

BOARD OF SELECTMEN
RICHARD F. BEAL, CHAIRMAN
FLORENCE J. SPRAGUE
MALCOLM M. FERNALD
TOWN CLERK / TREASURER
DENISE Mc CORMICK
PUBLIC SAFETY COORDINATOR
KATELYN DAMON



MUNICIPAL ADVISORY COMMISSION
I. GAITHER, J. THORMANN
J. SAMUEL, K. WHITNEY, C. WHITE
B. STUBBS, N. BARTON

ADMINISTRATIVE ASSISTANT
TO THE SELECTMEN
JAMES FORTUNE

Board of Selectmen's Meeting Minutes
April 4, 2017
Islesford Neighborhood House

Attendance:

Malcolm Fernald, Chairman, BOS	Dennis Dever, CEO/LPI
Richard Beal, BOS	Ingrid Gaither, MAC
Florence Joy Sprague, BOS	Joanne Thormann
James Fortune, Administrative Assistant	Phil Whitney
Denise McCormick, Town Clerk	Skip Stevens
Ben Sumner, Deputy Clerk	Nanette Hadlock
Katelyn Damon, Public Safety Coordinator	Sally Rowan

I. Call to Order: 8:30 A.M. by Chairman Malcolm Fernald.

II. Review / Sign Financial Warrants

Warrant #14:	\$6,955.85
Warrant #15:	\$57,673.96
<u>Warrant #16:</u>	<u>\$98,896.32</u>
Total:	\$163,526.13

All warrants were signed by the Selectmen.

III. Review/ Approval of Meeting Minutes: March 7 & 17, 2017

Richard Beal moves to accept the March 7, 2017 Board of Selectmen's meeting minutes as written. Florence Joy Sprague seconds the motion. **Motion approved 3-0.**

Richard Beal moves to accept the March 17, 2017 Board of Selectmen's meeting minutes as written. Florence Joy Sprague seconds the motion. **Motion approved 3-0.**

IV. New Business

A. Proposed Property Acquisition

The Islesford General Store property is again available for purchase. The building also houses a renting tenant, the Islesford Post Office. James Fortune reviews a preliminary estimate provided by Paul Fernald as to the general condition of the property and immediate expenses necessary to make it a functioning town office. Questions are raised about the following issues: well and septic conditions and access, the recently installed roofing, whether the building can reasonably meet the fire marshal's standards for a change of use and other public access requirements, and whether the owner is considering selling an adjacent property. Richard Beal moves to buy the Islesford General Store for use as a new town office. Malcolm Fernald seconds the motion. Florence Joy Sprague abstains from voting. **Motion approved 2-0.**

The Board of Selectmen review and sign disclosure letter from town attorney acknowledging that Eaton-Peabody represents both the town and the property owner, albeit through different offices, in a possible transaction.

James Fortune will assist Malcolm Fernald in soliciting architect to propose a formal plan and contact fire marshal to move forward.

B. Annual Appointments

Harbormaster

Malcolm Fernald moves to appoint Norman Sanborn II as Harbormaster for the Town of Cranberry Isles, term to expire 2018. Richard Beal seconds the motion. **Motion approved 3-0.**

Harbormaster

Malcolm Fernald moves to appoint Bruce Fernald as Harbormaster for the Town of Cranberry Isles, term to expire 2018. Richard Beal seconds the motion. **Motion approved 3-0.**

Animal Control Officer

Malcolm Fernald moves to appoint Cari Alley as Animal Control Officer for the Town of Cranberry Isles, term to expire 2018. Richard Beal seconds the motion. **Motion approved 3-0.**

Health Officer

Malcolm Fernald moves to appoint Cari Alley as Local Health Officer for the Town of Cranberry Isles, term to expire 2018. Richard Beal seconds the motion. **Motion approved 3-0.**

Constable

Malcolm Fernald moves to appoint Richard Howland as Constable for the Town of Cranberry Isles, term to expire 2018. Richard Beal seconds the motion. **Motion approved 3-0.**

Richard Beal makes suggestion to reestablish the Board of Assessment Review committee and appoint members. He states that landowners who wish to contest their assessments currently have no recourse short of filing suit against the town, which is expensive for both parties. Denise McCormick explains that the board was disbanded during the previous reassessment process on advice of the town attorney, but could be reestablished now that the reassessment process is complete for the foreseeable future. She also noted that state regulations are different for properties appraised at over \$1 million and would not fall under the authority of the committee. Richard Beal moves to reestablish the Board of Assessment Review. Florence Joy Sprague seconds the motion. **Motion approved 3-0.**

C. Broadband Update

Malcolm Fernald gives update on Broadband Committee activities. The committee is following up on grant opportunities, including meeting a May deadline for ConnectME and soliciting tax deductible donations. Denise McCormick states that donations accepted by the town on behalf of the project are tax deductible. Richard Beal suggests paperwork be commenced for the town to secure a line of credit to underwrite the project. A timeline for the project will need to be prepared as part of the documentation to be submitted to the bank. A general discussion takes place concerning Axiom's proposed pricing structure and how construction activities might be affected by shoreland zoning.

D. Special Town Meeting

Shoreland Zoning Ordinance

Dennis Dever states that updated ordinance is complete and ready. Planning Board must review and approve proposed amendments, then send to selectmen for approval. Town must hold a public hearing prior to the special town meeting.

Tower Ordinance

General Discussion of potential tower ordinance and how it might affect the broadband internet project. Any proposed Tower Ordinance must have a public hearing prior to the special town meeting. Richard Beal recommends working towards preparing tower ordinance prior to next year's town meeting.

Breakwater: Islesford Harbor

Malcolm Fernald tasks Harbor Committee with preparing a Request for Proposals (RFP) with goal of presenting approved plan by July.

Malcolm Fernald moves to schedule a Special Town Meeting on July 15, 2017 for voters consider a revised Shoreland Zoning Ordinance and a proposed breakwater for the Islesford Harbor. Richard Beal seconds the motion. **Motion approved 3-0.**

E. Roof Repairs: 15 Mansell Lane

James Fortune reports that a significant number of shingles have been lost on the Mansell Lane property over the winter, although the waterproofing underneath appears to be intact. There are reserve funds available to go towards this project. Richard Beal moves to authorize roof repairs. Malcolm Fernald seconds the motion. **Motion approved 3-0.**

Malcolm Fernald tasks the Municipal Advisory Commission (MAC) with researching options for use of the building and property with its conclusions to be reported to the Selectmen at the May 2017 meeting.

F. LCI Recycling Center: Gate Replacement

James Fortune explains that estimate for this project is beyond what was approved by the selectmen for the gate replacement alone. The costs beyond the budgeted amount includes regrading the entrance to the recycling center and repairing drainage issues that are causing recurring damage to the gates. Denise McCormick advises that sufficient road reserve funds and/or snow removal funds are available

and can be used for the regrading and drainage portions of the project. Richard Beal moves to authorize alternate funds to complete the project. Malcolm Fernald seconds the motion. **Motion approved 3-0.**

G. Spring Road Closures

Richard Beal moves to close public roads to vehicles over 23,000lbs for thirty days (weather permitting) commencing April 15, 2017. Malcolm Fernald seconds the motion. **Motion approved 3-0.**

H. Parking Committee

The Parking Committee consists of one member of the Board of Selectmen and two members from the MAC. Richard Beal moves to appoint Malcolm Fernald, Ingrid Gaither, and Joanne Thormann as Parking Committee members for 2017. Florence Joy Sprague seconds the motion. Malcolm Fernald abstains. **Motion approved 2-0.**

I. GCI Custodial Services Contract

The Board of Selectmen signs a custodial services contract with Darlene Sumner for the period of May 1, 2017 through April 30, 2018.

J. Manset Dock Master Employment Agreement

The Board of Selectmen signs a renewal of the annual employment contract with Dennis Dever for the period of May 27, 2017 through September 30, 2017.

K. Manset Custodial Services Contract

The Board of Selectmen signs a custodial services contract with Karin Whitney for the period of May 15, 2017 through October 15, 2017.

L. Sutton Island MSW/Trash Contract

The Board of Selectmen signs a custodial services contract with Josh Gray for the period of May 22, 2017 through October 31, 2017.

V. Other Business

The Board of Selectmen reviews and signs authorization for the purchase of the previously approved Cascade compressor system for the GCIVFD. The document is required by the vendor.

Denise McCormick reports that repairs have been requested for the dock and float at Sutton Island and that funds were approved at Town Meeting. Richard Beal recommends Roy Hadlock be contacted before the float is placed and that Josh Gray be contacted about making repairs to the dock prior to the float being placed.

Richard Beal reports that in the past the town has spent considerable funds to have people trained in various capacities, including fire and rescue services, only to have the person being trained fail to serve after the training was completed. Katelyn Damon reports that guidelines for a training program and expectations are being worked on. Richard Beal moves to set a moratorium on town-subsidized training until guidelines can be put into place. Malcolm Fernald seconds the motion. **Motion approved 3-0.**

VII. Audience Communications

None.

VI. Adjournment

Malcolm Fernald moves to adjourn the meeting. Florence Joy Sprague seconds the motion. **Motion passes 3-0.**

Meeting adjourned at 10:37am.