

**Town of Mount Desert
Selectboard Meeting
Minutes of July 17, 2023**

Selectboard Members Present: Chair John Macauley, Rick Mooers, Martha Dudman, Geoffrey Wood, Wendy Littlefield

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

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 June 20, 2023 meeting

MOTION: Ms. Dudman moved, with Ms. Littlefield seconding, approval of the June 20, 2023 Minutes as presented.

Mr. Mooers noted on Page 4, Line 21 of the Minutes, the term “moved to question” should be “moved the question”.

MOTION: Mr. Mooers moved, with Mr. Wood seconding, to amend the Minutes of June 20, 2023 as stated.

Motion approved 5-0.

MOTION: Mr. Mooers moved, with Mr. Wood seconding, approval of the June 20, 2023 Minutes as amended.

Motion approved 5-0.

III. Appointments/Recognitions/Resignations

A. Request appointment of Logan Blanchette as a part-time Seasonal Public Works Helper at a rate of \$22.00 per hour effective July 18, 2023

MOTION: Ms. Dudman moved, with Mr. Mooers seconding, appointment of Logan Blanchette as a part-time Seasonal Public Works Helper at a rate of \$22.00 per hour effective July 18, 2023 as presented.

Motion approved 5-0.

B. Request appointment of Nick Jacobs as a part-time Seasonal Public Works Helper at a rate of \$22.00 per hour effective July 18, 2023

MOTION: Ms. Dudman moved, with Mr. Mooers seconding, appointment of Nick Jacobs as a part-time Seasonal Public Works Helper at a rate of \$22.00 per hour effective July 18, 2023 as presented.

Motion approved 5-0.

1 *C. Resignation of Edward Ganz from Broadband Committee*

2 MOTION: Mr. Mooers moved, with Mr. Wood seconding, acceptance of the resignation of
3 Edward Ganz from Broadband Committee as presented and with regret.

4 Motion approved 5-0.

5
6 *D. Withdrawal of Marsha Planting from the Village Center Planning Committee*

7 MOTION: Ms. Dudman moved, with Mr. Wood seconding, acceptance of the withdrawal of
8 Marsha Planting from the Village Center Planning Committee as presented and with thanks.

9 Motion approved 5-0.

10
11 **IV. Consent Agenda**

12 *A. Department Reports: Public Works – Highway, Buildings & Grounds, Solid Waste*

13 *B. Investment and interest earnings performance for fiscal year ended June 30, 2023, unaudited*

14 *C. Thank you note from Florian Smith for the Frank Stanley Scholarship Award*

15 *D. Preliminary 2024 State Valuation and Interim Revaluation Adjustments*

16 *E. Hancock County Commissioners Special Meeting Minutes from June 6, 2023*

17 *F. Hancock County Commissioners Special Meeting Minutes from June 20, 2023*

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

20 Motion approved 5-0.

21
22 **V. Selectboard's Reports**

23 Ms. Dudman reported that the returnables box at the Highway Garage is in need of repair or
24 replacement and the returnables are not being emptied in a timely manner. She wondered if
25 there were any non-profit groups willing to tend the box.

26
27 Public Works Director Henkel reported he's reached out to the Cub Scouts and other non-profits
28 about tending the box. Director Henkel agreed the box was in poor shape and would require
29 renovation or replacement in the near future.

30
31 **VI. Unfinished Business**

32 *A. Discussion regarding the Promenade Park donation options*

33 Town Manager Lunt reminded the Board that the Town voted to designate \$30,000.00 for the
34 Promenade Park. The project has been delayed for the foreseeable future. The Economic
35 Development Committee has asked the donor organizations what they would like done with the
36 funds. The options include hold the money until the park is created, return the funds to the
37 donors, or rededicate the amount to another project, such as the skating rink project. The Warrant
38 Article specified the use of the funds.

39
40 Finance Director Wright suggested that since the funds were voted to be used for a specific
41 purpose, the best option might be to hold onto them and vote whether or not to repurpose the
42 funds at Town Meeting.

43
44 MOTION: Ms. Littlefield moved, with Ms. Dudman seconding, authorizing to hold the funds
45 until Town Meeting where potential reallocation can be considered.

46 Motion approved 5-0.

47

1 *B. Request amendment to previously approved Permit # 10-2023 Public Space Special Event*
2 *Application – Sustainability Committee Tool Swap on the Green – August 12, 2023,*
3 *Northeast Harbor Village Green to be held in conjunction with the weekly Farmer’s Market*
4 *on August 10, 2023*

5 Town Clerk Woolfolk informed the Board that the Town’s policy is to approve only one Village
6 Green event at a time. The Board, however, can make an exception.

7
8 The Sustainability Committee hoped to piggyback on the Farmer’s Market, in hopes of taking
9 advantage of the crowd already at the event. Having it at another time would defeat that
10 purpose. If the event cannot be held in conjunction with the Farmer’s Market, the Sustainability
11 Committee already has an approved event date.

12
13 MOTION: Mr. Mooers moved, with Ms. Dudman seconding, to approve the amendment to
14 previously approved Permit # 10-2023 Public Space Special Event Application – Sustainability
15 Committee Tool Swap on the Green – August 12, 2023, Northeast Harbor Village Green to be
16 held in conjunction with the weekly Farmer’s Market on August 10, 2023 as presented.

17 Motion failed 0-5, all opposed.

18
19 *C. Consider signing bill of sale to convey and transfer title of a surplus Kohler 80 kW*
20 *Generator to The Mount Desert Island Regional School District for \$12,500 as authorized by*
21 *article 30 at the 2023 Annual Town Meeting*

22 MOTION: Ms. Dudman moved, with Mr. Wood seconding, signing bill of sale to convey and
23 transfer title of a surplus Kohler 80 kW Generator to The Mount Desert Island Regional School
24 District for \$12,500 as authorized by article 30 at the 2023 Annual Town Meeting as presented.
25 Motion approved 5-0.

26
27 *D. Harbor Committee – Parking Subcommittee Final Report; June 13, 2023*

28 Harbor Committee representative Howie Motenko reported on the Parking Subcommittee final
29 report.

30
31 He summarized the information shared previously. Improvements made based on findings from
32 the first year of the study included better signage, a new electronic parking system and
33 enforcement, adding a stripe at the Farmer’s Market site, and overnight parking permit changes.

34
35 Suggested improvements based on findings from the second year of the study included more
36 signage, outreach to the working waterfront community, police checks for overnight parking
37 violations, potentially more parking space configuration, adding parking on Huntington Road,
38 discussions with the Cranberry Isles lot users, and further reducing overnight parking permits.

39
40 Island Explorer impact appeared to be minimal.

41
42 Other things the Town should consider include the growing parking pressure from the Cranberry
43 Isle residents, stricter limits on overnight parking, and paid parking.

44
45 Mr. Motenko reported the parking subcommittee will continue to meet.

46

1 Ms. Dudman noted times when Cranberry Isle residents are spilling over into the tennis court
2 parking.

3
4 Ms. Littlefield believed there were businesses in town asking their employees to use the marina
5 parking. Mr. Motenko noted there was no way to limit that type of use.

6
7 *E. Parking Update from Captain David Kerns*

8 Captain Kerns reported that a parking permit system has been implemented. Special Services
9 Lieutenant Chris Wharf explained there is now permitted residential parking in the Gray Cow
10 parking lot, and the Cranberry Isles residents have now been added into the permit system. This
11 means there are no parking space numbers for Cranberry Isle residents. Parking is based on
12 license plate numbers. Further parking redesign will occur once the fire station renovations are
13 complete. Additionally, special circumstance parking areas have been consolidated and better
14 signage will be added.

15
16 Parking near the fleet was discussed. Captain Kerns reported tickets have been written in that
17 area. The apron at the fleet's entrance could potentially be redesigned to allow for a loading
18 zone.

19
20 Permitted parking in Seal Harbor has been considered, but no action has been taken. The DOT
21 has stopped painting the fog lines on Main Street in Seal Harbor, making enforcement easier.

22
23 Additionally, Harborside Drive remains a congested area with people parking on the side of the
24 road and on the sidewalks. Captain Kerns noted he could talk with the DOT. When parking on
25 the sidewalk is ticketed there are complaints. Some of the residences there do not have parking.
26 Police are not currently ticketing for those parking on the sidewalks there. There is no good
27 location for off-street parking. Captain Kerns suggested he could brainstorm with the residents
28 on that road and get a count of the parking spaces needed.

29
30 Captain Kerns reported that Bar Harbor has raised their parking rates and fees. He reported
31 record keeping becomes more difficult with two different rates for the two towns.

32
33 **VII. New Business**

34 *A. Public Space Special Event Application – Neighborhood House Family Concert on the Green*
35 *– August 9, 2023, Northeast Harbor Village Green*

36 MOTION: Ms. Dudman moved, with Ms. Littlefield seconding, approval of the Public Space
37 Special Event Application – Neighborhood House Family Concert on the Green – August 9,
38 2023, Northeast Harbor Village Green as permitted.

39 Motion approved 5-0.

40
41 *B. Katherine M. Conley /DBA Lighthouse Inn and Restaurant 12 Main St Seal Harbor request*
42 *for Liquor License Renewal*

43 MOTION: Ms. Littlefield moved, with Mr. Mooers seconding, approval of Katherine M. Conley
44 /DBA Lighthouse Inn and Restaurant 12 Main St Seal Harbor request for Liquor License
45 Renewal as presented.

46 Motion approved 5-0.

47

1 C. *Authorize pay increase for Heidi Smallidge from \$15.00 an hour to \$20.00 per hour to be*
2 *effective 7/1/23*

3 MOTION: Ms. Dudman moved, with Mr. Wood seconding, approval of pay increase for Heidi
4 Smallidge from \$15.00 an hour to \$20.00 per hour to be effective 7/1/23 as presented.

5 Motion approved 5-0.
6

7 D. *Move signature on engagement letter from James W. Wadman regarding audit of the fiscal*
8 *year ended June 30, 2023*

9 MOTION: Mr. Mooers moved, with Ms. Littlefield seconding, signature on engagement letter
10 from James W. Wadman regarding audit of the fiscal year ended June 30, 2023 as presented.

11 Motion approved 5-0.
12

13 E. *Discussion of audit timeline*

14 Superintendent Mike Zboray was in attendance. Discussion of the audit timeline and scheduling
15 ensued.
16

17 Suggestions included scheduling the various audits in order of which Towns need the
18 information first, Mount Desert being one of towns needing it earliest.
19

20 The CRF grants awarded during covid and other grants have been time consuming, but they are
21 ending. No longer processing those grants may improve the speed of the audit.
22

23 Director Wright noted that auditor James Wadman reported the timelines appeared to be backing
24 up further each year. He hoped to hear from the school their thoughts on what might improve
25 the situation.
26

27 School Finance Manager Nancy Thurlow pointed out the single audits required by some grants
28 required more work. Additionally, there are new audit standards resulting in training that takes
29 time. The auditors used to arrive in mid-October. It's moved into November.
30

31 Director Wright believed timing throughout the process is important, and a good way to
32 determine where the timing slows or breaks down. He suggested working backward from a
33 proposed finalization date in February/March, which should be reasonable. He suggested that if
34 there were tasks the Town could assist with on their side, it might speed the process up.
35

36 Mr. Wood hoped the conversation could continue with the month of October as a target month
37 for the fiscal year to be closed and readied for audit. Director Wright agreed October would be a
38 good target month.
39

40 Chair Macauley suggested a group meeting between the Town, the School and the auditors with
41 a report back to the Selectboard.
42

43 F. *Consideration of approving and authorizing the Fire Chief to sell the 2006 Spartan/Smeal*
44 *Rescue/Pumper fire truck to Tom Wallace in the amount of \$3,902.00*

45 MOTION: Ms. Littlefield moved, with Ms. Dudman seconding, approval and authorization of
46 the Fire Chief to sell the 2006 Spartan/Smeal Rescue/Pumper fire truck to Tom Wallace in the
47 amount of \$3,902.00 as presented.

1 Motion approved 5-0.

2
3 *G. Request authorization to solicit competitive bids for a new 4x4 diesel powered front-end loader for the Highways Division of the Public Works Department*

4 MOTION: Mr. Wood moved, with Mr. Mooers seconding, authorization to solicit competitive
5 bids for a new 4x4 diesel powered front-end loader for the Highway Division of the Public
6 Works Department as presented.
7

8
9 Director Wright noted a lease is typically five years. Director Henkel explained the last piece of
10 equipment was owned outright for an additional two years after the lease ended, and it still has
11 some resale value. The purchase is in the CIP and Appropriations accounts.
12

13 Motion approved 5-0.

14
15 *H. If authorized above, request authorization to lease a new front-end loader and purchasing it*
16 *at the end of the lease for \$1.00; with fifty percent of the annual lease payment to be made*
17 *from the Public Works Equipment Reserve Account 4050100-24500, with a balance of*
18 *approximately \$330,244.99 as of July 1, 2023, and the other fifty percent of the annual lease*
19 *payment to be made from the Highway's annual appropriations Lease-Loader account*
20 *1550100-55311*

21 MOTION: Mr. Mooers moved, with Ms. Littlefield seconding, authorizing to lease a new front-
22 end loader and purchasing it at the end of the lease for \$1.00; with fifty percent of the annual
23 lease payment to be made from the Public Works Equipment Reserve Account 4050100-24500,
24 with a balance of approximately \$330,244.99 as of July 1, 2023, and the other fifty percent of the
25 annual lease payment to be made from the Highway's annual appropriations Lease-Loader
26 account 1550100-55311 as presented.

27 Motion approved 5-0.

28
29 *I. Review and approve an update to service and supply contract #CN50551 with Transco*
30 *Business Technologies to include office equipment lease*

31 MOTION: Mr. Mooers moved, with Ms. Littlefield seconding, approval of an update to service
32 and supply contract #CN50551 with Transco Business Technologies to include office equipment
33 lease as presented.

34 Motion approved 5-0.

35
36 *J. Review and approve award of the Town's FY-24 paving contract to B&B Paving, Inc. in the*
37 *amount of \$378,250 from account number 1550100-53250 leaving \$31,750 remaining*
38 *balance and authorization for Public Works Director Brian Henkel to sign the contract for*
39 *paving on behalf of the Town*

40 MOTION: Mr. Mooers moved, with Ms. Littlefield seconding, award of the Town's FY-24
41 paving contract to B&B Paving, Inc. in the amount of \$378,250 from account number 1550100-
42 53250 leaving \$31,750 remaining balance and authorization for Public Works Director Brian
43 Henkel to sign the contract for paving on behalf of the Town as presented.
44

45 Director Henkel noted that Highway Superintendent Jacobs knew the company and believed
46 them capable of doing a quality job. Director Wright reported the Town has used the company
47 in the past.

1
2 Motion approved 5-0.

3
4 *K. Consider authorizing Public Works Director Brian Henkel to expend the remaining budget*
5 *balance of \$31,750 in account number 1550100-53250 in the interests of the Town for*
6 *additions or revisions to the paving contract with B&B Paving, Inc., if approved above, for*
7 *items such as bid quantity changes, escalator clause cost increases, paving yet to be*
8 *identified, or other appropriate uses of the funds allocated for paving*

9 MOTION: Mr. Mooers moved, with Ms. Littlefield seconding, authorizing Public Works
10 Director Brian Henkel to expend the remaining budget balance of \$31,750 in account number
11 1550100-53250 in the interests of the Town for additions or revisions to the paving contract with
12 B&B Paving, Inc., if approved above, for items such as bid quantity changes, escalator clause
13 cost increases, paving yet to be identified, or other appropriate uses of the funds allocated for
14 paving as presented.

15 Motion approved 5-0.

16
17 **VIII. Other Business**

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

19 Chair Macauley reported that Police Chief Jim Willis has submitted his resignation. Board
20 members agreed Chief Willis would be greatly missed.

21
22 MOTION: Mr. Wood moved, with Ms. Littlefield seconding, acceptance of Chief Willis'
23 resignation with regret and the best of luck in his new venture.

24 Motion approved 5-0.

25
26
27 Captain Kerns reported that Police Dispatch is short an employee due to one being out on
28 extended medical leave. He suggested moving to 12-hour shifts of 8am to 8pm might help. He
29 stated there was no intention to shut the Mount Desert Dispatch down.

30
31
32 Manager Lunt reported the Chamber of Commerce's lease includes a clause regarding tennis
33 court rental. The clause should be removed; the tennis courts are not rented out. Manager Lunt
34 would see that it was removed from the lease the next time the lease is renewed.

35
36 **IX. Treasurer's Warrants**

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

Town Invoices	AP#2404	7/18/2023	\$991,709.21
Total			\$991,709.21

38 MOTION: Ms. Littlefield moved, with Mr. Wood seconding, approval and signature of
39 Treasurer's Warrant as shown above.

40 Motion approved 5-0.

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42
43
44
45

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

State Fees & PR Benefits	AP#2382	6/22/2023	\$103,066.47
	AP#2383	6/28/2023	\$16,395.15
	AP#2402	7/06/2023	\$23,632.34
	AP#2403	7/12/2023	\$53,481.96
Town Payroll	PR#2329	6/23/2023	\$159,817.86
	PR#2401	7/07/2023	\$170,969.52
Total			\$527,363.30

2 MOTION: Mr. Wood moved, with Mr. Mooers seconding, approval of Signed Treasurer's
 3 Payroll, State Fees, & PR Benefit Warrants as shown above.
 4 Motion approved 4-0-1 (Littlefield in Abstention).
 5

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

School Invoices	AP#13	6/21/2023	\$32,531.32
	AP#01	7/12/2023	\$150,772.93
School Payroll	PR#26	6/23/2023	\$228,591.01
	PR#01	7/07/2023	\$62,508.36
Voided Disbursements	V#2311	6/20/2023	\$(95.00)
Total			\$474,308.62

8 MOTION: Ms. Dudman moved, with Ms. Littlefield seconding, acknowledgement of
 9 Treasurer's Town Voided Disbursements & School Board AP/Payroll Warrants as shown above.
 10 Motion approved 5-0.
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Grand Total			\$1,993,381.13
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12 **X. Adjournment**

13 MOTION: Mr. Mooers moved, with Ms. Dudman seconding, to adjourn the meeting.
 14 Motion approved 5-0.
 15

16 The Meeting adjourned at 7:47PM.
 17
 18
 19
 20

21 Respectfully Submitted,

22 
 23
 24 Geoffrey Wood
 25