

BOARD OF SELECTMEN
RICHARD F. BEAL, CHAIRMAN

CHARLES F. DUNBAR
FLORENCE J. SPRAGUE
TOWN CLERK / TREASURER

DENISE McCORMICK
PUBLIC SAFETY COORDINATOR
KATELYN DAMON



MUNICIPAL ADVISORY COMMISSION

R. AXELROD, M. DONALD
K. WHITNEY, I. GAITHER
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, June 3, 2014 starting at 8:30 A.M.
at the Islesford Neighborhood House on Great Cranberry Island

AGENDA

- I. Call to Order
- II. Review / Signing Financial Warrants
- III. Review / Approval of Previous Meeting Minutes: May 6, and May 16, 2014
- IV. New Business
 - A. Update on Islesford and Manset Dock Safety Inspections
 - B. Update on GCI Town Dock Repairs
 - C. Sign Addendum for the Winter Commuter Boat Service (FTA Grant Requirement)
 - D. GCI Fire House Septic System Bid Selection
 - E. Proposed TCI Ordinance: Use of Town Property
 - F. Mutual Aid Agreement (League of Towns)
- 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
June 03, 2014
Islesford Neighborhood House**

Attendance:

Richard Beal, Chairman, BOS
Florence Joy Sprague, BOS
James Fortune, Administrative Assistant
Denise McCormick, Town Clerk
Nanette Hadlock, Deputy Clerk
Katelyn Damon, Public Safety Coordinator & MAC
Karin Whitney, MAC
Brenda Fernald, Loan Officer, The First
Andrew Koblinsky, Downeast Sailing Ventures

- I. **Call to Order:** 8:30 A.M. by Chairman Richard Beal.
Selectman Charles Dunbar is not able to attend today's BOS meeting due to electrical issues at Bear Island. Selectmen Richard Beal and Florence Joy Sprague are present. This constitutes a quorum of the Board.
- II. **Review / Signing Financial Warrants**

Warrant # 25:	5,719.28	
Warrant # 26:	49,427.75	(school)
Warrant # 27:	76,794.85	
Total:	\$ 131,941.88	

All warrants were signed by the Selectmen.

Brenda Fernald, Loan Officer, The First Bank, is here to have loan documents signed for the School Department loan in the amount of \$610,000, at an interest rate of 3.1%. Richard Beal moves to sign all appropriate loan documents for \$610,000. Florence Joy Sprague seconds the motion. **Motion passes.**

Selectman Beal and Selectman Sprague sign: promissory note, disbursement request and authorization, loan request addendum, and the business loan agreement. Denise McCormick will obtain a signature from Selectman Charles Dunbar.

Due to new regulations by Emera, Maine, a meter was required to be hooked up from a meter to the electric pole for the new restroom facility on GCI. Richard Beal gave permission for the wire to be connected. A separate bill will be sent to the Town.

III. Review / Approval of Previous Meeting Minutes: May 6 and May 16, 2014

Richard Beal moves to approve the May 06, 2014 Board of Selectmen's meeting minutes as written. Joy Sprague seconds the motion. **Motion passes.**

Richard Beal moves to approve the May 16, 2014 Board of Selectmen's meeting minutes as written. Joy Sprague seconds the motion. **Motion passes.**

IV. New Business

A. Update on Islesford and Manset Dock Safety Inspections

The Administrative Assistant has invited Andrew Keblinsky of Downeast Sailing Ventures in light of recent concern over weight capacity at the Manset Dock. Mr. Keblinsky has been granted permission to load and unload passengers by TCI Selectmen at the TCI Manset Dock. One of the boats used by Downeast Sailing Ventures is the forty-four passenger "Hurricane". The recent safety inspection done by Fay, Spofford & Thorndike shows no problem with the Hurricane's use of our floats at Manset, but there is still the question of the weight capacity of the pier. Weight capacity limits will be posted on each float, plus a maximum of twenty-five persons on the pier. The cost for figuring the weight capacity of the pier would be an additional \$2600 above the safety inspection already completed. The pier was originally built as a residential pier, rather than a commercial pier. It is suggested that the Town of Southwest Harbor or Chalmers may have a copy of the original plan for the pier which was built by previous owners before the purchase by Town of Cranberry Isles. Mr. Keblinsky assures the Selectmen that it is a rare chance of having forty-four passengers on his forty-seven foot boat (smaller than the Cranberry Cove Ferry currently using the TCI Manset Dock). A head count would be available before any trips were made. Mr. Keblinsky plans to dock at the Islesford Dock Restaurant or a mooring when bringing passengers out to the restaurant. Mr. Keblinsky also states that he is willing to contribute to the cost of the weight capacity study. Selectman Beal suggests that the Allen Insurance Agency be contacted in reference to liability assessment for use of our dock. The Town Clerk suggests that Mr. Keblinsky indemnify TCI from liability for his passengers. Richard Beal requests that the Town Clerk prepare a letter to all commercial users of our docks that provides indemnification to the Town of Cranberry Isles for the commercial users' use at Town docks.

In reference to the safety inspection report for Manset and Islesford docks, dated May 2014, no cost estimates are included in the report. Fifteen items need to be done; the rest of the suggestions are monitoring current conditions. At the Manset Facility, the steps in the shoreline have been removed and the space has been repaired. The broken pile cap has also been repaired by Chalmers. The Administrative Assistant is requested to make a list of needed improvements and to get an estimate from Dockworks. MAC Chairman Katelyn Damon and James Fortune, Administrative Assistant, will fill out a grant application for a SHIP grant. The safety inspection has been forwarded to the Harbor Management Committee and the Selectmen. Copies are available for viewing at the Town Office.

B. Update of GCI Town Dock Repairs

Work is taking place on repairs to GCI Town Dock. A change order in the amount of \$380 has been authorized for replacing caps on pilings. It was discovered that one of the pilings was not cracked through as previously thought. The extra piling was, however, ordered and will be stored at the GCI gravel pit for future use.

C. Sign Addendum for the Winter Commuter Boat Service (FTA Grant Requirement)

Richard Beal and Florence Joy Sprague sign the Commuter Ferry Service Contract addendum. The Town Clerk will obtain a signature from Selectman Charles Dunbar. The deadline for the addendum is June 05, 2014.

D. GCI Fire House Septic System Bid Selection

Four individual contractors were requested to submit estimates on the GCI Fire house septic system replacement. No estimates were received. Eighteen thousand dollars was budgeted and approved by the voters for the project.

The Selectmen request that the Administrative Assistant arrange for Goodwins to come out and remove the old septic system which is currently flowing on the Bracy property. A new easement will be drafted by the Town Attorney to include the design by Robert Viles. At this time the toilet and water facilities at the fire house are not being used.

E. Proposed TCI Ordinance: Use of Town Property

This agenda item is postponed due to the absence of Selectman Dunbar who is working on an updated version of the ordinance.

F. Mutual Aid Agreement (League of Towns)

The Board of Selectmen chooses not to sign the Governmental Administration Mutual Aid Agreement via the League of Towns. This agreement would apply to General Assistance Administration, Tax Collection & Treasury Functions, and Public Works Management Functions.

The League of Towns is set to hold their meeting at Cranberry Isles in July. The Board of Selectmen suggests that the League of Towns may wish to visit Islesford this year. Historically the meeting has been held on Great Cranberry Island. A meeting at Islesford would give the L.O. Towns a chance to visit one of the other four islands which make up the Town of Cranberry Isles. James Fortune will check with the Islesford Dock Restaurant and the Islesford Neighborhood House for interest / availability.

V. Other Business

- Road repairs are set to take place on GCI and Islesford mid June. An inspection by Andrew McCullough, P.E. has been recommended by the M.A.C. for review of the specifications for any needed changes before the work is done, and an inspection at the conclusion to assure all work was done to the specifications. An additional cost of \$1500 will be needed for these tasks. The bid amounts came in under the \$202,000 budget amount approved in the warrant article for Town meeting.

Road sweeping will take place in the next week by Ring's Paving on Great Cranberry Island and Goodwins on Islesford.

- The dates for the paving project on Great Cranberry Island were emailed to Phil Whitney, President of Cranberry Isles Realty Trust (CIRT). CIRT will have two modular homes delivered to Great Cranberry soon.
- The newly formed sub-committee of the MAC has sent a memorandum of request to the Board of Selectmen, dated May 29, 2014. The purpose of the memorandum is to request \$5,000 for the Transportation Task Force operations for 2014. One of the items needed for operation is to fund a survey; the other is to pay for a water transportation consultant through October 2014. The Transportation Task Force comprised of Joy Sprague, Cory Duggan, Ingrid Gaither, Sam Donald, Skip Stevens, Bill Dowling,

Richard Howland, and Ron Axelrod. A joint meeting of the TTF and the Board of Selectmen is scheduled for June 17 at Islesford. The Board of Selectmen expect to review the survey which will be sent to residents, seasonal residents, freight users, etc.

Richard Beal moves to approve \$5000 from the Board of Selectmen's contingency fund for the Transportation Task Force. Joy Sprague seconds the motion. **Motion passes.**

- A postal survey letter will be sent to Islesford residents in the next couple of weeks asking mail customers their opinion on post office hours of operation, etc.
- GCI resident Ed Gray has spoken with Selectman Beal in regard to the Vehicle Importation Ordinance. Mr. Gray has concerns over the fact that off island businesses are not charged the \$250 importation fee, but island businesses are. The Vehicle Importation Ordinance has been reviewed and approved three times by the voters. Section H, #5 gives the Selectmen authority to review individuals on a case by case basis. Selectman Beal and Selectman Sprague will both work to report violators of the ordinance. As of 2004, all vehicles and golf carts brought to the islands must pay the \$250 importation fee.
- It is reported that Ben Fulves of Heartwood Builders and Reggie Sanborn of Whitney Electric have abandoned cars at the Islesford Town Dock lot. Title 29, Section 1860, of the Maine statutes allows for the removal of vehicles on Town property after two weeks. The Administrative Assistant will write letters to the vehicle owners hereby serving notice that the vehicles must be repaired and moved within three days or they will be moved to temporary storage for disposal. The letters will be sent by certified mail.
- Florence Joy Sprague suggests it might be handy for the Town to purchase a garden way cart for use at the Islesford Town Dock. Nan Hadlock reports that there is already a Town owned cart at the Town Office. There is also concern over whether the cart would stay at the dock for use of bringing freight up the gangway from the float to the dock, or find its way to other's property not to be returned.
- Shrubs that were approved and budgeted for the Islesford Volunteer Fire Department to be planted between the fire house and the Palavanchuk property have never been purchased or planted. The Selectmen advise to go ahead and get this done.

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

None requested.

VII. Audience Communications

None at this time.

VIII. Adjournment: 11:11 A.M.

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