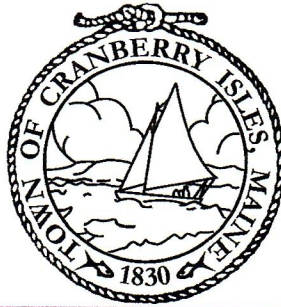


Selectmen  
Richard F. Beal, Chairman  
David M. Stainton  
Orville E. Blank, Jr.

Town Clerk/ Treasurer  
Frances J. Bartlett  
P.O. Box 15, Main Street  
Islesford, Maine 04646



*911 ordinance  
working April*

*next meeting  
May 6*

**NOTICE OF BOARD  
OF  
SELECTMEN'S MEETING**

A Board of Selectmen's Meeting will be held  
Tuesday, 6 April 2004, commencing at 08:30 AM,  
at the Islesford Neighborhood House, Little Cranberry Island  
AGENDA

*authority to  
rent neighbor spaces*

1. ✓ Review and approval of 2 March 2004 Board Minutes
2. Review and approval of Financial Warrants  
*Submerged lands been done - Bradstreet fee re truck grant*
3. ✓ Signing of Charter Municipality Waste Disposal Agreement between the Town and Penobscot Energy Recovery Co. per approval vote Article 21, 2004 Town Warrant  
*Bonds 593 Beal to send original to me for filing*
4. ✓ Approval of Selectmen's Appointment & Elected Official Certifications
5. Municipal Fire Department Discussion, leases and budgets (Stainton) Islesford Fire Association  
*18000.*
6. Sale of Town Truck (Minimum Bid Figure) (Blank)  
*Blue Book val 5000. get appraisal*
7. Municipal Facilities Commission March Report  
*Comprehensive Planning Committee*
8. ✓ Ambulance for Islesford Discussion (Blank)  
*ballot clerk?*
9. Audience Communications
10. Adjournment; next meeting 4 May 2004 Great Cranberry Island

**The public is encouraged to attend and participate.**

Tuesday April 6, 2004

**Town of Cranberry Isles, Maine**  
**Board of Selectmen's Meeting Minutes**

Meeting Opened at: 8:31 AM

Attendees: Board of selectmen Richard Beal, David Stainton and Orville E. Blank, Jr., Town Clerk Frances Bartlett; Members of the community: Eve Harrison, Jesse Minor, Courtney Chaplin, Ingrid Gaither, Karin & Phil Whitney, Bruce Fernald, Beverly A. Sanborn, Cynthia & Dan Lief, Margaret Blank and son, Oliver , and Evelyn Boxley

**AGENDA:**

1. **Review and approval of 2 March 2004 Board Minutes:** On motion of David Stainton, with second by Edgar Blank, "the minutes were approved as written". At the request of Phil Whitney from the audience, these minutes were read aloud.

2. **Review and approval of Financial Warrants:**

a. **Warrants presented by the Town Treasurer:**

School	\$23,267.55
Bills	\$23,354.71
Bills	\$54,635.05
Bills	<u>\$ 1,878.86</u>
Total:	\$103,136.17

b. **Submerged Land Leases:** (\$100.00 per application) The Town is required to obtain a submerged land lease from the State for all dock, wharfs and floats that reach our beyond mean low water. A hiatus of 30 years was granted to municipalities in submitting applications for these leases and the time has now arrived when formal applications are due. Motion by Selectman Stainton, with second by Selectman Blank, "to authorize money for each application when required by the Chairman as he prepares these documents for submission to the State Department of Conservation."

- (1) Pier/Floats located on Map 16 (Great Cranberry Island Public Wharf)
- (2) Pier/Floats located on Map 22 and Lot 6 (Little Cranberry Island Public Wharf)
- (3) Three additional wharfs which Town Clerk is obtaining information on from the State.

c. **RJD Appraisal Contract:** The Board of Selectmen signed the Assessor contract between RJD Appraisal and the Town. David Stainton read the entire contract out loud for benefit of the audience. The specifics of this contract were contained in Item 5 of the February 2004 Board of Selectmen's Meeting minutes.

d. **Dunn & Bradstreet Application:** The Fire Chief of the Islesford Department has asked that the Town submit appropriate documentation and obtain a credit listing with the Wall Street firm of Dunn & Bradstreet. Application fee is \$500 plus a quantity of paperwork. Consideration by the Board: Chairman Beal discussed the history and purpose of a Dunn & Bradstreet profile and the information required. Courtney Chaplin and Jesse Minor discussed the grant they are trying to obtain from the Federal Government



## Journal of Selectmen's Meeting Minutes

(Office of Homeland Security) on behalf of the Islesford's Fire Association. Selectman Stainton suggested that the Board should know more about the grant that is being sought and what obligations are required from the Town should the grant be approved, i.e. 10% matching. WWW.firegrantsupport.com provides information on the grant program. The board of selectmen decided to apply for a D&B rating with Chairman Beal tasked to write the application and he is authorized to spend the \$500 for the initial fee.

e. **Sand & Salt Mix:** On motion of Edgar Blank, with second by David Stainton, "bids should be obtained for future purchases of sand and salt mixtures in support of winter road maintenance."

### 3. Signing of Charter Municipality Waste Disposal Agreement between the Town and Penobscot Energy Recovery Co. per approval vote Article 21, 2004 Town Warrant:

a. **PERC Agreement signatures:** All three Selectmen signed the PERC agreement (three copies, with one copy to the Town Clerk).

b. **Co-signing of Bar Harbor Bank & Trust note for Gray Enterprises for purchase of compaction equipment which Town owns at end of Solid Waste Contract.** The Selectmen co-signed the bank documentation for the equipment which become Town property at the conclusion of the nine year Solid Waste Removal contract.

c. **Lease of Town Solid Waste Disposal Sites:** Leases for Great & Little Cranberry Solid Waste collection sites pursuant to contract, for a sum of \$1.00 per year, are required and the Chairman was authorized to draft said leases using Latitude and Longitude points to define the geographic areas of each Solid Waste Disposal Transfer Site.

### 4. Approval of Selectmen's Appointment & Elected Official Certifications:

<u>Name</u> <u>Position</u>	<u>Position</u>	<u>Name</u>	<u>Position</u>	<u>Name</u>
Malcolm Donald	MFC Member	Elisabeth M. Pratt	MFC Member	
Bruce W. Fernald		MFC Member		
Michael Phillips	MFC Member	Eve D. Harrison	MFC Member	Frank
Reece	MFC Member			
Hugh R. Smallwood	MFC Member	Frances J. Bartlett	Registrar of Voters	
Beverly A. Sanborn		Board of Appeals		
Richard F. Beal	Constable	Kimberly Keene	CEO/Plumbing Insp.	Kelly K.
Sanborn	Shellfish Conservation			
Robert D. Phillips	Shellfish Conservation	Brandon C. Ravenhill	Planning Board	Leslie
A. Horvath	School Board			
Richard F. Beal	Municipal Selectman	Courtney W. Chaplin	Fire Chief Zone II	
	Norman C. Sanborn,II	Fire Chief Zone I		
Frances J. Bartlett	Town Clerk, Town Treasurer & Collector of Taxes & Excise Taxes			

Chairman Beal discussed with the Board the fact the Town presently does not have an Animal Control Officer. This appointee must have training and be certified by the State within six months of appointment. The Town will continue to advertise for this position and seek a suitable candidate who is willing to undergo the required training. All expenses for this training will be borne by the Town.

### 5. Municipal Fire Department Discussion, leases and budgets: (David Stainton)

a. **Great Cranberry Fire Association:** Letter dated 4 April 2004, received from Michael Westphal,



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Treasurer of the Association, providing the Town with the VIN numbers for two fire trucks and ambulance.

**b. Presentation by Selectman Stainton:** Town has done two things so far: (1) confirmed elections of the Fire Chiefs, and (2) created a Municipal Fire Department by act of the voters. Copies of the By-Laws of each fire association are required by the Town, and operating instructions within each fire association should be developed.

Goals:

(1) Protect the lives of the citizens  
(2) Have the ability to put out structure or forest fires  
(3) Lowering insurance rates experienced by the Town's citizens  
(4) Inspection of homes and buildings for fire detection equipment and extinguishers  
(5) Ambulances and medical assistance on each island: Islesford is suggesting training on site by professional emergency medical technician trainers from Bangor for a 54 hour first responder course in comparison to a 120 hours EMT course. Two licensed services, one for each island but with different capabilities initially. Phil Whitney spoke of the coordination he and Chief Chaplin are having in developing training programs which encompass both Great and Little Cranberry Islands.

(6) Financial budgets from each fire association representing anticipated annual expenditures are required. There was extensive discussion on information flow and attendance at fire association meetings. Selectman Stainton discussed the visit by Neal Courtney from the State concerning evaluation of Great Cranberry Island's fire equipment and the perception by the Fire Association of what is needed to bring themselves up to a Class 9 status. Eve Harrison offered the point that the organization is just being formulated and a structure needs to be established with information flow. Selectman Stainton indicated that he would like to see a budget which represented the goals of each association. On **Motion** of Selectman Beal, with second by Selectman Stainton, "the Islesford Fire Association was authorized to purchase \$18,000 in new fire fighting equipment to begin outfitting their Fire Protection Zone II department and to facilitate the commencement of training, and that the Town Treasurer be authorized to submit a Financial Warrant out of normal channels and seek FAX approval where and when appropriate to get this equipment ordered at the earliest date possible."

(7) Chief Chaplin presented the board with a proposed "Agreement for E-911" with the Hancock County Regional Communications Center, in Ellsworth. Chairman Beal indicated that it would be placed on the May agenda for consideration of approval.

**6. Sale of Town Truck (Minimum Bid Figure):** Selectman Edgar Blank indicated that old town truck needs to be sold. Town needs to have an appraisal for the truck first, then a decision on what is to be sold in addition to the truck such as plow and sander. **Motioned** by Selectman Stainton, with second by Selectman Beal, "that Dana Haynes of Haynes' Garage in Northeast Harbor be asked to appraise this vehicle." Eve Harrison read from the Town Warrant of two years ago concerning the purchase of a new truck, that sale of the old truck was authorized by the voters at that time. Once an appraisal is obtained, then a minimum bid figure will be established and the truck put up for sale.

### 7. Municipal Facilities Commission March 2004 Report:

**a. Recommendations to the Board of Selectmen dtd 2 April 2004 by the Municipal Facilities Commission:**

(1) Brown House in Manset, Town of Southwest Harbor  
A. Amendment to Listing: Resize the lot in the form of a plan which can be presented to the Board in May and to the Listing Agent. Define what landscaping is proposed and its pricing but no funds authorized until an estimate is available to the Selectmen. **Motion** by Selectman Stainton, with second by Selectman Beal: "Approve the MFC preparing a sales plan by resizing the lot and adjusting the price



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of the Brown House, to include an analysis of the sale of the property; with appraisal of the Hinckley Insurance building also, with analysis of the net return advantage thereto." This covers A,B, C, and D in part I (Plaster Repairs, Landscaping and Lot Resizing) and Part III.A for Property Valuation Appraisal of the Brown House as listed in the MFC Brown House recommendations. Accomplishment of Plaster Repairs is to be paid from building repair funds, while Landscaping and Lot Resizing must come out of the improvement funds or contingency as contained in the 2004 Warrant. Chairman Beal pointed out that use of funds designated Bond/Debt Payments, approved by the voters in the 2004 Warrant, associated with Town Debt Obligations can not be used for other purposes.

(2) Item II: Caretaker recommendations as presented by MRC were accepted by the Board. This includes use of a checklist for the daily and weekly management of the Caretaker's duties, and a proposed amendment to the Caretaker's apartment lease which addresses the Brown House's exclusive right to the driveway and the Town's responsibility to relocate access to the garage via the West Side of the property.

(3) Item III: **Motion** by David Stainton, with second by Selectman Beal that "item B. (Insurance Violations) regarding fire escape purchase and installation for the Hinckley Insurance Building be approved with the caution that three competitive quotes should be obtained; and that item C. (Curb Cut Removal) be approved per the recommendation of the MFC."

(4) Tenant Relations: Selectman Beal brought forward a letter dated 31 March 2004 from Hinckley Real Estate (signed by Jane W. Pooler) stating that they had sublet an office on the third floor of the Hinckley Insurance Building to a summer resident beginning 1 May 2004. This is contrary to the lease agreement between the Town and Hinckley Real Estate and a request should have been first made to the Town before such a sublet agreement was put in place. **Motion** of Selectman Stainton, with second by Orville Blank, Jr. "\$500 was approved as a contribution to the tenant as a good-faith gesture toward their improvements to the building." In the interim the MFC will discuss the sublet situation with Hinckley Real Estate and advise that they should formerly request approval from the Town in accordance with the lease.

(5) Paint Quote: Regular maintenance is required for peeling paint in the Hinckley Insurance Building and on **Motion** of Edgar Blank, with second by David Stainton, "painting was authorized with the MFC to obtain three quotes for evaluation. Funds to come from the rental property maintenance account."

(6) Landscaping: The Conservation Commission of the Town of Southwest Harbor has indicated that some landscaping along the fence that borders the Mansel lane and Robert Maynard property, plus some additional back property line areas is required. The Commission speaks in conjunction with the the Town of Southwest Harbor's Planning Board and CEO. MFC is requesting approval for \$3,500 to come out of the original property improvement funds obtained at the time the property was purchased. **Motioned** by Selectman Blank, and seconded by Selectman Stainton, that "the \$3,500 be approved as requested for landscaping."

(7) DOT Grant: Possible grant projects: Selectman Stainton stated that he favored: (1) buying out the ten year parking lot lease from the Town of Mount Desert in Northeast Harbor, (2) improve the Manset Town Dock, (3) extend the service day of the ferry service as well as service year for both ferry services.

(8) Comprehensive Plan Grant Application: MFC (Elisabeth Pratt) forwarded application requirements for the State grant and asked what some of the Town's requirements were for inclusion in the application. The board suggested drawing upon the original Comprehensive Plan work performed twenty years ago, plus the Town's Land Use Ordinance. More specific questions to the Board Members are required in order to provide answers and this message is to be passed to Elisabeth Pratt as she prepares the grant application.

**b. Parking Lease with Town of Mount Desert:** Authorization was provided by the Board of Selectmen for the Board Chairman and Town Clerk to sign the lease which covers 10 years for 123 parking



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spaces in Northeast Harbor pursuant to an affirmative vote by the Town at the 10 March 2003 Town Meeting. The Town of Cranberry Isles rents each space for \$250 per years but may charge 125% of that amount in order to meet annual operating expenses. Portions of the lease were read and Eve Harrison confirmed that this was the lease language which has been negotiated over the past 10 months by both Town's attorneys.

c. **Comprehensive Planning Committee:** Pursuant to Maine 30-A M.R.S.A Section 4324 "if a municipality decides to prepare and adopt a comprehensive plan to support a zoning ordinance or other land use ordinances, it must first appoint a comprehensive planning committee." (Elisabeth Merrill Pratt, potential chairman) The Selectmen asked the MFC representative to ask the MFC to provide a roster of potential candidates for appointment to a Comprehensive Planning Committee, which shall be appointed at the May 2004 meeting. Those citizens interested should make this interest known to the MFC.

d. **Public Meetings (Notice Requirements):** The Selectmen advised the Municipal Facilities Commission that pursuant to the vote of the citizens at Town Meeting 15 March 2004, the Municipal Facilities Commission is a formally Town chartered commission and that in compliance with Maine 1 M.R.S.A Section 406, a "public meeting" for which notice must be supplied is "any meeting of a body or agency [of the municipality] consisting of 3 or more persons." All meetings of the Municipal Facilities Commission should be posted in "ample time" (7 days) and "disseminated in a manner reasonably calculated to notify the general public in the jurisdiction served by the body or agency concerned." Since the Municipal Facilities Commission is a public body, managing and administrating public buildings, facilities and funds, all meetings must open to the public with a record of all meetings and actions provided to the Town Clerk. The opening preamble of the Municipal Facilities Charter wherein "meetings may be conducted by teleconferencing in order to achieve a quorum of five members" is superceded by State statute 1 M.R.S.A. Section 406, however, if during the scheduled meeting a quorum is required then use of a teleconferencing phone may be used as approved by voters in establishing the MFC Charter.

f. **Public Floats at all wharfs:** Dan Chalmers, at Oceanhouse in Southwest Harbor, has indicated that the five floats for the Manset facility are scraped and ready to put into the water provided no anti-fouling agent is to be applied. He intends to use two of the mooring setups to anchor the fifth float. He also acknowledged the Board Chairman's letter forwarding to him the Army Corps of Engineers permit for the fifth float at the Southwest Harbor (Manset) facility. The MFC representative took note of this and will work out a schedule for float installation at each of the wharfs in the immediate future.

### 8. Ambulance for Islesford Discussion:

Selectman Blank presented a FAX he received from a auto dealer in Ellsworth outlining some used ambulance vehicles that were available for purchase. The Islesford Fire Association stated that they were working the issue but were not ready to purchase an ambulance yet. The information was passed around the audience for inspection.

### 9. Audience Communications:

a. **Sally R. Wigutow:** Letter dated 21 March 2004 received by the Town Assessor, with copy to the Board of Selectmen, seeking adjustment to their tax assessment for property and building on Sutton Island.

b. **Great Cranberry Restroom:** Bruce Fernald of Little Cranberry Island, who is a member of the Municipal Facilities Commission, forwarded to the Board a letter he solicited from Clivus New England, Inc., which provides data on two different styles of self-contained Recycling Composting Toilet Buildings. Each style prices out in the \$21,000 bracket. **Motioned** by David Stainton, with a second by Selectman Blank,



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that Chairman Beal contact Kleinschmidt Associates and that they be hired for an initial fee of \$700 with direction to get on with a proposed design of this restroom facility. They are also to consult with officials of Acadia National Park on their restroom designs and determine applicability to the Town's requirement."

c. **Minutes of Maine Islands Coalition Organizational Meeting:** Malcolm Donald of Great Cranberry Island is the Town's appointed representative. Chairman Beal read the minutes of the organizations initial meeting.

d. **Minutes of the League of Towns, 16 March 2004:** Beverly Sanborn of Great Cranberry Island is the Town's appointed representative and offered comments concerning their most recent meeting. A copy of those minutes were also provided to the Selectmen.

e. **Initiation of Ordinance:** Vehicle Waste Disposal Fee Ordinance. Regulations to be discussed at the May 2004 with Selectman Stainton offering suggested regulations for discussion.

f. **Town Restroom on Islesford:** Dan Lief spoke about the Town public restroom maintenance operation, opening of this facility in the spring, cleaning and operating procedures, with turnover to the Dock Restaurant for summer operation. Mr. Lief stated that the Town did not proper turn them over to the Dock Restaurant last year. He warned that come May 1st of this year that they (Dock Restaurant) will turn on the water, and that the Town is responsible for getting them into operation. Chairman Beal pointed out to the MFC Representative present, Eve D. Harrison, that this was now a function within the purview of the MFC and that it added to their list of action items.

**10: Adjournment at:** 3:23 PM; next meeting on 4 May 2004 at the Community Center, Great Cranberry Island

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The following letter was received by the Board of Selectmen from Hugh Dwelley, President of the Islesford Historical Society and has been entered into the permanent record of the Board of Selectmen's minutes:

"Islesford, Maine 04646  
March 18, 2004

To: Mr. Len Bobinchock  
Assistant Superintendent  
Acadia National Park  
Bar Harbor, Maine 04609

Dear Len,

I am disturbed to learn that the Islesford Museum may remain closed this summer! I am well aware that the National Park Service is short of funds and must make "service level adjustments." However, I find it difficult to believe the closing of the Islesford Museum will save much.

I believe that the museum has been manned for the past few summers largely by volunteers. I for one would be prepared to spend a day a week there during July and August if that would help. I feel sure that the Islesford Historical Society could line up some other volunteers as well. The costs then, for the museum itself, would be mostly for electric power and for mowing the lawn. If necessary, contributions might be found to cover that.

I am aware that the public toilets in the Blue Duck building might be another item. There again, if

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we know the costs involved, we might be able to help. Alternatively, the town now has public toilets nearby.

As you know, the ancestors of all of us supplied Professor Sawtelle with the items that make up the fine collection at the Islesford Museum. The collection has always been open to the public except for the years of World War II and shortly thereafter. I feel sure that W. O. Sawtelle's descendants who gave the museum and collection to the Park, will join all of us in urging that a way be found to have the museum open.

Please provide me with figures for the costs involved in having the museum open this summer. Also with your thoughts as to how our volunteer support might be helpful.

Sincerely,

/s/ Hugh L. Dwelley

President

cc:

CI Selectmen, Bob Pyle, Joy Sprague, Hist. Soc. Trustees, ME. Congressional Delegation, GCI Historical Society"

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The Board of Selectmen received a letter from Hugh Dwelley of Little Cranberry Island on 17 March 2004 in regard to a Mosquito Study on Dunks & Bits that was to be undertaken in 2003. Mr. Dwelley received the results of this study by David Mills, who used larvae in his lobster hatchery. While this is not a highly scientifically controlled test, it is interesting but should not be relied upon as proof of anything definitive fact. This study is published as part of the Selectmen's Meeting Minutes for future reference.

### MOSQUITO PROJECT Tests of Dunks and Bits on Lobster Larvae Summer 2003

"At the request of the [Town of Cranberry Isles] Mosquito Study Committee, David Mills, owner of the Oceanarium at Southwest Harbor, took a quantity of bits and dunks and tested them on lobster larvae. Mr. Mills' assistant, David Vaughn carried out the tests.

Twenty stage #1 lobster larvae were placed in each of nine buckets. No bits or dunks were placed in three of those buckets to serve as a control group. Three more of the buckets received a measured quantity of bits and a piece of a dunk was placed in each of the remaining three buckets. These buckets were left until the lobster larvae in each of them had reached stage #4.

The reported results are as follows:

	<u>Survival in Buckets with Bits</u>	<u>Survival in Buckets with Dunks</u>	<u>Survival in Buckets with Neither</u>
(Control)			
Bkt #1:	3 of 20	7 of 20	3 of 20
#2:	3 of 20	6 of 20	3 of 20



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	#3: 4 of 20	4 of 20	5 of 20
Total Survivors	10 with bits	17 with dunks	11 with nothing

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Note: This test is only moderately scientific. Although an attempt was made to follow the manufacturers instructions for use of the bits and dunks, the quantities may have differed slightly from bucket to bucket. Use of different quantities might make a significant difference in the outcome. "

Chairman /s/ Hugh L. Dwelley,

Committee Mosquito Control

\*\*\*\*\*  
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The Board of Selectmen received a copy of a letter sent by Hugh L. Dwelley to the Director of the National Park Service concerning operation of the Islesford Museum:

Islesford, Maine 04646  
26 March 2004

Ms. Fran P. Mainella  
Director  
National Park Service  
Department of the Interior  
Washington, DC

Dear Ms. Mainella:

Acadia National Park recently announced a number of service level adjustments including the closing of the Islesford Historical Museum for the summer. I understand that some 11,000 visitors came to Little Cranberry Island to visit the museum last summer.

I am also enclosing a clipping from this morning's Washington Post in which you are quoted as pledging to "pare back official travel and [to] better manage several large construction projects to prevent cuts in park hours and services." Will it now be possible to open the Islesford Museum after all?

Sincerely, /s/ Hugh L. Dwelley, President  
Islesford Historical Society

Note: Mr. Dwelley included with his letter a copy of the his letter dated 18 March 2004 to Mr. Len Bobinchock, Asst. Superintendent of Acadia National Park which is printed above.