



Town of Mount Desert
Selectboard
Agenda

Regular Meeting
Monday, February 26, 2024

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.

- I. Call to order at 6:30 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. Minutes**
 - A. Approval of minutes from February 5, 2024 meeting*
- III. Appointments/Recognitions/Resignations**
 - A. Consider appointment of Colby Hamor to the position of Buildings & Grounds effective March 11, 2024 at the six month probationary rate of \$23.28 per hour*
 - B. Recognition of the appointment of Justin Kelley to the Mechanic B position of the Highway Division of Public Works*
 - C. Recognition of the resignation of Decatur French from the Mechanic B position of the Highway Division*
- IV. Consent Agenda** *(These items are considered routine, and therefore, may be passed by the Selectmen in one blanket motion. Board members may remove any item for discussion by requesting such action prior to consideration of that portion of the agenda.)*
 - A. Warrant Committee Meeting Minutes from January 30, 2024*
 - B. Thank you note from Mount Desert Nursing Association*
 - C. Letter from Emmaus Homeless Shelter*
 - D. Maine Department of Health and Human Services acknowledgement of General Assistance Statutes compliance*
- V. Selectboard's Reports**
- VI. Unfinished Business**
None presented.
- VII. New Business**
 - A. Presentation of Service Groups/Non-profit Agency Funding Requests Budget FY 2025*
 - B. Request from Camp Beech Cliff to be included in the Town Report*
 - C. Discussion of a new contract with EMR in Southwest Harbor for solid waste handling services*

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

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

IX. Treasurer's Warrants

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

Town Invoices	AP#2452	02/27/2024	\$215,012.11
Total			\$215,012.11

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

State Fees & PR Benefits	AP#2449	02/07/2024	\$46,975.17
	AP#2450	02/15/2024	\$123,108.61
Town Payroll	PR#2420	02/16/2024	\$156,427.44
Total			\$326,511.22

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

School Invoices	AP#8	02/07/2024	\$203,411.66
School Payroll	PR#16	02/16/2024	\$196,660.93
Voided Disbursements			\$0
Total			\$400,072.59

Grand Total			\$941,595.92
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X. Adjournment

The next regularly scheduled meeting is at 6:30 p.m., Monday, March 4, 2024 **Location: Northeast Harbor Fire Department Conference Room (please follow the signs when you enter the meeting room)**, Town Hall, Northeast Harbor

(ZOOM connection on next page)

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The Town of Mount Desert is inviting you to a scheduled Zoom meeting. You can call in through any of the listed phone numbers or connect with a computer via the web link. You **will need to enter the meeting ID** to get access to the meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/248566175?pwd=RmozZjBOVWhUTQrRXR5QzFEZEEyQT09>

Meeting ID: 248 566 175

Password: 919872

One tap mobile

+13126266799,,248566175#,,,,0#,,919872# US (Chicago)

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

Dial by your location

+1 312 626 6799 US (Chicago)

+1 408 638 0968 US (San Jose)

+1 646 876 9923 US (New York)

+1 669 900 6833 US (San Jose)

+1 301 715 8592 US (Germantown)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

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

MINUTES

Town of Mount Desert
Selectboard Minutes
February 5, 2024

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

Town Employees and Officials Present: Tax Assessor Kyle Avila, CEO Kimberly Keene, Fire Chief Mike Bender, Public Works Director Brian Henkel, Town Manager Durlin Lunt, Town Manager Claire Woolfolk, Finance Director Mae Wyler

Members of the Public were also present.

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

Chair Macauley called the Meeting to order at 6:30 p.m.

II. Minutes

A. Approval of Minutes from January 16, 2024 meeting

MOTION: Ms. Dudman moved, with Mr. Wood seconding, approval of the January 16, 2024 Minutes as presented.

Motion approved 4-0.

III. Appointments/Recognitions/Resignations

A. Consider appointment of Gail Marshall to the Comprehensive Planning Committee as LUZO Advisory Committee liaison

MOTION: Mr. Mooers moved, with Ms. Dudman seconding, appointment of Gail Marshall to the Comprehensive Planning Committee as LUZO Advisory Committee liaison as presented.

Motion approved 4-0.

B. Appointment of Carrie Eason as Warden for the March 5, 2024 Presidential Primary Election

MOTION: Ms. Dudman moved, with Mr. Wood seconding, appointment of Carrie Eason as Warden for the March 5, 2024 Presidential Primary Election as presented.

Motion approved 4-0.

C. Appointment of Heidi Smallidge as Deputy Warden for the March 5, 2024 Presidential Primary Election

MOTION: Ms. Dudman moved, with Mr. Mooers seconding, appointment of Heidi Smallidge as Deputy Warden for the March 5, 2024 Presidential Primary Election as presented.

Motion approved 4-0.

D. Accept resignation of Paul Accomando as Building and Grounds employee effective February 16, 2024

MOTION: Mr. Mooers moved, with Mr. Wood seconding, acceptance of resignation of Paul Accomando as Building and Grounds employee effective February 16, 2024 as presented.

Motion approved 4-0.

1 **IV. Consent Agenda**

2 *A. Survey of Mount Desert Island town's shellfish license allocations*

3 *B. Small Animal Clinic Contract for 2024*

4 *C. Warrant Committee Minutes of January 23, 2024*

5 *D. A Climate to Thrive Sustainability Committee – Climate Action Plan Update; listening*
6 *session February 7, 2024*

7 *E. Acadia National Park Advisory Commission Minutes for the September 11, 2023 meeting*

8 MOTION: Mr. Mooers moved, with Mr. Wood seconding, acceptance of the Consent Agenda
9 as presented.

10 Motion approved 4-0.

11
12 **V. Selectboard's Reports**

13 There were no Selectboard's Reports

14
15 **VI. Unfinished Business**

16 There was no Unfinished Business.

17
18 **VII. New Business**

19 *A. Public Space Special Event Application 1-2024 – MDI Farmers' Market Northeast Harbor*
20 *Village Green; Thursdays 9am – noon from June 27 – August 29, 2024*

21 MOTION: Ms. Dudman moved, with Mr. Wood seconding, approval of Public Space Special
22 Event Application 1-2024 – MDI Farmers' Market Northeast Harbor Village Green; Thursdays
23 9am – noon from June 27 – August 29, 2024 as presented.

24
25 It was noted the Event Application fee applies to the entire summer.

26
27 Motion approved 4-0.

28
29 *B. Public Space Special Event Application 2-2024 – Help Portrait MDI Seal Harbor Village*
30 *Green; Saturday, October 5, 2024; 8am – noon*

31 MOTION: Ms. Dudman moved, with Mr. Wood seconding, approval of Public Space Special Event
32 Application 2-2024 – Help Portrait MDI Seal Harbor Village Green; Saturday, October 5, 2024; 8am –
33 noon as presented.

34 Motion approved 4-0.

35
36 *C. Review and approve contract amendment with Haley Ward for CCA-I for the Northeast Harbor*
37 *Village Center Improvement Project in the amount of \$79,290.91*

38 MOTION: Ms. Dudman moved, with Mr. Mooers seconding, approval of contract amendment
39 with Haley Ward for CCA-I for the Northeast Harbor Village Center Improvement Project in the
40 amount of \$79,290.91 as presented.

41 Motion approved 4-0.

42
43 *D. Close of Town Office for election day, March 5, 2024*

44 MOTION: Mr. Wood moved, with Ms. Dudman seconding, closing the Town Office for election day,
45 March 5, 2024.

46
47 Clerk Woolfolk explained that with the Town Clerks at the election and not in the office, it becomes
48 hard on other staff. The public will be able to do things with other departments in the Town Office by
49 appointment that day. The closure will be advertised.

50
51 Motion approved 4-0.

52

1 *E. Consideration of authorizing Fire Chief Mike Bender to purchase a new 2024 6.5- meter rigid*
 2 *inflatable boat, motor, and trailer from Ribcraft USA in the amount of \$113,144.00 with said*
 3 *funds to be used from the Fire Department Equipment Reserve Account Number 4040300-*
 4 *24471 with a current unencumbered balance of \$436,354.92*

5 MOTION: Mr. Mooers moved, with Ms. Dudman seconding, authorizing Fire Chief Mike Bender
 6 to purchase a new 2024 6.5- meter rigid inflatable boat, motor, and trailer from Ribcraft USA in
 7 the amount of \$113,144.00 with said funds to be used from the Fire Department Equipment
 8 Reserve Account Number 4040300-24471 with a current unencumbered balance of \$436,354.92
 9 as presented.

10 No vote was taken.

11
 12 Mr. Wood voiced concern that the purchase was not sent out to bid.

13
 14 Fire Chief Bender explained the type of bought he sought to purchase was the type the Fire
 15 Department has trained on. There are no Maine vendors who make it. The boat will be for both
 16 freshwater and ocean. The boat would be kept at the Somesville fire station. Quick access to both
 17 Long Pond and the ocean can occur.

18
 19 Further discussion ensued.

20
 21 MOTION: Ms. Dudman moved, with Mr. Wood seconding, to table the item for now, until Fire
 22 Chief Bender has a chance to look further into the purchase.

23 Motion approved 4-0.

24
 25 *F. Proposed FY25 Revenue Budget review*

26 Finance Director Wyler reported the revenue estimated is derived from a budget analysis. The previous
 27 two years have been higher revenue, due to a variety of factors, including good interest rates and good
 28 deals the Town was able to reach with Bar Harbor Bank and Trust in the past year. These are factors
 29 that may not repeat themselves. Additionally, the budget has increased in the past few years. If the
 30 Town wants to maintain 10 – 12% of expenses coming out of the fund balance, to stay in compliance,
 31 \$400,000.00 is a good, conservative way to go.

32
 33 MOTION: Ms. Dudman moved, with Mr. Mooers seconding, endorsement of the numbers presented in
 34 the proposed FY25 Revenue Budget review.

35 Motion approved 4-0.

36
 37 *G. DRAFT Warrant articles for review and votes*

38 **Article 1. To elect a Moderator by written ballot.**

39 MOTION: Ms. Dudman moved, with Mr. Wood seconding, recommending for passage Article 1 titled
 40 “To elect a Moderator by written ballot.” as presented.

41 Motion approved 4-0.

42
 43 **Article 2. To elect one member to the Selectboard for a term of three years, two members to the**
 44 **Mount Desert Elementary School Board for a term of three years, and one trustee to the Mount**
 45 **Desert Island Regional School District for a term of three years.**

46 MOTION: Ms. Dudman moved, with Mr. Wood seconding, recommending for passage Article 2 titled
 47 “To elect one member to the Selectboard for a term of three years, two members to the Mount Desert
 48 Elementary School Board for a term of three years, and one trustee to the Mount Desert Island Regional
 49 School District for a term of three years.” as presented.

50 Motion approved 4-0.

51
 52 **Article 3. To see if non-voters shall be allowed, when recognized, to speak during the 2024**
 53 **Annual Town Meeting.**

1 MOTION: Ms. Dudman moved, with Mr. Wood seconding, recommending for passage Article 3 titled
2 “To see if non-voters shall be allowed, when recognized, to speak during the 2024 Annual Town
3 Meeting.” as presented.
4 Motion approved 4-0.
5

6 **Article 4. Shall an ordinance dated May 7, 2024 and entitled “Town of Mount Desert Alewife**
7 **Ordinance” be enacted?**

8 MOTION: Ms. Dudman moved, with Mr. Wood seconding, recommending for passage Article 4 titled
9 “Shall an ordinance dated May 7, 2024 and entitled ‘Town of Mount Desert Alewife Ordinance’ be
10 enacted?” as presented.
11 Motion approved 4-0.
12

13 **Article 5. Shall an ordinance dated May 7, 2024 and entitled “Disbursement Warrant**
14 **Ordinance” of the Town of Mount Desert be enacted?**

15 MOTION: Mr. Dudman moved, with Mr. Wood seconding, recommending for passage Article 5 titled
16 “Shall an ordinance dated May 7, 2024 and entitled ‘Disbursement Warrant Ordinance’ of the Town of
17 Mount Desert be enacted?” as presented.
18 Motion approved 4-0.
19

20 **Article 6. Shall an ordinance dated May 7, 2024 and entitled “Consumer Fireworks Ordinance”**
21 **of the Town of Mount Desert be enacted?**

22 MOTION: Ms. Dudman moved, with Mr. Wood seconding, recommending for passage Article 6 titled
23 “Shall an ordinance dated May 7, 2024 and entitled ‘Consumer Fireworks Ordinance’ of the Town of
24 Mount Desert be enacted?” as presented.
25 Motion approved 4-0.
26

27 **Article 7. Shall an ordinance dated May 7, 2024 and entitled “Special Amusement Permit**
28 **Ordinance” of the Town of Mount Desert be enacted?**

29 MOTION: Ms. Dudman moved, with Mr. Wood seconding, recommending for passage Article 7 titled
30 “Shall an ordinance dated May 7, 2024 and entitled ‘Special Amusement Permit Ordinance’ of the
31 Town of Mount Desert be enacted?” as presented.
32 Motion approved 4-0.
33

34 **Article 25. To see if the Inhabitants of the Town of Mount Desert will vote to authorize the**
35 **Selectboard to accept Conditional Gifts (MRSA 30-A, §5654), Unconditional Gifts (MRSA 30-A**
36 **§5655), equipment, proceeds from sale of fire equipment or funds on behalf of the Municipal Fire**
37 **Department.**

38 MOTION: Ms. Dudman moved, with Mr. Wood seconding, recommending for passage Article 25
39 titled “To see if the Inhabitants of the Town of Mount Desert will vote to authorize the Selectboard to
40 accept Conditional Gifts (MRSA 30-A, §5654), Unconditional Gifts (MRSA 30-A §5655), equipment,
41 proceeds from sale of fire equipment or funds on behalf of the Municipal Fire Department.” as
42 presented.
43 Motion approved 4-0.
44

45 **Article 26. To see if the Inhabitants of the Town of Mount Desert will vote to authorize the**
46 **Selectboard to accept and expend on behalf of the Town additional state, federal and other funds**
47 **(including gifts and grants, as well as funds received under the American Rescue Plan Act and**
48 **similar legislation) received during the fiscal year 2024-2025 for Town purposes, provided that**
49 **such additional funds do not require expenditure of local funds not previously appropriated**

50 MOTION: Ms. Dudman moved, with Mr. Wood seconding, recommending for passage Article 26
51 titled “To see if the Inhabitants of the Town of Mount Desert will vote to authorize the Selectboard to
52 accept and expend on behalf of the Town additional state, federal and other funds (including gifts and
53 grants, as well as funds received under the American Rescue Plan Act and similar legislation) received

1 during the fiscal year 2024-2025 for Town purposes, provided that such additional funds do not require
 2 expenditure of local funds not previously appropriated” as presented.
 3 Motion approved 4-0.
 4

5 **Article 27. To see if the Inhabitants of the Town of Mount Desert will vote to authorize the**
 6 **Selectboard to lease a portion of the so-called Visitor Center at the Northeast Harbor Marina to**
 7 **the Ticket Booth operators for a term of one (1) year beginning July 1, 2024 under such terms**
 8 **and conditions as the Selectboard, in its sole discretion, deems to be in the best interests of the**
 9 **Town**

10 MOTION: Ms. Dudman moved, with Mr. Wood seconding, recommending for passage Article 27
 11 titled “To see if the Inhabitants of the Town of Mount Desert will vote to authorize the Selectboard to
 12 lease a portion of the so-called Visitor Center at the Northeast Harbor Marina to the Ticket Booth
 13 operators for a term of one (1) year beginning July 1, 2024 under such terms and conditions as the
 14 Selectboard, in its sole discretion, deems to be in the best interests of the Town” as presented.
 15 Motion approved 4-0.
 16

17 **Article 28. To see if the Inhabitants of the Town of Mount Desert will vote to authorize the**
 18 **Selectboard, to lease a portion of the so-called Visitor Center at the Northeast Harbor Marina to**
 19 **the Mount Desert Chamber of Commerce for a term of one (1) year beginning July 1, 2024 under**
 20 **such terms and conditions as the Selectboard, in its sole discretion, deems to be in the best**
 21 **interests of the Town**

22 MOTION: Ms. Dudman moved, with Mr. Wood seconding, recommending for passage Article 28
 23 titled “To see if the Inhabitants of the Town of Mount Desert will vote to authorize the Selectboard, to
 24 lease a portion of the so-called Visitor Center at the Northeast Harbor Marina to the Mount Desert
 25 Chamber of Commerce for a term of one (1) year beginning July 1, 2024 under such terms and
 26 conditions as the Selectboard, in its sole discretion, deems to be in the best interests of the Town” as
 27 presented.
 28 Motion approved 4-0.
 29

30 **Article 29. To see if the Inhabitants of the Town of Mount Desert will authorize the Selectboard,**
 31 **to negotiate and enter into an agreement with the Neighborhood House Club, Inc. for**
 32 **management and maintenance of the municipal swimming pool, for a term of one (1) year**
 33 **beginning July 1, 2024 under such terms and conditions as the Selectboard, in its sole discretion,**
 34 **deems to be in the best interests of the Town.**

35 MOTION: Ms. Dudman moved, with Mr. Wood seconding, recommending for passage Article 29
 36 titled “To see if the Inhabitants of the Town of Mount Desert will authorize the Selectboard, to
 37 negotiate and enter into an agreement with the Neighborhood House Club, Inc. for management and
 38 maintenance of the municipal swimming pool, for a term of one (1) year beginning July 1, 2024 under
 39 such terms and conditions as the Selectboard, in its sole discretion, deems to be in the best interests of
 40 the Town.” as presented.
 41 Motion approved 4-0.
 42

43 **Article 35. To see if the inhabitants of the Town of Mount Desert (Town) will authorize the**
 44 **Selectboard, to consent to the reallocation of \$16,500 in Town funds originally contributed by the**
 45 **Town to the Mount Desert Community Development Corporation (the “CDC”) in 2019 to**
 46 **partially finance construction of a park, but which the CDC has requested be reallocated to the**
 47 **purchase of refrigeration equipment for the municipal skating rink.**

48 MOTION: Ms. Dudman moved, with Mr. Wood seconding, recommending for passage Article 35
 49 titled “To see if the inhabitants of the Town of Mount Desert (Town) will authorize the Selectboard, to
 50 consent to the reallocation of \$16,500 in Town funds originally contributed by the Town to the Mount
 51 Desert Community Development Corporation (the ‘CDC’) in 2019 to partially finance construction of a
 52 park, but which the CDC has requested be reallocated to the purchase of refrigeration equipment for the
 53 municipal skating rink.” as presented.

1 Motion approved 4-0.

2
3 **Article 37. To see if the Inhabitants of the Town of Mount Desert will vote to approve July 1, each year, as the date on which all taxes shall be due and payable providing that all unpaid taxes on September 1, of each year, shall be charged interest at an annual rate of 8.5% (percent) per year. (Tax Club members are exempt within the terms and conditions of the Town's Tax Club Agreement.)**

4
5
6
7
8 MOTION: Ms. Dudman moved, with Mr. Wood seconding, recommending for passage Article 37
9 titled "To see if the Inhabitants of the Town of Mount Desert will vote to approve July 1, each year, as
10 the date on which all taxes shall be due and payable providing that all unpaid taxes on September 1, of
11 each year, shall be charged interest at an annual rate of 8.5% (percent) per year. (Tax Club members are
12 exempt within the terms and conditions of the Town's Tax Club Agreement.)" as presented.

13 Motion approved 4-0.

14
15 **Article 38. To see if the Inhabitants of the Town of Mount Desert will vote to authorize the Tax**
16 **Collector to enter into a standard "tax club" agreement with taxpayers whereby: (1) the taxpayer**
17 **agrees to pay specified monthly payments to the Town based on the taxpayer's estimated and**
18 **actual tax obligation for current year property taxes (real estate and/or personal); (2) the Town**
19 **agrees to waive interest on timely payments; (3) the Town authorizes the Tax Collector to accept**
20 **payment of taxes prior to commitment of taxes; (4) the agreement automatically terminates if two**
21 **consecutive payments are missed and the taxpayer thereupon becomes subject to the same due**
22 **date and interest rate as other nonparticipating taxpayers; (5) only taxpayers who are paid in full**
23 **on their property tax obligations may participate; and (6) interested taxpayers shall apply**
24 **annually for participation by the date shown on the application, date and application format to**
25 **be determined by the Tax Collector.**

26 MOTION: Ms. Dudman moved, with Mr. Wood seconding, recommending for passage Article 38
27 titled "To see if the Inhabitants of the Town of Mount Desert will vote to authorize the Tax Collector to
28 enter into a standard "tax club" agreement with taxpayers whereby: (1) the taxpayer agrees to pay
29 specified monthly payments to the Town based on the taxpayer's estimated and actual tax obligation for
30 current year property taxes (real estate and/or personal); (2) the Town agrees to waive interest on timely
31 payments; (3) the Town authorizes the Tax Collector to accept payment of taxes prior to commitment
32 of taxes; (4) the agreement automatically terminates if two consecutive payments are missed and the
33 taxpayer thereupon becomes subject to the same due date and interest rate as other nonparticipating
34 taxpayers; (5) only taxpayers who are paid in full on their property tax obligations may participate; and
35 (6) interested taxpayers shall apply annually for participation by the date shown on the application, date
36 and application format to be determined by the Tax Collector." as presented.

37 Motion approved 4-0.

38
39 **Article 39. To see if the Town will vote to authorize the Tax Collector to accept pre-payment of**
40 **property taxes not yet committed, not to exceed the estimated amount to be committed in the**
41 **subsequent year, with no interest to be paid on same.**

42 MOTION: Ms. Dudman moved, with Mr. Wood seconding, recommending for passage Article 39
43 titled "To see if the Town will vote to authorize the Tax Collector to accept pre-payment of property
44 taxes not yet committed, not to exceed the estimated amount to be committed in the subsequent year,
45 with no interest to be paid on same." as presented.

46 Motion approved 4-0.

47
48 **Article 40. To see if the Inhabitants of the Town of Mount Desert will vote to set the interest rate**
49 **to be paid by the Town for abated taxes that have been paid at the rate of 4.25% (percent) per**
50 **year.**

51 MOTION: Ms. Dudman moved, with Mr. Wood seconding, recommending for passage Article 40
52 titled "To see if the Inhabitants of the Town of Mount Desert will vote to set the interest rate to be paid
53 by the Town for abated taxes that have been paid at the rate of 4.25% (percent) per year." as presented.

1 Motion approved 4-0.

2
3 **Article 41. To see if the inhabitants of the Town of Mount Desert will vote to authorize**
4 **expenditures to pay any tax abatements granted by the Assessor, Board of Assessment Review, or**
5 **Selectboard together with any interest due thereon from the Town, during the fiscal year**
6 **beginning July 1, 2024, in an aggregate amount not to exceed the property tax commitment**
7 **overlay.**

8 MOTION: Ms. Dudman moved, with Mr. Wood seconding, recommending for passage Article 41
9 titled "To see if the inhabitants of the Town of Mount Desert will vote to authorize expenditures to pay
10 any tax abatements granted by the Assessor, Board of Assessment Review, or Selectboard together with
11 any interest due thereon from the Town, during the fiscal year beginning July 1, 2024, in an aggregate
12 amount not to exceed the property tax commitment overlay." as presented.

13 Motion approved 4-0.

14
15 **Article 42. To see if the Inhabitants of the Town of Mount Desert will vote to authorize the**
16 **Selectboard to dispose by public bid of Town-owned property, other than real property, with a**
17 **value of ten thousand dollars (\$10,000.00) or less under such terms and conditions as it deems**
18 **advisable.**

19 MOTION: Ms. Dudman moved, with Mr. Wood seconding, recommending for passage Article 42
20 titled "To see if the Inhabitants of the Town of Mount Desert will vote to authorize the Selectboard to
21 dispose by public bid of Town-owned property, other than real property, with a value of ten thousand
22 dollars (\$10,000.00) or less under such terms and conditions as it deems advisable." as presented.

23 Motion approved 4-0.

24
25 **Article 43. To see if the Inhabitants of the Town of Mount Desert will vote to authorize the**
26 **Selectboard to sell at public auction or by advertised sealed bid, and to convey titles obtained**
27 **under tax deeds and under deeds of conveyance to the Inhabitants of the Town any land and/or**
28 **buildings, including trailers, in lieu of payment of taxes except that the Selectboard have the**
29 **power to authorize redemption. Municipal Officers shall use the special sale process required by**
30 **36 M.R.S. § 943-C for qualifying homestead property if they choose to sell it to anyone other than**
31 **the former owner(s).**

32 MOTION: Ms. Dudman moved, with Mr. Wood seconding, recommending for passage Article 43
33 titled "To see if the Inhabitants of the Town of Mount Desert will vote to authorize the Selectboard to
34 sell at public auction or by advertised sealed bid, and to convey titles obtained under tax deeds and
35 under deeds of conveyance to the Inhabitants of the Town any land and/or buildings, including trailers,
36 in lieu of payment of taxes except that the Selectboard have the power to authorize redemption." as
37 presented.

38 Motion approved 4-0.

39
40 **Article 44. To see if the Inhabitants of the Town of Mount Desert will vote to authorize the**
41 **Selectboard to contract for services, in amounts not to exceed appropriation for same, under such**
42 **terms and conditions as it deems advisable.**

43 MOTION: Ms. Dudman moved, with Mr. Wood seconding, recommending for passage Article 44
44 titled "To see if the Inhabitants of the Town of Mount Desert will vote to authorize the Selectboard to
45 contract for services, in amounts not to exceed appropriation for same, under such terms and conditions
46 as it deems advisable." as presented.

47 Motion approved 4-0.

48
49 **Article 48. To see what sum the Inhabitants of the Town of Mount Desert will vote to raise and**
50 **appropriate for Department 200 through 211 General Government – Governing Body**
51 **(Selectboard), Municipal Management, Town Clerk, Registrar, Elections, Planning Board,**
52 **Finance, Treasurer, Tax Collector, Assessment, Code Enforcement, Unallocated Funds, Human**
53 **Resources, Technology, and Contracted Municipal and Community Oriented Services for the**

2024 - 2025 Town Budget.

MOTION: Ms. Dudman moved, with Mr. Wood seconding, recommending for passage Article 48 titled "To see what sum the Inhabitants of the Town of Mount Desert will vote to raise and appropriate for Department 200 through 211 General Government – Governing Body (Selectboard), Municipal Management, Town Clerk, Registrar, Elections, Planning Board, Finance, Treasurer, Tax Collector, Assessment, Code Enforcement, Unallocated Funds, Human Resources, Technology, and Contracted Municipal and Community Oriented Services for the 2024 - 2025 Town Budget." as presented and in the amount of \$2,187,338.00.

Motion approved 4-0.

Article 49. To see what sum the Inhabitants of the Town of Mount Desert will vote to raise and appropriate for Department 300 General Assistance Support for the 2024 - 2025 Town Budget.

MOTION: Ms. Dudman moved, with Mr. Wood seconding, recommending for passage Article 49 titled "To see what sum the Inhabitants of the Town of Mount Desert will vote to raise and appropriate for Department 300 General Assistance Support for the 2024 - 2025 Town Budget." as presented and in the amount of \$5,000.00.

Motion approved 4-0.

Article 50. To see what sum the Inhabitants of the Town of Mount Desert will vote to raise and appropriate for Department 350 Rural Wastewater Support for the 2024 - 2025 Town Budget.

MOTION: Mr. Mooers moved, with Mr. Wood seconding, recommending for passage Article 50 titled "To see what sum the Inhabitants of the Town of Mount Desert will vote to raise and appropriate for Department 350 Rural Wastewater Support for the 2024 - 2025 Town Budget." as presented and recommending the amount of \$232,580.00.

Article 51. To see what sum the Inhabitants of the Town of Mount Desert will vote to raise and appropriate for Department 406 Street Lights for the 2024 - 2025 Town Budget.

MOTION: Mr. Mooers moved, with Mr. Wood seconding, recommending for passage Article 51 titled "To see what sum the Inhabitants of the Town of Mount Desert will vote to raise and appropriate for Department 406 Street Lights for the 2024 - 2025 Town Budget." as presented and recommending the amount of \$12,250.00.

Motion approved 4-0.

Article 52. To see what sum the Inhabitants of the Town of Mount Desert will vote to raise and appropriate for Department 401, 405, 407 and 408 Public Safety – Police and Communications (Dispatch) for the 2024 - 2025 Town Budget.

MOTION: Mr. Mooers moved, with Mr. Wood seconding, recommending for passage Article 52 titled "To see what sum the Inhabitants of the Town of Mount Desert will vote to raise and appropriate for Department 401, 405, 407 and 408 Public Safety – Police and Communications (Dispatch) for the 2024 - 2025 Town Budget." as presented and recommending the amount of \$ 1,640,915.00.

Motion approved 4-0.

Article 53. To see what sum the Inhabitants of the Town of Mount Desert will vote to raise and appropriate for Department 403,404, and 409 Public Safety – Fire Department, Hydrants, and Emergency Management for the 2024 - 2025 Town Budget.

MOTION: Mr. Wood moved, with Mr. Mooers seconding, recommending for passage Article 53 titled "To see what sum the Inhabitants of the Town of Mount Desert will vote to raise and appropriate for Department 403,404, and 409 Public Safety – Fire Department, Hydrants, and Emergency Management for the 2024 - 2025 Town Budget." as presented and recommending the amount of \$ 2,775,992.00.

Motion approved 4-0.

Article 54. To see what sum the Inhabitants of the Town of Mount Desert will vote to raise and appropriate for Department 501, 515, 520 and 525 Public Works - Roads, Waste Management,

Buildings & Grounds, Parks & Cemeteries, and 530 Environmental Sustainability for the 2024 - 2025 Town Budget.

MOTION: Mr. Mooers moved, with Ms. Dudman seconding, recommending for passage Article 54 titled "To see what sum the Inhabitants of the Town of Mount Desert will vote to raise and appropriate for Department 501, 515, 520 and 525 Public Works - Roads, Waste Management, Buildings & Grounds, Parks & Cemeteries, and 530 Environmental Sustainability for the 2024 - 2025 Town Budget." as presented and recommending the amount of \$3,224,792.00.

Article 55. To see what sum the Inhabitants of the Town of Mount Desert will vote to raise and appropriate for Department 505 and 506 Sewers (Wastewater Treatment) for the 2024 - 2025 Town Budget.

MOTION: Mr. Mooers moved, with Ms. Dudman seconding, recommending for passage Article 55 titled "To see what sum the Inhabitants of the Town of Mount Desert will vote to raise and appropriate for Department 505 and 506 Sewers (Wastewater Treatment) for the 2024 - 2025 Town Budget." as presented and recommending the amount of \$1,237,169.00.

Motion approved 4-0.

Article 56. To see what sum the Inhabitants of the Town of Mount Desert will vote to raise and appropriate for Department 605 Recreation (Public Pool ~Utilities & Maintenance) for the 2024 - 2025 Town Budget.

MOTION: Mr. Mooers moved, with Ms. Dudman seconding, recommending for passage Article 56 titled "To see what sum the Inhabitants of the Town of Mount Desert will vote to raise and appropriate for Department 605 Recreation (Public Pool ~Utilities & Maintenance) for the 2024 - 2025 Town Budget." as presented and recommending the amount of \$5,900.00.

Article 57. To see what sum the Inhabitants of the Town of Mount Desert will vote to raise and appropriate for Department 701 Economic/Community Development for the 2024 - 2025 Town Budget.

MOTION: Mr. Mooers moved, with Ms. Dudman seconding, recommending for passage Article 57 titled "To see what sum the Inhabitants of the Town of Mount Desert will vote to raise and appropriate for Department 701 Economic/Community Development for the 2024 - 2025 Town Budget." as presented and recommending the amount of \$10,000.00.

Article 58. To see what sum the Inhabitants of the Town of Mount Desert will vote to raise and appropriate for Department 801 Debt Service for the 2024 - 2025 Town Budget.

MOTION: Mr. Mooers moved, with Ms. Dudman seconding, recommending for passage Article 58, Titled "To see what sum the Inhabitants of the Town of Mount Desert will vote to raise and appropriate for Department 801 Debt Service for the 2024 - 2025 Town Budget." as presented and recommending the amount of \$2,030,632.00.

Motion approved 4-0.

Article 60. To see what sum the Inhabitants of the Town of Mount Desert will vote to raise and appropriate for Department 991 Capital Improvement Plan transfers for the 2024 - 2025 Town Budget.

MOTION: Mr. Mooers moved, with Ms. Dudman seconding, recommending for passage Article 60 titled "To see what sum the Inhabitants of the Town of Mount Desert will vote to raise and appropriate for Department 991 Capital Improvement Plan transfers for the 2024 - 2025 Town Budget." as presented, and recommending the amount of \$1,705,927.00.

Motion approved 4-0.

Article 62. To see if the Inhabitants of the Town of Mount Desert will vote to ratify the Selectboard's approval of the Marina Proprietary Fund budget.

MOTION: Mr. Mooers moved, with Ms. Dudman seconding, recommending for ratification Article 62

1 titled “To see if the Inhabitants of the Town of Mount Desert will vote to ratify the Selectboard’s
 2 approval of the Marina Proprietary Fund budget.” as presented.
 3 Motion approved 4-0.
 4

5 **VIII. Other Business**

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

7 At Ms. Dudman’s request, Town Manager Lunt reported on his recent meeting with Acadia National
 8 Park regarding the Otter Creek Fish House.
 9

10 *B. Discussion of March 4 meeting location*

11 Town Clerk Woolfolk reported that the Meeting Room will be set up for the primary election on March
 12 5 and unavailable for the Board to meet. The Fire Department has offered meeting room space for the
 13 meeting.

14 MOTION: Ms. Dudman moved, with Mr. Wood seconding, to accept the Fire Department’s offer of
 15 Meeting space.

16 Motion approved 4-0.
 17

18 *C. Discussion of Public Hearings for Appropriation of Funds and Ordinances (March 11 and/or 18)*
 19 Scheduling of the Public Hearings ensued.
 20

21 Clerk Woolfolk suggested the following meeting schedule:

22 February 26 – Third Party Requests

23 March 4 – School Presentation and Third-party Request Votes and other Warrant Articles

24 March 11 – Ordinance Public Hearing and Review

25 March 18 – Appropriations of Funds Public Hearing and Review
 26

27 The Board concurred with the schedule outline.
 28

29 **IX. Treasurer’s Warrants**

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

Town Invoices	AP#2448	2/5/2024	\$970,155.93
Total			\$970,155.93

31 MOTION: Ms. Dudman moved, with Mr. Wood seconding, approval and signature of the Treasurer’s
 32 Warrant as shown above.

33 Motion approved 4-0.
 34

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

State Fees & PR Benefits	AP#2445	1/18/2024	\$1,914.59
	AP#2446	1/25/2024	\$100,852.41
	AP#2447	1/31/2024	\$7,547.26
Town Payroll	PR#2418	1/19/2024	\$111,966.96
	PR#2419	2/2/2024	\$167,612.38
Total			\$389,893.60

37 MOTION: Ms. Dudman moved, with Mr. Wood seconding, approval of Signed Treasurer’s Payroll,
 38 State Fees, & PR Benefit Warrants as shown above.

39 Motion approved 4-0.
 40
 41
 42

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

School Payroll	PR#15	1/19/2024	\$200,157.63
	PR#16	2/2/2024	\$93,399.78
Total			\$293,557.41

3 MOTION: Ms. Dudman moved, with Mr. Wood seconding, acknowledgement of Treasurer's Town
 4 Voided Disbursements & School Board AP/Payroll Warrants as shown above.
 5 Motion approved 4-0.
 6

Grand Total			\$1,653,606.94
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7
 8 **X. Adjournment**

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

11
 12 The Meeting adjourned at 7:20 p.m.
 13
 14
 15

16
 17

Respectfully Submitted, Geoffrey Wood
 18

APPOINTMENTS

RECOGNITIONS

RESIGNATIONS



Town of Mount Desert

21 Sea Street, P.O. Box 248
Northeast Harbor, ME 04662-0248
Telephone 207-276-5744 Fax 207-276-4152
www.mtdesert.org highway@mtdesert.org

MEMO

To: Brian Henkel, Public Works Director
From: Ben Jacobs, Public Works Superintendent
Re: Buildings and Grounds Opening
Date: February 20, 2024

We recently interviewed Colby Hamor who is interested in the vacant Buildings and Grounds position. Colby learned of the vacancy through our employees and through advertising.

I would like to recommend Colby be hired to fill the vacant full-time Buildings and Grounds position in the Public Works Department. This recommendation is based on the information provided by him when you and I interviewed him and a review of his application. He presently holds a Class C driver's license. Colby said he would accept an offer of employment from us if one was offered to him and understands his appointment is contingent on being appointed by the Select board to the position. He understands the Town has an agreement with Teamsters Union Local 340.

As such, I request Colby be appointed to the vacant full time Building and Grounds effective on or before March 11, 2024, and, that he be appointed at the six probationary rate of pay of \$23.28 per hour, increasing to \$24.50 per hour after successfully completing the six-month probationary period.

Thank you for your consideration of my recommendation.

Cc. Zach Harris, Human Resources, Durlin Lunt, Town Manager. Claire Woolfolk, Town Clerk



Town of Mount Desert

21 Sea Street, P.O. Box 248

Northeast Harbor, ME 04662-0248

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

www.mtdescrt.org highway@mtdese11.org

MEMO

To: Brian Henkel, Public Works Director
From: Ben Jacobs, Public Works Superintendent
Re: Mechanic B Recommendation
Date: February 20, 2024

As you know we will have a vacant Mechanic B position in the Public Works Department as of February 23, 2024. Justin Kelley filled out an interest in an open position form for the Mechanic B position. After a successful interview with him this morning as well as having a good mechanical skill set, I recommend moving him from his current position of MEO-2 to Mechanic B position. I also recommend there be no probationary period and his rate of pay be increased to \$28.00 per hour plus any longevity wages he is currently eligible for. Thank you for your consideration.

CC. Durlin Lunt, Town Manager

CONSENT AGENDA



TOWN OF MOUNT DESERT WARRANT COMMITTEE

**Minutes from:
Tuesday, January 30, 2024 6:00PM**

Northeast Harbor Meeting Hall and via Zoom

Members Present: Phil Lichtenstein, Katrina Carter, Tim Murphy, Mike Olsen, Lauren Kuffler, Jamie Blaine, Stephanie Reece, Owen Craighead, Donna Beals, Carmen Sanford, Allan Kimmerly

Zoom: Craig Roebuck, Jerry Miller, Kathy Miller, Rosemary Matchak

Excused: Bill Ferm, Jesse Hartson, Megan Bailey, Blakeslee Bell

Absent: Marina McGarr

Guests: David Kerns, Mount Desert/Bar Harbor Police Chief; Mike Bender, Mount Desert Fire Chief

1. 6:00pm Call Meeting to order, minutes from the 1/23 meeting approved after a minor attendance revision.
2. 6:05pm Police Chief Kerns opened by clarifying that Mount Desert pays 40% of his salary and Bar Harbor pays the remaining 60%. The Police Department budget saw an increase in IT services. Chief Kerns discussed the role and many benefits of the relatively new Law Enforcement Mental Health Liaison. The committee asked several questions related to new hires, staffing and staff retention. The somewhat inadequate size of the Bar Harbor Department was discussed. The Police Dispatch budget is relatively flat. The Chief outlined how 911 calls in the area are dealt with. There is often no dispatcher present at the Mount Desert Station re: coverage from the Bar Harbor dispatch.
3. 6:45pm Fire Chief Mike Bender addressed the significant increases in the Fire Department's budget by taking the committee through the history of its large staff expansion over the last few years plus its

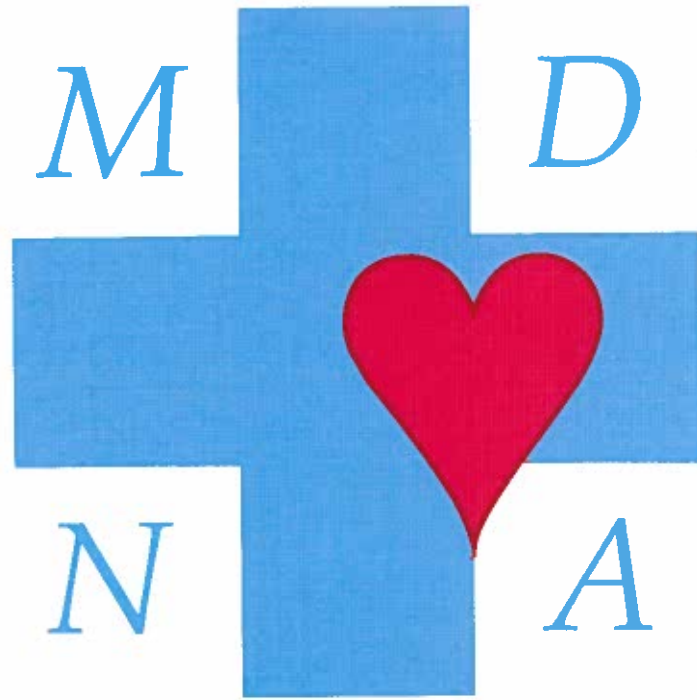
absorption of the Northeast Harbor Ambulance Service. Since taking on the Ambulance service, annual calls have more than doubled from @ 350 calls per year to @ 750. The Somesville station was renovated and has served as temporary headquarters until staff and equipment can move into the freshly renovated facility in Northeast Harbor. Chief Bender went through the department budget line by line. The largest increase is overtime pay re: the need for adequate shift coverage in the face of a couple of staff vacancies.

4. 7:32pm Adjournment

Upcoming Meeting: Tuesday, February 6 at 6:00pm at the meeting hall and by Zoom. Guests: Paul Paradis, Hancock County Commissioner; Brian Henkel, Mount Desert Public Works Director.

Respectfully submitted,

Owen Craighead Recording Secretary



Mount Desert Nursing Association

MISSION STATEMENT:

The Mount Desert Nursing Association's mission is to improve the health, safety, and independence of the people of Mount Desert Island, Trenton and Lamoine and through the delivery of high quality and compassionate skilled nursing and other in-home health care services, advocacy, education and prevention programs.

2023 WAS A RECORD YEAR!

In 2023, our clinicians served 181 patients and made over 3,900 visits. 238 people borrowed from our Loan Closet and many more attended our annual flu and blood pressure clinics. A heartfelt thanks from MDNA for all of your support, totaling **\$417,726** in 2023!
We couldn't do this work without you!

THANK YOU for helping us keep our community
"Healthy at Home" for 75 years!

Together we are the **Heart** of MDNA's Mission

H.O.M.E. Inc.

Emmaus Homeless Shelter

51 Main St. (Physical)

P.O. Box 811

Ellsworth, Maine,

U.S.A. 04605

Phone: 207-667-3962

Fax: 207-667-1086

Email: director@emmaushelter.org



"Serve First Those Who Suffer Most"
Proud member of Emmaus International

2/16/24

Dear Select Board,`

I am writing this letter to apologize for missing the deadline for the third-party funding request. By not getting our application to you by the deadline was completely my mistake for forgetting that we would not get an email this year as a reminder. I just want to express how grateful we have been and how funding from you has always been needed and appreciated. This letter to you is just my way to apologize and make sure that you understand that it wasn't that we didn't want or need funding, that it was my human error. Thank you and we will see you next year.

If you have any questions, feel free to reach out M-F from 8-3pm at 667-3962 or email anytime.

Thank you,

Stacey Herrick, Emmaus Homeless Shelter Director

H.O.M.E., Inc. enhances the quality of life of people who have fallen on challenging times by honoring their dignity, attending to such basic needs as food and shelter, supporting their long-term health and development, and fostering a vibrant and mutually supportive community.

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner



Maine Department of Health and Human Services
Office for Family Independence
19 Maine Avenue
Bangor, Maine 04401-3095
Tel.: (207) 561-4333; Toll-Free: (800) 432-7825
TTY: Dial 711 (Maine Relay); Fax: (207) 561-4493

February 22, 2024

Durlin Lunt
General Assistance Administrator
Town of Mount Desert
PO Box 248
Northeast Harbor, ME 04662

Durlin Lunt:

This is to acknowledge receipt of the mail-in review from the Town of Mount Desert and to advise you that you are in compliance with General Assistance Statutes and the Department of Health and Human Services' General Assistance policy.

If this office can be of any assistance, please feel free to call 1-800-442-6003, option 2 then 1.

Respectfully,

David Bailey

David Bailey
GA Program Specialist
General Assistance Program

NEW BUSINESS

Application Received	Funded Prior Yr	Group Name	ContactFm	ContactLn	2024 Request	2023 Funded Amount
1/25/2024	NO	Aid Society Otter Creek	John	Macaulay	\$10,000.00	\$0.00
1/23/2024	Yes	Bar Harbor Food Pantry	Tom	Reeve	\$3,500.00	\$3,500.00
12/28/2023	Yes	Downeast Community Partners	Sharon	Catus	\$5,574.52	\$3,187.00
1/8/2024	Yes	Downeast Horizons Inc.	Ashley	Johnson	\$6,000.00	\$6,000.00
12/14/2023	Yes	Eastern Area Agency On Aging	Chris	Hill	\$750.00	\$750.00
2/1/2024	Yes	Great Harbor Maritime Museum	Sydney	Roberts-Rockefeller	\$5,800.00	\$5,500.00
1/19/2024	No	Hospice Volunteers of Hancock County	Kathy	Baillargeon	\$1,500.00	\$0.00
1/31/2024	Yes	Island Connections	Carissa	Tinker	\$2,500.00	\$2,500.00
1/22/2024	Yes	Island Housing Trust	Marla	O'Byrne	\$7,500.00	\$7,500.00
1/22/2024	Yes	Lifeflight Foundation	Macmillan	Ashley	\$1,000.00	\$1,000.00
2/1/2024	Yes	Mt. Desert Chamber of Commerce	Sue	Spoeffof	\$28,500.00	\$28,500.00
1/22/2024	NO	Mt. Desert Community Development	Dan	McKay	\$5,000.00	\$0.00
1/26/2024	Yes	Mt. Desert Island Campfire Coalition	Anne-Marie	Hart	\$3,000.00	\$3,000.00
2/1/2024	Yes	Mt. Desert Nursery School	Sarah	Hinckley	\$20,000.00	\$20,000.00
1/30/2024	Yes	Mt. Desert Nursing Association	Sarah	Hinckley	\$35,000.00	\$35,000.00
1/22/2024	NO	Northern Light Home Care & Hospice	Madeline	Taylor	\$1,200.00	\$0.00
1/29/2024	Yes	Seal Harbor VIS	Deborah	Brown	\$55,000.00	\$55,000.00
					\$191,824.52	\$171,437.00

**TOWN OF MOUNT DESERT
MANDATORY QUESTIONNAIRE FOR
PROPOSED FY 2024-2025 BUDGET REQUESTS**

Questionnaire Due Date: February 2, 2024

Board of Selectmen and Warrant Committee

Meeting Date to Review: February 26, 2024

Organization Name Aid Society of Otter Creek Maine
Status (ex: 501(c)(3)) 501(c)(3)
Mailing Address: PO Box 172, Seal Harbor Maine 04675

Physical Address (if different) 82 Otter Creek Dr., Mount Desert Maine 04660
Phone Number: (207) 801-1866
Contact Person: John B Macauley

Contact Email: jbmacauley3@gmail.com

Attach most recent Financial Report
Gross operating budget: \$ 4,399 Gross payroll \$ 0
Salary and other compensation of highest paid employee: \$ 0
Salary and other compensation of lowest paid employee: \$ 0
Number of Paid Employees: 0 Full Time 0 Part Time
Number of volunteers: 12

Narrative of what services your organization specifically provides to the residents of the **Town of Mount Desert (TOMD)** (please do not include residents of other island towns in this narrative):
The Aid Society of Otter Creek Maine functions as the village improvement society for

The Village of Otter Creek. We provide a community center, as well as support for residents in need.

Total number of **TOMD** residents your organization served last year (a resident may only be counted **once** toward the total regardless of how many different programs/services are provided to him/her: 500

How many times per month was this service used by **TOMD** residents? 2

Estimated value for services provided to residents of the **TOMD**: \$ 12,000

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

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

We offer a venue for community events.

What are your plans for fundraisers?

Bean suppers, holiday fairs.

Town of Mount Desert Budget Questionnaire

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

We have an urgent need to replace the windows at The Hall including the basement windows. 1

The front kitchen window is falling apart and is currently held together with Duck Tape.

The basement windows are falling apart and it is difficult to seal the building in the winter.

Amount you are requesting for FY 2024-2025: \$ 10,000

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

2023: \$ 0 2022: \$ 0 2021: \$ 0

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

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

We will be spending the money for 5 of the windows that are most in need of replacing. The Aid Society will pay for the remaining 5 windows.

Signature of Requester 1/25/24
Date of Request

John B Macauley, President
Printed Name and Title of Requester

Reminder: In order for the request to be considered, a representative from your organization shall attend the combined Board of Selectmen/Warrant Committee meeting at **6:30 p.m., MONDAY February 26, 2024, in the Meeting Room, Town Hall, 21 Sea Street, Northeast Harbor (the meeting will also be available via Zoom – see calendar on website for agenda and link to zoom meeting)**. Attendance is also recommended at the May 7, 2024 Annual Town Meeting beginning at 6:00 p.m. in the Kelley Auditorium, Mount Desert Elementary School, 8 Joy Road, Northeast Harbor.

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

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

Aid Society of Otter Creek financials 2022/23

Revenue:

Donations \$700

Expense:

Heating oil \$3,000

Propane \$100

Insurance \$2,200

Electricity \$600

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

**TOWN OF MOUNT DESERT
MANDATORY QUESTIONNAIRE FOR
PROPOSED FY 2024-2025 BUDGET REQUESTS**

Questionnaire Due Date: February 2, 2024

Board of Selectmen and Warrant Committee

Meeting Date to Review: February 26, 2024

Organization Name Bar Harbor Food Pantry
Status (ex: 501(c)(3)) 501(c)(3)
Mailing Address: PO Box 434
Bar Harbor, ME 04609
Physical Address (if different) 36 Mount Desert St. Bar Harbor, ME 04609
Phone Number: 207-288-3375
Contact Person: Tom Reeve
Contact Email: tom@bhfp.org

Attach most recent Financial Report
Gross operating budget: \$ 493,660 Gross payroll \$ 214,510
Salary and other compensation of highest paid employee: \$ 71,000
Salary and other compensation of lowest paid employee: \$ 17/hr
Number of Paid Employees: 3 Full Time 1 Part Time
Number of volunteers: 50

Narrative of what services your organization specifically provides to the residents of the **Town of Mount Desert (TOMD)** (please do not include residents of other island towns in this narrative):
We provide food and other household items at no cost to any resident of Mount Desert that
seeks assistance from us. Customers are allowed to use the Pantry once a week. We also
deliver to homebound customers as needed

Total number of **TOMD** residents your organization served last year (a resident may only be counted **once** toward the total regardless of how many different programs/services are provided to him/her: 37

How many times per month was this service used by **TOMD** residents? 24

Estimated value for services provided to residents of the **TOMD**: \$ 20,000 food costs only

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

Narrative of what services your organization specifically provides to the residents *outside* of the **TOMD**:
We provide the same services to everyone who resides in Hancock County.

What are your plans for fundraisers?
We have a robust annual fundraising campaign. We also seek grants as applicable and have
a summer fundraising event. We also raise funds through Serendipity, our resale clothing store.

Town of Mount Desert Budget Questionnaire

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

We use town appropriations to help defray the cost of food. We would not deny anyone in need of our services the use of our services for any reason other than insolvency or if they were a danger to staff or other customers.

Amount you are requesting for FY 2024-2025: \$ 3500

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

2023: \$ 3500 2022: \$ 3500 2021: \$ 3500

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

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

100% of the funds would be directed to food purchases.



Signature of Requester

23 Jan 2024

Date of Request

Tom Reeve, Executive Director

Printed Name and Title of Requester

Reminder: In order for the request to be considered, a representative from your organization shall attend the combined Board of Selectmen/Warrant Committee meeting at **6:30 p.m., MONDAY February 26, 2024, in the Meeting Room, Town Hall, 21 Sea Street, Northeast Harbor (the meeting will also be available via Zoom – see calendar on website for agenda and link to zoom meeting)**. Attendance is also recommended at the May 7, 2024 Annual Town Meeting beginning at 6:00 p.m. in the Kelley Auditorium, Mount Desert Elementary School, 8 Joy Road, Northeast Harbor.

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

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

Bar Harbor Food Pantry

Statement of Activity

January - December 2023

	TOTAL
Revenue	
Cough Trust	9,222.54
Grants	110,000.00
Individ, Bus Contribs	281,999.06
Interest Earned/Dividends	313.78
Serendipity Revenue	46,877.56
Summer Event Income	45,803.14
Town Funding	19,391.00
Unapplied Cash Payment Revenue	0.00
Total Revenue	\$513,607.08
GROSS PROFIT	\$513,607.08
Expenditures	
Accounting/Bookkeeping	3,876.25
Advertising Expense	1,542.52
Audit	4,000.00
Contract Services	4,000.00
Facilities and Equipment	
Office Equipment Expense	2,206.07
Rent / Parking	27,600.00
Repairs & Maintenance - Pantry	4,589.09
Repairs & Maintenance - Serendipity	3,481.53
Total Facilities and Equipment	37,876.69
Fundraising Expenses	662.50
Summer Event Expenses	2,947.83
Total Fundraising Expenses	3,610.33
Insurances	
Business Owner's Policy	1,642.00
Worker's Compensation	1,731.03
Total Insurances	3,373.03
Miscellaneous Expense	120.50
Operations	
Books, Subscriptions, Reference	1,583.81
Licenses	198.20
Membership Dues	745.00
Office Supplies	828.17
Postage, Mailing Service	1,464.65
Supplies	555.59
Telephone/Internet	2,177.74
Website	252.00
Total Operations	7,805.16

Bar Harbor Food Pantry

Statement of Activity

January - December 2023

	TOTAL
Other Program Expenses	
BHFP Other Costs	50.00
Serendipity - Sales Tax	2,750.10
Total Other Program Expenses	2,800.10
Other Types of Expenses	
Bank/Credit Fees	15.56
Total Other Types of Expenses	15.56
Pantry Divisions	
Food Purchases	160,528.65
Small Equipment	581.77
Total Pantry Divisions	161,110.42
Payroll Expenses	
Payroll Expenses Wages/Taxes	
Employee Benefits	10,549.78
Exec Director	70,556.18
Payroll Expenses Taxes	11,407.85
Staff Wages	78,565.29
Total Payroll Expenses Wages/Taxes	171,079.10
Payroll Processing Fee	1,526.00
Total Payroll Expenses	172,605.10
Professional Development	2,690.00
Travel and Meetings	2,202.08
Total Expenditures	\$407,627.74
NET OPERATING REVENUE	\$105,979.34
Other Revenue	
Dividend Income	12,292.91
Investment Gains/Losses	32,021.81
Temporarily-Restricted Funds	
Pet Food Expense	-4,237.57
Pet Food Fund (Temp-Rest)	2,900.00
Total Temporarily-Restricted Funds	-1,337.57
Total Other Revenue	\$42,977.15
Other Expenditures	
Investment Fees	2,300.16
Total Other Expenditures	\$2,300.16
NET OTHER REVENUE	\$40,676.99
NET REVENUE	\$146,656.33



36 Mount Desert Street
P.O. Box 434
Bar Harbor, Maine 04609 0434
207 288 3375
www.barharborfoodpantry.org

January 23, 2024

Town of Mount Desert
21 Sea Street
Northeast Harbor, ME 04662

To the Town of Mount Desert:

The Bar Harbor Food Pantry requests that the town of Mount Desert support our work by offering a \$3,500 appropriation to our organization to help us with our annual food budget. This amount reflects previous requests.

In 2023, the Pantry served 1101 households, of which 29 were from Mount Desert. This is equal to 2.6% of our total households served. These households came to the pantry or had deliveries a total of 6843 times this year, of which 285 were for Mount Desert residents. This equals 4.2% of our total usage.

If approved, this money will help with our annual food costs, which in 2024 are projected to total over \$180,000. I have also given you our FY 2022 statement of activity. If you wish to have a copy of the new budget, please let me know, and I will get that to you once it is approved.

We hope our organization will be included in your annual appropriations for the upcoming year. We thank you for your ongoing and generous support.

Respectfully submitted,

Tom Reeve
Executive Director

**TOWN OF MOUNT DESERT
MANDATORY QUESTIONNAIRE FOR
PROPOSED FY 2024-2025 BUDGET REQUESTS**

Questionnaire Due Date: February 2, 2024

**Board of Selectmen and Warrant Committee
Meeting Date to Review:** February 26, 2024

Organization Name: Downweast Community Partners
Status (ex: 501(c)(3)): 501(c)(3)
Mailing Address: 248 Bucksport Road, Ellsworth, ME 04605

Physical Address (if different):
Phone Number: 207-610-5944
Contact Person: Sharon Catus
Contact Email: sharon.catus@dcpcap.org

Attach most recent Financial Report
Gross operating budget: \$ 22,483,308 Gross payroll \$ 7,832,316
Salary and other compensation of highest paid employee: \$ 68.61 per hour
Salary and other compensation of lowest paid employee: \$ 17.73 per hour
Number of Paid Employees: 121 Full Time 43 Part Time
Number of volunteers: 105

Narrative of what services your organization specifically provides to the residents of the **Town of Mount Desert (TOMD)** (please do not include residents of other island towns in this narrative):
DCP is the community action program for Hancock and Washington counties, providing a
broad spectrum of services that includes heating assistance, transportation, family crisis funds,
and elder services. See attached letter for details of services residents received last year.

Total number of **TOMD** residents your organization served last year (a resident may only be counted **once** toward the total regardless of how many different programs/services are provided to him/her): at least 36

How many times per month was this service used by **TOMD** residents? at least 1

Estimated value for services provided to residents of the **TOMD**: \$ 111,490.37

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

Narrative of what services your organization specifically provides to the residents *outside* of the **TOMD**:
DCP provides the broad spectrum of services available to Town of Mount Desert residents
throughout Hancock and Washington counties as services are requested.

What are your plans for fundraisers?
DCP actively pursues foundation grants and private donors, as well as responding to state and
requests for proposals. DCP also requests funds from the towns we serve.

Town of Mount Desert Budget Questionnaire

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

There is no quid pro quo when it comes to DCP's provision of services. DCP is committed to doing all that it can to provide services to those who need them, using all available resources.
However as resources become scarce, we would have to face cutbacks to programs.
The Town of Mount Desert's generous donation helps to keep that from happening.

Amount you are requesting for FY 2024-2025: \$ 5,574.52

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

2023: \$ 3187.00 2022: \$ 2150.00 2021: \$ 1504.00

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

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

Funds received from the Town of Mount Desert would be used to fill gaps in program funding.

As such, percentages and specific programs/funding areas to which these funds are applied vary from year to year.


Signature of Requester

12/28/2023
Date of Request

Kristin J Franklin Finance Director

Printed Name and Title of Requester

Reminder: In order for the request to be considered, a representative from your organization shall attend the combined Board of Selectmen/Warrant Committee meeting at **6:30 p.m., MONDAY February 26, 2024, in the Meeting Room, Town Hall, 21 Sea Street, Northeast Harbor (the meeting will also be available via Zoom – see calendar on website for agenda and link to zoom meeting)**. Attendance is also recommended at the May 7, 2024 Annual Town Meeting beginning at 6:00 p.m. in the Kelley Auditorium, Mount Desert Elementary School, 8 Joy Road, Northeast Harbor.

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

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



October 16, 2023

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

RE: Annual Request for Local Match Funds

Dear Board of Selectmen:

Downeast Community Partners, now in our 6th year following the merge of WHCA and CFO, wishes to extend a thank you to Mount Desert’s Selectmen and residents for your past support. Downeast Community Partners’ mission is to improve the quality of life and reduce the impact of poverty in Downeast communities. Attached is a flyer that I hope will assist you in informing townspeople what we offer. If you would like more copies or additional information, please reach out to us. You can also reference our website www.downeastcommunitypartners.org

As in years past, DCP requests your support to continue, and expand, services to your community. **Many of the supportive services offered by DCP have a direct impact on town expenditures by reducing reliance on your general assistance program and increasing the reinvestment in goods and services by those who receive support. This represents a true partnership with your town in responding to the needs of your citizens.**

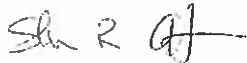
We request \$5,574.52—representing roughly 5% of the value of the services we provided to residents of Mount Desert the last year—to help low-income and vulnerable seniors, families, and individuals in your community. During the last fiscal year, DCP provided \$111,490.37 in services to your community. Mount Desert residents requested and received the following services:

Services Provided	Number of Households/Individuals	Amount Expended/\$\$ Value
HEAP (Fuel Assistance)	23/36	\$10,499.53
HEAP Supplemental Benefit	13/13	11,605.00
ERA (COVID Emergency Rental Assistance)	9/16	64,121.92
Winter Energy Relief Program (WERP)	2/3	1,600.00
Housing	1/2	4,000.00
Care Fund (Family Crisis)	1/1	399.00
Transportation (# rides, not individuals)	60	15,712.92
Aging in Place	/1	3,432.00
Christmas Magic	/3	120.00
Total		\$111,490.37

Also, 1 Mount Desert resident volunteered with DCP last year, further strengthening our connection to your town.

Thank you for your consideration. We would like to meet with you or your budget committee to answer any questions or address any concerns. Please let me know the appropriate meeting date so that we can be sure to have someone attend. You can reach me at 207-610-5944 or by email at sharon.catus@dcpcap.org.

In Partnership,



Sharon Catus
Director, Resource Development

IRS e-file Signature Authorization for a Tax Exempt Entity

For calendar year 2021, or fiscal year beginning 10/01, 2021, and ending 9/30 20 22

2021

Department of the Treasury Internal Revenue Service

Do not send to the IRS. Keep for your records. Go to www.irs.gov/Form8879TE for the latest information.

Name of filer

DOWNEAST COMMUNITY PARTNERS INC

EIN or SSN

01-0288757

Name and title of officer or person subject to tax **REBECCA PALMER EXECUTIVE DIRECTOR**

Part I Type of Return and Return Information

Check the box for the return for which you are using this Form 8879-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line 1a, 2a, 3a, 4a, 5a, 6a, 7a, 8a, 9a, or 10a below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, 5b, 6b, 7b, 8b, 9b, or 10b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. Do not complete more than one line in Part I.

1a Form 990 check here	<input checked="" type="checkbox"/>	b Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b	<u>19,971,610</u>
2a Form 990-EZ check here	<input type="checkbox"/>	b Total revenue, if any (Form 990-EZ, line 9)	2b	
3a Form 1120-POL check here	<input type="checkbox"/>	b Total tax (Form 1120-POL, line 22)	3b	
4a Form 990-PF check here	<input type="checkbox"/>	b Tax based on investment income (Form 990-PF, Part VI, line 5)	4b	
5a Form 8868 check here	<input type="checkbox"/>	b Balance due (Form 8868, line 3c)	5b	
6a Form 990-T check here	<input type="checkbox"/>	b Total tax (Form 990-T, Part III, line 4)	6b	
7a Form 4720 check here	<input type="checkbox"/>	b Total tax (Form 4720, Part III, line 1)	7b	
8a Form 5227 check here	<input type="checkbox"/>	b FMV of assets at end of tax year (Form 5227, item D)	8b	
9a Form 5330 check here	<input type="checkbox"/>	b Tax due (Form 5330, Part II, line 19)	9b	
10a Form 8038-CP check here	<input type="checkbox"/>	b Amount of credit payment requested (Form 8038-CP, Part III, line 22)	10b	

Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that I am an officer of the above entity or I am a person subject to tax with respect to (name of entity) _____, (EIN) _____ and that I have examined a copy of the 2021 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

PIN: check one box only

I authorize _____ to enter my PIN as my signature
ERO firm name Enter five numbers, but do not enter all zeros

on the tax year 2021 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

As an officer or person subject to tax with respect to the entity, I will enter my PIN as my signature on the tax year 2021 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax

Rebecca Palmer

Date **08/18/23**

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

01074512345

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2021 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature **BRETT R. JENSEN, CPA**

Date **08/18/23**

ERO Must Retain This Form — See Instructions

Do Not Submit This Form to the IRS Unless Requested To Do So

**TOWN OF MOUNT DESERT
MANDATORY QUESTIONNAIRE FOR
PROPOSED FY 2024-2025 BUDGET REQUESTS**

Questionnaire Due Date:

February 2, 2024

**Board of Selectmen and Warrant Committee
Meeting Date to Review:**

February 26, 2024

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

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

Salary and other compensation of highest paid employee: \$146,260.14
Salary and other compensation of lowest paid employee: \$33,072.00
Number of Paid Employees: 121 Full Time: 67 Employees Part Time: 54 Employees
Number of volunteers: 30

Narrative of what services your organization specifically provides to the residents of the **Town of Mount Desert (TOMD)**: (please do not include residents of other towns in this narrative)
Downeast Horizons (DEH) provides a variety of services to adults and children with developmental disabilities who live in the Town of Mount Desert through its three program centers, nine group homes, and community supports. Housing (both group-style and apartments), life skills & socialization training, day & evening enrichment programs, and employment assistance programs are designed to increase our clients' independence and contribution to the community.

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

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

Estimated value for services provided to residents of **TOMD**? What amount is each **TOMD** resident being served charged?

No clients, at present are paying any fees for services at Downeast Horizons. The Maine Department of Health and Human Services provides client-specific funding for each client (a combination of federal and state funds). All of our clients currently qualify for these funds under low-income guidelines. However, due to recent discussions at the state level regarding budget cuts, there is uncertainty if there will be reductions to current funding. The average cost to serve each DEH client is \$47,712.28. For clients who live in our group homes, that cost is more than double. Downeast Horizons needs to currently raise approximately 5 percent of its operating budget each year in private and municipal funds to meet its current budget of \$9 million.

Narrative of what services your organization specifically provides to the residents outside of the TOMD: Day & Evening Program Centers provide services Monday – Friday for participants. Group Home Residents receive services 24 hours a day, 365 days per year. Adult & Children Services provide up to 24 hours per week per participant in community supports.

What are your plans for fundraisers?

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

Please explain what services will be provided by any funds you may receive from the TOMD:

i.e.: If the request were denied, in whole or in part, would specific program costs/plans have to be curtailed or cut? If so, please expand.

Funds are deposited into a Board restricted account along with funds from other towns and individuals. As our fiscal year proceeds, funds are transferred out as we need them to cover direct program expenses.

Amount you are requesting for FY 2024-2025: \$6,000.00

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

2023: \$6,000.00

2022: \$6,000.00

2021: \$5,600.00

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

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

These funds assist in paying for the general operating costs of the programs we provide, which the state and federal government allocations fail to cover. We target funds raised from the towns and individual donors for: Building Repair & Building Expenses (60%), Staff Training (20%), and Consumer Motivation/Diversion Activities (20%).



Signature of Requestor

12/27/2023

Date of Request

Ashley Johnson – Resource Coordinator

Printed Name and Title of Requestor

Reminder: In order for the request to be considered, a representative from your organization shall attend the combined Board of Selectmen/Warrant Committee meeting at 6:30pm, MONDAY, February 26, 2024 in the Meeting Room, Town Hall, 21 Sea Street, Northeast Harbor (the meeting will also be available via Zoom – see calendar on website for agenda and link to zoom meeting). Attendance is also recommended at the May 7, 2024 Annual Town Meeting beginning at 6:00p.m. in the Kelley Auditorium, Mount Desert Elementary School, 8 Joy Road, Northeast Harbor.

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

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

Downeast Horizons Inc.
 FY24 Budget
 For the Twelve Months Ending June 30, 2024

	Year to Date	
	Budget	
<u>Revenues</u>		
MaineCare & Private Pay	8,510,472.20	94.25%
Room & Board	253,445.28	2.81%
USDA Food Stamps	4,128.53	0.05%
Grant in Aid	26,574.00	0.29%
Donations-Donors	39,743.21	0.44%
Donations-Municipalities	11,900.00	0.13%
Interest Income	119,804.34	1.33%
Other Income	<u>63,582.23</u>	0.70%
Total Revenues	<u>9,029,649.79</u>	100%

<u>Expenses</u>		
Labor	5,032,476.00	55.73%
Taxes & Benefits	1,271,410.48	14.08%
Rent/Property	287,151.01	3.18%
Food	131,328.00	1.45%
Building Repair and Maintenance	90,060.00	1.00%
Utilities	80,862.50	0.90%
Heat (Oil & Propane)	52,716.00	0.58%
Household	44,004.00	0.49%
Snow & Trash Removal	30,060.00	0.33%
Insurance Policies	95,122.00	1.05%
Program Expenses	1,265,016.60	14.01%
Business Operating Expenses	649,443.20	7.19%
Total Expenses	<u>9,029,649.79</u>	100%

<i>Net Income</i>	<u>\$ 0.00</u>	
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<i>G&A</i>	<u>720,669.47</u>	8%
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DATA SHEET FOR MOUNT DESERT

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

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

Adult Services Provided

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

Day & Evening Programs

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

Community Supports

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

Residential Services

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

Employment Supports

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

Children Services Provided

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

Community Supports

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

Social Group Services

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

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

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

2024 Operating Budget: \$9 million; 5 percent of that budget must be raised from private and municipal funds. DEH currently receives support from 9 additional towns in Hancock County.

Total number of consumers: 260

Total number of family members receiving indirect services: 560

Total number of employees: 124

Administrative costs as a percentage of total operating budget: 8 percent

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

DOWNEAST HORIZONS, INC.

FINANCIAL REPORT

June 30, 2022 and 2021

**WITH INDEPENDENT ACCOUNTANT'S
REVIEW REPORT**

TABLE OF CONTENTS

June 30, 2022 and 2021

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Statements of Functional Expenses	4
Statements of Cash Flows	6
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INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To the Board of Directors
Downeast Horizons, Inc.
Bar Harbor, Maine

We have reviewed the accompanying financial statements of Downeast Horizons, Inc. (a nonprofit organization), which comprise the statements of financial position as of June 30, 2022 and 2021, and the related statements of activities and changes in net assets, functional expenses and cash flows for the years then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

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

Accountant's Responsibility

Our responsibility is to conduct the review engagements in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

We are required to be independent of Downeast Horizons, Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our reviews.

Accountant's Conclusion

Based on our reviews, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles general accepted in the United States of America.

Nicholson, Michaud & Nadeau

Waterville, Maine
March 17, 2023

DOWNEAST HORIZONS, INC.
STATEMENTS OF FINANCIAL POSITION

June 30,

ASSETS

	2022	2021
Current Assets		
Cash and cash equivalents	\$ 4,483,176	\$ 3,758,900
Accounts receivable, net of allowance for doubtful accounts of \$24,461 at June 30, 2021 and 2020.	<u>808,458</u>	<u>748,334</u>
Total Current Assets	<u>5,291,634</u>	<u>4,507,234</u>
Property, Plant and Equipment		
Land	488,195	488,196
Building and improvements	7,332,319	7,303,869
Equipment	37,176	37,177
Vehicles	<u>691,798</u>	<u>691,797</u>
	8,549,488	8,521,039
Accumulated depreciation	<u>(3,600,065)</u>	<u>(3,297,621)</u>
Net Property, Plant and Equipment	<u>4,949,423</u>	<u>5,223,418</u>
Other Assets		
Interest in assets held by Downeast Horizons Foundation (DHF) investments	<u>1,542,244</u>	<u>1,630,082</u>
	<u>78,563</u>	<u>88,395</u>
Total Other Assets	<u>1,620,807</u>	<u>1,718,477</u>
Total Assets	<u>\$ 11,861,864</u>	<u>\$ 11,449,129</u>
<u>LIABILITIES and NET ASSETS</u>		
Current Liabilities		
Accounts payable	\$ 170,870	\$ 140,408
Cost settlement payable	56,777	56,777
Accrued expenses	371,244	469,971
Refundable advances	391,692	-
Current portion of long-term debt	<u>10,415</u>	<u>10,171</u>
Total Current Liabilities	<u>1,000,998</u>	<u>677,327</u>
Long-term Debt, Net of Current Portion	<u>130,475</u>	<u>545,417</u>
Total Liabilities	<u>1,131,473</u>	<u>1,222,744</u>
Net Assets		
Without donor restrictions		
Undesignated	10,655,391	10,151,385
Board designated	<u>75,000</u>	<u>75,000</u>
Total Net Assets	<u>10,730,391</u>	<u>10,226,385</u>
Total Liabilities and Net Assets	<u>\$ 11,861,864</u>	<u>\$ 11,449,129</u>

See Accompanying Notes and Independent Accountant's Review Report

DOWNEAST HORIZONS, INC.

STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS

Years Ended June 30,

	2022	2021
Operating Activities		
MaineCare revenue	\$ 7,966,275	\$ 7,917,450
Consumer fees	222,668	228,919
Contributions	49,333	41,797
In-kind contribution - rent	58,104	58,404
Provider relief funds	71,361	237,173
ARPA HCBS funding	705,739	-
Grant support	46,889	29,329
Interest income	25,041	47,942
Food stamp income	7,740	15,834
Miscellaneous income	38,582	28,721
Total Operating Activities	<u>9,191,732</u>	<u>8,605,569</u>
Operating Expenses		
Program expenses	7,835,031	7,159,444
Management and general	720,584	655,475
Fundraising	35,901	30,149
Total Operating Expenses	<u>8,591,516</u>	<u>7,845,068</u>
Change in Net Assets from Operating Activities	600,216	760,501
Non-Operating Activities		
Gain on disposal of property, plant and equipment	-	4,500
Net investment return (loss)	(10,772)	9,737
Gain (loss) - interest in assets held by DHF	(87,838)	312,343
Knox District Housing development income (expense)	2,400	730
Paycheck Protection Program Loan forgiveness	-	1,066,500
Total Non-Operating Activities	<u>(96,210)</u>	<u>1,393,810</u>
Total Change in Net Assets	504,006	2,154,311
Net Assets at Beginning of Year	<u>10,226,385</u>	<u>8,072,074</u>
Net Assets at End of Year	<u>\$ 10,730,391</u>	<u>\$ 10,226,385</u>

See Accompanying Notes and Independent Accountant's Review Report

DOWBEAST HORIZONS, INC.

STATEMENT OF FUNCTIONAL EXPENSES

Year Ended June 30, 2002

	Residential Programs	Day Programs	Children's Services	Outreach Services	Shared Living	Total Programs	Management and General	Fund Balancing	Total
Salaries	\$ 1,970,444	\$ 1,185,184	\$ 893,790	\$ 127,222	\$ 39,289	\$ 4,105,899	\$ 486,222	\$ 168	\$ 4,671,289
Payroll taxes and fringe benefits	847,774	278,919	158,632	34,742	5,643	1,022,730	114,228	9,184	1,146,112
Shared living providers	-	-	-	-	882,083	882,083	-	-	882,083
Service provider taxes	-	-	-	9,318	69,323	388,715	-	-	388,716
Depreciation	180,678	129,399	-	-	-	291,627	8,321	-	299,848
Repairs and maintenance	89,059	203,488	-	-	-	244,788	11,962	-	256,750
Materials and supplies	123,389	95,882	18,012	2,187	5,408	184,294	2,290	10,031	166,616
Food and dietary supplies	64,876	67,232	15,346	2,609	4,831	121,029	662	787	122,438
Insurance	107,773	10,266	2,990	0	-	89,924	961	-	90,885
Professional fees and outside services	18,896	61,237	4,186	-	8,916	2,924	86,856	808	90,288
Staff travel and training	941	1,329	313	129	212	87,607	989	-	88,896
Utilities	18,113	9,981	56,323	7,300	890	86,789	1,347	-	88,136
Rent	83,873	27,031	6,183	-	-	78,600	-	-	78,600
Advertising	78,000	-	600	-	-	58,047	-	10,494	68,541
Heat	28,189	16,102	11,823	1,368	1,896	47,761	1,666	-	49,427
Client transportation	19,878	23,197	4,986	-	-	35,740	-	-	35,740
Miscellaneous	14,387	21,086	317	-	-	28,618	-	3,960	32,578
Telephone	2,222	9,728	7,396	7,787	1,616	8,699	1,894	38	10,628
Dues and subscriptions	2,199	8,278	1,071	87	94	5,760	3,227	504	9,491
Interest expense	671	3,829	699	246	406	8,588	-	-	8,588
Equipment lease	-	8,588	-	-	-	8,588	-	-	8,588
Bad debt expense	736	3,366	1,289	-	-	8,381	1,269	0	9,650
	-	2,614	83	0	-	2,697	-	-	2,697
	\$ 3,308,849	\$ 2,129,476	\$ 1,183,939	\$ 192,903	\$ 1,019,844	\$ 7,836,031	\$ 730,584	\$ 35,901	\$ 8,991,516

See Accompanying Notes and Independent Accountant's Review Report

DOWHEAST HORIZONS, INC.

STATEMENT OF FUNCTIONAL EXPENSES

Year Ended June 30, 2021

	Residential Programs	Day Programs	Children's Services	Outreach Services	Shared Living	Total Programs	Management and General	Fund Raising	Total
Salaries	\$ 1,787,878	\$ 875,539	\$ 875,942	\$ 115,407	\$ 35,147	\$ 3,687,913	\$ 413,069	\$ -	\$ 4,100,982
Payroll taxes and fringe benefits	542,480	250,714	157,596	33,525	5,222	989,537	102,746	8,360	1,100,643
Shared living providers	-	-	-	-	815,109	815,109	-	-	815,109
Service provider taxes	186,707	99,704	-	9,437	65,679	361,527	-	-	361,527
Depreciation	111,202	217,746	-	-	-	328,948	8,321	-	337,269
Repairs and maintenance	108,712	83,837	16,519	845	1,656	211,569	16,439	500	228,508
Materials and supplies	67,595	48,485	23,188	2,049	3,518	144,835	10,077	13,258	168,170
Food and dietary supplies	101,318	6,512	3,878	14	-	111,722	336	450	112,508
Staff travel and training	10,719	9,873	74,243	10,197	2,802	107,834	1,873	-	109,707
Professional fees and outside services	787	1,526	231	201	63	2,808	88,907	1,187	92,902
Insurance	14,192	55,559	3,589	-	8,256	81,596	768	-	82,364
Rent	78,000	-	600	-	-	78,600	-	-	78,600
Utilities	45,707	21,580	4,338	0	-	71,625	1,248	-	72,873
Advertising	9,815	18,756	16,333	1,534	2,061	48,499	25	3,220	51,744
Miscellaneous	2,463	8,639	7,003	7,070	1,328	26,503	2,999	1,437	30,939
Heat	12,525	13,532	2,845	0	-	28,902	1,082	-	29,984
Client transportation	9,783	11,971	-	478	-	22,232	-	-	22,232
Interest expense	-	13,324	-	-	-	13,324	-	-	13,324
Telephone	2,026	5,143	1,118	21	30	8,338	4,197	30	12,565
Bad debt expense	6,263	2,433	66	184	406	9,352	-	-	9,352
Dues and subscriptions	1,015	3,224	521	280	268	5,308	2,294	750	8,352
Equipment lease	297	1,995	1,071	-	-	3,363	1,094	957	5,414
	<u>\$ 3,099,494</u>	<u>\$ 1,750,092</u>	<u>\$ 1,187,081</u>	<u>\$ 181,242</u>	<u>\$ 941,545</u>	<u>\$ 7,159,444</u>	<u>\$ 655,475</u>	<u>\$ 30,149</u>	<u>\$ 7,845,068</u>

See Accompanying Notes and Independent Accountant's Review Report

DOWNEAST HORIZONS, INC.
STATEMENTS OF CASH FLOWS

Years Ended June 30,

	2022	2021
Cash flows from operating activities:		
Changes in net assets	\$ 504,006	\$ 2,154,311
Adjustments to reconcile changes in net assets to net cash flows from operating activities:		
Depreciation	302,444	339,865
Bad debt expense	8,558	9,352
(Gain) loss - interest in assets held by DHP	87,538	(312,343)
Net investment (return) loss	10,772	(9,737)
Gain on disposal of property, plant and equipment	-	(4,500)
Paycheck Protection Program Loan forgiveness	-	(1,066,500)
(Increase) decrease in operating assets:		
Accounts receivable	(68,682)	10,775
Increase (decrease) in operating liabilities:		
Accounts payable	30,462	(16,245)
Deferred revenue	391,692	(22,737)
Accrued expenses	(98,727)	-
Net cash flows from operating activities	<u>1,168,363</u>	<u>1,082,241</u>
Cash flows from investing activities:		
Purchase of property, plant and equipment	(28,449)	(45,386)
Purchase of investments	(940)	(1,249)
Net cash flows from investing activities	<u>(29,389)</u>	<u>(46,635)</u>
Cash flows from financing activities:		
Repayment of long-term debt	(414,698)	(9,933)
Net cash flows from financing activities	<u>(414,698)</u>	<u>(9,933)</u>
Net change in cash and cash equivalents	724,276	1,025,673
Cash and cash equivalents at beginning of year	<u>3,758,900</u>	<u>2,733,227</u>
Cash and cash equivalents at end of year	<u>\$ 4,483,176</u>	<u>\$ 3,758,900</u>
Supplemental disclosure of cash flow information:		
Cash paid during the period for:		
Interest	\$ 8,558	\$ 13,324

See Accompanying Notes and Independent Accountant's Review Report

DOWNEAST HORIZONS, INC.

NOTES to FINANCIAL STATEMENTS

June 30, 2022 and 2021

NOTE 1 - PRINCIPAL ACTIVITY AND SIGNIFICANT ACCOUNTING POLICES

Nature of the Organization

The Agency is a not-for-profit Maine Corporation operating developmental and residential training programs for individuals with developmental disabilities in Hancock, Penobscot and Piscataquis counties of Maine. Developmental programs include employment and work training through supported employment and practical life day programs. Residential training is provided in two licensed seven-bed residential care facilities, two unlicensed foster homes and five licensed supported living homes, located in Bar Harbor, Hancock, and Ellsworth, Maine.

Cash and Cash Equivalents

The Agency considers all cash and highly liquid financial instruments with original maturities of three months or less, which are neither held for nor restricted by donors for long-term purposes, to be cash and cash equivalents. Cash and highly liquid financial instruments restricted to building projects, endowments that are perpetual in nature, or other long-term purposes are excluded from this definition.

Receivables and Credit Policy

Accounts receivable consist primarily of non-interest bearing amounts due for program related services and are stated at the amount management expects to collect from outstanding balances. Management determines the allowance for uncollectible accounts receivable based on historical experience, an assessment of economic conditions, and a review of subsequent collections. Accounts receivable are written off when deemed uncollectible. At June 30, 2022 and 2021, the allowance for uncollectible accounts receivable was \$24,461.

Property, Plant and Equipment

Property, plant and equipment acquisitions are recorded at cost, or if donated, at fair value on the date of donation. Depreciation expense is computed on the straight-line basis over the estimated useful lives of the assets, ranging from 5-25 years, or in the case of capitalized lease assets or leasehold improvements, the lesser of the useful life of the asset or the lease term. When assets are sold or otherwise disposed of, the cost and related depreciation or amortization are removed from the accounts, and any resulting gain or loss is included in the statements of activities and changes in net assets. Costs of repairs and maintenance that do not improve or extend the useful lives of the respective assets are expensed currently.

Interest in Assets Held by Downeast Horizons Foundation

Downeast Horizons Foundation (the Foundation) was established by the Agency to hold and manage the Agency's investment portfolio and to raise funds in order to maintain a supportive relationship with the Agency. During the years ended June 30, 2022 and 2021, the Agency did not transfer any cash to the Foundation. The Foundation does not have variance power over the assets transferred to it from the Agency. The Agency may request distributions from both the original investments and the return on those investments, subject to approval by the governing board of the Foundation. The Agency is also permitted to transfer additional amounts to the Foundation in the future.

The Agency accounts for its rights to the assets held by the Foundation in accordance with applicable accounting and financial reporting standards. Under these standards, the Agency recognizes its irrevocable rights to the cash flows as an asset (interest in assets held by Downeast Horizons Foundation) and as contribution revenue. Contributions are recognized at fair value and classified as an increase in net assets without donor restriction. On an annual basis, the Agency must remeasure its interest in the assets held by the Foundation using the same valuation technique that was used to initially measure that interest, classifying the change as either a gain or loss in net assets without donor restriction. The interest in assets held by Downeast Horizons Foundation was \$1,542,244 and \$1,630,082 at June 30, 2022 and 2021, respectively.

DOWNEAST HORIZONS, INC.

NOTES to FINANCIAL STATEMENTS

June 30, 2022 and 2021

Investments

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

Refundable Advances

Refundable advances result from the Agency recognizing revenue in the period in which performance requirement conditions are met and/or allowable qualifying expenses are incurred. See additional disclosure under revenue recognition – grant support below.

Net Assets

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor or grantor imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions – Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions. The governing board has designated, from net assets without donor restrictions, net assets for a board-designated endowment.

Net Assets With Donor Restrictions – Net assets subject to donor- (or certain grantor-) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Gifts of long-lived assets and gifts of cash restricted for the acquisition of long-lived assets are recognized as revenue when the assets are acquired and placed in service. The Agency reports donor-restricted contributions as increases in net assets with donor restrictions, depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities and changes in net assets as net assets released from restrictions. The Agency had no net assets with donor restrictions at June 30, 2022 and 2021.

Revenue Recognition

MaineCare Revenue

During the year ended June 30, 2021, the Agency adopted FASB ASU 2014-09, *Revenue from Contracts with Customers*, which provides guidance for revenue recognition that superseded the revenue recognition requirements in FASB Accounting Standards Codification 605, *Revenue Recognition*. The Agency's adoption of FASB ASU 2014-09 did not have an impact on the Agency's revenue recognition policies or application thereof, which are as follows:

The Agency operates developmental and residential training programs for individuals with developmental disabilities, most of whom are beneficiaries of the State of Maine MaineCare program. Reimbursement for the care of program beneficiaries is based on authorized units and rates as outlined under the terms of agreement with MaineCare.

Revenue is recognized as performance obligations are satisfied (units of service provided). The Agency's developmental and residential training programs are considered to be a single performance obligation. Revenue for performance obligations satisfied at a point in time is recognized when services are provided and the Agency does not believe it is required to provide additional services to the consumer.

For periods up to and including March 31, 2010, revenues were recorded under third-party payor agreements. Recorded revenue under third-party payor agreements are subject to audit and retroactive adjustment. Provisions for estimated third-party payor settlements are provided in the period the related services are rendered. Differences between the amounts accrued and subsequent settlements are recorded in operations in the year of settlement.

DOWNEAST HORIZONS, INC.
NOTES to FINANCIAL STATEMENTS
June 30, 2022 and 2021

Contributions

The Agency recognizes private grant revenue and contributions when cash, securities or other assets; an unconditional promise to give; or a notification of a beneficial interest is received. Conditional private grants and contributions and promises to give - that is, those with a measurable performance or other barrier and a right of return - are not recognized until the conditions on which they depend have been met.

Grant Support

Provider Relief Funds

The Coronavirus Aid, Relief, and Economic Security (CARES) Act established the Provider Relief Fund (PRF) to support healthcare providers in the battle against the COVID-19 outbreak. The PRF is being administered by the U.S. Department of Health and Human Services (HHS). During the year ended June 30, 2022, the Agency received PRF in the amount of \$364,245 and recognized revenue in the amount of \$71,361 with the remainder included in refundable advances in the 2022 statement of financial position. During the year ended June 30, 2021, the Agency received PRF in the amount of \$237,173 and the recognized revenue of \$237,173. These funds are to be used for qualifying expenses and to cover lost revenue due to COVID-19. The Agency has evaluated the PRF against applicable accounting standard guidance and determined that it is a contribution (nonreciprocal transaction) conditioned upon certain performance requirements and/or incurrence of allowable qualifying expenses. Management believes the Agency met the conditions necessary to recognize the revenue as reported in the 2022 and 2021 statements of activities and changes in net assets. Management believes the position taken is a reasonable interpretation of the rules currently available. Reporting requirements are required to HHS and due to the complexity of the requirements and the continued issuance of clarifying guidance, there is at least a reasonable possibility the amount of revenue recognized from the PRF may change by a material amount. Any difference between amounts previously recognized and amounts subsequently determined to be recoverable or payable will be adjusted in the period adjustments become known.

ARPA HCBS Funding

The American Rescue Plan Act of 2021 (ARPA) was signed into law in March of 2021. Section 9817 of the ARPA provided qualifying states a 10 percentage point increase to the federal medical assistance percentage (FMAP) for certain Medicaid expenditures for home and community-based services (HCBS). The Maine Department of Health and Human Service's plan under Section 9817 of ARPA allocated MaineCare funding for bonus and retention payments to new and existing HCBS Direct Support Workers (DSWs) and their immediate supervisors who provide HCBS to MaineCare members. A minimum of 80% of funding received must be spent on bonus and retention payments while the remaining 20% may be spent on bonus or retention payments or spent or set aside for the Agency's associated costs of bonus and retention payments to include the payroll taxes, benefits or other administrative costs associated with the bonus and retention payments. The Agency has evaluated this funding against applicable accounting standard guidance and determined that it is a contribution (nonreciprocal transaction) conditioned upon certain performance requirements and/or incurrence of allowable qualifying expenses. During the year ended June 30, 2022, the Department made supplemental payments to the Agency totaling \$705,739 which were utilized to make bonus and retention payments to the Agency employees and cover the administrative costs associated with the payments. Reporting requirements are required to Maine DHHS and the program may be subject to future investigation by oversight agencies. Any difference between amounts previously recognized and amounts subsequently determined to be recoverable or payable will be adjusted in the period adjustments become known.

Advertising

Advertising costs are expensed as incurred and totaled \$65,541 and \$51,744 during the years ended June 30, 2022 and 2021, respectively.

DOWNEAST HORIZONS, INC.

NOTES to FINANCIAL STATEMENTS

June 30, 2022 and 2021

Functional Allocation of Expenses

The costs of program and supporting services activities have been summarized on a functional basis in the statements of activities and changes in net assets. The statements of functional expenses present the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Income Taxes

The Agency is a not-for-profit organization that, under the provisions of tax code Section 501(c)(3), is exempt from federal and state income taxes. The Agency is not classified as a private foundation. Management evaluated the Agency's tax positions and concluded that the Agency had taken no uncertain tax positions that required adjustment to the financial statements. The Agency does not expect that unrecognized tax benefits or liabilities arising from tax positions will change significantly within the next twelve months.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires the Agency to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates, and those differences could be material.

Financial Instruments and Credit Risk

The Agency maintains its cash balances at various financial institutions located in Bar Harbor, Maine. Accounts at these institutions are insured by the Federal Deposit Insurance Corporation up to \$250,000. The Agency has also entered into master repurchase agreements that purchase government securities with any funds over \$25,000, which is a required level set by the financial institution. As of June 30, 2022, the Agency's bank balance was \$4,457,623 of which \$218,091 was insured and \$4,239,532 was collateralized. The Agency has not experienced any losses in its cash accounts and management believes it has effectively mitigated any significant risks with respect to these accounts.

Credit risk associated with accounts receivable is considered to be limited due to high historical collection rates and because substantial portions of the outstanding amounts are due from program participants and governmental agencies supportive of the Agency's mission. Investments are made by investment managers whose performance is monitored by the Board of Directors. Although the fair values of investments are subject to fluctuation on a year-to-year basis, Agency management and the Board of Directors believe that the investment policies and guidelines are prudent for the long-term welfare of Agency.

Reclassifications

Certain reclassifications of amounts previously reported have been made to the accompanying financial statements to maintain consistency between periods presented. The reclassifications had no impact on previously reported net assets.

Subsequent Events

Management has made an evaluation of subsequent events through and including March 17, 2023, which was the date the financial statements were available to be issued and determined that any subsequent events that would require recognition or disclosure have been considered in the preparation of the financial statements.

DOWNEAST HORIZONS, INC.
NOTES to FINANCIAL STATEMENTS
June 30, 2022 and 2021

NOTE 2 - ACCOUNTING STANDARDS

Recently Issued Accounting Pronouncements Not Yet Adopted

Leases

In February 2016, FASB issued ASU 2016-02, Leases (Topic 842). Under this ASU, a lessee should recognize in the balance sheet a lease liability and lease asset representing its right to use the underlying asset for the term of the lease for both finance and operating leases. The ASU is effective for fiscal periods beginning after December 15, 2021. Management has not yet determined the impact adoption of this ASU will have on the financial statements.

NOTE 3 - LIQUIDITY AND AVAILABILITY

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

	2022	2021
Cash and cash equivalents	\$4,483,176	\$3,758,900
Accounts receivable	808,458	748,334
General operating investments	<u>78,563</u>	<u>88,395</u>
	<u>\$5,370,197</u>	<u>\$4,595,629</u>

The Agency's interest in assets held by Downeast Horizons Foundation was \$1,542,244 at June 30, 2022. Although the Agency does not intend to access and utilize these funds for general expenditure within the next year, amounts could be made available if necessary.

In the event of an unanticipated liquidity need, the Agency also could draw upon funds available under its working line of credit (as further discussed in Note 5). As of June 30, 2022, the amount available to draw under its line of credit was \$500,000.

NOTE 4 - FAIR VALUE MEASUREMENTS AND DISCLOSURES

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. In determining fair value, the Agency uses various methods including market, income and cost approaches. Based on these approaches, the Agency often utilizes certain assumptions that market participants would use in pricing the asset or liability, including assumptions about risk and/or the risks inherent in the inputs to the valuation technique. These inputs can be readily observable, market corroborated, or generally unobservable inputs. The Agency utilizes valuation techniques that maximize the use of observable inputs and minimize the use of unobservable inputs.

Financial assets and liabilities carried at fair value will be classified and disclosed in one of the following three categories:

- Level 1 – Valuation for assets and liabilities traded in active exchange markets, such as the New York Stock Exchange.
- Level 2 – Valuations for assets and liabilities traded in less active dealer or broker markets. Valuations are obtained from third party pricing services for identical or similar assets or liabilities.
- Level 3 – Valuations for assets and liabilities that are derived from other valuation methodologies, including option pricing models, discounted cash flow models and similar techniques. Level 3 valuations incorporate the entity's own assumptions and projections in determining the fair value assigned to such assets or liabilities.

DOWNEAST HORIZONS, INC.

NOTES to FINANCIAL STATEMENTS

June 30, 2022 and 2021

In determining the appropriate levels, the Agency performs a detailed analysis of the assets and liabilities. At each reporting period, all assets and liabilities for which the fair value measurement is based on significant unobservable inputs are classified as Level 3.

For the years ended June 30, 2022 and 2021, the application of valuation techniques applied to similar assets and liabilities has been consistent. The following is a description of the valuation methodologies used for instruments measured at fair value:

Investment Securities

The fair value of fixed income and publicly traded equity securities is based on quoted market prices, when available, or market prices provided by recognized broker dealers. Shares in mutual funds are based on share values reported by the funds as of the last business day of the fiscal year. If listed prices are not available, fair value is based upon externally developed models that use unobservable inputs due to the limited market activity of the instrument.

Interest in Assets Held by Downeast Horizons Foundation

The Agency's investment portfolio is administered by Downeast Horizons Foundation. The fair value of investments in which the Agency's portfolio are currently being held are based on quoted market prices, when available, or market prices provided by recognized broker dealers.

The following table presents assets measured at fair value on a recurring basis as of June 30, 2022:

	Fair Value	Level 1	Level 2	Level 3
Cash and cash equivalents	\$ 26,799	\$ 26,799		
Fixed-income securities	337,776		\$337,776	
Equities	<u>1,256,232</u>	<u>1,214,828</u>	<u>41,404</u>	
Totals	<u>\$1,620,807</u>	<u>\$1,241,627</u>	<u>\$379,180</u>	
Interest in assets held by Downeast Horizons Foundation	\$1,542,244	\$1,240,295	\$301,949	
Assets held by Downeast Horizons Inc.	<u>78,863</u>	<u>1,332</u>	<u>77,231</u>	
	<u>\$1,620,807</u>	<u>\$1,241,627</u>	<u>\$379,180</u>	

The following table presents assets measured at fair value on a recurring basis as of June 30, 2021:

	Fair Value	Level 1	Level 2	Level 3
Cash and cash equivalents	\$ 24,877	\$ 24,877		
Fixed-income securities	350,915		\$350,915	
Equities	<u>1,342,685</u>	<u>1,297,824</u>	<u>44,861</u>	
Totals	<u>\$1,718,477</u>	<u>\$1,322,701</u>	<u>\$395,776</u>	
Interest in assets held by Downeast Horizons Foundation	\$1,630,082	\$1,319,386	\$310,696	
Assets held by Downeast Horizons Inc.	<u>88,395</u>	<u>3,315</u>	<u>85,080</u>	
	<u>\$1,718,477</u>	<u>\$1,322,701</u>	<u>\$395,776</u>	

DOWNEAST HORIZONS, INC.

NOTES to FINANCIAL STATEMENTS

June 30, 2022 and 2021

NOTE 5 - LINE OF CREDIT

The Agency has a \$500,000 working capital line of credit agreement with a financial institution located in Bar Harbor, Maine. Interest is variable based on an index determined by the financial institution (currently 4.00%). The line of credit is secured by substantially all Agency assets and is reviewed for compliance and renewal on an annual basis. The Agency did not draw on the line of credit during the years ended June 30, 2022 and 2021 and there was no balance outstanding on the line of credit as of June 30, 2022 and 2021.

NOTE 6 - COST SETTLEMENT

The Agency renders developmental training to developmentally disabled adults who are beneficiaries of the State of Maine MaineCare program. For periods up to and including March 31, 2010, the difference between the cost of this care, as defined by the "Principles of Reimbursement" which govern the programs, and the prospective rates of reimbursement received during the year, was determined by the filing of prescribed cost reports. This difference is payable to or receivable from the State of Maine. The estimated amounts due to or from the MaineCare program are reflected in the accompanying financial statements and are recorded as an increase or decrease to consumer service revenue in the year the related consumer care was rendered. This amount does not become final until the prescribed cost reports are examined and accepted by the State. Any adjustments to the estimates as a result of final settlement are recorded as adjustments to revenue in the year of final determination.

Amounts included in cost settlement payable were as follows as of June 30:

2022	
Ellsworth Center, June 30, 2008 (final)	\$ (12,285)
Deer Isle, June 30, 2008 (final)	(1,349)
Ellsworth Center, June 30, 2009 (final)	(16,589)
Ellsworth Center, March 31, 2010 (final)	<u>(26,554)</u>
	<u>\$(56,777)</u>
2021	
Ellsworth Center, June 30, 2008 (final)	\$12,285
Deer Isle, June 30, 2008 (final)	(1,349)
Ellsworth Center, June 30, 2009 (final)	(16,589)
Ellsworth Center, March 31, 2010 (final)	<u>(26,554)</u>
	<u>\$56,777</u>

NOTE 7 - LONG-TERM DEBT

	2022	2021
Note payable to United States Department of Agriculture (USDA) Rural Development - Community Facilities Direct Loan and Grant Program, due in monthly installments of \$1,938, including interest at 2.375%, through October 2056, secured by real estate.	<u>\$140,890</u>	<u>\$555,588</u>
Total long-term debt	140,890	555,588
Less: current portion	<u>10,415</u>	<u>10,171</u>
Total long-term debt, net of current portion	<u>\$130,475</u>	<u>\$545,417</u>

DOWNEAST HORIZONS, INC.

NOTES to FINANCIAL STATEMENTS

June 30, 2022 and 2021

Maturities of long-term debt are as follows as of June 30:

2023	\$ 10,415
2024	10,665
2025	10,921
2026	11,183
2027	11,804
Thereafter	<u>85,902</u>
Totals	<u>\$140,890</u>

NOTE 8 – PAYCHECK PROTECTION PROGRAM LOAN

During the year ended June 30, 2020, the Agency qualified for and received a loan pursuant to the Paycheck Protection Program, a program implemented by the U.S. Small Business Administration under the Coronavirus Aid, Relief, and Economic Security (CARES) Act, from a qualified lender (PPP Lender) for an aggregate principal amount of \$1,066,500 (PPP Loan). The Agency applied for and received loan forgiveness approval during the year ended June 30, 2021. Loan forgiveness is subject to the sole approval of the U.S. Small Business Administration. PPP loan forgiveness totaled \$1,066,500 as reflected in the Agency's 2021 statement of activities and changes in net assets.

NOTE 9 – BOARD DESIGNATED NET ASSETS

The Board of Directors has designated developer fees received and recognized from Knox District Housing to fund any necessary future needs of the two rental units owned and operated by Knox District Housing.

NOTE 10 – RENT AND IN-KIND CONTRIBUTION

The Agency has several operating leases for rental units throughout its service delivery area. Certain leases function on a month-to-month basis while other leases contain renewal options and require certain monthly installments. Future minimum lease payments are \$19,752 for the year ending June 30, 2023.

Two of the rental units currently occupied by the Agency are owned and operated by Knox District Housing. As of June 30, 2022 and 2021, the rental value of these units totaled approximately \$78,000, of which the Agency paid approximately \$19,000 for the years ended June 30, 2022 and 2021. A corresponding in-kind contribution and rent expense in the amount of \$58,104 and \$58,404 has been reflected in the accompanying statements of activities and changes in net assets as of June 30, 2022 and 2021, respectively.

Rent expense was \$78,600 and \$78,000 for the years ended June 30, 2022 and 2021, respectively.

NOTE 11 – RELATED PARTY TRANSACTIONS

The executive director of the Agency is the president of Knox District Housing and the organizations share certain board members.

As disclosed in Note 10, the Agency rents residential units from Knox District Housing.

The Agency has agreed with Knox District Housing to contract its maintenance employees to perform development, repair and construction work on two residential properties owned by Knox District Housing and rented to the Agency. The Agency invoices Knox District Housing for costs incurred. The net of reimbursements received compared to costs incurred is reported as Knox District Housing development income (expense) in the statement of activities and changes in net assets.

As of June 30, 2022 and 2021, account receivable from Knox District Housing was \$3,483 and \$1,200, respectively.

DOWNEAST HORIZONS, INC.

NOTES to FINANCIAL STATEMENTS

June 30, 2022 and 2021

NOTE 12 - PENSION PLAN

The Agency sponsors a 401(k) retirement plan covering all employees who are age 21 and have completed one year of service. The plan operates on a calendar year basis. Employer contributions are based on eligible compensation and are discretionary. The Agency's matching contributions to the plan were \$128,018 and \$103,934 for the years ended June 30, 2022 and 2021, respectively.

NOTE 13 - FUNCTIONALIZED EXPENSES

The financial statements report certain categories of expenses that are attributed to more than one program or supporting function. Therefore, expenses require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include building and grounds and depreciation as well as salaries and wages, benefits, payroll taxes, and other. Expenses are allocated on the basis of estimates of time and effort, square footage basis, and usage and ratio of total expenses, as applicable.

NOTE 14 - SIGNIFICANT CONCENTRATION AND ESTIMATED THIRD-PARTY PAYER SETTLEMENTS

The Agency renders residential and day care to developmentally disabled adults who are beneficiaries of various State of Maine MaineCare programs. For periods up to and including March 31, 2010, the Agency was reimbursed under the MaineCare programs for the care of qualified residents at specific interim contractual rates. Differences between those interim contractual rates and the "cost" of care as defined by the Principles of Reimbursement governing the respective programs was determined and settled on a retroactive basis.

The financial statements reflect the estimated settlements under this program. Settlements do not become final until costs are audited and approved by the Maine Department of Health and Human Services.

Due to the large concentration of residents who receive benefits from MaineCare and other State of Maine programs, the Agency is highly dependent upon regulatory authorities establishing reimbursement rates that are adequate to sustain the Agency's operations.

NOTE 15 - CONTINGENCIES

The Agency participates in various governmental grant programs, which may be subject to future program compliance audits by the grantors or their representatives. Accordingly, the Agency's compliance with applicable grant requirements may be established at some future date. In the opinion of management, the amount, if any, of liabilities arising from the disallowance of expenditures or ineligibility of grant revenues is not significant; therefore, no provision has been recorded in the financial statements. All contract adjustments resulting from program compliance audits are recorded in the year in which the audit is finalized.

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

Questionnaire Due Date: February 3, 2024
Board of Selectmen and Warrant Committee
Meeting Date to Review: February 21, 2023 (A-L)
February 22, 2023 (M-Z)

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

Phone Number: **207 941-2865**
Contact Person: **Chris Hill**
Contact Email: **chill@eaaa.org**

Gross operating budget: **\$5,817,693**
Gross payroll: **\$2,439,053**
Salary and other compensation of highest paid employee: **\$105,996.80**
Salary and other compensation of lowest paid employee: **\$11,225.40**
Number of Paid Employees: **37** Full Time **6** Part Time
Number of volunteers: **408**

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

Please see attached services sheet.

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

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

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

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

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

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

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

2023: **\$750** 2022: **\$500** 2021: **\$500** 2020: **\$500**

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

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



Signature of Requester

11/30/23
Date of Request

Christopher Hill, Communications and Development Director
Printed Name and Title of Requester

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

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



**EASTERN AREA
AGENCY ON AGING**

Eastern Area Agency on Aging

240 State Street

Brewer, ME 04412

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

www.eaaa.org

Services Provided to Mount Desert

Program Name:	Description:	Units Served:	Cost For Service:
Commodities Supplemental Food Program	Supplemental food for eligible older adults	4	\$ 30
Congregate Dining	Delicious food and socialization for our consumers	0	\$ 0
Family Care Giver Services	Support and education to individuals caring for loved ones - including Alzheimer's/dementia	0	\$ 0
Furry Friends	Supplemental pet food	0	\$ 0
Home Delivered Meals	Meals on Wheels & Doorstep Dining	548	\$ 6,028
Information & Assistance	Office appointments, home visits, and telephone calls linking individuals with available services, including but not limited to Medicare counseling*	7	\$ 259
Money Minders	Volunteers help with monthly budgets, bill paying, and reviewing monthly statements	0	\$ 0
Wellness Programs	Wellness programs supporting older adults living well and aging well in their communities	0	\$ 0
559 Unit Services Provided to 5 Resident(s).			
The total cost of services and savings provided:			\$6,317.00

EASTERN AREA
AGENCY ON AGING



**EASTERN AREA
AGENCY ON AGING**

October 1, 2023 - September 30, 2024

<u>FISCAL YEAR 2024</u>	<u>BUDGET</u>
<i>(In Whole Numbers)</i>	
REVENUE	
FEDERAL GRANTS	2,621,438
STATE GRANTS	1,223,679
PRIVATE GRANTS	475,618
DONATIONS AND FUNDRAISING	361,600
PROGRAM INCOME / FEE FOR SERVICE	184,115
MISCELLANEOUS INCOME	258,740
INKIND	<u>747,670</u>
Total REVENUE	5,872,860
EXPENSES	
PERSONNEL COSTS	2,439,053
EQUIPMENT RELATED EXPENSES	53,410
SUBCONTRACT	157,391
OCCUPANCY	298,500
OPERATIONS	2,121,669
INKIND	<u>747,670</u>
Total EXPENSES	5,817,693
NET SURPLUS / (LOSS)	<u>55,167</u>

**TOWN OF MOUNT DESERT
MANDATORY QUESTIONNAIRE FOR
PROPOSED FY 2024-2025 BUDGET REQUESTS**

Questionnaire Due Date: February 2, 2024

Board of Selectmen and Warrant Committee

Meeting Date to Review: February 26, 2024

Organization Name Great Harbor Maritime Museum
 Status (ex: 501(c)(3)) 501 (c)(3)
 Mailing Address: PO Box 145
Northeast Harbor, ME 04662
 Physical Address (if different) 124 Main Street, Northeast Harbor ME 04662
 Phone Number: 207-276-5262
 Contact Person: Willie Granston, Chair, Board of Directors
 Contact Email: greatharbormm@gmail.com

Attach most recent Financial Report ✓
 Gross operating budget: \$ \$32,676 Gross payroll \$ \$14,777
 Salary and other compensation of highest paid employee: \$ \$9,921
 Salary and other compensation of lowest paid employee: \$ \$602
 Number of Paid Employees: 0 Full Time 3 Part Time
 Number of volunteers: 18

Narrative of what services your organization specifically provides to the residents of the **Town of Mount Desert (TOMD)** (please do not include residents of other island towns in this narrative):
The museum celebrates the maritime history of the Mount Desert Island region by creating and mounting exhibits on topics of local maritime history, hosting programs, and responding to inquiries from researchers and members of the public. The museum also maintains and operates the only public restrooms in Northeast Harbor's commercial district.

Total number of **TOMD** residents your organization served last year (a resident may only be counted **once** toward the total regardless of how many different programs/services are provided to him/her): 500

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

Estimated value for services provided to residents of the **TOMD**: \$5,800 + value to Main Street businesses and visitors

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

Narrative of what services your organization specifically provides to the residents *outside* of the **TOMD**: In addition to those mentioned above, we provide the only public restrooms in the business district of Northeast Harbor. These are crucial for visitors, for those shopping on Main Street, and for those who come to the village for special events like the gallery openings and the MDI Marathon.

What are your plans for fundraisers?
The museum is supported through grants, appeal letters, and donations collected at the door.

The funds allocated by the Town are used to maintain and operate the public restrooms on Main Street.

Town of Mount Desert Budget Questionnaire

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

The funds provided by the Town are used to maintain and operate the public restrooms. When they are open, the bathrooms are in constant use, and often have a waiting line. Funding from the Town offsets the costs of daily cleanings, bathroom supplies, utilities, and maintenance. These bathrooms were installed by the town in 1932 to serve the Main Street commercial district, and it would be impossible for the museum to continue operating them without support from the Town. If that happened, there would be no public restrooms in Northeast Harbor aside from those at the marina.

Amount you are requesting for FY 2024-2025: \$ 5,800

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

2023: \$ 5,500 2022: \$ 5,500 2021: \$ 5,500

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

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

Bathroom total budget: \$5,800
Cleaning: 60%
Toiletries/Supplies: 20%
Maintenance/Utilities: 20%

Signature of Requester

1 February 2024
Date of Request

David W. Granston III (Willie Granston), Chair
Printed Name and Title of Requester

Reminder: In order for the request to be considered, a representative from your organization shall attend the combined Board of Selectmen/Warrant Committee meeting at 6:30 p.m., MONDAY February 26, 2024, in the Meeting Room, Town Hall, 21 Sea Street, Northeast Harbor (the meeting will also be available via Zoom – see calendar on website for agenda and link to zoom meeting). Attendance is also recommended at the May 7, 2024 Annual Town Meeting beginning at 6:00 p.m. in the Kelley Auditorium, Mount Desert Elementary School, 8 Joy Road, Northeast Harbor.

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

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

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

2023

Operating Budget: \$32,677.00

Payroll: \$14,777.00

Utilities/Insurance \$5,766.00

Exhibit/Event costs: \$2,948.00

Maintenance/Prof. Fees \$3,386.00

Bathrooms: \$5,800.00

**TOWN OF MOUNT DESERT
MANDATORY QUESTIONNAIRE FOR
PROPOSED FY 2024-2025 BUDGET REQUESTS**

Questionnaire Due Date: February 2, 2024

**Board of Selectmen and Warrant Committee
Meeting Date to Review:** February 26, 2024

Organization Name Hospice Volunteers of Hancock County
Status (ex: 501(c)(3)) 501(c)(3)
Mailing Address: 14 McKenzie Ave.
Ellsworth, ME 04605
Physical Address (if different) _____
Phone Number: 207-667-2531
Contact Person: Kathy Baillargeon
Contact Email: kbaillargeon@hospiceofhancock.org

Attach most recent Financial Report
Gross operating budget: \$ 311,986.31 Gross payroll \$ 229,055.00
Salary and other compensation of highest paid employee: \$ 74,416.94
Salary and other compensation of lowest paid employee: \$ 44,300.88
Number of Paid Employees: 4 Full Time 1 Part Time
Number of volunteers: 88

Narrative of what services your organization specifically provides to the residents of the **Town of Mount Desert (TOMD)** (please do not include residents of other island towns in this narrative):
Services include volunteer support (companionship/respice) for patients with life limiting illness (palliative and hospice care), bereavement support (individual and group), Evensong Hospice Choir for patients. We have 6 volunteers serving this area. Free medical equipment.

Total number of **TOMD** residents your organization served last year (a resident may only be counted **once** toward the total regardless of how many different programs/services are provided to him/her: 3

How many times per month was this service used by **TOMD** residents? On average 2x

Estimated value for services provided to residents of the **TOMD**: \$ 642 for volunteer time + marketing, etc

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

Narrative of what services your organization specifically provides to the residents *outside* of the **TOMD**:
We provide the same services listed above to all towns within Hancock County.

What are your plans for fundraisers?
Annual Hospice Regatta in July, Annual Dinners for a Cause, Annual Spring and Fall Appeal November Raffle for Hospice Month.

Town of Mount Desert Budget Questionnaire

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

Our focus this year will be on recruitment and training volunteers. Inreasing our services to include additional support with Reiki and Life Stories, support for both palliative care and hospice patients, and bereavement services. We spent the last year getting better systems in place. Our referrals have been on the rise after being low during COVID years.

Amount you *are requesting* for FY 2024-2025: \$ 1500

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

2023: \$ 0 2022: \$ 1500 2021: \$ 1500

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

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

We plan to use funds to market our programs; recruit, support, and train volunteers; increase the numbers of patients and bereavement clients we serve in all areas of Hancock County as well as increase community education on end of life topics. Salaries are at 82% of our budget. 18% is program expenses.

<u>Kathy Baillargeon</u>	<u>1/19/2023</u>
Signature of Requester	Date of Request
<u>Kathy Baillargeon, Executive Director</u>	

Printed Name and Title of Requester

Reminder: In order for the request to be considered, a representative from your organization shall attend the combined Board of Selectmen/Warrant Committee meeting at **6:30 p.m., MONDAY February 26, 2024, in the Meeting Room, Town Hall, 21 Sea Street, Northeast Harbor (the meeting will also be available via Zoom – see calendar on website for agenda and link to zoom meeting)**. Attendance is also recommended at the May 7, 2024 Annual Town Meeting beginning at 6:00 p.m. in the Kelley Auditorium, Mount Desert Elementary School, 8 Joy Road, Northeast Harbor.

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

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

Hospice Volunteers of Hancock County Budget vs. Actuals: FY_2023_2024 - FY24 P&L October 2023

	Oct 2023	Budget	Monthly Over/ (Under) Budget	Jul - Oct 2023	YTD Budget	YTD Over/ (Under) Budget	Annual Budget
1 Income							
2 Inflows from Operations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3 Appeal Income	0	0.00	0.00	0.00	0.00	0.00	0.00
4 Church Appeal	0.00	83.33	-83.33	100.00	333.32	-233.32	1,000.00
5 Fall Appeal	1,878.30	5,000.00	-3,121.70	3,692.20	5,000.00	-1,307.80	45,000.00
6 Spring Appeal	20.30	0.00	20.30	2,641.30	0.00	2,641.30	13,000.00
7 Town Appeal	5,800.00	1,875.00	3,925.00	19,300.00	7,500.00	11,800.00	22,500.00
8 Total Appeal Income	\$ 7,698.60	\$ 6,958.33	\$ 740.27	\$ 25,733.50	\$ 12,833.32	\$ 12,900.18	\$ 81,500.00
9 Co-shared Contracts	1,500.00	750.00	750.00	3,250.00	3,000.00	250.00	9,000.00
10 Donations & Gifts	0.00	2,083.33	-2,083.33	0.00	8,333.32	-8,333.32	25,000.00
11 Bequests	0.00	0.00	0.00	100,000.00	0.00	100,000.00	0.00
12 Donations	147.00	0.00	147.00	8,053.00	0.00	8,053.00	0.00
13 Cochran Challenge	200.00	0.00	200.00	2,300.00	0.00	2,300.00	20,000.00
14 Total Donations	\$ 347.00	\$ 0.00	\$ 347.00	\$ 10,353.00	\$ 0.00	\$ 10,353.00	\$ 20,000.00
15 Memorials	3,175.00	0.00	3,175.00	3,784.00	0.00	3,784.00	0.00
16 Total Donations & Gifts	\$ 3,522.00	\$ 2,083.33	\$ 1,438.67	\$ 114,137.00	\$ 8,333.32	\$ 105,803.68	\$ 45,000.00
17 Fundraiser	5,543.00	0.00	5,543.00	5,718.00	0.00	5,718.00	0.00
18 Dinner Fundraiser	785.00	1,000.00	-215.00	4,600.00	3,000.00	1,600.00	12,000.00
19 Hospice Regatta	0.00	0.00	0.00	3,971.71	43,000.00	-39,028.29	43,000.00
20 Notecards	0.00	0.00	0.00	350.00	0.00	350.00	0.00
21 Total Fundraiser	\$ 6,328.00	\$ 1,000.00	\$ 5,328.00	\$ 14,639.71	\$ 46,000.00	\$ 31,360.29	\$ 55,000.00
22 Grant Income	10,000.00	4,166.67	5,833.33	10,000.00	15,666.68	-6,666.68	50,000.00
23 Grant Swan Fund	0.00	0.00	0.00	4,721.25	5,000.00	-278.75	20,000.00
24 Program Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
25 Outreach Programs	66.00	0.00	66.00	66.00	0.00	66.00	0.00
26 Total Program Income	66.00	0.00	66.00	66.00	0.00	66.00	0.00
27 Restricted Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
28 Bereavement	300.00	41.67	258.33	300.00	166.68	133.32	500.00

29	Patient Care Fund	0.00	416.67	-416.67	0.00	1,666.68	-1,666.68	5,000.00
30	Volunteer Education Contributio	0.00	125.00	-125.00	330.76	500.00	-169.24	1,500.00
31	Volunteer Support Contributions	0.00	0.00	0.00	7,830.76	0.00	7,830.76	0.00
32	Total Restricted Income	\$ 300.00	\$ 583.34	\$ 283.34	\$ 8,461.52	\$ 2,333.36	\$ 6,128.16	\$ 7,000.00
33	rTraining Income	0.00	83.33	-83.33	0.00	333.32	-333.32	1,000.00
34	Total Inflows from Operations	\$ 29,414.60	\$ 15,625.00	\$ 13,789.60	\$ 181,008.98	\$ 94,500.00	\$ 86,508.98	\$ 268,500.00
35	zDistribution from Restricted Fu	0.00	0.00	0.00	0.00	0.00	0.00	0.00
36	Release from Endowment	10,948.43	10,621.59	326.84	21,896.86	21,243.18	653.68	42,486.36
37	Total zDistribution from Restricted Fu	\$ 10,948.43	\$ 10,621.59	\$ 326.84	\$ 21,896.86	\$ 21,243.18	\$ 653.68	\$ 42,486.36
38	Total Income	\$ 40,363.03	\$ 26,246.59	\$ 14,116.44	\$ 202,905.84	\$ 115,743.18	\$ 87,162.66	\$ 310,986.36
39	Gross Profit	\$ 40,363.03	\$ 26,246.59	\$ 14,116.44	\$ 202,905.84	\$ 115,743.18	\$ 87,162.66	\$ 310,986.36
40	Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
41	Advertising Expense	25.73	333.33	-307.60	423.24	1,333.32	-910.08	4,000.00
42	Annual Meeting Expense	0.00	0.00	0.00	827.36	1,500.00	-672.64	1,500.00
43	Bank Charges	0.00	41.67	-41.67	5.00	166.68	-161.68	500.00
44	Late Fees	0.00	0.00	0.00	45.90	0.00	45.90	0.00
45	Merchant Fees	51.56	0.00	51.56	239.39	0.00	239.39	0.00
46	Total Bank Charges	\$ 51.56	\$ 41.67	\$ 9.89	\$ 290.29	\$ 166.68	\$ 123.61	\$ 500.00
47	Board Expense	\$ 80.00	\$ 0.00	\$ 80.00	\$ 80.00	\$ 0.00	\$ 80.00	\$ 0.00
48	Dues and Publications	100.00	104.17	-4.17	408.03	416.68	-8.65	1,250.00
49	Equipment Lease	0.00	300.00	-300.00	0.00	1,200.00	-1,200.00	3,600.00
50	Copier Lease	384.77	0.00	384.77	1,539.08	0.00	1,539.08	0.00
51	Total Equipment Lease	\$ 384.77	\$ 300.00	\$ 84.77	\$ 1,539.08	\$ 1,200.00	\$ 339.08	\$ 3,600.00
52	Fundraising	0.00	0.00	0.00	125.45	0.00	125.45	0.00
53	Annual Appeal Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00
54	Fall Appeal Expense	0.00	500.00	-500.00	0.00	1,500.00	-1,500.00	1,500.00
55	Spring Appeal Expense	0.00	0.00	0.00	0.00	0.00	0.00	500.00
56	Total Annual Appeal Expense	\$ 0.00	\$ 500.00	\$ 500.00	\$ 0.00	\$ 1,500.00	\$ 1,500.00	\$ 2,000.00
57	Dinner	154.63	0.00	154.63	652.25	400.00	252.25	1,000.00
58	Regatta Expense	0.00	0.00	0.00	1,316.71	0.00	1,316.71	0.00
59	Total Fundraising	\$ 154.63	\$ 500.00	\$ 345.37	\$ 2,094.41	\$ 1,900.00	\$ 194.41	\$ 3,000.00
60	Insurance	0.00	291.67	-291.67	0.00	1,166.68	-1,166.68	3,500.00
61	Board Liability	125.17	0.00	125.17	325.18	0.00	325.18	0.00
62	Business Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
63	Professional Liability	102.91	0.00	102.91	411.64	0.00	411.64	0.00
64	Property Insurance	149.17	0.00	149.17	564.17	0.00	564.17	0.00

65	Total Business Insurance	\$	252.08	\$	0.00	\$	252.08	\$	975.81	\$	0.00	\$	975.81	\$	0.00
66	Finance Bond		14.58		0.00		14.58		58.38		0.00		58.38		0.00
67	Workers Comp Insurance		78.33		0.00		78.33		274.33		0.00		274.33		0.00
68	Total Insurance	\$	470.16	\$	291.67	\$	176.49	\$	1,633.70	\$	1,166.68	\$	467.02	\$	3,500.00
69	Licenses and Permits		0.00		4.17		-4.17		0.00		16.68		-16.68		50.00
70	Maintenance & Repairs		0.00		0.00		0.00		0.00		0.00		0.00		0.00
71	Cleaning Service		52.50		100.00		-47.50		272.50		400.00		-127.50		1,200.00
72	Computer		85.92		300.00		-214.08		119.13		1,200.00		-1,080.87		3,600.00
73	Furnace Repairs		0.00		27.08		-27.08		0.00		108.32		-108.32		325.00
74	Lawn-Plowing		500.00		291.67		208.33		1,584.00		1,166.68		417.32		3,500.00
75	Repairs		0.00		20.83		-20.83		127.00		83.32		43.68		250.00
76	Total Maintenance & Repairs	\$	638.42	\$	739.58	\$	101.16	\$	2,102.63	\$	2,958.32	\$	855.69	\$	8,875.00
77	Misc		0.00		83.33		-83.33		0.00		333.32		-333.32		1,000.00
78	Office Supplies		331.18		333.33		-2.15		1,979.73		1,333.32		646.41		4,000.00
79	Outreach Expense		0.00		62.50		-62.50		0.00		250.00		-250.00		750.00
80	Payroll Expense		0.00		0.00		0.00		0.00		0.00		0.00		0.00
81	Employee Wages		14,178.28		17,987.92		-3,809.64		56,427.61		71,951.68		-15,524.07		215,855.00
82	Health Benefit		1,283.16		1,100.00		183.16		5,132.64		4,400.00		732.64		13,200.00
83	Total Employee Wages	\$	15,461.44	\$	19,087.92	\$	3,626.48	\$	61,560.25	\$	76,351.68	\$	14,791.43	\$	229,055.00
84	Employer taxes		1,193.38		1,527.03		-333.65		4,800.30		6,108.12		-1,307.82		18,324.40
85	Simple IRA Employer Expense		244.08		570.16		-326.08		974.82		2,280.64		-1,305.82		6,841.91
86	Staff benefit allowance		0.00		0.00		0.00		0.00		0.00		0.00		0.00
87	Total Payroll Expense	\$	16,898.90	\$	21,185.11	\$	4,286.21	\$	67,335.37	\$	84,740.44	\$	17,405.07	\$	254,221.31
88	Postage		49.29		145.83		-96.54		355.51		583.32		-227.81		1,750.00
89	Printing		0.00		83.33		-83.33		0.00		333.32		-333.32		1,000.00
90	Professional Fees		0.00		0.00		0.00		525.00		0.00		525.00		0.00
91	Accounting		0.00		100.00		-100.00		0.00		400.00		-400.00		1,200.00
92	Bookkeeper		538.86		525.00		13.86		2,155.44		2,100.00		55.44		6,300.00
93	Payroll fees		128.00		165.83		-37.83		497.50		663.32		-165.82		1,990.00
94	Total Professional Fees	\$	666.86	\$	790.83	\$	123.97	\$	3,177.94	\$	3,163.32	\$	14.62	\$	9,490.00
95	Staff Expense		0.00		0.00		0.00		0.00		0.00		0.00		0.00
96	Staff Training		0.00		125.00		-125.00		56.00		500.00		-444.00		1,500.00
97	Total Staff Expense	\$	0.00	\$	125.00	\$	125.00	\$	56.00	\$	500.00	\$	444.00	\$	1,500.00
98	Strategic Plan Expense	\$	170.00	\$	0.00	\$	170.00	\$	237.22	\$	0.00	\$	237.22	\$	0.00
99	Travel Expense		0.00		83.33		-83.33		83.19		333.32		-250.13		1,000.00
100	Utilities		0.00		666.67		-666.67		0.00		2,666.68		-2,666.68		8,000.00

101	Electricity	182.90	0.00	182.90	471.08	0.00	471.08	0.00
102	Fuel Oil	0.00	0.00	0.00	553.49	0.00	553.49	0.00
103	Internet access	198.01	0.00	198.01	794.02	0.00	794.02	0.00
104	Telephone	219.53	0.00	219.53	1,515.40	0.00	1,515.40	0.00
105	Water-Sewer	147.40	0.00	147.40	294.80	0.00	294.80	0.00
106	Total Utilities	747.84	666.67	81.17	3,628.79	2,666.68	962.11	8,000.00
107	Volunteer Expense	0.00	116.67	-116.67	0.00	466.68	-466.68	1,400.00
108	Evensong	0.00	133.33	-133.33	0.00	533.32	-533.32	1,600.00
109	Volunteer Support	0.00	0.00	0.00	320.23	0.00	320.23	0.00
110	Volunteer Training	336.00	0.00	336.00	1,155.68	0.00	1,155.68	0.00
111	Total Volunteer Expense	336.00	250.00	86.00	1,475.91	1,000.00	475.91	3,000.00
112	Total Expenses	21,105.34	26,123.85	5,018.51	87,728.40	105,895.40	18,167.00	311,986.31
113	Net Operating Income	19,257.69	122.74	19,134.95	115,177.44	9,847.78	105,329.66	999.95
114	Net Income	19,257.69	122.74	19,134.95	115,177.44	9,847.78	105,329.66	999.95

**TOWN OF MOUNT DESERT
MANDATORY QUESTIONNAIRE FOR
PROPOSED FY 2024-2025 BUDGET REQUESTS**

Questionnaire Due Date: February 2, 2024

Board of Selectmen and Warrant Committee
Meeting Date to Review: February 26, 2024

Organization Name: Island Connections
Status (ex: 501(c)(3)): 501(c)(3)
Mailing Address: 93 Cottage St Suite 101
Bar Harbor, ME 04609
Physical Address (if different): _____
Phone Number: 207-288-4457
Contact Person: Carissa Tinker
Contact Email: director@islconnections.org

Attach most recent Financial Report
Gross operating budget: \$ 231,271.29 Gross payroll \$ 157,006.24
Salary and other compensation of highest paid employee: \$ 60,000
Salary and other compensation of lowest paid employee: \$ \$24/hr x 30 hrs
Number of Paid Employees: 2 Full Time 1 Part Time
Number of volunteers: 124

Narrative of what services your organization specifically provides to the residents of the **Town of Mount Desert (TOMD)** (please do not include residents of other island towns in this narrative):
We provide free transportation to medical appointments and life saving treatments across MDI and off-island to Trenton, Ellsworth and Bangor, as well as grocery shopping. We also provide meal delivery for the Meals on Wheels and Open Table programs coordinated by our partnering organizations. Additionally, we operate a wheelchair accessible van for residents with mobility challenges. Our calculation below does not include Mount Desert residents who receive Meals on Wheels or Open Table deliveries, as that information stays with our partners.

Total number of **TOMD** residents your organization served last year (a resident may only be counted once toward the total regardless of how many different programs/services are provided to him/her):
36

How many times per month was this service used by **TOMD** residents? 57

Estimated value for services provided to residents of the **TOMD**: \$ \$4,352

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

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

Island Connections provides free transportation and other services to seniors and people with disabilities from MDI and the surrounding islands to enhance their independence.

What are your plans for fundraisers?

Our plans for 2024 include our annual Dine Around Day, Match Campaign, Mary Parker Memorial 5k, as well as our new Sugar Showdown bake-off competition.

Town of Mount Desert Budget Questionnaire

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

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

Amount you are requesting for FY 2024-2025: \$ 2500

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

2023: \$ 2500 2022: \$ 2500 2021: \$ 2500

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

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

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



Signature of Requester

1/26/2024

Date of Request

Carissa Tinker, Executive Director

Printed Name and Title of Requester

Reminder: In order for the request to be considered, a representative from your organization shall attend the combined Board of Selectmen/Warrant Committee meeting at 6:30 p.m., **MONDAY February 26, 2024, in the Meeting Room, Town Hall, 21 Sea Street, Northeast Harbor** (the meeting will also be available via Zoom – see calendar on website for agenda and link to zoom meeting). Attendance is also recommended at the May 7, 2024 Annual Town Meeting beginning at 6:00 p.m. in the Kelley Auditorium, Mount Desert Elementary School, 8 Joy Road, Northeast Harbor.

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

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

Island Connections
Budget vs. Actuals: January 31, 2022 Summary
as of February 5, 2022

	Jan 2022		Total Year
	Actual	Budget	Budget
Revenue			
Donations			
Annual Fund		\$ -	\$ 59,000.00
General Donation	4,402.67	4,000.00	15,920.00
Giving Circle	10,000.00	0.00	30,000.00
Match Challenge Campaign		0.00	25,000.00
Town Gifts		0.00	12,500.00
Total Donations	14,402.67	4,000.00	142,420.00
Draw on Investments		-	12,000.00
Total Fundraisers	-	-	22,000.00
Total Grants	-	50,000.00	69,000.00
Total Interest Income	0.26	61.00	732.00
Total Revenue	14,402.93	54,061.00	246,152.00
Expenditures			
Total BOD Meetings	-	-	2,500.00
Continuing Education		100.00	300.00
Depreciation	193.97	194.07	2,328.84
Total Fundraising	230.50	140.00	6,230.00
Gas Cards	1,000.00	800.00	9,600.00
Total Insurance	281.00	-	5,700.00
Total Office Expense	7,018.11	1,959.27	24,735.85
Total Payroll Expenses	14,856.65	16,329.00	162,384.88
Total Professional Fees	250.00	550.00	10,850.00
Total Programs	426.50	1,084.00	9,387.73
Total Promotion	4.13	905.28	3,463.36
Rent	500.00	500.00	6,060.00
Staff Appreciation		-	300.00
Travel and Meals	136.96	100.00	400.00
Total Vehicle	4.31	-	1,950.00
Total Expenditures	24,702.13	22,641.62	246,150.68
Net Operating Revenue	(10,299.20)	31,419.38	1.34
Total Other Revenue	78.03	-	-
Net Revenue	\$ (10,221.17)	\$ 31,419.38	\$ 1.34

**TOWN OF MOUNT DESERT
MANDATORY QUESTIONNAIRE FOR
PROPOSED FY 2024-2025 BUDGET REQUESTS**

Questionnaire Due Date: February 2, 2024

Board of Selectmen and Warrant Committee

Meeting Date to Review: February 26, 2024

Organization Name Island Housing Trust

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

Mailing Address: PO Box 851, Mount Desert ME 04660

Physical Address (if different) 1366 State Hwy 102, Bar Harbor, ME 04609

Phone Number: 207-244-8011

Contact Person: Marla O'Byrne, Executive Director

Contact Email: mobyrne@islandhousingtrust.org

Attach most recent Financial Report

Gross operating budget: \$ 547,180 Gross payroll \$ 336,380

Salary and other compensation of highest paid employee: \$89,570 (f/t)

Salary and other compensation of lowest paid employee: \$ 30,848 (p/t)

Number of Paid Employees: 2 Full Time 2 Part Time

Number of volunteers: 24

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

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

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

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

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

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

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

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

What are your plans for fundraisers?

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

Town of Mount Desert Budget Questionnaire

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

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

Amount you *are requesting* for **FY 2024-2025**: \$7,500

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

2023: \$ 7,500 2022: \$ 7,500 2021: \$ 7,500

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

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

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


Signature of Requester

January 22, 2024
Date of Request

Marla O'Byrne, Executive Director
Printed Name and Title of Requester

Reminder: In order for the request to be considered, a representative from your organization shall attend the combined Board of Selectmen/Warrant Committee meeting at **6:30 p.m., MONDAY February 26, 2024, in the Meeting Room, Town Hall, 21 Sea Street, Northeast Harbor (the meeting will also be available via Zoom – see calendar on website for agenda and link to zoom meeting)**. Attendance is also recommended at the May 7, 2024 Annual Town Meeting beginning at 6:00 p.m. in the Kelley Auditorium, Mount Desert Elementary School, 8 Joy Road, Northeast Harbor.

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

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

ISLAND HOUSING TRUST
FINANCIAL STATEMENTS
For the Year Ended December 31, 2022

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CERTIFIED PUBLIC ACCOUNTANTS

Leo M. Loiselle, CPA
Glenn D. Goodwin, CPA
Christopher S. Hinds, CPA
Angel R. Caron, CPA
Andrea S. White, CPA
Leslie J. Poake, CPA, CGMA
Shawn L. Charest, CPA

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website: www.lghcpa.com

INDEPENDENT AUDITORS' REPORT

To the Board of Directors of
Island Housing Trust

Opinion

We have audited the accompanying financial statements of Island Housing Trust (a nonprofit organization), which comprise the statement of financial position as of December 31, 2022, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Island Housing Trust as of December 31, 2022, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

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

Responsibilities of Management for the Financial Statements

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

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

Auditors' Responsibilities for the Audit of the Financial Statements

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

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

- Exercise professional judgment and maintain professional skepticism throughout the audit.

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

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



LG&H

Bangor, Maine
September 11, 2023

**ISLAND HOUSING TRUST
STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2022**

ASSETS	
Cash and Cash Equivalents (including \$203,188 in donor-restricted funds)	\$ 2,363,015
Investments	74,496
Promises to Give, net of discount	925,675
Program Real Estate	466,307
Land Held in Perpetuity	<u>969,578</u>
TOTAL ASSETS	<u>\$ 4,799,071</u>
LIABILITIES AND NET ASSETS	
<i>Current Liabilities:</i>	
Accounts Payable and Accrued Expenses	\$ 39,227
Payroll Liabilities Payable	<u>8,698</u>
Total Current Liabilities	47,925
<i>Net Assets:</i>	
<i>With donor restrictions:</i>	
Perpetual in nature	267,300
Purpose restrictions	243,083
Time restricted for future periods	<u>910,675</u>
Total Net Assets with donor restrictions	1,421,058
<i>Without donor restriction:</i>	
Board Designated for Stewardship	34,078
Board Designated from Capital Campaign	1,158,219
Board Designated Land Held in Perpetuity	702,278
Undesignated	<u>1,435,513</u>
Total Net Assets without donor restrictions	<u>3,330,088</u>
Total Net Assets	<u>4,751,146</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 4,799,071</u>

**ISLAND HOUSING TRUST
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2022**

	<u>WITHOUT DONOR RESTRICTIONS</u>	<u>WITH DONOR RESTRICTIONS</u>	<u>TOTAL</u>
SUPPORT AND REVENUE			
Contributions	\$ 603,586	\$ 37,784	\$ 641,370
Grants	-	30,600	30,600
Interest and Dividends	2,730	701	3,431
Appreciation (Depreciation) of Investments	(8,738)	(5,828)	(14,566)
Sales of Jones Marsh Houses	907,932	-	907,932
Land Lease	526	-	526
Total	<u>1,506,036</u>	<u>63,257</u>	<u>1,569,293</u>
NET ASSETS RELEASED FROM RESTRICTIONS			
Satisfaction of Program Restrictions	<u>1,119,713</u>	<u>(1,119,713)</u>	<u>-</u>
TOTAL SUPPORT AND REVENUE	2,625,749	(1,056,456)	1,569,293
EXPENSES			
<i>Program Services:</i>			
Workforce Housing Development	1,230,633	-	1,230,633
<i>Supporting Services:</i>			
General Administrative	178,078	-	178,078
Fund Raising	82,629	-	82,629
Total Supporting Services	<u>260,707</u>	<u>-</u>	<u>260,707</u>
TOTAL EXPENSES	<u>1,491,340</u>	<u>-</u>	<u>1,491,340</u>
CHANGE IN NET ASSETS	1,134,409	(1,056,456)	77,953
NET ASSETS - January 1, 2022	<u>2,195,679</u>	<u>2,477,514</u>	<u>4,673,193</u>
NET ASSETS -December 31, 2022	<u>\$ 3,330,088</u>	<u>\$ 1,421,058</u>	<u>\$ 4,751,146</u>

**ISLAND HOUSING TRUST
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2022**

	<u>PROGRAM</u>		<u>SUPPORTING SERVICES</u>		<u>TOTAL</u>
	<u>WORKFORCE HOUSING DEVELOPMENT</u>	<u>GENERAL AND ADMINISTRATIVE</u>	<u>FUND RAISING</u>	<u>EXPENSES</u>	
Cost of Sales Housing	\$ 992,810	\$ -	\$ -	\$ 992,810	
Jones Marsh Expense	408,521	-	-	408,521	
Wages	90,855	84,142	38,696	213,693	
Employee Benefits	17,099	15,685	7,283	40,067	
HOAP Funding	30,880	-	-	30,880	
Jones Marsh Donation to Versant	30,372	-	-	30,372	
Postage, Shipping and Printing	20	1,013	22,061	23,094	
Bad Debt Expense	-	20,000	-	20,000	
Payroll Taxes	6,698	6,144	2,853	15,695	
Professional Fees	699	12,530	1,226	14,455	
Rent	1,178	9,421	1,178	11,777	
Office Equipment & Supplies	148	7,039	3,495	10,682	
Accounting	-	8,535	-	8,535	
Event Expense	-	4,543	3,240	7,783	
Insurance	1,938	3,663	-	5,601	
Advertising	4,048	181	588	4,817	
New Projects	4,509	-	-	4,509	
Telephone	232	1,853	232	2,317	
Bank Charges	-	1,350	353	1,703	
Books & Subscriptions	63	836	157	1,056	
Legal	266	185	-	451	
Stewardship Expenses	408	-	-	408	
Professional Development	75	64	77	216	
Miscellaneous	126	894	1,190	2,210	
Total Expenses	1,590,945	178,078	82,629	1,851,652	
Less: Costs capitalized as part of the project costs to get Jones Marsh ready for development and subsequent sale	<u>(360,312)</u>	<u>-</u>	<u>-</u>	<u>(360,312)</u>	
Total Expenses Reported in the Statement of Activities	<u>\$ 1,230,633</u>	<u>\$ 178,078</u>	<u>\$ 82,629</u>	<u>\$ 1,491,340</u>	

**ISLAND HOUSING TRUST
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2022**

CASH FLOWS FROM OPERATING ACTIVITIES	
Change in Net Assets	\$ 77,953
Adjustments to Reconcile Change in Net Assets to Net Cash Provided (Used) by Operating Activities:	
Stock Donations	(15,010)
Depreciation (Appreciation) of Investments	14,566
Reinvested Dividends	(1,672)
Decrease (Increase) in Promises to Give	834,325
Decrease (Increase) in Prepaid Expenses	2,070
Increase (Decrease) in Accounts Payable and Accrued Expenses	31,809
Increase (Decrease) in Payroll Liabilities Payable	<u>3,851</u>
Net Cash Provided (Used) by Operating Activities	947,892
CASH FLOWS FROM INVESTING ACTIVITIES	
Purchase of Program Real Estate and Land	(371,503)
Capitalized Development Costs	<u>(360,312)</u>
Net Cash Provided (Used) by Investing Activities	(731,815)
CASH FLOWS FROM FINANCING ACTIVITIES	<u>-</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	216,077
CASH AND CASH EQUIVALENTS - Beginning of Year	<u>2,146,938</u>
CASH AND CASH EQUIVALENTS - End of Year	<u>\$ 2,363,015</u>

SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION

CASH PAID DURING THE YEAR FOR:	
Interest Expense	<u>\$ -</u>

**ISLAND HOUSING TRUST
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

A. Nature of Operations

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

B. Cash

The Organization maintains its cash in five accounts at three different banks in Maine. Accounts at the institutions are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 for each bank and an insured cash sweep account with a balance of \$1,792,648. As of December 31, 2022, \$110,347 of cash is at risk. The Organization believes it is not exposed to any significant credit risk on its cash balances.

C. Cash Equivalents

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

D. Promises to Give

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

E. Investments

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

F. Fixed Assets

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

**ISLAND HOUSING TRUST
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022**

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

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

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

G. Program Real Estate

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

H. Net Assets

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

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

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

I. Revenue and Revenue Recognition

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

J. Donated Services and In-Kind Contributions

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

**ISLAND HOUSING TRUST
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022**

purchased if they were not donated. Most of the services received by the Organization do not meet these criteria. During the year ended December 31, 2022, \$0 of donated services were recognized.

K. Income Taxes

The Organization is tax exempt under Section 501(a) of the Internal Revenue Code as an organization described in Section 501(c)(3), and is classified by the Internal Revenue Service (IRS) as other than a private foundation. However, the Internal Revenue Code may subject an organization to tax on unrelated business taxable income. It is Management's opinion that the Organization had no unrelated business taxable income during the year ended December 31, 2022.

L. Advertising Costs

The Organization uses advertising to promote its programs among the audiences it serves. Advertising costs are expensed as incurred. Advertising expense for the year ended December 31, 2022, was \$4,818.

M. Functional Allocation of Expenses

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

N. Compensated Absences

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

O. Use of Estimates

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

P. Jones Marsh Development

The Organization has designated the Jones Marsh neighborhood to create ten new year-round homes affordable to MDI workers. It has retained ownership of the land, and is selling the improvements (buildings, wells, and septic), for a price determined to be affordable to those workers earning 130% of median income (single family houses) or 100% of median income (duplex units). This means that the houses and duplex units are sold below market, and cost, which is within the Organization's mission. The project costs also meet the intent of the Coming Home Campaign, which raised the funds needed to make this neighborhood attainable to MDI's

**ISLAND HOUSING TRUST
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022**

median income workers. Finally, the homes are sold with a 99-year land lease and covenants that ensure they remain affordable to future owners.

Q. Lessor Activities

The determination of whether an arrangement is a lease is made at the lease's inception. Under ASC Topic 842, a contract is a lease if it conveys the right to control the use of an identified asset for a period of time in exchange for consideration. The Organization reassesses the determination of whether an arrangement is a lease if the terms and conditions of the contract are changed. At the lease's inception, the Organization also estimates the residual value expected from the leased asset at the end of the lease term based on expected useful lives of the assets and expected market conditions for the customer base.

P. Leases

The Organization assesses whether an arrangement qualifies as a lease at inception and only reassesses its determination if the terms and conditions of the arrangement are changed. The Organization has elected to apply the short-term lease exception to all leases with an initial term of 12 months or less are not recorded on the balance sheet. Lease expense is recognized for these leases on a straight-line basis over the lease term. The Organization has no long-term leases.

Q. New Accounting Standards

In February 2016, the FASB issued ASU 2016-02, Leases (Topic 842), which supersedes existing guidance for accounting for leases under Topic 840, Leases. Subsequently, the FASB issued the following additional ASU's, which amend and clarify Topic 842: ASU 2018-01, Land Easement Practical Expedient for Transition to Topic 842; ASU 2018-10, Codification Improvements to Topic 842, Leases; ASU 2018-11, Leases (Topic 842): Targeted Improvements; ASU 2018-20, Narrow-scope Improvements for Lessors; ASU 2019-01, Leases (Topic 842): Codification Improvements; ASU 2020-05, Leases (Topic 842): Lessors—Certain Leases with Variable Lease Payments; and ASU 2021-09, Leases (Topic 842): Discount Rate for Lessees That Are Not Public Business Entities. Under Topic 842, a lessor records a lease as sales-type, direct-financing, or operating. A lease is a sales-type lease if any one of five criteria are met indicating that the lease effectively transfers control of the underlying asset to the lessee. If those five criteria are not met, but two additional criteria are both met, indicating that the lessor has transferred substantially all the risks and benefits of the underlying asset to the lessee, the lease is a direct-financing lease. All leases that are not sales-type or direct-financing leases are operating leases.

The Organization adopted Topic 842 effective January 1, 2022, using a modified retrospective transition method with the effective date as the date of initial application. The Organization elected the practical expedient that permitted it to not reassess under the new standard its prior conclusions about lease identification, lease classification, and initial direct costs and the practical expedient to not separate lease and non-lease components for underlying equipment assets. This allows the Organization to continue to recognize equipment lease and the related maintenance services as one combined operating lease component. However, there was no material impact on the statement of financial position or statement of activities, as the Organization currently is not a party to any long-term leases.

**ISLAND HOUSING TRUST
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022**

Because the Organization elected the practical expedient to not reassess lease identification, classification, and initial direct costs, Topic 842 had no effect to beginning net assets or statement of financial position accounts related to lessor accounting.

Additionally, ASU 2020-07, Not-for-Profit Entities (Topic 958): Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets, was effective for 2022 including enhanced and expanded presentation and disclosure of contributed gifts-in-kind. For the year ended December 31, 2022, this ASU had no effect on the Organization, as no material gifts-in-kind were received.

2. LIQUIDITY AND AVAILABILITY

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

Cash and Cash Equivalents	\$1,001,608
Promises to Give	50,000
Investments	<u>14,345</u>
	<u>\$1,065,953</u>

The Organization's stewardship fund consists of cash and investments designated by the board for stewardship. Although the Organization does not intend to spend these board-designated funds for purposes other than stewardship expenses, \$34,078 could be made available if necessary.

The Organization's capital campaign fund consists of cash and investments designated by the board for capital improvements. The Organization intends to spend from the board-designated capital campaign funds when restricted funds are not available, \$1,158,219 could be made available if necessary.

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

3. PROMISES TO GIVE

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

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

In one year or less	\$ 444,075
Between one year and five years	<u>560,500</u>
Total	1,004,575
LESS: Discount	<u>(78,900)</u>
Net Promises to Give	<u>\$ 925,675</u>

Approximately 47% of pledges receivable are from 4 donors.

**ISLAND HOUSING TRUST
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022**

4. INVESTMENTS

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

Additionally, components of investment return are as follows:

Interest and Dividends	<u>\$ 1,672</u>
Appreciation (Depreciation) of Investments	<u>\$(13,901)</u>
Investment Fees	<u>\$ -</u>

5. PROGRAM LAND

The following is a summary of the cost of program land as of December 31, 2022:

Ripples Hill	\$152,700
Beech Hill Road	115,874
Jones Marsh	499,602
Grants Hill	70,693
Sylvan Road	<u>130,709</u>
Total	<u>\$969,578</u>

The organization holds title to these parcels of Program Land with the expectation of holding the land indefinitely for the purpose of keeping the current and future prices of the homes affordable. With the exception of the Ripples Hill land, a 99-year lease on the land is given to the home owner. IHT has a right of first refusal when the homeowner wishes to sell the home, and a new 99-year lease is granted to the new buyers.

6. LINE-OF-CREDIT

The Organization has a line-of-credit with Bar Harbor Savings and Loan that has a credit limit of \$125,000. No amount was drawn on the line-of-credit at December 31, 2022.

7. NET ASSETS WITH DONOR RESTRICTIONS

Net assets with donor restrictions as of December 31, 2022, are restricted for the following purposes or periods:

Perpetual in nature:	
Land	\$ 267,300
Subject to expenditure for specified purpose:	
Opportunity Fund	141,495

**ISLAND HOUSING TRUST
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022**

Stewardship	24,896
Chris's Pond Project	24,713
Southwest Harbor Project	26,479
Ripples III	<u>25,500</u>
Total subject to expenditure for specified purpose	\$ 243,083
Subject to the passage of time:	
Promises to give that are not restricted by donors, but which are unavailable for expenditure until due	<u>910,675</u>
Total Net Assets with donor restrictions	<u>\$1,421,058</u>

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

Expiration of time restrictions	\$ 610,111
Satisfaction of purpose restrictions:	
Jones Marsh	418,835
HOAP	88,399
Opportunity Fund	<u>2,368</u>
Total Purpose restrictions	<u>509,602</u>
Total released from restrictions	<u>\$1,119,713</u>

8. EMPLOYEE BENEFIT PLAN

The Organization offers a Simple IRA benefit plan to its employees. Under the Simple IRA, employees can contribute immediately upon hiring and employees are eligible for a matching employer contribution, currently at 3% of wages, after six months of employment. Expense under the Simple IRA plan for the year ended December 31, 2022, was \$5,253.

9. FUNCTIONALIZED EXPENSES

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

10. FAIR VALUE MEASUREMENTS

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

**ISLAND HOUSING TRUST
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2022**

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

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

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

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

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

The following table summarizes the levels in the ASC 820-10 fair value hierarchy into which the Organization's financial instruments fall as of December 31, 2022:

	<u>Fair Value</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
Assets				
Investments	\$ 74,496	\$74,496	\$ -	\$ -
Multi-year Promises to Give	<u>920,160</u>	<u>-</u>	<u>-</u>	<u>920,160</u>
Totals	<u>\$994,656</u>	<u>\$74,496</u>	<u>\$ -</u>	<u>\$920,160</u>

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

11. PRIOR PERIOD ADJUSTMENT

Beginning of the year board designated stewardship funds were increased by \$4,948 and undesignated was decreased by \$4,948 for expenses that were included twice in board designated funds.

12. SUBSEQUENT EVENTS

Management has evaluated subsequent events through September 11, 2023, the date on which the financial statements were available to be issued. Subsequent to year end to date:

- Sold two properties for \$509,988.
- Made a downpayment on a duplex for \$306,170.

**TOWN OF MOUNT DESERT
MANDATORY QUESTIONNAIRE FOR
PROPOSED FY 2024-2025 BUDGET REQUESTS**

Questionnaire Due Date: February 2, 2024

**Board of Selectmen and Warrant Committee
Meeting Date to Review:** February 26, 2024

Organization Name LifeFlight Foundation
Status (ex: 501(c)(3)) 501(c)(3)
Mailing Address: PO Box 859
Augusta, ME 04332
Physical Address (if different) 160 Capitol St, Suite 5, Augusta, ME 04330
Phone Number: 207-357-5508
Contact Person: Ashley MacMillan, Director of Annual Giving
Contact Email: amacmillan@lifeflightmaine.org

Attach most recent Financial Report
Gross operating budget: \$ 5M attached Gross payroll \$ 965,480
Salary and other compensation of highest paid employee: \$ not available
Salary and other compensation of lowest paid employee: \$ not available
Number of Paid Employees: 6 Full Time 0 Part Time
Number of volunteers: 20

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

LifeFlight is the states only air medical and critical care transport service. Swift ICU level care is provided to critically ill or injured patients wherever they may be - islands, mountains, or community hospitals. Since 1998, 164 TOMD residents have been transported.

Total number of **TOMD** residents your organization served last year (a resident may only be counted **once** toward the total regardless of how many different programs/services are provided to him/her: 9

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

Estimated value for services provided to residents of the **TOMD**: \$ \$180,000 last year

What amount is each **TOMD** resident being served charged? \$ LF first bills insurance

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

LifeFlight is committed ensuring that everyone, in every community in Maine, has access to critical care where and when they need it. Every year 2,500 patients are safely cared for.

What are your plans for fundraisers?

As a nonprofit we rely on support from various funding sources, including individuals, businesse foundations, and communities. We also host a golf tournament and peer-to-peer fundraiser.

Town of Mount Desert Budget Questionnaire

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

Funds raised will help provide education and training to our crews and EMS/Fire agencies across the state, upgrade medical equipment, and enhance Maine's aviation infrastructure.
No program cuts would be made if the request was denied.

Amount you are requesting for FY 2024-2025: \$ 1000

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

2023: \$ 1000 2022: \$ 1000 2021: \$ 1000

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

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

LifeFlight Foundation Board of Trustees will allocate town donations toward LifeFlight's area of greatest need. Those areas generally include education programs, medical equipment, fleet, and aviation needs.

Ashley MacMillan 1/17/2024
Signature of Requester Date of Request

Ashley MacMillan, Director of Annual Giving

Printed Name and Title of Requester

Reminder: In order for the request to be considered, a representative from your organization shall attend the combined Board of Selectmen/Warrant Committee meeting at **6:30 p.m., MONDAY February 26, 2024, in the Meeting Room, Town Hall, 21 Sea Street, Northeast Harbor (the meeting will also be available via Zoom – see calendar on website for agenda and link to zoom meeting)**. Attendance is also recommended at the May 7, 2024 Annual Town Meeting beginning at 6:00 p.m. in the Kelley Auditorium, Mount Desert Elementary School, 8 Joy Road, Northeast Harbor.

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

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

LIFELIGHT FOUNDATION

FY 2024 BUDGET

REVENUE	
Unrestricted Donations-Ind/Trustees	1,000,000
Revenue-LifeFlight of Maine	965,480
Merchandise Sales (includes coffee & calendars)	5,000
Sub-Total Unrestricted Revenue	1,970,480
Project Restricted Donations-Medical Equipment	1,152,942
Project Restricted Donations-Infrastructure	55,000
Project Restricted Donations-Aviation Equipment	10,000
Project Restricted Donations-Clin Ed Crew	42,500
Project Restricted Ground Program	1,370,000
Project Restricted: Helmets	41,000
Sub-Total Restricted Revenue	2,671,442
Total Revenue	4,641,922
EXPENSES	
Salaries & Benefits Expense	965,480
Merchandise, Events & Other	70,000
Office Supplies	7,500
Meetings, Conferences & Education	7,000
Printing Expense	55,000
Postage Expense	25,500
Advertising	50,000
Publications/Outreach Expense	215,000
Travel Expense	20,000
Financial Services (NL: AP, reporting, budgets)	8,000
Professional Fees (consulting)	30,000
Accounting & Audit	45,000
Legal Expense	5,000
Professional Fees Expense	88,000
Office Rent	42,000
Storage	1,300
Insurance	3,500
Building Repairs & Maintenance	1,500
Software Support Contracts / Lease on copier	10,000
Deprec. Expense-Equipment/Lease Improvement	6,500
Telephone	4,500
Utilities	1,000

LIFELIGHT FOUNDATION

FY 2024 BUDGET

Cleaning / Housekeeping	2,500
Database Maint & License	25,200
Membership Dues & Subscriptions	6,000
Bank Service Charges (credit card processing fees)	25,000
Sub-Total Operating Expenses	1,417,480
Program Expenses	
Unrestricted: Aircraft Fund (payments from pledges)	158,000
Sub-Total Unrestricted Program Expenses	158,000
Restricted Expenses	
Ground Transport Program	1,920,000
Medical Equipment	1,152,942
Aviation Infrastructure/Communications	10,000
Aviation Operations	55,000
Clinical Education	30,000
Clinical Equipment	41,000
Education & Safety - Academy	654,399
Sub-Total Restricted Expenses	3,863,341
Total Expenses	5,438,821
Net Income (Loss) from Operations	-796,899

THE LIFEFLIGHT FOUNDATION
Statements of Financial Position
June 30, 2023 and 2022

	<u>2023</u>	<u>2022</u>
ASSETS		
Current assets		
Cash	\$ 4,178,399	\$ 7,679,118
Due from related parties	391,086	396,113
Pledges receivable, current portion	880,576	858,446
Prepaid expenses and other current assets	<u>8,498</u>	<u>8,833</u>
Total current assets	5,458,559	8,942,510
Investments	3,037	3,096
Beneficial interest in funds held by others	1,034,259	1,007,995
Pledges receivable, net of current portion	154,000	650,000
Property and equipment, net	37,529	29,825
Right-of-use asset - operating lease	<u>132,184</u>	<u>-</u>
Total assets	\$ <u>6,819,568</u>	\$ <u>10,633,426</u>
LIABILITIES AND NET ASSETS		
	<u>2023</u>	<u>2022</u>
Current liabilities		
Accounts payable and accrued expenses	\$ 46,028	\$ 61,181
Due to related parties	453,892	422,715
Current portion of lease liability - operating	<u>25,980</u>	<u>-</u>
Total current liabilities	525,900	483,896
Lease liability - operating, net of current portion	<u>106,204</u>	<u>-</u>
Total liabilities	<u>632,104</u>	<u>483,896</u>
Net assets		
Without donor restrictions	2,613,675	1,938,272
With donor restrictions	<u>3,573,789</u>	<u>8,211,258</u>
Total net assets	<u>6,187,464</u>	<u>10,149,530</u>
Total liabilities and net assets	\$ <u>6,819,568</u>	\$ <u>10,633,426</u>

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

THE LIFEFLIGHT FOUNDATION

Statement of Activities

Year Ended June 30, 2023

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
Revenue, gains, and other support			
Contributions and grants	\$ 1,407,436	\$ 1,394,368	\$ 2,801,804
Other revenue, net	96,789	-	96,789
Service revenue	697,054	-	697,054
Change in fair value of beneficial interest in funds held by others	2,795	23,469	26,264
Net assets released from restrictions	<u>6,055,306</u>	<u>(6,055,306)</u>	<u>-</u>
Total revenue, gains, and other support	<u>8,259,380</u>	<u>(4,637,469)</u>	<u>3,621,911</u>
Expenses			
Salaries, benefits, and taxes	697,054	-	697,054
Occupancy cost	62,530	-	62,530
Depreciation	7,351	-	7,351
Insurance and licenses	25,531	-	25,531
Professional fees, net of refunds	59,485	-	59,485
Publications and mailings	179,511	-	179,511
Conferences and meetings	21,132	-	21,132
Contributions to LifeFlight of Maine	6,401,205	-	6,401,205
Advertising	8,496	-	8,496
Other, net of refunds	<u>121,682</u>	<u>-</u>	<u>121,682</u>
Total expenses	<u>7,583,977</u>	<u>-</u>	<u>7,583,977</u>
Change in net assets	675,403	(4,637,469)	(3,962,066)
Net assets, beginning of year	<u>1,938,272</u>	<u>8,211,258</u>	<u>10,149,530</u>
Net assets, end of year	<u>\$ 2,613,675</u>	<u>\$ 3,573,789</u>	<u>\$ 6,187,464</u>

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

THE LIFEFLIGHT FOUNDATION

Statement of Activities

Year Ended June 30, 2022

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

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

THE LIFEFLIGHT FOUNDATION

Statements of Cash Flows

Years Ended June 30, 2023 and 2022

	<u>2023</u>	<u>2022</u>
Cash flows from operating activities		
Change in net assets	\$ (3,962,066)	\$ 4,513,480
Adjustments to reconcile change in net assets to net cash provided (used) by operating activities		
Depreciation	7,351	2,403
Forgiveness of PPP advance	-	(117,935)
Change in value of beneficial interest in funds held by others	(13,097)	(912,985)
Decrease (increase) in		
Due from related parties	5,027	(1,278)
Pledges receivable	473,870	(35,386)
Prepaid expenses and other current assets	335	21,391
Increase (decrease) in		
Accounts payable and accrued expenses	(15,153)	22,665
Due to related parties	31,177	(76,209)
Net cash (used) provided by operating activities	<u>(3,472,556)</u>	<u>3,416,146</u>
Cash flows from investing activities		
Change in value of investments	(13,108)	360
Purchase of property and equipment	<u>(15,055)</u>	<u>(16,575)</u>
Net cash used by investing activities	<u>(28,163)</u>	<u>(16,215)</u>
Net (decrease) increase in cash	(3,500,719)	3,399,931
Cash, beginning of year	<u>7,679,118</u>	<u>4,279,187</u>
Cash, end of year	<u>\$ 4,178,399</u>	<u>\$ 7,679,118</u>

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

October 2023

Durlin E. Lunt, Jr., Town Manager
Town of Mount Desert
PO Box 248
Northeast Harbor, ME 04662



Greetings,

Maine is a special place with hundreds of communities scattered along the coast and further inland, on small islands and tucked along mountain roads. It often feels like one small town, where people know one another, are committed to this place and to their neighbors, work hard, contribute what they can, and enjoy and take pride in the rugged landscape.

At LifeFlight of Maine, we are committed to being there for Maine, and for your community, when you need us. We have four teams standing by 24 hours a day, seven days a week, ready to bring ICU-level care to the point of need. Our teams are prepared to respond rapidly with a top speed of nearly 175 miles per hour. Our highly skilled clinicians and our state-of-the-art aircraft give patients their best chance on their worst day.

We are grateful for every single family that entrusts us with caring for their loved ones. We are grateful to the police and fire departments, emergency medical services, and hospitals who work alongside us in caring for patients. LifeFlight is one important link, among many, in the chain of survival for those who are critically ill or injured. That is as true today as it was when we began 25 years ago.

We are also grateful for each and every community in Maine and the incredible support we continue to receive for our life-saving mission. Since 1998, we have transported more than 37,000 patients, including residents of every single Maine city, town, plantation, and community. **Since 1998, we have transported 164 residents of Mount Desert, with 9 in the last year. Additionally, we have landed in Mount Desert for 18 scene calls since 1998.**

Each year, we reach out to all municipalities in the state to invite them to **support our Community Giving Campaign** to ensure that LifeFlight teams can continue to answer the call for help today and for years to come. Since 2006, 266 communities have contributed a total of \$840,000. Each one of these gifts is an acknowledgement from these Maine communities that they understand and appreciate the vitally important and unique role that LifeFlight plays as a connector in the state's increasingly fragile healthcare system. **This year, we hope Mount Desert will help us reach our goal of having every municipality in Maine participate in our Community Giving Campaign. Please consider a gift of \$1,000.**

LifeFlight is a nonprofit charitable organization that depends on logistical and philanthropic support across Maine. Communities like yours make our work possible. Together, we ensure people have access to the care they need when they need it, and we are grateful for your partnership and commitment.

Enclosed you'll find FAQs and supplemental information about LifeFlight, a map of Maine transport locations, and a map of Maine communities that have supported us. **Please contact Ashley MacMillan at The LifeFlight Foundation at amacmillan@lifeflightmaine.org or 207-357-5508 with any questions.** If you need additional information or a specific town application form is required with this request, please let us know.

Sincerely,

Joe Kellner
Chief Executive Officer
LifeFlight of Maine

Ashley MacMillan
Director of Annual Giving
The LifeFlight Foundation



Celebrating 25 years of safely caring for and transporting the people of Maine.

PO Box 859, Augusta, ME 04332 | (207) 230-7092 | www.lifeflightmaine.org

**TOWN OF MOUNT DESERT
MANDATORY QUESTIONNAIRE FOR
PROPOSED FY 2024-2025 BUDGET REQUESTS**

FEB 0 1 2024

Questionnaire Due Date: February 2, 2024

Board of Selectmen and Warrant Committee

Meeting Date to Review: February 26, 2024

Organization Name Mount Desert Chamber of Commerce
Status (ex: 501(c)(3)) 501(c)(6)
Mailing Address: PO Box 675
Northeast Harbor, ME 04662
Physical Address (if different) 42 Harbor Drive, Northeast Harbor
Phone Number: 207-276-5040
Contact Person: Sue Spoelhof
Contact Email: sue.spoelhof@gmail.com

Attach most recent Financial Report
Gross operating budget: \$ 64,371 Gross payroll \$ 29,265
Salary and other compensation of highest paid employee: \$ 23,000
Salary and other compensation of lowest paid employee: \$ 17.00/hour
Number of Paid Employees: 0 Full Time 2 Part Time
Number of volunteers: 9 board members and 20 community volunteers

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

The Chamber manages and staffs the TOMD Visitor Center. Our Director is a business resource and advocate for our members and community. Additionally, we manage events and publish promotional materials to attract visitors and locals to the Town, and maintain wayfinding signage in the NEH business district. We work to promote a sense of community year-round.

Total number of TOMD residents your organization served last year (a resident may only be counted once toward the total regardless of how many different programs/services are provided to him/her: +500

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

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

What amount is each TOMD resident being served charged? \$ Chamber memberships range from \$50 - \$295

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

The Chamber had 38 members from outside of TOMD which receive business support, advocacy, networking opportunities, and contribute to community events held in TOMD. Outside residents enjoy these events and connection to local businesses

What are your plans for fundraisers?

The Chamber had a successful fundraiser to offset costs of the NEH Christmas Festival and will do so again this year. We created sponsorship opportunities for all our events, received a grant through the Maine Office of Tourism, and are exploring merchandise sales. We have revised our rate structure, increased dues, and increased advertising rates.

Town of Mount Desert Budget Questionnaire

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

~~The Chamber will use the funds to offset costs of operating the TOMD Visitor Center, which includes staffing, supplies, utilities, cleaning & insurance. Additional services include providing internet service at the Visitor Center, selling ANP park passes on behalf of TOMD. Without these funds, operating hours and staffing would be severely impacted.~~

Amount you are requesting for FY 2024-2025: \$ 28,500

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

2023: \$ 28,500 2022: \$ 27,500 2021: \$ 27,500

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

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

The Chamber's appropriation request reflects 43% of our total operating budget
Of the requested funds, 75% will cover operating the Visitor Center, 25% for wayfinding signage and promotional materials.



2/1/24

Signature of Requester

Date of Request

Suzanne Spoelhof - Board President, Moutn Desert Chamber of Commerce

Printed Name and Title of Requester

Reminder: In order for the request to be considered, a representative from your organization shall attend the combined Board of Selectmen/Warrant Committee meeting at **6:30 p.m., MONDAY February 26, 2024, in the Meeting Room, Town Hall, 21 Sea Street, Northeast Harbor (the meeting will also be available via Zoom – see calendar on website for agenda and link to zoom meeting).** Attendance is also recommended at the May 7, 2024 Annual Town Meeting beginning at 6:00 p.m. in the Kelley Auditorium, Mount Desert Elementary School, 8 Joy Road, Northeast Harbor.

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

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

11:14 AM
01/18/24
Cash Basis

Mount Desert Chamber of Commerce
Profit & Loss
January through December 2023

	<u>Jan - Dec 23</u>
Ordinary Income/Expense	
Income	
Advertisement	200.00
Advertising - Map Insert	10,165.00
Annual Dues	18,905.00
Appeals Gifts	350.00
Appropriation	28,500.00
Christmas Festival Raffle	1,046.00
Dividends	30.31
Donations	866.00
Interest Income	31.84
Park Pass Sales	3,060.00
Wine and Cheese	175.85
Total Income	<u>63,330.00</u>
Gross Profit	63,330.00
Expense	
Advertising	240.99
Bank Service Charges	5.01
Charitable Donation	20.00
Dues and Subscriptions	1,105.00
Events	1,336.67
Insurance	1,331.00
Marketing	8,365.56
Member events	654.73
Miscellaneous	0.50
Office	503.86
Payroll Employees	30,302.86
Payroll Service	1,677.50
Payroll Taxes	2,895.33
Postage	206.06
Professional Fees	1,800.00
Supplies	26.52
Utilities	2,162.45
Visitor Services	2,506.50
Total Expense	<u>54,940.54</u>
Net Ordinary Income	<u>8,389.46</u>
Net Income	<u><u>8,389.46</u></u>

**TOWN OF MOUNT DESERT
MANDATORY QUESTIONNAIRE FOR
PROPOSED FY 2024-2025 BUDGET REQUESTS**

Questionnaire Due Date:

February 2, 2024

Board of Selectmen and Warrant Committee

Meeting Date to Review:

February 26, 2024

Organization Name Town of Mount Desert Community Development
Status (ex: 501(c)(3)) 501(c)(3)
Mailing Address: PO Box 962
Northeast Harbor, Maine 04662
Physical Address (if different) _____
Phone Number: 207-745-7434
Contact Person: Dan McKay
Contact Email: daniel.g.mckay@gmail.com

Attach most recent Financial Report _____
Gross operating budget: \$ 5000 Gross payroll \$ 0
Salary and other compensation of highest paid employee: \$ N/A
Salary and other compensation of lowest paid employee: \$ N/A
Number of Paid Employees: 0 Full Time 0 Part Time
Number of volunteers: 15 (board)

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

The Town of Mount Desert Community Development Corporation ("MDCDC") serves both as a clearinghouse and advocate for community development projects in the Town (e.g., Main Street project, Island Housing Summit) and as a fundraising vehicle for community projects (e.g.

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

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

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

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

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

Projects for which the MDCDC advocates and fundraises are designed to benefit local business and community residents. Projects may also provide some benefits to residents of other towns.

What are your plans for fundraisers?

No fundraising events are planned. The MDCDC solicits contributions for community projects, primarily from year round and summer residents of the Town.

Town of Mount Desert Budget Questionnaire

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

The funds requested will be used to pay basic expenses of the MDCDC to maintain its corporate existence and good standing and to contract for part time bookkeeping assistance.

Amount you are requesting for FY 2024-2025: \$ 5000

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

2023: \$ 0 2022: \$ 0 2021: \$ 0

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

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

Legal and accounting: 5%

Insurance 30%

Contract bookkeeping 60%

Misc (postage, etc) 5%


Signature of Requester

1/23/2024
Date of Request

Daniel G. McKay, Treasurer

Printed Name and Title of Requester

Reminder: In order for the request to be considered, a representative from your organization shall attend the combined Board of Selectmen/Warrant Committee meeting at **6:30 p.m., MONDAY February 26, 2024, in the Meeting Room, Town Hall, 21 Sea Street, Northeast Harbor (the meeting will also be available via Zoom – see calendar on website for agenda and link to zoom meeting).** Attendance is also recommended at the May 7, 2024 Annual Town Meeting beginning at 6:00 p.m. in the Kelley Auditorium, Mount Desert Elementary School, 8 Joy Road, Northeast Harbor.

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

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

Town of Mount Desert Community Development Corporation Balance Sheet
as of 12/31/2023

ASSETS		
Bank account balance	\$ 24,094.17	
Operating Account	\$ 271,930.28	
Skating Rink Account		
TOTAL	\$ 296,024.45	
		\$ -
LIABILITIES		
None		
Fund Balance		\$ 296,024.45

Town of Mount Desert Community Development Corporation Income Statement
for the 12 months ended 12/31/2023

REVENUE			
Net donations received	\$ 351,859.55		
DONATIONS TO TOWN			
For slating rink operating expenses	\$ 4,000.00		
Misc rink equipment and supplies	\$ 4,000.13		
Total donations		\$ 8,000.13	
OTHER EXPENSE			
Insurance premiums	\$ 1,102.00		
Legal expense	\$ 185.00		
Accounting	\$ 100.00		
Wire transfer fee	\$ 15.00		
Char org registration fee	\$ 20.00		
Total Expense		\$ 1,422.00	
Change in Net Assets	\$ 342,437.42		

Note: Net donations received is net of (i) \$18,225 in previously donated funds transferred to the Slating Rink Account, (ii) \$7,750 in prior year donations returned at the request of the donor, and (iii) miscellaneous bank fees.

**TOWN OF MOUNT DESERT
MANDATORY QUESTIONNAIRE FOR
PROPOSED FY 2024-2025 BUDGET REQUESTS**

Questionnaire Due Date: February 2, 2024

Board of Selectmen and Warrant Committee

Meeting Date to Review: February 26, 2024

Organization Name MDI Community Campfire Coalition
Status (ex: 501(c)(3)) 501 (c)(3)
Mailing Address: C/o The Neighborhood House
P.O. Box 332, NEH, ME 04662
Physical Address (if different) 1 Kimball Road, NEH, ME 04662
Phone Number: 207-276-5039
Contact Person: Anne-Marie Hart
Contact Email: annemarie@theneighborhoodhouse.com

Attach most recent Financial Report
Gross operating budget: \$ Varies Gross payroll \$ 0
Salary and other compensation of highest paid employee: \$ 0
Salary and other compensation of lowest paid employee: \$ 0
Number of Paid Employees: 0 Full Time 0 Part Time
Number of volunteers: 0

Narrative of what services your organization specifically provides to the residents of the **Town of Mount Desert (TOMD)** (please do not include residents of other island towns in this narrative):
The Campfire Coalition provides heating assistance. Qualifying households receive 125g of heating oil or the equivalent in wood, electric, propane and K2. No admin costs are taken by Neighborhood House or Harbor House to manage the program. 100% of the funds buys fuel.

Total number of **TOMD** residents your organization served last year (a resident may only be counted **once** toward the total regardless of how many different programs/services are provided to him/her: 37

How many times per month was this service used by **TOMD** residents? 1

Estimated value for services provided to residents of the **TOMD**: \$ 7,920

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

Narrative of what services your organization specifically provides to the residents *outside* of the **TOMD**:
Same as to the residents of TOMD. Heating assistance.

What are your plans for fundraisers?
We apply for grants, we do an annual appeal mailing to private donors, and we request \$3,000 from each of the four municipalities on the island.

Town of Mount Desert Budget Questionnaire

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

Any/all funds received will be 100% restricted to heating assistance efforts.

Amount you are requesting for FY 2024-2025: \$ 3,000

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

2023: \$ 3,000 2022: \$ 3,000 2021: \$ 3,000

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

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

100% of the funds will purchase heating oil for the equivalent in electric, wood, propane and K2.

Anne-Marie Hart

1/25/2024

Signature of Requester

Date of Request

Anne-Marie Hart, Executive Director (The Neighborhood House)

Printed Name and Title of Requester

Reminder: In order for the request to be considered, a representative from your organization shall attend the combined Board of Selectmen/Warrant Committee meeting at **6:30 p.m., MONDAY February 26, 2024, in the Meeting Room, Town Hall, 21 Sea Street, Northeast Harbor (the meeting will also be available via Zoom – see calendar on website for agenda and link to zoom meeting)**. Attendance is also recommended at the May 7, 2024 Annual Town Meeting beginning at 6:00 p.m. in the Kelley Auditorium, Mount Desert Elementary School, 8 Joy Road, Northeast Harbor.

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

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

**TOWN OF MOUNT DESERT
MANDATORY QUESTIONNAIRE FOR
PROPOSED FY 2024-2025 BUDGET REQUESTS**

FEB 0 1 2024

Questionnaire Due Date: February 2, 2024

**Board of Selectmen and Warrant Committee
Meeting Date to Review:** February 26, 2024

Organization Name: Mount Desert Nursery School
Status (ex: 501(c)(3)): 501(c)(3)
Mailing Address: PO Box 24
Mount Desert, ME 04662
Physical Address (if different): 15 Tracy Road, Northeast Harbor, ME 04662
Phone Number: (207) 276-5563
Contact Person: Sarah Hinckley, Executive Director
Contact Email: mdns.sarah@gmail.com

Attach most recent Financial Report
Gross operating budget: \$ 168,064 Gross payroll \$ 130,360
Salary and other compensation of highest paid employee: \$ 55,291
Salary and other compensation of lowest paid employee: \$ 50,321
Number of Paid Employees: 2 Full Time 4 Part Time
Number of volunteers: 45

Narrative of what services your organization specifically provides to the residents of the **Town of Mount Desert (TOMD)** (please do not include residents of other island towns in this narrative):
Mount Desert Nursery School provides a rich, developmentally appropriate educational curriculum in a fun, safe and caring environment for children, aged 2.5 - 5 years olds.

Total number of **TOMD** residents your organization served last year (a resident may only be counted **once** toward the total regardless of how many different programs/services are provided to him/her: 23

How many times per month was this service used by **TOMD** residents? avg 22

Estimated value for services provided to residents of the **TOMD**: \$ 50,000 (tuition)

What amount is each **TOMD** resident being served charged? \$ 6,600 - 10,560/year

Narrative of what services your organization specifically provides to the residents *outside* of the **TOMD**:
We provide the same quality child care and preschool curriculum to children of residents of Mount Desert and children of residents in neighboring towns.

What are your plans for fundraisers?
annual appeal letter, annual Easter Bunny Breakfast, annual Halloween Party, summer gala, Northeast Harbor Fall Festival

Town of Mount Desert Budget Questionnaire

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

Due to the recent addition of publicly funded preK programs on MDI we need to shift our model to offer child care to younger children to remain viable. Previously, we served 3 - 5 year olds who were potty trained. Our new model adds 2-year-olds to our program, who do not have to be potty trained. With the requested funds, we are planning to purchase age-appropriate equipment, classroom and educational materials. If denied it will take us longer to do this and enrollment will suffer

Amount you are requesting for FY 2024-2025: \$ 20,000

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

2023: \$ 20,000 2022: \$ 9,500 2021: \$ 2,500

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

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

During FY25, we will purchase classroom dividers (\$2,500), changing station equipment (\$1,500) and classroom materials and furniture (\$7,000). We will need to designate safe spaces on our playground and install play structures for younger children (\$6,500), toys with wheels for our deck (\$1,200) and a computer for our Head Teacher (\$2,000).

01/30/2024

Signature of Requester Sarah Hinckley, Executive Director

Date of Request

Printed Name and Title of Requester

Reminder: In order for the request to be considered, a representative from your organization shall attend the combined Board of Selectmen/Warrant Committee meeting at 6:30 p.m., MONDAY February 26, 2024, in the Meeting Room, Town Hall, 21 Sea Street, Northeast Harbor (the meeting will also be available via Zoom - see calendar on website for agenda and link to zoom meeting). Attendance is also recommended at the May 7, 2024 Annual Town Meeting beginning at 6:00 p.m. in the Kelley Auditorium, Mount Desert Elementary School, 8 Joy Road, Northeast Harbor.

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

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

A B C D E F G H I J K

**Mount Desert Nursery School & Childcare Center
Statement of Activity by Month**

	Budget Jul 1, 2023 - Jun 30, 2024	Annual Budget	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan-24	Year To Date	% of Budget
6	Revenue										
7	Donations	\$ 107,542.51	15,020.00	4,109.54	5,000.00	3,922.08	28,716.52	44,953.91	13,546.00	115,288.05	10.7%
8	Donations Special Purpose				30,125.85	19,591.65				49,717.50	0%
9	Fundraising		90.00			60.00	365.00			516.00	0%
10	Income							5,000.00		5,000.00	0%
11	Interest Earned		4.18	4.16	0.26	89.02	155.61	210.04		463.27	0%
12	Tuition Income	\$ 108,802.00	14,250.04	11,869.83	11,344.46	8,583.65	10,104.95	5,627.70	8,790.55	70,570.99	6.4%
13	Registration Fee				100.00				150.00	250.00	0%
14	Total Sales	\$ 109,632.00	\$ 14,250.04	\$ 11,883.83	\$ 11,444.46	\$ 8,593.65	\$ 10,104.95	\$ 5,627.70	\$ 8,946.55	\$ 70,820.99	
15	Gross Profit	\$ 217,174.51	\$ 29,364.22	\$ 15,983.33	\$ 48,870.57	\$ 32,248.40	\$ 39,243.09	\$ 55,791.65	\$ 22,498.55	\$ 241,785.61	
16	Expenditures										
17	Bank Charges & Fees									0.00	0%
18	QuickBooks Payments Fees		27.42	26.35	14.14	3.58			0.50	71.99	0%
19	Dues & subscriptions	\$ 120.00	130.00	140.00	140.00	140.00	140.00	140.00	140.00	970.00	8.08%
20	Fundraising Expense		369.57			183.85				553.43	0%
21	Insurance			2,253.00						2,253.00	0%
22	Insurance - Liability	\$ 4,000.00			522.75		527.75			1,050.50	2.3%
23	Insurance-Employee Benefits	\$ 21,200.00	1,628.55	1,699.15	1,789.15	305.77	1,829.78	3,429.04	3,352.85	13,864.30	6.0%
24	Interest Paid		36.31	25.09						61.40	0%
25	Legal & Professional Fees	\$ 2,500.00	450.00	450.00						1,350.00	5.4%
26	Occupancy Expenses				134.50		73.00	301.00	73.00	943.50	0%
27	Heating Oil	\$ 1,200.00			1,240.00	382.00			125.00	1,747.00	1.46%
28	Phone & Internet	\$ 1,980.00		124.71	369.27	76.25	194.04	47.62	117.85	918.74	5.9%

Budget & P&L ACCOUNT BALANCE PAID... A.D DAYS TIME RECORDED

	A	B	C	D	E	F	G	H	I	J	K
	Insurance Liability	4,000.00	1,628.55	1,689.15	1,789.15	305.77	1,628.78	3,429.04	3,392.86	1,050.50	23%
23	Insurance-Employee Benefits	\$ 23,200.00	1,628.55	1,689.15	1,789.15	305.77	1,628.78	3,429.04	3,392.86	13,884.30	60%
24	Interest Paid		36.31	25.09						61.40	0%
25	Legal & Professional Fees	\$ 2,500.00	450.00	450.00	450.00					1,350.00	54%
26	Occupancy Expenses				134.50	382.00	73.00	301.00	73.00	943.50	0%
27	Heating Oil	\$ 1,200.00		1,240.00	1,240.00	382.00			125.00	1,747.00	146%
28	Phone & Internet	\$ 1,500.00		124.71	358.27	76.25	194.04	47.62	117.85	918.74	59%
29	Utilities	\$ 564.00		429.45	429.45	247.12	94.20		388.63	1,131.40	204%
30	Office/Admin							22.00	20.03	42.03	0%
31	Office Supplies	\$ 120.00				24.99		52.87		77.86	65%
32	Postage	\$ 250.00				66.00				66.00	26%
33	Payroll	\$ 130,380.00	14,653.46	27,575.13	17,617.62	9,575.17	12,114.73	12,886.02	12,612.99	107,045.12	82%
34	Total Payroll	\$ 130,380.00	\$ 14,653.46	\$ 27,575.13	\$ 17,617.62	\$ 9,575.17	\$ 12,114.73	\$ 12,886.02	\$ 12,612.99	\$ 107,045.12	82%
35	Program Expenses		545.45							545.45	0%
36	Program Food		442.34	459.77	306.32	33.90	70.05	101.26	30.76	1,484.40	0%
37	Program Supplies	\$ 600.00	384.63	79.13	0.00		146.63	27.91	29.81	688.11	111%
38	Supplemental Programs		300.00	250.00	250.00	150.00	640.00	160.00	180.00	1,720.00	0%
39	Repairs & Maintenance	\$ 3,000.00	15,134.00	257.00		17,356.88				32,875.88	1096%
40	Website		143.88							143.88	0%
41	Total Expenditures	\$ 168,064.00	\$ 34,278.61	\$ 33,409.33	\$ 23,618.20	\$ 28,616.53	\$ 15,948.17	\$ 17,177.72	\$ 17,089.43	\$ 168,633.99	101%
42	Net Operating Revenue	\$ 48,110.51	\$ 4,911.38	\$ 17,428.08	\$ 23,564.37	\$ 3,429.87	\$ 23,463.82	\$ 38,613.93	\$ 5,387.12	\$ 72,191.82	
43	Other Expenditures										
44	Reconciliation Discrepancies						184.45			184.45	0%
45	Total Other Expenditures	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 184.45	\$ 0.00	\$ 0.00	\$ 184.45	0%
46	Net Other Revenue	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 184.45	\$ 0.00	\$ 0.00	\$ 184.45	0%
47	Net Revenue	\$ 48,110.51	\$ 4,911.38	\$ 17,428.08	\$ 23,564.37	\$ 3,429.87	\$ 23,309.47	\$ 38,613.93	\$ 5,387.12	\$ 71,987.37	
48											
49											



**Mount Desert Nursery School
and Childcare Center**

15 Tracy Road, Northeast Harbor, Maine 04662
www.mountdesertnurseryschool.org

January 31, 2024

Dear Mount Desert Board of Selectmen and Warrant Committee,

Thank you for your consideration of the following request for funds for Mount Desert Nursery School.

My name is Sarah Hinckley and I am the executive director of the Mount Desert Nursery School at 15 Tracy Road in Northeast Harbor.

First, thank you for your unwavering support of the Mount Desert Nursery School for the last 45+ years. Your generosity has been instrumental in helping the children of this and surrounding towns grow into community-minded citizens.

Over the last three years that I have been director, we have focused our funding request on improving our 45-year-old building and expanding our program to younger ages.

Two years ago, we requested \$9,500 to install a washer and dryer. They were installed over a year ago and finally this winter are fully operational. It has been wonderful to not lug laundry home and fit it in among my family's never ending baskets of dirty clothes.

Last year, we requested \$20,000 for new doors, as several of ours are no longer keeping out the cold. We are on a local contractor's schedule to have that done this spring, fingers crossed.

This year, we are again requesting \$20,000 to continue adjusting our building for two year olds, who will be part of our regular enrollment for the 2024-25 school year.

Due to the recent and continued emergence of publicly funded Pre-K programs on the island, we need to shift our childcare offerings to serve younger ages in order to remain a viable, essential service in this community.

Our old model accepted children who were 3 years old and potty trained. Our new model offers childcare services starting at age 2. Adding care for younger ages requires us to purchase age appropriate equipment, classroom and educational

materials, and it is these items that will be purchased with the requested funds. Whether the request is approved or denied, we will make these purchases, but it will take us longer to get all that we need in place for the expanded age group and the sacrifice will be lower enrollment.

We have a few two year olds enrolled this school year, and to properly welcome a younger group of students we need to create two different learning spaces to keep all children safe. Intermingling a very agile and speedy 5-year-old with a newly mobile 2-year-old can quickly become an unsafe environment. Learning equipment and educational materials for children under 3 focus on very different developmental milestones, and most of the materials we've amassed over the last four decades are not geared toward this age group.

In 2023, we enrolled 37 children. About a third of those come during the summer months; and the majority come from families that have been in this community for generations.

Our current student enrollment is 11 students who come to us from every town on Mount Desert Island and as far away as Ellsworth. We serve both families that live in this town and who commute here to work and need childcare.

Half of the 15 children who graduated last year were from Mount Desert. This school year our population has become more diverse, and we currently have three students whose families live in Mount Desert and two who are commuting here to work.

Child care centers and nursery schools are an essential service of a community, both for our residents and for our businesses, especially those seeking to attract employees raising young families.

Our former board president, Eliza Bishop, has said many times, without Mount Desert Nursery School, there would be no Milk and Honey. Having a safe place to leave her children nearby for the day made establishing her business in Northeast Harbor possible.

Last year the elementary school launched its PreK program, and we saw a small decline in our enrollment. After much brainstorming, we decided to enroll two-year-olds in our program, for which there is a great need here, and which we are equipped to handle.

Over the last six months we have seen a wonderful surge of support from both a largely new board of directors and several members of the year-round and seasonal community. We have had several successful fundraisers, which have brought in donations to replace the fence around our campus, the floors throughout our building and the ramp at our front door. We are also in the process of replacing all the exterior doors of our building and will be making upgrades to our deck. Not only do all these improvements enhance the safety and the learning environment of our students, they are also sending a broader message that we are a thriving place and a vital community asset.

To serve a larger population of two-year-olds, we need to divide our classroom space and make changes to our playground. To do so, we must invest in classroom dividers, educational material geared toward 2-year-old children, furniture that helps to stimulate development and movement, outdoor play equipment, and, most critically, another permanent staff member.

We have been blessed to receive a donation for that third teacher through the next school year, which buys us enough time to develop a budget and implement a fundraising program that will enable us to grow and thrive.

Ultimately, we recognize Mount Desert Nursery School will need to transition to a family child care center with a nursery school as its focus. We are working on the timeline for that and making incremental changes to build a strong foundation. We are asking for the town's support in funding this next step on which we will continue to build.

Thank you for considering our request.

Sincerely,



Sarah Hinckley

Executive Director, Mount Desert Nursery School

Sarah.h@mountdesertnurseryschool.org

**TOWN OF MOUNT DESERT
MANDATORY QUESTIONNAIRE FOR
PROPOSED FY 2024-2025 BUDGET REQUESTS**

Questionnaire Due Date: February 2, 2024

**Board of Selectmen and Warrant Committee
Meeting Date to Review:** February 26, 2024

Organization Name: Mount Desert Nursing Association
Status (ex: 501(c)(3)): 501(c)(3)
Mailing Address: PO Box 397
Northeast Harbor, ME 04662
Physical Address (if different): 12 Summit Rd, Northeast Harbor, ME 04662
Phone Number: 207-276-8430
Contact Person: _____
Contact Email: Megan Rilkoﬀ megan@mountdesertnursing.org

Attach most recent Financial Report
Gross operating budget: \$ 1,122,040 Gross payroll \$ 866,659
Salary and other compensation of highest paid employee: \$ 116,139 inc. benefits
Salary and other compensation of lowest paid employee: \$ 61,139 inc. benefits
Number of Paid Employees: 7 Full Time 6 PRN Part Time
Number of volunteers: 12 Board of Directors

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

Total number of TOMD residents your organization served last year (a resident may only be counted once toward the total regardless of how many different programs/services are provided to him/her): 81

How many times per month was this service used by TOMD residents? 604 total visits in 2023

Estimated value for services provided to residents of the TOMD: \$ 640,000

What amount is each TOMD resident being served charged? \$ 4,020 total, paid by 6 private pay patients

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

What are your plans for fundraisers?
attached

Town of Mount Desert Budget Questionnaire

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

attached

Amount you are requesting for FY 2024-2025: \$ 35,000

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

2023: \$ 35,000 2022: \$ 35,000 2021: \$ 35,000

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

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

attached



Signature of Requester

January 30, 2024

Date of Request

Megan Rilko FT, Development and Communications

Printed Name and Title of Requester Coordinator

Reminder: In order for the request to be considered, a representative from your organization shall attend the combined Board of Selectmen/Warrant Committee meeting at 6:30 p.m., **MONDAY February 26, 2024, in the Meeting Room, Town Hall, 21 Sea Street, Northeast Harbor (the meeting will also be available via Zoom – see calendar on website for agenda and link to zoom meeting).** Attendance is also recommended at the May 7, 2024 Annual Town Meeting beginning at 6:00 p.m. in the Kelley Auditorium, Mount Desert Elementary School, 8 Joy Road, Northeast Harbor.

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

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

(p.1) Narrative of what services your organization specifically provides to the residents of the Town of Mount Desert:

MDNA is a home health agency serving Mount Desert Island, Trenton, and Lamoine. We provide skilled nursing, occupational therapy, and physical therapy visits to homebound patients. We also offer an annual flu clinic and free blood pressure screenings. In 2023, we served 32 patients in the Town of Mount Desert (TOMD). Our clinicians made 161 skilled nursing visits, 256 physical therapy visits, 180 occupational therapy visits, and seven music therapy visits to homebound patients for a total of 604 visits. 49 TOMD residents made use of our free Loan Closet by borrowing medical or adaptive equipment, such as walkers, wheelchairs, shower chairs, lift recliners, and rollators.

(p.1) Narrative of what services your organization specifically provides to the residents outside of the TOMD:

We offer the same skilled nursing, occupational therapy, and physical therapy, and music therapy visits to our other service areas.

(p.1) What are your plans for fundraisers?

We hold several fundraisers over the course of the year. On April 1, 2024 we will have our second annual Chowdah Fest and Silent Auction at The Neighborhood House. In July, we will host our 75th Anniversary Party in Bar Harbor. Lastly, we will have our annual Stethoscope Open golf tournament in Northeast Harbor, which netted over \$30,000 last year. In addition to these events, we have our Fall and Spring Appeals to solicit individual donations.

(p.2) Please explain what services will be provided by any funds you may receive from the TOMD.

Funds would be used for general operating expenses, including salaries of our clinicians and staff and program supplies. As you may know, Medicare reimburses at about \$.60 to the dollar, so 40% of our operating budget comes from donations and town funding; with your support we hope to maintain a level of sustainability where our clinicians can continue to support our increasing aging population. With Northern Light discontinuing their home health services on MDI this year, we will be the sole provider of home health care. We are willing to take on this challenge, but we do need support to increase our staff to take on the additional 15 patients in Mount Desert from Northern Light. We rely on the funding from the Town of Mount Desert for our operating expenses.

Without appropriate funding, it would impact our ability to have the necessary staff to see all patients who are in need of our services.

(p.2) Please explain how the funds you may receive from the TOMD would be spent during the fiscal year.

Municipal funding subsidizes patient care expenses not covered by insurance. Funding would also go toward staff salaries, including the hiring of three additional clinicians to meet our anticipated increasing patient load, and program supplies.

Mount Desert Nursing Association

Profit and Loss

January - December 2023

	TOTAL
Income	
Cash Donations	
4003 Town Income	42,202.00
4011 Annual Fund	284,172.31
4012 Equipment Use	1,665.00
4013 Memorial	12,385.00
4015 Grants and Bequests	18,285.70
Total Cash Donations	358,710.01
Program Revenue	
4030A Nursing Fee Income	17,847.01
4035 Insurance Income	621,857.35
Total Program Revenue	639,704.36
Total Income	\$998,414.37
GROSS PROFIT	\$998,414.37
Expenses	
5900 Reconciliation Discrepancies	1.55
6013h Payroll Taxes	-806.83
6106D HSA-Med A Vision	4,390.00
6550 Bad Debts	-5,379.11
7009 Bank Service Charges	51.38
Administrative/Office	109,815.09
Benefits	75,630.21
Board	3,054.45
Building Maintenance & Repair	28,367.49
Payroll Tax Expenses	53,705.13
Payroll Wage Expenses	686,392.29
Program Expense	65,071.44
Public Support	14,175.78
Total Expenses	\$1,034,468.81
NET OPERATING INCOME	\$ -36,054.44
Other Income	\$118,698.20
Other Expenses	\$8,099.38
NET OTHER INCOME	\$110,598.82
NET INCOME	\$74,544.38

**TOWN OF MOUNT DESERT
MANDATORY QUESTIONNAIRE FOR
PROPOSED FY 2024-2025 BUDGET REQUESTS**

JAN 26 2024

Questionnaire Due Date: February 2, 2024

Board of Selectmen and Warrant Committee Meeting Date to Review: February 26, 2024

Organization Name: Northern Light Home Care & Hospice (NLHCH)
 Status (ex: 501(c)(3)): 501(c)(3)
 Mailing Address: 225 Gorham Rd. Ste. 200
South Portland, ME 04106
 Physical Address (if different): _____
 Phone Number: 207-332-8043
 Contact Person: Madeline Taylor
 Contact Email: madtaylor@northernlight.org

Attach most recent Financial Report
 Gross operating budget: \$ 51,726,492 Gross payroll \$ 32,761,169
 Salary and other compensation of highest paid employee: \$ 177,008 (annual)
 Salary and other compensation of lowest paid employee: \$ 38,480 (annual)
 Number of Paid Employees: 478 Full Time 341 Part Time 34
 Number of volunteers: 205 Per Diem 103

Narrative of what services your organization specifically provides to the residents of the Town of Mount Desert (TOMD) (please do not include residents of other island towns in this narrative):
NLHCH provides home healthcare that enable residents to remain in the comfort of their home for as long as their course of treatment requires. Our nurses, rehab therapists, social workers & home health aides care for people when released from hospital or elected hospice services.

Total number of TOMD residents your organization served last year (a resident may only be counted once toward the total regardless of how many different programs/services are provided to him/her): 11 individual patients

How many times per month was this service used by TOMD residents? over the course of the year 149 unique visits were made to TOMD residents

Estimated value for services provided to residents of the TOMD: \$ 42,238

What amount is each TOMD resident being served charged? \$ _____ services are covered by insurance (primarily MaineCare and Medicare)
MaineCare reimburses at 50% of our cost to provide the care. In instances of uninsured patients charity care is provided, and TOMD resident is not charged

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

We provide the same variety of home based healthcare services to residents outside of the TOMD. Our same care teams of nurses, rehab therapists, social workers & home health aides care for residents of other towns when released from hospital or when they have elected end of life hospice care

What are your plans for fundraisers?

We mail two annual appeals and two newsletters each year for support. We also submit grant applications to foundations and corporations, make personal solicitations to individual donors, and we will sometimes host fundraising events when volunteer and staff resources permit

Town of Mount Desert Budget Questionnaire

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

Residents of the TOMD will continue to receive care at home from our care teams of nurses, rehab therapists, social workers, home health aides, spiritual counselors, and bereavement therapists. As mentioned earlier in this application, we provide (and will continue to provide) care to patients regardless of their ability to pay or their insurance status. We will also continue to provide such care regardless of whether we received funding support from TOMD.

Amount you are requesting for FY 2024-2025: \$ \$1,200

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

2023: \$ 0 2022: \$ 1,200 2021: \$ 1,200

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

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

NLHCH puts any funds received from the TOMD and other municipalities towards unpaid costs of care. As mentioned previously, most insurers do not fully reimburse the costs of care we provide, and in the instances that someone is uninsured, the cost of care is completely un-reimbursed. We put any municipal funding from TOMD and other towns towards covering those unpaid costs.

Madeline Taylor
Signature of Requester

1/22/2024
Date of Request

Madeline Taylor, Home Care & Hospice Philanthropy Specialist
Printed Name and Title of Requester

Reminder: In order for the request to be considered, a representative from your organization shall attend the combined Board of Selectmen/Warrant Committee meeting at **6:30 p.m., MONDAY February 26, 2024, in the Meeting Room, Town Hall, 21 Sea Street, Northeast Harbor** (the meeting will also be available via Zoom – see calendar on website for agenda and link to zoom meeting). Attendance is also recommended at the May 7, 2024 Annual Town Meeting beginning at 6:00 p.m. in the Kelley Auditorium, Mount Desert Elementary School, 8 Joy Road, Northeast Harbor.

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

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

Northern Light Home Care & Hospice

Actual and Budget for Year(s) Ending 09/30	FY22 Actual	FY23 Actual	FY24 Budget
OPERATING REVENUES			
Inpatient Revenue	1,055,896	1,201,777	1,588,871
Outpatient Revenue	56,335,387	48,624,296	53,133,978
Professional Fees Revenue	0	0	0
Gross Patient Revenue	57,391,283	49,826,073	54,722,849
DEDUCTIONS FROM REVENUE			
Inpatient Contractual Allowances	342,980	378,986	16,861
Outpatient Contractual Allowances	13,472,204	9,839,910	9,507,191
Professional Fees Contractual Allowances	0	0	0
Total Contractual Allowances	13,815,184	10,218,896	9,524,052
Charity Care	10,825	29,404	29,201
Other Deductions	0	0	0
Net Patient Revenue	43,565,273	39,577,773	45,169,596
OTHER REVENUE			
Net Sales and Contract Revenue	534,650	576,794	603,360
Other Revenue	1,391,055	518,726	101,000
Net Assets Released from Restriction	165,946	395,766	370,000
Total Revenue	45,656,924	41,069,059	46,243,956
EXPENSES			
Salaries and Wages	27,817,078	30,428,588	32,761,169
Employee Benefits	7,767,849	8,179,924	8,785,074
Professional Fees	2,179,006	1,977,337	2,024,081
Cost of Goods Sold	-25,974	-12,571	-13,390
Supplies	2,337,048	2,311,622	3,551,860
Purchased Services	2,256,620	2,074,702	1,724,627
Leases and Rentals	904,043	814,855	694,989
Utilities	521,378	772,931	640,583
Insurance	362,548	301,003	305,971
Interest	812.66	1339	694
Depreciation and Amortization	121,074	120,050	95,442
Other Expense	2,104,066	2,461,559	-988,970
NLH Support Services	2,257,224	2,144,363	2,144,362
Total Expenses	48,602,775	51,575,702	51,726,492
Net Operating Income (Loss)	(2,945,850)	(10,506,643)	(5,482,536)

**TOWN OF MOUNT DESERT
MANDATORY QUESTIONNAIRE FOR
PROPOSED FY 2024-2025 BUDGET REQUESTS**

Questionnaire Due Date: February 2, 2024

**Board of Selectmen and Warrant Committee
Meeting Date to Review:** February 26, 2024

Organization Name: Seal Harbor Villiage Improvement Society
Status (ex: 501(c)(3)): 501(c) and 509(a)(1) and 170 (b)(A)(VI) of the Internal Revenue Code.
Mailing Address: PO Box 171
Seal Harbor, ME 04675
Physical Address (if different): 6 Main Street, Seal Harbor, ME 04675
Phone Number: 207-479-3901
Contact Person: Debora DeJulio
Contact Email: sealharborvis@gmail.com

Attach most recent Financial Report
Gross operating budget: \$ 163,905.00 **Gross payroll \$** 88,139.30
Salary and other compensation of highest paid employee: \$ 43,888.00
Salary and other compensation of lowest paid employee: \$ 10,638.16
Number of Paid Employees: 1 Full Time 3 Part Time
Number of volunteers: 18 Volunteer Directors

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

The Seal Harbor VIS maintains the following Mt. Desert properties in Seal Harbor, ie: the Beach, Village Green, the Comfort Station, Parking Lots, Turnouts, Monuments, and publicly accessible trails and pathways. The majority of the VIS work is spent maintaining the Green (mowing, watering, fertilizing), raking the beach throughout almost daily, and cleaning and servicing the comfort station.

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

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

Estimated value for services provided to residents of the TOMD: \$ 150,000.00

What amount is each TOMD resident being served charged? \$ No charge to residents or the public.

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

There are no services provided outside of the Village of Seal Harbor.

What are your plans for fundraisers?

The VIS relies upon it's many supporters for financial support and communicates with them on a regular basis.

Seal Harbor Village Improvement Society, Inc.
(A nonprofit corporation)

Financial Statements
For the Year Ended June 30, 2023

Coston and McIsaac
Certified Public Accountants
38 Rodick Street
Bar Harbor, Maine 04609

Seal Harbor Village Improvement Society, Inc.
(A nonprofit corporation)
Financial Statements
For the Year Ended June 30, 2023

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PAUL COSTON, JR.,
CPA/ABV, MST, CFP
Shareholder
MELINDA WORKMAN, CPA, MBA
Shareholder
TRICIA POTTLE, CPA
Shareholder
RON WROBEL, CPA, M. Acc.
Shareholder
STACEY DURRELL, E.A.
Shareholder



COSTON AND McISAAC
CERTIFIED PUBLIC ACCOUNTANTS

BRYAN MAURIS, E.A.
Accountant
MATTHEW MCEACHERN, E.A.
Accountant
DESIREE BOUSQUET
Accountant
TRISH HOWARD
Office Manager

Accountant's Compilation Report

To the Board of Directors
Seal Harbor Village Improvement Society, Inc.
P.O. Box 171
Seal Harbor, ME 04675

Management is responsible for the accompanying financial statements of Seal Harbor Village Improvement Society, Inc. (a nonprofit corporation), which comprise the statement of financial position as of June 30, 2023, and the related statement of activities and changes in net assets, functional expenses and cash flows for the year then ended, in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has elected to omit substantially all of the disclosures required by generally accepted accounting principles. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the company's financial position and results of operations and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

Coston and McIsaac, CPAs

Coston and McIsaac, CPAs
Bar Harbor, Maine
August 7, 2023

Seal Harbor Village Improvement Society, Inc.
 (A nonprofit corporation)
 Statement of Financial Position
 As of June 30, 2023

	2023
ASSETS	
Current assets	
Cash - checking	\$ 35,798
Cash - savings	4,413
Total current assets	40,211
Fixed assets	
Land	29,200
Buildings and equipment	130,307
Total	159,507
Less: accumulated depreciation	(116,302)
Total property and equipment	43,205
Other assets	
Investments	102,030
Total assets	\$ 185,446
LIABILITIES AND NET ASSETS	
Liabilities	
Payroll tax liability	\$ 1,861
Total current liabilities	\$ 1,861
Net assets	
Net assets without donor restrictions	183,585
Total net assets	183,585
Total liabilities and net assets	\$ 185,446

See accompanying accountant's report

Seal Harbor Village Improvement Society, Inc.
(A nonprofit corporation)
Statement of Financial Position
As of June 30, 2023

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
Public support			
Contributions	\$ 100,873	\$ -	\$ 100,873
Grant revenue	55,000	-	55,000
Total public support	<u>155,873</u>	<u>-</u>	<u>155,873</u>
Investment Loss			
Interest and dividend income	2,380	-	2,380
Unrealized gain (loss) on investments	5,102	-	5,102
Total investment gain (loss)	<u>7,482</u>	<u>-</u>	<u>7,482</u>
Total public support and investment gain	163,355	-	163,355
Expenses			
Program	130,911	-	130,911
Management and General	32,994	-	32,994
Total expenses	<u>163,905</u>	<u>-</u>	<u>163,905</u>
 Decrease in net assets	 (550)	 -	 (550)
 Net Assets at beginning of year	 184,135	 <u>-</u>	 <u>184,135</u>
 Net Assets at end of year	 <u><u>\$ 183,585</u></u>	 <u><u>\$ -</u></u>	 <u><u>\$ 183,585</u></u>

See accompanying accountant's report

Seal Harbor Village Improvement Society, Inc.

(A nonprofit corporation)

Statement of Financial Position

As of June 30, 2023

	<u>Program</u>	<u>Management and General</u>	<u>Total</u>
Wages and benefits	\$ 68,550	\$ 21,731	\$ 90,281
Professional fees	-	5,838	5,838
Payroll taxes	5,949	1,777	7,726
Materials, supplies and outside services	19,634	-	19,634
Insurance	32,055	1,068	33,123
Depreciation	4,147	-	4,147
Bank service charges	576	-	576
Administration expense	-	2,580	2,580
Total expenses	<u>\$ 130,911</u>	<u>\$ 32,994</u>	<u>\$ 163,905</u>

See accompanying accountant's report

Seal Harbor Village Improvement Society, Inc.
(A nonprofit corporation)
Statement of Financial Position
As of June 30, 2023

	2023
CASH FLOW FROM OPERATING ACTIVITIES	
Decrease in net assets	\$ (550)
Adjustments to reconcile decrease in net assets to net cash (used) provided by operating activities:	
Add: Depreciation	4,147
Add/Subtract: Unrealized loss (gain) from investments	(5,102)
Increase in payroll liabilities	1,272
Net cash used by operating activities	(233)
 CASH FLOW FROM INVESTING ACTIVITIES	
Sale of investments	172,004
Purchase of investments	(155,268)
Net cash provided by investing activities	16,736
 NET INCREASE IN CASH	 16,503
 CASH - BEGINNING OF YEAR	 <u>23,708</u>
 CASH - END OF YEAR	 <u><u>\$ 40,211</u></u>

See accompanying accountant's report

E.M.R., Inc.

"Eastern Maine Recycling"

Recycling and Solid Waste Management

TO: James Fortune-Cranberry Isles
Anthony Smith-Mount Desert
Marilyn Lowell -Southwest Harbor
Jessie Dunbar-Tremont
Carol Walsh-Trenton

FROM: Ben C. Worcester, III
E.M.R., Inc. Vice President
207-460-9033, bcw@emrswh.com

DATE: February 21, 2024

Re: Solid Waste Contract Renewal

Over the years, EMR has enjoyed excellent working relationships with our participating towns and is hopeful these relationships will continue. EMR is willing to discuss at any time with our towns either individually or together the terms of the Solid Waste Contract, transfer station operations or any solid waste concerns you may have.

EMR is very interested in continuing our Solid Waste Contracts for the next five years. I look forward to meeting with you in the near future.

Please provide a copy of this memo to your Select Board members.

If you have any questions regarding this matter, please contact me.

Thank You.

ACADIA DISPOSAL DISTRICT

182 Oak Hill Road, Mount Desert, ME 04660; 207-266-7866; 29parsonscounty@gmail.com

To: Durlin Lunt, Jr., Town Manager
From: Tony Smith, ADD Chair
Re: EMR Contract Renewal and related Information
Date: February 20, 2024

EMR Contract Renewal: As I mentioned to you by telephone a while ago, following is my recommendation related to renewing the Town of Mount Desert's (the Town) contract with the EMR (Eastern Maine Recycling, Inc.) transfer station located in Southwest Harbor. Each of the six ADD towns, including ours, entered into separate five year contracts with EMR for solid waste management, including transportation services, in 2019. The contract's five year term is from July 1, 2019 through June 30, 2024 (FY-2020 through FY-2024), with all due to expire on June 30, 2024.

In accordance with section "Section 1.0, Term" of the current contracts, all contracts will automatically renew on July 1, 2024, with the same five year terms and conditions, unless EMR is told otherwise. The specific current contract language for an automatic renewal states:

- 1.0 Term:** The term of this Agreement shall be for (5) years beginning July 1, 2019 and ending June 30, 2024. Each twelve-month period is a "Contract Year". This Agreement shall automatically renew with the same terms and conditions unless the Town provides the Contractor with written notice of termination by "Certified Mail" on or before March 5, 2024. The renewed contract term shall be from July 1, 2024 to June 30, 2029.

Each ADD town must address this automatic renewal contract requirement directly with EMR. The automatic renewal will occur unless the individual ADD town notifies EMR on or before March 5, 2024 in writing, and delivered by certified mail, that they do not want the contract to automatically renew. If an ADD town does not allow the current contract to automatically renew, it will expire on June 30, 2024. If this were to occur, the affected ADD town would be in the situation of having to develop a new contract with EMR. In my experience with EMR and the contracts we have had with them, they have been responsive to our needs and charged us fair pricing.

Contract specifics to note:

1. As has been the case with the current contract, our costs can change year to year as described in "Section 10.15, Escalator" of the contract. This section allows an increase or decrease to be made in the contract pricing effective on July 1 of each contract year based on changes to the CPI-UNE. EMR contacts us in writing when this adjustment is made. Such an adjustment is anticipated to go into effect at the beginning of the next contract year, July 1, 2024.
2. With the fluctuations in the cost of fuel, "Section 10.17 Fuel Charge" allows EMR to impose a fuel charge for delivering solid waste to a particular location on a monthly basis. This charge is based on the average price of diesel fuel paid by EMR in any particular month, the distance in miles traveled and the amount of fuel used to make that delivery. This charge is in effect if the solid waste is being hauled to the facility in Hampden or to an alternative site such as the JRL landfill in Old Town.

3. The current contract offers two options for recycling with EMR described in “Sections 7.3, 7.3.1 and 7.3.2” of it. If a town wanted to recycle with EMR, they checked or circled one of the two options found on the signature sheet of the contract (page 19 of 19). If a town did not want either option, they checked or circled the line labeled “None.” That is the box the Town checked in 2019. During discussion of the contract prior to acting on its renewal at the May 2019 town meeting, it was agreed that maintaining our own recycling center was the best option for us rather than recycling with EMR or others. I believe this is still the case today. We can manage our costs and choose where we want our recyclables to go. In addition, if a town selects one of the options with EMR they are required by the contract to take their material there and nowhere else throughout the term of the contract. This can only be changed upon mutual agreement between that town and EMR. That is still the case with the proposed contract to be acted on at the May 2024 town meeting.

In summary, I recommend that the Town opt for the automatic renewal of the contract. I also recommend that, even though we are not required to do so, the Town send EMR a letter delivered by “Certified Mail” on or before March 5, 2024 with said memo stating we are going to accept the automatic renewal of the contract we currently have with them. Doing so will provide us with written documentation of accepting the automatic renewal should it ever be needed. I have enclosed a draft letter to EMR to this end for your consideration. I have also enclosed copies of the EMR contract warrant article approved at the May 2019 town meeting and copies of two draft warrant article options for consideration for use at our May 2024 town meeting should you so choose.

Cardboard Recycling: I would like to point out that the ADD and EMR are working together on a cardboard recycling plan that, if terms are agreed to, would not be included in the five year contract but be a separate agreement with EMR. As with the five-year contract, participation in the cardboard recycling plan would be made on a town by town basis. I have asked EMR for a proposal for our Town. I understand the individual preparing the proposals for EMR is out of town for two weeks. I will report on the proposal when I receive it. In the meantime, I have copies of proposals sent to other ADD towns and will review and compare them to each other and to our own current source separated recycling of cardboard. As of this date, the proposed plan would call for cardboard to be separated from trash and co-mingled recyclables and be delivered to EMR where it will be baled, stored, sold, and shipped when there is enough to make it cost-effective to do so.

One Bin All In: As an aside, in my opinion, and would be my recommendation if asked, once the One Bin All In option is available at Municipal Waste Solutions in Hampden, anticipated for early 2025, the Town should resume sending our recyclables there. Like many other towns statewide, we have a very low recycling percentage rate. The State is nowhere near the 50-percent rate required by law but they are working to change that. The One Bin All In will greatly increase the amount of materials recycled if used where feasible statewide.

Thank you.

Enc. Draft EMR Warrant Articles; Draft Town Letter to EMR
Cc. Claire Woolfolk, Town Clerk; Brian Henkel, PE; PW Director

**Town of Mount Desert
SOLID WASTE CONTRACT**

THIS AGREEMENT is made and entered into this 17th day of June 2019, by and between **E.M.R., INC.**, a Maine corporation having a place of business in Southwest Harbor, Hancock County, Maine, (the "Contractor") and the **TOWN OF MOUNT DESERT**, a municipal corporation duly existing under the laws of the State of Maine, having a principal place of business at 21 Sea Street, Northeast Harbor, Hancock County, Maine, ("Town").

WITNESSETH:

WHEREAS, the Contractor owns and operates a solid waste transfer station, licensed by the State of Maine Department of Environmental Protection ("DEP"), in the Town of Southwest Harbor, Hancock County, Maine, (the "SWH Facility") that provides for the acceptance, storage, handling, processing, marketing and/or transportation of non-hazardous Solid Waste, Recyclable Items, Compostable Organic Waste, Wood Wastes, Construction and Demolition Debris ("CDD"), Bulky Waste, Scrap Metal and White Goods, Tires, and Inert Fill.

WHEREAS, it is understood between the Town and the Contractor that the terms and conditions as expressed in this agreement are such that the Contractor must have the ability to manage and operate the SWH Facility in conformance with the DEP, USEPA and other state and federal laws, statutes, rules and regulations.

WHEREAS, the Contractor provides Municipal Solid Waste transportation services from the SWH Facility to DEP licensed waste processing and disposal facilities, such as but not limited to, **Coastal Resources of Maine (CRM)**, 92 Bouchard Way, Hampden, Maine and **Juniper Ridge Landfill (JRL)**, 2828 Bennoch Road, Alton, Maine and **Waste Management-Crossroads (WM)**, 327 Mercer Road, Norridgewock, Maine.

WHEREAS, the Town has made arrangements with CRM (Disposal Facility-MSW) for the disposal of Municipal Solid Waste generated by the Town.

WHEREAS, the Town wishes to enter into an agreement with the Contractor for the disposal of Solid Waste through the use of the SWH Facility and for the transportation of Solid Waste from the SWH Facility to DEP licensed facilities for those waste materials presently being transported by the Contractor including but not necessarily limited to Disposal Facility-CDD, Disposal Facility-MSW, Disposal Facility-Recycle and Disposal Facility-Wood Waste for the disposal of non-hazardous Solid Waste, Recyclable Items, Compostable Organic Waste, Wood Wastes, Construction and Demolition Debris (CDD), Bulky Waste, Scrap Metal and White Goods, Tires, and Inert Fill.

NOW THEREFORE, in consideration of the foregoing recitals and the mutual covenants and agreements herein contained, the Contractor and the Town hereby agree as follows:

1.0 TERM: The term of this Agreement shall be for Five (5) years beginning July 1, 2019 and ending June 30, 2024. Each twelve-month period is a "Contract Year". This Agreement shall automatically renew with the same terms and conditions unless the Town provides the Contractor with written notice of termination by "Certified Mail" on or before March 5, 2024. The renewed contract term shall be from July 1, 2024 to June 30, 2029.

2.0 DEFINITIONS:

The capitalized words and phrases used in this Solid Waste Contract shall have the following meanings (such meanings to be equally applicable to both the singular and plural forms of such words and phrases):

"Acadia Disposal District" means a quasi-municipal corporation duly existing under the laws of the State of Maine having a mailing address of P.O. Box 248, Northeast Harbor, ME 04662 whose member municipalities include the Towns of Cranberry Isles, Frenchboro, Mount Desert, Tremont and Trenton.

“Authorized Agent” means a person, partnership or corporation that is authorized to dispose of Permissible Wastes at the SWH Facility on behalf of the Town or an Authorized Individual.

“Authorized Individual” means any person, partnership, corporation or other entity that either owns, rents, leases (on a permanent or temporary basis) a dwelling or operates a commercial establishment in a Town.

“Bulky Waste” is a portion of CDD and means items such as, but not limited to, mattresses, box springs, upholstered furniture, carpeting, floor padding and similar materials.

“Co-mingled Containers” means recyclable containers made from polyethylene terephthalate (PETE #1), high density polyethylene (HDPE #2 plastic), ferrous cans and aluminum cans that contain a volume of one gallon or less.

“Compostable Organic Waste” means Residential and Commercial Compostable Organic Wastes that have been separated from Transfer Solid Waste prior to acceptance at the SWH Facility.

“Contract Year” means the twelve-month period beginning on July 1 and ending on June 30.

“Construction and Demolition Debris” (“CDD”) means Solid Waste resulting from construction, remodeling, repair and demolition of structures, said wastes may include, but are not limited to, building materials, dimensioned lumber, discarded furniture, asphalt, wall board, pipes, plumbing fixtures such as toilets and sinks, conduits, wire, sheetrock, plaster, insulation, roofing materials, painted wood, pressure treated wood, packaging materials and bituminous concrete pavement. It excludes: partially filled containers of glues, tars, solvents, resins, paints, caulking compounds, friable asbestos and other special wastes.

“Demolition Wood” is a portion of CDD and means waste items such as, but not limited to, lumber, and wood items from Construction and Demolition Debris (CDD) waste.

“Developed Parcel” means a parcel of land located within the boundary of the Town and specifically identified by the Town on its tax maps with a tax map number and lot number and which said lot has structures or is permitted to have structures thereon.

“Diesel Fuel Price Per Gallon” means the diesel fuel price per gallon, as published for the last week of the month by the Energy Information Administration (EIA) of the Department of Energy (New England Region), shall be used by the Contractor to calculate the diesel fuel charge for the payment categories as stated in section 10.17 Fuel Charge.

“Disposal Facility-CDD” means a disposal facility located in the State of Maine and licensed by the DEP to accept CDD, Bulky Waste, Demolition Wood Wastes and similar items. The primary Disposal Facility-CDD is Juniper Ridge Landfill, 2828 Bennoch Road, Old Town, ME 04468. The alternate Disposal Facility-CDD is Crossroads Landfill, 357 Mercer Road, Norridgewock, ME 04597.

“Disposal Facility-MSW” means a disposal facility located in the State of Maine and licensed by the DEP to accept Municipal Solid Waste (MSW) which shall include Transfer Solid Waste but shall not include CDD, Bulky Waste, Recycle Waste, Universal Waste, Scrap Metal, White Goods and Wood Waste. The primary Disposal Facility-MSW is CRM. All MSW shall be taken to CRM unless otherwise directed by the Town’s representative(s) including but not necessarily being limited to the Municipal Review Committee (MRC) on behalf of the Town or the Town’s Selectmen or their designee(s). The alternate Disposal Facility-MSW recommended by the Town is Crossroads Landfill, 357 Mercer Road, Norridgewock, ME 04957. Before any change in Disposal Facility-MSW is made, the Contractor and the Town, with assistance from the MRC or the Town’s Board of Selectmen or their designee(s), shall agree to terms including but not necessarily limited to any change in transportation costs. However, it is understood between the Parties that in the event the Contractor is notified by CRM or MRC that CRM is

not accepting MSW on a temporary basis, the Contractor shall deliver said MSW to the alternate Disposal Facility-MSW.

“Disposal Facility-Recycle” means a disposal facility located in the State of Maine which is permitted to accept Recyclable Items which may include corrugated cardboard; mixed newspaper and magazines; co-mingled containers (one gallon or less) which may include metal (aluminum, steel, and tin) and plastic containers numbered 1 and 2. The primary Disposal Facility-Recycle is Coastal Resources of Maine, 92 Bouchard Way, Hampden, Maine. The alternate Disposal Facility-Recycle is Pine Tree Waste – Zero Sort, Old Town, ME. All Recyclable Items shall be taken to CRM unless otherwise directed by the Town’s Representative(s), said representative(s) including but not limited to the MRC or the Town’s Board of Selectmen or their designee(s).

“Disposal Facility-Tires” means a disposal facility located in the State of Maine which is licensed by the DEP to accept tires. The primary Disposal Facility-Tires is BDS Waste Disposal Inc, 357 Mercer Rd., Norridgewock, Maine.

“Disposal Facility-Green Wood Waste” means a disposal facility located in the State of Maine which is licensed by the DEP to accept Green Wood and Stumps. The primary Disposal Facility-Green Wood Waste is Gary Pomeroy Logging, 1909 Hammond Street, Hermon, ME 04401.

“Freon/Mercury Removal” means Scrap Metal that contains Freon or Mercury and requires the Freon or Mercury to be removed.

“Green Wood” means land clearing debris that is reasonably free of stumps, soil material and rock.

“Guaranteed Annual Tonnage” (GAT) means the minimum tonnage of Transfer Solid Waste, Recyclable Items and Compostable Organic Waste delivered by the Town or its Authorized Individuals to the Contractor in each contract year. GAT shall equal the sum of Transfer Solid Waste, Recyclable Items and Compostable Organic Waste.

“Hazardous Waste” means a waste substance or material, in any physical state, designated as hazardous by the State of Maine Board of Environmental Protection under section 1319-O. It does not include waste resulting from normal household or agricultural activities. The fact that a hazardous waste or part or constituent may have value or other use or may be sold or exchanged does not exclude it from this definition.

“Hot Load” means waste which is on fire or smoldering when delivered to the SWH Facility.

“Inert Fill” means clean soil material, including soil from road ditching and sand from winter sand cleanup, rock, bricks, and cured concrete without rebar, which are not mixed with other solid or liquid waste, and which are not derived from an ore mining activity.

“Land Clearing Debris” means Solid Waste resulting from the clearing of land and consists solely of brush, stumps, soil material and rock.

“Miles or Distance” means the actual road miles traveled by the Contractor from the SWH Facility to the disposal site. It is understood by the Town that the Contractor may be prevented by the State of Maine or the United States of America Departments of Transportation to use certain roads, such as Routes 95 and 395, due to the gross vehicle weight limits imposed on roads that are less than the weight limits the Contractor is registered to haul.

“Municipal Solid Waste” means solid waste emanating from household and normal commercial sources. Municipal Solid Waste includes front end process residue from the processing of Municipal Solid Waste.

“Net Sale Price” means the difference between the price received from the sale of items less transportation and marketing expenses.

“Non-Permissible Waste” means the following items are specifically excluded and not permitted for deposit at the SWH Facility or for transport to a Disposal Facility: toxic or highly volatile materials, used oil, waste oil, other petroleum products, sludge, septage, and any substance now or hereafter classified as Hazardous Waste or Special Waste by DEP and/or the United States Environmental Protection Agency (“EPA”), in any quantity whatsoever.

“Parties” means the Contractor and the Town, or those respective designees, as defined elsewhere in the Agreement.

“Permissible Wastes” means only those wastes specifically permitted during the term of this Agreement by the DEP as acceptable at a Solid Waste facility. Wastes not permitted by the DEP must not be accepted at the SWH Facility. Hazardous Waste, or waste not easily identified by the Contractor as non-hazardous, must not be accepted at the SWH Facility. Permissible Wastes shall include Transfer Solid Waste, Recyclable Items, Compostable Organic Waste, Wood Wastes, Construction and Demolition Debris, Bulky Waste, Scrap Metal, Tires, White Goods, Inert Fill, and Universal Waste.

“Recyclable” means possessing physical and economic characteristics that allow a material to be recycled.

“Recyclable Items” means the list of Recyclable Items recovered from the Transfer Solid Waste stream that the designated Disposal Facility-Recycle accepts. All Recyclable Items delivered to the SWH Facility shall be clean and in conformity to the specifications required by the Disposal Facility-Recycle.

“Recycle” means to recover, separate, collect and reprocess waste materials for sale or reuse other than as fuel for the generation of heat, steam or electricity.

“Recycling” means the collection, separation, recovery and sale or reuse of materials that would otherwise be disposed of or processed as waste or the mechanical separation and treatment of waste, other than through combustion, and the creation and recovery of reusable materials other than as fuel for the generation of electricity.

“Recycling Processing Center” means a recycling center that, (1) receives commercial size deliveries of recyclable items, (2) uses leading-edge technology to permit the acceptance of a wider variety of Recyclable Items in an efficient and economical manner and (3) reduces but does not necessarily require the need to separate Recyclable Items by category for collection. A Recycling Processing Center may include Single Sort (single stream) Recycling System.

“Scrap Metal” means bits and pieces of metal parts (such as bars, turnings, rods, sheets, and wire) or metal pieces that may be attached or combined together with bolts, welds or solder to form a product (such as scrap automobiles, radiators, or furniture) which whether worn or outdated can be recycled and which are not otherwise mixed with or contaminated with non-metal solid or hazardous wastes. For the purposes of this contract White Goods and junked vehicles shall be considered Scrap Metal.

“Septage” means waste, refuse, effluent, sludge and any other materials from septic tanks, cesspools or any other similar facilities.

“Single Sort Recycling” means a recycling method or program that permits the acceptance of Recyclable Items, as defined above, at the SWH Facility in a co-mingled form. The acceptable recyclable item list will be determined by the Disposal Facility-Recycle after discussion with the Town of any proposed changes, consideration of concerns they might have and upon reaching an agreement between the Parties.

“Sludge” means nonhazardous solid, semisolid or liquid waste generated from a municipal, commercial or industrial wastewater treatment plant, water supply treatment plant or wet air pollution control facility or any waste having similar characteristics and effect. The term does not include industrial discharges that

are point sources subject to permits under the federal Clean Water Act, 33 United States Code, Section 1342 (1999).

“Solid Waste” means useless, unwanted or discarded solid material with insufficient liquid content to be free flowing, including, but not limited to, rubbish, garbage, refuse-derived fuel, scrap materials, junk, refuse, inert fill material and landscape refuse, but does not include hazardous waste, biomedical waste, septage or agricultural wastes. The fact that a Solid Waste or constituent of the waste may have value or other use or may be sold or exchanged does not exclude it from this definition.

“Special Waste” means any Solid Waste generated by sources other than domestic and typical commercial establishments that exists in such unusual quantity or in such chemical or physical state, or any combination thereof, that may disrupt or impair effective waste management or threaten the public health, human safety or the environment and requires special handling, transportation and disposal procedures. Special Waste includes, but not limited to:

- A. Ash;
- B. Industrial and industrial process waste;
- C. Sludge and dewatered septage;
- D. Debris from nonhazardous chemical spills and cleanup of those spills;
- E. Contaminated soils and dredge;
- F. Asbestos and asbestos-containing waste;
- G. Sand blast grit and nonliquid paint waste;
- H. High or low pH waste;
- I. Spent filter media and residue;
- J. Shredder residue and
- K. Other waste designated by the Board of Environmental Protection, or by rule of the Department of Environmental Protection.

“Solid Waste Transfer Station Services” means services which include the storage, handling, processing, marketing, disposal and/or transportation of Permissible Wastes to licensed Solid Waste disposal sites, as described herein.

“Storage Box” means a storage box or crate that is provided by the contractor in the recycling center for the use by an authorized individual for the collection of small loads of Transfer Solid Waste and Recyclable Items.

“Stumps” means stumps.

“Tires” means Solid Waste consisting of any used, scrap, or otherwise discarded rubberized vehicle tires, including whole tires as well as products derived from the processing of whole tires, including but not limited to shredded or chipped or crumb rubber.

“Transfer” means to receive, store, accumulate, and/or consolidate Solid Waste in sufficient volume to be able to containerize, with or without compaction, for efficient transportation to another facility. It does not include the transport of Solid Waste.

“Transfer Station” means any Solid Waste facility constructed and managed for the transfer of Solid Waste.

“Transfer Solid Waste” means non-hazardous Solid Waste, as defined by DEP Solid Waste Management Rules, as may be amended from time to time, and Permissible Waste for delivery to Disposal Facility-MSW for acceptance at CRM unless an alternative Disposal Facility-MSW has been agreed to between the Parties as described above in section titled Disposal Facility-MSW.

“Universal Waste” means any waste listed in section 3.A(13) (b) of Chapter 850, the Maine Hazardous Waste Management Rules, including but not limited to cathode ray tubes (CRT’s); mercury-containing lamps; mercury-containing thermostats; metal hydride, nickel-cadmium, small sealed lead acid, lithium

and mercuric and silver oxide button batteries (collectively "Batteries"); electronic wastes ("e-wastes"); and totally enclosed, non-leaking polychlorinated biphenyl (PCB) ballasts.

"Vegetative Wastes" means wastes consisting of plant matter. These include plant stalks, hulls, leaves, and tree waste processed through a wood chipper.

"Waste Oil" means petroleum-based or synthetic oil that, through use or handling, has become unsuitable for its original purpose due to the presence of impurities or loss of original properties. Waste oil that exhibits hazardous waste characteristics, or has been contaminated with hazardous wastes in excess of quantities normally occurring in waste oil shall be considered hazardous waste.

"White Goods" means large appliances, including but not limited to stoves, refrigerators, freezers, washing machines, clothes dryers, hot water heaters, dishwashers, and air conditioners.

"Wood Wastes" means brush, Stumps, lumber, bark, wood chips, shavings, slabs, edgings, slash, sawdust and wood from production rejects that are not mixed with other Solid or liquid Waste.

"Yard Waste" means grass clippings, leaves reasonable free of branches and other similar vegetative matter.

- 3.0 Jurisdiction and Exclusive Rights:** It is agreed that the Contractor shall have the exclusive jurisdiction over the SWH Facility and shall designate the off-loading areas. The Town also agrees (a) that the Town and/or its Authorized Agents shall deliver all Permissible Wastes collected by the Town, by its Authorized Agents or through a contract in which the Town is a party, to the SWH Facility and (b) that the Town shall not compensate any person, partnership or corporation other than the Contractor for the disposal of Permissible Wastes except for Transfer Solid Waste delivered to the Disposal Facility by the Contractor, see section 11. "Payments to Disposal Facility-MSW".

Nothing in this section shall prohibit the Town from compensating any persons, partnerships or corporations for waste collection services furnished by that person, partnership or corporation to the Town, provided that all Permissible Wastes so collected are delivered and disposed of at the SWH Facility and the Town pays the Contractor the fees provided for in this Agreement.

Nothing in this contract shall require the Town to adopt municipal "flow control" measures or require residents who do not utilize the Town's waste collection services to dispose of their waste at the SWH Facility. If a resident chooses not to dispose of wastes at the SWH Facility the Town agrees not pay any disposal fees of said wastes on behalf of any person, partnership or corporation other than to the Contractor.

- 4.0 Separation of Wastes:** All wastes delivered to the SWH Facility will be deposited separately in their individually designated off-loading areas: Transfer Solid Waste, Recyclable Items, Compostable Organic Waste, Green Wood Wastes, Yard Waste, CDD, Bulky Waste, Scrap Metal, Scrap Metal containing Freon and/or Mercury, Inert Fill, and Universal Waste.
- 5.0 Size Limits:** Permissible Wastes delivered to the SWH Facility shall not exceed the following dimensional requirements for the requisite wastes:
- 5.1** Transfer Solid Waste shall not have any linear dimension greater than seven (7) feet and the sum of the length, width and depth shall not exceed fourteen (14) feet.
- 5.2** Recyclable Items shall not contain co-mingled containers in a size greater than one (1) gallon.
- 5.3** Green Wood Wastes shall not have a linear dimension greater than eight (8) feet and the sum of the length, width and depth shall not exceed sixteen (16) feet nor weigh more than one (1) ton.
- 5.4** CDD shall not have any linear dimension greater than eight (8) feet nor weigh more than one (1) ton.

- 5.5 Tires shall not have a rim diameter greater than eighteen (18) inches or such other maximum rim diameter as stipulated by Disposal Facility-Tires.
- 5.6 Inert Fill shall not have any linear dimension greater than six (6) feet nor weigh more than one (1) ton.
- 6.0 **Tonnage and Record Keeping:**
- 6.1 **SWH Facility:** It is agreed that Transfer Solid Waste deposited at the SWH Facility will be transported to the Disposal Facility-MSW as a composite of Transfer Solid Waste generated by the Town in addition to tonnages contributed by other sources including, but not limited to, ADD Member municipalities, Acadia National Park, and other municipalities in Mount Desert Island region.
- 6.2 **Guaranteed Annual Tonnage:** It is agreed that the Town will deliver to the Contractor the minimum tons in each contract year, as shown in "Exhibit A, Guaranteed Minimum Tonnage". Guaranteed Annual Tonnages ("GAT") shall equal the sum of the tonnage of Transfer Solid Waste, Recyclable Items and Compostable Organic Waste delivered to the SWH Facility by the Town, its Authorized Agents or its Authorized Individuals.
- 6.3 **Weighing of Tonnage:** It is agreed that the following distinct classes of wastes will be weighed, by the Contractor, on the Contractor's scales located at the SWH Facility, and that each weighment will be for a distinct class of waste: Transfer Solid Waste, Recyclable Items, Compostable Organic Waste, Demolition Wood, Green Wood Waste, Stumps, CDD, Bulky Waste, Scrap Metal and White Goods (may contain Freon and/or Mercury), and Inert Fill. All Permissible Waste tonnage shall be weighed by town of origin. The Contractor is contemplating adding a second motor truck scale for weighing vehicles delivering Permissible Wastes. In the event a second motor truck scale is added to the SWH Facility the Contractor will use one motor truck scale to weigh vehicles entering the SWH Facility and the second motor truck scale to weigh vehicle exiting the SWH Facility. The difference in the weights obtained from the two motor truck scales is the net weight of the Permissible Waste delivered. In the event one of the motor truck scales requires inspection, certification, maintenance or is not serviceable for whatever the reason the other motor truck scale will be used to weigh vehicles as they enter and exit the SWH Facility. In the event both motor truck scales are not serviceable the Contractor will use its best judgment to determine the net weight of the loads being delivered to the SWH Facility. The Contractor will use its best efforts to correct the problem and have the motor scale(s) operating as soon as possible.
- 6.3.1 **Transfer Solid Waste Tonnage:** Transfer Solid Waste tonnage shall be weighed individually by town of origin. The Contractor shall calculate the Town's fraction or percentage of the total Transfer Solid Waste tonnage received at the SWH Facility by dividing the tonnage of Transfer Solid Waste received at the SWH Facility from the Town during that month by the total Transfer Solid Waste tonnage received at the SWH Facility from all the Towns and other sources for that month. That fraction or percentage when multiplied by the total Transfer Solid Waste tonnage delivered to Disposal Facility-MSW by the Contractor for that month, as substantiated by Disposal Facility-MSW scale tickets, shall be the tonnage the Contractor uses to calculate the Town's SWH Facility Transfer Station Fee for that month.
- 6.3.2 **Recyclable Item Tonnage:** Recyclable Items tonnage shall be weighed by Town of origin.
- 6.4 **Record Keeping:** The Contractor shall provide the Town with a record of tonnage received at the SWH Facility for wastes the Town is responsible for payment. All charges to the Town will be substantiated by the Contractor's scale ticket. Each scale ticket will state the date, the type of waste, the gross, tare and net weights. The Contractor shall invoice the Town monthly. The charges stated in said monthly invoices shall be substantiated by the Contractor's scale ticket for those Solid Waste items that require weighing. The Contractor will additionally provide the ADD with a copy of the ADD member Towns' monthly invoice. Each invoice shall state the date, the monthly tonnage for each Solid Waste item and the amount charged. The Contractor will accept all Permissible Waste tonnages delivered to the SWH Facility that have been authorized by the Town to the extent that the Permissible Waste tonnage is acceptable to Disposal Facility-CDD, Disposal Facility-MSW, Disposal Facility-Recycle, Disposal Facility-Tires or

Disposal Facility-Green Wood Waste and to the extent that the Contractor's DEP permit will allow. The scales located at the SWH Facility that are used to weigh Solid Waste accepted at the SWH Facility shall be certified by the State of Maine or its authorized representative. The Contractor shall arrange to have its scales calibrated annually. Scale certification shall be posted at the scale house located at the SWH Facility and may be inspected during normal working hours.

The Contractor is contemplating computerizing the motor truck scales used to weigh wastes that are delivered to the SWH Facility. In the event the contractor does computerize its motor truck scale(s) the Town agrees to receive a Scale Ticket Summary report listing scale ticket information (such as Date, Waste Type, Ticket #, Time IN, Time OUT, Gross weight, Tare weight, Net weight, Transporter and Landowner) with the monthly statement instead of receiving each scale ticket attached to the statement. The original scale tickets may be reviewed by the Town at the Contractor's place of business, during normal business hours.

- 7.0 SWH Facility Services and Procedures:** It is understood between the parties that the Contractor will accept for disposal at the SWH Facility the Permissible Wastes delivered by the Town, its Authorized Agents or Authorized Individuals. The attendant will then direct the transporter of the Permissible Waste to the individually designated off-loading areas located within the SWH Facility.

From time to time new technologies and programs may become available that have the potential to enhance or improve how a service is provided under this contract. In the event the Contractor, the Town or the ADD has identified such a technology or program that they wish to discuss with the other parties that may require a change to the contract to permit the use of said technology or program, the Contractor, the Town or the ADD shall inform the other parties of such new technology or program in writing. Upon receipt of said written notice the parties agree to discuss the use of such technology or program. If after thorough discussion of the proposed use of said technology or program it is decided between the Parties to proceed with the use of said technology or program the Contractor shall add the use of said technology or program to section 9 Rules and Regulations provided section 10 Payment is not to be adjusted or other provisions of this contract are not in conflict with use of said technology or program. However, if section 10 Payments or other provisions in this contract other than section 9 Rules and Regulations require amending; the parties agree to use their best efforts to negotiate an amendment to permit the use of said technology or program prior to the Contractor's implementation of the use of said technology or program.

The purpose of the following descriptions of services and procedures is to illustrate how the Contractor intends to perform the services provided for in this contract, however, it is understood between the parties that the Contractor shall have the ability to change or alter the procedure in which a particular service is performed, if in the opinion of the Contractor that the change or alteration of how the service to be performed will allow for a more effective or efficient service or permit the performance of the service in compliance with federal, state and municipal laws, ordinances, rules and regulations and the change or alteration will not result in an increase in the fees charged the Town.

- 7.1 Transfer Solid Waste:** Two individually designated areas of the SWH Facility have been reserved for the off-loading and storage of Transfer Solid Waste. Transfer Solid Waste containers are in the Recycling Center for the acceptance of small individual loads of Transfer Solid Waste. There is at least one collection container for the Town. The collection containers shall be weighed and then emptied into the Transfer Station on an as-full basis. All large (pickup truck or larger) deliveries of Transfer Solid Waste will be directed to the Transfer Station for deposit. The co-mingling of Transfer Solid Waste with another Town prior to delivery to the SWH Facility shall not be permitted, except on the day before or after a legal holiday, a day when Disposal Facility-MSW is closed or on such other days as the Town permits. When a sufficient quantity of Transfer Solid Waste has accumulated in the Transfer Station said Transfer Solid Waste will be processed and prepared for shipment to Disposal Facility-MSW.

- 7.2 Tires:** A specifically designated off-loading area of the SWH Facility has been reserved for the disposal of tires. Tires shall have rims removed prior to acceptance at the SWH Facility. The Town shall not be charged for tire rims. The attendant will weigh the tires and direct the transporter of the Permissible Waste to the designated off-loading area. In the event Disposal Facility-Tires or MDEP classifies Tires as Non-

Permissible Transfer Solid Waste items, the Contractor shall not be required to accept Tires at the SWH Facility.

- 7.3 Recycling:** The Disposal Facility-Recycle provides two options for recycling. The Town shall choose one (1) either option #1 or option #2.
- 7.3.1 Single Sort Recycling (Option # 1):** An individually designated area of the SWH Facility has been reserved for the collection and storage of Single Sort Recyclable Items. Collection containers for the off-loading of Single Sort Recyclable Items are in the recycling center but are accessed from outside the recycling center from the parking lot. On an as-full basis, the collection containers will be weighed on a platform scale and a scale ticket will be prepared that indicates the Town of origin, the type of material, the gross, tare and net weights. Full containers will then be stored for further processing. When a sufficient quantity of Single Sort Recyclable Items has been collected it will then be processed for shipment. The Single Sort Recyclable Items shall conform to the acceptable recycling guidelines of the Disposal Facility- Recycle.
- 7.3.2 Recycling Option #2:** Disposal Facility-Recycle has constructed what is called a MRF (Material Recovery Facility). A MRF is a materials sorting system that separates recyclable items and reuse items from MSW. If Recycling option #2 is chosen all recyclable items need not be sorted from MSW and shall be delivered to the SWH Facility in a combined form and then delivered to the Disposal Facility-MSW. The Disposal Facility-MSW will then separate the acceptable recyclable items from the MSW Waste Stream. In the event the Town chooses Option #2 the Contractor will consider all recyclables delivered to the SWH Facility as MSW and manage and charge for them accordingly.
- 7.4 Compostable Organic Waste:** A specifically designated off-loading area of the SWH Facility has been reserved for the disposal, processing, curing and storage of Compostable Organic Waste. The attendant will weigh the Compostable Organic Waste and direct the transporter of the Permissible Waste to the designated off-loading area. The Compostable Organic Waste will be processed and cured in accordance with the DEP regulations. When the Compostable Organic Waste is cured it will be offered for sale as a soil amendment. It is understood that the Contractor will compost Compostable Organic Wastes delivered to the SWH Facility during that portion of the year (spring through fall) that the DEP permits the composting of Compostable Organic Wastes; however, Compostable Organic Wastes delivered to the SWH Facility during that portion of the year when composting is not permitted will be considered Transfer Solid Waste and directed to the Transfer Solid Waste off-loading area for disposal.
- 7.5 Wood Wastes:** Two (2) specifically designated off-loading areas of the SWH Facility have been reserved for the off-loading, storage and processing of Wood Wastes (green wood and stumps). The attendant will weigh the Wood Wastes and direct the transporter to the designated off-loading area. Wood Wastes will be stored at the site until a sufficient quantity has accumulated, and then the Wood Wastes will be processed and prepared for shipment. There will be no open burning of Wood Wastes at the SWH Facility. Demolition Wood is a portion of and is included with CDD.
- 7.6 Construction and Demolition Debris (CDD):** A specifically designated off-loading area of the SWH Facility has been reserved for the off-loading, storage, sorting and processing of CDD. The attendant will weigh the CDD and direct the transporter to the designated off-loading area. CDD will be stored at the site until a sufficient quantity has accumulated, and then the said waste materials will be processed and prepared for shipment to an off-site MDEP licensed CDD disposal facility.
- 7.7 Bulky Waste:** Bulky Waste is a portion of CDD and shall be off-loaded at the CDD off-loading area of the SWH Facility. The attendant will weigh the Bulky Waste and direct the transporter to the CDD off-loading area.
- 7.8 Scrap Metal and White Goods:** There are two specifically designated off-loading areas of the SWH Facility that have been reserved for the off-loading and storage of Scrap Metal and White Goods. The attendant will direct the Authorized Individual delivering Scrap Metal and White Goods to either the

specifically designated Freon/Mercury Removal off-loading area or the specifically designated Scrap Metal and White Goods off-loading area.

- 7.9 Freon/Mercury Removal Off-Loading Area:** Scrap Metal and White Goods that contain either Freon or Mercury such as refrigerators, freezers, air conditioners, gas stoves etc., that do not have an official sticker affixed stating that all Freon and/or Mercury has been properly removed shall be directed to the specifically designated off-loading area for Freon/Mercury removal. When sufficient quantities have been collected removal of Freon and/or Mercury will be arranged. Once Freon and/or Mercury removal is complete said Scrap Metal and White Goods will be removed to the specifically designated Scrap Metal and White Goods off-loading area for storage and prepared for shipment.
- 7.10 Scrap Metal and White Goods Off-loading Area:** The attendant will direct all deliveries of Scrap Metal and White Goods not containing Freon and/or Mercury to the Scrap Metal and White Goods off-loading area. Scrap Metal and White Goods will be stored at the site until a sufficient quantity of Scrap Metal and White Goods has accumulated, and then the Scrap Metal and White Goods will be processed and prepared for shipment.
- 7.11 Inert Fill:** A specifically designated off-loading area of the SWH Facility has been reserved for the off-loading of Inert Fill. The attendant will direct the transporter to the Inert Fill off-loading area.
- 7.12 Universal Waste:** Universal Waste will be accepted at the SWH Facility on the second Saturday of each month between the hours of 9:00 am and 1:00 pm for disposal. A specifically designated off-loading area of the SWH Facility has been reserved for the off-loading of Universal Waste. The attendant will direct the Authorized Individuals delivering Universal Waste to the specifically designated off-loading area. At the off-loading area the Contractor or its agent shall accept, weigh if necessary, collect associated Universal Waste disposal fees and prepare the Universal Waste for storage and shipment.

In the event Recycling technologies, systems or programs become available to the Contractor, which in the opinion of the Contractor would enhance the Recycling program presently provided, the Contractor may employ said Recycling technologies, systems or programs. The Parties agree to negotiate, in good faith, an appropriate fee change whenever the Parties have agreed that the Contractor should employ new Recycling technologies, systems or programs.

- 7.13 Hot Loads:** A specifically designated Hot Loads area has been reserved for the off-loading of Hot Loads. The attendant will direct the transporter to the Hot Load off-loading area.
- 8.0 SWH Facility Hours of Operation:** The Contractor agrees to accept Permissible Wastes from the Town, its Authorized Agents or its Authorized Individuals for disposal at the SWH Facility in accordance with the schedule listed below:

For the period from May 1 through October 31 of each Contract Year:

Monday through Friday: Between 8:00 a.m. and 5:00 p.m.

Saturday: Between 8:00 a.m. and 3:00 p.m.

For the period from November 1 through April 30 of each Contract Year:

Monday through Friday: Between 8:00 a.m. and 4:00 p.m.

Saturday: Between 8:00 a.m. and 1:00 p.m.

Sundays and Holidays: The SWH Facility will be closed on Sundays, legal holidays, or when CRM is closed.

9.0 Rules & Regulations: The Town agrees to observe and conform to such reasonable rules and regulations as the Contractor may establish from time to time for the efficient and/or safe use of the SWH Facility. Rules and Regulations established by the Contractor for the operation of the SWH Facility shall conform to all federal, state and local statutes, regulations and ordinances. In the event the Contractor determines a change in rules and regulations is necessary, the Contractor shall provide the Town with written notification at least thirty (30) day prior to the date when the new or revised rules and regulations change will be implemented. In the event the Town disagrees with the implementation of the proposed rules and regulations changes, the Town and the Contractor agree to negotiate in good faith and use their best efforts to resolve the disagreement as soon as possible.

10.0 Payment: It is agreed that the Town will pay the Contractor the fees, as stated in sub-sections listed below, for those Permissible Wastes delivered to the SWH Facility by the Town, Its Authorized Agents or its Authorized Individuals:

- 10.1 Access Fee,
- 10.2 SWH Facility Transfer Station Fee,
- 10.3 Recycling Center Fees Option #1,
- 10.4 Recycling Center Transportation Fee Option #1,
- 10.5 Compostable Organic Waste Fee,
- 10.6 Tires,
- 10.13 Universal Waste Program Fee and
- 10.16 Small Load Fee

It is also agreed that the Town will pay the Contractor the fees for Permissible Wastes delivered to the SWH Facility by the Town, as stated in the sub-sections below:

- 10.7 Green Wood Fee,
- 10.8 Stumps Fee,
- 10.9 CDD Fee,
- 10.10 Scrap Metal and White Goods Fee,
- 10.11 Freon/Mercury Removal Fee and
- 10.12 Inert Fill Fee

It is also understood that Authorized Individuals shall pay directly to the Contractor for Permissible Waste tonnage that exceeds the tonnage permitted in sub-section 10.16 Small Load Fee, based upon the prevailing fee schedule at the time the Permissible Waste is accepted at the SWH Facility and not according to the fee schedule below and that the Town shall have no liability to the Contractor for such amounts. The Contractor shall invoice the Town on a monthly basis in accordance with the Pricing and Rate Schedule, see "Exhibit A", and the Town shall pay said invoices within thirty (30) days of said invoice. In the event the Town does not pay said invoice within thirty (30) days from the date of the statement the Town agrees to additionally pay the Contractor eighteen (18%) percent per annum until the statement amount is received by the Contractor.

The Town shall additionally pay the Contractor a fuel charge, as calculated in sub-section 10.17 Fuel Charge, said fuel charge shall be added to the fees as stated in sub-sections below:

- 10.2 SWH Facility Transfer Station Fee,
- 10.4 Recycling Center Transportation Fee Option #1,
- 10.5 Tires,
- 10.6 Demolition Wood,
- 10.7 Green Wood Fee,
- 10.8 Stumps Fee,
- 10.9 CDD Fee,
- 10.10 Bulky Waste Fee,
- 10.11 Scrap Metal and White Goods Fee.

Pricing and Rate Schedule for Sections 10.1 through 10.13: See Exhibit "A" attached.

10.14 Hot Loads Fee: The Contractor may additionally charge the Town a reasonable fee to defray additional expenses involved with disposing of Hot Loads.

10.15 Escalator: In the event there is an increase or decrease in the United States Department of Labor, Bureau of Labor Statistics, Consumer Price Index, All Urban Consumers for the Northeast Region (“CPI-UNE”), the fees listed in sub-sections:

- 10.1 Access Fee,
- 10.2 SWH Facility Transfer Station Fee,
- 10.3 Recycling Center Fees Option #1,
- 10.4 Recycling Center Transportation Fee Option #1,
- 10.5 Compostable Organic Waste Fee,
- 10.6 Tires,
- 10.7 Green Wood Fee,
- 10.8 Stumps Fee,
- 10.9 CDD Fee,
- 10.10 Scrap Metal and White Goods Fee,
- 10.11 Freon/Mercury Removal Fee,
- 10.12 Inert Fill Fee and
- 10.13 Universal Waste Fee

shall increase or decrease at the beginning of the next Contract Year, after the first Contract Year, by the change in said CPI-UNE, between the month of May for the prior year and the month of May for the Contract Year. In the event this Agreement is renewed as stated in section 1. (Term), it is understood between the parties that the fees charged by the Contractor as stated in Section 10.0 Payment will be adjusted in accordance with the escalator and that any extension of the term will create new Contract Years.

10.16 Small Load Fee: The Town agrees to pay the Contractor for disposal of up to two thousand (2000) pounds of Demolition Wood, Green Wood, Stumps, CDD, Bulky Waste, Scrap Metal and White Goods (including Freon/Mercury removal fee), and Inert Fill, per Developed Parcel delivered to the SWH Facility by any Authorized Individual in any calendar year in accordance with the fees as stated in sub-sections:

- 10.6 Tires,
- 10.7 Green Wood Fee,
- 10.8 Stumps Fee,
- 10.9 CDD Fee,
- 10.10 Scrap Metal and White Goods Fee,
- 10.11 Freon/Mercury Removal Fee and
- 10.12 Inert Fill Fee.

The Contractor will record the type of waste, the tonnage, the location of the developed parcel from which the waste originated and the name of the Authorized Individual delivering said waste to the SWH Facility. In the event more than two thousand (2000) pounds of Permissible Wastes are delivered to the SWH Facility in any calendar year for a specific developed parcel by an Authorized Individual, said Authorized Individual shall pay directly to the Contractor for all the tonnage in excess of the two thousand (2000) pounds in accordance with the Contractors then-prevailing fee schedule.

10.17 Fuel Charge: In addition to the fees required above in this section there shall be a fuel charge as calculated below. The chart below states the number gallons of diesel fuel required to transport one load of the solid waste one mile, as shown in the payment categories below, from the SWH Facility to the designated disposal site and return to the SWH Facility.

Payment Sub-Sections	Gallons/mile
10.17.1 Tractor Trailer Unit w/ a Gross Vehicle Weight of 80,000 pounds or more	.23 gallons/mile
10.17.2 Roll-Off Truck Container Unit w/ a Gross Vehicle Weight of 68,000 pounds or more	.18 gallons/mile

Below is a list of Round-Trip Mileages from the SWH Facility to the most frequently used Disposal Facilities;

SWH Facility to CRM 104 miles

SWH Facility to JRL	138
SWH Facility to AIM	116
SWH Facility to WM	232
SWH Facility to BDS	232
SWH Facility to PERC	104

It is agreed that the Contractor shall calculate the Fuel Charge per load each month by multiplying the gallons/mile, as shown in each of the payment sub-sections (10.17.1 through 10.17.2) listed above, by the Diesel Fuel Price per Gallon. The Diesel Fuel Price per Gallon shall be the US On-Road Diesel Fuel Price as published for the last week of the month by the Energy Information Administration (EIA) of the Department of Energy (New England PADD1A) for the month. The Fuel Charge for the month for each payment sub-section (10.17.1 through 10.17.2) is then calculated by multiplying the gallons/mile (sub-section 10.17.1 or 10.17.2) by the Round -Trip Mileage. This product equals the number of gallons of diesel fuel required to deliver one load of solid waste from the SWH Facility to the Disposal Facility and return to the SWH Facility. The number of gallons of diesel fuel is then multiplied by the Diesel Fuel Price per Gallon.

Sample Calculation (Transfer Solid Waste): If the Contractor delivers one (1) Tractor/trailer load of Transfer Solid Waste from the SWH Facility to CRM in the month of January and the average price paid by the Contractor for US On-Road Diesel Fuel for the month was \$2.75 per gallon the Fuel Charge is calculated as follows.

0.23 gallons/mile (10.17.1) X 104 miles = 23.92 gallons diesel fuel

23.92 gallons X \$2.75 price per gallon = \$65.78 (Fuel Charge)

The following fee categories have no fuel charge: 10.1 Access Fee, 10.3.1 SWH Recycling Center Fee, 10.4 Compostable Organic Waste, 10.11 Freon/Mercury Removal, 10.12 Inert Fill, 10.13 Universal Waste and 10.14 Hot Loads.

- 10.18 Surcharge:** In the event, the cost of an item, other than fuel, or service that is necessary or required by this contract for the performance of this contract increases by more than fifteen (15%) percent in any contract year, the Contractor and the Town agree to use their best efforts to negotiate a reasonable increase in the rates affected to compensate the Contractor for said increase. The Contractor will provide a copy of written documentation of said increase from the provider of the item or service to the Town.
- 10.19 Wait Time Fee:** The Contractor expects to arrive at the Disposal Facility-MSW and depart the Disposal Facility-MSW within one (1) hour. In the event the difference in arrival and departure time is greater than one (1) hour the Contractor may additionally charge Twenty-five (\$25.00) dollars for each 15-minute interval in excess of one (1) hour. The Town shall additionally pay the Contractor the Town's share of the Wait Time Fee. The Town's share of the Wait Time Fee shall be calculated in the same manner as the Town's share of the total Transfer Solid Waste delivered to the Disposal Facility-MSW for the same month the Wait Time Fee occurred as described in section 11.0.
- 11.0 Payments to Disposal Facility-MSW:** It is agreed by the parties that the Town, and not the Contractor, shall pay Disposal Facility-MSW disposal fees directly to Disposal Facility-MSW. The Contractor shall prepare monthly statements showing the Town's share of the weekly invoices that Disposal Facility-MSW have provided the Contractor for the Transfer Solid Waste delivered by the Contractor. The statements shall be prepared as follows:
- 11.1** The Contractor, after receipt of the weekly Disposal Facility-MSW invoices for each month, shall calculate the Town's share of the total Transfer Solid Waste and delivered to said Disposal Facilities by dividing the tonnage of Transfer Solid Waste received at the SWH Facility from the Town during that month by the total Transfer Solid Waste tonnage received at the SWH Facility during said month. That fraction or percentage, when multiplied by the total of the invoices from Disposal Facility-MSW for that month, will provide the amount owed by the Town each month directly to Disposal Facility-MSW For

example: If (a) the Town delivers 100 tons of Transfer Solid Waste in a month, (b) the total Transfer Solid Waste received that month is 400 tons, and (c) the Disposal Facility-MSW invoices for the month total \$18,000 – the amount due from the Town to Disposal Facility-MSW that month is \$4,500.

- 11.1.1 After completing those calculations each month, the Contractor will deliver to the Town, either in person, via e-mail or via U.S. Mail, copies of (a) the weekly invoices received from Disposal Facility-MSW, (b) a sheet showing the total Transfer Solid Waste received that month, as well as the Transfer Solid Waste Tonnage received from the Town that month, and (c) a statement prepared by the Contractor showing the calculation of the amounts owed by each town to Disposal Facility-MSW.
- 11.1.2 To ensure that the Contractor receives the income under this Contract as anticipated by these parties, the Town agrees (a) that all Permissible Wastes collected in the Town on behalf of the Town shall be delivered to the Contractor's SWH Facility, and (b) that the Town shall not pay to the Disposal Facility-CDD, Disposal Facility-MSW, Disposal Facility-Recycle, Disposal Facility-Tires and Disposal Facility-Green Wood Waste disposal fees other than those attributable to Permissible Wastes delivered by the Contractor except the Town may pay the Disposal Facility-Recycle for Single Sort Recycling (Option#1) delivered by the Town or its authorized agents to the Disposal Facility-Recycle. In the event the Town or its authorized agent delivers a condemned recycle load the Town shall contact the Contractor regarding the disposition of the condemned load. The Town shall not pay disposal fees for Recycling Option #2 delivered to the Disposal Facility-Recycle by the Town or its authorized agents.
- 11.2 In the event Disposal Facility-MSW refuses to accept delivery of Transfer Solid Waste by the Contractor due to non-payment by the Town for its share of the Disposal Facility-MSW fees as calculated above, the Town agrees to the following:
 - 11.2.1 After the Contractor has been notified by Disposal Facility-MSW of its refusal to accept deliveries of Transfer Solid Waste from the Town, the Contractor shall verify with the Town of said non-payment and inform the Town that deliveries of Transfer Solid Waste from the Town to the SWH Facility will not be accepted until the Contractor has been notified by Disposal Facility-MSW that the non-payment issue has been resolved between the Town and Disposal Facility-MSW. Upon receipt of said notification the Contractor shall resume acceptance of Transfer Solid Waste from the Town at the SWH Facility and resume deliveries of Transfer Solid Waste to Disposal Facility-MSW.
 - 11.2.2 To compensate the Contractor as if the Transfer Solid Waste had been delivered and to additionally compensate the Contractor for all other expenses incurred by the Contractor due to the Contractor's refusal to accept said delivery of Transfer Solid Waste by Disposal Facility-MSW. Said expenses incurred by the Contractor may include but not be limited to additional wait time, transportation or Disposal Facility-MSW disposal fees paid by the Contractor for the Town.
 - 11.2.3 The Contractor's refusal to accept Transfer Solid Waste from the Town, its Authorized Agents or Authorized Individuals at the SWH Facility shall not be considered a breach or default of this contract. The Town shall resolve said non-payment issues with Disposal Facility-MSW as soon as possible so the Contractor may resume the acceptance of Transfer Solid Waste from the Town, its Authorized Agents and Authorized Individuals at the SWH Facility and deliver said Transfer Solid Waste to Disposal Facility-MSW.
 - 11.2.4 The Town shall use its best efforts to satisfactorily resolve the matter of non-payment with Disposal Facility-MSW as soon as possible.
 - 11.2.5 **Payments for Disposal Facility-Recycle Option #1:** It is agreed by the parties that the Town, and not the Contractor, shall pay Disposal Facility-Recycle (option #1) disposal fees directly to Disposal Facility-Recycle. It is agreed by the Parties that the Contractor shall also prepare monthly statements showing the Town's share of the weekly invoices that Disposal Facility-Recycle have provided the Contractor for the Single Sort Recycling items (Option #1) delivered by the Contractor. The Parties agree to conform to the

terms and conditions of sections 11.0 through 11.2.4 as if it were written for Disposal Facility-Recycle (Option #1).

12.0 Alternate Disposal Sites.

- 12.1 Transfer Solid Waste:** In the event CRM the primary Disposal Facility-MSW is not available to the Contractor and an alternate Disposal Facility-MSW must be used, the Contractor agrees to use the alternate Disposal Facility-MSW as directed by the Town or its agent or designee, including but not necessarily limited to the MRC. The Town agrees to additionally pay the contractor (\$0.16) per ton per mile for the difference in round-trip road miles from the primary Disposal Facility-MSW and to the alternate Disposal Facility-MSW.
- 12.2 Green Wood Wastes:** In the event the primary Disposal Facility-Green Wood Waste is not available to the contractor, the contractor shall use its best efforts to locate an alternate Disposal Facility-Green Wood Waste that accepts Green Wood Wastes at the Green Wood Waste specifications the Contractor presently produces. The Town agrees to additionally pay the contractor one (\$0.16) per ton per mile for the difference in round-trip road miles from the SWH Facility to the primary Disposal Facility-Green Wood Waste and to the alternate Disposal Facility-Green Wood Waste for the Green Wood Waste that Town or its authorized agents delivered to the SWH Facility.
- 12.3 CDD:** In the event the primary Disposal Facility-CDD is not available to the contractor, the contractor shall use its best efforts to locate an alternate Disposal Facility-CDD that accepts CDD at the CDD specifications the Contractor presently produces. In the event there are no Disposal Facility-CDD located within seventy (70) road miles of the SWH Facility, the Contractor shall use its best efforts to locate an alternate Disposal Facility-CDD. If the alternate Disposal Facility-CDD is more than seventy (70) road miles from the SWH Facility. The Town agrees to additionally pay the contractor one (\$0.16) per ton per mile for the difference in round-trip road miles from the SWH Facility to the primary Disposal Facility-CDD and to the alternate Disposal Facility-CDD for the CDD that Town or its authorized agents delivered to the SWH Facility.
- 12.4 No Alternative Site Available:** In the event an alternate Disposal Facility for a specific Permissible Waste is not found in the State of Maine, the Contractor may combine said Permissible Waste with another Permissible Waste to the extent the Alternate Disposal Facility will accept the mixture of the Permissible Wastes
- ## **13.0 Insurance.**
- 13.1 Contractor Insurance:** The Contractor, at its own expense, shall maintain the following insurance policies during the term of this Agreement and shall provide the Town evidence of coverage as applicable, with certificates of coverage of insurance naming the Town as an additional insured for each contract year of this contract.
- 13.1.1 Commercial General Liability Policy** with minimum coverage for completed products and operations in the amount of Two Million (\$2,000,000.00) dollars for injury or death to one person and One Million (\$1,000,000.00) dollars for any single accident.
- 13.1.2 Automobile Liability Policy** on all vehicles used to provide services under this Agreement with minimum limits of One Million (\$1,000,000.00) per occurrence.
- 13.1.3 Workers Compensation Policy** covering all employees of the Contractor used to provide services under this Agreement in accordance with Maine law.
- 13.2 Town Insurance:** Town shall provide the Contractor with evidence, in the form of certificates of coverage of insurance, that the Town making waste deliveries to the SWH Facility has obtained self-insurance risk pool coverage or insurance coverage in amounts required by law to cover claims arising out of the Town's operation of motor vehicles at the SWH Facility.

14.0 Subcontract: It is understood that from time to time the Contractor may choose to subcontract portions of this Agreement to third parties who are not a party to, and are not bound by, the terms of this Agreement to provide the Town with the services contemplated by this Agreement. The Contractor shall at all times remain responsible to the Town for performance of this Contract, notwithstanding any such assignment.

15.0 Default; Termination.

15.1 Default by the Contractor:

15.1.1 The Contractor shall be in default if it fails to provide the Substantive Services required in this Contract, unless such failure is caused by (i) a change in laws or regulations of the Maine Department of Environmental Protection, the United States Environmental Protection Agency, or other governmental entity or agency, (ii) Force Majeure as provided below, or (iii) eminent domain.

15.1.2 Substantive Services are only those services that, if they are not performed, would substantially impede the Town's ability to dispose of its Permissible Wastes and Recyclable Items.

15.1.3 If the Town believes that the Contractor is in default, the Town shall provide the Contractor with notice itemizing the substantive service(s) that it has failed to provide, and the Town shall invite the Contractor to meet and discuss those items.

15.1.4 If the parties cannot resolve those items to their mutual satisfaction, they shall engage the services of a disinterested alternative dispute resolution arbitrator who will render a binding ruling as to whether the Contractor has failed to provide Substantive Services and is in default;

15.2 Default by the Towns:

15.2.1 The Town shall be in default if it fails to meet its Substantive Obligations required under this Contract.

15.2.2 Substantive Obligations include failure to pay to the Contractor any sums owed to it, as well as those obligations that would substantially impede the Contractor's ability to manage the SWH Facility or to deliver Transfer Solid Waste to Disposal Facility-MSW and other Solid Waste disposal facilities used by the Contractor.

15.2.3 If the Contractor believes the Town is in default, the Contractor shall provide the Town with notice itemizing the substantive obligations that it has failed to perform, and the Contractor shall invite the representative of the Town to meet and discuss those items.

15.2.4 If the parties cannot resolve those items to their mutual satisfaction, they shall engage the services of a disinterested alternative dispute resolution arbitrator who will render a binding ruling as to whether the Town has failed to perform Substantive Obligations and is in default;

15.3 Remedies Available to the Town:

15.3.1 If the Contractor is in default as provided above, for a reason not caused by (i) a change in laws or regulations of the Maine Department of Environmental Protection, the United States Environmental Protection Agency, or any other governmental entity or agency, (ii) Force Majeure, or (iii) eminent domain, the Contractor shall have thirty (30) days to cure the default found by the arbitrator or agreed by the parties.

15.3.2 If the Contractor cannot cure the default within thirty (30) days, but will be able to do so within the hundred twenty (120) days, the Town may enter into a temporary agreement with another person or entity to provide those services until the Contractor has cured that default – and during that period of time the Town shall not be obligated to pay the Contractor for the Substantive Service(s) that it is unable to perform.

15.3.3 If the Contractor cannot cure that default within one hundred twenty (120) days, the Town shall have the right to terminate this Contract. Termination of this Contract is the Town's sole remedy and upon termination the parties' obligations to each other shall end, provided that the Town has paid all sums owed to the Contractor.

15.4 Remedies Available to the Contractor:

15.4.1 If the Town is in default as provided above, the Town shall have thirty (30) days to cure the default found by the arbitrator or agreed by the parties.

- 15.4.2** If the Town does not cure that default within thirty (30) days, the Contractor may have all remedies available under law or equity, including but not limited to a suit for injunctive relief and/or for monetary damages, attorney fees and costs.
- 15.4.3** If the Town does not cure that default within thirty (30) days, the Contractor shall have the option of also terminating this Contract and/or bringing an action for breach of contract with remedies as provided above and by law.
- 16.0 Force Majeure.** Neither party shall be liable to the other for any failure or delay in performance of this Agreement which may be due in whole or in part to any contingency, delay, failure, cause or occurrence of any act of nature beyond the reasonable control of that party, whether or not it is presently occurring or occurs in the future, including without limiting the generality of the foregoing: fire, explosion, gaseous emissions, earthquake, storm, flood, or other adverse weather conditions, accident involving or breakdown of machinery or facility involved in the performance of this Agreement from any cause whatsoever, strike, lockout, combination of workmen or other labor difficulties (from whatever cause arising, and whether or not the demands of the employees are reasonable or within the parties power to grant), war, insurrection, riot, act of God or the public enemy, law, act, proclamation, judgment, or decree of a court of competent jurisdiction. In any such event, the party shall use its best efforts to resume performance of its obligations as soon as possible
- 17.0 Miscellaneous.**
- 17.1 Effective Date.** By signing this Agreement the Town agrees that the voters of the Town at a town meeting have voted in the affirmative to accept an article that authorized their Board of Selectmen to enter into a Solid Waste Contract with the Contractor under the terms and condition as stipulated herein.
- 17.2 Notices.** All notices required by or useful under the terms of this Agreement shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally, to the following addresses, or to such other addresses as the parties may designate in writing:
- If to the Contractor:* E.M.R., Inc.
Attn: Ben C. Worcester, III
P.O. Box 787
Southwest Harbor, ME 04679
- If to Town:* Town of Mount Desert
P. O. Box 248
Northeast Harbor, Maine 04662
- 17.3 Complete Agreement.** This Agreement constitutes the entire agreement between the parties and fully supersedes all other prior, contemporaneous understandings or agreements, written or oral, between the Contractor and the Town relating to the specific subject matter of this Agreement and the transactions contemplated hereby. The waiver in any particular instance of any term or condition of this Agreement or any breach thereof shall not constitute a waiver of such term or condition or any breach thereof in any other instance.
- 17.4 Amendments.** This Agreement may be amended only with the concurring written consent of both of the parties hereto. The Town's Board of Selectmen shall, after due notice of and vote at a public meeting, have authority to negotiate and consent to any amendment to the terms of this Agreement.
- 17.5 Severability.** In case any one or more of the provisions of the Agreement shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provision of this Agreement and this Agreement shall be construed and enforced as if such illegal or invalid provision had not been contained herein.

- 17.6 **Counterparts.** This Agreement may be executed in any number of counterparts, each of which, when so executed and delivered, shall be an original, but such counterparts shall together constitute but one and the same Agreement.
- 17.7 **Governing Law.** This Agreement shall be governed and construed according to the laws of the State of Maine.
- 17.8 **Venue for Suits.** With the exception of paragraph 16.0 above, any action or suit by either party to enforce any of the terms, conditions, covenants or obligations of this Agreement must be brought, if at all, in the District or Superior Courts of Hancock County, Maine, and otherwise shall be barred.
- 17.9 **Immunities Retained.** Nothing in this agreement shall be deemed in any manner or for any purpose to limit, waive or impair any immunity from judgment or suit or limitation on damages presently enjoyed by the Town under provisions of the Maine Tort Claims Act, 14 MRSA section 8101 *et seq.*, as amended, or other provisions of law.
- 17.10 **No Joint Venture.** Nothing in this Agreement shall be deemed to create a joint venture, partnership, or similar association between the Contractor and the Town, or to impose any shared liabilities for legal claims beyond those existing by law.
- 17.11 **Attorneys' Fees.** If any action, at law or in equity, is necessary to enforce or interpret this Agreement, the prevailing Party shall be entitled to recover reasonable attorneys' and experts' fees, costs and necessary disbursements from the non-successful Party in addition to any other relief to which it may be entitled.
- 17.12 **Parties in Interest.** Nothing in this Agreement, expressed or implied, is intended, or shall be construed to confer upon any person, firm, or corporation, other than the Contractor and the Town any right, remedy or claim under or by reason of this Agreement, it being intended that this Agreement shall be for the sole and exclusive benefit of the Contractor and the Town.
- 17.13 **Assignment.** This Agreement shall not be assigned without the prior written consent of the Contractor and Town; however such a request shall not be unreasonably withheld.

IN WITNESS WHEREOF, The Town, the Contractor and the Selectmen of the Towns or their authorized representative have executed this agreement in duplicate originals as of the date first written above.

Signature on next Page

Remainder of Page Blank

Recycling Options: (Check or Circle one)

- 1. 7.3.1 Single Sort Recycling (Option #1)
- 2. 7.3.2 Recycling Option #2
- 3. None

Signature Page

E.M.R., INC.

Sybil S. Porter
Witness

(By) Ben C. Worcester, III
Ben C. Worcester, III
It's Vice President

Town of Mount Desert

Chloe Woolfolk
Witness

(By) [Signature]
Chairman
Selectmen

Chloe Woolfolk
Witness

(By) [Signature]
Selectmen

Chloe Woolfolk
Witness

(By) [Signature]
Selectmen

Chloe Woolfolk
Witness

(By) [Signature]
Selectmen

Chloe Woolfolk
Witness

(By) [Signature]
Selectmen

TREASURER'S WARRANTS

Warrants for BOS Agenda:

BOS Agenda:

2/5/2024

	Description	#	Date	Amount
A. Warrants to be Approved and Signed:				
	Town Invoices			
		AP#2448	02/05/24	970,155.93
				\$ 970,155.93
B. Authorized Warrants to be Signed: (Wendy needs to abstain)				
(Prior Electronic or Manual Authorization)				
	Town State Fees & P/R Benefits			
		AP#2445	01/18/24	\$ 1,914.59
		AP#2446	01/25/24	\$ 100,852.41
		AP#2447	01/31/24	\$ 7,547.26
	Town Payroll			
		PR#2418	01/19/24	\$ 111,966.96
		PR#2419	02/02/24	\$ 167,612.38
				\$ 389,893.60
C. Warrants to be Acknowledged:				
	School Invoices			
	School Payroll			
		PR#15	01/19/24	\$ 200,157.63
		PR#16	02/02/24	\$ 93,399.78
	Town Voids			
				\$ 293,557.41
TOTAL WARRANTS FOR BOS MEETING				\$ 1,653,606.94

Town of Mount Desert



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
200 Governing Body	36,770	0	36,770	9,502.58	.00	27,267.42	25.8%
201 Municipal Management	432,064	0	432,064	254,352.23	.00	177,711.77	58.9%
202 Town Clerk	139,940	0	139,940	81,653.44	.00	58,286.56	58.3%
203 Elections	17,000	0	17,000	4,647.27	.00	12,352.73	27.3%
204 Planning Board	52,263	0	52,263	82,458.09	.00	-30,195.09	157.8%
205 Finance	314,851	0	314,851	179,005.18	.00	135,845.82	56.9%
206 Assessing	143,212	0	143,212	89,146.21	.00	54,065.79	62.2%
207 Code Enforcement	212,484	0	212,484	120,380.90	.00	92,103.10	56.7%
208 Unallocated	113,000	0	113,000	33,520.48	.00	79,479.52	29.7%
209 Human Resources	55,400	0	55,400	3,109.74	.00	52,290.26	5.6%
210 Technology	220,887	0	220,887	162,460.60	.00	58,426.40	73.5%
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	0.00	.00	5,000.00	0%
350 Rural Wastewater Support	222,066	0	222,066	203,589.00	.00	18,477.00	91.7%
401 Police	1,166,478	636	1,167,114	417,946.55	.00	749,167.00	35.8%
403 Fire	2,267,334	0	2,267,334	1,336,221.34	.00	931,112.66	58.9%
404 Hydrants	273,500	0	273,500	205,125.00	.00	68,375.00	75.0%
405 Shellfish Conservation	3,403	0	3,403	0.00	.00	3,403.00	0%
406 Street Lights	11,250	0	11,250	6,086.52	.00	5,163.48	54.1%
407 Animal Control	4,980	0	4,980	0.00	.00	4,980.00	0%
408 Communication	456,295	0	456,295	244,327.39	.00	211,967.61	53.5%
409 Emergency Management	1,000	0	1,000	0.00	.00	1,000.00	0%
501 Highways	2,004,068	0	2,004,068	1,335,083.49	.00	668,984.51	66.6%
505 Wastewater Operations	745,157	0	745,157	429,965.40	.00	315,191.60	57.7%
506 Waste Water Treatment	464,608	0	464,608	225,482.00	.00	239,126.00	48.5%
515 Waste Management	743,619	0	743,619	425,960.39	.00	317,658.61	57.3%
520 Buildings & Grounds	278,510	0	278,510	174,388.87	.00	104,121.13	62.6%
525 Parks & Cemeteries	60,202	0	60,202	43,105.32	.00	17,096.68	71.6%
530 Environmental Sustainability	35,750	0	35,750	25,264.39	.00	10,485.61	70.7%
605 Recreation	5,900	0	5,900	4,764.71	.00	1,135.29	80.8%
701 Community Development	10,000	0	10,000	4,900.00	.00	9,100.00	9%
801 General Obligation	2,203,989	0	2,203,989	1,756,922.84	.00	447,066.16	79.7%
851 3rd Party Request Agencies	202,437	0	202,437	202,437.00	.00	0.00	100.0%
991 Operating Transfers	1,084,314	0	1,084,314	1,084,314.00	.00	0.00	100.0%
TOTAL General Fund	14,130,731	636	14,131,367	9,285,120.93	.00	4,846,245.62	65.7%

Town of Mount Desert



YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
600 Marina							
101 Northeast Harbor Marina	664,321	0	664,321	423,591.34	.00	240,729.66	63.8%
102 Seal Harbor Marina	12,800	0	12,800	5,217.69	.00	7,582.31	40.8%
103 Bartlett Marina	4,800	0	4,800	564.89	.00	4,235.11	11.8%
104 Somes Marina	4,750	0	4,750	262.50	.00	4,487.50	35.0%
801 General Obligation	32,032	0	32,032	32,010.06	.00	21.94	99.9%
991 Operating Transfers	137,377	0	137,377	63,108.00	.00	74,269.00	45.9%
TOTAL Marina	852,080	0	852,080	524,754.48	.00	327,325.52	61.6%

Town of Mount Desert

YEAR-TO-DATE BUDGET REPORT



FOR 2024 13

	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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GRAND TOTAL	14,982,811	636	14,983,447	9,809,875.41	.00	5,173,571.14	65.5%
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** END OF REPORT - Generated by Lisa Young **

TOWN OF MOUNT DESERT
ACCOUNTS PAYABLE WARRANT

WARRANT AP# 2448

CHECK DATE: February 5, 2024

CHECK NUMBER: <u>320134</u>	through	<u>320194</u>	\$ <u>835,584.47</u>	Check payments
CHECK NUMBER: <u>59775</u>	and	<u>59775</u>	\$ <u>196.98</u>	Electronic payments
EFT NUMBER: <u>3174</u>	through	<u>3199</u>	\$ <u>134,374.48</u>	ACH Payments
EFT or CK NUMBER: <u>N/A</u>	and	<u>N/A</u>	\$ <u>-</u>	Voided Checks

TOTAL DISBURSEMENTS: \$ 970,155.93

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

Selectmen:

John B Macauley, Chairman

Martha T Dudman

Wendy H Littlefield, Vice Chairman

Geoffrey V Wood, Secretary

James F Mooers

02/02/2024 10:52
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Town of Mount Desert
A/P CASH DISBURSEMENTS JOURNAL

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

INV DATE PO WARRANT NET

3174 02/06/2024 EFT 2097 TOWN OF BAR HARBOR TOWNRO FDR1 01/17/2024 AP2448 11,599.60

CHECK 3174 TOTAL: 11,599.60

3175 02/06/2024 EFT 481 MICHAEL BENDER 01/21/2024 AP2448 49.40
CHECK 3175 TOTAL: 49.40

3176 02/06/2024 EFT 792 COASTAL ENERGY 01/04/2024 AP2448 701.32
COASTAL ENERGY 01/19/2024 AP2448 479.56
COASTAL ENERGY 01/09/2024 AP2448 344.34
COASTAL ENERGY 01/08/2024 AP2448 674.29
COASTAL ENERGY 01/25/2024 AP2448 68.80
COASTAL ENERGY 01/22/2024 AP2448 811.27
COASTAL ENERGY 01/02/2024 AP2448 139.22
COASTAL ENERGY 12/08/2023 AP2448 457.69
COASTAL ENERGY 12/14/2023 AP2448 143.22
COASTAL ENERGY 12/27/2023 AP2448 319.09
COASTAL ENERGY 01/26/2024 AP2448 249.17
COASTAL ENERGY 01/25/2024 AP2448 868.25

CHECK 3176 TOTAL: 5,256.22

3177 02/06/2024 EFT 124 COLWELL DIESEL SERVICE & GARAGE INC 01/18/2024 AP2448 45.84
COLWELL DIESEL SERVICE & GARAGE INC 01/18/2024 AP2448 124.33
COLWELL DIESEL SERVICE & GARAGE INC 01/10/2024 AP2448 223.11
COLWELL DIESEL SERVICE & GARAGE INC 01/16/2024 AP2448 458.43
COLWELL DIESEL SERVICE & GARAGE INC 01/16/2024 AP2448 543.00
COLWELL DIESEL SERVICE & GARAGE INC 01/25/2024 AP2448 115.08
COLWELL DIESEL SERVICE & GARAGE INC 01/25/2024 AP2448 131.10

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Town of Mount Desert
A/P CASH DISBURSEMENTS JOURNAL

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

INV DATE	PO	WARRANT	NET
3178 02/06/2024 EFT 181 EATON PEABODY ATTORNEYS AT LAW			
01/04/2024		AP2448	217.50
12/28/2023		AP2448	269.34
01/04/2024		AP2448	6,960.00
01/04/2024		AP2448	962.00
01/04/2024		AP2448	3,433.21
CHECK 3178 TOTAL:			11,842.05
3179 02/06/2024 EFT 175 EMR INC			
01/12/2024		AP2448	1,080.50
CHECK 3179 TOTAL:			1,080.50
3180 02/06/2024 EFT 116 HALEY WARD, INC.			
01/17/2024		AP2448	120.00
01/17/2024		AP2448	441.31
01/17/2024		AP2448	60.00
01/17/2024		AP2448	4,558.52
01/17/2024		AP2448	1,048.40
CHECK 3180 TOTAL:			6,228.23
3181 02/06/2024 EFT 2592 HAMMOND LUMBER COMPANY			
01/10/2024		AP2448	666.83
01/12/2024		AP2448	174.16
01/04/2024		AP2448	2,375.00
01/12/2024		AP2448	12.99
11/07/2023		AP2448	39.99
11/06/2023		AP2448	1,143.45
01/24/2024		AP2448	4.35
01/24/2024		AP2448	5.98

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 69051you | A/P CASH DISBURSEMENTS JOURNAL | apcshdsb

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

CHK NO	CHK DATE	TYPE	VENDOR NAME	INV DATE	PO	WARRANT	NET
3182	02/06/2024	EFT	283 HARRIS COMPUTER SYSTEMS	11/22/2023		AP2448	13,120.86
				CHECK		3182 TOTAL:	13,120.86
3183	02/06/2024	EFT	287 HEDEFINE ENGINEERING & DESIGN INC	01/16/2024		AP2448	4,131.31
				CHECK		3183 TOTAL:	4,131.31
3184	02/06/2024	EFT	1030 INDUSTRIAL PROTECTION SERVICES, LLC	01/10/2024		AP2448	191.00
				CHECK		3184 TOTAL:	191.00
3185	02/06/2024	EFT	1326 DURLIN LUNT	01/23/2024		AP2448	28.14
				CHECK		3185 TOTAL:	28.14
3186	02/06/2024	EFT	417 MAINE COMMERCIAL TIRE INC	01/04/2024		AP2448	4,149.12
				CHECK		3186 TOTAL:	4,149.12
3187	02/06/2024	EFT	427 MAINE MUNICIPAL ASSOCIATION	01/16/2024		AP2448	1,000.00
				CHECK		3187 TOTAL:	1,000.00
3188	02/06/2024	EFT	1687 NOEL MUSSON	01/28/2024		AP2448	14,526.25
				CHECK		3188 TOTAL:	14,526.25
3189	02/06/2024	EFT	2605 NO FRILLS OILS COMPANY	01/15/2024		AP2448	573.51
				CHECK		3189 TOTAL:	573.51
3190	02/06/2024	EFT	2607 NO FRILLS OIL COMPANY	01/19/2024		AP2448	1,651.88
			NO FRILLS OIL COMPANY	01/19/2024		AP2448	7,114.87
				CHECK		3190 TOTAL:	8,766.75
				CHECK		3181 TOTAL:	4,422.75

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Town of Mount Desert
A/P CASH DISBURSEMENTS JOURNAL

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

	INV DATE	PO	WARRANT	NET
3191 02/06/2024 EFT	01/15/2024		AP2448	164.71
	CHECK		3191 TOTAL:	164.71
3192 02/06/2024 EFT	01/17/2024		AP2448	1,021.83
	CHECK		3192 TOTAL:	1,021.83
3193 02/06/2024 EFT	01/14/2024		AP2448	940.91
	CHECK		3193 TOTAL:	940.91
3194 02/06/2024 EFT	01/01/2024		AP2448	8.99
	CHECK		3194 TOTAL:	8.99
3195 02/06/2024 EFT	01/21/2024		AP2448	80.00
	CHECK		3195 TOTAL:	80.00
3196 02/06/2024 EFT	01/18/2024		AP2448	854.33
	CHECK		3196 TOTAL:	854.33
3197 02/06/2024 EFT	01/05/2024		AP2448	5,330.77
	VERSANT POWER		AP2448	57.94
	VERSANT POWER		AP2448	2,919.21
	VERSANT POWER		AP2448	917.11
	VERSANT POWER		AP2448	316.44
	VERSANT POWER		AP2448	333.49
	VERSANT POWER		AP2448	626.34
	VERSANT POWER		AP2448	1,601.35
	VERSANT POWER		AP2448	1,738.92
	VERSANT POWER		AP2448	2,130.35
	VERSANT POWER		AP2448	6,784.34

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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 Ckg-BH General Fund 8066

CHK NO	CHK DATE	TYPE	VENDOR NAME	INVT DATE	PO	WARRANT	NET
			VERSANT POWER	01/08/2024		AP2448	10,105.72
			VERSANT POWER	01/18/2024		AP2448	477.34
			VERSANT POWER	01/18/2024		AP2448	4,886.01
			VERSANT POWER	01/18/2024		AP2448	626.28
			VERSANT POWER	01/18/2024		AP2448	593.26
			VERSANT POWER	01/18/2024		AP2448	69.89
			VERSANT POWER	01/22/2024		AP2448	66.29
			VERSANT POWER	01/22/2024		AP2448	902.43
			VERSANT POWER	01/22/2024		AP2448	1,881.13
					CHECK	3197 TOTAL:	42,364.61
3198	02/06/2024	EFT	1842 VERSANT POWER	01/05/2024		AP2448	20.94
			VERSANT POWER	01/09/2024		AP2448	21.31
			VERSANT POWER	01/09/2024		AP2448	32.16
			VERSANT POWER	01/09/2024		AP2448	29.85
			VERSANT POWER	01/01/2024		AP2448	45.32
			VERSANT POWER	01/22/2024		AP2448	16.72
			VERSANT POWER	01/22/2024		AP2448	40.78
			VERSANT POWER	01/22/2024		AP2448	50.44
					CHECK	3198 TOTAL:	257.52
3199	02/06/2024	EFT	1745 WAGWORKS INC	12/26/2023		AP2448	75.00
					CHECK	3199 TOTAL:	75.00
320134	02/06/2024	PRTD	2411 ALLIED EQUIPMENT LLC	01/24/2024		AP2448	7,541.69
					CHECK	320134 TOTAL:	7,541.69

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Town of Mount Desert
A/P CASH DISBURSEMENTS JOURNAL

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

	INV DATE	PO	WARRANT	NET
320135 02/06/2024 PRTD 2933 AT MAINE, LLC	01/29/2024		AP2448	98,000.00
	CHECK		320135 TOTAL:	98,000.00
320136 02/06/2024 PRTD 2983 ATLANTIC FLUID TECHNOLOGY INC.	01/08/2024		AP2448	1,812.96
	CHECK		320136 TOTAL:	1,812.96
320137 02/06/2024 PRTD 2661 AUTOMOTIVE GARAGE TOOLS LLC	01/24/2024		AP2448	856.00
	CHECK		320137 TOTAL:	856.00
320138 02/06/2024 PRTD 2701 AUTOZONE INC.	01/16/2024		AP2448	81.48
			AP2448	50.92
			320138 TOTAL:	132.40
320139 02/06/2024 PRTD 47 BANGOR PUBLISHING COMPANY	01/16/2024		AP2448	611.00
	CHECK		320139 TOTAL:	611.00
320140 02/06/2024 PRTD 997 CARDMEMBER SERVICES	01/02/2024		AP2448	128.00
			AP2448	40.00
			AP2448	189.95
			AP2448	133.40
			AP2448	100.00
			AP2448	49.42
			AP2448	90.00
			AP2448	81.87
			AP2448	400.00
			AP2448	6,644.34
			AP2448	123.00
			AP2448	33.94

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

CHK NO	CHK DATE	TYPE	VENDOR NAME	INV DATE	PO	WARRANT	NET
			CARDMEMBER SERVICES	12/21/2023		AP2448	178.56
			CARDMEMBER SERVICES	01/01/2024		AP2448	99.00
			CARDMEMBER SERVICES	01/03/2024		AP2448	154.00
			CARDMEMBER SERVICES	01/03/2024		AP2448	135.00
			CARDMEMBER SERVICES	01/04/2024		AP2448	104.00
			CARDMEMBER SERVICES	01/23/2024		AP2448	33.61
			CARDMEMBER SERVICES	01/19/2024		AP2448	-48.99
			CARDMEMBER SERVICES	12/31/2023		AP2448	50.00
					CHECK	320140 TOTAL:	8,719.10
320141	02/06/2024	PRTD	997 CARDMEMBER SERVICES	01/03/2024		AP2448	25.98
			CARDMEMBER SERVICES	12/30/2023		AP2448	.99
			CARDMEMBER SERVICES	12/26/2023		AP2448	17.95
			CARDMEMBER SERVICES	01/02/2024		AP2448	14.93
			CARDMEMBER SERVICES	12/21/2023		AP2448	22.97
			CARDMEMBER SERVICES	01/23/2024		AP2448	16.99
			CARDMEMBER SERVICES	01/23/2024		AP2448	23.49
			CARDMEMBER SERVICES	01/23/2024		AP2448	14.00
					CHECK	320141 TOTAL:	137.30
320142	02/06/2024	PRTD	2823 BOUND TREE MEDICAL LLC	01/12/2024		AP2448	654.11
					CHECK	320142 TOTAL:	654.11
320143	02/06/2024	PRTD	2865 CARROLL DRUG STORE	11/09/2023		AP2448	324.60
			CARROLL DRUG STORE	11/17/2023		AP2448	191.58
			CARROLL DRUG STORE	11/17/2023		AP2448	81.84
			CARROLL DRUG STORE	10/05/2023		AP2448	-305.00

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

INV DATE PO WARRANT NET

CHECK 320143 TOTAL: 293.02

320144 02/06/2024 PRTD 1797 CONSOLIDATED COMMUNICATIONS1 12/27/2023 AP2448 623.40
CHECK 320144 TOTAL: 623.40

320145 02/06/2024 PRTD 2684 D & R ELECTRONICS CO INC 11/13/2023 AP2448 2,015.15
CHECK 320145 TOTAL: 2,015.15

320146 02/06/2024 PRTD 819 DARLINGS 01/26/2024 AP2448 86.08
CHECK 320146 TOTAL: 86.08

320147 02/06/2024 PRTD 2516 DIRIGO SAFETY, LLC 01/02/2024 AP2448 400.00
CHECK 320147 TOTAL: 400.00

320148 02/06/2024 PRTD 858 TEAM EJP BANGOR, ME 01/12/2024 AP2448 2,943.66
CHECK 320148 TOTAL: 2,943.66

320149 02/06/2024 PRTD 1120 GARY SAUNDERS 01/05/2024 AP2448 575.00
CHECK 320149 TOTAL: 575.00

320150 02/06/2024 PRTD 215 FIRE TECH & SAFETY OF NEW ENGLAND 01/17/2024 AP2448 403.00
CHECK 320150 TOTAL: 403.00

320151 02/06/2024 PRTD 1514 FIREHOUSE 01/17/2024 AP2448 33.75
CHECK 320151 TOTAL: 33.75

320152 02/06/2024 PRTD 1982 FIRSTNET 12/22/2023 AP2448 96.55
CHECK 320152 TOTAL: 96.55

320153 02/06/2024 PRTD 2833 FRED'S COFFEE COMPANY, INC. 01/22/2024 AP2448 91.80

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

INV DATE PO WARRANT NET

CHECK 320153 TOTAL: 91.80

320154	02/06/2024	PRTD	2291 G F JOHNSTON & ASSOCIATES LLC	01/12/2024	AP2448	5,252.50
			G F JOHNSTON & ASSOCIATES LLC	01/19/2024	AP2448	160.00
			G F JOHNSTON & ASSOCIATES LLC	01/19/2024	AP2448	3,023.25
			G F JOHNSTON & ASSOCIATES LLC	01/19/2024	AP2448	588.00
			G F JOHNSTON & ASSOCIATES LLC	01/26/2024	AP2448	9,918.50
				CHECK	320154 TOTAL:	18,942.25

320155	02/06/2024	PRTD	2110 GONETSPEED	01/10/2024	AP2448	590.53
				CHECK	320155 TOTAL:	590.53

320156	02/06/2024	PRTD	1577 GOVERNMENT FINANCE OFFICERS ASSOCIA	01/30/2024	AP2448	150.00
				CHECK	320156 TOTAL:	150.00

320157	02/06/2024	PRTD	254 GRAINGER	01/16/2024	AP2448	563.34
			GRAINGER	01/05/2024	AP2448	160.95
			GRAINGER	01/04/2024	AP2448	374.05
				CHECK	320157 TOTAL:	1,098.34

320158	02/06/2024	PRTD	2530 GRANITE STATE POLICE CAREER COUNCEL	01/19/2024	AP2448	555.00
				CHECK	320158 TOTAL:	555.00

320159	02/06/2024	PRTD	1470 GROUP DYNAMIC INC	01/16/2024	AP2448	168.75
				CHECK	320159 TOTAL:	168.75

320160	02/06/2024	PRTD	268 HAMILTON MARINE INC	01/11/2024	AP2448	45.72
			HAMILTON MARINE INC	01/19/2024	AP2448	587.32
				CHECK	320160 TOTAL:	633.04

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

INV DATE PO WARRANT NET

320161	02/06/2024	PRTD	1064 HARCROS CHEMICALS INC	01/24/2024	AP2448		1,065.00
				CHECK	320161	TOTAL:	1,065.00
320162	02/06/2024	PRTD	296 HOME DEPOT CREDIT SERVICES	01/18/2024	AP2448		19.97
				CHECK	320162	TOTAL:	19.97
320163	02/06/2024	PRTD	1176 HUB INTERNATIONAL NEW ENGLAND, LLC	01/23/2024	AP2448		350.00
				CHECK	320163	TOTAL:	350.00
320164	02/06/2024	PRTD	2838 IDEXX DISTRIBUTION,INC	01/18/2024	AP2448		234.01
			IDEXX DISTRIBUTION,INC	01/18/2024	AP2448		404.23
			IDEXX DISTRIBUTION,INC	01/22/2024	AP2448		1,097.65
				CHECK	320164	TOTAL:	1,735.89
320165	02/06/2024	PRTD	358 JORDAN EQUIPMENT CO	01/15/2024	AP2448		355.30
			JORDAN EQUIPMENT CO	01/18/2024	AP2448		1,660.14
			JORDAN EQUIPMENT CO	01/19/2024	AP2448		36.00
				CHECK	320165	TOTAL:	2,051.44
320166	02/06/2024	PRTD	947 LAWSON PRODUCTS	01/09/2024	AP2448		169.92
			LAWSON PRODUCTS	01/08/2024	AP2448		465.83
			LAWSON PRODUCTS	01/12/2024	AP2448		176.24
			LAWSON PRODUCTS	01/12/2024	AP2448		180.03
			LAWSON PRODUCTS	01/16/2024	AP2448		210.91
			LAWSON PRODUCTS	01/18/2024	AP2448		223.44
				CHECK	320166	TOTAL:	1,426.37
320167	02/06/2024	PRTD	413 M C M ELECTRIC INC	11/20/2023	AP2448		534.72

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

INV DATE PO WARRANT NET

CHECK 320167 TOTAL: 534.72

320168 02/06/2024 PRTD 469 MDI REGIONAL SCHOOL 01/18/2024 AP2448 312,689.66
MDI REGIONAL SCHOOL 01/18/2024 AP2448 312,689.66

CHECK 320168 TOTAL: 625,379.32

320169 02/06/2024 PRTD 2552 MOTOROLA SOLUTIONS, INC. 12/14/2023 AP2448 6,917.47
MOTOROLA SOLUTIONS, INC. 12/29/2023 AP2448 892.50

CHECK 320169 TOTAL: 7,809.97

320170 02/06/2024 PRTD 502 MOUNT DESERT SPRING WATER 07/31/2023 AP2448 60.00

CHECK 320170 TOTAL: 60.00

320171 02/06/2024 PRTD 468 MOUNT DESERT ISLAND HOSPITAL & HEAL 01/24/2024 AP2448 350.00

CHECK 320171 TOTAL: 350.00

320172 02/06/2024 PRTD 435 MAINE TOWN & CITY CLERKS ASSOCIATIO 01/19/2024 AP2448 120.00

CHECK 320172 TOTAL: 120.00

320173 02/06/2024 PRTD 2990 MAINE WATER UTILITIES ASSOCIATION 01/03/2024 AP2448 375.00

CHECK 320173 TOTAL: 375.00

320174 02/06/2024 PRTD 2160 COASTAL AUTO PARTS 01/16/2024 AP2448 69.84
COASTAL AUTO PARTS 01/16/2024 AP2448 85.26

CHECK 320174 TOTAL: 105.23

COASTAL AUTO PARTS 01/13/2024 AP2448 126.64
COASTAL AUTO PARTS 01/19/2024 AP2448 179.99

CHECK 320174 TOTAL: 293.58

COASTAL AUTO PARTS 01/19/2024 AP2448 293.58
COASTAL AUTO PARTS 01/22/2024 AP2448 139.54

CHECK 320174 TOTAL: 76.94

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

CHK NO	CHK DATE	TYPE	VENDOR NAME	INVT DATE	PO	WARRANT	NET
			COASTAL AUTO PARTS	01/19/2024		AP2448	327.58
			COASTAL AUTO PARTS	01/22/2024		AP2448	-327.58
			COASTAL AUTO PARTS	01/22/2024		AP2448	318.49
			COASTAL AUTO PARTS	01/12/2024		AP2448	46.61
			COASTAL AUTO PARTS	01/22/2024		AP2448	53.04
			COASTAL AUTO PARTS	01/20/2024		AP2448	304.72
			COASTAL AUTO PARTS	01/23/2024		AP2448	196.52
			COASTAL AUTO PARTS	01/23/2024		AP2448	146.02
			COASTAL AUTO PARTS	01/17/2024		AP2448	179.33
			COASTAL AUTO PARTS	01/29/2024		AP2448	114.64
			COASTAL AUTO PARTS	01/27/2024		AP2448	310.56
			COASTAL AUTO PARTS	01/26/2024		AP2448	85.36
				CHECK		320174 TOTAL:	2,832.31
320175	02/06/2024	PRTD	2160 COASTAL AUTO PARTS	11/16/2023		AP2448	34.99
			COASTAL AUTO PARTS	01/12/2024		AP2448	9.34
			COASTAL AUTO PARTS	01/17/2024		AP2448	19.53
			COASTAL AUTO PARTS	01/12/2024		AP2448	25.63
			COASTAL AUTO PARTS	01/03/2024		AP2448	5.33
			COASTAL AUTO PARTS	01/26/2024		AP2448	39.56
			COASTAL AUTO PARTS	01/30/2024		AP2448	38.49
				CHECK		320175 TOTAL:	172.87
320176	02/06/2024	PRTD	1865 NATIONAL ELEVATOR INSPECTION SERVIC	12/14/2023		AP2448	170.50
				CHECK		320176 TOTAL:	170.50

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

	INV DATE	PO	WARRANT	NET
320177 02/06/2024 PRTD 2888 STEVE CLISHAM	01/08/2024		AP2448	2,531.75
STEVE CLISHAM	01/05/2024		AP2448	2,692.83
STEVE CLISHAM	01/12/2024		AP2448	5,300.11
STEVE CLISHAM	01/17/2024		AP2448	5,269.27
STEVE CLISHAM	01/23/2024		AP2448	5,303.19
	CHECK		320177 TOTAL:	21,097.15
320178 02/06/2024 PRTD 936 NEW ENGLAND TRUCK TIRE CENTERS INC	01/15/2024		AP2448	377.50
NEW ENGLAND TRUCK TIRE CENTERS INC	01/22/2024		AP2448	62.66
	CHECK		320178 TOTAL:	440.16
320179 02/06/2024 PRTD 547 ODP BUSINESS SOLUTIONS LLC	10/30/2023		AP2448	-365.99
ODP BUSINESS SOLUTIONS LLC	11/10/2023		AP2448	119.61
ODP BUSINESS SOLUTIONS LLC	11/28/2023		AP2448	98.37
ODP BUSINESS SOLUTIONS LLC	12/06/2023		AP2448	23.96
ODP BUSINESS SOLUTIONS LLC	12/06/2023		AP2448	46.69
ODP BUSINESS SOLUTIONS LLC	12/04/2023		AP2448	49.97
ODP BUSINESS SOLUTIONS LLC	01/19/2024		AP2448	34.98
	CHECK		320179 TOTAL:	7.59
320180 02/06/2024 PRTD 794 OLVER ASSOCIATES, INC	01/09/2024		AP2448	2,451.42
	CHECK		320180 TOTAL:	2,451.42
320181 02/06/2024 PRTD 1706 ONLINE MOORING, LLC	12/31/2023		AP2448	14.00
	CHECK		320181 TOTAL:	14.00
320182 02/06/2024 PRTD 565 PERMA-LINE CORP OF NE	01/24/2024		AP2448	215.20

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

INV DATE PO WARRANT NET

CHECK 320182 TOTAL: 215.20

320183 02/06/2024 PRTD 657 SEW AND SAVE INC 01/27/2024 AP2448 72.00

CHECK 320183 TOTAL: 72.00

320184 02/06/2024 PRTD 2993 SPECIALTY RESPONSE SOLUTIONS, INC 01/25/2024 AP2448 1,350.00

CHECK 320184 TOTAL: 1,350.00

320185 02/06/2024 PRTD 1387 TREASURER, STATE OF MAINE 01/18/2024 AP2448 76.41

CHECK 320185 TOTAL: 76.41

320186 02/06/2024 PRTD 2600 TROJAN TECHNOLOGIES 01/11/2024 AP2448 2,145.74

CHECK 320186 TOTAL: 2,145.74

320187 02/06/2024 PRTD 737 UNIFIRST CORP 01/11/2024 AP2448 142.97

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CHECK 320187 TOTAL: 657.42

320188 02/06/2024 PRTD 742 USA BLUEBOOK 01/12/2024 AP2448 89.09

CHECK 320188 TOTAL: 89.09

320189 02/06/2024 PRTD 1390 CIVES CORPORATION 01/23/2024 AP2448 1,014.55

CHECK 320189 TOTAL: 1,014.55

320190 02/06/2024 PRTD 751 VISION GOVERNMENT SOLUTIONS INC 01/01/2024 AP2448 12,051.00

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

INV DATE PO WARRANT NET

CHECK 320190 TOTAL: 12,051.00

320191 02/06/2024 PRTD 939 W B MASON CO INC 118.28
W B MASON CO INC 309.99

CHECK 320191 TOTAL: 428.27

320192 02/06/2024 PRTD 2991 WIEBUSCH, CHRIS 115.24
320192 02/06/2024 PRTD 2960 XEROX CORPORATION 493.77

CHECK 320192 TOTAL: 115.24

320193 02/06/2024 PRTD 2960 XEROX CORPORATION 493.77
320193 02/06/2024 PRTD 2960 XEROX CORPORATION 248.22

CHECK 320193 TOTAL: 493.77

320194 02/06/2024 PRTD 2960 XEROX CORPORATION 248.22
320194 02/06/2024 PRTD 2960 XEROX CORPORATION 248.22

CHECK 320194 TOTAL: 248.22

NUMBER OF CHECKS 87 *** CASH ACCOUNT TOTAL *** 969,958.95

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	61	835,584.47
TOTAL EFT'S	26	134,374.48

*** GRAND TOTAL *** 969,958.95

Direct Disbursement: Pitney Bowes \$196.98

See end of report for Cash Disbursement Journal Total \$ 970,155.93

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 JOURNAL ENTRIES TO BE CREATED

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YEAR PER SRC ACCOUNT	JNL	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T	OB	DEBIT	CREDIT
2024	8	14								
APP 100-20000	02/06/2024	AP2448	AP2448			Accounts Payable AP CASH DISBURSEMENTS JOURNAL			820,211.92	
APP 100-10100	02/06/2024	AP2448	AP2448			Ckg-BH General Fund 8066 AP CASH DISBURSEMENTS JOURNAL				969,958.95
APP 400-20000	02/06/2024	AP2448	AP2448			Accounts Payable AP CASH DISBURSEMENTS JOURNAL			109,185.12	
APP 600-20000	02/06/2024	AP2448	AP2448			Accounts Payable AP CASH DISBURSEMENTS JOURNAL			10,761.92	
APP 300-20000	02/06/2024	AP2448	AP2448			Accounts Payable AP CASH DISBURSEMENTS JOURNAL			29,799.99	
						GENERAL LEDGER TOTAL			969,958.95	969,958.95
APP 100-35040	02/06/2024	AP2448	AP2448			DT-TRUST			109,185.12	
APP 400-35010	02/06/2024	AP2448	AP2448			DT Gen fund				109,185.12
APP 100-35060	02/06/2024	AP2448	AP2448			DT-MARINA			10,761.92	
APP 600-35010	02/06/2024	AP2448	AP2448			DT Gen fund				10,761.92
APP 100-35030	02/06/2024	AP2448	AP2448			DTF-CAP IMP			29,799.99	
APP 300-35010	02/06/2024	AP2448	AP2448			DT Gen fund				29,799.99
						SYSTEM GENERATED ENTRIES TOTAL			149,747.03	149,747.03
						JOURNAL 2024/08/14 TOTAL			1,119,705.98	1,119,705.98

JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
100	General Fund	2024	8	14	02/06/2024			
	100-10100					Ckg-BH General Fund 8066		
	100-20000					Accounts Payable	820,211.92	969,958.95
	100-35030					DTF-CAP IMP	29,799.99	
	100-35040					DT-TRUST	109,185.12	
	100-35060					DT-MARINA	10,761.92	
						FUND TOTAL	969,958.95	969,958.95
300	Capital Projects	2024	8	14	02/06/2024			
	300-20000					Accounts Payable	29,799.99	29,799.99
	300-35010					DT Gen fund		
						FUND TOTAL	29,799.99	29,799.99
400	Investment Trusts-Reserves	2024	8	14	02/06/2024			
	400-20000					Accounts Payable	109,185.12	109,185.12
	400-35010					DT Gen fund		
						FUND TOTAL	109,185.12	109,185.12
600	Marina	2024	8	14	02/06/2024			
	600-20000					Accounts Payable	10,761.92	10,761.92
	600-35010					DT Gen fund		
						FUND TOTAL	10,761.92	10,761.92

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JOURNAL ENTRIES TO BE CREATED

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FUND	DUE TO	DUE FR
100 General Fund	149,747.03	
300 Capital Projects		29,799.99
400 Investment Trusts-Reserves		109,185.12
600 Marina		10,761.92
TOTAL	149,747.03	149,747.03

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

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

59775 01/24/2024 MANL 1367 PITNEY BOWES GLOBAL FINANCIAL SERVI 12/08/2023 196.98

CHECK 59775 TOTAL: 196.98

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 196.98

TOTAL MANUAL CHECKS
 COUNT 1
 AMOUNT 196.98

*** GRAND TOTAL *** 196.98

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JOURNAL ENTRIES TO BE CREATED

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apcsbdsb

CLERK: 69051you

YEAR PER	JNL	JNL	DESC	REF 1	REF 2	REF 3	ACCOUNT	DESC	T	OB	DEBIT	CREDIT
SRC ACCOUNT							LINE	DESC				
2024	8											
		15										
APP 100-20000								Accounts Payable			196.98	
02/06/2024			CASH DISB	2448D				AP CASH DISBURSEMENTS JOURNAL				
APP 100-10100								Ckg-BH General Fund 8066				196.98
02/06/2024			CASH DISB	2448D				AP CASH DISBURSEMENTS JOURNAL				
JOURNAL 2024/08/15											196.98	196.98
TOTAL											196.98	196.98

02/02/2024 10:55
69051you

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

P 3
apcsbdsb

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
100	General Fund	2024	8	15	02/06/2024			
	100-10100					Ckg-BH General Fund 8066	196.98	196.98
	100-20000					Accounts Payable	196.98	
						FUND TOTAL	196.98	196.98

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

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

WARRANT AP# 2445

CHECK DATE: January 18, 2024

CHECK NUMBER:	<u>320129</u>	through	<u>320129</u>	\$ <u>1,914.59</u>	Check payments
CHECK NUMBER:	<u>N/A</u>	and	<u>N/A</u>	\$ -	Electronic payments
EFT NUMBER:	<u>N/A</u>	through	<u>N/A</u>	\$ -	ACH Payments
EFT or CK NUMBER:	<u>N/A</u>	and	<u>N/A</u>	\$ -	Voided Checks

TOTAL DISBURSEMENTS: \$ 1,914.59

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

Selectmen:

John B Macauley, Chairman

Martha T Dudman

James F Mooers

Geoffrey V Wood, Secretary

TOWN OF MOUNT DESERT
PAYROLL WARRANT

WARRANT PR# 2418

CHECK DATE: January 19, 2024

ADVICE NUMBERS: 16243 through 16297

CHECK NUMBERS: 66395 through 66408

TOTAL DISBURSEMENTS: \$ 111,966.96

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#2445 & PR#2418 Approval Request-SECOND REQUEST
Date: Thursday, January 18, 2024 6:54:26 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.

Approved!
Sent from my iPhone

On Jan 18, 2024, at 6:14 PM, Lisa Young <financeclerk@mtdesert.org> wrote:

If you received my previous email, please disregard, this is the correct Warrants.

Greetings,

Attached are the following warrants for approval:

Accounts Payable	#2445	total of	\$1,914.59
Payroll	#2418	total of	\$111,966.96

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~~~~~

Under Maine's Freedom of Access ("Right to Know") law, all e-mail and e-mail attachments received or prepared for use in matters concerning Town business or containing information relating to Town business are likely to be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law.

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

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<4- AP2445.pdf>
<11- PR2418.pdf>

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

WARRANT AP# 2446

CHECK DATE: January 25, 2024

| | | | | | |
|-------------------|---------------|---------|---------------|---------------------|---------------------|
| CHECK NUMBER: | <u>320130</u> | through | <u>320131</u> | \$ <u>1,128.25</u> | Check payments |
| CHECK NUMBER: | <u>N/A</u> | and | <u>N/A</u> | \$ - | Electronic payments |
| EFT NUMBER: | <u>3172</u> | through | <u>3173</u> | \$ <u>99,724.16</u> | ACH Payments |
| EFT or CK NUMBER: | <u>N/A</u> | and | <u>N/A</u> | \$ - | Voided Checks |

TOTAL DISBURSEMENTS: \$ 100,852.41

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#2446 State Fees/Payroll Benefits
Date: Wednesday, January 24, 2024 4:09:39 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.

Approved.

On Jan 24, 2024, at 4:03 PM, Lisa Young <financeclerk@mtdesert.org> wrote:

Greetings,

Attached is Accounts Payable Warrant #2446 (for Payroll and/or State Fees) in the amount of \$100,852.41 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)

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

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<4- AP2446.pdf>

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

WARRANT AP# 2447

CHECK DATE: January 31, 2024

| | | | | | |
|-------------------|---------------|---------|---------------|--------------------|---------------------|
| CHECK NUMBER: | <u>320132</u> | through | <u>320133</u> | \$ <u>7,547.26</u> | Check payments |
| CHECK NUMBER: | <u>N/A</u> | and | <u>N/A</u> | \$ - | Electronic payments |
| EFT NUMBER: | <u>N/A</u> | through | <u>N/A</u> | \$ - | ACH Payments |
| EFT or CK NUMBER: | <u>N/A</u> | and | <u>N/A</u> | \$ - | Voided Checks |

TOTAL DISBURSEMENTS: \$ 7,547.26

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

Selectmen:

John B Macauley, Chairman

Martha T Dudman

James F Mooers

Geoffrey V Wood, Secretary

TOWN OF MOUNT DESERT
PAYROLL WARRANT

WARRANT PR# 2419

CHECK DATE: February 2, 2024

ADVICE NUMBERS: 16298 through 16350
CHECK NUMBERS: 66409 through 66419

TOTAL DISBURSEMENTS: \$ 167,612.38

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#2447 & PR#2419 Approval Request
Date: Wednesday, January 31, 2024 5:48:57 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.

Approved
Sent from my iPhone

On Jan 31, 2024, at 4:42 PM, Lisa Young <financeclerk@mtdesert.org> wrote:

Greetings,

Attached are the following warrants for approval:

| | | | |
|------------------|-------|----------|--------------|
| Accounts Payable | #2447 | total of | \$7,547.26 |
| Payroll | #2419 | total of | \$167,612.38 |

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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<4- AP2447.pdf>
<11- PR2419.pdf>

Mount Desert School Department PAYROLL WARRANT REGISTER

Report # 18066

Include Authorization Codes: Yes
Batch: 11201
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 |
|---------|------------|------|---------------------------|---------|-----------|-----------|----------------|-----------|------|
| | 01/19/2024 | STAT | TREASURER, STATE OF MAINE | | 4,235.00 | 4,235.00 | 0.00 | 0.00 | |
| | 01/19/2024 | IRS | INTERNAL REVENUE SERVICE | | 13,327.15 | 13,327.15 | 0.00 | 0.00 | |
| 50844 | 01/19/2024 | 31 | SUSAN M. DAMON | 1 | 250.00 | 227.24 | 0.00 | 227.24 | |
| 50845 | 01/19/2024 | 650 | REBECCA A. EDMONDSON | 1 | 145.00 | 142.90 | 0.00 | 142.90 | |
| 50846 | 01/19/2024 | 615 | JACK B. HODGDON | 1 | 500.00 | 461.75 | 0.00 | 461.75 | |
| 50847 | 01/19/2024 | 649 | CLORA T. CULVER | 1 | 1,137.83 | 961.55 | 0.00 | 961.55 | |
| 50848 | 01/19/2024 | 626 | HEATHER E. DORR | 1 | 4,500.00 | 3,001.62 | 3,001.62 | 0.00 | |
| 50849 | 01/19/2024 | 491 | SANDRA G. BOYCE | 1 | 2,150.54 | 1,332.79 | 1,332.79 | 0.00 | |
| 50850 | 01/19/2024 | 645 | MIRANDA S. CLOUGH | 1 | 1,822.82 | 1,220.33 | 1,220.33 | 0.00 | |
| 50851 | 01/19/2024 | 149 | MARIAH D. BAKER | 1 | 4,884.92 | 4,227.29 | 4,227.29 | 0.00 | |
| 50852 | 01/19/2024 | 43 | SARAH R. DUNBAR | 1 | 1,966.80 | 1,355.70 | 1,355.70 | 0.00 | |
| 50853 | 01/19/2024 | 63 | HEATHER M. GRAVES | 1 | 2,919.80 | 2,131.11 | 2,131.11 | 0.00 | |
| 50854 | 01/19/2024 | 65 | GAYLE M. GRAY | 1 | 2,919.80 | 2,100.89 | 2,100.89 | 0.00 | |
| 50855 | 01/19/2024 | 293 | Amy L. James | 1 | 3,035.19 | 2,338.11 | 2,338.11 | 0.00 | |
| 50856 | 01/19/2024 | 90 | REBECCA A. JARVIS | 1 | 2,849.57 | 2,148.27 | 2,148.27 | 0.00 | |
| 50857 | 01/19/2024 | 487 | BENJAMIN MACKO | 1 | 5,885.19 | 4,709.74 | 4,709.74 | 0.00 | |
| 50858 | 01/19/2024 | 237 | JUSTIN B. NORWOOD | 1 | 5,234.19 | 4,239.83 | 4,239.83 | 0.00 | |
| 50859 | 01/19/2024 | 508 | CATHY T. OEHMKE | 1 | 5,583.26 | 4,359.08 | 4,359.08 | 0.00 | |
| 50860 | 01/19/2024 | 120 | KAREN L. SHARPE | 1 | 3,662.61 | 2,548.61 | 2,548.61 | 0.00 | |
| 50861 | 01/19/2024 | 502 | MARIA E. SIMPSON | 1 | 4,820.23 | 4,210.49 | 4,210.49 | 0.00 | |
| 50862 | 01/19/2024 | 404 | KERRY L. TAYLOR | 1 | 3,035.19 | 1,910.91 | 1,910.91 | 0.00 | |
| 50863 | 01/19/2024 | 459 | SHANNON L. WESTPHAL | 1 | 2,346.46 | 1,786.19 | 1,786.19 | 0.00 | |
| 50864 | 01/19/2024 | 630 | KRISTEN J. BRAUN | 1 | 2,654.50 | 1,932.43 | 1,932.43 | 0.00 | |
| 50865 | 01/19/2024 | 91 | JUDITH CULLEN | 1 | 2,539.11 | 1,873.35 | 1,873.35 | 0.00 | |
| 50866 | 01/19/2024 | 146 | CECILIA R. GARRITY | 1 | 2,157.26 | 1,415.85 | 1,415.85 | 0.00 | |
| 50867 | 01/19/2024 | 92 | ABIGAIL A. HARMON | 1 | 1,926.84 | 1,411.47 | 1,411.47 | 0.00 | |
| 50868 | 01/19/2024 | 603 | ABBIE PAPPAS | 1 | 2,157.26 | 1,705.16 | 1,705.16 | 0.00 | |
| 50869 | 01/19/2024 | 504 | CRISTINA DEVORA | 1 | 1,652.35 | 1,161.35 | 1,161.35 | 0.00 | |
| 50870 | 01/19/2024 | 627 | CONTESSA L. BROPHY | 1 | 2,899.76 | 2,025.36 | 2,025.36 | 0.00 | |
| 50871 | 01/19/2024 | 611 | DANIELLE EMMONS | 1 | 1,796.22 | 1,421.13 | 1,421.13 | 0.00 | |
| 50872 | 01/19/2024 | 238 | WENDELL L. OPPEWALL | 1 | 1,707.15 | 1,039.44 | 1,039.44 | 0.00 | |
| 50873 | 01/19/2024 | 52 | WANDA J. FERNALD | 1 | 2,919.80 | 2,061.88 | 2,061.88 | 0.00 | |
| 50874 | 01/19/2024 | 642 | MELISSA L. HINERMAN | 1 | 1,253.66 | 931.50 | 931.50 | 0.00 | |
| 50875 | 01/19/2024 | 291 | PATRICIA A. KELLEY | 1 | 1,554.84 | 1,073.22 | 1,073.22 | 0.00 | |
| 50876 | 01/19/2024 | 622 | GISELLE F. TODD | 1 | 500.00 | 451.50 | 451.50 | 0.00 | |
| 50877 | 01/19/2024 | 628 | CAMERON FROTHINGHAM | 1 | 1,877.80 | 1,282.71 | 1,282.71 | 0.00 | |
| 50878 | 01/19/2024 | 295 | Robyn H. Hanson | 1 | 1,180.17 | 956.90 | 956.90 | 0.00 | |
| 50879 | 01/19/2024 | 648 | SARA B. HATHAWAY | 1 | 1,857.83 | 1,532.19 | 1,532.19 | 0.00 | |
| 50880 | 01/19/2024 | 337 | AMBER G. CHARRON | 1 | 2,385.34 | 1,798.35 | 1,798.35 | 0.00 | |
| 50881 | 01/19/2024 | 150 | LYNDA J. KANE | 1 | 2,842.88 | 1,934.37 | 1,934.37 | 0.00 | |
| 50882 | 01/19/2024 | 644 | CAROLINE P. MOORE | 1 | 406.30 | 376.70 | 376.70 | 0.00 | |
| 50883 | 01/19/2024 | 633 | SUSAN E. CARROLL | 1 | 496.72 | 430.72 | 430.72 | 0.00 | |
| 50884 | 01/19/2024 | 632 | MAKENZIE R. COWLES | 1 | 1,040.52 | 878.37 | 878.37 | 0.00 | |
| 50885 | 01/19/2024 | 608 | EMMA JONES | 1 | 3,837.17 | 3,196.17 | 3,196.17 | 0.00 | |
| 50886 | 01/19/2024 | 490 | ANNA D. MONTE | 1 | 1,169.40 | 712.83 | 712.83 | 0.00 | |
| 50887 | 01/19/2024 | 647 | JAKE MORRILL | 1 | 1,465.75 | 1,010.34 | 1,010.34 | 0.00 | |
| 50888 | 01/19/2024 | 634 | TRICIA L. POPE | 1 | 786.80 | 659.63 | 659.63 | 0.00 | |
| 50889 | 01/19/2024 | 350 | ANNA E. SILVER | 1 | 1,341.73 | 1,087.72 | 1,087.72 | 0.00 | |
| 50890 | 01/19/2024 | 507 | DANIELLE A. STANLEY | 1 | 3,808.41 | 3,653.10 | 3,653.10 | 0.00 | |
| 50891 | 01/19/2024 | 331 | RUSSELL W. GRAY | 1 | 1,631.07 | 1,369.49 | 1,369.49 | 0.00 | |
| 50892 | 01/19/2024 | 501 | MICHAEL J. TINKER | 1 | 2,201.00 | 1,493.16 | 1,493.16 | 0.00 | |
| 50893 | 01/19/2024 | 463 | RENE L. BECKER | 1 | 1,875.83 | 1,430.54 | 1,430.54 | 0.00 | |
| 50894 | 01/19/2024 | 499 | BOBBIE JO DAY | 1 | 1,269.52 | 952.78 | 952.78 | 0.00 | |
| 50895 | 01/19/2024 | 74 | LEON E. SARGENT | 1 | 3,148.74 | 2,198.36 | 2,198.36 | 0.00 | |

Mount Desert School Department PAYROLL WARRANT REGISTER

Report # 18066

| Check # | Check Date | Code | Name | Chk Grp | Gross Pay | Net Pay | Direct Deposit | Check Amt | Void | |
|---------|------------|------------|---------------------------|---------|-------------------|-------------------|-------------------|-----------------|------|--|
| 50896 | 01/19/2024 | 476 | BRUCE L. TRIPP | 1 | 325.22 | 290.34 | 290.34 | 0.00 | | |
| 50897 | 01/19/2024 | 18 | JANICE P. CARROLL | 1 | 1,505.38 | 1,069.99 | 1,069.99 | 0.00 | | |
| 50898 | 01/19/2024 | 485 | TASHA L. HIGGINS | 1 | 1,607.61 | 1,094.71 | 1,094.71 | 0.00 | | |
| 50899 | 01/19/2024 | AFLAC | AFLAC | | 127.42 | 127.42 | 0.00 | 127.42 | | |
| 50900 | 01/19/2024 | BCBS | ANTHEM BC/BS | | 11,145.78 | 11,145.78 | 11,145.78 | 0.00 | | |
| 50901 | 01/19/2024 | HMD | HORACE MANN COMPANIES | | 37.00 | 37.00 | 0.00 | 37.00 | | |
| 50902 | 01/19/2024 | HM | HORACE MANN INSURANCE C | | 200.00 | 200.00 | 0.00 | 200.00 | | |
| 50903 | 01/19/2024 | MEA | MAINE EDUCATION ASSOCIATI | | 1,305.30 | 1,305.30 | 0.00 | 1,305.30 | | |
| 50904 | 01/19/2024 | MSRS | MAINE PERS | | 21,861.40 | 21,861.40 | 21,861.40 | 0.00 | | |
| 50905 | 01/19/2024 | DELTA DENT | NORTHEAST DELTA DENTAL | | 2,327.90 | 2,327.90 | 0.00 | 2,327.90 | | |
| 50906 | 01/19/2024 | PRIM | PRIMERICA FINANCIAL SVCS. | | 1,270.00 | 1,270.00 | 0.00 | 1,270.00 | | |
| 50907 | 01/19/2024 | FEDHEALTH | TREASURER, STATE OF MAINE | | 125.05 | 125.05 | 0.00 | 125.05 | | |
| | | | | | 179,391.34 | 149,289.51 | 124,541.25 | 7,186.11 | | |

| Check Authorization Summary | | | |
|-----------------------------|-------------------------------------|-------|-----------|
| Type | Description | Count | Amount |
| Employee | Checks | 4 | 1,793.44 |
| | Voided Checks | 0 | 0.00 |
| | Direct Deposits (Fully Distributed) | 51 | 91,534.07 |
| | ACH Employee Credits | 51 | 91,534.07 |
| | ACH Employee Debits (Voids) | 0 | 0.00 |
| Deduction | Checks | 7 | 5,392.67 |
| | Voided Checks | 0 | 0.00 |
| | ACH Vendor Credits | 2 | 33,007.18 |
| | ACH VendorDebits (Voids) | 0 | 0.00 |
| | ACH Online Payments | 0 | 0.00 |
| Taxes | EFTPS Payment - Debit | 2 | 17,562.15 |

Mount Desert School Department Check Register

Report # 18072

Batch: 11209
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 |
|---------|---------------|--------|------------|--------------|-----------------|-------------------|
| 11209 | 50,868.12 | Posted | Bria | 01/18/2024 | Bria | 01/18/2024 |

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

| | | | | |
|------|-------------------------|---------------------|---------------------------|--|
| 1200 | ANTHEM BC & BS
12171 | 21152
01/19/2024 | Payable Payment
Posted | ANTHEM BC & BS
PO BOX 645438
CINCINNATI OH 452645438 |
|------|-------------------------|---------------------|---------------------------|--|

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

| Payable # | Reference | Invoice # | Invoice Date | Amount | Discount | Payment |
|-----------|---------------------------------|-------------------------|--------------|-----------|----------|-----------|
| 18912 | ANTHEM BC & BS-BCBS JAN24 00842 | BCBS JAN24 0001/19/2024 | | 48,419.22 | 0.00 | 48,419.22 |

Check Totals: **48,419.22** **0.00** **48,419.22**

| | | | | |
|------|---------------------|---------------------|---------------------------|--|
| 6000 | MAINE PERS
12168 | 21153
01/19/2024 | Payable Payment
Posted | MAINE PERS
PO BOX 349
AUGUSTA ME 043320349 |
|------|---------------------|---------------------|---------------------------|--|

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

| Payable # | Reference | Invoice # | Invoice Date | Amount | Discount | Payment |
|-----------|-----------------------------|-------------------------|--------------|----------|----------|----------|
| 18913 | MAINE PERS-RET JAN24 P0016A | RET JAN24 P0001/19/2024 | | 2,073.59 | 0.00 | 2,073.59 |

Check Totals: **2,073.59** **0.00** **2,073.59**

| | | | | |
|------|---------------------|---------------------|---------------------------|--|
| 6000 | MAINE PERS
12169 | 21154
01/19/2024 | Payable Payment
Posted | MAINE PERS
PO BOX 349
AUGUSTA ME 043320349 |
|------|---------------------|---------------------|---------------------------|--|

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

| Payable # | Reference | Invoice # | Invoice Date | Amount | Discount | Payment |
|-----------|---------------------------------|------------------------|--------------|--------|----------|---------|
| 18911 | MAINE PERS-GLI DEC23 MDES TT091 | GLI DEC23 MD01/19/2024 | | 252.31 | 0.00 | 252.31 |

Check Totals: **252.31** **0.00** **252.31**

| | | | | |
|------|---------------------|---------------------|---------------------------|--|
| 6000 | MAINE PERS
12170 | 21155
01/19/2024 | Payable Payment
Posted | MAINE PERS
PO BOX 349
AUGUSTA ME 043320349 |
|------|---------------------|---------------------|---------------------------|--|

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

| Payable # | Reference | Invoice # | Invoice Date | Amount | Discount | Payment |
|-----------|---------------------------------|------------------------|--------------|--------|----------|---------|
| 18910 | MAINE PERS-GLI DEC23 MDES P0016 | GLI DEC23 MD01/19/2024 | | 123.00 | 0.00 | 123.00 |

Check Totals: **123.00** **0.00** **123.00**

Batch 11209 Totals: **50,868.12** **0.00** **50,868.12**

4 Checks Listed

Mount Desert School Department PAYROLL WARRANT REGISTER

Report # 18109

Include Authorization Codes: Yes
Batch: 11215
Check Dates: (Earliest) - (Latest)
Cash Account Number:
Minimum Check Amount: \$0.00
Sorted By: Check Number

| Check # | Check Date | Code | Name | Chk Grp | Gross Pay | Net Pay | Direct Deposit | Check Amt | Void |
|---------|------------|------|---------------------------|---------|-----------|-----------|----------------|-----------|------|
| | 02/02/2024 | IRS | INTERNAL REVENUE SERVICE | | 11,775.33 | 11,775.33 | 0.00 | 0.00 | |
| | 02/02/2024 | STAT | TREASURER, STATE OF MAINE | | 3,710.00 | 3,710.00 | 0.00 | 0.00 | |
| 50908 | 02/02/2024 | 31 | SUSAN M. DAMON | 1 | 375.00 | 340.87 | 0.00 | 340.87 | |
| 50909 | 02/02/2024 | 100 | THERESA A. HANSON | 1 | 125.00 | 83.19 | 0.00 | 83.19 | |
| 50910 | 02/02/2024 | 624 | KATELYN M. OSBORNE | 1 | 125.00 | 115.44 | 0.00 | 115.44 | |
| 50911 | 02/02/2024 | 652 | JANE E. POPE | 1 | 125.00 | 115.44 | 0.00 | 115.44 | |
| 50912 | 02/02/2024 | 651 | CRYSTAL L. STOCKBRIDGE | 1 | 290.00 | 263.60 | 0.00 | 263.60 | |
| 50913 | 02/02/2024 | 626 | HEATHER E. DORR | 1 | 4,500.00 | 3,001.62 | 3,001.62 | 0.00 | |
| 50914 | 02/02/2024 | 491 | SANDRA G. BOYCE | 1 | 2,265.08 | 1,405.38 | 1,405.38 | 0.00 | |
| 50915 | 02/02/2024 | 645 | MIRANDA S. CLOUGH | 1 | 1,698.59 | 1,158.53 | 1,158.53 | 0.00 | |
| 50916 | 02/02/2024 | 149 | MARIAH D. BAKER | 1 | 2,384.92 | 1,953.86 | 1,953.86 | 0.00 | |
| 50917 | 02/02/2024 | 43 | SARAH R. DUNBAR | 1 | 1,966.80 | 1,355.70 | 1,355.70 | 0.00 | |
| 50918 | 02/02/2024 | 63 | HEATHER M. GRAVES | 1 | 2,919.80 | 2,131.11 | 2,131.11 | 0.00 | |
| 50919 | 02/02/2024 | 65 | GAYLE M. GRAY | 1 | 2,919.80 | 2,100.89 | 2,100.89 | 0.00 | |
| 50920 | 02/02/2024 | 293 | Amy L. James | 1 | 3,035.19 | 2,338.11 | 2,338.11 | 0.00 | |
| 50921 | 02/02/2024 | 90 | REBECCA A. JARVIS | 1 | 2,849.57 | 2,148.27 | 2,148.27 | 0.00 | |
| 50922 | 02/02/2024 | 487 | BENJAMIN MACKO | 1 | 3,385.19 | 2,595.95 | 2,595.95 | 0.00 | |
| 50923 | 02/02/2024 | 237 | JUSTIN B. NORWOOD | 1 | 2,734.19 | 2,095.69 | 2,095.69 | 0.00 | |
| 50924 | 02/02/2024 | 508 | CATHY T. OEHMKE | 1 | 3,083.26 | 2,286.71 | 2,286.71 | 0.00 | |
| 50925 | 02/02/2024 | 120 | KAREN L. SHARPE | 1 | 3,662.61 | 2,548.61 | 2,548.61 | 0.00 | |
| 50926 | 02/02/2024 | 502 | MARIA E. SIMPSON | 1 | 2,320.23 | 1,917.23 | 1,917.23 | 0.00 | |
| 50927 | 02/02/2024 | 404 | KERRY L. TAYLOR | 1 | 3,035.19 | 1,910.91 | 1,910.91 | 0.00 | |
| 50928 | 02/02/2024 | 459 | SHANNON L. WESTPHAL | 1 | 2,346.46 | 1,786.19 | 1,786.19 | 0.00 | |
| 50929 | 02/02/2024 | 630 | KRISTEN J. BRAUN | 1 | 2,654.50 | 1,932.43 | 1,932.43 | 0.00 | |
| 50930 | 02/02/2024 | 91 | JUDITH CULLEN | 1 | 2,539.11 | 1,873.35 | 1,873.35 | 0.00 | |
| 50931 | 02/02/2024 | 146 | CECILIA R. GARRITY | 1 | 2,157.26 | 1,415.85 | 1,415.85 | 0.00 | |
| 50932 | 02/02/2024 | 92 | ABIGAIL A. HARMON | 1 | 1,926.84 | 1,411.47 | 1,411.47 | 0.00 | |
| 50933 | 02/02/2024 | 603 | ABBIE PAPPAS | 1 | 2,157.26 | 1,705.16 | 1,705.16 | 0.00 | |
| 50934 | 02/02/2024 | 504 | CRISTINA DEVORA | 1 | 1,924.26 | 1,389.51 | 1,389.51 | 0.00 | |
| 50935 | 02/02/2024 | 627 | CONTESSA L. BROPHY | 1 | 2,899.76 | 2,025.36 | 2,025.36 | 0.00 | |
| 50936 | 02/02/2024 | 611 | DANIELLE EMMONS | 1 | 1,796.22 | 1,253.75 | 1,253.75 | 0.00 | |
| 50937 | 02/02/2024 | 238 | WENDELL L. OPPEWALL | 1 | 1,707.15 | 1,039.44 | 1,039.44 | 0.00 | |
| 50938 | 02/02/2024 | 52 | WANDA J. FERNALD | 1 | 2,919.80 | 2,061.88 | 2,061.88 | 0.00 | |
| 50939 | 02/02/2024 | 642 | MELISSA L. HINERMAN | 1 | 1,425.10 | 1,058.33 | 1,058.33 | 0.00 | |
| 50940 | 02/02/2024 | 291 | PATRICIA A. KELLEY | 1 | 1,727.60 | 1,199.12 | 1,199.12 | 0.00 | |
| 50941 | 02/02/2024 | 631 | MALLORY WATKINS | 1 | 500.00 | 461.75 | 461.75 | 0.00 | |
| 50942 | 02/02/2024 | 628 | CAMERON FROTHINGHAM | 1 | 1,877.80 | 1,164.82 | 1,164.82 | 0.00 | |
| 50943 | 02/02/2024 | 295 | Robyn H. Hanson | 1 | 950.69 | 786.72 | 786.72 | 0.00 | |
| 50944 | 02/02/2024 | 648 | SARA B. HATHAWAY | 1 | 1,857.83 | 1,216.96 | 1,216.96 | 0.00 | |
| 50945 | 02/02/2024 | 337 | AMBER G. CHARRON | 1 | 2,385.34 | 1,798.35 | 1,798.35 | 0.00 | |
| 50946 | 02/02/2024 | 150 | LYNDA J. KANE | 1 | 2,842.88 | 1,934.37 | 1,934.37 | 0.00 | |
| 50947 | 02/02/2024 | 644 | CAROLINE P. MOORE | 1 | 306.30 | 278.22 | 278.22 | 0.00 | |
| 50948 | 02/02/2024 | 633 | SUSAN E. CARROLL | 1 | 969.20 | 781.76 | 781.76 | 0.00 | |
| 50949 | 02/02/2024 | 632 | MAKENZIE R. COWLES | 1 | 970.49 | 825.35 | 825.35 | 0.00 | |
| 50950 | 02/02/2024 | 649 | CLORA T. CULVER | 1 | 1,264.25 | 1,056.14 | 1,056.14 | 0.00 | |
| 50951 | 02/02/2024 | 608 | EMMA JONES | 1 | 1,237.47 | 978.23 | 978.23 | 0.00 | |
| 50952 | 02/02/2024 | 490 | ANNA D. MONTE | 1 | 1,564.69 | 1,014.99 | 1,014.99 | 0.00 | |
| 50953 | 02/02/2024 | 647 | JAKE MORRILL | 1 | 1,488.30 | 1,104.79 | 1,104.79 | 0.00 | |
| 50954 | 02/02/2024 | 634 | TRICIA L. POPE | 1 | 694.24 | 580.58 | 580.58 | 0.00 | |
| 50955 | 02/02/2024 | 350 | ANNA E. SILVER | 1 | 1,172.60 | 946.29 | 946.29 | 0.00 | |
| 50956 | 02/02/2024 | 507 | DANIELLE A. STANLEY | 1 | 1,297.41 | 1,179.35 | 1,179.35 | 0.00 | |
| 50957 | 02/02/2024 | 331 | RUSSELL W. GRAY | 1 | 1,307.45 | 1,121.99 | 1,121.99 | 0.00 | |
| 50958 | 02/02/2024 | 501 | MICHAEL J. TINKER | 1 | 2,135.74 | 1,449.14 | 1,449.14 | 0.00 | |
| 50959 | 02/02/2024 | 463 | RENE L. BECKER | 1 | 1,875.83 | 1,430.54 | 1,430.54 | 0.00 | |

Mount Desert School Department PAYROLL WARRANT REGISTER

| Check # | Check Date | Code | Name | Chk Grp | Gross Pay | Net Pay | Direct Deposit | Check Amt | Void |
|---------|------------|------|-------------------|---------|-------------------|------------------|------------------|---------------|------|
| 50960 | 02/02/2024 | 499 | BOBBIE JO DAY | 1 | 1,632.24 | 1,219.51 | 1,219.51 | 0.00 | |
| 50961 | 02/02/2024 | 74 | LEON E. SARGENT | 1 | 2,999.46 | 2,095.84 | 2,095.84 | 0.00 | |
| 50962 | 02/02/2024 | 476 | BRUCE L. TRIPP | 1 | 278.76 | 247.44 | 247.44 | 0.00 | |
| 50963 | 02/02/2024 | 18 | JANICE P. CARROLL | 1 | 1,218.36 | 847.17 | 847.17 | 0.00 | |
| 50964 | 02/02/2024 | 485 | TASHA L. HIGGINS | 1 | 2,006.43 | 1,375.20 | 1,375.20 | 0.00 | |
| | | | | | 122,300.83 | 93,399.78 | 76,995.91 | 918.54 | |

| Check Authorization Summary | | | |
|-----------------------------|-------------------------------------|-------|-----------|
| Type | Description | Count | Amount |
| Employee | Checks | 5 | 918.54 |
| | Voided Checks | 0 | 0.00 |
| | Direct Deposits (Fully Distributed) | 52 | 76,995.91 |
| | ACH Employee Credits | 52 | 76,995.91 |
| | ACH Employee Debits (Voids) | 0 | 0.00 |
| Deduction | Checks | 0 | 0.00 |
| | Voided Checks | 0 | 0.00 |
| | ACH Vendor Credits | 0 | 0.00 |
| | ACH VendorDebits (Voids) | 0 | 0.00 |
| | ACH Online Payments | 0 | 0.00 |
| Taxes | EFTPS Payment - Debit | 2 | 15,485.33 |

WARRANT # 16

DATE: PAID FEB 02 2024

SUPERINTENDENT

FINANCE OFFICER

FINANCE OFFICER

FINANCE OFFICER

FINANCE OFFICER

FINANCE OFFICER

FINANCE OFFICER

FINANCE OFFICER