

BOARD OF SELECTMEN

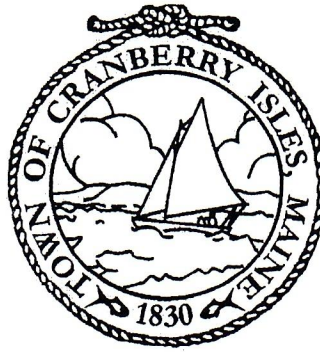
PHIL A. WHITNEY, CHAIRMAN

AARON W. GRAY

DANIEL S. LIEF

TOWN CLERK / TREASURER

DENISE McCORMICK



MUNICIPAL FACILITIES COMMISSION

HUGH SMALLWOOD, CHAIRMAN

MALCOLM DONALD, EVE HARRISON

MICHAEL PHILLIPS, JASON PICKERING

LISE PRATT, CHRIS WHITE

MAINTENANCE SUPERVISOR

BILL McGUINNESS

The Cranberry Isles Board of Selectmen Will Conduct Their Regular Monthly Meeting on Tuesday, April 4, 2006 at 8:45AM at the Community Center, Great Cranberry Island.

Agenda

- I Call To Order
- II Review / Approval 3/7/06 Minutes
- III Review / Approval 3/13/06 Minutes
- IV Review / Signing Financial Warrants
- V Communications:
 - A. Letter: Hugh Dwelley – NEH Ambulance Costs
- VI Appointments / Resignations:
 - A. Appointment – Parking Appeals Subcommittee
 - B. Appointments – Annual Town Officer Positions
- VII Old Business:
 - A. Discussion: Harbor Ordinance Coordinator
 - B. Discussion: Law Enforcement Issues / Vehicle Importation

- C. Discussion: League of Towns Bulk Fuel Pricing Proposal
- D. Discussion: Town Accountant Financial Procedural Recommendations
- E. Signatures: RJD Tax Assessor Contract
- F. Signatures: Code Enforcement Officer Contract
- G. Report: Implementation Boat Registration Processing

VIII New Business:

- A. Discussion: Sutton Island Wharf Lighting – Bid Specs
- B. Signatures: Independent Auditor Management Representation Letter
- C. Discussion: GCI Junk Vehicles / Housing Health Issues

IX MFC Report:

- A. Town Offices
- B. Roads Maintenance
- C. Manset Maintenance
- D. Manset Business Development
- E. Parking Administration
- F. Town Property Inventory / Usage
- G. GCI Store / Public Restrooms
- H. Trash Disposal
- I. Wharves / Floats / Ramps / Harbors
- J. Grant Applications
- K. Leases & Real Estate
- L. Budget & Warrants

X Town Officer Reports

XI Other Business

XII Audience Communications

XIII Adjournment

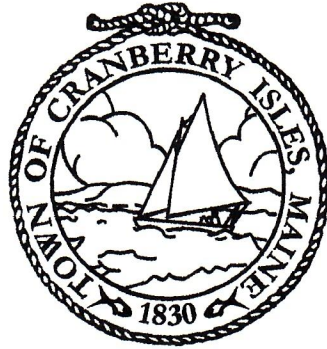
Please Note: Members of the Public Are Encouraged To Attend.

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**04/04/06 Board of Selectmen's Meeting Minutes
GCI Lady's Aid Building**

In Attendance:

Phil Whitney, BOS Chair
Dan Lief, BOS
Aaron Gray, BOS
Denise McCormick, Town Clerk
Nanette Hadlock, Deputy Clerk
William McGuinness, Facilities Supervisor
Richard Beal, Constable
Malcolm Donald, MFC
Jason Pickering, MFC

Eve Harrison, MFC
Chris White, MFC
Cyrus Moulton, Island Institute
Karin Whitney
Hal Newell
Sarah Newell
Robin Richman
Eugenio Berton
Ed Gray

I. Call To Order: 8:45 AM
Phil Whitney, Chairman

II. Review/Approval 03/07/06 Minutes

Section IV, Communications, A, Mount Desert Nursery School:
The Mount Desert Nursery School has offered **six**, (not eight) parking spaces on Neighborhood Road, Northeast Harbor.

Action Taken: The Board of Selectmen signs a letter of acceptance to The Mount Desert Nursery School for six parking spaces in Northeast Harbor, in exchange for a donation.

Section VIII, Other Business:

Islanders who attended the National Incident Management Service Training in Ellsworth on March 02 and 03 included Bill McGuinness, Margaret Blank, Edgar Blank, and Phil Whitney.

Phil Whitney attended The Island Institute Program for Island Fire Departments last month.

Dan Lief moves that the 03/07/06 Board of Selectmen Minutes be accepted with the above corrections. Aaron Gray seconds the motion, with a unanimous vote by Phil Whitney. **Motion passes.**

III. Review/Approval 03/13/06 Minutes

Phil Whitney moves that the 03/13/06 Board of Selectmen Minutes be accepted as written. Dan Lief seconds the motion, with a unanimous vote by Aaron Gray. **Motion passes.**

IV. Review / Signing Financial Warrants

All Warrants were signed by The Board of Selectmen.

-warrant #14:	\$ 4329.25
-warrant #15:	\$ 32101.13
-warrant #16:	\$ 5004.15
-warrant #17:	\$ 51565.19
TOTAL:	\$ 92999.72

V. Communications

A. Letter: Hugh Dwelley-NEH Ambulance Costs

Hugh Dwelley has sent a letter to The Board of Selectmen recommending that the Town Office review policies for ambulance billing and costs, and to make the information available to the citizens.

The Board of Selectmen has requested that Nan Hadlock set up an appointment with Albert Hamor to discuss the basis for the fee schedule for ambulance and Life Flight Runs. It is also suggested that these issues be discussed with the Southwest Harbor Ambulance and also County Ambulance. The end goal would be a letter for Town Citizens about ambulance service costs by the June Board Meeting.

VI. Appointments / Resignations

A. Appointment - Parking Appeals Subcommittee

Phil Whitney nominates Chris White, Aaron Gray, and Malcolm Donald for the 2006 Parking Appeals Subcommittee Members. Dan Lief seconds the nominations. Aaron Gray abstains. **Motion passes.**

B. Appointments- Annual Town Officer Positions

Constables: TCI Constables have no arrest powers and do not carry guns. In order to have these powers, the constable must attend the law enforcement training at the Police Academy. Our constables can issue summons, and keep order at Town Meetings.

Richard Beal recommends that the Town decide what the constable job description is, and suggests an ordinance to be written on the matter.

Dan Lief moves that Phil Whitney chair a small committee to study the constable position. The study should include coordination with the state, county, and the Town Attorney, and the information would potentially be used to draft an ordinance. Aaron Gray seconds the motion, with a unanimous vote by Phil Whitney. **Motion passes.**

Nominees:

- Richard Beal of Great Cranberry Island
- Phil Whitney of Great Cranberry Island
- Richard Howland of Islesford

Dan Lief moves to accept Richard Howland as TCI Constable. Aaron Gray seconds the motion, with a unanimous vote by Phil Whitney. **Motion passes.**

Dan Lief moves that Richard Beal be appointed as TCI Constable. Aaron Gray seconds the motion, with a unanimous vote by Phil Whitney. **Motion passes.**

Dan Lief moves that Phil Whitney be appointed as TCI Constable. Aaron Gray seconds the motion. Phil Whitney abstains. **Motion passes.**

Richard Beal presents the Board of Selectmen a confidential attorney / client letter pertaining to statutory powers for constables.

Animal Control Officers:

Nominees:

- Susan Krasnow of Islesford
- Debbie Wedge of Great Cranberry

Phil Whitney moves that Susan Krasnow be appointed as 2006 animal control officer for Islesford. Dan Lief seconds the motion. **Motion passes.**

Debbie Wedge has an appointment until March 15, 2008, as animal control officer for Great Cranberry Island.

Harbormasters:

Nominees:

- Richard Beal of Great Cranberry
- Orville (Edgar) Blank of Islesford
- Richard Howland of Islesford

Dan Lief moves that Edgar Blank and Richard Beal be appointed as 2006 Harbormasters for the Town of Cranberry Isles. Phil Whitney seconds the motion, with a unanimous vote by Aaron Gray. **Motion passes.**

Nan Hadlock will make sure that the current TCI Docking Ordinance is posted at Islesford, GCI, and Sutton Docks for the summer season. Copies may be obtained at the Town Office.

A suggestion was made to purchase an additional finger float for 2006 for Great Cranberry Island Town Dock. The Board of Selectmen asks Denise and Bill to talk with the Harbor Committee, The Board of Selectmen, and Hugh Smallwood, MFC Chairman about this possibility. A yes or no answer is expected for the May Board Meeting.

At this point in the meeting, due to time constraints, Selectman Lief asks Trash Contractor Ed Gray to speak on how the trash compactors are working out for Great Cranberry Island. Since the opening of the GCI Transfer Station, there has been no full load to barge yet. The fence work appears to be complete, and the compactors are working well with no offensive odors. Contractors are happy to be able to get rid of small amounts of waste now, at

the cost of \$5.00 per bag. This option is also available at Islesford. Much like the situation at Islesford, people have been seen gathering there during trash open hours and stopping to chat a while!

**GCI Transfer Station Hours of Operation:
Monday and Thursday; 8:00 AM to 11: 00 AM**

Selectmen have received some calls from GCI Residents asking for a better definition of what is accepted exactly, as well as questions about business waste.

As for the Islesford Transfer Station License, Civil Engineering Services is still working on the application. Some concerns include space requirements needed for the Trash Truck, and abutters' consent.

Health Officer:

Nominee: Ruth Westphal of Great Cranberry Island

Phil Whitney moves that Ruth Westphal be appointed as 2006 Health Officer for the Town of Cranberry Isles. Dan Lief seconds the motion, with a unanimous vote by Aaron Gray. **Motion passes.**

Emergency Preparedness Liaison:

Nominee: Phil Whitney of Great Cranberry Island

Dan Lief moves that Phil Whitney be appointed as 2006 Emergency Preparedness Liaison for the Town of Cranberry Isles. Aaron Gray seconds the motion. Phil Whitney abstains. **Motion passes.**

Road Commissioner:

Nominee: Jason Pickering of Islesford

Mr. Pickering is suggested for the position by Bill McGuinness upon interest shown by Pickering for the position.

Dan Lief moves that Jason Pickering be appointed as 2006 Road Commissioner for the Town of Cranberry Isles. Aaron Gray seconds the motion, with a unanimous vote by Phil Whitney. **Motion passes.**

Board of Appeals:

Nominee: Eve Harrison of Islesford

Phil Whitney moves that Eve Harrison be appointed as 2006 Board of Appeals Member for the Town of Cranberry Isles. Dan Lief seconds the motion, with a unanimous vote by Aaron Gray. **Motion passes.**

Acadia Disposal District Representative:

Nominee: Cynthia Lief of Islesford

Mrs. Lief is suggested for the position by Bill McGuinness upon interest shown for the position.

Phil Whitney moves that Cynthia Lief be appointed as 2006 Acadia Disposal District Representative for the Town of Cranberry Isles. Aaron Gray seconds the motion. Dan Lief abstains. **Motion passes.**

Shellfish Warden:

Nominee: Robert Phillips of Islesford

The Board of Selectmen asks Richard Beal to speak with Mr. Phillips in regards to job requirements and pay. There may be some question of whether Mr. Phillips will be available to visit our Island Flats on a regular basis as he is residing in Southwest Harbor at this time. Richard Beal will report back to Selectman Whitney after his conversation with Phillips. Mr. Whitney will report to Town Treasurer to ensure that the warden will have an expense check for required training. No shellfish warden appointments are made at this meeting.

Nan Hadlock asks permission to send copies of current ordinances and the updated Town Officials List to Maine Municipal Association (MMA), to keep on file for future use. Permission granted.

VII. Old Business

A. Discussion: Harbor Ordinance Coordinator

The first meeting of the Harbor Ordinance Committee was held at Islesford on March 30, 2006. Harbor Ordinance Committee Volunteers who attended the meeting included the following:

Phil Whitney, Richard Beal, Jennifer Litterall (Island Institute), Cyrus Moulton (Island Institute), Roy Hadlock, David Thomas, Richard Howland, Teddy Spurling, and Sally Rowan.

The Harbor Ordinance Committee has recommended that Jennifer Litterall be hired to act as the Harbor Ordinance Consultant.

Phil Whitney moves that The Town of Cranberry Isles hire Jennifer Litterall to be Harbor Ordinance Consultant, with money to be paid from the Harbor Ordinance Grant received, not to exceed Eleven Thousand Dollars (\$11000.00). Dan Lief seconds the motion, with a unanimous vote by Aaron Gray.

Motion passes.

Selectman Lief recommends that a contract be written for Ms. Litterall to include pay per hour, what expenses and or benefits would be included, as well as her expectations and what services would be provided to the Town.

B. Discussion: Law Enforcement Issues / Vehicle Importation

Copies of the new Proclamation of Golf Carts and Low Speed Vehicles were made available to those interested. Additional copies are available at the Town Office. Selectmen have received calls with questions regarding the proclamation. Many questions have arisen in regards to All Terrain Vehicles (ATVs).

Bill McGuinness recommends that the purpose and spirit of the proclamation be directly conveyed to the public.

Selectman Whitney requests that the Board come up with regulations, in writing, for each type of vehicle involved.

In regards to vehicle importation, a letter has been drafted by Code Enforcement Officer Kimberly Keene to residents who have not complied with the ordinance. The vehicle importation ordinance took effect on March 15, 2004. Selectman Lief feels the letter still needs some work, and will work with Ms. Keene on a revised letter for the next board meeting.

C. Discussion: League of Towns Bulk Fuel Pricing Proposal

Bill McGuinness feels that we might be better off trying to lock in a set price for this year's fuel rate with our own suppliers, as opposed to joining the League of Towns Purchase. Last year the Town of Cranberry Isles used approximately one thousand eight hundred (1800) gallons of heating oil, and less than two hundred (200) gallons of kerosene. Our suppliers are Chaplin Fuels of Islesford, and Island Plumbing and Heating from Northeast Harbor.

D. Discussion: Town Accountant Financial Procedural Recommendations

Dan Lief moves that Town Treasurer Denise McCormick be allowed to keep a petty cash drawer for the Town Office, not to exceed fifty dollars (\$50.00). Phil Whitney seconds the motion, with a unanimous vote by Aaron Gray. **Motion passes.**

After discussions with Denise McCormick, Bar Harbor Bank and Hugh Smallwood, it has been decided to keep sweep account funds invested as is.

E. Signatures: RJD Tax Assessor Contract

The Board of Selectmen signs a contract for assessing services with RJD Appraisal to expire February 28, 2007.

Copies of the assessor's schedule will be posted by Denise/Nan upon receipt from Matt Caldwell. The next scheduled date for the assessor to be at the Town Office is Tuesday, April 11, 2006.

F. Signatures: Code Enforcement Officer Contract

The Board of Selectmen signs a Code Enforcement Officer Contract with CEO Kimberly Keene for a term of one year.

G. Report: Implementation Boat Registration Processing

All Cranberry Isles Boat Registrations can be done at the Town Office in full at this time. Both the excise and the registration can be processed by Denise or Nan. If you have any questions about the amounts, etc. please call them at the Town Office during regular business hours.

VIII. New Business

A. Discussion: Sutton Island Wharf Lighting

Facilities Supervisor Bill McGuinness asks for Board approval to post bid specs for the Sutton Island Wharf Lighting Project. Permission granted. The Board of Selectmen intends to open the bid proposals at the May Board Meeting.

B. Signatures: Independent Auditor Management Representation Letter

The Board of Selectmen signs a letter of approval and acceptance for the 2005 Audit done by James Wadman of Ellsworth.

C. Discussion: GCI Junk Vehicles / Housing Health Issues

Constable Beal presents a quarterly reporting letter, as requested, to the Board of Selectmen.

Constable Beal also presents the Board with a Declaration of Vehicle Abandonment in regards to an abandoned vehicle at GCI. The Board of Selectmen signs the Declaration, and it will be served upon the owner.

Constable Beal asks the Board for permission to work with the District Attorney, the CEO, and the Health Officer to resolve issues of abandoned or junk materials that have been deemed public and private nuisances on both GCI and Islesford.

Dan Lief moves to give Richard Beal permission to work with these individuals on these matters. Aaron Gray seconds the motion, with a unanimous vote by Phil Whitney. **Motion passes.**

IX. MFC Report

A. Town Offices

No communication at this time.

B. Roads Maintenance

Road paving bid proposals to be opened at the next Board Meeting.

C. Manset Maintenance

No communication at this time.

D. Manset Business Development

No communication at this time.

E. Parking Administration

Deadline for parking applications is April 15, 2006. Bill McGuinness feels we are about one third of the way done with the parking process.

F. Town Property Inventory/ Usage

Bill McGuinness reports that "Agusto" from A-4 Architects has Offered to do some pro bono work on drawings for Town Property Usage.

Bill McGuinness presents the Board of Selectmen with a drawing of the Islesford Town Field, which includes a proposed location for the Islesford Service Society Community Garden.

Selectman Lief and Selectman Gray will work with the Islesford Service Society on this proposal sometime this month.

G. GCI Store / Public Restrooms

Chris White of MFC will meet today with Clay Taylor and her architect to compare notes and surveys for the GCI Store Project.

New locks have been installed at the Islesford Restrooms.

H. Trash Disposal

Bill McGuinness suggests that the trash attendant wage be increased from fourteen dollars (\$14.00) per hour to sixteen dollars (\$16.00) per hour.

Dan Lief moves that the garbage attendant wage be increased from fourteen dollars per hour to sixteen dollars per hour. Phil Whitney seconds the motion, with a unanimous vote by Aaron Gray. **Motion passes.**

I. Wharves / Floats / Ramps / Harbors

The Board of Selectmen gives permission to Bill McGuinness to put repair jobs out for bid for the following projects:

1.) Islesford: Loose piling at the Town Dock and piece of culvert fixed at Maypole Beach.

2.) GCI: Repair of slats at the Town Dock.

J. Grant Applications

Barbara Donovan of the Department of Transportation (DOT) is the contact person for the D.O.T. grant monies.

K. Leases & Real Estate

Bill McGuinness and Beth Crevani from Marsh McLennon will work together to try and simplify the Marsh USA bills process.

L. Budget & Warrants

No communication at this time.

X. Town Officer Reports

Due to time constraints, this item is tabled until the May Board of Selectmen's Meeting.

XI. Other Business

Bill McGuinness' job title is changed by the Board of Selectmen from Municipal Facilities Supervisor, to Facilities Supervisor.

Denise McCormick will be out of the Town Office on April 14, 17 and 18. The Town Office will be open for regular business hours.

XII. Audience Communications

No communication at this time.

XIII. Adjournment

1:10 PM; Phil Whitney moves to adjourn the meeting. Dan Lief seconds the motion, with a unanimous vote by Aaron Gray. **Meeting Adjourns.**

*The next Board of Selectmen's Meeting is on May 02, 2006
At The Islesford Neighborhood House.*

Note: The Public is encouraged to attend.