

**MINUTES OF MARCH 12, 2026**  
**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 II, Jacqueline Weaver  
Johnathan Renwick

Staff: Town Manager Joshua McIntyre  
Town Clerk Brianna L. Mitchell  
Police Chief James Malloy  
Assistant Fire Chief Roy Chandler  
EMS Assistant Katie Shoemaker  
Superintendent of Town Infrastructure Mike Connors

Audience: 14 (Fourteen)

Zoom: 5 (Five)

Meeting held at the Gouldsboro Town Office.

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



*Pledge of Allegiance*

**SPECIAL TOWN MEETING** – Budget Ordinance; Fire /EMS Ordinance, Transfer of Funds for FY26 – **See attached**

**APPROVAL OF MINUTES OF FEBRUARY 26, 2026**

Mr. Mitchell made a motion to approve the minutes of February 26, 2026; 2<sup>nd</sup> by Mr. McKenzie. Passed 5/0.

**APPROVAL OF MINUTES OF MARCH 5, 2026**

Mr. Mitchell made a motion to approve the minutes of March 5, 2026; 2<sup>nd</sup> by Mr. Renwick. Passed 5/0.

**A/P WARRANT #42**

Mr. Mitchell made a motion to approve A/P Warrant #42 in the amount of \$400,016.43; 2<sup>nd</sup> by Mr. Renwick. Passed 5/0.

**PAYROLL WARRANT #43**

Mr. Mitchell made a motion to approve Payroll Warrant #43 in the amount of \$45,943.16; 2<sup>nd</sup> by Mr. McKenzie. Passed 5/0.

**SELECT BOARD REPORTS**

Ms. Weaver – *Nothing at this time.*

Mr. Renwick – Mr. Renwick mentioned MaineBiz on YouTube has a great story about the new factory operation at the old Stinson Factory. He believes this is a great step in the right direction.

Mr. Mitchell – *Nothing at this time.*

Mr. Harmon – *Nothing at this time.*

Mr. McKenzie – Mr. McKenzie thanks Donna Harmon for running the Schoodic Food Pantry and her dedication to this community and the people in need. He has gotten questions about the breaking of the ground of the new food pantry building. Donna mentioned she does not have a date set yet. Donna is forming a committee to move forward with the building project. Mr. McKenzie would like to sit on the committee. Donna thanks Mr. McKenzie for volunteering and thanks the donors of the pantry for making it possible for them to continue!

**TREASURER** – **See attached**

### **COMMITTEE REPORTS**

*Veterans Committee* – Chair Jim Guest they will be moving the Veterans' monthly meeting time to start at 1:30PM, still on the first Tuesday of the month. Mr. Harmon thanked Jim for everything they do for the veterans here in our community.

*Planning Board* – Chair Deirdre McArdle reported 3 people from the Planning Board came to the systems building day here at the Town Office. The Planning Board will now have a Site Plan applicants have a pre-application meeting with the Planning Board before moving forward with applications. Planning Board member Mark Altvater created a flow chart to give to people to see where they need to go with their Site Plan application process.

### **POLICE DEPARTMENT**

Chief Malloy reported Officer Leighton is now off FTO and on his own. The department is fully staffed with 3 full time officers and 2 part time officers.

Chief Malloy has worked with Winter Harbor Police Department to put together information and an application for the Schoodic Sunrise program they will be starting. A signup sheet will be compiled with contact info, next of kin, and a way to get in the house, if necessary.

Chief Malloy reported the pumper truck that sits in Station #2, he knows someone who is interested in buying it if the town wants to sell it. Once the Select Board has an idea of what trucks are going to be liquidated, they will let Chief Malloy know.

### **FIRE DEPARTMENT**

*Nothing at this time.*

### **EMS DEPARTMENT**

There were 13 calls during the dates of 02/19 – 03/04/26 since the last meeting. Two of the calls took place in Winter Harbor, 0 calls were transfers, and 8 calls were billable. **Updates:**

- Town Manager Josh McIntyre reported on behalf of EMS Director Andi Both, Schoodic 24 is back in service.

- Our newly hired EMT started yesterday. She is shadowing and being trained.
- Andi, Katie, and Josh are finalizing the RFP for a new EMS Billing company. Information collected will be discussed at a future Select Board meeting.

**CODE ENFORCEMENT OFFICER – See attached**

CEO Mike Connors reported:

- He issued 4 permits since last meeting with 2 new residences.
- **Crowley Island Causeway**- Mike has talked with two contractors to review project scope and waiting on a third that is interested. Bids are due in by next Friday.
- Mike has been working with Allie who has been great and been a breath of fresh air. Mike is happy to have her here.
- **E911 Address**- One new address has been requested.

**RSU 24 REPRESENTATIVE**

RSU 24 Representative Mary Cowperthwaite reported they have a draft budget – the overall increase is 5.43%. There is a projected 4.34% increase for Gouldsboro this year that estimates about \$170,000 increase from last year.

Town Manager Josh McIntyre thanks Mary for giving a budget number update.

**TOWN MANAGER – See attached**

- Josh met with Bill Zoellick & Tom McKeag this week – There will be a Coastal Resilience meeting workshop on April 6 and encourages the Select Board to attend if they can.
- **Personnel Updates**- Magen Merchant, our Deputy Clerk, has announced her resignation. She and her family just welcomed a new baby girl, so she has decided not return to work – she will be sorely missed! But we're happy to announce that Karen Malloy will be joining us as our new Deputy Clerk beginning April 1<sup>st</sup>. Karen has gained experience at the Steuben town office, so we are sure she'll bring a lot to the team.
- **Systems Building/Training**- On March 3<sup>rd</sup>, we had our third day of staff training/systems building. Our focus this week was on better understanding two processes that are often dealt with: site plan applications and building permit applications. Members of the Planning Board joined us for the discussion of the site plan applications, and it was good to have our newest staff member, Allie Kaehrl, present for that discussion as she'll be the staff point person for the Planning Board. We focused on the application itself, defining steps, handling of funds, and paperwork. Similarly, in the afternoon we did the same process examining the building permit application process. There were some features of the process that not everyone was aware of, so we're hopeful that as we redesign applications, FAQ sheets, examples, that it'll result in a better experience for residents. Our next training day is April 15<sup>th</sup> where we hope to focus on the Plumbing application permit process and interaction with the Licensed Plumbing Inspector.
- **RFPs, Invitations for Bid, and Estimates**- We have either received or in the process of requesting estimates for various work this year – mowing of town properties, renovations to the Town Park for the redesign we've been working on the Schoodic Scenic Byway Committee, and the grading of town roads. In the last two weeks, we have issued Invitations for Bids for the repairs to Crowley Island Causeway and for operation of the Transfer Station. The bid deadlines for each of those is March 20<sup>th</sup> and we expect to award those on March 26<sup>th</sup>. We will be working to put together IFBs for road prep, paving, and for property revaluation.

- The Congressional Spending Grant deadline is next Wednesday, to pull together information to apply for funding for fire truck.

## *Old Business*

### Signing of Municipal Release Deeds for foreclosed, tax-acquired properties

The Select Board signed two quitclaim municipal release deeds for the following foreclosed, tax-acquired properties:

- Area Properties – Map 007 Lot 007-12
- Daniel Whynott & Page Elizabeth Jacobs – Map 004 Lot 012-A

## *New Business*

### Approval of Paper Talks subscription/advertisement

Town Clerk Brianna Mitchell provided the Paper Talks subscription information in the Select Board packets. She explained this is the annual subscription we normally purchase. Several Gouldsboro residents will be included in this edition that will be release late August. **Mr. Mitchell made a motion to continue the Paper Talks subscription for \$292; 2<sup>nd</sup> by Mr. McKenzie. Passed 5/0.**

### Appointment of Budget Committee members

Lynn Altvater

Mark Altvater

John Eck

Dwight Rodgers

Phil Tiffany

**Ms. Weaver made a motion to appoint the following members to the Budget Committee; 2<sup>nd</sup> by Mr. Mitchell. Passed 5/0.**

### Appointment of EMS Advisory Board

Barbara Bragdon

Frank Minutillo

Vicki Rea

Jim Guest

**Ms. Weaver made a motion to appoint the following members to the EMS Advisory Board; 2<sup>nd</sup> by Mr. Mitchell. Passed 5/0.**

### Appointment of Facilities Advisory Committee

Mark Altvater

Al Dimarco

Brianna Mitchell

Paul Shoemaker

Phil Tiffany

**Ms. Weaver made a motion to appoint the following members to the Facilities Advisory Board; 2<sup>nd</sup> by Mr. Mitchell. Passed 5/0.**

Consideration of request by Coastal Resilience Committee to submit grant application on behalf of the town with required grant match of approximately \$3,000

Tom McKeag reported the South Gouldsboro breakwater. **Mr. McKenzie made a motion to move forward with the grant application and match up to \$3,000 if granted; 2<sup>nd</sup> by Mr. Mitchell. Passed 5/0.**

Discussion of possible events to celebrate the country's 250<sup>th</sup> Anniversary on July 4, 2026

The Vets' Committee would like to hold a kid patriotic bike decorating contest the weekend before July 4<sup>th</sup>. The Committee would also like to do a patriotic scarecrow decorating contest in September. The Select Board discussed about possible doing a big cookout at the ball field at the Rec Center the weekend before July 4<sup>th</sup>! The Select Board would like to discuss this at the next Select Board meeting.

**PUBLIC COMMENT**

Nothing at this time.

**FISCAL YEAR 2027 BUDGET WORKSHOP – Introduction to FY2027 Budget; Review of Insurances**

Town Manager Joshua McIntyre started off the budget workshop with the following notes:

**Assumptions & Items of Note:**

- Department heads were asked to enter a 2.8% raise for employees as a starting point.  
Exceptions:
  - Fire – restructuring needs to occur with staff and operating policies that govern stipends
  - EMS – Andi is advocating for a revamped compensation structure that rewards years of experience and tenure with Schoodic EMS.
  - Administration: Josh added back funds for temporary help, partial year of funding for an Island Institute Fellow; new hire comes in at higher pay rate.
  - Town Property: Josh added additional hours this fiscal year for work at Jone Pond
  - Public Works: CEO's salary was adjusted mid-year, and we've now added a second full-time position.
- Josh recommends a single warrant article for the town's operating budget in FY27. Operating is everything except Reserves, County Tax, and Education.
- Expect additional revenue to offset additional expenses in EMS. This will be addressed in more detail at workshops on 3/26 (Revenue) and 4/2 (EMS).

**What's New**

- Earned Paid Leave – all departments where we have part-time employees should now have this expense line
- Budget includes provision for two new employees – one in Public Works (already on board) and a third full-time EMS employee
- Added two months of funding for an Island Institute Fellow for May-June 2027
- Added back previous provision for temporary help in Administration that was removed for FY26
- Planning Board line items were added for postage and supplies
- Added an expense line for heat at transfer station so Donna doesn't freeze
- Added lines for mowing and repair at Town Park

- In Public Works, added additional expense for road assessment software
- Additional costs for adding partial coverage of Family health insurance (see below)

**Initial Request**

- RSU24 budget had been only an estimate on my part when this figure was entered. Josh assumed an 8% increase.
- EMS Retirement had been overestimated which was reduced in Manager's Request
- Health insurance costs were assumed to cover 70% of Family coverage for 12 employees

**Manager's Request**

- Not counting Reserves or Insurance, departmental increases vary from 3.5% (Public Safety) to 14.7% (Town Property)
- Mary C. provided an update late on 3/11 that resulted in revised Education budget up 4.5% for FY27
- Health insurance costs were assumed to cover 50% of Family coverage for 12 employees (\$94k less than in Initial Request)


**ADJOURN:** Mr. McKenzie moved to adjourn the meeting at 7:01PM; 2<sup>nd</sup> by Mr. Mitchell. 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 03.12.26, Proposed Fire/EMS Department Ordinance, Proposed Budget Committee Ordinance, Minutes of 02.26.26, Minutes of 03.05.26, AP Warrant #42, Payroll Warrant #43, Municipal Release Deed for Area Properties LLC, Municipal Release Deed for Daniel Whynott, Treasurers Report, YTD Expense Report 03.10.26, CEO Report, Town Managers Report, Paper Talks Subscription Request, Coastal Resilience Proposal Memo, MaineBiz Article, 2026-2028 DOT Project List, FY27 Budget Introduction Memo, Custom Budget Report 03.12.26, Budget History & Summary Memo, Insurance Calculations Sheet, Health Insurance Worksheet, MMA Workers Comp Calculations (3), MMA Unemployment Compensation Fund Memo (2).

(2) **SELECT BOARD** (2)  
 Minutes of ~~February 26, 2026~~ and Approval on ~~March 12, 2026~~  
March 12, 26

  
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 Robert Harmon, *Chair*

  
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 Danny Mitchell, Jr., *Vice Chair*

  
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 Peter McKenzie II

  
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 Jacqueline Weaver

  
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 Johnathan Renwick