

MINUTES OF OCTOBER 23, 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
Shellfish Warden Mike Pinkham
EMS Director Andi Both
CEO Mike Connors
Audience: 10 (Ten)
Zoom: 6 (Six)

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



Pledge of Allegiance

APPROVAL OF MINUTES OF OCTOBER 9, 2025

Mr. Mitchell made a motion to approve the minutes of October 9, 2025; 2nd by Mr. McKenzie.
Passed 4/0.

PAYROLL WARRANT #22

Mr. Mitchell made a motion to approve Payroll Warrant #22 in the amount of \$41,293.15; 2nd by Ms. Weaver. Passed 4/0.

A/P WARRANT #23

Mr. Mitchell made a motion to approve A/P Warrant #23 in the amount of \$153,939.30; 2nd by Ms. Weaver. Passed 4/0.

SELECT BOARD REPORTS

Ms. Weaver – Ms. Weaver reported there is a newly installed box in the alcove outside to allow residents access to the newsletter 24/7 if anyone is interested in stopping by to grab one anytime.

Mr. Mitchell – *Nothing at this time.*

Mr. Harmon – Mr. Harmon would like to get the community together to start building the Lobster Trap Christmas Tree and would like to advertise it in the newsletter.

Mr. McKenzie – Mr. McKenzie reported there was a wonderfully written article in the *Ellsworth American* about Schoodic EMS!

TREASURER – See attached

COMMITTEE REPORTS

Veterans' Committee- Chair James Guest reported November 8th at 5PM they will be having the appreciation dinner for all veterans. They will be trying a delivery option for veterans that may not be able to make it out to the dinner. Next year, the committee is going to try to do a patriotic scarecrow contest and flag display for 250th anniversary. Next week, the committee will judge a veteran coloring contest from the kids at the Peninsula School and the committee will hand out prizes.

Shellfish Committee- Shellfish Warden Mike Pinkham met with Sullivan Select Board Tuesday night, they approved to use the Gordan Wharf facility for the new location of the Shellfish Lab. Within the next month, they will be emptying out Bunkers Harbor Shellfish Lab to set it up at the new Sullivan location.

POLICE DEPARTMENT

Chief Malloy reported the new officer, Caleb, has completed phase 3 and has made over 35 traffic stops in Gouldsboro, trying to catch people speeding. The other new guy will start phase 2 in January.

Shoutout to Winter Harbor Police Dept Chief Danny Mitchell and Officer Phil Sargeant for helping the new officer get prepared and helping teach him the road.

FIRE DEPARTMENT – Absent

EMS DEPARTMENT – See attached

EMS Director Andi Both reports there were 25 calls during the dates of 10/02 – 10/15/25. Four of those calls took place in Winter Harbor and seven calls were transfers.

Updates:

- Transfers are going successfully and continue to come in.
- A new hire started orientation today. She has a few years of experience as an EMT and a Firefighter. She is the EMS Chief in Eastbrook and also works on the Bar Harbor Fire Department. We now have 12 people on our roster!
- EMT Katie Shoemaker has been helping process billing and now only has two months left, prior to Andi's arrival. She has about 40 more reports and will be caught up. She is also working on a spreadsheet to transfer data and track calls that come in, who attended calls, how much was billed to insurance and, funds being received back from each call.
- Andi has completed setup for command prompt entries to allow information to transfer from the cardiac monitors to the tablets. Will be very beneficial to use!
- Bunk room window has been installed and smoke alarms have been added as well.
- Andi has been going through all old equipment and disposing of anything that is no longer needed or outdated.
- New pumps are pre-programmed with all medication dosages for emergencies and transfers. Andi also made some calculation cheat sheets for the ambulances.
- Schoodic EMS will be partaking in some community engagement and will be decorating for the trunk or treat in Winter Harbor next Friday!
- There was an article in *Ellsworth American* written by William Tracy that shed some light on our service and was very positive!

CODE ENFORCEMENT OFFICER – See attached

CEO Mike Connors reported:

- He issued 5 permits from 10/08 – 10/21/25 with 2 new residences.
- Transfer Station Light- Versant added a floodlight at the Transfer Station on 10/21/25.
- Salt/Sand- Salt and sand deliveries are being put up in our Salt/Sand building. Approximately 50% has been delivered as of 10/21/25 and will continue until our orders are filled – weather permitting.
- Camera Security Proposals- Mike received three proposals for installation of security cameras to replace legacy equipment in the Town Office/Fire Station, DOT Lot, and Police Department. Proposals include new camera installation for the Rec Center and the Prospect Harbor Pier.
- Roof Replacement Fire Stations #2 and #3- Fire Station #3 was completed on 10/20/25. Fire Station #2/Police Department has been completed as of today. Mike reported the contractor, AM Roofing, did a great job.
- DEP- Three site visits have been completed on 10/20/25. There was guidance given to one resident regarding shoreland, stream, and wetland setbacks for non-conforming structure, 2 field determination of stream on residential lot, 3 guidance on NRPA/PBR permitting for shoreland stabilization.

RSU#24 REPRESENTATIVE – Absent

TOWN MANAGER – See attached

- Town park- In your packets you received a copy of the application by the Scenic Byway Committee for the Maine Semiquincentennial Commission Grant Program. This application was given a green light by the Select Board at the 9/25/25 meeting. Scenic Byway Committee member Allen Colebank was generous enough to pull the whole application together by himself. The town will be the actual applicant and Town Manager Joshua McIntyre would be the project manager. We are seeking \$10,000 through the grant to help pay for some additional upgrades to the park. We will need to begin planning in more detail soon so that work on the transformation of the park can kick off in Spring 2026. The Byway Committee has asked if the town can find a way to move the children's lobster boat at no cost to the project from its current location next to the PHWC down to the town park.
- Housing- In August, HCPC issued an RFP on behalf of the Town and Maine Coast Heritage Trust for a feasibility study on the parcel on West Bay Road acquired from the Eaton family a couple of years ago. After reviewing three proposals, WSP of Portland was selected as the consultant, and HCPC is working to put a contract in place. WSP will also be doing a similar examination of a parcel in Sullivan in well. Jackie Weaver and Town Manager Joshua McIntyre attended a Housing Developers' Conference on 10/17/25 at the Schoodic Institute. It was well attended (over 40 people) and had some very useful information from experts in the field. Talks continue through Schoodic Area League of Towns and the monthly Schoodic Region Housing Forum about steps that can be taken to relive some of the housing issues facing our area. A non-profit housing trust that could work on these issues privately continues to be discussed.
- Audit- Aleta has worked closely with James Wadman on our audit. It will be finalized soon!
- RFP- Town Manager Joshua McIntyre would like to solicit quotes for new telephone systems as ours is very old and outdated. He would also like to upgrade the website to offer citizen notifications, along with some other interactive features as well.

Old Business

Consideration and vote on Remote Participation policy

Town Manager Josh McIntyre is presenting the proposed Remote Participation Policy that was discussed at a previous Select Board meeting.

Mr. Mitchell made a motion to accept the Remote Participation policy as written; 2nd by Ms. Weaver. Passed 4/0.

Consideration and vote on Public Comment policy

Town Manager Josh McIntyre is presenting the proposed Public Comment Policy that was discussed at a previous Select Board meeting. Josh recommends in section 3c, to use the wording “public comments must be germane to Town business or the topic at hand.” Josh also recommends under public comment period, to not exceed 15 minutes as there is not a time frame filled in yet. The Select Board agrees to make these revisions.

Mr. Mitchell made a motion to amend the public comment policy as read; 2nd by Ms. Weaver. Passed 4/0.

New Business

Appointment of election clerks

The list of election clerks for this coming election on November 4, 2025 is as listed:

- Vifvan Rea
- Frank Minutillo
- Thomasina Watson
- Martha Metzler
- Patricia Fiske
- Becky Follette

Mr. Mitchell made a motion to accept the above listed election clerks for the upcoming election on November 4, 2025; 2nd by Mr. McKenzie. Passed 4/0.

Appointment of election warden

Mr. Mitchell made a motion to appoint Cheryl Brackett as the election warden for the upcoming election on November 4, 2025; 2nd by Mr. McKenzie. Passed 4/0.

Approval of contract through 09/30/2026 with RJD Appraisal

Mr. Mitchell made a motion to continue contract with RJD Appraisal for a year for assessing needs; 2nd by Mr. McKenzie. Passed 4/0.

Consideration and vote on changes to EMS fee schedule for PIFT

Schoodic EMS (Gouldsboro Fire Department) Fee Schedule Fiscal Year 2026
(July 1, 2025 – June 30, 2026)

	2022 – 2023	Proposed for FY26
Mileage	20.00	21.00
BLS Emergency	974.00	1,022.70

ALS 1 Emergency	1,190.00	1,249.50
ALS 2 Emergency	1,425.00	1,496.25
BLS non-emergency	800.00	840.00
ALS non-emergency	1,025.00	1,076.25
ALS Backup	325.00	341.25
Non-Transports (with medication)	325.00	341.25
Patient Assessment Lift Assist	125.00	131.25
Paramedic Interfacility Transport		1250.00
Specialty Care Transport		1450.00
Critical Care Transport Ground		1750.00

Mr. Mitchell made a motion to accept the fee schedule as proposed; 2nd by Mr. McKenzie. Passed 4/0.

Permission to close town office at 2PM on December 24th

Mr. Mitchell made a motion to allow the Town Office to close at 12PM on December 24, 2025; 2nd by Mr. McKenzie. Passed 4/0.

Discussion of bids and possible award of contract for repairs to Prospect Harbor Parking Lot

Prospect Harbor Pier Parking Lot Repairs

Contractor	Total Bid Amount
Northeast Paving	\$40,230
Eastern Maine Excavation	\$49,500

Town Manager Joshua McIntyre reported there were two bids submitted for the Prospect Harbor Parking Lot repairs. The Town will be responsible for 10% of cost plus \$2,000.

Mr. Mitchell made a motion to award the bid to Northeast Paving; 2nd by Ms. Weaver. Passed 4/0.

Review and discussion of security system proposals for town facilities

Superintendent of Town Infrastructure Mike Connors is researching the three proposals that were submitted. The Select Board would like to discuss at a future meeting when Mike is ready to propose a company.

Approval of lease agreement for Dana Rice, Jr. for use of building at former DOT Lot

The lease will go from November 1, 2025 through May 1, 2026. Dana Rice Jr has been leasing this building from us in previous years.

Mr. Mitchell made a motion to approve the lease agreement for Dana Rice Jr; 2nd by Ms. Weaver. Passed 4/0.

PUBLIC COMMENT

Anne Sterling, resident of Gouldsboro, asked the Town Manager and the Select Board do all possible to keep up with local conditions and local issues that might arise from SNAP benefits being placed on pause during the federal government shutdown. Mr. Harmon reported the community has been helping the local food pantry for these conditions. Jim Guest mentioned the food pantry could use volunteers and donors for the food pantry to survive. The support from the community has been tremendous. Donna Harmon, the Director of the Food Pantry, mentioned the pantry has a meeting tomorrow to put a plan in place for this issue, should it arise. The past few days the community has

come together and has been donating. Whether it is monetary or perishables, people are helping and the Food Pantry is very appreciative!

ADJOURN: Mr. Mitchell moved to adjourn the meeting at 6:08PM; 2nd by Mr. McKenzie. Passed 4/0.

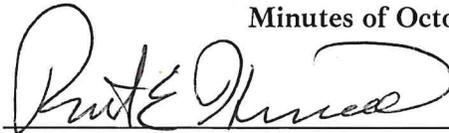
Respectfully submitted,
Brianna L. Mitchell, Town Clerk

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

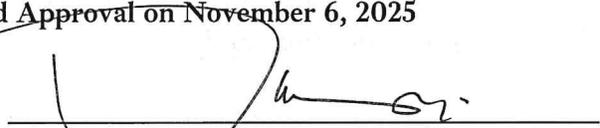
Enclosures: Agenda, Minutes of 10.09.25, Payroll Warrant #22, A/P Warrant #23, Treasurer's Report, EMS Calls Report 10.02 – 10.15.25, CEO Report, Town Manager's Report, Maine Semi quincennial Commission Grant Program, RJD Appraisal Proposal, Schoodic EMS Fee Schedule 07.01.25 – 06.30.26, Prospect Harbor Parking Lot bids, Camera Security System Proposals, Expense Summary Report.

BOARD OF SELECTMEN

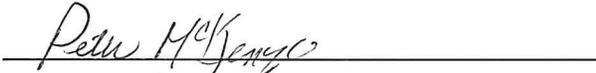
Minutes of October 23, 2025 and Approval on November 6, 2025



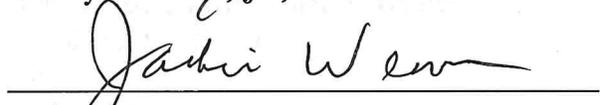
Robert Harmon, *Chair*



Danny Mitchell, Jr., *Vice Chair*



Peter McKenzie



Jackie Weaver

