



Town of Mount Desert  
Selectboard  
Agenda

**Regular Meeting**

**Monday, August 21, 2023, 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 LOW; masks are not required.**

**The regular meeting will begin immediately following the Executive Session.**

- I. Call to order at 6:00 p.m.**  
*Public please hold comments until the Selectboard Chairman opens the agenda items for public comment. When addressing the Board, state your FULL NAME (both in person and on Zoom). It is suggested that you enter your full name as your ID on Zoom.*
- II. Executive Session**
  - A. Pursuant to 1 MRS§405(6)(E) Consultation between the Board and it's attorney concerning the rights and duties of the Board, in a pending Code Enforcement matter*
  - B. Pursuant to 1 MRS§405(6)(A) Personnel Matters*
- III. Minutes**  
*None presented*
- IV. Appointments/Recognitions/Resignations**
  - A. Consider appointment of Allen Kimmerly to the Planning Board as an Alternate Member*
- V. Consent Agenda** *(These items are considered routine, and therefore, may be passed by the Selectmen in one blanket motion. Board members may remove any item for discussion by requesting such action prior to consideration of that portion of the agenda.)*
  - A. Treasurer's Report: 2<sup>nd</sup> Quarter 2023 (Apr-Jun) analysis of cash, cash equivalents, investments, reserves, and trust funds, unaudited*
  - B. Tax levy and collection analysis for fiscal year ended June 30, 2023, unaudited*
  - C. Island Connections Thank You Letter*
  - D. Maine Municipal Association Workers Compensation Fund Dividend Payment*
  - E. Hancock County Commissioners Regular Meeting Minutes from August 1, 2023*
  - F. Repeal of the State of Maine Senior Stabilization Law*
  - G. Annual notification of disposal rate change from Eastern Maine Recycling*
- VI. Selectboard's Reports**

**VII. Unfinished Business**

- A. *Mental Health Liaison Position discussion*
- B. *Authorize G.F. Johnston and Associates, on behalf of the Town of Mount Desert, to solicit bids to repair approximately two hundred lineal feet of erosion to the Seal Harbor beach shoreline caused by a strong storm surge in 2020*
- C. *Authorize Public Works Director, Brian Henkel, on behalf of the Town, to lease a new front-end loader from Beaugard Equipment in the amount of \$142,849.36 and to finance that lease through Gorham Savings Bank with lease payments being split evenly between the Public Works Equipment Reserve and the Highways yearly Loader Lease line*

**VIII. New Business**

- A. *Public Space Special Event Application – Mount Desert Sustainability Committee Tool SWAP – April 27, 2024, Northeast Harbor Village Green*
- B. *Public Space Special Event Application – Mount Desert Sustainability Committee Sports Equipment SWAP – June 1, 2024, Northeast Harbor Village Green*
- C. *Request approval to purchase a new Security Camera System from Omega Security Group for a total cost of \$7,989.00 to be split evenly between the PD Dispatch Equipment account #1440800-57400 and the Fire Department Building Repairs & Maintenance account #1440330-55200*
- D. *Request authorization to solicit competitive bids for a FY24 cruiser purchase as part of the scheduled cruiser replacement*
- E. *Office closure for Clerk’s Networking Day, September 12, 2023*
- F. *Review and consider adoption of official town-wide policies required to qualify for a premium discount on worker’s compensation through the Maine Municipal Association:*
  - 1. *Ergonomics Policy which includes a policy, Video Display Training, and Ergonomics checklist.*
  - 2. *Incident Review Policy which includes a program statement and policy.*
  - 3. *Lifting policy which includes a checklist.*
  - 4. *PPE Policy which includes a policy and a hazard assessment checklist.*
  - 5. *Return to Work Policy*
  - 6. *Safety Committee Policy*
  - 7. *Slip and Fall Prevention Policy*
- G. *Authorize Public Works Director, Brian Henkel, on behalf of the Town, to execute a contract with G.F. Johnston & Associates for engineering services for improvements to three parking lots*
- H. *Authorize Public Works Director, Brian Henkel, on behalf of the Town, to execute a contract with G.F. Johnston & Associates for design services for sidewalks in an amount not to exceed \$50,000*
- I. *Authorize Public Works Director, Brian Henkel, on behalf of the Town, to execute a contract with G.F. Johnston & Associates for engineering services for improvements to the tennis and pickleball courts at the Northeast Harbor Village Green*
- J. *Authorize Public Works Director, Brian Henkel, on behalf of the Town, to execute a contract with Olver Associates, Inc. for engineering services for replacement of the Babson Creek Bridge sanitary sewer line*

**New Business continued**

K. *Authorize Public Works Director, Brian Henkel, on behalf of the Town, to contract with Coastal Energy for #2 Heating Oil for Fiscal Year 2024 at a fixed price of \$3.08 per gallon*

**IX. 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*

**X. Treasurer's Warrants**

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

Town Invoices	AP#2411	8/22/2023	\$1,652,294.46
<b>Total</b>			<b>\$1,652,294.46</b>

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

State Fees & PR Benefits	AP#2409	8/8/2023	\$21,291.86
	AP#2410	8/15/2023	\$46,758.80
Town Payroll	PR#2405	8/18/2023	\$198,072.23
<b>Total</b>			<b>\$266,122.89</b>

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

School Invoices			\$0
School Payroll	PR#4	8/18/2023	\$147,980.27
Voided Disbursements			\$0
<b>Total</b>			<b>\$147,980.27</b>

<b>Grand Total</b>			<b>\$2,066,397.62</b>
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**XI. Adjournment**

The next regularly scheduled meeting is at 6:30 p.m., Monday, September 5, 2023 in the Meeting Room, Town Hall, Northeast Harbor

Selectboard Meeting Agenda August 21, 2023, 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=RmozZjBOVWhUTQrR XR5QzFEZEEyQT09>

**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.

**APPOINTMENTS**

**RECOGNITIONS**

**RESIGNATIONS**



**From:** [William Hanley](#)  
**To:** [Town Clerk](#)  
**Subject:** BOS Recommendation  
**Date:** Thursday, August 10, 2023 5:47:56 PM

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Claire,

Could you please convey to the BOS that the PB voted unanimously last night in favor of making the recommendation to the BOS to appoint Allen Kimmerly to the PB as an alternate member.

Thanks - Bill

Get [Outlook for iOS](#)



**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.mtdesert.org](http://www.mtdesert.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: Allen Kimmerly Date: July 10, 2023  
Street Address: 8 Cider Ridge Road Phone: Home         
Mail Address: PO Box 426 Work         
E-mail: akimmerly11@gmail.com Cell 207-266-4088

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

Appointment(s) requested: Planning Board

If you have previously served on any Boards or Committees in the Town of Mount Desert, please describe your experience: Harbor Committee, enjoy being part of our water front, Warrant & LUSO committees

Are there other background experiences or skills that you feel would contribute to this appointment?

Being someone who listens than acts

Why are you interested in this appointment? To be part of our town

What are your goals for this Board or Committee? To keep our town wonderful

Do you have conflicts with meeting times or group assignments? None known



# **CONSENT AGENDA**





08/02/2023 12:42  
6905jwr.i

Town of Mount Desert  
ACCOUNT SUMMARY TRIAL BALANCE FOR FY23/APR TO EOY  
FUND

P 1  
glarbal

ACCOUNT NAME	ORG	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
100-00-000-000-10100	100					
Ckg-BH General Fund 8066		2,948,240.04	3,781,329.15	6,506,522.23	-2,725,193.08	223,046.96
100-00-000-000-10100-0422	100					
Ckg ICS - BH GF 8066		2,694,834.52	.00	.00	.00	2,694,834.52
100-00-000-000-10110-	100					
MAR CC - BH 7028		25,000.21	5,154.29	30,154.50	-25,000.21	.00
100-00-000-000-10110-0422	100					
CC ICS - BH 7028		2,575.71	1.26	2,576.97	-2,575.71	.00
100-00-000-000-10110-70286	100					
Ckg-BH CC MARINA 7028		.00	177.00	177.00	.00	.00
100-00-000-000-10112	100					
Ckg-BH MDES 1610		27,173.86	1,216,930.70	1,216,911.03	19.67	27,193.53
100-00-000-000-10112-0422	100					
Ckg ICS - BH MDES 1610		6.86	5.68	3.09	2.59	9.45
100-00-000-000-10137-	100					
MM-FA - 0708		3,196,205.12	31,987.97	.00	31,987.97	3,228,193.09
TOTALS FOR FUND 100		8,894,036.32	5,035,586.05	7,756,344.82	-2,720,758.77	6,173,277.55
General Fund						

ACCOUNT NAME	BEG. BALANCE	ORG	DEBITS	CREDITS	NET CHANGE	END BALANCE
1000 American Rescue Act Plan Fund						
Cash in Bank	153,470.35	1000	.00	.00	.00	153,470.35
TOTALS FOR FUND 1000						
American Rescue Act Plan Fund	153,470.35		.00	.00	.00	153,470.35



08/02/2023 12:42  
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Town of Mount Desert  
ACCOUNT SUMMARY TRIAL BALANCE FOR FY23/APR TO EOY  
FUND

P 3  
glarbal

ACCOUNT NAME	ORG	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
300 Capital Projects	300					
300-00-000-000-10000-						
Cash in Bank - SR 2022A		3,980,214.80	4,208.17	1,027,492.34	-1,023,284.17	2,956,930.63
300-03-000-000-056-10000-		.00	50,000.00	.00	50,000.00	50,000.00
Cash in Bank		.00	210,000.00	.00	210,000.00	210,000.00
300-03-000-000-058-10000-		.00	780,000.00	.00	780,000.00	780,000.00
Cash in Bank		.00	900,000.00	.00	900,000.00	900,000.00
300-03-000-000-059-10000-		.00	360,000.00	.00	360,000.00	360,000.00
Cash in Bank		.00	250,000.00	.00	250,000.00	250,000.00

TOTALS FOR FUND 300  
Capital Projects

		3,980,214.80	2,554,208.17	1,027,492.34	1,526,715.83	5,506,930.63
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ACCOUNT NAME	BEG. BALANCE	ORG	DEBITS	CREDITS	NET CHANGE	END BALANCE
REPORT TOTALS	13,027,721.47		7,589,794.22	8,783,837.16	-1,194,042.94	11,833,678.53

\*\* END OF REPORT - Generated by Jacob Wright \*\*

Income Statement

BB	Int/Div	Annual	Transfers		Disbursemen	Net Cash		Change in MV	EB	
			Sub-Reserve	to/from other		ts	Sales/Purch			
	1.00	2.00	3.00	4.00	5.00	6.00	7.00	8.00	9.00	
Net Interest Rate, annualized 0.37%										
Net Capital Gains 0.42%										
	9,428,603.45	6,006.77					(3,101.70)	(2,905.07)	42,830.30	9,471,433.75
<b>Org Object Project Description</b>										
100-00-000-000-11110	100	11110	General Fund Investments	2,024,426.75	1,289.72		(665.97)			2,025,050.50
400-00-000-000-11110	400	11110	CF Reserve Investments	6,437,571.43	4,101.31		(2,117.78)	(2,905.07)	42,830.30	6,479,580.19
600-00-000-000-11110	600	11110	Marina Reserve Investments	966,505.26	615.74		(317.95)			966,803.05
<b>General Fund Interest</b>										
100-00-000-000-40410	100	40410	Investment Earnings	(36,187.94)	(1,289.72)		665.97			(36,811.69)
<b>Marina Reserves</b>										
600-04-101-000-000-24680	6410100	24680	NEH Marina Cap Improve Reserve	(47,244.24)	(34.40)		17.76			(47,260.88)
600-04-101-000-000-24681	6410100	24681	NEH Mooring/Floats Reserve	(555,915.59)	(259.12)		133.80			(556,040.91)
600-04-101-000-000-24683	6410100	24683	NEH Work Truck Reserve	(22,783.94)	(16.58)		8.57			(22,791.95)
600-04-101-000-000-24686	6410100	24686	NEH Boat Reserve	(107,581.95)	(78.32)		40.44			(107,619.83)
600-04-101-000-000-24687	6410100	24687	Marina Equipment Reserve (Security)	(10,196.28)	(7.42)		3.83			(10,199.87)
600-04-102-000-000-24600	6410200	24600	Seal Harbor Dock Capital Improvement Reserve	(87,035.59)	(63.37)		32.72			(87,066.24)
600-04-102-000-000-24601	6410200	24601	Seal Harbor Mooring/Floats Reserve	(124,652.51)	(90.75)		46.86			(124,696.40)
600-04-103-000-000-24670	6410300	24670	Bartlett Dock Capital Improvement Reserve	(36,751.96)	(26.76)		13.82			(36,764.90)
600-04-103-000-000-24671	6410300	24671	Bartlett Harbor Mooring/Floats Reserve	(53,592.84)	(39.02)		20.15			(53,611.71)
<b>Sub-Marina Reserves</b>										
<b>MARINA RESERVES - TOTAL</b>										
				(845,754.90)	(615.75)		317.95			(846,052.70)
<b>Capital Reserves</b>										
400-00-000-000-000-24200	400	24200	Capital Land Acquisition	(296,280.27)	(306.05)		158.03			(296,428.29)
400-00-201-000-000-24209	4020100	24209	Town Manager Telephone Reserve	(30,920.64)	(31.94)		16.49			(30,936.09)
400-00-202-000-000-24205	4020200	24205	Clerks Reserve	(10,891.17)	(11.25)		5.81			(10,896.61)
400-00-202-000-000-24205-421	4020200	24205	421 Clerks - Tabulating Machine	(12,735.78)	(13.16)		6.79			(12,742.15)
400-00-202-000-000-24205-422	4020200	24205	422 Clerks - Historical Preservation	(34,202.91)	(35.33)		18.24			(34,220.00)
400-00-205-000-000-24206	4020500	24206	Treasurer Cap Imp Reserve	(16,432.79)	(16.97)		8.77			(16,440.99)
400-00-206-000-000-24208	4020600	24208	Assessment Cap Imp Reserve	(8,610.73)	(8.89)		4.59			(8,615.03)
400-00-206-000-000-24211	4020600	24211	Assessor-Aerial Photo Reserve	(13,220.90)	(13.66)		7.05			(13,227.51)
400-00-207-000-000-24283	4020700	24283	CEO Work Truck Reserve	(33,024.96)	(34.11)		17.62			(33,041.45)
400-00-403-000-000-24470	4040300	24470	Fire Stations Building Reserve	(112,500.15)	(116.21)		60.01			(112,557.35)
400-00-403-000-000-24471	4040300	24471	Fire Equipment/Engine Reserve	(1,443,230.34)	(1,490.83)		1,794.00			(1,442,927.17)
400-00-403-000-000-24474	4040300	24474	Fire Ponds & Dry Hydrant Reserve	(75,094.11)	(77.57)		40.05			(75,131.63)
400-00-408-000-000-24406	4040800	24406	Communication Cap Imp Reserve	(131,705.13)	(136.05)		70.25			(131,770.93)
400-00-501-000-000-24500	4050100	24500	Public Works Equipment Reserve	(97,824.18)	(101.05)		13,231.11			(84,641.94)
400-00-501-000-000-24570	4050100	24570	Town Office Building Reserve	(167,655.86)	(173.18)	34,820.50	89.43			(132,919.11)
400-00-501-000-000-24573	4050100	24573	Public Works Road Reserve	(243,455.38)	(251.49)		129.86			(243,551.01)
400-00-501-000-000-24584	4050100	24584	Bait House Reserve	(5,208.58)	(5.38)		2.78			(5,211.18)
400-00-505-000-000-24501	4050500	24501	Wastewater Capital Improvement Reserve	(85,793.33)	(88.62)		45.76			(85,836.19)
400-00-505-000-000-24583	4050500	24583	Wastewater Work Truck reserve	(101,203.67)	(104.54)		53.98			(101,254.23)
400-00-515-000-000-24581	4051500	24581	Refuse Truck Reserve	(159,216.70)	(164.47)		84.93			(159,296.24)
400-00-520-000-000-24571	4052000	24571	PW Grounds Reserve	(31,001.26)	(32.02)		16.54			(31,016.74)
<b>Sub-Capital Reserves (do not allocate proportional share of interest/fees)</b>										
400-00-501-000-000-24500-08.21	4050100	24500	08.21 8.21 BOS VI. D. - truck/plow	(179,630.00)						(179,630.00)
400-00-501-000-000-24573-466	4050100	24573	466 Encumbered \$15k Beech Hill Culv 050420	(2,208.30)						(2,208.30)
400-00-501-000-000-24500-07.22	4050100	24500	07.22 7.18.22 BOS - 2024 Plow Truck - Daigle	(98,000.00)						(98,000.00)
400-00-515-000-000-24581-08.22	4051500	24581	08.22 8.1.22 BOS - Packer Truck	(193,041.20)						(193,041.20)
400-00-501-000-000-24500-08.22	4050100	24500	08.22 8.15.22 BOS - Equip	(109,909.00)						(109,909.00)
<b>CAPITAL RESERVES - TOTAL</b>										
				(3,692,992.34)	(3,212.75)	34,820.50	15,025.11	1,658.96		(3,644,700.52)
<b>General Reserves</b>										
400-00-206-000-000-24207	4020600	24207	Revaluation Reserve	(185,249.75)	(191.36)		98.81			(185,342.30)
400-00-208-000-203-24212	4020800	24212	Benefit Accrual Reserve	(153,553.09)	(158.62)		81.90			(153,629.81)
400-00-208-000-203-52300	4020800	52300	FCMA 01 - Benefit Accrual Reserve	-	-		-			-
400-00-208-000-203-52300	4020800	52300	FICA - Benefit Accrual Reserve	-	-		-			-
400-00-208-000-203-52310	4020800	52310	MEDICARE - Benefit Accrual Reserve	-	-		-			-
400-00-401-000-000-24405	4040100	24405	Police Cap Imp Reserve	(95,643.08)	(98.80)		51.02			(95,690.86)
400-00-401-000-000-24473	4040100	24473	Police Training Cost Reserve	(67,318.16)	(69.54)		35.91			(67,351.79)
400-00-407-000-000-24204	4040700	24204	Dog Welfare Reserve	(5,977.51)	(6.17)		3.19			(5,984.49)
400-00-505-000-000-24203	4050500	24203	Wastewater Bond Payment Reserve	(309,626.01)	(319.84)	(4.00)	165.15			(309,790.70)
400-00-525-000-000-24572	4052500	24572	PW Parks & Cemetery Reserve	(42,825.02)	(44.24)		22.84			(42,846.42)
<b>Sub-General Reserves (do not allocate proportional share of interest/fees)</b>										
400-00-206-000-000-24207-11.20	4020600	24207	11.20 Vision Reval 11.16.20 BOS MTG	(1,608.23)						(1,608.23)
400-00-403-000-000-24475	4040300	24475	Donation Reserve - NEHAS	-	-		-			-
<b>GENERAL RESERVES - TOTAL</b>										
				(861,800.85)	(888.57)	(4.00)	458.82			(862,234.60)
<b>Capital Gains Reserve</b>										
400-00-000-000-000-24202	400	24202	Capital Gains Reserve	(994,126.03)			2,905.07	(42,830.30)	(1,034,051.26)	
<b>CAPITAL GAINS RESERVE TOTAL</b>										
				(994,126.03)			2,905.07	(42,830.30)	(1,034,051.26)	
<b>MARINA</b>										
				(845,754.90)	(615.75)		317.95			(846,052.70)
<b>RESERVE FUND</b>										
				(5,548,919.22)	(4,101.32)	34,820.50	(4.00)	15,025.11	2,117.78	2,905.07
400-00-000-000-000-20000	400	20000	Accounts Payable	(16,369.71)			16369.71			
400-00-000-000-000-24560	400	24560	Retainage Payable	(7,823.41)						(7,823.41)
400-00-000-000-000-35010	400	35010	Due (to) from GDF	(864,559.09)	0.01	(34,820.50)	4.00	(31,394.82)		(930,770.40)
100-00-000-000-000-35040	100	35040	Due (to) from 400 Fund	864,559.09	(0.01)	34,820.50	(4.00)	31,394.82		930,770.40

Net Interest Rate, annualized 2.36%	BB	Int/Div	Annual	Transfers			Disbursements	Fees	Net Cash	Change in MV	EB	
				Funds	to/from							Other
					activity	Sub-Reserve						
Net Capital Gains -1.00%	9,471,433.75	21,755.05	2.00	3.00	4.00	5.00	6.00	7.00	8.00	9.00	9,395,198.62	
								(3,148.74)	(18,606.31)	(76,235.13)		
<b>Org Object Project Description</b>												
100-00-000-000-11110	100	11110	General Fund Investments	2,025,050.50	4,651.36				(673.22)		2,029,028.64	
400-00-000-000-11110	400	11110	GF Reserve Investments	6,479,580.19	14,883.03				(2,154.11)	(18,606.31)	6,397,467.67	
600-00-000-000-11110	600	11110	Marina Reserve Investments	966,803.05	2,220.66				(321.41)		968,702.30	
				9,471,433.74	21,755.05				(3,148.74)	(18,606.31)	9,395,198.61	
<b>General Fund Interest</b>												
100-00-000-000-40410	100	40410	Investment Earnings	(36,811.69)	(4,651.36)				673.17		(40,789.88)	
				(36,811.69)	(4,651.36)				673.17		(40,789.88)	
<b>Marina Reserves</b>												
600-04-101-000-000-24680	6410100	24680	NEH Marina Cap Improve Reserve	(47,260.88)	(124.05)				17.97		(47,366.96)	
600-04-101-000-000-24681	6410100	24681	NEH Mooring/Floats Reserve	(356,040.91)	(934.51)				135.26		(356,840.16)	
600-04-101-000-000-24683	6410100	24683	NEH Work Truck Reserve	(22,791.96)	(59.82)				8.66		(22,843.12)	
600-04-101-000-000-24686	6410100	24686	NEH Boat Reserve	(107,619.83)	(282.47)				40.88		(107,861.42)	
600-04-101-000-000-24687	6410100	24687	Marina Equipment Reserve (Security)	(10,199.87)	(26.77)				3.87		(10,222.77)	
600-04-102-000-000-24600	6410200	24600	Seal Harbor Dock Capital Improvement Reserve	(87,066.24)	(228.53)			4,800.00	33.08		(82,461.69)	
600-04-102-000-000-24601	6410200	24601	Seal Harbor Mooring/Floats Reserve	(124,696.40)	(327.29)				47.37		(124,976.32)	
600-04-103-000-000-24670	6410300	24670	Bartlett Dock Capital Improvement Reserve	(36,164.90)	(96.50)				13.97		(36,247.43)	
600-04-103-000-000-24671	6410300	24671	Bartlett Harbor Moorings/Floats Reserve	(53,611.71)	(140.72)				20.37		(53,732.06)	
				(846,052.70)	(2,220.66)			4,800.00	321.43		(843,151.93)	
<b>Sub-Marina Reserves</b>												
<b>MARINA RESERVES - TOTAL</b>												
				(846,052.70)	(2,220.66)			4,800.00	321.43		(843,151.93)	
<b>Capital Reserves</b>												
400-00-000-000-000-24200	400	24200	Capital Land Acquisition	(296,428.29)	(1,146.93)				166.00		(297,409.22)	
400-00-201-000-000-24209	4020100	24209	Town Manager Telephone Reserve	(90,936.09)	(119.70)				17.32		(91,038.47)	
400-00-202-000-000-24205	4020200	24205	Clerks Reserve	(10,896.61)	(42.16)				6.10		(10,932.67)	
400-00-202-000-000-24205-421	4020200	24205	421 Clerks -Tabulating Machine	(12,742.15)	(49.30)				7.14		(12,784.31)	
400-00-202-000-000-24205-422	4020200	24205	422 Clerks -Historical Preservation	(14,220.00)	(132.40)				19.16		(14,333.24)	
400-00-205-000-000-24206	4020500	24206	Treasurer Cap Imp Reserve	(16,440.99)	(68.51)				9.21		(16,495.39)	
400-00-206-000-000-24208	4020600	24208	Assessment Cap Imp Reserve	-	-			8,615.03			8,615.03	
400-00-206-000-000-24211	4020600	24211	Assessor-Aerial Photo Reserve	(13,227.51)	(51.18)				7.41		(13,271.28)	
400-00-207-000-000-24283	4020700	24283	CEO Work Truck Reserve	(33,041.45)	(127.84)				18.50		(33,150.79)	
400-00-403-000-000-24470	4040300	24470	Fire Stations Building Reserve	(112,557.35)	(435.50)				63.03		(112,979.82)	
400-00-403-000-000-24471	4040300	24471	Fire Equipment/Engine Reserve	(1,442,147.35)	(5,579.91)				807.61		(1,446,919.65)	
400-00-403-000-000-24474	4040300	24474	Fire Ponds & Dry Hydrant Reserve	(75,131.63)	(290.70)				42.07		(75,380.26)	
400-00-408-000-000-24406	4040800	24406	Communication Cap Imp Reserve	(131,770.93)	(509.84)				73.79		(132,206.98)	
400-00-501-000-000-24500	4050100	24500	Public Works Equipment Reserve	(84,641.94)	(327.49)			90,558.11	47.40		5,636.08	
400-00-501-000-000-24570	4050100	24570	Town Office Building Reserve	(132,919.11)	(514.29)				74.44		(133,358.96)	
400-00-501-000-000-24573	4050100	24573	Public Works Road Reserve	(243,581.01)	(942.46)				136.41		(244,387.06)	
400-00-501-000-000-24584	4050100	24584	Bait House Reserve	(5,211.18)	(20.16)				2.92		(5,228.42)	
400-00-505-000-000-24501	4050500	24501	Wastewater Capital Improvement Reserve	(85,836.19)	(332.11)				48.07		(86,120.23)	
400-00-505-000-000-24583	4050500	24583	Wastewater Work Truck reserve	(101,254.23)	(391.77)				56.70		(101,589.30)	
400-00-515-000-000-24581	4051500	24581	Refuse Truck Reserve	(159,296.24)	(616.34)				89.21		(159,823.37)	
400-00-520-000-000-24571	4052000	24571	PW Grounds Reserve	(31,016.74)	(120.01)				17.37		(31,119.38)	
				(3,053,296.99)	(11,813.70)			99,173.14	1,709.86		(2,972,842.72)	
<b>Sub-Capital Reserves (do not allocate proportional share of interest/fees)</b>												
400-00-501-000-000-24500-08.21	4050100	24500	08.21 8.2.21 BOS VI. D. - truck/plow	(179,630.00)							(179,630.00)	
400-00-501-000-000-24573-466	4050100	24573	466 Encumbered \$15k Beech Hill Culv 050420	(2,208.30)							(2,208.30)	
400-00-501-000-000-24500-07.22	4050100	24500	07.22 7.18.22 BOS - 2024 Plow Truck - Daigle	(98,000.00)							(98,000.00)	
400-00-515-000-000-24581-08.22	4051500	24581	08.22 8.1.22 BOS - Packer Truck	(193,041.20)							(193,041.20)	
400-00-501-000-000-24500-08.22	4050100	24500	08.22 8.15.22 BOS - Equip	(109,909.00)							(109,909.00)	
				(582,788.50)							(582,788.50)	
<b>CAPITAL RESERVES - TOTAL</b>												
				(3,636,085.49)	(11,813.70)			99,173.14	1,709.86		(3,555,631.22)	
<b>General Reserves</b>												
400-00-206-000-000-24207	4020600	24207	Revaluation Reserve	(185,342.30)	(717.12)			(8,615.03)	103.79		(194,570.66)	
400-00-208-000-203-24212	4020800	24212	Benefit Accrual Reserve	(153,629.81)	(594.42)				86.03		(154,138.20)	
400-00-208-000-203-52300	4020800	52300	ICMA 401 - Benefit Accrual Reserve									
400-00-208-000-203-52300	4020800	52300	FICA - Benefit Accrual Reserve									
400-00-208-000-203-52310	4020800	52310	MEDICARE - Benefit Accrual Reserve									
400-00-401-000-000-24405	4040100	24405	Police Cap Imp Reserve	(95,690.86)	(370.24)			(67,351.79)	53.59		(163,359.30)	
400-00-401-000-000-24473	4040100	24473	Police Training Cost Reserve					67,351.79			67,351.79	
400-00-407-000-000-24204	4040700	24204	Dog Welfare Reserve	(5,984.49)	(23.15)			(29.00)	3.35		(6,033.29)	
400-00-505-000-000-24203	4050500	24203	Wastewater Bond Payment Reserve	(309,780.70)	(1,198.59)				173.48		(310,805.81)	
400-00-525-000-000-24572	4052500	24572	PW Parks & Cemetery Reserve	(42,846.42)	(165.78)				23.99		(42,988.21)	
				(793,274.58)	(3,069.30)			(75,995.82)	67,351.79	444.23	(871,895.47)	
<b>Sub-General Reserves (do not allocate proportional share of interest/fees)</b>												
400-00-206-000-000-24207-11.20	4020600	24207	11.20 Vision Reval 11.16.20 BOS MTG	(1,608.23)							(1,608.23)	
400-00-403-000-000-24475	4040300	24475	Donation Reserve - NEHAS									
				(1,608.23)							(1,608.23)	
<b>GENERAL RESERVES - TOTAL</b>												
				(794,882.81)	(3,069.30)			(75,995.82)	67,351.79	444.23	(873,503.70)	
<b>Capital Gains Reserve</b>												
400-00-000-000-000-24202	400	24202	Capital Gains Reserve	(1,034,051.26)					18,606.31	76,235.13	(939,209.82)	
<b>CAPITAL GAINS RESERVE TOTAL</b>												
				(1,034,051.26)					18,606.31	76,235.13	(939,209.82)	
<b>MARINA</b>												
				(846,052.70)	(2,220.66)			4,800.00	321.43		(843,151.93)	
<b>RESERVE FUND</b>												
				(5,465,019.56)	(14,883.00)			(75,995.82)	166,524.93	2,154.09	(5,368,344.74)	
400-00-000-000-000-20000	400	20000	Accounts Payable					(90,520.00)			(90,520.00)	
400-00-000-000-000-24560	400	24560	Retainage Payable	(7,823.41)							(7,823.41)	
400-00-000-000-000-35010	400	35010	Due (to) From GOF	(930,770.40)	(0.03)			75,995.82	(76,004.93)	0.02	(930,779.52)	
100-00-000-000-000-35040	100	35040	Due (to) from 400 Fund	930,770.40	0.03			(75,995.82)	76,004.93	(0.02)	930,779.52	









ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	ORG	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
100-00-000-000-11110	Investment-FA				100	2,024,426.75				
10	120 GNI	04/30/23	Apr-23	Reserve			623.75	.00	623.75	
11	138 GNI	05/31/23	May-23	Investment Re			3,978.14	.00	4,601.89	
12	127 GNI	06/30/23	Jun-23				5,507.83	.00	10,109.72	
	100-11110					2,024,426.75	10,109.72	.00	10,109.72	2,034,536.47
TOTALS FOR FUND 100						2,024,426.75	10,109.72	.00	10,109.72	2,034,536.47
General Fund										

ACCOUNT PER	ACCOUNT NAME	JNL	SRC	EFF DATE	REFERENCE	ORG	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
400	Investment Trusts-Reserves										
400-00-000-000-000-11110-	Investment-AT					400	6,437,671.43				
10	120 GNI			04/30/23	Apr-23			41,908.76	.00	41,908.76	
11	138 GNI			05/31/23	May-23			.00	82,112.52	-40,203.76	
12	126 GEN			06/23/23				.00	500,142.43	-540,346.19	
12	127 GNI			06/30/23	Jun-23			208,474.96	.00	-331,871.23	
							6,437,671.43	250,383.72	582,254.95	-331,871.23	6,105,800.20
TOTALS FOR FUND 400											
	Investment Trusts-Reserves						6,437,671.43	250,383.72	582,254.95	-331,871.23	6,105,800.20

ACCOUNT PER	ACCOUNT NAME	JNL	SRC	EFF DATE	REFERENCE	ORG	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE	
600	Marina											
600-00-000-000-11110	M-Investment					600	966,505.26					
10	120 GNI			04/30/23	Apr-23			297.79	.00	297.79		
11	138 GNI			05/31/23	May-23			1,899.25	.00	2,197.04		
12	127 GNI			06/30/23	Jun-23			2,629.55	.00	4,826.59		
							966,505.26	4,826.59	.00	4,826.59	971,331.85	
TOTALS FOR FUND 600												
	Marina						966,505.26	4,826.59	.00	4,826.59	971,331.85	



ACCOUNT ACCOUNT NAME PER JNL SRC EFF DATE REFERENCE	ORG	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
REPORT TOTALS		9,428,603.44	265,320.03	582,254.95	-316,934.92	9,111,668.52

\*\* END OF REPORT - Generated by Jacob Wright \*\*

ACCOUNT NAME	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
400-00-000-000-000-24200-					
Cap Land Acq	-296,280.27	.00	2,441.40	-2,441.40	-298,721.67
400-00-000-000-000-24202-					
Cap Gains	-994,126.03	94,841.43	231,034.14	-136,192.71	-1,130,318.74
400-00-201-000-000-24209-					
TM Telephone Reserve	-30,920.64	.00	254.80	-254.80	-31,175.44
400-00-202-000-000-24205-					
TC Town Clerk Reserve	-10,891.17	.00	89.75	-89.75	-10,980.92
400-00-202-000-000-24205-421					
TC-TABULATING MACHINES	-12,735.78	.00	104.95	-104.95	-12,840.73
400-00-202-000-000-24205-422					
TC-HISTORICAL PRESERVATION	-34,202.91	.00	281.84	-281.84	-34,484.75
400-00-205-000-000-24206-					
FN Treas Capital Resv	-16,432.79	.00	135.39	-135.39	-16,568.18
400-00-206-000-000-24207-					
AS Resv-Reval	-185,249.75	.00	10,179.54	-10,179.54	-195,429.29
400-00-206-000-000-24207-11.20					
Vision Reval 11.16.20 BOS MTG	-1,608.23	.00	.00	.00	-1,608.23
400-00-206-000-000-24208-					
AS Resv-Vision Server	-8,610.73	8,615.03	4.30	8,610.73	.00
400-00-206-000-000-24211-					
AS Resv-Aerial Ortho Photo	-13,220.90	.00	108.95	-108.95	-13,329.85
400-00-207-000-000-24283-					
CE Truck Resv	-33,024.96	.00	272.12	-272.12	-33,297.08
400-00-208-000-203-24212-					
GG Benefit Accrual Reserve	-153,553.09	.00	1,265.31	-1,265.31	-154,818.40
400-00-401-000-000-24405-					
PD Capital Resv	-95,643.08	.00	68,437.12	-68,437.12	-164,080.20
400-00-401-000-000-24473-					
PD Training Resv	-67,318.16	67,351.79	33.63	67,318.16	.00
400-00-403-000-000-24470-					
FD Bldg Resv	-112,501.15	.00	927.03	-927.03	-113,428.18
400-00-403-000-000-24471-					
FD Equip/Engine Resv	-1,443,220.34	36,082.84	11,878.47	24,204.37	-1,419,015.97
400-00-403-000-000-24474-					
FD-Fire Ponds/Dry Hydrants Rsv	-75,094.11	.00	618.80	-618.80	-75,712.91
400-00-407-000-000-24204-					
AC Animal Welfare Rsv	-5,977.51	.00	113.41	-113.41	-6,090.92
400-00-408-000-000-24406-					
CM Dispatch Capital Reserve	-131,705.13	.00	1,085.27	-1,085.27	-132,790.40
400-00-501-000-000-24500-					
PW Equip Resv	-97,824.18	203,139.22	185,453.54	17,685.68	-80,138.50
400-00-501-000-000-24500-07.22					
7.18.22 BOS - 2024 Plow Truck	-98,000.00	.00	.00	.00	-98,000.00
400-00-501-000-000-24500-08.21					
8.2.21 BOS VI. D. - truck/plow	-179,630.00	184,750.00	5,120.00	179,630.00	.00
400-00-501-000-000-24500-08.22					
8.15.22 BOS - Equip	-109,909.00	.00	.00	.00	-109,909.00
400-00-501-000-000-24570-					
PW Bldg Resv	-167,655.86	34,820.50	1,112.11	33,708.39	-133,947.47
400-00-501-000-000-24573-					
PW Road Resv	-243,459.38	.00	2,006.15	-2,006.15	-245,465.53
400-00-501-000-000-24573-466					

Town of Mount Desert  
ACCOUNT SUMMARY TRIAL BALANCE FOR FY23/APR TO EOY  
FUND

ACCOUNT NAME	ORG	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
PW Road Resv-BH Crossrd Culv		-2,208.30	.00	.00	.00	-2,208.30
400-00-501-000-000-24584-	4050100					
PW Bait Hse Resv		-5,208.58	.00	42.91	-42.91	-5,251.49
400-00-505-000-000-24203-	4050500					
WW Bond Resv		-309,626.01	.00	2,551.36	-2,551.36	-312,177.37
400-00-505-000-000-24501-	4050500					
WW Capital Resv		-85,793.33	.00	706.94	-706.94	-86,500.27
400-00-505-000-000-24583-	4050500					
WW Truck Resv		-101,203.67	.00	833.94	-833.94	-102,037.61
400-00-515-000-000-24581-	4051500					
WW Refuse Truck Resv		-159,216.70	.00	1,311.96	-1,311.96	-160,528.66
400-00-515-000-000-24581-08.22	4051500					
8.1.22 BOS - Packer Truck		-193,041.20	.00	.00	.00	-193,041.20
400-00-520-000-000-24571-	4055200					
PW Grounds Reserve		-31,001.26	.00	255.45	-255.45	-31,256.71
400-00-525-000-000-24572-	4055250					
PW Parks & Cemtery Reserve		-42,825.02	.00	352.89	-352.89	-43,177.91
TOTALS FOR FUND 400		-5,548,919.22	629,600.81	529,013.47	100,587.34	-5,448,331.88
Investment Trusts-Reserves						



ACCOUNT NAME	ORG	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
600 Marina	6410100					
600-04-101-000-000-24680-M NEH CAPITAL RESERVE	6410100	-47,244.23	36,500.00	36,770.46	-270.46	-47,514.69
600-04-101-000-000-24681-M NEH Moorings/Floats Reserve	6410100	-355,915.59	.00	2,037.45	-2,037.45	-357,953.04
600-04-101-000-000-24683-M NEH Wk Tk Resv	6410100	-22,783.94	.00	130.42	-130.42	-22,914.36
600-04-101-000-000-24686-M NEH Boat Resv	6410100	-107,581.95	.00	615.85	-615.85	-108,197.80
600-04-101-000-000-24687-M NEH Equip Resv	6410100	-10,196.28	.00	58.37	-58.37	-10,254.65
600-04-102-000-000-24600-M SH Capital Reserve	6410200	-87,035.59	4,800.00	483.28	4,316.72	-82,718.87
600-04-102-000-000-24601-M SH Mooring/Float Reserve	6410200	-124,652.51	.00	713.58	-713.58	-125,366.09
600-04-103-000-000-24670-M BI Capital Reserve	6410300	-36,751.96	.00	210.38	-210.38	-36,962.34
600-04-103-000-000-24671-M BI Moor/Flt Resv	6410300	-53,592.84	.00	306.80	-306.80	-53,899.64

TOTALS FOR FUND 600	ORG	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
Marina		-845,754.89	41,300.00	41,326.59	-26.59	-845,781.48



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Town of Mount Desert  
ACCOUNT SUMMARY TRIAL BALANCE FOR FY23/APR TO EOY  
FUND

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ACCOUNT ACCOUNT NAME	BEG. BALANCE	ORG	DEBITS	CREDITS	NET CHANGE	END BALANCE
REPORT TOTALS	-6,394,674.11		670,900.81	570,340.06	100,560.75	-6,294,113.36

\*\* END OF REPORT - Generated by Jacob Wright \*\*

ACCOUNT NAME PER JNL SRC EFF DATE REFERENCE	ORG	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
500-00-000-000-10200- Investment-BTS	500	24,138.56				
12 121 GEN 06/06/23 FY22			.00	631.58	-631.58	
12 122 GEN 06/30/23			.00	250.62	-882.20	
500-10200		24,138.56	.00	882.20	-882.20	23,256.36
500-00-000-000-20000 Accounts Payable	500	.00				
11 3 API 05/03/23 B 3977			.00	123.68	-123.68	
11 13 APP 05/03/23 AP2371			123.68	.00	.00	
12 137 API 06/30/23 B 4055			.00	62.00	-62.00	
500-20000		.00	123.68	185.68	-62.00	-62.00
500-00-000-000-29800- Inv-Reynold	500	-12,454.90				
12 122 GEN 06/30/23			161.00	.00	161.00	
12 137 API 06/30/23 002687			62.00	.00	223.00	
500-29800		-12,454.90	223.00	.00	223.00	-12,231.90
500-00-000-000-29900- Inv-Stanley	500	-6,398.16				
12 122 GEN 06/30/23			35.90	.00	35.90	
500-29900		-6,398.16	35.90	.00	35.90	-6,362.26
500-00-000-000-29910- Inv-Cemetery	500	-3,798.16				
11 3 API 05/03/23 000999			3.99	.00	3.99	
11 3 API 05/03/23 001450			79.79	.00	83.78	
11 3 API 05/03/23 001450			15.96	.00	99.74	
11 3 API 05/03/23 001451			3.99	.00	103.73	
11 3 API 05/03/23 001452			19.95	.00	123.68	
12 122 GEN 06/30/23			53.73	.00	177.41	
500-29910		-3,798.16	177.41	.00	177.41	-3,620.75
500-00-000-000-35010- DT Gen fund	500	-1,487.34				
11 13 APP 05/03/23 AP2371			.00	123.68	-123.68	
12 121 GEN 06/06/23 FY22			631.58	.00	507.90	
12 122 GEN 06/30/23			.00	.01	507.89	
500-35010		-1,487.34	631.58	123.69	507.89	-979.45
TOTALS FOR FUND 500		.00	1,191.57	1,191.57	.00	.00
Permanent Trusts-Cemetery/Schl						



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Town of Mount Desert  
ACCOUNT TRIAL BALANCE FOR FY23/APR TO EOY  
FUND

PER JNL SRC EFF DATE REFERENCE

ACCOUNT NAME	PER	JNL	SRC	EFF DATE	REFERENCE	ORG	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
REPORT TOTALS											
							.00	1,191.57	1,191.57	.00	.00

\*\* END OF REPORT - Generated by Jacob Wright \*\*



ACCOUNT PER	ACCOUNT NAME	SRC	EFF DATE	REFERENCE	ORG	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
300	Capital Projects									
300-00-000-000-000-40409-	Interest Income - CPF				300	-13,504.21				
10	137 GEN 04/30/23				Apr-23		.00	1,467.98	-1,467.98	
11	143 GEN 05/31/23				May-23		.00	1,417.10	-2,885.08	
12	144 GEN 06/30/23				Jun-23		.00	1,323.09	-4,208.17	
300-40409						-13,504.21	.00	4,208.17	-4,208.17	-17,712.38
TOTALS FOR FUND 300						-13,504.21	.00	4,208.17	-4,208.17	-17,712.38
Capital Projects										



08/02/2023 12:49  
6905jwr.i

Town of Mount Desert  
ACCOUNT TRIAL BALANCE FOR FY23/APR TO EOY  
FUND

3  
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Glatrbal

ACCOUNT PER	JNL	SRC	EFF DATE	REFERENCE	ORG	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
						-210,589.14	.00	84,960.43	-84,960.43	-295,549.57
REPORT TOTALS										

\*\* END OF REPORT - Generated by Jacob Wright \*\*

ACCOUNTS FOR: 100	General Fund	REVISSED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
ORIGINAL APPROP							
000 Undefined		-55,000.00	-277,837.19	0.00	0.00	222,837.19	505.2%
TOTAL General Fund		-55,000.00	-277,837.19	0.00	0.00	222,837.19	505.2%



Town of Mount Desert  
YEAR-TO-DATE BUDGET REPORT

08/02/2023 12:51  
6905jwr-i

FOR 2023 13

ACCOUNTS FOR: 300	ORIGINAL APPROP	Capital Projects REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
000 Undefined	0.00	0.00	-17,712.38	0.00	0.00	17,712.38	100.0%
TOTAL Capital Projects	0.00	0.00	-17,712.38	0.00	0.00	17,712.38	100.0%

FOR 2023 13

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
-55,000.00	-55,000.00	-295,549.57	0.00	0.00	240,549.57	537.4%
GRAND TOTAL						

\*\* END OF REPORT - Generated by Jacob Wright \*\*

**REAL ESTATE - UNAUDITED**

Fiscal Year 2023

## TAXES RECEIVABLE -

Jul-22	462.58	
Prior Prepayments	(68,524.31)	
Adjustments to Beginning	-	
Balance		(68,061.73)
	-	
Original 2023 Tax Levy	18,848,819.07	
Supplemental to 2023 Tax Levy	<u>12,456.14</u>	
		<u>18,861,275.21</u>

## TOTAL TO BE

ACCOUNTED FOR 18,793,213.48

## TAX COLLECTIONS / ADJ:

Prior Years	462.58	
Current Year	18,793,288.81	
Pre-payments	<u>145,449.07</u>	
		<u>18,939,200.46</u>

## TAXES RECEIVABLE -

(145,986.98)

## TAXES RECEIVABLE BY

## YEAR:

2024 - prepayments		(145,989.07)
2023 - small balances written off		2.09
Less: NSF Fee Recivable		<u>-</u>
TOTAL		<u>(145,986.98)</u>

**LIENS - UNAUDITED**

Fiscal Year 2023

TAXES RECEIVABLE -

67,287.24

Adjustments to Beginning

-

Balance

67,287.24

Liened in Current Year - FY 2023

100,823.14

Additional Liened in Current Year

-

100,823.14

TOTAL TO BE

ACCOUNTED FOR

168,110.38

TAX COLLECTIONS:

Lien Collections

68,654.27

68,654.27

TAXES RECEIVABLE -

99,456.11

TAXES RECEIVABLE BY

YEAR:

2023

**86,048.73**

2022

13,193.04

2021

136.64

2020

136.80

2019

TOTAL

99,515.21

resolves in July

(59.10)

**PERSONAL PROPERTY - UNAUDITED**

Fiscal Year 2023

## TAXES RECEIVABLE -

5,044.88

Adjustments to Beginning  
Balance

5,044.88

Original 2023 Tax Levy

72,794.95

Supplemental to 2023 Tax Levy

72,794.95

## TOTAL TO BE

ACCOUNTED FOR

77,839.83

## TAX COLLECTIONS:

Prior Years

281.16

Current Year

67,126.38

Pre-payments

0.4367,407.97

## TAXES RECEIVABLE -

10,431.86TAXES RECEIVABLE BY  
YEAR:

2024	(0.43)
2023	5,666.33
2022	-
2021	-
2020	1,415.90
2019	516.96
2018	336.87
2017	1,725.90
2016	322.79
2015	165.01
2014	282.53
2013	
2012	

## TOTAL

10,431.86



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

December 27, 2022

RECEIVED

Claire Woolfolk  
Town of Mount Desert  
PO Box 248  
Northeast Harbor, ME 04662-0248

AUG 15 2023

THE TOWN OF  
MOUNT DESERT

Dear Ms. Woolfolk

On behalf of the board, staff and neighbors we serve, thank you for your kind gift in the amount of \$2,500.00. For 25 years and counting, we have been providing free transportation services in our community. Your financial support will help us continue meeting the needs of our Neighbors throughout the coming year. We are so very grateful, we cannot do it without you.

Please note, no goods or services, in whole or in part, were received in exchange for this contribution. Thank you again for your support.

Sincerely,

Stephanie Clement  
Board President

Many thanks to the residents of Mount Desert for their continued support of Island Connections. We pledge to continue to provide important transportation links for your town. Thank you!

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



## MAINE MUNICIPAL ASSOCIATION

### Risk Management Services

60 Community Drive  
P.O. Box 9109  
Augusta, Maine 04332-9109

#### Telephone No.

(207) 626-5583  
(800) 590-5583 Maine Only  
Fax No. (207) 626-0513

RECEIVED  
AUG 07 2023

**DATE:** August 1, 2023

**TO:** Members of the Workers Compensation Fund and the Property & Casualty Pool

**FROM:** Michelle Pelletier, CPCU, AU  
Director, Risk Management Services

**RE:** Dividend Payments

We are pleased to announce that the Board of Trustees of the **MMA Workers Compensation Fund** voted at its May 17, 2023, meeting to allow a total dividend of no more than \$725,000 to the members of the Fund who meet the established criteria. Continuing members whose 2022 contributions are greater than \$25,000 annually, whose 2022 loss ratio is less than 40% and whose three-year loss ratio is less than 75% will receive a 3.61% dividend. Continuing members whose 2022 contributions are less than \$25,000 annually and whose loss ratio is less than 50% for the three years ending December 31, 2022, will also receive a 3.61% dividend. All losses are valued as of June 30, 2023.

The Board of Directors of the **MMA Property & Casualty Pool** voted at its May 17, 2023, meeting to allow a dividend of no more than \$600,000 to current members of the Pool who meet the established criteria. To earn a dividend, a member must have a loss ratio of 50% or less for the qualifying year of July 1, 2021, to July 1, 2022, calculated and valued as of June 30, 2023. Continuing members whose participation began on July 1, 2017, or prior will earn a 5.09% dividend and members who joined after July 2, 2017, will receive a 4.09% dividend.

Cost savings are realized in providing services to members who participate in both the Property & Casualty Pool and the Workers Compensation Fund. In recognition of the savings, both boards voted to add 1% to the dividends for each program for members who qualify and earn a dividend. If you are among the members who participate in both the Workers Compensation Fund and the Property & Casualty Pool, and you earned a dividend for either or both programs, an additional 1% has been included in the calculation.

Your entity has played a big part in making the Workers Compensation Fund and the Property & Casualty Pool successful programs through good risk management and sound loss prevention. Each of the respective boards are pleased with the results of these programs and thanks you for your support and continued participation.

We encourage you to use the enclosed press release to announce the results of your successful risk management activities and good loss experience to your community. If you have any questions about the dividend or any of the Risk Management Services programs, please call me at 1-800-590-5583.

**PRESS RELEASE**  
**For Immediate Release**

Municipal officials are pleased to announce that the Town of Mount Desert has received a \$5,991 dividend check from the Maine Municipal Association because of its good performance and loss prevention programs.

The Maine Municipal Association offers three self-funded pools for municipal and quasi-public entities in Maine: The Workers Compensation Fund formed in 1978, the Property & Casualty Pool formed in 1987 and the Unemployment Compensation Fund formed in 1978.

The programs are overseen by governing boards of elected and appointed municipal officials. At its May meeting, the board approved another dividend distribution. Actual allocation and eligibility are based on the individual member's own loss experience. Michelle Pelletier, Director of Risk Management Services for MMA, said more than 82% of program participants received a dividend this year for their good risk management practices and favorable loss experience.

This year the Workers Compensation Fund has distributed almost **\$725,000** in dividends to participants and the Property and Casualty Pool has paid dividends of nearly **\$600,000**, for total payments of just over \$1.3 million returned directly to MMA members.

Maine Municipal Association has been paying dividends since 1997, the two programs have returned over **\$27 million** to participating members. For more information about any of the MMA Risk Management Services programs, including online training programs and other services, check the offerings on their website at [www.memun.org](http://www.memun.org) and click on the Risk Management Services link, or call 1-800-590-5583.



## COMMISSIONERS REGULAR MEETING

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

The regular meeting of the Hancock County Commissioners was brought to order by Commissioner Paradis at 8:30 a.m. on **Tuesday August 1, 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 addition of a discussion under the Sheriff's agenda items concerning deleting the requirement for a high school diploma for jail cooks. (Clark/Wombacher 3-0, motion passed)**

Meeting Minutes:

**MOTION: Move to approve the minutes of the July 18, 2023 Special Meeting as presented. (Clark/Wombacher 3-0, motion passed)**

ARP:

**MOTION: Move to approve the Mission Broadband Update as presented. (Clark/Wombacher 3-0, motion passed)**

**MOTION: Move to approve Mission Broadband publishing the Countywide Broadband RFP as presented. (Clark/Wombacher 3-0, motion passed)**

Airport:

**MOTION: Move to approve and file the Airport report as presented. (Clark/Wombacher 3-0, motion passed)**

EMA:

**MOTION: Move to approve and file the EMA report as presented. (Clark/Wombacher 3-0, motion passed)**

Maintenance:

**MOTION: Move to approve and file the Maintenance report as presented. (Clark/Wombacher 3-0, motion passed)**

**MOTION: Move to approve a policy allowing the County Administrator to permit and schedule other's use of the Commissioners' meeting room. (Clark/Wombacher 3-0, motion passed)**

RCC:

**MOTION: Move to approve and file the RCC report as presented. (Clark/Wombacher 3-0, motion passed)**

**MOTION: Move to approve adding the Winter Harbor Fire Department to the County's I Am Responding contract and the pro-rated \$1,046.09 to be paid for from ARPA. (Clark/Wombacher 3-0, motion passed)**

Sheriff:

**MOTION: Move to approve the promotion of Anthony Jones of Ellsworth from part-time to full-time Patrol Deputy, effective August 5, 2023 with full benefits. (Clark/Wombacher 3-0, motion passed)**

**MOTION: Move to approve Deputy Kyle Kramer living in Bradley, Maine temporarily until he can find housing in Hancock County. (Clark/Wombacher 3-0, motion passed)**

Jail:

**MOTION: Move to approve removing the requirement for part and full-time cooks to have a high school diploma. (Clark/Wombacher 3-0, motion passed)**

Human Resources:

**MOTION: Move to approve and file the Human Resources report as presented. (Clark/Wombacher 3-0, motion passed)**

Treasurer:

**MOTION: Move to approve and file the monthly bills and warrants as presented. (Clark/Wombacher 3-0, motion passed)**

The Treasurer's memo listed the following:

July GF, Airport and Jail Payroll Warrants #23-27, #23-28/29, #23-29, #23-30 in the aggregate amount of \$510,174.04;

July GF, Airport and Jail Expense Warrants #23-37, #23-38, #23-39, #23-40, #23-41, #23-42, in the aggregate amount of \$832,345.87;

July UT Payroll Warrants #24-1, #24-2, #24-3, and #24-4, in the aggregate amount of \$960.79;

July UT Expense Warrants #24-1 and #24-2, in the aggregate amount of \$94,666.56

Commissioners:

**MOTION: Move to approve the evaluation format and form for the County Administrator. (Clark/Wombacher 3-0, motion passed)**

**MOTION: Move to approve the Collective Bargaining Agreement for the Sheriff's Office law enforcement staff for the three-year period from 2023 – 2025. (Clark/Wombacher 3-0, motion passed)**

**MOTION: Move to adjourn (Clark/Wombacher 3-0, motion passed)**  
Meeting was adjourned at 10:48 a.m.

Respectfully submitted,

Patrice Crossman  
Clerk





# TOWN OF MOUNT DESERT

## Assessing Office

P.O. BOX 248 21 SEA STREET  
NORTHEAST HARBOR, MAINE 04662  
207-276-5531 FAX 207-276-3232  
[www.mtdesert.org](http://www.mtdesert.org)

DATE: August 18, 2023  
TO: Town Manager & Board of Selectmen  
FROM: Kyle Avila, Assessor  
RE: Senior Prop. Tax Stabilization Law Repeal

Please see the attached informational notice regarding the repeal of the Senior Tax Stabilization Law. Notifications will be sent to all participants who qualified for the benefit in Mt. Desert for the 2023-2024 tax year. Questions about other options for tax relief should be directed to the Mt. Desert Assessing Office, or to Maine Revenue Services, Property Tax Division.

Respectfully submitted,

Kyle Avila, Assessor



# TOWN OF MOUNT DESERT

## Assessing Office

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

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

July 19, 2023

## FROM THE OFFICE OF THE ASSESSOR

RE: State Valuation LD290 “Property Tax Stabilization for Senior Citizens” Repealed by State Legislature

The LD 290 “Property Tax Stabilization for Senior Citizens” program, enacted in August 2022, was repealed by the Maine Legislature on July 6, 2023, with an effective date of October 11, 2023. The popularly regarded program had allowed Maine seniors 65 and older who owned a permanent residence for at least 10 years and were receiving (or eligible for) a homestead exemption, to freeze taxes at the previous year’s level regardless of income.

The repeal of this program means there will be no reapplication process and no need to follow-up with the Assessing Department in late August/early September, as previously communicated.

Although the program has been repealed, initial applications were still administered this year for the Tax Commitment on July 1, 2023. As a result, approximately 165 eligible applicants benefited from the "stabilized" property tax amounts in the 2023-2024 billing cycle. The “stabilized” amounts were equal to the taxes the owner was billed in 2022-2023, unless their new billed amount was lower, in which case they owed the lower of the two amounts. Per the law, the State will reimburse the Town for 100% of the difference between actual and frozen taxes.

It is important to note that these are State programs and while the Town plays a role in the administration of them, the Town is not responsible for the policy objectives of these initiatives. Any questions or concerns owners have regarding this program should be directed to your legislative representative. To find your representative, please visit: [Maine State Legislature](http://Maine State Legislature).

## Two Tax Relief Programs Being Expanded

To help lower-income seniors avoid higher property taxes and remain in their homes, two existing State programs are being expanded:

1. The Property Tax Fairness Credit, which currently allows eligible Mainers to take a \$1,500 credit, has increased to \$2,000; it also loosens limits on the program in a way that allows the benefits to remain constant for a Mainer whose spouse passes away. Note: This program is not administered by the Town of Mount Desert; to claim the credit, you must file Form 1040ME and Schedule PTFC/STFC for the tax year during which the property tax or rent was paid. For help, call 207-624-9784. For more info, please visit: [Property Tax Fairness Credit Summary](#).

2. The State Property Tax Deferral Program, a lifeline loan program that covers the annual property tax bills of Maine seniors age 65 and older who cannot afford to pay them on their own, has been expanded. It doubles the income limit on that program to \$80,000 and raises asset limits. Taxes must be paid back when the home is sold or becomes part of an estate. Note: This program is not administered by the Town of Mount Desert; questions on this State managed program can be referred to Maine Revenue Services, Property Tax Division, at 207-624-5600 or [prop.tax@maine.gov](mailto:prop.tax@maine.gov). For more info, please visit: [State Property Tax Deferral Program](#).

**E.M.R., Inc.**  
*"Eastern Maine Recycling"*

---

Recycling and Solid Waste Management

**To:** Acadia Disposal District  
The Town of Cranberry Island  
The Town of Frenchboro  
The Town of Mount Desert  
The Town of Southwest Harbor  
The Town of Tremont  
The Town of Trenton

**From:** E.M.R., Inc., Ben C. Worcester, III  
PO Box 787  
Southwest Harbor, ME 04679  
207-244-9033

**Date:** July 31, 2023

Each year disposal rates change on July 1<sup>st</sup> per the Consumer Price Index (C.P.I.). Your July invoice reflects the Northeast Urban Region increase 3.1%. The previously sent July invoice reflects the rate adjustments.

RECEIVED  
AUG 07 2023

28 Main Street - P.O. Box 787 - Southwest Harbor, ME 04679-0787 - 207-244-9033  
emr@midmaine.com - Fax 207-244-4072

**UNFINISHED BUSINESS**







# BAR HARBOR & MOUNT DESERT POLICE DEPARTMENTS

David K. Kerns, Interim Police Chief

[dkerns@barharbormaine.gov](mailto:dkerns@barharbormaine.gov)



## BHPD

37 Firefly Lane  
Bar Harbor, Maine 04609  
Tel: 207-288-3391

## MDPD

21 Sea Street, PO Box 248  
NE Harbor, ME 04662  
Tel: 207-276-5111

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## MEMO

To: Durlin Lunt, Town Manager  
From: David Kerns, Interim Chief of Police  
Subject: Mental Health Liaison Position Update  
Date: 8/17/23

I would like to be added to the August 21st Select Board agenda to update the Board about the current agreement with contracting a mental health liaison position with Aroostook Mental Health Services, Inc. (AMHC).

We attempted to get a contract together to begin in May, which was delayed because AMHC was unable to draft the contract in a timely manner. Once presented with the contract in mid-May, the wage was much lower than the town's pay scale and we asked them to adjust the wage to be more in line with our dispatcher wage.

The new contract had a wage that we considered appropriate, which was added as an appendix and signed by Chief Willis, with approval from both town managers, and AMHC. The position was posted and Chief Willis was involved in the selection process for a mental health worker. When offered the position from AMHC, the candidate that was selected was presented with the lower wage in the original contract. Chief Willis reached out to AMHC and was told that was the highest wage they could offer in their pay scale.

At the August 15<sup>th</sup> Bar Harbor Town Council meeting, the Council voted unanimously to terminate to transfer the position of mental health liaison from a contracted position to a Town of Bar Harbor employee.

I will be present at the BOS meeting to answer any questions the board may have.



## **Memorandum**

To: Selectboard  
From: Brian Henkel, Public Works Director  
Re: Bid Request for Seal Harbor Beach Erosion Repair  
Date: August 17, 2023

Public Works is requesting the Selectboard authorize G.F. Johnston & Associates (Engineer), on behalf of the Town of Mount Desert, to solicit bids to repair approximately two hundred lineal feet of erosion (Project) caused by a strong storm surge in 2020 to the Seal Harbor beach shoreline. The damaged area is located in the northeasterly portion of Seal Harbor, generally below the embankment westerly of the Steamboat Wharf Road. The Engineer previously bid this Project in December 2022. At that time, Project funding had been approved at the 2022 Annual Town Meeting held on May 3, 2022, to appropriate an amount not to exceed \$220,000 from the Capital Gains Reserve Account Number 400-24202. On the advice of Finance Director, Jake Wright, the Selectboard, at their February 6, 2022 meeting, rejected the bids received to revise the method of funding for this Project. The voters of the Town of Mount Desert then authorized the Town to issue general obligation bonds in the amount of \$250,000 at the 2023 Annual Town Meeting on May 2, 2023, for the Project.

Public Works recommends authorizing G.F. Johnston & Associates to, on behalf of the Town, solicit bids for the repair of approximately two hundred lineal feet of erosion caused by a strong storm surge in 2020 to the Seal Harbor beach shoreline.

Cc: Durlin Lunt, Town Manager  
Claire Wolfolk, Town Clerk



# Memorandum

To: Selectboard  
From: Brian Henkel, Public Works Director  
Re: Approval of Lease for a 2024 Front-End Loader  
Date: August 17, 2023

Public Works recently solicited bids for a new 2024 front end loader (Loader) as authorized by the Selectboard on July 17, 2023. The following are the bid result dollar amounts after accounting for the trade in of our current Front-end loader (Bid Sheet included). Milton Cat is the apparent low bidder at \$146,767.00 (after \$50,000.00 trade in allowance) but they failed to meet the bid specifications. Milton Cat's proposed Loader did not have the proper horsepower rating, transmission speeds, limit slip differentials, outboard planetaries, couplers, braking system, or fuel tank capacity. Public Works recommends rejecting the bid from Milton Cat. Chadwick Baross came in the highest at \$152,500.00 (after \$57,000.00 trade in allowance) but they did not include all the necessary documents in the bid package. It is unclear if Chadwick Baross would have met all the specs. Beauguard Equipment is the lowest qualified bid at \$150,372.00 (after allowing \$53,750.00 trade in allowance). Beauguard Equipment met all bid specifications. Our current front-end loader is a Case, which is the same brand carried by Beauguard Equipment. The forks that are on our current front-end loader will fit the new Loader so Public Works will not have to purchase new forks ( Forks are an attachment that go on the front of a loader to lift pallets and other items). This will reduce the bid price from \$150,372.00 to \$142,849.36.

Public Works solicited finance rates for 5-year leasing terms with a \$1.00 purchase price after completion of the final annual payment. Below are the finance rates that have been offered to the Town.

Volvo Financial	Caterpillar Financial	Androscoggin Bank	Gorham Savings Bank
5.85%	5.99%	5.95%	4.97%

Assuming the Selectboard approves financing through the Gorham Savings Bank, the annual payment will be \$31,406.36. Public Works recommends the Selectboard authorize the Public Works Director to lease a new front-end loader from Beauguard Equipment in the amount of \$142,849.36 and to finance that lease through Gorham Savings Bank with lease payments being split evenly between the Public Works Equipment Reserve and the Highways yearly Loader Lease line.

Cc: Durlin Lunt, Town Manager  
Claire Wolfolk, Town Clerk



**NEW BUSINESS**



TOWN OF MOUNT DESERT  
PUBLIC SPACE SPECIAL EVENT APPLICATION

Application Fee - \$10.00

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

PERMIT #: 16-2023 DATE OF EVENT: June 1 TIME: 9-12

DATE APPLICATION RECEIVED: 8-15-2023 Rain Date June 8

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

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

APPLICANT: Meg Ashur Meg Ashur  
(Print) (Signature)

MAILING ADDRESS: PO Box 464 Northeast Harbor, ME 04662

PHONE: 202-306-5306 202-306-5306  
(Home) (Business) (cellular)

OTHER CONTACT INFO: ashur.meg30@gmail.com  
(Email) (fax)

AGENT: Meg Ashur - Sustainability Committee  
(Print) (Signature)

AGENT MAILING ADDRESS: PO Box 464 Northeast Harbor, ME 04662

PHONE: 202-306-5306 202-306-5306  
(Agent home) (Agent business) (Agent cellular)

OTHER CONTACT INFO: ashur.meg30@gmail.com  
(Agent email) (Agent fax)

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

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

If yes, include description:  
\_\_\_\_\_  
\_\_\_\_\_

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

Sport, Exercise clothing, items swap  
+ Barter: Any kind of sport related item to be swapped -  
or given away - bartered -  
OR  
Sold

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by a majority of the Board of Selectmen:

\_\_\_\_\_  
\_\_\_\_\_

TOWN OF MOUNT DESERT  
PUBLIC SPACE SPECIAL EVENT APPLICATION

Application Fee - \$10.00

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

PERMIT #: 17-2023 DATE OF EVENT: April 27 TIME: 9-12

DATE APPLICATION RECEIVED: 8-15-2023 Rain Date: May 4

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

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

APPLICANT: Meg Ashur (Sustainability Committee) Meg Ashur  
(Print) (Signature)

MAILING ADDRESS: P.O. Box 464 North Harbor, ME 04862

PHONE: 202-306-5306 → same  
(Home) (Business) (cellular)

OTHER CONTACT INFO: ashur.meg30@gmail.com  
(Email) (fax)

AGENT: Meg Ashur Sustainability Committee Meg Ashur  
(Print) (Signature)

AGENT MAILING ADDRESS: P.O. Box 464 North Harbor, ME 04862

PHONE: 202-306-5306 Sustainability Committee 202-306-5306  
(Agent home) (Agent business) (Agent cellular)

OTHER CONTACT INFO: ashur.meg30@gmail.com  
(Agent email) (Agent fax)

What is the tax status of the applicant? (Non-profit) Town - Sustainability Committee

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

If yes, include description:  
\_\_\_\_\_  
\_\_\_\_\_

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

✓ Tool swap + Barter  
Tools of any kind to swap, give away, or  
to barter or sell with other participants

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by a majority of the Board of Selectmen:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





**BAR HARBOR & MOUNT DESERT  
POLICE DEPARTMENTS**  
David Kerns, Acting Police Chief  
[dkerns@barharbormaine.gov](mailto:dkerns@barharbormaine.gov)



**BHPD**  
37 Firefly Lane  
Bar Harbor, Maine 04609  
Tel: 207-288-3391

**MDPD**  
21 Sea Street, PO Box 248  
NE Harbor, ME 04662  
Tel: 207-276-5111

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**MEMO**

To: Durlin Lunt, Town Manager  
From: Dave Kerns, Acting Police Chief  
Date: August 2, 2023  
RE: Security Camera System

The Mount Desert Police and Fire Departments would like to purchase a new Security Camera System as outlined in the attached proposal to be installed at Station 3 in Somesville. This proposed purchase would be shared between the PD and FD with each department assuming 50% of the cost. I have obtained a proposal from Omega Security Group who is the same vendor we have purchased other camera systems from in prior years. For compatible and reliable security camera functions and for equipment consistency and integrations, we request authorization from the Board of Selectman to purchase equipment, installation and programming as outlined in the attached Omega Security Group proposal in the amount of \$7,989.00.

Police Department Dispatch Equipment – Tech Hardware Account #1440800-57400  
Fire Department – Building & Maintenance Account #1440330-55200

Can you please add this to the next selectmen's meeting where I will recommend purchasing the new Security Camera System from Omega Security Group for a total cost of \$7,989.00 to be split evenly between the PD Dispatch Equipment account #1440800-57400 and the Fire Department Building Repairs & Maintenance account 1440330-55200

This memo is asking for authorization to make the purchase as outlined, for the funds to be released from the specified accounts listed and for those funds to be expended as indicated above.

# OMEGA SECURITY GROUP

## TECHNICAL SERVICES DIVISION

611B WILSON STREET, SUITE 1, BREWER, ME USA - 04412 TEL: 207-989-0029

Michael Bender, Chief  
Somesville Fire Department  
Brewer, Maine 04412

07/10/2023

### AMENDED PROPOSAL FOR HIGH DEFINITION SECURITY CAMERAS EQUIPMENT AT THE SOMESVILLE FIRE DEPARTMENT BUILDING

Hi Mike:

Thanks again for reaching out. UHD Camera Technology remains the best Price/Value relationship for your application and the particular views you are looking to cover. We use Sony Chipsets in our cameras and all of our equipment is **Commercial Grade with 24/7 Duty Ratings**. The Camera(s) I'm recommending are Digital IP. They contain the Latest Generation Sony Megapixel UHD Chipsets, integrated Smart Infrared Illumination and have weatherproof impact and tamper resistant enclosures that function down to -30°F. The placement of the cameras we discussed is a key factor in helping to meet that objective.

### NETWORK DIGITAL VIDEO RECORDER

**1) OMEGA model GS/NDVR2-UNV/16CH/8TB:** This is our "Gold Series" Commercial Grade, Tri-Brid Network Digital Video Recorder (NDVR). It is a 16 Camera, 4K machine having the ability to record cameras with resolution as high as 12MP. Each channel has its own individual resolution and frame rate setting adjustments, and the NDVR has integrated internal POE ports that can provide power to the cameras connected to it. Evidentiary backup can be accomplished at the NDVR or from a remote location via a connected LAN or through the internet (software installation and security password when connected from remote computer is required). In addition to the NDVRs proprietary format, Incident/Evidentiary backup can be made in a universal .AVI format, which is what law enforcement often requests.

**Your NDVR will have 8 Terabytes of Surveillance Class Hard Disk Drive** which, based on your initial number of cameras and estimated customer traffic, should allow for at least 60 days of storage coverage before it will automatically re-write over the oldest data first. The software to view the cameras remotely (by computer or smart phone) is made for our NDVRs and included.

**NOTE:** When remote viewing from outside a network (via the internet) a suitable upload speed from your Internet Service Provider is necessary where your equipment is located. Conversely, the download speed from where the individual is viewing must be adequate enough to process imaging received as well as the video, memory and processing power of the computer used.

## **CAMERAS**

**6) OMEGA model GS/DOME1-ONV/6MP:** Interior/Exterior 6 Megapixel Dome Camera with a 2.8MM fixed focal lens, dual white light Led and/or smart IR illumination, microphone with two way audio capability.

**1) OMEGA model GS/PTZ2-ONV/8MP:** Interior/Exterior 8 Megapixel (4K) PTZ Camera with a long range 4.7-94mm motorized, variable focal, auto focusing lens with long range smart IR illumination. Also has corner mount bracket and heavy duty PTZ mounting enclosure. *(This is a lost cost, new entry-level offering in our PTZ line up which, so far, has been working out well. In the event you don't end up liking this unit, we can upgrade it to our next level model, as all cabling and power requirements are the same).*

## **PERIPHERALS**

ALL) Conduit with Couplers and Clamps  
700FT) Premium Honeywell Cat5e Signal Wire

## **SCOPE OF WORK**

Omega personnel will install the equipment in as neat and orderly a fashion as possible. Client will receive instructions on the proper use and care of the equipment. We will program (or assist your IT Manager in the programming if it is a secure network) your Router and the NDVR for remote viewing of the cameras. Barring any unforeseen problem, and based on the location of these cameras, work should take no more than 3 days to complete.

**SYSTEM TOTAL:** Equipment, Installation & Programming. **\$7,989.00**

## **PAYMENT TERMS**

We do not offer any net payment terms. Payment is due immediately upon completion of work. Please make Check payable to Omega Security.

Respectfully,

Tim Leture  
Omega Security Group



**BAR HARBOR & MOUNT DESERT  
POLICE DEPARTMENTS**  
David Kerns, Acting Police Chief  
[dkerns@barharbormaine.gov](mailto:dkerns@barharbormaine.gov)



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Tel: 207-276-5111

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## **MEMO**

To: Durlin Lunt, Town Manager  
From: David Kerns, Acting Police Chief  
Date: August 17, 2023  
RE: Request to Authorize Solicitation for Competitive Cruiser Bids

I would like to request authorization to solicit competitive bids for our FY24 cruiser purchase in compliance with the Town's Purchasing Policy. This purchase is part of our scheduled cruiser replacement for FY24 with funding coming out of the PD Capital Improvement Plan (CIP) Reserve account. This anticipated cruiser purchase will replace our 2020 Ford SUV which currently has approximately 79,000 miles.

If authorized to move forward with our cruiser bids, we will be seeking three bids from competitive dealers for a 2023 or 2024 Ford SUV with specs similar to our current SUV's in our patrol fleet. Our bid solicitation will include specs for a hybrid vehicle as well conventional gas engine vehicle. Once bids are received and evaluated, a request for authorization to purchase the cruiser will be brought to the Board with a recommendation in compliance with our Purchasing Policy.



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

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

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

### MEMO

DATE: August 11, 2023

TO: Durlin E. Lunt and Selectboard

FROM: Claire Woolfolk, Town Clerk *Claire*

RE: Closure of Town Clerk's Office September 12, 2023 – Clerk's Networking Day

I am requesting that the Clerk's office be closed on September 12<sup>th</sup> in so that the three clerks may attend the annual Clerk Networking meeting in Augusta.

The annual networking meeting is a meeting specifically targeted to clerks with presentations, educational sessions, awards and recognitions, as well as networking with our fellow clerks.



## Memorandum

To: Mount Desert Select Board

From: Zach Harris, HR Manager

Date: 08/15/2023

Subject: Proposal of Essential Policies for Worker's Compensation Premium Discount

I am writing to bring to your attention a critical opportunity for Mount Desert to secure a premium discount on worker's compensation through the Maine Municipal Association. In order to be eligible for this valuable benefit, it is imperative that we consider the adoption of a comprehensive set of town-wide policies that encompass key components designed to enhance workplace safety and reduce risks.

These proposed policies are as follows:

1. Ergonomics Policy: This policy encompasses the implementation of Video Display Training as well as an Ergonomics checklist. By addressing ergonomic factors in our work environment, we aim to create a safer and more comfortable workspace for our employees.

2. Incident Review Policy: This policy includes the establishment of a program statement and policy for reviewing workplace incidents. This proactive approach will help us learn from incidents and implement measures to prevent their recurrence.

3. Lifting Policy: The proposed policy is equipped with a comprehensive checklist that guides safe lifting practices. This measure is essential to prevent injuries related to lifting heavy objects.

4. PPE Policy: The Personal Protective Equipment (PPE) Policy is accompanied by a policy framework and a hazard assessment checklist. This will ensure that our employees have the necessary protective gear to mitigate potential risks.

5. Return to Work Policy: This policy outlines procedures and guidelines for facilitating the return of employees to work after an injury or illness. It promotes a smooth reintegration process and supports employees' well-being.

6. Safety Committee Policy: The Safety Committee Policy establishes a framework for a dedicated committee focused on maintaining and improving workplace safety. This committee will play a pivotal role in fostering a culture of safety within our organization.

7. Slip and Fall Prevention Policy: This policy concentrates on strategies and measures to prevent slip and fall incidents, a common cause of workplace injuries.

I urge the Select Board to consider these policies as vital components of our ongoing efforts to enhance employee safety and well-being. By adopting these town-wide policies, we not only create a more secure work environment but also position ourselves to benefit from the advantageous worker's compensation premium discount offered by the Maine Municipal Association.

Your consideration and support in this matter are greatly appreciated. If you require any further information or assistance, please do not hesitate to reach out.

Thank you for your attention to this important initiative.

Sincerely,

A handwritten signature in cursive script that reads "Zach Harris".

Zach Harris

Human Resources

VIDEO DISPLAY TERMINAL WORKSTATION SURVEY

Organization Name:			
Date:			
Completed By:			
Person and/or Location Surveyed:			
Number of Hours Per Day VDT is Used:			
CRITERIA	YES	NO	<i>If No, how does the workstation differ from criteria and what controls if any are needed?</i>
<b>VDT UNIT</b>			
1. The top surface of the keyboard space bar (or bottom row of keys) is no higher than 2 ½ inches above the work surface.			
2. The VDT unit is positioned to avoid glare on the screen.			
3. During keyboard use, the operator's upper arm and forearm are kept close to their side with elbows at a 90° -110° angle.			
4. During keyboard use, the operator's wrists are neutral or slightly extended.			
5. The top of the viewing screen is at or slightly below eye level.			
6. When the VDT unit is in use, the operator faces the monitor squarely and the operator, monitor and keyboard are in direct alignment			
7. The monitor screen is 18 to 30 inches from the operator's face, or at about arms reach.			
8. The screen swivels horizontally and it tilts or elevates vertically.			
9. The operator can control brightness and contrasts.			
10. The images on the screen are clean, sharp, and easy to read.			
11. If the operator has to read from a document, an adjustable document holder is located in the same plane as the monitor and keyboard.			
12. The keyboard is detachable.			





CRITERIA	YES	NO	<i>If No, how does the workstation differ from criteria and what controls if any are needed?</i>
13. The chair height is easily adjustable.			
14. The chair has an easily height and tilt adjustable backrest.			
15. The seat (pan) has an adjustable forward/backward glide.			
16. The backrest supports the inward curve of the operator's spine in the lumbar region.			
17. The seat is padded and has a waterfall front.			
18. You can easily place 2-3 fingers between the front edge of the seat and the back of the operator's calf.			
19. When comfortably seated, the operator's thighs are horizontal and lower legs are vertical.			
20. When comfortably seated, the operator's feet are flat on the floor or on a footrest.			
21. The chair is comfortable to the operator, and the operator is seated correctly in the chair.			
<b>WORK SURFACE</b>			
22. The operator knows how to properly adjust the chair or it's adjustment has been reviewed with the operator.			
23. There is sufficient space under the desk for knees, feet and thighs.			
24. Mouse is parallel to and on the same level as keyboard.			
25. The edge of the work surface in front of the keyboard is rounded or padded.			
26. The keyboard rests on an adjustable height work surface.			
27. There is adequate working space.			
28. Items on the desk/work surface that are frequently used should be within arms' reach.			
29. A Phone headset is in use.			



CRITERIA	YES	NO	<i>If No, how does the workstation differ from criteria and what controls if any are needed?</i>
<b>ENVIRONMENT</b>			
30. The lighting is not so bright as to cause discomfort or reflections.			
31. The lighting is not so dim as to cause the operator to strain to see.			
32. There is no light shining into the operator's eyes.			
33. Task lighting is available for operator use.			
34. The general environment is clean, with comfortable temperature and humidity and there is no excess noise.			
35. External windows have adjustable blinds or curtains to minimize glare.			
<b>TRAINING AND WORK PRACTICE</b>			
36. Adequate breaks away from the VDT are provided (minimum 15 minutes for every 2 hours of VDT use).			
37. Eye exam within last 2 years			
38. Minimum keystroke pressure is utilized by the operator.			
39. The operator has been trained in hazards associated with VDT use, how to avoid the hazards, proper use and adjustment, and how to obtain assistance.			



## Video Display Training (VDT)

After engaging in an initial conversation with the employee to assess their familiarity with video display training, it is permissible to omit subsequent sessions as deemed appropriate.

### Session 1: Introduction to the Video Display Terminal (VDT)

- Explain the purpose of the Maine VDT and its basic components (keyboard, monitor, cables, power supply).
- Demonstrate how to turn the VDT on and off.
- Walk through the layout of the keyboard and explain the function of each key.
- Discuss proper ergonomics and positioning when using the VDT.

### Session 2: Basic Operation

- Demonstrate how to log in to the system using the keyboard.
- Show how to create a new document or open an existing one.
- Walk through basic text editing commands (e.g. backspace, delete, insert).
- Show how to save and close a document.
- Log out of workstation when stepping away from the computer.
- Restart workstation at the minimum weekly to properly apply any necessary updates.

### Session 3: Advanced Editing

- Demonstrate how to format text (e.g. font size, style, color).
- Show how to insert tables and graphics.
- Explain how to use the search and replace function.
- Walk through keyboard shortcuts and how they can improve productivity.

### Session 4: Printing and File Management

- Show how to print a document from the VDT.
- Explain how to manage files (e.g. create folders, move, rename, delete).
- Discuss file formats and how to convert between them.
- Discuss the importance of saving items on the server instead of locally on the desktop.

### Session 5: Troubleshooting and Maintenance

- Discuss common issues that can arise when using the VDT (e.g. frozen screen, connection issues).
- Explain how to troubleshoot and resolve these issues.
- Walk through basic maintenance tasks (e.g. cleaning the keyboard, monitor, and cables).
- Discuss proper storage of the VDT and the importance of keeping it in a safe and secure location.

Throughout each session, it's important to provide hands-on practice time for trainees to reinforce their understanding of the material. Additionally, it's a good idea to provide written materials, such as a user

**\*In cases where applicable, department-specific policies may be employed in place of this town-wide policy.**

manual or quick reference guide, that trainees can refer to when they need a reminder or clarification on a particular topic.

\*In cases where applicable, department-specific policies may be employed in place of this town-wide policy.



## Ergonomics Policy for the Town of Mount Desert

### Policy Statement:

The Town of Mount Desert recognizes the importance of creating a safe and ergonomic work environment for its employees. This policy outlines the guidelines and procedures for implementing ergonomic principles to maximize efficiency, enhance employee well-being, and reduce workplace injuries.

### 1.0 Education and Training:

1.1. All employees who operate Video Display Terminals (VDTs) for more than four hours daily will receive education and training as per the Maine VDT Law.

1.2. Employees operating fewer than five terminals at one location will receive written training, while those with more than five terminals will receive both oral and written training.

1.3. The training program will cover:

- Notification of rights and duties under the law, displayed prominently in the workplace.
- Proper use of VDT terminals.
- Protective measures to prevent symptoms from extended or improper use of VDTs.
- Importance of maintaining proper posture during terminal operation and methods to achieve and maintain posture, including the use of adjustable workstation equipment.

1.4. Initial training will be provided within the first month of employment, and annual refresher training will be conducted thereafter.

### 2.0 Workstation Evaluation and Improvement:

2.1. The Town will conduct an ergonomic workstation evaluation for all VDT operators, considering the attached VDT checklist.

2.2. Options for workstation improvements will be explored, considering both cost-effective and low-cost alternatives.

2.3. Adjustable equipment will be considered for workstations used by multiple employees, ensuring proper fitting and adjustment.

2.4. Workstations will be organized and equipment used to achieve optimal ergonomic positioning and posture.

**\*In cases where applicable, department-specific policies may be employed in place of this town-wide policy.**

### **3.0 Prioritization and Planning:**

- 3.1. Workstations with higher daily usage and potential ergonomic concerns will be given priority for modification.
- 3.2. A plan will be developed to address assessments, considering financial implications and implementation timeframes.
- 3.3. Quick fixes, inexpensive changes, and temporary adjustments will be implemented promptly to address ergonomic issues.

### **4.0 Training, Reporting, and Problem Solving:**

- 4.1. Annual training for VDT operators will cover hazards, proper usage, and ergonomic principles.
- 4.2. Employees will be informed about reporting procedures for ergonomic issues and encouraged to report problems promptly.
- 4.3. Problem-solving will involve assessing, adjusting, and maintaining workstations, addressing improper work practices, and dealing with potential ergonomic injuries.
- 4.4. Prompt intervention and involvement will occur when employees report symptoms related to ergonomic injuries.

### **5.0 Implementation and Monitoring:**

- 5.1. A consistent plan for ergonomic improvements will be implemented and followed.
- 5.2. Employee feedback and suggestions will be considered in identifying problems and proposing solutions.
- 5.3. Progress will be monitored by evaluating reductions in ergonomic injuries, assessing changes in work activities, staffing levels, and program effectiveness.

### **6.0 Workstation Survey:**

A workstation survey, similar to the provided VDT checklist, will be conducted to assess the ergonomic setup of each VDT workstation. The survey will cover criteria related to VDT unit, chair, work surface, environment, and training/work practices.

### **7.0 Compliance:**

- 7.1. All Town employees operating VDTs are required to adhere to this Ergonomics Policy.
- 7.2. Department heads and supervisors are responsible for ensuring compliance and facilitating ergonomic improvements within their respective departments.

**\*In cases where applicable, department-specific policies may be employed in place of this town-wide policy.**

**Conclusion:**

The Town of Mount Desert is committed to creating a safe and ergonomic work environment that enhances employee well-being, maximizes efficiency, and minimizes workplace injuries. This Ergonomics Policy outlines the procedures for education, training, workstation evaluation, improvement, prioritization, reporting, problem-solving, implementation, and monitoring to achieve these goals. By following these guidelines, the Town aims to improve overall workplace health and productivity.

\*In cases where applicable, department-specific policies may be employed in place of this town-wide policy.



# Incident Review Policy for the Town of Mount Desert

## 1.0 General Policy

The Town of Mount Desert values its employees and is committed to analyzing incidents to identify and correct hazardous conditions, unsafe practices, and system weaknesses. We have developed an incident analysis plan to ensure this policy is implemented effectively. We will communicate, maintain, and update this plan as necessary.

## 2.0 Incident Reporting

2.1 Background: Incidents and incidents must be reported to be investigated and analyzed. We recognize that incidents are typically caused by system weaknesses and our management is responsible for improving these weaknesses. Employees are encouraged to participate in the fact-finding process, as incident review is meant to uncover system problems and provide long-term corrective action.

2.2 Employees may be hesitant to report incidents due to fear, peer pressure, or concerns about job security. Effective reporting procedures will be developed to encourage reporting.

2.3 Our policy is to analyze incidents primarily to determine how we can fix the system, not to assign blame. A no-fault incident analysis policy will help us improve all aspects of our manufacturing process.

2.4 All employees must report immediately to their supervisor any unusual or out of the ordinary condition or behavior that has caused or could cause injury or illness. Supervisors will recognize employees who report hazards that could cause serious harm or shut down operations. Reporting procedures will be developed to quickly eliminate or reduce hazardous conditions, unsafe practices, and system weaknesses.

## 3.0 Preplanning

3.1 Effective incident analysis starts before an event occurs by establishing a well thought-out incident analysis process. Preplanning is crucial to ensure accurate information is obtained before it is lost over time following the incident due to cleanup efforts or possible blurring of people's recollections.

## 4.0 Incident Analysis

4.1 The Safety Committee or the Incident Review Team will be responsible for analyzing incidents if applicable.

4.2 Supervisors will be assigned the responsibility for analyzing incidents in their departments. All supervisors will be familiar with this plan and properly trained in analysis procedures. Other staff may also investigate in conjunction with the supervisor.

**\*In cases where applicable, department-specific policies may be employed in place of this town-wide policy.**



4.3 Incidents that may have resulted in serious injury or fatality will be analyzed. Incidents that may have resulted in minor injury or property damage will be investigated within four hours of notification, or as soon as staffing/scheduling permits.

4.4 Incident reports will be submitted through management levels to senior level management. Corrective actions will begin immediately to eliminate or reduce hazardous conditions or unsafe work practices that may result in injury or illness if within the capability or authority of the department supervisor.

## **5.0 Management Responsibilities**

5.1 When an incident occurs resulting in substantial injury or damage, management and supervisory personnel will provide medical and other safety/health help to personnel, bring the incident under control, and investigate the incident effectively to preserve information and evidence.

5.2 Assigned investigators will secure or barricade the scene, collect information that may be transient or time-sensitive, and interview personnel to gather facts, not to find fault or assign blame.

## **6.0 Incident/Incident Analysis Team**

6.1 Purpose. It is important to have a team in place before an incident occurs to quickly respond and conduct an effective analysis. The team should consist of competent and trained staff.

6.2 Training. Investigators will receive initial and annual refresher training for incident review.

6.3 Team Membership. The incident analysis team may include a first-line supervisor from the affected area, personnel from an area not involved in the incident, an engineering and/or maintenance supervisor, the safety supervisor, members of the Safety Committee, occupational health/environmental personnel, appropriate front-line personnel, and research and/or technical personnel.

6.4 Team Leader. The team leader will control the scope of investigative activity, call and preside over meetings, assign tasks and establish timetables, ensure that no potentially useful data source is overlooked, and keep management advised of progress.

## **Section 7.0 - Fact-finding**

During incident analysis, it is important to find the facts. The incident analysis team will:

- A. Visit the scene of the incident, if safe to do so, before any physical evidence is disturbed.
- B. Sample unknown spills, vapors, residues, etc. while following proper safety and health procedures. Note any conditions that may have affected the sample.

**\*In cases where applicable, department-specific policies may be employed in place of this town-wide policy.**

- C. Prepare visual aids such as photographs, field sketches, diagrams, and other graphical representations to provide data for analysis.
- D. Obtain on-the-spot information from eyewitnesses, if possible. Schedule interviews with those directly involved and others whose input might be useful. Conduct the interviews privately and individually to avoid influencing responses.
- E. Observe key mechanical equipment as it is disassembled. This includes inspection logs, maintenance logs, operating logs, recorder charts, previous reports, procedures, equipment manuals, oral instruction, as-built drawings (if available), change of design records, design data, records indicating the previous training and performance of the employees involved, computer simulations, laboratory tests, etc.
- F. Determine which incident-related items should be preserved. When a preliminary analysis reveals that an item may have failed to operate correctly, was damaged, etc., arrangements should be made to either preserve the item or carefully document any subsequent repairs or modifications. Photographs should be obtained before any alterations or modifications are done.
- G. Carefully document the sources of information contained in the incident report. This will be valuable should further study of the incident or potential incident is necessary.

## **8.0 Determining the Cause**

It is important to identify the root cause(s) of an incident to effectively recommend corrective actions and system improvements, and prevent the incident from happening again. The incident analysis team will use appropriate methods to gather and analyze the facts and judgments. Even when the cause of an incident appears obvious, the team will conduct a formal analysis to avoid errors. Here's one way to develop cause and effect relationships:

- A. Create a chronology of events before, during, and after the incident, focusing solely on what happened and the actions taken. List alternative possibilities when information is missing or contradictory.
- B. List any conditions or circumstances that deviated from normal, no matter how insignificant they may seem.
- C. List all hypotheses of the causes of the incident based on these deviations.

## **9.0 Recommending Corrective Actions and System Improvements**

Recommendations for corrective actions and system improvements will usually follow straightforwardly from the identified cause(s). A recommendation will contain three parts:

1. Description of the actions and improvements needed to prevent a recurrence of the incident.
2. Name of the person(s) or position(s) responsible for implementing the recommendations.
3. Deadline for implementing the recommendations.

**\*In cases where applicable, department-specific policies may be employed in place of this town-wide policy.**

## 10.0 Follow-up System

To ensure that open recommendations resulting from an incident are tracked and closed out, the Town of Mount Desert will develop and implement a system. This system will track open recommendations and document actions taken to close them. It will also include periodic status reports to management.

## 11.0 Communicating Results

11.1 To prevent similar incidents from happening again, we will take two additional steps:

1. Document findings.
2. Review the results of the analysis with appropriate personnel.

11.2 Incident documentation should cover:

- Incident description (date, time, location, etc.)
- Facts determined during the analysis (including chronology as appropriate)
- Statement of causes
- Recommendations for corrective and preventive action (including responsible persons and deadline).

## 12.0 Review and Approval

All incident analysis reports will be reviewed by appropriate personnel, including operating, maintenance, and other departments. This will help prevent similar incidents from happening again.

Plan reviewed by: Date:

Plan approved by: Date:

## 13.0 Program Updates

The written program will be reviewed annually and updated as needed.

Date of last review: By:

Date of last review: By:

Date of last review: By:

Date of last review: By:

Date of last review: By:

**\*In cases where applicable, department-specific policies may be employed in place of this town-wide policy.**

Date of last review: By:

\*In cases where applicable, department-specific policies may be employed in place of this town-wide policy.



# Lifting Policy for the Town of Mount Desert

## 1.0 General Policy

The Town of Mount Desert is committed to preventing back injuries and promoting the well-being of its employees. To this end, the Back Injury Prevention and Safe Lifting Program aims to identify hazards that could cause back injuries, mitigate them to the fullest extent possible, and train employees on proper lifting and materials handling techniques.

## 2.0 Program Administration

The Program Administrator is responsible for overall program administration, including conducting or arranging hazard assessments, reviewing workers' compensation claims and OSHA 300 logs for back-related loss trends, identifying the need for Personal Protective Equipment (PPE) and alternative materials handling equipment, organizing training sessions, and ensuring training records are kept and updated.

## 3.0 Training

Training will be conducted by the Program Administrator or designated individuals, and will cover proper lifting techniques and the availability of PPE and alternative materials handling equipment. The program administrator will certify that training has been accomplished, with the certification including each employee's name, the signatures of trainers, and the dates of training. Employees who experience back-related workers' compensation injuries will receive retraining.

## 4.0 Management Responsibilities

Management will make sure the written program is available, help update the program as needed, and clearly communicate it to supervisors and employees. Supervisors will document training, complete the Lifting Checklist on a monthly basis, and address identified hazards within 48 hours.

## 5.0 Record Retention

The Program Administrator will maintain training records for at least 3 years, including the date of the training session, the contents or summary of the training session, the names and qualifications of trainers, and the names and job titles of all attendees. Records will be provided upon request to employees or their authorized representatives.

## 6.0 Job Risk Assessment

*\*In cases where applicable, department-specific policies may be employed in place of this town-wide policy.*

Supervisors and management will identify job duties that include heavy lifting, instill general safety awareness as it relates to back safety, identify and eliminate job hazards, train new employees on proper lifting techniques within 30 days of hire, provide an overview of back safety to all employees, provide appropriate PPE and alternative materials handling equipment, and initiate disciplinary action when an employee fails to follow safety requirements.

## **7.0 Employee Responsibility**

Employees are required to comply with program procedures, ask for help in lifting or pushing heavy items, report accidents or injuries to their supervisor, report unsafe conditions, equipment, or observed practices, use PPE as required, and use alternative materials handling equipment as needed. Employees are also encouraged to report hazardous conditions and offer suggestions for addressing them.

\*In cases where applicable, department-specific policies may be employed in place of this town-wide policy.

**BACK INJURY PREVENTION PROGRAM SELF-INSPECTION CHECKLIST**

Department: \_\_\_\_\_ Date: \_\_\_\_\_

Shift: \_\_\_\_\_

ITEM	YES	NO	COMMENTS
Safety rules enforced?	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>WORK AREA</b>			
Materials stored at proper height?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Floors kept dry?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Walkways free of obstacles?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Proper desk/counter height maintained?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Chairs ergonomically correct?	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>TRAINING</b>			
All employees receive monthly training?	<input type="checkbox"/>	<input type="checkbox"/>	_____
New and transferred employees receive training?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Management and supervisory staff receive annual training?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Injured employees receive additional training?	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE)</b>			
PPE provided?	<input type="checkbox"/>	<input type="checkbox"/>	_____
PPE used?	<input type="checkbox"/>	<input type="checkbox"/>	_____
PPE inspected monthly?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Use of PPE mandatory?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Use of PPE enforces?	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>OTHER EQUIPMENT</b>			
Necessary equipment available?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Mechanical equipment inspected daily?	<input type="checkbox"/>	<input type="checkbox"/>	_____







**Back Injury Prevention and Safe Lifting Program Policy Acknowledgement**

I acknowledge that I have been informed of the (Organization name)'s Back Injury Prevention and Safe Lifting Program and have knowledge of where the written program is maintained. I have been provided initial training and understand that my supervisor will conduct additional job-related training. I understand my responsibilities as they relate to Back Safety/Proper Lifting Safety, and I accept this plan and procedures as working documents that I will support and follow in my daily work at (Organization name). I further understand that failure to follow these procedures or instructions from management may result in disciplinary action.

(Organization Name)

\_\_\_\_\_

\_\_\_\_\_  
Employee Name (print and sign)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Name (print and sign)

\_\_\_\_\_  
Date



# Official Personal Protective Equipment Policy for the Town of Mount Desert

## 1.0 Purpose:

The purpose of this Personal Protective Equipment (PPE) policy is to safeguard the safety of our employees by ensuring that PPE is provided, utilized, and maintained in a clean and reliable condition, whenever necessary due to the hazards from processes or in the work environment. To the maximum feasible extent, we will eliminate or remove hazards or exposures through engineering means to eliminate the need for PPE. This policy includes eye and face protection, head protection, foot protection, hand protection, and electrical protection. Respiratory and hearing hazards are covered by other programs, but they will also be included in the Hazard Assessment. This policy covers the duties of managers, supervisors, and workers, assessment of hazards, selection and use of PPE, and training.

## 2.0 Responsibilities:

The supervisor or manager will assess the hazards and exposures that may require the use of PPE, decide on the type of equipment to be provided, and buy the equipment. Input from managers, supervisors, and employees will be gathered and considered in selecting appropriate equipment. Managers/supervisors will be responsible for instructing workers on the use and proper care of PPE, ensuring that all employees are assigned appropriate PPE, and ensuring that PPE is worn by employees when and where required. Employees are expected to wear PPE when and where required.

## 3.0 Hazard Assessment:

The company will assess the workplace to identify if hazards are present or are likely to be present, which require the use of personal protective equipment (PPE). This assessment will include a survey of the workplace to identify sources of hazards to employees. Hazards such as impact, penetration, laceration, compression (dropping heavy objects on foot, rollover, etc.), chemical exposures, harmful dust, heat, light (optical) radiation, electrical hazards, noise, etc. will be taken into consideration. Whenever such hazards are present, or likely to be present, we will:

- Select and provide each affected employee with the PPE types that will protect the employee from the hazards identified in the hazard assessment.
- Communicate the decisions on equipment selection to each affected employee.
- Select PPE that properly fits each affected employee.
- Train employees in the use and maintenance of PPE, as explained elsewhere in this program.

The Town of Mount Desert will verify that the required workplace hazard assessment has been conducted by completing a written certification that is dated and signed by the person performing the assessment. Whenever there is a change in the process or the workplace that could introduce or alter an exposure or hazard, the company will perform an assessment to decide if additional PPE is required, or if there is a need for a change in the PPE provided. These additional hazard assessments will also be

**\*In cases where applicable, department-specific policies may be employed in place of this town-wide policy.**

documented, signed, and dated by the person conducting the assessment. We will conduct an annual review and update the workplace hazard assessment.

#### **4.0 Selection of Personal Protective Equipment (PPE):**

The PPE will be chosen based on the hazards to which the workers are exposed or potentially exposed. All selections will be made with input from managers, supervisors, and workers. The PPE will meet the following standards:

- Eye & Face Protection devices - ANSI Z87.1-2015 "American National Standard Practice for Occupational and Educational Eye and Face Protection"
- Head Protection devices - ANSI Z89.1-2014 "American National Standard for Personal Protection - Protective Headwear for Industrial Workers"
- Foot Protection devices - ANSI Z41-1991 "American National Standard for Personal Protection - Protective Footwear"
- Hand Protection - ANSI 105-2016 - selection will be based on task performed, conditions present, duration of use, and the hazards and potential hazards identified. Electrical Protective equipment - No national standard - equipment will be tested electrically before first use and every 6 months thereafter or upon indication, that insulating value is suspect.

#### **5.0 Training:**

All employees who are required to use PPE shall receive comprehensive annual training on the following:

- The necessity and importance of PPE in the workplace
- The circumstances under which PPE is necessary
- The specific types of PPE required and any alternatives available
- The proper method for donning, doffing, adjusting, and wearing PPE
- The correct way to care for, maintain, store, and dispose of PPE

During the training, employees shall have the opportunity to handle the PPE and demonstrate their understanding of the training material and their ability to use PPE correctly. The affected employees' supervisor or manager shall provide the training, which will be documented in writing. The documentation shall include the names of each trained employee, the date(s) of the training, and the subject matter covered.

If a trained employee demonstrates insufficient knowledge or improper behavior concerning the PPE, the employee shall be retrained. Additionally, if there are any changes in the workplace or processes that alter the exposure or type of PPE to be used, all affected employees shall receive retraining.

#### **6.0 Care of Personal Protective Equipment:**

Whenever practical, PPE shall be assigned to individual workers for their exclusive use. Employees shall assume responsibility for the PPE equipment assigned to them or used by them.

**\*In cases where applicable, department-specific policies may be employed in place of this town-wide policy.**

PPE shall be regularly cleaned, inspected, and stored according to instructions given during the training sessions or as directed by supervisors or managers. Defective or damaged PPE shall not be used. Employees shall report any defective or damaged equipment to their supervisor for repair or replacement.

\*In cases where applicable, department-specific policies may be employed in place of this town-wide policy.

## PERSONAL PROTECTIVE EQUIPMENT HAZARD ASSESSMENT

Date of Hazard Assessment: 07/01/20XX

Person Performing Hazard Assessment: xxxxxxxxxxxxxx

## EXAMPLE:

<u>Location Job</u>	<u>Task/Position</u>	<u>Hazards</u>	<u>PPE</u>
Public Works Dept.	Mechanic	Flying particles	Safety Glasses
	Handling sharp objects	Gloves	

## PERSONAL PROTECTIVE EQUIPMENT - CERTIFICATION OF HAZARD ASSESSMENT

*[Insert entity's name]* certifies that a hazard assessment of the workplace was performed at our facility located in *[Insert town/city]*, ME. This assessment consisted of a review of prior injury and illness records and a walk-through inspection of all areas of the facility. The purpose of this assessment was to identify sources of hazards to workers that are present, or are likely to be present, in the workplace which necessitate the use of personal protective equipment (PPE).

**Workplace Evaluated:**

(Insert address of the facility and a listing of all departments or areas of the facility that were inspected.)

**Person Certifying Hazard Assessment:**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Date(s) of Hazard Assessment:** \_\_\_\_\_

**Attachments:** Hazard Assessment forms

Sample Assessment Form from the MDOL website at  
[https://www.maine.gov/labor/workplace\\_safety/checklists/index.shtml](https://www.maine.gov/labor/workplace_safety/checklists/index.shtml)



**Certification of Hazard Assessment**

Work Area \_\_\_\_\_ Assessment Conducted By \_\_\_\_\_

Date \_\_\_\_\_

Personal Protective Equipment - Hazard Analysis – By Task

Task	Hazard	PPE Required	Notes	Department



## Town of Mount Desert Safety Committee Plan

### 1.0 Mission Statement:

The Safety Committee of the Town of Mount Desert is committed to promoting a culture of safety and health throughout the organization. Our mission is to unite all members of the town to collaboratively enhance workplace safety, prevent accidents, and reduce injuries. Through open communication, proactive measures, and continuous improvement, we strive to make safety an integral part of our operating procedures, ensuring compliance with federal and state health and safety standards.

### 2.0 Purpose and Role:

The Safety Committee is dedicated to improving safety and health within the Town of Mount Desert. Its purpose is to:

- Promote employee awareness and involvement in health and safety matters.
- Educate managers, supervisors, and employees about their shared responsibility for accident prevention.
- Integrate health and safety activities into the town's operations, culture, and programs.
- Facilitate open discussions to address health and safety challenges and propose solutions.
- Provide information and training to enhance employee and supervisor knowledge of health and safety issues.
- Collaborate to reduce workplace injuries and illnesses while ensuring compliance with safety standards.

### 3.0 Committee Structure:

The Safety Committee will consist of dedicated individuals with diverse backgrounds and perspectives. Committee members should:

- Be passionate about workplace safety and demonstrate a genuine interest in promoting a safe environment.
- Possess good communication skills and a willingness to collaborate effectively.
- Have knowledge or experience in safety and health matters.
- Represent different departments and areas of the organization.
- Include an equal mix of employee and management representatives.

### 4.0 Committee Responsibilities:

The Safety Committee will work as a team to achieve its mission by:

- Developing, reviewing, and maintaining written safety programs, policies, and procedures.

*\*In cases where applicable, department-specific policies may be employed in place of this town-wide policy.*

- Conducting regular internal workplace inspections to identify and address hazards.
- Facilitating safety training sessions for employees and supervisors.
- Investigating accidents to determine root causes and prevent recurrence.
- Communicating safety issues to employees and management.
- Organizing and conducting safety meetings to discuss safety topics and address concerns.

### **5.0 Meeting Structure:**

The Safety Committee will hold regular quarterly meetings to effectively carry out its responsibilities.

Meeting structure includes:

- Designating a Chair and Secretary to lead meetings, maintain order, and record minutes.
- Preparing an agenda before each meeting to guide discussions and ensure important topics are covered.
- Ensuring that meetings are held on paid time to show commitment and encourage active participation.
- Encouraging open discussions and valuing input from all committee members.
- Reviewing and distributing minutes promptly after each meeting to provide a record of decisions and actions.

### **6.0 Setting and Reviewing Goals:**

The Safety Committee will establish measurable and achievable short-term and long-term goals. Goals will be reviewed periodically to assess progress and effectiveness. The committee will:

- Collaboratively set goals that align with the mission and objectives of the Safety Committee.
- Regularly evaluate the achievements and challenges of the established goals.
- Adjust goals as needed to respond to changing circumstances and ensure ongoing improvement.

### **7.0 Continuous Improvement and Avoiding Pitfalls:**

To ensure the success of the Safety Committee, the organization will:

- Develop a clear mission statement and role for the committee's existence.
- Foster a culture of proactive problem-solving, decision-making, and action.
- Encourage open and constructive communication during meetings.
- Select dedicated and knowledgeable committee members who have a genuine interest in safety.
- Maintain a structured meeting schedule and provide clear agendas and minutes.
- Regularly review committee operations and assess the effectiveness of safety initiatives.

**\*In cases where applicable, department-specific policies may be employed in place of this town-wide policy.**



The Town of Mount Desert is committed to creating a safer workplace and promoting the well-being of its employees through the active engagement and collaboration of the Safety Committee. By working together, we will foster a culture of safety, reduce accidents, and create a more secure and health-conscious environment for everyone.

\*In cases where applicable, department-specific policies may be employed in place of this town-wide policy.



# Slip and Fall Prevention Policy for the Town of Mount Desert

## 1.0 Introduction

Slips, trips, and falls can have serious consequences, resulting in personal injury, loss of productivity, workers' compensation claims, and liability. In fact, slips and falls are responsible for more work-related injuries and missed workdays than any other type of accident. Wet or oily floors, uneven surfaces, and debris left in walkways are just a few of the potential hazards that can cause slips and trips. Falls can also occur from poorly maintained ladders and improperly designed stairways and elevated work surfaces. According to OSHA, slips, trips, and falls are a leading cause of back injuries, strains, sprains, contusions, fractures, and accidental deaths.

## 2.0 Hazard Control

Effective hazard control requires a combination of engineering and administrative controls. Engineering controls are the most effective type of control because they are built into the job itself. For example, redesigning equipment, substituting materials or processes, and isolating hazards with barriers are all examples of engineering controls. Administrative controls, such as education and training, signage, routine inspections, maintenance, and good housekeeping, can help change the way people do their jobs and reduce the risk of accidents.

## 3.0 Walking-Working Surface Inspection and Maintenance

At the Town of Mount Desert, we are committed to preventing slips, trips, and falls. To achieve this goal, managers and supervisors will conduct regular inspections of all working and walking areas to identify potential hazards that could cause accidents. Special attention will be given to the walking-working surfaces, housekeeping, lighting, vision, stairways, and ladders. Any hazards that are identified will be corrected immediately to minimize the risk of accidents.

*\*In cases where applicable, department-specific policies may be employed in place of this town-wide policy.*



## **Memorandum**

To: Selectboard  
From: Brian Henkel, Public Works Director  
Re: Contract for Professional Services for Parking Lot Design and Construction  
Date: August 17, 2023

The voters of the Town of Mount Desert (Voters) authorized the Town to issue general obligation bonds (Bonds) in the amount of \$780,000 for the design and construction of three existing Town owned parking lots (Lots). The Lots include the paved Town of Cranberry Isles leased lot south of the Town Office, the paved Town Office Lower-Level Parking east of the Town Office, and the gravel parking area just north of the entry to the Seal Harbor Wastewater Treatment Plant and across from 21 Main Street in Seal Harbor (Project). The Bonds for this Project have been issued and sold. The Voters further authorized "the Selectboard or its designee to execute any and all contracts and documents" to accomplish the proposed Project and Public Works is recommending the Town enter into a contract with G.F. Johnston & Associates (Engineer).

The Engineer has been involved in the development of this Project through providing early estimates of cost for the Project and is very familiar with the conditions and considerations of each of the lots. Further, the Engineer has completed numerous comparable projects for the Town that are evidence of the quality of the Engineer's design and administration skills.

Public Works recommends the Selectboard authorize the Public Works Director to enter into a contract with G.F. Johnston & Associates on behalf of the Town for engineering services for design and contract and construction administration of this Project.

Cc: Durlin Lunt, Town Manager  
Claire Wolfolk, Town Clerk



## **Memorandum**

To: Selectboard  
From: Brian Henkel, Public Works Director  
Re: Contract for Professional Services for Sidewalk Improvement Design Services  
Date: August 17, 2023

The voters of the Town of Mount Desert (Voters) authorized the Town to issue general obligation bonds (Bonds) in the amount of \$50,000 for the design of five sidewalks (Sidewalks). The Sidewalks include approximately 800 lineal feet along Route 102 in Somesville, 1,650 lineal feet along Neighborhood Road in Northeast Harbor, 350 lineal feet along Sea Street in Northeast Harbor, 1,275 lineal feet along Peabody Drive and Steamboat Wharf Road in Seal Harbor, and 85 lineal feet along Main Street in Seal Harbor (Project). The Bonds for this Project have been issued and sold. The Voters further authorized “the Selectboard or its designee to execute any and all contracts and documents” to accomplish the proposed Project and Public Works is recommending the Town enter into a contract with G.F. Johnston & Associates (Engineer).

The Engineer has been involved in the development of this Project and is very familiar with the conditions and considerations of each of the sidewalk areas. Further, the Engineer has completed numerous comparable projects for the Town that are evidence of the quality of the Engineer’s design skills.

Public Works recommends the Selectboard authorize the Public Works Director to enter into a contract with G.F. Johnston & Associates on behalf of the Town for engineering services for design of this Project in an amount not to exceed \$50,000.

Cc: Durlin Lunt, Town Manager  
Claire Wolfolk, Town Clerk



## **Memorandum**

To: Selectboard  
From: Brian Henkel, Public Works Director  
Re: Tennis and Pickleball Courts  
Date: August 17, 2023

The voters of the Town of Mount Desert (Voters) authorized the Town to issue general obligation bonds (Bonds) in the amount of \$210,000 for the design and renovation (Project) of the existing Town owned tennis and pickleball courts (Courts) on the Northeast Harbor Village Green. The current Courts are contained within a tall, chain link fence and are comprised of asphalt concrete with two tennis court nets and striping for both tennis and pickleball. Seasonally, the Courts are also used to support an ice-skating rink. The Bonds for this Project have been issued and sold. The Voters further authorized “the Selectboard or its designee to execute any and all contracts and documents” to accomplish the proposed Project and Public Works is recommending the Town enter into a contract with G.F. Johnston & Associates (Engineer).

The Engineer has been involved in the development of this Project and is very familiar with the conditions and considerations of the Courts. Further, the Engineer has completed numerous comparable projects for the Town that are evidence of the quality of the Engineer’s design and administration skills.

Public Works recommends the Selectboard authorize the Public Works Director to enter into a contract with G.F. Johnston & Associates on behalf of the Town for engineering services for design and contract and construction administration of this Project.

Cc: Durlin Lunt, Town Manager  
Claire Wolfolk, Town Clerk



## **Memorandum**

To: Selectboard  
From: Brian Henkel, Public Works Director  
Re: Contract for Professional Services for Sanitary Sewer Line Design and Contract Administration  
Date: August 17, 2023

The voters of the Town of Mount Desert (Voters) authorized the Town to issue general obligation bonds (Bonds) in the amount of \$910,000 for the design and construction of a new sanitary sewer line on Route 3 in Somesville east of the intersection with Route 102 (Project). The Maine Department of Transportation (MeDOT) is replacing the bridge on Babson Creek. The Town has a sanitary sewer line in the roadway of Route 3 that crosses Babson Creek through the bridge being replaced. As part of the MeDOT bridge replacement, a temporary bridge and temporary sanitary sewer line will need to be constructed while the existing bridge is being demolished and removed. A new sanitary sewer line will need to be installed in the new Babson Creek bridge, wastewater flows transferred to the new sanitary sewer line, and the temporary sanitary sewer line removed. The Bonds for this Project have been issued and sold. The Voters further authorized “the Selectboard or its designee to execute any and all contracts and documents” to accomplish the proposed Project and Public Works is recommending the Town enter into a contract with Olver Associates, Inc. (Engineer).

The Engineer has been involved in the development of this Project through providing early estimates of cost for the Project and is very familiar with the conditions and considerations of the Towns sanitary sewer system. Further, the Engineer has completed numerous comparable projects for the Town that are evidence of the quality of the Engineer’s design and administration skills.

Public Works recommends the Selectboard authorize the Public Works Director to enter into a contract with Olver Associates, Inc. on behalf of the Town for engineering services for design and contract and construction administration of this Project.

Cc: Durlin Lunt, Town Manager  
Claire Wolfolk, Town Clerk



## **Memorandum**

To: Board of Selectmen  
From: Brian Henkel, Public Works Director  
Re: Fuel Oil Bids 2023-2024  
Date: August 17, 2023

The Town participated with the Mount Desert Island Regional School System (AOS 91) in soliciting bids for #2 Heating Oil for the Town's heating oil contract. The bids were received at the Superintendent's Office on Thursday August 10, 2023 with Coastal Energy being the apparent low bidder. The results of the bid are attached to this memorandum. AOS 91 elected to contract with Coastal Energy for heating oil.

Public Works recommends the Select Board authorize the Public Works Director, on behalf of the Town, to contract with Coastal Energy for #2 Heating Oil for Fiscal Year 2024 at a fixed price of \$3.08 per gallon.

Cc: Durlin Lunt, Town Manager  
Claire Wolfolk, Town Clerk





# **TREASURER'S WARRANTS**



Warrants for BOS Agenda:

BOS Agenda:

8/21/2023

	Description	#	Date	Amount
<b>A. Warrants to be Approved and Signed:</b>				
	<b>Town Invoices</b>			
		AP#2411	08/22/23	1,652,294.46
				<b>\$ 1,652,294.46</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#2409	08/08/23	\$ 21,291.86
		AP#2410	08/15/23	\$ 46,758.80
	<b>Town Payroll</b>			
		PR#2405	08/18/23	\$ 198,072.23
				<b>\$ 266,122.89</b>
<b>C. Warrants to be Acknowledged:</b>				
	<b>School Invoices</b>			
	<b>School Payroll</b>			
		PR#4	08/18/23	\$ 147,980.27
	<b>Town Voids</b>			
				<b>\$ 147,980.27</b>
<b>TOTAL WARRANTS FOR BOS MEETING</b>				<b>\$ 2,066,397.62</b>



FOR 2023 13

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
200 Governing Body	35,701	0	35,701	21,169.65	.00	14,531.35	59.3%
201 Municipal Management	396,971	0	396,971	382,781.77	.00	14,189.23	96.4%
202 Town Clerk	123,582	10,850	134,432	123,944.37	.00	10,487.91	92.2%
203 Elections	22,250	0	22,250	6,665.62	.00	15,584.38	30.0%
204 Planning Board	51,509	35,677	87,186	23,490.12	.00	63,695.88	26.9%
205 Finance	249,317	0	249,317	255,623.01	.00	-6,306.01	102.5%
206 Assessing	134,141	200	134,341	126,620.14	.00	7,720.86	94.3%
207 Code Enforcement	182,524	0	182,524	169,969.65	.00	12,554.35	93.1%
208 Unallocated	103,100	0	103,100	76,131.22	.00	26,968.78	73.8%
209 Human Resources	40,320	0	40,320	1,794.99	.00	38,525.01	4.5%
210 Technology	201,731	0	201,731	227,443.53	.00	-25,712.53	112.7%
300 General Assistance	5,000	0	5,000	.00	.00	5,000.00	.0%
350 Rural Wastewater Support	205,805	0	205,805	189,505.00	.00	16,300.00	92.1%
401 Police	1,058,095	64,125	1,122,220	1,100,759.32	.00	21,460.68	98.1%
403 Fire	1,997,088	8,379	2,005,467	1,702,622.37	.00	302,845.11	84.9%
404 Hydrants	273,500	0	273,500	273,500.00	.00	.00	100.0%
405 Shellfish Conservation	3,250	0	3,250	.00	.00	3,250.00	.0%
406 Street Lights	10,500	0	10,500	10,416.55	.00	83.45	99.2%
407 Animal Control	5,000	0	5,000	70.01	.00	4,929.99	1.4%
408 Communication	398,857	27,664	426,521	306,873.40	.00	119,647.84	71.9%
409 Emergency Management	1,000	0	1,000	.00	.00	1,000.00	.0%
501 Highways	1,862,153	0	1,862,153	1,880,648.24	.00	-18,495.24	101.0%
505 Wastewater Operations	704,650	6,000	710,650	691,478.30	.00	19,171.70	97.3%
506 Waste Water Treatment	429,608	0	429,608	363,700.66	.00	65,907.34	84.7%
515 Waste Management	684,710	0	684,710	773,731.99	.00	-89,021.99	113.0%
520 Buildings & Grounds	237,971	0	237,971	257,468.99	.00	-19,497.99	108.2%
525 Parks & Cemeteries	59,877	20,940	80,817	82,114.38	.00	-1,297.38	101.6%
530 Environmental Sustainability	35,750	49,225	84,975	29,653.67	.00	55,321.33	34.9%
605 Recreation	5,900	0	5,900	17,116.63	.00	-11,216.63	290.1%
701 Community Development	10,000	0	10,000	2,650.00	.00	7,350.00	26.5%
801 General Obligation	1,736,705	95,759	1,832,464	1,832,012.63	.00	451.84	100.0%
851 3rd Party Request Agencies	324,095	0	324,095	324,095.00	.00	.00	100.0%
991 Operating Transfers	1,069,436	0	1,069,436	1,069,436.00	.00	.00	100.0%
TOTAL General Fund	12,660,096	318,820	12,978,916	12,323,487.21	.00	655,429.26	95.0%

FOR 2023 13

ACCOUNTS FOR:  
600 Marina

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMNTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101 Northeast Harbor Marina	622,410	14,555	636,965	638,370.86	.00	-1,405.86	100.2%
102 Seal Harbor Marina	11,800	0	11,800	5,538.52	.00	6,261.48	46.9%
103 Bartlett Marina	4,600	0	4,600	1,097.99	.00	3,502.01	23.9%
104 Somes Marina	750	0	750	180.00	.00	570.00	24.0%
801 General Obligation	36,036	0	36,036	36,025.03	.00	10.97	100.0%
991 Operating Transfers	105,648	0	105,648	41,498.00	.00	64,150.00	39.3%
TOTAL Marina	781,244	14,555	795,799	722,710.40	.00	73,088.60	90.8%



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Town of Mount Desert  
YEAR-TO-DATE BUDGET REPORT

P 3  
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FOR 2023 13

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	13,441,340	333,375	13,774,715	13,046,197.61	.00	728,517.86	94.7%

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

Town of Mount Desert  
YEAR-TO-DATE BUDGET REPORT

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FOR 2024 13

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
200 Governing Body	36,770	0	36,770	535.41	.00	36,234.59	1.5%
201 Municipal Management	432,064	0	432,064	64,733.71	.00	367,330.29	15.0%
202 Town Clerk	139,940	0	139,940	17,625.88	.00	122,314.12	12.6%
203 Elections	17,000	0	17,000	90.20	.00	16,909.80	.5%
204 Planning Board	52,263	0	52,263	15,178.21	.00	37,084.79	29.0%
205 Finance	314,851	0	314,851	43,427.68	.00	271,423.32	13.8%
206 Assessing	143,212	0	143,212	23,633.73	.00	119,578.27	16.5%
207 Code Enforcement	212,484	0	212,484	20,191.45	.00	192,292.55	9.5%
208 Unallocated	113,000	0	113,000	932.40	.00	112,067.60	.8%
209 Human Resources	55,400	0	55,400	.00	.00	55,400.00	0.0%
210 Technology	220,887	0	220,887	82,829.81	.00	138,057.19	37.5%
211 Contracted Mun & Comm-Oriented	143,000	0	143,000	143,000.00	.00	0.00	100.0%
300 General Assistance	5,000	0	5,000	.00	.00	5,000.00	0.0%
350 Rural Wastewater Support	222,066	0	222,066	800.00	.00	221,266.00	.4%
401 Police	1,166,478	0	1,166,478	127,454.43	.00	1,039,023.57	10.9%
403 Fire	2,267,334	0	2,267,334	317,320.02	.00	1,950,013.98	14.0%
404 Hydrants	273,500	0	273,500	68,375.00	.00	205,125.00	25.0%
405 Shellfish Conservation	3,403	0	3,403	.00	.00	3,403.00	0.0%
406 Street Lights	11,250	0	11,250	852.61	.00	10,397.39	7.6%
407 Animal Control	4,980	0	4,980	.00	.00	4,980.00	0.0%
408 Communication	456,295	0	456,295	62,990.40	.00	393,304.60	13.8%
409 Emergency Management	1,000	0	1,000	.00	.00	1,000.00	0.0%
501 Highways	2,004,068	0	2,004,068	198,434.51	.00	1,805,633.49	9.9%
505 Wastewater Operations	745,157	0	745,157	96,833.15	.00	648,323.85	13.0%
506 Waste Water Treatment	464,608	0	464,608	22,790.35	.00	441,817.65	4.9%
515 Waste Management	743,619	0	743,619	55,346.59	.00	688,272.41	7.4%
520 Buildings & Grounds	278,510	0	278,510	63,253.27	.00	215,256.73	22.7%
525 Parks & Cemeteries	60,202	0	60,202	18,271.10	.00	41,930.90	30.3%
530 Environmental Sustainability	35,750	0	35,750	372.72	.00	35,377.28	1.0%
605 Recreation	5,900	0	5,900	853.54	.00	5,046.46	14.5%
701 Community Development	10,000	0	10,000	.00	.00	10,000.00	0.0%
801 General Obligation	2,203,989	0	2,203,989	1,207,062.17	.00	996,926.83	54.8%
851 3rd Party Request Agencies	202,437	0	202,437	202,437.00	.00	.00	100.0%
991 Operating Transfers	1,084,314	0	1,084,314	1,084,314.00	.00	.00	100.0%
TOTAL General Fund	14,130,731	0	14,130,731	3,939,939.34	.00	10,190,791.66	27.9%



FOR 2024 13

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMNTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
600							
101 Northeast Harbor Marina	664,321	0	664,321	132,888.15	.00	531,432.85	20.0%
102 Seal Harbor Marina	12,800	0	12,800	39.01	.00	12,760.99	.3%
103 Bartlett Marina	4,800	0	4,800	221.87	.00	4,578.13	4.6%
104 Somes Marina	750	0	750	.00	.00	750.00	.0%
801 General Obligation	32,032	0	32,032	.00	.00	32,032.00	.0%
991 Operating Transfers	137,377	0	137,377	63,108.00	.00	74,269.00	45.9%
TOTAL Marina	852,080	0	852,080	196,257.03	.00	655,822.97	23.0%



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Town of Mount Desert  
YEAR-TO-DATE BUDGET REPORT

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FOR 2024 13

	ORIGINAL APPROP	TRANSFRS/ ADJSTMNTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	14,982,811	0	14,982,811	4,136,196.37	.00	10,846,614.63	27.6%

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

**TOWN OF MOUNT DESERT**  
**ACCOUNTS PAYABLE WARRANT**

**WARRANT AP# 2411**

CHECK DATE: August 22, 2023

CHECK NUMBER:	<u>319180</u>	through	<u>319250</u>	\$ <u>1,567,926.76</u>	Check payments
CHECK NUMBER:	<u>59757</u>	and	<u>59757</u>	\$ <u>380.00</u>	Electronic payments
EFT NUMBER:	<u>2905</u>	through	<u>2930</u>	\$ <u>83,987.70</u>	ACH Payments
EFT or CK NUMBER:	<u>n/a</u>	and	<u>n/a</u>	\$ <u>-</u>	Voided Checks

TOTAL DISBURSEMENTS: \$ 1,652,294.46

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



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Town of Mount Desert  
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 100  
CHECK NO CHK DATE TYPE VENDOR NAME

10100  
Ck-g-BH General Fund 8066

INVOICE INVOICE

WARRANT

NET

INVOICE DTL DESC	INV DATE	PO	WARRANT	NET
2 A C PARSONS LANDSCAPING & GARDEN 414391 Stat. 3 landscaping BLDG REPAIR & MAINT-S3 SV	07/31/2023		AP2411	620.33
620.33 1440330 55200 433				
A C PARSONS LANDSCAPING & GARDEN 414383 landscaping LANDSCAPING SVCS	07/31/2023		AP2411	1,990.16
1,990.16 6010100 55222				
A C PARSONS LANDSCAPING & GARDEN 414382 LANDSCAPING SERVICES BJ GEN REPAIRS & MAINT	07/31/2023		AP2411	1,414.83
1,414.83 1552000 55400				
2905 08/22/2023 EFT Invoice: 414391				
2906 08/22/2023 EFT Invoice: 38274				
76 BROWNS COMMUNICATIONS INC 38274 Ignition Control Fuse replaced - 4115 VEHICLE REPAIR	08/08/2023		AP2411	121.69
121.69 1440110 55100 4115				
792 COASTAL ENERGY 6035100 DIESEL FUEL BJ VEHICLE FUEL	07/20/2023		AP2411	115.84
115.84 1550100 53710				
COASTAL ENERGY 6035101 DIESEL FUEL BJ VEHICLE FUEL	07/20/2023		AP2411	116.58
116.58 1550100 53710				
COASTAL ENERGY 6035095 DIESEL FUEL BJ VEHICLE FUEL	07/20/2023		AP2411	112.10
112.10 1550100 53710				
COASTAL ENERGY 6035102 DIESEL FUEL BJ VEHICLE FUEL	07/22/2023		AP2411	102.24
102.24 1550100 53710				
COASTAL ENERGY 6035105 DIESEL FUEL BJ VEHICLE FUEL	07/24/2023		AP2411	121.17
121.17 1550100 53710				
COASTAL ENERGY 6035108 DIESEL FUEL BJ VEHICLE FUEL	07/25/2023		AP2411	98.45
98.45 1550100 53710				
COASTAL ENERGY 6035111 DIESEL FUEL BJ VEHICLE FUEL	07/25/2023		AP2411	151.47
151.47 1550100 53710				
COASTAL ENERGY 6035112 DIESEL FUEL BJ	07/25/2023		AP2411	56.51
6035112				
2905 TOTAL:			2905 TOTAL:	4,025.32
2906 TOTAL:			2906 TOTAL:	121.69





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Town of Mount Desert  
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 100  
CHECK NO CHK DATE

10100  
TYPE VENDOR NAME

Ck-g-BH General Fund 8066

NET

INVOICE DTL DESC	INV DATE	PO	WARRANT	NET
2910 08/22/2023 EFT Invoice: 46944	08/10/2023	AP2411		1,761.75
	Single Sort tonnage - BLH PROCESSING SVCS			
Invoice: 46897	07/31/2023	AP2411		34,334.76
	July Tipping Fees @TransSta - BLH TIPPING FEE EMR			
	CHECK	2910 TOTAL:		36,096.51
2911 08/22/2023 EFT Invoice: 20233799	04/19/2023	AP2411		3,697.88
	NEH Village Center CCAI - BLH ENGINEERING & DESIGN			
Invoice: 20235927	06/27/2023	AP2411		8,033.75
	NEH Village Center Improvement CCAI - BLH ENGINEERING & DESIGN			
	CHECK	2911 TOTAL:		11,731.63
2912 08/22/2023 EFT Invoice: 50901	08/14/2023	AP2411		196.50
	Attend MTCMA Conference Carrabasset Valley TOWN MGR EXPENSE			
	CHECK	2912 TOTAL:		196.50
2913 08/22/2023 EFT Invoice: 0723 WW	07/31/2023	AP2411		810.94
	225.6 GALS WW Vehicle Fuel-EM VEHICLE FUEL			
Invoice: 0723 B&G	07/31/2023	AP2411		617.56
	172.5 GALS B&G Vehicle Fuel-EM VEHICLE FUEL			
Invoice: 0723 HWY	07/31/2023	AP2411		1,303.81
	321.4 GALS HWY Vehicle Fuel-EM VEHICLE FUEL			
	CHECK	2913 TOTAL:		2,732.31
2914 08/22/2023 EFT Invoice: 100620689	08/03/2023	AP2411		340.00
	E2 alignment VEHICLE REPAIR-17 FI E2			
	CHECK	2914 TOTAL:		340.00



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

2915	08/22/2023	EFT	2142 MODERN PEST SERVICES, LLC	6002649	08/10/2023	AP2411	81.00
	Invoice: 6002649				PEST CONTROL BJ		
			81.00 1550100	55400	GEN REPAIRS & MAINT		
					CHECK	2915 TOTAL:	81.00
2916	08/22/2023	EFT	2610 NO FRILLS OIL COMPANY	546217	08/03/2023	AP2411	874.02
	Invoice: 546217				257.9 GALS #2 Fuel NEH WWTP Heating-EM		
			874.02 1550666	53400	HEATING FUEL		
					CHECK	2916 TOTAL:	874.02
2917	08/22/2023	EFT	1131 NORTHEAST EMERGENCY APPARATUS LLC	109235	08/04/2023	AP2411	1,716.46
	Invoice: 109235				T5 accumulator assy.		
			1,716.46 1440330	55100 4305	VEHICLE REPAIR-12 Ferrara T5		
					CHECK	2917 TOTAL:	1,716.46
2918	08/22/2023	EFT	581 PITNEY BOWES	081423	08/14/2023	AP2411	907.50
	Invoice: 081423				8/8/23 Postage added		
			907.50 1220110	53140	POSTAGE		
					CHECK	2918 TOTAL:	907.50
2919	08/22/2023	EFT	1693 CHARTER COMMUNICATIONS	143576201080123	08/01/2023	AP2411	359.98
	Invoice: 143576201080123				Internet NEH WWTP		
			359.98 1221000	55150 1693	CABLE/INTERNET-NEH WWTP		
					CHECK	2919 TOTAL:	359.98
2920	08/22/2023	EFT	2831 CHARTER COMMUNICATIONS	144127401080123	08/01/2023	AP2411	9.99
	Invoice: 144127401080123				Cable Fire Station # 2		
			9.99 1221000	55150	CABLE/INTERNET		
					CHECK	2920 TOTAL:	9.99
2921	08/22/2023	EFT	1737 CHARTER COMMUNICATIONS	143576301080123	08/01/2023	AP2411	359.98
	Invoice: 143576301080123				Internet Fire station # 2		
			359.98 1221000	55150 1737	CABLE/INTERNET-FIRE ST#2 SH		
					CHECK	2921 TOTAL:	359.98



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Town of Mount Desert  
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 100  
CHECK NO CHK DATE

10100  
TYPE VENDOR NAME

Ck-g-BH General Fund 8066  
INVOICE

INV DATE PO WARRANT  
INVOICE DTL DESC

NET

2922	08/22/2023	EFT	1616	CHARTER COMMUNICATIONS	143136401080123	08/01/2023	AP2411	433.29
Invoice: 143136401080123								
				Internet Fire Station # 3	55150 1616	CABLE/INTERNET-FIRE ST#3 SV		
						CHECK	2922 TOTAL:	433.29
2923	08/22/2023	EFT	2832	CHARTER COMMUNICATIONS	143514101080123	08/01/2023	AP2411	531.96
Invoice: 143514101080123								
				internet		CABLE/INTERNET		
						CHECK	2923 TOTAL:	531.96
2924	08/22/2023	EFT	1773	CHARTER COMMUNICATIONS	144223501080123	08/01/2023	AP2411	159.98
Invoice: 144223501080123								
				Internet highway Garage		CABLE/INTERNET-HGWY GAR		
						CHECK	2924 TOTAL:	159.98
2925	08/22/2023	EFT	1370	CHARTER COMMUNICATIONS	143213001080123	08/01/2023	AP2411	8.99
Invoice: 143213001080123								
				tv		CABLE/INTERNET		
						CHECK	2925 TOTAL:	8.99
2926	08/22/2023	EFT	2510	CHARTER COMMUNICATIONS	143133201080123	08/01/2023	AP2411	65.00
Invoice: 143133201080123								
				Internet Beech Hill Communication		CABLE/INTERNET-POLICE DEPT		
						CHECK	2926 TOTAL:	65.00
2927	08/22/2023	EFT	2511	CHARTER COMMUNICATIONS	143157001080123	08/01/2023	AP2411	30.00
Invoice: 143157001080123								
				Internet joy Road Communications		CABLE/INTERNET-POLICE DEPT		
						CHECK	2927 TOTAL:	30.00
2928	08/22/2023	EFT	1770	CHARTER COMMUNICATIONS	143023601080123	08/01/2023	AP2411	2,190.48
Invoice: 143023601080123								
				Internet Town Office		CABLE/INTERNET-TOWN OFFICE		
						CHECK	2928 TOTAL:	2,190.48







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

INVOICE DTL DESC INV DATE PO WARRANT NET

Invoice: 10057342-3 080323	VERSANT POWER	10057342-3	080323	08/03/2023	AP2411	4,555.21
			25960 KWH SH WWTP Electric-ELECTRICITY			
Invoice: 10545196-3 080423	VERSANT POWER	10545196-3	080423	08/08/2023	AP2411	372.72
			40 HARBOR DRIVE BJ ELECTRICITY-EVSE CHG STA			
Invoice: 10057328-4 080823	VERSANT POWER	10057328-4	080823	08/08/2023	AP2411	852.61
			LED STREET LIGHTS BJ STREET LIGHTS-LED			

59757 08/16/2023 WIRE 1465 U S BANK EQUIPMENT FINANCE INC 507919611 380.00 1221000 55320 08/07/2023 Copier and Printer lease COPIER LEASE 380.00

319180 08/22/2023 PRTD 989 ACADIA DISPOSAL DISTRICT 2024-003 2,995.20 1551500 54200 07/01/2023 ADD Annual Dues FY24 DUES & MEMBERSHIPS 2,995.20

319181 08/22/2023 PRTD 2261 ACADIA FUEL LLC 194566 95.88 6010100 53400 07/28/2023 lp gas yachtsmen HEATING FUEL 95.88

319182 08/22/2023 PRTD 2550 BEN C WORCESTER, III I4531 3,825.00 1551500 55560 08/22/2023 RECYCLING BJ PROCESSING SVCS 3,825.00

319183 08/22/2023 PRTD 28 ALLENS ENVIRONMENTAL SERVICES INC 15066 5,628.50 1550552 55210 06/30/2023 Cleaned Pump Stations/300' Line NEH Swim Club-EM PUMP STATION MAINT 5,628.50

Invoice: 10057342-3 080323 4,555.21 1550668 55010

Invoice: 10545196-3 080423 372.72 1553000 55010

Invoice: 10057328-4 080823 852.61 1440600 55011

Invoice: 59757 08/16/2023 WIRE 1465 U S BANK EQUIPMENT FINANCE INC 507919611 380.00 1221000 55320

Invoice: 319180 08/22/2023 PRTD 989 ACADIA DISPOSAL DISTRICT 2024-003 2,995.20 1551500 54200

Invoice: 319181 08/22/2023 PRTD 2261 ACADIA FUEL LLC 194566 95.88 6010100 53400

Invoice: 319182 08/22/2023 PRTD 2550 BEN C WORCESTER, III I4531 3,825.00 1551500 55560

Invoice: 319183 08/22/2023 PRTD 28 ALLENS ENVIRONMENTAL SERVICES INC 15066 5,628.50 1550552 55210

2930 TOTAL: 12,585.42  
59757 TOTAL: 380.00  
319180 TOTAL: 2,995.20  
319181 TOTAL: 95.88  
319182 TOTAL: 3,825.00  
319183 TOTAL: 5,628.50



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

10100  
Ck-g-BH General Fund 8066  
INVOICE

INVOICE DTL DESC  
INVT DATE PO WARRANT NET

319184	08/22/2023	PRTD	2411 ALLIED EQUIPMENT LLC	8446	05/04/2023	AP2411	-1,553.27
	Invoice: 8446			55400	Credit for Invoice 8217		
					GEN REPAIRS & MAINT		
	Invoice: 8771		ALLIED EQUIPMENT LLC	8771	07/24/2023	AP2411	1,965.32
				55400	SWEPPER PARTS BJ		
					GEN REPAIRS & MAINT		
					CHECK	319184 TOTAL:	412.05
319185	08/22/2023	PRTD	2772 ALVAH B. BARGE SERVICE, LLC	9633	08/11/2023	AP2411	651.00
	Invoice: 9633			57121	mooring float repair		
					EQUIP-MOORINGS/FLOATS		
					CHECK	319185 TOTAL:	651.00
319186	08/22/2023	PRTD	2462 AMERICAN MESSAGING SERVICES LLC	N4370046XH	08/01/2023	AP2411	28.15
	Invoice: N4370046XH			54260	WW Alarms Paging Service-EM		
					TECHNICAL SVCS		
					CHECK	319186 TOTAL:	28.15
319187	08/22/2023	PRTD	2862 ARCTIC GLACIER USA INC	4354322010	08/08/2023	AP2411	157.20
	Invoice: 4354322010			53230 671	ice CONcession SUPP-Ice		
					CHECK	319187 TOTAL:	366.33
					CHECK	319187 TOTAL:	366.33
319188	08/22/2023	PRTD	2701 AUTOZONE INC.	3488590254	07/31/2023	AP2411	83.76
	Invoice: 3488590254			55400	SP BPC CA BJ		
					GEN REPAIRS & MAINT		
					CHECK	319188 TOTAL:	83.76
					CHECK	319188 TOTAL:	83.76
319189	08/22/2023	PRTD	46 AWARDS SIGNAGE & TROPHIES	8766	08/03/2023	AP2411	269.00
	Invoice: 8766			52700	Jim Willis Recognition		
					TOWN MGR EXPENSE		
					CHECK	319189 TOTAL:	269.00
					CHECK	319189 TOTAL:	269.00



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

INVOICE	INVOICE DTL DESC	INV DATE	PO	WARRANT	NET
319190	08/22/2023 PRTRD 2553 BLYTHE CONSTRUCTION INC	08/07/2023	AP2411		550.16
	Invoice: 68002952-6260-23	9.5 FINEMM BJ			
		550.16 1550100 53730			
		MISC-MATERIALS			
	Invoice: 68002994-6260-23	08/09/2023	AP2411		361.92
		12.5MM BJ			
		361.92 1550100 53730			
		MISC-MATERIALS			
		CHECK	319190 TOTAL:		912.08
319191	08/22/2023 PRTRD 2823 BOUND TREE MEDICAL LLC	08/10/2023	AP2411		230.53
	Invoice: 85053636	EMS supplies			
		230.53 1440330 53110 0404			
		EMS Supplies			
		CHECK	319191 TOTAL:		230.53
319192	08/22/2023 PRTRD 75 F T BROWN CO	06/30/2023	AP2411		5.39
	Invoice: B82656	Scrub pads			
		5.39 1440330 53110 0403			
		FD Supplies			
	Invoice: B85538	07/11/2023	AP2411		23.02
		Bait traps/dishwasher pods			
		23.02 1440330 53110 0403			
		FD Supplies			
	Invoice: B86134	07/18/2023	AP2411		10.58
		scrub pads/note pad			
		10.58 1440330 53110 0403			
		FD Supplies			
	Invoice: B86527	07/22/2023	AP2411		21.58
		Broom, dust pan			
		21.58 1440330 55200 433			
		BLDG REPAIR & MAINT-S3 SV			
	Invoice: B85784	07/14/2023	AP2411		33.11
		brush			
		33.11 6010100 55400			
		GEN REPAIR & MAINT			
	Invoice: B87034	07/27/2023	AP2411		5.74
		office supplies			
		5.74 6010100 53000			
		OFFICE SUPPLIES			
	Invoice: B82704	06/30/2023	AP2411		18.89
		batterys			
		18.89 6010100 53000			
		OFFICE SUPPLIES			
	Invoice: B82635	06/07/2023	AP2411		14.22
		supplies			
		14.22 6010100 55400			
		GEN REPAIR & MAINT			
	Invoice: B87099	07/28/2023	AP2411		7.73







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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
CHECK	319199 TOTAL:			920.00
Public Notice PUBLIC NOTICE	07/31/2023	AP2411		350.40
CHECK	319200 TOTAL:			350.40
WEED WACKER REPAIR BJ GEN REPAIRS & MAINT	08/22/2023	AP2411		62.23
CHECK	319201 TOTAL:			62.23
Sludge Disposal-EM SLUDGE DISPOSAL	08/01/2023	AP2411		6,100.00
CHECK	319202 TOTAL:			6,100.00
EMS supplies EMS Supplies	08/09/2023	AP2411		197.26
CHECK	319203 TOTAL:			197.26
Equature Recorder Maint IT/TECH FEE	08/01/2023	AP2411		1,496.00
CHECK	319204 TOTAL:			1,496.00
Helmet shield EQUIPMENT - FD	08/04/2023	AP2411		138.63
CHECK	319205 TOTAL:			138.63
cell phones CELL PHONES-HARBORMASTER	07/22/2023	AP2411		96.34



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Town of Mount Desert  
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 100  
CHECK NO CHK DATE TYPE VENDOR NAME

10100  
Ckfg-BH General Fund 8066  
INVOICE

INVOICE	INVOICE DTL DESC	INV DATE	PO	WARRANT	NET
319207	08/22/2023 PRTD Invoice: 07282023	1984	FIRSTNET		
	07282023			AP2411	96.34
	CELL PHONE BILL BJ	07/22/2023			
	313.00 1550100 55130				413.56
	100.56 1550552 55130				
	CELL PHONES				
	CELL PHONES				
	CHECK			319207 TOTAL:	413.56
319208	08/22/2023 PRTD Invoice: 07282023	2438	FIRSTNET-FIRE		
	07282023			AP2411	427.35
	427.35 1440330 55130				
	Monthly cell & data charges	07/22/2023			
	CELL PHONES				
	CHECK			319208 TOTAL:	427.35
319209	08/22/2023 PRTD Invoice: 07282023	1985	FIRSTNET-NON PUBLIC SAFETY		
	07282023			AP2411	249.72
	44.68 1220660 55130				
	42.67 1220551 55130				
	44.68 1220550 55130				
	117.69 1221000 55140				
	CELL & DATA THRU 08/22/23	07/22/2023			
	CELL PHONES				
	CELL PHONES				
	87949				
	CELL PHONES				
	EMAIL/INTERNET				
	CHECK			319209 TOTAL:	249.72
319210	08/22/2023 PRTD Invoice: 07282023	2443	FIRSTNET-PD CELL		
	07282023			AP2411	468.10
	271.82 1440110 55130				
	45.96 1440110 55130				
	56.39 1440110 55130				
	45.96 1440110 55130				
	19.19 1440110 55130				
	28.78 2140115 55130				
	Cell Phones	07/22/2023			
	CELL PHONES				
	CELL PHONES-ADMIN ASSIST				
	81911				
	CELL PHONES-POLICE LT				
	84648				
	CELL PHONES-POLICE SGT				
	86748				
	CELL PHONES-POLICE CHIEF				
	84088				
	CELL PHONES-BAR HBR PD				
	84088				
	CHECK			319210 TOTAL:	468.10
319211	08/22/2023 PRTD Invoice: 0723	222	R H FOSTER ENERGY LLC		
	0723			AP2411	3,127.25
	885.761 GAL 3.44 AVG JULY	07/31/2023			
	VEHICLE FUEL				
	82.14 1550100 53710				
	10.58 1220770 53710				
	FUEL-CEO 2018 Chev Col				
	2702				
	VEHICLE FUEL-18 CHEV COLO				
	2702				
	VEHICLE FUEL				
	59.75 6010100 53710				
	VEHICLE FUEL				
	423.62 1440110 53710				
	VEHICLE FUEL - 2022 F-150				
	4113				
	VEHICLE FUEL				
	707.79 1440110 53710				
	VEHICLE FUEL				
	4114				
	VEHICLE FUEL				
	379.10 1440110 53710				
	VEHICLE FUEL				
	4115				
	VEHICLE FUEL				
	124.90 1440110 53710				
	VEHICLE FUEL-T9				
	4309				
	VEHICLE FUEL - Rescue 7				
	4311				
	VEHICLE FUEL - Rescue 7				
	750.03 1440330 53710				
	CHECK			319211 TOTAL:	468.10





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

319212 08/22/2023 PRD 2833 FRED'S COFFEE COMPANY, INC. 003564

Invoice: 003564  
180.87 1440330 53710 4312 VEHICLE FUEL - Rescue 8  
CHECK 319211 TOTAL: 3,127.25

319213 08/22/2023 PRD 2110 GONETSPEED 0823  
Invoice: 0823  
08/03/2023 AP2411  
08/2023 Coffee delivery  
OFFICE SUPPLIES

613.98 1221000 55120  
CHECK 319212 TOTAL: 54.80

319214 08/22/2023 PRD 255 GRAND RENTAL STATION 65987  
Invoice: 65987  
08/10/2023 AP2411  
Telephone Charge  
TELEPHONE-USAGE

610.50 1550100 53740  
CHECK 319213 TOTAL: 613.98

319215 08/22/2023 PRD 2530 GRANITE STATE POLICE CAREER COUNCIL 23-2-DRUGINV-005  
Invoice: 23-2-DRUGINV-005  
08/04/2023 AP2411  
Drug Investigation Training - Harrington  
TRAINING

170.00 1440110 54100  
GRANITE STATE POLICE CAREER COUNCIL 23-2-DINT-005  
Drug Interdiction Training - Harrington  
TRAINING

170.00 1440110 54100  
CHECK 319214 TOTAL: 170.00

319216 08/22/2023 PRD 260 GREEN THUMB LAWN SERVICE INC R1 5422  
Invoice: 5422  
08/08/2023 AP2411  
FERTILIZERWEED MANAGEMENT BJ  
LANDSCAPING SVCS

2,370.92 1552000 55222  
CHECK 319215 TOTAL: 340.00

319217 08/22/2023 PRD 1470 GROUP DYNAMIC INC 12309-016000282  
Invoice: L2309-016000282  
08/16/2023 AP2411  
HRA Admin fee  
HRA-MED DEDUCT

183.75 1220800 52415  
CHECK 319216 TOTAL: 2,370.92

183.75 1220800 52415  
CHECK 319217 TOTAL: 183.75

NET



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

INVOICE DTL DESC INV DATE PO WARRANT NET

319218	08/22/2023	PRTD	2592	HAMMOND LUMBER COMPANY	6884058	08/02/2023	AP2411	52.80	52.80
	Invoice: 6884058				55200	Pour n Fill Crack Filler Blacktop-EM BLDG REPAIR & MAINT			
	Invoice: 6883574			HAMMOND LUMBER COMPANY	6883574	08/02/2023	AP2411	72.45	72.45
					55200	Blacktop Crack Filler, Rollers, Brushes, Liners-EM BLDG REPAIR & MAINT			
	Invoice: 6860372			HAMMOND LUMBER COMPANY	6860372	07/26/2023	AP2411	57.90	57.90
					53740	MOTAR MIX BJ STORM WATER SUPPLIES			
	Invoice: 6854048			HAMMOND LUMBER COMPANY	6854048	07/25/2023	AP2411	361.39	361.39
					55400	TOOLS BJ GEN REPAIRS & MAINT			
	Invoice: 6894301			HAMMOND LUMBER COMPANY	6894301	08/04/2023	AP2411	57.90	57.90
					53740	GRADE STAKES BJ STORM WATER SUPPLIES			
	Invoice: 6880994			HAMMOND LUMBER COMPANY	6880994	08/01/2023	AP2411	48.25	48.25
					53740	MORTAR BJ STORM WATER SUPPLIES			
	Invoice: 6864945			HAMMOND LUMBER COMPANY	6864945	07/27/2023	AP2411	159.99	159.99
					55200	1/2 HP Cast Sump Pump Vertical Float SH WWTP-EM BLDG REPAIR & MAINT			
	Invoice: 6893232			HAMMOND LUMBER COMPANY	6893232	08/04/2023	AP2411	139.98	139.98
					53900	4.5MM Quick Connect/4.5MM Rotating Nozzles-EM OTHER EQUIPMENT			
						CHECK	319218	TOTAL:	950.66

319219	08/22/2023	PRTD	274	HANCOCK COUNTY TREASURER	2023-MOUNT	09/01/2023	AP2411	1,157,709.66	1,157,709.66
	Invoice: 2023-MOUNT DESERT				59202	2023 County Tax Bill - Jan - Dec 2023 COUNTY TAX			
						CHECK	319219	TOTAL:	1,157,709.66

319220	08/22/2023	PRTD	296	HOME DEPOT CREDIT SERVICES	33351	08/08/2023	AP2411	9.82	9.82
	Invoice: 33351				55400	ELECTRIC BOX COVER BJ GEN REPAIRS & MAINT			
						CHECK	319220	TOTAL:	9.82









08/17/2023 15:50  
69051you

Town of Mount Desert  
A/P CASH DISBURSEMENTS JOURNAL

Invoice: 721356

CASH ACCOUNT: 100  
CHECK NO CHK DATE

10100  
TYPE VENDOR NAME

Invoice: 722111

Ck-g-BH General Fund 8066

INVOICE

Invoice: 716175

COASTAL AUTO PARTS

721356

Invoice: 721448

COASTAL AUTO PARTS

722111

COASTAL AUTO PARTS

COASTAL AUTO PARTS

716175

COASTAL AUTO PARTS

COASTAL AUTO PARTS

721448

COASTAL AUTO PARTS

522 NEIGHBORHOOD HOUSE

9543

522 NEIGHBORHOOD HOUSE

1706 ONLINE MOORING, LLC

P28707

1706 ONLINE MOORING, LLC

555 PARADIS TRUE VALUE HARDWARE

537470

555 PARADIS TRUE VALUE HARDWARE

563 PENOBSCOT CLEANING SVCS INC

00152483W

563 PENOBSCOT CLEANING SVCS INC

565 PERMA-LINE CORP OF NE

199813

565 PERMA-LINE CORP OF NE

19  
apcsbdsb

INVOICE DTL DESC

INV DATE PO

WARRANT

NET

08/08/2023 AP2411

252.36

CLEVIS BJ

MD ELEMENTARY SCHOOL

AP2411

252.36

08/10/2023 AP2411

-252.36

Credit for Invoice

721356

MD ELEMENTARY SCHOOL

AP2411

-252.36

07/26/2023 AP2411

72.86

Valve for 4114

4114 VEHICLE REPAIR - 2022 F-150

AP2411

72.86

08/08/2023 AP2411

8.11

Air filter

VEHICLE REPAIR

AP2411

8.11

CHECK 319232 TOTAL:

2,565.48

319233 TOTAL:

397.56

319233 TOTAL:

397.56

08/07/2023 AP2411

397.56

Pool Repairs and Maintenance

POOL REPAIRS

AP2411

397.56

07/31/2023 AP2411

14.00

online mooring fees

IT/TECH FEE

AP2411

14.00

CHECK 319234 TOTAL:

14.00

319234 TOTAL:

14.00

08/08/2023 AP2411

238.33

RAINBOW CROSSWALK PAINT BJ

GEN REPAIRS & MAINT

AP2411

238.33

CHECK 319235 TOTAL:

238.33

319235 TOTAL:

238.33

07/21/2023 AP2411

650.00

Cleaning of Cruiser

4114 VEHICLE REPAIR - 2022 F-150

AP2411

650.00

CHECK 319236 TOTAL:

650.00

319236 TOTAL:

650.00

08/02/2023 AP2411

63.45

SIGNS BJ

STREET SIGNS

AP2411

63.45



08/17/2023 15:50  
69051you

Town of Mount Desert  
A/P CASH DISBURSEMENTS JOURNAL

08/17/2023 15:50  
69051you

CASH ACCOUNT: 100  
CHECK NO CHK DATE

10100  
TYPE VENDOR NAME

8066  
INVOICE

8066  
INVOICE

8066  
INVOICE

8066  
INVOICE

8066  
INVOICE

8066  
INVOICE

8066  
INVOICE

8066  
INVOICE

20  
apcsbdsb

WARRANT

PO

INVOICE

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NET

WARRANT

PO

INVOICE

INVOICE

INVOICE

INVOICE

INVOICE

INVOICE

INVOICE

319237 TOTAL:

CHECK

319237 TOTAL:

319237 TOTAL:

319237 TOTAL:

319237 TOTAL:

319237 TOTAL:

319237 TOTAL:

319237 TOTAL:

63.45

AP2411

06/30/2023

ELECTRICITY BJ

1,555.70

2490 REVISION SOLAR IMPACT PARTNERS LL 185

2490 REVISION SOLAR IMPACT PARTNERS LL 185

2490 REVISION SOLAR IMPACT PARTNERS LL 185

2490 REVISION SOLAR IMPACT PARTNERS LL 185

2490 REVISION SOLAR IMPACT PARTNERS LL 185

4,649.60

AP2411

06/30/2023

ELECTRICITY BJ

4,649.60

REVISION SOLAR IMPACT PARTNERS LL 206

REVISION SOLAR IMPACT PARTNERS LL 206

REVISION SOLAR IMPACT PARTNERS LL 206

REVISION SOLAR IMPACT PARTNERS LL 206

REVISION SOLAR IMPACT PARTNERS LL 206

4,766.50

AP2411

06/30/2023

ELECTRICITY BJ

4,766.50

REVISION SOLAR IMPACT PARTNERS LL 240

REVISION SOLAR IMPACT PARTNERS LL 240

REVISION SOLAR IMPACT PARTNERS LL 240

REVISION SOLAR IMPACT PARTNERS LL 240

REVISION SOLAR IMPACT PARTNERS LL 240

10,971.80

AP2411

08/01/2023

RECURRING SERVICES BJ

93.00

784 SEACOAST SECURITY INC

784 SEACOAST SECURITY INC

784 SEACOAST SECURITY INC

784 SEACOAST SECURITY INC

784 SEACOAST SECURITY INC

93.00

AP2411

07/31/2023

Reimburse over-payment of

300.00

2951 ELLEN SHAFER

2951 ELLEN SHAFER

2951 ELLEN SHAFER

2951 ELLEN SHAFER

2951 ELLEN SHAFER

300.00

AP2411

07/31/2023

OR-PD Reimb

300.00

1182 SOMATEX INC

1182 SOMATEX INC

1182 SOMATEX INC

1182 SOMATEX INC

1182 SOMATEX INC

397.00

AP2411

07/21/2023

Cash box for dispatch

25.39

874 STAPLES CREDIT PLAN

874 STAPLES CREDIT PLAN

874 STAPLES CREDIT PLAN

874 STAPLES CREDIT PLAN

874 STAPLES CREDIT PLAN

571.79

AP2411

07/17/2023

envelopes

571.79

STAPLES CREDIT PLAN

STAPLES CREDIT PLAN

STAPLES CREDIT PLAN

STAPLES CREDIT PLAN

STAPLES CREDIT PLAN

-29.81

AP2411

07/17/2023

Tax Refund

-29.81

STAPLES CREDIT PLAN

STAPLES CREDIT PLAN

STAPLES CREDIT PLAN

STAPLES CREDIT PLAN

STAPLES CREDIT PLAN

171.20

AP2411

07/18/2023

OFFICE SUPPLIES

3302276111

STAPLES CREDIT PLAN

STAPLES CREDIT PLAN

STAPLES CREDIT PLAN

STAPLES CREDIT PLAN

STAPLES CREDIT PLAN



INVOICE DTL DESC	INVT DATE	PO	WARRANT	NET
Copy paper, glue sticks, storage boxes, post it no OFFICE SUPPLIES	07/07/2023		AP2411	72.99
Clip boards OFFICE SUPPLIES-S3 SV	07/14/2023		AP2411	83.96
File Folders OFFICE SUPPLIES				
CHECK 319242 TOTAL:				895.52
070923 07/09/2023 AP2411				400.00
Royal Flush Septic Tank Pumping Reimbursement.				
RWWSP Septic Pumping				
CHECK 319243 TOTAL:				400.00
08/14/2023 AP2411				344.10
Uniform pants/shirts - Edgcomb UNIFORMS				
CHECK 319244 TOTAL:				344.10
08/03/2023 AP2411				142.12
HWY/MSW/P&C Uniforms-EM UNIFORMS				
UNIFORMS				
UNIFORMS				
08/03/2023 AP2411				93.97
WW Uniforms-EM UNIFORMS				
08/10/2023 AP2411				93.97
WW Uniforms-EM UNIFORMS				
08/10/2023 AP2411				142.12
HWY/MSW/P&C Uniforms-EM UNIFORMS				
UNIFORMS				
UNIFORMS				
08/10/2023 AP2411				472.18
CHECK 319245 TOTAL:				472.18





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

Ck-g-BH General Fund 8066

319246	08/22/2023	PRTD	742 USA BLUEBOOK	INV00078022	07/19/2023	AP2411		463.38
	Invoice: INV00078022				Cherne 20' Poly Liftline Hose, Test Ball 10"-EM OTHER EQUIPMENT			
				463.38	CHECK	319246	TOTAL:	463.38
319247	08/22/2023	PRTD	751 VISION GOVERNMENT SOLUTIONS INC	108924	08/01/2023	AP2411		4,372.00
	Invoice: 108924				ANNUAL CLOUD HOSTING FEE SOFTWARE RENEW/LIC FEES			
				4,372.00	CHECK	319247	TOTAL:	4,372.00
319248	08/22/2023	PRTD	939 W B MASON CO INC	240014036	07/27/2023	AP2411		117.13
	Invoice: 240014036				SAFETY GLASSES BJ GEN REPAIRS & MAINT			
				117.13	CHECK	319248	TOTAL:	117.13
319249	08/22/2023	PRTD	865 WARRENS OFFICE SUPPLIES	101259-00	07/27/2023	AP2411		27.45
	Invoice: 101259-00				Signature Stamp - Kerns OFFICE SUPPLIES			
				27.45	CHECK	319249	TOTAL:	27.45
319250	08/22/2023	PRTD	2319 WS EMERSON COMPANY INC	714973	07/31/2023	AP2411		141.17
	Invoice: 714973				PWD Rain Jacket - BLH UNIFORMS			
				141.17	CHECK	319250	TOTAL:	141.17
	Invoice: 715430				Duty caps and beanies UNIFORMS			245.76
				245.76	CHECK	319250	TOTAL:	386.93

NUMBER OF CHECKS 98 \*\*\* CASH ACCOUNT TOTAL \*\*\* 1,652,294.46

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	71	1,567,926.76
TOTAL WIRE TRANSFERS	1	380.00
TOTAL EFT'S	26	83,987.70

\*\*\* GRAND TOTAL \*\*\* 1,652,294.46

CLERK: 69051you

YEAR PER SRC ACCOUNT	JNL EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T	OB	DEBIT	CREDIT
2024	2	82								
APP 100-20000	08/22/2023	AP2411	AP2411			Accounts Payable			1,307,275.82	
APP 100-10100	08/22/2023	AP2411	AP2411			AP CASH DISBURSEMENTS JOURNAL Ckg-BH General Fund 8066				1,652,294.46
APP 600-20000	08/22/2023	AP2411	AP2411			Accounts Payable			5,778.39	
APP 300-20000	08/22/2023	AP2411	AP2411			AP CASH DISBURSEMENTS JOURNAL			338,911.47	
APP 200-20000	08/22/2023	AP2411	AP2411			Accounts Payable			328.78	
			AP2411			AP CASH DISBURSEMENTS JOURNAL				
						GENERAL LEDGER TOTAL			1,652,294.46	1,652,294.46
APP 100-35060	08/22/2023	AP2411				DT-MARINA			5,778.39	
APP 600-35010	08/22/2023	AP2411	AP2411			DT Gen fund				5,778.39
APP 100-35030	08/22/2023	AP2411	AP2411			DTF-CAP IMP			338,911.47	
APP 300-35010	08/22/2023	AP2411	AP2411			DT Gen fund				338,911.47
APP 100-35020	08/22/2023	AP2411	AP2411			DTF-SPEC REV			328.78	
APP 200-35010	08/22/2023	AP2411	AP2411			DT Gen fund				328.78
			AP2411			SYSTEM GENERATED ENTRIES TOTAL			345,018.64	345,018.64
						JOURNAL 2024/02/82			1,997,313.10	1,997,313.10
						TOTAL				

Town of Mount Desert  
A/P CASH DISBURSEMENTS JOURNAL  
JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
100 General Fund	2024 2	82	08/22/2023	Ckg-BH General Fund 8066		
100-10100				Accounts Payable	1,307,275.82	1,652,294.46
100-20000				DTF-SPEC REV	328.78	
100-35020				DTF-CAP IMP	338,911.47	
100-35030				DT-MARINA	5,778.39	
100-35060				FUND TOTAL	1,652,294.46	1,652,294.46
200 Special Revenue	2024 2	82	08/22/2023	Accounts Payable	328.78	
200-20000				DT Gen fund		328.78
200-35010				FUND TOTAL	328.78	328.78
300 Capital Projects	2024 2	82	08/22/2023	Accounts Payable	338,911.47	
300-20000				DT Gen fund		338,911.47
300-35010				FUND TOTAL	338,911.47	338,911.47
600 Marina	2024 2	82	08/22/2023	Accounts Payable	5,778.39	
600-20000				DT Gen fund		5,778.39
600-35010				FUND TOTAL	5,778.39	5,778.39



08/17/2023 15:50  
69051you

Town of Mount Desert  
A/P CASH DISBURSEMENTS JOURNAL

P 25  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
100 General Fund	345,018.64	
200 Special Revenue		328.78
300 Capital Projects		338,911.47
600 Marina		5,778.39
TOTAL	345,018.64	345,018.64

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

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

**WARRANT AP# 2409**

CHECK DATE: August 9, 2023

CHECK NUMBER:	<u>319175</u>	through	<u>319179</u>	\$ <u>20,960.75</u>	Check payments
CHECK NUMBER:	<u>59755</u>	and	<u>59755</u>	\$ <u>331.11</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: \$ 21,291.86

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#2409 State Fees/Payroll Benefits  
**Date:** Tuesday, August 8, 2023 1:55:56 PM

---

**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.

I approve!

On Tue, Aug 8, 2023 at 1:54 PM Lisa Young <[financeclerk@mtdesert.org](mailto:financeclerk@mtdesert.org)> wrote:

Greetings,

Attached is Accounts Payable Warrant #2409 (for Payroll and/or State Fees) in the amount of \$21,291.86 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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|

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John B Macauley, Ph.D.  
Otter Creek, Maine

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

**WARRANT AP# 2410**

CHECK DATE: August 15, 2023

CHECK NUMBER:	<u>N/A</u>	through	<u>N/A</u>	\$	-	Check payments
CHECK NUMBER:	<u>59756</u>	and	<u>59756</u>	\$	<u>45,268.14</u>	Electronic payments
EFT NUMBER:	<u>2904</u>	through	<u>2904</u>	\$	<u>1,490.66</u>	ACH Payments
EFT or CK NUMBER:	<u>N/A</u>	and	<u>N/A</u>	\$	-	Voided Checks

TOTAL DISBURSEMENTS: \$ 46,758.80

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#2410 State Fees/Payroll Benefits  
**Date:** Tuesday, August 15, 2023 4:25:07 PM

---

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Approved

Sent from my iPhone

On Aug 15, 2023, at 3:40 PM, Lisa Young <[financeclerk@mtdesert.org](mailto:financeclerk@mtdesert.org)> wrote:

Greetings,

Attached is Accounts Payable Warrant #2410 (for Payroll and/or State Fees) in the amount of \$46,758.80 for your approval.

Payroll Approval Email will follow later this afternoon.

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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<4- AP2410.pdf>

TOWN OF MOUNT DESERT  
PAYROLL WARRANT

WARRANT PR# 2405

CHECK DATE: August 18, 2023

ADVICE NUMBERS: 15615 through 15674

CHECK NUMBERS: 66170 through 66187

TOTAL DISBURSEMENTS: \$ 198,072.23

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 PR#2405 Approval Request  
**Date:** Tuesday, August 15, 2023 6:58:06 PM

---

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Approved

Sent from my iPhone

On Aug 15, 2023, at 4:32 PM, Lisa Young <[financeclerk@mtdesert.org](mailto:financeclerk@mtdesert.org)> wrote:

Greetings,

Attached are the following warrants for approval:

Payroll #2405 total of \$198,072.23

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)

~~~~~FOIA NOTICE~~~~~

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~~~~~PRIVACY NOTICE~~~~~

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<11- PR2405.pdf>

# Mount Desert School Department PAYROLL WARRANT REGISTER

Report # 17578

Include Authorization Codes: Yes  
Batch: 11085  
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 |
|---------|------------|------------|---------------------------|---------|-------------------|------------------|------------------|-----------------|------|
|         | 08/18/2023 | STAT       | TREASURER, STATE OF MAINE |         | 2,949.00          | 2,949.00         | 0.00             | 0.00            |      |
|         | 08/18/2023 | IRS        | INTERNAL REVENUE SERVICE  |         | 8,220.77          | 8,220.77         | 0.00             | 0.00            |      |
| 50225   | 08/18/2023 | 626        | HEATHER E. DORR           | 1       | 4,500.00          | 2,931.11         | 2,931.11         | 0.00            |      |
| 50226   | 08/18/2023 | 491        | SANDRA G. BOYCE           | 1       | 1,269.35          | 992.82           | 992.82           | 0.00            |      |
| 50227   | 08/18/2023 | 477        | ANGELIQUE E. HODGDON      | 1       | 1,711.05          | 1,314.56         | 1,314.56         | 0.00            |      |
| 50228   | 08/18/2023 | 149        | MARIAH D. BAKER           | 1       | 1,851.17          | 1,577.30         | 1,577.30         | 0.00            |      |
| 50229   | 08/18/2023 | 266        | JULIANNA R. BENNOCH       | 1       | 2,894.46          | 2,176.51         | 2,176.51         | 0.00            |      |
| 50230   | 08/18/2023 | 43         | SARAH R. DUNBAR           | 1       | 2,276.42          | 1,672.77         | 1,672.77         | 0.00            |      |
| 50231   | 08/18/2023 | 63         | HEATHER M. GRAVES         | 1       | 2,649.92          | 1,975.70         | 1,975.70         | 0.00            |      |
| 50232   | 08/18/2023 | 65         | GAYLE M. GRAY             | 1       | 2,779.07          | 1,989.28         | 1,989.28         | 0.00            |      |
| 50233   | 08/18/2023 | 293        | Amy L. James              | 1       | 2,894.46          | 2,259.28         | 2,259.28         | 0.00            |      |
| 50234   | 08/18/2023 | 90         | REBECCA A. JARVIS         | 1       | 2,586.30          | 1,957.31         | 1,957.31         | 0.00            |      |
| 50235   | 08/18/2023 | 237        | JUSTIN B. NORWOOD         | 1       | 2,470.92          | 1,924.06         | 1,924.06         | 0.00            |      |
| 50236   | 08/18/2023 | 508        | CATHY T. OEHMKE           | 1       | 2,942.53          | 2,212.60         | 2,212.60         | 0.00            |      |
| 50237   | 08/18/2023 | 502        | MARIA E. SIMPSON          | 1       | 2,058.73          | 1,744.80         | 1,744.80         | 0.00            |      |
| 50238   | 08/18/2023 | 404        | KERRY L. TAYLOR           | 1       | 2,894.46          | 1,830.08         | 1,830.08         | 0.00            |      |
| 50239   | 08/18/2023 | 459        | SHANNON L. WESTPHAL       | 1       | 2,161.03          | 1,667.34         | 1,667.34         | 0.00            |      |
| 50240   | 08/18/2023 | 91         | JUDITH CULLEN             | 1       | 2,292.96          | 1,719.31         | 1,719.31         | 0.00            |      |
| 50241   | 08/18/2023 | 146        | CECILIA R. GARRITY        | 1       | 1,900.19          | 1,256.09         | 1,256.09         | 0.00            |      |
| 50242   | 08/18/2023 | 92         | ABIGAIL A. HARMON         | 1       | 1,852.11          | 1,376.88         | 1,376.88         | 0.00            |      |
| 50243   | 08/18/2023 | 503        | RACHEL M. SINGH           | 1       | 2,376.96          | 1,902.31         | 1,902.31         | 0.00            |      |
| 50244   | 08/18/2023 | 504        | CRISTINA DEVORA           | 1       | 1,736.73          | 1,230.05         | 1,230.05         | 0.00            |      |
| 50245   | 08/18/2023 | 292        | TARA MCKERNAN             | 1       | 2,438.00          | 1,906.32         | 1,906.32         | 0.00            |      |
| 50246   | 08/18/2023 | 238        | WENDELL L. OPPEWALL       | 1       | 1,707.15          | 1,029.67         | 1,029.67         | 0.00            |      |
| 50247   | 08/18/2023 | 52         | WANDA J. FERNALD          | 1       | 2,779.07          | 1,983.05         | 1,983.05         | 0.00            |      |
| 50248   | 08/18/2023 | 314        | ANDREW J. CARLSON         | 1       | 1,857.07          | 1,401.22         | 1,401.22         | 0.00            |      |
| 50249   | 08/18/2023 | 601        | ELIZA M. HOPKINS          | 1       | 1,718.30          | 1,301.34         | 1,301.34         | 0.00            |      |
| 50250   | 08/18/2023 | 337        | AMBER G. CHARRON          | 1       | 2,293.61          | 1,718.67         | 1,718.67         | 0.00            |      |
| 50251   | 08/18/2023 | 240        | JEANNE C. OTT             | 1       | 2,942.53          | 2,044.40         | 2,044.40         | 0.00            |      |
| 50252   | 08/18/2023 | 313        | ANDREA W. HOWELL          | 1       | 2,142.42          | 1,751.87         | 1,751.87         | 0.00            |      |
| 50253   | 08/18/2023 | 291        | PATRICIA A. KELLEY        | 1       | 740.40            | 639.91           | 639.91           | 0.00            |      |
| 50254   | 08/18/2023 | 490        | ANNA D. MONTE             | 1       | 875.00            | 767.83           | 767.83           | 0.00            |      |
| 50255   | 08/18/2023 | 501        | MICHAEL J. TINKER         | 1       | 1,898.40          | 1,284.60         | 1,284.60         | 0.00            |      |
| 50256   | 08/18/2023 | 463        | RENE L. BECKER            | 1       | 1,858.40          | 1,407.42         | 1,407.42         | 0.00            |      |
| 50257   | 08/18/2023 | 499        | BOBBIE JO DAY             | 1       | 1,813.60          | 1,363.34         | 1,363.34         | 0.00            |      |
| 50258   | 08/18/2023 | 74         | LEON E. SARGENT           | 1       | 2,274.40          | 1,595.23         | 1,595.23         | 0.00            |      |
| 50259   | 08/18/2023 | 476        | BRUCE L. TRIPP            | 1       | 1,045.35          | 919.38           | 919.38           | 0.00            |      |
| 50260   | 08/18/2023 | AFLAC      | AFLAC                     |         | 127.42            | 127.42           | 0.00             | 127.42          |      |
| 50261   | 08/18/2023 | BCBS       | ANTHEM BC/BS              |         | 6,892.60          | 6,892.60         | 6,892.60         | 0.00            |      |
| 50262   | 08/18/2023 | MSRS       | MAINE PERS                |         | 16,122.38         | 16,122.38        | 16,122.38        | 0.00            |      |
| 50263   | 08/18/2023 | MET        | METROPOLITAN LIFE INSURAN |         | 350.00            | 350.00           | 0.00             | 350.00          |      |
| 50264   | 08/18/2023 | DELTA DENT | NORTHEAST DELTA DENTAL    |         | 1,217.94          | 1,217.94         | 0.00             | 1,217.94        |      |
| 50265   | 08/18/2023 | PRIM       | PRIMERICA FINANCIAL SVCS. |         | 1,270.00          | 1,270.00         | 0.00             | 1,270.00        |      |
| 50266   | 08/18/2023 | FEDHEALTH  | TREASURER, STATE OF MAINE |         | 0.00              | 0.00             | 0.00             | 0.00            |      |
|         |            |            |                           |         | <b>113,632.63</b> | <b>93,974.52</b> | <b>79,839.39</b> | <b>2,965.36</b> |      |

# Mount Desert School Department PAYROLL WARRANT REGISTER

Report # 17578

| Check # | Check Date | Code | Name | Chk Grp | Gross Pay | Net Pay | Direct Deposit | Check Amt | Void |
|---------|------------|------|------|---------|-----------|---------|----------------|-----------|------|
|---------|------------|------|------|---------|-----------|---------|----------------|-----------|------|

| Check Authorization Summary |                                     |       |           |
|-----------------------------|-------------------------------------|-------|-----------|
| Type                        | Description                         | Count | Amount    |
| Employee                    | Checks                              | 0     | 0.00      |
|                             | Voided Checks                       | 0     | 0.00      |
|                             | Direct Deposits (Fully Distributed) | 35    | 56,824.41 |
|                             | ACH Employee Credits                | 35    | 56,824.41 |
|                             | ACH Employee Debits (Voids)         | 0     | 0.00      |
| Deduction                   | Checks                              | 5     | 2,965.36  |
|                             | Voided Checks                       | 0     | 0.00      |
|                             | ACH Vendor Credits                  | 2     | 23,014.98 |
|                             | ACH VendorDebits (Voids)            | 0     | 0.00      |
|                             | ACH Online Payments                 | 0     | 0.00      |
| Taxes                       | EFTPS Payment - Debit               | 2     | 11,169.77 |

WARRANT #           #4          

DATE:           PAID AUG 18, 2023          

\_\_\_\_\_  
SUPERINTENDENT

\_\_\_\_\_  
FINANCE OFFICER

\_\_\_\_\_  
FINANCE OFFICER

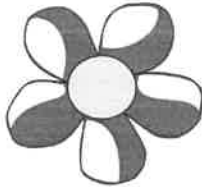
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FINANCE OFFICER

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FINANCE OFFICER

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FINANCE OFFICER

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FINANCE OFFICER



|    |            |             |
|----|------------|-------------|
| \$ | 93,974.52  | net pay     |
| \$ | 54,005.75  | payroll A/P |
| \$ | 147,980.27 |             |

# Mount Desert School Department Check Register

Report # 17583

Batch: 11090  
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 |
|---------|---------------|--------|------------|--------------|-----------------|-------------------|
| 11090   | 54,005.75     | Posted | Bria       | 08/15/2023   | Bria            | 08/15/2023        |

| Vendor Code / Name<br>Check Edit # | Check Number<br>Check Date | Check Type<br>Status | Check Header Information |
|------------------------------------|----------------------------|----------------------|--------------------------|
|------------------------------------|----------------------------|----------------------|--------------------------|

|                              |                     |                           |  |
|------------------------------|---------------------|---------------------------|--|
| 1200 ANTHEM BC & BS<br>11955 | 20936<br>08/18/2023 | Payable Payment<br>Posted | ANTHEM BC & BS<br>PO BOX 645438<br>CINCINNATI OH 452645438 |
|------------------------------|---------------------|---------------------------|--|

**Email Subject Line:** DDep-Notification  
**Email Check Remittances To:** Carmen.Leighton@anthem.com

| Payable # | Reference                 | Invoice #  | Invoice Date | Amount    | Discount | Payment   |
|-----------|---------------------------|------------|--------------|-----------|----------|-----------|
| 18457     | ANTHEM BC & BS- 004210000 | BCBS AUG23 | 08/18/2023   | 52,454.14 | 0.00     | 52,454.14 |

**Check Totals:**      **52,454.14**      **0.00**      **52,454.14**

|                          |                     |                           |  |
|--------------------------|---------------------|---------------------------|--|
| 6000 MAINE PERS<br>11952 | 20937<br>08/18/2023 | Payable Payment<br>Posted | MAINE PERS<br>PO BOX 349<br>AUGUSTA ME 043320349 |
|--------------------------|---------------------|---------------------------|--|

**Email Subject Line:** DDep-Notification  
**Email Check Remittances To:** accounting@mainepers.org

| Payable # | Reference                    | Invoice #    | Invoice Date | Amount   | Discount | Payment  |
|-----------|------------------------------|--------------|--------------|----------|----------|----------|
| 18454     | MAINE PERS- RET AUG23 P0016A | RET AUG23 P0 | 08/18/2023   | 1,191.12 | 0.00     | 1,191.12 |

**Check Totals:**      **1,191.12**      **0.00**      **1,191.12**

|                          |                     |                           |  |
|--------------------------|---------------------|---------------------------|--|
| 6000 MAINE PERS<br>11953 | 20938<br>08/18/2023 | Payable Payment<br>Posted | MAINE PERS<br>PO BOX 349<br>AUGUSTA ME 043320349 |
|--------------------------|---------------------|---------------------------|--|

**Email Subject Line:** DDep-Notification  
**Email Check Remittances To:** accounting@mainepers.org

| Payable # | Reference                        | Invoice #     | Invoice Date | Amount | Discount | Payment |
|-----------|----------------------------------|---------------|--------------|--------|----------|---------|
| 18455     | MAINE PERS-GLI JULY23 MDES P0016 | GLI JULY23 ME | 08/18/2023   | 102.50 | 0.00     | 102.50  |

**Check Totals:**      **102.50**      **0.00**      **102.50**

|                          |                     |                           |  |
|--------------------------|---------------------|---------------------------|--|
| 6000 MAINE PERS<br>11954 | 20939<br>08/18/2023 | Payable Payment<br>Posted | MAINE PERS<br>PO BOX 349<br>AUGUSTA ME 043320349 |
|--------------------------|---------------------|---------------------------|--|

**Email Subject Line:** DDep-Notification  
**Email Check Remittances To:** accounting@mainepers.org

| Payable # | Reference                        | Invoice #     | Invoice Date | Amount | Discount | Payment |
|-----------|----------------------------------|---------------|--------------|--------|----------|---------|
| 18456     | MAINE PERS- GLI JULY23 MDES TT09 | GLI JULY23 ME | 08/18/2023   | 257.99 | 0.00     | 257.99  |

**Check Totals:**      **257.99**      **0.00**      **257.99**

**Batch 11090 Totals:**      **54,005.75**      **0.00**      **54,005.75**

4 Checks Listed