

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, May 6, 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: April 1, 2014
- IV. New Business
 - A. Requesting Use of Town Field, Islesford
 - B. GCI Dock Repairs: Update, Change Order Approval
 - C. GCI & LCI Road Projects: Bid Review and Selection
 - D. GCI General Store: Lease Renewal
 - E. Manset Dock Master Employment Agreement
 - F. GCI Bathroom & Manset Custodial Services Employment Agreement
 - G. Sutton Island Trash Contract
 - H. Proposed TCI Ordinance: Use of Town Property
 - I. Update on Town and Manset Dock Safety Inspections and Improvements
 - J. GCI Fire House Septic System
 - K. Sign Tax Commitment Letter
 - L. Fire Warden Nomination
- 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
May 06, 2014
Great Cranberry Island Community Center**

Attendance:

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

I. Call to Order: 8:54 A.M. by Chairman Richard Beal.

II. Review / Signing Financial Warrants

Warrant # 18: 5,146.92
Warrant # 19: 5,182.10
Warrant # 20: 32,811.16
Warrant # 21: 110,464.18
Total: \$ 153,604.36

All warrants were signed by the Selectmen.

III. Review / Approval of Previous Meeting Minutes: April 1, 2014

Selectman Charles Dunbar suggests the following change to the April 01, 2014 Board of Selectmen's meeting minutes:

Page 4, IV. New Business, H. Downeast Sailing Ventures: Request to use Manset Dock Summer 2014 (sentence 5):

As written: *Selectman Sprague stresses the importance of all trash used by the company must be carried on and off the islands.*

As suggested by Selectman Dunbar: *Selectman Sprague stressed that Downeast Sailing Ventures must carry off the islands all the trash it creates.*

Richard Beal moves to accept the April 01, 2014 BOS meeting minutes with one correction suggested by Charles Dunbar. Florence Sprague seconds the motion, with a unanimous vote by Charles Dunbar. **Motion passes.**

Richard Beals requests that Town office employees have Richard Hill put the preliminary flood maps on the Town website.

IV. New Business

A. Requesting Use of Town Field, Islesford

Marya Spurling has requested permission for use of the Town field at Islesford for wedding ceremony on Sunday, September 14, 2014.

Florence Sprague moves to approve the request. Charles Dunbar seconds the motion, with a unanimous vote by Richard Beal. **Motion passes.**

B. GCI Dock Repairs: Update, Change Order Approval

A change order for GCI dock work is approved by the Selectmen. The change order is to upgrade all pressure treated southern yellow pine materials to 2.5 CCA from 1.0 CCA, (\$781.00). To remove installation of mid rail and kick board from project subtracts \$259.00; total change order increase is \$522.00. Dockworks, Inc. is scheduled to begin dock work at GCI this week.

C. GCI & LCI Road Projects: Bid Review and Selection

Three bids were received for Road Paving, pothole patching and crack sealing of roads on GCI and Islesford:

1. Wellman Paving

Paving (Shim and Overlay) of Cranberry Road Sections 3 & 5: \$160,650.00
Pothole Repair & Crack Sealing Cranberry Road Sections: \$21,082.50
Pothole Repair Islesford Roads: \$16,488.00

2. Pro Seal, LLC

Paving (Shim and Overlay) of Cranberry Road Sections 3 & 5: \$277,700.00
Pothole Repair & Crack Sealing Cranberry Road Sections: \$2,700.00
Pothole Repair Islesford Roads: \$5,400.00

3. Rings Paving Co., Inc.

Paving (Shim and Overlay) of Cranberry Road Sections 3 & 5: \$117,260.00
Pothole Repair & Crack Sealing Cranberry Road Sections: \$18,645.00
Pothole Repair Islesford Roads: \$155,660.00

Richard Beal moves suggest two potential change orders:

- 1) Asphalt ADA ramp from new GCI restroom to parking lot (11' x 4')
- 2) Pave top of trench from new GCI restroom across parking lot to electric pole

Richard Beal moves to accept the bid from Rings Paving Co, Inc., and a potential two change orders. Florence Joy Sprague seconds the motion, with a unanimous vote by Charles Dunbar. **Motion passes.**

D. GCI General Store: Lease Renewal

A lease renewal for the Great Cranberry Island General Store, LLC is presented to the Selectmen. The lease is for all that land lying under the grocery store located at its present location. The rent for the land shall be twelve dollars annually.

Phil Whitney raises his concern of fairness issue between the store rental of \$1 per year and the amount charged to renters at the Manset facility, particularly Steve Pagels. Discussion takes place over the need for a store at Cranberry Isles, and the difference between leasing the land only, as opposed to land and buildings at the

Manset lot. The store building on GCI is privately owned; only the land it sits on is owned by the Town.

One change in the lease involves the use of the Town owned 2000 gallon holding tank located on the property. As long as the Lessee (GCI General Store, LLC) has exclusive use of the holding tank, the Lessee is responsible for the pumping out of the storage tank throughout the year at the Lessee's expense.

Richard Beal moves to approve the lease. Charles Dunbar seconds the motion, with a unanimous vote by Florence Joy Sprague. **Motion passes.**

E. Manset Dock Master Employment Agreement

No changes are made to the Manset Dockmaster employment agreement for 2014. The position pays \$15 per hour and is from Memorial Day weekend to September 30, 2014.

Richard Beal moves to approve the employment agreement with Dennis Dever. Florence Joy Sprague seconds the motion, with a unanimous vote by Charles Dunbar. **Motion passes.**

James Fortune suggests that Mr. Dever also be approached in regards to landscaping at the Manset facility. Mr. Fortune has discovered a riding lawnmower and other lawn tools in the warehouse. He will check to see if the lawnmower works or not. Mr. Fortune believes the Town may be able to keep the cost of landscaping down by hiring Mr. Dever to work with Town equipment. He also believes that the Town could get a better control on quality and quantity of work being performed. Nan Hadlock suggests that it might be a good idea to check with Cranberry Isles residents to see if someone from the islands might be interested in filling this position. James Fortune will email recommendations to the Selectmen by May 23.

F. GCI Bathroom & Manset Custodial Services Employment Agreement

Custodial contracts for cleaning the Manset facility restroom and the public restrooms on Great Cranberry Island by Karin Whitney are approved. An attachment will be added to the GCI contract for information regarding the new Waterloo system.

Richard Beal moves that the two contracts be approved as we have in the past. Florence Joy Sprague seconds the motion, with a unanimous vote by Charles Dunbar. **Motion passes.**

G. Sutton Island Trash Contract

The Board of Selectmen signs a contract for a one year extension with Josh Gray for the Sutton Island Waste Removal. The contract calls for trips to Sutton Island at a minimum of once per week June through September, and twice weekly as needed during July and August.

Ingrid Gaither, transfer station attendant at GCI, voices concern regarding how to communicate with Sutton Island Residents that recyclables must be separated from household waste. Trash from Sutton Island is brought to the GCI Transfer Station. Mrs. Gaither states that food is not generally mixed in with the trash, but recyclables are being mixed in. It is suggested that Ms. Gaither email the APSI, Association for the Preservation of Sutton Island, to relate her concerns.

The APSI annual meeting is usually held the last Thursday of July; more information to follow on an exact time, location and date.

H. Proposed TCI Ordinance: Use of Town Property

Selectman Dunbar is working on an updated proposed ordinance for the use of Town property with the help of Erika Merrill and Katie Fernald. Other residents

who are interested in this process are urged to contact Selectman Dunbar. The proposed document is incomplete at this time. The group is hoping to complete a proposed document by the end of this summer. This ordinance would require approval of the voters at a Town meeting.

Selectmen Dunbar is reminded that all Town related emails must be carbon copied to the Town Clerk.

I. Update on Town and Manset Dock Safety Inspections and Improvements

Selectman Beal has approved a proposal from Fay, Spofford & Thorndike to conduct safety inspections and a report of findings for the piers located at Little Cranberry Isles (Islesford) and at the Town's facility in Manset. The cost of this proposal is \$12,148.80. A cracked end cap at the Manset Dock has already been repaired. Both docks seem to be in relatively good shape. There is some concern regarding the maximum capacity of each float, particularly since the Selectmen have allowed the "Hurricane" (Downeast Sailing Ventures) to tie up and load/unload passengers at our Manset Dock this summer. The "Hurricane" is a 44 passenger excursion boat owned by Andrew Keblinsky. The issue is safety and the question of capacity of the floats to handle the forty-four passengers boarding the Hurricane. The weight limit of the pier and gangway will be assessed for weight limit. The finished report should be ready for the May Selectmen's meeting. Selectmen Beal requests that James Fortune forward the finished report to L.S. Robinson (Allen Agency) for insurance purposes.

J. GCI Fire House Septic System

A whole new septic area has been laid out for the GCI Fire House. The new area is further away from Junior Bracy's traps which are stored on the property. The new area is still within the easement area on land owned by the Bracys. A new concrete tank is proposed with an above ground leach field. The piping will be shortened to the building. The final design will be forwarded to James Fortune and John Goodwin. A Plumbing Inspection permit will be required. This project will be put out to bid; \$18,000 has been approved.

K. Sign Tax Commitment Letter

The Board of Selectmen signs the tax commitment letter to the Assessors for 2014. \$1,686,027.00 is the amount to be raised in 2014 taxes.

In regard to tax liens, once the liens have been attached, the owners of the attached properties will have eighteen months to reconcile the unpaid taxes owed or the Town will foreclose on the properties.

L. Fire Warden Nomination

Roy Hadlock has submitted a letter of resignation, dated April 09, 2014, to the Selectmen as State Fire Warden for the Town of Cranberry Isles. Katelyn Damon reports that Richard Howland is interested in the position, but both agree that the system of writing permits needs revamping. Their recommendations will be forwarded to the Selectmen.

Richard Beal moves to nominate Richard Howland as Fire Warden. Charles Dunbar seconds the motion, with a unanimous vote by Florence Joy Sprague.

Motion passes.

The Selectmen's nomination will be forwarded by the Town Clerk to the State who is responsible for appointed municipal fire wardens.

V. Other Business

- Selectmen Beal has received a request from GCI resident David Sordyl to access and use the GCI gravel pit to cut logs into lumber with the use of a sawmill. The area requested is across from the GCI transfer station. Traditionally the Town has allowed contractors temporary storage of materials at this property.
Richard Beal moves not to allow sawmills on Town property. Charlie Dunbar seconds the motion, with a unanimous vote by Florence Joy Sprague. **Motion passes.**
- Ron Axelrod of the Municipal Advisory Commission is in the process of forming a committee to study our ferry system services to the Cranberry Isles. So far the committee consists of Ron Axelrod, Cory Duggan, Skip Stevens, Sam Donald, Katelyn Damon and potentially Richard Howland. A memo dated April 25, 2014 from Ron Axelrod gives some background to the discussion at the MAC meeting on April 28. Items included in the memo are the ferry services, the possible location of a new Town Office at the old fire house on Islesford, road improvement program, a Maset alternative study, and a possible LCI Dock extension. Residents who are interested in working on any of these items are encouraged to contact the Town Office.
- There is no update at this time on internet upgrade connectivity for the islands. Tom Powell, who is working on this, is attending a Maine Island Coalition meeting today.
- Katelyn Damon is now the Chairman of the Municipal Advisory Commission.
- The Harbor Committee is requested to schedule a meeting in the near future. Bill Dowling will call the meeting. The safety report expected from Paul Pottle of Fay, Spofford and Thorndike will be forwarded to the Harbor Committee Members, the Harbormasters, and the Maset Dockmaster.
- Selectman Beal will draft a letter to Emera Maine, (formerly Bangor Hydro) to request cutting of trees near electric lines on the islands.
- A special Board of Selectmen's meeting will be held on Friday, May 16, 2014 to decide on the granting of a liquor license for the Islesford Dock Restaurant. Phil Whitney voices concern over drunken boat drivers leaving the restaurant.
- The next regularly scheduled Board of Selectmen's meeting will be held on Tuesday, June 03, 2014 at Islesford.
- Katelyn Damon met with Ben Moore of BCM Construction for estimates on the new dry hydrants at Great Cranberry Island. A notification of intention to build form has been filed with the code enforcement officer for this project. Work is hoped to take place in September.
- A second portable pump is expected to arrive on May 21. The pump and AED's will be placed at Sutton Island by the fire department soon.
- A grant has been applied for by the CI Futures Group to hire a trainer for fire extinguisher use instruction. Some 10 pound extinguishers are to be purchased with some of the grant money; distribution to be determined.
- Katelyn Damon plans to attend a Maine Island Coalition meeting with Tom Powell to discuss public safety.
- Katelyn Damon discusses the space issues at the GCI Fire House. She suggests the use of the smaller bay which is currently not being used.

- Blair Colby is looking into surplus vehicles for the possible replacement of the older fire truck on GCI. Richard Beal recommends the future purchase of a new fire truck.
- Six individuals were certified in the required emergency vehicle driver training: Phil Whitney, Sam Donald, Rick Gaither, Mark Alley, Norman Sanborn II, and Blair Colby. Thank you to Karin Whitney and Helen Bertles who prepared lunch for the participants.
- Richard Beal moves that James Fortune be authorized to purchase a new flag pole for GCI; cost estimate is just over \$2,000. Charles Dunbar seconds the motion, with a unanimous vote by Florence Joy Sprague. **Motion passes.**

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

None requested.

VII. Audience Communications

- Phil Whitney reports that some tree stumps and old equipment have been left in the gravel pit on GCI. Richard Beal will look into this and arrange for removal.
- Karin Whitney will provide a list to the Town Office of things needed for the new restroom on GCI.

VII. Adjournment: 11:57 A.M.

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