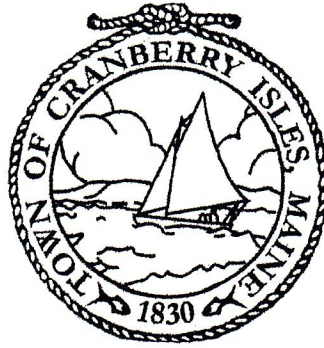


BOARD OF SELECTMEN

PHIL A. WHITNEY, CHAIRMAN
ORVILLE E. BLANK Jr.
DANIEL S. LIEF

TOWN CLERK / TREASURER

DENISE McCORMICK



MUNICIPAL FACILITIES COMMISSION

HUGH SMALLWOOD, CHAIRMAN
MALCOLM DONALD, EVE HARRISON
MICHAEL PHILLIPS, LISE PRATT
FRANK REECE, CHRIS WHITE

MAINTENANCE SUPERVISOR

BILL McGUINNESS

The Cranberry Isles Board of Selectmen Will Conduct Their Regular Monthly Meeting on Tuesday, March 7, 2006 at 8:30AM at the Neighborhood House, Islesford.

AGENDA

I Call To Order

II Review / Approval of 2/7/06 Minutes

III Review / Signing Financial Warrants

IV Communications:

- A. Letter: Mt. Desert Nursery School Re: Parking Lot
- B. Letter: Maine Islands Coalition Survey
- C. Letter: Bureau Submerged Lands – Bear Island Trust Dock Lease
- D. Letter: Bureau Submerged Lands – Guth Dock Lease

V Old Business

- A. Report: Public Interest Payphone Installations
- B. Discussion: Proposed Traffic Ordinance
- C. Discussion: Harbor Ordinance Facilitator
- D. Discussion: Law Enforcement Issues - GCI

VI New Business

- A. Discussion: Ship & Big Grant Applications
- B. Discussion: League of Towns Bulk Fuel Pricing Proposal
- C. Discussion: Town Accountant Financial Procedural Recommendations

- D. Discussion: Tax Assessor Contract / Applications
- E. Report: First Responder Medical Training

VII 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 / Harbors
- J. Grant Applications
- K. Leases & Tenants
- L. Budget & Warrants

VII Other Business

VIII Audience Communications

IX Adjournment

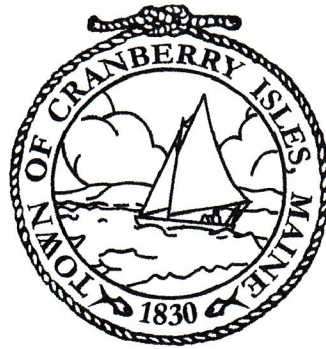
Please Note: Members of the Public Are Encouraged To Attend.

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03/07/05 Board of Selectmen's Meeting Minutes
Islesford Neighborhood House

In Attendance:

Phil Whitney, BOS Chair
Daniel Lief, BOS
Denise McCormick, Town Clerk
Nanette Hadlock, Deputy Clerk
William McGuinness, FM Supervisor
Malcolm Donald, MFC
Eve Harrison, MFC

Cyrus Moulton, Island Institute
Richard Beal, Constable/Hbr. Master
Danny Poulin
Wendy Rackliffe
Hal Newell
Karin Whitney

I. Call To Order: 8:48 AM

II. Review/Approval of 02/07/06 Minutes

Section VII, E, Other Business, paragraph 4

Letter from Chris White concerning Public Payphones:

Selectmen Whitney recommends that "due to scheduling conflicts for The Board of Selectmen", that they encourage Chris to attend.

Phil Whitney moves to accept the minutes, with above clarifications, for 02/07/06. Dan Lief seconds the motion. **Motion passes.**

Thank you to Cyrus Moulton for taking and writing the minutes for The February Board of Selectmen's Meeting.

Eve Harrison wishes to express her concern with the ice mounting up on The Sutton Town Dock this winter. Her concern stems from the liability of dropping off passengers in icy conditions in the winter at a Town owned dock.

III. Review/Signing Financial Warrants

All Warrants were signed by The Board of Selectmen.

-warrant # 09: \$ 3,567.06
-warrant #10: \$ 6,389.59
-warrant #11: \$ 4,325.45
-warrant #12: \$ 3,866.43
-warrant #13: \$ 20,757.18
Total: \$ 38,905.71

IV. Communications

A. Letter: Mt. Desert Nursery School Re: Parking Lot

The Board of Selectmen has received a letter from The Mount Desert Nursery School offering us eight parking space on Neighborhood Road, Northeast Harbor, in exchange for a donation from the Town of Cranberry Isles.

Dan Lief moves to accept the offer, with The Town of Cranberry Isles to charge two hundred dollars per space, with proceeds to go to The Mount Desert Nursery School. Phil Whitney seconds the motion.

Motion passes.

Malcolm Donald asks if liability insurance would be needed for this parking lot. The parking committee will gather this information and work this issue out.

Nan Hadlock will draft a letter of acceptance to The Mount Desert Nursery School for signatures from The Board of Selectmen. The Board of Selectmen wish to publicly thank The Mount Desert Nursery School for this gracious offer.

B. Letter: Maine Island Coalition Survey

Selectman Whitney refers to a survey developed by The Maine Island Coalition asking for residents to answer questions on insurance issues for Island residents. Copies of these surveys can be obtained at the GCI and Islesford Post Offices, and also The Town Office at Islesford.

C. Letter: Bureau Submerged Lands-Bear Island Trust Dock Lease

There are no apparent issues with The Town of Cranberry Isles for the renewal of The Bear Island Trust Dock Lease.

D. Letter: Bureau Submerged Lands-Guth Dock Lease

There are no apparent issues with the The Town of Cranberry Isles for the renewal of The Guth Dock lease.

The Board of Selectmen wishes to extend thanks to the Guth Family for the winter use of their Sutton Island Dock.

The Sutton Island Town Float is now in place.

V. Old Business

A. Report: Public Interest Payphone Installations

Thank you to Chris White for representing The Town of Cranberry Isles at the public hearing for this issue. Selectman Whitney has written a letter to The Public Utilities Commission on behalf of The Board, in support of the installations. The issue is expected to go to legislature sometime in the near future.

B. Discussion: Proposed Traffic Ordinance

Facilities Maintenance Supervisor Bill McGuinness presents to the Board and meeting attendees a “boiler plate” proposed traffic ordinance, which concerns weight limits and also the use of metal treaded vehicles on our town roads. Also presented was handout on guidelines for the use of metal treaded vehicles on town roads. Mr. McGuinness recommends the option of guidelines as opposed to creating a traffic ordinance. Much discussion took place between The Board and members of the public who attended the meeting. Both Selectmen present agree to table the proposed traffic ordinance at this time. Bill McGuinness will research State insurance and registration requirements for construction vehicles. The guidelines will be sent to Island Contractors for their input.

C. Discussion: Harbor Ordinance Facilitator

Jennifer Litteral of the Island Institute spent some time at the Islands this week, and has expressed her interest in helping with the creation of a proposed harbor ordinance for the Town of Cranberry Isles. She has submitted her resume to the Board of Selectmen, and there is no clarification at this time if her services would be gratuitous or not. Dan Lief suggests that the Harbor Ordinance Committee meet to discuss objectives, and time frames before the Town would hire anyone to help with the process. He also suggests that Ms. Litteral be invited to attend the meeting.

D. Discussion: Law Enforcement Issues-GCI

Selectmen have asked Richard Beal, constable to be here to brief them on current law enforcement issues that may need attention for not only Great Cranberry Island, but also Islesford. Some of the issues addressed by Constable Beal included registration, insurance, and licensing violations, heavy trucks, speeding, animal control, discharge of firearms, abandoned vehicles and violations of the vehicle waste disposal fee ordinance, among others. Mr. Beal has obtained special motor vehicle summons for registration and licensing violations, of which the enforcement by Town Constable is allowed for according to state statute. Phil Whitney feels The Board of Selectmen should support the constable to enforce unregistered, uninsured, and non-licensed drivers on our Islands. Dan Lief agrees. As to the enforcement of the vehicle importation ordinance, it is the responsibility of the Code Enforcement Officer. Phil Whitney will speak with Kimberly Keene, CEO, and invite her to the April Board Meeting to discuss enforcement of the ordinance for violators. One question is raised about whether golf carts are included in the ordinance. The parking committee will follow up on this.

VI. New Business

A. Discussion: SHIP & BIG Grant Application

The Town has received information on the possibility of applying for grant monies for improvement to our harbor facilities. The deadline for the application is March 24, 2006. The Selectmen ask anyone with ideas for harbor improvements to contact their harbormasters, (Richard Beal for GCI, or Edgar Blank for Islesford). Phil Whitney will try to schedule a meeting of the Harbor Ordinance Committee before the deadline date.

B. Discussion: League of Towns Bulk Fuel Pricing Proposal

The Town of Cranberry Isles has been invited to join other area towns in the bulk purchase of fuel. More research will be done on this offer for a presentation at the April Board Meeting.

C. Discussion: Town Accountant Financial Procedural Recommendations

Representative Tom McCormack from the accounting firm of Coston & McIssac, has sent some recommendations to our Board of Selectmen on how to make our Town accounting policies more effective. Mr. McCormack has been working with our Town

Treasurer since 2004, and has helped to set up The TRIO computer system we currently use.

The recommendations are as follows:

- 1.) **Outsourcing payroll responsibilities.** At the present time we have school employees being paid bi-weekly, and town employees being paid semi-monthly. The school payroll is already being done by Bar Harbor Bank, and enables their employees to utilize direct deposit. The Town Employees payroll is done at the Town Office, on a totally different schedule than school employees. It is deemed to simplify the overall accounting system to have all employees to be paid at the same time, with the same payroll company. The cost for the payroll service is \$30.00 per month at Bar Harbor Bank, and both payrolls could be combined.

Dan Lief moves that The Town of Cranberry Isles outsource their payroll responsibilities. Phil Whitney seconds the motion. **Motion passes.**

- 2.) **Keep school checks at the Town Office as opposed to the Superintendent's Office.** At the present time, some Town checks are kept at the Superintendent's Office in Bar Harbor, and the rest of the checks are at the Town Office. By law, all Town checks should be under the Town Treasurer's Control. It would also appear to simplify the balancing process for the Town checking account, if checks were written in number sequence. Superintendent Liebow is aware of this recommendation, and is agreeable to it. Phil Whitney moves that all Town Checks be kept at the Town of Cranberry Isles Town Office. Dan Lief seconds the motion. **Motion passes.**

- 3.) **Change sweep account to a regular checking account.** Tom McCormack sees the sweep account as an older system that earns very little interest for the Town. He feels that we could earn more interest with another option, such as certificates of deposit.

Dan Lief suggests that he, the Town Clerk, and Tom McCormick will work together on this recommendation, and a report will be presented at the April Board Meeting.

4.) **The Town Warrant processing is changed to function the way it was originally intended in The Trio System.** This would improve the work flow and reduce errors in posting.

5.) **Setting up an office petty cash fund.**

This would enable the Town Treasurer to make change for customers, and also to make small incidental purchases such as postage, money orders, and maybe even toilet paper!

Dan Lief asks for Denise McCormick to come back to the April Board Meeting with petty cash fund procedures for approval.

D. Discussion: Tax Assessor Contract/Applications

The current Assessor Contract with RJD Appraisal expired on February 28, 2006. Three bids have been received by the Selectmen for consideration of the 2006 contract.

- 1.) RJD Appraisal- \$23,000.00
- 2.) Roger Peppard (independent appraiser)- \$18,000.00
- 3.) Gary Blanchette (independent appraiser)-\$17,500.00

A question was raised as to whether the work for the Town Assessor has been defined, and if the position was publicly advertised. The answer from the Selectmen was no.

Dan Lief moves to accept a one year contract with RJD Appraisal, with the condition that for next year's contract negotiations there will be a defining of the work, and for the process of negotiating a contract for 2007 to begin on January 01 of that year. Phil Whitney seconds the motion. **Motion passes.**

E. Report: First Responder Medical Training

Recently fourteen individuals completed First Responder Training at the Islesford Neighborhood House. This training was sponsored by The Town of Cranberry Isles and the first responders are a welcome addition to our community. Four trainees participated from Great Cranberry Island, and ten from Islesford.

Many thanks to everyone involved, especially Margaret Blank for coordinating the training, and Barb Fernald for coordinating the meals provided.

VII. MFC Report

A. Town Offices

No communications at this time.

B. Roads Maintenance

Facilities Maintenance Supervisor Bill McGuinness presents the Board of Selectmen with a proposed bid specs package for road paving. Plans for road paving this year include:

GCI: Dog Point Road, The Lane, Two sections of Harding Point Road, and one section of Main Road.

Islesford: The intersection of Main Street and the Fisherman's Co-op driveway, and Mosswood Road.

The bid specs include a work deadline of July 31, 2006, with a three percent bonus incentive for work completed before June 30, 2006. The bids are to be opened at the May 02, 2006 Board Meeting and contracts awarded upon decision of the Selectmen.

Phil Whitney moves to accept bid specs, and to approve distribution by Bill McGuinness. Dan Lief seconds the motion. **Motion passes.**

C. Manset Maintenance

No communications at this time.

D. Manset Business Development

No communications at this time.

E. Parking Administration

There are three proposed changes to this year's parking procedures:

- 1.) To charge \$5.00 per Manset Boat Sticker
This is to help defray the cost of printing.
- 2.) To raise the charge for parking spaces in both Manset and Northeast Harbor.

This is to help defray the cost of renting our spaces from the Town of Mount Desert, who raise the price each year. Last year we faced a deficit between the lease price and the actual income from Northeast Harbor spaces. Bill McGuinness and the parking committee will decide on the per space charge upon hearing from the Town of Mount Desert as to the lease price for 2006.

- 3.) To make the “shoulder months” of the parking season, May 15 - June 15 and September 15 – October 15, flexible vis-à-vis enforcement of space number and lot restrictions, in order to accommodate residents using the lots during these periods.

F. Town Property Inventory/Usage

In reference to Islesford Sand and Salt Shed construction, it is recommended by Dan Lief to hold off until the April Board of Selectmen’s Meeting, in order to get a better picture of what the master plan is for the Town Garage Property at Islesford.

G. GCI Store/Public Restroom

Phil Whitney reports that Clay Taylor has communicated to him that there may be some issues with land, in reference to The Cranberry General Store. Part of the store may be located on land not owned by The Town of Cranberry Isles. All new store plans are on hold at this time.

H. Trash Disposal

No communications at this time.

I. Wharves/Floats/Harbors

No communications at this time.

J. Grant Applications

Previously discussed. (See Section VI, A, New Business)

K. Leases & Tenants

No communications at this time.

L. Budget & Warrants

No communications at this time.

VIII. Other Business

Several Islanders attended a required National Incident Management Service Training in Ellsworth on March 02 and 03. Further training is upcoming at the Islands.

Some Islanders also attended a program provided by The Island Institute, and set up by our own Cyrus Moulton, dealing with insurance, training, and training standards for Island Fire Departments. New state mandates were discussed.

IX. Audience Communications

Nan Hadlock will not be able to attend the March 18, 2006 MFC Meeting. Phil Whitney will arrange for someone to take minutes for that meeting.

The next scheduled date for Town Assessor Matt Caldwell to be at the Town office will be Tuesday, March 14, 2006.

The annual town meeting will be on Monday, March 13, 2006, at 8:30 AM at the Islesford Neighborhood House.

There will be an organizational meeting of the Board of Selectmen immediately following The Annual Town Meeting on Monday, March 13, 2006.

The next regularly scheduled Board of Selectmen's Meeting will be on Tuesday, April 04, 2006 at Great Cranberry Island.

A reminder to all those officers that have been requested by The Selectmen- **Quarterly reports will be due for the April Meeting.**

X. Adjournment

Phil Whitney moves to adjourn the meeting. Town Clerk Denise McCormick seconds the motion.

11:34- Meeting adjourns.