

BOARD OF SELECTMEN

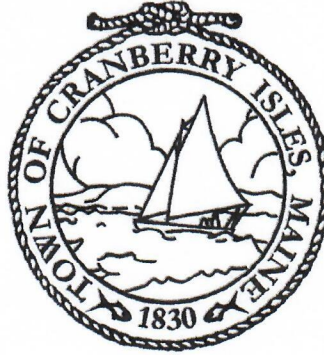
RICHARD F. BEAL, CHAIRMAN  
FLORENCE JOY SPRAGUE,  
MALCOLM FERNALD

TOWN CLERK / TREASURER

DENISE McCORMICK

PUBLIC SAFETY COORDINATOR

KATELYN DAMON



MUNICIPAL ADVISORY COMMISSION

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

ADMINISTRATIVE ASSISTANT

JAMES FORTUNE

**Board of Selectmen's Meeting Minutes  
June 07, 2016  
Great Cranberry Island Community Center**

**Attendance:**

Richard Beal, Chairman, BOS  
Florence Joy Sprague, BOS  
Malcolm Fernald, BOS  
James Fortune, Administrative Assistant  
Denise McCormick, Town Clerk  
Nanette Hadlock, Deputy Clerk  
Katelyn Damon, Public Safety Coordinator  
Joanne Thormann, MAC  
Chris White, MAC  
Ingrid Gaither, MAC  
Cory Duggan  
Jeff Berzinis  
Ed Gray  
Phil Whitney  
Karin Whitney

**I. Call to Order:** 8:49 A.M. by Chairman Richard Beal.

**II. Review / Sign Financial Warrants**

Warrant #25: 45,098.17 (school)

Warrant #26: 8,470.23

Warrant #27: 59,640.82

Warrant #28: 3,712.00

Total: \$ 116,921.22

One bill that was texted to a Selectman's phone this morning was not approved. Vendors will be reminded that bills need to be presented to the Town Treasurer by Wednesday before the monthly Selectmen's meeting (normally held on the first Tuesday of each month).

All warrants presented to the Board of Selectmen in their information packets were approved and signed.

**III. Review / Approval of Meeting Minutes: May 3, 2016 & May 27, 2016**

Florence Joy Sprague moves to approve the May 03, 2016 Board of Selectmen's meeting minutes as written. Richard Beal seconds the motion, with a unanimous vote by Malcolm Fernald. **Motion passes.**

Florence Joy Sprague moves to approve the May 27, 2016 Board of Selectmen's meeting minutes as written. Richard Beal seconds the motion, with a unanimous vote by Malcolm Fernald. **Motion passes.**

#### **IV. New Business**

##### **A. Ferry Service: Establish working group to draft R.F.P.**

Cory Duggan recommends some residents who are willing to serve on the RFP working committee. Richard Beal reports that the committee will have the right to make decisions.

Richard Beal moves to appoint Cory Duggan, Bruce Fernald, Ron Axelrod, William Dowling and Sam Donald as members of the Request for Proposal (RFP) working committee for boat transportation. Florence Joy Sprague seconds the motion, with a unanimous vote by Malcolm Fernald. **Motion passes.**

Selectman Malcolm Fernald and Administrative Assistant, James Fortune will also participate in the RFP creation. On June 14, 2016 Joanne Thormann (MAC), Paul Thormann and Selectman Sprague will attend the Mount Desert Harbor Committee meeting to discuss landing rights.

The Selectmen have received a signed letter dated June 05, 2016 from Ted Broadwell and Captain Steven F. Pagels stating that it is their intention that if they are involved with the winter commuter ferry contract to provide a regularly scheduled ferry service, without interruption, starting October 11<sup>th</sup>. This schedule would include (in addition to the early & late commuter run Monday – Friday, t winter ferry trips Monday through Saturday similar to the current schedule that has been operated. They also plan to operate an additional “church” boat on Sunday at 9:30 am and the current 3:30 pm. Ted Broadwell and Captain Pagels will be forming a new company – Cranberry Isles Mail Boat, Inc. as the operations management of a new combined ferry service. Their intention is to facilitate combined ferry service operations to the Cranberry Isles from both Northeast Harbor and Southwest Harbor.

Who will run mail contract after October is still not known. Standards for the service are not known at this time. Selectman Sprague suggests that one member of the Board of Selectmen along with Joanne Thormann and Paul Thormann attends a meeting with the Mount Desert Board of Selectmen. Ms. Sprague will call to be put on their agenda. James Fortune will start the paperwork process for the Esource website on behalf of the Town.

##### **C. Harbor Ordinance Review (taken out of order)**

It is believed to be important that the TCI Harbor Management Ordinance and the Request for Proposal are congruent. The Board of Selectmen plans to review the Harbor Management Ordinance at the July BOS meeting.



The Harbor Committee has gone over the proposed changes at their May 10, 2016 meeting. Some proposed changes were sent back to the Municipal Advisory Commission for clarification.

**B. Set Date for Special Town Meeting**

Tentative dates for a special Town meeting are August 20 or 27, 2016. The Islesford Neighborhood House is not available on these dates. This item will appear on the July BOS agenda. The MAC and the Harbor Committee are requested to make recommendations for public hearing dates.

**D. Sign 2016 Tax Commitment Letter**

The Board of Selectmen signs the Tax Commitment Letter for 2016. Tax bills are expected to be mailed in early July.

Per our Annual Town Meeting, March 12<sup>th</sup>, 2016, these funds are to be raised by Real and Personal Property Taxes for the 2016 Calendar Year:

Town Operations Budget	\$1,522,802.36
Hancock County 2016 Taxes	79,368.64
School Budget (2016-17)	583,146.00

**Total Annual Budget: \$2,185,317.00**

Less Appropriations:

Loan Proceeds	250,000.00
FTA/ME DOT Subsidy	22,000.00
Reserve Accounts	9,861.00
Town Revenues	194,481.00
School Subsidy/Receipts	75,158.00

**Amount to be raised in Taxes: \$1,633,817.00**

**E. Cistern Project, LCI Town Field**

A letter, dated June 02, 2016, from Fire Chief Richard Howland has been received by the Board of Selectmen. The letter requests permission to finish the work at the cistern on the Town Field at Islesford. The letter requests that the Islesford Volunteer Fire Department be allowed to finish the project by having Goodwin's install the crushed gravel path along the roadway for access to the cistern. The pathway will allow the fire department access to the cistern efficiently without tearing up the field.

"Waiting for Ms. MacNamee's proposal for site work is unnecessary and costly to the town and department. Goodwin's is on island, let's take advantage of their ability to complete the project while they are here instead of wasting money to have them return at a later date. If you recall John Goodwin donated many man and equipment to the town last fall to complete this project – let's not waste his time.



The gravel pathway is a necessary part of this project. We cannot reliably access the cistern without it.”

The Board of Selectmen is open to beautification with this project.

Crushed stone, planted with rye grass will cover the 175 ft. by 10 ft. accessway to the cistern.

The Board of Selectmen gives permission to the Islesford Volunteer Fire Department to get on with the project.

**F. Letter to the Maine P.U.C.: EMERA power cable to LCI**

A letter to the Public Utilities Commission is in the process of being drafted requesting the replacement of the underwater marine cable for electricity from Great Cranberry Island to Islesford. At this time only one of three wires is working in the cable. Bruce Fernald is in the process of acquiring previous repair records from EMERA, Maine. Selectman Sprague will speak with Bruce Fernald to see what he has found. Ms. Sprague also suggests that we pursue any available funds and to include the fiber optic cable for internet in the request.

**G. Appoint Alternate Planning Board Member**

The Board of Selectmen appoints Evelyn Boxley Bunker as Alternate Planning Board Member, term to expire in March 2021.

**H. Search Committee for new Plow Truck for Islesford**

Forty Thousand dollars are in reserve funds for a new plow truck for Islesford. The search committee will consist of David Thomas, Cory Alley and James Fortune. The plan is to search for the new truck this winter and to buy one in the spring of 2017.

**I. Old bay work: GCI Fire Station**

The Board of Selectmen has received a letter, dated June 02, 2016, from Katelyn Damon, Public Safety Coordinator. The letter states that the Great Cranberry Island Fire Department would like to undertake a project to upgrade the small garage bay at the GCI firehouse in which the Great Cranberry ambulance can be stored. The Great Cranberry Island Volunteer Fire Department would like to ask for permission to use reserve funds for this project.

Mike Westphal has drafted a conceptual drawing of the barn type doors that would allow the ambulance to access the small bay without modifying the roof structure. Work would include fixing a damaged door sill and adding a larger door header. Katelyn Damon will work with Mike and other department members to draw up specification for this project and Katelyn will report back to the selectmen for approval of bid specifications at the July meeting. Katelyn would like to start work on the project in early September with a completion date of mid-November. Heat will be provided by a heat pump, which may require some electrical upgrades to install. Katelyn will obtain an estimate for the work from Stephen Stanley.

Zone 1 Fire Department Reserve currently shows a balance of \$79,606.20. Some of the reserve funds are already earmarked for the



installation of a repeater on Islesford (\$2,900). The bill for the dry hydrant was also paid from reserve funds.

Richard Beal suggests that late September would be a better time for the work.

Richard Beal moves to approve the design as submitted, review bids in August, with the goal of \$60,000 or less; if possible, add to the bid insulating underneath the bay. . Florence Joy Sprague seconds the motion, with a unanimous vote by Malcolm Fernald. **Motion passes.**

**J. Review Bids for New Gate; Islesford Recycling Center**

No bids were received by the deadline. This project will go out to bid again.

**K. Review Bids for New Float at Manset**

No bids were received for this project. The timeline has changed for the new float with a spring 2017 launch.

**L. Plan for fixing drainage ditch on Maine Street, Islesford (in front of 26 Main Street)**

The cost of installing an 8" diameter pipe for the ditch in front of the Will and Amy Palmer home on Main Street will be \$3,712.00; this estimate does not include permits, ledge conditions or removal. Twenty cubic yards of crushed stone will need to be purchased separately.

Richard Beal moves to get on with the work. Florence Joy Sprague seconds the motion, with a unanimous vote by Malcolm Fernald. **Motion passes.**

**M. 15 Mansell Lane Lease**

Marsh McLennan will be vacating their rental at the Manset Facility. Discussion takes place over what to do with the property. James Fortune will check the zoning for allowed use for the building, a three story commercial rental currently. Any decision to sell a Town owned property would have to come from the voters. The property was acquired with a bond from the Municipal Bond Bank. Payoff of the loan is in 2023. Phil Whitney suggests calling Paula Dunbar of Dunbar Real Estate for some direction forward.

Richard Beal moves to hire a real estate agent, to start with Dunbar Real Estate. Florence Joy Sprague seconds the motion, with a unanimous vote by Malcolm Fernald. **Motion passes.**

**Q. LCI Town Dock: Use by Cranberry Isles Rescue Service (taken out of order)**

The Cranberry Isles Rescue Service (CIRS) has sent a letter to the Board of Selectmen, dated June 01, 2016. The Rescue service would like to request the use of the Islesford Town Dock for the placement of an EMS boat overnight for the summer season. Hug Smallwood has offered the use of his boat, the Miss Annie. The CIRS would like to use the Islesford Town Dock from 7:00 pm to 7:00 am on Friday and Saturday nights in June and seven days a week from 7:00 pm to 7 am in July and August. The current Harbor Management Ordinance allows tie up to the sides of the main float from on or after 10:00 PM to 7:30 AM, if available, for



overnight dockage. It is suggested to consult with the Harbor Committee and the MAC regarding this request.

Katelyn Damon reports that the CIRS may be able to use the Fishermen's Co Op winter float at Frank Newlin's dock. This item will appear on July BOS meeting agenda.

**P. Electronic Communications for Town Business (taken out of order)**

Katelyn Damon reports that the Town is in need of increased storage for data and email communications. Discussion takes place over the use of email for Town business and the fact that most of those emails are up for public view according to the Freedom of Access Law. It may be possible to add the members of the Board of Selectmen to the cranberryisles-me.gov email, ([selectman@cranberryisles-me.gov](mailto:selectman@cranberryisles-me.gov)). When a new member of the Board is elected, the password could be changed. Denise McCormick is the Freedom of Access Officer for the Town of Cranberry Isles. Ingrid Gaither suggests the use of a communication policy for the Town. The Municipal Advisory Commission will research this idea. Selectman Beal requests that research be done and to get back to the Board with suggestions.

**O. Satellite Town Office on GCI**

Mrs. Moss is currently revamping the site considered for a satellite Town office on GCI. This item is on hold for now.

**N. Junk Car Policy**

Boats or cars may not be left at the gravel pit property on Islesford without prior permission from the Town. Serviceable and or utility vehicles that are not being used on a daily basis may be stored there for short periods of time: prior permission from the Town is required. It is each resident's responsibility to take care of their own junk vehicles since the repeal of the Vehicle Importation Ordinance. Phil Whitney suggests contacting MMA legal services in regard to guidelines for use of Town property. Jeff Berzinis is willing to take junk cars by appointment on his barge. There will be a cost to the owner, and all four tires must be able to roll and be inflated.

**V. Other Business**

None at this time.

**VI. Executive Session: Personnel Matter, 1 M.R.S.A. § 405(6)(A)**

None requested.

**VII. Audience Communications**

None at this time.

**VIII. Adjournment: 11:37 A.M.**

Richard Beal moves to adjourn the meeting. Florence Joy Sprague seconds the motion, with a unanimous vote by Malcolm Fernald. **Motion passes.**