

MINUTES OF DECEMBER 18, 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, Jacqueline Weaver,
Johnathan Renwick
Staff: Town Manager Joshua McIntyre
Town Clerk Brianna L. Mitchell
Police Chief Jim Malloy
EMS Director Andi Both
EMS Assistant Katie Shoemaker
Superintendent of Town Infrastructure Mike Connors
Audience: 14 (Fourteen)
Zoom: 3 (Three)

Meeting held at the Gouldsboro Town Office.

Mr. Harmon called the meeting to order at 5:00PM.



Pledge of Allegiance

SPECIAL TOWN MEETING: Summer Harbor Road Subdivision easement and transfer of funds from Undesignated General Fund to Legal Reserve.

Please see the Special Town Meeting minutes of 12/18/2025.

APPROVAL OF MINUTES OF DECEMBER 02, 2025

Mr. Mitchell made a motion to approve the minutes of December 02, 2025; 2nd by Mr. Renwick. Passed 5/0.

APPROVAL OF MINUTES OF DECEMBER 04, 2025

Mr. Mitchell made a motion to approve the minutes of December 04, 2025; 2nd by Mr. McKenzie. Passed 5/0.

PAYROLL WARRANT #30

Mr. Mitchell made a motion to approve Payroll Warrant #30 in the amount of \$40,886.57; 2nd by Mr. McKenzie. Passed 5/0.

A/P WARRANT #31

Mr. Mitchell made a motion to approve A/P Warrant #31 in the amount of \$54,895.50; 2nd by Mr. Renwick. Passed 5/0.

SELECT BOARD REPORTS

Ms. Weaver – Ms. Weaver mentioned there's a nice story in the Ellsworth American of Winter Harbor Music moving into rehabbed church on Main Street in Winter Harbor. Congratulations Deirdre!

Mr. Renwick – Mr. Renwick mentioned he travels up and down the coast digging worms and appreciates the work that is done for the shoreline access for harvesters here in Gouldsboro. Thank you, Bill Zoellick and Mike Pinkham!

Mr. Mitchell – Mr. Mitchell thanks all town employees and volunteers for all they work they do for our community. Our town runs so well and things get done. You are all doing a great job!

Mr. Harmon – Mr. Harmon thanks everyone for pulling together and getting stuff done!

Mr. McKenzie – *Nothing at this time.*

TREASURER – **See attached**

COMMITTEE REPORTS

Coastal Resilience – Chair Bill Zoellick reported two grants are being completed in two weeks. Bill is hoping we can get running next year on one of the projects and possibly breaking ground.

POLICE DEPARTMENT

Chief Malloy reported we have a new guy that started last week, Allen Corey, who is doing a great job so far with on-the-job training. He has police experience and was a 911 dispatcher as well. In January Chief Malloy is in hopes we will have coverage every day. We will have three full time officers and two-part timers.

FIRE DEPARTMENT

Assistant Chief Roy Chandler reported pending the storm tomorrow, they are going to start the process of the grant for the air packs and cascade system now that they have timeline information for the grant process.

EMS DEPARTMENT

EMS Director Andi Both reports there were 17 calls during the dates of 11/27 – 12/10/25. Two of the calls took place in Winter Harbor, 8 calls were transfers, and 15 calls were billable. 17 denied transfers. Plenty of opportunity but keeping limited with what our crews can handle.

Updates:

- Andi reported she has hired a Paramedic, Matt Perry, who is a resident of Gouldsboro and comes with 15 years of experience. He currently works full time at Ellsworth Fire and has worked well with one of our current employees.
- Andi has reported so far transports have brought in about \$19,000 in remittance and \$148,000 is still open for negotiations. Schoodic EMS has just passed 400 calls of the year. They are still collecting signatures through the mail. Andi reports it's been a learning process and our billing company has been responsive to unhappy emails from us. It's been a difficult transition with our new billing company Central Maine Coast Recovery.

CODE ENFORCEMENT OFFICER – See attached

CEO Mike Connors reported:

- He issued 8 permits from 11/19/25 – 12/16/25 with 4 new residences.
- **E911**- Mike has issued 3 new addresses here in Gouldsboro.
- **FEMA Floodplain Permit**- Permit for Crowley Island Road property is in process.
- **Complaints**- Mike is looking to 2 separate Shoreland complaints. One complaint on south end of Jones Pond. Second complaint in Prospect Harbor. Mike has been in contact with Bangor DEP NRPA staff regarding both of these concerns.
- **Jones Pond**- The permit-by-rule has been approved for a dry hydrant down at Jones Pond Recreation Area.
- Josh and Mike had a meeting with Parks and Lands – they did inspection of the Jones Pond Recreation Area. Mike mentioned it went well. The only thing we don't have is a proper sign displayed that will cost us \$10.
- **Quarry on Rocky Road**- Herrick and Salsbury is the agent for the owners who has submitted a notice of intent to file. There was a complaint that came in and Mike has been in touch with the land owner and agent about the concern.
- **Salt deliveries**- Three loads of salt have been brought in today. We are able to purchase 7 more loads if needed. Mike thinks we will be in good shape for the winter.

RSU#24 REPRESENTATIVE – Absent

TOWN MANAGER – See attached

Town Manager Joshua McInture reported:

Town Park- On December 10th, Larry Johannesman from Maine DOT came to the office to meet with the town's Schoodic Scenic Byway representative Tom Towle, Select Board Chair Bob Harmon, Superintendent of Infrastructure Mike Connors, and me to finalize plans for transformation of the town park beginning Spring 2026. Former Town Manager Eve Wilkinson joined the meeting in the Town Office before we moved the meeting down the road to the park. Larry staked out various areas where groundwork will take place, and he will provide us dimensions and updated plans soon. We will then use those plans to speak with potential contractors in order to obtain quotes for the work. On December 15th, we received notice from the state that we were NOT recipients for the Maine Semi quincennial Commission Grant, so plans for signage will have to be adjusted. This grant was not factored into the groundwork phase, so the bulk of the work can proceed.

Holiday Schedule- Reminder to all residents that the Town Office will be closed beginning at noon on Christmas Eve through the rest of the week. We will reopen for regular hours on Monday, December 29th and will be open the 30th and 31st as regularly scheduled. We will be closed New Year's Day but will be open as usual on Friday, January 2nd, 2026 from 8AM – 1PM. There will be no Select Board meeting the week of December 29th.

Old Business

Discussion of proposed Budget Committee ordinance

The Select Board likes the proposed Budget Committee Ordinance. The Town will need to hold a public hearing before a Special Town Meeting is held. Possibly hold a Special Town Meeting in February.

Comprehensive Plan update and discussion

Planning Board Chair Deirdre McArdle thanks Bill for formatting and rewriting parts of the Comp Plan. Deirdre and the Planning Board is very comfortable with the final draft. Anne Sterling, resident of Gouldsboro, mentioned the Comp Plan will be available for reading at the Dorcas Library and is currently available for viewing here at the Town Office. One of the most important things we need to recognize hard time balancing to keep people in their homes, but substantial amount of people driven out of their homes that can't afford the taxes. Deirdre thanks the Select Board for everything that they have done and for the push for completing this. **By consensus, the Select Board agrees to send this off to the State. Josh will submit this tomorrow.**

New Business

Tax waiver for Stephen Jordan on Tower Road – See attached

This property has been taxed for three years in error on the mobile home located at 25 Tower Road account #2833. The mobile home was removed from the property in late 2022, but the Assessor's Office was not informed about the removal of the mobile home. The mobile home was owned by Stephen Jordan and Jacquelyn Cole but the property was in the name of John and Debra Cole. Treasurer Aleta Fusco is requesting the Select Board waive the unpaid taxes for this property. If we foreclosed on this, the Town would own a porch and a shed valued at \$1,300. The "on" account will be deleted but the porch and shed assessed value will be moved to the Cole's property account #1380 as they are still the property owners. **Mr. Mitchell made a motion to waive the unpaid taxes for 25 Tower Road; 2nd by Mr. McKenzie. Passed 5/0.**

Approval of contract with Hancock County for Animal Control Officer services

This is a new contract for 2026 for continuing the contracted Animal Control Officer services. **Mr. Mitchell made a motion to continue ACO services with Hancock County for 2026 and authorizes Town Manager Joshua McIntyre to sign the contract; 2nd by Mr. McKenzie. Passed 5/0.**

EMS Discussion of policy on transfers including staffing

EMS Director Andi Both reported the trial period for transfers went really well. She doesn't believe she has enough data whether it's good to go ahead and make a permanent commitment yet. Andi is proposing to continue with the trial period that was agreed upon on September 11, 2025. So far Schoodic EMS has done 37 transfers outside of the regular calls/transport. They have turned down just as many if not more transfers but Andi is learning how we should continue doing transfers. She expects to receive full amount for the billing of these transfers but what amount is not paid by insurance companies will then be the resident's responsibility to pay the remaining. Andi and Town Manager Joshua McIntyre have discussed about pay options. Andi would like to see the back up crews get a stipend pay whether they attend a call or not. Right now, legally we cannot be sure night crew will respond as they are not getting hourly pay. Andi would like to continue to do transfers to collect more data and bring this discussion back to the Select Board when she can provide more information. Mr. Mitchell would like to see this continued and is very supportive of this. Ms. Weaver thinks it's great to make this a sustainable service and making this revenue will help do so. Andi mentioned more people are interested in working for Schoodic now than ever in the past. There have been some big required changes and have been a huge needed change!

Discussion of Assessment of Prospect Harbor Women's Club

The proposed assessment is only a draft. Superintendent of Town Infrastructure Mike Connors is looking at priority 1 and 2 together that would cost about \$800k. This would get it up to be functional

for meetings if it was ever needed. Priority 3 is about \$160k. Overall cost totaling to \$1,259,088.83. The Select Board is opposed to destroying any sentimental value to the Town. Mr. Harmon mentioned this should be brought to a town meeting to allow the voters to vote on this. We have other buildings that need maintenance and investment and this building is not a priority at the moment. If the Town was to pursue this, it would take away from other buildings that need the attention and limit the Town on what is really needed. This does not seem like a cost effective decision to make. This would increase taxes significantly and referring back to the Comp Plan, the Town is trying to keep people here in their homes and not drive them out due to unaffordable taxes. Town Clerk Brianna Mitchell will post the assessment draft on the website for public viewing.

Deirdre McArdle mentioned there are grants available for municipalities that have historical buildings to apply for funds for renovations and projects like this. There was discussion about giving the building back to the Prospect Harbor Women's Club as they had gifted the building to the town many years ago. Dwight Rodgers asked if we have the rights to renovate the building? Unsure of the answer. The Gouldsboro Historical Society has showed interest in the Town keeping this building and renovating it to keep it going for public use. Deirdre will give grant information to the Historical Society to do some research.

Discussion of office closures in early 2026 for System Building with staff; discussion of adding full-time administrative position

Town Manager Joshua McInture has proposed closing the Town Office to the public to have some staff systems building and professional development days. During these times the focus is on the big picture of long-term issues that are continuous and have no time to address them during normal business hours. There are gaps, some things may get missed due to nobody's fault, due to the fact of not knowing and not having time to really focus on things like this. Josh wants to establish written procedures for all our employees and processes. This will help build processes in place, have a global calendar for all staff and what each department is responsible for and timelines with deadlines. This will help alleviate stress on our staff. Josh believes the time spent on systems building will advance us much further.

Mr. Renwick made a motion to allow the Town Office to close for five days for staff systems building and professional development days; 2nd by Ms. Weaver. Passed 5/0.

Town Manager Josh McIntyre is also proposing adding a full-time position for municipal operations & administrative assistant. The job description entails a part time position mostly assisting the Superintendent of Town Infrastructure Mike Connors as he is over burdened with all the positions listed into one job description. Josh would like to add this full-time position by the end of January. Mike mentioned so far, he has issued 110 permits not including the incomplete applications he has for residents to complete. Josh mentioned this is not the best use of Mike's time as he has other high priority things that require his attention. The position would be part-time for the CEO Office but also include but is not limited to: address all permit applications and communication with residents, learning basic treasurer operations and processes, administrative assistance to the Town Manager and the Town Clerk, along with assistance in town office as needed, fill in during absences or transitions, along with Planning Board support as well. The Select Board thinks this is a great idea. Mr. Harmon mentioned people don't see what is done in your day-to-day jobs and what they all entail to keep the Town going. The Select Board does not want Town employees to be overworked and burned out, this increases the chances of losing great employees. The Select Board mentioned this is the best shape the Town has been in in many years. Mr. Mitchell is very supportive of both of these ideas presented. Josh reported this will be about a \$55,000 overall increase from what we had budgeted for the part time role for the CEO department. **Mr. McKenzie made a motion to add a full-time position of Municipal Operations & Administrative Assistant; 2nd by Mr. Mitchell. Passed 5/0.**

PUBLIC COMMENT

Roger Dean, Resident of Gouldsboro, mentioned he made a recommendation when he left the Code Enforcement job in 2016 that the job requires an assistant. He is very supportive of the Town adding the position.

Dwight Rodgers, Resident of Gouldsboro, mentioned he had an opportunity in Steuben to moderate one of their special town meetings. The County Commissioner was there and reported three other counties in the State are either going through similar budget issues or going to be going through these issues. Has there been an audit done in Hancock County? Josh mentioned they think they have a great treasurer and audits are being done pretty regularly. Bob asked if we could get a copy of the audit, if so. The Town of Steuben has to pay about \$400,000 from their portion to cover the budget deficiency.

ADJOURN: Mr. Mitchell moved to adjourn the meeting at 6:49PM; 2nd by Mr. McKenzie. Passed 5/0.

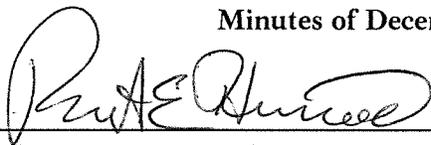
Respectfully submitted,
Brianna L. Mitchell, Town Clerk

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

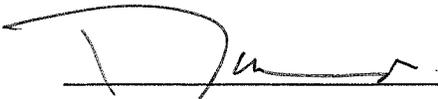
Enclosures: Agenda, Special Town Meeting Warrant 12.18.25, Minutes of 12.02.25, Minutes of 12.04.25, Payroll Warrant #30, A/P Warrant #31, Treasurer’s Report, Expense Summary Report 12.17.25, Schoodic EMS Calls Report 11.27 – 12.10.25, CEO Report, Town Managers Report, Budget Committee Ordinance draft, County of Hancock Animal Control Services Contract 2026, Prospect Harbor Women’s Club Building Assessment Report, Staff Systems Building & Professional Development proposal, Municipal Operations full time position proposal.

SELECT BOARD

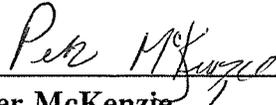
Minutes of December 18, 2025 and Approval on January 15, 2026



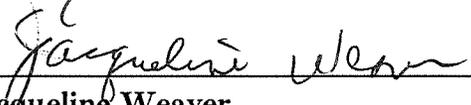
Robert Harmon, *Chair*



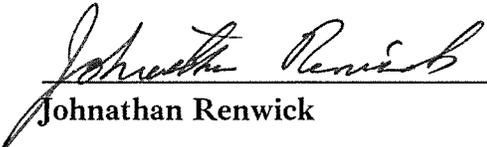
Danny Mitchell, Jr., *Vice Chair*



Peter McKenzie



Jacqueline Weaver



Johnathan Renwick