

BOARD OF SELECTMEN
RICHARD BEAL, CHAIRMAN

PHIL A. WHITNEY
CHARLES F. DUNBAR

TOWN CLERK / TREASURER
DENISE Mc CORMICK
PUBLIC SAFETY COORDINATOR
KATELYN DAMON



MUNICIPAL ADVISORY COMMISSION

R. AXELROD, M. DONALD
K. WHITNEY, J. BERZINIS
C. DUGGAN, J. AMUSO, K. DAMON

ADMINISTRATIVE ASSISTANT

TO THE SELECTMEN
JAMES FORTUNE

MEETING NOTICE

The Cranberry Isles Board of Selectmen will conduct a regular meeting on
Tuesday, January 7, 2014 starting at 8:45 A.M.
at the Community Center on Great Cranberry Island

AGENDA

- I. Call to Order
- II. Review / Signing Financial Warrants
- III. Review / Approval of Previous Meeting Minutes; December 3 and December 16, 2013
- IV. New Business
 - A. BCM Construction: MSW
 - B. Appointment: Animal Control Officer
 - C. GCI Skiff Float (Bids due by February 3rd)
 - D. GCI Dock Maintenance Report
 - E. TCI Pavement Management Plan
 - F. Budget Workshop
 - G. Town Report Topics
 - H. 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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**Board of Selectmen's Meeting Minutes
January 07, 2014
Great Cranberry Island Community Center**

Attendance:

Richard Beal, Chair, BOS

Phil Whitney, BOS

Charles Dunbar, BOS

James Fortune, Administrative Assistant

Denise McCormick, Town Clerk/Treasurer

Nanette Hadlock, Deputy Clerk

Katelyn Damon, Public Safety Coordinator

Karin Whitney, MAC

Barbara Meyers, School Board

Bill Dowling, Harbor Committee

Cari Alley

Ben Moore, BCM Construction

Jason Gordius

Tom Powell

Blair Colby

I. Call to Order: 8:48 P.M. by Chairman Richard Beal.

II. Review / Signing Financial Warrants

2013 Warrants:

Warrant #62: 6,695.19

Warrant #63: 43,032.95 (school)

Total: 49,728.14

2014 Warrants:

Warrant #01: 5,710.06

Warrant #02: 40,506.10

Total: 46,216.16

Included in the school voucher was an invoice from Blair Colby for taking heating oil from the Longfellow Building and placing it in the tank at the GCI Firehouse which was in danger of running out. Thank you to Blair Colby for his quick action.

All warrants were signed by the Selectmen.

III. Review / Approval of Previous Meeting Minutes: December 3 and December 16, 2013

Phil Whitney moves to approve the December 03, 2013 Board of Selectmen's meeting minutes as written. Richard Beal seconds the motion, with a unanimous vote by Charles Dunbar. **Motion passes.**

Phil Whitney moves to approve the December 16, 2013 Board of Selectmen's meeting minutes as written. Richard Beal seconds the motion, with a unanimous vote by Charles Dunbar. **Motion passes.**

IV. New Business

A. BCM Construction: MSW

Ben Moore and Jason Gordius are here today to speak with the Selectmen regarding BCM Construction taking over the municipal solid waste contract from Southwest Boat, Inc. Mr. Moore has purchased the containers, two trucks and the contract with Board of Selectmen approval. Mr. Moore also has sixty-two containers that he previously owned, on top of the twenty-five he purchased with the contract. The employees on both islands will remain. The lease of \$1.00 per year stays the same for the town garage spaces on Islesford and Great Cranberry Island and is paid in full today by Ben Moore. BCM Construction will also take over the lease on the Manset rental space, previously used by Southwest Boat, Inc., as part of the agreement. The cost of the Manset lease is \$130 per month. Roadside pick up of trash will continue to be on Monday, same schedule as previous. Steve Palmer will use his own vehicle for trash pick up for now; there is a possibility of BCM Construction bringing a company truck to Islesford later on. There is a truck on Great Cranberry Island that Ingrid Gaither may use for trash pick up if she chooses.

Richard Beal moves that by unanimous vote of the Cranberry Isles Board of Selectmen on Tuesday, December 2, 2013, the Cranberry Isles Board of Selectmen approved the Southwest Boat, Inc. transfer to BCM Construction all contract responsibilities for collection, management and disposal of municipal solid waste services for the Town of Cranberry Isles. All contract responsibilities for the Cranberry Isles Municipal Solid Waste Contract between Southwest Boat, Inc. dated (signed) December 06, 2011 (including addendum of January 31, 2012) shall be transferred to BCM Construction, effective January 1m 2014. Phil Whitney seconds the motion, with a unanimous vote by Charles Dunbar. **Motion passes.**

Ben Moore signs the Municipal Solid Waste Contract Addendum. Richard Beal encourages Mr. Moore and his employees to keep the Town informed of any needed maintenance issues at the transfer stations. Points of contact for BCM Construction will be Ben or Missy Moore.

B. Appointment: Animal Control Officer

The Board of Selectmen has received a letter of intent from Cari Alley of Islesford to fill the vacant position of Animal Control Officer for Cranberry Isles. This position is mandated by the State of Maine and

requires formal training, with a six month grace period. Equipment owned by the Town of Cranberry Isles is law books, a catch pole and bite proof gloves.

Richard Beal moves that Cari Alley be appointed as Animal Control Officer. Charles Dunbar seconds the motion, with a unanimous vote by Phil Whitney.

Motion passes.

C. GCI Skiff Float (Bids due by February 3rd)

A fourth skiff float will be added to Great Cranberry Island Dock for the 2014 summer season. Funds for this float will come from reserve funds previously budgeted. The Board of Selectmen approved the bid specs for the float. Bids must be returned by 3:00 P.M. on February 03, 2014 at the Town Office. Bids will be opened and read aloud at a meeting of the Cranberry Isles Board of Selectmen, at the Great Cranberry Community Center, on February 4, 2014 at 8:45 A.M., the job to be awarded within seven days of said meeting. The new float shall be ready for inspection, launching and placement no later than April 1, 2014. Placement of the float will be done by the Town's float contractor.

D. GCI Dock Maintenance Report

A report has been generated by Kleinschmidt on needed repairs to the Great Cranberry Island Dock. Initial cost estimates for all repairs is \$39,956. The Harbor Committee has recommended that all ladders on both docks be replaced with new ladders like those being currently used at the Cranberry Island Fishermen's Co op. The Harbor Committee also recommends an additional set of stairs on the westerly side of Great Cranberry Island Dock. Neither of these two recommendations is included in the Kleinschmidt estimates. Kleinschmidt has recommended in their report four items that need immediate maintenance:

1. Install chains at openings in handrails, where floating dock gangways are located during warmer months. The estimated material and labor cost for the 4 locations is \$1,000.
2. Install chains at top of ladder access points. The estimated material and labor cost for the 6 locations is \$1,200.
3. Install a kick board and middle rail along the east side of the pier. The rail shall be 2x6 No. 2 Southern Pine. Field confirm prior to ordering materials. The estimated construction (material and labor) cost for this is \$800.
4. Limit (or prevent completely) access on the two east side stairs until rotted members have been replaced.

Richard Beal moves to do what's required in Kleinschmidt report (understanding approximately \$40,000) with one contractor, and to put the notice out for bid. Phil Whitney seconds the motion, with a unanimous vote by Charles Dunbar. **Motion passes.**

The Harbor Committee has recommended that all ladders on both GCI and Islesford docks be replaced. The Administrative Assistant suggests that GCI reserve funds could be use for the Great Cranberry Dock and ramp fees could be used for the Islesford Dock.

Richard Beal moves to use reserve funds as directed by the Administrative Assistant through the Town Treasurer to replace the ladders. Phil Whitney seconds the motion, with a unanimous vote by Charles Dunbar. **Motion passes.**

The Harbor Committee also suggests the addition of an extra set of stairs on the westerly side of GCI Dock. This may require relocation of the shed on the dock. Barbara Meyers asks that safety of getting from the shed to the boat be kept in mind if the shed is moved.

Richard Beal moves to hire Kleinschmidt to update the current documents to design a set of stairs, including the pilings, on the west side of Great Cranberry Island Dock. Charles Dunbar seconds the motion, with a unanimous vote by Phil Whitney. **Motion passes.**

Bill Dowling suggests that the ladders need to be kept weed free. Denise McCormick suggests and the BOS agrees that the steps be better maintained on a regular schedule, maybe hiring one individual from GCI and one from Islesford.

Bill Dowling asks if the platform at the Islesford stairs has been extended yet as recommended by the Harbor Committee. This has not been done as of today's meeting.

The GCI waiting shed now has a heater installed inside. Bill Dowling suggests that the carpet needs to be replaced inside the shed. The carpet does not cover the whole floor and is old and moldy. James Fortune will have the carpet replaced. The current carpets were installed three years ago at GCI and Islesford.

The Kleinschmidt Pier Inspection and Evaluation may be viewed at the Town Office.

The Harbor Committee has also suggested the installment of hoist for the Islesford Town Dock. The Administrative Assistant suggests that ramp fees might be used for this purpose. Richard Beal suggests that the Administrative Assistant ask for Harbormaster Bruce Fernald to help with research and pricing on this suggestion.

E. TCI Pavement Management Plan

S. W. Cole has presented the Town of Cranberry Isles with a pavement management plan that spans five years of recommended road maintenance, (2014-2018). No references are included on the timeline regarding Harding Point or Dog Point Road, other than a reference to Andrew McCullough Engineering Consultants' assessment and options for corrective action. S.W. Cole concurs with the rehabilitation options presented. The S.W. Cole report also recommends additional overlay on Great Cranberry Island that has not been referenced by the Town before. Phil Whitney recommends that the Harding Point Road and Dog Point Road maintenance be added into the timeline by S.W. Cole. The Selectmen recommend adding a couple of lines to Department 54-10 to address pothole repair and scraping maintenance for Dog Point and Harding Point Roads, (70-10, Maintenance and Improvements, add

\$2,000 for a total of \$202,000). Department 54-10, 30-05, Road Work, add \$18,000 to address road work recommended for Islesford, for a Road Work total of \$36,000. Total Town Roads budget proposed at this time is \$243,000.

F. Budget Workshop

School Board member Barbara Meyers reports that the School Board has approved a proposed budget for 2014, (\$557,543). Included in this proposed budget is \$120,000 for Facilities Maintenance, Capital Outlay for the Ashley Bryan School. The School Board is also asking for a loan to complete needed repairs on the Ashley Bryan School and the Longfellow School buildings (estimated costs for both buildings is \$560,000). This loan is to appear as a warrant article for the annual Town meeting in March 2014. If the warrant article is not approved by the voters, the School Board is in hopes that the voters will approve the line item of \$120,000 for the Ashley Bryan School. The Town Treasurer suggests that the warrant article for the loan be presented first on the warrant, before the regular school budget articles. Public hearings are expected to be held for informational purposes of the voters on both GCI and Islesford, (January 27 at GCI, and January 31 at Islesford). Part of these hearings will include a summary of projects created by Ben Fulves. Current use of the Longfellow building and an assessment of costs related to tearing down and replacing the Longfellow building are to be addressed, as well as a review of work completed to date. Phil Whitney suggests photos showing the current uses of the building be available.

The Town Treasurer also reports that rent paid by the Heliker Lahotan Foundation for use of the Longfellow building is not showing up at the Town Treasurer level. Barbara Meyers will follow up on this. It is still in question who is responsible for expending the funds if approved, the School Board or the Selectmen.

Richard Beal suggests having the broken flag pole replaced on GCI Dock. He asks the Board to consider using contingency funds for this purpose.

The Planning Board vacancy will be on the February BOS agenda. No one has expressed interest at this time. Phil Whitney will contact Rebecca Powell to see if she is interested in serving in this position.

Richard Beal has signed, on behalf of the BOS, a contract modification for Seacoast Security regarding security at the GCI Firehouse. The modification is for additional travel time (cost \$300). Funds for this modification were approved by the Board of Selectmen on December in a financial warrant.

The septic system at the GCI Firehouse has failed. Katelyn Damon will contact Hancock County Planning Commission to see if there are any available grants to help with the cost of replacement. A new septic system is estimated to cost approximately \$18,000. This item will appear on the February BOS agenda for an update.

For clarification, the proposed \$1,100 under Department 52-11, Public Safety / 911 Services, covers the cost of the Town's contract with Hancock County RCC and the cost for reverse services.

In reference to Department 53-13, Health / Sanitation / Alternate CEO/LPI, James Fortune is requested by the Selectmen to contact Dennis Dever to make sure his complete credentials are on file with the Town office.

Department 53-22, Health / Sanitation / Health Officer: Wanda Harmon Porter is no longer living at Cranberry Isles and a Local Health Officer will need to be appointed for 2014. Cari Alley may be interested in the position, and will write a letter of intent to the Board of Selectmen. Mrs. Alley is willing to take the online training within the next month.

Department 56-20, Donations / Islesford Neighborhood House Association: The proposed budget includes a \$3,000 donation to the INHA, the same donation as 2013. The Selectmen have received a letter, dated December 27, 2013, from Ellie Miller, INHA President. The letter requests that the Town consider raising the amount allotted to the INHA in the coming budget year. Reasons stated for this request include, insurance upgrade to cover full replacement cost as well as trying to keep up with ongoing maintenance projects on the one hundred year old building. The letter further states that "the Islesford Neighborhood House is the only public building on Islesford, as opposed to several on Great Cranberry Island. All of these buildings receive Town appropriated funds. We (INHA) are, therefore requesting that the Town's allotment to the INH be raised to \$6,000.

GCI resident, Karin Whitney has also written an email to Selectmen Whitney (and distributed at today's meeting) that suggests that the GCI Ladies' Aid and the Cranberry House donation total be raised to match the Islesford Neighborhood House donation requested. The figures quoted for 2013 donations in Mrs. Whitney's email are not accurate.

2013 donations for the both libraries, the Cranberry House, Islesford Neighborhood House, and GCI Ladies Aid were approved by the voters as:

GCI Library:	\$4,000
Islesford Library:	\$4,000
GCI Community Center (Ladies' Aid):	\$3,000
Islesford Neighborhood House:	\$3,000
Cranberry House (GCI Historical Society):	\$3,000

The Board of Selectmen wish to leave donations as proposed in the current budget. If voters wish, the amounts could be raised from the floor of Town meeting.

Proposed for 2014:

Department 56-08, Donations / Hospice / Hancock County:	\$ 500
Department 56-10, Donations / Island Explorer:	\$ 500
Department 56-12, Donations LCI Library:	\$4,000
Department 56-14, Donations / Human Services	\$ 500

Department 56-16, Donations / GCI Library	\$4,000
Department 56-18, Donations / N.E. Hbr. Library	\$ 300
Department 56-20, Donations / INHA	\$3,000
Department 56-21, Donations / C.I. Education Fund (scholarship)	\$1,000
Department 56-22, Donations / GCI Community Center	\$3,000
Department 56-23, Donations / Cranberry House	\$3,000
Department 56-24, Donations / N.E. Hbr. Ambulance	\$1,000

11:35 A.M. - At this time Selectmen Dunbar must leave the meeting to make the midday boat.

Department 57-25, Debt Service / County Tax: The amount proposed in this department may change upon notification from Hancock County which has not been received by the Town as of today's meeting. The Selectmen advise that the Treasurer be authorized to put in the exact amount when available from the county.

G. Town Report Topics

Items currently identified for the Town report:

- School Board letter
- Proposed Ordinance for Use or Lease of Public Property
- S.W. Cole Road Maintenance Budget by Year (to follow Administrative Assistant's report)

The Town Treasurer will check the available amounts in the ramp fee and reserve accounts forward to Selectman Beal.

Photos currently chosen for the Town report:

- Islesford Babies by Kaitlyn Duggan (Town Clerk report)
- Islesford Fire trucks by Katelyn Damon
- Commuter Boat photo by Karin Whitney
- Manset Dock photo by Dennis Dever (Dockmaster report)

Town meeting:

The Selectmen are in hopes that the Islesford Neighborhood House will be ready to hold the Town meeting in on March 15, 2014. The INHA has said that current renovations will be ready by mid February. One question is regarding the lunch. The upstairs hall has been renovated so it will not be large enough to hold the meeting in. The meeting and lunch will need to be served downstairs. Heaters may need to be used for added warmth as the great hall is not winterized to date. Richard Beal will try to contact Evelyn Boxley for further updates.

H. Warrant Article Discussions

A second draft of the warrant articles will be prepared by the Deputy Clerk and forwarded to the Treasurer and the Selectmen.

V. Other Business

- Janice Murch has verbally agreed to allow the dry hydrant on her property.
- In reference to the Manset property boundary encroachment, the Town is still waiting for a license for the abutting property owner to maintain her fence until it needs to be replaced, plus a fifteen year sunset clause.
- The Town wishes to know if the other abutting property owner has a permit from the Town of Southwest Harbor for a deck than infringes on the TCI right of way at Manset. Dennis Dever may be able to check on this.
- Regarding the Chris Butler Landscaping invoice from December 03, 2013 BOS meeting, the invoice had been double billed by the new subcontractor. The Town is now getting more detailed invoices from the subcontractor. The initial check was voided and the correct amount was included on today's warrant.
- The notification process for commuter boat cancellations seems to be working out for all.
- It is reported that Janice Murch may be installing a dry hydrant on her private property that abuts the Great Cranberry fire house. No news on a holding tank for water at the fire house.
- Discussion takes place in reference to a suggestion by Phil Whitney that the Town develop a standardized travel policy for employees and officials. TCI is unique in the fact that we rely on passenger boat availability; often if someone attends a meeting, training, etc. off island, then that individual is forced to stay off island overnight. Responses have been obtained from various other municipalities and most go with the standard IRS rate: \$125 per night for lodging and .56 cents per mile for travel. If funds are given up front, before a receipt is generated for reimbursement, then the funds are legally considered income. Mr. Whitney would like to see written, simple, codified guidelines for travel expenses and reimbursement.
- Many people are concerned regarding fuel delivery issues to the island. The GCI Firehouse ran out of fuel, and many others are running desperately low on fuel or propane. Barging availability and weather may be factors.
- The proposed postage budget for 2014 Town mailings is still fine, even considering the slight postal increase.

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

None requested.

VII. Audience Communications

None at this time.

VIII. Adjournment: 1:07 P.M.

Richard Beal moves to adjourn the meeting. Phil Whitney seconds the motion.

Motion passes.