

Town of Mount Desert
Board of Selectmen Meeting Minutes
November 7, 2022

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

Town Officials Present: Town Manager Durlin Lunt, Finance Director Jake Wright, Highway Superintendent Ben Jacobs, 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 6:30 PM.

II. Minutes

A. Approval of minutes from October 17, 2022 meeting

MOTION: Ms. Littlefield moved, with Ms. Dudman seconding, approval of the October 17, 2022 Minutes as presented.

Motion approved 5-0.

III. Appointments/Recognitions/Resignations

A. Consider the appointment of HR/Finance Director Jacob Wright as Acting Town Manager (ATM), effective November 7, 2022. The ATM fills in when the Town Manager is unavailable, or unable to carry out the duties of office

MOTION: Ms. Dudman moved, with Mr. Mooers seconding, appointment of Finance Director Jacob Wright as Acting Town Manager effective November 7, 2022, as presented.

Motion approved 5-0.

B. Appointment of Tony Smith to the Economic Development Committee

MOTION: Mr. Mooers moved, with Ms. Dudman seconding, appointment of Tony Smith to the Economic Development Committee, as presented.

Motion approved 5-0.

C. Appointment of Troy Julian to the Sustainability Committee

MOTION: Mr. Mooers moved, with Ms. Dudman seconding, appointment of Troy Julian to the Sustainability Committee, 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:

a. Highway Report,

b. Treasurer's Report: Fiscal Year 2022 analysis of cash, cash equivalents, investments, reserves, and trust funds

- c. *Treasurer's Report: 3rd Quarter 2022 (Jul-Sep) analysis of cash, cash equivalents, investments, reserves, and trust funds*
 - B. *Thank you letter: Hancock County SPCA*
 - C. *Department of Transportation Babson Creek On-demand Virtual Public Meeting*
 - D. *Community Development Corporation (CDC) Meeting Draft Minutes of July 6, 2022*
 - E. *CDC Meeting Minutes of September 23, 2022*
 - F. *Economic Development Committee (EDC) Committee List as of October 14, 2022*
 - G. *EDC Draft Minutes of October 12, 2022*
 - H. *EDC memo to Summer Residents Association (SRA), May 18, 2022*
 - I. *SRA Spring 2022 Newsletter*
 - J. *Hancock County Commissioners Special Meeting Minutes of October 18, 2022*
 - K. *Municipal Review Committee (MRC) notice of communities return to bypassing municipal solid waste to PERC instead of going to landfills effective October 24, 2022" thru November 30, 2022*
 - L. *Some MRC members waste will go to Juniper Ridge Landfill due to the waste bypassing both the Coastal Resources Hampden facility due to its inability to process incoming waste due to suspension of operations as the result of contractual issues with key counterparties and PERC due to their having to conduct maintenance and complete testing of their stack to complete their boiler certification*
 - M. *The MRC held their regularly scheduled finance committee meeting followed by their regular quarterly meeting on October 26, 2022*
 - N. *MRC general update including status of the Fundamental Matter notice that was sent to members*
 - O. *Ecomaine correspondence to the MRC Board of Directors expressing interest in working with the MRC on solid waste management*
 - P. *Governor Mills Tours Municipal Waste Solutions facility in Hampden*
- MOTION: Mr. Mooers moved, with Ms. Dudman seconding, acceptance of the Consent Agenda as presented.
Motion approved 5-0.

V. **Selectmen's Reports**

Mr. Wood inquired about the School Board's request. He would like more information on it, in the context of where the Town's budget stands. Manager Lunt reported that he's met with Brian Henckle. Mr. Henckle is preparing a memo for the Board and plans to attend a meeting in the near future to discuss the request.

Chair Macauley reported that the Otter Creek Cemetery Association intends to ask the Town to take over the Otter Creek Cemetery.

Chair Macauley reported that the Rowing Association has requested to install a dock at Pond's End for use with small craft. They intend to donate the dock and would like to speak with the Board about it.

Chair Macauley asked about a Town solar farm. Sustainability Committee Chair Phil Lichtenstein explained that such a site in Mount Desert on Town property is difficult because much of the Town is wooded. Leasing space outside of Town or joining a solar farm site are possibilities. The ability to leave a solar farm arrangement would be relatively simple if the Town found another option. The Town spends approximately

\$15,000 a month on electricity. Manager Lunt noted that contracting with a solar farm will be discussed at an upcoming League of Towns Meeting. He'd like to review the contract.

Chair Macauley noted the Climate Action Task Force is not on the Town website as an official Committee. Manger Lunt promised to get the committee added to the website.

VI. Unfinished Business

A. Consider authorization of the architectural firm for the Northeast Harbor fire station renovation project, DGC Architects of Ellsworth, to prepare a change order to the fire station project in the amount of \$34,820.50, for the roofing work identified by the general contractor and reviewed and recommended by DGC Architects to replace approximately 4,870 square feet of failed roof area over sections of the town office and police station entryway described in consultant to the town Tony Smith's November 1, 2022 memo to Town Manager Durlin Lunt and,

MOTION: Mr. Mooers moved, with Ms. Dudman seconding, authorization of the architectural firm for the Northeast Harbor fire station renovation project, DGC Architects of Ellsworth, to prepare a change order to the fire station project in the amount of \$34,820.50, for the roofing work identified by the general contractor and reviewed and recommended by DGC Architects to replace approximately 4,870 square feet of failed roof area over sections of the town office and police station entryway described in consultant to the town Tony Smith's November 1, 2022 memo to Town Manager Durlin Lunt, as presented.

Chief Bender explained the shingles were found to be in need of replacement during demolition work on the building. The change order will include labor, materials, and other change order costs.

Motion approved 5-0.

B. Consider authorization of Fire Chief Mike Bender to execute the change order on behalf of the town and,

MOTION: Mr. Mooers moved, with Ms. Dudman seconding, authorization of Fire Chief Mike Bender to execute the change order on behalf of the Town as presented. Motion approved 5-0.

C. Consider authorization of the use of funds in the amount of \$34,820.50 from the Town Office Building Reserve Account Number 4050100-24570 with a current balance of \$163,664.92 to pay for the work, leaving a balance of \$128,844.42 in this reserve account.

MOTION: Ms. Dudman moved, with Mr. Mooers seconding, authorization of the use of funds in the amount of \$34,820.50 from the Town Office Building Reserve Account Number 4050100-24570 with a current balance of \$163,664.92 to pay for the work, leaving a balance of \$128,844.42 in this reserve account, as presented. Motion approved 5-0.

VII. New Business

A. Public Space Special Event Application – Seal Harbor Library Fair – July 29, 2023, Seal Harbor Village Green

MOTION: Ms. Dudman moved, with Mr. Mooers seconding, approval of a Public Space Special Event Application – Seal Harbor Library Fair – July 29, 2023, Seal Harbor Village Green, as presented.

Motion approved 5-0.

B. Request for installation of a streetlight on Stanley Lane in Northeast Harbor

Manager Lunt informed the Board that this was a request from resident Terry Stanley. There is a pole in place that can be used. Mr. Lichtenstein noted the Town traditionally covers the cost of requests such as this. Highway Superintendent Jacobs believed there was funding available.

MOTION: Ms. Littlefield moved, with Ms. Dudman seconding, approval of the installation of a streetlight on Stanley Lane in Northeast Harbor as presented.

Motion approved 5-0.

C. Consideration of the authorization to solicit competitive bids in conformance with our CIP and purchasing policy for a new RAM 5500 4x4 diesel powered one-ton dump/plow truck, and associated sanding and plow equipment, for the Highways Division of the Public Works Department as described in Public Works Director Tony Smith's October 25, 2022 memo to Town Manager Durlin Lunt, Jr.

MOTION: Ms. Littlefield moved, with Ms. Dudman seconding, authorization to solicit competitive bids in conformance with the CIP and purchasing policy for a new RAM 5500 4x4 diesel powered one-ton dump/plow truck, and associated sanding and plow equipment, for the Highways Division of the Public Works Department as described in Public Works Director Tony Smith's October 25, 2022 memo to Town Manager Durlin Lunt, Jr. as presented.

Motion approved 5-0.

D. Consideration of approving the Rules and Rental Agreement and Rental Form for the Mount Desert Seal Harbor Fire Station Community Room

MOTION: Ms. Dudman moved, with Ms. Littlefield seconding, approving the Rules and Rental Agreement and Rental Form for the Mount Desert Seal Harbor Fire Station Community Room, as presented.

Mr. Wood inquired about a potential rate increase. It was not included in the agreement. Chief Bender explained the rate increase is mentioned in the memo submitted to the Board. Such an increase would be up to the Board to approve. The agreement presented is similar to the rental agreement the Somesville Fire station used.

REVISED MOTION: Ms. Littlefield moved, with Mr. Mooers seconding, approval of the Rules and Rental Agreement and Rental Form for the Mount Desert Seal Harbor Fire Station Community Room as presented, and to raise the rental fee as proposed in Chief Bender's memo dated November 3, 2022.

Motion approved 5-0.

E. Update on interest rates for operating and operating reserve funds

Finance Director Wright reported that the Investment Committee reviewed the Town's liquid funds with an eye toward interest rates more advantageous to the Town, given the changing rate environment. This was accomplished via solicitation from financial institutions for quotes/bids for various investment vehicles. During the solicitation process, the Town received liquid offers that were comparable to non-liquid offerings, including offers from incumbent institutions. The Committee reviewed all offers and decided that the liquid offerings were most appropriate at this time for the funds in question and recommended no allocation changes to the Selectboard.

Further, Director Wright noted that the Town was offered a slightly higher interest rate on ICS funds if money market funds were rolled into the ICS account. The Committee did not believe the increase proposed was enough incentive to move the funds and again recommended no allocation changes.

The Board accepted the recommendation from the Investment Committee to not change current allocations and did not instruct the Investment Committee to reevaluate their recommendation. Director Wright noted that the Committee hopes to create a laddered maturity fixed-income portfolio with a subset of operating and/or operating reserve funds if the rate environment is similar or better in the next fiscal year after substantial tax collection.

MOTION: Ms. Littlefield moved, with Mr. Wood seconding, acceptance of the update on interest rates for operating and operating reserve funds, as presented.
Motion approved 4-0-1 (Dudman in abstention).

F. Consider budgetary carry-forwards of unexpended amounts from Fiscal Year 2022 to the Fiscal Year 2023 as described in memo from Finance Director, Jake Wright

MOTION: Mr. Mooers moved, with Ms. Littlefield seconding, budgetary carry-forwards of unexpended amounts from Fiscal Year 2022 to the Fiscal Year 2023 as described in memo from Finance Director, Jake Wright, as presented.
Motion approved 5-0.

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

Chair Macauley inquired about a building for highway sand storage. Highway Superintendent Jacobs agreed the Town needs one. It is not currently in the plans, as far as Superintendent Jacobs was aware. He agreed to review the issue to learn where it stands.

Mr. Wood asked whether there were updates on the Main Street project Versant invoice discussed at the last meeting. Manager Lunt reported there've been no updates. Versant has not supplied receipts to explain the cost increase. The Town has not paid the invoice.

IX. Treasurer's Warrants

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

Town Invoices	AP#2329	11/08/2022	\$779,816.29
Total			\$779,816.29

MOTION: Ms. Dudman moved, with Mr. Wood 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#2326	10/19/2022	\$82,399.33
	AP#2327	10/26/2022	\$5,775.25
	AP#2328	11/02/2022	\$2,399.00
Town Payroll	PR#2309	10/28/2022	\$138,931.02
	PR#2310	10/28/2022	\$113.50
Total			\$229,618.10

MOTION: Mr. Wood moved, with Mr. Mooers 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	AP#5	11/02/2022	\$33,619.99
School Payroll	PR#9	10/28/2022	\$172,338.63
Voided Disbursements	V2302	10/28/2022	(\$3,010.67)
Total			\$202,947.95

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

Motion approved 5-0.

Grand Total			\$1,212,382.34
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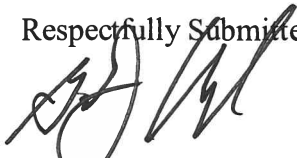
X. Adjournment

MOTION: Ms. Littlefield moved, with Ms. Dudman seconding, to adjourn the meeting.

Motion approved 5-0.

The Meeting adjourned at 6:55PM.

Respectfully Submitted,



Geoffrey Wood