

7-10 property/meeting facility manager

Selectmen

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

Town Clerk/Treasurer

Frances J. Bartlett
P.O. Box 15
Islesford, Maine 04646



*selectmen meeting
6-16*

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

**A Board of Selectmen's Meeting will be held
Tuesday, 3 June 2003, commencing at 08:30 AM,
at the Islesford Neighborhood House,
Little Cranberry Island**

AGENDA

1. Consideration of the bid for construction of Sand & Salt Sheds on Great and Little Cranberry Islands.
2. Review and discussions on proposed Solid Waste Disposal Contract Specifications for issuance of a bid notification.
3. Great Cranberry Wharf Repair Specification
4. Manset property considerations
5. Audience communications
6. Consideration & approval of Financial Warrants (if any)
7. (Time permitting) Road paving and repair preparations

The public is encouraged to attend and participate.

Tuesday June 3, 2003

TOWN OF CRANBERRY ISLES
Board of Selectmen's Meeting

Meeting opened at: 8:28 AM

Attendees: Selectmen Richard Beal, David Stainton and Edgar Blank, Jr., along with Town Clerk & Treasurer Frances J. Bartlett, plus Mr & Mrs. Corley, Karin Whitney, Corey Alley, Edward Gray, Courtney Chaplin, Malcolm Donald, Eve Harrison, James Hamblen of Goodwin Construction and Clerk of the Works Greg Johnston of CES, Inc.

AGENDA:

1. Consideration of the bid for construction of Sand & Salt Sheds on Great and Little Cranberry Islands.

A. In a letter dated 23 May 2003 received from John Goodwin, Jr. Construction Company (signed by James Hamblen) a breakdown of Goodwin Construction Company's bid was provided as requested by the Selectmen at their Special Selectmen's Meeting of 15 May 2003:

1. Salt Sheds:	\$48,481.00
2. Solid Waste:	<u>\$40,725.00</u>
Total:	\$89,206.00

Additional information contained in this 23 May letter were the bid proposal conditions:

1. Goodwin would furnish material and labor complete in accordance with the foregoing price.
2. Payment: 1/3 down;p remaining 2/3 as work is completed with a net in 10 days.
3. 1 1/2 percent interest after 30 days.
4. 1/3 of the above price is to be paid up front to start the job.

B. Selectman Stainton asked if Goodwin Construction had a breakdown of the bid as to individual components, i.e. concrete, walls, doors, etc. While Goodwin might have done this it was not a requirement of the proposal specification. Selectman Stainton suggested that we talk first with the architect, Chris Wriggins, before further discussion or action. Islesford has first priority on construction. **Motion:** Move by Selectmen Stainton, with second by

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Selectman Beal, that Selectmen talk with Chris Wriggins first on construction of one shed with Islesford first priority.

C. Corey Alley asked if a conveyor belt be included into the construction process to assist in the loading of sand into the town truck, plus a bush auger for cleaning of sides of road.

2. Review and discussions on proposed Solid Waste Disposal Contract Specifications for issuance of a bid notification.

a. **Corey Alley:** Very upset with the trash problem on Islesford. Trash overflowing, barging is nil or not existent. Receptacles need to be on concrete pad with fence around the area. Disposal on a regular schedule. Edward Gray responded to Corey's complaint, however Selectman Beal said that barging services should not hold up removal of the solid waste. Use of Berzins is mandatory if Beal & Bunker can not provide the services.

b. **General discussion:** Corey Alley, All Selectmen, Edward Gray, Courtney Chaplin.

1. Need an attendant for each facility.

2. Area of disposal must be fenced in around the facility.

3. Corey reports that use of the facility begins at 0500 and goes until after 1800 hours.

4. C. Chaplin: two topics seem to be under discussion. Number of dumpsters, and fencing of the area/operation.

5. David Stainton: What are the views on roadside pickup. Ed Gray said that he could go back to this method of operation but many would not like to place their material at the side of the road.

6. Ed Gray stated that he would put covers onto the current containers to protect from rain. He also said that he would take a 10 year or more contract for hauling waste. His earlier statements for a 20 year contract has been dropped indicating that he will take less for the price of each year for a longer term. James Hamblen stated that a similar hauling truck purchased by Goodwin Construction last year cost them \$65,000.

7. **Motion:** On motion of Selectman Beal, with second by Edgar Blank the following is proposed: All voted in favor.

(1) That the rule of competitive bidding be suspended in regard to construction of solid fencing around each of the solid waste collection areas on Islesford and Great Cranberry, with a decision by the Chairman as to pricing for installation. Funding for this fencing to be from the sand/salt shed construction account with installation as soon as possible. Selectman Blank, Corey Alley and Courtney

Chaplin layout the Islesford perimeter for the fencing.

(2) That the selectmen meet prior to 16 June for discussion of the solid waste removal specification and this specification be placed on

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the 16 June Special Meeting.

(3) That Edward Gray, as contractor, be authorized to clean up the properties on each island, with hauling of metal and hazardous waste as a supplement to his contract, including the hiring of attendants and the operation of each facility. Authorizations to be from the Chairman as necessary.

3. Great Cranberry Wharf Repair Specifications.

A. A Contractor's Visit was held at the Great Cranberry public wharf on 27 May with four contractors attending. Steve Ruell of Kleinschmidt Associates was in attendance as the Marine Engineer, along with Selectmen Beal and Blank.

B. Selectman Beal filed on 27 May 2003, and received a period of performance approval on 29 May 2003, from the Department of Marine Resources, Augusta, Maine in accordance with Chapter 305 Permit By Rule Standards. The *Timing of Activity* approval is for: 15 August through 1 December 2003.

C. Selectman Beal has also filed Permit By Rule requests for repair of the dock with the U. S. Army Corps of Engineers and the Department of Environmental Protection in Augusta. These approvals are pending.

4. Manset property considerations.

A. What is the schedule for painting of numbers in the parking spaces? According to John Goodwin Construction the painting contractor indicated on 16 May that the numbering would be undertaken in approximately 2 weeks.

B. The LMC Co-Chairman David Thomas provided several recommendations or comments based on their 5/20/2003 meeting:

1. Prepare, by consulting with CES, Inc., to implement contingency plan to replace Hinckley parking spaces to be lost when/if Southwest Harbor requires the Town to close off the center curb cut. Greg Johnston says it will happen this way. Future recommendations and proposals for a "better" solution will continue with the LMC.

2. The LMC is almost to the point of making recommendations concerning the rental of space in our boat building facilities. As far as a space for Steve Pagels is concerned, it is a minimal space that is a walk through office. \$100.00 per month isn't much but we have to charge something. Selectmen decided to charge: \$50.

3. Act upon a request by Hinckley Real Estate to have Hinckley Crewed Charter's lease assigned to them. **Action:** Town Attorney to prepare leases.

4. Review/approve lighting purchase and installation costs. Chris Wriggins

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contact for fixture purchase. Who will be the installation contractor?

5. Approve painting of front entrance of Hinckley Real Estate building. No estimate gotten at this time. Scott McIntire? Timing request is ASAP.

Action: Selectman Beal call Scott McIntire to inspect and obtain an estimate from three painting contractors. Lights, plan approved with selection of lights. Lighting contractor needs to be selected. Sean Sweeney is the lighting point of contact.

Motion: Selectmen Beal moved, with second by Stainton, that CES, Inc. put the lighting plan into final shape and this project be sent out to invited bidders once a clear understanding of the Town's budget was understood. Landscaping: Barbara Myers needs to finalize plant scheme and advise the landscaper.

6. Be aware of/discuss research project to begin immediately on how a part-time / full time town manager and also a manager would function. Research might include public forums facilitated by Jim Connors, State Planning Office, by whom a possible state grant may be worked out, and also other town managers, and the Maine Municipal Association. State Planning office forum 10 July to discuss management of the Southwest Harbor property.

6a. Safety issues: a. Asphalt on ramps and bridges

b. beginning of dock triangular and need to put up railings.

from shore to ramp.

c. Inorthern side of lot has a deep ditch behind Bob Brown building (Greg Johnston address)

d. Tie up rails on floats need to be fastened in more secure manner.

e. Waiting room door needs put bar.

push

7. Caretaker/night watchman position. Comments provided by the LMC Board are:

a. We are not looking for a full time night watchman. We don't feel the facility requires that much attention or surveillance.

b. We are looking for someone close to the facility that can perform certain tasks on a regular basis.

c. These tasks pertain to the Manset facility only. The Joy Road parking lot is not part of this job description.

d. Mr. Scott McIntire is presently in our employ as caretaker being paid \$400.00 a month working flexible hours. This remains the same

but in a separate contract the following tasks are recommended to be performed 5 days a week:

(1) Early evening (7:00 PM to 9:00 PM) check vehicle stickers/boat stickers.

a. Request towing-unauthorized vehicles.

b. Check parking lot, dock area, vehicles, boats, all

buildings secured.

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(2) Early morning (6:00 AM - 9:00 AM)

a. Repeat 1a, 1b, and 1c

In addition any emergencies will be billed to the town at the rate of \$15.00 per hour. You will be on call for such situations but hopefully everyone will get a good night's sleep.

e. Pay schedule as follows:

(1) Night watchman - 20 hours per week guaranteed, with hourly pay of \$15/hour for emergencies.

4 hours a day X 5 days a week = 20 hours X \$10.00/hour = \$200.00 a week

4 weeks a month X \$200.00/week = \$800.00 a month

Bill for emergency services @ \$15.00 per hour.

Bottom line, according to LMC Chairman David Thomas, is \$800.00 per month plus bill town for emergency service @ \$15.00 per hour.

Contract runs from 5/15/2003 to 10/15/2003 and is a contract in addition to the caretaker contract.

8. Apartment Rental: is \$600.00 a month for 12 months a year, with additional upstairs room space included in the \$600.00 price. McIntire is responsible for heat and electricity and phone.

This lease will be in place as long as McIntire is in the Town's employ. Lease expires when caretaker/part-time nightwatchman contracts expire or are terminated. Two week notice of termination of contracts required of both McIntire and Town of Cranberry Isles.

McIntire bills Town for all services performed.

Town of Cranberry Isles bills McIntire for all rental services provided.

5. Audience communications.

a. **Sewer Grant from State of Maine:** Selectman Beal reported that the State of Maine, Department of Environmental Protection, in a letter dated 15 May 2003 and signed by Richard A. Green, Division of Engineering, Compliance and Technical Assistance, Bureau of Land and Water Quality, that a request for State assistance in septic system construction had been approved in the amount of \$3000.00. This request was submitted in 2002 by Fred & Allison Hawes on The Lane, Great Cranberry Island. This is a 2003 Small Community Grant Program award which requires signature by the Board Chairman and submission of statements, exhibits and supporting data. **Motion:** On motion of Selectman Beal, with second by Edgar Blank, Jr., an application for State Grant for Sewage Treatment Work under Title 38: Section 411 MRSA, as amended is to be made by the Board Chairman in the amount of \$3000.

b. **Culvert Replacement/Road Work:** Selectman Beal reported that he had

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contracted with Blair Colby of Great Cranberry, on behalf of the Town, to dig out the failed culvert located in the vicinity of the Bracy home and replace it with new culverts. Two culverts with connecting collar have been purchased and are to be delivered to Great Cranberry on 3 June. 8 yard of inch minus gravel has been procured and delivered to Great Cranberry for this project, purchased from Doug Gott & Sons of Southwest Harbor, Maine.

c. Boat stickers: Proof of excise or registration from out of state in order to get a sticker.. Non powered boats need a sticker.

6. Consideration & approval of Financial Warrants.

a. Bills	\$80,250.30
b. Schools	\$12,872.75
c. Bills	\$14,394.36

7. (Time permitting) Road paving and repair specifications.

The meeting concluded at: 11:20 AM with the next regular meeting schedule for 1 July on Great Cranberry Island, commencing at 08:45 AM at the Community Center, and a special meeting for 16 June on Islesford commencing at 08:30 AM.