

**Town of Mount Desert
Selectboard Minutes
April 16, 2024**

Selectboard Members Present: Chair John Macauley, Martha Dudman, Wendy Littlefield

Members Rick Mooers and Geoff Wood were not in attendance.

Town Officials and Department Heads Present: Tax Assessor Kyle Avila, Town Manager Durlin Lunt, Public Works Director Brian Henkel, Town Clerk Claire Woolfolk, Harbormaster John Lemoine, Finance Director Mae Wyler

Members of the Public were also present.

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

Chair Macauley called the meeting to order at 6:30 p.m.

II. Minutes

A. Approval of minutes from April 1, 2024 meeting

Minutes were tabled, due to lack of a quorum.

III. Appointments/Recognitions/Resignations

A. Appointment of Seasonal Dock Hands and Boat Launch Operators presented in the Harbormaster's memo dated April 1, 2024

MOTION: Ms. Littlefield moved, with Ms. Dudman seconding, appointment of Seasonal Dock Hands and Boat Launch Operators presented in the Harbormaster's memo dated April 1, 2024 as presented.

Motion approved 3-0.

B. Appoint Ballot Clerks under Title 30-A, MRS, Section 2528 for 2024 Annual Town Meeting

MOTION: Ms. Littlefield moved, with Ms. Dudman seconding, appointment of Ballot Clerks under Title 30-A, MRS, Section 2528 for 2024 Annual Town Meeting, as presented.

Motion approved 3-0.

C. Appoint Bi-Annual Election Clerks under Title 21-A, MRS, Section 503

MOTION: Ms. Littlefield moved, with Ms. Dudman seconding, appointment of Bi-Annual Election Clerks under Title 21-A, MRS, Section 503 as presented.

Motion approved 3-0.

D. Appointment of James G. Blaine to the Investment Committee

MOTION: Ms. Littlefield moved, with Ms. Dudman seconding, appointment of James G. Blaine to the Investment Committee as presented.

Motion approved 3-0.

IV. Consent Agenda

A. Federal Emergency Management Agency (FEMA) support for any private individuals who are seeking financial assistance from FEMA's Individuals and Households Program

MOTION: Ms. Littlefield moved, with Ms. Dudman seconding, acceptance of the Consent Agenda as presented.

Motion approved 3-0.

V. Selectboard's Reports

Ms. Dudman reported that a constituent inquired about what was happening on Jordan Pond Road.

Public Works Director Henkle reported one speed sign is currently in place. Another one will be placed soon. More data is required before a decision can be made on the best solution. This summer the road will remain open. Director Henkel intends to check in with the park to ensure they continue to instruct delivery drivers on the correct roads to take. He believed such instruction was likely to have to occur every year. Trucks can use Stanley Brook Road or the Eagle Lake Road entrance.

VI. Unfinished Business

A. Discussion with members of the Town of Mount Desert Community Development Corporation regarding donation of materials and funding in support of the skating rink at the marina

Community Development Corporation representatives Kathy Miller and Jamie Blaine were in attendance.

Town Manager Lunt hoped to receive direction on how to proceed. The rink is in place but there is no refrigeration system at this time. Mr. Blaine reported the Community Development Corporation (CDC) has the funding; they are inquiring about how the Town would like to receive the funding.

Additionally, the CDC intends to raise more funds for an endowment to support future operations. Those funds could perhaps be used to fund a rink manager. The CDC reported they'd discussed the idea of a warming hut with the Harbor Committee. This could possibly be a year-round building, serving the tennis courts and pickleball as well. In that case, perhaps the Town could share in the cost. Until there's approval of the idea, the group will not engage in more active fundraising.

Discussion ensued regarding how the endowment would be held. Finance Director Wyler suggested moving it into a money market account in order to generate interest on the funds.

Director Henkel explained that the tennis court improvements are being funded through a Town warrant approved last year. Optimally, the consultant working on any new projects would be the same person assisting the Town with the work done up to this point and would split their time between the Town and the CDC. would need to split their time. Director Henkel estimated that a disbursement of \$500,000.00 would keep the momentum on the work moving.

MOTION: Ms. Littlefield moved, with Ms. Dudman seconding, that the Board accept up to \$500,000.00 from the Community Development Corporation to begin the process of the next phase of the skating rink, of which the Town is in support.

Motion approved 3-0.

Finance Director Wyler would assist with the transfer.

With regard to the warming hut, the Harbor Committee should submit a recommendation to the Selectboard who would then vote on it.

B. Boston Cane Presentation discussion

Clerk Woolfolk reported that Dorothy Renault turns 100 on April 30. The Town has arranged to present her with the cane and a certificate at that time. Ms. Littlefield reported on a birthday card drive occurring as well.

VII. New Business

A. Request approval for the Northeast Harbor Village Improvement Society to construct a 10' bridge across a small stream on the Reservoir Trail (see map for location)

MOTION: Ms. Dudman moved, with Ms. Littlefield seconding, approval for the Northeast Harbor

Village Improvement Society to construct a 10 foot bridge across a small stream on the Reservoir Trail as presented.

Motion approved 3-0.

B. Request from Otter Creek Residents to install a dry sump, a light-duty take out mast and boom, and a short extension on the float at the Otter Creek Landing

It was agreed to table the portion of the request that includes a dry sump at this time.

Resident Steve Smith reported on the other parts of his request.

Harbormaster Lemoine reported the Harbor is not involved with operations of this type at Otter Creek. Harbormaster Lemoine reported that the Public Works Department built the facility. It's never been under Harbormaster Lemoine's purview, and he has no budget for the area. This will affect what can be done with regard to Mr. Smith's request. Manager Lunt noted the work was done a number of years ago, but he believed a bond issue was taken on the project to cover the initial cost. Mr. Smith had no cost estimates on the work he proposed.

Ms. Littlefield felt the first steps were to determine exactly what was needed and to get a cost estimate. She suggested working with the Public Works Director and the Harbormaster to determine how the Town can support the work. It was noted there's wetland in that area. It might require Acadia National Park or DEP involvement. Manager Lunt wondered if some historic plan would show what was there previously. Mr. Smith was unsure of how many fishermen use the area. He reported a number of kayakers use the area. He believed use would increase if the improvements were made.

MOTION: Ms. Dudman moved, with Ms. Littlefield seconding, to direct the Public Works Director and the Harbormaster to visit the site, survey what is needed, make some preliminary inquiries and report back to the Board.

Motion approved 3-0.

C. Request by fishermen of Otter Creek, Maine Recovery Fund to consider matching GOFUNDME donations up to \$5,000.00

Mr. Smith reported the fund has nearly \$3,000.00. The funds would be for repairs to the fish house.

Ms. Littlefield wondered if this were something FEMA could assist with. Mr. Smith reported they were working on that. He was unsure what types of work any FEMA funds would cover. This money would be handled through the Aid Society.

Ms. Littlefield suggested waiting to see what happens with the GoFundMe account, and until some price estimates are in hand. She noted that GoFundMe receives a significant percentage of funds donated. It might be legally difficult for the Town to donate to such an entity. She suggested people might feel more comfortable making a donation if a bank account were set up.

D. Request authorization to pay Winger's Welding Inc. for the construction and installation of two new ramp hangers for the Seal Harbor Pier for \$5,943.58 from the Seal Harbor Docks CIP 6410200-24600 which has a balance of \$86,346.81

MOTION: Ms. Dudman moved, with Ms. Littlefield seconding, authorization to pay Winger's Welding Inc. for the construction and installation of two new ramp hangers for the Seal Harbor Pier for \$5,943.58 from the Seal Harbor Docks CIP 6410200-24600 which has a balance of \$86,346.81 as presented.

Motion approved 3-0.

E. Consider forgoing the bid process and sell the marina ramps due for replacement directly to the Town of Southwest Harbor for \$25,000.00

MOTION: Ms. Dudman moved, with Ms. Littlefield seconding, forgoing the bid process and sell the marina ramps due for replacement directly to the Town of Southwest Harbor for \$25,000.00 as presented.

Harbormaster Lemoine reported the Town of Southwest Harbor needs the ramps, and it saves the Town the cost of advertising for buyers.

Motion approved 3-0.

F. Consider authorizing the purchase and installation of after-market equipment for the new fire department utility vehicle in the amount not to exceed \$28,333.47 and authorize the Fire Chief to use funds from the Fire Department Equipment Reserve Account Number 4040300-24471 to pay for the equipment as outlined in the Fire Chief's memo.

MOTION: Ms. Dudman moved, with Ms. Littlefield seconding, authorizing the purchase and installation of after-market equipment for the new fire department utility vehicle in the amount not to exceed \$28,333.47 and authorize the Fire Chief to use funds from the Fire Department Equipment Reserve Account Number 4040300-24471 to pay for the equipment as outlined in the Fire Chief's memo as presented.

Chief Bender reported the equipment was standard emergency vehicle equipment like lights and sirens.

Motion approved 3-0.

G. Review and approve authorization to transfer \$7,039.48 from Waste Management Truck Reserve account 4051500-24581 with a current unencumbered balance of \$269,241.70 to sub-account 4051500-24581-08.22 and further authorize the expenditure of \$200,080.68 for the purchase of a 2024 refuse packer truck, cab, and chassis

Director Henkel reported this was an old bid. \$7,000.00 was a surcharge attached to the bid. This charge is due to the seller not calculating actual cost of the equipment in the event they are unable to get it in a timely manner. At the time the bid was accepted, it was assumed delays would not persist as they have. Director Henkel stated Public Works will not be allowing surcharges on future bids. Bidders will have to bid knowing the amount. Unfortunately, in this case, the purchase is necessary, and otherwise, the bid process will have to begin again.

MOTION: Ms. Littlefield moved, with Ms. Dudman seconding, authorization to transfer \$7,039.48 from Waste Management Truck Reserve account 4051500-24581 with a current unencumbered balance of \$269,241.70 to sub-account 4051500-24581-08.22 and further authorize the expenditure of \$200,080.68 for the purchase of a 2024 refuse packer truck, cab, and chassis as presented.

Motion approved 3-0.

H. Review and approve a request to solicit competitive bids for a 2026 packer truck for the Waste Management Division of the Public Works Department

Director Henkel reported the engine went out on one of the packer trucks. The vehicle is old and not one he felt was worth investing more money in. In the meantime, Director Henkel felt the town could get through the summer with the equipment they have. A replacement for a second truck that was lost should be delivered in the near future. Director Henkel noted the section of the CIP where these funds are coming from is fully funded.

MOTION: Ms. Littlefield moved, with Ms. Dudman seconding, approval of a request to solicit

competitive bids for a 2026 packer truck for the Waste Management Division of the Public Works Department as presented.
Motion approved 3-0.

- I. Review and accept bid from MDI Porta Potties and Septic Services, LLC for the seasonal installation and maintenance of portable toilets in the lump sum amount of \$9,200 plus \$75 per additional pumping per unit*

MOTION: Ms. Littlefield moved, with Ms. Dudman seconding, acceptance of the bid from MDI Porta Potties and Septic Services, LLC for the seasonal installation and maintenance of portable toilets in the lump sum amount of \$9,200 plus \$75 per additional pumping per unit as presented.
Motion approved 3-0.

- J. Review and approve authorization to use funds from the Town Office Building Reserve Account 4050100-24570 to pay for several building repairs in the amount not to exceed \$29,730.15*

Director Henkel reported on a few things requiring repair that have come up recently. Additionally, this funding will cover necessary furnace repairs. He's requesting to recategorize the furnace repairs so they come out of the building reserve account. It would be better practice to address needs of that type as they occur.

MOTION: Ms. Dudman moved, with Ms. Littlefield seconding, approval and authorization to use funds from the Town Office Building Reserve Account 4050100-24570 to pay for several building repairs in the amount not to exceed \$29,730.15 as presented.
Motion approved 3-0.

- K. Annual Professional Municipal Clerk's Week Proclamation; May 5-11, 2024*
Clerk Woolfolk noted her plans for the week to show appreciation for the clerks.

Ms. Littlefield suggested sending flowers, using the contingency fund.

MOTION: Ms. Dudman moved, with Ms. Littlefield seconding, to authorize use of contingency funds for flowers for the clerks in the office to celebrate Professional Municipal Clerk's Week.
Motion approved 3-0.

- L. Consider authorizing the closure of the Town Office at 1 pm on May 7, 2024, for the preparation of Open-Floor Town Meeting*

MOTION: Ms. Littlefield moved, with Ms. Dudman seconding, authorizing the closure of the Town Office at 1 pm on May 7, 2024, for the preparation of Open-Floor Town Meeting as presented.
Motion approved 3-0.

VIII. Other Business

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

Chair Macauley reminded those in attendance of the Annual Town Election occurring May 6, 8:00 a.m. to 8:00 p.m. in the Town Office meeting room. The annual Town Meeting starts at 5:55 p.m. May 7, at the Mount Desert Elementary School.

Chair Macauley noted a request received from Town Manager Lunt regarding the appointment of Public Works Director Henkel as Acting Town Manager.

MOTION: Ms. Littlefield moved, with Ms. Dudman seconding, approval of the request to appoint Public Works Director Brian Henkel as Acting Town Manager as presented.
Motion approved 3-0.

Finance Director Wyler reported a meeting must be scheduled with the auditors to present and discuss the FY2023 audit.

Chair Macauley reported receiving a report presented by residents to clarify the short-term rental statistics. Ms. Dudman noted that Board Member Wood also created a report.

Clerk Woolfolk suggested that materials like that could be made available during voting.

IX. Treasurer's Warrants \$1,110,104.64

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

Town Invoices	AP#2464	4/17/2024	\$700,548.12
Total			\$700,548.12

MOTION: Ms. Littlefield moved, with Ms. Dudman seconding, approval and signature of Treasurer's Warrant as shown above.
 Motion approved 3-0.

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

State Fees & PR Benefits	AP#2462	4/3/2024	\$5,762.45
	AP#2463	4/10/2024	\$78,458.90
Town Payroll	PR#2424	4/12/2024	\$163,201.06
Total			\$247,422.41

This Item was tabled.

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

School Invoices	AP#11	4/2/2024	\$61,969.66
School Payroll	PR#21	4/12/2024	\$101,055.45
Voided Disbursements	V#2405	4/11/2024	-\$891.00
Total			\$162,134.11

Grand Total			\$1,110,104.64
--------------------	--	--	-----------------------

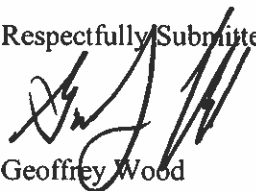
MOTION: Ms. Dudman moved, with Ms. Littlefield seconding, acknowledgement of Treasurer's Town Voided Disbursements & School Board AP/Payroll Warrants as shown above.
 Motion approved 3-0.

X. Adjournment

MOTION: Ms. Littlefield moved, with Ms. Dudman seconding, to adjourn.
 Motion approved 3-0.

The Meeting adjourned at 7:25 p.m.

Respectfully Submitted,



Geoffrey Wood