

BOARD OF SELECTMEN  
RICHARD F. BEAL, CHAIRMAN

CHARLES F. DUNBAR  
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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 meeting on  
Tuesday, September 2, 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; August 5, 2014
- IV. New Business
  - A. IVFD Cistern & Town Field Use
  - B. Fire Department Appointment
  - C. Transportation Task Force: Survey Results
  - D. Brush Clearing on Jimmy's Point Road, GCI: Bid Selection
  - E. Septic Sludge Disposal: Sign Contract
  - F. Sign Special Town Meeting Warrant
  - G. Islesford Dock: Stair Platform Extension
  - H. Fireworks Ordinance: Sign Approved Changes to the Ordinance
- 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  
September 02, 2014  
Great Cranberry Island Community Center**

**Attendance:**

Richard Beal, Chairman, BOS  
Florence Joy Sprague, BOS  
Charles Dunbar, BOS  
James Fortune, BOS  
Denise McCormick, Town Clerk  
Nanette Hadlock, Deputy Clerk  
Katelyn Damon, Public Safety Coordinator and M.A.C.  
Karin Whitney, M.A.C.  
Ingrid Gaither, M.A.C.  
Barbara Meyers, School Board  
Kelly Sanborn, School Board  
Dennis Dever, Manset Dockmaster  
Bill Dowling, Harbor Committee & Planning Board  
Jessica Duma, Island Institute Fellow  
Phil Whitney  
Ed Gray  
Chris White  
Anne Grulich

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

**II. Review / Signing Financial Warrants**

Under New Business, section D, Brush Clearing on Jimmy's Point Road, GCI: Bid Selection, the Selectmen wish for the bid notice to be re-written with ground rules, bid due date, project completion date, BOS right to accept or reject bids, etc. James Fortune will return the one bid received to the submitting contractor, in anticipation of a new bid request.



Warrant # 40:	5,996.26	
Warrant # 41:	16,779.69	(School Capital Project)
Warrant # 42:	28,289.49	(School)
Warrant # 43:	6,877.26	
Warrant # 44:	<u>34,950.21</u>	
Total:	\$ 92,892.91	

All financial warrants were signed by the Selectmen.

**III. Review / Approval of Previous Meeting Minutes: August 05, 2014**

Charles Dunbar moves to approve the August 05, 2014 Board of Selectmen's meeting minutes as written. Florence Joy Sprague seconds the motion, with a unanimous vote by Richard Beal. **Motion passes.**

**IV. New Business**

**A. IVFD Cistern & Town Field Use**

The Islesford Volunteer Fire Department has requested the following warrant article to be presented to the voters at a planned special Town meeting on September 23, 2014:

*Proposed warrant article #5*

*To see if the voters of the Town Of Cranberry Isles will vote to allow the installation of a subsurface cistern system with a capacity of 20,000 gallons of water on town-owned land at the Islesford Town Field and performance of any roadwork to link the system with a privately owned well on Sue McNamee's property. The system will be constructed at the expense of the Islesford Volunteer Fire Department using privately raised funds as well as reserve funds held with the town. Work to be completed by the end of 2015. The cistern is to be used by the Islesford Volunteer Fire Department for firefighting and training purposes.*

Questions that arise from this request include deed restrictions for the Town field, notification of abutting landowners, obtaining a written easement from Susie McNamee for use of her private well, Planning Board and C.E.O. approval needed, locations of existing wells and septic systems already located on the site, etc. At this time, no preliminary drawings, permits, or cost estimates are available to present to the voters. If voters are informed with the entire plans, drawings, site locations, costs, etc., there will be no need to return to a special Town meeting after the initial vote for further authorization or objection. The special Town meeting is on September 23, 2014, which leaves very little time for preparation. Selectman Beal suggests that Katelyn Damon have authorization to work with the Town attorney and Code Enforcement. The Town office staff and the Selectmen will also help with preparation of a warrant article in order to be better prepared with information for the voters.

Richard Beal moves to delete article five from the September 23, 2014 Special Town Meeting warrant. Charles Dunbar seconds the motion, with a unanimous vote by Florence Joy Sprague. **Motion passes.**

**F. Sign Special Town Meeting Warrant (taken out of order)**

The September 23, 2014 Special Town meeting warrant includes four warrant articles:

1. To elect by ballot a Moderator to preside a said meeting.
2. To see if the voters of the Town Of Cranberry Isles will approve the use of the Maine Municipal Association's recommended Maine Moderator's Manual "Rules of Procedures" for the conduct of this Special Town Meeting.
3. To see if the voters of the Town Of Cranberry Isles will amend Article 15 of the March 15, 2014 Town Meeting, as amended and approved at that meeting ("Article 15"), so as to permit the cost elements of the approved renovation projects be adjusted without increasing the aggregate cost of the projects, by deleting all of the text of Article 15 that follows the words, "...as may be necessary or appropriate to accomplish the Project financing," and replacing the deleted text with a period ("."), as follows:

**PROPOSED:**

**[Delete text from article 15 as amended and approved on March 15, 2014] as follows:**

1. *Administration and management of the Project costs not to exceed \$64,800;*
2. *Longfellow School improvements, including demolition and waste disposal, sprinkler and other fire safety improvements, elevator and other handicap accessibility improvements, building code compliance improvements, structural improvements, lead remediation, water remediation, staircase improvements, boiler replacement and boiler room construction, bathroom relocation, classroom construction and renovation, interior and exterior painting, and siding and trim replacement costs not to exceed \$450,050 of bond proceeds; and*
3. *Ashley Bryan School improvements, including lead remediation, exterior wall cladding replacement, roof overhang cladding, exterior painting, and handrails costs not to exceed \$91,500 of bond proceeds.*

The Board of Selectmen signs the special Town meeting warrant to include articles 1 through 4. The meeting will be held September 23, 2014 at 2:00 P.M. at the Islesford Neighborhood House. A special boat will be arranged by James Fortune to leave Great Cranberry Island at 1:30 P.M.

**B. Fire Department Appointment**

The Board of Selectmen appoints Tyler Kuester as Fire Chief of Great Cranberry Island Volunteer Fire Club. Dedimus Justice Richard Beal will swear Tyler Kuester in if he accepts, and will contact the Town office for notification of this for the minutes.



There may be two candidates for the Hancock County Fire Academy training this winter from Great Cranberry Island.

**C. Transportation Task Force**

Transportation survey results are in and available at the Town Office and on the Town website. The Transportation Task Force held forums on Great Cranberry and Islesford on August 16, 2014. Five basic steps identified by the Task Force to move forward are:

- Ferry Operations and Management Options
- Dock and Infrastructure Needs
- Vessel Requirements and Options
- Funding Needs and Options
- Communicate findings and recommendations to user groups and constituencies (Stakeholder Outreach)

This is expected to be a year long process.

Additional surveying is planned to gain more input from mainland workers.

**D. Brush Clearing on Jimmy's Point Road, GCI: Bid Selection**

Previously discussed under Section II, Review / Signing Financial Warrants.

There has been a request from a GCI resident for an additional calcium chloride treatment for the Harding Point Road. The Administrative Assistant is directed to call Goodwin's ask for this to be done. No additional grading will be done as part of this treatment.

Sutton Island residents have cleaned up some blow downs on the island and wish for the Town to hire someone to chip the gathered piles for use on the paths. Roy Miller has equipment on the island and could do the work. The estimate for this work is approximately \$1,200, (two men at \$120/hour inclusive). The debris has been laid along the pathways. The Town Of Cranberry Isles has a right of way from the dock to the first intersection only. No action is taken by the Selectmen.

**E. Septic Sludge Disposal: Sign Contract**

Richard Beal reports that the GCI restroom is facing heavier usage than initially expected and needs to be pumped before winter sets in. The heaters in the building have not yet been used. They will be turned on low by Ricard Beal, to see if that promotes greater bacterial evaporation. Low electric usage has been experienced so far, but will be monitored during the colder months.

The Board of Selectmen sign a contract with Haslam Septic Service for the disposal of septic sludge generated within the borders of the Town Of Cranberry Isles. This contract is in effect from July 01, 2014 until June 30, 2015. The cost for the contract is \$380.

**G. Islesford Dock: Stair Platform Extension**

Richard Beal reports that corrosion to the meter box at the GCI Town Dock was recently discovered. Repair was done by Reggie Sanborn. The Islesford Town Dock electrical was recently checked during a safety inspection and repairs were done, as reported by the Administrative



Assistant. New receptacles and L.E.D. lighting is set to be installed at GCI Town Dock. The new lighting is marine compatible and lower voltage. Some discussion takes place over the disposal of L.E.D. and fluorescent light bulbs. Residents must store these items at their own homes until the annual hazardous waste pick up. The Town's license does not allow for storage of hazardous waste at the recycle centers. (Home Depot in Ellsworth also has a bin for dropping off these bulbs). This year's hazardous waste collection is scheduled for September 26, 8:00 A.M. to 12 noon at both the Islesford and GCI recycle centers. Items must be documented by the homeowner as to what is being dropped off and how much. Forms for this are available at the Town Office and the recycle centers. Richard Beal will contact Maine Island Coalition representative Tom Powell for information from other island communities and how they handle this. Mr. Beal will also discuss this issue with Senator Brian Langley.

The railing at the top of the stairs at GCI Town Dock has come loose and needs to be repaired. James Fortune will check with David Sordyl to see if he will refasten the railing.

The Town Of Cranberry Isles is seeking estimates for work to extend the platform at the bottom of stairs at the Islesford Town Dock. This will be a 12" to 18" extension of the end of the lower platform. The purpose is to close the gap that exists when boats tie up at the end of the dock during very low tides. The wood used for the extension must be 3.5 CCA pressure treated wood, and all hardware (bolts) must be galvanized. Estimates (including sketch of what would be built) must include an itemized list and cost for the materials and labor. Estimates and proposals must be submitted to the Town by September 08, 2014. Work must be completed before October 15, 2014.

The Town of Cranberry Isles is also requesting estimates for construction and installation of new ladders for the GCI and LCI Town docks. The request is for estimates for the replacement of all seven (7) wooden ladders on the GCI Town dock, and one (1) ladder on the LCI Town dock. The new ladders shall be constructed using pressure treated wood for the side handholds and galvanized steel rungs for the footholds. When constructed and put in place, all new ladders must reach below the normal low tide mark so that the ladders can be accessed more easily during low tides. Bid estimates are due by 3:00 P.M. Friday, October 01, 2014. For further information, please contact James Fortune at the Town office (244-4475).

Some discussion takes place over how full the floats are at the Islesford Town Dock. The Town is in hopes of a dock extension in the near future at Islesford. This may also allow for the addition of an extra float for tie up. Residents are reminded that boats over 14 feet are prohibited from tying up at the skiff floats, and there are hourly limits on the sides of the main floats, excluding the front of the main floats which are for load and unload only.



Richard Beal requests a meeting of the Selectmen, the Harbor Committee, and Kleinschmidt Associates to go over a recommended plan for the proposed Islesford dock extension. A firm recommendation is requested from the Harbor Committee. Harbor Committee Bill Dowling will call a meeting.

It is reported that the dock stairs need some shingle repair and cleaning before the floats come up. The stairs need to be maintained and checked monthly. The Selectmen instruct James Fortune to hire someone by tomorrow A.M. (September 03) to do the repairs and cleaning.

#### **H. Fireworks Ordinance: Sign Approved Changes to the Ordinance**

The Board of Selectmen approves and signs amendments to the Fireworks Ordinance. Amendments added prohibit use of fireworks to include *territorial waters*. A definition was also added to define territorial waters: *as defined in the Town Of Cranberry Isles Harbor Management Ordinance, all waters surrounding the five islands within a third mile and/or the halfway point between the mainland and any island shall be the harbor waters of the Town of Cranberry Isles and the outer limits of these waters shall be the harbor limits.*

#### **V. Other Business**

- Phil Whitney introduces Jessica Duma, a new Island Institute Fellow. Ms. Duma will be working under the umbrella of the Great Cranberry Island Historical Society and will be working with the history of farming and also farming with the islands' school children. This program is offered in conjunction with the College of the Atlantic.
- Phil Whitney thanks the Town for having the stumps and debris removed from the GCI gravel pit.
- Selectman Beal has given permission for materials being used for a cemetery clean up to be temporarily stored at the GCI gravel pit.
- Karin Whitney has some recommendations for changes in her rest room cleaning contract for both Manset and GCI. Mrs. Whitney is instructed to forward her suggested changes to the Administrative Assistant for review.
- The Selectmen request that the Administrative Assistant re write the lease for the apartment at the Manset Facility. Changes are expected due to the fact that individuals are known to live in the apartment during the off season when the Town is responsible for the heating expenses. The Town is also responsible for the water and sewer usage year round. Other suggested changes are to include prohibiting the use of drugs and smoking on the premises.
- Bill Dowling is tasked with requesting a recommendation from the Harbor Committee as to whether and additional float should be added at the Manset Cranberry Dock. Manset Dockmaster Dennis Dever feels there would be room for an additional 16' X 24' float with a connecting bridge. This would require additional permitting. If recommended, at least two estimates would be desired for budgeting purposes.

- New signage is proposed for the Manset (one sign) parking lot and the Joy Lot (two signs). The Town has contracted with a different towing company and the current signs are incorrect. Estimate for the cost of the three signs is \$720.

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

None Requested

**VII. Audience Communications**

- Phil Whitney compliments Dennis Dever on the construction of the two new benches at the Manset Cranberry Dock.
- The next regularly scheduled Board of Selectmen's meeting is planned for Tuesday, October 07, 2014, at Islesford.

**VIII. Adjournment: 11:01 A.M.**

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