

Town of Mount Desert  
Board of Selectmen  
Minutes of January 3, 2023

Board Members Present: Chair John Macauley, Martha Dudman, Rick Mooers, Geoff Wood, Wendy Littlefield

Town Officials Present: Town Clerk Claire Woolfolk, Fire Chief Mike Bender, Town Manager Durlin Lunt, Tax Assessor Kyle Avila, Finance Director Jake Wright, Police Captain Dave Kerns, Police Chief Jim Willis

Members of the Public were also present.

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

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

**II. Minutes**

*A. Approval of minutes from December 5, 2022 meeting*

MOTION: Ms. Dudman moved, with Mr. Mooers seconding, approval of the Minutes of December 5, 2022 as presented.

Motion approved 5-0.

*B. Approval of minutes from December 19, 2022 meeting*

MOTION: Mr. Mooers moved, with Ms. Dudman seconding, approval of the Minutes of December 19, 2022 as presented.

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

**III. Appointments/Recognitions/Resignations**

*A. Approve appointment of Meg Ashur to the Sustainability Committee effective January 4, 2023*

MOTION: Mr. Mooers moved, with Ms. Dudman seconding, appointment of Meg Ashur to the Sustainability Committee effective January 4, 2023 as presented.

Motion approved 5-0.

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

*A. Department Reports: Highway, Buildings & Grounds, Solid Waste*

*B. Thank you letter from Mount Desert Nursing Association, December 14, 2022*

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

Motion approved 5-0.

**V. Selectmen's Reports**

Ms. Dudman reported she's received complaints regarding streetlights on Stanley Lane, Summit Road, and Pine Street. The lights shine into two houses. Resident Teresa Burr reported the streetlight on Stanley Lane is directly across from her house. Stanley Lane is only 15 feet in width. Her house is filled with light from the streetlight and gives her

1 little privacy from anyone looking in. She felt no assessment was made prior to the  
2 light's installation. There is another light for Stanley Lane on the corner, a short distance  
3 down. Ms. Burr estimated Stanley Lane was less than a quarter of a mile in length. She  
4 requested the light be removed. The light was installed in December 2022. The light has  
5 been angled away and a shade has been added to the light. These efforts have not  
6 worked.

7  
8 Manager Lunt confirmed the Board can vote to have the light removed.

9  
10 Police Chief Willis reported that lights can be dimmed and shaded. He was unsure  
11 whether these measures have been tried. The Police Department handles the streetlights  
12 and would be happy to try to make adjustments if the Board desired. Manager Lunt  
13 agreed the Police Department should look into the situation. Ms. Littlefield hoped there  
14 could be a way to keep all residents on the road satisfied. Ms. Burr wondered if a light  
15 could be placed on the Northeast Plumbing and Heating building to improve lighting.  
16 Chief Willis agreed to assess the situation and offer some suggestions. Ms. Dudman  
17 asked Chief Willis to look at the lighting on the corner of Pine Street and Sylvan Road,  
18 and on Summit Road as well. Once reviewed, residents would be informed.

19  
20 Mr. Wood suggested that when a resident makes a request of this type, the Town take the  
21 time to review the situation and allow input from other residents.

22  
23  
24 Ms. Dudman inquired about the marina landscaping plan. She believed the Harbor  
25 Committee intended to review the plan again. The item has not been on the Harbor  
26 Committee agenda.

27  
28 **VI. Unfinished Business**

29 *A. Accept \$7,000.00 donation from Town of Mount Desert Community Development*  
30 *Corporation*

31 Manager Lunt reported this funding would go towards skating rink maintenance. The  
32 Town is in receipt of the funding.

33  
34 MOTION: Mr. Mooers moved, with Ms. Dudman seconding, acceptance of a \$7,000.00  
35 donation from Town of Mount Desert Community Development Corporation, as  
36 presented.

37 Motion approved 5-0.

38  
39 *B. Review and consider acceptance of proposal from Peter Bronson for maintenance of*  
40 *the Northeast Harbor Marina skating rink*

41 Chair Macauley pointed out that the position will be filled on a year-to-year basis. It was  
42 not stated in the proposal as such. Manager Lunt agreed it was not stated in the proposal;  
43 he felt that at the end of the season, the position is essentially over. Chair Macauley  
44 added that, depending on a variety of factors, the position could cost more than estimated.  
45 Manager Lunt agreed. He hoped the budget wouldn't go over the amount funded, but  
46 funds could be found if it did.

47

1 MOTION: Mr. Wood moved, with Ms. Littlefield seconding, acceptance of proposal  
2 from Peter Bronson for maintenance of the Northeast Harbor Marina skating rink, as  
3 presented.  
4 Motion approved 5-0.  
5

6 **VII. New Business**

7 *A. Public Space Special Event Application – Wedding – February 4, 2023, Suminsby*  
8 *Park*

9 Ms. Littlefield inquired about access to the park in the winter. Mr. Mooers believed the  
10 Applicant and guests may need to park on Sargent Drive to access the park. Clerk  
11 Woolfolk reported that she explained to the Applicants that access to the park is weather  
12 dependent. She suggested they talk to the Police Department about parking.  
13

14 MOTION: Ms. Littlefield moved, with Mr. Wood seconding, approval of the Public  
15 Space Special Event Application – Wedding – February 4, 2023, Suminsby Park,  
16 provided the park is accessible.  
17 Motion approved 5-0.  
18

19 *B. Authorization to pay MCM Electric \$5,625.00 for the purchase and replacement of*  
20 *two power pedestals out of the Northeast Harbor Marina Power Pedestals CIP #*  
21 *6410100-24680 which has a balance of \$105,134.26*

22 MOTION: Mr. Wood moved, with Ms. Littlefield seconding, authorization to pay MCM  
23 Electric \$5,625.00 for the purchase and replacement of two power pedestals out of the  
24 Northeast Harbor Marina Power Pedestals CIP # 6410100-24680 which has a balance of  
25 \$105,134.26, as presented.  
26 Motion approved 5-0.  
27

28 *C. Authorize Town Manager, Durlin Lunt, to enter into HR Employee Sharing*  
29 *Agreement with the Town of Bar Harbor*

30 Manager Lunt explained the HR position was budgeted last year for two days per week.  
31 Chair Macauley asked about the exclusivity clause. He hoped notice could be given prior  
32 to such an action. Both Chief Willis' position and CEO Keene's position include such  
33 clauses.  
34

35 The position is for three years. The Town has the option to terminate the position.  
36

37 MOTION: Ms. Dudman moved, with Mr. Wood seconding, authorizing Town Manager  
38 Durlin Lunt to enter into HR Employee Sharing Agreement with the Town of Bar  
39 Harbor, as presented.  
40 Motion approved 5-0.  
41

42 *D. Review and adopt Memorandum of Understanding template for Contracted*  
43 *Municipal and Community Oriented Services*

44 Manager Lunt confirmed the Memorandum of Understanding (MOU) was reviewed by  
45 legal counsel.  
46

1 MOTION: Mr. Wood moved, with Ms. Dudman seconding, adoption of Memorandum  
2 of Understanding template for Contracted Municipal and Community Oriented Services  
3 as presented.  
4

5 The MOU is in regard to third-party requests. Mr. Wood recalled a few organizations  
6 were considered clear candidates for a different type of consideration than other  
7 organizations received. He wondered how the process would evolve.  
8

9 Finance Director Wright believed it a political decision. The organizations currently  
10 included came from initial conversations regarding the third-party policy. The list can be  
11 changed if deemed necessary. Ms. Dudman recalled the plan was to start with these  
12 organizations and see how the process went.  
13

14 Chair Macauley asked about the VIS organizations. It was confirmed no VIS  
15 organizations are currently on the list. Mr. Mooers explained that the committee created  
16 something completely new. The intent was to identify those entities providing a service  
17 directly to the Town that other towns pay to have provided. Starting with this small  
18 group will give the Town a format with which to look at other third-party organizations.  
19

20 Mr. Wood was approached with the possibility of a third-party organization hoping to  
21 strengthen their connection with the town. How would it affect them if they were not  
22 included in this group? Ms. Dudman pointed out that a third-party organization can  
23 approach the Board with a presentation at any time during the year to strengthen their  
24 connections with the Town.  
25

26 Ms. Dudman lauded Mr. Mooers' work on the project.  
27

28 Motion approved 5-0.  
29

30 *E. Discussion of Contracted Service Organizations governed by MOU and associated*  
31 *budget presentation*

32 Ms. Dudman voiced her preference for the second option presented; that of creating a  
33 new department in the 200 series.  
34

35 Director Wright noted that if the rest of the Board was in agreement, he would proceed in  
36 that direction. These groups could come to the second meeting in January to be approved  
37 as part of the overall budget.  
38

39 MOTION: Mr. Mooers moved, with Mr. Wood seconding, that per the memorandum  
40 submitted to the Board by Finance Director Jake Wright, the Board accept the "Number  
41 Two" model presented; to *Create a new department within the 200 series to be*  
42 *appropriated within the "General Government" warrant article. Said department would*  
43 *be entitled "Contracted Municipal and Community – Oriented Services" or similar. The*  
44 *representatives of the MOU-governed organizations could attend the General*  
45 *Government budget review meeting(s) and/or submit requested documents, as determined*  
46 *appropriate by the Selectboard, as presented.*  
47

48 Motion approved 5-0.

1 The organizations to be considered for this model was discussed. Mr. Wood wondered if  
2 the Island Explorer service belonged in the group with the others. Mr. Mooers explained  
3 they were included in this category as a service the Town does not otherwise provide.  
4

5 *F. Authorize Durlin Lunt, Town Manager, to sign an MOU with Harold Alfond Center*  
6 *for the Advancement of Maine's Workforce and authorize the acceptance of training*  
7 *cost contributions and participation in the program. From 2023 through 2025, the*  
8 *program will provide a \$1,200 annual match available to each Mount Desert*  
9 *employee for acceptable training and continuing education. Any actual expenditure*  
10 *incurred by Mount Desert will be in accordance with budgetary appropriation*  
11 *limitations and internal policies*

12 Manager Lunt felt this program would provide added value to the Town employees. The  
13 program was introduced to the Town by the new HR Manager.  
14

15 MOTION: Mr. Wood moved, with Ms. Littlefield seconding, authorization of Town  
16 Manager Durlin Lunt to sign an MOU with Harold Alfond Center for the Advancement  
17 of Maine's Workforce and authorize the acceptance of training cost contributions and  
18 participation in the program. From 2023 through 2025, the program will provide a \$1,200  
19 annual match available to each Mount Desert employee for acceptable training and  
20 continuing education. Any actual expenditure incurred by Mount Desert will be in  
21 accordance with budgetary appropriation limitations and internal policies as presented.  
22 Motion approved 5-0.  
23

24 *G. Consider the appointment of members to a Comprehensive Plan Committee to work*  
25 *on updates to the Town's Comprehensive Plan*

26 Consultant Noel Musson reported the Comprehensive Plan was last updated ten years  
27 ago. Mr. Musson expected this to be more of an update of the last plan rather than a full  
28 reboot. Phase one will include data collection and updates. Goals, objectives, and  
29 strategies can be identified, and the Plan can then be reviewed to determine what sections  
30 require more intensive review than others. A Comprehensive Plan Committee is  
31 necessary for the process. Mr. Musson hoped the next iteration of the Plan will be more  
32 user friendly and readable. Some neighborhood meetings have already been held and  
33 were well attended.  
34

35 Two or three months would be taken to focus on updating the data sections. Committee  
36 meetings can then begin. Mr. Musson estimated the meetings beginning in the summer  
37 or fall. Mr. Musson estimated perhaps seven committee members would be appropriate,  
38 but it would depend on who is interested. Advertisement would go out for Committee  
39 members. Manager Lunt suggested they be a balanced group representing the various  
40 Mount Desert villages.  
41

42 Ms. Littlefield volunteered to act as Selectboard Liaison to the Committee.  
43

44 Mr. Wood hoped there was a way to include opinions from all residents, and not just  
45 those best at putting their opinions forward. A full and fair consensus must be aspired  
46 to.  
47

1 Resident Lincoln Millstein voiced his concerns. While he supports the idea of a  
2 Comprehensive Task Force, he believed the Town is using a dated process to tackle  
3 today's problems. The length of time involved in the process is a detriment to a  
4 community under stress. There is an urgent need for change and the old ways of  
5 implementing change may not be effective.

6  
7 MOTION: Ms. Dudman moved, with Mr. Wood seconding, to begin the process of  
8 appointment of members to a Comprehensive Plan Committee to work on updates to the  
9 Town's Comprehensive Plan as presented.

10 Motion approved 5-0.

11  
12 *H. Review of FY 2024 Budgets: Public Safety*

13 A review was made of the Public Safety Budget.

14  
15 Chair Macauley asked about the General Supplies line item. Fire Chief Bender reported  
16 the increases noted are almost all EMS supplies, mostly consumables.

17  
18 Mr. Wood asked about the removal of the equipment vehicle line item in the Police  
19 budget. Chief Willis explained the line item was moved to the CIP accounts. The Police  
20 Budget shows hiring a shared mental health liaison position under the Contract and  
21 Services line item. Captain Kerns explained that many mental health calls being  
22 responded to do not necessarily require police involvement. A Pilot program was created  
23 with Healthy Acadia and AMHC this year, allowing a mental health personnel to work  
24 out of the police department one day a week. The position proved useful, and it's  
25 lowered mental health-related call volume. Hiring someone instead of contracting allows  
26 for more consistency in the department. The position would be shared 60/40 between  
27 Bar Harbor and Mount Desert. Police documented 30 calls the mental health professional  
28 was heavily involved with in the one day per week they worked for the Towns. The  
29 position will be 40 hours a week. The person hired will work under Bar Harbor's wages  
30 and benefits system. The position requires professional supervision of the employee,  
31 which will likely be contracted. The position can't be hired until both Town budgets  
32 pass.

33  
34 It was noted the mental health professional could come to a meeting to explain the  
35 position, and how issues like drug and alcohol addiction are interconnected.

36  
37 Chief Willis pointed out the Communications Budget is proposing a Dispatch Supervisor,  
38 using the funding for dispatch personnel the Town was unable to hire. Chief Willis hopes  
39 to set it up within the month as a test to see how the position works, in anticipation of  
40 requesting funding for the position in next year's budget.

41  
42 **VIII. Other Business**

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

44 No Other Business was presented.

45  
46  
47

**IX. Treasurer's Warrants**

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

Town Invoices	AP#2340	12/20/2022	\$69,285.41
	AP#2343	01/04/2023	\$340,106.76
<b>Total</b>			<b>\$409,392.17</b>

MOTION: Ms. Littlefield moved, with Mr. Mooers seconding, approval and signature of Treasurer's Warrant as shown above.  
 Motion approved 5-0.

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

State Fees & PR Benefits	AP#2341	12/21/2022	\$3,357.63
	AP#2342	12/29/2022	\$86,803.84
Town Payroll	PR#2314	12/23/2022	\$143,107.08
<b>Total</b>			<b>\$233,268.55</b>

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

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

School Invoices			
School Payroll	PR#13	12/23/2022	\$179,101.15
Voided Disbursements	V2305	12/20/2022	\$(69,285.41)
	V2306	12/27/2022	\$(80.00)
<b>Total</b>			<b>\$109,735.74</b>

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

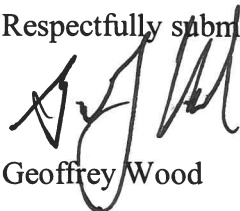
<b>Grand Total</b>			<b>\$752,396.46</b>
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**X. Adjournment**

MOTION: Mr. Mooers moved, with Ms. Dudman seconding, to adjourn.  
 Motion approved 5-0.

The meeting adjourned at 7:22PM.

Respectfully submitted,



Geoffrey Wood