

Town of Mount Desert  
Selectboard Meeting Minutes  
September 18, 2023

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

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

Members of the public were also present.

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

Chair Macauley called the meeting to order at 6:00PM.

**II. Executive Session**

*A. Pursuant to 1 MRS§405(6)(A) Personnel Matters, to discuss possible staff re-alignment*  
MOTION: Ms. Dudman moved with Mr. Wood seconding, to enter into Executive Session, Pursuant to 1 MRS§405(6)(A) Personnel Matters, to discuss possible staff re-alignment.  
Motion approved 5-0.

The Board entered into Executive Session at 6:00PM.

The Board returned from Executive Session at 6:29PM.

MOTION: Mr. Mooers moved, with Ms. Littlefield seconding, to return to regular meeting session.  
Motion approved 5-0.

**III. Minutes**

*A. Approval of minutes from September 5, 2023 meeting*  
MOTION: Ms. Dudman moved, with Ms. Littlefield seconding, approval of the Minutes of September 5, 2023 as presented.  
Motion approved 5-0.

**IV. Appointments/Recognitions/Resignations**

*A. Accept resignation of Treasurer, Jacob Wright, effective end of day October 6, 2023*  
MOTION: Mr. Mooers moved, with Ms. Littlefield seconding, acceptance of resignation of Treasurer, Jacob Wright, effective end of day October 6, 2023, with deep regret.  
Motion approved 5-0.

**V. Consent Agenda**

- A. Department Reports: Highway, Buildings & Grounds, Parks & Cemeteries, and Solid Waste, Police Department*  
*B. Investment Committee minutes from May 9, 2023 meeting*

1 C. *Thank you letters from the American Red Cross, LifeFlight Foundation, MDI Community*  
2 *Campfire Coalition, and Neighborhood House*

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

5 Motion approved 5-0.

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7 **VI. Selectboard's Reports**

8 There were no Selectboard Member reports presented.

9  
10 **VII. Unfinished Business**

11 A. *Consider soliciting appointments to the Comprehensive Plan Committee*

12 Clerk Woolfolk reported having two applicants for the committee. Mr. Mooers suggested some  
13 previous committee members might still be willing to continue with the committee. Mr. Mooers  
14 hoped a revision of the Comprehensive Plan would be ready for review and approval by Town  
15 Meeting.

16 Ms. Dudman suggested advertising the vacancies.

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18  
19 MOTION: Mr. Mooers moved, with Ms. Littlefield seconding, consideration of the solicitation  
20 plan for committee appointments and consider the implementation of a timeline for the work.

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22 Manager Lunt requested Mr. Mooers mention it at the next LUZO Advisory Committee meeting.

23  
24 Motion approved 5-0.

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26 B. *Review proposals/quotes from solicitation for a laddered maturity portfolio of CDs,*  
27 *treasury bonds, US Government agency obligation, and/or similar investments for*  
28 *\$5,000,000 initial investment after substantial tax collection in fiscal year 2024 and*  
29 *consider reallocation of funds*

30 Finance Director Wright reported that as authorized in June, proposals were solicited for tying up  
31 funds for a period of time, before pulling them back into operations as needed. Director Wright  
32 recommended keeping the funds with Bar Harbor Banking and Trust (BHBT). BHBT proposed  
33 a 5.25% rate on the new Insured Cash Sweep (ICS) fund that allows the funds to remain liquid,  
34 plus increasing the rates on other existing ICS funds the Town has to 4.25%. This option  
35 requires the least amount of administration and allows the flexibility to pull funding out if  
36 deemed necessary. The rates exceed money market account rates the Town is receiving  
37 elsewhere. Mr. Lichtenstein noted that Director Wright reviewed a number of proposals; BHBT  
38 provided the offer in the best interest of the Town, in his opinion.

39  
40 MOTION: Mr. Mooers moved, with Mr. Wood seconding, accepting Bar Harbor Banking and  
41 Trust's offer of 5.25% new ICS account for an initial investment of \$5,000,000.00 and accept  
42 their increase the existing operating ICS 3.85% to 4.25% as presented by Director Wright.

43 Motion approved 4-0-1 (Dudman in Abstention).

44  
45 **VIII. New Business**

46 A. *Consideration of proposed "Breaking the Silence of Domestic Abuse" month*  
47 *proclamation*

1 This item was tabled until the October 2, 2023 Meeting.

2  
3 *B. Request Liquor License Extension through October 12, 2023 - Asti-Kim Corporation*  
4 */DBA Asticou Inn*

5 Clerk Woolfolk explained the Asticou Inn was not reapplying, due to an upcoming change in  
6 ownership. The current owners are requesting an extension of their license. New owners will  
7 reapply next year. The State has approved such an extension.

8  
9 MOTION: Mr. Mooers moved, with Ms. Littlefield seconding, Liquor License Extension  
10 through October 12, 2023 - Asti-Kim Corporation /DBA Asticou Inn as presented.

11 Motion approved 5-0.

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13 *C. Consider de-activating the Village Center Planning Committee*

14 MOTION: Ms. Dudman moved, with Mr. Wood seconding, de-activating the Village Center  
15 Planning Committee as presented.

16 Motion approved 5-0.

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18 *D. Request authorization for Superintendent Jacobs to execute all necessary documents on*  
19 *behalf of the Town to purchase a new 2023-2024 RAM 1500 crew cab 4x4 truck from*  
20 *Darlings Ram in Ellsworth at their bid price of \$45,987.00 using funds from Public*  
21 *Works Equipment Reserve account number 4050100-24500 with an unencumbered*  
22 *balance of approximately \$330,244.99 as of August 31, 2023*

23 MOTION: Mr. Mooers moved, with Mr. Wood seconding, authorizing Highway Superintendent  
24 Jacobs to execute all necessary documents on behalf of the Town to purchase a new 2023-2024  
25 RAM 1500 crew cab 4x4 truck from Darlings Ram in Ellsworth at their bid price of \$45,987.00  
26 using funds from Public Works Equipment Reserve account number 4050100-24500 with an  
27 unencumbered balance of approximately \$330,244.99 as of August 31, 2023 as presented.

28 Motion approved 5-0.

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30 *E. Consider authorizing Public Works Director, Brian Henkel, to sign and execute*  
31 *documents for the use of \$25,250 from the Wastewater Capital Reserve Account*  
32 *#4050500-24501 with a current unencumbered balance of approximately \$124,744 and,*  
33 *\$25,000 from the FY-24 appropriations budget line Sewer Inspection Services #1550552-*  
34 *54530 for a total amount of \$50,250 to fund the fourth year of Vortex Company's five-*  
35 *year plan to video inspect, clean and GIS map the Town's sanitary sewer collection*  
36 *system*

37 MOTION: Mr. Mooers moved, with Mr. Wood seconding, authorizing Public Works Director,  
38 Brian Henkel, to sign and execute documents for the use of \$25,250 from the Wastewater Capital  
39 Reserve Account #4050500-24501 with a current unencumbered balance of approximately  
40 \$124,744 and, \$25,000 from the FY-24 appropriations budget line Sewer Inspection Services  
41 #1550552-54530 for a total amount of \$50,250 to fund the fourth year of Vortex Company's  
42 five-year plan to video inspect, clean and GIS map the Town's sanitary sewer collection system  
43 as presented.

44 Motion approved 5-0.

45  
46 *F. Consider amendment to Section 8.6.1 of the Town's current personnel policy entitled*  
47 *"Sick Leave" as described in memo from Finance Director, Jake Wright*

1 MOTION: Ms. Dudman moved, with Mr. Mooers seconding, amendment to Section 8.6.1 of the  
 2 Town’s current personnel policy entitled “Sick Leave” as described in memo from Finance  
 3 Director, Jake Wright as presented.  
 4 Motion approved 5-0.  
 5

6 *G. Consider amendment to Section 6.4 of the Town’s current personnel policy entitled*  
 7 *“Compensatory Time” as described in memo from Finance Director, Jake Wright*

8 MOTION: Mr. Mooers moved, with Ms. Dudman seconding, approval of amendment to Section  
 9 6.4 of the Town’s current personnel policy entitled “Compensatory Time” as described in memo  
 10 from Finance Director, Jake Wright as presented.  
 11 Motion approved 5-0.  
 12

13 *H. Review of DRAFT Budget Development Schedule*

14 Manager Lunt noted the schedule will be essentially the same as last year’s timeframe. Clerk  
 15 Woolfolk suggested the Board consider condensing the third-party requests back to a single  
 16 night, now that some of the organizations are requesting via a MOU. Mr. Wood wondered if  
 17 additional groups would be invited to request the same way. Mr. Wood noted that scheduling  
 18 during the school break can be problematic for some of those that want to attend.  
 19  
 20 No action was necessary.  
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22 **IX. Other Business**

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

24 Ms. Littlefield thanked the Public Works Department, Fire Department and Police Department  
 25 for their help and support during the recent hurricane.  
 26

27 **X. Treasurer’s Warrants**

28 *A. Approve & Sign Treasurer’s Warrant as shown below:*

Town Invoices	AP#2417	9/9/2023	\$1,752,049.02
	AP#2418	9/19/2023	\$96,928.57
<b>Total</b>			<b>\$1,848,977.59</b>

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 30 MOTION: Mr. Wood moved, with Ms. Littlefield seconding, approval and signature of  
 31 Treasurer’s Warrant as shown above.  
 32 Motion approved 5-0.  
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34 *B. Approve Signed Treasurer’s Payroll, State Fees, & PR Benefit Warrants as shown below:*

State Fees & PR Benefits	AP#2415	9/6/2023	\$4,268.00
	AP#2416	9/13/2023	\$67,674.69
Town Payroll	PR#2407	9/15/2023	\$170,645.60
<b>Total</b>			<b>\$242,588.29</b>

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 36 MOTION: Mr. Mooers moved, with Mr. Wood seconding, approval of signed Treasurer’s  
 37 Payroll, State Fees, & PR Benefit Warrants as shown above.  
 38 Motion approved 4-0-1 (Littlefield in Abstention).  
 39

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

School Invoices	AP#3	9/6/2023	\$59,704.76
School Payroll	PR#6	9/15/2023	\$100,427.49
Voided Disbursements	V#2401	9/19/2023	(\$113,928.03)
<b>Total</b>			<b>\$46,204.22</b>

3 MOTION: Mr. Mooers moved, with Mr. Wood seconding, acknowledgement of Treasurer's  
4 Town Voided Disbursements & School Board AP/Payroll Warrants as shown above.  
5 Motion approved 5-0.

<b>Grand Total</b>			<b>\$2,137,770.10</b>
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**XI. Adjournment**

MOTION: Mr. Mooers moved, with Mr. Wood seconding, to adjourn the Meeting.  
Motion approved 5-0.

The Meeting adjourned at 6:50PM.

Respectfully Submitted,

  
Geoffrey Wood