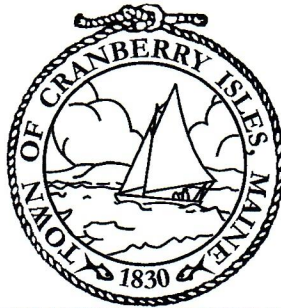


Selectmen
Richard F. Beal, Chairman
David M. Stainton
Orville E. Blank, Jr.



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
Tuesday, 1 June 2004, commencing at 08:30 AM,
at the Islesford Neighborhood House, Little Cranberry Island

AGENDA

1. Review Minutes of the 4 May 2004 BOS Meeting
2. Town Treasurer's Financial Warrants
3. Solid Waste Removal Program Status:
 - a. DEP Permit Application
 - b. Extension of current Solid Waste Contract pending DEP Permit Approval
 - c. Solid Waste Disposal Ordinance (Proposed)
4. Request of Patrick Allen re: Bicycle Rental on Great Cranberry Island
5. Vehicle Waste Disposal Ordinance: Permit Application and Ordinance Initiation
6. Municipal Facilities Commission Report & Recommendations
7. Future Town Office: Location, requirements, move date
7. Municipal Street Addressing Ordinance (Proposed)
8. Appointment of a Comprehensive Plan Committee
9. Public Communication:
10. Adjournment, next meeting proposed for 6 July 2004, Great Cranberry

Tuesday June 1, 2004

Board of Selectmen's Meeting
Minutes

Attendees: Selectmen Richard F. Beal, David M. Stainton, and Orville E. Blank, plus Town Clerk Frances J. Bartlett. Members of the community present were: Malcolm Donald, Hugh Smallwood, Phil Whitney, Dan and Cynthia Lief, Gary Allen, Eve Harrison, Lise M. Pratt, Michael Phillips, Bruce Fernald

Meeting Opened at: 8:32 AM

Agenda:

1. Review and approval of minutes for the 4 May 2004 BOS Meeting: On motion of Selectman David Stainton with second by Selectman Orville Blank, the minutes were accepted as presented, with an original copy provided to the Town Clerk for her file. Several questions were asked concerning subjects in the minutes such as Fire Department reports, Animal Control Officer, candidates for the Deputy Treasurer position, and erosion at the isthmus on Fish Point. Dan Lief, on behalf of the Islesford Fire Group suggested that reporting requirements be streamlined because the Islesford Fire Association had been very busy this past month in training evolutions. Selectman Stainton indicated that this request from the Selectman last month was for some basic information and that the Board appreciated the fact that training was being conducted and everyone was very busy, nevertheless, some reporting was required to assist the BOS in properly administering public funds.

2. Financial Warrants (Bartlett)

a. Schools	\$20,931.76
b. Bills	\$16,076.12
c. Bills	\$13,959.89
d. Bills	<u>\$63,374.33</u>
Total:	\$151,349.98

There was a discussion on the CES, Inc. statement and whether or not it had been first reviewed by the Municipal Facilities Commission. Chairman Hugh Smallwood indicated that he would like to have it removed from the Treasurer's Warrant until he had a chance to review it. Also he intended to review past invoices for services from CES, Inc. since he believed not all work had been completed and that the Town might be owed a refund.

3. Solid Waste Removal Program Status:

a. DEP Permit Application: Majority of paperwork is nearly ready to be submitted to

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the Department of Environmental Protection. Maps need to be reproduced for inclusion in this application. Chairman Beal has written an *Operating and Maintenance Procedure*, as required by the DEP, for the Transfer Station operation which is now being reviewed by CES, Inc. at their Brewer Headquarters by their Environmental Engineer and also by the Town's solid waste contractor, Gray Enterprises. Selectman Stainton said that the Town needs written permission from the property abutters concerning use of a Transfer Station in the proposed locations on each island. He has been to each site measuring site sizes and preparing proposed release forms for the abutter property owners. Bruce Fernald indicated from the audience that he was one of those abutters and that his concern was for any possible smell that might come from this new style of solid waste compaction equipment. Selectman Beal reported on his experience with this equipment at Litton Industries in San Jose, California which did not have such an odor problem.

Selectman Beal **motioned**:

- a. That the start date for the PERC (Penobscot Energy Recovery Company) contract be 1 Sept 2004 rather than the proposed 1 July 2004 date since the Town would not be in operation with the new system any earlier than September.
- b. That the GAT (Guaranteed Annual Tonnage) for the PERC of 55 tons be accepted with a change to Appendix A of the basic contract as suggested by the PERC Board in their letter of 27 May 2004 which was read to all.
- c. That the Ed Gray current contract be extended from 1 July 2004 with continued deliver of solid waste to EMR until September when full operation of the new compaction equipment is anticipated.

This motion carried unanimously with a second by Selectman Stainton.

b. Extension of current Solid Waste Contract Pending DEP Permit Approval:

Extension approved to 1 September 2004 or when the DEP permit is received for construction and operation of the new Solid Waste Disposal transfer facilities.

c. Solid Waste Disposal Ordinance (Proposed): The Selectmen agreed to put this proposed ordinance before the voters at the next special Town Meeting which will probably be on 9 August, to include two ordinances (Street Addressing and Solid Waste), sale of brown house, and proposition for increasing number of Selectmen from three to five. This solid waste removal ordinance is presently being reviewed by the Town's attorney.

4. Request of Patrick Allen re: Bicycle Rental on Great Cranberry Island: Mr. Allen's letter was read to the audience, with his father, Gary Allen, present indicating that Patrick could not be present. Mr. Allen indicated that his son was talking about 10 to 20 bicycles. Selectman Blank asked if this enterprise could be placed alongside the Cranberry General store? Selectman Stainton was concerned about starting a precedent, although he felt that placing it alongside the store might be the best solution. On **motion** of Selectman Stainton, with second by Selectman Blank, the area alongside the Cranberry General Store was approved for use for this summer business.

5. Vehicle Waste Disposal Ordinance: Permit Application and Ordinance Initiation

Selectman Beal offered examples of the permit forms and the stickers to be placed on each car. The Board agreed to implement the program as of 1 June 2004. Several in the audience asked who would enforce this new ordinance and Selectman Beal indicated that this was a civil ordinance enforceable by the Town's Code Enforcement Officer. Those found by her to be in violation will be issued a summons which per the ordinance carries a \$700.00 fine per vehicle. There is a 30 day grace period for vehicles currently on the island to be stickered with an "Exempt Importation" sticker and the Selectmen or Town Clerk is prepared to fillout the permit. For all individuals bringing an automobile to the Cranberry Isles this day forward must obtain a permit by contacting the Town Clerk, with a check for \$250.00 and a copy of their automobile registration. In response to a question about barge operators policing this ordinance, it was stated by the BOS that the onus is on the individual and that if he/she wishes to take a chance on not getting caught, so be it; however, everyone was cautioned to the fact that our CEO is often on the islands related to other code problems or inspections and has agreed to actively enforce this new ordinance.

6. Municipal Facilities Commission Report & Recommendations:

a. Moorings: Michael Phillips met with the Southwest Harbor Harbor Master and Robert Brown (an abutting property owner to the Town's Manset facility) to discuss mooring locations and resolution of placement of the Town's fourth float. This relocation should be undertaken in the coming week by Ocean House (Dan Chalmers). In 2003 both the Town and Pritham Singh (property sellor) paid for the moorings. The Town of Southwest Harbor states that moorings do not transfer with title of property. Two of the moorings are to be used as moorings for the fourth float and the Harbor Master said that he would permit two more moorings for the Town of Cranberry Isles' use. Mr. Phillips suggested that a total of five moorings was sufficient for the Town's requirements and recommended that he not press for the total of seven as was originally owned by Pritham Singh. Eve Harrison of the MFC suggested that having moorings available for people who needed to leave a boat for a longer period of time than placement alongside the floats for two hours was a significant advantage for the Town.

b. Cranberry Isles ramp: Can be used only at high tide and that obstruction by Robert Brown with his float and ramps is not of concern. The Harbor Master said he would revisit the issue should Cranberry Isles wish to ~~lengthen~~ ^{lengthen & re direct} the ramp.

c. Potential exists for sale of the Brown House in the next couple of months but MFC does not recommend placing this topic on the Warrant 2004-A until an actual contract is in hand. Therefore a second Special Town Meeting may be required later this year.

d. Parking: Two spots are left in Northeast Harbor to correct mistakes in issuance of space, 27 spaces in Southwest Harbor remain available, and 20 spots in the Joy Road lot have been issued out of 51 available. In response to a question from the Town Clerk concerning any BOS member getting the parking lot lease from the Catholic Church, all spoke in the negative. Chairman Beal will contact the Archdiocese in Portland and ~~found~~ ^{find} out where the lease is and when we should expect it.

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e. Landscaping (Attachment B of the MFC Report) is requested in the amount of \$3,728.45 for just the parking lot area. No landscaping requested for the Brown House for the moment. This request also follows through on the Southwest Harbor Conservation Commission request. **Motioned** by Selectman Stainton, with second by Selectman Blank, for approval of the \$3,728.45.

f. Modification to Lease with Edward Hadlock as contained in Exhibit C to the MFC Report concerning Parking Rules: **Motioned** by Selectman Beal, with second by David Stainton, for approval. Document signed by the Board Chairman and provided to the Town Clerk for permanent retention.

g. Comprehensive Plan Committee: Lise Pratt (Coordinator for establishment of the Comprehensive Plan Committee) discussed her letter to all residents and/or property owners discussing the plan and the need for committee members, including direct meetings with many, and a story in the Mount Desert Islander by Barbara Fernald. Six volunteers on Great Cranberry and seven on Little Cranberry have written volunteering for participation. Because of the problems associated with identification of all resources and the need to do "a good job" Ms. Pratt did not believe it appropriate to come forward with a committee participation lineup at this meeting as had been requested by the Selectmen at their May meeting. "Out Reach" is the first phase of the Plan and involves meeting all groups and people who have a direct interest or part to play in the overall plan. Ms. Pratt recommended that Tom Martin of the Hancock County Planning Commission visit the islands for a public forum to discuss directly the parameters of a Comprehensive Plan. Suggested that Dan Lief be appointed the provision chairman of the comprehensive plan committee. On **motion** of Selectman Stainton, with second by Selectman Beal, Dan Lief was appointed Chairman of the Comprehensive Planning Committee. One candidate volunteer is the spouse of a Selectman and Ms. Pratt asked if this question could be researched pursuant to public law to ensure that there is no conflict of interest.

h. Manset Business Plan: A copy of the current plan draft was included in the MFC report for review. Tom McCormick of Coston & McIsaac in Bar Harbor was asked to present a 5 year cash flow for inclusion in the business plan. Coston & McIsaac is currently under contract with the Town to examine the Town's financial booking methodology with a tasking to make recommendations on establishing new computerized accounting procedures. Mr. McCormick provided a letter report dated 27 May 2004 which was read to all, wherein he reported that he was following through on the Chairman's recommendation of using an accounting software package from the TRIO Corporation which is presently used by more than 250 Maine towns. He indicated that he had also talked directly with some Town officials, for example: Donna Bernier, Town Manager of Limestone, Maine, concerning her experiences with TRIO which were very positive. The BOS expects to have a more detailed set of recommendation from Mr. McCormick in July.

i. Hinckley Insurance Building: On **motion** of Selectman Beal, with second by David Stainton, the third floor of the Hinckley Insurance Building was removed from rentable space effective this fall, thereby precluding having to address getting a new fire escape for the moment.

j. Hinckley Rental in Boat House: Recommended by MFC not to permit combined or joint rental of space between Hank Hinckley and Newman & Gray which would be a sublet

situation to which the BOS unanimously concurred.

7. Future Town Office: Location, requirements, move date

Town Clerk and Treasurer Frances Bartlett announced at Town Meeting 15 March 2004 and again at the May BOS meeting that she will not be standing for election again as either Town Clerk, Town Treasurer or Collector of Taxes & Excise Taxes. According, after some 60 years, the use of Ms. Bartlett's home as the Town Office and repository of Town Records must be relocated before March 2005. A discussion of potential relocation spots ensued and it was by unanimous opinion of the BOS that the Town Office would have to be relocated to Great Cranberry Island where there is sufficient building space in the combination School and Town Office complex for all of the files and other documents now in the Bartlett home, including the attic. The Board of Selectmen then decided that:

a. A specification package needs to be developed as to what requirements are needed for a new office which David Stainton said he would undertake with the Town Clerk. This includes office hours, amount of storage for files (active and storage). Equipment requirements and space in which to conduct business with the public. Ms. Bartlett stated that she doesn't even have room for patrons to fill out a check without resorting to use of her kitchen table.

b. A letter should be sent to both the Great Cranberry Historical Society and the Cranberry Isles School Board notifying them that the Town is actively considering restoring use of one of the school rooms as it once was designed, prior to downsizing the Town Office and adding a new school room.

8. Municipal Street Addressing Ordinance (Proposed)

a. The BOS agreed to place this proposed ordinance on the Special Town Meeting warrant for 9 August 2004. This ordinance is presently being reviewed by the Town's attorney.

9. Public Communications:

a. Gary Allen was questioned concerning the running of a 5K race on Great Cranberry Island on 3 July 2004. Selectman Stainton asked Mr. Allen to discuss what he was proposing on behalf of the Great Cranberry Historical Society. The Historical Society will be the beneficiary of the race. Begins at 11:00 AM at the Congregational Church and also ends at the Church. The race route goes to the end of asphalt by the Murch property on Great Cranberry Island and then turns around. Port-a-potty setups are required plus extra boating according to Selectman Stainton. Phil Whitney suggested that, in addition to Northeast Harbor parking, there was plenty of parking in Southwest Harbor at the lower Town Dock and surrounding areas and he would provide Mr. Allen with some telephone numbers. Selectman Stainton questioned what was the Town's liability and was Mr. Allen insured? Mr. Allen was asked to provide the Town Clerk with a copy of his insurance documents for running a foot race.

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b. MDI Track & Field Award Ceremony on Islesford: 60 students plus parents coming to Islesford on 8 June for their 2004 Annual Award Ceremony. Eve Harrison is an assistant coach and reported on this award ceremony.

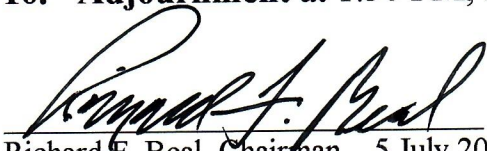
c. Bank Loans: Selectman Beal reported on his progress in obtaining bank loans for the following:

1. Brown House in Manset: \$714,960 at 3.62% for a 2 year extension of the General Obligation Bond
2. Great Cranberry Dock Repairs \$190,000 at 2.78% for 4 years (principal & interest on monthly basis)
3. Great Cranberry Restroom \$54,000 at 2.78% for 4 years (principal & interest on a monthly basis)

Sufficient funds were included in the 2004 Town Budget for these three loan expenses.

d. Merrill Road: Needs grading and ditching accordingly to Selectman Blank who asked that this road be considered for upgrade. Selectman Beal asked if it was a Town Road and that we should not consider this question first and not make any decision until that determination was first made. [The Town Clerk subsequent to this meeting examined earlier records and found that the Merrill Road had been accepted by the voters as a Town Road.] Selectman Beal said that he would develop a draft Road Ordinance which addresses (1) acceptance, (2) design and (3) maintenance.

10. Adjournment at 1:30 PM, next meeting proposed for 6 July 2004, Great Cranberry Island



Richard F. Beal, Chairman 5 July 2004
Board of Selectmen
Secretary & Note Taker