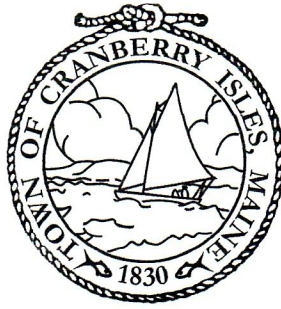


Selectmen

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

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

**A Board of Selectmen's Meeting will be held
Wednesday, December 8, 2004, at 08:30 AM
at the Islesford Neighborhood House,
Little Cranberry Island**

AGENDA

1. Review Minutes of the 4 November 2004 BOS Meeting
2. Town Treasurer's Financial Warrants
3. Fourth call for, and consideration of, Warrant 2005 Articles
4. Report of the Municipal Facilities Commission and any actions required
5. Discussion and decision on Temporary Town Office lease and its location
6. Household Hazardous Waste Grant Application to State of Maine w/ Agreement for Special Services
7. Ramp Usage Fee Institution per Special Town Meeting 31 July 2001
8. Hancock County RCC Agreement for Year 2005 (30-A MRSA Sec 107)
9. Review of Kleinschmidt Report for Sutton Dock Repairs & Channel Work
10. Adjournment, next meeting 4 January 2005 at Great Cranberry Island

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Wednesday December 8, 2004

TOWN OF CRANBERRY ISLES, MAINE BOARD OF SELECTMEN'S MEETING MINUTES

Attendees: Selectmen Richard Beal and David Stainton, Selectman Orville Blank is on travel and could not attend but is expected to return to Islesford on 19 December. Town Clerk Frances Bartlett and Deputy Clerk Denise McCormick provided financial data. Audience: Bruce Fernald, Hugh Smallwood, Karin & Phil Whitney, William McGuinness, and Cyrus Moulton

Meeting commenced at: 08:30 AM

AGENDA:

1. **Review minutes of the 4 November 2004 BOS Meeting:** Minutes approved as written with the original on file in the Town Clerk's office.

2. Town Treasurer's Financial Warrants:

Subject:	Warrant Amount
Bills	\$33,593.14
Bills	\$14,823.46
Bills	\$34,688.04
Loan Payments	\$70,085.67
School	\$35,081.77
Islesford Fire	\$16,000

Following comments or actions taken in reference to monetary actions:

- a. Bill from Robert Phillips for labor in repairing floats should be paid by Roy Hadlock per his contract.
- b. Add to Warrant 2005 for two finger floats on GCI and repair of floats, including skiff float, at Islesford. Pricing will be an estimate based on work obtained during the past two years.
- c. Number of vehicles at the Islesford town landing need to be moved or declared abandoned. Chairman Beal was asked by two Islesford residents to see if some type of police coverage could be arranged whereby a police office, appointed by the Town, could enforce various Title 29 Motor Vehicle Laws on each island. The Chairman is making these arrangements.

3. **Fourth Call for, and consideration of, Warrant 2005 Articles:**

- a. Certificate of Assessment for 2004 from the Town Assessor is required by the Town Clerk. In the meantime, a letter received from RJD Assessing indicates that next years assessing contract is for \$700 more which is based on a cost of living adjustment per the Federal CPI.
- b. Town Office article for new construction: two design proposals from MFC for voter consideration will be developed and provided to the BOS in time for inclusion in the annual town report.

4. **Report of the Municipal Facilities Commission and any actions required:** The following report was provided by the MFC:

a. **Solid Waste Management:** Bruce Fernald

The Commission decided at its November meeting to take this issue off its plate. There are too many variables beyond our control and the Board of Selectmen are overseeing the progress on GCI towards

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getting the transfer station up and running. This should be given top priority so that the Islesford abutters can see and evaluate its operation.

b. **Roads Management:** Frank Reece

Frank Reece has drafted a sample Roads Ordinance which is being reviewed by the Commission. When we feel it is ready for review, it will be submitted to the Board of Selectmen. In the meantime, a truck of cold patch asphalt was delivered to Islesford and major potholes were patched.

c. **New Municipal Office:** Hugh Smallwood

Meetings were held on GCI and Islesford and the public provided good input. The MFC has documented these public meetings along with some specific pricing as to the recommendations, and this will be presented to the voters at the 2005 Town Meeting.

d. **MFC Supervisor:** Hugh Smallwood

Bill McGuinness has begun participating in the MFC meetings and although he is still fishing, this commitment will end by Christmas. The Commission agreed that it would take a few weeks to get him up to speed. We are attempting to do this now to get him productive as soon as possible.

e. **DOT Grant:** Michael Phillips/Hugh Smallwood

Cyrus Moulton, our Island Institute Fellow, has been working with Steve Ruell from Kleinschmidt Associates, Inc. to scope the project of lengthening and improving the barge ramps at Islesford, Great Cranberry and Manset. We have been in touch with Tracy Perez from the Maine Department of Transportation (MDOT) about the possibility of including the Sutton harbor clearing in the ramp improvement project (so it would be paid for by our DOT grant). She thinks this is very possible.

f. **Comprehensive Plan:** Lise Pratt/Dan Lief

The Comprehensive Plan Committee is finalizing the survey which will begin over the holidays with some face to face interviews. The mailing will go out early in January. It will also be posted on the Internet. Meetings are being held the 1st Wednesday of the month at 1 PM, alternating islands for location. They are also working on gathering data for the inventory/analysis phase. A special public meeting will be held some time in March or April 2005 to discuss the results of the survey.

g. **Manset Maintenance:** Eve Harrison

The new parking lot at Hinckley Real Estate has been striped.

h. **Parking Regulations/Guidelines for 2005:** Malcolm Donald

Malcolm Donald submitted a draft for the Commission's review at our November meeting. Some minor changes need to be made, but overall we think it is a good document and should be included in the Town Report as well as mailed to all residents in January 2005.

5. **Discussion and decision on Temporary Town Office:**

a. Temporary office location at Susan Valdina's house. She needs to discuss with relatives and determine a rental fee.

b. MFC to provide two plans for the voters to consider as to design and the MFC has tasking to produce these designs with costs estimates.

c. Funding for a permanent office to be addressed by the voters in separate warrant article along with how funding is to be obtained.

d. The MFC has asked Chris Wriggins of Islesford and Yarmouth, Maine to consider undertaking architectural duties for design of this office. He has forwarded a contract to the Selectmen which asks for a fee of \$75.00 per hour with a total fee not to exceed 8% of the total cost of construction. For an estimated office price of \$125,000 this fee would be \$10,000. The proposed contract will be an agenda item for the 4 January 2005 meeting.

6. **Household Hazardous Waste Grant Application to State of Maine w/Agreement for Special Services:**

Selectman Beal submitted a grant application to the State Planning Office during the past month seeking partial reimbursement for the hazardous waste materials which were removed from the islands during November

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2004. This waste removal program was coordinated by Dan & Cynthia Lief for which a tremendous thank you is offered. Such a hazardous waste removal task has not been undertaken in many years and a large truck load of materials were taken off the islands and processed by authorized waste handlers. The Grant Application was approved by the State and the Town will receive a 50% reimbursement. Copies of the grant application and supporting documentation are on file with the Town Clerk.

7. **Ramp Usage Fee Institution per Special Town Meeting 31 July 2001:**

Approved at \$2.50 by unanimous vote. A letter has been sent to both Beal & Bunker, Inc. and J.P. Berzinis, Inc. notifying them that this fee is now applicable and that a monthly submission should be forwarded to our Town Clerk for deposit into an escrow account for future ramp repairs.

8. **Hancock County RCC Agreement Per 30-A M.R.S.A. Sec 107 for Year 2005:**

a. Approved and forwarded to the County Commissioners. When approved by them, a copy will be returned to the Town Clerk for permanent filing. The Hancock County RCC is the regional communications center associated with the dispatching of fire and police services for the county. In the case of our Town, the RCC handles dispatching of 911 fire emergencies to each of our island fire departments.

9. **Review of Kleinschmidt Report for Sutton Dock Repairs & Channel Work:**

Chairman Beal read the report and recommendations from Steve Ruell, the inspecting engineer from Kleinschmidt Associates. Repairs to the municipal wharf are quite modest and involve essentially replacement of 5 pilings and a small amount of cross member work for strengthening of the wharf. The number of large rocks or boulders that need to be removed from the entrance channel number approximately 12, but the State has asked for an exact latitude and longitude position of each rock to be moved, along with an underwater examination of any marine growth that is on the rocks. This task has already been accomplished using a divers from Northeast Harbor and the results will be included in the State DEP and Federal U.S. Army Corps of Engineers applications. Approximate cost for the entire work package is estimated at \$34,000.

9a. **Lease with Gary R. Fountain:** Draft reviewed and authorized. Mr. Fountain wishes to rent a small space in the Manset boathouse for five months at \$100 per month to store a small boat.

10. **Adjournment** at 11:10 AM, next meeting 4 January 2005 at Great Cranberry Island commencing at 08:45 AM