



Town of Mount Desert  
Selectboard  
Agenda

**Regular Meeting**

**TUESDAY, February 21, 2023**

**Location: Meeting Room, Town Hall, Northeast Harbor; Meetings will continue to be offered via Zoom see final page for connection details. Per Maine CDC, COVID transmission rate is MEDIUM; masks are not required, but are recommended for those at risk of severe illness**

- I. Call to order at 6:30 p.m.**  
*Public please hold comments until the BOS Chairman opens the agenda items for public comment*
- II. Minutes**
  - A. *Approval of minutes from February 6, 2023 meeting*
- III. Appointments/Recognitions/Resignations**
  - A. *Consider the appointment of Michael Bailey to the Investment Committee*
  - B. *Accept resignation of Brian Henkel from the Investment Committee*
- 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. *Memo from Finance Director, Jake Wright, regarding amendments to the proposed FY24 municipal debt service budget*
  - B. *Memo from Finance Director, Jake Wright, regarding modifications to the FY24 CIP proposed funding resulting from additional analysis*
  - C. *Thank you letter from The Neighborhood House, dated February 8, 2023*
  - D. *Lobster Industry article from Maine Town & City magazine, submitted by Chris Moore, member of the Maine Lobstermen Association*
  - E. *Hancock County Commissioners Special Meeting Minutes from January 18, 2023*
  - F. *Islander Article regarding MRC and prospective buyers; February 16, 2023*
- V. Selectboard's Reports**
- VI. Unfinished Business**
  - A. *Request Approval of Zach Brandwein as attorney for MacQuinn appeal*
  - B. *Consider amendment to award and remittance procedure of scholarships as presented in memo from Finance Director, Jake Wright dated February 16th, 2023*
- VII. New Business**
  - A. *Presentation of Service Groups/Non-profit Agency Funding Requests (A-L) Budget FY 2024*
  - B. *Request for approval for the Bar Harbor Assessing Technician from the Town of Bar Harbor to assist with the assessing responsibilities of the Town of Mount Desert as necessary; the Town of Mount Desert will incur no cost for this service*
  - C. *Authorize the Office of the Treasurer to do all things necessary to process Marina credit card activity through the Town's General Operating Account ending 7618, per*

- recommendation from the Investment Committee as described in memo from Finance Director, Jake Wright, dated February 16, 2023*
- D. *Authorize the closure of the payment processing account ending 7881 per recommendation from the Investment Committee as described in memo from Finance Director, Jake Wright, dated February 16, 2023*
  - E. *Authorize all funds in the payment processing account ending 7881 be transferred to the Town's General Operating Account per recommendation from the Investment Committee as described in memo from Finance Director, Jake Wright, dated February 16, 2023*
  - F. *Review proposed changes to the Town's Investment Policy recommended by the Investment Committee at their February 8th meeting*

**VIII. Other Business** *(Addendum items may be considered at the Selectboard's discretion via majority vote to do so under Other Business or out of order.)*

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

**IX. Treasurer's Warrants**

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

Town Invoices	AP#2354	2/22/23	\$537,659.49
<b>Total</b>			<b>\$537,659.49</b>

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

State Fees & PR Benefits	AP#2352	2/8/23	\$46,773.04
	AP#2353	2/15/23	\$5,698.00
Town Payroll	PR#2320	2/17/23	\$141,934.48
<b>Total</b>			<b>\$194,405.52</b>

- C. *Acknowledge Treasurer's Town Voided Disbursements & School Board AP/Payroll Warrants as shown below:*

School Invoices	-	-	\$
School Payroll	PR#17	2/17/23	\$182,963.85
Voided Disbursements	-	-	\$
<b>Total</b>			<b>\$182,963.85</b>

<b>Grand Total</b>			<b>\$915,028.86</b>
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**X. Adjournment**

The next scheduled meeting is at 6:30 p.m., Monday, February 27, 2023 in the Meeting Room, Town Hall, Northeast Harbor; Second combined Selectboard and Warrant Committee Review of Non-profit agencies request for funding (Agencies M-Z)

Selectboard Meeting Agenda February 21, 2023

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)	+1 408 638 0968 US (San Jose)
+1 646 876 9923 US (New York)	+1 669 900 6833 US (San Jose)
+1 301 715 8592 US (Germantown)	+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)	

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





# MINUTES



**Town of Mount Desert  
Selectboard Minutes  
February 6, 2023**

**Board Members Present:** Chair John Macauley, Rick Mooers, Martha Dudman, Geoff Wood  
Board Member Wendy Littlefield was not in attendance.

**Town Officials Present:** Town Clerk Claire Woolfolk, Finance Director Jake Wright, Town Manager Durlin Lunt, Tax Assessor Kyle Avila, Fire Chief Mike Bender, Public Works Director Brian Henkel

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

Chair Macauley called the meeting to order at 6:28PM.

**II. Minutes**

*A. Approval of minutes from January 17, 2023 meeting*

MOTION: Ms. Dudman moved, with Mr. Mooers seconding, approval of the January 17, 2023 Minutes as presented.

Motion approved 4-0.

**III. Appointments/Recognitions/Resignations**

*A. Consider the appointment of Jason Irwin to the Investment Committee*

MOTION: Ms. Dudman moved, with Mr. Mooers seconding, appointment of Jason Irwin to the Investment Committee as presented.

Motion approved 4-0.

*B. Consider the appointment of Allen Kimmerly to the LUZO Committee*

MOTION: Ms. Dudman moved, with Mr. Mooers seconding, appointment of Allen Kimmerly to the LUZO Committee as presented.

Motion approved 4-0.

*C. Consider the appointment of Joseph Renault to the LUZO Committee*

MOTION: Ms. Dudman moved, with Mr. Mooers seconding, appointment of Joseph Renault to the LUZO Committee as presented.

Motion approved 4-0.

*D. Accept resignation of Christie Anastasia as alternate Planning Board member*

MOTION: Mr. Mooers moved, with Ms. Dudman seconding, acceptance of the resignation of Christie Anastasia as alternate Planning Board member as presented and with regret.

Motion approved 4-0.

**IV. Consent Agenda**

*A. Treasurer's Report: 4th Quarter 2022 (Oct-Dec) analysis of cash, cash equivalents, investments, reserves, and trust funds*

*B. Memo from Finance Director, Jake Wright, regarding modifications to the FY24 CIP proposed funding resulting from no long pursuing the "virtual desktop" project*

- 1 C. Universal waste collection totals from the annual HHW and UW held 9-22
- 2 D. Hancock County Commissioners Meeting Minutes from January 4, 2023
- 3 E. Acadia National Park Advisory Commission Meeting Minutes from September 12,
- 4 2022

5 MOTION: Mr. Mooers moved, with Ms. Dudman seconding, acceptance of the Consent Agenda  
6 as presented.

7 Motion approved 4-0.

8  
9 **V. Selectboard Reports**

10 Mr. Mooers reported that several coastal Maine communities have made donations to the Maine  
11 Lobstermen's Association Legal Defense Fund. He suggested the Town of Mount Desert  
12 consider doing the same.

13  
14 Others agreed. The deadline for 3<sup>rd</sup> party requests has passed. Funds could come from the  
15 Selectboard's contingency fund if the association is unable to make a 3<sup>rd</sup> party request. Manager  
16 Lunt confirmed there were contingency funds available.

17  
18 MOTION: Mr. Mooers moved, with Ms. Dudman seconding, to authorize a donation of  
19 \$1,000.00 to go to the Maine Lobstermen's Association Legal Defense Fund from the  
20 Selectboard Contingency Fund.

21 Motion approved 4-0.

22  
23 Ms. Dudman suggested sending a letter of support along with the donation.

24  
25  
26 Ms. Dudman asked for an update on the streetlight situation. The neighborhood residents report  
27 there's been no change. Manager Lunt promised to check in with the Police. It was Manager  
28 Lunt's understanding that the light would be moved.

29  
30  
31 Chair Macauley hoped the traditional Warrant Committee dinner could be brought back.  
32 Warrant Committee Chair Phil Lichtenstein confirmed there is money in the budget for a dinner.

33  
34  
35 Mr. Wood asked for an update about the weekly rental ordinance being drafted. Ms. Dudman  
36 noted there is a February 21 LUZO meeting to discuss it.

37  
38  
39 Chair Macauley recently learned there is no generator at the marina to keep engine blocks  
40 heated. Harbormaster Lamoine was not in attendance. Manager Lunt agreed to look into it.

41  
42 **VI. Unfinished Business**

43 A. Seal Harbor Library Memorandum of Understanding presentation and review  
44 Seal Harbor Library Director Wendy Livingston was not in attendance.

45  
46 MOTION: Ms. Dudman moved, with Mr. Mooers seconding, to table the item until Ms.  
47 Livingston's arrival.

48 Motion approved 4-0.

1  
2 Ms. Livingston later arrived. The Seal Harbor Library is the smallest library in Town. In the  
3 fall, winter, and spring the library is open on Saturdays with a paid librarian. In the summer the  
4 library is manned by volunteers and open 5 to 6 days a week. The library provides access to wi-  
5 fi, archives, some summer programming, and they have a book club. Their request is \$4,000.00,  
6 as it is every year. The library's operating budget is \$13,000.00, coming mostly from donations  
7 and the summer book sale. The Town's funding helps to pay for the librarian.

8  
9 *B. Discussion of Landscape Architect's Plan for Benches*

10 There was some discussion regarding whether granite benches or durable artificial wood benches  
11 were preferred. Ms. Dudman recalled the consensus being an artificial wood bench similar to  
12 what was at the harbor already. Memorial plaques could be affixed to the backs of the benches.  
13 Mr. Mooers recalled discussion about the benches being all the same design to create a uniform  
14 look. It was agreed that green artificial wood benches similar to what is at the marina be used.  
15 Resident Katrina Carter believed there were various types of benches at the harbor. She  
16 suggested a further look to ensure uniformity. Public Works Director Henkel agreed to look into  
17 the marina bench designs.

18  
19 Ms. Dudman did not believe the marina plan has been approved. Manager Lunt believed the  
20 Harbor Committee wanted to discuss some concerns.

21  
22 Harbor Committee member Storey Litchfield reported the Harbor Committee is waiting to see a  
23 revised landscaping plan from the architect. There are a number of items in the plan they felt  
24 were not appropriate to the marina. The initial landscape plan was funded by the Garden Club.  
25 Board members recalled the Garden Club stating they would not fund design revisions to the  
26 plan, though the Town could revise the plans as they saw fit. The Town is still in receipt of the  
27 original plans. Mr. Mooers recalled the landscape plan did not include bench design.

28  
29 Ms. Dudman voiced concern that the issue appeared to have stalled. Perhaps the Harbor  
30 Committee could bring their concerns to the Board and further steps could be determined.  
31 Manager Lunt felt the landscape plan and the question of the benches were two separate issues.  
32 Ms. Dudman believed it logical to have a dedicated bench design for the marina, but there should  
33 be agreement on other locations in town where benches would be appropriate. Mr. Wood noted  
34 that the initial request that started the discussion was for a bench at Pond's End. That location  
35 has not been looked at. The Board discussed creating a list of where benches or other memorial  
36 fixtures would be acceptable, and a menu of what types of memorial donations would be  
37 appropriate.

38  
39 Chair Macauley agreed the Pond's End site needs to be considered. As for the marina,  
40 landscaping has become confused with the bench issue. He suggested:

- 41 - Review the Pond's End area.  
42 - Create a bench plan.  
43 - Review the landscape design options presented for the marina and work towards a plan  
44 that will satisfy everyone.  
45 - Mr. Wood recommended creating a list of Town areas appropriate for bench placement.

46  
47 Manager Lunt suggested further discussion at the next meeting.  
48

1 *C. Revised Code of Conduct Policy*

2 Manager Lunt reported the changes to the Code of Conduct Policy were made as requested and  
3 the policy was ready for review.

4  
5 Mr. Wood pointed out that the policy makes no mention of Board and Committee members  
6 having to sign off on the policy annually. Manager Lunt did not believe such a requirement was  
7 necessary. He believed the Selectboard could determine when signatures were required, but  
8 scheduling didn't need to be embedded in the document.

9  
10 MOTION: Ms. Dudman moved, with Mr. Mooers seconding, acceptance of the Revised Code of  
11 Conduct Policy.

12 Motion approved 4-0.

13  
14 *D. Conflict for Third Party Funding Requests second meeting on February 22<sup>nd</sup>; need to move  
15 to February 23<sup>rd</sup>*

16 The scheduled February 22 Third Party Funding Request meeting conflicts with a Planning  
17 Board Meeting. Discussion ensued regarding another date.

18  
19 It was agreed to reschedule the meeting for Monday, February 27 at 6:30PM.

20  
21 *E. Discussion of capital gains reserve account and certain projects as described in memo from  
22 Jake Wright, Finance Director, dated February 2nd, 2023*

23 Finance Director Wright explained it was wise to pull back when the market is uncertain. There  
24 are other funding sources to look into for some projects, small bonds being the most likely.  
25 There needs to be more review. Nothing has been finalized.

26  
27 *F. Review of bids received to repair approximately two hundred lineal feet of erosion to the  
28 Seal Harbor beach shoreline*

29 It was recommended to hold off on this project at this time.

30  
31 MOTION: Mr. Mooers moved, with Ms. Dudman seconding, to Table Item VI.F.

32 Motion approved 4-0.

33  
34 *G. Consider acceptance of bids received to repair approximately two hundred lineal feet of  
35 erosion to the Seal Harbor beach shoreline*

36 MOTION: Ms. Dudman moved, with Mr. Mooers seconding, to reject the bids received.

37 Motion approved 4-0.

38  
39 **VII. New Business**

40 *A. Consider waiving collection of EMS accounts receivable in the amount of \$300 in response  
41 to request from patient*

42 MOTION: Mr. Mooers moved, with Ms. Dudman seconding, waiving collection of EMS  
43 accounts receivable in the amount of \$300 in response to request from patient as presented.

44  
45 Chair Macauley noted the recommendation was not to waive collection.

46  
47 Bar Harbor Assistant Fire Chief John Lennon believed the person was confused regarding the  
48 ownership of the Ambulance Service.

1  
2 Motion Rejected, 0-4.  
3

4 *B. Consider writing off uncollectable accounts receivable in the amount of \$2,279.50 created*  
5 *by three EMS runs prior to the effective date of MDFD's Medicare billing certification*

6 MOTION: Mr. Wood moved, with Ms. Dudman seconding, writing off uncollectable accounts  
7 receivable in the amount of \$2,279.50 created by three EMS runs prior to the effective date of  
8 MDFD's Medicare billing certification as presented.

9 Motion approved 4-0.  
10

11 *C. Overview of Public Works-related proposed May 2023 town meeting warrant articles*  
12 Public Works Director Henkel reported on the Warrant Articles for review.  
13

- 14 **1. To accept ownership of Patterson Hill Road, a private road located in Somesville off**  
15 **State Route 102 that serves the Patterson Hill Subdivision, and make it public.**

16 And

- 17 **2. To accept ownership of the Patterson Hill Subdivision private sanitary sewer system**  
18 **and make it public.**

19 Director Henkel explained that accepting Patterson Hill Road as a public road requires several  
20 conditions be met prior to acceptance, the biggest one being clarity regarding ownership.  
21 Acceptance of the private sewer system also requires some conditions to be met. The acceptance  
22 process could take as much as two years. The Warrant Article can be voted on at Town Meeting  
23 contingent upon conditions being met. This subdivision includes its own wastewater pump  
24 station.  
25

- 26 **3. Based on residents comments, maintenance history, safety concerns, and current**  
27 **conditions, to make sidewalk improvements**

28 Mr. Wood inquired about the sidewalks on the easterly side of Route 102 in Somesville. He  
29 hoped the Town could be proactive and make the area uniform. It was noted the sidewalks on  
30 the easterly side of Route 102 were removed from planned work because residents in the area  
31 objected to it. Those residents have since changed their minds.  
32

33 Proper crosswalk placement needs sidewalk on both sides of the street for pedestrian safety.  
34

- 35 **4. To vote to ratify the overdraft that occurred in Public Works in Waste Management**  
36 **in the amount of approximately \$48,000.**

37 And

- 38 **5. To vote to ratify the overdraft that occurred in Public Works in Buildings &**  
39 **Grounds in the amount of approximately \$18,000.**

40 Director Henkel noted Items 4 and 5 will be made one warrant, with the two items delineated  
41 within the warrant.  
42

- 43 **6. Consideration of funding concept engineering work related to locating a sand/salt**  
44 **building on the same map and lot that the highway garage is located on at Sargeant**  
45 **Drive.**

46 This will consist of funding a feasibility study and concept plan of a sand/salt shed and determine  
47 whether one can be sited at the highway garage property.  
48

1       7. **To approve the necessary funding for renovations to the two (2) existing Town**  
2       **owned tennis and pickleball courts.**

3 This will fund the tennis/pickleball courts, which are in need of restoration.  
4

5       8. **To approve the necessary funding for renovations to the 1) parking lot in Seal**  
6       **Harbor located westerly of the driveway to the Seal Harbor wastewater treatment**  
7       **plant and accessed from Route 3 and, for the parking lots at the 2) lower level of the**  
8       **town office outside the police and fire departments and 3) the lot that the Town**  
9       **leases to Cranberry Isles.**

10 Proposed renovations will include the parking lots leased to Cranberry Isles residents and the  
11 parking area near the Seal Harbor treatment plant.  
12

13 Work at the Seal Harbor parking lot will include paving the dirt lot and installing EV chargers.  
14 Director Henkel will be meeting with Mr. Lichtenstein to assess the electricity needs in  
15 preparation for the EV charger installation. Mr. Lichtenstein reported that the grant money  
16 received will pay for the charging units.  
17

18       9. **9. To consider the sale of the emergency standby generator that the Town is leasing**  
19       **to the Mount Desert Island Regional School System presently in use at the MDI**  
20       **High School.**

21 The standby generator is proposed to be sold to the high school.  
22

23       10. **10. In conformance with Maine DOT requirements, to approve funding for the**  
24       **relocation of the Town sanitary sewer presently attached to the Babson Creek**  
25       **bridge scheduled to be replaced with the possibility of construction commencing in**  
26       **the spring of FY-24.**

27 The DOT estimates construction at the Babson Creek bridge could last a year. Repairs will  
28 hopefully occur in 2024. The wastewater pump station there will need to be moved onto the  
29 DOT's temporary bridge structure as construction occurs, and then onto the new bridge once it's  
30 in place. Director Henkel has not yet received details from the DOT about the move's logistics.  
31 There is the risk for additional cost to keep the system there functioning appropriately.  
32

33 Ms. Dudman noted her attendance at a presentation about the bridge. At that time the DOT  
34 noted it was in disrepair. She inquired about the bridge's condition. Director Henkel agreed it  
35 was in need of replacement.  
36

37 Mr. Mooers asked about the new speed limit poles recently erected in response to the needs of  
38 The Community School. Director Henkel believed the one closest to the traffic light will have to  
39 be relocated. He wasn't sure about the other.  
40

41       11. **Consider approving a funding source other than capital gains, which were approved**  
42       **for use at the 2022 town meeting, associated with costs for engineering and**  
43       **construction to make drainage improvements to the Beech Hill Cross Road in the**  
44       **general area where Denning's Brook crosses under the Road. Funding requested is**  
45       **\$360,000 to be supplemented by the remaining DEP StreamSmart grant balance of**  
46       **\$115,000 for a total cost of \$475,000. The original grant funding was \$125,000,**  
47       **\$10,000 of which was used towards project design costs.**  
48



1       **12. Consider approving a funding source other than capital gains, which were approved**  
2       **for use at the 2022 town meeting, associated with costs for engineering and**  
3       **construction to make repairs to the Seal Harbor beach erosion. The erosion was**  
4       **caused by a strong storm surge that occurred during the winter of 2020-21. The**  
5       **2022 town meeting approved funding if \$220,000. Based on the high bid of two we**  
6       **received in the amount of approximately \$246,000, the May 2023 article is**  
7       **anticipated to request \$250,000.**

8 Director Henkel noted these items were discussed earlier in the meeting.

9  
10       *D. Proposed FY24 Revenue Budget review*

11 Manager Lunt reported the revenue is \$156,000.00 above last year's estimate. The Town will be  
12 able to compensate for the lack of a capital gains contribution. It was noted the column labeled  
13 "request" is a projected estimate.

14  
15 Finance Director Wright agreed the Town is moving to fixed, more conservative sources in the  
16 face of uncertain rates. This has affected some of the estimates previously made.

17  
18       *E. Special Meeting February 13 for Ordinance Articles and Review of MDES budget,*  
19       *and Draft Warrant Review*

20 There is both an AOS meeting and a Climate Task Force meeting on February 13. It was  
21 confirmed the AOS meeting would not conflict, and the Climate Task Force meeting could be  
22 moved.

23  
24 **VIII. Other Business**

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

26 Mr. Wood noticed there was no report from the MRC on the Consent Agenda. He wondered  
27 why, given the amount of news in the press about the situation. It felt as if the situation were  
28 back to square one. Other Board members concurred.

29  
30 MRC representative Tony Smith disagreed. He reported the exclusivity contract ended, but there  
31 were a number of other interested parties reaching out. A number of state entities are involved.  
32 Additionally, Revere Capital lost their exclusivity but that did not mean they were no longer a  
33 part of the equation.

34  
35 Chair Macauley suggested the Town might want to start considering plans for upping recycling  
36 and reducing the waste residents are putting on the curb. Ms. Dudman suggested the  
37 Sustainability Committee might be a good group to work on the issue. Mr. Lichtenstein reported  
38 the current system is zero-sort, with pickup once a week in the winter, twice in the summer.  
39 Other possibilities can be looked at. Perhaps the Town could consider reaching out to Agri-Cycle  
40 and start collecting compost. To make changes the Town will have to make some choices  
41 regarding their potential relationship with the Hampden facility if it comes online.

42  
43 Chair Macauley felt it wise to start looking at options, and the Sustainability Committee might be  
44 a good place to start. Mr. Lichtenstein agreed to add the issue to the next Sustainability  
45 Committee agenda.

46  
47 Mr. Smith cautioned that the Town is now paying more than twice for recycling than for  
48 garbage. Organics, such as those Agri-Cycle would be interested in are required to go to the

1 facility from member towns. Organics are the basis for the production of biogas. Mr. Smith  
 2 stated the Acadia Disposal District would be discussing the subject of recycling.

3  
 4 Chair Macauley suggested Mr. Smith come to a Sustainability Committee meeting to discuss the  
 5 issue.

6  
 7 **IX. Treasurer's Warrants**

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

Town Invoices	AP#2351	2/7/2023	\$670,089.22
<b>Total</b>			<b>\$670,089.22</b>

9 MOTION: Mr. Mooers moved, with Ms. Dudman seconding, approval and signature of the  
 10 Treasurer's Warrant as shown above.  
 11 Motion approved 4-0.

12  
 13 *B. Approve Signed Treasurer's Payroll, State Fees, & PR Benefit Warrants as shown*  
 14 *below:*

State Fees & PR Benefits	AP#2348	1/19/2023	\$5,106.62
	AP#2349	1/25/2023	\$819.50
	AP#2350	2/1/2023	\$91,099.72
Town Payroll	PR#2317	1/20/2023	\$137,787.68
	PR#2318	2/3/2023	\$154,881.93
	PR#2319	2/3/2023	\$403.52
<b>Total</b>			<b>\$390,098.97</b>

15 MOTION: Ms. Dudman moved, with Mr. Mooers seconding, approval of signed Treasurer's  
 16 Payroll, State Fees, & PR Benefit Warrants as shown above.  
 17 Motion approved 4-0.

18  
 19 *C. Acknowledge Treasurer's Town Voided Disbursements & School Board AP/Payroll*  
 20 *Warrants as shown below:*

School Invoices	AP#8	2/1/2023	\$197,732.17
School Payroll	PR#15	1/20/2023	\$205,607.92
	PR#16	2/3/2023	\$94,805.39
Voided Disbursements	V#2308	2/2/2023	\$(257.73)
<b>Total</b>			<b>\$497,887.75</b>

21 MOTION: Mr. Mooers moved, with Ms. Dudman seconding, acknowledgement of Treasurer's  
 22 Town Voided Disbursements & School Board AP/Payroll Warrants as shown above.  
 23 Motion approved 4-0.

24

<b>Grand Total</b>			<b>\$1,558,075.94</b>
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25  
 26 **X. Adjournment**

27 MOTION: Ms. Dudman moved, with Mr. Mooers seconding, to adjourn.  
 28 Motion approved 4-0.

29  
 30 The Meeting adjourned at 7:35PM

1  
2  
3  
4  
5  
6  
7

Respectfully Submitted,

Geoffrey Wood



**APPOINTMENTS**

**RECOGNITIONS**

**RESIGNATIONS**





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

## Resident Request for Appointment to Volunteer Board or Committee

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

Name: Michael A. Bailey Date: 2/13/23  
**Street**  
Address: 46 Summit Road Phone: Home 207-801-8739  
**Mail**  
Address: PO Box 955 Work Same  
**E-mail:** m.4.bailey@gmail.com Cell Same

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

**Appointment(s) requested:**    Investment Committee Member

If you have previously served on any Boards or Committees in the Town of Mount Desert, please describe your experience: Investment Committee Member, Spring 2015

Are there other background experiences or skills that you feel would contribute to this appointment?  
Largely Academic: PhD, Management (Pending 2025); MA, Economics; MBA

**Experience:** 13 years of finance experience between banks and non-profits

Why are you interested in this appointment? It is how I can help the town the most.

What are your goals for this Board or Committee? To serve the Town of Mount Desert.

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





# **CONSENT AGENDA**





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

February 16, 2023

Selectboard,

Earlier in the budget process, a draft of the FY24 Municipal debt service budget was presented that did not account for the impacts of the additional principal payments approved for certain issuances at the 12/19/22 Selectboard meeting. Below represents the impact of that activity:

- Total FY24 budget recommendation decreases from \$2,215,507 to \$2,203,989.
- SR 2018 General Obligation Promissory Note will be paid off in FY24, instead of FY26.
- Excluding additional debt issuance(s) from consideration, about 92% of the increase from FY23 to FY24 is estimated to be erased in the FY25 budget by retirements of debt and decreasing effective interest payments.

Thank you,

Jake Wright

Finance Director



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Selectboard,

At the 12/5/22 Selectboard meeting, a draft of the capital improvement plan funding for FY24 was presented. The total proposed funding at that time was \$1,285,502.78. At the 2/6/23 Selectboard meeting, I provided a memo disclosing the decrease in proposed FY24 CIP funding that resulted from discontinuing the funding of the “virtual desktop” project after Police Chief, Jim Willis, determined that the goals of the project can be accomplished without the need for virtual desktop infrastructure by capitalizing on the dark fiber project that was funded by the bond authorized at the May 2022 town meeting. Removing the “virtual desktop” project resulted in proposed FY24 CIP funding declining from \$1,285,502.78 to \$1,216,281.23.

In a final review of the FY24 CIP, several public works reserves were revisited to ensure that FY24 funding is sufficient to meet current and future goals while minimizing the impact on appropriations. In the first draft of the CIP, public works reserve accounts were up, in total, 34.49% from FY23. This was largely due to the substantial increases being seen within these sectors and various capital investment and replacement goals. After a final review, involving myself, Public Works Director, Brian Henkel, and Public Works Consultant, Tony Smith, FY24 proposed public works reserve funding is up, in total, 9.01%. See below for a comparison of Public Works reserve accounts from FY23, the original draft provided at the 12/5/22 Selectboard meeting, and the current revised version:

<u>Category</u>	<u>FY23</u>	<u>FY24 – presented at 12/5/22 Meeting</u>	<u>FY24 - revised</u>
Public Works Equipment Reserve	\$220,000	\$275,000	\$275,000
Wastewater Work Truck Reserve	\$65,000	\$65,000	\$50,000
Refuse Truck Reserve	\$125,000	\$125,000	\$100,000
Public Works Road Reserve	\$50,000	\$91,612.14	\$41,612.14
Wastewater Capital Improvement Reserve	\$10,000	\$73,031.95	\$38,064.46
Town Office Building Reserve	\$20,000	\$25,000	\$25,000
Bait House Reserve	\$3,000	\$4,500	\$3,750
Public Works Buildings and Grounds Reserve	\$15,000	\$22,500	\$18,750
PW Parks and Cemetery Reserve	\$10,000	\$15,000	\$12,500
<b>Total</b>	<b>\$518,000</b>	<b>\$696,644.09</b>	<b>\$564,676.60</b>

In most reserves where newly revised FY24 funding is lower than FY23, the final analysis showed that assets were ahead of calculated needs and a reduction in funding could be incurred without jeopardizing asset replacement needs. Additionally, in most reserves where newly revised FY24 funding is higher than FY23 funding, but lower than originally presented, the final analysis determined that the increase in funding necessary to meet capital investment and replacement goals could be tempered without jeopardizing current and future needs.

After making the above changes to proposed FY24 Municipal CIP funding, FY24 Municipal CIP funding is up from \$1,069,436 in FY23 to \$1,084,313.74, or 1.39%.

Thank you,

**Jake Wright**

Finance Director



the  
neighborhood  
house  
P.O. Box 332  
Northeast Harbor, Maine 04662

RECEIVED

FEB 13 2023

THE TOWN OF  
MOUNT DESERT

February 8, 2023

Dear Selectboard,

How lucky are we to have the men and women of the Mount Desert Fire Dept.? On February 5<sup>th</sup>, we experienced a burst pipe. The warm water created steam which set off the fire alarm. Annie Blackman and Jan Campbell responded. Upon realizing it was a false alarm, they could have said, "No fire here. See ya. Not our problem." Nope. They sprung into action to help. They stayed for over an hour until the plumber arrived. Impressive! Above and beyond, indeed.

With appreciation,  
Anne-Marie Hart  
Executive Director



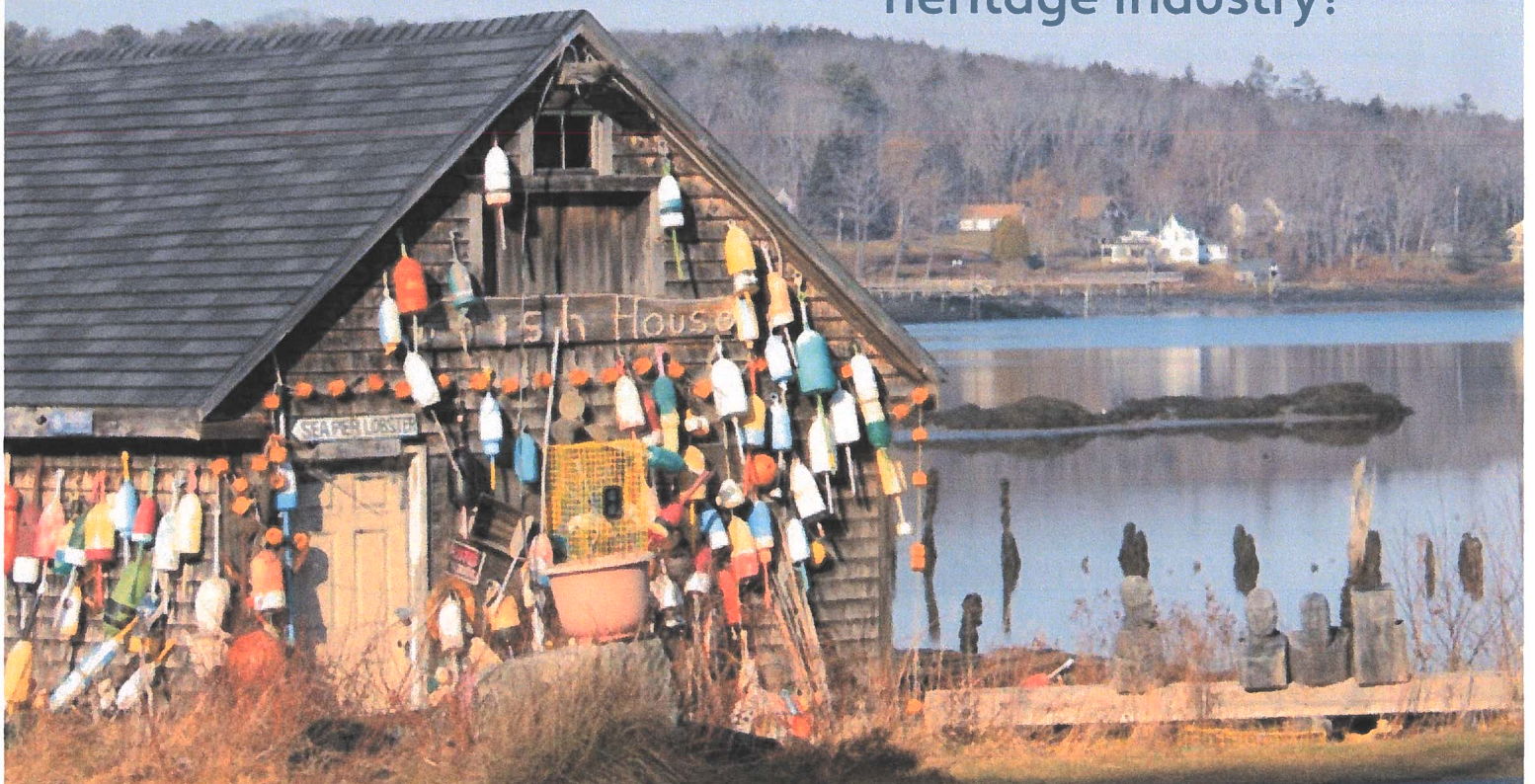
# Maine Town & City

The magazine of the Maine Municipal Association

JANUARY 2023 | VOLUME 85 | ISSUE 1

## Threats Facing Maine's Lobster Industry

What's in store for this billion dollar  
heritage industry?



### Also In This Issue:

Q&A with Elaine Aloes, MMA President

Community Resilience Grants

Risk Manager: Winter Edition



# Threats Facing Maine's Lobster Industry

By Melissa Waterman

Despite successful efforts to protect North Atlantic right whales, for some environmental groups, it still isn't enough.

Maine lobstermen, and the \$1 billion industry that depends on them, are facing unprecedented uncertainty in the new year. Families along the coast worry that a centuries-old fishery long regarded as an example of sustainability could vanish within a few short years. The reason: a suite of federal regulations designed to protect the endangered North Atlantic right whale, whose population has shrunk dramatically since 2010.

The ramifications of these regulations threaten to dismantle a major economic sector which keeps coastal towns like Cutler, Stonington, and Vinalhaven alive and harm Maine's regional economic centers. Because every Maine lobster boat is owned and operated by an individual lobsterman, the dollars earned by these men and women flow into their local grocery stores, restaurants, school systems, and other entities. But the industry's demise would have profound effects on our state's economy, on hospitality and tourism, and on communities throughout the state.

What has happened to cause this? What are the Maine Lobstermen's Association (MLA) and its allies doing to prevent the demise of the state's lobster fishery? And how can you help protect Maine's lobstering heritage?

## Background

Right whales have been protected under the Endangered Species Act (ESA) and Marine Mammal Protection Act (MMPA) for decades. In 1998, the federal National Marine Fisheries Service (NMFS) organized a coalition of federal and state agencies and private fishery and environmental organizations to help develop a plan to protect right whales

from unintentional harm from commercial fisheries. The plan has required fishermen from Maine to Florida to modify their fishing gear to help prevent whale entanglement and minimize injury should an entanglement occur.

Since the plan was first implemented, Maine lobstermen have made multiple changes to their fishing techniques. Because right whales could get tangled in rope, lobstermen have removed more than 30,000 miles of rope from the water by replacing rope that floats between traps on bottom with rope that sinks, removing buoy lines by fishing more traps on each line, and fishing sinking line below the buoy to protect whales feeding at the surface.



Photo by Maine Lobster Marketing Collaborative

The remaining buoy lines have been weakened to ensure that if a whale swims into a line, it can break free. In addition, Maine lobstermen annually remove all gear from a large area of the ocean and uniquely mark all buoy lines.

And it works. Over the course of 20 years, the right whale population doubled to approximately 483 whales

About the Author: Melissa Waterman of Owls Head, Maine is communications coordinator for the Maine Lobstermen's Association and editor of its monthly publication *Landings*.





Photo by Maine Lobster Marketing Collaborative

By 2010, hungry right whales began to follow the copepods into the unregulated waters of the Gulf of St. Lawrence in Canada, leaving their previous spring and summer grounds in the Gulf of Maine. Researchers now find more than 40% of the known right whale population in the Gulf of St. Lawrence each year. Individual whales now return every year and stay for up to five months feeding and socializing.

As right whales transitioned into this new Canadian habitat, they found themselves in waters that lacked the safety protections that were in place in U.S. waters. The results were devastating. In 2017, twelve right whales died in Canadian waters, followed by ten more in

as of 2010. The last known entanglement of a right whale in Maine lobster gear took place in 2004 and that whale survived. In fact, there has never been a documented right whale death attributed to Maine lobster gear.

However, in recent years, ocean conditions have changed dramatically, with temperatures in the Gulf of Maine warming rapidly in the last two decades. While this, combined with the lobstermen's conservation practices, has resulted in historic catches from lobstermen, right whales have not been so fortunate.

As the Gulf's temperatures have risen, certain marine species have exited the region. Key among them is right whale's favorite food, a tiny cold-water species of copepod, *Calanus finmarchicus*. Copepods are the bread-and-butter of the marine food web. Right whales feast on these copepods because its high fat content powers its lengthy migration from Canada in the summer to Florida during the winter months. Until recently, the Gulf of Maine was bursting with *Calanus finmarchicus*. But as the Gulf warmed, the copepods retreated to cooler waters.

2019. Necropsies of the whales showed that the majority examined died from vessel collisions and entanglement in Canadian snow crab gear.

As right whales struggled to find a new stable food source, the number of right whale calves born each year declined, reaching a historic low in 2018 when no calves were born. Fortunately, as right whales have found stable food sources, calving rates have rebounded with 20 born in 2021.

### Enter the environmental organizations and the court

The tenuous state of the right whale population prompted four national environmental organizations to file suit against NMFS in 2018, arguing that the agency was not complying with the ESA or the MMPA. The plaintiffs sought to force NMFS to require the lobster fishery to do more to protect right whales. The Maine Lobstermen's Association intervened in the case arguing that Maine's lobster fishery is not driving the right whale decline and

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the data do not support requiring the lobster industry to make steep risk reductions.

The court required NMFS to reassess the impacts of the lobster fishery, as required under the ESA, in 2021. The agency determined that the lobster fishery could continue to operate only if it implemented a phased in 98% risk reduction over ten years. To reach that goal, however, the Maine lobster fishery would largely be dismantled.

The first phase of this plan, implemented in 2022, included an immediate 60% risk reduction that required Maine lobstermen to further remove rope from the water and modify remaining gear. In addition, a large annual offshore area was closed to lobstering from October through January, a severe economic blow to the lobstermen who fish there.

Still, extreme environmental organizations were not satisfied and went back to court asking for more stringent risk reduction measures to be instituted. In November 2022, the court gave NMFS until the end of 2024 to implement deep cutting risk reductions.


The MLA has been a vigilant participant in the federal regulatory process, seeking a management program that addresses the risk actually posed by the Maine lobster fishery, rather than holding the fishery accountable for harm to right whales occurring in waters outside the Gulf of Maine. Instead, NMFS pushed forward with inflated risk reduction estimates for the Maine lobster fishery resulting from an incomplete computer model.

## The lobster industry fights back

After exhausting all other options, in September 2021, the MLA filed a legal case of its own against NMFS. The MLA lawsuit challenges the arbitrary fashion in which NMFS treated science in crafting its draconian risk reduction plan for the lobster fishery. MLA also objects to NMFS's unsupported finding that the lobster fishery is harming right whales and contends that NMFS has grossly overestimated the lobster fishery's risk to right whales. The MLA's lawsuit describes how NMFS cherry-picked the science, often using unsupported assumptions rather than analyzing scenarios that are reasonably certain to occur, to justify its mandate for Maine's lobster fishery to reduce its already minimal risk to right whales by 98%. In addition, the MLA argues that NMFS also wholly neglected mandatory legal requirements to assess the economic and social costs of its actions.

In September 2022, the U.S. District Court of Washington, D.C. ruled against the MLA in an opinion that did not rule on the substance of MLA's claims about NMFS's misuse of the science, and instead, simply deferred to NMFS on all counts. Unfortunately, the validity of the MLA's concerns was not addressed. This meant that the lobster fishery would be required to implement the next round of deep cuts by the end of 2024. Recent congressional action, however, has moved that deadline to 2028 even as MLA's lawsuit proceeds.


The MLA has hired Paul Clement, former U.S. Solicitor General and renowned Supreme Court litigator, to repre-



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sent the organization in an appeal of the court ruling. Clement promptly filed, and was granted, a request for an expedited appeal of the court's decision. In granting the motion, the appeals court laid out a timeline that requires all briefs to be submitted by January 10, 2023, with oral arguments set for late February. Clement has pledged to petition the Supreme Court to review the MLA's case if the appeal is not successful.

The legal battle is costly. That is why the Maine Lobstermen's Association launched its "Save Maine Lobstermen" campaign in late 2021 with a goal of raising \$10 million over three years. In addition to supporting MLA's legal efforts to challenge federal regulations through lawsuits and regulatory processes, this funding will also support scientific research, development of innovative gear solutions, and education.

To date, several municipalities have contributed to the fund including Kittery, York, Cranberry Isles, South Thomaston, Long Island, Tremont, Georgetown, Vinalhaven, Stonington, Machiasport, Friendship, Ellsworth, Boothbay, and Jonesport. MLA is asking other communities all around the state to stand with it as it works to protect a future for our children that includes a proud, vibrant lobster industry.

The Maine lobster fishery is in a battle for its life. If the lobster fishery is wiped out, Maine will lose its lobstering heritage, and along with it, a cultural icon and economic driver that will be felt by all Mainers. ▲

## The Solution

The MLA is engaged in a four-prong strategy to Save Maine Lobstermen AND right whales.

### 1. Legal and Policy

The MLA is suing the federal government to stop the 10-year whale plan that will decimate Maine's lobster industry. MLA has asked the court to fix the plan using accurate science so that we can save right whales without sacrificing the lobster fishery.

### 2. Science and Data

The MLA is engaging with scientific experts to ensure that the most up to date, cutting-edge science is the basis of any right whale conservation plan. This includes use of state-of-the-art modelling and objective research that will guide effective management decisions.

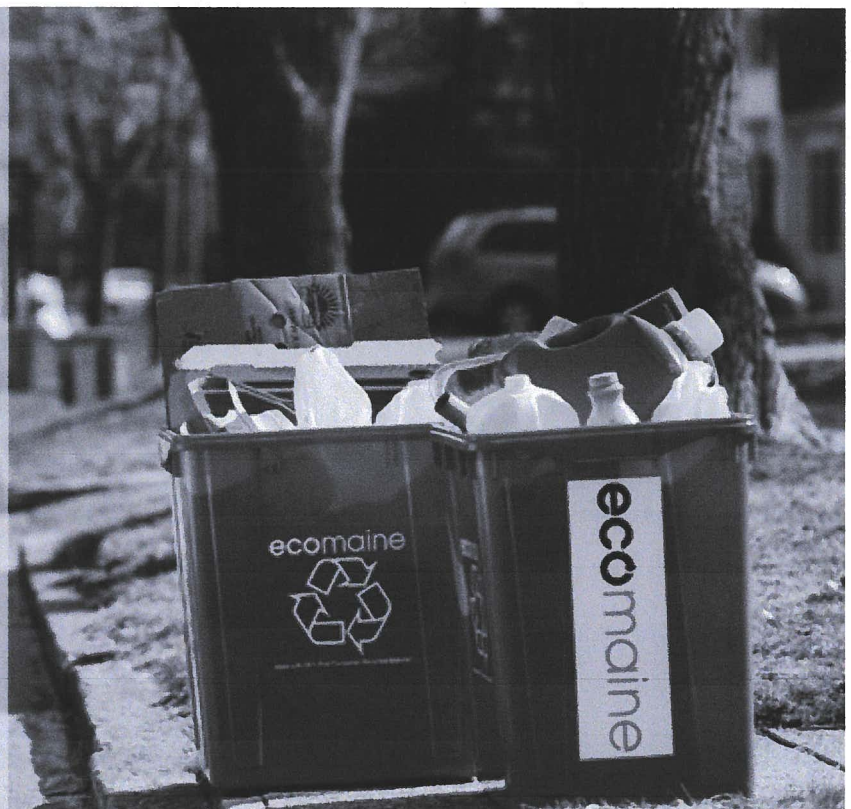
### 3. Conservation

The MLA is working with Maine lobstermen to continue efforts to develop innovative gear solutions that protect right whales and support the continuation of Maine's lobstering heritage.

### 4. Communications

MLA is building support to ensure the community understands that Maine's lobstering heritage is at risk and may disappear forever, erasing generations of locally-owned and operated fishing businesses and the economic engine of Maine's coastal communities.

**Over the last 30 years,  
no other  
waste management  
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## TOWN OF MOUNT DESERT WARRANT COMMITTEE

### Minutes from

**Tuesday, January 31, 2023**

#### **Northeast Harbor Meeting Hall and via Zoom**

Members Present: Phil Lichtenstein, Jerry Miller, Kathy Miller, Katrina Carter, Tim Murphy, Mike Olsen, Lauren Kuffler, Jesse Hartson, Jamie Blaine, Stephanie Reece, Blakeslee Bell, Owen Craighead

Zoom: Rosemary Matchak, Donna Beals, Craig Roebuck

Excused: Bill Ferm, Carmen Sanford, Sam McGee, Megan Bailey, Tate Bushell, Rodney Eason

Absent: Marina McGarr

Guests: Jake Wright, Treasurer/Finance Director; John Lemoine, Harbormaster; Brian Henkel, Public Works Director; Ben Jacobs, Highway Superintendant

1. 6:00pm Call Meeting to order
2. 6:05pm Harbormaster John Lemoine briefed the WC on the the marina. Of note were issues pertaining to ongoing staffing challenges and the new pier project with a projected completion/installation in 6-7 years.
3. 6:10pm Public Works Director Brian Henkel and Highway Superintendant Ben Jabobs briefed the WC on the Public Works Budget which will see an increase of 7.6% over the previous year.
4. 6:25pm The WC broached issues pertaining to the completion of the NEH Main St. project, the Babson Creek Bridge replacement, the status of recycling at the Town Garage and the status of the Town's association with the former FiberRight facility in Hamden.
5. 6:40pm Adjournment

Upcoming Meeting: Tuesday, February 7 at 6:00pm at the meeting hall and by Zoom.  
Focus: Public Safety Budget Review with Police Chief James Willis and Fire Chief Mike Bender

Respectfully submitted,

Owen Craighead  
Recording Secretary



## COMMISSIONERS SPECIAL MEETING

**Learn more about *HANCOCK COUNTY* by visiting  
[www.co.hancock.me.us](http://www.co.hancock.me.us)  
Audio recordings of the meeting are available upon request**

The special meeting of the Hancock County Commissioners was brought to order by Commissioner Paradis at 8:30 a.m. on **Tuesday January 18, 2023**. Commissioner Clark, Commissioner Wombacher, County Administrator Michael Crooker were also present, as well as several Department Heads. The meeting was held using a hybrid format and Department Heads and members of the public were able to attend in person or via Zoom.

Adjustments to agenda:

**MOTION: Move to approve the Agenda as presented with the following additions, add to 8(a) the name of Mary-Anne Saxl of Surry at \$72,000 annual salary, add an 8(b) to include approval of the Stray Animal Contract with the Small Animal Clinic in Ellsworth, to add to 5(a) the name of Amy Davenport of Blue Hill, and add 5(b) to name of Michelle Campbell of Lamoine. (Clark/Wombacher 3-0, motion passed)**

Public Comment: None

Meeting Minutes:

**MOTION: Move to approve the January 4, 2023 Regular Meeting as presented. (Clark Wombacher 3-0, motion passed)**

EMA:

**MOTION: Move to approve the employment of Christopher Kunch as Administrative Assistant to the EMA and Airport at Step 8H. (Clark/Wombacher 2-0 Clark voted no, motion passed)**

Airport:

**MOTION: Move to approve the \$3,220.20 contract change order to AIP-057. (Clark/Wombacher 3-0, motion passed)**

**MOTION: Move to approve the Jacobs Engineering contract for Airfield Remarking and Crack and Sealing in the amount of \$61,414.57 and the Chair to sign. (Clark/Wombacher 3-0, motion passed)**

Probate:

**MOTION: Move to approve the employment of Amy Davenport of Blue Hill as part-time, on call as needed Probate Clerk at Step 6A. (Clark/Wombacher 3-0, motion passed)**

**MOTION: Move to approve the employment of Michelle Campbell of Lamoine as full-time Probate Clerk at Step 6C. (Clark/Wombacher 3-0, motion passed)**

RCC:

**MOTION: Move to approve the employment of Brynn Jellison as full-time Dispatcher effective January 21, 2023 at Step 9C. (Clark/Wombacher 3-0, motion passed)**

Jail:

**MOTION: Move to approve the transfer of Jillian Bye and to congratulate her on her promotion to Sergeant. (Clark/Wombacher 3-0, motion passed)**

**MOTION: Move to approve the employment of Kadedra Kidd as part-time, on call as needed Corrections Officer effective January 17, 2023 at Step 9A. (Clark/Wombacher 3-0, motion passed)**

County Administrator:

**MOTION: Move to approve the employment of Mary-Anne Saxl of Surry as Human Resource Manager at the 2023 annual rate of pay of \$72,000. (Clark/Wombacher 3-0, motion passed)**

**MOTION: Move to approve the Stray Animal Contract with the Small Animal Clinic for 2023. (Clark/Wombacher 3-0, motion passed)**

Commissioners:

**MOTION: Move to go into Executive Session under MRSA Title 1§405 subsection D for the purpose of discussing union negotiating matters. (Clark/Wombacher 3-0, motion passed)**

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

Meeting was adjourned at

Respectfully submitted,

Patrice Crossman  
Clerk



Municipal Review Committee Board President Karen Fussell speaks to the board, members and the public from the Orono town office during an online town hall meeting Feb. 7.  
ISLANDER PHOTO BY ANNE BERLEANT

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BAR HARBOR — If the Municipal Review Committee (MRC) does not come up with financing to reopen the Hampden waste facility in three to six months, the \$80 million plant will not open, MRC Board President Karen Fussell said in a Feb. 7 online town hall meeting.



“We’re at a critical juncture,” Fussell said. “The reality of our situation is we have to resolve in the next three to six months or we will all have to accept the fact that the facility will not process waste.”

The meeting came one week after the MRC ended its period of exclusivity with Revere Capital Advisors, the second prospective financial partner in reopening the facility. The MRC now owns the plant, which has been nonoperational since May 2020 after Coastal Resources of Maine (CRM) defaulted on creditors and loan payments. But it needs money to restart and operate the facility.

Now, as the facility’s closure nears the three-year mark, Fussell and Carroll both said time is of the essence.

Revere Capital is still interested, Fussell said, but given MRC’s “increasingly limited financial capacity,” it also had to look at other options.

Solicitation letters went out to 10 parties that have shown interest starting “a flurry of activity,” MRC Executive Director Michael Carroll said, with four signing nondisclosure agreements. In the solicitation letter, the MRC stated its willingness to modify existing equipment or make significant technical changes. This is the first time the MRC has offered that option.

Responses were due by Feb. 10, with the MRC making its decision by March 1 to the prospective partner for a mid-April closing – if there is a buyer. Otherwise, it will “consider support from MRC members and Augusta,” Fussell said. Members were invited to a Feb. 14 meeting to be held in executive session.

Carroll also pointed to a recent Maine Department of Environmental Protection report stating landfills in Maine will be at capacity in five years.

“Penobscot Energy Recovery Company (PERC) also has capacity issues and its own struggles,” he said.

“Nobody wants our waste going to landfills,” Fussell said.

The MRC is a group of 115 Maine cities and towns that have joined together as a nonprofit organization to manage their municipal solid waste issues. It formed in 1991 while under contract to deliver members’ municipal solid waste to PERC but signed a 15-year contract with Coastal Resources of Maine that began in 2018.

The MRC has invested a total of \$9 million in the plant, including \$1.5 million to purchase the facility last year and \$6 million to build an access road that it signed over to the town of Hampden last year.

#### Correction

An earlier version of this article incorrectly stated the \$225/ton tipping fees mentioned by MRC Executive Director Michael Carroll was how much Penobscot Energy Recovery Co. charged for municipal solid waste. The dollar amount referenced the average tipping fee that MRC members are paying on their own for recyclables sent to recycling processors.

**UNFINISHED BUSINESS**



**From:** [William Hanley](#)  
**To:** [Durlin Lunt](#)  
**Cc:** [Town Clerk](#)  
**Subject:** Fwd: Approval of attorney for MacQuinn appeal  
**Date:** Friday, February 10, 2023 8:54:59 AM

---

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

Hi Durlin,

I'm writing today in support of Attorney Collier's request to bring Zach Brandwein onboard as counsel support for the ongoing Quarry proceedings.

Given the monumental task of corralling the record, facilitating due process and appeasing public feedback, having a co-counsel assisting Mr. Collier is anticipated to be beneficial to expediting the review process.

Plus, Mr. Brandwein's involvement may help smooth out Mr. Collier's relations with the public, applicant and board.

Please convey this recommendation to the BOS, if there's any input needed, I'm happy to attend the next BOS meeting.

Best-Bill

---

William M. Hanley, AIA  
WMH ARCHITECTS  
10 Neighborhood Road  
P.O. Box 399  
Northeast Harbor, Maine 04662

tel: 207-276-2100  
[email: wmh@wmharchitects.com](mailto:wmh@wmharchitects.com)

[www.wmharchitects.com](http://www.wmharchitects.com)

Begin forwarded message:

**From:** Kim Keene <[ceo@mtdesert.org](mailto:ceo@mtdesert.org)>  
**Subject:** RE: Approval of attorney for MacQuinn appeal  
**Date:** February 6, 2023 at 3:56:37 PM EST  
**To:** William Hanley <[wmh@wmharchitects.com](mailto:wmh@wmharchitects.com)>

Bill-

To add Zachary Brandwein, Esq. of Bernstein Shur as co-counsel for the MacQuinn appeal it needs to go before the Board of Selectmen for review and approval, as he is not one of the approved attorneys on the retainer list. Also, to have Mr. Brandwein as co-counsel for the MacQuinn appeal you as Planning Board Chair need to submit to the Board of Selectmen a statement justifying the need in hiring him.

Thank you.

*Kimberly Keene*

*Code Enforcement Officer*

*Town of Mount Desert*

*21 Sea Street, P.O. Box 248*

*Northeast Harbor, ME 04662*

[ceo@mtdesert.org](mailto:ceo@mtdesert.org)

*Phone: (207) 276-5731 or 276-5531*

*Fax: (207) 276-3232*

---

**From:** William Hanley <[wmh@wmharchitects.com](mailto:wmh@wmharchitects.com)>

**Sent:** Monday, February 6, 2023 2:03 PM

**To:** Kim Keene <[ceo@mtdesert.org](mailto:ceo@mtdesert.org)>

**Subject:** Fwd: Approval of attorney for MacQuinn appeal

**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 Kim,

I don't have any issue with this, but I guess the PB needs to be polled.

Should I do that or should you?

Best-Bill

---

William M. Hanley, AIA  
WMH ARCHITECTS  
10 Neighborhood Road  
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tel: 207-276-2100

email: [wmh@wmharchitects.com](mailto:wmh@wmharchitects.com)

[www.wmharchitects.com](http://www.wmharchitects.com)

Begin forwarded message:

**From:** William Hanley <[wmh@wmharchitects.com](mailto:wmh@wmharchitects.com)>  
**Subject: Re: Approval of attorney for MacQuinn appeal**  
**Date:** February 6, 2023 at 2:01:28 PM EST  
**To:** James Collier <[james@collierfahey.com](mailto:james@collierfahey.com)>

Hi James,

Thanks for forwarding the original email.

I do not have any objections to having Zachary Brandwein as co-counsel, my understanding is primarily a paper pusher, process facilitator, and you will be the primary counsel.

I will reach out to the PB today.

Best-Bill

---

William M. Hanley, AIA  
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[email: wmh@wmharchitects.com](mailto:wmh@wmharchitects.com)

[www.wmharchitects.com](http://www.wmharchitects.com)

On Feb 6, 2023, at 1:29 PM, James Collier  
<[james@collierfahey.com](mailto:james@collierfahey.com)> wrote:

Dear Bill,

Nice to talk with you today as always.

I would be OK with you approving the idea

as Chair as well. That way I can tell Kimto talk to you the next time she starts whining about the cost. Thank you.

## James

James W.J. Collier, Esq.

Collier & Fahey, P.A., 109 Main Street, PO Box 171, Bar Harbor, ME  
04609 Tel: 207-376-9121

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----- Forwarded message -----

From: **James Collier** <[james@collierfahey.com](mailto:james@collierfahey.com)>

Date: Mon, Jan 30, 2023 at 11:40 AM

Subject: Approval of attorney for MacQuinn appeal

To: William Hanley <[whanley@mtdesert.org](mailto:whanley@mtdesert.org)>

Cc: Durlin Lunt <[manager@mtdesert.org](mailto:manager@mtdesert.org)>, Zachary B.

Brandwein <[zbrandwein@bernsteinshur.com](mailto:zbrandwein@bernsteinshur.com)>

Dear Bill,

If you have not done so already, would you please ask the Planning Board to approve of my choice of Zachary Brandwein, Esq. of Bernstein Shur as co-counsel for the MacQuinn appeal? Zach, who is an associate of David Soley, worked with me on the campground appeals in Tremont. I will still write the brief and be in charge of the process of the appeal, but Zach is invaluable in keeping all of the court filing stuff in order, and in keeping up with the huge paper flow that litigation has become.

Thank you.

## James

James W.J. Collier, Esq.

Collier & Fahey, P.A., 109 Main Street, PO Box 171, Bar Harbor, ME  
04609 Tel: 207-376-9121



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

February 16, 2023

Selectboard,

### **Background**

At a special town meeting on September 16, 1970, the Town accepted a gift of \$1,000 from Horace R. and Mary P. Reynolds to be held in trust used to fund the perpetual care of lots 83 and 84 in the Forest Hill Cemetery at Northeast Harbor and for flowers annually on Memorial Day, and to provide any unexpended income annually to be awarded to a member or members of the graduating class of Mount Desert Island Regional High School. This gift was increased by \$5,000 in 1973 and by \$3,509.69 in 1976 through bequests from the Reynold's estate.

At a special town meeting held on May 31, 1966, the Town voted to accept a gift of \$3,000 to be held in trust from Frank F. Stanley. The proceeds of this trust are to be used annually, \$50 going to the maintenance of the Frank F. Stanley Athletic Field in Northeast Harbor (We assume this is the field at the elementary school.); \$100 for a scholarship to a member of the graduating class of the Mount Desert Island Regional High School; and the balance of the income for further improvement, upkeep and maintenance of the infield at the Frank F. Stanley Athletic Field.

These funds have been placed in the Municipal Investment Trust Fund (Fund 500) and the investment has been placed with the Trust Services Department at Bar Harbor Bank and Trust.

### **Analysis**

At the May 26, 2022 Selectboard meeting, The Mount Desert Regional High School was authorized to grant a \$200 Reynolds stipend and \$100 Stanley scholarship.

Subsequent to this authorization, the scholarship committee at the High School selected appropriate graduates of the May 2022 High School class to receive these awards. The awards are conditional upon satisfactory transcripts from their first semester in college. After receipt of acceptable transcript(s), the scholarship committee requests that the Treasurer's office remit the awarded funds. In conversation with MDI HS Business Manager, Wendy Littlefield, the following was identified as a more efficient procedure for administering the scholarships:

- The Office of the Treasurer brings forward a recommendation to the Selectboard for amounts to be authorized for scholarship/stipend awards prior to May graduation in accordance with the intent of the fund establishment documents.
- The Office of the Treasurer remits checks to Mount Desert High School in the amounts of the Selectboard approved scholarship/stipend to be held by Mount Desert High School until subsequent requirements are met and funds may be remitted to award recipients.
- Mount Desert High School, in conjunction with the scholarship committee, will follow past practice of selecting award recipients in accordance with the intent of the fund establishment documents and the Selectboard's intent.
- Mount Desert High School, in conjunction with the scholarship committee, will review the first semester transcripts of the award recipients and remit the funds held in their possession, if appropriate.
- If remittance of the award funds is deemed inappropriate by Mount Desert High School, in conjunction with the scholarship committee, the funds will be remitted back to the Town of Mount Desert to be re-applied to the Trust fund from which they originated.

### **Recommendation**

I recommend that the procedure identified above be adopted to streamline the remittance of scholarship funds.

Thank you,

**Jake Wright**

Finance Director



**NEW BUSINESS**



ACCOUNTS FOR:  
 General Fund

	2022 ACTUAL	2023 ORIG BUD	2023 REVISED BUD	2023 ACTUAL	2024 DEPT REQ	PCT CHANGE
851 3rd Party Request Agencies						
851 Libraries						
59101 NEH LIBRARY						
1885151 59101 NEH LIBRARY	\$ 20,500	\$ 20,500	\$ 20,500	\$ 20,500	\$ -	-100.00%
<b>Moved to Department 211</b>						
59102 SH LIBRARY						
1885151 59102 SH LIBRARY	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	-100.00%
<b>Moved to Department 211</b>						
59103 SV LIBRARY						
1885151 59103 SV LIBRARY	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ -	-100.00%
<b>Moved to Department 211</b>						
<b>TOTAL Libraries</b>	<b>\$ 35,500</b>	<b>\$ 35,500</b>	<b>\$ 35,500</b>	<b>\$ 35,500</b>	<b>\$ -</b>	<b>-100.00%</b>

852 Village Improvement						
59104 PRETTY MARSH COMM ASSOC						
1885152 59104 PRETTY MARSH COMM ASSOC	\$ 9,500	\$ -	\$ -	\$ -	\$ 2,500	0.00%
59111 NEH VILLAGE IMPROVE SOC						
1885152 59111 NEH VILLAGE IMPROVE SOC	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0.00%
59112 SH VILLAGE IMPROVE SOC						
1885152 59112 SH VILLAGE IMPROVE SOC	\$ 52,815	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	0.00%
59113 SV VILLAGE IMPROVE SOC						
1885152 59113 SV VILLAGE IMPROVE SOC	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	0.00%
59114 MDI HISTORICAL SOC						
1885152 59114 MDI HISTORICAL SOC	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	-100.00%
<b>Moved to Historical/Museum</b>						
59115 GREAT HARBOR MARITIME MUSEUM						
1885152 59115 GREAT HARBOR MARITIME MUSEUM	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500	\$ -	-100.00%
<b>Moved to Historical/Museum</b>						
<b>TOTAL Village Improvement</b>	<b>\$ 78,315</b>	<b>\$ 71,000</b>	<b>\$ 71,000</b>	<b>\$ 71,000</b>	<b>\$ 65,500</b>	<b>-7.75%</b>

853 Recreation						
59121 NEIGHBORHOOD HOUSE-GENERAL						
1885153 59121 NEIGHBORHOOD HOUSE-GENERAL	\$ 47,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	-100.00%
<b>Moved to Department 211</b>						
59122 NEIGHBORHOOD HOUSE-YOUTH						
1885153 59122 NEIGHBORHOOD HOUSE-YOUTH	\$ 38,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	-100.00%
<b>Moved to Department 211</b>						
59123 NEIGHBORHOOD HOUSE-COMM EVENTS						
1885153 59123 NEIGHBORHOOD HOUSE-CM EVENTS	\$ 3,000	\$ 23,000	\$ 23,000	\$ 23,000	\$ -	-100.00%
<b>Moved to Department 211</b>						
59124 ACADIA YOUTH SPORTS						
1885153 59124 ACADIA LITTLE LEAGUE	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 5,000	150.00%
<b>Moved to Department 211</b>						
<b>TOTAL Recreation</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>\$ 90,000</b>	<b>\$ 5,000</b>	<b>-94.44%</b>

854 Social Service Agencies						
59130 WOMENS INFANT & CHILDREN PROG						
1885154 59130 WOMENS INFANT & CHILDREN PROG	\$ 675	\$ 495	\$ 495	\$ 495	\$ 500	1.01%
59131 ISLAND CONNECTIONS						
1885154 59131 ISLAND CONNECTIONS	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	0.00%
59132 AMERICAN RED CROSS						
1885154 59132 AMERICAN RED CROSS	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	0.00%
59133 EASTERN AREA AGENCY						

ACCOUNTS FOR:  
General Fund

			2022	2023	2023	2023	2024	PCT
			ACTUAL	ORIG BUD	REVISED BUD	ACTUAL	DEPT REQ	CHANGE
1885154	59133	EASTERN AREA AGENCY	\$ 500	\$ 500	\$ 500	\$ 500	\$ 750	50.00%
59134 MD NURSING ASSOCIATION								
1885154	59134	MD NURSING ASSOCIATION	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	0.00%
59136 DOWNEAST HORIZONS								
1885154	59136	DOWNEAST HORIZONS	\$ 5,600	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	0.00%
59137 MD NURSERY SCHOOL								
1885154	59137	MD NURSERY SCHOOL	\$ 2,000	\$ 9,250	\$ 9,250	\$ 9,250	\$ 20,000	116.22%
59138 ISLAND EXPLORER								
1885154	59138	ISLAND EXPLORER	\$ -	\$ 14,000	\$ 14,000	\$ 14,000	\$ -	-100.00%
59139 MD CHAMBER OF COMMERCE								
1885154	59139	MD CHAMBER OF COMMERCE	\$ 27,500	\$ 27,500	\$ 27,500	\$ 27,500	\$ 28,500	3.64%
59140 HOSPICE VOL OF HANCOCK CNTY								
1885154	59140	HOSPICE VOL OF HANCOCK CNTY	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	0.00%
59141 BAR HARBOR FOOD PANTRY								
1885154	59141	BAR HARBOR FOOD PANTRY	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	0.00%
59142 DOWNEAST AIDS NETWORK								
1885154	59142	DOWNEAST AIDS NETWORK	\$ 500	\$ -	\$ -	\$ -	\$ -	0.00%
59143 NORTHERN LIGHT HOMECARE								
1885154	59143	NO LIGHT HOMECARE & HOSPICE	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ -	-100.00%
59144 DE COMMUNITY PARTNERS								
1885154	59144	DE COMMUNITY PARTNERS	\$ 1,504	\$ 2,150	\$ 2,150	\$ 2,150	\$ -	-100.00%
59145 MD LODGE								
1885154	59145	MD LODGE	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	-100.00%
59149 LIFE FLIGHT FOUNDATION								
1885154	59149	LIFE FLIGHT FOUNDATION	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	0.00%
59152 EMMAUS HOMELESS SHELTER								
1885154	59152	EMMAUS HOMELESS SHELTER	\$ 2,053	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	0.00%
59153 MDI CAMPFIRE COALITION/NHH								
1885154	59153	MDI CAMPFIRE COALITION/NHH	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	0.00%
59154 ACADIA FAMILY CENTER								
1885154	59154	ACADIA FAMILY CENTER	\$ 5,000	\$ -	\$ -	\$ -	\$ -	0.00%
59156 ISLAND HOUSING TRUST								
1885154	59156	ISLAND HOUSING TRUST	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	0.00%
59157 NEH AMBULANCE SERVICE INC								
1885154	59157	NEH AMBULANCE SERVICE INC	\$ 20,000	\$ -	\$ -	\$ -	\$ -	0.00%
59158 FAMILIES FIRST COMM CENTER								
1885154	59158	FAMILIES FIRST COMMUNITY CTR	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	-100.00%
59159 HEALTH EQUITY ALLIANCE								
1885154	59159	HEALTH EQUITY ALLIANCE	\$ 500	\$ 1,500	\$ 1,500	\$ 1,580	\$ 500	-66.67%
59160 SPCA-HANCOCK COUNTY								
1885154	59160	SPCA-HANCOCK COUNTY	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 2,000	100.00%



ACCOUNTS FOR:  
General Fund

2022 ACTUAL	2023 ORIG BUD	2023 REVISED BUD	2023 ACTUAL	2024 DEPT REQ	PCT CHANGE
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59161 Eagles' Nest Clubhouse						
1885154 59161 Eagles' Nest Clubhouse	\$ -	\$ 500	\$ 500	\$ 500	\$ 1,000	100.00%

59162 Ellsworth Free Medical Clinic						
1885154 59162 Ellsworth Free Medical Clinic	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	-100.00%

<b>TOTAL Social Service Agencie</b>	<b>\$ 128,032</b>	<b>\$ 127,595</b>	<b>\$ 127,595</b>	<b>\$ 127,675</b>	<b>\$ 119,250</b>	<b>-6.54%</b>
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855 Historical/Museums						
59114 MDI HISTORICAL SOC						
1885155 59114 MDI HISTORICAL SOC	\$ -	\$ -	\$ -	\$ -	\$ 15,500	0.00%

**Was under VIS FY 23**

59115 GREAT HARBOR MARITIME MUSEUM						
1885155 59115 GREAT HARBOR MARITIME MUSEUM	\$ -	\$ -	\$ -	\$ -	\$ 5,500	0.00%

**Was under VIS FY 23**

<b>TOTAL Historical/Museums</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 21,000</b>	<b>0.00%</b>
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<b>TOTAL 3rd Party Request Agen</b>	<b>\$ 331,847</b>	<b>\$ 324,095</b>	<b>\$ 324,095</b>	<b>\$ 324,175</b>	<b>\$ 210,750</b>	<b>-34.97%</b>
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**Add \$143,000 for Neighborhood House, Island Explorer , NEH Library, somesville Library, and Seal Harbor that moved to Department 211 and the total third party requests are \$353,750 compared to \$324,095 for FY 23. 9.15% increase**

SB Review Date	Group Name	Email	Approved SB Recommends	2023 Request	% Change	2022 Funded Amount	2022 Request
2/21/2023	Acadian Youth Sports	<a href="mailto:tony.mckim@thefirst.com">tony.mckim@thefirst.com</a>		\$5,000.00	150.00%	\$2,000.00	\$2,000.00
2/21/2023	American Red Cross/Pine Tree Chapter	<a href="mailto:Jordan.Lauren&lt;lauren.jordan@redeross.org&gt;">Jordan, Lauren &lt;lauren.jordan@redeross.org&gt;</a>		\$3,500.00	0.00%	\$3,500.00	\$3,500.00
2/21/2023	Bar Harbor Food Pantry	<a href="mailto:tom@bhfp.org">tom@bhfp.org</a>		\$3,500.00	0.00%	\$3,500.00	\$3,500.00
2/21/2023	Downeast Horizons Inc.	<a href="mailto:ajohnson@dehi.org">ajohnson@dehi.org</a>		\$6,000.00	0.00%	\$6,000.00	\$6,000.00
2/21/2023	Eagles' Nest Clubhouse	<a href="mailto:agrindle@ohimaine.org">agrindle@ohimaine.org</a>		\$1,000.00	100.00%	\$500.00	\$500.00
2/21/2023	Eastern Area Agency On Aging	<a href="mailto:dfrye@eaaa.org">dfrye@eaaa.org</a>		\$750.00	50.00%	\$500.00	\$500.00
2/21/2023	Emmaus Homeless Shelter	<a href="mailto:director@emmaushelter.org">director@emmaushelter.org</a>		\$2,500.00	0.00%	\$2,500.00	\$2,500.00
2/21/2023	Great Harbor Maritime Museum	<a href="mailto:greatharbormm@gmail.com">greatharbormm@gmail.com</a>		\$5,500.00	0.00%	\$5,500.00	\$5,500.00
2/21/2023	Health Equity Alliance	<a href="mailto:jill@mainehalthequity.org">jill@mainehalthequity.org</a>		\$500.00	-66.67%	\$1,500.00	\$1,500.00
2/21/2023	Hospice Volunteers of Hancock County	<a href="mailto:jwtucker@hospiceofhancock.org">jwtucker@hospiceofhancock.org</a>		\$1,500.00	0.00%	\$1,500.00	\$1,500.00
2/21/2023	Island Connections	<a href="mailto:director@islandconnections.org">director@islandconnections.org</a>		\$2,500.00	0.00%	\$2,500.00	\$2,500.00
2/21/2023	Island Housing Trust	<a href="mailto:mobym@islandhousingtrust.org">mobym@islandhousingtrust.org</a>		\$7,500.00	0.00%	\$7,500.00	\$7,500.00
2/21/2023	Lifelight Foundation	<a href="mailto:amacmillan@lifeflightmaine.org">amacmillan@lifeflightmaine.org</a>		\$1,000.00	0.00%	\$1,000.00	\$1,000.00
2/27/2023	Mt. Desert Chamber of Commerce	<a href="mailto:director@mountdesertchamber.org">director@mountdesertchamber.org</a>		\$28,500.00	3.64%	\$27,500.00	\$65,000.00
2/27/2023	Mt. Desert Island Campfire Coalition	<a href="mailto:annemarie@theneighborhoodhouse.com">annemarie@theneighborhoodhouse.com</a>		\$3,000.00	0.00%	\$3,000.00	\$3,000.00
2/27/2023	Mt. Desert Island Historical Society	<a href="mailto:raney@mdihistory.org">raney@mdihistory.org</a>	Lisa Murray to pre	\$15,500.00	520.00%	\$2,500.00	\$2,500.00
2/27/2023	Mt. Desert Nursery School	<a href="mailto:mdns.sarah@gmail.com">mdns.sarah@gmail.com</a>		\$20,000.00	116.22%	\$9,250.00	\$9,250.00
2/27/2023	Mt. Desert Nursing Association	<a href="mailto:amy@mountdesertnursing.org">amy@mountdesertnursing.org</a>	Angela Balacco to	\$35,000.00	0.00%	\$35,000.00	\$35,000.00
2/27/2023	Northeast Harbor VIS	<a href="mailto:jhs@knowappr.com">jhs@knowappr.com</a>		\$5,000.00	0.00%	\$5,000.00	\$5,000.00
2/27/2023	Pretty Marsh Community Corporation	<a href="mailto:pancoemdi@gmail.com">pancoemdi@gmail.com</a>		\$2,500.00	#DIV/0!	\$0.00	-
2/27/2023	Seal Harbor VIS	<a href="mailto:drbrown431@roadrunner.com">drbrown431@roadrunner.com</a>		\$55,000.00	0.00%	\$55,000.00	\$55,000.00
2/27/2023	Somesville VIS	<a href="mailto:thomasjfernal@gmail.com">thomasjfernal@gmail.com</a>		\$3,000.00	0.00%	\$3,000.00	\$3,000.00
2/27/2023	SPCA of Hancock County	<a href="mailto:rhiannon.l@spechancockcounty.org">rhiannon.l@spechancockcounty.org</a>		\$2,000.00	100.00%	\$1,000.00	\$1,000.00
2/27/2023	WIC Nutrition Program	<a href="mailto:jewing@mainefamilyplanning.org">jewling@mainefamilyplanning.org</a>		\$500.00	1.01%	\$495.00	\$495.00
			<b>\$0.00</b>	<b>\$210,750.00</b>	<b>17.25%</b>	<b>\$179,745.00</b>	<b>\$217,245.00</b>

**TOWN OF MOUNT DESERT  
MANDATORY QUESTIONNAIRE FOR  
PROPOSED FY 2023-2024 BUDGET REQUESTS**

Questionnaire Due Date:

February 3, 2023

Board of Selectmen and Warrant Committee

Meeting Date to Review:

February 21, 2023 (A-L)

February 22, 2023 (M-Z)

Organization Name

Status (ex: 501(c)(3))

Mailing Address:

Acadian Youth Sports  
501(c)3  
PO Box 656, Bar Harbor ME 04609

Physical Address (if different)

Phone Number:

Contact Person:

207-460-4106  
Tony McKim

Contact Email:

tony.mckim@thefirst.com

Attach most recent Financial Report

Gross operating budget: \$122149 Gross payroll \$11982

Salary and other compensation of highest paid employee: \$

Salary and other compensation of lowest paid employee: \$

Number of Paid Employees: Full Time Part Time

Number of volunteers: 45

Narrative of what services your organization specifically provides to the residents of the **Town of Mount Desert (TOMD)** (please do not include residents of other island towns in this narrative):

AYS Provides safe, enjoyable sports team activities for the youth of MDI. We provide Basketball, Baseball, Softball, Football, Golf, and cheering. We will not turn anyone down, nor cut any players from any communities we serve.

Total number of **TOMD** residents your organization served last year (a resident may only be counted **once** toward the total regardless of how many different programs/services are provided to him/her): 75

How many times per month was this service used by **TOMD** residents? 5-10

Estimated value for services provided to residents of the **TOMD**: \$ 300.00

What amount is each **TOMD** resident being served charged? \$ 125

Narrative of what services your organization specifically provides to the residents *outside* of the **TOMD**:

AYS provides the same service to the rest of Mount Desert Island.

What are your plans for fundraisers?

We generally only hold 2 fundraisers. Our Annual AYS golf scramble, and the MArty Lyons Classic Baseball tournament in August.

Town of Mount Desert Budget Questionnaire

Please explain what services will be provided by any funds you may receive from the TOMD. i.e.: If the request were to be denied, in whole or in part, would specific program costs /plans have to be curtailed or cut? If so, please expand.

AYS will use the funds to purchase and maintain equipment and uniforms. Any remaining will be used for athletes to participate if they are unable to participate or afford registration fees.

Amount you *are requesting* for FY 2023-2024: \$ 5000

Please indicate what you *have received* from the TOMD in previous years:

2022: \$ 2000 2021: \$ 2000 2020: \$ -

**Note: Prior awards and/or current requests are not indicators or guarantees of Selectboard recommendation or Town Meeting appropriation. The Selectboard reserves the right to recommend an amount of their choosing for appropriation.**

Please explain how the funds you may receive from the TOMD would be spent during the fiscal year: (Please express expenditures as percentages of total budget, i.e., Salaries 40%, Benefits 25%, etc.)

100% will be spent on equipment/uniforms, and on funding for kids who cannot otherwise afford to play.

  
Signature of Requester

2/2/23  
Date of Request

Kyle A. McKim Board Member  
Printed Name and Title of Requester

*Reminder:* A representative from your organization shall attend the combined Board of Selectmen/Warrant Committee meeting at **6:30 p.m., TUESDAY February 21, 2023 (A-L organizations) or WEDNESDAY February 22, 2023 (M-Z organizations), in the Meeting Room, Town Hall, 21 Sea Street, Northeast Harbor (the meeting will also be available via Zoom)** in order for the request to be considered. Attendance is also recommended at the May 2, 2023 Annual Town Meeting beginning at 6:00 p.m. at the NEIGHBORHOOD HOUSE, 1 Kimball Road, Northeast Harbor.

Questions? Contact Durlin E. Lunt, Jr., Town Manager or Claire Woolfolk, Town Clerk at the Town Office 276-5531 or by email at [manager@mtdesert.org](mailto:manager@mtdesert.org) or [townclerk@mtdesert.org](mailto:townclerk@mtdesert.org)

**Special Note:** *Your organization is no longer required to submit an invoice for payment if your request is approved at the Annual Town Meeting; rather, the Treasurer will make payment as soon as cash flow permits within the first three months of the fiscal year (or by September 30, 2024).*

# Acadian Youth Sports Profit and Loss Comparison

January - December 2022

	Total	
	Jan - Dec 2022	Jan - Dec 2021 (PY)
<b>Income</b>		
<b>ABA Income</b>		
David Gray Memorial Income	17,570.00	
Future Trojans Income	7,366.38	5,674.38
Registration Income	11,862.04	9,367.16
St Joe's Clinic Income	5,458.00	
<b>Total ABA Income</b>	<b>\$ 42,256.42</b>	<b>\$ 15,041.54</b>
<b>ACA Income</b>		
Registration Income	4,104.25	3,314.00
Registration Income	7,750.31	8,798.00
<b>Total ACA Income</b>	<b>\$ 11,854.56</b>	<b>\$ 12,112.00</b>
<b>AFL Income</b>		
Registration Income	2,931.18	1,832.06
<b>Total AFL Income</b>	<b>\$ 2,931.18</b>	<b>\$ 1,832.06</b>
<b>AGA Income</b>		
Registration Income	150.00	
Registration Income	4,337.30	2,289.95
<b>Total AGA Income</b>	<b>\$ 4,487.30</b>	<b>\$ 2,289.95</b>
<b>ALL Income</b>		
MLC Income	5,047.47	4,335.22
MLC Income	4,328.49	4,212.94
Registration Income	14,122.40	12,022.64
Sign Income	2,225.00	5,200.00
Snack Shack Income	506.00	
<b>Total ALL Income</b>	<b>\$ 26,229.36</b>	<b>\$ 25,770.80</b>
Annual Fund Income	13,850.00	25,020.00
AYS Scramble Income	7,490.00	9,721.32
General Income	13,050.42	15,454.55
<b>Total Income</b>	<b>\$ 122,149.24</b>	<b>\$ 107,242.22</b>
<b>Gross Profit</b>	<b>\$ 122,149.24</b>	<b>\$ 107,242.22</b>
<b>Expenses</b>		
<b>ABA Expenses</b>		
David Gray Memorial Expense	5,795.42	6,986.85
David Gray Memorial Expense	14,263.09	
Future Trojans Expense	1,064.98	3,042.40
St Joe's Clinic Expense	5,458.00	
Tournament Expense	6,953.00	1,200.00
Uniform Expense	13,731.65	
<b>Total ABA Expenses</b>	<b>\$ 47,266.14</b>	<b>\$ 11,229.25</b>
<b>ACA Expenses</b>	14,758.93	12,151.17
<b>AFL Expenses</b>		
Equipment Expense	1,462.44	
Equipment Expense	1,036.92	
Storage Locker Expense	1,215.00	1,620.00
Uniform Expense	3,014.77	

<b>Total AFL Expenses</b>	<b>\$</b>	<b>6,729.13</b>	<b>\$</b>	<b>1,620.00</b>
<b>AGA Expenses</b>		140.00		2,629.00
<b>ALL Expenses</b>		7,772.31		3,899.94
<b>Equipment Expense</b>		7,710.36		8,867.40
<b>Field Expense</b>		3,165.54		3,536.73
<b>MLC Expense</b>		2,894.37		2,377.73
<b>Snack Shack Expense</b>		1,615.70		1,331.32
<b>Uniform Expense</b>		16,003.95		6,188.15
<b>Total ALL Expenses</b>	<b>\$</b>	<b>39,162.23</b>	<b>\$</b>	<b>26,201.27</b>
<b>AYS Scramble Expense</b>		5,712.00		6,784.64
<b>Cell Phone Expense</b>		75.50		479.50
<b>Payroll Expense</b>		11,982.52		24.00
<b>Payroll Expenses</b>				142.00
<b>Total Expenses</b>		1,547.10		
<b>Insurance Expense</b>		3,672.40		5,174.50
<b>Misc. Expense</b>		35.00		
<b>Office Expense</b>		3,103.25		2,641.00
<b>Taxes Expense</b>		1,147.50		380.00
<b>Total Total Expenses</b>	<b>\$</b>	<b>9,505.25</b>	<b>\$</b>	<b>8,195.50</b>
<b>Total Expenses</b>	<b>\$</b>	<b>135,331.70</b>	<b>\$</b>	<b>69,456.33</b>
<b>Net Income</b>	<b>-\$</b>	<b>13,182.46</b>	<b>\$</b>	<b>37,785.89</b>

Friday, Jan 13, 2023 12:37:21 PM GMT-8 - Accrual Basis

**TOWN OF MOUNT DESERT MANDATORY  
QUESTIONNAIRE FOR PROPOSED FY 2023-  
2024 BUDGET REQUESTS**

**Questionnaire Due Date:** February 3, 2023  
**Board of Selectmen and Warrant Committee** February 21, 2023 (A-L)  
**Meeting Date to Review:** February 22, 2023 (M-Z)

Organization Name American Red Cross of Northern New England  
Status (ex: 501(c)(3)) 53-0196605  
Mailing Address: 2401 Congress Street, Portland, Maine 04102  
  
Physical Address (if different)   
Phone Number: 207-233-4217  
Contact Person: Lauren Jordan  
Contact Email: supportnne@redcross.org

Attach most recent Financial Report Attached  
Gross operating budget: \$7,978,591 Gross payroll \$4,026,443  
Salary and other compensation of highest paid employee: Not Disclosed  
Salary and other compensation of lowest paid employee: Not Disclosed

Number of Paid Employees: 40 Full Time 0 Part Time  
Number of volunteers: 1,611

Narrative of what services your organization specifically provides to the residents of the **Town of Mount Desert (TOMD)** (please do not include residents of other island towns in this narrative):  
We respond to disasters, locally these are most commonly home fires, to provide those effected by them with emergency shelter, financial assistance, and an array of other supportive services. We were not called to any fires in Mount Desert last year; however throughout our three state region we were on the scene at 533 incidents and provided services to 2,058 individuals.

Total number of **TOMD** residents your organization served last year (a resident may only be counted **once** toward the total regardless of how many different programs/services are provided to him/her):  
We did not respond to any home fires in TOMD last fiscal year. The rest of our services are reported by county.

How many times per month was this service used by **TOMD** residents? N/A

Estimated value of services provided to residents of the **TOMD**: We did not respond to any home fires in TOMD last fiscal year.

What amount is each **TOMD** resident being served charged? Our services are provided free of charge.

Narrative of what services your organization specifically provides to the residents *outside* of the **TOMD**:  
We provide disaster response support, most commonly in the wake of a home fire. We work to mitigate the risk of home fires by installing free smoke detectors in homes that need them and educating families and individuals on home fire safety. We also collect and distribute essential blood and blood products to hospitals throughout our region. We offer services to active and

veteran members of the armed forces including emergency communications and resiliency training, and we offer affordable First Aid and CPR classes in the communities we serve. Please see the attached service delivery which outlines our services and individuals served in the Hancock County.

What are your plans for fundraisers?

We rely entirely on support from individuals, corporations, foundations, and towns. We have a local team of fundraisers who work with major donors in our area, and we partner with our national office who oversees a direct mail program.

#### Town of Mount Desert Budget Questionnaire

Please explain what services will be provided by any funds you may receive from the TOMD. i.e.: If the request were to be denied, in whole or in part, would specific program costs /plans have to be curtailed or cut? If so, please expand.

The five lines of service of the American Red Cross are:

- Disaster Preparedness and Response
- Blood Acquisition and Distribution
- Training services (first aid, CPR)
- Services to the Armed Forces (emergency communications, resiliency training, financial assistance)
- International Services (emergency communications)

Each line of service would not be impacted by a potential decrease in funding by TOMD. Should a disaster strike in TOMD, the Red Cross will be there to provide a place to stay, food to eat and emotional support. We believe that all of this work enhances the quality of life for your friends and neighbors in TOMD.

Amount you *are requesting* for FY 2023-2024: \$3,500

Please indicate what you *have received* from the TOMD in previous years:

2022: \$3,500

\$2021: \$3,500

2020: \$3,700

Note: Prior awards and/or current requests are not indicators or guarantees of Selectboard recommendation or Town Meeting appropriation. The Selectboard reserves the right to recommend an amount of their choosing for appropriation.

Please explain how the funds you may receive from the TOMD would be spent during the fiscal year: (Please express expenditures as percentages of total budget, i.e., Salaries 40%, Benefits 25%, etc.)

We are requesting funds for our general operating budget, which is attached.



Signature of Requester

February 3, 2023

Date of Request

Lauren Jordan, Development Coordinator



Printed Name and Title of Requester

*Reminder:* A representative from your organization shall attend the combined Board of Selectmen/Warrant Committee meeting at 6:30 p.m., TUESDAY February 21, 2023 (A-L organizations) or THURSDAY February 23, 2023 (M-Z organizations), in the Meeting Room, Town Hall, 21 Sea Street, Northeast Harbor (the meeting will also be available via Zoom) in order for the request to be considered. Attendance is also recommended at the May 2, 2023 Annual Town Meeting beginning at 6:00p.m. in the Kelley Auditorium, Mount Desert Elementary School, 8 Joy Road, Northeast Harbor.

Questions? Contact Durlin E. Lunt, Jr., Town Manager or Claire Woolfolk, Town Clerk at the Town Office 276-5531 or by email at [manager@cmtdesert.org](mailto:manager@cmtdesert.org) or [townclerk@mtdesert.org](mailto:townclerk@mtdesert.org)

*Special Note:* Your organization is no longer required to submit an invoice for payment if your request is approved at the Annual Town Meeting; rather, the Treasurer will make payment as soon as cash flow permits within the first three months of the fiscal year (or by September 30, 2024).



**American Red Cross**  
**29R04 - Northern New England Region**  
**For the Year Ended June 30, 2023**  
**Budget**

	REVENUE	AGENCY
<b>Revenue</b>	Federated	65,000
	Monetary Contributions	
	Corporate Contributions	835,807
	Foundation Contributions	325,136
	Individual Contributions	1,695,002
	Net Special Events	-
	Legacies & Bequests	492,881
	In-Kind Contributions	308,063
	Income From Endowments	109,519
	Contracts	241,621
	Products & Services	1,524,976
	Other Revenues	80,948
	<b>TOTAL LOCAL REVENUE</b>	<b>5,678,953</b>
	Support from other ARC units	2,299,638
<b>TOTAL REVENUE</b>	<b>7,978,591</b>	

	EXPENSES	
<b>Expenses</b>	Compensation	4,026,443
	Employee Benefits	974,159
	Payroll Taxes	308,023
	Travel	138,989
	Conference & Meetings	8,798
	Financial Assistance	1,039,540
	Supplies and Materials	91,328
	Printing and Promotionals	68,448
	Equipment Maintenance & Rentals	105,101
	Rent	83,512
	Utilities	42,624
	Building Maintenance	63,917
	Professional Fees	421,253
	Contractual Services	
	Insurance	63,103
	Communications	52,441
	Postage & Shipping	36,785
	Other Contractual Services	291,320
	Depreciation	162,807
	<b>TOTAL LOCAL EXPENSES</b>	<b>7,978,591</b>
Support to other ARC units	-	
<b>TOTAL EXPENSES</b>	<b>7,978,591</b>	

<b>SURPLUS (DEFICIT)</b>	<u><u>-</u></u>
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# Hancock County Service Delivery July 1, 2021 - June 30, 2022

## Disaster Response

In the past year, the American Red Cross has responded to **3 disaster cases** in **Hancock County**, providing assistance to **8 individuals**. Most commonly, these incidents were home fires. Red Cross workers were on the scene to provide food, clothing, lodging, emotional support, and more to families during their hours of greatest need. Our teams also provide Mass Care to first responders. Things like food, water, and warm drinks strengthen the brave people of your local Fire and Police Departments as they answer the call to keep your residents safe.

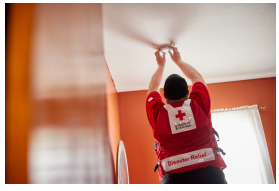
Town/City	Disaster Events	Individuals
Bucksport	1	2
Franklin	1	1
Hancock	1	5

## Home Fire Campaign

Last year, Red Cross staff and volunteers worked throughout Hancock County to educate residents on fire, safety and preparedness. We made **5 homes safer** by helping families develop emergency evacuation plans.

## Blood Drives

We collected **1,341 pints** of lifesaving blood at **39 drives** in Hancock County.



## Training Services

Last year, **172 Hancock County residents** were taught a variety of important lifesaving skills such as First Aid, CPR, Babysitting Skills and Water Safety.



## Service to the Armed Forces

We proudly assisted **35 of Hancock County's Service Members, veterans, and their families** by providing emergency communications and other services, including counseling and financial assistance.

## Volunteer Services

Hancock County is home to **28 American Red Cross Volunteers**. We have volunteers from all walks of life, who are trained and empowered to respond to disasters in the middle of the night, to teach safety courses, to help at our many blood drives, and so much more. The American Red Cross is proud that 90% of its staff is made up of volunteers; they are truly the heart and soul of our organization.



Note: Remainder of audit report available from Town Clerk

**THE AMERICAN NATIONAL RED CROSS**  
Consolidated Statement of Financial Position  
June 30, 2021  
(With comparative information as of June 30, 2020)  
(In thousands)

<b>Assets</b>	<b>2021</b>	<b>2020</b>
<b>Current assets:</b>		
Cash and cash equivalents	\$ 205,148	235,415
Investments (note 4)	562,450	348,443
Trade receivables, including grants, net of allowance for doubtful accounts of \$2,155 in 2021 and \$1,700 in 2020 (note 11)	226,657	286,464
Contributions receivable (note 2)	26,089	34,368
Inventories, net of allowance for obsolescence of \$87 in 2021 and \$180 in 2020	47,394	46,998
Other current assets	50,231	50,989
Total current assets	1,117,969	1,002,677
<b>Noncurrent assets:</b>		
Investments (note 4)	1,329,448	1,087,477
Contributions receivable (note 2)	13,939	14,191
Right-of-use assets-operating leases (note 6)	121,765	114,474
Land, buildings, and other property, net (note 3)	728,858	755,519
Assets held for sale, net (note 3)	33,602	30,960
Other assets (note 9)	322,919	261,601
Total noncurrent assets	2,550,531	2,264,222
Total assets	\$ 3,668,500	3,266,899
<b>Liabilities and Net Assets</b>		
<b>Current liabilities:</b>		
Accounts payable and accrued expenses	\$ 299,798	253,123
Current portion of debt (note 5)	19,169	41,265
Current portion of lease obligation-operating (note 6)	25,214	22,689
Postretirement benefits (note 10)	3,731	3,779
Other current liabilities (notes 9 and 11)	146,439	145,970
Total current liabilities	494,351	466,826
<b>Noncurrent liabilities:</b>		
Debt (note 5)	383,420	596,132
Long-term lease obligation-operating (note 6)	109,971	104,096
Pension and postretirement benefits (note 10)	167,317	155,924
Other liabilities (notes 5 and 9)	145,054	131,706
Total noncurrent liabilities	805,762	987,858
Total liabilities	1,300,113	1,454,684
<b>Net assets (notes 7 and 8):</b>		
Without donor restrictions net assets	710,028	390,796
With donor restrictions net assets	1,658,359	1,421,419
Total net assets	2,368,387	1,812,215
<b>Commitments and contingencies (notes 4, 5, 6, 10, 11)</b>		
Total liabilities and net assets	\$ 3,668,500	3,266,899

See accompanying notes to consolidated financial statements.

**THE AMERICAN NATIONAL RED CROSS**

Consolidated Statement of Activities

Year ended June 30, 2021

(With summarized information for the year ended June 30, 2020)

(In thousands)

	<b>Without donor restrictions</b>	<b>With donor restrictions</b>	<b>Totals</b>	
			<b>2021</b>	<b>2020</b>
Operating revenues and gains:				
Contributions:				
Corporate, foundation and individual giving	\$ 218,178	311,227	529,405	564,888
United Way and other federated	518	23,201	23,719	33,521
Contracts, including federal government	17,237	163,580	180,817	128,137
Legacies and bequests	70,504	30,408	100,912	125,702
Services and materials	15,522	39,574	55,096	84,058
Products and services:				
Biomedical Services	1,883,815	—	1,883,815	1,731,504
Program materials	115,800	—	115,800	108,514
Investment return, net (note 4)	3,372	60,552	63,924	44,551
Other revenues	177,119	37	177,156	86,511
Net assets released from restrictions	658,746	(658,746)	—	—
Total operating revenues and gains	<u>3,160,811</u>	<u>(30,167)</u>	<u>3,130,644</u>	<u>2,907,386</u>
Operating expenses:				
Program services:				
Services to the Armed Forces	55,201	—	55,201	65,317
Biomedical Services	1,834,750	—	1,834,750	1,766,661
Community Services	22,995	—	22,995	24,888
Domestic Disaster Services	503,552	—	503,552	427,587
Training Services	102,394	—	102,394	122,854
International Relief and Development Services	69,105	—	69,105	82,053
Total program services	<u>2,587,997</u>	<u>—</u>	<u>2,587,997</u>	<u>2,489,360</u>
Supporting services:				
Fundraising	165,392	—	165,392	172,690
Management and general	83,097	—	83,097	89,535
Total supporting services	<u>248,489</u>	<u>—</u>	<u>248,489</u>	<u>262,225</u>
Total operating expenses	<u>2,836,486</u>	<u>—</u>	<u>2,836,486</u>	<u>2,751,585</u>
Change in net assets from operations	324,325	(30,167)	294,158	155,801
Nonoperating investment return, net (note 4)	10,603	267,107	277,710	2,416
Pension-related changes other than net periodic benefit cost (note 10)	(15,696)	—	(15,696)	211,834
Change in net assets	319,232	236,940	556,172	370,051
Net assets, beginning of year	390,796	1,421,419	1,812,215	1,442,164
Net assets, end of year	\$ <u>710,028</u>	<u>1,658,359</u>	<u>2,368,387</u>	<u>1,812,215</u>

See accompanying notes to consolidated financial statements.



**TOWN OF MOUNT DESERT  
MANDATORY QUESTIONNAIRE FOR  
PROPOSED FY 2023-2024 BUDGET REQUESTS**

**Questionnaire Due Date:** February 3, 2023

**Board of Selectmen and Warrant Committee  
Meeting Date to Review:** February 21, 2023 (A-L)  
February 22, 2023 (M-Z)

Organization Name  
Status (ex: 501(c)(3))  
Mailing Address:

Physical Address (if different)  
Phone Number:  
Contact Person:

Contact Email:

Attach most recent Financial Report  
Gross operating budget: \$ Gross payroll \$  
Salary and other compensation of highest paid employee: \$  
Salary and other compensation of lowest paid employee: \$  
Number of Paid Employees: Full Time Part Time  
Number of volunteers:

Narrative of what services your organization specifically provides to the residents of the **Town of Mount Desert (TOMD)** (please do not include residents of other island towns in this narrative):

Total number of **TOMD** residents your organization served last year (a resident may only be counted **once** toward the total regardless of how many different programs/services are provided to him/her):

How many times per month was this service used by **TOMD** residents?

Estimated value for services provided to residents of the **TOMD**: \$

What amount is each **TOMD** resident being served charged? \$

Narrative of what services your organization specifically provides to the residents *outside* of the **TOMD**:

What are your plans for fundraisers?

Town of Mount Desert Budget Questionnaire

Please explain what services will be provided by any funds you may receive from the **TOMD**. i.e.: If the request were to be denied, in whole or in part, would specific program costs /plans have to be curtailed or cut? If so, please expand.

Amount you *are requesting* for **FY 2023-2024**: \$

Please indicate what you *have received* from the **TOMD** in previous years:

2022: \$                      2021: \$                      2020: \$

**Note: Prior awards and/or current requests are not indicators or guarantees of Selectboard recommendation or Town Meeting appropriation. The Selectboard reserves the right to recommend an amount of their choosing for appropriation.**

Please explain how the funds you may receive from the **TOMD** would be spent during the fiscal year: (Please express expenditures as percentages of total budget, i.e., Salaries 40%, Benefits 25%, etc.)

Signature of Requester

Date of Request

Printed Name and Title of Requester

*Reminder:* A representative from your organization shall attend the combined Board of Selectmen/Warrant Committee meeting at **6:30 p.m., TUESDAY February 21, 2023 (A-L organizations) or WEDNESDAY February 22, 2023 (M-Z organizations), in the Meeting Room, Town Hall, 21 Sea Street, Northeast Harbor (the meeting will also be available via Zoom)** in order for the request to be considered. Attendance is also recommended at the May 2, 2023 Annual Town Meeting beginning at 6:00 p.m. at the NEIGHBORHOOD HOUSE, 1 Kimball Road, Northeast Harbor.

Questions? Contact Durlin E. Lunt, Jr., Town Manager or Claire Woolfolk, Town Clerk at the Town Office 276-5531 or by email at [manager@mtdesert.org](mailto:manager@mtdesert.org) or [townclerk@mtdesert.org](mailto:townclerk@mtdesert.org)

***Special Note:*** *Your organization is no longer required to submit an invoice for payment if your request is approved at the Annual Town Meeting; rather, the Treasurer will make payment as soon as cash flow permits within the first three months of the fiscal year (or by September 30, 2024).*



# Bar Harbor Food Pantry

## Statement of Activity

January - December 2022

	TOTAL
Revenue	
Cough Trust	12,211.36
Grants	31,500.00
Individ, Bus Contribs	301,625.17
Interest Earned/Dividends	238.49
Serendipity-Revenue	53,056.15
Town Funding	21,386.00
<b>Total Revenue</b>	<b>\$420,017.17</b>
Cost of Goods Sold	
Cost of Goods Sold - Serendipity	2,044.00
<b>Total Cost of Goods Sold</b>	<b>\$2,044.00</b>
<b>GROSS PROFIT</b>	<b>\$417,973.17</b>
Expenditures	
Accounting/Bookkeeping	4,170.00
Advertising Expense	270.14
Contract Services	13,500.00
Facilities and Equipment	
Office Equipment Expense	1,774.50
Rent / Parking	25,800.00
Repairs & Maintenance - Pantry	3,154.82
Repairs & Maintenance - Serendipity	1,902.35
<b>Total Facilities and Equipment</b>	<b>32,631.67</b>
Fundraising Expenses	1,092.49
Insurances	
Business Owner's Policy	1,493.00
Worker's Compensation	1,374.25
<b>Total Insurances</b>	<b>2,867.25</b>
Operations	
Books, Subscriptions, Reference	945.55
Licenses	55.00
Membership Dues	412.00
Office Supplies	989.54
Postage, Mailing Service	1,388.00
Printing and Copying	308.00
Supplies	69.95
Telephone/Internet	1,916.04
Website	817.05
<b>Total Operations</b>	<b>6,901.13</b>

# Bar Harbor Food Pantry

## Statement of Activity

January - December 2022

	TOTAL
Other Program Expenses	
BHFP Other Costs	193.41
Serendipity - Sales Tax	2,993.68
<b>Total Other Program Expenses</b>	<b>3,187.09</b>
Other Types of Expenses	
Bank/Credit Fees	15.00
<b>Total Other Types of Expenses</b>	<b>15.00</b>
Pantry Divisions	
Food Purchases	124,593.44
Small Equipment	573.08
<b>Total Pantry Divisions</b>	<b>125,166.52</b>
Payroll Expenses	
Payroll Expenses Wages/Taxes	
Employee Benefits	5,787.46
Exec Director	56,692.24
Payroll Expenses Taxes	8,085.18
Staff Wages	48,995.86
<b>Total Payroll Expenses Wages/Taxes</b>	<b>119,560.74</b>
Payroll Processing Fee	1,429.50
<b>Total Payroll Expenses</b>	<b>120,990.24</b>
Travel and Meetings	2,481.48
Unapplied Cash Bill Payment Expenditure	0.00
Uncategorized Expenditure	418.35
<b>Total Expenditures</b>	<b>\$313,691.36</b>
NET OPERATING REVENUE	<b>\$104,281.81</b>
Other Revenue	
Dividend Income	4,801.49
Investment Gains/Losses	-53,954.56
Temporarily-Restricted Funds	
Pet Food Expense	-4,393.81
Pet Food Fund (Temp-Rest)	2,520.00
<b>Total Temporarily-Restricted Funds</b>	<b>-1,873.81</b>
<b>Total Other Revenue</b>	<b>\$ -51,026.88</b>
Other Expenditures	
Investment Fees	2,442.55
<b>Total Other Expenditures</b>	<b>\$2,442.55</b>
NET OTHER REVENUE	<b>\$ -53,469.43</b>
NET REVENUE	<b>\$50,812.38</b>

**TOWN OF MOUNT DESERT  
MANDATORY QUESTIONNAIRE FOR  
PROPOSED FY 2023-2024 BUDGET REQUESTS**

**Questionnaire Due Date:** February 3, 2023

**Board of Selectmen and Warrant Committee  
Meeting Date to Review:** February 21, 2022 (A-L)  
February 22, 2023 (M-Z)

**Organizational Name:** Downeast Horizons, Inc.  
**Status (ex: 501(c)(3))** 1200 State Highway 3  
**Mailing Address:** Bar Harbor, Maine 04609  
**Physical Address (if different)**  
**Phone Number:** 207-288-4234  
**Contact Person:** Ashley Johnson  
**Contact Email:** ajohnson@dehi.org

**Attach most recent Financial Report** Yes  
**Gross operating budget:** \$8,330,558.45      **Gross payroll:** \$5,625,968.88

**Salary and other compensation of highest paid employee:** \$142,000  
**Salary and other compensation of lowest paid employee:** \$32,240  
**Number of Paid Employees:** 130    **Full Time:** 63 Employees      **Part Time:** 64 Employees  
**Number of volunteers:** 30

**Narrative of what services your organization provides to the residents of the Town of Mount Desert:**  
Downeast Horizons (DEH) provides a variety of services to adults and children with developmental disabilities who live in the Town of Mount Desert and Hancock County through its two program centers, eight group homes, and community supports. Housing (both group-style and apartments), life skills & socialization training, day & evening enrichment programs, and employment assistance programs are designed to increase our clients' independence and contribution to the community.

**Total number of Mount Desert residents your organization served last year (a resident may only be counted once toward the total regardless of how many different programs/services are provided to him/her):** 55  
**Individuals**

**How many times per month was this service used?** Day & Evening Program Centers provide services Monday – Friday for participants. Group Home Residents receive services 24 hours a day, 365 days per year. Adult & Children Services provide up to 24 hours per week per participant in community supports.

**What amount is each Mount Desert resident being served charged?** No clients, at present are paying any fees for services at Downeast Horizons. The Maine Department of Health and Human Services provides client-specific funding for each client (a combination of federal and state funds). All of our clients currently qualify for these funds under low-income guidelines. However, due to recent discussions at the state level regarding budget cuts, there is uncertainty if there will be reductions to current funding. The average cost to serve each DEH client is \$47,712.28. For clients who live in our group homes, that cost is more than double. Downeast

Horizons needs to currently raise approximately 5 percent of its operating budget each year in private and municipal funds to meet its current budget of \$8.3 million.

What are your plans for fundraisers?

Our plans are to do a direct mail appeal, grant writing, person-to-person appeal, planned giving campaign, and various fundraising activities that include cookbook sales, raffles, and craft sales.

Please explain what services will be provided by any funds you may receive from the Town of Mount Desert: Funds are deposited into a Board restricted account along with funds from other towns and individuals. As our fiscal year proceeds, funds are transferred out as we need them to cover direct program expenses.

Amount you are requesting for **FY 2023-2024**: \$6,000.00

Please indicate what you have received from the Town of Mount Desert in previous years:

2022: \$6,000.00      2021: \$5,600.00      2020: \$5,600.00

**Note: Prior awards and/or current requests are not indicators or guarantees of Selectboard recommendation or Town Meeting appropriation. The Selectboard reserves the right to recommend an amount of their choosing for appropriation.**

Please explain how the funds you may receive from the Town of Mount Desert would be spent during the fiscal year: Please express expenditures as percentages of total budget, i.e. Salaries 40%, Benefits 25%, etc.) These funds assist in paying for the general operating costs of the programs we provide, which the state and federal government allocations fail to cover. We target funds raised from the towns and individual donors for: Building Repair & Building Expenses (60%), Staff Training (20%), and Consumer Motivation/Diversion Activities (20%).

*Ashley Johnson*

\_\_\_\_\_  
Signature of Requestor

1/26/2023  
Date of Request

Ashley Johnson – Resource Coordinator

\_\_\_\_\_  
Printed Name and Title of Requestor

**Reminder:** A representative from your organization shall attend the combined Board of Selectmen/Warrant Committee meeting at 6:30pm, **TUESDAY, February 21, 2023 (A-L organizations) or WEDNESDAY February 22, 2023 (M-Z organizations) in the Meeting Room, Town Hall, 21 Sea Street, Northeast Harbor (the meeting will also be available via Zoom)** in order for the request to be considered. Attendance is also recommended at the May 2, 2023 Annual Town Meeting beginning at 6:00p.m. at the NEIGHBORHOOD HOUSE, 1 Kimball Road, Northeast Harbor

Questions? Contact Durlin E. Lunt, Jr., Town Manager or Claire Woolfolk, Town Clerk at the Town Office 276-5531 or by email [manager@mtdesert.org](mailto:manager@mtdesert.org) or [townclerk@mtdesert.org](mailto:townclerk@mtdesert.org)

**Special Note:** Your organization is no longer required to submit an invoice for payment if your request is approved at the Annual Town Meeting; rather, the Treasurer will make payment as soon as cash flow permits within the first three months of the fiscal year (or by September 30, 2024)

Downeast Horizons Inc.  
FY2022 Budget

**Revenues**

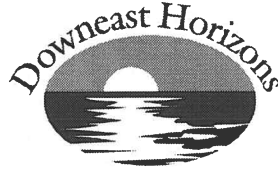
MaineCare & Private Pay	7,962,250.83	96%
Room & Board	222,668.00	3%
USDA Food Stamps	0.00	0%
Grant in Aid	23,000.00	0%
Donations-Donors	31,192.24	0%
Donations-Municipalities	16,697.00	0%
Interest Income	23,599.47	0%
Other Income	51,150.91	1%
	<hr/>	
<b>Total Revenues</b>	<b>8,330,558.45</b>	<b>100%</b>

**Expenses**

Payroll Expenses		
Labor	(4,416,071.89)	53%
Taxes & Benefits	(1,209,896.99)	15%
Rent/Property	(298,214.53)	4%
Food	(148,801.02)	2%
Building Repair and Maintenance	(92,255.35)	1%
Utilities	(81,613.38)	1%
Heat (Oil & Propane)	(49,426.94)	1%
Household	(44,568.82)	1%
Snow & Trash Removal	(24,116.48)	0%
Insurance Policies	(98,032.00)	1%
Program Expenses	(1,253,849.56)	11%
Business Operating Expenses	(613,711.49)	7%
	<hr/>	
<b>Total Expenses</b>	<b>(8,330,558.45)</b>	<b>96%</b>

**Net Income** **\$ 0.00**

G&A (671,231.13) 9%



People Helping People

**ANNUAL REPORT TO TOWN OF MOUNT DESERT  
February 2023**

Downeast Horizons (DEH), founded in 1974, is an organization that assists adults and children with disabilities to find support for their individual needs and to exercise choices whenever possible that result in growth toward increasing and maintaining independence. All individuals supported by DEH have developmental disabilities including cognitive disabilities; Autism and Asperger Syndrome; Down Syndrome; and some have multiple disabilities including physical handicaps. We currently provide services to 55 individuals from the town of Mount Desert.

**REFERRALS**

Downeast Horizons continues to expand throughout Hancock and Penobscot counties. Over the last year, Downeast Horizons has received over 50 referrals throughout our Day and Evening programs.

**SHARED LIVING**

Downeast Horizons currently oversees 22 Shared Living homes/providers. Like Community Support programs, Shared Living providers are being scrutinized heavily under the new Home and Community Based Services guidelines. Like the Community Support programs, the Shared Living homes will come into compliance; however, coming into compliance requires a lot of documentation to prove that these guidelines are being met.

**AGENCY-FUNDED ACTIVITIES**

Many of the individuals DEHI supports have very limited budgets, so we strive to offer a number of no-cost opportunities to enjoy our little corner of Maine the way that everyone should. Some of the truly inspiring events that are made available to our program participants include Timber Tina's Great Maine Lumberjack Show, Downeast Scenic Railway, the Schooner Margaret Todd, Bar Harbor nature cruises, drive-in movies, the Maine Special Olympics, the Blue Hill and Bangor state fairs, tours of Acadia National Park, and summer weeks at Camp CaPella. We know of no other provider that offers all agency-sponsored activities at no extra cost to program participants. We are so grateful to our gracious donors for making these life-enriching activities possible.

**PUBLIC AWARENESS**

Downeast Horizons continues to increase awareness of our services—and of the overall need for supportive programs for adults and children with developmental disabilities and autism—through news pieces, public events, public service announcements, and awareness activities. We consider it part of our mission to spread the word that individuals with developmental disabilities are valuable, important members of their communities. We hope to produce a new public service message within the next year.

**EMPLOYEE RETENTION**

The hardworking employees of Downeast Horizons continue to be recognized for their dedication during the pandemic. The Employee Retention Incentive, recently announced by Executive Director Tony Zambrano and the DEHI Board of Directors, provides financial bonuses to each of DEHI's 133 staff members. The incentive reflects the agency's gratitude for the efforts and sacrifices that staff have made over the last two years in order to provide a safe and rewarding environment for both participants and coworkers. The incentive utilizes money awarded to DEHI under the American Rescue Plan. A total of \$268,000 was divided among DEHI employees based on date of hire and average number of hours worked this past winter. Full-time employees with one-year seniority received a \$3,250 check.

Over a year ago, Downeast Horizons applied for COVID-19 relief funding and just recently, the agency was awarded \$300,000. Executive Director Tony Zambrano and the Board of Directors decided to use the funding to reward those employees who have stayed with us during the pandemic, and to encourage them to stay with DEHI into the future. The "Stay With Us" incentive rewards employees hired prior to March 1, 2022 will be eligible to receive up to \$2,000 in four, \$500 incentive checks over the next two years.

Downeast Horizons' full-time employees receive the following benefits: annual performance-based raises; 10 paid holidays per year; a retirement plan with matching contributions of up to 5%; dental, health, and life insurance; short- and long-term disability; and paid time off.

The \$6,000.00 generously given by the citizens of Mount Desert in 2022 assisted in paying for safety/health building maintenance and repairs; staff training; and client motivation activities. In 2023, DEH will continue to target funds from the towns and individuals for these items. DEHI is grateful to the town of Mount Desert for its long-time support and respectfully requests a continuation of that support in FY2022.

## **DATA SHEET FOR MOUNT DESERT**

**Mission Statement:** Downeast Horizons assists and supports people with disabilities to live a complete and fulfilling life.

**Background Information:** Downeast Horizons (DEH) was founded in 1974 to serve adults with developmental disabilities, including adults with Down Syndrome, Cerebral Palsy, Autism, Asperger Syndrome and Epilepsy. In 2007 we began serving children diagnosed with Mental Retardation, Autism, and Autism Spectrum Disorders including Asperger Syndrome, Pervasive Development Disorder (PDD), and Rhetts Syndrome.

### **Adult Services Provided**

DEH operates three day program centers in Bar Harbor, Ellsworth and Brewer and administers nine supported living homes in Ellsworth, Bar Harbor and Hancock. All of our programs are designed to maintain and increase the independence and community involvement of the developmentally disabled. Services include:

#### **Day & Evening Programs**

This program is provided to individuals with the goal of increasing and maintaining social and community participation as well as maintaining and developing skills that support their health and well being.

#### **Community Supports**

Direct support is provided to individuals in the community with the goal of increasing and maintaining social and community participation. In most instances, this is one-on-one support and ranges from attending appointments with the consumer, job supports, community activities, etc.

#### **Residential Services**

We provide direct support to individuals in nine residential settings. Home supports include personal assistance with activities that contribute to a person's health and well-being including eating, bathing, dressing, mobility, personal hygiene, and other activities of daily living.

#### **Employment Supports**

We provide supports to promote integrated, competitive employment for an individual. Periodic interventions with a job coach assist in promoting natural workforce relationships; maintaining workplace relationships and safety; and successful employment and workplace inclusion.

### **Children Services Provided**

DEH, in partnership with the Maine Department of Health and Human Services, serves children diagnosed with Mental Retardation, Autism, and Autism Spectrum Disorders including Asperger Syndrome, Pervasive Development Disorder (PDD), and Rhetts Syndrome. The focus is to teach necessary skills to improve the consumer's independence with activities of daily living, community integration, and behavior management. Services include:

#### **Community Supports**

We supply a staff person to provide one-on-one support services in the home and community to work on specific goals and objectives outlined in the plan.

#### **Social Group Services**

This group provides an opportunity for school age children with autism and developmental delays to gain valuable experience with cooperative group work for which social interactions are challenging. The focus of the social skills group that Downeast Horizons currently runs each month is to give the children realistic practice interacting with their peers in a semi-structured situation.

**Number of people served from the town of Mount Desert:** 55 individuals

**Average annual cost to agency per consumer:** \$47,364 (Group home residents are double)

**2023 Operating Budget:** \$8.3 million; 5 percent of that budget must be raised from private and municipal funds. DEH currently receives support from 9 additional towns in Hancock County.

**Total number of consumers:** 270

**Total number of family members receiving indirect services:** 570

**Total number of employees:** 130

**Administrative costs as a percentage of total operating budget:** 10 percent

**Other forms of funding:** Semi-annual direct mail solicitations to donor base; memorial gifts; grants; municipal contributions from 12 towns throughout Hancock County.



TOWN OF MOUNT DESERT  
MANDATORY QUESTIONNAIRE FOR  
PROPOSED FY 2023-2024 BUDGET REQUESTS

RECEIVED

FEB 02 2022

Questionnaire Due Date:

February 3, 2023

Board of Selectmen and Warrant Committee

Meeting Date to Review:

February 21, 2023 (A-L)

February 22, 2023 (M-Z)

THE TOWN OF  
MOUNT DESERT

Organization Name  
Status (ex: 501(c)(3))  
Mailing Address:

Eagles' Nest Clubhouse  
190 Main Street  
Ellsworth, Maine 04605

Physical Address (if different)  
Phone Number:  
Contact Person:

Contact Email:

Attach most recent Financial Report

Gross operating budget: \$214,755 Gross payroll \$103,587

Salary and other compensation of highest paid employee: \$57,514

Salary and other compensation of lowest paid employee: \$46073

Number of Paid Employees: 3 Full Time 2 Part Time

Number of volunteers: 2 Members run the Clubhouse and are responsible for daily operations and work

Narrative of what services your organization specifically provides to the residents of the **Town of Mount Desert (TOMD)** (please do not include residents of other island towns in this narrative):

ENC is a peer based mental health recovery program designed to empowr its members toward individual and shared goals thorough developing relationships and participation in the operation of the Clubhouse. There are no membership fees or dues to join. 1 in 4 adults will experience mental illness in their lifetime. 1 in 15 will experience a serious mental illness. Clubhouses are a community based solution to a global problem. We provide opportunities for work, wellness, education and

Total number of **TOMD** residents your organization served last year (a resident may only be counted **once** toward the total regardless of how many different programs/services are provided to him/her): 5

How many times per month was this service used by **TOMD** residents? We are open 8-4 d

Estimated value for services provided to residents of the **TOMD**: \$ \$500

What amount is each **TOMD** resident being served charged? \$ \$6.42 per unit (15 minutes)

Narrative of what services your organization specifically provides to the residents *outside* of the **TOMD**:

Work readiness , wellness, education and socialization with peers for building long term relationship to reduce stigma of mental illness.

What are your plans for fundraisers?

Auction, solitation of donations from local town warrants, bake sales ,

Town of Mount Desert Budget Questionnaire

Please explain what services will be provided by any funds you may receive from the TOMD. i.e.: If the request were to be denied, in whole or in part, would specific program costs /plans have to be curtailed or cut? If so, please expand.

We are going use any and funds acquired towards the purchase of a van to transport members to and from Clubhouse and other Clubhouse activites. Transportation is very limited and many of our members don't or can't drive so are unable to attend Clubhouse on a regular basis so having a van would increase membership and allow for more group activities.

Amount you are requesting for FY 2023-2024: \$

Please indicate what you have received from the TOMD in previous years:

2022: \$  2021: \$  2020: \$

**Note: Prior awards and/or current requests are not indicators or guarantees of Selectboard recommendation or Town Meeting appropriation. The Selectboard reserves the right to recommend an amount of their choosing for appropriation.**

Please explain how the funds you may receive from the TOMD would be spent during the fiscal year: (Please express expenditures as percentages of total budget, i.e., Salaries 40%, Benefits 25%, etc.)

All money not used towards purchase of a van will be used to help members with gas cards , fuel assistance or other non-reimbursable expenses not covered by other programs.

Signature of Requester

Date of Request

Alice Grindle - Director

Printed Name and Title of Requester

**Reminder:** A representative from your organization shall attend the combined Board of Selectmen/Warrant Committee meeting at 6:30 p.m., **TUESDAY February 21, 2023 (A-L organizations) or WEDNESDAY February 22, 2023 (M-Z organizations), in the Meeting Room, Town Hall, 21 Sea Street, Northeast Harbor (the meeting will also be available via Zoom)** in order for the request to be considered. Attendance is also recommended at the May 2, 2023 Annual Town Meeting beginning at 6:00 p.m. at the NEIGHBORHOOD HOUSE, 1Kimball Road, Northeast Harbor.

Questions? Contact Durlin E. Lunt, Jr., Town Manager or Claire Woolfolk, Town Clerk at the Town Office 276-5531 or by email at [manager@mtdesert.org](mailto:manager@mtdesert.org) or [townclerk@mtdesert.org](mailto:townclerk@mtdesert.org)

**Special Note:** Your organization is no longer required to submit an invoice for payment if your request is approved at the Annual Town Meeting; rather, the Treasurer will make payment as soon as cash flow permits within the first three months of the fiscal year (or by September 30, 2024).

# P&L Annual Report

**Company:** OHI  
**Version:** FY2023-Revised  
**Unit:** 002-25-800-000: Clubhouse  
**Budget holder:** Roye, Lisa (Iroye)

Account	Description	FY2023-Revised	Notes for FY2023-Revised
4007	Misc Contract Revenue	\$0	
4008	Grant Revenue - General	\$0	
4015	Maine Care Income	\$212,055 (D)	
4054	MaineCare FMAP Bonus and	\$0	
4039	Dream Miles Revenue	\$0	
4070	Donations	\$0	
4075	Income - Rental	\$0	
4200	Income - Sale Of Products	\$2,700	
<b>Revenue</b>		<b>\$214,755</b>	
<b>TOTAL INCOME</b>		<b>\$214,755</b>	
5000	Salary - Admin Support	\$0	
5001	Salary - Management	\$57,514	
5030	Salary - Direct Service Staff	\$46,073	
5075	Salary - Employee Recognition	\$0	
<b>Labor Costs</b>		<b>\$103,587</b>	
5137	Consultant - General	\$2,000	
<b>Consultants</b>		<b>\$2,000</b>	
5216	Retirement Plan	\$1,010	
5200	F.I.C.A. Expense	\$7,551	
5210	Medical Insurance	\$10,344	
5211	Dental Insurance	\$160	
5212	Life Insurance	\$120	
5215	Workers Compensation	\$1,726	
<b>Payroll Taxes &amp; Benefits</b>		<b>\$20,911</b>	
5310	Educational Supplies	\$100 (L)	
5401	Rent - Non Residential	\$32,689 (L)	
5442	Technology - Hardware	\$3,600 (L)	

5443	Technology - Software/Supp	\$375 (L)
5450	Equipment Rental	\$0
5460	Medical Supplies	\$500
5472	Employ/Consumer Recognition	\$150
5473	Corporate Functions	\$0
5480	Training - External	\$2,065 (L)
5481	Subscript/Publication	\$0
5500	Travel - Mainecare	\$250 (D)
5520	Photocopying	\$175
5525	Advertising	\$202 (L)
5526	Fees	\$1,831 (L)
5527	Promotional Items	\$0
5545	Office Supplies	\$400
5555	Postage - Fax	\$100
5557	Depreciation-Capital Leases	\$0
5558	Depreciation - Technology	\$53
5559	Depreciation - Equipment	\$0
5572	Insurance - General Liab	\$876
	<b>Program</b>	<b>\$43,366</b>
5400	Rent - Residential	\$0
5410	Food	\$2,500
5411	Household Supplies	\$500
5415	Electricity	\$5,551
5420	Heating	\$0
5429	Property Management	\$6,836
5430	Building Maintenance Supplies	\$150 (L)
5431	Grounds Maintenance	\$1,025 (L)
5435	Water & Sewer	\$660
5440	Equipment Purchase	\$0
5441	Bldg Equipment	\$0
5445	Equipment Repair & Maint	\$0
5455	Telephone	\$480
5485	Linen & Bedding	\$0
5561	Depreciation - Building	\$350

5563	Depr - Furniture/Appliances		\$0
5573	Insurance - Property		\$1,221
<b>Occupancy</b>			<b>\$19,273</b>
5540	General & Administrative		\$24,645
<b>G&amp;A</b>			<b>\$24,645</b>
<b>TOTAL EXPENSE</b>			<b>\$213,782</b>
<b>NET</b>			<b>\$973</b>
<b>(L) Line item details for 002-25-800-000: Clubhouse</b>			
<b>5310</b>	<b>Educational Supplies</b>	<b>Total</b>	<b>\$100</b>
	Work/School prep		\$100
<b>5401</b>	<b>Rent - Non Residential</b>	<b>Total</b>	<b>\$30,889</b>
	Annual rent		\$1,800
	Addtl. monthly mgmt fee		\$32,689
<b>5430</b>	<b>Building Maintenance Supplies</b>	<b>Total</b>	<b>\$100</b>
	Misc maint		\$50
	Tools		\$150
<b>5431</b>	<b>Grounds Maintenance</b>	<b>Total</b>	<b>\$1,025</b>
	Trash		\$1,025
<b>5442</b>	<b>Technology - Hardware</b>	<b>Total</b>	<b>\$3,600</b>
	2 laptops		\$3,600
<b>5443</b>	<b>Technology - Software/Supp</b>	<b>Total</b>	<b>\$375</b>
	Foothold		\$375
<b>5480</b>	<b>Training - External</b>	<b>Total</b>	<b>\$1,200</b>
	Directors training		\$150
	CEUS		\$200
	Job coach		\$490
	ACRE - employment specialist		

	Benefits specialist	\$25
<b>Total</b>		<b>\$2,065</b>
<b>5525</b>	<b>Advertising</b>	<b>Total</b>
	Rack cards	\$202
<b>Total</b>		<b>\$202</b>
<b>5526</b>	<b>Fees</b>	<b>Total</b>
	Internet	\$1,416
	Cell phone	\$415
<b>Total</b>		<b>\$1,831</b>

Note: If the line item detail total differs from the line item total, it is because (a) there are multiple line items for this account, and (b) some of the line items do not use line item detail.

<b>(D) Annual drivers in use for Clubhouse:</b>			
Driver code	Description	Annual driver value	In use? Notes on driver values
Mileage Rate	Mileage Reimbursement	\$1	Yes
	Default:	\$1	
Clubhouse	MaineCare Clubhouse	\$6	Yes
	Default:	\$6	



**TOWN OF MOUNT DESERT  
MANDATORY QUESTIONNAIRE FOR  
PROPOSED FY 2023-2024 BUDGET REQUESTS**

Questionnaire Due Date: February 3, 2023  
Board of Selectmen and Warrant Committee  
Meeting Date to Review: February 21, 2023 (A-L)  
February 22, 2023 (M-Z)

Organization Name: Eastern Area Agency on Aging  
Mailing Address: 240 State Street, Brewer, ME 04412

Phone Number: 207 941-2865 ext.131  
Contact Person: Tabatha Caso  
Contact Email: tcaso@eaaa.org

Gross operating budget: \$5,429,499  
Gross payroll: \$2,289,008  
Salary and other compensation of highest paid employee: \$105,996.80  
Salary and other compensation of lowest paid employee: \$11,225.40  
Number of Paid Employees: 37 Full Time      6 Part Time  
Number of volunteers: 408

Narrative of what services your organization specifically provides to the residents of the Town of Mount Desert:

**Please see attached services sheet.**

Total number of Mount Desert residents your organization served last year (a resident may only be counted **once** toward the total regardless of how many different programs/services are provided to him/her): 27

How many times per month was this service used?  $2,492/12 = 208$  times per month

What amount is each Mount Desert resident being served charged?  
**EAAA does not charge for most services. The total requested from Mount Desert is \$750. Divided by 27 residents is \$27.78 per resident.**

What are your plans for fundraisers?  
**EAAA consistently applies for private grants and solicits for donations from private donors as well as holds fundraising events throughout the year.**

Please explain what services will be provided by any funds you may receive from the Town of Mount Desert:

**Please see attached services sheet.**



Amount you *are requesting* for FY 2023-2024: \$750

Please indicate what you *have received* from the Town of Mount Desert in previous years:

2022: \$500 2021: \$500 2020: \$500

Please explain what services will be provided by any funds you may receive from the TOMD. i.e.: If the request were to be denied, in whole or in part, would specific program costs /plans have to be curtailed or cut? If so, please expand.

**Funds received from the town of Mount Desert will provide services through the Commodity Supplemental Food program, Family Caregiver Services, Meals on Wheels, Wellness Programs, and Information & Assistance.**



Signature of Requester

12/21/22

Date of Request

**Tabatha Caso, Executive Director**  
Printed Name and Title of Requester

*Reminder:* A representative from your organization shall attend the combined Board of Selectmen/Warrant Committee meeting at **6:30 p.m., TUESDAY, February 22, 2022, in the Meeting Room, Town Hall, 21 Sea Street, Northeast Harbor (the meeting will also be available via Zoom)** in order for the request to be considered. Attendance is also recommended at the May 3, 2021 Annual Town Meeting beginning at 6:00 p.m. in the Kelley Auditorium, Mounty Desert Elementary School, 8 Joy Road, Northeast Harbor.

Questions? Contact Durlin E. Lunt, Jr., Town Manager or Claire Woolfolk, Town Clerk at the Town Office 276-5531 or by email at [manager@mtdesert.org](mailto:manager@mtdesert.org) or [townclerk@mtdesert.org](mailto:townclerk@mtdesert.org)

*Special Note:* Your organization is no longer required to submit an invoice for payment if your request is approved at the Annual Town Meeting; rather, the Treasurer will make payment as soon as cash flow permits within the first three months of the fiscal year (or by September 30, 2023).



**EASTERN AREA  
AGENCY ON AGING**

## **Eastern Area Agency on Aging**

240 State Street

Brewer, ME 04412

(207) 941-2865 (800) 432-7812

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

Town of: Mount Desert

Last year Eastern Area Agency on Aging (EAAA):

- Provided health insurance counseling to over 6,000 community residents,
- Saved community residents \$1 million in Medicare premiums, deductibles, and copays,
- Provided 198,000 meals to homebound older adults, and
- Provided 21,000 hours of volunteer services across our region.

Because of the generosity of towns across our region, last year, we were able to **deliver 13,000 meals to homebound adults**. Through the continued support of towns and municipalities, we are able to offer essential services and resources to the most vulnerable residents in Washington, Hancock, Piscataquis, and Penobscot counties. Included, you will find a report listing services EAAA provided to benefit your residents over the past 12 months, as well as the associated costs.

With pandemic funding ending and our population's ongoing needs growing, as you prepare your town's budget, we ask you to increase your funding to Eastern Area Agency on Aging. Rising costs of food, fuel, and supplies have not only increased the cost to provide services but have increased the demand for services as older adults struggle to make ends meet.

- |   |           |
|---|-----------|
| ➤ Your town's allocation to EAAA last year: | \$ 500.00 |
| ➤ Amount requested for 2023:                | \$ 750.00 |

If you have questions, please contact Dan Frye at 1-800-432-7812 or [dfrye@eaaa.org](mailto:dfrye@eaaa.org). We have also enclosed a one-page sheet that provides a summary of the programs and services we provide. Please visit [www.eaaa.org](http://www.eaaa.org) to learn more about Eastern Area Agency on Aging.

**Sincerely,**

Dan Frye  
Development Manager



**EASTERN AREA  
AGENCY ON AGING**

# Eastern Area Agency on Aging

240 State Street

Brewer, ME 04412

(207) 941-2865 (800) 432-7812

www.eaaa.org

Services Provided to the town of: Mount Desert		Hancock County	
<i>Program Name:</i>	<i>Description:</i>	<i>Units Served:</i>	<i>Cost For Service:</i>
Caregiver Services	Support and education to individuals caring for loved ones - including Alzheimer's/dementia	8	\$ 1,544
Commodity Supplemental Food Program	Supplemental food for eligible older adults	8	\$ 136
Consumable Supplies	Groceries, cleaning supplies, personal hygiene, or other items purchased.	17	\$ 391
Homemaker	Tasks provided in a person's home, including shopping for personal items/groceries and managing money.	12	\$ 384
Home Delivered Meals	Meals on Wheels & Doorstep Dining	2,391	\$ 26,301
Information, Assistance & Referral	Office appointments, home visits, and telephone calls linking individuals with available services, including but not limited to Medicare counseling*	36	\$ 1,836
Wellness Programs	Wellness programs supporting older adults living well and aging well in their communities	20	\$ 780
<b><i>2,492 Unit Services Provided to 27 Resident(s).</i></b>			
<b>The total cost of services provided:</b>			<b>\$31,372</b>

**TOWN OF MOUNT DESERT  
MANDATORY QUESTIONNAIRE FOR  
PROPOSED FY 2023-2024 BUDGET REQUESTS**

**Questionnaire Due Date:**

February 3, 2023

**Board of Selectmen and Warrant Committee**

**Meeting Date to Review:**

February 21, 2023 (A-L)

February 22, 2023 (M-Z)

Organization Name  
Status (ex: 501(c)(3))  
Mailing Address:

Great Harbor Maritime Museum  
501 (c)(3) organization  
PO Box 145  
Northeast Harbor, Maine 04662

Physical Address (if different)  
Phone Number:  
Contact Person:

124 Main Street  
Northeast Harbor, Maine 04662  
207-276-5262  
Willie Granston, Kelsea Squires

Contact Email:

greatharbormm@gmail.com

Attach most recent Financial Report

Gross operating budget: \$  Gross payroll \$

Salary and other compensation of highest paid employee: \$

Salary and other compensation of lowest paid employee: \$

Number of Paid Employees:  Full Time  Part Time

Number of volunteers: 18

**Narrative of what services your organization specifically provides to the residents of the Town of Mount Desert (TOMD) (please do not include residents of other island towns in this narrative):**

The museum celebrates the maritime history of the Mount Desert Island region, mounting exhibits relating to local maritime history, offering programming, and responding to inquiries from researchers and members of the public. Beyond its function as a museum, the Great Harbor Maritime Museum provides the only public restrooms in Northeast Harbor's commercial district.

Total number of TOMD residents your organization served last year (a resident may only be counted **once** toward the total regardless of how many different programs/services are provided to him/her):

How many times per month was this service used by TOMD residents?

Estimated value for services provided to residents of the TOMD: \$

What amount is each TOMD resident being served charged? \$

**Narrative of what services your organization specifically provides to the residents *outside* of the TOMD:**

Beyond the services mentioned earlier, we provide the only public restrooms on Main Street. These are vitally important for visitors, those shopping on Main Street, and those who come to the village for events like the Marathon and gallery openings.

**What are your plans for fundraisers?**

The museum supports itself through grants, appeal letters, and money collected at the door. The money allocated by the town is used for the Main Street public bathrooms.

## Town of Mount Desert Budget Questionnaire

Please explain what services will be provided by any funds you may receive from the **TOMD**. i.e.: If the request were to be denied, in whole or in part, would specific program costs /plans have to be curtailed or cut? If so, please expand.

The funds provided by the Town are used to maintain and care for the public restrooms. During the summer the bathrooms are in constant use, often with a line of people waiting to get into them and funding from the town offsets the costs of daily cleaning, bathroom supplies, utilities, and maintenance as needed. These bathrooms were installed by the Town in 1932 to serve the Main Street commercial district and were cared for by the town until roughly 2010. Without the support of the town, the bathrooms would have to be closed and there would be no public restrooms in Northeast Harbor aside from those at the marina.

Amount you *are requesting* for **FY 2023-2024**: \$

Please indicate what you *have received* from the **TOMD** in previous years:

2022: \$  | 2021: \$  | 2020: \$

**Note: Prior awards and/or current requests are not indicators or guarantees of Selectboard recommendation or Town Meeting appropriation. The Selectboard reserves the right to recommend an amount of their choosing for appropriation.**

Please explain how the funds you may receive from the **TOMD** would be spent during the fiscal year: (Please express expenditures as percentages of total budget, i.e., Salaries 40%, Benefits 25%, etc.)

Bathroom Total Budget: \$5,500  
Cleaning - 60%  
Toiletries/Supplies - 20%  
Maintenance/Utilities - 20%

Signature of Requester

Date of Request

Printed Name and Title of Requester

**Reminder:** A representative from your organization shall attend the combined Board of Selectmen/Warrant Committee meeting at **6:30 p.m., TUESDAY February 21, 2023 (A-L organizations) or WEDNESDAY February 22, 2023 (M-Z organizations), in the Meeting Room, Town Hall, 21 Sea Street, Northeast Harbor (the meeting will also be available via Zoom)** in order for the request to be considered. Attendance is also recommended at the May 2, 2023 Annual Town Meeting beginning at 6:00 p.m. at the NEIGHBORHOOD HOUSE, 1 Kimball Road, Northeast Harbor.

Questions? Contact Durlin E. Lunt, Jr., Town Manager or Claire Woolfolk, Town Clerk at the Town Office 276-5531 or by email at [manager@mtdesert.org](mailto:manager@mtdesert.org) or [townclerk@mtdesert.org](mailto:townclerk@mtdesert.org)

**Special Note:** *Your organization is no longer required to submit an invoice for payment if your request is approved at the Annual Town Meeting; rather, the Treasurer will make payment as soon as cash flow permits within the first three months of the fiscal year (or by September 30, 2024).*

Great Harbor Maritime Museum  
Town of Mount Desert Third Party Request  
Supplemental Financial Information

**2022**

Operating Budget: \$27,862.00

Payroll: \$13,897.00

Utilities/Insurance \$4,600.00

Exhibit/Event costs: \$2,500.00

Maintenance/

Prof. Fees \$1,365.00

Bathrooms: \$5,500.00

**TOWN OF MOUNT DESERT  
MANDATORY QUESTIONNAIRE FOR  
PROPOSED FY 2023-2024 BUDGET REQUESTS**

Questionnaire Due Date:

February 3, 2023

Board of Selectmen and Warrant Committee

Meeting Date to Review:

February 21, 2023 (A-L)

February 22, 2023 (M-Z)

Organization Name

Status (ex: 501(c)(3))

Mailing Address:

H.O.M.E. Inc. Emmaus Homeless Shelter  
501 (c) (3)  
P.O. Box 811  
Ellsworth Maine 04605

Physical Address (if different)

Phone Number:

Contact Person:

51 Main Street  
Ellsworth, Maine 04605  
(207)667-3962

Stacey Herrick

Contact Email:

director@emmaushelter.org

Attach most recent Financial Report

Gross operating budget: \$  Gross payroll \$

Salary and other compensation of highest paid employee: \$

Salary and other compensation of lowest paid employee: \$

Number of Paid Employees:  Full Time  Part Time

Number of volunteers:

**Narrative of what services your organization specifically provides to the residents of the Town of Mount Desert (TOMD) (please do not include residents of other island towns in this narrative):**

We are a Homeless Shelter, Food Pantry Free Clothing Store, Thanksgiving and Christmas Food Baskets, Christmas gifts for children. We sometimes have money to help with heating and electric.

Total number of TOMD residents your organization served last year (a resident may only be counted **once** toward the total regardless of how many different programs/services are provided to him/her):

How many times per month was this service used by TOMD residents?

Estimated value for services provided to residents of the TOMD: \$

What amount is each TOMD resident being served charged? \$

**Narrative of what services your organization specifically provides to the residents *outside* of the TOMD:**

Same as above, We are a Homeless Shelter, Food Pantry Free Clothing Store, Thanksgiving and Christmas Food Baskets, Christmas gifts for children. We sometimes have money to help with heating and electric.

**What are your plans for fundraisers?**

We hope to return to our annual yard sale this year. We just had the re-giftathon with star 97.7. School fundraiser for cleaning supplies, socks, underwear and hooded sweatshirts. We hope to plan a larger even this year.

Town of Mount Desert Budget Questionnaire

Please explain what services will be provided by any funds you may receive from the TOMD. i.e.: If the request were to be denied, in whole or in part, would specific program costs /plans have to be curtailed or cut? If so, please expand.

Any funds that we received will go into our general fund to cover where costs are needed.

Amount you are requesting for FY 2023-2024: \$ 2500.00

Please indicate what you have received from the TOMD in previous years:

2022: \$ 2500.00 2021: \$ 2053.00 2020: \$ 2053.00

**Note: Prior awards and/or current requests are not indicators or guarantees of Selectboard recommendation or Town Meeting appropriation. The Selectboard reserves the right to recommend an amount of their choosing for appropriation.**

Please explain how the funds you may receive from the TOMD would be spent during the fiscal year: (Please express expenditures as percentages of total budget, i.e., Salaries 40%, Benefits 25%, etc.)

100% of the funding would be put into our general funding. This keeps it unrestricted and the ability to distribute funds where it is needed. Each persons situation is unique and this gives us the ability to be flexible.

  
Signature of Requester

2/2/20  
Date of Request

Stacey Herrick, Director of Emmaus Homeless Shelter

Printed Name and Title of Requester

**Reminder:** A representative from your organization shall attend the combined Board of Selectmen/Warrant Committee meeting at 6:30 p.m., TUESDAY February 21, 2023 (A-L organizations) or WEDNESDAY February 22, 2023 (M-Z organizations), in the Meeting Room, Town Hall, 21 Sea Street, Northeast Harbor (the meeting will also be available via Zoom) in order for the request to be considered. Attendance is also recommended at the May 2, 2023 Annual Town Meeting beginning at 6:00 p.m. at the NEIGHBORHOOD HOUSE, 1 Kimball Road, Northeast Harbor.

Questions? Contact Durlin E. Lunt, Jr., Town Manager or Claire Woolfolk, Town Clerk at the Town Office 276-5531 or by email at [manager@mtdesert.org](mailto:manager@mtdesert.org) or [townclerk@mtdesert.org](mailto:townclerk@mtdesert.org)

**Special Note:** Your organization is no longer required to submit an invoice for payment if your request is approved at the Annual Town Meeting; rather, the Treasurer will make payment as soon as cash flow permits within the first three months of the fiscal year (or by September 30, 2024).



	Current Month	Year to Date	Total Last Year	Budget This Year
<b>Revenues</b>				
Donations	43,527.36	126,508.51	241,143.64	280,000.00
Federal Grants	0.00	19,962.24	22,426.84	22,426.84
Foundation Grants	0.00	0.00	27,300.00	0.00
Gain On Sale of Asset	0.00	0.00	176,018.72	0.00
In-Kind Income	1,200.00	1,200.00	0.00	0.00
Interest Income	0.00	995.14	1,760.92	20,007.63
Int. Income	0.00	0.00	7.63	0.00
Large Donor	0.00	137,826.48	0.00	0.00
Prior Year Adjustment	0.00	0.00	0.00	25.00
State Grants	0.00	74,264.29	78,966.66	78,966.66
<b>Total Revenues</b>	<b>44,727.36</b>	<b>360,756.66</b>	<b>547,624.41</b>	<b>401,426.13</b>
<b>Expenses</b>				
Advertising	91.88	268.01	10.50	400.00
Bank Fees	0.00	7.95	214.70	220.00
Books/Dues/Subs	35.69	1,320.24	3,868.20	3,000.00
Contributions	4,193.78	16,682.77	15,374.91	4,000.00
Education/Training	0.00	45.00	150.00	250.00
Electric	560.88	6,209.73	3,592.41	5,500.00
Employers Fica	0.00	19,065.60	24,559.46	31,747.50
Entertainment	37.89	483.78	557.08	600.00
Food	16.88	4,163.81	3,285.99	3,286.00
Furniture/Equipment	0.00	644.59	1,217.88	2,000.00
Health Insurance	0.00	53,709.56	49,947.03	50,000.00
Heat	2,209.62	11,573.45	6,119.29	6,119.29
In-Kind Expense	1,200.00	1,200.00	0.00	0.00
Insurance	(8.00)	9,600.66	8,484.16	13,000.00
Interest Expense	0.00	1.31	0.00	0.00
Lease	624.61	8,332.59	7,625.88	8,000.00
Legal	0.00	0.00	0.00	1,000.00
Loss on sale	0.00	53,021.36	74,970.86	0.00
Maintenance	881.02	4,580.37	8,574.50	3,000.00
Misc. Expense	1,085.52	2,114.90	263.24	0.00
Postage & Shipping	0.00	589.86	1,477.60	1,500.00
Printing/Copying	0.00	875.76	218.97	300.00
Propane	59.62	578.85	304.15	307.00
Subcontractors	868.91	5,854.28	9,656.69	11,900.00
Supplies	402.26	8,243.24	9,044.14	5,000.00
Telephone	536.33	6,332.36	5,189.55	5,200.00
Trash	340.84	3,829.01	3,601.69	3,000.00
Travel/Per Diem	101.24	2,889.53	1,968.36	2,000.00
Up Insurance	0.00	2,219.00	2,445.76	3,500.00
Vehicle Registration	0.00	40.00	40.00	40.00
Vehicle Maintenance	0.00	1,057.41	656.69	656.00
Wages	29,108.95	303,589.68	326,676.46	415,000.00
Water/Sewer	0.00	3,648.79	2,895.68	3,000.00
Workers Comp	0.00	7,155.21	11,823.29	11,914.65
<b>Total Expenses</b>	<b>42,347.92</b>	<b>539,928.66</b>	<b>584,815.12</b>	<b>595,440.44</b>
<b>Net Income</b>	<b>2,379.44</b>	<b>(179,172.00)</b>	<b>(37,190.71)</b>	<b>(194,014.31)</b>

**TOWN OF MOUNT DESERT  
MANDATORY QUESTIONNAIRE FOR  
PROPOSED FY 2023-2024 BUDGET REQUESTS**

**Questionnaire Due Date:**

February 3, 2023

**Board of Selectmen and Warrant Committee**

**Meeting Date to Review:**

February 21, 2023 (A-L)

February 22, 2023 (M-Z)

Organization Name  
Status (ex: 501(c)(3))  
Mailing Address:

Great Harbor Maritime Museum  
501 (c)(3) organization  
PO Box 145  
Northeast Harbor, Maine 04662

Physical Address (if different)  
Phone Number:  
Contact Person:

124 Main Street  
Northeast Harbor, Maine 04662  
207-276-5262  
Willie Granston, Kelsea Squires

Contact Email:

greatharbormm@gmail.com

Attach most recent Financial Report

Gross operating budget: \$  Gross payroll \$

Salary and other compensation of highest paid employee: \$

Salary and other compensation of lowest paid employee: \$

Number of Paid Employees:  Full Time  Part Time

Number of volunteers: 18

**Narrative of what services your organization specifically provides to the residents of the Town of Mount Desert (TOMD) (please do not include residents of other island towns in this narrative):**

The museum celebrates the maritime history of the Mount Desert Island region, mounting exhibits relating to local maritime history, offering programming, and responding to inquiries from researchers and members of the public. Beyond its function as a museum, the Great Harbor Maritime Museum provides the only public restrooms in Northeast Harbor's commercial district.

Total number of TOMD residents your organization served last year (a resident may only be counted **once** toward the total regardless of how many different programs/services are provided to him/her):

How many times per month was this service used by TOMD residents?

Estimated value for services provided to residents of the TOMD: \$

What amount is each TOMD resident being served charged? \$

**Narrative of what services your organization specifically provides to the residents *outside* of the TOMD:**

Beyond the services mentioned earlier, we provide the only public restrooms on Main Street. These are vitally important for visitors, those shopping on Main Street, and those who come to the village for events like the Marathon and gallery openings.

**What are your plans for fundraisers?**

The museum supports itself through grants, appeal letters, and money collected at the door. The money allocated by the town is used for the Main Street public bathrooms.

## Town of Mount Desert Budget Questionnaire

Please explain what services will be provided by any funds you may receive from the **TOMD**. i.e.: If the request were to be denied, in whole or in part, would specific program costs /plans have to be curtailed or cut? If so, please expand.

The funds provided by the Town are used to maintain and care for the public restrooms. During the summer the bathrooms are in constant use, often with a line of people waiting to get into them and funding from the town offsets the costs of daily cleaning, bathroom supplies, utilities, and maintenance as needed. These bathrooms were installed by the Town in 1932 to serve the Main Street commercial district and were cared for by the town until roughly 2010. Without the support of the town, the bathrooms would have to be closed and there would be no public restrooms in Northeast Harbor aside from those at the marina.

Amount you *are requesting* for **FY 2023-2024**: \$

Please indicate what you *have received* from the **TOMD** in previous years:

2022: \$  | 2021: \$  | 2020: \$

**Note: Prior awards and/or current requests are not indicators or guarantees of Selectboard recommendation or Town Meeting appropriation. The Selectboard reserves the right to recommend an amount of their choosing for appropriation.**

Please explain how the funds you may receive from the **TOMD** would be spent during the fiscal year: (Please express expenditures as percentages of total budget, i.e., Salaries 40%, Benefits 25%, etc.)

Bathroom Total Budget: \$5,500  
Cleaning - 60%  
Toiletries/Supplies - 20%  
Maintenance/Utilities - 20%

Signature of Requester

Date of Request

Printed Name and Title of Requester

**Reminder:** A representative from your organization shall attend the combined Board of Selectmen/Warrant Committee meeting at **6:30 p.m., TUESDAY February 21, 2023 (A-L organizations) or WEDNESDAY February 22, 2023 (M-Z organizations), in the Meeting Room, Town Hall, 21 Sea Street, Northeast Harbor (the meeting will also be available via Zoom)** in order for the request to be considered. Attendance is also recommended at the May 2, 2023 Annual Town Meeting beginning at 6:00 p.m. at the NEIGHBORHOOD HOUSE, 1 Kimball Road, Northeast Harbor.

Questions? Contact Durlin E. Lunt, Jr., Town Manager or Claire Woolfolk, Town Clerk at the Town Office 276-5531 or by email at [manager@mtdesert.org](mailto:manager@mtdesert.org) or [townclerk@mtdesert.org](mailto:townclerk@mtdesert.org)

**Special Note:** *Your organization is no longer required to submit an invoice for payment if your request is approved at the Annual Town Meeting; rather, the Treasurer will make payment as soon as cash flow permits within the first three months of the fiscal year (or by September 30, 2024).*

Great Harbor Maritime Museum  
Town of Mount Desert Third Party Request  
Supplemental Financial Information

**2022**

Operating Budget: \$27,862.00

Payroll: \$13,897.00

Utilities/Insurance \$4,600.00

Exhibit/Event costs: \$2,500.00

Maintenance/

Prof. Fees \$1,365.00

Bathrooms: \$5,500.00

RECEIVED

JAN 30 2022

THE TOWN OF MOUNT DESERT

TOWN OF MOUNT DESERT
MANDATORY QUESTIONNAIRE FOR
PROPOSED FY 2023-2024 BUDGET REQUESTS

Questionnaire Due Date: February 3, 2023

Board of Selectmen and Warrant Committee Meeting Date to Review: February 21, 2023 (A-L) February 22, 2023 (M-Z)

Organization Name: Health Equity Alliance (Formerly Down East AIDS Network)
Status (ex: 501(c)(3)): 501(c)(3)
Mailing Address: 304 Hancock Street, Suite 3B Bangor Maine 04401

Physical Address (if different): 207-990-3626
Phone Number: Jill Henderson, Manager of Communications & Development
Contact Person:

Contact Email: jill@mainehealthequity.org

Attach most recent Financial Report [ ]
Gross operating budget: \$2133827 Gross payroll \$1338840
Salary and other compensation of highest paid employee: \$118800
Salary and other compensation of lowest paid employee: \$38680
Number of Paid Employees: 15 Full Time 1 Part Time
Number of volunteers:

Narrative of what services your organization specifically provides to the residents of the Town of Mount Desert (TOMD) (please do not include residents of other island towns in this narrative):

Our services include Medical Case Management for people living with HIV, free HIV and Hepatitis C testing and linkage to care, and harm reduction services including overdose prevention through naloxone distribution.

Total number of TOMD residents your organization served last year (a resident may only be counted once toward the total regardless of how many different programs/services are provided to him/her): Unknown

How many times per month was this service used by TOMD residents? Unknown

Estimated value for services provided to residents of the TOMD: \$ Unkown

What amount is each TOMD resident being served charged? \$ 0

Narrative of what services your organization specifically provides to the residents outside of the TOMD:

Our services include Medical Case Management for people living with HIV, free HIV and Hepatitis C testing and linkage to care, and harm reduction services including overdose prevention through naloxone distribution. We serve areas surrounding Bangor, Medford, Ellsworth, and more.

What are your plans for fundraisers?

HEAL has several fundraisers planned throughout the year, including peer to peer events in the summer, fall fundraising events, and an end of year donor campaign.

Town of Mount Desert Budget Questionnaire

Please explain what services will be provided by any funds you may receive from the TOMD. i.e.: If the request were to be denied, in whole or in part, would specific program costs /plans have to be curtailed or cut? If so, please expand.

Funds received would be used in HEAL's general operating budget, which allows us to keep our services free to all clients.

Amount you are requesting for FY 2023-2024: \$ 500

Please indicate what you have received from the TOMD in previous years:

2022: \$ 80 2021: \$ 500 2020: \$ 500

Note: Prior awards and/or current requests are not indicators or guarantees of Selectboard recommendation or Town Meeting appropriation. The Selectboard reserves the right to recommend an amount of their choosing for appropriation.

Please explain how the funds you may receive from the TOMD would be spent during the fiscal year: (Please express expenditures as percentages of total budget, i.e., Salaries 40%, Benefits 25%, etc.)

Salary - 50%
Benefits - 25%
Administration - 25%

Jill Henderson Digitally signed by Jill Henderson Date: 2023.01.27 10:49:32 -05'00'
Signature of Requester

1/27/23
Date of Request

Jill Henderson, Manager of Communications & Development
Printed Name and Title of Requester

Reminder: A representative from your organization shall attend the combined Board of Selectmen/Warrant Committee meeting at 6:30 p.m., TUESDAY February 21, 2023 (A-L organizations) or WEDNESDAY February 22, 2023 (M-Z organizations), in the Meeting Room, Town Hall, 21 Sea Street, Northeast Harbor (the meeting will also be available via Zoom) in order for the request to be considered. Attendance is also recommended at the May 2, 2023 Annual Town Meeting beginning at 6:00 p.m. at the NEIGHBORHOOD HOUSE, 1Kimball Road, Northeast Harbor.

Questions? Contact Durlin E. Lunt, Jr., Town Manager or Claire Woolfolk, Town Clerk at the Town Office 276-5531 or by email at manager@mtdesert.org or townclerk@mtdesert.org

Special Note: Your organization is no longer required to submit an invoice for payment if your request is approved at the Annual Town Meeting; rather, the Treasurer will make payment as soon as cash flow permits within the first three months of the fiscal year (or by September 30, 2024).



# Balance Sheet

## Dec-22

	Dec-22
<b>Assets</b>	
10151 Bank Account #8970	45,683
12200 Accounts Receivable	161,217
12750 Prepaid Employee Benefits	3,349
12800 Prepaid Insurance	16,998
12850 Prepaid Software	1,232
12855 ERTC Receivable	154,790
13100 Equipment	44,891
13200 Accum Depr Equipment	-7,631
<b>Total Assets</b>	<b>420,528</b>
<b>Liabilities</b>	
20000 Accounts Payable	-70,550
21000 Credit Cards	-2,357
21700 Line of Credit	59,456
22400 Employee Benefit Deductions	4,879
22600 DHHS Audit PP 100349	68,704
31100 Unrestricted Net Assets	121,009
31200 Restricted Net Assets	540,002
<b>Net Assets</b>	<b>661,011</b>
<b>Net Income</b>	<b>-300,614</b>
<b>Total Equity</b>	<b>360,397</b>
<b>Total Liabilities and Equity</b>	<b>420,528</b>

Back rent, Amerisource, etc

For expanded detail or clarification, please email [jenny.wormington@mainealthequity.org](mailto:jenny.wormington@mainealthequity.org)





# Profit and Loss

## Dec-22

	Nov-22	Dec-22	
<b>Income</b>			
40000 Fundraising Income	43,463	-1,033	Loan repayment
41000 Grant/Contract Revenues	10,062	2,052	
42000 340B	22,172	23,096	
43000 Billable Services			
46000 Federal Grants			
47000 State Grants	42,151	30,758	
48000 Foundation Grants			
48042 UWEM 2022			
49000 Other Income			
49010 Interest Revenue	116	246	
<b>Total Income</b>	<b>117,964</b>	<b>55,119</b>	
<b>Expenses</b>			
50000 PLWHA	642		
50800 Harm Reduction Client Expenses	-218		
51000 Occupancy	4,114	1,664	
51150 Telecom Services	575	585	
52000 Payroll	78,292	111,446	3 payrolls in Dec
53000 Adv. & Publicity			
53050 Meetings			
53100 Fees	29	285	Overdraft
53150 Insurance Expense	13,329		
53200 Maintenance	1,365		
53250 Postage			
53300 Promotional Materials & Professional Printing			
53350 Professional/Technical Services	7,749	4,590	
53500 Consultants		500	
54000 Materials & Supplies	7,246	12,723	MISTR
55000 Misc. Expenses			
55250 Memberships	380	189	
55800 Staff Training/Professional Development			
56000 Travel			
71000 Development / Fundraising Expenses			
<b>Total Expenses</b>	<b>113,503</b>	<b>131,982</b>	
<b>Net Income</b>	<b>4,461</b>	<b>-76,863</b>	



**TOWN OF MOUNT DESERT  
MANDATORY QUESTIONNAIRE FOR  
PROPOSED FY 2023-2024 BUDGET REQUESTS**

**Questionnaire Due Date:**

February 3, 2023

**Board of Selectmen and Warrant Committee**

**Meeting Date to Review:**

February 21, 2023 (A-L)

February 22, 2023 (M-Z)

Organization Name

Status (ex: 501(c)(3))

Mailing Address:

Hospice Volunteers of Hancock  
County, Status 501(c)(3)  
14 McKensie Avenue  
Ellsworth, ME 04605

Physical Address (if different)

Phone Number:

Contact Person:

SAME

Contact Email:

Attach most recent Financial Report

Gross operating budget: \$ 298,308 Gross payroll \$ 231,025

Salary and other compensation of highest paid employee: \$ 73,500

Salary and other compensation of lowest paid employee: \$ 42,500

Number of Paid Employees: 4 Full Time 4 Part Time

Number of volunteers: 82

Narrative of what services your organization specifically provides to the residents of the **Town of Mount Desert (TOMD)** (please do not include residents of other island towns in this narrative):

Companion ship, respite in the home for terminally ill patients, transportation errands as needed, Evening Hospice Chair, Grief groups by zoom and individual support and in person groups

Total number of **TOMD** residents your organization served last year (a resident may only be counted **once** toward the total regardless of how many different programs/services are provided to him/her): 8

How many times per month was this service used by **TOMD** residents? Each patient visited 2x/week with CR service.

Estimated value for services provided to residents of the **TOMD**: \$ NA

What amount is each **TOMD** resident being served charged? \$ 0

Narrative of what services your organization specifically provides to the residents *outside* of the **TOMD**:

We provide the same services for all towns in Hancock County. We have medical supplies/equipment free, however

What are your plans for fundraisers?

Annual Appeal Spring IFaw, Annual Hospice Regatta JULY

Grants

Mt. Desert residents do not utilize this service

Town of Mount Desert Budget Questionnaire

Please explain what services will be provided by any funds you may receive from the TOMD. i.e.: If the request were to be denied, in whole or in part, would specific program costs /plans have to be curtailed or cut? If so, please expand.

We plan to do more outreach/presentations in the towns we serve over the next year to increase our numbers following COVID. These funds would help us do this  
Amount you are requesting for FY 2023-2024: \$ 1500

Please indicate what you have received from the TOMD in previous years:

2022: \$ 1500 2021: \$ 1500 2020: \$ 1500

**Note: Prior awards and/or current requests are not indicators or guarantees of Selectboard recommendation or Town Meeting appropriation. The Selectboard reserves the right to recommend an amount of their choosing for appropriation.**

Please explain how the funds you may receive from the TOMD would be spent during the fiscal year: (Please express expenditures as percentages of total budget, i.e., Salaries 40%, Benefits 25%, etc.)

OUR SALARIES are the biggest expense for our organization as we train volunteers to deliver the service. For these funds it would be 100% salary to have staff time in going out to those locations to speak  
Kathy Baillargeon 2/3/2023

Kathy Baillargeon, Executive Director  
Printed Name and Title of Requester

**Reminder:** A representative from your organization shall attend the combined Board of Selectmen/Warrant Committee meeting at 6:30 p.m., TUESDAY February 21, 2023 (A-L organizations) or WEDNESDAY February 22, 2023 (M-Z organizations), in the Meeting Room, Town Hall, 21 Sea Street, Northeast Harbor (the meeting will also be available via Zoom) in order for the request to be considered. Attendance is also recommended at the May 2, 2023 Annual Town Meeting beginning at 6:00 p.m. at the NEIGHBORHOOD HOUSE, 1 Kimball Road, Northeast Harbor.

Questions? Contact Durlin E. Lunt, Jr., Town Manager or Claire Woolfolk, Town Clerk at the Town Office 276-5531 or by email at [manager@mtdesert.org](mailto:manager@mtdesert.org) or [townclerk@mtdesert.org](mailto:townclerk@mtdesert.org)

**Special Note:** Your organization is no longer required to submit an invoice for payment if your request is approved at the Annual Town Meeting; rather, the Treasurer will make payment as soon as cash flow permits within the first three months of the fiscal year (or by September 30, 2024).

# HVHC Cash Inflows/(Outflows) Budget Performance November 2022

	Nov 22	Budget	Monthly Over/ (Under) Budget	Jul - Nov 22	YTD Budget	YTD Over/ (Under) Budget	Annual Budget
1 Ordinary Income/Expense							
2 Income							
3 Inflows from Operations							
4 Annual Meeting Income	0.00			1,000.00			
5 Appeal Income							
6 Spring Appeal	0.00	0.00	0.00	975.00	0.00	975.00	13,000.00
7 Fall Appeal	5,960.00	20,000.00	-14,040.00	8,620.00	30,000.00	-21,380.00	50,000.00
8 Church Appeal	0.00	166.67	-166.67	0.00	833.35	-833.35	2,000.00
9 Town Appeal	2,300.00	2,041.67	258.33	20,850.00	10,208.35	10,641.65	24,500.00
10 Total Appeal Income	8,260.00	22,208.34	-13,948.34	30,445.00	41,041.70	-10,596.70	89,500.00
11 Co-shared Contracts	0.00	750.00	-750.00	1,500.00	3,750.00	-2,250.00	9,000.00
12 Donations & Gifts							
13 Bequests	0.00	0.00	0.00	79,326.48	0.00	79,326.48	0.00
14 Donations							
15 Cochran Challenge	0.00			1,000.00			20,000.00
16 Donations - Other	1,373.80	2,083.33	-709.53	5,164.94	10,416.65	-5,251.71	25,000.00
17 Total Donations	1,373.80	2,083.33	-709.53	6,164.94	10,416.65	-4,251.71	45,000.00
18 Memorials	675.00	0.00	675.00	5,509.00	0.00	5,509.00	0.00
19 Donations & Gifts - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20 Total Donations & Gifts	2,048.80	2,083.33	-34.53	91,000.42	10,416.65	80,583.77	45,000.00
21 Fundraiser							
22 Dinner Fundraiser	0.00	0.00	0.00	4,145.00	3,000.00	1,145.00	12,000.00
23 NoteCards	30.00	0.00	30.00	138.00	0.00	138.00	0.00
24 Hospice Regatta	0.00	0.00	0.00	40,087.98	43,059.04	-2,971.06	43,059.04
25 Total Fundraiser	30.00	0.00	30.00	44,370.98	46,059.04	-1,688.06	55,059.04
26 Grant Income	1,000.00	4,166.67	-3,166.67	11,500.00	20,833.35	-9,333.35	50,000.00
27 Program Income							
28 Outreach Programs	18.00	0.00	18.00	69.00	0.00	69.00	0.00
29 Total Program Income	18.00	0.00	18.00	69.00	0.00	69.00	0.00
30 Restricted Income							
31 Volunteer Education Contributions	0.00	125.00	-125.00	294.01	625.00	-330.99	1,500.00
32 Volunteer Support Contributions	0.00	0.00	0.00	294.01	0.00	294.01	0.00
33 Teleconference	0.00	250.00	-250.00	500.00	1,250.00	-750.00	3,000.00
34 Bereavement	0.00	41.67	-41.67	0.00	208.35	-208.35	500.00
35 Patient Care Fund	0.00	416.67	-416.67	0.00	2,083.35	-2,083.35	5,000.00
36 Total Restricted Income	0.00	833.34	-833.34	1,088.02	4,166.70	-3,078.68	10,000.00

**HVHC**  
**Cash Inflows/(Outflows) Budget Performance**  
November 2022

	Nov 22	Budget	Monthly Over/ (Under) Budget	Jul - Nov 22	YTD Budget	YTD Over/ (Under) Budget	Annual Budget
37							
38	0.00	0.00	0.00	0.00	0.00	0.00	0.00
39	0.00	0.00	0.00	0.00	0.00	0.00	0.00
40	0.00	83.33	-83.33	0.00	416.65	-416.65	1,000.00
41	0.00	83.33	-83.33	0.00	416.65	-416.65	1,000.00
42	0.00	0.00	0.00	4,448.25	5,250.00	-801.75	21,000.00
43	11,356.80	30,125.01	-18,768.21	185,421.57	131,934.09	53,487.58	280,559.04
44							
45	0.00	0.00	0.00	0.00	0.00	0.00	0.00
46	0.00	0.00	0.00	20,970.48	20,970.48	0.00	41,940.96
47	0.00	0.00	0.00	20,970.48	20,970.48	0.00	41,940.96
48	11,356.80	30,125.01	-18,768.21	206,392.15	152,904.57	53,487.58	322,500.00
49	11,356.80	30,125.01	-18,768.21	206,392.15	152,904.57	53,487.58	322,500.00
50							
51	0.00	0.00	0.00	0.00	0.00	0.00	0.00
52							
53	125.00	208.33	-83.33	410.08	1,041.65	-631.57	2,500.00
54	0.00	112.50	-112.50	0.00	562.50	-562.50	1,350.00
55	0.00	95.83	-95.83	2,038.61	479.15	1,559.46	1,150.00
56	125.00	416.66	-291.66	2,448.69	2,083.30	365.39	5,000.00
57	0.00	0.00	0.00	2,219.72	750.00	1,469.72	750.00
58							
59	14.41	0.00	14.41	102.12	0.00	102.12	0.00
60	0.00	0.00	0.00	0.00	0.00	0.00	0.00
61	0.00	0.00	0.00	60.00	0.00	60.00	0.00
62	29.31	0.00	29.31	199.40	0.00	199.40	0.00
63	0.00	41.67	-41.67	10.00	208.35	-198.35	500.00
64	43.72	41.67	2.05	371.52	208.35	163.17	500.00
65	0.00	83.33	-83.33	88.09	416.65	-328.56	1,000.00
66	0.00	0.00	0.00	57.60	0.00	57.60	0.00
67							
68	0.00	0.00	0.00	60.00	0.00	60.00	0.00
69	0.00	0.00	0.00	0.00	0.00	0.00	0.00
70	0.00	0.00	0.00	60.00	0.00	60.00	0.00
71							
72	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**HVHC**  
**Cash Inflows/(Outflows) Budget Performance**  
November 2022

	Nov 22	Budget	Monthly Over/ (Under) Budget	Jul - Nov 22	YTD Budget	YTD Over/ (Under) Budget	Annual Budget
73	0.00	0.00	0.00	0.00	0.00	0.00	0.00
74	0.00	0.00	0.00	252.71	0.00	252.71	0.00
75	0.00	0.00	0.00	344.00	0.00	344.00	0.00
76	0.00	166.67	-166.67	325.00	833.35	-508.35	2,000.00
77	0.00	166.67	-166.67	921.71	833.35	88.36	2,000.00
78							
79	0.00	0.00	0.00	1,068.73	0.00	1,068.73	0.00
80	494.63	0.00	494.63	1,115.63	0.00	1,115.63	0.00
81	0.00	300.00	-300.00	0.00	1,500.00	-1,500.00	3,600.00
82	494.63	300.00	194.63	2,184.36	1,500.00	684.36	3,600.00
83							
84	0.00	0.00	0.00	775.90	400.00	375.90	1,000.00
85							
86	0.00	0.00	0.00	0.00	0.00	0.00	0.00
87	1,479.78	0.00	1,479.78	1,479.78	0.00	1,479.78	0.00
88	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	1,500.00
89	1,479.78	0.00	1,479.78	1,479.78	1,000.00	479.78	1,500.00
90	0.00	0.00	0.00	125.98	0.00	125.98	0.00
91	0.00	0.00	0.00	0.00	0.00	0.00	0.00
92	1,479.78	0.00	1,479.78	2,381.66	1,400.00	981.66	2,500.00
93							
94	15.81	0.00	15.81	79.05	0.00	79.05	0.00
95	15.81	0.00	15.81	79.05	0.00	79.05	0.00
96							
97	14.64	0.00	14.64	73.20	0.00	73.20	0.00
98	66.67	0.00	66.67	333.31	0.00	333.31	0.00
99							
100	102.91	0.00	102.91	514.60	0.00	514.60	0.00
101	138.33	0.00	138.33	672.92	0.00	672.92	0.00
102	241.24	0.00	241.24	1,187.52	0.00	1,187.52	0.00
103	0.00	0.00	0.00	0.00	0.00	0.00	0.00
104	72.00	0.00	72.00	360.00	0.00	360.00	0.00
105	0.00	375.00	-375.00	0.00	1,875.00	-1,875.00	4,500.00
106	394.55	375.00	19.55	1,954.03	1,875.00	79.03	4,500.00
107							
108	0.00	0.00	0.00	0.00	0.00	0.00	0.00

HVHC  
Cash Inflows/(Outflows) Budget Performance  
November 2022

	Nov 22	Budget	Monthly Over/ (Under) Budget	Jul - Nov 22	YTD Budget	YTD Over/ (Under) Budget	Annual Budget
109	0.00	0.00	0.00	0.00	0.00	0.00	0.00
110	0.00	25.00	-25.00	0.00	125.00	-125.00	300.00
111	0.00	25.00	-25.00	0.00	125.00	-125.00	300.00
112	0.00	4.17	-4.17	0.00	20.85	-20.85	50.00
113							
114	0.00	100.00	-100.00	320.00	500.00	-180.00	1,200.00
115	0.00	416.67	-416.67	0.00	2,083.35	-2,083.35	5,000.00
116	0.00	27.08	-27.08	0.00	135.40	-135.40	325.00
117	200.00	291.67	-91.67	350.00	1,458.35	-1,108.35	3,500.00
118	0.00	20.83	-20.83	250.00	104.15	145.85	250.00
119	200.00	856.25	-656.25	920.00	4,281.25	-3,361.25	10,275.00
120	0.00	20.00	-20.00	0.00	100.00	-100.00	240.00
121	237.24	333.33	-96.09	1,294.83	1,666.65	-371.82	4,000.00
122							
123	0.00			0.00			0.00
124	49.62	62.50	-12.88	245.94	312.50	-66.56	750.00
125	49.62	62.50	-12.88	245.94	312.50	-66.56	750.00
126	0.00	83.33	-83.33	10.98	416.65	-405.67	1,000.00
127							
128	407.14	570.16	-163.02	2,217.34	2,850.80	-633.46	6,841.94
129							
130	1,165.95	1,331.00	-165.05	4,863.26	6,655.00	-1,791.74	15,972.00
131	16,063.95	17,923.66	-1,859.71	69,388.77	89,618.30	-20,229.53	215,083.85
132	17,229.90	19,254.66	-2,024.76	74,252.03	96,273.30	-22,021.27	231,055.85
133	0.00			0.00			
134	1,353.94	1,540.37	-186.43	5,746.15	7,701.85	-1,955.70	18,484.47
135	18,990.98	21,365.19	-2,374.21	82,215.52	106,825.95	-24,610.43	256,382.26
136	38.77	291.67	-252.90	443.53	1,458.35	-1,014.82	3,500.00
137	0.00	25.00	-25.00	0.00	125.00	-125.00	300.00
138							
139	0.00	100.00	-100.00	0.00	500.00	-500.00	1,200.00
140	518.14	525.00	-6.86	2,590.70	2,625.00	-34.30	6,300.00
141	0.00	0.00	0.00	0.00	0.00	0.00	0.00
142	118.50	165.83	-47.33	643.50	829.15	-185.65	1,990.00
143	7,650.00			7,650.00			
144	8,286.64	790.83	7,495.81	10,884.20	3,954.15	6,930.05	9,490.00



*Neighbors helping Neighbors  
since 1997 on  
Mount Desert Island  
and the Surrounding Islands*

December 27, 2022

Claire Woolfolk, Town Clerk  
Town of Mount Desert  
PO Box 248  
Northeast Harbor ME 04662

**Re: Island Connections – Town of Mount Desert Appropriation**

Dear Ms. Woolfolk,

On behalf of the Neighbors we serve, Island Connections is requesting funding from the Town of Mount Desert in the amount of \$2,500.00, which is in line with last year's request.

During the past year we continued to provide free transportation and other services for seniors and people with disabilities who reside in the Town of Mount Desert in order to enhance their independence and quality of life. The enclosed documents outlining the services provided by Island Connections are in support of this request.

We do not have a financial audit conducted, therefore there will be no such submission at this time. Should you require any fiscal year's tax return, please let me know .

We thank the residents of the Town of Mount Desert for their consideration.

Sincerely,

Sharon Linscott  
Executive Director

**TOWN OF MOUNT DESERT  
MANDATORY QUESTIONNAIRE FOR  
PROPOSED FY 2023-2024 BUDGET REQUESTS**

**Questionnaire Due Date:**

February 3, 2023

**Board of Selectmen and Warrant Committee**

**Meeting Date to Review:**

February 21, 2023 (A-L)

February 22, 2023 (M-Z)

Organization Name

Status (ex: 501(c)(3))

Mailing Address:

Island Connections  
501(c)(3)  
93 Cottage Street, Suite 101  
Bar Harbor, ME 04609

Physical Address (if different)

Phone Number:

Contact Person:

same  
207-288-4457  
Sharon Linscott, Executive Director

Contact Email:

director@islconnections.org

Attach most recent Financial Report

Gross operating budget: \$246,152.00 Gross payroll \$162,364.88

Salary and other compensation of highest paid employee: \$58,200.00

Salary and other compensation of lowest paid employee: \$37,440.00

Number of Paid Employees: 3 Full Time Part Time

Number of volunteers: 105

**Narrative of what services your organization specifically provides to the residents of the Town of Mount Desert (TOMD) (please do not include residents of other island towns in this narrative):**

Free transportation to medical appointments and life saving treatments across island and off-island to Trenton, Ellsworth and Bangor, as well as grocery shopping. We also provide meal/food delivery for the Meals on Wheels and Food Access Project programs coordinated by our partnering organizations. We operate a wheelchair accessible van for residents with mobility challenges and a multi-passenger van for the purpose of driving multiple residents at a time.

Total number of TOMD residents your organization served last year (a resident may only be counted **once** toward the total regardless of how many different programs/services are provided to him/her): 43

How many times per month was this service used by TOMD residents? 70

Estimated value for services provided to residents of the TOMD: \$ 5,345

What amount is each TOMD resident being served charged? \$ 0

**Narrative of what services your organization specifically provides to the residents *outside* of the TOMD:**

Island Connections provides free transportation and other services to seniors and people with disabilities from MDI and the surrounding islands to enhance their independence and quality of life by utilizing our core group of dedicated volunteers.

**What are your plans for fundraisers?**

Our annual fundraisers include the Chowder and Chili Chowdown, Dine-Around Day, Mary Parker Memorial 5k race and a match campaign. We also hope to hold a holiday raffle.



Town of Mount Desert Budget Questionnaire

Please explain what services will be provided by any funds you may receive from the TOMD. i.e.: If the request were to be denied, in whole or in part, would specific program costs /plans have to be curtailed or cut? If so, please expand.

Island Connections will continue to provide free transportation to medical appointments and life-saving treatments, coordinate grocery shopping and deliver meals/food for Meals on Wheels and the Food Access Project to the residents of the Town of Mount Desert.

Amount you are requesting for FY 2023-2024: \$ 2,500

Please indicate what you have received from the TOMD in previous years:

2022: \$ 2,500 2021: \$ 2,500 2020: \$ 2,500

**Note: Prior awards and/or current requests are not indicators or guarantees of Selectboard recommendation or Town Meeting appropriation. The Selectboard reserves the right to recommend an amount of their choosing for appropriation.**

Please explain how the funds you may receive from the TOMD would be spent during the fiscal year: (Please express expenditures as percentages of total budget, i.e., Salaries 40%, Benefits 25%, etc.)

The funds will be used toward the overall operating expenses of Island Connections so that we may continue to meet the needs of the residents of the Town of Mount Desert by providing free transportation and other services. 66% for payroll expenses, 10% for the volunteer program and 24% for other operating expenses, including maintaining our two vehicles.

Sharon Linscott  
Signature of Requester

12/27/22  
Date of Request

Sharon Linscott, Executive Director

Printed Name and Title of Requester

**Reminder:** A representative from your organization shall attend the combined Board of Selectmen/Warrant Committee meeting at 6:30 p.m., TUESDAY February 21, 2023 (A-L organizations) or WEDNESDAY February 22, 2023 (M-Z organizations), in the Meeting Room, Town Hall, 21 Sea Street, Northeast Harbor (the meeting will also be available via Zoom) in order for the request to be considered. Attendance is also recommended at the May 2, 2023 Annual Town Meeting beginning at 6:00 p.m. at the NEIGHBORHOOD HOUSE, 1 Kimball Road, Northeast Harbor.

Questions? Contact Durlin E. Lunt, Jr., Town Manager or Claire Woolfolk, Town Clerk at the Town Office 276-5531 or by email at [manager@mtdesert.org](mailto:manager@mtdesert.org) or [townclerk@mtdesert.org](mailto:townclerk@mtdesert.org)

**Special Note:** Your organization is no longer required to submit an invoice for payment if your request is approved at the Annual Town Meeting; rather, the Treasurer will make payment as soon as cash flow permits within the first three months of the fiscal year (or by September 30, 2024).

**Island Connections**  
**Budget vs. Actuals: December 31, 2021 Summary**  
as of February 7, 2022

	Dec 2021		Total Year	
	Actual	Budget	Actual	Budget
<b>Revenue</b>				
<b>Donations</b>				
Annual Fund	\$ 52,050.14	\$ 27,500.00	\$ 74,531.48	\$ 64,900.00
General Donation	350.20	-	33,657.85	6,710.00
Match Challenge Campaign			-	34,455.16
Town Gifts			-	12,100.00
<b>Total Donations</b>	<b>52,400.34</b>	<b>27,500.00</b>	<b>154,744.49</b>	<b>110,100.00</b>
Total Fundraisers	415.10	-	415.10	-
Total Grants	11,500.00	24,850.00	76,500.00	72,200.00
Total Interest Income	176.11	285.00	1,481.40	3,420.00
<b>Total Revenue</b>	<b>64,491.55</b>	<b>52,635.00</b>	<b>233,140.99</b>	<b>185,720.00</b>
<b>Expenditures</b>				
Total BOD Meetings	-	-	150.00	2,500.00
Continuing Education			120.00	-
Depreciation	271.05	271.50	3,241.60	3,241.50
Total Fundraising	189.29	30.00	3,773.38	2,360.00
Gas Cards	1,075.00	700.00	8,675.00	8,400.00
Total Insurance	-	-	8,360.61	5,350.00
Total Office Expense	2,418.68	1,315.85	20,056.30	17,825.85
Total Payroll Expenses	13,125.96	9,809.58	135,186.98	125,911.46
Total Professional Fees	250.00	275.00	3,150.00	9,300.00
Total Programs	363.05	7.00	4,961.87	1,682.00
Total Promotion	5.28	5.28	4,867.79	1,370.72
Reconciliation Discrepancies	3.00		3.00	-
Rent	500.00	500.00	6,000.00	6,000.00
Staff Appreciation		100.00	-	400.00
Travel and Meals	451.31	50.00	1,266.28	200.00
Total Vehicle	139.11	-	2,125.23	1,145.00
<b>Total Expenditures</b>	<b>18,791.73</b>	<b>13,064.21</b>	<b>201,938.04</b>	<b>185,686.53</b>
<b>Net Operating Revenue</b>	<b>45,699.82</b>	<b>39,570.79</b>	<b>31,202.95</b>	<b>33.47</b>
Net Other Revenue	19,180.70	-	64,262.19	-
<b>Net Revenue</b>	<b>\$ 64,880.52</b>	<b>\$ 39,570.79</b>	<b>\$ 95,465.14</b>	<b>\$ 33.47</b>

Monday, Feb 07, 2022 01:17:50 PM GMT-8 - Accrual Basis

TOWN OF MOUNT DESERT  
MANDATORY QUESTIONNAIRE FOR  
PROPOSED FY 2023-2024 BUDGET REQUESTS

RECEIVED

JAN 25 2022

Questionnaire Due Date:

February 3, 2023

THE TOWN OF  
MOUNT DESERT

Board of Selectmen and Warrant Committee

Meeting Date to Review:

February 21, 2023 (A-L)

February 22, 2023 (M-Z)

Organization Name

Status (ex: 501(c)(3))

Mailing Address:

Island Housing Trust  
501(c)(3)  
PO Box 851, Mount Desert, ME 04660

Physical Address (if different)

Phone Number:

Contact Person:

1366 ME 102, Bar Harbor ME 04609  
207-244-8011  
Maria O'Byrne

Contact Email:

mobyne@islandhousingtrust.org

Attach most recent Financial Report

Gross operating budget: \$467,660 Gross payroll \$210,670

Salary and other compensation of highest paid employee: \$83,400

Salary and other compensation of lowest paid employee: \$56,000

Number of Paid Employees: 3 Full Time 0 Part Time

Number of volunteers: 15

Narrative of what services your organization specifically provides to the residents of the **Town of Mount Desert (TOMD)** (please do not include residents of other island towns in this narrative):

IHT promotes viable, year-round communities by advancing year-round housing on MDI. IHT holds covenants on 17 properties, with more than 50 residents in the Town of Mount Desert, including the IHT Ripples Hill neighborhood. Plans are in progress to expand the neighborhood, adding up to 10 new housing units in the next few years.

Total number of **TOMD** residents your organization served last year (a resident may only be counted **once** toward the total regardless of how many different programs/services are provided to him/her): 54

How many times per month was this service used by **TOMD** residents? ongoing

Estimated value for services provided to residents of the **TOMD**: \$ priceless

What amount is each **TOMD** resident being served charged? \$ NA

Narrative of what services your organization specifically provides to the residents *outside* of the **TOMD**:

IHT provides the same services for residents outside of Mount Desert: assisting eligible home buyers with down payments in exchange for covenants on the properties to keep housing affordable for MDI's workforce.

What are your plans for fundraisers?

IHT sends two appeals each year, and produces two newsletters and an annual report that include fundraising appeals. Online donations are accepted all year. IHT holds small summer events for cultivation and stewardship of donors and prospects.

Town of Mount Desert Budget Questionnaire

Please explain what services will be provided by any funds you may receive from the TOMD. i.e.: If the request were to be denied, in whole or in part, would specific program costs /plans have to be curtailed or cut? If so, please expand.

Home Ownership Assistance Program applicants who are approved for funding will receive HOAP funds to help with down payment of their home purchase. These funds will help place a working family in a home on MDI and covenants ensure the house remains affordable for year-round residents working on MDI. If funds were to be denied, the amount of funds available to homeowners would be reduced.

Amount you are requesting for FY 2023-2024: \$ 7,500

Please indicate what you have received from the TOMD in previous years:

2022: \$ 7,500 2021: \$ 7,500 2020: \$ 7,500

Note: Prior awards and/or current requests are not indicators or guarantees of Selectboard recommendation or Town Meeting appropriation. The Selectboard reserves the right to recommend an amount of their choosing for appropriation.

Please explain how the funds you may receive from the TOMD would be spent during the fiscal year: (Please express expenditures as percentages of total budget, i.e., Salaries 40%, Benefits 25%, etc.)

IHT will use 100% of the funding from the Town of Mount Desert to help qualified applicants bridge financing gaps as part of IHT's Home Ownership Assistance Program. HOAP applicants identify a property on MDI to purchase, negotiate a fair price, and apply to IHT for assistance to meet their down payment requirements, agreeing to covenants on their home. Typical HOAP funding is \$25,000 - \$30,000. Covenants ensure affordability for future owners.

Signature of Requester

1/24/23 Date of Request

Marla O'Byrne, Executive Director

Printed Name and Title of Requester

Reminder: A representative from your organization shall attend the combined Board of Selectmen/Warrant Committee meeting at 6:30 p.m., TUESDAY February 21, 2023 (A-L organizations) or WEDNESDAY February 22, 2023 (M-Z organizations), in the Meeting Room, Town Hall, 21 Sea Street, Northeast Harbor (the meeting will also be available via Zoom) in order for the request to be considered. Attendance is also recommended at the May 2, 2023 Annual Town Meeting beginning at 6:00 p.m. at the NEIGHBORHOOD HOUSE, 1Kimball Road, Northeast Harbor.

Questions? Contact Durlin E. Lunt, Jr., Town Manager or Claire Woolfolk, Town Clerk at the Town Office 276-5531 or by email at manager@mtdesert.org or townclerk@mtdesert.org

Special Note: Your organization is no longer required to submit an invoice for payment if your request is approved at the Annual Town Meeting; rather, the Treasurer will make payment as soon as cash flow permits within the first three months of the fiscal year (or by September 30, 2024).



# ISLAND HOUSING TRUST

PO Box 851 Mount Desert Maine 04660

January 24, 2023

Durlin Lunt  
Mount Desert Town Manager  
PO Box 248  
Northeast Harbor, ME 04662

Dear Durlin:

With great appreciation for the Town of Mount Desert's past support to Island Housing Trust's Home Ownership Assistance Program (HOAP), I am requesting \$7,500 be added to the Town's 2024 budget to continue its support of HOAP. Please find enclosed Island Housing Trust's request for funding.

IHT's HOAP program provides bridge funding to home buyers who can afford the mortgage payments of a home purchase, but do not have sufficient cash in hand for the required down payment and closing costs. IHT established the HOAP program in 2010, recognizing that ready cash was often the only obstacle to year-round households seeking to purchase a home on MDI where they work. Since then, IHT has enabled the purchase of 18 homes with HOAP funding in all four towns, two within the Town of Mount Desert.


The average HOAP funding award is \$25,000 - \$30,000. IHT is asking each town on MDI to contribute to HOAP, as needed support that enables us to continue this program and of equal importance, to demonstrate each town's commitment to promoting year-round housing in their community. A contribution from the Town of Mount Desert would be leveraged with funds from grants and donations to help a median income household live on MDI.

HOAP funding remains with the house, so that when resold, the purchase price is reduced by the awarded HOAP funding, keeping it affordable into the future. IHT holds affordability covenants that transfer with the property, and keep the resale value within an affordable range for year-round employees on MDI.

Every HOAP property builds the portfolio of protected year-round homes, keeping our year-round neighborhoods more intact, allowing employees to live where they work and have their kids in school near their employment, and fostering a stronger community of volunteers and customers for year-round businesses, all in a fairly low-investment approach to support our year-round communities.

Funding for the HOAP program is truly an investment in the Town's future as a year-round community.

Sincerely,

  
Marla O'Byrne  
Executive Director

## BOARD OF DIRECTORS

Deedie Bouscaren, *President* • Joanne Harris, *Vice President* • Gregory Dalton, *Secretary* • Sandra Johnson, *Treasurer*  
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Marla O'Byrne, *Executive Director*  
[www.islandhousingtrust.org](http://www.islandhousingtrust.org) • (207) 244-8011

ISLAND HOUSING TRUST  
FINANCIAL STATEMENTS

For the Year Ended December 31, 2021

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CERTIFIED PUBLIC ACCOUNTANTS

Leo M. Loiselle, CPA  
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website: www.lghcpa.com

## INDEPENDENT AUDITORS' REPORT

To the Board of Directors of  
Island Housing Trust

### Opinion

We have audited the accompanying financial statements of Island Housing Trust (a nonprofit organization), which comprise the statement of financial position as of December 31, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Island Housing Trust as of December 31, 2021, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Island Housing Trust and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Island Housing Trust's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

### Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.



- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Island Housing Trust's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Island Housing Trust's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.



LG&H

Bangor, Maine  
July 18, 2022

**ISLAND HOUSING TRUST  
STATEMENT OF FINANCIAL POSITION  
DECEMBER 31, 2021**

**ASSETS**

Cash and Cash Equivalents (including \$420,191 in donor-restricted funds)	\$ 2,146,938
Investments	72,380
Promises to Give, net	1,760,000
Prepaid Expenses	2,070
Program Real Estate	50,675
Land Held in Perpetuity	<u>653,395</u>

**TOTAL ASSETS**

\$ 4,685,458

**LIABILITIES AND NET ASSETS**

*Current Liabilities:*

Accounts Payable and Accrued Expenses	\$ 7,418	
Payroll Liabilities Payable	<u>4,847</u>	
Total Current Liabilities		\$ 12,265

*Net Assets:*

With donor restrictions:

Perpetual in nature	\$ 267,300	
Purpose restrictions	689,428	
Time restricted for future periods	<u>1,520,786</u>	
Total Net Assets with donor restrictions		2,477,514

Without donor restriction:

Board Designated for Stewardship	36,641	
Board Designated from Capital Campaign	512,178	
Board Designated Land Held in Perpetuity	386,095	
Undesignated	<u>1,260,765</u>	
Total Net Assets without donor restrictions		<u>2,195,679</u>

Total Net Assets

4,673,193

**TOTAL LIABILITIES AND NET ASSETS**

\$ 4,685,458

**ISLAND HOUSING TRUST  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED DECEMBER 31, 2021**

	<u>WITHOUT DONOR RESTRICTIONS</u>	<u>WITH DONOR RESTRICTIONS</u>	<u>TOTAL</u>
<b>SUPPORT AND REVENUE</b>			
Contributions	\$ 416,381	\$ 1,688,995	\$ 2,105,376
Grants	215,000	405,017	620,017
Interest and Dividends	1,697	848	2,545
Appreciation (Depreciation) of Investments	5,171	(285)	4,886
Gain (Loss) on Sale of Property	(1,672)	-	(1,672)
Donated Services	811	-	811
Land Lease	480	-	480
Total	<u>637,868</u>	<u>2,094,575</u>	<u>2,732,443</u>
<b>NET ASSETS RELEASED FROM RESTRICTIONS</b>			
Satisfaction of Program Restrictions	<u>776,859</u>	<u>(776,859)</u>	<u>-</u>
<b>TOTAL SUPPORT AND REVENUE</b>	<b>1,414,727</b>	<b>1,317,716</b>	<b>2,732,443</b>
<b>EXPENSES</b>			
<i>Program Services:</i>			
Workforce Housing Development	149,490	-	149,490
<i>Supporting Services:</i>			
General Administrative	113,596	-	113,596
Fund Raising	<u>213,317</u>	<u>-</u>	<u>213,317</u>
Total Supporting Services	<u>326,913</u>	<u>-</u>	<u>326,913</u>
<b>TOTAL EXPENSES</b>	<u>476,403</u>	<u>-</u>	<u>476,403</u>
<b>CHANGE IN NET ASSETS</b>	<b>938,324</b>	<b>1,317,716</b>	<b>2,256,040</b>
<b>NET ASSETS - January 1, 2021</b>	<u>1,257,355</u>	<u>1,159,798</u>	<u>2,417,153</u>
<b>NET ASSETS -December 31, 2021</b>	<u>\$ 2,195,679</u>	<u>\$ 2,477,514</u>	<u>\$ 4,673,193</u>

**ISLAND HOUSING TRUST  
STATEMENT OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED DECEMBER 31, 2021**

	Program			TOTAL
	WORKFORCE HOUSING DEVELOPMENT	GENERAL AND ADMINISTRATIVE	SUPPORTING SERVICES FUND RAISING	EXPENSES
Wages	\$ 93,840	\$ 51,027	\$ 31,445	\$ 176,312
Payroll Taxes	4,952	2,693	1,659	9,304
Employee Benefits	16,982	9,234	5,691	31,907
Rent	1,221	9,764	1,221	12,206
Telephone	231	1,850	231	2,312
Professional Fees	4,188	11,930	141,404	157,522
Postage, Shipping and Printing	2,893	1,516	25,917	30,326
Fundraising Event Expense	-	-	722	722
Accounting	-	7,500	-	7,500
Legal	-	2,234	-	2,234
Insurance	1,530	1,697	-	3,227
Office Equipment & Supplies	-	7,504	607	8,111
Books & Subscriptions	58	679	245	982
Bank Charges	30	-	3,720	3,750
HOAP Funding	520	-	-	520
Advertising	6,365	50	347	6,762
Professional Development	420	281	100	801
Jones Marsh Expense	61,722	-	-	61,722
Lookout Way	10,744	-	-	10,744
Wildwood Expense	2,070	-	-	2,070
New Projects	2,036	-	-	2,036
Stewardship Expenses	769	4,948	-	5,717
Miscellaneous	82	689	8	779
	<u>210,653</u>	<u>113,596</u>	<u>213,317</u>	<u>537,566</u>
Less: Costs capitalized as part the project costs to get Jones Marsh ready for development and subsequent sale	<u>(61,163)</u>	<u>-</u>	<u>-</u>	<u>(61,163)</u>
Total Expenses Reported in the Statement of Activities	<u>\$ 149,490</u>	<u>\$ 113,596</u>	<u>\$ 213,317</u>	<u>\$ 476,403</u>

**ISLAND HOUSING TRUST  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED DECEMBER 31, 2021**

**CASH FLOWS FROM OPERATING ACTIVITIES**

Change in Net Assets	\$ 2,256,040
Adjustments to Reconcile Change in Net Assets to Net Cash Provided (Used) by Operating Activities:	
Noncash Contributions	(811)
Loss (Gain) from Sale of Property	(1,672)
Closing Costs Paid with Sales Proceeds	(783)
Depreciation (Appreciation) of Investments	(4,886)
Reinvested Dividends	(2,046)
Decrease (Increase) in Promises to Give	(1,022,462)
Decrease (Increase) in Prepaid Expenses	107
Increase (Decrease) in Accounts Payable and Accrued Expenses	(17,025)
Increase (Decrease) in Payroll Liabilities Payable	(933)
Net Cash Provided (Used) by Operating Activities	1,205,529

**CASH FLOWS FROM INVESTING ACTIVITIES**

Sale of Property	175,548
Transfer into Investment Account	(30,076)
Capitalized Development Costs	(61,163)
Net Cash Provided (Used) by Investing Activities	84,309

**CASH FLOWS FROM FINANCING ACTIVITIES**

-

**NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS**

1,289,838

**CASH AND CASH EQUIVALENTS - Beginning of Year**

857,100

**CASH AND CASH EQUIVALENTS - End of Year**

\$ 2,146,938

**SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION**

**CASH PAID DURING THE YEAR FOR:**

Interest Expense

\$ -

**ISLAND HOUSING TRUST  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2021**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of Island Housing Trust have been prepared on the accrual basis. The significant accounting policies followed in preparing the financial statements are described below.

**A. Nature of Operations**

The mission of the Island Housing Trust is to promote viable, year-round island communities by advancing permanent workforce housing on Mount Desert Island, Maine. The Organization's support comes primarily from individual and foundation donor contributions.

**B. Cash**

The Organization maintains its cash in five accounts at three different banks in Maine. Accounts at the institutions are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 for each bank and an insured cash sweep account with a balance of \$1,450,216. As of December 31, 2021, \$277,011 of cash is at risk. The Organization believes it is not exposed to any significant credit risk on its cash balances.

**C. Cash Equivalents**

For purposes of the statement of cash flows, the Organization considers investments having a maturity of three months or less to be cash equivalents.

**D. Promises to Give**

The Organization records unconditional promises to give that are expected to be collected within one year at net realizable value. Unconditional promises to give expected to be collected in future years are initially recorded at fair value using present value techniques incorporating risk-adjusted discount rates designed to reflect the assumptions market participants would use in pricing the asset. In subsequent years, amortization of the discounts is included in contributions revenue in the statement of activities. The Organization determines the allowance for uncollectible promises to give based on historical experience, as assessment of economic conditions, and a review of subsequent collections. Promises to give are written off when deemed uncollectible. No allowance is provided for in these financial statements, as Management deems promises to give substantially collectible. There is an allowance for discounting future pledges to present value, see Note 3.

**E. Investments**

The Organization records investment purchases at cost, or if donated, at fair value on the date of donation. Thereafter, investments are reported at their fair values in the statements of financial position. Net investment return/(loss) is reported in the statements of activities and consists of interest and dividend income, realized and unrealized capital gains and losses, less external and direct internal investment expenses, if any.

**F. Fixed Assets**

Contributed land, buildings, and equipment are recorded as unrestricted support and revenue unless the donor has restricted the donated asset to a specific purpose or use, in which case

**ISLAND HOUSING TRUST  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2021**

the donation will be recorded as with donor restrictions. Such gifts will be released from restricted net assets upon being placed in service or used as instructed by the donor. Gifts of cash restricted to the purchase of fixed assets are reported as restricted contributions and released from restrictions when the fixed assets have been placed in service.

It is the Organization's intention to hold program land indefinitely and classify this as land on the statement of financial position. The land is held at fair market value at the time of donation or at the original purchase price if the Organization bought it.

When assets are sold or otherwise disposed of, the cost is removed from the accounts, and any resulting gain or loss is included in the statement of activities.

**G. Program Real Estate**

Program Real Estate consists of properties intended to be sold to qualified participants. It is recorded at fair market value at the time of donation or if purchased at the original cost plus closing fees.

**H. Net Assets**

Island Housing Trust follows accounting standards that require net assets and revenues, expenses, gains, and losses to be classified based on the existence or absence of donor or grantor imposed restrictions. Accordingly, the net assets of Island Housing Trust and the changes therein have been classified and reported as follows:

Net Assets Without Donor Restrictions - Net assets available for use in general operations and not subject to donor restrictions.

Net Assets With Donor Restrictions - Net assets subject to donor (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

**I. Revenue and Revenue Recognition**

Revenue is recognized when earned. Contributions are recognized when cash, securities or other assets, an unconditional promise to give, or notification of a beneficial interest is received. Conditional promises to give are not recognized until the conditions on which they depend have been substantially met. Land lease income is recognized when billed on an annual basis.

**J. Donated Services and In-Kind Contributions**

Contributions and gifts in a form other than cash are recorded at fair market value on the date such assets are received. In accordance with ASC Section 958, donated services are only recognized if they (a) enhance nonfinancial assets; or (b) require specialized skills, are provided by those individuals or companies that possess those skills, and would need to be

**ISLAND HOUSING TRUST  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2021**

purchased if they were not donated. Most of the services received by the Organization do not meet these criteria. During the year ended December 31, 2021, \$811 of donated services were recognized.

**K. Income Taxes**

The Organization is tax exempt under Section 501(a) of the Internal Revenue Code as an organization described in Section 501(c)(3), and is classified by the Internal Revenue Service (IRS) as other than a private foundation. However, the Internal Revenue Code may subject an organization to tax on unrelated business taxable income. It is Management's opinion that the Organization had no unrelated business taxable income during the year ended December 31, 2021.

**L. Advertising Costs**

The Organization uses advertising to promote its programs among the audiences it serves. Advertising costs are expensed as incurred. Advertising expense for the year ended December 31, 2021, was \$6,762.

**M. Functional Allocation of Expenses**

The costs of programs and supporting services activities have been summarized on a functional basis in the statement of activities. The statement of functional expenses presents the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

**N. Compensated Absences**

The Organization allows 80 hours of earned leave for eligible employees in the first two years of employment. In year three of employment, eligible employees are allowed 120 hours of earned annual leave. The Organization allows a maximum of 40 hours of earned annual leave to be carried forward to a subsequent year. Eligible employees who end their employment with the Organization are reimbursed for each day of earned accumulated annual leave.

**O. Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**2. LIQUIDITY AND AVAILABILITY**

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the balance sheet date, comprise the following:

Cash and Cash Equivalents	\$1,214,569
Promises to Give	66,000
	<u>\$1,280,569</u>



**ISLAND HOUSING TRUST  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2021**

The Organization's stewardship fund consists of cash and investments designated by the board for stewardship. Although the Organization does not intend to spend from the board-designated stewardship fund, \$42,357 could be made available if necessary.

As part of the Organization's (generally informal) liquidity management plan, the Organization invests cash in excess of normal operational needs in higher yielding savings accounts.

**3. PROMISES TO GIVE**

Unconditional promises to give are included in the financial statements as promises to give and revenue in the appropriate net asset category. Promises to give are recorded after discounting to the present value of the future cash flows, using a discount rate of 3%

Proceeds from the unconditional promises to give are expected to be received in the following periods:

In one year or less	\$ 952,453
Between one year and five years	<u>901,447</u>
Total	1,853,900
LESS: Discount	<u>(93,900)</u>
Net Promises to Give	<u>\$1,760,000</u>

Approximately 40% of pledges receivable are from 5 donors.

**4. INVESTMENTS**

All investments are held in one mutual fund that invests 60% in corporate stocks and 40% in corporate bonds.

Additionally, components of investment return are as follows:

Interest and Dividends	<u>\$ 848</u>
Appreciation (Depreciation) of Investments	<u>\$1,198</u>
Investment Fees	<u>\$ -</u>

**5. PROGRAM LAND**

The following is a summary of the cost of program land as of December 31, 2021:

Ripples Hill	\$152,700
Beech Hill Road	115,874
Jones Marsh	254,112
Sylvan Road	<u>130,709</u>
Total	<u>\$653,395</u>

The organization holds title to these parcels of Program Land with the expectation of holding the land indefinitely for the purpose of keeping the current and future prices of the homes affordable.

**ISLAND HOUSING TRUST  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2021**

With the exception of the Ripples Hill land, a 99-year lease on the land is given to the home owner. IHT has a right of first refusal when the homeowner wishes to sell the home, and a new 99-year lease is granted to the new buyers.

**6. LINE-OF-CREDIT**

The Organization has a line-of-credit with Bar Harbor Savings and Loan that has a credit limit of \$125,000. No amount was drawn on the line-of-credit at December 31, 2021.

**7. NET ASSETS WITH DONOR RESTRICTIONS**

Net assets with donor restrictions as of December 31, 2021, are restricted for the following purposes or periods:

Perpetual in nature:	
Land	\$ 267,300
Subject to expenditure for specified purpose:	
Opportunity Fund	163,000
Jones Marsh	408,835
Stewardship	30,023
HOAP	70,499
Chris's Pond Project	5,576
Southwest Harbor Project	<u>11,495</u>
	689,428
Subject to the passage of time:	
Promises to give that are not restricted by donors, but which are unavailable for expenditure until due	<u>1,520,786</u>
Total Net Assets with donor restrictions	<u>\$2,477,514</u>

Net assets were released from donor restrictions by incurring expenses satisfying the restricted purpose or by the occurrence of the passage of time or other events specified by the donors as follows:

Expiration of time restrictions	\$695,848
Satisfaction of purpose restrictions:	
Jones Marsh	\$ 78,474
HOAP	520
PPP Loan Refund	<u>2,017</u>
	81,011
Total released from restrictions	<u>\$776,859</u>

**8. EMPLOYEE BENEFIT PLAN**

The Organization offers a Simple IRA benefit plan to its employees. Under the Simple IRA, employees can contribute immediately upon hiring and employees are eligible for a matching employer contribution, currently at 3% of wages, after six months of employment. Expense under the Simple IRA plan for the year ended December 31, 2021, was \$5,026.

**ISLAND HOUSING TRUST  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2021**

**9. FUNCTIONALIZED EXPENSES**

The financial statements report certain categories of expenses that are attributed to more than one program or supporting function. Therefore, expenses require allocation on a reasonable basis that is consistently applied. The expenses that are allocated are done so based on estimates of the program and supporting services the costs support.

**10. FAIR VALUE MEASUREMENTS**

The Organization has adopted ASC 820-10, *Fair Value Measurements*, which defines fair value, establishes a framework for measuring fair value, and requires enhanced disclosures about fair value measurements. Fair value is the amount that would be received to sell an asset, or paid to transfer a liability, in an orderly transaction between market participants at the measurement date (i.e., the exit price). ASC 820-10 establishes a fair value hierarchy which prioritizes and ranks the level of market price observability used in measuring assets and liabilities at fair value.

Market price observability is impacted by a number of factors, including the type of asset or liability, the characteristics specific to the asset or liability, and the state of the marketplace (including the existence and transparency of transactions between market participants). Assets and liabilities with readily-available actively quoted prices or for which fair value can be measured from actively-quoted prices in an orderly market will generally have a higher degree of market price observability and a lesser degree of judgment used in measuring fair value.

Assets and liabilities measured and reported at fair value are classified and disclosed in one of the following categories based on inputs:

Level 1 - Pricing inputs are quoted prices available in active markets for identical assets or liabilities as of the reporting date.

Level 2 - Pricing inputs are observable for the assets or liabilities, either directly or indirectly, as of the reporting date, but are not the same as those used in Level 1. Fair value is derived principally from observable market data or other valuation methodologies.

Level 3 - Pricing inputs are unobservable for the assets or liabilities and include situations where there is little, if any, market activity. The inputs into the determination of fair value require significant judgment or estimation.

The following table summarizes the levels in the ASC 820-10 fair value hierarchy into which the Organization's financial instruments fall as of December 31, 2021:

	<u>Fair Value</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Assets				
Investments	\$ 72,380	\$72,380	-	-
Multi-year Promises to Give	<u>1,630,483</u>	-	-	<u>\$1,630,483</u>
Totals	<u>\$1,702,863</u>	<u>\$72,380</u>	<u>\$ -</u>	<u>\$1,630,483</u>

The fair value of promises to give is measured on a non-recurring basis based on discounting estimated future cash flows at a risk-adjusted rate (3%) that includes the effect of inflation (Level 3 inputs).

**ISLAND HOUSING TRUST  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2021**

**11. UNCERTAINTIES**

As a result of the COVID-19 outbreak in the United States, economic uncertainties continue to arise that could potentially negatively impact gross revenues and income. Though the extent of disruption is expected to be temporary, the ultimate extent of the financial impact and other possible impacting matters are unknown at this time.

**12. SUBSEQUENT EVENTS**

Management has evaluated subsequent events through July 18, 2022, the date on which the financial statements were available to be issued.

Subsequent to year end, the Organization purchased a property for \$372,500 and sold the improvements to eligible buyers for \$302,800 with a 99-year lease on the land.

Also subsequent to year-end, the Organization entered into five contracts with Showcase Homes of Maine to build four houses for \$288,037 each and one duplex for \$428,507 for the new Jones Marsh neighborhood.



Town of Mount Desert Budget Questionnaire

Please explain what services will be provided by any funds you may receive from the **TOMD**. i.e.: If the request were to be denied, in whole or in part, would specific program costs /plans have to be curtailed or cut? If so, please expand.


Amount you *are requesting* for **FY 2023-2024**: \$

Please indicate what you *have received* from the **TOMD** in previous years:

2022: \$                      2021: \$                      2020: \$

**Note: Prior awards and/or current requests are not indicators or guarantees of Selectboard recommendation or Town Meeting appropriation. The Selectboard reserves the right to recommend an amount of their choosing for appropriation.**

Please explain how the funds you may receive from the **TOMD** would be spent during the fiscal year: (Please express expenditures as percentages of total budget, i.e., Salaries 40%, Benefits 25%, etc.)

  
Signature of Requester

Date of Request

Printed Name and Title of Requester

*Reminder:* A representative from your organization shall attend the combined Board of Selectmen/Warrant Committee meeting at **6:30 p.m., TUESDAY February 21, 2023 (A-L organizations) or WEDNESDAY February 22, 2023 (M-Z organizations), in the Meeting Room, Town Hall, 21 Sea Street, Northeast Harbor (the meeting will also be available via Zoom)** in order for the request to be considered. Attendance is also recommended at the May 2, 2023 Annual Town Meeting beginning at 6:00 p.m. at the NEIGHBORHOOD HOUSE, 1 Kimball Road, Northeast Harbor.

Questions? Contact Durlin E. Lunt, Jr., Town Manager or Claire Woolfolk, Town Clerk at the Town Office 276-5531 or by email at [manager@mtdesert.org](mailto:manager@mtdesert.org) or [townclerk@mtdesert.org](mailto:townclerk@mtdesert.org)

**Special Note:** *Your organization is no longer required to submit an invoice for payment if your request is approved at the Annual Town Meeting; rather, the Treasurer will make payment as soon as cash flow permits within the first three months of the fiscal year (or by September 30, 2024).*



# The LifeFlight Foundation

FINANCIAL STATEMENTS

June 30, 2022 and 2021

With Independent Auditor's Report



**THE LIFEFLIGHT FOUNDATION**  
**Statements of Financial Position**  
**June 30, 2022 and 2021**

**ASSETS**

	<u>2022</u>	<u>2021</u>
Current assets		
Cash	\$ 7,679,118	\$ 4,279,187
Due from related parties	396,113	394,835
Pledges receivable, current portion	858,446	520,560
Prepaid expenses and other current assets	<u>8,833</u>	<u>30,224</u>
Total current assets	8,942,510	5,224,806
Investments	3,096	3,456
Beneficial interest in funds held by others	1,007,995	95,010
Pledges receivable, net of current portion	650,000	952,500
Property and equipment, net	<u>29,825</u>	<u>15,653</u>
Total assets	<u>\$10,633,426</u>	<u>\$ 6,291,425</u>

**LIABILITIES AND NET ASSETS**

	<u>2022</u>	<u>2021</u>
Current liabilities		
Accounts payable and accrued expenses	\$ 61,181	\$ 38,516
Due to related parties	422,715	498,924
Paycheck Protection Program (PPP) refundable advance	<u>-</u>	<u>117,935</u>
Total current liabilities and total liabilities	<u>483,896</u>	<u>655,375</u>
Net assets		
Without donor restrictions	1,938,272	1,364,236
With donor restrictions	<u>8,211,258</u>	<u>4,271,814</u>
Total net assets	<u>10,149,530</u>	<u>5,636,050</u>
Total liabilities and net assets	<u>\$10,633,426</u>	<u>\$ 6,291,425</u>

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The accompanying notes are an integral part of these financial statements.



**THE LIFEFLIGHT FOUNDATION**

**Statement of Activities**

**Year Ended June 30, 2022**

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
Revenue, gains, and other support			
Contributions and grants	\$ 1,403,785	\$ 5,266,600	\$ 6,670,385
Other revenue, net	143,448	-	143,448
Service revenue	794,221	-	794,221
Change in fair value of beneficial interest in funds held by others	(5,132)	(81,883)	(87,015)
Net assets released from restrictions	<u>1,245,273</u>	<u>(1,245,273)</u>	<u>-</u>
Total revenue, gains, and other support	<u>3,581,595</u>	<u>3,939,444</u>	<u>7,521,039</u>
Expenses			
Salaries, benefits, and taxes	794,221	-	794,221
Occupancy cost	58,077	-	58,077
Depreciation	2,403	-	2,403
Insurance and licenses	30,174	-	30,174
Professional fees, net of refunds	105,389	-	105,389
Publications and mailings	118,628	-	118,628
Conferences and meetings	8,896	-	8,896
Contributions to LifeFlight of Maine	1,802,354	-	1,802,354
Advertising	16,961	-	16,961
Other, net of refunds	<u>70,456</u>	<u>-</u>	<u>70,456</u>
Total expenses	<u>3,007,559</u>	<u>-</u>	<u>3,007,559</u>
Change in net assets	574,036	3,939,444	4,513,480
Net assets, beginning of year	<u>1,364,236</u>	<u>4,271,814</u>	<u>5,636,050</u>
Net assets, end of year	<u>\$ 1,938,272</u>	<u>\$ 8,211,258</u>	<u>\$10,149,530</u>

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The accompanying notes are an integral part of these financial statements.

**THE LIFEFLIGHT FOUNDATION**

**Statement of Activities**

**Year Ended June 30, 2021**

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
Revenue, gains, and other support			
Contributions and grants	\$ 1,379,233	\$ 929,980	\$ 2,309,213
Other revenue, net	154,956	-	154,956
Service revenue	652,098	-	652,098
Change in fair value of beneficial interest in funds held by others	(11,736)	1,015	(10,721)
Net assets released from restrictions	<u>1,056,308</u>	<u>(1,056,308)</u>	<u>-</u>
Total revenue, gains, and other support	<u>3,230,859</u>	<u>(125,313)</u>	<u>3,105,546</u>
Expenses			
Salaries, benefits, and taxes	652,098	-	652,098
Occupancy cost	54,678	-	54,678
Depreciation	1,029	-	1,029
Insurance and licenses	31,647	-	31,647
Professional fees, net of refunds	120,197	-	120,197
Publications and mailings	106,316	-	106,316
Conferences and meetings	32,861	-	32,861
Contributions to LifeFlight of Maine	1,280,713	-	1,280,713
Other, net of refunds	<u>76,718</u>	<u>-</u>	<u>76,718</u>
Total expenses	<u>2,356,257</u>	<u>-</u>	<u>2,356,257</u>
Change in net assets	874,602	(125,313)	749,289
Net assets, beginning of year	<u>489,634</u>	<u>4,397,127</u>	<u>4,886,761</u>
Net assets, end of year	<u>\$ 1,364,236</u>	<u>\$ 4,271,814</u>	<u>\$ 5,636,050</u>

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The accompanying notes are an integral part of these financial statements.

**THE LIFEFLIGHT FOUNDATION**  
**Statements of Cash Flows**  
**Years Ended June 30, 2022 and 2021**

	<u>2022</u>	<u>2021</u>
Cash flows from operating activities		
Change in net assets	\$ 4,513,480	\$ 749,289
Adjustments to reconcile change in net assets to net cash provided (used) by operating activities		
Depreciation	2,403	1,029
Forgiveness of PPP advance	(117,935)	(96,500)
Change in value of beneficial interest in funds held by others	(912,985)	(10,721)
Decrease (increase) in		
Due from related parties	(1,278)	(285,965)
Pledges receivable	(35,386)	557,077
Prepaid expenses and other current assets	21,391	(20,583)
Increase (decrease) in		
Accounts payable and accrued expenses	22,665	(7,465)
Due to related parties	<u>(76,209)</u>	<u>(4,710,160)</u>
Net cash provided (used) by operating activities	<u>3,416,146</u>	<u>(3,823,999)</u>
Cash flows from investing activities		
Change in value of investments	360	(20,375)
Purchase of property and equipment	<u>(16,575)</u>	<u>-</u>
Net cash used by investing activities	<u>(16,215)</u>	<u>(20,375)</u>
Cash flows from financing activities		
Proceeds from PPP refundable advance	<u>-</u>	<u>117,935</u>
Net cash provided by financing activities	<u>-</u>	<u>117,935</u>
Net increase (decrease) in cash	3,399,931	(3,726,439)
Cash, beginning of year	<u>4,279,187</u>	<u>8,005,626</u>
Cash, end of year	<u>\$ 7,679,118</u>	<u>\$ 4,279,187</u>

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The accompanying notes are an integral part of these financial statements.



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

Zach Harris, Human Resources  
21 Sea Street, P.O. Box 248  
Northeast Harbor, ME 04662-0248

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

Web Address [www.mtdesert.org](http://www.mtdesert.org)  
[humanresources@barharbormaine.gov](mailto:humanresources@barharbormaine.gov)

Selectboard,

I am writing to request your approval to have a Bar Harbor Assessing Technician assist the Town of Mount Desert with assessing tasks as needed.

As you are aware, the process of assessing is critical to the operations of the town and is central to the determination of property taxes for our residents.

Bar Harbor has recently hired an Assessing Technician and is eager to provide training opportunities by offering their assistance to the Town of Mount Desert in fulfilling assessing duties as required. I am pleased to report that there will be no cost associated with this proposal, as Bar Harbor will continue to pay the Assessing Technician.

I believe that this assistance will help us to meet our assessing obligations in a timely and efficient manner, while also helping to ensure the accuracy of our property tax assessments.

I would appreciate your consideration of this proposal and look forward to your favorable response. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

*Zach Harris*

Zach Harris

Human Resources



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

February 16, 2023

Selectboard,

In the Fall of 2022, through an RFP process and conversations with our current financial partners, we secured substantial increases in interest rates for operating money market funds and the Insured Cash Sweep associated with the Town's general operating bank account.

At the 2/8/23 investment committee meeting, potential reallocation of funds was discussed in light of these changes in rates. As disclosed in my quarterly reports, the Town has various bank accounts that serve different purposes. For example, a Capital Funds Bond Proceeds account exists for housing unspent bond proceeds for easier arbitrage compliance analysis and a non-interest-bearing account exists for housing unspent ARPA award funds to ensure compliance with earning restrictions on federal funds. One special bank account that was previously established was identified by the Investment Committee as an advantageous candidate for reallocation is the Payment Processing Business Checking account and associated Insured Cash Sweep account. This account houses all credit card activity at the Marina. As credit card payments received vastly outweigh the processing fees that are also applied to the account, the balance of the account has steadily increased over the years (\$914,381.11 as of 1/31/23). The separate account was likely established to segregate this activity type for reconciliation purposes. Prior to the Fall of 2022, all of the Town's Insured Cash Sweep accounts were earning the same interest rate. So, there was no incentive to adjust the existing practice. In their 2/8/23 meeting, the Investment Committee felt that the difference in interest rates between the General operating ICS and Payment Processing ICS accounts (3.25% and 0.50%, respectively) was sufficient to warrant amending practice to maximize interest income. As such, the Investment Committee recommended that:

- All Marina credit card activity be processed through the Town's General Operating Account (#7618),
- The payment processing account (#7881) be closed, and
- All funds in the payment processing account (#7881) be transferred to the Town's General Operating Account

As both the payment processing account and the general operating account are assets recognized within the general operating fund, this does not represent a transfer from the Marina enterprise fund to the general operating fund, despite the funds in question being generated from Marina activity. The Marina

has never had a bank account recognized within the Enterprise Fund. Instead, all activity (Receipts as well and disbursements) impacts the inter-fund receivable and corresponding liability between the General Fund and the Marina Enterprise Fund. Currently, all cash and checks received at the Marina are deposited to the General Operating Account (#7618). As such, the recommendation to close the payment processing account (#7881) is just a recommendation to process credit cards from Marina transactions through the same bank account as the cash and checks received through Marina transactions.

Additionally, I do not believe that this recommendation poses any material difficulties for our reconciliation procedures.

Finally, I did discuss the proposal with a representative from Bar Harbor Bank & Trust. They had no concerns about processing Marina credit card activity through the General Operating Account. For context, credit card activity processed at the Town Office for municipal transactions is applied to the general operating account (#7618).

**Recommendation:**

- Authorize the Office of the Treasurer to do all things necessary to process Marina credit card activity through the Town's General Operating Account (#7618),
- Authorize the closure of the payment processing account (#7881), and
- Authorize all funds in the payment processing account (#7881) be transferred to the Town's General Operating Account (#7618)

Thank you,

**Jake Wright**

Finance Director

Town of Mount Desert  
Investment Policy  
Adopted March 1986  
Amended May 4, 2010  
Amended May 3, 2016

PURPOSE

Maine state statutes authorize Treasurers to deposit or invest municipal funds by direction of the municipal officers.

Pursuant to 30-A MSR 5706-5717; the municipality of Town of Mount Desert, Maine shall adopt the following investment objectives in the management and investment of municipal funds:

The primary objective of the municipality's investment activities is the preservation of capital and the protection of investment principal.

In investing public funds, the municipality will strive to maximize the return on the portfolio.

The municipality's investment portfolio will remain sufficiently liquid to enable the municipality to meet operating requirements which might be reasonably anticipated.

The municipality will diversify its investments to avoid incurring unreasonable and avoidable risks regarding specific security types or individual financial institutions.

The municipal Treasurer shall invest funds for which there is no immediate need, consistent with 30-A MSR5706-5717, sell and exchange securities so purchased, and deposit such securities for safekeeping. All investment decisions shall be made considering the investment objectives contained herein and exercising judgment and care under the circumstances then prevailing.

The Treasurer may utilize Trust Department services of approved banks.

BACKGROUND

In addition to short term investment of operational funds, the Town has put aside for investment certain funds accumulated over time for which there is not an immediate need. It is these funds which will generally be invested through the Trust companies.

Although these monies are not to be considered as permanent endowment, it is not contemplated that they will be expended in the immediate future. They should be regarded as reserve funds, and it is the desire of the Selectmen to develop investment guidelines to be followed by the fund managers in selecting securities for investment.

Broadly speaking, the funds are to be divided into two parts. One part, -at least (\$500,000) of the total, is to be considered a relatively short term reserve to be available on short notice for use by the Town. The second part, consisting of the balance, shall be held as a long-term reserve.

SPECIFIC GUIDELINES FOR THE TRUST COMPANIES:

The managers of the funds are directed to invest both the long term and the short term reserves with the goal that the total return of the funds shall at least equal the rate of inflation over a five year time span as measured by the GNP price deflator.

### SHORT TERM RESERVE

The short term reserve shall be invested in certificates of deposit, money market funds, U.S. Treasury obligations, U.S. Government agency obligations, insured cash sweep, and corporate debt instruments with at least an A rating.

No security shall carry a maturity of more than five years, and the average maturity of all assets in the short term reserve shall be no longer than three years.

The securities of any one issuer shall not constitute more than 5% of the short term reserve. Obligations of the U.S. Treasury, or Government agencies, guaranteed by the U.S. Government, shall not be subject to this restriction.

The current yield on the short term reserve fund as a whole shall at least equal the U. S. Treasury one year bill rate.

### LONGER TERM RESERVE

The fund manager shall invest the assets of this portion of the fund similarly to those securities listed in the SHORT TERM RESERVE guidelines above, but without limitation as to maturity on fixed income instruments.

In addition, equities, and convertible debt securities may be bought, subject to the limitation that the percentage of common stocks and convertible securities should not exceed 65%, as measured by market value.

Investments will also be subject to the limitation that the securities of any one issuer shall not exceed 5% of the total fund, except for obligations of the U.S. Treasury and Government agency bonds as defined above.

### PERFORMANCE:

The total return of the long term reserve should be compared to appropriate investment indices.

The performance figures should be prepared semi-annually, on the first and third quarters of the fiscal year, and will be compared over a three to five year time span. Reports from the trusts should be utilizing an investment basis format rather than a trust format.

### REPORTING

The Treasurer shall report quarterly to the Board of Selectmen for the purpose of monitoring the performance and structure of the municipal investments.

In addition, the Treasurer shall issue an annual investment report due no later than 30 days after the end of the fiscal year. The report shall include an evaluation of the performance of the investment program for the previous year.

### REVIEW

It shall be the duty of the Investment Committee, as appointed by the Board of Selectmen, to review the reports of the Treasurer and the Trusts.

The committee shall be composed of: - a member of the Board of Selectmen; a member of the Warrant Committee; and three citizens of the Town. **Three (3) voting members must be present**



to constitute a quorum. The Town Treasurer and Town Manager participate as non-voting ex officio members.

Said committee will meet quarterly for this purpose. The Committee may make recommendations to the Board of Selectmen for redistribution of the funds, withdrawal or adjustment of Trust balances and reinvestment, and/or withdrawal or application to reduce taxes of any interest earnings on the investments.

It is the express intention of the Board of Selectmen to protect future value of the funds, and therefore, it shall be the policy of the Board of Selectmen to disregard any realized or unrealized capital gain in the fund when considering earnings available for withdrawal.

All municipal personnel involved in the investment program shall adhere to the Town's Charter to prevent any real or perceived violation of their fiduciary responsibilities

## TOWN OF MOUNT DESERT RESERVE FUND INVESTMENT POLICY

### A. Investment Objectives

- ✓ Preservation of capital/protection of investment principal
- ✓ Total rate of return at least equal to the inflation rate (GDP price deflator) over five-year periods
- ✓ Total fund return to compare favorably with established market indices over 3-5 year periods

### B. Investment Guidelines and Constraints

- ✓ Liquidity requirement – \$500,000
- ✓ Social/Moral Constraints – ~~None~~ 7% to 12% of equity allocation invested in existing Environmental, social and governance (ESG) fund(s)
- ✓ Equity Securities (common stocks and convertible securities):
  - Portfolio maximum = 65% of total fund
  - Portfolio minimum = 35% of total fund
  - Position/issuer maximum = 5% of total fund
- ✓ Fixed-income Securities:
  - Credit quality = "A" minimum
  - Maturity Limitations = None
  - Portfolio maximum = 65% of total fund
  - Portfolio minimum = 35% of total fund
  - Position/issuer maximum = 5% (exception: U.S. Treasury and government agency securities)

### C. Spending Policy

- ✓ 100% of income (interest and dividend income) distributed within the trust
- ✓ Principal, realized, and unrealized capital gains may be distributed in conformance with the Town Charter.

# **TREASURER'S WARRANTS**



Warrants for BOS Agenda:

BOS Agenda:

2/21/2023

	Description	#	Date	Amount
<b>A. Warrants to be Approved and Signed:</b>				
	<b>Town Invoices</b>			
		AP#2354	02/22/23	537,659.49
				<b>\$ 537,659.49</b>
<b>B. Authorized Warrants to be Signed: (Wendy needs to abstain)</b>				
(Prior Electronic or Manual Authorization )				
	<b>Town State Fees &amp; P/R Benefits</b>			
		AP#2352	02/08/23	\$ 46,773.04
		AP#2353	02/15/23	\$ 5,698.00
	<b>Town Payroll</b>			
		PR#2320	02/17/23	\$ 141,934.48
				<b>\$ 194,405.52</b>
<b>C. Warrants to be Acknowledged:</b>				
	<b>School Invoices</b>			
	<b>School Payroll</b>			
		PR#17	02/17/23	\$ 182,963.85
	<b>Town Voids</b>			
				<b>\$ 182,963.85</b>
<b>TOTAL WARRANTS FOR BOS MEETING</b>				<b>\$ 915,028.86</b>



**TOWN OF MOUNT DESERT**  
**ACCOUNTS PAYABLE WARRANT**

**WARRANT AP# 2354**

CHECK DATE: February 22, 2023

CHECK NUMBER: <u>318463</u>	through	<u>318528</u>	\$ <u>419,887.29</u>	Check payments
CHECK NUMBER: <u>59729</u>	and	<u>59731</u>	\$ <u>484.74</u>	Electronic payments
EFT NUMBER: <u>2615</u>	through	<u>2642</u>	\$ <u>117,287.46</u>	ACH Payments
EFT or CK NUMBER: <u>n/a</u>	and	<u>n/a</u>	\$ <u>-</u>	Voided Checks

TOTAL DISBURSEMENTS: \$ 537,659.49

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

Wendy H Littlefield, Vice Chairman

Geoffrey V Wood, Secretary

James F Mooers



02/16/2023 10:51  
69051you

Town of Mount Desert  
A/P CASH DISBURSEMENTS JOURNAL

P 1  
apcsbdsb

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

INVOICE DTL DESC	INV DATE	PO	WARRANT	NET
2615 02/22/2023 EFT Invoice: 37821	02/02/2023	AP2354	80.00	80.00
76 BROWNS COMMUNICATIONS INC	Antenna installation at station 3			
80.00 1440330 55200 433	BLDG REPAIR & MAINT-S3 SV			
Invoice: 37806	02/01/2023	AP2354	12,180.25	12,180.25
BROWNS COMMUNICATIONS INC	Scout Care annual service /BCI service			
12,180.25 4040800 24406	CM Dispatch Capital Reserve			
	CHECK	2615 TOTAL:	12,260.25	12,260.25
2616 02/22/2023 EFT Invoice: 1232003	01/28/2023	AP2354	659.12	659.12
792 COASTAL ENERGY	Propane for station 3 generator			
659.12 1440330 53400 433	HEATING FUEL S3 SV			
Invoice: 1234809	02/08/2023	AP2354	141.28	141.28
COASTAL ENERGY	67.6 Gals LP Gas #7 NEH WWTP Heating			
	HEATING FUEL			
	CHECK	2616 TOTAL:	800.40	800.40
2617 02/22/2023 EFT Invoice: 3203	02/03/2023	AP2354	444.00	444.00
1844 COLLIER & FAHEY, PA	MacQuinn Pending Court Case - Quarry			
444.00 1220440 54500	PB LEGAL			
	CHECK	2617 TOTAL:	444.00	444.00
2618 02/22/2023 EFT Invoice: X100008475:01	01/24/2023	AP2354	1,612.80	1,612.80
124 COLWELL DIESEL SERVICE & GARAGE I X100008475:01	SEAT BJ			
1,612.80 1551500 55400	GEN REPAIRS & MAINT			
Invoice: X100008569:01	02/02/2023	AP2354	74.91	74.91
COLWELL DIESEL SERVICE & GARAGE I X100008569:01	CLAMP BJ			
74.91 1551500 55400	GEN REPAIRS & MAINT			
Invoice: X100008577:01	02/02/2023	AP2354	81.98	81.98
COLWELL DIESEL SERVICE & GARAGE I X100008577:01	BEARINGS BJ			
81.98 1551500 55400	GEN REPAIRS & MAINT			
Invoice: X100008617:01	02/07/2023	AP2354	475.22	475.22
COLWELL DIESEL SERVICE & GARAGE I X100008617:01	MODULE LUBE AIR FILTER BJ			
475.22 1990100 59200 9105	MDES - BUS 5			
Invoice: R100006285:01	01/26/2023	AP2354	660.01	660.01
COLWELL DIESEL SERVICE & GARAGE I R100006285:01	AFTER TREATMENT SYSTEM REPAIRS BJ			
660.01 1550100 55400	GEN REPAIRS & MAINT			
Invoice: X100008641:01	02/08/2023	AP2354	63.38	63.38
COLWELL DIESEL SERVICE & GARAGE I X100008641:01	MUD FLAPS BJ			
63.38 1550100 55400	GEN REPAIRS & MAINT			



INVOICE	INVT DATE	PO	WARRANT	NET
8,544.65	02/09/2023	33 BJ	AP2354	8,544.65
EXHUAST SYSTEM TRUCK GEN REPAIRS & MAINT				
2618 TOTAL:	CHECK			11,512.95
93.59	01/20/2023		AP2354	93.59
Battery for LY Laptop SOFTWARE PKG PURCHASE				
218.73	02/06/2023	(3) for Admin	AP2354	218.73
APC Battery Backup EQUIPMENT-TECH HARDWARE				
1,130.40	01/03/2023		AP2354	1,130.40
New Computer EQUIP-TECH HARDWARE				
2619 TOTAL:	CHECK			1,442.72
16,451.31	01/31/2023		AP2354	16,451.31
TIP FEES BJ TIPPING FEE EMR				
2620 TOTAL:	CHECK			16,451.31
1,662.22	01/30/2023		AP2354	1,662.22
INSPECTION/REPAIRS BLDG REPAIR & MAINT				
2621 TOTAL:	CHECK			1,662.22
2,564.65	01/27/2023		AP2354	2,564.65
IT Support Fire Department IT/TECH FEE				
398.70	01/27/2023		AP2354	398.70
IT Support Admin Office IT/TECH FEE				
449.19	01/27/2023		AP2354	449.19
IT Support Police Department IT/TECH FEE				
2622 TOTAL:	CHECK			2,564.65
131.20	01/27/2023		AP2354	131.20
IT Support Highway Garage IT/TECH FEE				





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

CHECK NO CHK DATE TYPE VENDOR NAME

INVOICE DTL DESC	INV DATE	PO	WARRANT	NET
2623 02/22/2023 EFT Invoice: 20002A-18	287 HEDEFINE ENGINEERING & DESIGN INC 20002A-18			
16,691.80 3000053 57712	02/11/2023	AP2354		16,691.80
CA for NEH expansion project ENGINEERING	CHECK		2622 TOTAL:	3,543.74
2624 02/22/2023 EFT Invoice: 48544	1326 DURLIN LUNT			
28.17 1220110 52700	01/24/2023	AP2354		28.17
Town Manager Travel Expense TOWN MGR EXPENSE	CHECK		2623 TOTAL:	16,691.80
2625 02/22/2023 EFT Invoice: 0123 HWY	1043 MAIN STREET VARIETY			
734.67 1550100 53710	01/31/2023	AP2354		734.67
207.0 GALS HWY Vehicle Fuel-EM VEHICLE FUEL	CHECK		2624 TOTAL:	28.17
Invoice: 0123 WW	MAIN STREET VARIETY			
920.18 1550552 53710	01/31/2023	AP2354		920.18
257.9 GALS WW Vehicle Fuel/PFAS Ice-EM VEHICLE FUEL	CHECK		2625 TOTAL:	274.38
Invoice: 0123 B&G	MAIN STREET VARIETY			
274.38 1552000 53710	01/31/2023	AP2354		274.38
77.2 GALS B&G Vehicle Fuel-EM VEHICLE FUEL	CHECK		2626 TOTAL:	1,929.23
2626 02/22/2023 EFT Invoice: 535244	2606 NO FRILLS OIL COPMANY			
513.63 1550666 53400	02/07/2023	AP2354		513.63
133.1GALS #2 Fuel NEH Maint Shop Heating-EM HEATING FUEL	CHECK		2627 TOTAL:	513.63
2627 02/22/2023 EFT Invoice: 534971	2611 NO FRILLS OIL COMPANY			
709.28 1440330 53400 432	02/01/2023	AP2354		709.28
Stat. 2 heating fuel HEATING FUEL-S2 SH	CHECK		2628 TOTAL:	709.28
2628 02/22/2023 EFT Invoice: 534987	2612 NO FRILLS OIL COMPANY			
407.12 1440330 53400 433	01/30/2023	AP2354		407.12
Station 3 heating fuel HEATING FUEL S3 SV	CHECK		2627 TOTAL:	709.28



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

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Ck-g-BH General Fund 8066

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2629 02/22/2023 EFT Invoice: 306539

2605 NO FRILLS OILS COMPANY

2605 NO FRILLS OILS COMPANY

2605 NO FRILLS OILS COMPANY

2605 NO FRILLS OILS COMPANY

648.70

1550100

53400

53400

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53400

2628 TOTAL:

AP2354

2629 TOTAL:

AP2354

2630 TOTAL:

2631 TOTAL:

2632 TOTAL:

2633 TOTAL:

2633 TOTAL:

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INVT DATE	PO	WARRANT	NET
01/28/2023		AP2354	1,055.44
HEATING FUEL BJ			
HEATING FUEL			
CHECK		2634 TOTAL:	1,055.44
02/07/2023		AP2354	816.18
211.5 GALS #2 Fuel NEH WWTP Heating-EM			
HEATING FUEL			
CHECK		2635 TOTAL:	816.18
02/14/2023		AP2354	907.50
Postage refill 2/7/23			
POSTAGE			
CHECK		2636 TOTAL:	907.50
02/01/2023		AP2354	7.99
Cable Fire Station # 2			
CABLE/INTERNET			
CHECK		2637 TOTAL:	7.99
02/01/2023		AP2354	431.09
Internet fire Station # 3			
CABLE/INTERNET-FIRE ST#3 SV			
CHECK		2638 TOTAL:	431.09
01/01/2023		AP2354	5,627.55
MUNIS Software			
SOFTWARE MUNIS LICENSE			
CHECK		2639 TOTAL:	5,627.55
01/30/2023		AP2354	42.53
Bartlett Landing Power			
ELECTRICITY			
CHECK		2640 TOTAL:	42.53
01/10/2023		AP2354	1,015.40
Supply Services Adj Marina Power			
ELECTRICITY			
CHECK		2640 TOTAL:	477.61







CASH ACCOUNT: 100 10100 Ck-g-BH General Fund 8066 INVOICE

CHECK NO CHK DATE TYPE VENDOR NAME INVOICE

318465 02/22/2023 PRTRD 2261 ACADIA FUEL LLC 189241

Invoice: 189241 118.15 6010100 53400

02/01/2023 AP2354

Yachtsman's Heating Fuel HEATING FUEL

318466 02/22/2023 PRTRD 2550 BEN C WORCESTER, III I3947

Invoice: I3947 2,325.00 1551500 55560

02/01/2023 AP2354

RECYCLING BJ PROCESSING SVCS

318467 02/22/2023 PRTRD 28 ALLENS ENVIRONMENTAL SERVICES INC 14394

Invoice: 14394 6,525.00 1550667 55400

02/10/2023 AP2354

Clean and Inspect SV WWTP Outfall/Root Issues-EM GEN REPAIRS & MAINT

318468 02/22/2023 PRTRD 2411 ALLIED EQUIPMENT LLC 7796

Invoice: 7796 1,545.00 1550100 55400

02/08/2023 AP2354

SWEPPER BROOMS BJ GEN REPAIRS & MAINT

318469 02/22/2023 PRTRD 2462 AMERICAN MESSAGING SERVICES LLC N4370046XB

Invoice: N4370046XB 26.64 1550552 54260

02/01/2023 AP2354

WW Alarms Paging Service-EM TECHNICAL SVCS

318470 02/22/2023 PRTRD 2701 AUTOZONE INC. 3488518132

Invoice: 3488518132 53.00 1440110 55100 4109

01/30/2023 AP2354

Motor oil stock VEHICLE REPAIR-17 FORD EXP ADM

53.00 1440110 55100 4113 VEHICLE REPAIR

53.00 1440110 55100 4114 VEHICLE REPAIR - 2022 F-150

52.98 1440110 55100 4115 VEHICLE REPAIR

318471 02/22/2023 PRTRD 2922 BACKSIDE LLC 20010

Invoice: REFUND OVER PMT BOAT 7.00 100

02/22/2023 AP2354

PMT BOAT02/22/2023 REFUND OVER PMT BOAT REG 258YN

Accounts Payable-Refunds

NET

118.15

118.15

2,325.00

2,325.00

6,525.00

6,525.00

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1,545.00

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CASH ACCOUNT: 100  
CHECK NO CHK DATE TYPE VENDOR NAME

Ck-g-BH General Fund 8066  
INVOICE

10100  
INVOICE DTL DESC

INV DATE PO WARRANT NET

INVOICE	INVOICE DTL DESC	INV DATE	PO	WARRANT	NET
318472	02/22/2023 PRTD Invoice: 235441	1757 BERGERON PROTECTIVE CLOTHING			
	419.28 1440330 57100	Helmet EQUIPMENT	01/31/2023	AP2354	419.28
			CHECK	318471 TOTAL:	7.00
318473	02/22/2023 PRTD Invoice: 84833216	2823 BOUND TREE MEDICAL LLC			
	702.39 1440330 53110 0404	Assorted EMS supplies EMS Supplies	01/20/2023	AP2354	702.39
			CHECK	318472 TOTAL:	419.28
			CHECK	318473 TOTAL:	702.39
318474	02/22/2023 PRTD Invoice: C83760	75 F T BROWN CO			
	206.90 1440330 57100	Boat cover EQUIPMENT	01/20/2023	AP2354	206.90
			CHECK	318474 TOTAL:	15.81
			CHECK	318475 TOTAL:	8.99
			CHECK	318476 TOTAL:	.65
			CHECK	318477 TOTAL:	2.25
			CHECK	318478 TOTAL:	80.98
			CHECK	318479 TOTAL:	56.66
			CHECK	318480 TOTAL:	372.24
318475	02/22/2023 PRTD Invoice: 32265	1424 C & C MACHINE SHOP INC			
	791.78 1550100 55400	STEEL/RUBBER BELTING BJ GEN REPAIRS & MAINT	01/31/2023	AP2354	791.78



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Town of Mount Desert  
A/P CASH DISBURSEMENTS JOURNAL

02/16/2023 10:51  
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CASH ACCOUNT: 100 10100 Ck-g-BH General Fund 8066 INVOICE INVOICE INVOICE INVOICE INVOICE INVOICE INVOICE INVOICE  
CHECK NO CHK DATE TYPE VENDOR NAME

INVOICE DTL DESC	INV DATE	PO	WARRANT	NET
STEEL BJ GEN REPAIRS & MAINT	02/07/2023		AP2354	59.72
STEEL BJ GEN REPAIRS & MAINT	02/08/2023		AP2354	68.72
CHECK 318475 TOTAL:				920.22
First Aid Service OFFICE SUPPLIES	02/03/2023		AP2354	122.37
CHECK 318476 TOTAL:				122.37
Snow tire for R7 VEHICLE REPAIR - Rescue 7	02/08/2023		AP2354	2,310.00
CHECK 318477 TOTAL:				2,310.00
Telephone Somesville TELEPHONE-USAGE	02/03/2023		AP2354	58.14
CHECK 318478 TOTAL:				58.14
Telephone E-911 TELEPHONE-USAGE	01/27/2023		AP2354	58.09
CHECK 318479 TOTAL:				58.09
Telephone Seal Harbor TELEPHONE-USAGE	01/27/2023		AP2354	122.13
CHECK 318480 TOTAL:				122.13
Telephone Town Office TELEPHONE-USAGE	01/27/2023		AP2354	358.46





02/16/2023 10:51  
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Town of Mount Desert  
A/P CASH DISBURSEMENTS JOURNAL

318482 02/22/2023 PRTRD  
Invoice: 022023

CASH ACCOUNT: 100  
CHECK NO CHK DATE TYPE VENDOR NAME

10100  
Ck-g-BH General Fund 8066

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318482 02/22/2023 PRTRD 1801 CONSOLIDATED COMMUNICATIONS INC 022023 98.95 1221000 55120 Telephone Otter Creek Pump Station TELEPHONE-USAGE

CHECK 318481 TOTAL:

02/03/2023 AP2354

318482 TOTAL:

318482 02/22/2023 PRTRD 136 CURTIS FAMILY SHOE STORE 25532 143.96 1551500 53800 MIKE V BOOTS BJ UNIFORMS

CHECK 318482 TOTAL:

01/28/2023 AP2354

318483 TOTAL:

318484 02/22/2023 PRTRD 819 DARLINGS 282673 112.50 1550100 55400 FLOOR MATTS BJ GEN REPAIRS & MAINT

CHECK 318483 TOTAL:

02/01/2023 AP2354

318484 TOTAL:

Invoice: 910607 910607 703.39 1440110 55100 4113 Brake lining, rotor assembly VEHICLE REPAIR

CHECK 318484 TOTAL:

02/06/2023 AP2354

318485 02/22/2023 PRTRD 2920 DC TOWING AND RECOVERY, LLC 22-5223 575.00 1550100 55400 TOWING T-33 BJ GEN REPAIRS & MAINT

CHECK 318485 TOTAL:

02/10/2023 AP2354

Invoice: 23-5665 23-5665 135.00 1550100 55400 DC TOWING AND RECOVERY, LLC SIDEWALK FLOW TOWING BJ GEN REPAIRS & MAINT

CHECK 318486 TOTAL:

01/26/2023 AP2354

318486 02/22/2023 PRTRD 858 TEAM EJP BANGOR, ME 6123921 7,688.85 1550100 53740 SEWER MANHOLE FRAMES AND COVERS BJ STORM WATER SUPPLIES

CHECK 318486 TOTAL:

7,688.85

318487 TOTAL:

7,688.85



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

CHECK NO CHK DATE TYPE VENDOR NAME

INVOICE DTL DESC	INV DATE	PO	WARRANT	NET
Public Notice PUBLIC NOTICE PLANNING CONSULTANT PUBLIC NOTICE PUBLIC NOTICE	01/31/2023		AP2354	1,775.10
CHECK			318487 TOTAL:	1,775.10
970 GALs Bioxide Otter Creek PS Odor Control-EM ODOR/GREASE CONTROL	02/03/2023		AP2354	3,181.60
CHECK			318488 TOTAL:	3,181.60
CELL PHONE BILL BJ CELL PHONES CELL PHONES CELL PHONES	01/21/2023		AP2354	875.21
CHECK			318489 TOTAL:	875.21
Data and cell phones charges CELL PHONES	01/22/2023		AP2354	415.62
CHECK			318490 TOTAL:	415.62
INTERNET HOT SPOTS THROUGH 02.22.2023 EMAIL/INTERNET	01/22/2023		AP2354	196.15
CHECK			318491 TOTAL:	196.15
CELL & DATA THROUGH 02.22.2023 CELL PHONES CELL PHONES CELL PHONES EMAIL/INTERNET	01/22/2023		AP2354	249.90
CHECK			318492 TOTAL:	249.90

318487 02/22/2023 PRTRD Invoice: 451135	2504 EA ACQUISITION INC	451135	128.70 1551500 56205 520.20 1220770 54900 257.40 1220220 56205 868.80 1220440 56205
318488 02/22/2023 PRTRD Invoice: 905714922	1861 EVOQUA WATER TECHNOLOGIES LLC	905714922	3,181.60 1550669 53214
318489 02/22/2023 PRTRD Invoice: 01282023	1984 FIRISTNET	01282023	475.00 1550100 55130 200.00 1551500 55130 200.21 1550552 55130
318490 02/22/2023 PRTRD Invoice: 01282023	2438 FIRISTNET-FIRE	01282023	415.62 1440330 55130
318491 02/22/2023 PRTRD Invoice: 01222023	2669 FIRISTNET- HOTSPOTS	01222023	196.15 1221000 55140
318492 02/22/2023 PRTRD Invoice: 01222023	1985 FIRST NET - NON PUBLIC SAFETY	01222023	44.74 1220660 55130 42.73 1220551 55130 44.74 1220550 55130 117.69 1221000 55140



02/16/2023 10:51 Town of Mount Desert  
69051you A/P CASH DISBURSEMENTS JOURNAL

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

INVOICE DTL DESC INV DATE PO WARRANT NET

318493	02/22/2023	PRTD	2443	FIRSTNET-PD CELL	01282023	01/22/2023	AP2354	480.71
Invoice: 01282023								
	293.61	1440110	55130	01/2023 Cell Phones				
	48.25	1440110	55130	CELL PHONES				
	44.74	1440110	55130	CELL PHONES-ADMIN ASSIST				
	46.05	1440110	55130	CELL PHONES-POLICE LT				
	19.22	1440110	55130	CELL PHONES-POLICE SGT				
	28.84	2140115	55130	CELL PHONES-POLICE CHIEF				
				CELL PHONES-BAR HBR PD				
				CHECK		318493	TOTAL:	480.71
318494	02/22/2023	PRTD	222	R H FOSTER ENERGY LLC	0123	01/31/2023	AP2354	2,818.37
Invoice: 0123								
	19.14	1220770	53710	853.62 gal 3.30 avg per gal Jan Fuel				
	19.14	1220660	53710	FUEL-CEO 2018 Chev Col				
	152.59	1550100	53710	VEHICLE FUEL-18 CHEV COLO				
	154.96	6010100	53710	VEHICLE FUEL				
	35.21	6010100	53710	VEHICLE FUEL				
	95.39	1440110	53710	VEHICLE FUEL-17 FORD EXP ADM				
	533.33	1440110	53710	VEHICLE FUEL				
	345.64	1440110	53710	VEHICLE FUEL - 2022 F-150				
	442.40	1440110	53710	VEHICLE FUEL				
	299.33	1440330	53710	VEHICLE FUEL-T9				
	98.86	1440330	53710	VEHICLE FUEL- 11 FORD T7				
	565.55	1440330	53710	VEHICLE FUEL - Rescue 7				
	42.43	1440330	53710	VEHICLE FUEL - Rescue 8				
	14.40	100	24900	Clearing				
				CHECK		318494	TOTAL:	2,818.37
318495	02/22/2023	PRTD	1368	G & G ELECTRIC INC	58533	12/05/2022	AP2354	648.72
Invoice: 58533								
	648.72	1552000	55200	ELECTRICAL WORK BJ				
				BLDG REPAIR & MAINT				
				Invoice: 58518				
	1,857.87	1552000	55200	ELECTRICAL WORK BJ				
				BLDG REPAIR & MAINT				
				Invoice: 58458				
	80.00	1552000	55200	LABOR BJ				
				BLDG REPAIR & MAINT				
				Invoice: 58516				
	1,136.94	1552000	55200	ELECTRICAL WORK BJ				
				BLDG REPAIR & MAINT				
				Invoice: 58388				
	80.00	1440330	55200	Work on station 3 door locks				
				BLDG REPAIR & MAINT-S3 SV				
				AP2354				80.00



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

Ck-g-BH General Fund 8066

INVOICE

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WARRANT

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3,803.53

CHECK 318495 TOTAL:

318496 02/22/2023 PRD 2291 G F JOHNSTON & ASSOCIATES LLC 011114251  
Invoice: 01114251

02/10/2023 AP2354  
Otter Creek Launch Feasibility  
Administration & Engineering

1,480.00

318497 02/22/2023 PRD 2660 GILMAN ELECTRIC 1974-1068842  
Invoice: 1974-1068842

02/09/2023 AP2354  
GFCI cords for apparatus  
VEHICLE REPAIR

225.00

318498 02/22/2023 PRD 2110 GONETSPEED 0223  
Invoice: 0223

02/10/2023 AP2354  
Telephone charge  
TELEPHONE-USAGE

688.21

318499 02/22/2023 PRD 2592 HAMMOND LUMBER COMPANY 6314520  
Invoice: 6314520

02/01/2023 AP2354  
TOOLS BJ  
GEN REPAIRS & MAINT

280.88

Invoice: 6296928

01/25/2023 AP2354  
CHARGERS AND LIGHTS BJ  
GEN REPAIRS & MAINT

101.92

Invoice: 6294689

01/24/2023 AP2354  
TOOLS TOOL BOXES BJ  
GEN REPAIRS & MAINT

318.63

Invoice: 6315216

02/01/2023 AP2354  
PLYWOOD BJ  
GEN REPAIRS & MAINT

85.07

Invoice: 4216208 A

07/01/2022 AP2354  
CREDIT FROM DUPLICATE PAYMENT 4126208  
MISC-MATERIALS

-81.00

Invoice: 6325654

02/06/2023 AP2354  
PLYWOOD BJ  
GEN REPAIRS & MAINT

85.07

Invoice: 6326805

02/06/2023 AP2354  
COLD PATCH BJ  
MISC-MATERIALS

1,143.45



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

INVOICE DTL DESC INV DATE PO WARRANT NET

Invoice: 6324718	HAMMOND LUMBER COMPANY	6324718	02/06/2023	AP2354	220.19
	220.19 1550100 53730		COLD PATCH BJ		
			MISC-MATERIALS		
Invoice: 4299584	HAMMOND LUMBER COMPANY	4299584	07/01/2022	AP2354	28.58
	28.58 1550100 55400		Breaded Cotten Rope & Trash Can Inv 4/19/21		
			GEN REPAIRS & MAINT		
Invoice: 6318927	HAMMOND LUMBER COMPANY	6318927	02/02/2023	AP2354	212.88
	212.88 1550100 55400		Misc supplies and tool		
			GEN REPAIRS & MAINT		
Invoice: 5380834 A	HAMMOND LUMBER COMPANY	5380834 A	07/01/2022	AP2354	-4.08
	-4.08 1551500 55400		Duplicate Payment CK 316772 & CK 316830		
			GEN REPAIRS & MAINT		
Invoice: 30977270 A	HAMMOND LUMBER COMPANY	30977270 A	07/01/2022	AP2354	-1,052.35
	-1,052.35 1550100 53730		Duplicate Payment CK 316897 & CK 316961		
			MISC-MATERIALS		
Invoice: 31674080 A	HAMMOND LUMBER COMPANY	31674080 A	07/01/2022	AP2354	-1,036.35
	-1,036.35 1550100 53730		Duplicate Payment CK 317039 & CK 317098		
			MISC-MATERIALS		
			CHECK 318499 TOTAL:		302.89
318500 02/22/2023 PRTD	1064 HARCROS CHEMICALS INC	300171250	02/07/2023	AP2354	3,090.95
Invoice: 300171250	953.25 1550666 53211		Bleach/Bisulfite IBDs, Bleach Drums-EM		
	1,332.50 1550666 53212		CHLORINATION		
	805.20 1550668 53211		DECHLORINATION		
			CHLORINATION		
			CHECK 318500 TOTAL:		3,090.95
318501 02/22/2023 PRTD	2899 INSTITUTE FOR FORENSIC PSYCHOLOGY 18115		02/04/2023	AP2354	675.00
Invoice: 18115	675.00 1440110 54600		Wellness Meetings		
			OUTSIDE LAB/MEDICAL		
			CHECK 318501 TOTAL:		675.00
318502 02/22/2023 PRTD	1417 R F JORDAN & SONS CONSTRUCTION I PE 2 Abut Replace		11/30/2022	AP2354	34,770.95
Invoice: PE 2 Abut Replace	36,601.00 6300063 57710		Work Done on Abutment Replacement 11.1-11.30.22		
	-1,830.05 600 24560		GROSS BUDGET		
			Retainage Payable		
			CHECK 318502 TOTAL:		34,770.95



CASH ACCOUNT: 100 10100 Ck-g-BH General Fund 8066 INVOICE

CHECK NO CHK DATE TYPE VENDOR NAME INVOICE DTL DESC INV DATE PO WARRANT NET

318503	02/22/2023	PRTD	358 JORDAN EQUIPMENT CO	P58126	02/09/2023	AP2354	695.08	
	Invoice: P58126			55400	HOIST & CHAIN REPAIRS BJ GEN REPAIRS & MAINT			
318504	02/22/2023	PRTD	947 LAWSON PRODUCTS	9310322603	CHECK	318503 TOTAL:	695.08	
	Invoice: 9310322603			55400	QUICK POINT KNIFES BJ GEN REPAIRS & MAINT	AP2354	150.12	
318505	02/22/2023	PRTD	2304 MAINE INFORMATION NETWORK	3971686	CHECK	318504 TOTAL:	150.12	
	Invoice: 3971686			24900	Duplicate CC Pmt 093022 Clearing	AP2354	276.76	
318506	02/22/2023	PRTD	2919 MAINE LOBSTERMENS ASSOCIATION	SML Defense	Donation	AP2354	1,000.00	
	Invoice: SML Defense		Donation	59350	Save Maine Lobstermen Legal Defense Fund CONTINGENCY			
318507	02/22/2023	PRTD	1236 MAINE OXY// SPEC AIR	3002652665	CHECK	318506 TOTAL:	1,000.00	
	Invoice: 3002652665			55400	WIRE SPOOL BJ GEN REPAIRS & MAINT	AP2354	163.09	
318508	02/22/2023	PRTD	2549 MCKESSON MEDICAL-SURGICAL	20288843	CHECK	318507 TOTAL:	163.09	
	Invoice: 20288843			53110 0404	Glucose test strips EMS Supplies	AP2354	28.13	
318509	02/22/2023	PRTD	413 M C M ELECTRIC INC	23017	CHECK	318508 TOTAL:	28.13	
	Invoice: 23017			54260	STREET LIGHT REPAIRS BJ TECH SVCS - SUSTAINABILITY	AP2354	281.00	
	Invoice: 23171		M C M ELECTRIC INC	23171	Work on Marina Pedestal GEN REPAIR & MAINT	AP2354	249.00	









02/16/2023 10:51  
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Town of Mount Desert  
A/P CASH DISBURSEMENTS JOURNAL

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

Ckg-BH General Fund 8066

INVOICE INVOICE

INV DATE PO WARRANT

NET

INVOICE DTL DESC

Invoice: 38137	STEVE CLISHAM	38137	02/02/2023	AP2354	5,343.56
	5,343.56 1550100 53200		2 LOADS SALT BJ SALT & SAND		
318517 02/22/2023 PRTD	936 NEW ENGLAND TRUCK TIRE CENTERS I 139189-08				
Invoice: 139189-08	1,745.28 1551500 53720 3,000.00 1550100 53720		TIRES BJ TIRES TIRES	AP2354	4,745.28
Invoice: 139181-08	NEW ENGLAND TRUCK TIRE CENTERS I 139181-08				
	1,628.00 1551500 53720		TIRES BJ TIRES	AP2354	1,628.00
318518 02/22/2023 PRTD	588 POWERPLAN	982185	01/26/2023	AP2354	1,530.79
Invoice: 982185	1,530.79 1550552 55405		Invoices 9801851/9802185 OC PS Gen Turbo Parts-EM GENERATOR SVCS		
318519 02/22/2023 PRTD	547 ODP BUSINESS SOLUTIONS LLC	289651783001	01/24/2023	AP2354	106.80
Invoice: 289651783001	75.36 1550552 53000 31.44 1550552 53900		Copy Paper, Legal Paper, Magic Erasers-EM OFFICE SUPPLIES OTHER EQUIPMENT		
Invoice: 289697587001	ODP BUSINESS SOLUTIONS LLC	289697587001	01/23/2023	AP2354	440.00
	220.00 1550552 53000 220.00 1550100 53000		Varidesk, Arm, Monitor, DU 9935702-EM OFFICE SUPPLIES OFFICE SUPPLIES		
Invoice: 289697587002	ODP BUSINESS SOLUTIONS LLC	289697587002	01/23/2023	AP2354	636.00
	318.00 1550552 53000 318.00 1550100 53000		Desk, Stand, Electric, 60x30-EM OFFICE SUPPLIES OFFICE SUPPLIES		
Invoice: 289702265001	ODP BUSINESS SOLUTIONS LLC	289702265001	01/23/2023	AP2354	186.98
	93.49 1550552 53000 93.49 1550100 53000		USB V2 Goldtouch Ergo, Ergonomic Multi-Angle-EM OFFICE SUPPLIES OFFICE SUPPLIES		
Invoice: 289702266001	ODP BUSINESS SOLUTIONS LLC	289702266001	01/24/2023	AP2354	146.99
	73.50 1550552 53000 73.49 1550100 53000		Evolut Vertical Mouse 4R-EM OFFICE SUPPLIES OFFICE SUPPLIES		



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Town of Mount Desert  
A/P CASH DISBURSEMENTS JOURNAL

Invoice: 289702267001

CASH ACCOUNT: 100  
CHECK NO CHK DATE

10100  
Ck-g-BH General Fund 8066

Invoice: 291196630001

TYPE VENDOR NAME

INVOICE

INVOICE DTL DESC

INVT DATE

PO

WARRANT

NET

INVOICE

NET

Invoice: 291199543001

289702267001

390.38

Invoice: 291199543001

291199543001

39.99

Invoice: 291199545001

291199545001

93.97

Invoice: 291199547002

291199547002

56.97

318520 02/22/2023 PRTD  
Invoice: 822717

784 SEACOAST SECURITY INC

822717

318521 02/22/2023 PRTD  
Invoice: 3211710391

874 STAPLES CREDIT PLAN

3211710391

Invoice: 3211710561

STAPLES CREDIT PLAN

3211710561

Invoice: 3216648861

STAPLES CREDIT PLAN

3216648861

318522 02/22/2023 PRTD  
Invoice: 48614

1314 STATE OF MAINE CHAPTER IAAO

48614

318520 02/22/2023 PRTD  
Invoice: 318519

RECURRING SERVICES BJ  
GEN REPAIRS & MAINT

318519

318520 02/22/2023 PRTD  
Invoice: 318520

CHECK

318520

318521 02/22/2023 PRTD  
Invoice: 48614

874 STAPLES CREDIT PLAN

48614

318522 02/22/2023 PRTD  
Invoice: 48614

1314 STATE OF MAINE CHAPTER IAAO

48614

318521 02/22/2023 PRTD  
Invoice: 48614

Meeting registration fee  
TRAINING

48614

318521 02/22/2023 PRTD  
Invoice: 48614

Meeting registration fee  
TRAINING

48614

318521 02/22/2023 PRTD  
Invoice: 48614

Meeting registration fee  
TRAINING

48614

318521 02/22/2023 PRTD  
Invoice: 48614

Meeting registration fee  
TRAINING

48614

318521 02/22/2023 PRTD  
Invoice: 48614

Meeting registration fee  
TRAINING

48614



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Town of Mount Desert  
A/P CASH DISBURSEMENTS JOURNAL

02/16/2023 10:51  
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CASH ACCOUNT: 100 10100 Ck-g-BH General Fund 8066 INVOICE INVOICE INVOICE INVOICE INVOICE INVOICE INVOICE INVOICE INVOICE INVOICE  
CHECK NO CHK DATE TYPE VENDOR NAME

INVOICE DTL DESC	INV DATE	PO	WARRANT	NET
CHECK	318522	TOTAL:		40.00
318523 02/22/2023 PRTD Invoice: 0129896-IN	01/20/2023	AP2354		142.49
859 SUPER SHOE INC	BOOTS AL, BJ UNIFORMS			
0129896-IN	53800			
142.49 1550100 53800				
CHECK	318523	TOTAL:		142.49
318524 02/22/2023 PRTD Invoice: 46954	02/01/2023	AP2354		240.00
714 TMDE CALIBRATION LAB INC	Radar Calibration / tuning fork certs GEN REPAIRS & MAINT			
46954				
240.00 1440110 55400				
CHECK	318524	TOTAL:		240.00
318525 02/22/2023 PRTD Invoice: INV2670	02/01/2023	AP2354		703.71
2571 JASON ROBERT MCCABE	Station 2 cleaning CUSTODIAL-S2 SH			
INV2670				
703.71 1440330 54840 432				
CHECK	318525	TOTAL:		703.71
318526 02/22/2023 PRTD Invoice: 0272969869	01/26/2023	AP2354		175.47
737 UNIFIRST CORP	HWY/MSW/P&C Uniforms-EM UNIFORMS UNIFORMS			
0272969869				
35.00 1551500 53800				
20.00 1552500 53800				
120.47 1550100 53800				
UNIFIRST CORP	01/26/2023	AP2354		93.97
Invoice: 0272969870	WW Uniforms-EM UNIFORMS			
93.97 1550552 53800				
UNIFIRST CORP	02/02/2023	AP2354		99.97
Invoice: 0272971347	WW Uniforms and Mat-EM UNIFORMS			
0272971347				
99.97 1550552 53800				
UNIFIRST CORP	02/02/2023	AP2354		175.47
Invoice: 0272971346	HWY/MSW/P&C Uniforms-EM UNIFORMS UNIFORMS			
0272971346				
35.00 1551500 53800				
20.00 1552500 53800				
120.47 1550100 53800				
UNIFIRST CORP	02/09/2023	AP2354		93.97
Invoice: 0272972846	WW Uniforms-EM UNIFORMS			
0272972846				
93.97 1550552 53800				
UNIFIRST CORP	02/09/2023	AP2354		175.47
Invoice: 0272972845	HWY/MSW/P&C Uniforms-EM UNIFORMS UNIFORMS			
0272972845				
35.00 1551500 53800				
20.00 1552500 53800				

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Town of Mount Desert  
A/P CASH DISBURSEMENTS JOURNAL



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

Ck-g-BH General Fund 8066

INVOICE INV DATE PO WARRANT NET

		INVOICE	INV DATE	PO	WARRANT	NET
INVOICE DTL DESC						
120.47	1550100 53800	UNIFORMS				
	UNIFIRST CORP					
	Invoice: 0272966228		01/12/2023	AP2354		1,160.78
		2023 Direct Sales Uniform Swap HWY/MSW/P&C-EM				
		UNIFORMS				
251.94	1551500 53800	UNIFORMS				
143.96	1552500 53800	UNIFORMS				
764.88	1550100 53800	UNIFORMS				
	UNIFIRST CORP					
	Invoice: 0272966229		01/12/2023	AP2354		170.90
		2023 Direct Sales Uniform Swap HWY/MSW/P&C-EM				
		UNIFORMS				
		CHECK			318526 TOTAL:	2,146.00
	1390 CIVES CORPORATION		02/03/2023	AP2354		834.67
	Invoice: 4522339					
318527	02/22/2023 PRTRD	ROAD WATCH BJ				
	Invoice: 4522339					
		GEN REPAIRS & MAINT				
	CIVES CORPORATION		02/03/2023	AP2354		330.00
	Invoice: 4522347					
		PLOW BLADES BJ				
		GEN REPAIRS & MAINT				
		CHECK			318527 TOTAL:	1,164.67
	760 F W WEBB COMPANY		02/02/2023	AP2354		102.66
	Invoice: 79499265					
318528	02/22/2023 PRTRD	TRANSFER SWITCH BJ				
	Invoice: 79499265					
		GEN REPAIRS & MAINT				
		CHECK			318528 TOTAL:	102.66

NUMBER OF CHECKS	COUNT	AMOUNT
97		
TOTAL PRINTED CHECKS	67	419,887.29
TOTAL WIRE TRANSFERS	2	484.74
TOTAL EFT'S	28	117,287.46
*** GRAND TOTAL	***	537,659.49

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Town of Mount Desert  
A/P CASH DISBURSEMENTS JOURNAL  
JOURNAL ENTRIES TO BE CREATED

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CLERK: 69051you

YEAR PER	JNL	SRC ACCOUNT	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	LINE DESC	T	OB	DEBIT	CREDIT
2023	8											
APP	100-20000						Accounts Payable				468,861.85	
	02/22/2023	AP2354	AP2354				AP CASH DISBURSEMENTS JOURNAL					537,659.49
APP	100-10100						Ckg-BH General Fund 8066					
	02/22/2023	AP2354	AP2354				AP CASH DISBURSEMENTS JOURNAL				12,180.25	
APP	400-20000						Accounts Payable					
	02/22/2023	AP2354	AP2354				AP CASH DISBURSEMENTS JOURNAL				38,116.75	
APP	600-20000						Accounts Payable					
	02/22/2023	AP2354	AP2354				AP CASH DISBURSEMENTS JOURNAL				18,171.80	
APP	300-20000						Accounts Payable					
	02/22/2023	AP2354	AP2354				AP CASH DISBURSEMENTS JOURNAL				28.84	
APP	200-20000						Accounts Payable					
	02/22/2023	AP2354	AP2354				AP CASH DISBURSEMENTS JOURNAL				300.00	
APP	500-20000						Accounts Payable					
	02/22/2023	AP2354	AP2354				AP CASH DISBURSEMENTS JOURNAL				537,659.49	
							GENERAL LEDGER TOTAL				537,659.49	
APP	100-35040						DT-TRUST				12,180.25	
	02/22/2023	AP2354	AP2354				DT Gen fund					12,180.25
APP	400-35010						DT-TRUST					
	02/22/2023	AP2354	AP2354				DT Gen fund				38,116.75	
APP	100-35060						DT-MARINA					
	02/22/2023	AP2354	AP2354				DT Gen fund				18,171.80	
APP	600-35010						DTF-CAP IMP					
	02/22/2023	AP2354	AP2354				DT Gen fund				28.84	
APP	100-35030						DTF-SPEC REV					
	02/22/2023	AP2354	AP2354				DT Gen fund				300.00	
APP	300-35010						DT-Permanent Trusts (Cem)					28.84
	02/22/2023	AP2354	AP2354				DT Gen fund				300.00	
APP	100-35050						DT Gen fund					300.00
	02/22/2023	AP2354	AP2354				DT-Permanent Trusts (Cem)					
APP	500-35010						DT Gen fund					
	02/22/2023	AP2354	AP2354				DT Gen fund				68,797.64	
							SYSTEM GENERATED ENTRIES TOTAL				68,797.64	
							JOURNAL 2023/08/61				606,457.13	
							TOTAL				606,457.13	

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
100 General Fund	2023 8	61	02/22/2023	Ckg-BH General Fund 8066		
100-10100				Accounts Payable	468,861.85	537,659.49
100-20000				DTF-SPEC REV	28.84	
100-35020				DTF-CAP IMP	18,171.80	
100-35030				DT-TRUST	12,180.25	
100-35040				DT-Permanent Trusts (Cem)	300.00	
100-35050				DT-MARINA	38,116.75	
100-35060				FUND TOTAL	537,659.49	537,659.49
200 Special Revenue	2023 8	61	02/22/2023	Accounts Payable	28.84	28.84
200-20000				DT Gen fund		
200-35010				FUND TOTAL	28.84	28.84
300 Capital Projects	2023 8	61	02/22/2023	Accounts Payable	18,171.80	18,171.80
300-20000				DT Gen fund		
300-35010				FUND TOTAL	18,171.80	18,171.80
400 Investment Trusts-Reserves	2023 8	61	02/22/2023	Accounts Payable	12,180.25	12,180.25
400-20000				DT Gen fund		
400-35010				FUND TOTAL	12,180.25	12,180.25
500 Permanent Trusts~Cemetery/Schl	2023 8	61	02/22/2023	Accounts Payable	300.00	300.00
500-20000				DT Gen fund		
500-35010				FUND TOTAL	300.00	300.00
600 Marina	2023 8	61	02/22/2023	Accounts Payable	38,116.75	38,116.75
600-20000				DT Gen fund		
600-35010				FUND TOTAL	38,116.75	38,116.75

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Town of Mount Desert  
A/P CASH DISBURSEMENTS JOURNAL  
JOURNAL ENTRIES TO BE CREATED

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FUND	DUE TO	DUE FROM
100 General Fund		
200 Special Revenue	68,797.64	28.84
300 Capital Projects		18,171.80
400 Investment Trusts-Reserves		12,180.25
500 Permanent Trusts~Cemetery/Schl		300.00
600 Marina		38,116.75
TOTAL	68,797.64	68,797.64

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

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

**WARRANT AP# 2352**

CHECK DATE: February 8, 2023

CHECK NUMBER:	<u>318456</u>	through	<u>318460</u>	\$ <u>8,015.61</u>	Check payments
CHECK NUMBER:	<u>59727</u>	and	<u>59728</u>	\$ <u>38,757.43</u>	Electronic payments
EFT NUMBER:	<u>N/A</u>	through	<u>N/A</u>	\$ -	ACH Payments
EFT or CK NUMBER:	<u>N/A</u>	and	<u>N/A</u>	\$ -	Voided Checks

TOTAL DISBURSEMENTS: \$ 46,773.04

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

James F Mooers

Geoffrey V Wood, Secretary



**From:** [Rick Mooers](#)  
**To:** [Lisa Young](#)  
**Subject:** Re: Warrant AP#2352 State Fees/Payroll Benefits  
**Date:** Monday, February 6, 2023 3:10:52 PM

---

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Approved!

On Mon, Feb 6, 2023 at 2:59 PM Lisa Young <[financeclerk@mtdesert.org](mailto:financeclerk@mtdesert.org)> wrote:

Greetings,

Attached is Accounts Payable Warrant #2352 (for Payroll and/or State Fees) in the amount of \$46,773.04 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,

Deputy Treasurer, Tax Collector

Town of Mount Desert

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

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

**WARRANT AP# 2353**

CHECK DATE: February 15, 2023

CHECK NUMBER:	<u>318461</u>	through	<u>318461</u>	\$	<u>5,698.00</u>	Check payments
CHECK NUMBER:	<u>N/A</u>	and	<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>	and	<u>N/A</u>	\$	-	Voided Checks

TOTAL DISBURSEMENTS: \$ 5,698.00

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

James F Mooers

Geoffrey V Wood, Secretary

TOWN OF MOUNT DESERT  
PAYROLL WARRANT

WARRANT PR# 2320

CHECK DATE: January 17, 2023

ADVICE NUMBERS: 14890 through 14942

CHECK NUMBERS: 65966 through 65975

TOTAL DISBURSEMENTS: \$ 141,934.48

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

James F Mooers

Geoffrey V Wood, Secretary

**From:** [John Macauley](#)  
**To:** [Lisa Young](#)  
**Subject:** Re: Warrant AP#2353 & PR#2320 Approval Request  
**Date:** Tuesday, February 14, 2023 12:37:46 PM

---

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This looks fine to me!

On Tue, Feb 14, 2023 at 12:23 PM Lisa Young <[financeclerk@mtdesert.org](mailto:financeclerk@mtdesert.org)> wrote:

Greetings,

Attached are the following warrants for approval:

Accounts Payable	#2353	total of	\$5,698.00
Payroll	#2320	total of	\$141,934.48

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,

Finance Clerk, Tax Collector

Town of Mount Desert

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

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--

John B Macauley, Ph.D.  
Otter Creek, Maine

# Mount Desert School Department PAYROLL WARRANT REGISTER

Report # 17024

Include Authorization Codes: Yes  
Batch: 10926  
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
	02/17/2023	IRS	INTERNAL REVENUE SERVIC		11,713.88	11,713.88	0.00	0.00	
	02/17/2023	STAT	TREASURER, STATE OF MAIN		3,864.00	3,864.00	0.00	0.00	
49509	02/17/2023	620	BEATRICE AMUSO	1	200.00	184.70	0.00	184.70	
49510	02/17/2023	617	RORY BRADFORD	1	875.00	747.83	0.00	747.83	
49511	02/17/2023	31	SUSAN M. DAMON	1	100.00	90.90	0.00	90.90	
49512	02/17/2023	621	KATELYN M. EVERSOLE	1	200.00	184.70	0.00	184.70	
49513	02/17/2023	615	JACK B. HODGDON	1	100.00	92.35	0.00	92.35	
49514	02/17/2023	605	JAMES A. MITCHELL	1	200.00	184.70	0.00	184.70	
49515	02/17/2023	619	ISABELLA R. MURPHY	1	100.00	90.90	0.00	90.90	
49516	02/17/2023	603	ABBIE PAPPAS	1	2,746.00	2,418.41	0.00	2,418.41	
49517	02/17/2023	149	MARIAH D. BAKER	1	2,155.80	1,772.93	1,772.93	0.00	
49518	02/17/2023	463	RENE L. BECKER	1	1,754.40	1,335.75	1,335.75	0.00	
49519	02/17/2023	266	JULIANNA R. BENNOCH	1	2,894.46	2,149.51	2,149.51	0.00	
49520	02/17/2023	491	SANDRA G. BOYCE	1	1,944.81	1,194.66	1,194.66	0.00	
49521	02/17/2023	314	ANDREW J. CARLSON	1	2,046.92	1,510.08	1,510.08	0.00	
49522	02/17/2023	18	JANICE P. CARROLL	1	1,514.03	1,219.02	1,219.02	0.00	
49523	02/17/2023	337	AMBER G. CHARRON	1	2,293.61	1,734.80	1,734.80	0.00	
49524	02/17/2023	91	JUDITH CULLEN	1	2,667.96	1,948.23	1,948.23	0.00	
49525	02/17/2023	613	BROOKE L. DAMON	1	1,094.33	785.11	785.11	0.00	
49526	02/17/2023	69	EMILY N. DAMON	1	89.70	82.84	82.84	0.00	
49527	02/17/2023	499	BOBBIE JO DAY	1	1,671.20	1,260.55	1,260.55	0.00	
49528	02/17/2023	308	Gloria A. Delsandro	1	4,193.42	3,145.17	3,145.17	0.00	
49529	02/17/2023	504	CRISTINA DEVORA	1	1,736.73	1,235.53	1,235.53	0.00	
49530	02/17/2023	43	SARAH R. DUNBAR	1	2,276.42	1,640.50	1,640.50	0.00	
49531	02/17/2023	611	DANIELLE EMMONS	1	1,441.06	897.79	897.79	0.00	
49532	02/17/2023	52	WANDA J. FERNALD	1	2,779.07	1,953.83	1,953.83	0.00	
49533	02/17/2023	146	CECILIA R. GARRITY	1	1,900.19	1,226.83	1,226.83	0.00	
49534	02/17/2023	63	HEATHER M. GRAVES	1	2,949.92	2,152.95	2,152.95	0.00	
49535	02/17/2023	65	GAYLE M. GRAY	1	2,779.07	1,962.31	1,962.31	0.00	
49536	02/17/2023	331	RUSSELL W. GRAY	1	1,518.29	1,273.85	1,273.85	0.00	
49537	02/17/2023	92	ABIGAIL A. HARMON	1	1,852.11	1,383.75	1,383.75	0.00	
49538	02/17/2023	485	TASHA L. HIGGINS	1	1,719.61	1,179.20	1,179.20	0.00	
49539	02/17/2023	477	ANGELIQUE E. HODGDON	1	2,101.98	1,263.00	1,263.00	0.00	
49540	02/17/2023	601	ELIZA M. HOPKINS	1	2,018.30	1,464.05	1,464.05	0.00	
49541	02/17/2023	313	ANDREA W. HOWELL	1	2,142.42	1,751.87	1,751.87	0.00	
49542	02/17/2023	293	Amy L. James	1	2,894.46	2,232.43	2,232.43	0.00	
49543	02/17/2023	90	REBECCA A. JARVIS	1	2,586.30	1,930.28	1,930.28	0.00	
49544	02/17/2023	608	EMMA JONES	1	1,074.22	853.96	853.96	0.00	
49545	02/17/2023	291	PATRICIA A. KELLEY	1	1,681.28	1,163.44	1,163.44	0.00	
49546	02/17/2023	335	CYNTHIA A. LAMBERT	1	3,086.76	1,831.01	1,831.01	0.00	
49547	02/17/2023	487	BENJAMIN MACKO	1	3,114.52	2,404.09	2,404.09	0.00	
49548	02/17/2023	292	TARA MCKERNAN	1	2,438.00	1,916.95	1,916.95	0.00	
49549	02/17/2023	490	ANNA D. MONTE	1	1,193.54	736.93	736.93	0.00	
49550	02/17/2023	237	JUSTIN B. NORWOOD	1	2,470.92	1,890.71	1,890.71	0.00	
49551	02/17/2023	508	CATHY T. OEHMKE	1	2,942.53	2,179.05	2,179.05	0.00	
49552	02/17/2023	238	WENDELL L. OPPEWALL	1	1,641.50	979.61	979.61	0.00	
49553	02/17/2023	240	JEANNE C. OTT	1	2,942.53	2,014.27	2,014.27	0.00	
49554	02/17/2023	610	VIVIENNE R. PREDOCK	1	1,285.49	1,058.44	1,058.44	0.00	
49555	02/17/2023	302	Carlos F. Rosales	1	1,249.70	719.66	719.66	0.00	
49556	02/17/2023	74	LEON E. SARGENT	1	2,379.59	1,676.56	1,676.56	0.00	
49557	02/17/2023	602	REBEKAH E. SARTIN	1	1,170.89	749.40	749.40	0.00	
49558	02/17/2023	120	KAREN L. SHARPE	1	3,423.71	2,273.53	2,273.53	0.00	
49559	02/17/2023	350	ANNA E. SILVER	1	1,412.36	1,135.38	1,135.38	0.00	
49560	02/17/2023	502	MARIA E. SIMPSON	1	2,058.73	1,711.25	1,711.25	0.00	

# Mount Desert School Department PAYROLL WARRANT REGISTER

Report # 17024

Check #	Check Date	Code	Name	Chk Grp	Gross Pay	Net Pay	Direct Deposit	Check Amt	Void	
49561	02/17/2023	503	RACHEL M. SINGH	1	2,376.96	1,869.32	1,869.32	0.00		
49562	02/17/2023	507	DANIELLE A. STANLEY	1	1,171.28	1,068.68	1,068.68	0.00		
49563	02/17/2023	404	KERRY L. TAYLOR	1	2,894.46	1,796.94	1,796.94	0.00		
49564	02/17/2023	501	MICHAEL J. TINKER	1	1,756.00	1,195.16	1,195.16	0.00		
49565	02/17/2023	459	SHANNON L. WESTPHAL	1	2,161.03	1,644.44	1,644.44	0.00		
49566	02/17/2023	AFLAC	AFLAC		127.42	127.42	0.00	127.42		
49567	02/17/2023	BCBS	ANTHEM BC/BS		11,097.30	11,097.30	0.00	11,097.30		
49568	02/17/2023	HMD	HORACE MANN COMPANIES		37.00	37.00	0.00	37.00		
49569	02/17/2023	HM	HORACE MANN INSURANCE C		1,000.00	1,000.00	0.00	1,000.00		
49570	02/17/2023	MEA	MAINE EDUCATION ASSOCIA		1,409.10	1,409.10	0.00	1,409.10		
49571	02/17/2023	MSRS	MAINE PERS		21,646.78	21,646.78	21,646.78	0.00		
49572	02/17/2023	MET	METROPOLITAN LIFE INSUR		350.00	350.00	0.00	350.00		
49573	02/17/2023	DELTA DEN	NORTHEAST DELTA DENTAL		2,424.90	2,424.90	0.00	2,424.90		
49574	02/17/2023	PRIM	PRIMERICA FINANCIAL SVCS.		1,270.00	1,270.00	0.00	1,270.00		
49575	02/17/2023	FEDHEALTH	TREASURER, STATE OF MAIN		113.82	113.82	0.00	113.82		
					<b>162,517.77</b>	<b>133,604.29</b>	<b>96,202.38</b>	<b>21,824.03</b>		

<b>Check Authorization Summary</b>			
Type	Description	Count	Amount
Employee	Checks	8	3,994.49
	Voided Checks	0	0.00
	Direct Deposits (Fully Distributed)	49	74,555.60
	ACH Employee Credits	49	74,555.60
	ACH Employee Debits (Voids)	0	0.00
Deduction	Checks	9	17,829.54
	Voided Checks	0	0.00
	ACH Vendor Credits	1	21,646.78
	ACH VendorDebits (Voids)	0	0.00
	ACH Online Payments	0	0.00
Taxes	EFTPS Payment - Debit	2	15,577.88



# Mount Desert School Department PAYROLL WARRANT REGISTER

Report # 17024

Check #	Check Date	Code	Name	Chk Grp	Gross Pay	Net Pay	Direct Deposit	Check Amt	Void
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WARRANT #           #17          

DATE: **PAID FEB 17 2023**

SUPERINTENDENT 

FINANCE OFFICER \_\_\_\_\_

FINANCE OFFICER \_\_\_\_\_

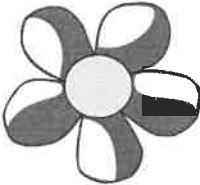
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FINANCE OFFICER \_\_\_\_\_

FINANCE OFFICER \_\_\_\_\_



\$	133,604.29	net pay
\$	49,359.56	payroll A/P
\$	182,963.85	

# Mount Desert School Department Check Register

Report # 17029

Batch: 10930  
Check Edit #: N/A  
Sort By: Vendor Name  
Include DTF Info: No

Batch #	Control Total	Status	Created By	Date Created	Last Updated By	Date Last Updated	
10930	49,359.56	Posted	Bria	02/15/2023	Bria	02/15/2023	
Vendor Code / Name			Check Number	Check Type	Check Header Information		
1200 ANTHEM BC & BS 11703			20684	Payable Payment	ANTHEM BC & BS PO BOX 645438 CINCINNATI OH 452645438		
			02/17/2023	Posted			
	<b>Payable #</b>	<b>Reference</b>	<b>Invoice #</b>	<b>Invoice Date</b>	<b>Amount</b>	<b>Discount</b>	<b>Payment</b>
	17972	ANTHEM BC & BS-BCBS FEB23	BCBS FEB23	02/17/2023	46,697.28	0.00	46,697.28
				<b>Check Totals:</b>	<b>46,697.28</b>	<b>0.00</b>	<b>46,697.28</b>
6000 MAINE PERS 11700			20685	Payable Payment	MAINE PERS PO BOX 349 AUGUSTA ME 043320349		
			02/17/2023	Posted			
			<b>Email Subject Line:</b> DDep-Notification				
			<b>Email Check Remittances To:</b> accounting@mainepers.org				
	<b>Payable #</b>	<b>Reference</b>	<b>Invoice #</b>	<b>Invoice Date</b>	<b>Amount</b>	<b>Discount</b>	<b>Payment</b>
	17971	MAINE PERS-GLI FEB23 MDES P0016	GLI FEB23 MD	02/17/2023	88.32	0.00	88.32
				<b>Check Totals:</b>	<b>88.32</b>	<b>0.00</b>	<b>88.32</b>
6000 MAINE PERS 11701			20686	Payable Payment	MAINE PERS PO BOX 349 AUGUSTA ME 043320349		
			02/17/2023	Posted			
			<b>Email Subject Line:</b> DDep-Notification				
			<b>Email Check Remittances To:</b> accounting@mainepers.org				
	<b>Payable #</b>	<b>Reference</b>	<b>Invoice #</b>	<b>Invoice Date</b>	<b>Amount</b>	<b>Discount</b>	<b>Payment</b>
	17970	MAINE PERS-GLI JAN23 MDES TT09	GLI JAN23 MD	02/17/2023	249.96	0.00	249.96
				<b>Check Totals:</b>	<b>249.96</b>	<b>0.00</b>	<b>249.96</b>
6000 MAINE PERS 11702			20687	Payable Payment	MAINE PERS PO BOX 349 AUGUSTA ME 043320349		
			02/17/2023	Posted			
			<b>Email Subject Line:</b> DDep-Notification				
			<b>Email Check Remittances To:</b> accounting@mainepers.org				
	<b>Payable #</b>	<b>Reference</b>	<b>Invoice #</b>	<b>Invoice Date</b>	<b>Amount</b>	<b>Discount</b>	<b>Payment</b>
	17969	MAINE PERS-RET FEB23 PLD P0016A	RET FEB23 PL	02/17/2023	2,324.00	0.00	2,324.00
				<b>Check Totals:</b>	<b>2,324.00</b>	<b>0.00</b>	<b>2,324.00</b>
				<b>Batch 10930 Totals:</b>	<b>49,359.56</b>	<b>0.00</b>	<b>49,359.56</b>

4 Checks Listed