

Town of Mount Desert
Board of Selectmen
Minutes
April 4, 2022

Board Members Present: Chair John Macauley, Matt Hart, Geoff Wood, Wendy Littlefield

Board Member Martha Dudman was not in attendance.

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

Members of the Public were also in attendance.

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

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

II. Public Hearing(s)

A. Public Hearing on Town of Mount Desert Traffic Ordinance and the Select Board Permit and Paid Parking Policy

Chair Macauley opened the Public Hearing.

The small lot abutting the Mount Desert Nursery School was not included in the Ordinance due to an oversight which will be corrected.

The site being considered for kiosk placement is the grass area abutting the Cranberry Lot.

Mr. Hart asked about snow removal and how it will affect overnight parking. Captain Kerns explained that advance warning for snow removal can be given for the type of snow removal noted for the parking areas.

Mr. Wood believed clearly delineating between parking in parking lots, and parking on highway, street, or alley would make the Ordinance easier to understand.

The Town will be piloting 20 residential parking permits for Northeast Harbor. Off-street parking appears to be a problem for approximately 10 – 15 residences. Additionally, there is occasional overflow parking for the Cranberry Lot. Mr. Hart asked whether Cranberry parking in the Gray Cow lot would result in cars left for extended periods of

1 time. Captain Kerns did not believe a car would remain there more than a week in
2 duration. Time limits can be set on the permits.

3
4 A discrepancy in the number of parking spots in front of the library was noted. Captain
5 Kerns agreed to review the inconsistency.

6
7 Several parts of the Ordinance were pointed out as older Ordinance language that may no
8 longer be applicable.

9
10 Seal Harbor resident Steven Pinkham asked about Section B.11 and parking on Main
11 Street in Seal Harbor. Captain Kerns noted that at this time, nothing would change
12 regarding enforcement on Main Street.

13
14 Language was added to the Ordinance approximately a year ago to address traffic
15 concerns stemming from Seal Harbor Beach parking overflow. Mr. Pinkham reported a
16 section of road in the nearby area varies from 19 feet in width to 26 feet in width. Safety
17 apparatus cannot access areas near the yacht club when cars are parked on the road. The
18 dry hydrant at the dock was still in use.

19
20 Fire Chief Bender recalled two Seal Harbor residents appearing before the Board
21 requesting parking be restricted at the water fountain to allow for emergency access.
22 Chief Bender reported to the Board at that time that there were no problems with access
23 near the fountain; the problems were further down the road. It was decided to restrict
24 parking at that site.

25
26 Ms. Littlefield believed the issue at that time was with the Island Explorer bus. Chief
27 Bender didn't believe the buses were the problem in that area. Chair Macauley recalled
28 the plan was to discuss parking on the length of the road, and it was because of concern
29 for emergency vehicle access.

30
31 Chair Macauley felt the Ordinance likely needed further revision. Perhaps Chief Willis
32 could attend a future meeting to discuss the situation as well. Chair Macauley directed
33 the Police to take another look at the Steamboat Wharf area.

34
35 Captain Kerns asked if there were other concerns that should be investigated.

36
37 Mr. Pinkham suggested one-way parking from Steamboat Wharf up to Cooksey Drive.

38
39 Ms. Littlefield mentioned the area in front of the fleet in Northeast Harbor. Cars park
40 along the side of the road all summer.

41

1 Mr. Pinkham asked about two Town Dock parking spots in Seal Harbor designated for
2 lobstermen. He stated lobstermen were not using the spots, and requested the Town
3 remove the special designation. Captain Kerns agreed to work with Harbormaster
4 Lemoine to address the situation.
5

6 Mr. Pinkham reported that Cranberry Islanders are overnight parking on the Town Dock
7 in Seal Harbor. Captain Kerns agreed to look into it.
8

9 There were no further questions or comments.
10

11 *B. Referendum Questions on May 2, 2022 Secret Ballot:*

12 1. *Public Hearing on Local Liquor Option to reaffirm the option that was approved in*
13 *1991 by secret ballot vote*

14 2. *Public Hearing on amendment to Town Charter to remove sunset provision*

15 Chair Macauley opened the Public Hearing.
16

17 There were no comments.
18

19 Chair Macauley closed the Public Hearing.
20

21 **III. Post Public Hearing(s)**

22 *A. Action, if necessary, on Traffic Ordinance and the Select Board Permit and Paid*
23 *Parking Policy*

24 No Action was necessary.
25

26 **IV. Minutes**

27 *A. Approval of minutes from March 21, 2022 meeting*

28 MOTION: Mr. Hart moved, with Ms. Littlefield seconding, approval of the March 21,
29 2022 Minutes as presented.

30 Motion approved 4-0.
31

32 **V. Appointments/Recognitions/Resignations**

33 *A. Appoint Ballot Clerks under Title 30-A, MRS, Section 2528 for 2022 Annual Town*
34 *Meeting*

35 MOTION: Mr. Hart moved, with Ms. Littlefield seconding, appointment of Ballot Clerks
36 under Title 30-A, MRS, Section 2528 for 2022 Annual Town Meeting, as presented and
37 with thanks.

38 Motion approved 4-0.
39

40 *B. Appoint Bi-Annual Election Clerks under Title 21-A, MRS, Section 503*

41 MOTION: Mr. Hart moved, with Ms. Littlefield seconding, appointment of Bi-Annual
42 Election Clerks under Title 21-A, MRS, Section 503, as presented and with thanks.

1 Motion approved 4-0.

2

3 *C. Appointment of Carrie Eason as Warden for the June 14, 2022 Primary and Special*
4 *State Referendum Election*

5 MOTION: Mr. Hart moved, with Ms. Littlefield seconding, appointment of Carrie Eason
6 as Warden for the June 14, 2022 Primary and Special State Referendum Election, as
7 presented and with thanks.

8 Motion approved 4-0.

9

10 *D. Fire Chief requests and recommends appointment of John Lennon to the Mount*
11 *Desert Fire Department effective April 5, 2022, as a temporary part-time employee at*
12 *a base rate of \$22.68 an hour and overtime rate of \$34.02*

13 Mr. Lennon would act as point person/liaison for the transition of EMS Services into the
14 Fire Department. EMS employees are requesting Mr. Lennon be available up to two days
15 a week as policies and protocols are put into place. Mr. Lennon will be able to respond to
16 emergency calls while on duty.

17

18 MOTION: Ms. Littlefield moved, with Mr. Wood seconding, appointment of John
19 Lennon to the Mount Desert Fire Department effective April 5, 2022, as a temporary
20 part-time employee at a base rate of \$22.68 an hour and overtime rate of \$34.02, as
21 presented.

22 Motion approved 4-0.

23

24 *E. Consideration of the appointment of Margaret Houghton as a Municipal*
25 *Firefighter/EMT in the Fire Department, effective April 18, 2022, at an hourly rate of*
26 *\$27.47 per hour.*

27 MOTION: Mr. Hart moved, with Ms. Littlefield seconding, appointment of Margaret
28 Houghton as a Municipal Firefighter/EMT in the Fire Department, effective April 18,
29 2022, at an hourly rate of \$27.47 per hour, as presented and with enthusiasm.

30 Motion approved 4-0.

31

32 *F. Consideration of the appointment of Shelby Allen as a Municipal Firefighter/EMT in*
33 *the Fire Department, effective May 2, 2022, at an hourly rate of \$26.72 per hour.*

34 MOTION: Ms. Littlefield moved, with Mr. Hart seconding, appointment of Shelby Allen
35 as a Municipal Firefighter/EMT in the Fire Department, effective May 2, 2022, at an
36 hourly rate of \$26.72 per hour, as presented.

37

38 Fire Chief Bender confirmed the positions being filled were the ones previously agreed to
39 by the Town.

40

41 Motion approved 4-0.

42

1 G. *Consideration of the appointment of Kate Joseph as a Municipal Firefighter/EMT in*
2 *the Fire Department, effective May 2, 2022, at an hourly rate of \$26.72 per hour.*

3 MOTION: Ms. Littlefield moved, with Mr. Wood seconding, appointment of Kate
4 Joseph as a Municipal Firefighter/EMT in the Fire Department, effective May 2, 2022, at
5 an hourly rate of \$26.72 per hour, as presented.

6 Motion approved 4-0.

7
8 H. *Consideration of the appointment of Ian Campbell as a Municipal Firefighter/EMT in*
9 *the Fire Department, effective May 2, 2022, at an hourly rate of \$25.97 per hour.*

10 Chief Bender requested Item H be amended to read “effective April 18, 2022”.

11
12 MOTION: Ms. Littlefield moved, with Mr. Hart seconding, appointment of Ian
13 Campbell as a Municipal Firefighter/EMT in the Fire Department, effective April 18,
14 2022, at an hourly rate of \$25.97 per hour, as presented and amended.

15 Motion approved 4-0.

16
17 Chief Bender confirmed all new employees have signed employee agreements agreeing
18 to be certified in any certifications they are currently lacking within a certain time.

19
20 I. *Consideration of the appointment of Griffin Costello-Sanders as a Municipal*
21 *Firefighter/EMT in the Fire Department, effective May 2, 2022, at an hourly rate of*
22 *\$26.72 per hour.*

23 MOTION: Ms. Littlefield moved, with Mr. Hart seconding, appointment of Griffin
24 Costello-Sanders as a Municipal Firefighter/EMT in the Fire Department, effective May
25 2, 2022, at an hourly rate of \$26.72 per hour, as presented.

26 Motion approved 4-0.

27
28 J. *Consideration of the appointment of Sarah Adelberg as a Part-Time EMT in the Fire*
29 *Department, effective May 2, 2022, at an hourly rate of \$25.97 per hour.*

30 MOTION: Ms. Littlefield moved, with Mr. Hart seconding, appointment of Sarah
31 Adelberg as a Part-Time EMT in the Fire Department, effective May 2, 2022, at an
32 hourly rate of \$25.97 per hour, as presented.

33 Motion approved 4-0.

34
35 Mr. Hart noted it was a pleasant surprise to see the Firefighter positions filled so quickly.
36 He lauded Chief Bender’s efforts. Chief Bender noted there were a few more positions
37 still open.

38
39 K. *Recognition of Lisa Young’s re-certification as Tax Collector & Treasurer from*
40 *MMTCTA*

1 MOTION: Mr. Hart moved, with Ms. Littlefield seconding, recognition of Lisa Young's
2 re-certification as Tax Collector & Treasurer from MMTCTA and congratulated her on
3 her efforts.

4 Motion approved 4-0.

5
6 *L. Accept resignation of Megan Lunt from Accounting – Code Enforcement Assistant*
7 *position effective April 8, 2022*

8 MOTION: Ms. Littlefield moved, with Mr. Hart seconding, acceptance of resignation of
9 Megan Lunt from Accounting – Code Enforcement Assistant position effective April 8,
10 2022, and with thanks for her service.

11 Motion approved 4-0.

12
13 Finance Director Wright noted the position is now currently open.

14
15 **VI. Consent Agenda**

16 *A. Press Release: Town of Mount Desert to hold listening session on Otter Creek Inner*
17 *Harbor on April 12, 2022*

18 *B. Assessor's Preliminary 2023 State Valuation*

19 *C. Submission to the Secretary of State for the Voting Place Move*

20 *D. Thank you letter from Healthy Acadia, March 18, 2022*

21 *E. Confirmation Letter regarding the Community Resilience Partnership from Governor*
22 *Mills office, March 23, 2022*

23 *F. Hampden Solid Waste Facility Sale Progress report: Receiver Appointed*

24 MOTION: Mr. Hart moved, with Ms. Littlefield seconding, acceptance of the Consent
25 Agenda as presented.

26 Motion approved 4-0.

27
28 **VII. Selectmen's Reports**

29 There were no Reports.

30
31 **VIII. Unfinished Business**

32 *A. Sign Municipal Officer's Certificate of Official Text of a Proposed Charter*
33 *amendment.*

34 MOTION: Ms. Littlefield moved, with Mr. Hart seconding, signature of Municipal
35 Officer's Certificate of Official Text of a Proposed Charter Amendment, as presented.

36 Motion approved 4-0.

37
38 *B. Municipal Officer's Certifications of Official Text of Proposed Ordinances and*
39 *Amendments*

40 *1. Alewife Ordinance*

41 *2. Amendment to the Town of Mount Desert Shellfish Conservation Ordinance*

42 *3. Amendments to the Public Right-of-Way Ordinance*

1 4. *Amendment to the Town of Mount Desert Sewer Ordinance*

2 5. *Amendments to the Town of Mount Desert Land Use Zoning Ordinance*

3 MOTION: Ms. Littlefield moved, with Mr. Hart seconding, Approval of Municipal
4 Officer's Certifications of Official Text of Proposed Ordinances and Amendments

- 5 1. Alewife Ordinance
6 2. Amendment to the Town of Mount Desert Shellfish Conservation Ordinance
7 3. Amendments to the Public Right-of-Way Ordinance
8 4. Amendment to the Town of Mount Desert Sewer Ordinance
9 5. Amendments to the Town of Mount Desert Land Use Zoning Ordinance

10 As presented.

11
12 Clerk Woolfolk explained the Sewer Ordinance and the Shellfish Ordinance will be
13 amended to remove a sunset clause. The Right of Way Ordinance was brought back due
14 to an issue in wording. The LUZO Ordinance consists of newly proposed changes, and
15 the Alewife Ordinance is a yearly approval.

16
17 Motion approved 4-0.

18
19 *C. Authorize premium pay awards to 53 Town employees in the total amount of*
20 *\$57,381.35 using ARPA funds as allowed under the SLFRF Final Rule and authorize*
21 *Finance Director, Jake Wright, to do all things necessary to issue awards and comply*
22 *with reporting requirements including transmitting any necessary written justification*
23 *letter(s) to the Secretary of the Treasury*

24 Director Wright explained premium pay is a form of hazard pay, according to ARPA law.
25 These funds have been used to compensate employees performing essential tasks during
26 the Covid-19 pandemic. Director Wright's review led to a recommendation of a
27 \$2,000.00 payment for full-time public safety employees working during the height of the
28 pandemic, and a \$1,000.00 payment for other full-time employees employed during the
29 entirety of that time frame. Pro-rata amounts have been assigned to those employees
30 hired at points during the pandemic, and on-call firefighters that made up for gaps in
31 shifts and maintained coverage. Other communities are using this money similarly.

32
33 Firefighter Chapin McFarland asked about part-time police and dispatchers; it appeared
34 they were not included in the list of those receiving awards. Director Wright agreed;
35 those employees had been inadvertently left out. An amendment will be brought back to
36 the Board in the near future. Two employees were missed.

37
38 MOTION: Mr. Wood moved, with Mr. Hart seconding, authorization of premium pay
39 awards to 53 Town employees in the total amount of \$57,381.35 using ARPA funds as
40 allowed under the SLFRF Final Rule and authorize Finance Director, Jake Wright, to do
41 all things necessary to issue awards and comply with reporting requirements including

1 transmitting any necessary written justification letter(s) to the Secretary of the Treasury,
2 as presented.

3 Motion approved 3-0-1 (Littlefield in Abstention).
4

5 **IX. New Business**

6 *A. Request from resident at 55 Manchester Road to darken streetlight that is reflecting*
7 *into residence*

8 Manager Lunt noted Item A can be removed from the Agenda.
9

10 *B. Request Authorization to release and expend an amount not to exceed \$8,239.00 from*
11 *the Police Capital Reserve account, 4040100-24405, balance is \$94,619.08 leaving a*
12 *remaining balance of \$86,380.08 for the purchase of one new Watchguard interview*
13 *room camera system with multiple cameras for the Mount Desert Police Department*

14 Captain Kerns noted the current system is aging. This new system will be video cloud
15 hosted and sync to the other video systems in use.
16

17 MOTION: Ms. Littlefield moved, with Mr. Hart seconding, authorization to release and
18 expend an amount not to exceed \$8,239.00 from the Police Capital Reserve account,
19 4040100-24405, balance is \$94,619.08 leaving a remaining balance of \$86,380.08 for the
20 purchase of one new Watchguard interview room camera system with multiple cameras
21 for the Mount Desert Police Department, as presented.

22 Motion approved 4-0.
23

24 *C. Request Authorization for the Police Department to sign and execute necessary*
25 *documents to complete the purchase of one new Watchguard interview room camera*
26 *system with multiple cameras for the Mount Desert Police Department*

27 MOTION: Ms. Littlefield moved, with Mr. Hart seconding, authorization for the Police
28 Department to sign and execute necessary documents to complete the purchase of one
29 new Watchguard interview room camera system with multiple cameras for the Mount
30 Desert Police Department, as presented.

31 Motion approved 4-0.
32

33 *D. Request Authorization to release and expend an amount not to exceed \$14,016.59*
34 *from the Police Capital Reserve account, 4040100-24405 for Integrating Parking*
35 *Enforcement Systems (Kiosk for Paid Parking and Permit Setup); the unencumbered*
36 *balance is \$94,619.08, leaving a remaining balance of \$80,602.49*

37 MOTION: Mr. Hart moved, with Ms. Littlefield seconding, authorization to release and
38 expend an amount not to exceed \$14,016.59 from the Police Capital Reserve account,
39 4040100-24405 for Integrating Parking Enforcement Systems (Kiosk for Paid Parking
40 and Permit Setup); the unencumbered balance is \$94,619.08, leaving a remaining balance
41 of \$80,602.49, as presented.
42

1 Mr. Wood inquired how the purchase previously authorized by the Board would affect
2 the available balance in this account.

3
4 Director Wright explained the purchases are intended to be mutually exclusive, but if
5 purchased at the same time, they both stand.

6
7 Motion approved 4-0.

8
9 *E. Request Authorization for the Police Department to sign and execute necessary
10 documents to complete the Integration of Parking Enforcement Systems*

11 MOTION: Mr. Hart moved, with Mr. Wood seconding, authorization for the Police
12 Department to sign and execute necessary documents to complete the Integration of
13 Parking Enforcement Systems, as presented.

14 Motion approved 4-0.

15
16 *F. Consideration of entering into a mutual aid agreement between the Mount Desert
17 Fire Department and the Southwest Harbor – Tremont Ambulance Service, effective
18 April 5, 2022, and authorization by the Select Board for the Fire Chief to sign said
19 agreement*

20 MOTION: Mr. Hart moved, with Mr. Wood seconding, entering into a mutual aid
21 agreement between the Mount Desert Fire Department and the Southwest Harbor –
22 Tremont Ambulance Service, effective April 5, 2022, and authorization by the Select
23 Board for the Fire Chief to sign said agreement, as presented.

24
25 Chief Bender explained there was a previous Mutual Aid Agreement the Ambulance
26 Service held. This is a new agreement for the newly created entity with different
27 wording. Chief Bender reported the Tremont Ambulance Service is stable, with a
28 recently hired Service Chief.

29
30 Motion approved 4-0.

31
32 *G. Review Bids for \$1,000,000 General Obligation Bond to finance improvements to the
33 Somesville Fire Station, as articulated in Article 9 presented and approved at the
34 March 8, 2022 Special Town Meeting*

35 MOTION: Mr. Hart moved, with Ms. Littlefield seconding, review of Bids for
36 \$1,000,000 General Obligation Bond to finance improvements to the Somesville Fire
37 Station, as articulated in Article 9 presented and approved at the March 8, 2022 Special
38 Town Meeting, as presented.

39 Motion approved 4-0.
40

1 H. *Approve the Resolution authorizing the issuance of a General Obligation Bond of the*
2 *Town in a principal amount not to exceed \$1,000,000 at a fixed interest rate of 3.09%*
3 *for a term of 20 years*

4 MOTION: Mr. Wood moved, with Mr. Hart seconding, approval of the Resolution
5 authorizing the issuance of a General Obligation Bond of the Town in a principal amount
6 not to exceed \$1,000,000 at a fixed interest rate of 3.09% for a term of 20 years, as
7 presented.

8 Motion approved 4-0.

9
10 I. *Execution of the bond document(s) for the \$1,000,000 General Obligation Bond with*
11 *Bar Harbor Bank & Trust Company effective April 11, 2022*

12 MOTION: Ms. Littlefield moved, with Mr. Hart seconding, execution of the bond
13 document(s) for the \$1,000,000 General Obligation Bond with Bar Harbor Bank & Trust
14 Company effective April 11, 2022, as presented.

15 Motion approved 4-0.

16
17 J. *Mask policy for Town Office Administration area*

18 Manager Lunt reminded the Board of previous discussions regarding the changing
19 situation due to the Covid-19 pandemic. The Town seeks a way to react to the pandemic
20 without having to come back to the Board for approval every time. Transmission rates of
21 the virus are currently low. This policy allows mask usage and requirement to vary as the
22 rates fluctuate and provides quick response, based data available.

23
24 This policy will apply to the upstairs, administrative area of the Town Offices.

25
26 MOTION: Ms. Littlefield moved, with Mr. Hart seconding, approval of the mask policy
27 for Town Office Administration area, as presented.

28 Motion approved 4-0.

29
30 **X. Other Business**

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

32 Director Wright reported the Auditors were unable to attend the April 19 Selectboard
33 Meeting to present the Audit. In order to have the report presented prior to the Town
34 Meeting, a special Selectboard Meeting is required. The auditors have offered to meet
35 April 20, 21, or 22.

36
37 It was agreed to meet April 20, 6:30PM. Mr. Wood was unavailable to meet at that time.

38
39 **XI. Treasurer's Warrants**

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

Town Invoices	AP#2256	04/05/2022	\$144,710.95
Total			\$144,710.95

1 MOTION: Mr. Wood moved, with Mr. Hart seconding, Approval and Signature of the
2 Treasurer's Warrant as shown above.
3 Motion approved 4-0.

4
5 *B. Approve Signed Treasurer's Payroll, State Fees, & PR Benefit Warrants as shown below:*

State Fees & PR Benefits	AP#2254	03/23/2022	\$82,755.67
	AP#2255	03/30/2022	\$17,137.92
Town Payroll	PR#2221	04/01/2022	\$115,463.06
Total			\$215,356.65

6 MOTION: Mr. Hart moved, with Mr. Wood seconding, Approval of signed Treasurer's Payroll,
7 State Fees, and PR Benefit Warrants as shown above.
8 Motion approved 3-0-1 (Littlefield in Abstention).

9
10 *C. Acknowledge Treasurer's School Board AP/Payroll Warrants as shown below:*

School Invoices	#20	04/01/2022	\$120,034.18
Total			\$120,034.18

11 MOTION: Mr. Hart moved, with Mr. Wood seconding, Acknowledgement of Treasurer's
12 School Board AP/Payroll Warrants as shown above.
13 Motion approved 4-0.

14

Grand Total			\$480,101.78
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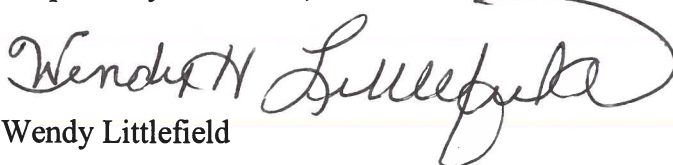
15
16 **XII. Adjournment**

17 MOTION: Ms. Littlefield moved, with Mr. Hart seconding, adjournment.

18
19 Motion approved 4-0.

20
21 The Meeting adjourned at 7:34PM.

22
23
24 Respectfully Submitted,

25
26 
27
28 Wendy Littlefield