

BOARD OF SELECTMEN

RICHARD F. BEAL, CHAIRMAN

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TOWN CLERK / TREASURER

DENISE McCORMICK

PUBLIC SAFETY COORDINATOR

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MUNICIPAL ADVISORY COMMISSION

R. AXELROD, K. DAMON

J. AMUSO, I. GAITHER,

C. DUGGAN, K. WHITNEY, C. WHITE

ADMINISTRATIVE ASSISTANT

JAMES FORTUNE

The Cranberry Isles Board of Selectmen will conduct a meeting on
Tuesday, December 2, 2014 starting at 8:30 A.M.
at the Islesford Neighborhood House on Little Cranberry Island

AGENDA

- I. Call to Order
- II. Review / Signing Financial Warrants
- III. Review / Approval of Previous Meeting Minutes; November 17, 2014
- IV. New Business
 - A. CEO/Plumbing Inspector Annual Reappointment: Kim Keene
 - B. Recommendation on Purchase of Ambulance for Cranberry Isles Rescue Service: Purchase of Ambulance for Islesford
 - C. IVFD: Proposal for 20,000 gal. Holding Tank
 - D. Review Survey for New Town Office Location
 - E. Town Report Topics
 - F. Budget Workshop
 - G. Warrant Article Discussions
- V. Other Business
- VI. Executive Session: Personnel Matter, 1 M.R.S.A. § 405(6)(A)
- VII. Audience Communications
- VIII. Adjournment

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ADMINISTRATIVE ASSISTANT TO BOS

JAMES FORTUNE

**Board of Selectmen's Meeting Minutes
December 02, 2014
Islesford Neighborhood House**

Attendance:

Richard Beal, Chairman, BOS
Florence Joy Sprague, BOS
James Fortune, Administrative Assistant
Denise McCormick, Town Clerk / Treasurer
Nanette Hadlock, Deputy Clerk
Katelyn Damon, Public Safety Coordinator / MAC
Karin Whitney, MAC
Ingrid Gaither, MAC
Phil Whitney

I. Call to Order: 8:27 A.M. by Chairman Richard Beal.

II. Review / Signing Financial Warrants

Warrant # 58: 14,787.48
Warrant # 59: 10,515.40
Warrant # 60: 43,830.02
Warrant # 61: 53,747.93
Total: \$ 122,880.83

All warrants were signed by the Selectmen.

III. Review / Approval of Previous Meeting Minutes: November 17, 2014

Florence Joy Sprague moves to accept the November 17, 2014 Board of Selectmen's meeting minutes as written. Richard Beal seconds the motion. **Motion passes.**

IV. New Business

Richard Beal reports communication from the Cranberry Isles School Board in reference to the Longfellow School project on Great Cranberry Island.

- A. Bidding documents are to be ready on or around January 02, 2015.
- B. Bidding notices will be advertised on or around January 07, 2015.
- C. A walk through of the Longfellow School by potential bidders will be held on or around January 13, 2015.
- D. Opening of bids at the Superintendent's office on January 28, 2015.
- E. Construction begins on or around March 01, 2015.
- F. Completion of project set for sometime in September 2015.

A. CEO / Plumbing Inspector Annual Reappointment: Kim Keene

Kimberly Keene is appointed by the Selectmen as Code Enforcement Officer and Local Plumbing inspector for Cranberry Isles, term to expire December 31, 2015.

B. Recommendation on Purchase of Ambulance for Cranberry Isles Rescue

The Cranberry Isles Rescue Service, (CIRS) is recommending the purchase of a newer ambulance for Islesford. A 2003 diesel Ford E350 is available for sale from Sugarloaf Ambulance and Rescue Vehicles. The cost for the newer ambulance is \$7,950, which includes new lettering for the CIRS. Funds for this ambulance are available in Reserve, with permission of the Selectmen. The current ambulance used by CIRS at Islesford is known to start hard and may be unreliable. Plans for the old ambulance are to bid out for sale through the Board of Selectmen.

Richard Beal moves to approve the spending of \$7,950 from reserve to purchase the ambulance for Islesford. Further, if the rescue service finds anything else needed for the ambulance not previously thought of, up to and additional \$500 may be spent from the reserve account without coming back to the Selectmen for permission. Florence Joy Sprague seconds the motion. **Motion passes.**

C. IVFD: Proposal for \$20,000 gal. Holding Tank

The Islesford Volunteer Fire Department (IVFD) is seeking permission from the Board of Selectmen to use a portion of the field to install a cistern for holding water. As it stands, the IVFD would like the cistern to be placed in the Town field along the Sand Beach Road directly adjacent to the McGuinness/Moser/Winter property. The location of the cistern is outside of the 250' shore land zone. Abutting landowners will be notified. Katelyn Damon reports that a soil sample is desired. An estimate from American Concrete Industries has been obtained which totals \$41,791. This quote does not include barging or materials to prepare the site or to restore the site after excavation. Rough estimates on barging have varied from \$15,000 to \$20,000 depending on barge size and originating location. According to the estimate, the truck fleet will include one boom truck 40' long weighing 70,000 pounds and three tractor trailers 68' long weighing 100,000 pounds. If smaller trucks are required for the barge, additional loads and costs will be required. If a crane is required, it would be provided by others. No vehicles are expected to cross the Town field, as the site can be reached from Sand Beach Road. There would have to be some road excavation for the water to reach from the well on the MacNamee property across Sand Beach Road. Permission from Susie MacNamee has not been obtained as of today's meeting for use of the well for the cistern. As far as timing on the cistern is concerned; the department has hope of completing the cistern during the spring of 2016. At this time, the department would like to request \$10,000 be appropriated at the March 2015 Town meeting and set aside specifically for the cistern. Katelyn Damon will be pursuing grants to help finish the project once more exact costs are known. At this time the IVFD has roughly \$22,000 in their private checking account and close to \$18,000 in their reserve with the Town. The department is working on obtaining concrete barging figures. The department is working on obtaining an easement for the ongoing use of our current water source at Sue MacNamee's well. The department is also currently trying to secure, in writing, the donation of time for the site preparation from John W. Goodwin's. Richard Beal has requested a one to two page report for the Town report. This report would include a photo, a drawing of the field and include some

bullet points with details regarding the project. Mr. Beal also suggests that IVFD ask for \$20,000 for reserve for 2015.

D. Review Survey for New Town Office Location

As of today's meeting, a survey has not taken place for possibilities for a new Town office location site. The current location is extremely desirable for its central location. Ingrid Gaither reports that there is some concern on GCI that if a new location for a Town office on Islesford is found, that Great Cranberry Island residents would have no hope for a Town office on Great Cranberry Island. She further states that it would be nice to see someone from Great Cranberry Island on the Town office staff. The Valdina Family may consider sale of the present store building on Islesford, but are asking in the range of \$250,000 for the current store / post office location. Issues of concern with the current location and the store / post office location include mold issues, well issues and heating issues. The current store / post office building is also rather small. It is suggested that both the Town house and the store / post office buildings would allow for enough space to construct a new building if the Town were to purchase both properties. Selectman Beal suggests that it may be advantageous for the Town to pursue a private appraisal of both properties. Local banking institutions would be asked to recommend an appraiser for this if decided to follow through with this suggestion. Selectman Sprague agrees. Currently the postal service is paying approximately \$700 per month rent to the Valdina Family. The Town pays \$800 per month for the ground floor of the building, plus bathroom privileges and a second floor room for storage.

Richard Beal moves to explore further with the bank for guidance and independent assessment of the two buildings. Florence Joy Sprague seconds the motion. **Motion passes.**

E. Town Report Topics

As of today's meeting, Town report topics will include the following:

- A report from the Town Assessor explaining the Town wide revaluation process, how it is done, and week-long sessions for taxpayer concerns, etc.
- The Administrative Assistant report is to include information on upcoming and accomplished road work, a proposed extension of the Islesford Town Dock (including the option recommended by the Harbor Committee, reports on the parking lots, the commuter ferry service, and solid waste.
- A proposed dedication page in memory of Town residents who have passed in 2014
- Maine Municipal Association Town report award notification
- TCI Manset Dockmaster report
- IVFD cistern report
- A history report to include items of interest from Town meetings past
- Proposed open burning ordinance with amendments
- Kleinschmidt drawing depicting float configuration for a proposed dock extension at Islesford.

F. Budget Workshop

- Department 51-10, General Government / Town Office, Compensation, 05-05, Regular: \$100 decrease proposed for 2015.
- Department 51-10, General Government / Town Office, Utilities, 10-05, electricity: \$100 decrease proposed for 2015.

- Department 51-10, General Government / Town Office, Utilities, 10-10, Telephone: \$100 increase proposed for 2015.
- Department 51-10, General Government / Town Office, Supplies, 15-05, Office, \$100 increase proposed for 2015.
- Department 51-10, General Government / Town Office, Supplies, 15-10, Postage: \$500 decrease proposed for 2015.
- Department 51-10, General Government / Town Office, 20-12, Accounting: increase from 2014, \$4,500 increase proposed for 2015 for installation of Winsketch for Trio. This will allow the public to view tax maps, property cards, tax bills, etc. online. This will be further detailed in the Assessor's report for the Town report.
- Department 51-24, General Government / Public Safety Coordinator, Compensation, 05-05, Regular: \$500 increase proposed for 2015.
- Compensation for Town Office staff and Selectmen is proposed to remain the same for 2015.
- Department 51-26, General Government / Elections, Compensation, 05-05, Regular: \$800 decrease proposed for 2015.
- Department 51-28, General Government / Planning Board, Contracts, 30-25, Hancock County Planning Commission Dues: \$20 increase proposed for 2015.
- Department 51-30, General Government / Assessors, 30-20 General Contract: \$500 increase proposed for 2015.
- Department 51-40, General Government / Pay Tax, Compensation, 05-28, Employee Benefits: \$700 increase proposed for 2015 for health insurance increase for full time employees.
- Department 52-01, Public Safety / Fire Department Zone 1, Supplies, 15-20, Equipment: \$11,735 increase proposed for 2015 for better communication capabilities between islands and various tools and hose upgrades.
Karin Whitney, Phil Whitney and Ingrid Gaither suggest that a residency requirement be set in place in order to obtain training paid for by the Town. Phil Whitney suggests that a standardized travel policy be created for training paid for by the Town. Currently the Town pays .51 cents per mile and hotel stays when necessary.
- Department 52-01, Public Safety / Fire Department Zone 1, Supplies, 15-22, Fire Truck: \$8,000 proposed for 2015 for truck maintenance and some funds for a new truck.
- Department 52-01, Public Safety / Fire Department Zone 1, Administrative Expense, 20-35, Training: \$2,400 increase proposed for 2015.
- Department 52-01, Public Safety / Fire Department Zone 1, Administrative Expense, 20-45, Test / Clearance: \$2,600 proposed for 2015.
- Department 52-01, Public Safety / Fire Department Zone 1, Administrative Expense, 20-55, Travel: \$1,700 proposed for 2015.
- Department 52-01, Public Safety / Fire Department Zone 1, Administrative Expense, 20-60, Community Safety Program: \$2,490 increase proposed for 2015.
- Department 52-01, Public Safety / Fire Department Zone 1, PW Supplies, 25-15, Maintenance: \$3,000 increase proposed for 2015.

- Department 52-01, Public Safety / Fire Department Zone 1, PW Supplies, 25-20, Gasoline: \$100 increase proposed for 2015.
- Department 52-01, Public Safety / Fire Department Zone 1, PW Supplies, 25-22, Heating Fuel: \$5,000 increase proposed for 2015.
- Department 52-02, Public Safety / Fire Department Zone 2, Utilities, 10-10, Telephone: \$600 decrease proposed for 2015.
- Department 52-02, Public Safety / Fire Department Zone 2, Supplies, 15-20, Equipment: \$2,700 increase proposed for 2015.
- Department 52-02, Public Safety / Fire Department Zone 2, 15-28, Cistern: \$10,000 proposed for 2015.
- Department 52-02, Public Safety / Fire Department Zone 2, 20-45, Test / Clearance: \$1,900 proposed for 2015.
- Department 52-02, Public Safety / Fire Department Zone 2, PW Supplies, 25-20, Gasoline: \$200 increase proposed for 2015.
- Department 52-02, Public Safety / Fire Department Zone 2, PW Supplies, 25-22, Heating Fuel: \$1,000 increase proposed for 2015.
- Department 52-03, Public Safety / Fire Department Zone 3, 01-01, Budget: \$2,000 proposed for 2015.
- Department 52-04, Public Safety / EMS, 60-40, Ambulance: \$400 increase proposed for 2015.
- Department 52-04, Public Safety / EMS, LCI, 60-42, EMS supplies: \$1,350 increase proposed for 2015.
- Department 52-04, Public Safety / EMS, LCI, 60-48, Med / Clearance: \$500 proposed for 2015.
- Department 52-04, Public Safety / EMS, GCI, 61-42, EMS Supplies: \$1,350 increase proposed for 2015.
- Department 52-04, Public Safety / EMS, GCI, 61-47, EMS Conference: \$2,000 increase proposed for 2015.
- Department 52-04, Public Safety / EMS, GCI, 61-48, MED / Clearance: \$500 proposed for 2015.
- Department 53-10, Health / Sanitation / Solid Waste, Contracts, 30-22, BCM, Inc.: \$7,440 increase proposed for 2015 for a base rate adjustment, CPI increase as mandated by current contract.
- Department 53-13, Health / Sanitation / Alternate CEO / LPI, Compensation, 05-05, Regular: \$500 decrease proposed for 2015.
- Department 53-14, Health / Sanitation / General Assistance, 99-60, General Assistance Expense: \$500 increase proposed for 2015.
- Department 54-10, Public Transportation / Town Roads, 25-30, Engineer: \$5,000 increase proposed for 2015.
Some discussion takes place over the five year roads plan. For 2015, part of Sandbeach on Islesford is scheduled for paving. The BOS believes that it may be wise to wait on the Sandbeach Road work until after the cistern work is complete, (pending voter approval of the project). The recommendation of the BOS is to do the work on Main Street on Islesford in 2015, and wait for 2016 for Sandbeach Road work.
- Department 54-10, Public Transportation / Town Roads, 70-12, Capital Improvement: \$160,000 proposed for 2015.

- Department 54-14, Public Transportation / Garage, 10-15, Heating Fuel: \$700 increase proposed for 2015.
- Department 55-10, Public Transportation / Public Transportation, 20-40, Ferry Service: \$2,244 increase proposed for 2015.
- Department 57-16, Debt Service / SW PL Tax, 20-20, Taxable Bond Manset: \$2,585 increase proposed for 2015.
- Department 57-18, Debt Service / SW PL Tax Exempt Bond Manset: \$7,387 increase proposed for 2015.
In 2015, the Town will be in year eleven of paying bond payments for the Manset property. Principle payments begin in 2016.
- Department 57-25, Debt Service / County Tax, 40-05, County Tax: \$1,400 increase proposed for 2015.
- Department 58-14, Municipal Facilities / Northeast Harbor Lot, 50-50, parking lease: \$500 increase proposed for 2015 as mandated by contract.
- Department 58-16, Municipal Facilities / Manset Lot: Facilities Maintenance, 50-42, Enforcement: \$500 increase proposed for 2015 for a requested pay increase from Dockmaster Dennis Dever, (\$15 to \$17 per hour and 300 to 350 hours per season).
Nan Hadlock suggests rewriting the Dockmaster job description since he is performing many maintenance and landscaping duties now at the Manset Facility.
- Department 58-20, Municipal Facilities / Wharves / Floats / Ramps, LCI, 60-12, Capital: \$60,000 proposed for 2015 for repairs to Islesford Town Dock.
Florence Joy Sprague recommends a light to illuminate the American flag at Islesford Town Dock as required by federal law.
- Department 58-20, Municipal Facilities / Wharves / Floats/ Ramps, LCI, Add Division # 60-35, Dock Extension Reserve: \$50,000 proposed for 2015 for a proposed dock expansion.
Richard Beal recommends a warrant article for consideration of the voters of whether they would want a dock extension at Islesford, and to put \$50,000 in reserve.
- Department 58-20, Municipal Facilities / Wharves / Floats/ Ramps, GCI, 61-10, Maintenance / Repairs: \$2,000 increase proposed for 2015 for trim on shed and carpet replacement for Great Cranberry Island Town Dock shed.
Richard Beal recommends replacing the carpet with plywood in the GCI dock shed due to mold issues.
- Department 58-20, Municipal Facilities / Wharves / Floats/ Ramps, GCI, 61-12, Capital: \$20,000 proposed for 2015 for a new main float at Great Cranberry Island Town Dock.
Phil Whitney suggests the purchase of wider bridges between the floats at Great Cranberry Island. The Administrative Assistant will contact Superior Docks for an estimate.
- Department 58-20, Municipal Facilities / Wharves / Floats/ Ramps, Manset, 63-22, Supplies: \$500 increase for supplies.
The Municipal Advisory Commission has recommended the refurbishing the old float from GCI for an additional float at Manset. The Town Clerk recommends a warrant article for consideration of the voters of whether they want an additional float at Manset.

- Department 58-44, Municipal Facilities / Cemetery Care, 70-14, Grounds: \$800 decrease proposed for 2015.

G. Warrant Article Discussion

As of today's meeting, the following special warrant articles have been identified for inclusion in the annual Town meeting warrant:

- Open Burning Ordinance amendment
- Vehicle Importation Ordinance repeal
- Reserve for new plow truck in 2016, Islesford
- IVFD subsurface cistern
- Multi year float contract for Manset
- Multi year float contract for Cranberry Isles
- Multi year snow plowing contract for GCI
- Multi year contract for commuter ferry
- Addition of fifth float for Manset
- Islesford dock extension and reserve (\$50,000 proposed)

V. Other Business

- The Board of Selectmen has received a request from Anne Grulich, Secretary, Committee to Preserve the Stanley Cemetery, for disbursement of the "Hazel Peterson Memorial Fund". The Committee to Preserve the Stanley Cemetery on Bulger Hill, a group of descendants and concerned islanders working under the GCI Historical Society, seeks to withdraw funds from the Town's Hazel Peterson Memorial Fund. Louise Millar opened the Peterson Memorial Fund statement savings account with the Town in 2007; it presently has \$719.70 in it. As a member of the committee, Louise wishes to use the funds for the preservation of the cemetery and has delegated her authority to withdraw the funds to the committee. The committee has raised half of the \$18,000 needed for the project, and now seeks to withdraw the balance of the Hazel Peterson Memorial Fund. Selectman Beal has consulted with the Town attorney on this matter. Richard Beal moves that the Treasurer close the Hazel Peterson Memorial Fund account #20639613 and to forward the funds to the Great Cranberry Island Historical Society for the Stanley Cemetery Preservation Project. Florence Joy Sprague seconds the motion. **Motion passes.**

The Town will no longer holds this cemetery trust account.

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

None requested.

VII. Audience Communications

None at this time.

VIII. Adjournment: 11:20 A.M.

Richard Beal moves to adjourn the meeting. Florence Joy Sprague seconds the motion. **Motion passes.**