

**Town of Mount Desert
Selectboard Meeting Minutes
Monday, July 6, 2021**

Selectboard Members Present: Geoff Wood, Matt Hart, Martha Dudman, Wendy Littlefield. Chair John Macauley arrived later in the Meeting.

Town Officials Present: Town Manager, Durlin Lunt, Tax Assessor Kyle Avila, CEO Kimberly Keene, Police Chief Jim Willis, Ambulance Director Basil Mahaney, Public Works Director Tony Smith, Fire Chief Mike Bender

Members of the public were also in attendance.

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

Vice Chair Matt Hart called the Meeting to order at 5:58PM.

II. Executive Session

A. 1 M.R.S. 405 (6) (F) Consultation with Legal Counsel

MOTION: Ms. Dudman moved, with Ms. Littlefield seconding, to enter into Executive Session.

Motion approved 4-0.

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

The Board left Executive Session at 6:31PM.

MOTION: Ms. Dudman moved, with Mr. Wood seconding, to take Item VIII.G out of order.

Motion approved 4-0.

III. Minutes

A. Approval of Minutes of June 21, 2021

MOTION: Ms. Littlefield moved, with Mr. Wood seconding, approval of the Minutes of June 21, 2021 as presented.

Motion approved 4-0.

IV. Appointments/Recognitions/Resignations

A. Appointment of Robert Norwood as Municipal Firefighter/EMT at rate of \$25.97 per hour probationary rate and a 5% increase after successful completion of six-month probation period.

MOTION: Ms. Littlefield moved, with Mr. Wood seconding, appointment of Robert Norwood as Municipal Firefighter/EMT at a rate of \$25.97 per hour probationary rate and a 5% increase after successful completion of six-month probation period, as presented and with thanks.

Motion approved 5-0.

1
2 **B. Boards and Committee Appointments**

3 MOTION: Ms. Dudman moved, with Mr. Wood seconding, approval of the
4 Boards and Committee Appointments as presented, and with the addition of
5 Matt Hart as ex officio member of the Economic Development Committee.
6 Motion approved 5-0.
7

8 **C. Consideration of the appointment of Matthew Leeman as a summer helper in**
9 **the Public Works Department, primarily in the Waste Management Division,**
10 **effective July 6, 2021, and continuing through November 30, 2021, at an hourly**
11 **rate of \$18.00 per hour.**

12 MOTION: Ms. Littlefield moved, with Ms. Dudman seconding, appointment of
13 Matthew Leeman as a summer helper in the Public Works Department,
14 primarily in the Waste Management Division, effective July 6, 2021, through
15 November 30, 2021, at an hourly rate of \$18.00 per hour, as presented.
16 Motion approved 5-0.
17

18 **D. Appointment of Elizabeth Yeo as Interim IFW/Moses Agent**

19 MOTION: Mr. Wood moved, with Ms. Dudman seconding, appointment of
20 Elizabeth Yeo as Interim IFW/Moses Agent, as presented.
21 Motion approved 5-0.
22

23 **V. Consent Agenda** *(These items are considered routine, and therefore, may be passed by the*
24 *Selectmen in one blanket motion. Board members may remove any item for discussion by requesting*
25 *such action prior to consideration of that portion of the agenda.)*

26 **A. Highway Superintendent Monthly Reports for May and June**

27 **B. Municipal solid waste bypass update and reminder**

28 MOTION: Mr. Hart moved, with Ms. Littlefield seconding, acceptance of the
29 Consent Agenda as presented.
30 Motion approved 5-0.
31

32 **VI. Selectmen's Reports**

33 Mr. Hart reported hearing concerns from a business owner in Northeast Harbor
34 regarding cars being parked on Main Street and left all day. They wondered if 2-
35 hour parking signs could be put up. Police Chief Willis agreed to look into it and
36 get the signs placed.
37

38
39 Chair Macauley reported seeing the Backroads Bicycle Tour vans in Northeast
40 Harbor. Their permit had been denied. Ms. Littlefield reported that Backroads
41 reached an agreement with the Nor'easter Restaurant. Tour groups are eating lunch
42 there and using the restaurant's parking area for setup.
43

44 **VII. Unfinished Business**

45 **A. Sign Public Works Three Year Agreement: Mount Desert & Local 340: 7-1-21**
46 **thru 06-30-24**

1 Town Manager Lunt reported the agreement was approved at the last meeting. It
2 now needs signatures.

3
4 MOTION: Ms. Dudman moved, with Mr. Hart seconding, signature of the Public
5 Works Three Year Agreement: Mount Desert & Local 340: 7-1-21 thru 06-30-24,
6 as presented.

7 Motion approved 4-0-1 (Littlefield in Abstention).
8

9 **VIII. New Business**

10 *A. Requests from Seal Harbor Residents to form a Traffic Committee in Seal*
11 *Harbor*

12 Ms. Dudman noted Traffic Committee members for the entire Town of Mount
13 Desert were just approved by the Board.

14
15 Chief Willis reported his plans to work with the Seal Harbor residents. If Police
16 authority can't address their concerns, perhaps some changes to the Ordinance can
17 be considered.

18
19 Manager Lunt suggested those interested in a Traffic Committee can be invited to
20 join the Traffic Committee already in place.

21
22 Mr. Hart hoped some long-term solutions could be formulated and presented by the
23 Committee.

24
25 It was noted the Traffic Committee has not met recently.

26
27 MOTION: Ms. Littlefield moved, with Mr. Wood seconding, to reach out to
28 concerned residents, in Seal Harbor and elsewhere, regarding joining the Traffic
29 Committee and call for a meeting.

30 Motion approved 5-0.
31

32 *B. Request from Sustainability Committee to Endorse Action Plan in Support of the*
33 *Emergency Climate Action Plan*

34 Sustainability Committee Chair Phil Lichtenstein reminded the Board that the
35 Climate Declaration presented at Town Meeting was approved and signed. He
36 suggested a first step of conducting an energy audit on the Highway Garage. Such
37 a thing would consist of working with the Public Works Director to bring in an
38 auditing company who would then provide recommendations.

39
40 Additionally, there have been discussions with the Fire Chief regarding the new
41 building.

42
43 Mr. Lichtenstein suggested Department Heads could be invited to Sustainability
44 Committee meetings to discuss the issue. The Committee has no voting authority.
45 The Town Manager and Selectboard will have to be involved as well. While groups

1 like A Climate To Thrive and people like Dwight Lanpher can be resources to the
2 Town, the Board must make the decisions.

3
4 MOTION: Ms. Dudman moved, with Mr. Wood seconding, to endorse the
5 Sustainability Committee's Action Plan in Support of the Emergency Climate
6 Action Plan and support the efforts of the Sustainability Committee as they move
7 forward with that plan.

8 Motion approved 5-0.

9
10 *C. Public Space Special Event Application – The Parish of St. Mary's & St. Jude's*
11 *Annual Picnic – Sept 12, 2021, Suminsby Park*

12 MOTION: Mr. Hart moved, with Mr. Wood seconding, approval of Public Space
13 Special Event Application – The Parish of St. Mary's & St. Jude's Annual Picnic –
14 Sept 12, 2021, Suminsby Park, as presented.

15 Motion approved 5-0.

16
17 *D. Public Space Special Event Application – Help Portrait MDI – Sept 25, 2021,*
18 *rain date Sept. 26, 2021, Seal Harbor Village Green*

19 MOTION: Mr. Wood moved, with Ms. Dudman seconding, approval of Public
20 Space Special Event Application – Help Portrait MDI – Sept 25, 2021, rain date
21 Sept. 26, 2021, Seal Harbor Village Green, as presented.

22 Motion approved 5-0.

23
24 *E. Request Authorization for the Local Emergency Management Director to apply*
25 *for and, if approved, accept a FEMA COVID-19 Public Assistance Funding*
26 *Project for eligible expenses related to COVID-19 protective measures.*

27 Fire Chief Bender confirmed most of the eligible expenses were for covering
28 wages.

29
30 MOTION: Mr. Wood moved, with Ms. Dudman seconding, authorization for the
31 Local Emergency Management Director to apply for and, if approved, accept a
32 FEMA COVID-19 Public Assistance Funding Project for eligible expenses related
33 to COVID-19 protective measures, as presented.

34 Motion approved 5-0.

35
36 *F. Presentations and Discussion of the Conceptual Plans for the Proposed*
37 *Somesville Fire Station Renovation*

38 Chief Bender presented conceptual plans for the Somesville Fire Station
39 renovations. The goal is to provide for living quarters at the station. It was a one-
40 story renovation plan. Engineering studies were not done to determine whether a
41 second story is a viable option. Such a study will increase costs and likely add to
42 the building footprint.

43
44 It was noted the community space in the building will be eliminated to achieve the
45 space necessary. The community space is used frequently. Additionally, it is the
46 space used for voting.

1
2 Ms. Dudman thought the plan was a good one. More space can be added at a future
3 point. Mr. Hart agreed the renovated space will achieve the goal of maintaining
4 coverage during the expansion of the Northeast Harbor station.

5
6 Chief Bender expected to have bids back by November.

7
8 Mr. Lichtenstein worried about the loss of the community space, particularly
9 considering its use for voting. It was suggested that discussion of the issue could be
10 held at the Special Town Meeting.

11
12 Mr. Wood was surprised to hear the community space would be lost. Perhaps an
13 engineering study to review a second-floor addition should be considered. Mr. Hart
14 believed that in light of the upcoming changes to the Ambulance service, providing
15 space for Ambulance has to be the priority over community space.

16
17 Resident James Bright opposed the idea of two manned stations. It was noted that
18 considering the Town's size, and the fact that the Ambulance will be absorbed by
19 the Town in the near future, the space was deemed necessary. The Somesville
20 renovations were occurring to better accommodate staff while the Northeast Harbor
21 improvements were underway.

22
23 Mr. Bright maintained that two stations do not make sense. He voiced concern that
24 some Ambulance staff might be losing their jobs.

25
26 Chief Bender explained that there would be cross-training for Fire and Ambulance.
27 The Ambulance Service will be absorbed into the Town. This requires four staff
28 members for coverage – two Fire and two Ambulance. If four are to be used for
29 coverage, splitting them up provides better coverage for the Town. Additional
30 truck bays are not needed.

31
32 Mr. Wood noted that the decisions the Town has reached are the product of many
33 lengthy discussions and data collection. The closure of the Ambulance Service
34 sparked further discussion on keeping the departments viable. It was found to be
35 unfeasible to build one large station. The option of a downscaled fire station
36 renovation in Northeast Harbor and a remodel of the Somesville station was
37 deemed the best-case scenario.

38
39 Mr. Dudman agreed. She noted the Somesville fire station property has land and
40 room for potential future expansion.

41
42 Ambulance Director Basil Mahaney noted that two Ambulance personnel on call is
43 not an increase in numbers. Ambulance calls make up most calls and having two
44 sites from which to respond can improve response times.

45

1 Chief Bender noted the project could be ready for bidding by early Fall. If the
2 Board prefers, the project can backtrack, and engineering studies can be requested
3 for the feasibility of a second story.
4

5 Mr. Wood believed the community space at the Somesville Fire Station was
6 important to the Town. Chief Bender agreed to look into the feasibility of adding
7 community space while keeping the building one-story. Because the remodeling
8 was designed to be a small project creating a satellite station, the intent has been to
9 keep it simple.
10

11 MOTION: Mr. Hart moved, with Ms. Dudman seconding, to continue moving
12 forward with the Conceptual Plans for the Proposed Somesville Fire Station
13 Renovation, as presented, and authorize Chief Bender to explore the option of
14 adding a community room to the space, similar in size to the current space.
15

16 Motion approved 5-0.
17

18 Chair Macauley proposed moving to Item VIII.J next.
19

20 *G. Fisher Violation Matter*

21 MOTION: Ms. Littlefield moved, with Ms. Dudman seconding, authorization
22 of CEO Keene to move forward with action regarding the Fisher Violation
23 Matter as discussed in Executive Session.
24

25 Motion approved 4-0.
26

27 *H. 1. Consideration of awarding our FY-22 paving contract to Northeast Paving in*
28 *the amount of \$389,142 to be paid for from the Public Works Departments*
29 *Highway Divisions FY-22 appropriations paving budget Account Number*
30 *1550100-53250.*

31 *2. Consideration of authorizing Public Works Director Tony Smith to expend*
32 *the remaining balance of \$20,858 of the FY-22 paving budget based on his*
33 *discretion to pay for, for example, any increase in the amount of pavement used*
34 *by the contractor should the bid quantities be exceeded due to the existing*
35 *condition of the road surfaces, an increase in liquid asphalt costs based on the*
36 *escalator clause or, paving another yet to be identified location.*
37

38 *3. Consideration of authorizing Public Works Director Tony Smith sign the*
39 *contract with Northeast Paving on behalf of the Town.*

40 MOTION: Ms. Littlefield moved, with Ms. Dudman seconding,

41 1. Awarding FY-22 paving contract to Northeast Paving in the amount of
42 \$389,142.00 to be paid for from the Public Works Departments Highway
43 Divisions FY-22 appropriations paving budget Account Number 1550100-
44 53250.

45 2. Authorizing Public Works Director Tony Smith to expend the remaining
46 balance of \$20,858.00 of the FY-22 paving budget based on his discretion to

1 pay for, for example, any increase in the amount of pavement used by the
2 contractor should the bid quantities be exceeded due to the existing condition of
3 the road surfaces, an increase in liquid asphalt costs based on the escalator
4 clause, or paving another yet to be identified location.

5 3. Authorizing Public Works Director Tony Smith sign the contract with
6 Northeast Paving on behalf of the Town.

7 As presented.

8 Motion approved 5-0
9

10 *I. Authorize Select Board Secretary Wendy Littlefield to sign Revised Corporate*
11 *Authority Document with First Advisors*

12 MOTION: Mr. Wood moved, with Ms. Dudman seconding, authorization of
13 Select Board Secretary Wendy Littlefield to sign Revised Corporate Authority
14 Document with First Advisors, as presented.

15 Motion approved 5-0.
16

17 *J. Discussion concerning cybersecurity for the Town of Mount Desert- Robert*
18 *Bickmore of Haley Ward, Inc IT Consultant for the Town of Mount Desert. See*
19 *list of cybersecurity prevention steps taken in 2021 in your packet.*

20 Manager Lunt furnished a list of cybersecurity prevention steps the Town has
21 taken so far.
22

23 Haley Ward Inc. Representative Robert Bickmore reported on the uptick on
24 cybersecurity ransomware. The best defense is multiple layers of defense, but
25 too many can prove problematic for staff.
26

27 A variety of prevention steps implemented by the Town so far were shared with
28 the Board.
29

30 Mr. Bickmore believed the Town is doing a good job at cybersecurity. There
31 are no large holes in the security being implemented. The biggest risk is with
32 the end users.
33

34 *K. Consideration of retaining Haley Ward, Inc to provide engineering services to*
35 *assess the well and groundwater conditions at the Mount Desert Fire Station #3*
36 *and authorize the Fire Chief use of unencumbered balance of \$ 53,992.66 to*
37 *pay for these services.*

38 Chief Bender explained the Motion should read that the amount shall be up to
39 and not to exceed \$7,000.00. The Unencumbered Balance is \$53,992.66.
40

41 MOTION: Ms. Littlefield moved, with Mr. Wood seconding, retaining Haley
42 Ward to provide engineering services to assess the well and groundwater
43 conditions at the Mount Desert Fire Station #3, and authorize the Fire Chief use
44 of up to and not to exceed \$7,000.00 from Account #4040300-24470, to pay for
45 these services, of which there is an unencumbered balance of \$ 53,992.66.
46

Motion approved 5-0.

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2 L. Move signature (one signature required) for 2021 Audit Engagement Letter
3 from James Wadman

4 MOTION: Mr. Wood moved, with Ms. Dudman seconding, Signature for 2021
5 Audit Engagement Letter from James Wadman, as presented.
6 Motion approved 5-0.
7

8 **IX. Other Business**

9 A. Such other business as may be legally conducted

10 Resident Steve Pinkham voiced concern over a lack of Harbormaster Presence at
11 the Seal Harbor harbor. It was his recollection that the Assistant Harbormaster
12 position was created to allow for better coverage, but it did not appear to be
13 happening.
14

15 Ms. Littlefield suggested the issue be added to a future Agenda to allow the
16 Harbormaster to be present for the discussion. It was agreed to do so.
17

18 **X. Treasurer's Warrants**

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

Town Invoices	AP2174	6/30/2021	\$153,216.15
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20
21 MOTION: Ms. Littlefield moved, with Mr. Wood seconding, approval and
22 signature of the Treasurer's Warrant as shown above.
23 Motion approved 5-0.
24

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

State Fees & PR Benefits	AP2172	6/23/2021	\$71,935.18
State Fees & PR Benefits	AP2173	6/30/2021	\$6,391.50
Town Payroll	PR2129	6/25/2021	\$137,056.79
Void/Reissue	PR2129A	4/30/2021	---
Total			\$215,383.47

27
28 MOTION: Mr. Wood moved, with Mr. Hart seconding, approval of signed
29 Treasurer's Payroll, State Fees, and PR Benefit Warrants, as shown above.
30 Motion approved 4-0-1 (Littlefield in Abstention)
31

32 C. Acknowledge Treasurer's School Board AP/Payroll Warrants as shown below:

School Invoices	#14	6/23/2021	\$16,928.77
Total			

33

Grand Total			\$385,528.39
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34
35 MOTION: Mr. Hart moved, with Ms. Littlefield seconding, acknowledgement of
36 Treasurer's School Board AP/Payroll Warrants as shown above.
37 Motion approved 5-0.

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XI. Adjournment

MOTION: Ms. Dudman moved, with Mr. Hart seconding, adjournment.
Motion approved 5-0.

The Meeting adjourned at 8:00PM.

Respectfully Submitted,

Wendy Littlefield