

Town of Mount Desert
Selectboard Meeting
Minutes of February 21, 2023

Board Members Present: Chair John Macauley, Rick Mooers, Martha Dudman, Geoffrey Wood.

Board Member Wendy Littlefield was not in attendance.

Town Officials Present: Tax Assessor Kyle Avila, Town Clerk Claire Woolfolk, Town Manager Durlin Lunt, Finance Director Jake Wright, Public Works Director Brian Henkel

Members of the Public were also present.

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

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

II. Minutes

A. Approval of minutes from February 6, 2023 meeting

MOTION: Mr. Mooers moved, with Ms. Dudman seconding, approval of the February 6, 2023 Minutes as presented.

Motion approved 4-0.

III. Appointments/Recognitions/Resignations

A. Consider the appointment of Michael Bailey to the Investment Committee

MOTION: Mr. Mooers moved, with Ms. Dudman seconding, appointment of Michael Bailey to the Investment Committee as presented.

Motion approved 4-0.

B. Accept resignation of Brian Henkel from the Investment Committee

MOTION: Mr. Mooers moved, with Mr. Wood seconding, accepting the resignation of Brian Henkel from the Investment Committee as presented.

Motion approved 4-0.

Investment Committee member Phil Lichtenstein commended Public Works Director Henkel as a valuable addition to the Investment Committee. He would be missed.

IV. Consent Agenda

A. Memo from Finance Director, Jake Wright, regarding amendments to the proposed FY24 municipal debt service budget

B. Memo from Finance Director, Jake Wright, regarding modifications to the FY24 CIP proposed funding resulting from additional analysis

C. Thank you letter from The Neighborhood House, dated February 8, 2023

D. Lobster Industry article from Maine Town & City magazine, submitted by Chris Moore, member of the Maine Lobstermen Association

E. Hancock County Commissioners Special Meeting Minutes from January 18, 2023

1 *F. Islander Article regarding MRC and prospective buyers; February 16, 2023*

2 MOTION: Mr. Mooers moved, with Ms. Dudman seconding, acceptance of the Consent
3 Agenda as presented.

4
5 Ms. Dudman mentioned Item F. At the last meeting it was suggested the Sustainability
6 Committee look into alternatives for the Town. After some discussion, it was agreed that
7 creating and implementing a municipal waste plan was beyond the ability of a volunteer
8 group. Ms. Dudman suggested perhaps a consultant was necessary. Mr. Lichtenstein
9 mentioned Carey Donovan would be speaking at the March Sustainability Committee
10 meeting on some of these issues. Perhaps after Town Meeting the Sustainability Committee
11 could come back with what they learn.

12
13 Motion approved 4-0.

14
15 **V. Selectboard's Reports**

16 Mr. Mooers inquired about the new ramps for the marina. The work seems to have slowed.
17 He learned the projected completion date was for the middle or end of May. A lack of ramps
18 in time for summer use will be a problem.

19
20 Harbor Committee member Chris Moore reported the completion date in the contract was
21 May 15. Most of the first ramp was done, but delayed because the necessary granite pieces
22 have not arrived. Greg Johnston reported to the committee that despite the delay both ramps
23 should still be complete by May 15. Accommodations have been made for those using the
24 harbor from the islands. There is a temporary ramp in place.

25
26 **VI. Unfinished Business**

27 *A. Request Approval of Zach Brandwein as attorney for MacQuinn appeal*

28 MOTION: Ms. Dudman moved, with Mr. Mooers seconding, approval of Zach Brandwein
29 as attorney for the MacQuinn appeal as presented.

30
31 Mr. Mooers inquired why the Town was bringing in a new attorney after so many years with
32 the Town's attorney managing the situation. Manager Lunt reported the Planning Board
33 requested the change. They felt the Town should have an experienced litigator representing
34 the Town now that it's beyond the forum of the Planning Board and Appeals Board and in
35 court.

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37 Motion approved 4-0.

38
39 *B. Consider amendment to award and remittance procedure of scholarships as
40 presented in memo from Finance Director, Jake Wright dated February 16th, 2023*

41 MOTION: Mr. Mooers moved, with Ms. Dudman seconding, amending the award and
42 remittance procedure of scholarships as presented in the memo from Finance Director, Jake
43 Wright dated February 16th, 2023 as presented.

44 Motion approved 4-0.

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1 **VII. New Business**

2 A. *Presentation of Service Groups/Non-profit Agency Funding Requests (A-L) Budget*
3 *FY 2024*

4
5 **Acadian Youth Sports**: No representative was present.

6
7 **American Red Cross Pine Tree Chapter**: Caroline King presented for the American Red
8 Cross. They are requesting \$3500.00. This request has not changed since last year. Short-
9 term housing, food, clothing, medical needs and mental health support are provided with the
10 funds.

11
12 Warrant Committee member Katrina Carter asked if the organization requested the same
13 amount of funds from each town on Mount Desert Island. Ms. King reported they do not.
14 Some Towns choose not to support the work.

15
16 **Bar Harbor Food Pantry**: Tom Reeve presented for the food pantry. The pantry serves all
17 of Hancock County, and makes deliveries to those unable to come in. Users are allowed to
18 shop once a week. They are requesting \$3500.00. This request has not changed since last
19 year. Last year the pantry handled approximately \$7,000.00 in food that was a direct cost to
20 the pantry. The pantry's goal is to reach Town donation levels of 50% of the food cost.
21 Mount Desert reaches that goal with this funding.

22
23 Ms. Carter asked if other Towns are asked for the same amount. Mr. Reeve reported the
24 requests are historically based and the amount is not the same for every town.

25
26 **Downeast Horizons**: Ashley Johnson presented for Downeast Horizons. Downeast
27 Horizons assists adults and children with developmental disabilities. There is a residential
28 home on the island, and a work center. Services for 55 Mount Desert individuals are being
29 provided. The amount asked for varies from Town to Town and depends on the number of
30 individuals in that Town being served.

31
32 Warrant Committee member Carmen Sanford asked what is done for the residents in the
33 home. Ms. Johnson explained that residents are assisted in all things; bathing, basic living
34 skills, cooking, transportation, and overnight care for those who need it. Six individuals live
35 in the Bar Harbor residence.

36
37 **Eagles Nest Clubhouse**: No representative was present.

38
39 **Eastern Area Agency on Aging**: Chris Street presented for the Eastern Area Agency on
40 Aging. They are requesting \$750.00; the number is based on services provided to Mount
41 Desert residents. They work with other groups to provide meals to homebound elderly adults
42 in the area. 2400 meals were provided to approximately 20 Mount Desert residents last year.
43 Other services include education and support to caregivers, caring for those with Alzheimer's
44 and dementia, providing supplemental food boxes, cleaning, in-home care, office
45 appointment assistance, Medicare counseling and wellness programs.

46

1 Ms. Carter noted the requested amount of \$750.00 is up from last year's amount of \$500.00.
2 Mr. Street explained the change is due to increased costs involved. The cost of providing
3 meals has increased 30% since the covid pandemic.
4

5 **Emmaus Homeless Shelter**: Stacey Herrick presented for the Emmaus Shelter. They are
6 requesting \$2500.00, the same amount as was requested last year. In addition to being a
7 homeless shelter, the Emmaus shelter has a food pantry that served 320 families last year, a
8 free clothing store that served 391 families, and a Christmas gift program that served 109
9 families last holiday season. Ms. Carter commended the Emmaus Shelter's regifting
10 fundraiser.
11

12 **Great Harbor Maritime Museum**: Willie Granston presented for the museum. Funding
13 for the museum is used to maintain the public bathrooms at the museum. They are
14 maintained by the museum daily, and some days multiple times a day. They are the only
15 public restrooms in the downtown area and heavily used. Mr. Granston estimated the
16 number of users could be upwards of 9,000 people a year. This year the restrooms were open
17 from June to November.
18

19 **Health Equity Alliance**: No representative was present.
20

21 **Hospice Volunteers of Hancock County**: No representative was present.
22

23 **Island Connections**: Sharon Linscott presented for Island Connections. Island Connections
24 provides free transportation services for older adults and people with disabilities. They are
25 requesting \$2500.00. This amount has not changed from last year. Nearly 5600 rides were
26 provided in 2022. In addition to transportation, they help with food insecurity, including
27 Meals on Wheels and grocery shopping. Funding requested varies among the towns, and is
28 based on the numbers served in each town. 16% of those served live in Mount Desert.
29 Volunteers donate their time, their car, and their gasoline. Island Connections tries to offset
30 the expense through reward programs.
31

32 **Island Housing Trust**: Natalie Osborne presented for the Island Housing Trust. They are
33 requesting funds for the Homeownership Assistance program. This program provides funds
34 for potential homeowners that have the ability to pay for a mortgage but do not have the
35 funding for the downpayment. The average amount awarded is between \$25,000 and
36 \$30,000. All towns are asked for a contribution. These are permanently designated year-
37 round homes, keeping year-round neighborhoods intact and allowing people to live where
38 they work. This funding remains with the house, allowing it to remain affordable. There are
39 16 HOPE homes, 3 in Mount Desert.
40

41 **LifeFlight**: Rachel Malcolm presented for LifeFlight. LifeFlight requests \$1000.00 to help
42 provide emergency medicine for Mount Desert residents. 155 Mount Desert residents have
43 used the service in the 25 years it has been in operation. In addition to helicopter service,
44 LifeFlight also has ground transport throughout Maine.
45

1 B. *Request for approval for the Bar Harbor Assessing Technician from the Town of Bar*
2 *Harbor to assist with the assessing responsibilities of the Town of Mount Desert as*
3 *necessary; the Town of Mount Desert will incur no cost for this service*

4 MOTION: Mr. Mooers moved, with Ms. Dudman seconding, approval of the Bar Harbor
5 Assessing Technician from the Town of Bar Harbor to assist with the assessing
6 responsibilities of the Town of Mount Desert as necessary, as presented.

7 Motion approved 4-0.

8
9 C. *Authorize the Office of the Treasurer to do all things necessary to process Marina*
10 *credit card activity through the Town's General Operating Account ending 7618, per*
11 *recommendation from the Investment Committee as described in memo from Finance*
12 *Director, Jake Wright, dated February 16, 2023*

13 MOTION: Mr. Mooers moved, with Mr. Wood seconding, authorization of the Office of
14 the Treasurer to do all things necessary to process Marina credit card activity through the
15 Town's General Operating Account ending 7618, per recommendation from the
16 Investment Committee as described in the memo from Finance Director, Jake Wright,
17 dated February 16, 2023 as presented.

18
19 Director Wright explained that an RFP process was done to explore the possibility of
20 better rates. The Town was successful in securing better rates but it did not include the
21 Marina credit card activity account. This action will sweep the Marina account into the
22 general operating account to take advantage of the preferential rate.

23
24 Motion approved 3-0-1 (Dudman in Abstention).

25
26 D. *Authorize the closure of the payment processing account ending 7881 per*
27 *recommendation from the Investment Committee as described in memo from Finance*
28 *Director, Jake Wright, dated February 16, 2023*

29 MOTION: Mr. Mooers moved, with Mr. Wood seconding, authorizing the closure of the
30 payment processing account ending 7881 per recommendation from the Investment
31 Committee as described in the memo from Finance Director, Jake Wright, dated February
32 16, 2023 as presented.

33 Motion approved 3-0-1 (Dudman in Abstention).

34
35 E. *Authorize all funds in the payment processing account ending 7881 be transferred to*
36 *the Town's General Operating Account per recommendation from the Investment*
37 *Committee as described in memo from Finance Director, Jake Wright, dated*
38 *February 16, 2023*

39 MOTION: Mr. Mooers moved, with Mr. Wood seconding, authorization that all funds in
40 the payment processing account ending 7881 be transferred to the Town's General
41 Operating Account per recommendation from the Investment Committee as described in
42 the memo from Finance Director, Jake Wright, dated February 16, 2023 as presented.

43 Motion approved 3-0-1 (Dudman in Abstention).

44
45 F. *Review proposed changes to the Town's Investment Policy recommended by the*
46 *Investment Committee at their February 8th meeting*

1 Director Wright listed the following changes –

- 2 - Short-Term Reserve section - The committee recommends adding insured cash sweep
3 as an acceptable option for holding short-term reserve funds. Currently these funds
4 are held in money market accounts.
5 - Review section - Some of the language has been clarified such as quorum and non-
6 voting ex-officio members.
7 - Investment Guidelines and Constraints - Previously social moral constraints were not
8 included in investment guidelines. It's been recommended by the Investment
9 Committee that 7% to 12% allocated as equity allocation be invested in existing
10 environmental social and governance funds that attempt to invest in a socially
11 responsible manner. Keeping the amount at 7% to 12% allows the fund managers
12 some discretion regarding the exact terms of allocation, based on the market
13 conditions.
14

15 Director Wright stated that the precise ESG allocation within the 7 to 12% range would be
16 determined by expectations of market performance for the underlying assets. Mr.
17 Lichtenstein noted the Investment Committee hoped the range would allow the managers the
18 discretion to act on the market conditions. The majority of the portfolio will remain
19 mixed. The managers would be authorized to invest the funds in accordance with the
20 Investment policy.
21

22 The policy will come before the Town as a Warrant Article.
23

24 **VIII. Other Business**

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

26 Ms. Sanford asked about the third-party requests that were not represented at the meeting.
27 Chair Macauley stated the Town would adhere to the policy created; a third-party request
28 will not be considered if a representative did not attend the meeting to speak to the request.
29

30 Ms. Carter noted that the third-party requests were required to submit a financial statement.
31 The amount of detail in the financial information presented varied widely. She wondered
32 what the thoughts were among the Board reviewing the requests and whether there would be
33 any change to the policy with regard to the submittal of a financial statement. Chair
34 Macauley agreed; he suggested at the last meeting providing a form for financial information
35 that is simple and would provide uniformity across the parties. Mr. Mooers noted the request
36 wasn't intended to require a lengthy statement of their financial health, but only a basic
37 summary to provide the Town with an idea of their financial situation.
38

39 Mr. Wood believed some third-party groups may not grasp the specific area encompassed by
40 the Town of Mount Desert versus the term "Mount Desert", meaning the island in its
41 entirety. Director Wright reported the application form now asks requesting parties not to
42 include residents of other Mount Desert Island towns in the information they provide.
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44 Monday, February 27, is the next meeting to address 3rd party requests.
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IX. Treasurer's Warrants

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

Town Invoices	AP#2354	2/22/23	\$537,659.49
Total			\$537,659.49

MOTION: Mr. Mooers moved, with Ms. Dudman seconding, approval and signature of Treasurer's Warrant as shown above.
Motion approved 4-0.

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

State Fees & PR Benefits	AP#2352	2/8/23	\$46,773.04
	AP#2353	2/15/23	\$5,698.00
Town Payroll	PR#2320	2/17/23	\$141,934.48
Total			\$194,405.52

MOTION: Mr. Mooers moved, with Ms. Dudman seconding, approval of signed Treasurer's Payroll, State Fees, & PR Benefit Warrants as shown above.
Motion approved 4-0.

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

School Invoices	-	-	\$
School Payroll	PR#17	2/17/23	\$182,963.85
Voided Disbursements	-	-	\$
Total			\$182,963.85

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 4-0.


Grand Total			\$915,028.86
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X. Adjournment

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

The Meeting adjourned at 7:21PM.

Respectfully Submitted



Geoffrey Wood

