Please refer to my memo dated July 21, 2021, and the memo from Attorney Richard P. Flewelling Senior Staff Attorney MMA Legal Services Department., and the opinion of State FOAA ombudsman Brenda Keilty from the State of Maine Attorney General’s office issued to Anthony Wilson the Town Manager of Belgrade Maine.

A possible motion to adopt the Maine Municipal Association recommended remote meeting policy in conformance with L.D. 32, an act regulating remote participation in public meetings.

- c. Consider the revision of Sections 5.5.2 and 6.9.0. to conform to current practice. See July 23 memo from Town Manager in your meeting packet. As currently written these sections refer to the merit pay system that was replaced by the pay by position system in 2017.

A possible motion to revise Sections 5.5.2 and 6.9.0 as recommended in edits in Manager’s memo dated July 23, 2021, to bring the personnel policy into conformance with current practice.

- d. *Meeting with Representative Lynne Williams District 135 Bar Harbor, Lamoine, and Mount Desert for a summary of legislative action this past session of importance to the Town*
- e. Move signature of Account Agreement and Corporate Authorization Resolution with First National Bank to add Jake Wright as a signer of the account
- f. Consider Amending sections 7.7.1., 7.7.10 and 8.7 of the Personnel Policy to clarify Vacation and Accrual Methodology, Required Leave for Bonded Personnel, and Earned Paid Leave Accrual Methodology. See memo from Finance/HR Director Jake Wright

A possible motion to: Amend sections 7.7.1, 7.7.10, and 8.7 of the Personnel policy to clarify vacation accrual methodology, required leave for bonded personnel, and Earned Paid Leave (EPL) accrual methodology

- g. Erosion along a section of the eastern shoreline of Seal Harbor parallel with Steamboat Wharf Road

A possible motion to: Consider authorizing Public Works Director Tony Smith to apply for the DEP permit-by-Rule and the Town's Conditional Use Permit required for Seal Harbor shoreline erosion/stabilization control work needed along the easterly side of Seal Harbor.

X. Other Business

**Town of Mount Desert
Selectboard Meeting Minutes
Monday, July 19, 2021**

Selectboard Members Present: Chair John Macauley, Martha Dudman, Geoff Wood, Matt Hart
Board Member Wendy Littlefield was not in attendance.

Town Officials Present: Town Manager, Durlin Lunt, Tax Assessor Kyle Avila, CEO Kimberly Keene, Public Works Director Tony Smith

Members of the public were also in attendance.

I. Call to order at 6:30 p.m.

Chair John Macauley called the meeting to order at 6:30PM.

II. Minutes

A. Approval of Minutes of June 7, 2021

MOTION: Mr. Hart moved, with Mr. Wood seconding, approval of the June 7, 2021 Minutes as presented.

Motion approved 4-0.

B. Approval of Minutes of July 6, 2021

MOTION: Mr. Hart moved, with Ms. Dudman seconding, approval of the July 6, 2021 Minutes as presented.

Motion approved 4-0.

III. Appointments/Recognitions/Resignations

A. Consideration of transferring Public Works Department employee Decatur French from his current position as a Refuse Packer Truck Driver to the vacant MEO I position effective July 19, 2021, at a pay rate of \$21.56 per hour during the mandatory six-month probationary rate, increasing to the regular rate of \$22.69 per hour after successful completion of the probationary period.

MOTION: Mr. Hart moved, with Mr. Wood seconding, transfer of Public Works Department employee Decatur French from his current position as a Refuse Packer Truck Driver to the vacant MEO I position effective July 19, 2021, at a pay rate of \$21.56 per hour during the mandatory six-month probationary period, increasing to the regular rate of \$22.69 per hour after successful completion of the probationary period, as presented.

Motion approved 4-0.

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

A. Hancock County Commissioners Special Meeting Minutes of June 15, 2021

- 1 *B. Hancock County Commissioners Regular Meeting Agenda of July 6, 2021*
- 2 *C. Action Plan from the Sustainability Committee*
- 3 *D. MRC information on PERC bypass of municipal solid waste*

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

6 Motion approved 4-0.

7
8 **V. Selectmen's Reports**

9 Mr. Hart reported on the Broadband Committee. There will be a meeting in the
10 coming week, to gather and assess initial feedback on Town internet service. This
11 will be the first of a series of meetings occurring over the next several months. A
12 survey was sent to residents, and it can also be found on the Town website.

13
14 It was agreed to take Item VII.A out of order.

15
16 **VI. Unfinished Business**

- 17 *A. Consideration of execution and conveyance of an Easement between/from the*
18 *Town of Mount Desert and the Great Harbor Maritime Museum a/k/a The Great*
19 *Harbor Collection, Inc., to Versant Power and Consolidated Communications of*
20 *Northern New England Company, LLC (d/b/a Consolidated Communications*
21 *NNE), said easement to be used for overhead and underground utility purposes*
22 Manager Lunt reported the Museum has signed the easement. The Board must
23 vote on authorizing signature. The easement is ready for signature.

24
25 MOTION: Ms. Dudman moved, with Mr. Hart seconding, signature of an
26 Easement between/from the Town of Mount Desert and the Great Harbor
27 Maritime Museum a/k/a The Great Harbor Collection, Inc., to Versant Power and
28 Consolidated Communications of Northern New England Company, LLC (d/b/a
29 Consolidated Communications NNE), said easement to be used for overhead and
30 underground utility purposes, as presented.

31 Motion approved 4-0.

- 32
33 *B. Marina Project – Garden Club of Mount Desert*

34 Manager Lunt reported that the Garden Club agreed to review the landscaping of
35 the marina, and to come up with a comprehensive plan to keep things orderly. He
36 offered to send the Garden Club submissions to the Harbor Committee. Harbor
37 Committee Rick Savage noted the Harbor Committee has not seen the plans.

38
39 Manager Lunt thanked the Garden Club for their efforts.

40
41 MOTION: Mr. Hart moved, with Ms. Dudman seconding, to authorize the
42 Garden Club to move forward with their plans, with thanks for their efforts.

43
44 **VII. New Business**

- 45 *A. Discussion of Forest Hills Cemetery Charter Amendment*

1 Forest Hills Cemetery Association Trustee Rick Savage was in attendance. He
2 provided some history of the cemetery.

3
4 Currently there are three to five trustees. They are not paid. The Association
5 hires out for grounds work and pays for water and electricity. Two Trustees have
6 passed away within the last few years.

7
8 The Association has had to reorganize some of the legal aspects of the
9 corporation. They have been advised by their attorney that a designated recipient
10 of the cemetery must be named in the event the organization goes bankrupt. The
11 Town of Mount Desert is the logical caretaker of the cemetery. The Town owns
12 several lots in their role as overseer of the poor. There are approximately 200 lots
13 for sale in the cemetery.

14
15 The cemetery is solvent. It will likely stay that way for some time.

16
17 The issue must go before Town Meeting. The documents presented were drafted
18 by Eaton Peabody Attorney Patrick Lyons.

19
20 Attorney Lyons reported that the State Statute is clear on the steps the Town must
21 take to agree to receive the cemetery in the event the Association were to
22 dissolve. The Town's legislative body is required to approve such a change. A
23 separate Purchase and Sale Agreement will be necessary to provide the Town
24 some protection regarding due diligence, title protection, and environmental
25 liability.

26
27 Attorney Lyons can assist in drafting a Town Meeting Warrant Article. The
28 Agreement will have to be recorded with the Town Clerk.

29
30 MOTION: Ms. Dudman moved, with Mr. Wood seconding, to proceed with the
31 drafting of an Article for the May 2022 Town Meeting, as presented.
32 Motion approved 4-0.

33
34 *B. Discussion of short-term rentals in the Town of Mount Desert*

35 CEO Keene and Planner Noel Musson were in attendance.

36
37 Ms. Dudman requested the issue be considered, but she believed it was the
38 Planning Board and the LUZO Advisory Committee that would oversee devising
39 and implementing any action related to the issue.

40
41 Mr. Musson suggested the first step was to consider and come to an agreement on
42 what issues the Town wants to address and then try to come up with a consensus
43 on how to address those issues.
44

1 There are two pieces to the question: a Land Use issue which involves the LUZO,
2 and a health and safety/registration issue which may involve a question of
3 licensing.

4
5 Mr. Musson noted the issue is island wide. Research will be required. Ms.
6 Dudman agreed it was a problem in other island communities. There are
7 currently no regulations in place in Mount Desert.

8
9 Mr. Musson agreed being proactive is wise. Additionally, addressing the issue
10 preemptively allows the Town to consider it without an impending problem
11 driving consideration. In addition to the other considerations stated, there will be
12 added administrative time involved in tracking the issue.

13
14 Mr. Hart wondered if there were a way to incentivize homeowners. He also
15 wondered if perhaps there were a way to increase the housing stock. Mr. Musson
16 agreed these were ideas to consider when trying to identify the problem. Mr.
17 Wood believed a review to determine homebuyers with no intention of living at
18 the property they've purchased can be accomplished. Limiting this type of
19 purchase can be legislated.

20
21 Mr. Musson noted other communities have been grappling with the issue and
22 there's some good information available that may be of use to Mount Desert. He
23 agreed to begin looking into the situation.

24
25 Ms. Dudman believed the Town's hope is to preserve a year-round community.

26
27 *C. Update Personnel policy to conform to changes in the American Rescue Plan Act.*
28 *These changes repeal our current temporary amendments*

29 Manager Lunt reported that the temporary amendments included in the Personnel
30 Policy under the Cares Act, are now being replaced by the American Rescue Plan
31 amendments. Most of it is very similar. The changes repeal the current automatic
32 work at home. It continues the two weeks' time off allowed to people in the
33 Cares Act. The American Rescue Plan Act has an end date of September 30,
34 unless it's extended or replaced by another Act.

35
36 MOTION: Mr. Wood moved, with Mr. Hart seconding, to repeal the temporary
37 amendments included in the Personnel Policy under the Cares Act, and replace
38 them with the American Rescue Plan Act, as presented.

39 Motion approved 4-0.

40
41 **VIII. Other Business**

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

43 There was no Other Business.

44
45 **IX. Treasurer's Warrants**

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

<i>Town Invoices</i>	<i>AP2175</i>	<i>6/30/2021</i>	<i>\$102,246.41</i>
	<i>AP2202</i>	<i>07/20/2021</i>	<i>\$1,209,084.69</i>
<i>Total</i>			<i>\$1,311,331.10</i>

1 MOTION: Mr. Hart moved, with Mr. Wood seconding, Approval and Signature
2 of Treasurer's Warrant as shown above, as presented.

3 Motion approved 4-0.

4
5 *B. Approve Signed Treasurer's Payroll, State Fees, & PR Benefit Warrants as*
6 *shown below:*

<i>State Fees & PR Benefits</i>	<i>AP2201</i>	<i>7/14/2021</i>	<i>\$18,210.02</i>
<i>Town Payroll</i>	<i>PR2201</i>	<i>07/09/2021</i>	<i>\$146,995.93</i>
<i>Total</i>			<i>\$165,205.95</i>

7 MOTION: Mr. Hart moved, with Ms. Dudman seconding, approval of Signed
8 Treasurer's Payroll, State Fees, & PR Benefit Warrants as shown above, as
9 presented.

10 Motion approved 4-0.

11
12 *C. Acknowledge Treasurer's School Board AP/Payroll Warrants as shown below:*

<i>School Invoices</i>	<i>#01</i>	<i>07/07/2021</i>	<i>\$145,687.43</i>
<i>School Payroll</i>	<i>#01</i>	<i>07/09/2021</i>	<i>\$59,636.44</i>
<i>Total</i>			<i>\$205,323.87</i>

13
14 ***Grand Total*** ***\$1,681,860.92***

15 MOTION: Mr. Hart moved, with Ms. Dudman seconding, acknowledgement of
16 Treasurer's School Board AP/Payroll Warrants as shown above, as presented.

17 Motion approved 4-0

18 **X. Adjournment**

19 MOTION: Ms. Dudman moved, with Mr. Wood seconding, adjournment.

20 Motion approved 4-0.

21
22 The Meeting adjourned at 6:58PM.

23
24
25
26 Respectfully Submitted,

27
28
29
30 Wendy Littlefield



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 Driver Opening
Date: July 28, 2021

With the recent transfer of one of our packer truck drivers to the highway crew, we now have an opening for a new packer truck driver. To date, no current Town employees have responded to our in-house posting of the vacancy which ends August 3rd.

Highway Superintendent Ben Jacobs and I recently interviewed Craig Ridley, a former part-time employee who is interested in the vacant packer truck driver position. He learned of the vacancy through mutual friends with some of our employees. Craig worked for us in the past, twice during April clean-up week and one summer as a packer truck helper, doing a very good job each time he was with us.

I would like to recommend Craig be hired to fill the vacant Packer Truck Driver position in the Waste Management Division of the Public Works Department. This recommendation is based on the information provided by him when we interviewed him, review of his application, his successful prior work experience with us and information obtained from background and reference checks. He presently does not hold a Class B license required to operate a packer truck with air brakes. We agreed he is to obtain his license during his probationary period, or he will be dismissed from employment with the Town. Craig said he would accept an offer of employment from us if one was offered to him and understands his appointment is contingent on being appointed by the Selectboard to the position and on his successful completion of a mandatory pre-employment physical and drug and alcohol screening. He understands the Town has an agreement with Teamsters Union Local 340.

As such, I request Craig Ridley be appointed to the vacant Packer Truck Driver position effective August 4, 2021 and, that he be appointed at the mandatory six-month probationary rate of pay of \$20.54 per hour increasing to the regular rate of \$21.62 per hour upon successful completion of his probationary period, with this appointment being subject to a current Town employee not coming forward on or before end of day August 3, 2021 with a request to be considered for the position rendering the appointment being considered here, if approved, void.

Thank you for consideration of my recommendation.

Cc. Jennifer Buchanan, Deputy Clerk
Jake Wright, Finance
Ben Jacobs, Hwy. Supt.



Mount Desert Nursing Association

COMMUNITY & HOME HEALTH CARE SINCE 1949

July 22nd, 2021

Town of Mount Desert,
Board of Selectmen
P. O. Box 248
Northeast Harbor, ME 04662

Dear Selectmen,

Your support for MDNA is without a doubt MOST appreciated and critical to our ability to serve our patients. Thank you so much for your annual contribution to our operating fund so that we may serve our town and our community neighbors with competent and caring home health care.

MDNA is the only home health agency caring for most of the patients on MDI. Every rural home health care agency is struggling to find professional staff and to afford the salaries that are now being demanded due to the shortages. We are blessed to have the support of the Town of Mount Desert. I really don't know what many of our patients when discharged from the hospital or who have chronic medical needs would do, if our nurses, physical and occupational therapists could not help them. And, our home health aides give patients the help they need to age safely at home. It is an amazing medical asset for our neighbors (and sometimes ourselves!)

Thank you once again, from all of us at MDNA.

Gratefully,

Mazzie Gogolak, President
MDNA Board of Directors

12 SUMMIT ROAD
PO BOX 397
NORTHEAST HARBOR, ME
04662-0397

TELEPHONE: 207-276-5184
FAX: 207-276-5185

WWW.MOUNTDESERTNURSING.ORG

RECEIVED

JUL 26 2021

THE TOWN OF

COMMISSIONERS SPECIAL MEETING

Learn more about **HANCOCK COUNTY** by visiting

www.hancockcountymaine.gov

The Hancock County Commissioners will meet at **8:30 a.m. on July 20, 2021** in the conference room at the county courthouse in Ellsworth, Maine. The public may attend in-person or join us through Zoom; the link is posted on the Hancock County website.

AGENDA

10:00 a.m. Commissioners' Workshop / ARP Funding

Lunch break possible at approximately 11:30 a.m.

Adjustments to / approval of agenda:

- 1. Public Comment**
- 2. Meeting Minutes:**
 - a. Approve the minutes of the July 6, 2021 Commissioners' Regular Meeting
- 3. District Attorney:**
 - a. Request approval to hire Colleen Rocker of Surry as Legal Secretary I, at Grade/Step 9B effective July 24, 2021
- 4. Emergency Management:**
 - a. Storm Mitigation Funding
- 5. Airport:**
 - a. Request approval of Airport Improvement Program #3-23-0006-052-2021 Airfield Pavement Remarketing Grant offer, and for the chair to sign
 - b. Request approval of Airport Improvement Program #3-23-0006-053-2021 Rotating Beacon Replacement Grant offer, and for the chair to sign
 - c. Request approval of Airport Improvement Program #3-23-0006-054-2021 Pavement Management Study Grant offer, and for the chair to sign
 - d. Request for per-approval for a contract with JJ Cunningham LLC 200 Woodbine Rd. Shavertown, PA in the amount of \$150,517.50 for Airfield Pavement Remarketing, [per Jacobs Engineering recommendation letter dated July 5, 2021] when contract becomes available and for the chair to sign

- e. Request for per-approval for a contract with Moulison Electric Inc. 10 Iron Trail Rd. Biddeford, Me. in the amount of \$172,700.00 for New Rotating Beacon, [per Jacobs Engineering recommendation letter dated July 5, 2021] when contract becomes available and for the chair to sign

6. Maintenance:

- a. Request approval to promote Mike Marshall from Custodian to Crew Leader effective July 10, 2021
- b. Request approval to promote Ramsey Abraham II of Ellsworth from part time to full time Janitor at Grade/Step 5C, effective July 17, 2021

7. Commissioners:

- a. LD 32 / Remote Participation in Public Meetings
- b. Finance Position / Update
- c. Covid-19 / Operational Update

COMMISSIONERS REGULAR MEETING

Learn more about **HANCOCK COUNTY** by visiting
www.co.hancock.me.us

The Hancock County Commissioners will meet at **8:30 a.m.** on **August 3, 2021** in the conference room at the county courthouse in Ellsworth, Maine.

AGENDA

Lunch break possible at approximately 11:30 a.m.

9:00: ARP Funding / K Barbee presenting / Discussion & Updates

Adjustments to / approval of agenda:

Commission Business:

1. Public Comment

2. Meeting Minutes:

- a. Approve the minutes of the July 20, 2021 Commissioners' Special Meeting

3. EMA:

- a. Recognition of CDC District Liaison Alfred J. May Jr.

4. Jail:

- a. Approval to hire Christine Newman of Ellsworth as a part time corrections officer, on call as needed with no benefits, effective August 7, 2021 at the pay rate of \$17.56 per hour, not to exceed an average of 29 hours per week
- b. Commercial Dryer Replacement / Discussion & Approval

5. Airport:

- a. Monthly report
- b. Request approval of the contract with Jacobs Engineering Group, Inc. with a maximum amount of \$81,831.93 for Engineering and Consulting for AIP-053 High Intensity Airport Beacon project task order Modification #1 and, for the chair to sign
- c. Request approval of the contract with Jacobs Engineering Group Inc. in the amount of \$69,586.00 for Engineering and Consulting for AIP-052 Remarking Airfield Pavements project and for the chair to sign

- d. Request approval to purchase four each KSP-2FP beam chairs for the airport terminal building from K-Log of Zion, IL for the price of \$2,131.72 from reserve account G-2-3010-54 TB Furniture replacement

6. UT:

- a. Monthly report

7. Maintenance:

- a. Monthly report
- b. New Accessible Entrance Project: Review of RFQ & Discussion
- c. Approve the hire of Jessica Sherburne of Franklin as part time Janitor at the rate of \$13 per hour limited to not more than 30 hours per week
- d. Request permission to go out to bid for snow removal

8. RCC:

- a. Monthly report

9. Treasurer:

- a. Approve monthly bills and warrants

10. Commissioners:

- a. Finance Position – Update
- b. COVID Update
- c. Budget
 - EMA

COMMISSIONERS REGULAR MEETING

Learn more about **HANCOCK COUNTY** by visiting
www.co.hancock.me.us
Audio recordings of the meeting are available upon request

The regular meeting of the Hancock County Commissioners was brought to order by Commissioner Clark at 8:30 a.m. on **Tuesday July 6, 2021**. Commissioner Wombacher, Commissioner Paradis, County Administrator Scott Adkins and Deputy County Administrator Rebekah Knowlton were also in attendance, as well as several Department Heads and members of the public. Due to Covid-19 social distancing requirements, the meeting was held remotely via Zoom.

Adjustments to / approval of agenda:

MOTION: make adjustments to Airport item 3b to add accept the resignation of Kenneth Evenson and approval to advertise for Airport Maintenance position (Clark/Paradis 3-0, motion passed)

MOTION: remove item 6 d from agenda. (Clark/Paradis 3-0, motion passed)

MOTION: Move to approve the amended agenda as presented. (Paradis/Wombacher 3-0, motion passed)

Public Comment: none

Meeting Minutes:

MOTION: Move to approve the minutes of the June 15, 2021 Special Meeting as presented. (Paradis/Wombacher 3-0, motion passed)

Airport:

MOTION: Move to accept and file the Airport Manager's report as presented in his memo dated 6/25/21. (Paradis/Wombacher 3-0 passed)

MOTION: Move to hire Kenneth (Frank) Evenson of Amherst as full time airport maintenance at Grade 7 Step C, effective June 26, 2021 (Paradis/Wombacher 3-0, motion passed)

MOTION: Move to accept the resignation of Kenneth (Frank) Evenson of Amherst effective July 1, 2021 (Paradis/Wombacher 3-0, motion passed)

MOTION: Move to approve advertising for a full time Airport Maintenance employee as recommended by the Airport Manager. (Paradis/Wombacher 3-0, motion passed)

MOTION: Move to approve and sign the consent of the Sub-lease between Columbia Air-BHB and Hyannis Air Services, Inc., dba Cape Air, dated June, 1, 2021 as presented. (Paradis/Wombacher 3-0, motion passed)

MOTION: Move to approve and authorize the Chair to sign the MOU between Hancock County Bar Harbor Airport and the Town of Trenton Fire Dept. for Lead Airport Rescue Firefighter Airport Coverage as presented. (Paradis/Wombacher 3-0, motion passed)

District Attorney:

MOTION: Move to approve and sign the Sheriff's, Chief Deputy's, and Patrol Deputies' Bonds all dated May 5, 2021 as presented. (Paradis/Wombacher 3-0, motion passed)

The DA's office currently employs two Legal Secretary I positions and two Legal Secretary III positions. DA Foster requested that the Commissioners approve making one of the existing Legal III positions (which is currently vacant) a Legal I position. Administrative Assistant Michelle Potter explained that the job descriptions for the Legal Secretary positions- I, II, and III- are out of date and do not accurately represent the job duties. Commissioner Clark suggested that the DA's office have a Legal Secretary job title and a Clerk job title, rather than multiple Legal Secretary job titles. Commissioner Paradis said he'd like to see the DA present the office structure that he envisions. He said he was willing to approve the request with the understanding that the issues with the office structure and job descriptions be addressed. DA Foster said he would update the job descriptions and bring them to the Commission for review within the next month.

MOTION: Move to approve to hire for a Legal Secretary I position rather than Legal Secretary III as requested by the District Attorney. (Paradis/Wombacher 2-1 motion passed, Clark opposed)

Commissioner Clark did not agree with approving this today and said by doing so the issues will not be appropriately addressed in the future.

ARP Funding Presentation / K. Barbee, Barbee Business Services / Rules & Opportunities Discussion

The Commissioners reviewed the document prepared by Kitty Barbee outlining eligible uses of ARP funds. After discussion they agreed to add an ARP page to the County website with a method of gathering public comment. The Commissioners will hold a workshop during the July 20 meeting; it is expected to be the first of several. Barbee will work with CA Adkins to develop a process to manage the ARP funds and present it to the Commission during the next meeting.

Jail:

MOTION: Move to approve the promotion of Blake Morey to full time Corrections Officer at pay grade 9A with full benefits, effective July 10, 2021 as requested. (Paradis/Wombacher 3-0, motion passed)

MOTION: Move to extend Corrections Officer Michael Butters working out of classification for another 30 days, effective July 3, 2021 as recommended. (Paradis/Wombacher 3-0, motion passed)

MOTION: Move to approve Corrections Officer Ernest Fitch working out of classification, effective July 3, 2021, following the guidelines set by the current union agreement as recommended. (Paradis/Wombacher 3-0, motion passed)

UT:

MOTION: Move to accept and file the UT Director's report as presented. (Paradis/Wombacher 3-0, motion passed)

MOTION: Move to approve and sign the Solid Waste Agreement for T10SD with the Town of Cherryfield as presented. (Paradis/Wombacher 3-0, motion passed)

MOTION: Move to approve and sign the Solid Waste Agreement for T7SD with the Town of Steuben as presented. (Paradis/Wombacher 3-0, motion passed)

MOTION: Move to approve and sign the Fire Suppression & Emergency Response Agreement for Fletcher's Landing (T8SD) with the City of Ellsworth as presented. (Paradis/Wombacher 3-0, motion passed)

Maintenance:

MOTION: Move to accept and file the Maintenance Director's report as presented in his memo dated June 30, 2021. (Paradis/Wombacher 3-0, motion passed)

MOTION: Move to accept the resignation of Janitor Gary Brooks, effective June 25, 2021. (Paradis/Wombacher 3-0, motion passed)

MOTION: Move to reclassify the custodian position as Crew Leader, step 8, and approve the job description as presented, as proposed and recommended. (Paradis/Wombacher 3-0, motion passed)

MOTION: Move to approve the removal of Nicholas Jewett from the County payroll. (Paradis/Wombacher 3-0, motion passed)

RCC:

MOTION: Move to accept and file the RCC Director's memo as presented. (Paradis/Wombacher 3-0, motion passed)

MOTION: Move to accept the resignation of RCC Dispatcher Anastasia Dayhoff-Osage, effective June 20, 2021. (Paradis/Wombacher 3-0, motion passed)

MOTION: Move to approve the upward transfer of Legal Secretary III Lilianna Nevells to RCC Dispatcher at step 9A, effective July 3, 2021 as requested (Paradis/Wombacher 3-0, motion passed)

IT:

MOTION: Move to remove Christopher Grindle from the County payroll. (Paradis/Wombacher 3-0, motion passed)

Treasurer:

MOTION: Move to approve the Treasurer's Warrants as presented. (Paradis/Wombacher 3-0, motion passed)

The Treasurer's memo listed the following:

June GF, Airport and Jail Payroll Warrants #21-21, #21-22, #21-23, and #21-24, in the aggregate amount of \$384,770.72;

June GF, Airport and Jail Expense Warrants #21-33, #21-34, #21-35, #21-36, #21-37, and #21-38 in the aggregate amount of \$668,714.66;

June UT Payroll Warrants #21-48, #21-49, #21-50, and #21-51, in the aggregate amount of \$1,097.99;

June UT Expense Warrants #21-23 and #21-24 in the aggregate amount of \$3,200.30

County Administrator

Commissioners' Budget Caucuses-

The Commissioners reviewed the process for holding the caucuses for the open Budget Advisory Committee seats.

Hearing Date Scheduled FYI: Schwartz & Me Business Retreat v. Sullivan, Town of / Abatement Appeals-

The County's attorney advised that a 60 day extension would be prudent, given the fact that a recent abatement appeal decision by the Commission involving the Town of Sullivan is being reviewed by Superior Court. The Commissioners agreed to ask the applicants if they were agreeable to a 60 day extension.

Update / Finance Position Posting-

CA Adkins reported that at this point there are no updates.

Commissioners:

Discussion on Covid-19 Procedures-

The Commissioners agreed to meet in-person for the July 20 meeting. The meeting will be held in a hybrid method; the public may attend either in-person or via Zoom.

Discussion on not meeting the day after a holiday-

The Commissioners agreed that future meetings that fall on a Tuesday directly following a holiday will be held on the Wednesday of that week.

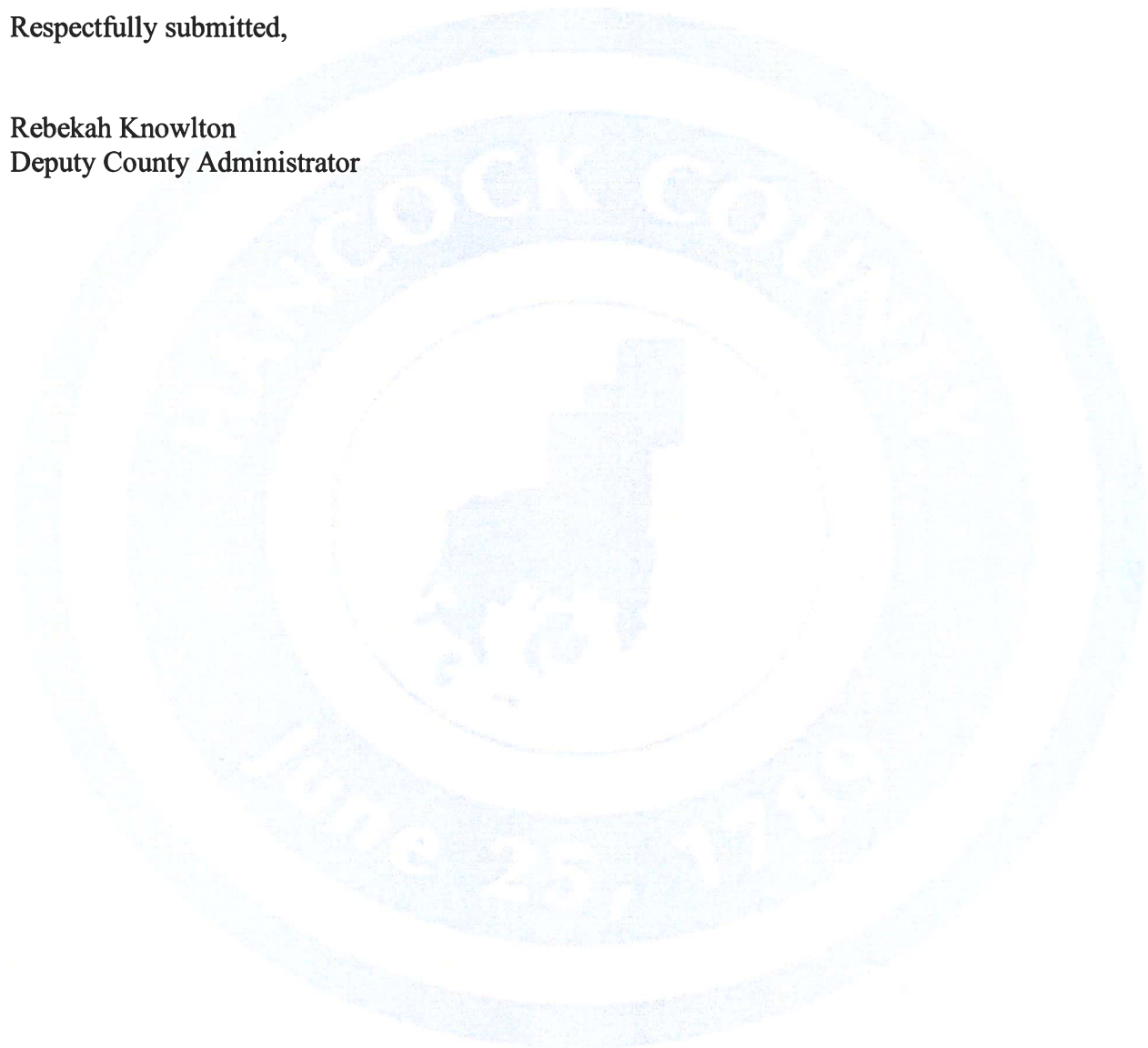
MOTION: Move to go into executive session as permitted by 1 MRSA §405 6(A) for an exempt employee evaluation. (Paradis/Wombacher 3-0, motion passed)

Time in: 11:15 am
Time out: 11:29 am

MOTION: Move to adjourn. (Paradis/Wombacher 3-0, motion passed)

Respectfully submitted,

Rebekah Knowlton
Deputy County Administrator



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 29, 2021

DESCRIPTION OF WASTE:

Municipal Solid Waste from the below MRC communities/facilities will bypass residential municipal waste back to PERC **from Monday, August 2nd until August 31st**. The remaining MRC communities/facilities (not listed) below will continue to deliver to Crossroads in Norridgewock with no change in August.

BYPASS PERIOD

FROM: August 2, 2021
TO: August 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 counterparties.

Alton
Bangor
Bar Harbor
Blue Hill/Surry
Bradley
Brewer
Brownville
Bucksport
Burlington/Lowell
Carmel
Castine
Central Penobscot
Cherryfield
Chester
Clifton

Dedham / Lucerne
Dixmont
Dover - Foxcroft
Eddington
Franklin
Hampden
Holden
Hudson
Lee
Levant
Mariaville
Mattawamkeag
Millinocket
Milo
MDI/ EMR communities

(Tremont, Trenton, Cranberry
Isle, Frenchboro, SW Harbor,
Mount Desert)

Northern Katahdin SW
Orono
Otis
Pleasant River SWD
Sherman
Sorrento
Springfield
Steuben
Sullivan
Swan's Island
Union River
Verona Island

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

Maggie Hays
President
Bill Roberts
Vice President
Gary Madeira
Treasurer & Secretary
John Boynton
Nominating



Matthew Baird
Jim Green
Will Hudson
Ned Nalle
Chris Reece

MISSION

Section I.1. The Mission of the SRA/TMD is to provide an effective means of communication between the summer residents and the Town Leadership on issues that concern the current and future well-being of the Town. The Board of Directors of the Corporation seeks to represent the views of the summer residents and to keep them informed of, and involved in, the Town planning process on current and future issues.

Section I.2. SRA/TMD seeks to be the timely and constructive voice of the summer residents with the Town government, working closely with the Town leaders to preserve and protect the unique character, culture, environment, and quality of life of the town, through both a voice and financial contributions to further the mission of the Summer Residents Association.

Annual Members Meeting Agenda and Minutes

5:00 pm, Wednesday, July 21, 2021 Town Hall Meeting Room, Northeast Harbor, 26 members in attendance.
Board members: Maggie Hays, Jim Green, Chris Reece, Gary Madeira, Ned Nalle

Welcome Remarks, Maggie Hays and Moderator, Jim Green

5:05 pm, Treasurer's report: Gary Madeira

Gary reported a 30% increase in membership (we went from 178 members last year to 228 this year; almost all of that number is reinstated members with 3-4 new members) and Jim noted that owning property, paying taxes but not having a vote in town means that having a voice and part in the SRA for a \$25 annual membership fee is the best bang for the buck around.

Gary summarized the final disbursement of the Covid funds, after fees and a \$10,000 donation to the Chamber of Commerce (as a thank you for its help in vetting qualified businesses), the final amount of \$31,000+ was donated to the Bar Harbor Hospital with a restricted use for Covid relief.

5:10-5:25 pm, Christie Anastasia, ANP Public Relations: Storm Damage and repairs, Park Update

Christie spoke first about the record-breaking storm on June 9. The micro-bursts of rain, never seen before in recorded history in the park, brought the stream gauge up from a normal average of 1.5 to 2 feet to over 10 feet. The damage was extensive with more than 10 miles of carriage roads being stripped of 2-3 layers of gravel and packed sand. At this time, the carriage roads have been repaired and stabilized enough that all but part of Around the Mountain are reopened. Work on the Eagle Lake loop had to be delayed as workers needed to be moved to assessing the bigger problem: the gravel and silt that was moved by the intense rain

has run into the streams and wetlands. They have a rough idea of how much was moved based on the amount of materials replaced (this amount was not given). This situation has larger implications for wildlife and plant-life, but the park is still assessing it and trying to determine how to fix it.

With emotion, Christie relayed the heartbreaking damage and total destruction of the Maple Springs Trail. Only one anchor rock remains of the original, historic trail. One of the oldest trails in the park, the middle section was completely destroyed, and the park service is at a loss to even begin to consider if or how to reconstruct it.

Christie moved on to talk about this year's "park popularity", a fancy phrase for congestion. Visitation is up 47% for June and if this continues to track, Acadia could reach 4.4 million visitors this year (1 million more than our average, keeping last year as an outlier because of Covid). The park is always on the top ten list of most visited parks and a bump in number like this could move the park from the number 7 spot to the number 4 spot. However, since all the top ten parks are experiencing similar influxes of visitors, it is likely the numbers will increase but our spot on the top ten list will remain the same.

Christie noted that the new reservation system at Cadillac mountain is working beyond expectations. The number of cars allowed equal the number of parking spots and the entire experience (for \$6) is a pleasant one. An added benefit is that the park has not had to close the road once and accidents have been almost non-existent.

Christie then moved on to alerting the group about the American Aquafarms Frenchman Bay Project. This Norwegian based company is proposing 16 football fields worth of salmon pens in currently untouched Frenchman's Bay. There is notable opposition among many groups and ANP services has asked to be kept closely in the loop because, though the pens would not be in the park boundaries, the closest point would be only 2000 feet from a park boundary. The park is not putting up the signs you may be seeing popping up all over the island; but is not supportive of the plan. A member asked who makes the decision on whether this project moves forward. The answer is the Department of Marine Resources at the state and federal level. The link below will direct you to many articles on the project.

<https://frenchmanbaypartners.org/aquaculture-and-frenchman-bay/american-aquafarms/american-aquafarms-frenchman-bay-project-media-and-information-links/>

Christie Anastasia can be reached at Christie_Anastasia@nps.gov

5:25-5:40 pm, Tony Smith, Public Works Director: Main Street Project

Tony expressed disappointment at the delay of the project and summarized the issue as being a backlog caused by unsigned easements. The issue has been resolved and the last easement has been signed. All bids had to be resubmitted and new companies brought on board, but all this has been accomplished and Versant and its subs are on board and ready to start work in October. RF Jordan could not proceed with their part of the project because Versant could not move forward; they will continue in October as well.

Tony brought up the puddles forming all over Main Street after all the rain and wanted everyone to know they are all being addressed in the final phase of the project. He also confirmed the curbs would be brought to a normal height when the final paving/ grading of the street takes place. The parking lot at the end of the street, near Knowles, needs a final layer of paving and will be completed. Its net gain of spots will be +1, plus 2 Electric vehicle charging spots. The pop-up park in front of 123 is planned to be completed in the final phase as well. This park will be made of pavers, different from the road material, to delineate where two-way traffic

ends and one-way traffic begins on Main Street during the high season. It will be level with the road so in the off season it can be plowed. In the high season it will be cordoned off with barriers and planters to create an outdoor park and eating space. The town will provide picnic tables and will maintain the planters (hoping A.C. Parsons will be responsible for them) and garbage, being sensitive to the fact this park is in front of a business.

Tony noted his disappointment at the current landscaping company's attention to the projects on Main street and has given them a deadline to get their act together or he will contract another group at their expense.

A note on the utility poles: Tony is aware that many do not like them but relayed that they were chosen by a committee that represented different groups in town. He assured the group they will become invisible as time passes and that pursuing replacing or changing them would be inadvisable as all of Versant's work / conduit size, etc. will be upended by a change as it is all based on the current size of the selected poles. Adjustments are being made to the location of one of the poles planned for John Boynton's property and other adjustments had to be made for a new building on Main Street that was built too close to the road and directly under the new wires.

5:40-5:55 pm, Kathy Miller, MD 365: New Housing NEH

Kathy started her presentation by reminding the group that MD365 was formed in 2017 to address concerns of local businesses raised by the cruise ship controversy. Rather than bringing in more tourists on cruise ships, they looked to increasing the year-round population of town of Mount Desert, starting in Northeast Harbor. Kathy reminded us that MD365 is here for the Town of Mount Desert, not the island (at this point) and that is why it is not MDI365. MD365 took the goals of the 2009 Town Comprehensive Plan and the 2012 Urban Land Institute report recommendations to start planning how to bring back a year-round population and revitalize the economy.

Over the last several decades, there has been a shift of homes in Northeast Harbor being sold from year-round families to seasonal residents, and new year-round families moving to Pretty Marsh, Somesville or off-island, where housing prices are more affordable. As a consequence, the school population has dwindled, and local businesses suffer as the year-round population disappeared. Currently, another issue affecting the ability of year-round residents finding housing on the island is the trend of year-round homes being converted to vacation rentals. Families and students cannot find year-round rentals as many are being sold out from under them. She noted things are out of balance and that year-round families cannot afford to live near here is the root of the problem.

MD365 is working on developing three lots of land on Summit, Manchester and Neighborhood roads to address the housing issue. They are staying within the bounds of the town zoning rules and asking for no special considerations. They are planning to build year-round housing affordable to families earning up to \$121,000 per year. A member asked for a definition of workforce housing and Kathy's reply was that the rules around purchasing these houses are the families earn a combined income up to \$121,000, are pre-approved to finance a home, that the homes are their primary, year-round domiciles, they cannot be rented as vacation rentals and that any future sale stays within the same limitations. The hope is to create small pocket neighborhoods of year-round families. Their initial plan for the corner of Manchester and Neighborhood Roads is for 6 single family residences that are sustainably built, environmentally friendly and affordable to run. The homeowner can choose the style and color etc. so that like a regular neighborhood, each house has its own character. In answer to a member's question: To keep costs in keeping with what these families can afford, the homes would have 2 parking spaces each, but no garages.

A question came up about why the homes couldn't be built on Town land between Sargeant Drive and NEH and this was a question Kathy did not have an answer; but offered to follow up on. But the current thinking is that building further out of the town center will be more expensive because there are no town services like sewer and water, so wells and septic systems will have to be a part of each plan. A secondary consideration is that these homes are also hoping to attract consumers for NEH businesses. Building in town makes it more likely people will shop in town. Kathy reiterated that nothing has been set in stone and they are considering all options. Local contractors came in with building estimates too high for average family incomes, so MD365 realized the only affordable option was to work with a modular home builder. They, MD365, have high standards and want homes that will blend in with the area, so they have not arrived at design choices they can show yet. A member asked whether it needed to be six homes on the lot in question, or if it could be less. Kathy's response was that the demand is there, and the land is there so while it is not being ruled out, it felt like the right thing to do would be to offer the most homes to families in need of them, while working within town ordinances. Another member asked the question differently; inquiring as to how many homes in total could be built on the three lots on Neighborhood Rd. if they were completely maxed out, while keeping with town ordinances. The answer was 16.

Another question from a member was: What is the fate of the Harvey Heel House? MD365 would like to keep the house and maintain the character of the neighborhood. They do not plan to renovate but rather to offer it at a much lower price point to a family that has the desire to renovate. It would still have all the same restrictions as the new construction homes in terms of ownership, rental and resale.

Other MD365 initiatives are bringing Broadband to town, an update on the completion and use of the new building on Old Firehouse Lane and the continuation of the Business Bootcamp Series.

The Broadband Committee is working to bring town-wide fiber-optic broadband and has sent out surveys. If you are a homeowner and have a few minutes to complete it and send it back, it would be appreciated. The more data, the better. There will be a public hearing on July 27th in the Town Hall Meeting Room to discuss the pros and cons and how to move forward. MD365 is working hard with the town committee on trying to get all the moving parts in order so the town can be shovel-ready to access any available state or federal funds.

The new building on Old Firehouse Lane is complete with the exception of landscaping. This cannot be completed until the Main Street project is completed. The building houses the Maine Seacoast Mission, MD 365 offices and two rental apartments. MD365 is sharing its conference room space with other local groups, like the Chamber of Commerce, for board meetings etc. The building is fossil fuel free as well.

The Business Bootcamp: An every-other year proposition, this is a highly successful and popular skill development program run for local businesses by MD365 at the NEH Library. In addition, at the end of the skill development program, there is a pitch competition at The Neighborhood House and winners are awarded prize / grant money totaling \$10,000. MD365 is in the planning stage of the next program for November 2021.

Kathy Miller can be reached at kmiller@mountdesert365.org or 276-0555.

5:55 pm, Other business

None.

6:00 pm, Adjournment

Our next meeting will be on Wednesday, August 18, 2021. Please watch for details.



NEWSLETTER

Municipal Review Committee | 20 Godfrey Dr., Ste 213 | Orono, ME 04473 | www.MRCMaine.org

ISSUE 22.1 | July 2021

DTE Purchase of Hampden Facility

MRC Executive Director Michael Carroll has been hitting the road and attended several town council, select board and city council meetings over the past few months both in-person and virtually describing the status and the path forward to reopening the plant with Delta Thermo Energy, the buyer. To keep all members apprised of the latest regarding the sale, as of now, DTE reports that it is awaiting final documentation on the financing. The bondholders and the MRC need those documents to determine that there is sufficient capital to close this sale, and for DTE to be able to operate the plant going forward.

As we understand it, DTE is looking to negotiate a deal that benefits everyone, but there are hurdles. Because of this delay, we hope the closing will be in 30-60 days if the bondholder trustee is satisfied with the financing arrangements made by DTE. Even if we received all the papers tomorrow, the bondholders' legal team, as well as our own, still must review them. This is a multi-faceted, complicated process with a lot at stake for all of us. Once the bondholder trustee and the MRC are confident that DTE has the capital to open and operate the plant, the courts will need to approve the sale and the receiver will execute it.

Just a reminder that the MRC is not selling the plant. There have been conflicting media stories that have lacked context regarding this fact. The MRC has been working with the bondholders trustee and counsel on near constant basis to be informed about the status of the plant and its sale.

Our next regular Board of Directors meeting is scheduled for July 28 at 10 AM following the Finance Committee meeting at 9 AM. This is our regular business meeting to provide updates on a range of topics. With that in mind, we have invited DTE CEO Rob Van Nardeen to a virtual Town Hall meeting on Thursday, August 5 at 11 AM to provide a focused update on the financing status and reopening the plant.

If there are any updates between now and our regular board meeting we will be sure to notify our members. Sign up for our Constant Contact emails if you haven't already. We appreciate your support and patience.

UPCOMING MEETINGS

Regular Board Meetings Schedule for 2021

July 28

Finance Committee: 9 AM

Board Meeting: 10 AM

Location: TBD

August 5

Town Hall Meeting: 11 AM

Location: Zoom

October 27

Finance Committee: 9 AM

Board Meeting: 10 AM

Location: TBD



PLASTIC BAG BAN

As of July 1, 2021, Maine retailers are no longer allowed to give out single-use plastic bags or polystyrene foam disposable food containers in most cases.

Thank you Cathy Conlow!

We wanted to add our name to the list of many who are wishing Cathy Conlow well on her next role as the Executive Director of the Maine Municipal Association. Cathy has been an involved leader supporting our organization through difficult times in the past 11 years and all while remaining steadfast to our mission of affordable, environmentally sound disposal of MSW in the long-term. While she serves on the board from our largest member, she never forgot the importance of regional collaboration for members from all sizes while serving as a Board member. We thank you, Cathy for your commitment and leadership to the MRC and look forward to working with you in your new role at MMA!



MRC

Governor Mills signs Extended Producer Responsibility (EPR) bill into law

The law's intention is to encourage producers to use more recycling material and more easily recyclable material by charging packaging producers for costs of disposing nonrecyclable packaging material. The fees collected would go to a Maine DEP contracted stewardship organization and used to fund local recycling and waste management initiatives. The devil is in the details though and the MRC will closely follow the rulemaking process at Maine DEP to provide comments on how the law will impact the Hampden plant operations under the new owner.



MRC at Waste Expo

Longtime MRC consultant George Aronson spoke at Waste360's 2021 Waste Expo on June 20 on the What's New with Mixed Waste panel. He brought national attention to the Hampden facility and outlined how and why we are at the stage we're at. The PowerPoint presentation is available on our website under our Document Library. Check it out if you have time!

ABOUT THE MRC

The Municipal Review Committee (MRC) is a non-profit association of Maine communities led by an elected, volunteer board of directors. 115 members have joined together to ensure the affordable, environmentally sound disposal of MSW in the long-term and send their MSW to the facility in Hampden for processing.

Visit www.mrcmaine.org or contact Mike Carroll at 207-664-1700 or execdirector@mrcmaine.org to learn more about the Municipal Review Committee and to add your name to our email contact list.

ARE YOU ON SOCIAL MEDIA?



MRC regularly sends updates and announcements by email to those who have signed up for our alerts. We have active Facebook and Twitter accounts where we share articles and post about events and interact with members. Make sure to "like" or follow us through your town's accounts too! **Also, we're on YouTube!** Please subscribe and hit that notification bell so that you don't miss any of our uploads!

Jennifer M. Buchanan

From: Andrew Sankey <ema@hancockcountymaine.gov>
Sent: Friday, July 30, 2021 10:57 AM
To: town manager; hancocktownclerk@hancocktownoffice.com; rob.wilpan@sorrentomaine.org; winterharbortown@myfairpoint.net; Jennifer M. Buchanan
Cc: Andrew Sankey; Fuchs, Anne P; Petley, Naomi M; Andrew Braley; wnemadirector@washingtoncountymaine.com; Andrew Sankey
Subject: June 9 2021 Storm Declaration Determination- follow-up, 30 July 2021
Attachments: HCEMA 6.9.21 Damage Assesment Determination.pdf

You don't often get email from ema@hancockcountymaine.gov. [Learn why this is important](#)

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 morning.

In light of the previously shared determination (below, attached) I requested yesterday, June 29, that MEMA please review its criteria, both financial and administrative, to provide assurance that damages sustained in our communities did not meet the criteria for seeing Governor Mills request a federal disaster declaration. While there is no formal "appeal" process, given the firsthand, documented evidence of the damages to infrastructure following the storm, the magnitude of the ensuing debris removal and requisite timeline for doing so, as well as the likely costs to restore the same, I feel it necessary to be certain we have fully explored and/or exhausted all avenues of seeing possible financial relief for which we may be eligible fully determined.

The basis for this request is found in the language of the Stafford Act, §44 CFR 206.48 that provides for the positive determination of a declaration due to the rural locales and consequences to its infrastructure (damages to roads, bridges, etc.) and mitigation, amongst other considerations—even if the financial thresholds of eligibility are not met. Given our local circumstances and expenditures in the aftermath of the June 9th storm, I believe this determination should be reconsidered and we, combined with Washington County, be deemed eligible for a disaster declaration to assist us with the necessary financial relief being sought.

I will follow up with you accordingly and ask that you please retain your expense records and all other supporting documentation relating to the June 9 storm. If interested, you'll find §44 CFR 206.48 here: <https://www.govinfo.gov/content/pkg/CFR-2013-title44-vol1/pdf/CFR-2013-title44-vol1-sec206-48.pdf> General information as to the disaster declaration process can be found here: <https://www.fema.gov/disaster/how-declared> Thank you.

Respectfully,
Andrew.



Andrew X Sankey, Director

Hancock County Emergency Management Agency
50 State Street, Suite 4
Ellsworth, Maine 04605
(207) 667-8126 Office
(207) 667-1406 Fax
ema@co.hancock.me.us

Good afternoon,

We are relaying notification from the Maine Emergency Management Public Assistance Officer that the June 9th storm did not meet the threshold for a disaster declaration. Please see the official notice via attached letter.

If you have any questions regarding this determination, please reach out to the State Public Assistance team at Maine Emergency Management.

Thank you.



Andrew Braley, NRP
Deputy Director
Hancock County Emergency Management
50 State Street, Suite 4, Ellsworth ME 04605
Office: 207-667-8126
Cell: 207-460-5158



STATE OF MAINE
 JANET T. MILLS
 GOVERNOR
 MAJ GEN DOUGLAS A.
 FARNHAM
 COMMISSIONER

STATE OF MAINE
 DEPARTMENT OF DEFENSE, VETERANS AND
 EMERGENCY MANAGEMENT
 MAINE EMERGENCY MANAGEMENT AGENCY
 72 STATE HOUSE STATION
 AUGUSTA, MAINE 04333-0072
 PHONE: 207-624-4400/800-452-8735
 FAX: 207-287-3178



PETER J. ROGERS
 DIRECTOR

Andrew Braley
 Hancock County EMA
 50 State St. # 4
 Ellsworth, ME 04605

July 27, 2021

via email

RE: 6/9/2021 Flash Flood Damage Assessment Submission

Dear Mr. Braley,

On June 21st, Maine Emergency Management Agency received the final of four damage assessment submissions for the June 9, 2021 flash flood event in Hancock County. Damage Assessments were reviewed for the towns of Gouldsboro, Hancock, Mount Desert, Sorrento and Winter Harbor for a total of \$139,990 in damage expenses. We are writing to notify you that, while we are grateful to have partnered with you through this event, we unfortunately will not be able to pursue a disaster declaration for the June 9th flash flood.

In order for the state to be able to move a disaster declaration request forward a minimum damage threshold must be met between both county and state entities. Based on our review of the supplied documentation we will not be able to move a request forward as damages fell short of the minimum damage threshold established for both Hancock County and the State of Maine.

Government Entity	Total Damages	Minimum Damage Threshold	Final Threshold Determination
Hancock County	\$139,990	\$211,686	<i>Threshold Not Met</i>
State of Maine	\$215,734	\$2,058,960	<i>Threshold Not Met</i>

If we can supply any further information on damage assessments or the Public Assistance program, please don't hesitate to reach out. We are happy to assist you with any questions you may have.

Sincerely,

Naomi Petley
 Public Assistance Officer
 Maine Emergency Management Agency

Jennifer M. Buchanan

From: David Loeb <davidloeb@earthlink.net>
Sent: Tuesday, July 20, 2021 5:21 PM
To: Durlin Lunt
Cc: Jennifer M. Buchanan
Subject: Jennifer Buchanan

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.

Mr. Lunt,

I am sure I am not telling you something you don't already know in saying that you are quite lucky to have Jennifer Buchanan on your team. Jennifer has helped me with a number of issues over the past year and has always done so capably, completely and politely. It is great to deal with someone who knows her stuff but exceptional to work with someone who is really nice about it.

Last summer and fall, when my wife and I were far away and unable to get back to Maine, Jennifer facilitated our absentee voting, first helping us file party affiliation and then obtain primary ballots; then in the fall, when my wife was quite ill, helping us get ballots for the general election.

Today I got my septic tank pumped but it did not have the desired effect. On the advice of my plumber who thought there might be two septic tanks, I called the town office, where Jennifer answered, asking if she could tell me if there were any documents in the files that might show where the septic tank was and whether there were two. Jennifer quickly found the 1991 application for a tank, despite it not showing the house number, and a detailed diagram showing where everything is. This was extremely helpful. Even better, she scanned the documents and was able to email them to me. Now I can get my second tank pumped (hoping for a volume discount!) and hopefully get my pipes to drain as they should.

And through this process, Jennifer was polite, efficient and funny. I need humor these days.

Jennifer is a credit to the town and all of us in the town are lucky to deal with her.

David

David Loeb
36 Beech Hill Cross Road
(207) 244-0649

From: Jennifer M. Buchanan <deputyclerk@mtdesert.org>
Sent: Tuesday, July 20, 2021 4:16 PM
To: David Loeb <davidloeb@earthlink.net>
Subject: RE: Septic

Hi David,

Septic paperwork from your file.

Jen



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: DOT Bridge Inspection Report
Date: July 29, 2021

Enclosed is a copy of DOT's inspection of the Brookside Road Bridge located in Somesville off Route 102. We made several improvements to the bridge in 2016, some identified by DOT in a prior inspection report and some we identified.

The one deficiency identified in this current report is the need for guardrail, approximately 70-linear feet in total. We have attempted to hire a company specializing in guardrail installation to do the work over the last two years without any luck. We can't even get a company representative from any of the companies we have contacted to visit the site and review the work with us. They are all very busy and this work is not large enough for them to do.

Based on the above, we are going to install the guardrail ourselves later in the fall and, hopefully, with a full staff. In my opinion, based on the use of the bridge, the extremely slow speeds people use when crossing it and the number of trees and stumps at each end of it, we can wait until the fall.

Enc. DOT Inspection Report - Somes Pond Bridge #0465



STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
16 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0016

TS
Res'd
7-26-2021

Janet T. Mills
GOVERNOR

Bruce A. Van Note
COMMISSIONER

July 22, 2021

Municipality of Mount Desert
P.O. Box 248
Northeast Harbor, Maine 04662

RE: Somes Pond Bridge #0465

Dear Municipal Officials,

Enclosed is a copy of the 2020 Bridge Inspection Report for the bridges above that have identified deficiencies or preventative maintenance issues that should be addressed by the Town. Listed below is an itemized list of the deficiencies.

Somes Pond Bridge #0465

- Approach guardrail is required to ensure safety.

The bridge and guardrail deficiencies should be addressed as soon as practical to ensure continued safe use of the bridge. Neglect of these deficiencies may result in a diminished function of the bridge through load posting or even closure.

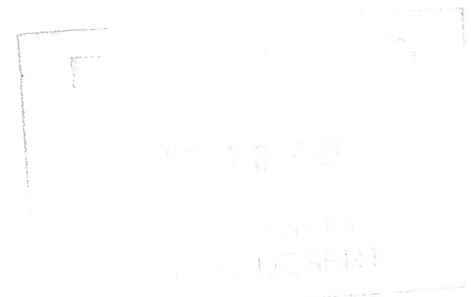
Due to local bridge legislation, effective July 1, 2001, there is no longer a funding mechanism for the bridge, which is considered a Minor Span on a Town Way. The Department will inspect the bridges again in 2022. If you have any questions, do not hesitate to contact me at 624-3246.

Sincerely,

Ronald W. Taylor, P.E.
Assistant Bridge Maintenance Engineer

Enclosures

cc: Road Commissioner
Chester Kolota of MDOT's Results and Information Office.
file



Highway Bridge Inspection Report

BR# 0465

SOMES POND

TW (CEMETERY ACCES

Over

SOMES POND OUTLET

Town:

Mount Desert



Inspection Date: 11/18/2020

Inspected By: Dyer, Ken

Inspection Type(s): Routine

National Bridge Inventory

Status: 2 - FO

Bridge Name: SOMES POND

Sufficiency Rating: 22.7

Inspections

(90) INSPECTION DATE	& (91) DESIGNATED INSPECTION FREQUENCY	24	11/18/2020
(92) CRITICAL FEATURE INSPECTION	& (93) CFI DATE		
(92A) FRACTURE CRITICAL DETAIL		N	
(92B) UNDERWATER INSPECTION		N	
(92C) OTHER SPECIAL INSPECTION		N	

Identification

(1) STATE CODE	231 - Maine
(8) STRUCTURE NUMBER	0465
(5) INVENTORY ROUTE	
(5A) RECORD TYPE	1: Route carried "on" the structure
(5B) ROUTE SIGNING PREFIX	5 - CITY STREET
(5C) DESIGNATED LEVEL OF SERVICE	0 - None
(5) INVENTORY ROUTE	0
(5) INVENTORY ROUTE	0 - NOT APPLICABLE
(2) HIGHWAY AGENCY DISTRICT	04 - Eastern
(3) COUNTY CODE	009 Hancock
(4) PLACE CODE	47630
(6) FEATURES INTERSECTED	SOMES POND OUTLET
(7) FACILITY CARRIED	TW (CEMETERY ACCES
(9) LOCATION	.1 MI WRT 102
(11) MILEPOINT	0.080
(12) BASE HIGHWAY NETWORK	Inventory Route is not on the Base Network
(13) LRS INVENTORY ROUTE, SUBROUTE	
(13A) LRS INVENTORY ROUTE	0000900522
(13B) SUBROUTE NUMBER	00
(16) LATITUDE	44.36142
(17) LONGITUDE	-68.33594
(98A) BORDER BRIDGE CODE	
(98B) PERCENT RESPONSIBILITY	0
(99) BORDER BRIDGE STRUCT NO.	n/a

Structure Type and Material

(43) STRUCTURE TYPE, MAIN	
(43A) KIND OF MATERIAL/DESIGN	1 - Concrete
(43B) TYPE OF DESIGN/CONSTR	01 - Slab
(44) STRUCTURE TYPE, APPROACH SPANS	
(44A) KIND OF MATERIAL/DESIGN	0 - Other
(44B) TYPE OF DESIGN/CONSTRUCTION	00 - Other
(45) NUMBER OF SPANS IN MAIN UNIT	1
(46) NUMBER OF APPROACH SPANS	0
(107) DECK STRUCTURE TYPE	2 - Concrete Precast Panels
(108) WEARING SURFACE/PROTECTIVE SYSTEMS	
(108A) WEARING SURFACE	6 - Bituminous
(108B) DECK MEMBRANE	0 - None
(108C) DECK PROTECTION	0 - None

Age of Service

(27) YEAR BUILT	1950
(106) YEAR RECONSTRUCTED	2016
(42) TYPE OF SERVICE	
(42A) TYPE OF SERVICE ON BRIDGE	1 - Highway
(42B) TYPE OF SERVICE UNDER BRIDGE	5 - Waterway
(28) LANES	
(28A) LANES ON THE STRUCTURE	01
(28B) LANES UNDER THE STRUCTURE	00
(29) AVERAGE DAILY TRAFFIC	56
(30) YEAR OF AVERAGE DAILY TRAFFIC	2016
(109) AVERAGE DAILY TRUCK TRAFFIC	5
(19) BYPASS DETOUR LENGTH	100

Geometric Data

(48) LENGTH OF MAXIMUM SPAN (ft.)	17
(49) STRUCTURE LENGTH (ft.)	18
(50) CURB/SIDEWALK WIDTHS	
(50A) LEFT CURB SIDEWALK (ft.)	1
(50B) RIGHT CURB SIDEWALK (ft.)	1
(51) BRDG RDWY WIDTH CURB-TO-CURB (ft.)	14
(52) DECK WIDTH, OUT-TO-OUT (ft.)	16
(32) APPROACH ROADWAY WIDTH (ft.)	13.0
(33) BRIDGE MEDIAN	0 - No median
(34) SKEW (deg.)	0
(35) STRUCTURE FLARED	0 - No flare
(10) INV RTE, MIN VERT CLEARANCE (ft.)	328.05
(47) TOTAL HORIZONTAL CLEARANCE (ft.)	14
(53) VERTICAL CLEARANCE OVER BRIDGE ROADWAY (ft.)	327.76
(54) MIN VERTICAL UNDERCLEARANCE	
(54A) REFERENCE FEATURE	N - Feature not a highway or railroad
(54B) MIN VERTICAL UNDERCLEARANCE (ft.)	0
(55) MIN LATERAL UNDER CLEARANCE RIGHT	
(55A) REFERENCE FEATURE	N - Feature not a highway or railroad
(55B) MIN LATERAL UNDER CLEARANCE RIGHT (ft.)	327.76
(56) MIN LATERAL UNDER CLEARANCE (ft.)	99.9

Classification

(112) NBIS BRIDGE LENGTH	No
(104) HIGHWAY SYSTEM OF THE INVENTORY ROUTE	0 - Structure/Route is NOT on NHS
(26) FUNCTIONAL CLASSIFICATION OF INVENTORY ROUTE	09 - Rural - Local
(100) STRAHNET HIGHWAY DESIGNATION	Not a STRAHNET route
(101) PARALLEL STRUCTURE DESIGNATION	N - No parallel structure
(102) DIRECTION OF TRAFFIC	One lane bridge for 2-way traffic
(103) TEMP STRUCTURE	
(105) FEDERAL LANDS HIGHWAYS	Not Applicable
(110) DESIGNATED NATIONAL NETWORK	Inventory route not on network
(20) TOLL	3 - On Free Road
(21) MAINTENANCE RESPONSIBILITY	03 - Town or Township Highway Agency
(22) OWNER	03 - Town or Township Highway Agency
(37) HISTORICAL SIGNIFICANCE	5 - Not eligible

Condition

(58) DECK	8 - Very Good Condition (no problems noted)
(59) SUPERSTRUCTURE	8 - Very Good Condition (no problems noted)
(60) SUBSTRUCTURE	5 - Fair Condition (minor section loss)
(61) CHANNEL & CHANNEL PROTECTION	6 - Bank slump, widespread minor damage
(62) CULVERT	N - Not Applicable

Load Rating and Posting

(31) DESIGN LOAD	A - HL 93
(63) METHOD USED TO DETERMINE OPERATING RATING	C - Assigned rating based on Load and Resistance Factor Design (LRFD) reported in metric tons
(64) OPERATING RATING	1.3
(65) METHOD USED TO DETERMINE INVENTORY RATING	C - Assigned rating based on Load and Resistance Factor Design (LRFD) reported in metric tons
(66) INVENTORY RATING	1.0
(70) BRIDGE POSTING	5 - Equal to or above legal loads
(41) STRUCTURE OPEN/POSTED/CLOSED	A - Open

Appraisal

(67) STRUCTURAL EVALUATION	3
(68) DECK GEOMETRY	6
(69) UNDERCLEARANCES, VERTICAL & HORIZONTAL	N
(71) WATERWAY ADEQUACY	6 - Occasional Overtopping of Approaches - Insignificant Delays
(72) APPROACH ROADWAY ALIGNMENT	6 - Equal to present minimum criteria
(36) TRAFFIC SAFETY FEATURE	
36A) BRIDGE RAILINGS:	0 - Does not meet acceptable standards/safety feature is required
36B) TRANSITIONS:	0 - Does not meet acceptable standards/safety feature is required
36C) APPROACH GUARDRAIL	0 - Does not meet acceptable standards/safety feature is required

36D) APPROACH GUARDRAIL ENDS
(113) SCOUR CRITICAL BRIDGES

0 - Does not meet acceptable standards/safety feature is required
6 - Not yet evaluated for scour

Proposed Improvements

(75) TYPE OF WORK
(75A) TYPE OF WORK PROPOSED
(75B) WORK DONE BY
(76) LENGTH OF STRUCTURE IMPROVEMENT (ft.)
(94) BRIDGE IMPROVEMENT COST (\$K)
(95) ROADWAY IMPROVEMENT COST (\$K)
(96) TOTAL PROJECT COST
(97) YEAR OF IMPROVEMENT COST ESTIMATE
(114) FUTURE ADT 90
(115) YEAR OF FUTURE ADT 2036

Navigation Data

(38) NAVIGATION CONTROL 0 - No navigation control on waterway (bridge permit not required)
(111) PIER OR ABUTMENT PROTECTION
(39) NAV VERT CLEARANCE 0
(116) MIN NAVIGATION VERT CLEARANCE, VERT LIFT BRIDGE 0
(40) NAV HORIZONTAL CLEARANCE 0

Inspection Notes

Structure Number: 0465

Town: Mount Desert

Structure Name: SOMES POND

Structure Notes

2016: Precast concrete slab bridge deck. Steel galvanized bridge posts with timber rail. Bituminous wearing surface. Stone masonry abutments and return wingwalls.

Wearing Surface

Minor transverse cracking over abutments. Otherwise no issues noted.

Deck

NBI Item 58: 8

Curb and Timber bridge rail and steel post has no issues noticed.

Superstructure

NBI Item 59: 8

Concrete slab in newer condition with no noticeable issues.

Substructure

NBI Item 60: 5

Visible portions of Abutments and retaining wall are laid granite, with scattered voids and shifted stones. Overall the abutment does not show signs of movement. There is a Bulging stone on the North West raining wall behind the utility box. Was unable to get an accurate measurement Requested future underwater inspection.

Culvert

NBI Item 62: N

Channel

NBI Item 61: 6

Narrow stream upstream, water is ponded at the bridge, then narrows back down stream.
Fish weir at down stream pond.
Banks are protected by large stones.
Stream is clear of debris.
Requested future underwater inspection.

Other

No approach guardrail.

Special Inspection

Monitoring

Pontis Notes

Inspector: Ken Dyer
Inspection Date: 11/18/2020

Structure Number: 0465
Facility Carried: TW (CEMETERY ACCE

Highway Bridge Inspection Report

Pictures



PHOTO 1

Description General view of roadway looking East



PHOTO 2

Description General view of wearing surface

Inspector: Ken Dyer
Inspection Date: 11/18/2020

Structure Number: 0465
Facility Carried: TW (CEMETERY ACCE

Highway Bridge Inspection Report

Pictures



PHOTO 3

Description View of Fish weir downstream



PHOTO 4

Description View of "dam" downstream

Inspector: Ken Dyer
Inspection Date: 11/18/2020

Structure Number: 0465
Facility Carried: TW (CEMETERY ACCE

Highway Bridge Inspection Report

Pictures



PHOTO 5

Description General view of upstream channel, narrowing to the right

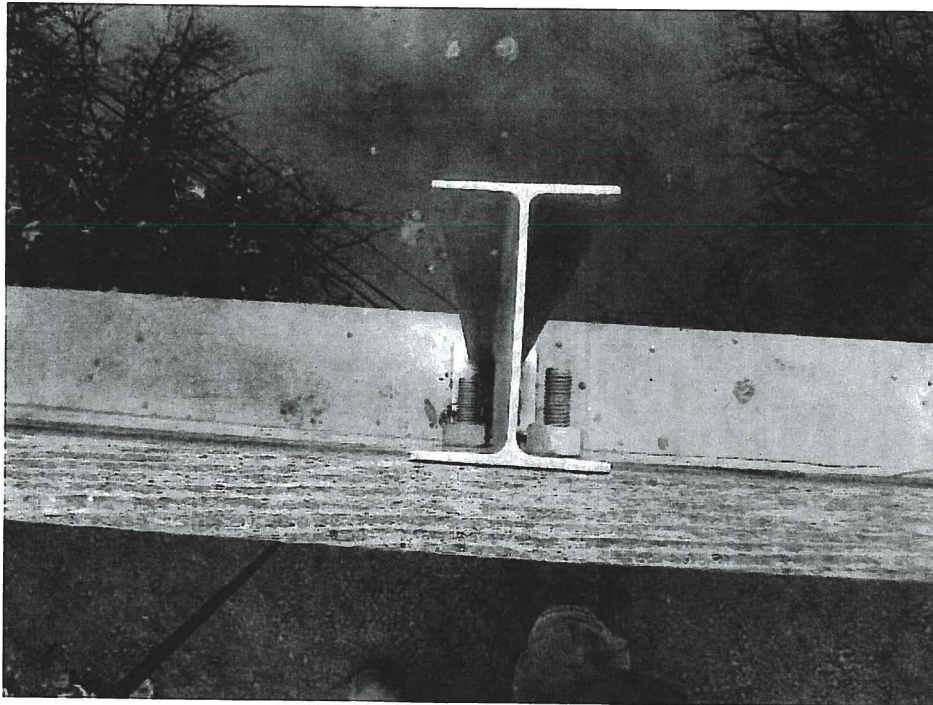


PHOTO 6

Description View of Gr connection

Inspector: Ken Dyer
Inspection Date: 11/18/2020

Structure Number: 0465
Facility Carried: TW (CEMETERY ACCE

Highway Bridge Inspection Report

Pictures



PHOTO 7

Description Wildlife sign



PHOTO 8

Description Wildlife sign

Inspector: Ken Dyer
Inspection Date: 11/18/2020

Structure Number: 0465
Facility Carried: TW (CEMETERY ACCE

Highway Bridge Inspection Report

Pictures



PHOTO 9

Description Upstream end



PHOTO 10

Description downstream end

Inspector: Ken Dyer
Inspection Date: 11/18/2020

Structure Number: 0465
Facility Carried: TW (CEMETERY ACCE

Highway Bridge Inspection Report

Pictures



PHOTO 11

Description view of bulging stones
utility box breaking under leaves and debris

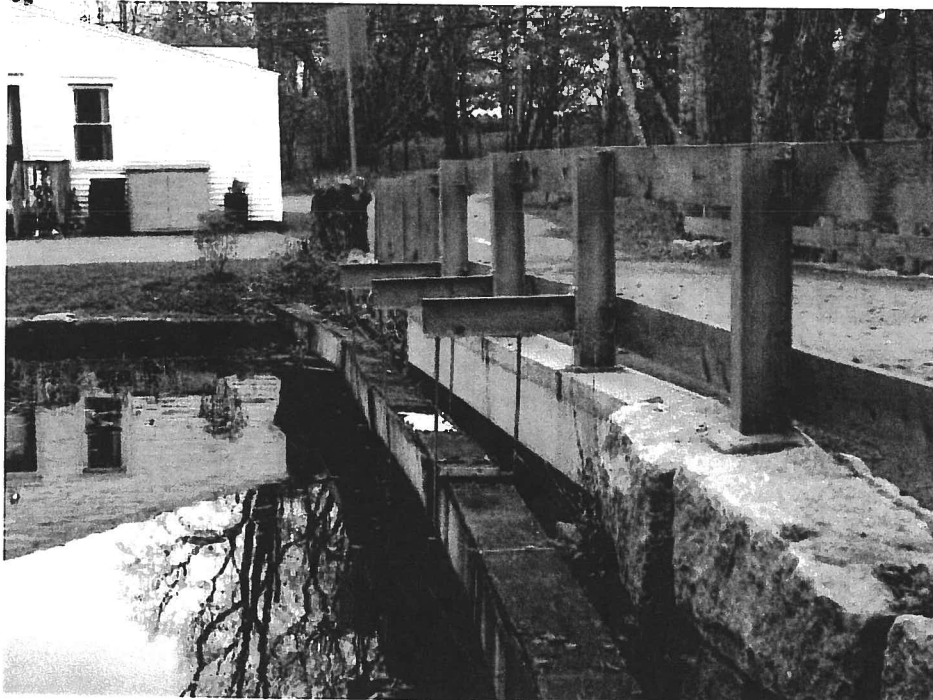


PHOTO 12

Description view of utility box and fascia

Inspector: Ken Dyer
Inspection Date: 11/18/2020

Structure Number: 0465
Facility Carried: TW (CEMETERY ACCE

Highway Bridge Inspection Report

Pictures



PHOTO 13

Description West abutment upstream end

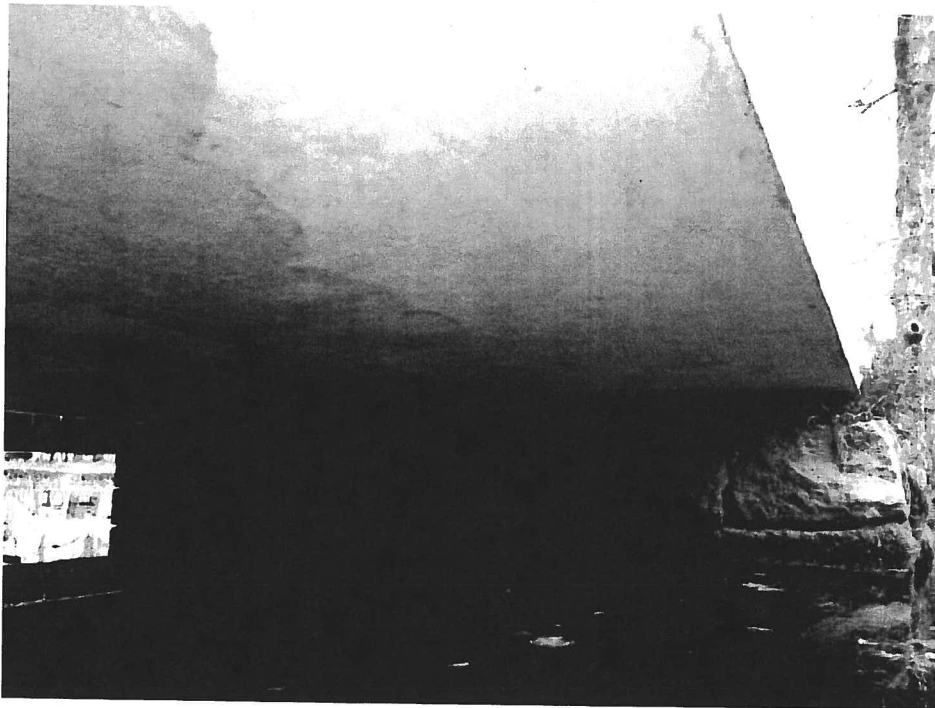


PHOTO 14

Description East abutment upstream end

Inspector: Ken Dyer
Inspection Date: 11/18/2020

Structure Number: 0465
Facility Carried: TW (CEMETERY ACCE

Highway Bridge Inspection Report

Pictures

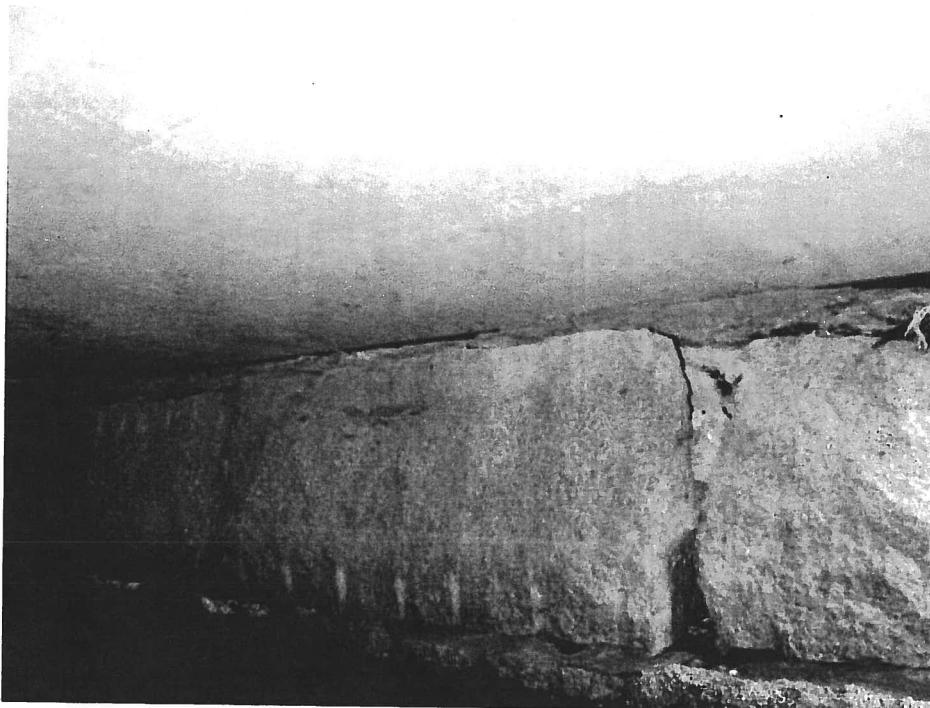


PHOTO 15

Description West abutment

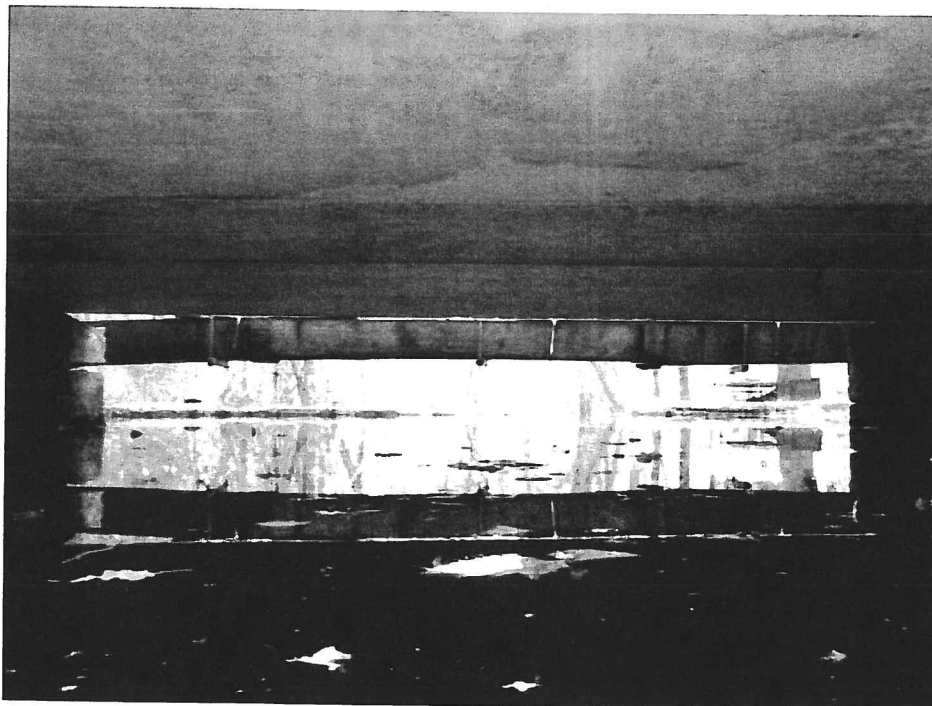


PHOTO 16

Description General view looking Down stream

Inspector: Ken Dyer
Inspection Date: 11/18/2020

Structure Number: 0465
Facility Carried: TW (CEMETERY ACCE

Highway Bridge Inspection Report

Pictures

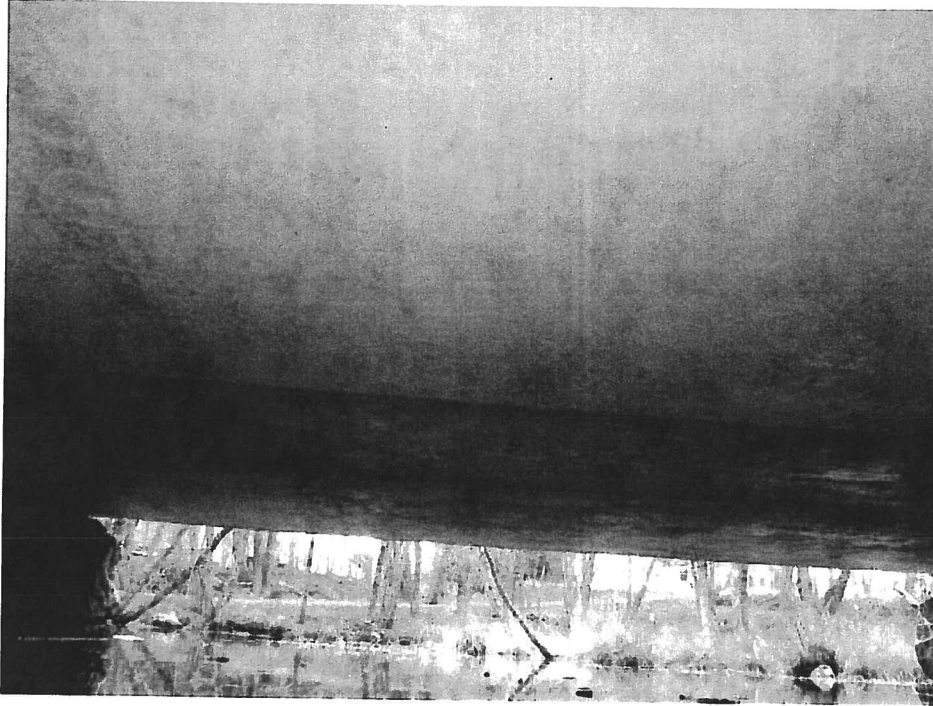


PHOTO 17

Description General view looking down stream



PHOTO 18

Description West abutment upstream end

Inspector: Ken Dyer
Inspection Date: 11/18/2020

Structure Number: 0465
Facility Carried: TW (CEMETERY ACCE

Highway Bridge Inspection Report

Pictures



PHOTO 19

Description East abutment, upstream end



PHOTO 20

Description east abutment

Jennifer M. Buchanan

From: Durlin Lunt
Sent: Thursday, July 29, 2021 1:26 PM
To: Jennifer M. Buchanan
Subject: FW: FW: Crosswalk

Consent agenda please

Durlin E. Lunt
Town Manager
Mount Desert, Maine
manager@mtdesert.org

(207) 276-5531

From: shannon Westphal <westphal.shannon@gmail.com>
Sent: Thursday, July 29, 2021 11:46 AM
To: Tony Smith <director@mtdesert.org>
Cc: Durlin Lunt <manager@mtdesert.org>
Subject: Re: FW: Crosswalk

You don't often get email from westphal.shannon@gmail.com. [Learn why this is important](#)

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.

Thank you Tony! I took my kids down to check it out this morning. It looks great! My daughters were especially impressed with the purple square! The guys were super nice too! They took a few minutes to explain the process to my kids.

Thank you!

On Thu, Jul 29, 2021 at 11:43 AM Tony Smith <director@mtdesert.org> wrote:

Hi Shannon:

We finally received some nice weather and got the crosswalk painted. It came out nice.

Tony Smith, Public Works Director
Chairman, Acadia Disposal District

Town of Mount Desert

P.O. Box 248

Northeast Harbor, Maine 04662

Tel. 207-276-5743

Fax. 207-276-5742

director@mtdesert.org

God Bless America

From: Ben Jacobs - Highway <highway@mtdesert.org>

Sent: Thursday, July 29, 2021 11:38 AM

To: Tony Smith <director@mtdesert.org>

Subject: Crosswalk



Benjamin J Jacobs , Highway Superintendent

highway@mtdesert.org

P.O Box 248, Northeast Harbor, Maine 04662

307 Sargeant Drive

T: 207-276-5744 Ext: #1

F: 207-276-4152

--

Shannon Westphal
Bar Harbor, Maine



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.mtidesert.org
firechief@mtidesert.org

Memo

To: Durlin Lunt, Town Manager

From: Mike Bender, Fire Chief

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

Date: July 28, 2021

Re: Update on NEH Fire Station Addition Project

Presented are the latest concept plans for the proposed addition to the Northeast Harbor Fire Station. We are scheduled to wrap up the conceptual stage of the project in early August, moving next into the design development phase. Included with this memo should be a copy of the project timeline as presented by the design team.

There has been little change from the last presentation a few months back. The proposed addition will add a fourth truck bay to the existing ground floor and a full second story above the truck bays. The existing driveway located on the west side of the building will no longer be available as that is where the fourth bay will be located. Upstairs will be the living quarters for on-duty Firefighters/EMT's with bunk rooms, kitchen/dayroom/dining facilities, training/meeting room and various storage areas. Chief's office and day watch room will be located on the first floor where the existing FD office in now. The proposal is to assign 2 firefighters/EMTs to this station working rotating shifts of 24 hours on/48 hours off. Just to recap, I plan to have 2 Firefighters/EMTs with the same shift schedule on duty at Station 3(Somesville) as well. Fire Department Standard Operating Procedures will be to have both duty crews respond to all calls within the Town. Station 3 duty crews will be first due in the villages of Hall Quarry, Pretty Marsh and Somesville and second due to calls in Northeast Harbor, Seal Harbor and Otter Creek. Duty crews in Northeast Harbor will be first due in the villages of Northeast Harbor, Seal Harbor and Otter Creek and second due to the other areas of Town. This staffing model would require 12 full-time firefighters/EMTs within the fire department. Right now, there are 4 full-time employees plus the Chief. If approved, we would need to hire 8 more full-time firefighters/EMTs to meet this target. My proposal would be to add 3 in July of 2022, and hopefully 5 more around April of 2023 when the Northeast Harbor station is completed. This will allow us to staff Station 3 on a full-time basis while construction takes place on Station 1. Of course, if we can agree on terms to co-staff the Somesville station with Bar Harbor, the additional firefighters/EMTs needed to be added in April '23 by Mount Desert could be reduced from 5 to 2.

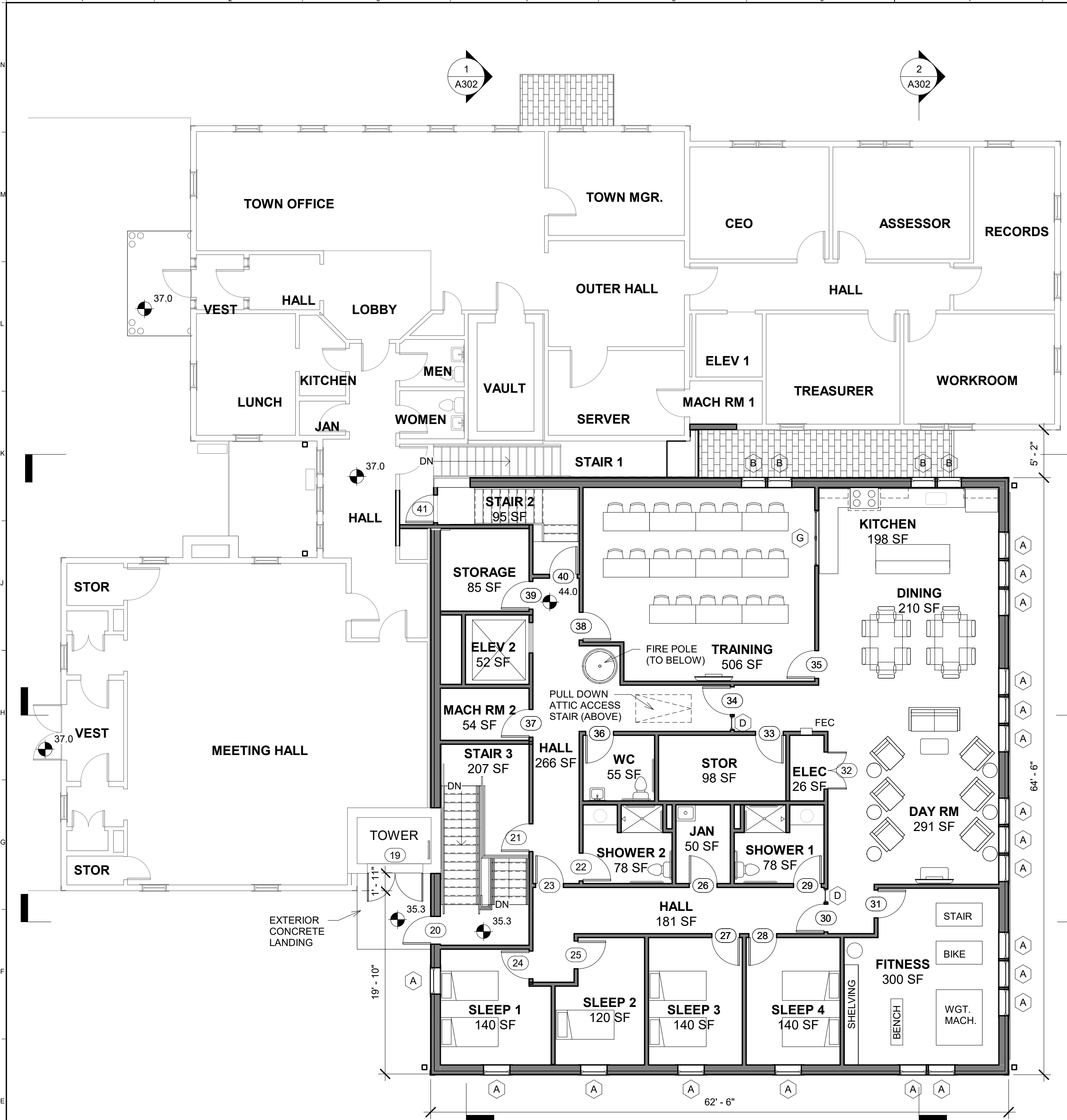
The electrical service to the building will most likely need to be upgraded to 3 phase power in order to meet the increased demand in electricity. With the introduction of 3 phase power, the generator will need to be replaced and located outside the building. There are also plans to install a standing seam metal roof on the addition versus the traditional asphalt shingle roof covering to allow for the mounting of solar panels.

These plans have had their initial review by the Fire Marshal's Office. The design team has also had their initial presentation and meeting with Code Enforcement Officer along with a representative of the Town's Sustainability Committee.

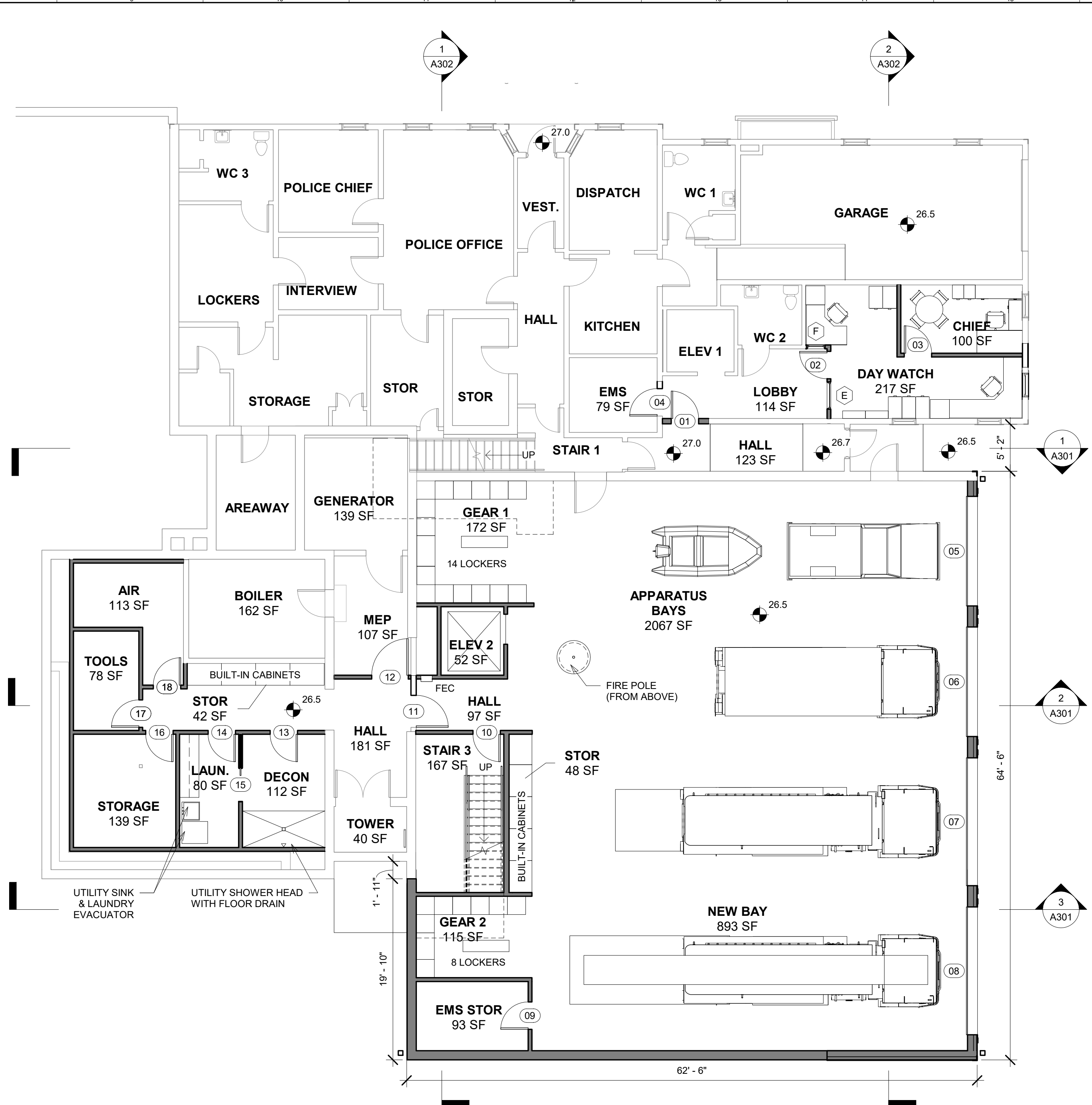
According to the team's construction drawing schedule, we are on track to be able to present a design development package along with cost estimates for approval sometime toward the end of September. If approved by the voters and the Board allows construction to begin in June of 2022, estimated completion would be in April of 2023. This timeline would position the department to fully assume EMS responsibilities for the Town by April/May of 2023.

I have also delayed the replacement of Engine 4 in the CIP. I feel it would be best to coordinate the delivery of our next apparatus until July/August of 2023 when we'll have a better idea of the mission of the truck.

Thank you.



2 LEVEL 2 - PROPOSED
1/8" = 1'-0"



1 LEVEL 1 - PROPOSED
1/8" = 1'-0"

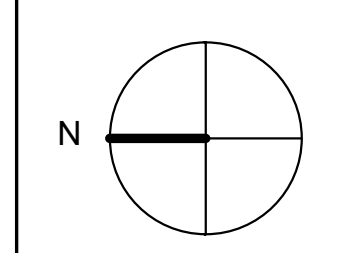
WALL TYPE KEY

	EXISTING WALL TO REMAIN
	EXISTING WALL TO BE REMOVED
	NEW WALL

REV.	DESCRIPTION	DATE

**SD PRICING SET
07/16/2021**

CURRENT ISSUE STATUS:



**DESIGN GROUP
COLLABORATIVE**
ARCHITECTURE
DESIGN + PLANNING
40 CHURCH ST STUDIO A
ELLSWORTH, MAINE 04605
(207) 664-0560

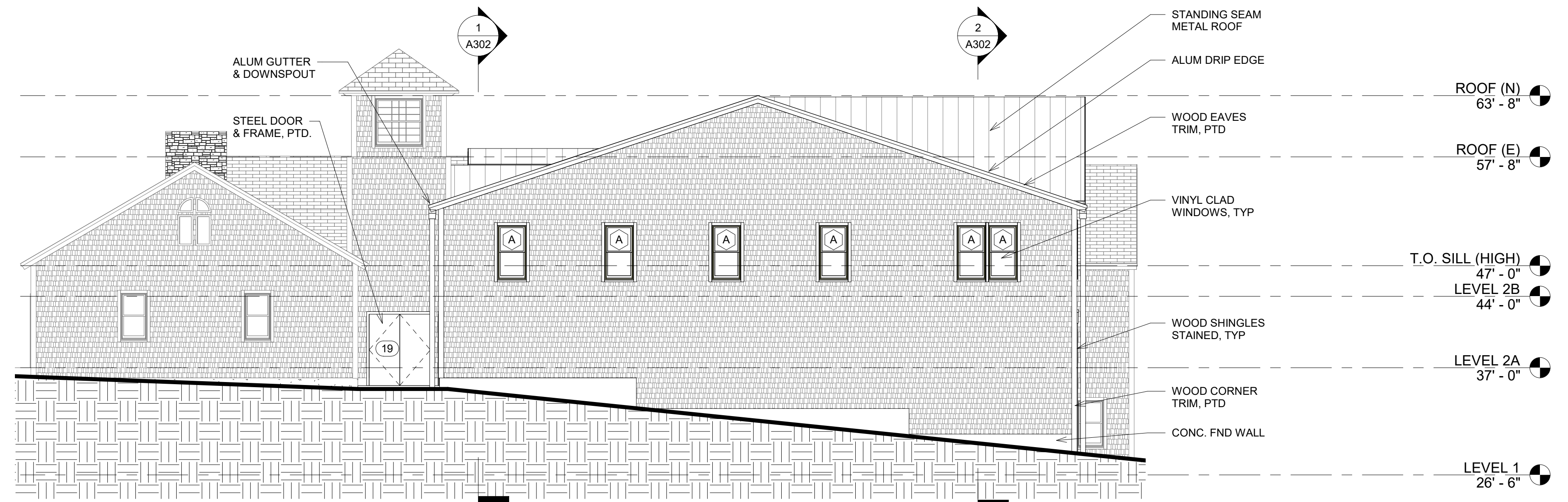
**MDFD Station 1
Renovation & Addition**

FLOOR PLANS

SHEET TITLE:	FLOOR PLANS	
DATE:	06/25/21	GRAPHIC SCALE:
SCALE:	1/8" = 1'-0"	SHEET NO.:
PROJECT NO.:	132116	DRAWN BY:
DRAWN BY:	MDW	A103
DATE OF RECORD:	CMH	



② SOUTH ELEVATION - PROPOSED
1/8" = 1'-0"



③ WEST ELEVATION - PROPOSED
1/8" = 1'-0"

REV.	DESCRIPTION	DATE
SD PRICING SET		
07/16/2021		

CURRENT ISSUE STATUS:

DESIGN GROUP COLLABORATIVE
ARCHITECTURE
DESIGN + PLANNING
40 CHURCH ST STUDIO A
ELLSWORTH, MAINE 04605
(207) 664-0560

MDFD Station 1
Renovation & Addition

EXTERIOR ELEVATIONS

DATE:	06/25/21	GRAPHIC SCALE:	
SCALE:	1/8" = 1'-0"	SHEET NO.:	
PROJECT NO.:	132116	DRAWN BY:	MDW
DRAWN BY:	MDW	CHECKED BY:	CMH
SHEET TITLE:	A201		



1 NORTH ELEVATION - PROPOSED
1/8" = 1'-0"



2 EAST ELEVATION - PROPOSED
1/8" = 1'-0"

REV.	DESCRIPTION	DATE
SD PRICING SET		
07/16/2021		

CURRENT ISSUE STATUS:

DESIGN GROUP COLLABORATIVE
ARCHITECTURE
DESIGN + PLANNING
40 CHURCH ST STUDIO A
ELLSWORTH, MAINE 04605
(207) 664-0560

MDFD Station 1
Renovation & Addition

EXTERIOR ELEVATIONS

DATE:	07/01/21	GRAPHIC SCALE:	
SCALE:	1/8" = 1'-0"		
PROJECT NO.:	132116	SHEET NO.:	A202
DRAWN BY:	MDW		
DATE OF RECORD:	Designer		



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:

Date: July 28, 2021

Re: Addition Costs to MDFD Station 3

As requested by the Board of Selectmen at the July 6, 2021, I contacted the architect who has been hired to develop floor plans for the MDFD Station 3 renovation project in Somesville for costs estimates to add a community room onto the building. Based on current construction costs it will most likely add approximately \$480,000.00 to \$560,000.00 to the project. This additional cost does not include any site work, foundation, permitting, testing etc. which would need to be added to the estimate, possibly pushing the costs closer to \$800,000.00 to \$900,000.00. This would nearly double the original costs estimates of the renovation. It would also require review and approval by the Planning Board.

If we were to proceed without adding to the building, we could most likely start work on the building sometime late this year if the Board decides to have a special town meeting to seek voter approval and funding. With this timeline, the station should be ready for operation by summer of 2022, which would align with the proposed addition to Station 1 in Northeast Harbor. This would allow the FD to continue with operations by relocating staff and equipment to Station 3 while construction takes place at Station 1.

The potable water situation in Somesville is still be evaluated by Haley Ward. The well head was found in front of the building. It was not connected to the building's plumbing. They will be doing some testing the week of July 26 to determine the flow and serviceability of the ground water. I should have some results within a couple of weeks.

I plan on attending the meeting on August 2nd to address any questions or concerns. The architect that is working on this project is on hold right now until the Board decides what direction they want to take this. To keep with our original timeline, I will need to know as to whether to continue as originally planned or will the Board want to go in another direction. However, if the renovation project for Station 3 is delayed this most likely will affect our ability to be ready to assume EMS responsibilities for the Town.

Thank you.



Town of Mount Desert

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MEMO

To: Durlin Lunt, Jr., Town Manager
From: Tony Smith, Public Works Director
Re: Pump Station and Treatment Plant Improvements Project (2021 Project)
Date: July 27, 2021

A. Introduction: The written information below includes rationale and use of available funds for completion of the Pump Station and Treatment Plant Improvements Project (the 2021 Project). The associated cost figures are also included in Table A at the end of this memo for clarity's sake.

B. History: The Northeast Harbor wastewater treatment plant was upgraded in 2014-2015; the Bracy Cove wastewater pump station was upgraded in 2016-2018. Both projects were funded and administered thru the DEP using State Revolving Loan Funds (SRF). At the completion of the two projects there was a total of approximately \$453,000 of SRF funds remaining between the two budgets. The May 2018 town meeting approved the use of these funds towards other DEP approved wastewater projects if we decided to do so.

When all expenses were settled for the Bracy Cove project, the approximate amount of \$453,000 SRF funds was reduced by \$7,054 to \$445,946. This amount was further reduced by \$38,667 when, with DEP and Selectboard approval, we purchased a new standby emergency generator reducing the balance of \$445,946 to \$407,279. On September 3, 2019, \$75,000 was approved for Olver Associates for the 2021 Project design. This reduced the SRF funding to an available balance of \$332,279. This is the amount that we started with going into the 2021 Project.

C. The 2021 Project: Over the last two to three years our wastewater staff identified improvements that should be made to some of our 13 pump stations, two being one at the head of Gilpatrick Cove on South Shore Road and the other on Manchester Road. Other safety and process improvements were identified at the Northeast Harbor plant. The improvements include the following and are included in the 2021 Project:

Gilpatrick Cove Pump Station

- Upgrade the pump station control panel and wet well level controls
- Upgrade the emergency power transfer switch
- Replace the windows in the building that houses the pump station equipment
- Upgrade the building heating and ventilation equipment
- Replace the membrane roof and trim
- Remove the existing interior concrete generator pad (generator is outside the building)
- Weather resistant vinyl cedar shake style siding



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Manchester Road Pump Station

- Replace the pump station wet well
- Upgrade the emergency power transfer switch

Northeast Harbor Wastewater Treatment Plant

- Aeration basin aluminum handrail
- Aeration basin slide gates
- Chlorine contact chamber spalled concrete wall surface repairs
- Chlorine contact chamber top of concrete wall repairs
- Chlorine contact chamber aluminum grating over the flow channels

D. Bidding: Competitive bids for the work described above were solicited in April-May 2021 and opened on May 21, 2021. Of the four contractors we contacted, only one provided a bid. TBuck Construction submitted the bid; Apex, Penta and Sargent did not. The latter three were too busy with other work and were feeling the effects of the labor shortage many businesses are faced with. The TBuck bid was a total of \$876,521. This amount exceeds the available SRF funding described on Page 1 and is more than we want to spend at this time in general.

With the participation of TBuck and DEP's approval, we are going to postpone the wet well replacement at the Manchester Road pump station. This provides us a cost savings of \$415,673 leaving a modified bid from TBuck of \$460,848. Adding \$38,000 for Olver Associates to provide Construction Contract Administration and Inspection (CCA-I) services to the project and adding contingency funding of \$20,000 for unforeseen circumstances during construction, brings us to a total project cost of \$518,848.

E. Available Funding: As described above, the available SRF funding has a balance of \$332,279 for work that is now priced at \$518,848 that includes construction, engineering, and contingency costs or, a shortfall of \$185,569. A shortfall of some amount was anticipated. To make up this difference in project costs, I recommend the use of:

- funds from the Wastewater Capital Reserve Account shown in the CIP with a current balance of \$284,777. This reserve account is funded for just such projects as the one we are describing here and
- the use of the funds in the Sewer Capital-Pump Stations shown in the appropriations section of the annual budget. In FY-10 it was decided to stop financing this line and to carry any available balance forward from year-to-year until the funds are gone. I will be recommending the use of the total remaining budget balance of \$32,566 for the 2021 Project.



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F. Recommendations: Based on the information presented above, I recommend the following motions be considered:

1. TBuck Construction be awarded the South Shore Road and Manchester Road pump station improvements project (the Project) at a negotiated cost of \$460,848.
2. Olver Associates be retained to provide CCA-I services for the Project at a cost of \$38,000.
3. Contingency funding of \$20,000 for the Project be approved.
4. Total Project Funding of \$518,848 be as described in TABLE A: Project Costs and Proposed Funding on page 4 of 4 of this memo dated July 26, 2021, from Public Works Director Tony Smith to Town Manager Durlin Lunt, Jr., referenced as “Pump Station and Treatment Plant Improvements”.
5. Public Works Director Tony Smith be authorized to execute all contracts and documents and do all things necessary or convenient to accomplish the 2021 Project on behalf of the Town.

G. TABLE A: 2021 Project Costs and Proposed Funding on next page.

Enc. 2021 Project Costs and Proposed Funding

Cc. Jennifer Buchanan, Deputy Clerk
Jake Wright, Finance Director
Ed Montague, Wastewater Superintendent

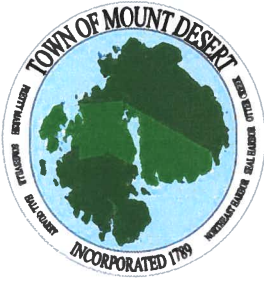


Town of Mount Desert

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Project Costs and Proposed Funding: Following is a summary of project costs and funding sources described in table form.

TABLE A: 2021 Project Costs and Proposed Funding			
Line	Item	Amount	Description
	Remaining SRF Funds Summary		
1	SRF funds remaining	\$453,000	Northeast Harbor plant upgrade 2014-15 Bracy Cove Pump Sta. upgrade 2016-18
2	DEP & May 2018 Town Meeting	\$453,000	Approved use of remaining SRF funds
3	Close-out costs for Bracy Cove	(7,054)	
4	Balance of remaining SRF funds	445,946	Line 2 minus Line 3
5	Purchased portable emergency generator for pump station back-up	(38,667)	DEP & Selectboard approved the purchase
6	Balance of remaining SRF funds	407,279	Line 4 minus Line 5
7	Retained Olver Associates: design, survey & permitting for the Project	(75,000)	9-3-19 Selectboard approval Line 6 minus Line 7
8	Balance of remaining SRF funds	332,279	Available for 2021 Project
10	Current Project Bid Summary		
11	Original Bids: Opened 5-21-21	\$876,521	One of four contractors contacted submitted a bid
12	Delete Wet Well Work	(415,673)	Negotiated with bidder w/ DEP approval
13	Revised Bid	460,848	TBuck Construction
14	Engineering CCA-I	38,000	Olver Associates
15	Project Contingency	20,000	Unforeseen conditions/work changes
16	Total Project Costs	\$518,848	Contractor, engineering & contingency Lines 13 plus 14 plus 15
17	Available Funding		
18	Total Project Costs	(\$518,848)	From Line 16 above
19	Balance of remaining SRF funds (Line No. 8 above)	\$332,279	Munis Account Line 3000048-57710 Expected end of project balance: \$0.00
20	Budget Shortfall	(186,569)	Line 18 minus Line 19
21	Balance of Sewer Capital Line	32,566	Appropriations Line 1550551-57051 Expected end of project balance: \$0.00
22	Wastewater CIP Reserve	154,003	Reserve Account 4050500-24501 Current balance \$284,777 End of project balance: \$130,774
23	Supplement to SRF Funds	186,569	Line 21 plus Line 22
24	Total Funding	\$518,848	Project fully funded (Lines 19 & 23)



Town of Mount Desert

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MEMO

To: Durlin Lunt, Town Manager
From: Tony Smith, Public Works Dir.
Re: Plow/Dump Truck Purchase Recommendation Date: July 21, 2021

In conformance with our purchasing policy and our 10-year replacement cycle as described in our CIP, we recently solicited bids for a new 2022 International plow truck and chassis, new dump body and a new plow and wing with associated mounting equipment for the truck. This is only the third new truck in my experience we have not been able to transfer the wing and plow to from the truck it is replacing. The existing equipment is usually over 30 years old and well beyond cost-effective repair.

Truck and Chassis: We solicited pricing from three truck sales companies, receiving two responsive bids. Daigle & Houghton from Hermon and Allegiance Trucks from Falmouth submitted bids; Colwell Diesel from Ellsworth did not. The bids we received were for trucks that met our required specifications. Daigle & Houghton's price was the lower of the two provided at \$85,400 which is \$7,595 less than Allegiance Trucks bid at \$92,995. In 2018 when we purchased a similar truck and chassis the price was \$80,063 or, \$5,337 less than today's pricing.

Dump Body with Plow/Wing and Associated Mounting Equipment: We are limited on the number of dealers in our general area that offer the type of equipment we have had cost-effective and functional success with. We attempted to locate three dealers to solicit bids from but were only able to identify two, H.P. Fairfield in Skowhegan and Messa in Portland. We only received one bid, that being from H.P. Fairfield in the amount of \$94,230. Their bid met our specifications. In 2018, for the truck described above, the same equipment was purchased for \$74,942 or, \$19,288 less than today's pricing. Overall, since 2018, the purchase price for similar trucks has increased by \$24,625 from \$155,005 to \$179,630.

Recommendations: Based on the information presented above, I recommend we purchase:

- a new truck and chassis from Daigle & Houghton at their bid price of \$85,400 and
- new plow, wing, and mounting equipment from H.P. Fairfield at their bid price of \$94,230
- for a total purchase price for a fully equipped plow/dump truck of \$179,630.

As is typical for such purchases, I recommend we use funds from the Public Works Equipment Reserve account number 4050100-24500 with a current balance of \$289,941. There will be \$110,311 remaining in the account if we make this purchase from this account. We can expect delivery of the outfitted truck in September 2022 from the date we order it. The lead time is due to the manufacture and lack of availability of materials. Thank you for consideration of my recommendations.

Cc. Jennifer Buchanan, Deputy Clerk; Jake Wright, Finance; Ben Jacobs, Hwy. Supt.

Jennifer M. Buchanan

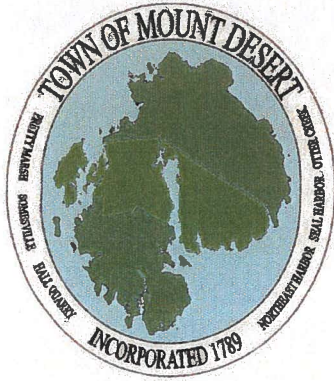
From: Tony Smith
Sent: Thursday, July 29, 2021 12:36 PM
To: Durlin Lunt
Cc: Jennifer M. Buchanan
Subject: Seal Harbor Erosion

Please include this e-mail in the Selectboard 8-2-21 meeting packet. Thank you.

Earlier this summer, Larry Taylor of the Seal Harbor VIS and I met to look at erosion along a section of the eastern shoreline of Seal Harbor approximately 135-feet long by 20-feet wide. This area is pretty much parallel with Steamboat Wharf Road and is down over the embankment from the road. A strong storm surge caused the erosion during the winter months. There had been a walking path and a large area people could sit, walk, play, etc. if they wished to there as well. The walkway and large area were washed away. Larry and I agree that the area needs to be restored or additional erosion will continue and eventually make its way to the base of the embankment above which is Steamboat Wharf Road. In speaking with the DEP, we can perform the work under the Permit-by-Rule process, a simplified permitting process that will likely take two weeks to obtain after the application for the permit is submitted. I have spoken with CEO Keene about permits under town jurisdiction. She indicated I will need to apply for a Conditional Use Permit from the planning board. I can prepare the application, submit it, and attend the planning board meeting when the application is considered. I would like to get the application to CEO Keene on or before August 6, 2021, for the August 25, 2021, planning board meeting. I do not have any pricing for the work as of this time. I would prefer to get permits in hand before getting to far along in the planning process.

Based on the above, I request Selectboard authorization to apply for the DEP Permit-by-Rule and the Town's Conditional Use Permit required for the erosion/stabilization control work described above.

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



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

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

To: Board of Selectmen

From: Durlin E. Lunt

Date: July 21, 2021

Subject: Consider the adoption of a remote Meetings policy

L.D. (Legislative Document) 32 is an act regulating remote participation in public meetings. It provides the authorization for any public body subject to the Freedom of Access Act (FOAA) to conduct public proceedings by remote method providing that the public body adopts a policy that meets certain requirements.

Your packet contains a remote participation policy drafted by the Maine Municipal Association (MMA) Legal Services Department and reviewed by our Legal Counsel. It is recommended that this policy be adopted as written.

Key components of this legislation and the proposed policy are as follows:

1. Maine Municipal Association and the Maine Attorney General's Office find no prohibition in the legislation of remote participation by staff or members or the public.
2. Members of the public body (Selectmen or board and committee members) are expected to be physically present at the meeting site except when not practicable (Ex. Illness, or temporary absence of a member due to significant difficulty traveling to the meeting location).
3. Whether the Board is meeting remotely, or in person, the Board may choose to permit the public to participate whether they attend the meeting or participate remotely. This hybrid model has been used for our meetings since the resumption of in person Selectmen's meetings.
4. The public will be provided the opportunity to attend the meeting in person unless there is an emergency, or urgent issue that requires the body to meet using remote methods of attendance.

5. All town boards and committees that plan to utilize remote meetings must **individually adopt this policy.**
6. This is a new law with no case law to date. Such case law may require modifications in the future.

Durlin Lunt

From: Legal Services Department <legal@memun.org>
Sent: Monday, July 12, 2021 10:15 AM
To: Durlin Lunt
Subject: RE: Mount Desert - Remote meetings

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.

Dear Durlin,

MMA Legal Services' opinion is that a board that is meeting in-person and not remotely may nevertheless continue to permit the public to attend remotely as well as in-person. This "hybrid" approach to public attendance will, in our view, continue to be permissible at the board's discretion under the new remote board meetings law. Brenda Kielty, Assistant Attorney General and Maine's Public Access Ombudsman, concurs with this view. Whether the public attending remotely is permitted to actively participate in an in-person board meeting is up to the board. In any event, if remote public attendance will also be permitted for an in-person board meeting, it will also be important for public notice of the meeting to specify how the public may attend remotely.

Here is some more excellent advice on this subject from one of my colleagues in reply to a similar question from another town manager:

The new remote meetings law addresses when and how board members may participate in a board meeting via remote means, and imposes some obligations to allow remote and in-person public attendance when one or more board members attends via remote means. Nothing in the law states that it prohibits public attendance via remote means unless board members are also attending via remote means, so, in my opinion, the regular use of remote two-way communication by the public is possible under the new law. However, boards that hold quasi-judicial proceedings, such as planning boards, may want to limit remote testimony or similar participation by certain parties for due process reasons.

I also do not interpret the law as prohibiting a board from routinely broadcasting board meetings in addition to in-person attendance. In the same way that some boards have, for many years, voluntarily provided public access through live streaming of meetings or broadcasting them live on cable television, we do not see anything in the law that prevents a board from voluntarily offering public access via other remote means as an additional option in addition to in-person attendance, even when all board members are physically present at the meeting.

The law does *not* authorize a remote meeting policy that continuously provides remote participation as the *only* public access to public proceedings, or otherwise refuses in-person access to public proceedings. On the contrary, the new law specifically states that a board may not determine that public attendance at a proceeding will be limited solely to remote methods except in situations where there is an emergency or an urgent issue that requires the board to meet only by remote methods.

I hope this answers your questions, Durlin.

Best regards,

Richard P. Flewelling, Senior Staff Attorney
Legal Services Department

Maine Municipal Association
60 Community Drive, Augusta, ME 04330
1-800-452-8786 (in-state)

Durlin Lunt

From: Anthony Wilson <townmanager@TOWNOFBELGRADE.COM>
Sent: Friday, July 9, 2021 12:58 PM
To: MTCMA@LIST.MTCMA.ORG
Subject: Re: EXTERNAL: Re: Zoom and Holiday pay

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.

All, I happened to be seeking some clarity for our Selectboard from MMA Legal about a finer point of the new remote meeting law, and so asked about limits for allowing public participation remotely. The MMA's reading of the law finds no prohibition on remote participation by citizens and staff, even if all of the board/committee members are physically present at the meeting. To be doubly sure, the MMA checked with the AG's office. Here's the response I got:

I reached out to the state FOAA ombudsman, Brenda Kielty. She did respond and seems to agree with MMA's view of the law.

She said:

"I do not see any prohibition on routinely offering a remote option for the public, if the required in-person access is available. This may serve several purposes, such as increasing public engagement and ensuring that there is a functional link readily available in the event that a member attends remotely. If public attendance is offered remotely, the means by which the public can attend must be in the notice. Depending on when a member was excused from in-person attendance, there may not be adequate opportunity to amend the notice to include remote means."

(Belgrade's plan is to continue to include the Zoom link for remote participation on agendas.)

Hope this helps.

Anthony Wilson

Town Manager
Town of Belgrade

Office: 207-495-2258

Cell: 207-592-6031

Town Office

990 Augusta Road
Belgrade, ME 04917

townofbelgrade.com



From: Erica LaCroix <elacroix@WINSLOW-ME.GOV>

Sent: Thursday, July 8, 2021 9:47 AM

Town of Mount Desert

Remote Participation Policy

Pursuant to 1 M.R.S. § 403-B, and after public notice and hearing, the above-named body adopts the following policy to govern the participation, via remote methods, of members of the body and the public in the public proceedings or meetings of the body.

Members of the body are expected to be physically present for meetings except when not practicable, such as in the case of an emergency or urgent issue that requires the body to meet via remote methods, or an illness or temporary absence of a member that causes significant difficulty traveling to the meeting location. The chair or presiding officer of the body, in consultation with other members if appropriate and possible, will make a determination that remote methods of participation are necessary in as timely a manner as possible under the circumstances. A member who is unable to attend a meeting in person will notify the chair or presiding officer of the body as far in advance as possible.

Remote methods of participation may include telephonic, or video technology allowing simultaneous reception of information and may include other means necessary to accommodate disabled persons. Remote participation will not be by text-only means such as e-mail, text messages, or chat functions.

The public will be provided a meaningful opportunity to attend via remote methods when any member of the body participates via remote methods. If public input is allowed or required at the meeting, an effective means of communication between the body and the public will also be provided. The public will also be provided an opportunity to attend the meeting in person unless there is an emergency or urgent issue that requires the entire body to meet using remote methods.

Notice of all meetings will be provided in accordance with 1 M.R.S. § 406 and any applicable charter, ordinance, policy, or bylaw. When the public may attend via remote methods, notice will include the means by which the public may access the meeting remotely and will provide a method for disabled persons to request necessary accommodation to access the meeting. Notice will also identify a location where the public may attend the meeting in person. The body will not restrict public attendance to remote methods except in the case of an emergency or urgent issue that requires the body to meet using remote methods of attendance.




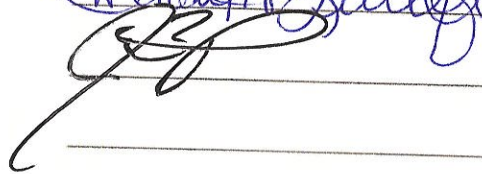
The body will make all documents and materials to be considered by the body available, electronically, or otherwise, to the public who attend remotely to the same extent customarily available to the public who attend in person, provided no additional costs are incurred by the body.

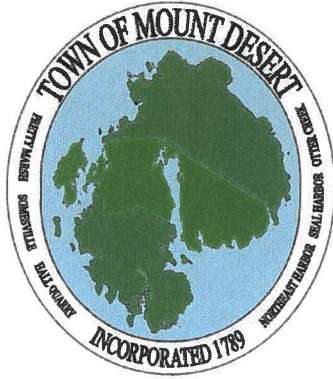
All votes taken during a meeting using remote methods will be by roll call vote that can be seen and heard if using video technology, or heard if using audio technology only, by other members of the body and the public. A member of the body who participates remotely will be considered present for purposes of a quorum and voting.

This policy will remain in force indefinitely unless amended or rescinded.

Dated: August 2, 2021

Signed:



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

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

To: Board of Selectmen

From: Durlin E. Lunt

Date: July 23, 2021

Subject: Consider revision of Sections 5.5.2 and 6.9.0 of the personnel policy.

These revisions will bring the personnel policy into conformity with current operational practices that were adopted in 2017 with the conversion from the merit pay system to the pay by position system based on the Coastal Communities salary survey.

Employees who are promoted or move into another job in the Town will begin and complete a new probationary period in the new position.

5.4 PERFORMANCE EVALUATIONS

5.4.1 The system of conducting performance evaluations is designed to be an effective communications tool. It is intended to assist both the supervisor and the employee in discussing specifics of the job and how they are executed as well as all important "relationships" between both parties.

5.4.2 Department Heads shall evaluate all non-union positions within their departments at least annually. Evaluations should be specific covering both areas for improvement as well as recognizing excellence. Performance evaluations also assist the Department Head in formulating training plans for the department.

5.5 POSITION DESCRIPTIONS

5.5.1 All positions within the Town have a formal, written description of the duties and responsibilities required to perform the job satisfactorily. These descriptions should be kept as current as possible, recognizing that minor changes in job assignments do not require constant updating and do not affect the overall job grade value.

5.5.2 Each position description is "evaluated" by ~~the Personnel Committee, comprised of Department Heads and Town Manager,~~ The Town Manager using the fifteen coastal communities from the 2017 salary survey for relative pay levels versus comparable jobs within comparable sectors of government. This results in the assignment of a specific pay grade that fits within the Town's Pay Structure. ~~Personnel Committee recommendations shall be reviewed by a two or three person volunteer "lay" committee. Lay committee to be appointed by Board of Selectmen.~~

5.5.3 Every employee will receive a copy of the position description relative to their current assignment. These may be requested through your immediate supervisor.

5.6 TUITION RE-PAYMENT

Department Heads and selected Middle Management employees (as determined by the Town Manager) are encouraged to attain and maintain a high degree of professionalism in the operation of their departments. In order that they may keep abreast of new methodology, technology and changes that affect their areas of responsibility to the Town, the Town Manager may authorize the following:

5.6.1 Leaves with or without pay for professional development purposes.

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- The Town's non-union full time employees are compensated by hourly wages and annual salaries depending upon the specific employee's position with the Town. These hourly wages and annual salaries are referred to as the "Town's pay scale".
- Regardless of the CPI-U, the town's pay scale shall be increased by a minimum of one-and-one-half percent (1.5%) annually. This increase can be greater than one-and-one-half percent (1.5%) depending upon, for example, the CPI-U and results of the salary survey described in Section 6.7.2 below, if approved by the Town Manager. The maximum annual increase of the pay scale shall not exceed 3% (three percent).

6.7.2 On an annual basis in December, the Town Manager shall adjust 2017 Pay Scale adopted by the Board of Selectmen on November 20, 2017 by the rate of inflation for the prior twelve months. The towns surveyed for the Study were selected by the following criteria:

- Offer similar services to their residents,
- Have a year around, summer and seasonal population and,
- Include the service industry, tourism and the boating industry as significant contributors to the livelihoods of town residents

The Town's pay scale shall be 95% (ninety-five percent) of the salary grade of the salaries for the coastal communities selected by the Selected Coastal Communities Survey. Following completion of the Town Manager's review, the Town's pay scale for any position that is identified as being less than 95% of the salary grade following completion of an employee's mandatory six month probationary period shall be adjusted to bring it to the 95% level. That position would also be eligible for the CPI adjustment described in 6.7.1 above. After fifteen years of successful service to the Town, an individual's specific wage or salary shall be adjusted to 100% of the salary grade of the selected coastal communities on the anniversary of their date of hire, provided that adjustment is an increase and not a decrease. Under no circumstances will an individual's wage or salary be reduced.

6.8 ACTING PAY CLASSIFICATION

Any employee who is temporarily assigned to work of a higher classification shall receive compensation at the minimum of the higher pay grade or ten percent above their current rate of pay, whichever is higher. This provision is intended to apply when a vacancy exists, during leave of absence, or other unusual situations. Acting capacity pay will not be granted when an employee is covering for an employee who is on vacation or is using normal sick leave.

6.9 COMPENSATION EQUITY

All jobs are graded in relation to other jobs in the Town and the 2017 salary survey communities and the municipal market place, to assure employees receive equitable

compensation. The requirements, initiative, responsibility, and conditions of each job are considered through the use of position descriptions. ~~This grading and position description writing is accomplished by a volunteer and independent Committee.~~

6.10 SALARY BASIS

The Fair Labor Standards Act (FLSA) is a federal law which provides an exemption from both minimum wage and overtime pay for executive, administrative, professional, outside sales and certain computer employees. To qualify for exemption, employees must meet certain tests regarding their job duties and be paid on a salary basis at not less than \$455 per week.

Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work. Subject to exceptions listed below, an exempt employee must receive the full salary for any workweek in which the employee performs any work.

The following deductions are permissible: absence for one or more full days for personal reasons other than sickness or disability; absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan providing for compensation; to offset amounts employees receive as jury or witness fees or military pay; for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions; the initial or terminal week of employment; for penalties imposed in good faith for infractions of safety rules of major significance; or for leave under the FMLA.

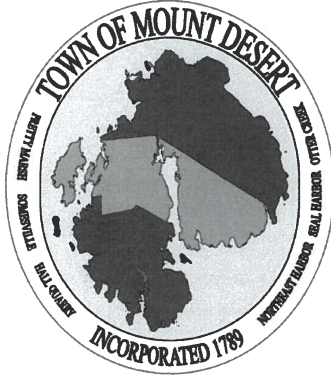
It is the Town's policy to comply with the salary basis requirements of the FLSA. Therefore, the Town prohibits all managers from making any improper deductions from the salaries of exempt employees. If you believe that an improper deduction has been made, you should immediately report this information to the Town Manager or the Director of Finance. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction.

6.11 LONGEVITY ADJUSTMENT

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
3 years	\$0.25 per hour	\$10.00/Week
8 years	\$0.15 per hour	\$6.00/Week
15 years	\$0.10 per hour	\$4.00/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.



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,

Durlin and I recommend amending sections 7.7.1, 7.7.10, and 8.7 as presented (pgs 7-12 of attachment) to clarify vacation accrual methodology, required leave for bonded personnel in accordance with internal control procedures, and Earned Paid Leave accrual methodology. These clarifications represent continuations of how the policy was implemented prior to my taking the Finance Director role and represent the Board's intent as it has been described to me. The ratification of these amendments, therefore, simply ensures that our written policy agrees unambiguously to that which has been implemented.

Section 7.7.1: The previously approved accrual methodology would have resulted in a reduction of vacation time for full-time regular employees at most pay levels. For example, a salaried employee at pay level 2 would earn 52 hours of vacation time per year under the policy approved 3/15/21. Prior to the 3/15/21 amendments, this same employee earned 96 hours of vacation every year. The difference is partially accounted for by the introduction of 40 hours of Earned Paid Leave. This means that this employee would earn 4 hours less vacation hours every year than they had earned prior to the 3/15/21 amendments. It has been conveyed to me, by Durlin and others involved, that the intent of this policy was not to increase or decrease any employee vacation time but simply to reclassify 40 hours as Earned Paid Leave. My proposed accrual methodology conforms to this understanding by accruing vacation time according to the following formula:

Monthly Vacation Accrual Rate = (Vacation time prior to 3/15/21 amendments – 40 hours EPL) / 12 months

Section 7.7.10: Our internal control procedures require that bonded personnel take at least 5 consecutive vacation days. The additional requirement that these days be taken after the employee has exhausted their first 40 hours of vacation leave appears to be superfluous.

Section 8.7: These amendments do the following:

- Clarify that both salaried and hourly full-time employees will be front-loaded with 40 hours of EPL
- Specify the rate at which part-time employees will earn EPL (1 hour EPL for every 40 hours worked, calculated and accrued on a pro-rata basis)
- Specify the rate at which front-loaded employees earn EPL for purposes of calculating EPL due at separation from employment

Thank you,

Jake Wright



Finance Director

**PER BOS MEETING
PACKET 3/15/21**

{EP - 03652875 - v1 }

7.7 VACATIONS

7.7.1 Eligibility - full-time regular employees are granted vacation with pay on the following basis:

Vacation privileges are available to regular employees and are awarded on an accrual basis. A new employee will begin accruing vacation in accordance with the information in Table 1 below. Years of service are based on an employee's date of hire and are calculated starting with the employee's most recent date of hire with the town. New employees will begin accruing vacation at the start of employment but must be employed for at least 120 calendar days before they may use vacation leave.

Table 1		
Pay Level	Years of Service	Accrual Rate
1	0 to 1 Year	Hourly employees will accrue 2 <u>1</u> hours of vacation time for every 40 hours worked. Salaried employees will accrue 2 <u>1</u> hours for every week worked. All employees will accrue vacation time up to the cap of 80 <u>40</u> hours for the year.
2	1 to 6 Years	Beginning with the first day of the second year of service, employees will accrue vacation at the same rate as above, up to the annual cap of 96 <u>56</u> hours for the year, through the end of the employee's sixth year of service.
3	7 to 12 Years	Beginning with the first day of the seventh year of service, hourly employees will accrue 2.6 <u>1.6</u> hours of vacation time for every 40 hours worked. Salaried employees will accrue 2.6 <u>1.6</u> hours for every week worked. All employees will accrue vacation time up to the cap of 436 <u>96</u> hours for the year through the end of the twelfth year of service.
4	13 to 15 Years	Beginning with the first day of the thirteenth year of service hourly employees will accrue 3.4 <u>2.4</u> hours of vacation time for every 40 hours worked. Salaried employees will accrue 3.4 <u>2.4</u> hours for every week worked. All employees will accrue vacation time up to the cap of 476 <u>136</u> hours for the year through the end of the fifteenth year of service.

5	Years beyond 15	Beginning with the first day of the sixteenth year of service, and for all years of service thereafter, Hourly employees will accrue 4 <u>3</u> hours of vacation time for every 40 hours worked. Salaried employees will accrue 4 <u>3</u> hours for every week worked. All employees will accrue vacation time up to the cap of 246 <u>176</u> hours for the year.
---	-----------------	--

At the discretion of the Board of Selectmen a new employee's prior Town employment experience or non-Town prior employment experience may be recognized. In those instances of the latter, the initial rate of vacation accrual will reflect the number of years of non-Town service to be accepted by the Town. This adjustment is for initial placement only. Future changes to higher vacation accrual steps will be based only on Town service since the employees most recent date of hire in accordance with Table 1. For example, an employee who is placed at pay level 2 on Table 1 at the time of hire will be eligible to move to pay level three on the first day of the employee's seventh year of Town service.

7.7.2 Vacation Rollover

All full-time regular employees will have accrued but unused vacation time rollover into the next year, however at no time shall any employee have more accumulated vacation time available for their use in an amount that is equal to twice what they would have accrued during the prior year of service.

7.7.3 There will be full-time regular employees who will be in a year of service that places them at a vacation accrual level as shown in Table 1 whereby they earn at least forty (40) hours of vacation time per twelve (12) month period. If such a full-time regular employee has less than forty (40) hours available for use based on their accrual records they may request in writing of the town manager on a standardized form to be provided by the Town to borrow anticipated vacation time from the next year of service to make up a work week, said work week being identified on a department-by-department basis. The town manager shall respond to the request in writing on the same standard form. Any borrowed anticipated vacation time shall be made up in the next year of service before any vacation time is accrued and made available for use.

~~7.7.4 The first forty hours of accrued Vacation time in each year may be used by employees for any reason. Foreseeable needs for leave must be requested X weeks in advance and shall be approved absent an undue hardship on the Town. The first forty hours of accrued Vacation time may also be used without advanced notice in the case of emergency, illness or sudden necessity. In the case of emergency, illness or sudden necessity the employee must notify the Town of the need for leave as soon as practicable. After the employee has exhausted the first 40~~

Commented [A1]: This can be up to 4 weeks

~~hours of accrued vacation time in any year, subsequent vacation requests shall be granted at such time or times as shall be mutually agreeable to the long-term employees and their immediate supervisor. To enhance internal control procedures, all Bonded personnel shall be required to take at least five consecutive vacation days each calendar year after they have exhausted their first 40 hours of vacation leave.~~

Commented [A2]: Remove

7.7.5 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.

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

7.7.7 Vacation pay shall, at the request of the employee, be paid in advance on the last regular payday preceding the start of his vacation.

7.7.8 Time spent on leave of absence without pay shall not be counted in determining rates of annual leave accrued.

7.7.9 Vacation time may not be "cashed in" for pay while continuing to work for pay.

7.7.10 To enhance internal control procedures, all Bonded personnel shall be required to take at least five consecutive vacation days each calendar year after they have exhausted their first 40 hours of vacation leave.

Commented [A3]: Note – this could become confusing if an employee doesn't take their first 40 hours of leave, and we can't force them to take that 40 hours of leave.

7.7.11 Employees in certain departments may be restricted from requesting foreseeable leave during certain dates or periods that the department is busier. Employees should see their Department Head for more information.

8.6 SICK LEAVE

The Town will allow sick leave with compensation for full-time regular employees whose absence from work is required due to personal illness or injury or illness or injury of a minor dependent, spouse, domestic partner, or parent with the following limitations:

8.6.1 Sick leave is accrued at the end of each quarter at the rate of 2.5 days per quarter.

8.6.2 To be eligible for sick leave, an employee must notify his supervisor of the illness within the notice requirement in Section 8.1. A physician's certificate may be required.

8.6.3 Sick leave will accrue to a maximum of 720 hours.

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

8.6.5 Absences for less than a full day shall be charged proportionately for the actual time absent in an increment not less than one hour.

8.6.6 Sick leave usage shall be recorded regularly and the Town Manager shall review all sick leave records periodically and shall investigate any causes which indicate abuse of the privilege.

8.6.7 Sick leave may be used to convey spouse or domestic partner to hospital or to serve as pallbearer

8.6.8 SICK LEAVE BONUS DAYS. Upon successful completion of the mandatory six-month (6) probationary period of employment and beginning with the seventh (7th) month of employment, full-time regular employees completing six (6) consecutive months of employment without taking sick leave will be granted one (1) sick leave bonus day. Sick leave bonus days will be granted after each six (6) month period for which sick leave is not taken. For record keeping purposes, sick leave bonus days shall be credited and recorded as Sick Leave Bonus-Compensatory Time and used and managed as Compensatory Time as described in Section 6.4 Compensatory Time of this Personnel Manual & Policies document. When a sick leave day is taken, an employee shall become entitled to a sick leave bonus day six (6) months from the day after the most recent sick leave day is taken if the employee has not taken sick leave during that period.

8.7 Earned Paid Leave (numbering to adjust forward)

~~All employees who are not eligible for vacation time pursuant to Section 7.7 who are otherwise eligible for Earned Paid Leave under the law, will be provided with the following: inaccurate~~

All employees are eligible for EPL and ~~Eligible Employees~~ will accrue earned paid leave ("EPL") at the rate of one hour of paid leave for every forty hours worked:

- Full-time employees will be front-loaded with the 40 hours of EPL. ~~Upon separation, accrued hours will be adjusted for hours worked. (redundant - stated below)~~
- Part-time employees will be awarded time on an accrual basis on hours worked. ~~Employees who work fewer than forty hours per pay period will accrue EPL at an equivalent prorated rate. Note accurate~~

~~Eligible salaried employees will accrue EPL at the rate of one hour of paid leave for every week worked.~~ 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.

Commented [A4]: This can be up to 4 weeks

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 in certain departments may be restricted from requesting foreseeable leave during certain times of year where it would be administratively impossible to permit leave. Employees should see their Department Head for more information.

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 policy.

**PER BOS MEETING
PACKET 3/15/21 with
changes to sections 7.7.1,
7.7.10, and 8.7**

7.7 VACATIONS

7.7.1 Eligibility - full-time regular employees are granted vacation with pay on the following basis:

Vacation privileges are available to regular employees and are awarded on an accrual basis. A new employee will begin accruing vacation in accordance with the information in Table 1 below. Years of service are based on an employee's date of hire and are calculated starting with the employees most recent date of hire with the town. New employees will begin accruing vacation at the start of employment but must be employed for at least 120 calendar days before they may use vacation leave.

Table 1		
Pay Level	Years of Service	Accrual Rate
1	0 to 1 Year	All employees will accrue vacation time up to the cap of 40 hours for the year. The rate of accrual will be 3.33 hours per month (40 hour cap divided by 12 months).
2	1 to 6 Years	Beginning with the first day of the second year of service, all employees will accrue vacation up to the annual cap of 96 56 hours for the year, through the end of the employee's sixth year of service. The rate of accrual will by 4.67 hours per month (56 hour cap divided by 12 months).
3	7 to 12 Years	Beginning with the first day of the seventh year of service, all employees will accrue vacation time up to the cap of 136 96 hours for the year through the end of the twelfth year of service. The rate of accrual will be 8 hours per month (96 hour cap divided by 12 months).
4	13 to 15 Years	Beginning with the first day of the thirteenth year of service, all employees will accrue vacation time up to the cap of 176 136 hours for the year through the end of the fifteenth year of service. The rate of accrual will be 11.33 hours per month (136 hour cap divided by 12 months).

JW DEU

JW DEU

JW DEU

JW DEU

5	Years beyond 15	Beginning with the first day of the sixteenth year of service, and for all years of service thereafter, all employees will accrue vacation time up to the cap of 246 176 hours for the year. The rate of accrual will be 14.67 hours per month (176 hour cap divided by 12 months).
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TW DEJ

At the discretion of the Board of Selectmen a new employee's prior Town employment experience or non-Town prior employment experience may be recognized. In those instances of the latter, the initial rate of vacation accrual will reflect the number of years of non-Town service to be accepted by the Town. This adjustment is for initial placement only. Future changes to higher vacation accrual steps will be based only on Town service since the employees most recent date of hire in accordance with Table 1. For example, an employee who is placed at pay level 2 on Table 1 at the time of hire will be eligible to move to pay level three on the first day of the employee's seventh year of Town service.

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~~employees and their immediate supervisor. To enhance internal control procedures, all Bonded personnel shall be required to take at least five consecutive vacation days each calendar year after they have exhausted their first 40 hours of vacation leave.~~

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JW N&U

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8.6.1 Sick leave is accrued at the end of each quarter at the rate of 2.5 days per quarter.

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8.7 Earned Paid Leave (numbering to adjust forward)

~~All employees who are not eligible for vacation time pursuant to Section 7.7 who are otherwise eligible for Earned Paid Leave under the law, will be provided with the following: inaccurate~~

All employees are eligible for EPL and Eligible Employees will accrue earned paid leave ("EPL") at the rate of one hour of paid leave for every forty hours worked under the following guidelines:

- Full-time employees (salaried and hourly) will be front-loaded with the 40 hours of EPL. ~~Upon separation, accrued hours will be adjusted for hours worked. (redundant – stated below)~~
- Part-time employees will be awarded time on an accrual basis on hours worked accrue EPL at a rate of one hour of EPL for every 40 hours worked, calculated and accrued on a pro-rata basis.. ~~Employees who work fewer than forty hours per pay period will accrue EPL at an equivalent prorated rate. Not accurate~~

JW (WED)

JW (WED)

~~Eligible salaried employees will accrue EPL at the rate of one hour of paid leave for every week worked.~~ 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.

Commented [A4]: This can be up to 4 weeks

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 in the following ways:

JW (N&U)
JW (N&U)
JW (N&U)

- Full-time salaried employees: 1 hour of EPL earned for each week of employment
- Full-time hourly employees: 1 hour of EPL earned for every 40 hours worked

Employees in certain departments may be restricted from requesting foreseeable leave during certain times of year where it would be administratively impossible to permit leave. Employees should see their Department Head for more information.

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 policy.

Warrants for BOS Agenda:

BOS Agenda:

8/3/2021

	Description	#	Date	Amount
A. Warrants to be Approved and Signed:				
	Town Invoices	AP2176	08/03/21	\$ 68,981.91
		AP2205	08/03/21	\$ 411,832.97
				<u>\$ 480,814.88</u>
B. Authorized Warrants to be Signed: (Wendy needs to abstain) (Prior Electronic or Manual Authorization)				
	Town State Fees & P/R Benefits	AP2203	07/21/21	\$ 3,159.75
		AP2204	07/28/21	\$ 20,824.87
	Town Payroll	PR2202	07/23/21	\$ 131,095.09
				<u>\$ 155,079.71</u>
C. Warrants to be Acknowledged:				
	School Invoices	#		
	School Payroll	#2	07/23/21	\$ 146,607.16
				<u>\$ 146,607.16</u>
TOTAL WARRANTS FOR BOS MEETING				<u>\$ 782,501.75</u>

TOWN OF MOUNT DESERT
ACCOUNTS PAYABLE WARRANT

WARRANT AP# 2176

CHECK DATE: August 3, 2021

CHECK NUMBER:	<u>315317</u>	through	<u>315332</u>	\$ <u>57,331.17</u>	Check payments
CHECK NUMBER:	<u>N/A</u>	through	<u>N/A</u>	\$ <u>-</u>	Electronic payments
EFT NUMBER:	<u>1989</u>	through	<u>1992</u>	\$ <u>11,650.74</u>	ACH Payments
EFT or CK NUMBER:	<u>N/A</u>	through	<u>N/A</u>	\$ <u>-</u>	Voided Checks

TOTAL DISBURSEMENTS: \$ 68,981.91

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



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apcs hdsb

Town of Mount Desert
A/P CASH DISBURSEMENTS JOURNAL

07/29/2021 11:05
69051you

CASH ACCOUNT: 100
CHECK NO CHK DATE

10100
TYPE VENDOR NAME

Ckg-BH General Fund 8066

INVOICE

INV DATE PO WARRANT

INVOICE DTL DESC

NET

INVOICE	INVOICE DTL DESC	INV DATE	PO	WARRANT	NET
1989 08/03/2021 EFT Invoice: 412057	2 A C PARSONS LANDSCAPING & GARDEN 412057 LANDSCAPING BJ 1,363.24 1552000 55222 LANDSCAPING SVCS 1,000.00 1552500 55222	06/30/2021	AP		2,363.24
1990 08/03/2021 EFT Invoice: 6753	1735 CONNECTIVITY WORKS INC 6753 974.88 1221000 57600	06/30/2021	AP		974.88
1991 08/03/2021 EFT Invoice: 584649	181 EATON PEABODY ATTORNEYS AT LAW 584649 448.00 1220770 54500 1,720.00 1220110 54500	06/30/2021	AP		2,168.00
Invoice: 584650	EATON PEABODY ATTORNEYS AT LAW 584650 1,770.00 1220900 54533	06/30/2021	AP		1,770.00
Invoice: 584651	EATON PEABODY ATTORNEYS AT LAW 584651 1,275.00 1220770 54500	06/30/2021	AP		1,275.00
1992 08/03/2021 EFT Invoice: 20208940	116 HALEY WARD, INC. 20208940 2,538.60 3000039 57710	06/30/2021	AP		2,538.60
Invoice: 20209037	HALEY WARD, INC. 20209037 384.45 1221000 54250	06/27/2021	AP		384.45
Invoice: 20209040	HALEY WARD, INC. 20209040 176.57 1221000 54250	06/27/2021	AP		176.57
315317 08/03/2021 PRTD Invoice: 0000042685	1001 AMERICAN CONCRETE INDUSTRIES 0000042685 606.00 1550100 55400	06/23/2021	AP		606.00
1989 TOTAL:					2,363.24
1990 TOTAL:					974.88
1991 TOTAL:					5,213.00
1992 TOTAL:					3,099.62



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

CHECK NO CHK DATE TYPE VENDOR NAME INVOICE DTL DESC

315318 08/03/2021 PRTD 47 BANGOR DAILY NEWS 292708 735.00 1220220 56205

Invoice: 292708 Special Amusement Permits, BDN, 4/8 PUBLIC NOTICE

315319 08/03/2021 PRTD 997 CARDMEMBER SERVICES 0680 MSFT 79.37 1221000 55140

Invoice: 0680 MSFT CARDMEMBER SERVICES

315320 08/03/2021 PRTD 997 CARDMEMBER SERVICES 0277 MSFT 52.57 1221000 55140

Invoice: 0277 MSFT CARDMEMBER SERVICES

315321 08/03/2021 PRTD 997 CARDMEMBER SERVICES 0987 MSFT 104.00 1221000 55140

Invoice: 0987 MSFT CARDMEMBER SERVICES

315322 08/03/2021 PRTD 997 CARDMEMBER SERVICES 8509 MSFT 126.00 1221000 55140

Invoice: 8509 MSFT CARDMEMBER SERVICES

315323 08/03/2021 PRTD 997 CARDMEMBER SERVICES 2809 MSFT 130.00 1221000 55140

Invoice: 2809 MSFT CARDMEMBER SERVICES

315324 08/03/2021 PRTD 997 CARDMEMBER SERVICES 3449 MSFT 275.00 1221000 55140

Invoice: 3449 MSFT CARDMEMBER SERVICES

315325 08/03/2021 PRTD 997 CARDMEMBER SERVICES 5859 5.11, inc. 53800 323.95 1440330 53800

Invoice: 5859 5.11, inc. CARDMEMBER SERVICES

315326 08/03/2021 PRTD 997 CARDMEMBER SERVICES 4002 AMZN mktp 53000 104.00 1440110 53000

Invoice: 4002 AMZN mktp CARDMEMBER SERVICES

315327 08/03/2021 PRTD 997 CARDMEMBER SERVICES 1585 AMZN mktp 53000 59.46 1440110 53000

Invoice: 1585 AMZN mktp CARDMEMBER SERVICES

315328 08/03/2021 PRTD 997 CARDMEMBER SERVICES 2574 Amazon Prime 119.00 06/30/2021 Amazon Prime Feee

Invoice: 2574 Amazon Prime CARDMEMBER SERVICES

CHECK 315317 TOTAL: 606.00

CHECK 315318 TOTAL: 1,710.00

CHECK 315319 TOTAL: 79.37

CHECK 315320 TOTAL: 52.57

CHECK 315321 TOTAL: 104.00

CHECK 315322 TOTAL: 126.00

CHECK 315323 TOTAL: 130.00

CHECK 315324 TOTAL: 275.00

CHECK 315325 TOTAL: 323.95

CHECK 315326 TOTAL: 104.00

CHECK 315327 TOTAL: 59.46

CHECK 315328 TOTAL: 119.00



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

INVOICE DTL DESC	INVOICE	INV DATE	PO	WARRANT	NET
119.00 1440110 53000 OFFICE SUPPLIES					
CARDMEMBER SERVICES	5466	06/30/2021	AP		20.48
Invoice: 5466 AMAZON.COM					
Amazon - dispatch cable					
OFFICE SUPPLIES	53000				
20.48 1440800 53000					
CHECK 315319 TOTAL:					1,393.83
315320 08/03/2021 PRD 2475 CIVICPLUS, INC	211209		AP		3,698.63
Invoice: 211209					
Website redesign and Chatbox subscription					
EMAIL/INTERNET					
3,698.63 1221000 55140					
CHECK 315320 TOTAL:					3,698.63
315321 08/03/2021 PRD 177 EAGLE POINT GUN	154069		AP		2,505.00
Invoice: 154069					
Ammunition					
AMMUNITION					
2,505.00 1440110 53520					
CHECK 315321 TOTAL:					2,505.00
315322 08/03/2021 PRD 283 HARRIS COMPUTER SYSTEMS	TRIXT0000553		AP		14,875.00
Invoice: TRIXT0000553					
Software Installation					
SOFTWARE-TRIO CASH RECTS					
14,875.00 1221000 55330 888					
CHECK 315322 TOTAL:					14,875.00
315323 08/03/2021 PRD 2549 MCKESSON MEDICAL-SURGICAL	11644175		AP		7.41
Invoice: 11644175					
Finance charge					
EQUIPMENT					
7.41 1440330 57100					
CHECK 315323 TOTAL:					7.41
315324 08/03/2021 PRD 502 MOUNT DESERT SPRING WATER	6544 0621		AP		57.50
Invoice: 6544 0621					
SPRING WATER BJ					
GEN REPAIRS & MAINT					
57.50 1550100 55400					
CHECK 315324 TOTAL:					57.50
315325 08/03/2021 PRD 1356 MUNICIPAL REVIEW COMMITTEE	3427		AP		16,633.80
Invoice: 3427					
Members Monthly MSWR Invoice June 2021-EM					
TIPPING FEE CROM					
16,633.80 1551500 55502					
CHECK 315325 TOTAL:					16,633.80



INVOICE	INVOICE DTL DESC	INV DATE	PO	WARRANT	NET
Invoice: 10057322-1 070621	VERSANT POWER	06/30/2021	AP		21.54
	40 KWH SGT Drive PS Electric-EM				
	21.54 1550666 55010				
Invoice: 10057339-7 070221	VERSANT POWER	06/30/2021	AP		762.89
	2520 KWH Otter Creek PS Electric-EM				
	762.89 1550669 55010				
Invoice: 10057342-3 070521	VERSANT POWER	06/30/2021	AP		2,234.23
	23280 KWH SH WWTP Electric-EM				
	2,234.23 1550668 55010				
Invoice: 10057335-9 070421	VERSANT POWER	06/30/2021	AP		46.25
	206 KWH SH Library PS Electric-EM				
	46.25 1550668 55010				
Invoice: 10558315-3 070621	VERSANT POWER	06/30/2021	AP		699.44
	1360 kwh marina power				
	699.44 6010100 55010				
Invoice: 10003320-2 070621	VERSANT POWER	06/30/2021	AP		940.00
	5600 kwh marina power				
	940.00 6010100 55010				
Invoice: 10558316-5 070821	VERSANT POWER	06/30/2021	AP		119.71
	680 kwh marina power				
	119.71 6010100 55010				
Invoice: 10057323-3 070221	VERSANT POWER	06/30/2021	AP		69.51
	yachtsmen power				
	69.51 6010100 55010				
Invoice: 10057238-4 070921	VERSANT POWER	06/30/2021	AP		457.55
	339 kwh STREET LIGHTS LED BJ				
	457.55 1440600 55011				
Invoice: 10545196-3 070521	VERSANT POWER	06/30/2021	AP		168.96
	1027 kwh 40 HARBOR DRIVE UBIT CHARGER BJ				
	168.96 1553000 55010				
Invoice: 10057337-3 070621	VERSANT POWER	06/30/2021	AP		142.46
	850 KWH Bracy Cove PS Electric-EM				
	142.46 1550668 55010				
Invoice: 10057334-6 070521	VERSANT POWER	06/30/2021	AP		825.29
	2718 KWH Sea Street PS Electric-EM				
	825.29 1550666 55010				
CHECK 315329 TOTAL:					10,196.93

CLERK: 69051you

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	LINE DESC	T	OB	DEBIT	CREDIT
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2021	12		194										
APP	100-20000		06/30/2021	AP	LLY			Accounts Payable				64,559.06	
APP	100-10100		06/30/2021	AP	LLY			AP CASH DISBURSEMENTS JOURNAL					68,981.91
APP	300-20000		06/30/2021	AP	LLY			Ckg-BH General Fund 8066				2,538.60	
APP	600-20000		06/30/2021	AP	LLY			AP CASH DISBURSEMENTS JOURNAL				1,884.25	
APP	600-20000		06/30/2021	AP	LLY			Accounts Payable					
								AP CASH DISBURSEMENTS JOURNAL					
								GENERAL LEDGER TOTAL				68,981.91	

APP	100-35030		06/30/2021	AP	LLY			DTF-CAP IMP				2,538.60	
APP	300-35010		06/30/2021	AP	LLY			DT Gen fund					2,538.60
APP	100-35060		06/30/2021	AP	LLY			DT-MARINA				1,884.25	
APP	600-35010		06/30/2021	AP	LLY			DT Gen fund					1,884.25
								SYSTEM GENERATED ENTRIES TOTAL				4,422.85	
								JOURNAL 2021/12/194				73,404.76	
								TOTAL					73,404.76

FUND	ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
100	General Fund	2021 12	194	06/30/2021			
	100-10100				Ckg-BH General Fund 8066		68,981.91
	100-20000				Accounts Payable	64,559.06	
	100-35030				DTF-CAP IMP	2,538.60	
	100-35060				DT-MARINA	1,884.25	
					FUND TOTAL	68,981.91	68,981.91
300	Capital Projects	2021 12	194	06/30/2021			
	300-20000				Accounts Payable	2,538.60	
	300-35010				DT Gen fund		2,538.60
					FUND TOTAL	2,538.60	2,538.60
600	Marina	2021 12	194	06/30/2021			
	600-20000				Accounts Payable	1,884.25	
	600-35010				DT Gen fund		1,884.25
					FUND TOTAL	1,884.25	1,884.25

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Town of Mount Desert
A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

P 9
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FUND	DUE TO	DUE FROM
100 General Fund	4,422.85	
300 Capital Projects		2,538.60
600 Marina		1,884.25
TOTAL	4,422.85	4,422.85

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

TOWN OF MOUNT DESERT
ACCOUNTS PAYABLE WARRANT

WARRANT AP# 2205

CHECK DATE: August 3, 2021

CHECK NUMBER:	<u>315333</u>	through	<u>315401</u>	\$ <u>373,988.04</u>	Check payments
CHECK NUMBER:	<u>N/A</u>	through	<u>N/A</u>	\$ <u>-</u>	Electronic payments
EFT NUMBER:	<u>1993</u>	through	<u>2000</u>	\$ <u>37,844.93</u>	ACH Payments
EFT or CK NUMBER:	<u>N/A</u>	through	<u>N/A</u>	\$ <u>-</u>	Voided Checks

TOTAL DISBURSEMENTS: \$ 411,832.97

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



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Town of Mount Desert
A/P CASH DISBURSEMENTS JOURNAL

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

INVOICE	INV DATE	PO	WARRANT	NET
INVOICE DTL DESC				
1999 08/03/2021 EFT Invoice: 486069	07/22/2021	AP2205	1998 TOTAL:	645.18
2613 NO FRILLS OIL COMPANY	07/22/2021	AP2205		
486069	131.5 GALS #2 Fuel SH WWTP Heating-EM			314.15
314.15 1550668 53400	HEATING FUEL			
2000 08/03/2021 EFT Invoice: 045-347507		AP2205	1999 TOTAL:	314.15
1609 TYLER TECHNOLOGIES INC	07/01/2021	AP2205		
045-347507	Software Fee			12,081.25
12,081.25 1221000 55330 800	SOFTWARE MUNIS LICENSE			
315333 08/03/2021 PRD Invoice: 2022-003		AP2205	2000 TOTAL:	12,081.25
989 ACADIA DISPOSAL DISTRICT	07/01/2021	AP2205		
2022-003	Dues ts			4,063.38
4,063.38 1551500 54200	DUES & MEMBERSHIPS			
315334 08/03/2021 PRD Invoice: FY2022		AP2205	315333 TOTAL:	4,063.38
2257 ACADIA FAMILY CENTER	07/01/2021	AP2205		
FY2022	FY2022 Per Article 37			5,000.00
5,000.00 1885154 59154	ACADIA FAMILY CENTER			
315335 08/03/2021 PRD Invoice: FY2022		AP2205	315334 TOTAL:	5,000.00
990 ACADIA YOUTH SPORTS (LL)	07/01/2021	AP2205		
FY2022	FY2022 Per Article 37 - Sports			2,000.00
2,000.00 1885153 59124	ACADIA LITTLE LEAGUE			
315336 08/03/2021 PRD Invoice: 8377		AP2205	315335 TOTAL:	2,000.00
2772 ALVAH B. BARGE SERVICE, LLC	07/19/2021	AP2205		
8377	mooring inspections			500.00
500.00 6010100 57121	EQUIP-MOORINGS/FLOATS			
315337 08/03/2021 PRD Invoice: FY2022		AP2205	315336 TOTAL:	500.00
1162 PINE TREE CHAPTER	07/01/2021	AP2205		
FY2022	FY2022 Per Article 37			3,500.00
3,500.00 1885154 59132	AMERICAN RED CROSS			
			315337 TOTAL:	3,500.00



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Town of Mount Desert
A/P CASH DISBURSEMENTS JOURNAL

10100
TYPE VENDOR NAME

CASH ACCOUNT: 100
CHECK NO CHK DATE

162 DOWNEAST GRAPHICS & PRINTING
163 DOWNEAST HORIZONS INC
178 EASTERN AREA AGENCY ON AGING
858 TEAM EJP BANGOR, ME
197 ELLSWORTH CHAINSAW INC
2256 EMMAUS HOMELESS SHELTER
1193 ENVIRONMENTAL SYSTEMS RESEARCH IN

Invoice: 113091
Invoice: FY2022
Invoice: FY2022
Invoice: 5887124
Invoice: 115223
Invoice: FY2022
Invoice: 94057534

113091
FY2022
FY2022
5887124
115223
FY2022
94057534

313.80 6010300 57121
5,600.00 1885154 59136
500.00 1885154 59133
4,620.00 1550100 53740
368.99 1552000 55400
2,053.00 1885154 59152

315346 08/03/2021 PRTRD
315347 08/03/2021 PRTRD
315348 08/03/2021 PRTRD
315349 08/03/2021 PRTRD
315350 08/03/2021 PRTRD
315351 08/03/2021 PRTRD
315352 08/03/2021 PRTRD

Invoice: 113091
Invoice: FY2022
Invoice: FY2022
Invoice: 5887124
Invoice: 115223
Invoice: FY2022
Invoice: 94057534

162 DOWNEAST GRAPHICS & PRINTING 113091 313.80 6010300 57121 07/19/2021 dock supplies MRG/FLOAT SVCS 315346 TOTAL: 313.80

163 DOWNEAST HORIZONS INC 59136 5,600.00 1885154 59136 07/01/2021 FY2022 Per Article 37 DOWNEAST HORIZONS 315347 TOTAL: 5,600.00

178 EASTERN AREA AGENCY ON AGING 59133 500.00 1885154 59133 07/01/2021 FY2022 Per Article 37 EASTERN AREA AGENCY 315348 TOTAL: 500.00

858 TEAM EJP BANGOR, ME 53740 4,620.00 1550100 53740 07/16/2021 CULVERTS BJ STORM WATER SUPPLIES 315349 TOTAL: 4,620.00

197 ELLSWORTH CHAINSAW INC 55400 368.99 1552000 55400 07/23/2021 trimmer bj GEN REPAIRS & MAINT 315350 TOTAL: 368.99

2256 EMMAUS HOMELESS SHELTER 59152 2,053.00 1885154 59152 07/01/2021 FY2022 Per Article 37 EMMAUS HOMELESS SHELTER 315351 TOTAL: 2,053.00

1193 ENVIRONMENTAL SYSTEMS RESEARCH IN 94057534 55330 1,000.00 1220660 55330 SOFTWARE RENEW/LIC FEES 300.00 1220770 55330 SOFTWARE RENEW/LIC FEES 300.00 1550552 53620 SOFTWARE PKG PURCHASE 315352 TOTAL: 1,600.00

113091 313.80 6010300 57121 07/19/2021 dock supplies MRG/FLOAT SVCS 315346 TOTAL: 313.80

59136 5,600.00 1885154 59136 07/01/2021 FY2022 Per Article 37 DOWNEAST HORIZONS 315347 TOTAL: 5,600.00

59133 500.00 1885154 59133 07/01/2021 FY2022 Per Article 37 EASTERN AREA AGENCY 315348 TOTAL: 500.00

53740 4,620.00 1550100 53740 07/16/2021 CULVERTS BJ STORM WATER SUPPLIES 315349 TOTAL: 4,620.00

55400 368.99 1552000 55400 07/23/2021 trimmer bj GEN REPAIRS & MAINT 315350 TOTAL: 368.99

59152 2,053.00 1885154 59152 07/01/2021 FY2022 Per Article 37 EMMAUS HOMELESS SHELTER 315351 TOTAL: 2,053.00

94057534 1,600.00 1220660 55330 SOFTWARE RENEW/LIC FEES 300.00 1220770 55330 SOFTWARE RENEW/LIC FEES 300.00 1550552 53620 SOFTWARE PKG PURCHASE 315352 TOTAL: 1,600.00

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Town of Mount Desert
A/P CASH DISBURSEMENTS JOURNAL

10100
TYPE VENDOR NAME

CASH ACCOUNT: 100
CHECK NO CHK DATE

162 DOWNEAST GRAPHICS & PRINTING
163 DOWNEAST HORIZONS INC
178 EASTERN AREA AGENCY ON AGING
858 TEAM EJP BANGOR, ME
197 ELLSWORTH CHAINSAW INC
2256 EMMAUS HOMELESS SHELTER
1193 ENVIRONMENTAL SYSTEMS RESEARCH IN

Invoice: 113091
Invoice: FY2022
Invoice: FY2022
Invoice: 5887124
Invoice: 115223
Invoice: FY2022
Invoice: 94057534

113091
FY2022
FY2022
5887124
115223
FY2022
94057534

313.80 6010300 57121
5,600.00 1885154 59136
500.00 1885154 59133
4,620.00 1550100 53740
368.99 1552000 55400
2,053.00 1885154 59152

315346 08/03/2021 PRTRD
315347 08/03/2021 PRTRD
315348 08/03/2021 PRTRD
315349 08/03/2021 PRTRD
315350 08/03/2021 PRTRD
315351 08/03/2021 PRTRD
315352 08/03/2021 PRTRD

Invoice: 113091
Invoice: FY2022
Invoice: FY2022
Invoice: 5887124
Invoice: 115223
Invoice: FY2022
Invoice: 94057534

162 DOWNEAST GRAPHICS & PRINTING 113091 313.80 6010300 57121 07/19/2021 dock supplies MRG/FLOAT SVCS 315346 TOTAL: 313.80

163 DOWNEAST HORIZONS INC 59136 5,600.00 1885154 59136 07/01/2021 FY2022 Per Article 37 DOWNEAST HORIZONS 315347 TOTAL: 5,600.00

178 EASTERN AREA AGENCY ON AGING 59133 500.00 1885154 59133 07/01/2021 FY2022 Per Article 37 EASTERN AREA AGENCY 315348 TOTAL: 500.00

858 TEAM EJP BANGOR, ME 53740 4,620.00 1550100 53740 07/16/2021 CULVERTS BJ STORM WATER SUPPLIES 315349 TOTAL: 4,620.00

197 ELLSWORTH CHAINSAW INC 55400 368.99 1552000 55400 07/23/2021 trimmer bj GEN REPAIRS & MAINT 315350 TOTAL: 368.99

2256 EMMAUS HOMELESS SHELTER 59152 2,053.00 1885154 59152 07/01/2021 FY2022 Per Article 37 EMMAUS HOMELESS SHELTER 315351 TOTAL: 2,053.00

1193 ENVIRONMENTAL SYSTEMS RESEARCH IN 94057534 55330 1,000.00 1220660 55330 SOFTWARE RENEW/LIC FEES 300.00 1220770 55330 SOFTWARE RENEW/LIC FEES 300.00 1550552 53620 SOFTWARE PKG PURCHASE 315352 TOTAL: 1,600.00

113091 313.80 6010300 57121 07/19/2021 dock supplies MRG/FLOAT SVCS 315346 TOTAL: 313.80

59136 5,600.00 1885154 59136 07/01/2021 FY2022 Per Article 37 DOWNEAST HORIZONS 315347 TOTAL: 5,600.00

59133 500.00 1885154 59133 07/01/2021 FY2022 Per Article 37 EASTERN AREA AGENCY 315348 TOTAL: 500.00

53740 4,620.00 1550100 53740 07/16/2021 CULVERTS BJ STORM WATER SUPPLIES 315349 TOTAL: 4,620.00

55400 368.99 1552000 55400 07/23/2021 trimmer bj GEN REPAIRS & MAINT 315350 TOTAL: 368.99

59152 2,053.00 1885154 59152 07/01/2021 FY2022 Per Article 37 EMMAUS HOMELESS SHELTER 315351 TOTAL: 2,053.00

94057534 1,600.00 1220660 55330 SOFTWARE RENEW/LIC FEES 300.00 1220770 55330 SOFTWARE RENEW/LIC FEES 300.00 1550552 53620 SOFTWARE PKG PURCHASE 315352 TOTAL: 1,600.00



INVOICE DTL DESC	INVOICE	INV DATE	PO	WARRANT	NET
HARCROS CHEMICALS INC	300163174	07/27/2021	AP2205		1,859.75
ph Control/50% Caustic-Bleach NEH WWTP-EM PH CONTROL CHLORINATION	1,340.00 1550666 53213 519.75 1550666 53211				
CHECK 315358 TOTAL:					5,059.50
315359 08/03/2021 PRD Invoice: FY2022	2559 HEALTH EQUITY ALLIANCE FY2022	07/01/2021	AP2205		500.00
	500.00 1885154 59159	FY2022 Per Article 37 HEALTH EQUITY ALLIANCE			
CHECK 315359 TOTAL:					500.00
315360 08/03/2021 PRD Invoice: FY2022	1061 HOSPICE VOLUNTEERS-HANCOCK COUNTY FY2022	07/01/2021	AP2205		1,500.00
	1,500.00 1885154 59140	FY2022 Per Article 37 HOSPICE VOL OF HANCOCK CNTY			
CHECK 315360 TOTAL:					1,500.00
315361 08/03/2021 PRD Invoice: 45712	824 ICMA - RETIREMENT CORPORATION 45712	07/13/2021	AP2205		250.00
	250.00 1220800 54531	Plan Renewal #108059 ADMIN-ACTUARY			
Invoice: 45766	ICMA - RETIREMENT CORPORATION 45766	07/13/2021	AP2205		250.00
	250.00 1220800 54531	Annual plan Fee 109051 ADMIN-ACTUARY			
CHECK 315361 TOTAL:					500.00
315362 08/03/2021 PRD Invoice: FY2022	1038 ISLAND CONNECTIONS FY2022	07/01/2021	AP2205		2,500.00
	2,500.00 1885154 59131	FY2022 Per Article 37 ISLAND CONNECTIONS			
CHECK 315362 TOTAL:					2,500.00
315363 08/03/2021 PRD Invoice: FY2022	2488 ISLAND HOUSING TRUST FY2022	07/01/2021	AP2205		7,500.00
	7,500.00 1885154 59156	FY2022 Per Article 37 ISLAND HOUSING TRUST			
CHECK 315363 TOTAL:					7,500.00
315364 08/03/2021 PRD Invoice: 07252021	2779 JAMES VAN DORSTEN 07252021	07/25/2021	AP2205		40.00
	40.00 6010100 40373	Refund: 7.25.21 mooring rental MR-Moor Rent			



Invoice: 2025
Invoice: FY2022
Invoice: 5137479
Invoice: 071621
Invoice: 20828
Invoice: 20810
Invoice: 196
Invoice: FY2022

INVOICE	INVOICE DTL DESC	INV DATE	PO	WARRANT	NET
315365	Yearly Flowmeter Calibration 2021-EM TECHNICAL SVCS	07/24/2021	AP2205		314.00
315366	FY2022 Per Article 37 LIFE FLIGHT FOUNDATION	07/01/2021	AP2205		1,000.00
315367	adam shorts UNIFORMS	07/19/2021	AP2205		110.99
315368	Mileage & tolls reimbursement TRAINING	07/16/2021	AP2205		182.88
315369	power repair EQUIP-MOORINGS/FLOATS	07/15/2021	AP2205		1,154.61
	SERVICE CALL BJ BLDG REPAIR & MAINT	07/15/2021	AP2205		99.46
315370	Annual Dues FY 22 DUES & MEMBERSHIPS	07/01/2021	AP2205		659.28
315371	FY2022 Per Article 37 MD CHAMBER OF COMMERCE	07/01/2021	AP2205		27,500.00

CHECK 315364 TOTAL: 40.00
CHECK 315365 TOTAL: 314.00
CHECK 315366 TOTAL: 1,000.00
CHECK 315367 TOTAL: 110.99
CHECK 315368 TOTAL: 182.88
CHECK 315369 TOTAL: 1,254.07
CHECK 315370 TOTAL: 659.28
CHECK 315371 TOTAL: 27,500.00



INVOICE	INVOICE DTL DESC	INV DATE	PO	WARRANT	NET
315372	505 MOUNT DESERT HISTORICAL SOCIETY FY2022 Invoice: FY2022	07/01/2021	AP2205	315371 TOTAL:	27,500.00
	2,500.00 1885152 59114				2,500.00
315373	1199 MOUNT DESERT LODGE #140 AF & AM FY2022 Invoice: FY2022	07/01/2021	AP2205	315372 TOTAL:	2,500.00
	1,500.00 1885154 59145				1,500.00
315374	1037 MOUNT DESERT NURSERY SCHOOL FY2022 Invoice: FY2022	07/01/2021	AP2205	315373 TOTAL:	2,000.00
	2,000.00 1885154 59137				2,000.00
315375	1057 MOUNT DESERT NURSING ASSOCIATION FY2022 Invoice: FY2022	07/01/2021	AP2205	315374 TOTAL:	35,000.00
	35,000.00 1885154 59134				35,000.00
315376	436 MAINE TOWN & CITY MANAGEMENT ASSN FY 22 LUNT FY2022 Invoice: FY 22 LUNT	07/01/2021	AP2205	315375 TOTAL:	161.00
	161.00 1220110 54200				161.00
315377	2160 COASTAL AUTO PARTS FY2022 Invoice: 417450	07/26/2021	AP2205	315376 TOTAL:	67.13
	67.13 1440330 53110				67.13
	COASTAL AUTO PARTS Invoice: 415866	07/22/2021	AP2205	315377 TOTAL:	91.44
	91.44 1550552 55210				158.57



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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

INVOICE DTL DESC INV DATE PO WARRANT NET

315378 08/03/2021 PRD 1490 NATIONAL FIRE CODES 7989763X
Invoice: 7989763X
Annual NFPA codes subscription AP2205 1,495.00
SOFTWARE RENEW/LIC FEES 55330 5330
CHECK 315378 TOTAL: 1,495.00

315379 08/03/2021 PRD 1594 NE HARBOR VILLAGE IMPROVEMENT SOC FY2022
Invoice: FY2022
FY2022 Per Article 37 AP2205 5,000.00
NEH VILLAGE IMPROVE SOC
CHECK 315379 TOTAL: 5,000.00

315380 08/03/2021 PRD 522 NEIGHBORHOOD HOUSE FY2022
Invoice: FY2022
FY2022 Per Article 37 - General AP2205 47,000.00
NEIGHBORHOOD HOUSE-GENERAL
CHECK 315379 TOTAL: 5,000.00

315380 08/03/2021 PRD 522 NEIGHBORHOOD HOUSE FY2022
Invoice: FY2022Youth
FY2022 Per Article 37 - Youth AP2205 38,000.00
NEIGHBORHOOD HOUSE-YOUTH
CHECK 315380 TOTAL: 88,000.00

315381 08/03/2021 PRD 1289 NORTHERN LIGHT HOMECARE & HOSPICE FY2022
Invoice: FY2022
FY2022 Per Article 37 - CM Events AP2205 1,200.00
NEIGHBORHOOD HOUSE-CM EVENTS
CHECK 315381 TOTAL: 1,200.00

315382 08/03/2021 PRD 2120 NORTHEAST HARBOR AMBULANCE SERVIC FY2022
Invoice: FY2022
FY2022 Per Article 37 AP2205 20,000.00
NEH AMBULANCE SERVICE INC
CHECK 315382 TOTAL: 20,000.00

315383 08/03/2021 PRD 536 NORTHEAST HARBOR LIBRARY FY2022
Invoice: FY2022
FY2022 Per Article 37 AP2205 20,500.00
NEH LIBRARY
CHECK 315383 TOTAL: 20,500.00



P 11
apcsbdsb

Town of Mount Desert
A/P CASH DISBURSEMENTS JOURNAL

07/29/2021 11:50
69051you

CASH ACCOUNT: 100 10100
CHECK NO CHK DATE TYPE VENDOR NAME INVOICE INVOICE DTL DESC INV DATE PO WARRANT NET

315384	08/03/2021	PRTD	541 BLUE TARP FINANCIAL	48133667	Credit	06/28/2021	AP2205		-8.20
			Invoice: 48133667	53900	Credit for Sales Tax on Invoice# 48133667				
					OTHER EQUIPMENT				
			BLUE TARP FINANCIAL	48315068		07/20/2021	AP2205		549.20
			Invoice: 48315068	53900	750127 3" Full Trash Pump-EM				
					OTHER EQUIPMENT				
								CHECK	541.00
								315384 TOTAL:	
315385	08/03/2021	PRTD	2110 OTT COMMUNICATIONS	0721		07/10/2021	AP2205		693.49
			Invoice: 0721	55120	Telephone Charges				
					TELEPHONE				
								CHECK	693.49
								315385 TOTAL:	
315386	08/03/2021	PRTD	1595 PRETTY MARSH COMMUNITY ASSOCIATIO	FY2022		07/01/2021	AP2205		9,500.00
			Invoice: FY2022	59104	FY2022 Per Article 37				
					PRETTY MARSH COMM ASSOC				
								CHECK	9,500.00
								315386 TOTAL:	
315387	08/03/2021	PRTD	654 SEAL HARBOR LIBRARY ASSOCIATION	FY2022		07/01/2021	AP2205		4,000.00
			Invoice: FY2022	59102	FY2022 Per Article 37				
					SH LIBRARY				
								CHECK	4,000.00
								315387 TOTAL:	
315388	08/03/2021	PRTD	977 SEAL HARBOR VILLAGE IMPROVEMENT S	FY2022		07/01/2021	AP2205		52,815.00
			Invoice: FY2022	59112	FY2022 Per Article 37				
					SH VILLAGE IMPROVE SOC				
								CHECK	52,815.00
								315388 TOTAL:	
315389	08/03/2021	PRTD	1182 SOMATEX INC	27541-1		07/16/2021	AP2205		397.00
			Invoice: 27541-1	55400	hoist inspections				
					GEN REPAIR & MAINT				
								CHECK	397.00
								AP2205	
								315388 TOTAL:	
								AP2205	
								315387 TOTAL:	
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								315387 TOTAL:	



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

CHECK NO CHK DATE TYPE VENDOR NAME

INVOICE DTL DESC

WARRANT

INV DATE

PO

INVOICE

CHK DATE

PRTD

NET

Invoice: 27540-1
1,162.00 1550100 55200
CRANE INSPECTION BJ
BLDG REPAIR & MAINT
CHECK 315389 TOTAL: 2,405.00

315390 08/03/2021 PRTD 674 SOMESVILLE LIBRARY ASSOCIATION FY2022 07/01/2021 AP2205 11,000.00
Invoice: FY2022 SV LIBRARY

315391 08/03/2021 PRTD 1170 SOMESVILLE VILLAGE IMPROVEMENT SO FY2022 07/01/2021 AP2205 3,000.00
Invoice: FY2022 SV VILLAGE IMPROVE SOC

315392 08/03/2021 PRTD 2653 SPCA OF HANCOCK COUNTY FY2022 07/01/2021 AP2205 1,000.00
Invoice: FY2022

315393 08/03/2021 PRTD 1387 TREASURER, STATE OF MAINE BIL071521000000023307/15/2021 AP2205 120.30
Invoice: BIL0715210000000233 Circuit Charges 07/2021 IT/TECH FEE

315394 08/03/2021 PRTD 917 TREASURER, STATE OF MAINE 07/27/2021 AP2205 20.00
Invoice: 0721 20.00 6010100 53000 ice license OFFICE SUPPLIES

315395 08/03/2021 PRTD 2780 TREASURER, STATE OF MAINE 07/26/2021 AP2205 100.00
Invoice: 41068 100.00 1440330 54200 EMS license fee DUES & MEMBERSHIPS

315396 08/03/2021 PRTD 2771 TRIDENT ARMORY 07/19/2021 AP2205 99.48
Invoice: 5280 99.48 1440110 53800 Blauer Tactical Pants, Collar Brass UNIFORMS

TOTAL:

TOTAL:

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TOTAL:

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07/29/2021 11:50
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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

INVOICE DTL DESC

INV DATE PO

WARRANT

NET

P 13
apcshdsb

INVOICE	INVOICE DTL DESC	INV DATE	PO	WARRANT	NET
315397 08/03/2021 PRTD Invoice: 72020425163	736 UNDERWRITERS LAB INC 2,554.00 1440330 55100	07/23/2021	AP2205	AP2205 NFPA ground & aerial ladder tests VEHICLE REPAIR	2,554.00
315398 08/03/2021 PRTD Invoice: 0272850127	737 UNIFIRST CORP 63.00 1550552 53800 199.08 1550100 53800	07/22/2021	AP2205	AP2205 Partial Annual T-Shirt Order for HWY-WW-P&C-EM UNIFORMS UNIFORMS	262.08
Invoice: 0272850801	UNIFIRST CORP 106.99 1550552 53800	07/22/2021	AP2205	AP2205 WW Uniforms & Mat-EM UNIFORMS	106.99
Invoice: 0272850800	UNIFIRST CORP 35.00 1551500 53800 20.00 1552500 53800 121.59 1552500 53800	07/22/2021	AP2205	AP2205 HWY/MSW/P&C Uniforms_EM UNIFORMS UNIFORMS UNIFORMS	176.59
Invoice: 0272849334	UNIFIRST CORP 100.99 1550552 53800	07/15/2021	AP2205	AP2205 WW Uniforms-EM UNIFORMS	100.99
Invoice: 0272849333	UNIFIRST CORP 35.00 1551500 53800 20.00 1552500 53800 110.24 1550100 53800	07/15/2021	AP2205	AP2205 HWY/MSW/P&C Uniforms-EM UNIFORMS UNIFORMS UNIFORMS	165.24
315399 08/03/2021 PRTD Invoice: 664085	742 USA BLUEBOOK 234.80 1550552 53820	07/15/2021	AP2205	AP2205 Diamond Grip Plus Gloves-LAB-EM LAB EQUIP	234.80
315400 08/03/2021 PRTD Invoice: 10057341-1 071021	1842 VERSANT POWER 10057341-1 071021 973 kwh Joy Road Pool Electricity ELECTRICITY	07/10/2021	AP2205	AP2205 Diamond Grip Plus Gloves-LAB-EM LAB EQUIP	161.09
				CHECK 315396 TOTAL:	99.48
				CHECK 315397 TOTAL:	2,554.00
				CHECK 315398 TOTAL:	2,554.00
				CHECK 315399 TOTAL:	234.80
				CHECK 315400 TOTAL:	161.09



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Town of Mount Desert
A/P CASH DISBURSEMENTS JOURNAL

P 14
apcsbdsb

CASH ACCOUNT: 100 10100
CHECK NO CHK DATE TYPE VENDOR NAME INVOICE INVOICE DTL DESC INV DATE PO WARRANT NET

315401 08/03/2021 PRTD 2560 WOMEN INFANTS & CHILDREN NUTRITIO FY2022 07/01/2021 AP2205 675.00
Invoice: FY2022 675.00 1885154 59130 FY2022 Per Article 37 WOMENS INFANT & CHILDREN PROG
CHECK 315401 TOTAL: 675.00

NUMBER OF CHECKS 77 *** CASH ACCOUNT TOTAL *** 411,832.97
COUNT AMOUNT
TOTAL PRINTED CHECKS 69 373,988.04
TOTAL EFT'S 8 37,844.93
*** GRAND TOTAL *** 411,832.97



07/29/2021 11:50
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Town of Mount Desert
A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

P 16
apcshdsb

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
100 General Fund	2022 2	15	08/03/2021	Ckg-BH General Fund 8066		
100-10100				Accounts Payable	384,307.71	411,832.97
100-20000				DTF-CAP IMP	23,900.00	
100-35030				DT-MARINA	3,625.26	
100-35060				FUND TOTAL	411,832.97	411,832.97
300 Capital Projects	2022 2	15	08/03/2021	Accounts Payable	23,900.00	23,900.00
300-20000				DT Gen fund		
300-35010				FUND TOTAL	23,900.00	23,900.00
600 Marina	2022 2	15	08/03/2021	Accounts Payable	3,625.26	3,625.26
600-20000				DT Gen fund		
600-35010				FUND TOTAL	3,625.26	3,625.26

07/29/2021 11:50
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Town of Mount Desert
A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

P 17
apcshdsb

FUND	DUE TO	DUE FROM
100 General Fund	27,525.26	23,900.00
300 Capital Projects		3,625.26
600 Marina		
TOTAL	27,525.26	27,525.26

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

TOWN OF MOUNT DESERT
PAYROLL WARRANT

WARRANT PR# 2202

CHECK DATE: July 23, 2021

ADVICE NUMBERS: 12710 through 12764

CHECK NUMBERS: 65208 through 65226

TOTAL DISBURSEMENTS: \$ 131,095.09

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# 2203

CHECK DATE: July 21, 2021

CHECK NUMBER:	<u>315314</u>	through	<u>315315</u>	\$ <u>3,159.75</u>	Check payments
CHECK NUMBER:	<u>N/A</u>	through	<u>N/A</u>	\$ <u>-</u>	Electronic payments
EFT NUMBER:	<u>N/A</u>	through	<u>N/A</u>	\$ <u>-</u>	ACH Payments
EFT or CK NUMBER:	<u>N/A</u>	through	<u>N/A</u>	\$ <u>-</u>	Voided Checks

TOTAL DISBURSEMENTS: \$ 3,159.75

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

Selectmen:

John B Macauley, Chairman Martha T Dudman

Matthew J Hart, Vice Chairman Geoffrey V Wood

Lisa Young

From: Matthew Hart <matt@theneighborhoodhouse.com>
Sent: Wednesday, July 21, 2021 3:18 PM
To: Lisa Young
Subject: Re: Warrant AP#2203 & PR#2202 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.

Hi Lisa,

I approve AP Warrant #2203 and Payroll Warrant #2202.

Thanks,
Matt

Matthew Hart

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

From: Lisa Young <financeclerk@mtdesert.org>
Date: Wednesday, July 21, 2021 at 3:01 PM
To: Geoffrey Wood <gwood@mtdesert.org>, "jbmacauley3@gmail.com" <jbmacauley3@gmail.com>, Martha Dudman <martha.dudman@gmail.com>, Matt Hart <matt@theneighborhoodhouse.com>
Cc: Jake Wright <financedirector@mtdesert.org>
Subject: Warrant AP#2203 & PR#2202 Approval Request

Good Afternoon!

Attached are the following warrants for approval:

Accounts Payable	#2203	total of	\$3,159.75
Payroll	#2202	total of	\$131,095.09

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
(207) 276-5531 (T) (207) 276-3232 (F)

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

WARRANT AP# 2204

CHECK DATE: July 28, 2021

CHECK NUMBER:	<u>315316</u>	through	<u>315316</u>	\$ <u>20,824.87</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: \$ 20,824.87

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

Selectmen:

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

Lisa Young

From: Matthew Hart <matt@theneighborhoodhouse.com>
Sent: Tuesday, July 27, 2021 4:04 PM
To: Lisa Young
Subject: Re: Warrant AP#2204 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.

Hi Lisa,

I approve AP Warrant #2204.

Thanks,
Matt

Matthew Hart

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

From: Lisa Young <financeclerk@mtdesert.org>
Date: Tuesday, July 27, 2021 at 3:45 PM
To: Geoffrey Wood <gwood@mtdesert.org>, "jbmacauley3@gmail.com" <jbmacauley3@gmail.com>, Martha Dudman <martha.dudman@gmail.com>, Matt Hart <matt@theneighborhoodhouse.com>
Cc: Jake Wright <financedirector@mtdesert.org>
Subject: Warrant AP#2204 State Fees/Payroll Benefits

Good Afternoon!

Attached is Accounts Payable Warrant #2204 (for Payroll and/or State Fees) in the amount of \$20,824.87 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,
Deputy Treasurer, Tax Collector
Town of Mount Desert

(207) 276-5531 (T) (207) 276-3232 (F)

Mount Desert School Department PAYROLL WARRANT REGISTER

Report # 15404

Include Authorization Codes: Yes
Batch: 10466
Check Dates: (Earliest) - (Latest)
Cash Account Number:
Minimum Check Amount: \$0.00
Sorted By: Check Number

Check #	Check Date	Code	Name	Chk Grp	Gross Pay	Net Pay	Direct Deposit	Check Amt	Void
	07/23/2021	STAT	TREASURER, STATE OF MAIN		3,333.00	3,333.00	0.00	0.00	
	07/23/2021	IRS	INTERNAL REVENUE SERVIC		11,413.39	11,413.39	0.00	0.00	
47336	07/23/2021	311	LAURA-JEAN BEAL	1	2,440.38	1,885.56	1,885.56	0.00	
47337	07/23/2021	11	KELLY S. BEAULIEU	1	2,963.95	1,983.62	1,983.62	0.00	
47338	07/23/2021	463	RENE L. BECKER	1	1,654.40	1,230.21	1,230.21	0.00	
47339	07/23/2021	266	JULIANNA R. BENNOCH	1	2,632.69	1,972.65	1,972.65	0.00	
47340	07/23/2021	314	ANDREW J. CARLSON	1	1,719.23	1,256.30	1,256.30	0.00	
47341	07/23/2021	337	AMBER G. CHARRON	1	2,093.57	1,443.93	1,443.93	0.00	
47342	07/23/2021	91	JUDITH CULLEN	1	2,065.38	1,535.05	1,535.05	0.00	
47343	07/23/2021	308	Gloria A. Delsandro	1	3,961.65	2,843.45	2,843.45	0.00	
47344	07/23/2021	43	SARAH R. DUNBAR	1	2,094.23	1,578.08	1,578.08	0.00	
47345	07/23/2021	52	WANDA J. FERNALD	1	2,831.70	1,857.96	1,857.96	0.00	
47346	07/23/2021	57	JASON W. FOUNTAINE	1	11,019.83	8,330.96	8,330.96	0.00	
47347	07/23/2021	63	HEATHER M. GRAVES	1	2,411.53	1,575.26	1,575.26	0.00	
47348	07/23/2021	65	GAYLE M. GRAY	1	4,279.23	3,088.63	3,088.63	0.00	
47349	07/23/2021	595	WILLIAM HERRMANN	1	581.76	497.23	497.23	0.00	
47350	07/23/2021	477	ANGELIQUE E. HODGDON	1	1,177.58	715.62	715.62	0.00	
47351	07/23/2021	244	KRISTIN D. HOLLEY	1	490.32	445.70	445.70	0.00	
47352	07/23/2021	313	ANDREA W. HOWELL	1	1,955.53	1,568.47	1,568.47	0.00	
47353	07/23/2021	293	Amy L. James	1	2,632.69	1,803.15	1,803.15	0.00	
47354	07/23/2021	90	REBECCA A. JARVIS	1	2,325.00	1,597.19	1,597.19	0.00	
47355	07/23/2021	312	BETHANY G. JOHNSON	1	1,729.91	1,431.24	1,431.24	0.00	
47356	07/23/2021	291	PATRICIA A. KELLEY	1	448.60	377.54	377.54	0.00	
47357	07/23/2021	292	TARA MCKERNAN	1	2,303.26	1,667.94	1,667.94	0.00	
47358	07/23/2021	490	ANNA D. MONTE	1	120.00	109.08	109.08	0.00	
47359	07/23/2021	461	JANET NORDELUS	1	1,996.22	1,369.10	1,369.10	0.00	
47360	07/23/2021	237	JUSTIN B. NORWOOD	1	2,219.23	1,759.35	1,759.35	0.00	
47361	07/23/2021	238	WENDELL L. OPPEWALL	1	1,286.46	731.58	731.58	0.00	
47362	07/23/2021	240	JEANNE C. OTT	1	3,097.39	2,205.33	2,205.33	0.00	
47363	07/23/2021	275	JOELLE A. RUDDY	1	2,526.92	1,952.18	1,952.18	0.00	
47364	07/23/2021	74	LEON E. SARGENT	1	2,094.40	1,407.05	1,407.05	0.00	
47365	07/23/2021	120	KAREN L. SHARPE	1	338.58	291.69	291.69	0.00	
47366	07/23/2021	375	KATHLEEN C. ST DENIS	1	2,767.30	1,625.63	1,625.63	0.00	
47367	07/23/2021	404	KERRY L. TAYLOR	1	2,557.69	1,897.53	1,897.53	0.00	
47368	07/23/2021	476	BRUCE L. TRIPP	1	694.62	579.94	579.94	0.00	
47369	07/23/2021	459	SHANNON L. WESTPHAL	1	1,988.46	1,551.28	1,551.28	0.00	
47370	07/23/2021	448	JACQUELINE A. WHEATON	1	2,450.00	1,742.23	1,742.23	0.00	
47371	07/23/2021	307	LAUREN M. WHITE	1	160.00	145.44	145.44	0.00	
47372	07/23/2021	AFLAC	AFLAC		127.42	127.42	0.00	127.42	
47373	07/23/2021	BCBS	ANTHEM BC/BS		6,376.86	6,376.86	0.00	6,376.86	
47374	07/23/2021	HM	HORACE MANN INSURANCE C		700.00	700.00	0.00	700.00	
47375	07/23/2021	MSRS	MAINE PERS		14,092.84	14,092.84	14,092.84	0.00	
47376	07/23/2021	MET	METROPOLITAN LIFE INSUR		350.00	350.00	0.00	350.00	
47377	07/23/2021	DELTA DEN	NORTHEAST DELTA DENTAL		1,015.32	1,015.32	0.00	1,015.32	
47378	07/23/2021	PRIM	PRIMERICA FINANCIAL SVCS.		370.00	370.00	0.00	370.00	
47379	07/23/2021	FEDHEALTH	TREASURER, STATE OF MAIN		0.00	0.00	0.00	0.00	
					117,888.52	95,831.98	72,145.99	8,939.60	

Mount Desert School Department PAYROLL WARRANT REGISTER

Report # 15404

Check #	Check Date	Code	Name	Chk Grp	Gross Pay	Net Pay	Direct Deposit	Check Amt	Void
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Check Authorization Summary			
Type	Description	Count	Amount
Employee	Checks	0	0.00
	Voided Checks	0	0.00
	Direct Deposits (Fully Distributed)	36	58,053.15
	ACH Employee Credits	36	58,053.15
	ACH Employee Debits (Voids)	0	0.00
Deduction	Checks	7	8,939.60
	Voided Checks	0	0.00
	ACH Vendor Credits	1	14,092.84
	ACH VendorDebits (Voids)	0	0.00
	ACH Online Payments	0	0.00
Taxes	EFTPS Payment - Debit	2	14,746.39

WARRANT # PAID JUL 2-3 2021

DATE: _____

Mark Edward Gagne, Ed.D.

SUPERINTENDENT

FINANCE OFFICER

FINANCE OFFICER

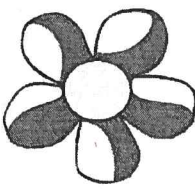
FINANCE OFFICER

FINANCE OFFICER

FINANCE OFFICER

FINANCE OFFICER

FINANCE OFFICER



\$ 95,831.98 net pay
 \$ 50,775.18 payroll A/P
\$ 146,607.16