

**Town of Mount Desert
Selectboard Meeting Minutes
Monday, June 7, 2021
Location: Zoom Meeting**

This Meeting was held via remote access.

Selectboard Members Present: Town Manager Durlin Lunt, Assessor Kyle Avila, Finance Director Jake Wright, Fire Chief Mike Bender, Ambulance Service Director Basil Mahaney, Police Chief Willis

Town Officials Present: Chair John Macauley, Matt Hart, Martha Dudman, Wendy Littlefield, Geoff Wood

Members of the public were also in attendance.

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

Chair Macauley called the Meeting to order at 6:31PM.

II. Minutes

A. Approval of Minutes of May 17, 2021

MOTION: Ms. Dudman moved, with Mr. Hart seconding, approval of the May 17, 2021 Minutes as presented.

Motion approved 5-0.

III. Appointments/Recognitions/Resignations

A. Consider appointment of Sarah March to the Sustainability Committee effective June 7, 2021.

MOTION: Ms. Littlefield moved, with Ms. Dudman seconding, appointment of Sarah March to the Sustainability Committee effective June 7, 2021, as presented and with thanks.

Motion approved 5-0.

B. Consider appointment of Johannah Blackman to the Sustainability Committee effective June 7, 2021.

MOTION: Ms. Littlefield moved, with Mr. Hart seconding, appointment of Johannah Blackman to the Sustainability Committee effective June 7, 2021 as presented and with thanks.

Motion approved 5-0.

IV. Consent Agenda

A. Hancock County Commissioners Meeting Agenda for June 1, 2021

B. Hancock County Commissioners Meeting Minutes of May 4, 2021

C. Hancock County Commissioners Special Meeting Minutes of May 18, 2021

1 MOTION: Mr. Hart moved, with Ms. Littlefield seconding, acceptance of the Consent
2 Agenda as presented.

3
4 Motion approved 5-0.

5
6 **V. Selectmen's Reports**

7 Chair Macauley shared resident Gail Marshall's request to discuss brown tail moth concerns.

8
9 Ms. Marshall was in attendance. She explained the brown tail moth has become more prevalent
10 on Mount Desert Island. Not only is it a hazard to vegetation, it is also toxic to humans. People
11 in the community are voicing concern and asking for information. Other communities provide
12 information about the brown tail moth and ways to address the problem on their town websites.

13
14 Chair Macauley agreed a first step was to put something on the Town's website. Ms. Dudman
15 suggested the Town Manager check in with other communities to see what's being done
16 elsewhere. Resident Donna Reis believed a first step is to provide the community with
17 information on identification of the brown tail moth caterpillar and their nests. Ms. Marshall
18 agreed; there are resources from the State that explain and show the differences between the
19 brown tail moth and other caterpillars.

20
21 The Board agreed to look into the issue.

22
23 **VI. Unfinished Business**

24 *A. Extension of Temporary Agreement Between the Town of Mount Desert and the Maine*
25 *Department of Transportation, from September 6, 2021, through September 6, 2026.*

26 Manager Lunt noted the Board has already voted on this. The agreement requires signature.

27
28 *B. Discussion of Proposed Tobacco Free Policy for the Town of Mount Desert.*

29 Manager Lunt noted the Town was working on this when Covid halted progress. The policy
30 is the idea of Healthy Acadia. Other Towns have adopted similar policies. This policy
31 addresses all forms of tobacco and nicotine use. All Town property would prohibit tobacco
32 use.

33
34 Manager Lunt noted tobacco use is included in the personnel policy. This is a policy and not
35 an ordinance so there is little in the way of enforcement. This is more of an education effort;
36 signs would be placed to make the policy clear to employees and the public. Mr. Wood
37 believed buy-in was necessary too, so staff feel comfortable saying something to someone
38 violating the policy and know they are expected to do so. Manager Lunt promised to discuss
39 enforcement with employees.

40
41 MOTION: Ms. Dudman moved, with Mr. Wood seconding, adoption of the Tobacco Free
42 Policy for the Town of Mount Desert as presented.

43
44 Motion approved 5-0.

45
46 *C. Discussion of Memo of Maine to Adopt U.S. CDC's New COVID-19 Guidance.*

1 Manager Lunt noted that current Covid-related rules used by the Town are based on CDC
2 guidelines. Perhaps public meetings can be reinstated, while continuing Zoom use for those
3 who prefer it. He believed virtual meetings slow some of the Planning Board's process.
4

5 Manager Lunt preferred to continue to prohibit the public to access the Town Offices further
6 than the glass door currently in place, until the rules are further relaxed.
7

8 Following the CDC's guidelines those fully vaccinated would not be required to wear a mask
9 at a public meeting, but those not fully vaccinated would be expected to do so.
10

11 MOTION: Mr. Hart moved, with Ms. Littlefield seconding, that from this point forward all
12 Board and Committee meetings for the Town of Mount Desert will allow in-person
13 attendees, with those fully vaccinated allowed to attend mask-free if they so choose, and
14 those not fully vaccinated be requested to continue to wear a mask.
15

16 Mr. Wood hoped the Town would look at the air circulation systems in the public spaces
17 where Town meetings might be held to ensure they function properly.
18

19 Zoom attendance will still be offered at public meetings as an option.
20

21 Motion approved 5-0.
22

23 *D. Memo from Finance Director, Jake Wright for recommendation to amend the 04/05/2021*
24 *meeting minutes to reflect prior Board approval of AP Warrant #2155.*

25 MOTION: Mr. Hart moved, with Mr. Wood seconding, amending the 04/05/2021 meeting
26 minutes to reflect prior Board approval of AP Warrant #2155, as presented.
27

28 Motion approved 5-0.
29

30 *E. Sign Extension of Temporary Easement Agreement with Maine Department of*
31 *Transportation.*

32 This Item is in relation to Item VI.A and no action is warranted.
33

34 *F. Modify May 4, 2021, minutes to reflect Treasurer Transition Information and Signatories*
35 *as outlined in memo from Finance Director, Jake Wright.*

36 MOTION: Ms. Dudman moved, with Mr. Hart seconding, approval of modification of May
37 4, 2021 Minutes to reflect Treasurer Transition Information and Signatories as outlined in
38 memo from Finance Director, Jake Wright, as presented.
39

40 Motion approved 5-0.
41

42 **VII. New Business**

43 *A. Interior Department TOMD Advisory Commission Representative*

44 Advisory Commission Representative Kendall Davis provided information on his
45 appointment to the Acadia National Park Advisory Commission. The Commission's mission

1 is to advise the Park Service. The Selectboard can request Mr. Davis to bring issues or
2 concerns to the Commission for discussion. Mr. Davis has now attended several meetings.

3
4 Chair Macauley asked about the availability of Minutes or meeting transcripts. The Town
5 tends to get them late and several transcripts at a time. The Bylaws state Minutes are
6 distributed seven days prior to the next meeting. Mr. Davis promised to see if more timely
7 distribution can be accommodated.

8
9 *B. Integrating Parking Enforcement Systems*

10 Police Chief Willis is requesting to integrate the parking enforcement system with what is
11 used in Bar Harbor. Bar Harbor's system integrates parking meters, kiosks, and license plate
12 readers. Mount Desert would likely use just the ticketing platform. This would allow all
13 officers to use the same system. It enhances accountability and may increase the percentage
14 of fines being paid. An officer that manages the system is already in place. Additionally, the
15 system will allow for the Harbormaster's staff to assist with policing of the marina. The
16 Town would pay an implementation fee with the amount requested and will have to buy an
17 electronic device for the system.

18
19 MOTION: Ms. Dudman moved, with Mr. Hart seconding, to authorize Chief Willis to
20 implement the plan as presented and to authorize the release and expenditure of funds not to
21 exceed \$8,500.00 from GL Account Number 4040100-24405 Police Equipment Reserve,
22 with a current balance of \$87,403.00, as presented.

23
24 Motion approved 5-0.

25
26 *B. Request for Temporary Stipend for Front Office Employees*

27 Finance Director Jake Wright explained this request was connected to the extended absence
28 of the Town Clerk. This absence is being filled by front office staff. Front office staff is
29 balancing the Town Clerk's duties between them, minus the two days a week Joelle Nolan
30 has been able to help out. Staff is providing additional value and are under a heavier than
31 normal workload. Their efforts are a benefit in the long run because this is allowing for
32 redundancy in the position, leading to less downtime when anyone is absent; however, there
33 is a cost to the staff. Director Wright provided his calculations explaining how he reached
34 the suggested stipend amount.

35
36 Staff has had days where they've stayed later and come in earlier. They feel it's more
37 difficult to get the work done in their allotted time. Hourly employees are paid overtime.
38 Director Wright hoped to compensate them for the value the Town is receiving from staff, as
39 opposed to simply the hours worked. It's a lot to ask staff to simply work more hours to
40 cover the extra work required of them.

41
42 Chair Macauley voiced concern at paying staff hourly overtime and also a stipend. It is
43 unclear whether additional duties are outside the scope of their job description, or if the extra
44 duties were new duties, or extensions of duties already being done. Director Wright offered
45 to find out what additional work staff was doing could be considered new duties.

46

1 Mr. Wood noted the stipend amount based on a 40-hour work week equates to an extra \$6.00
2 an hour per employee. Director Wright agreed. His calculations were based on the logic of
3 additional workload. He believed this amount equates to the value received by the Town.
4

5 Mr. Hart agreed it was a unique situation, and staff are trying to do the best they can. In a
6 small workplace when such things happen it is normal for all to pitch in with extra help. Mr.
7 Hart suggested that if staff must work extra hours, then the Town should figure out how to
8 appropriately compensate them for the extra hours. A second concern was the suggestion
9 that should a new Town Clerk fill the position the stipend be continued as a new employee is
10 trained. Is this perhaps setting precedent for other types of stipend to compensate leave in
11 other departments?
12

13 Mr. Wood suggested that as an alternative, perhaps consider a bonus or gift of appreciation at
14 the end of the time the Town is without a Clerk.
15

16 Ms. Littlefield noted that stipends are a large part of the school's budget. She worried that it
17 would set a precedent for other situations in other departments in which a stipend might be
18 requested.
19

20 Mr. Hart believed the situation could provide an opportunity for the Town to re-evaluate the
21 front office positions and better disburse the tasks. With new tasks, new rates of pay may be
22 necessary.
23

24 Director Wright appreciated the discussion and promised to reassess the situation. He noted
25 the position was a difficult one to find a temporary employee for. The work involved takes
26 years of training and understanding.
27

28 *C. Informational Update from Kathy Miller of the Broadband Committee, including request*
29 *of approval for identified outreach efforts*

30 Ms. Miller reported that the Broadband Committee has been reinvigorated. They have
31 reached out to the Island Institute. The Island Institute has been working with Maine coastal
32 communities and islands to expand the broadband capacity. With their help and input, Vetro
33 Fibermax has reached out to the Committee to see if the Town would like to participate in
34 their program. Vetro is a Maine-based company working with communities and businesses
35 to help map out broadband systems. The Town's consultant, Casco Bay Advisors,
36 recommended Vetro to the Town. The Committee has been working with Vetro at no cost to
37 the Town.
38

39 Vetro is offering to map what fiber to a home or premises system would look like if the
40 Town chose to pursue that route. Their design will assume that the Town has nothing
41 currently in place. Vetro has presented some parameters for the Town's review. Ms. Miller
42 noted that a central office would be required for any system Vetro might design.
43

44 The Broadband Committee recommends moving forward with the auto-design in general and
45 suggest that the Somesville Fire Department building might be the right place for central

1 office space. If the Board chooses to make such a recommendation, community engagement
2 can be addressed.

3
4 Central office space does not have to be large. It will require power and a generator. The
5 space will be a hub for the fiber to move through.

6
7 Chair Macauley recalled previous conversations regarding outsourcing the work versus
8 having the Town administer the broadband itself. It was deemed at that time the Town did
9 not want to have to own and maintain infrastructure. Ms. Miller reported the issue has not
10 been discussed. It ties in with questions such as what the Town currently has, what the Town
11 wants, and how it will get there. The Town must decide if it wants to rely on current
12 providers to expand their services or do it independently. The Broadband's hope is to create
13 an infrastructure that is "future-proof". Upcoming technology should work with fiber optic
14 cable and will be accessible to anyone wanting it and is affordable and relatively easy to use.
15 The Committee is not far enough along in the process to talk about whether this is something
16 the Town should pay for and operate or hire someone else to do so. Part of the process will
17 be to reach out to other area communities to gauge their interest.

18
19 The work done by Vetro will provide information on what it will take to reach every home in
20 Mount Desert.

21
22 The project connecting the Mount Desert and Bar Harbor Police Departments via fiber is
23 intended to work together with this work. Bar Harbor's goal is to connect their Municipal
24 departments, and both police departments to the Mount Desert Town Office. Such a network
25 would be a good first step towards expanding a fiber system to Bar Harbor residents.

26
27 Mr. Hart pointed out it was a free design and a starting point.

28
29 Ms. Miller noted a next step was to survey Mount Desert property owners. Island Institute
30 recommends holding a series of public meetings. Incumbent providers would also be
31 contacted. It was hoped the meetings can be held on behalf of the Town and using the
32 Town's Zoom links. Ms. Miller hoped for town approval of the meetings.

33
34 A study was done in 2015. To bring the consultant from that study back to update their
35 information would be quite expensive. Grants are being looked at for the work as well.

36
37 The Board's consensus was that the Boardband Committee should move forward on both
38 accounts; continue with the auto-design and to hold the public meetings.

39
40 *D. Request to close the Town Office on June 21, 2021, to facilitate going live with Cash*
41 *Receipting Software.*

42 Director Wright noted this was the software contractor's recommendation. This software is
43 for cash receipting. It will tie in with the Munis software and does financial reporting.
44 Director Wright felt closing down to work through the software was preferable to having
45 customers tied up with trouble shooting and problems associated with downloading new
46 software. All workstations can be set up at once this way.

1
2 MOTION: Ms. Dudman moved, with Ms. Littlefield seconding, approval of the request to
3 close the Town Office on June 21, 2021, to facilitate going live with Cash Receipting
4 Software, as presented.
5 Motion approved 5-0.
6

7 *E. Backroads, Lynny Kramm Public Space Special Event Application- Suminsby Park Use*
8 *of Suminsby Park for Picnic Lunches, Various dates starting June 12, 2021 through*
9 *October 11, 2021*

10 Ms. Dudman stated her opposition to the request. Suminsby Park is a quiet place for families
11 and small group use. She saw no point in tying the area up with a group that brings very
12 little benefit to the Town.
13

14 Mr. Hart agreed. He noted the use of the marina for this group has already been problematic.
15 They are requesting 30 days of usage that comes with no economic benefit to the Town of
16 Mount Desert. It's too large an operation for a small area like Suminsby Park.
17

18 Backroads representative Lynny Kramm noted she was happy to answer any questions or
19 concerns.
20

21 Chair Macauley agreed with Ms. Dudman and Mr. Hart. Such a request is taking a sizable
22 amount of the Town's resources and with very little benefit to the Town.
23

24 Ms. Kramm stated Backroads has been coming to Mount Desert Island for decades. She was
25 unaware of the concerns. She asked what the objections have been. Perhaps they can be
26 addressed.
27

28 Ms. Littlefield noted the number of dates requested is sizable. The park is small for the vans.
29 It would likely result in Suminsby Park essentially shutting down for the group. Very little
30 else could occur in the space while they are there.
31

32 Mr. Hart asked what the benefit of approving the request brings to the Town of Mount
33 Desert. Ms. Kramm felt the benefit is bringing the guests to the broader area and not just the
34 Town.
35

36 Mr. Wood pointed out that the lunch provided is not purchased in Mount Desert. Other
37 meals and hotels purchased are not in Mount Desert. The marina when occupied by
38 Backroads becomes semi-private and treated as though it is for Backroads' exclusive use. To
39 be a better partner, perhaps some research could be done to find ways to partner with Mount
40 Desert. The use is a burden to the Town with very little benefit.
41

42 Ms. Dudman pointed out that using a local restaurant or hotel might result in an alternative
43 parking site for the group.
44

45 Chair Macauley noted Bar Harbor has areas that might be better for setup, like the ballfield.
46

1 Ms. Kramm stated these concerns were only recently brought to her attention. Additionally,
2 she apologized for the late receipt of the application. She has had no opportunity to look for
3 alternative sites. She hoped to find a site in Town that does not negatively impact residents.
4

5 Harbor Committee Representative Howie Motenko noted Backroads was given a conditional
6 permit last year due to these issues. Other bicycle companies use housing and the ferry
7 service in Town. Additionally, the application clearly requests a 30-day notice of submittal
8 to the Town.
9

10 Ms. Dudman suggested Backroads look for a restaurant with a large outdoor parking area and
11 perhaps come to an agreement with them.
12

13 Ms. Kramm asked if there were another park-like site more amenable to the Town, perhaps
14 with a local catered lunch provided. The Board could think of no alternative sites that would
15 meet the company's needs.
16

17 A few businesses were suggested for use, including Abels' Lobster Pound and the high
18 school.
19

20 Harbor Committee Member Jim Black added that Backroads staff would arrive in town
21 ahead of time and commandeer the picnic tables intended for public use. They keep the
22 tables for several hours, allowing no one else to use them. Ms. Kramm noted the group is no
23 longer arriving ahead of time in an effort to create less impact.
24

25 Ms. Kramm asked if fewer trips would make a difference. Chair Macauley stated the idea
26 could not be considered without more information. He noted the number of days requested
27 equals roughly a quarter of the summer. There is no return to the Town for this use.
28

29 MOTION: Ms. Littlefield moved, with Ms. Dudman seconding, approval of Public Space
30 Special Event Application- Suminsby Park Use of Suminsby Park for Picnic Lunches,
31 Various dates starting June 12, 2021 through October 11, 2021, as presented.
32

33 Motion denied, 0-5 (Full Board Opposed)
34

35 *F. Request authorization to pay Invoice #237351 to Kofile Technologies for Historic*
36 *Preservation Payment in the amount of \$15,000.00.*

37 Manager Lunt noted the amount was budgeted. The project is approximately 50% done.
38 Once done, there will be some maintenance. Some of the documents are quite old and
39 fragile.
40

41 MOTION: Mr. Hart moved, with Ms. Littlefield seconding, authorization to pay Invoice
42 #237351 to Kofile Technologies for Historic Preservation Payment in the amount of
43 \$15,000.00, as presented.
44

45 Motion approved 5-0.
46

1 *G. Authorization to Increase the Hourly Rate for all On-Call Firefighters from \$14.08 an*
2 *hour to \$18.00 an hour, effective June 14, 2021*

3 MOTION: Ms. Dudman moved, with Mr. Wood seconding authorization to Increase the
4 Hourly Rate for all On-Call Firefighters from \$14.08 an hour to \$18.00 an hour, effective
5 June 14, 2021, as presented.

6
7 This payrate is for the times a firefighter participates in training and responds to a call. If an
8 on-call firefighter fills in for a full-time firefighter's shift their pay is \$26.00 per hour for that
9 time. Response to a call is paid out for a minimum of two hours' time.

10
11 Motion approved 5-0.

12
13 *H. Authorization to apply for and operate the Mount Desert Fire Department as a Non-*
14 *Transport Emergency Medical Responder Level Service*

15 Fire Chief Bender noted this was in response to facilitating more effective assistance to the
16 Ambulance Service. There are some Ambulance Service personnel cross-training as well.

17
18 Ambulance Service Director Basil Mahaney noted there is a shortage of EMS staff in Maine.
19 If the Fire Department is able to help out it can only be a benefit to the Town.

20
21 MOTION: Ms. Littlefield moved, with Mr. Wood seconding to apply for and operate the
22 Mount Desert Fire Department as a Non-Transport Emergency Medical Responder Level
23 Service, as presented and with thanks.

24
25 Motion approved 5-0.

26
27 *I. Liquor License Renewal - Eliza Bishop d/b/a Milk & Honey (Milk and Honey Kitchen*
28 *LLC) 3 Old Firehouse Lane, Northeast Harbor*

29 MOTION: Mr. Hart moved, with Ms. Dudman seconding, approval of Liquor License
30 Renewal - Eliza Bishop d/b/a Milk & Honey (Milk and Honey Kitchen LLC) 3 Old
31 Firehouse Lane, Northeast Harbor, as presented.

32
33 Motion approved 5-0.

34
35 *K. Discussion with Mount Desert Elementary School Students concerning the potential of*
36 *having a Rainbow Pride Crosswalk in front of the Elementary School.*

37 Mount Desert Elementary School students presented their request to the Selectboard; the
38 painting of a rainbow crosswalk crossing from the Northeast Harbor Library to the
39 elementary school, as a sign of support for the LGBTQ+ community, as a way to identify
40 Mount Desert as a welcoming community, and to celebrate and acknowledge the differences
41 in the community. Other communities such as Castine, Ellsworth, and Bar Harbor have
42 similar crosswalks. Healthy Acadia has offered to sponsor the project and fundraise for the
43 paint.

44
45 A letter from the Public Works Director shared two options for the crosswalk; using colored
46 chalk between the white lines of the crosswalk, or using colored paint embedded with

1 reflective beads between the white lines of the crosswalk. The white crosswalk is required to
2 remain for safety reasons. The students preferred the permanence of reflective paint.
3 Fundraising for the paint will be required; however, the students hope to get the crosswalk
4 painted as soon as possible. Further discussion with the Town is necessary to determine the
5 appropriate materials to use and the safety precautions regarding painting the road.
6

7 Mr. Hart believed that if the students worked hard with their fundraising to help offset the
8 cost of the paint, the Public Works Director would be willing to have Public Works staff do
9 the painting. This would ensure it's done in a professional and appropriate manner.
10

11 Ms. Littlefield suggested using colored chalk. This would allow the Town to react to the
12 crosswalk and assess safety. She noted the crosswalk was in heavy use by students and
13 community. She believed some painted crosswalk designs are distracting. Teacher Shannon
14 Westphal believed coloring between the lines with road chalk would be more time
15 consuming and unsafe. In researching the issue no data was found showing a rainbow
16 crosswalk is less safe than a traditional crosswalk. The students' idea is a simple white
17 crosswalk with rainbow paint between the crosswalk lines. Ms. Littlefield believed more
18 information was necessary regarding safety.
19

20 MOTION: Ms. Dudman moved, with Mr. Hart seconding, approval of the request by the
21 Mount Desert Elementary School students to have a Rainbow Pride Crosswalk in front of the
22 Elementary School, as presented.
23 Motion approved 4-1 (Littlefield Opposed).
24

25 **VIII. Other Business**

26 There was No Other Business.
27

28 **IX. Treasurer's Warrants**

29 *A. Approve & Sign Treasurer's Warrant AP2168 in the amount of \$169,707.86*

30 MOTION: Mr. Wood moved, with Mr. Hart seconding approval and signature of Treasurer's
31 Warrant AP2168 in the amount of \$169,707.86, as presented.
32

33 Motion approve 5-0.
34

35 *B. Approve Signed Treasurer's Payroll, State Fees, & PR Benefit Warrants AP2165,*
36 *AP2166, AP2167, and PR2127 in the amounts of \$5,080.67, \$72,195.31, \$12,061.16 and*
37 *118,951.00, respectively*

38 MOTION: Ms. Dudman moved, with Mr. Hart seconding, approval of Signed Treasurer's
39 Payroll, State Fees, & PR Benefit Warrants AP2165, AP2166, AP2167, and PR2127 in the
40 amounts of \$5,080.67, \$72,195.31, \$12,061.16 and 118,951.00, respectively, as presented.
41

42 Motion approved 4-0-1 (Littlefield in Abstention)
43

44 *C. Acknowledge Treasurer's School Board AP/Payroll Warrants #13, #24, and #25 in the*
45 *amounts of \$69,311.85, 173,613.88 and \$92,653.83, respectively*

1 MOTION: Mr. Hart moved, with Ms. Littlefield seconding, acknowledgement of
2 Treasurer's School Board AP/Payroll Warrants #13, #24, and #25 in the amounts of
3 \$69,311.85, 173,613.88 and \$92,653.83, respectively, as presented.

4
5 Motion approved 5-0.

6
7 **X. Adjournment**

8 MOTION: Ms. Dudman moved, with Mr. Hart seconding, to adjourn the meeting.

9
10 Motion approved 5-0.

11
12 The Meeting adjourned at 8:14PM.

13
14 Respectfully Submitted,

15
16
17
18 Wendy Littlefield