

MINUTES OF AUGUST 28, 2025  
GOULDSBORO SELECT BOARD MEETING

Zoom Meeting

<https://us02web.zoom.us/j/8018727702?pwd=WjJmUFhyWVNKZmphOUdoTTdwbDRLUT09>

Meeting ID: 801 872 7702

Password: 4uFgxX

Present: Robert Harmon, Danny Mitchell Jr., Peter McKenzie, Jackie Weaver  
Staff: Town Manager Joshua McIntyre  
Town Clerk Brianna L. Mitchell  
Police Chief James Malloy  
EMS Director Andi Both  
CEO Mike Connors  
Audience: 9 (Nine)  
Zoom: 2 (Two)

Meeting held at the Gouldsboro Town Office.  
Mr. Harmon called the meeting to order at 5PM.



*Pledge of Allegiance*

APPROVAL OF MINUTES OF AUGUST 14, 2025

Mr. Mitchell made a motion to approve the minutes of August 14, 2025; 2<sup>nd</sup> by Mr. McKenzie  
Passed 4/0.

A/P WARRANT #12

Mr. Mitchell made a motion to approve A/P Warrant #12 in the amount of \$43,650.71; 2<sup>nd</sup> by  
Mr. McKenzie. Passed 4/0.

PAYROLL WARRANT #13

Mr. Mitchell made a motion to approve Payroll Warrant #13 in the amount of \$36,796.48; 2<sup>nd</sup>  
by Mr. McKenzie. Passed 4/0.

SELECT BOARD REPORTS

Ms. Weaver – *Nothing at this time.*

Mr. Mitchell – *Nothing at this time.*

Mr. Harmon – *Nothing at this time.*

Mr. McKenzie – *Nothing at this time.*

TREASURER – See attached

## COMMITTEE REPORTS

*Coastal Resilience Committee* – Chair Bill Zoellick had pre-proposal meeting. He has sent off the proposal and was able to budget under the \$75,000 so he won't need to match town funds as requested at the previous Select Board meeting.

## POLICE DEPARTMENT

Chief Malloy mentioned the Gouldsboro Police Department assisted the Winter Harbor Police Department for the Winter Harbor Lobster Festival. Mr. Mitchell spoke on behalf of the Winter Harbor Police Department – thank you for the help, it is very much appreciated. The Select Board thanks Chief Malloy and his crew for assisting Winter Harbor!

## FIRE DEPARTMENT – **Absent**

Town Manager Josh McIntyre reported the Fire Department received notification we will be receiving an estate donation of \$5,000 from Betty Bradford who has sadly passed away.

## EMS DEPARTMENT

Director Andi Both reported the following:

### *Personnel Updates*

- AHA BLS certifications were done on 8/8.
- EMS Personnel are signing up for upcoming conferences.
- Healthworks account is setup.
- Safetyworks consult will happen at the end of September, Town Clerk Brianna Mitchell is taking care of scheduling the consultation.
- Lockers were ordered for personal items to be secure. Bedroom window project has a committed contractor. Big thanks to CEO Mike Connors for helping get it fast-tracked.
- EMS crews attended Winter Harbor Lobster Festival and tossed candy. Employee appreciation night happened, bbq was served and went great.
- New uniform t-shirts were made and delivered to the crew – they look great!
- Director Andi has received applications from 2 ALS providers. She is aiming to grow our ALS capability, interview tomorrow and Tuesday.

### *Communication Updates*

- New Facebook page has been created.
- Cell phones chosen – FirstNet 3 lines, will be in the ambulances and one for the office/director. This allows priority coverage at a very affordable rate, hotspot access, GPS, contact with hospitals and patients (on director line).
- Rolling out Connectteam app next week to personnel.

### *Operations*

- CAD integration is setup- we could use Spillman to see more details of a call as they come in
- Ordered a cable for monitor-computer vitals upload, fingers crossed
- New policies to review- per diem policy, CEUs paid training, ePCR policy (before they leave the station), uniform policy.
- Call-in fee proposal given the number of times folks have assembled to provide a second ambulance response.
- Both ambulances have new first-in bags and ALS med bags (previously only one ambulance had ALS meds).
- Billing issue is finally addressed; biller has been added and in-process of dating back to April 1<sup>st</sup>.

### *Health Officer*

- Attended the LHO training offered this month Lead Poisoning Prevention (there was no training offered in July).

CODE ENFORCEMENT OFFICER – See attached

CEO Mike Connors reported:

- He issued 6 permits from 08/12 – 08/26/25 with no new residences.
- Line Painting – Kaz's Fine Lines painted both Main Street crosswalks this past weekend, stop bars on all major intersections with one additional stop bar approaching South Gouldsboro Road and one on Paul Bunyan Road (at no additional charge).
- Wellman Paving – Paving on Bartlett Hill Road, Old Route One, and Ashville Road. Tentatively scheduled for week of 09/08/25.
- E911 Shapefiles – Mike is researching options for a vendor to properly orient E911 mapping.
- Shoreland Ordinance Update – Friday the Town received notice from DEP the Shoreland Ordinance and maps have been approved.

RSU#24 REPRESENTATIVE – Absent

TOWN MANAGER – See attached

*Old Business*

*Nothing at this time.*

*New Business*

*Approval of one-day liquor catering license for Helen's Restaurant*

Town Clerk Brianna Mitchell reported Helen's Restaurant reached out to her, who is going to be catering a wedding on September 6, 2025 and would like the Select Board approval to sign the license so they can move forward and send their application to the State for approval.

Mr. McKenzie made a motion to approve and sign the one-day liquor license for Helen's Restaurant; 2<sup>nd</sup> by Mr. Mitchell. Passed 4/0.

*Consideration and possible vote on new EMS policies*

EMS Director Andi Both reported 4 new policies she has been drafting which consists of Continuing Education Policy, Patient Care Report (PCR) Documentation Policy, Per Diem Policy, and Uniform Policy. The Select Board are in favor of the proposed drafted policies. Andi has a few revisions to make to the policies and will send these to Town Manager Joshua McIntyre for review.

Mr. Mitchell made a motion to approve the proposed policies and allow her to send to the Town Manager for approval; 2<sup>nd</sup> by Mr. McKenzie. Passed 4/0.

*Consideration and adoption of Cafeteria Benefit Plan for compliance with IRS rules*

Mr. Harmon reads and hereby votes to adopt the Cafeteria Plan, a copy of which is supplied herewith, for health benefit eligible employees; and hereby authorizes and directs the Town Manager, or the Manager's designee, to execute and implement said plan.

Mr. Mitchell made a motion to adopt the Cafeteria Benefit Plan as presented; 2<sup>nd</sup> by Mr. McKenzie. Passed 4/0.

*Discussion and update on Comprehensive Plan*

Chair Deb Bisson along with three committee members; Barbara Bowen, Paul Stewart and Sandy Gerlock were present to discuss the updates on the draft Comprehensive Plan. Chair Deb Bisson feels Hancock County Planning Commission is not cooperating with her and the Select Board have not

given their input. Mr. Harmon responded the Comp Plan Committee was supposed to get the draft complete, present it to the Planning Board and have their approval to then present to the Select Board. A final draft of the comp plan has not been completed or presented to the Planning Board.

Comp Plan Committee member Barbara Bowen reported to the Select Board the Comp Plan Committee has not met in over two years. Barbara also mentioned the Committee started up about 5 years ago and there is a real discrepancy between the Chair Deb Bisson and the rest of the committee members. Mr. Harmon mentioned we need to figure out what the discrepancy is and move forward from here to get this completed.

The Select Board would like the Comprehensive Plan Committee to meet every two weeks until it is completed to expedite the process as this has been drawn out for too long. Ms. Weaver asks that Chair Deb Bisson lets Town Manager Josh McIntyre know when their meetings will be. Mr. Harmon will attend the meetings to help with give input from the Select Board and information that may be needed. The Select Board thanks the Comp Plan Committee for all the hard work and time they have put into this.

#### *Discussion of Remote Participation in Public Proceedings Policy*

Town Manager Joshua McIntyre reported the Remote Participation in Public Proceedings policy will allow committee members on town boards to attend via zoom and have the ability to vote on meeting matters. Josh will prepare a policy for the Select Board to sign and is also looking into presenting a public comment policy to govern public comments during committee meetings.

#### *Consideration and possible adoption of new Bidding and Purchasing Policy*

Town Manager Joshua McIntyre mentioned in part B of this policy, it currently states any job costing \$500 up to \$25,000 should be placed out to bid. Josh feels this should be amended to read any jobs costing more than \$5,000 up to \$25,000. Josh feels it would be a good idea for contractors to give examples of similar jobs they have completed and provide references for the bid application process. Josh mentioned about opening bids several days before a Select Board meeting to allow time to do some research. This would be recorded in the lobby or meeting room in front of the camera along with allowing anyone who would like to attend via zoom during the opening process. Mr. Mitchell made a motion to accept the new Bidding and Purchasing Policy as amended; 2<sup>nd</sup> by Mr. McKenzie. Passed 4/0.

#### PUBLIC COMMENT

*Nothing at this time.*

ADJOURN: Mr. Mitchell moved to adjourn the meeting at 6:20PM; 2<sup>nd</sup> by Ms. Weaver. Passed 4/0.

Respectfully submitted,  
Brianna L. Mitchell, Town Clerk

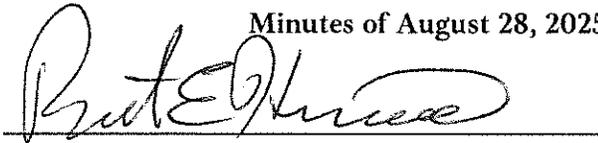
*Please note: These minutes are not verbatim. A tape recording of the meeting is available at the Town Office during regular business hours.*

Enclosures: Agenda, Minutes of 08.14.25, Payroll Warrant #12, A/P Warrant #13, Treasurer's Report, Expense Report 08.27.25, Police Department September 2025 Schedule, EMS September 2025 Schedule, EMS Calls Report 08/08 – 08/20/25, CEO Report, Town Managers Report, Helen's Restaurant Liquor License Application, EMS Patient Care Report Documentation Policy, EMS Per Diem Availability & Roster

Retention Policy, EMS Continuing Education Support Policy, Schoodic EMS Uniform Policy, Town of Gouldsboro Cafeteria Plan, MMA Remote Participation in Public Proceeding Sample Policy, Town of Gouldsboro Bidding and Purchasing Draft Policy.

**BOARD OF SELECTMEN**

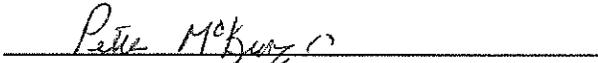
Minutes of August 28, 2025 and Approval on September 11, 2025



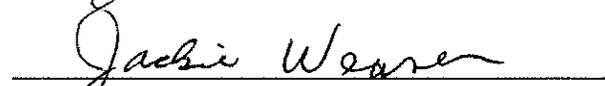
Robert Harmon, *Chair*



Danny Mitchell, Jr., *Vice Chair*



Peter McKenzie



Jackie Weaver