

1 **Town of Mount Desert**
2 **Selectboard Meeting Minutes**
3 **Monday, January 18, 2022**
4

5
6 Selectboard Members Present: Martha Dudman, Chair John Macauley, Geoff Wood,
7 Matt Hart, Wendy Littlefield
8

9 Town Officials Present: Tax Assessor Kyle Avila, Town Clerk Claire Woolfolk, Town
10 Manager Durlin Lunt, Public Works Director Tony Smith, Fire Chief Mike Bender,
11 Finance Director Jake Wright
12

13 Members of the public were also in attendance.
14

15 **I. Call to order at 6:00 p.m.**

16 Chair Macauley called the Meeting to order at 6:05PM.
17

18 **II. Executive Session**

19 *A. Pursuant to 1 M RSA § 405(6)(A) Personnel Matters, to discuss succession planning*
20 MOTION: Mr. Hart moved, with Ms. Dudman seconding, to enter Executive Session.
21

22 Motion approved 4-0.
23

24 The Board entered Executive Session at 6:05PM.
25

26 The Board left Executive Session at 6:30PM.
27

28 MOTION: Mr. Hart moved, with Ms. Dudman seconding, to call the meeting back into
29 session.
30

31 Motion approved 5-0.
32

33 **III. Minutes**

34 *A. Approval of minutes from December 6, 2021 meeting*

35 MOTION: Mr. Hart moved, with Ms. Dudman seconding, approval of the December 6,
36 2021 Minutes as presented.
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38 Motion approved 5-0.
39

40 *B. Approval of minutes from December 20, 2021 meeting*

41 MOTION: Mr. Hart moved, with Ms. Dudman seconding, approval of the December 20,
42 2021 Minutes as presented.
43

44 Motion approved 4-0-1 (Wood in Abstention).
45

1 **IV. Appointments/Recognitions/Resignations**

2 *A. Request appointment of Rosemary Matchak to the Warrant Committee*

3 MOTION: Mr. Hart moved, with Ms. Littlefield seconding, appointment of Rosemary
4 Matchak to the Warrant Committee, as presented and with thanks.

5
6 Motion approved 5-0.

7
8 *B. Request appointment of David Dunton to Shellfish Committee*

9 It was pointed out that David Dunton is not a resident of the Town of Mount Desert.

10
11 Town Clerk Claire Woolfolk affirmed there was nothing in the ordinance or charter
12 requiring a Shellfish Committee member to be a resident of Mount Desert. Mr. Dunton
13 has been a regular participant in the Committee and the group's numbers are growing
14 smaller. Mr. Dunton is a commercial license holder. He is on the Bar Harbor Shellfish
15 Committee as well.

16
17 MOTION: Ms. Dudman moved, with Ms. Littlefield seconding, appointment of David
18 Dunton to Shellfish Committee as presented.

19
20 Motion approved 5-0.

21
22 **V. Consent Agenda**

23 *A. Department Reports: Public Works December 2021*

24 *B. Thank you notes from The Brown Family, and Jenn & Don Brandt*

25 *C. Otter Cove Project Meeting Notes, December 17, 2021*

26 *D. Standard monthly required notice of municipal solid waste bypassing Coastal*
27 *Resources of Maine to PERC*

28 *E. Hancock County Commissioners Meeting Minutes from December 21, 2021*

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

31
32 Motion approved 5-0.

33
34 The Board agreed to take Items VIII.C and VII.B out of order.

35
36 **VI. Selectmen's Reports**

37 Ms. Dudman reported that the Economic Development Meeting discussed the possibility
38 of lead pipes in Town. Town Manager Lunt contacted the Water Company. He has not
39 heard back. It was Manager Lunt's impression this was a problem on private property.

40
41 Manager Lunt hopes to confirm that lead pipes are not part of any infrastructure going
42 into a building.

43
44 **VII. Unfinished Business**

45 *A. Consideration of Casco Bay Advisors Proposal*

1 Mount Desert 365 Director Kathy Miller reported that the Broadband Committee
2 determined that more data is needed regarding internet in the Town of Mount Desert.
3 They reached out to Casco Bay Advisors representative Brian Lippold. Casco Bay
4 Advisors conducted the research for the connections required between the Bar Harbor
5 and Mount Desert Police Departments. Mr. Lippold provided a proposal for the Town.

6
7 Manager Lunt confirmed the Town has available funding for the work.

8
9 Mr. Lippold explained that Casco Bay Advisors determines existing broadband and assets
10 for a town by conducting a field audit. The information is entered into a GIS system to
11 identify areas currently underserved and estimate the cost of extending cable or fiber
12 optics Town-wide. This data can be shared with service providers, as well as used when
13 applying for grant funding. The process takes six to eight weeks. The cost is \$9800.00.
14 Casco Bay Advisors has assisted over 150 Maine Towns.

15
16 Mr. Lippold added that an estimate for the entire island would be \$22,000.00, split among
17 the four towns.

18
19 The County is considering a county-wide study. Mr. Lippold explained the contractor
20 hired to do the County work does not provide the level of detail his company is able to
21 provide. They don't conduct an audit, and they don't provide data in a manner the Town
22 will need to engage service providers.

23
24 Manager Lunt reported talking about this subject with the League of Towns. Bar Harbor
25 and Trenton had an interest in such a study. Other island towns did not.

26
27 Ms. Dudman thought it wise to have the work done in anticipation of available funding
28 potential.

29
30 MOTION: Ms. Dudman moved, with Mr. Hart seconding, acceptance of the Casco Bay
31 Advisors Proposal, as presented.

32
33 Motion approved 5-0.

34
35 *B. Discussion of Mount Desert Climate Action Plan, presented by A Climate To Thrive*
36 *(ACTT)*

37 ACTT representative Johannah Blackman presented a preparatory outline of the plan.

38
39 The plan will offer information on how to enact the plan, funding sources and other
40 support sources. The plan will be broken out into an Executive Summary, Action Items,
41 and Appendix.

42
43 ACTT representative Naomi Albert shared further details of the plan.
44

1 It was noted the full plan won't be ready for presentation until February 2, 2022, as
2 originally planned.

3
4 *C. Consider revising authorization from the 12/6/21 BOS meeting to expend \$4,584.00*
5 *from the Northeast Harbor Mooring/Floats Reserve account 6410100-24681 instead*
6 *of previously authorized \$4,548.00.*

7 MOTION: Mr. Wood moved, with Mr. Hart seconding, revising authorization from the
8 12/6/21 BOS meeting to expend \$4,584.00 from the Northeast Harbor Mooring/Floats
9 Reserve account 6410100-24681 instead of previously authorized \$4,548.00 as presented.

10
11 Motion approved 5-0.

12
13 *D. Presentation and Discussion of the Revised Fire Department Budget*

14 A review was made of the revised Fire Department Budget.

15
16 Per diem payment was discussed. If the positions proposed cannot be filled the Town
17 will have to rely on per diem staff. Additionally, per diem staff could be used to fill in
18 for employees out due to vacation, sick leave, or trainings. The Overtime line item is
19 also quite high in the event the positions proposed cannot be filled. Mr. Wood pointed
20 out that all the line items related to wages will not be fully spent. As an example, if all
21 positions are filled, there will be less use for the per diem budget. If positions are not
22 filled, then the wages budget will not be fully used.

23
24 Finance Director Wright added that once a budget's been approved, funding can be
25 moved across line items via formal action by the Board without changing the Town
26 Meeting Article.

27
28 Holiday pay is affected by the necessity of full coverage. An employee is paid for the
29 holiday and also paid time and a half for having to work the holiday.

30
31 Mr. Hart acknowledged concern in having three people on call instead of four, but this
32 could be a temporary situation, particularly if Mount Desert and Bar Harbor can
33 transition to co-staffing the Somesville fire station. Chief Bender believes Bar Harbor is
34 interested in co-staffing by summer of 2023. At that time Bar Harbor would likely pull
35 their apparatus from the Town Hill fire station and co-staff out of Somesville, covering
36 the Mount Desert and Town Hill areas. Per diem pay can be used to fund a fourth person
37 as necessary until such time Bar Harbor can co-staff. The amount budgeted is not
38 adequate to provide a fourth person for every shift throughout the year. Open shifts will
39 be filled with on-call personnel first when possible.

40
41 Chief Bender added that there can be both on-call and full-time employees with just one
42 certification as well. He reminded the Board that when the Northeast Harbor fire station
43 undergoes renovation it will be uninhabitable for as long as 14 months. All operations
44 will be out of Somesville at that time. By that time there will be a better idea of whether
45 Bar Harbor is able to co-staff the Somesville station.

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Firefighter Tom Wallace suggested the Board consider raising the per diem budget. It could happen that three is not sufficient and four must be used to cover the station in the summer. The ambulance runs heavily in summer months. Firefighter Chris Moore agreed with Mr. Wallace. He added that if Bar Harbor closes the Town Hill fire station and co-staffs with Mount Desert, it doubles the size of the area covered and these areas receive a high number of calls. The funds may not be necessary if Bar Harbor is able to co-staff.

EMT Margaret Houghton noted a per diem gives Ambulance crews that are not trained in firefighting a place to fit within the department.

Firefighter Chapin McFarland reported that Bar Harbor adds an extra person to their staff on a seasonal basis to handle the heavy call season

Mr. Hart noted it was a new system, and flexibility must be provided. He hoped Fire Department and EMS personnel will be at the Warrant Committee meetings and Town Meeting to offer their support.

Discussion regarding what the per diem amount should be ensued.

Ms. Houghton pointed out the Ambulance Service has been a private entity that, until now, never affected the Town's budget.

The idea of per diem versus overtime was discussed. If the per diem budgeted amount rises, Chief Bender will try to fill open shifts with per diem staff. With 24/7 coverage shifts, hours can rise quickly for full time employees. Firefighter Chapin McFarland added that there are times it's difficult to find a person working per diem who's able to fill a shift.

Mr. Wood suggested that expense reports for the Ambulance Service, and cost estimates of Ambulance Service assets transferring to the Town would provide a fuller context of the additional funding needs not historically paid for by the Town.

Mr. Moore pointed out that the Ambulance Service will generate revenue as well. Ms. Houghton agreed. Inter-facility transfers are a revenue generator and there's a huge need for the service. Per diem will allow EMTs to cover more inter-facility transfers.

Ambulance Service Board Member Scamp Gray is in discussions with the service's attorney regarding whether donations can still be made to the Ambulance Service now that it's becoming part of the Town.

It was agreed to up the per diem budget to an up-to amount of \$248,000.00.

VIII. New Business

1 A. *Consider adding Acadia Fire Futbol Club to the Third-Party Request list*

2 Clerk Woolfolk reported that this is a new request. The amount requested was so far
3 beyond the amount of funding normally provided to third-party groups that she decided
4 to defer to the Board. The Town already funds several youth sports groups.

5
6 After some discussion it was the consensus not to add the request to the third-party
7 request list.

8
9 B. *Consideration of purchasing a new 2022 GMC Sierra 3500 HD gas powered four-*
10 *wheel drive single cab pickup truck from O'Connor GMC in Augusta at their bid*
11 *price of \$34,946 using funds from the Wastewater Work Truck Reserve account*
12 *number 4050500-24583 with a current balance of approximately \$52,174 and,*
13 *authorizing Public Works Director Smith to execute all necessary documents on*
14 *behalf of the Town, to facilitate the purchase of the truck and equipment*

15 MOTION: Mr. Wood moved, with Ms. Dudman seconding, purchasing a new 2022
16 GMC Sierra 3500 HD gas powered four-wheel drive single cab pickup truck from
17 O'Connor GMC in Augusta at their bid price of \$34,946 using funds from the
18 Wastewater Work Truck Reserve account number 4050500-24583 with a current balance
19 of approximately \$52,174 and, authorizing Public Works Director Smith to execute all
20 necessary documents on behalf of the Town, to facilitate the purchase of the truck and
21 equipment as presented.

22
23 Motion approved 5-0.

24
25 C. *Review of FY 2022 Budgets: Public Works*

26 A review was made of the Public Works budget. Items noted:

- 27 - The number of personnel and their positions was confirmed.
28 - Health insurance is up by 19.5% in Wastewater. This was due to a change in status of
29 an employee.
30 - Electricity is up by 33% across the department. Public Works Director Tony Smith
31 reported this raise is due to the added supply charge. The raise is based on a
32 recommendation from Versant.
33 - Regarding the line item "Environmental Sustainability", Director Smith reported that
34 building energy audit services were increased. A second EV charger is proposed to
35 be added.

36
37 Regarding the wastewater truck purchase nine dealers were requested to bid on a
38 gasoline, or electric, or hybrid vehicle. One viable bid was received and that was for a
39 gas truck. Due to the dilapidated condition of the current truck, the Division cannot delay
40 purchase. Public Works is keeping an eye out for hybrid and electric vehicles. Currently,
41 there are few feasible options.

42
43 **IX. Other Business**

44 There was no Other Business.

1 **X. Treasurer's Warrants**

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

3 *Includes \$735 RWWSP benefit to be approved under ultimate discretion vested in the
4 Selectboard by ordinance

Town Invoices	AP#2241	01/19/22	\$568,617.35
Total			\$568,617.35

5 MOTION: Ms. Dudman moved, with Mr. Hart seconding, approval and signature of Treasurer's
6 Warrant as shown above.

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8 Motion approved 5-0.

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

State Fees & PR Benefits	AP#2239	01/05/22	\$40,390.10
	AP#2240	01/12/22	\$80,632.08
Town Payroll	PR#2215	01/07/22	\$117,037.92
Total			\$238,060.10

11 MOTION: Mr. Wood moved, with Mr. Hart seconding, approval of signed Treasurer's Payroll,
12 State Fees, & PR Benefit Warrants as shown above.

13
14 Motion approved 4-0-1 (Littlefield in Abstention)

15
16 C. Acknowledge Treasurer's School Board AP/Payroll Warrants as shown below:

School Invoices	#08	01/05/22	\$53,018.00
	#14	01/07/22	\$81,163.78
Total			\$134,181.78

Grand Total			\$940,859.23
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18 MOTION: Ms. Dudman moved, with Mr. Wood seconding acknowledgement of Treasurer's
19 School Board AP/Payroll Warrants as shown above.

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21 Motion approved 5-0.

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23 **XI. Adjournment**

24 MOTION: Mr. Hart moved, with Ms. Dudman seconding, to adjourn.

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26 Motion approved 5-0.

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28 The meeting adjourned at 7:44PM.

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30
31 Respectfully Submitted,

32 
33
34 Wendy Littlefield