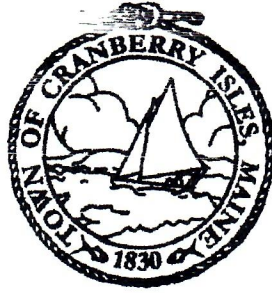


Board of Selectmen
Phil A. Whitney
Dan Lief
Orville E. Blank



Town Clerk / Treasurer
Denise McCormick
P.O. Box 56
Cranberry Isles, ME 04646

The Cranberry Isles Board of Selectmen Will Conduct Their Regular Monthly Meeting at the Islesford Neighborhood House, Islesford, Maine on Tuesday, May 3, 2005 at 8:30 AM.

AGENDA

- I Call To Order
- II Review of Minutes 4/5/05
- III Review / Signing of Financial Warrants
- IV Communications
 - A. Receipt: Request from Maine Municipal Association (MMA) for Nominations to MMA Executive Committee.
 - B. Receipt: Maine Municipal Association (MMA) Elected Officials Workshop Application. Workshop Date: Tuesday, May 24, 2005 in Orland.
- V Appointments / Resignations
 - A. Nominations: Annual List of Town Office Appointments
 - B. Designate: Parking Assignments Appeals Committee.
 - C. Appoint: Deputy Town Clerk / Treasurer / Administrative Assistant
 - D. Nominations: Acadia National Park Advisory Commission
 - E. Appoint: Fire Warden & Deputy Fire Warden

- F. Appoint: Town Tax Assessor
- VI Old Business
 - A. Report: Phil Whitney Attendance – Hancock County Law Enforcement Meeting
 - B. Status Report: 911 Great Cranberry Street Naming Ordinance
 - C. Status Report: Maine Department of Economic & Community Development – Annual Report of Income – Fiscal Year 2004.
 - D. Selectmen Signatures: Payroll Policy for ^{Semi-}~~Bi~~-Monthly Payments of Town Office Employees.
 - E. Selectmen Review & Signatures: Citizens Petition for Recall Ordinance.
 - F. Selectmen Signatures: Permission for School Superintendent robert Liebow to Sign School Payroll Checks.
- VII New Business
 - A. Selectmen Signatures: MDOT Refund Allotment Certificate for Annual Highway Reserve Refund.
 - B. Selectmen Signatures: 2005 Tax Commitment Letter
 - C. Briefing: Fire Warden Guidelines / Penalties
 - D. Proposal: Sell Old Islesford Fire Truck & Town Dump Truck. Develop Maintenance Program for Existing Town Dump Truck.
 - E. Request: CIRT Tenant Blair Colby: Permission to Cut Evergreen Trees on Adjacent Town Property.
 - F. Discussion: Selectmen Meetings Policy.
 - G. Discussion: Town Office Hours & Procedures.

- H. Discussion: Town Officials Travel Policy – Authorization & Payment.
- I. Discussion: Town Officials – Reporting Structure.
- J. Discussion: Town Purchasing Policies.
- K. Discussion: Manset Property Purchase Donor Money
- L. Discussion: Great Cranberry Island Store Lease.
- M. Discussion: Town Projects – Implementation & Management Policies.

VIII MFC Report

A. Temporary Town Office

- 1) Selectmen Signature – Valdina Lease
- 2) Selectmen Approval – Office Hours
- 3) Selectmen Approval – Telephone Procedures
- 4) Selectmen Approval – Mail Procedures
- 5) Selectmen Approval – Computer Procedures
- 6) Selectmen Approval – Security Procedures
- 7) Review - Office Equipment Purchased

B. Permanent Town Office

C. Roads Maintenance

D. Personnel & Staffing

- 1) Employee Meetings – Review Work Issues
- 2) Administrative Assistant – Starts Employment Immediately
- 3) Briefing – Review Reporting Structure

E. Manset Maintenance

- 1) Selectmen Signatures: Marsh USA Building Painting
- 2) Discussion: Tenant Water Line Issues

F. Manset Business Development

- 1) Status: Island Explorer Bus Stop – Cranberry Dock
- 2) Report: Tour of Property w/ SWH CEO Wilson
- 3) Proposal: Approve / Assign MFC – Initiate Manset Pier Construction Evaluation Project
- 4) Proposal: Approve / Assign MFC – Initiate Manset Newman Building Access Road Parking Evaluation Project
- 5) Proposal: Approve / Assign MFC – Review Islesford Restroom Operations

G. DOT Grant

H. Leases & Tenants

I. Financial Reporting & Budget

- 1) Budget Review – Accountant Tom McCormack
- 2) Formation: Budget SubCommittee
- 3) Formation: Warrant SubCommittee

J. Solid Waste Disposal

- ① Briefing: Islesford Public Hearing
- 2) Briefing: Proposed Islesford Temporary Trash Program – Summer
- 3) Briefing: GCI Solid Waste Transfer Program
- 4) Briefing: State DEP Letter – GCI & Islesford Trash Programs
- 5) Discussion / Vote: Island Trash Program Proposals

K. Parking Administration

- 1) Status: Parking Letters Sent
- 2) Status: Applications Received

L. GCI Public Restroom Project

M. Town Property Use Guidelines Project

- N. Suttons Island Dock / Harbor Project
 - 1) Discussion / Vote: Proceed w/ Project 2005
- IX Town Officer Reports
- X Other Business
- XI Audience Communications
- XII Adjournment

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

Cranberry Isles Selectmen's Meeting
May 3, 2005
Islesford Neighborhood House
Notes taken by: Cyrus Moulton

Head Selectman: Phil Whitnev
Selectmen: Edgar Blank, Dan Lief
Town Clerk: Denise McCormick
Municipal Facilities Supervisor: Bill McGuinness
Members of the public present: Malcolm Donald, Karin Whitnev, Bruce Komusin, Cyrus Moulton, Eve Harrison, Nan Folsom, Roy Hadlock, Margaret Blank.

I. Call to Order: Meeting was called to order at 8:32 am.
Thanks to Edgar for providing doughnuts.

II. April Minutes:

Denise mentioned that she did not receive a copy of the minutes. In the future it will be the Assistant Town Clerk who will take minutes and will be responsible for distributing minutes to all municipal officials: Selectmen, Municipal Facilities Supervisor and Town Clerk. Minutes will also be available on the Cranberry Isles and Islesford webpages.

Invoice from John Goodwin:
Bill has been trying to get in touch with John, has not been successful.
Selectmen will hold off on authorizing payment until discussion with John.

Appointments and Resignations:
Corrections: Kim Keene, not Kim Keane
Independent auditor: Wardman change to Wadman

Item 7 D: Maine Department of Education letter regarding school funding concerns in the aftermath of the Independent Auditors Report concerning Town of Cranberry Isles non-compliance with GASB #34 Financial Reporting Standards:

Phil sent a response letter on March 25th, explaining our reasons for noncompliance and asked for more time to address this... Dept. of Education was agreeable to this.

Dan Lief motioned to accept minutes
Edgar Blank seconded. All in favor.

III. Signing of Financial Warrants:

Discussion of Warrants:

Gray Enterprises Invoice: Selectmen insisted Gray have a truck ready to go last July. The bill reflects interest on the truck loan, which Gray Enterprises wants the Town to pay.

Selectman Lief recommended that we not address this at this time as the contract is being worked out... while there is nothing in the contract that says that the Town should pay for this interest, legal consul to Gray Ent. argues that the town is responsible. E. Harrison mentioned that a certain amount of good faith is inherent in these negotiations and that we should assume that, while the contract may not be complete, certain things may have been agreed to that are not reflected in the contract. P. Whitney recommended that we continue the process of working on the contract and not sign warrant until said contract has been resolved. D. Lief mentions a lot of facts have changed since the contract was initiated and the Town is being held up by the DEP. The issue will continue to be addressed.

Selectman Lief suggested that every warrant listed should have a name attached that shows the person responsible for that project so that we can be sure that somebody will know who to call in the future. Selectman Blank agreed and mentioned that he appreciated getting the warrants ahead of time.

Cranberry Isles Futures Group Invoice:

Selectman Whitney wished for clarification on whether the gas bills were for one month or for more than that. D. McCormick was unsure. Selectman Lief mentioned that this was a good example of why the suggestion that each bill have a name attached would be a good idea.

Fencing Invoice:

Selectman Blank felt there was a problem with paying for the fencing...we had contracted with Ed Gray to do it, and we were paying somebody else to have it completed. Selectman Lief apologized that he had gone through with the fencing without consulting the other selectman. He explained that the contract needed to be amended: the town paid for all the construction of the building, the concrete pad, the compactors and the gravel instead of Ed Gray, who paid for the truck. Thus, the contract that said Gray should pay for it should be amended. Selectman Blank indicated that we should fix the trash problem with the things that we have. If we have the truck, we should drive it around and use it to pick up trash. Selectman Whitney mentioned that we have scheduled a discussion on Solid Waste for later in the meeting and should wait to have a discussion at that time.

Adams Electric Invoice:

Invoice reflects work that should have been completed by Verizon, not Adams. Bill McGuinness mentioned that he was not there at that time, but that he checked the work and it seemed like Adams had done a very good job.

Warrant 24: Chaplin Bill:

Selectman Whitney wanted to clarify with Selectman Lief why the bill needed to be rewritten. Selectman Lief explains that the bill charges for barging services of \$1401.00, a service that requires a captain's license which Chaplin does not have. Thus Chaplin had asked that a new bill, reflecting the rewording of barging services and grading and gravel services as just services for grading and gravel, be exchanged and signed in place of the previous bill that was presented at this Selectmen's meeting.

Selectman Whitney stated that the town should not be doing business with somebody who had violated Coast Guard regulations by barging without a captain's license. Selectman Lief explained that the Coast Guard had discussed with Chaplin whether he had needed a captain's license or not for independent contract work. It is unclear whether a captain's license was necessary or not. Selectman Whitney indicated that he would sign the bill with the caveat that the town should not use any services if it is unclear that the work can be completed legally or not. Selectman Blank disputes the signing of the bill because he feels that the services being paid for are included in the Ed Gray contract. He feels that Ed Gray should cover the costs.

The following warrants are signed:

Warrant 19:	\$8892.83
Warrant 20:	\$350.00
Warrant 21:	\$6520.91
Warrant 22:	\$30011.14
Warrant 23:	\$12893.14
Warrant 24:	\$7396.88
Warrant 25:	\$4451.39
Warrant 26:	\$3986.98

IV. Communications

A. Receipt: Maine Municipal Association Executive Committee:

Looking for representatives from the Cranberry Isles: Selectman Lief mentioned that we have a lot on our plate, and unless we have discussed this appointment with anybody then we should not address it at this time. E. Harrison recommended that we keep this and similar positions posted where people in town congregate.

B. Receipt: Maine Municipal Association Elected Officers Conference: Workshop on May 24th in Orland. Selectman Whitney indicated that he would like to attend, noting the fee is \$20 for newly elected officials, \$40 for non newly elected officials.

Selectman Lief motioned that the town should cover expenses for any of the selectmen to go and encourage them to attend. Selectman Blank mentioned he would like to attend as well and seconded the motion. All in favor.

V. Appointments and Resignations:

A. The following appointments were made and accepted by the Selectmen:

Michael MacFarlan- term on Board of Assessment Review

Malcolm Donald- term on Board of Assessment Review replacing Bruce Fernald

Kate Chaplin- term on Board of Appeals

Evelyn Boxley- term on Board of Appeals

Steve Philbrook- term on Planning Board

Erin Fernald Gray- term on Planning Board, replacing Phil Whitney.

Discussion: M. Donald wanted to determine if there is any attempt at parity between the islands. Selectman Whitney indicated that yes there was, and that most boards have been successful about this. E. Harrison mentioned that first requirement should be a willingness to serve, but that on the Board of Appeals there were four Islesford residents and one member it was unsure whether she was serving at this time.

Debbie Wedge- Animal Control Officer (Great Cranberry)

Susie Krasnow- Animal Control Officer (Islesford)

Discussion: Selectman Whitney motioned pay for this position be \$14/hour. Selectman Blank seconded motion. All in favor.

Roger Peppard- Tax Assessor

Denise McCormick- Hunting and Fishing Licensing Agent

B. The following appointments were made but need to be signed:

~~Beverly Sanborn~~ and Ruth Westphal- Health Officers

Richard Beal- Constable

Discussion: Selectman Blank suggested that either Selectman Lief or himself be Constable on Islesford and serve in a witness role.

Edgar Blank- Selectman representative to Parking Assignments Appeal Committee:

Chris White, Malcolm Donald- MFC representatives to Parking Assignments Appeal Committee

Discussion: B. McGuinness mentioned that stickers will be out by May 15th. Explained the role of the committee: will conduct lotteries to figure out who gets spaces in the event of multiple people with the same amount of points, will review special considerations, will contact people about their parking spaces. E. Harrison mentioned that the town explain that this is a new process and that it is a trial period this Spring.

Selectman Blank motioned to accept this group and sign the necessary documents at the next meeting. Selectman Whitney seconded. All in favor.

C. Appointment of Deputy Town Clerk/ Administrative Assistant to the Town Clerk and Selectmen:

Discussion: Selectman Blank recused himself from discussion. Selectman Whitney explained background of process: He and Town Clerk McCormick interviewed candidates, and Whitney made the following recommendation based upon recent relevant work experience as related to anticipated duties. Mentioned

that all candidates were extremely well qualified and were capable of performing the job. Selectman Whitney made recommendation that Nan Folsom be employed by the Town. Selectman Lief seconded that recommendation.

D. Appointments to Acadia National Park Advisory Commission:

Discussion: Selectman Whitney motioned that we should post notice in town and postpone voting on this and then read the letter that the town had received. Selectman Lief suggested that Selectman Blank call the commission and ask for information about the position and whether they would still accept our nominations. E. Harrison mentioned that the town should inquire about fire fighting equipment available from the park, as the town of Tremont (where Acadia National Park also owns land) was able to procure fire fighting equipment from the park.

E. Fire Warden and Deputy Fire Warden

Discussion: There was some question about the process for this appointment. Selectman Blank stated that the Fire Warden is appointed by State with recommendation from the town, and it is a continuing appointment. Current fire wardens are E. Blank, Fire Warden, J. Bracy, Deputy Fire Warden.

VI: Old Business

A. Hancock County Law Enforcement Meeting: Selectman Whitney related his attendance at the Hancock County Law Enforcement Meeting and said that he felt that it was a good opportunity to get the Cranberry Isles represented in law enforcement discussions in the county and about getting increased county law enforcement on the islands. Town can appoint Constables, but they have no arrest powers. However, if the constable attends a two-week course at a police academy then they can have arrest powers. The course is 100 hours and he recommends that he discuss with the Hancock County Sheriff the possibilities for Cranberry Isles law enforcement and that he was personally interested in law enforcement issues on Great Cranberry and possibly becoming a Deputy Sheriff.

Discussion: Selectman Lief stated that he does not think that a Selectman should have arresting powers. E. Harrison stated she did not want anybody with a gun or arrest powers on the islands. Giving one person that power is the problem. It is more effective to have a group of people dealing with it. Selectman Lief recommended that Great Cranberry should investigate the problem and make a suggestion to the Selectmen. Selectman Whitney indicated that his suggestion to the Selectmen is that he discuss this issue with Bill Clark, the Hancock County Sheriff. M. Donald mentioned that town meeting voted down proposals for summer police officers. K. Whitney suggested that we address the issue at the Special Town Meeting.

B. Status Report on 911 Street Naming Ordinance:

Carl Brooks has been working on the ordinance and is looking at road naming, determining what is public vs. private roads, and other issues. Selectmen have received a

report and had all looked it over. Selectman Lief recommended that Carl Brooks coordinate with Hancock County and the local fire departments because some subsidiary issues are hanging up the process. There has been some misinformation and that the requirements for the islands are very different than the mainland.

C. Status Report of Maine Dept. of Economic Development Annual Report of Income for Fiscal Year 2004

Denise McCormick reported that she had contacted the person and sent her the necessary paperwork that was not completed in 1999.

D. Selectmen's Signatures of Payment Policy of Bi-Monthly Paychecks

D. McCormick reported that she and Wadman are working on the wording of said policy, and noted it is "semi-monthly," payment... not "bi-monthly" which means every other month.

E. Selectmen's Signatures of Citizen's Petition for Recall Ordinance

Once signed, the selectmen must hold a Special Town Meeting within 90 days. Wording can be changed in public hearings, not at Town Meeting, but once signed the Selectmen must act. Selectman Lief suggested that Hugh Smallwood, who is working on the project, be informed that this petition was accepted and that he work on preparing for the public hearings and amending the ordinance if necessary. Selectman Whitney read MMA requirements about the procedure for accepting petitions. Selectmen agreed with Lief's suggestion and signed petition to acknowledge that they received it, and they will work with Hugh Smallwood to schedule public hearings and other appropriate action in preparation for a Special Town Meeting in the summer.

F. Rob Liebow to sign checks for school

D. McCormick explained nothing needed to be signed by the Selectmen, the town just needed to record in the minutes that the Selectmen had approved this measure.

VII. New Business

A. Selectmen's Signatures for Highway Reserve Fund

D. McCormick explained that the Selectmen need to sign a document that certifies that the money from the state will go to a Highway Reserve Fund. All signed.

B. Selectmen's Signatures for the 2005 Tax Commitment Letter

D. McCormick said that they have not finalized the letter, and thus they cannot sign it at this point. Budget committee is working on the letter and will finish it by next month.

C. Fire Warden Guidelines

Discussion: Selectman Blank explained that the state fines \$10,000 for non-permitted fires. Due to recent fire on Swan's Island, the town really needs to be prepared in the event of a large conflagration which overwhelms local fire fighting capabilities. Fire wardens like to know when things are burning, some equipment that the permittee has should the fire get out of control, etc. Selectman Blank recommended that the Town work on setting up a system that addresses a

secondary plan should we have a fire that exhausts the town's fire capabilities. Selectman Lief recommended that Blank consult the fire departments and work with them to address these issues as well as clarifying the procedure for giving fines. Post rules, educate people, and give notice of enforcement. E. Harrison recommended that we also clarify and educate about the standards for a burn permit and the difference between permitted burns and beach fires, if there is any. Selectman Whitney moved to appoint Blank to represent the Selectmen and to meet with the Islesford and Great Cranberry Fire Departments as well as the Northeast and Southwest Harbor Fire Departments to coordinate methods for help on the islands and to write up educational materials about fire permits and the responsibilities of fires on the islands. Selectman Lief seconded motion. All in favor.

D. Town Trucks

Selectman Lief recommended that the town work out a maintenance schedule for the town truck and then store it in Manset. In addition, there is an offer on the small truck and we should appoint somebody to oversee the sale on this vehicle.

Discussion: E. Harrison mentioned that this is a large money item to sell and the town may have an obligation to post the bid. Selectman Lief recommended that we leave the meeting with authorization to work on the sale of the truck, find out whether we need to post the bid, and get rid of the truck. Selectman Whitney proposed to appoint a Selectman to find out whether we can legally sell the truck without putting it out to bid, if we can then we should sell it. Selectman Lief suggested that the legality is the most important and one or more people should be charged with checking that process, we should find out the correct price (both from Dana Haynes and blue book value), sell it with or without the bid process as necessary. N. Folsom inquired "what is the truck?" D. McCormick said it was 1992 GMC Sierra Truck with sander equipment. E. Harrison stated we should put it to a bid process so that we make sure that it is done because there is interest on the island in the bid process. Selectman Blank was appointed to researching the value of the truck and organizing the bid process. D. McCormick recommended that we also look into listing the old Islesford fire truck.

Selectman Lief motioned that Selectman Blank assess the condition of the town truck, determine the necessary maintenance, and store it in Manset for the summer. Selectman Whitney seconded. All in favor.

E. CIRT request to cut trees on Town Property

Blair Colby would like to remove evergreen and birch trees on town property. Selectman Whitney was present at the last CIRT meeting where this was presented and looked at the proposed area as a Selectman and as an abutter, and he did not have a problem with the proposal.

Discussion: M Donald wondered whether trucks would be removed from the gravel pit and put on this area.

Selectman Lief motioned that we allow Blair to cut the trees with the understanding that he would work with the Town on regulations for storing trucks in the gravel pit. Selectman Whitney seconded and said he will contact Blair about that issue. All in favor.

F. Regulations for Town Business:

1. Selectmen's Meeting Policy:

- a) 1st Tuesday Each Month
- b) Locations Alternate Between GCI & Islesford
- c) Promote Maximum MFC Member Participation
- d) Facilities Maintenance Supervisor – Attendance Required
- e) Town Clerk – Attendance Required
- f) Deputy Town Clerk - Notetaker
- g) Island Institute Fellow – Attendance Requested

Selectman Lief motioned to accept. Selectman Blank seconded.

2. Town Office Hours:

- a) Islesford – Town Office Open M thru F, 0900-1500
- b) Islesford – Town Office Public Business Hours M-W-F, 0900-1500
- c) GCI – Proposed One-Day-Per-Week (Future)
- c) Selectmen Have Final Approval - Office Hours

Changes: E. Harrison mentioned that people are looking for the office to be open Mon-Fri. Selectmen responded that they anticipate that somebody will be at the office at other times, but officially the office hours would be 9-5 on Mon. Wed. and Fri.

3. Telephone procedures:

- a) (207) 244-4475
- b) (24) Hour Answering Machine
- c) Town Clerk Checks / Refers Call Each Weekday Morning
- d) Emergencies – Call Town Officers Directly

4. Town mail

- a) P.O. Box 56, Islesford, ME. 04646
- b) Town Office – Receives All Town Business Mail
- c) Town Clerk Reviews Mail – Date Stamps, Copies, & Distributes as Appropriate
- d) Mail Boxes Established in Town Office
- e) Mail Box - Each Selectman, MFC Chairman, Maintenance Supervisor, Tax Assessor
- f) Urgent Selectmen Mail - Selectman Chairman Notified
- g) Town Mail First Received Elsewhere – Must Forward to Town Clerk

Discussion and Changes: Selectman Lief suggested that somebody discuss this with Joy Sprague, who has indicated that she needs to hear from the Board of Selectmen... Denise cannot go and request mail that has been addressed to another person without Selectmen's approval.

5. Computers

- a) One Desktop – Town Clerk Usage Only
- b) One Desktop – Shared
- c) One Laptop – Shared
- d) Town Clerk Creates Backup Disks - Daily
- e) Backup Disks Currently Stored - Islesford Town Office

Discussion and Changes: Selectman Lief suggests that we have town backup security policy written out and agreed upon by Selectmen and Municipal employees. Eliminate that backup disks will be held at GCI town office. B. Komusin mentioned that there was a need for a way to email the town, Selectmen responded that this will be set up by next Selectmen's meeting.

6. Security

- a) Town Office Doors Secured w/ Locks
- b) Town Clerk Controls Keys
- c) No Access Outside M thru F Office Hours w/o Town Clerk Approval
- d) No Access Upstairs Except Three Valdina Family Members

Discussion and Changes: D. McCormick would like to know if somebody is in the office after hours, but the issue is that town documents do not get touched. E. Harrison mentioned that it isn't a question of whether Denise minds whether people come in, but what is the liability of people going into the town office. Selectman Lief mentioned that we need to consult with the MMA and figure out the liability issues. Selectman Whitney recommends that Denise controls the keys to Town Office and lets out the keys as necessary for the next 30 days and then readdress. Selectman Whitney says he will look into MMA requirements and determine the liability issues. Selectman Lief mentioned that we need to thus refigure the office hours and make sure that the office is accessible. We need to have a better clarification on what times the Town Office needs to be open for business, what that business is that will be available for this time, and that the town employees can access the Town Office.

Selectman Lief moves that we accept sections 3-5, and that Denise will control the keys and let them out as necessary for the next 30 days and reevaluate.

Selectman Blank seconds. All approve.

7. Town Officials Travel Policy

Discussion and Changes: Selectman Whitney suggests that we have a list of people who can ride on the ferry for town business and can put it on a 10-ride ticket. B. McGuinness suggests that individuals are responsible for buying a 10-ride ticket and then get reimbursed by the town.

Selectman Lief makes a motion that people cannot get on the boat and charge the ride to the town. The following people will be authorized to submit tickets to the town for reimbursement, and Denise will be responsible for doing the reimbursement: Members of the Comprehensive Plan Committee, members of the MFC and elected officials of the Town. Put a date by the use and a few word

Add: Members of Planning Board
Members of Board of Appeals
Employees of the Town

explanation. N. Folsom suggested that the Town Clerk devise a form by which reimbursements can be tracked and included. Seconded by E. Blank All in favor.

8. Job Descriptions:

P. Whitney recommends that the Deputy Town Clerk report to the Town Clerk and that she be responsible for coordinating work needs with the needs of the Selectmen.

Discussion and Changes: D. Lief mentioned that it is a positive thing to have a supervisor, but that the Selectmen will be needing additional assistance.

9. Town Purchasing Policies

P. Whitney recommends an amount not to exceed \$1000 per purchase for items that are to be made by town employees which would apply to budget items approved by the Selectmen.

D. Lief recommended that we add that the purchaser talk with one of the Selectmen or Chairman of the Municipal Facilities Commission to determine that the purchase is in a budget and is a reasonable expenditure.

MFC Expenditures

P. Whitney recommends an amount not to exceed \$5000 per purchase for budgeted items that the MFC can expend without obtaining approval at a Selectmen's Meeting, pending approval of the MFC chair.

E. Harrison suggested that an additional person be responsible for approval. That person will be a Selectman.

10. Town Projects Implementation Procedures: -

D. Lief moves to accept policies as written. E. Blank seconded. All in favor.

G. Manset Fund

D. Lief moves that we ask the MFC to make sure that donors are aware of the possible usage of the fund and that they make the best decision, in accordance with the wishes of the donors, to use the money in the fund. E. Blank seconded. All in favor.

H. Great Cranberry Island Store

Clay Taylor made a proposal that the Town rewrite the lease that was given to the previous owner of the store and have it applied to her, as the new owner. The lease will extend to the end of the year and then be reworked with permission to install new plumbing in conjunction with public bathrooms for the town.

Discussion: Selectman Lief questioned whether the State would approve the holding tank system and what would happen if they didn't. Clay indicated that she first needs the lease in order to begin addressing the potential problems with the plumbing. Selectman Lief wondered whether the town should have a short term lease for something that could be deemed illegal in the future.

Selectman Lief moved that the Selectmen approve a 1-yr lease along the lines of the previous lease with the approval of the Town Attorney and with the understanding that the Town recognizes the inherent plumbing problems and will work with Clay to deal with these problems before entering into a long-term agreement. E. Blank seconded the motion All in favor

VIII. MFC Officer's Report

Selectman Whitney explained the MFC website which lists the projects that we are working on, who is in charge of the projects, and documents involved. B.

McGuinness submitted the following

A. Temp. Town Office

Wiring has been done, phone and fax are attached. Furniture has been ordered and about half of it has arrived, rest will be delivered in the next two weeks. Office equipment is sufficient. Everything that is owned by the Valdinias has been moved out of the downstairs or moved to an area where it is out of the way of Town Business. Denise and Bill have moved into the building. The computers have arrived and will be installed ASAP.

B. Roads Maintenance

SW Cole will be coming out May 13th to both islands and fix the most pressing potholes. SW Cole wants to have this as an opportunity to show the work that they can do.

Discussion: E. Harrison mentions that she has major problems with the analysis which was done by SW Cole and these things should be addressed before we commit to the projects that they have proposed. She will look at the report and give input back to the Selectman.

C. Manset Maintenance

B. McGuinness met with a plumber to get the water turned on at the Manset facility and has heard no complaints from Steve Pagels about heat or water problems. The second water line runs from water main to the building but is not connected. Is trying to line up a plumber to get that connected and has yet to hear back from John Goodwin.

Mansell Rd. House

The painters have not yet begun due to rain. The painting estimate was given at \$12,000 with a deposit of \$2500 approved at this meeting. \$2500 will be given halfway through the job, and then the remainder at the termination of the project. There is some confusion about where the money for this project comes from; last year's Manset Maintenance fund, next year's, or somewhere else. Selectman Blank notes that he has misgivings about approving the initial \$2500 dollars if he was unsure whether the money was in the Manset Maintenance fund.

D. Lief moves that we accept the proposed estimate and tell them to begin the painting.

P. Whitney seconded

D. Wharves, Floats and Harbors

Wharves have begun to be put in. Ramps are in at Manset, but small connectors need to still be built. Ramps will be in on the islands by the deadline. New finger floats have not been ordered and B. McGuinness will look into that

E. Parking Administration

Letters have all been sent out, stickers are ready and the processing of applications has begun.

F. Cranberry Isles Restroom Projects

GCI- will talk with Debbie Wedge about resuming cleaning the bathroom.

Islesford- contacted cleaners about the bathrooms.

Selectman Whitney began addressing remaining MFC Report topics not covered by B. McGuinness' report.

G. Personnel and Staffing Policies

Selectman Whitney recommends that employees continue to have tax deductions taken out of their paychecks as normal.

Discussion: Selectman Lief mentioned that he was confused about the issue and he would like to understand exactly why taxes need to be taken out in some cases and not others. He recommends that the town continue to withhold taxes but that we should investigate the issue and come up with a town policy on employees based upon legal advice and what other municipalities have done. E. Harrison suggested that the distinction may be between town employees and independent contractors hired by the town.

Selectman Whitney moves that we accept the policy that the employees currently employed by the town have their taxes taken out of their paychecks, and that the town continue to research the issue and that until evidence to the contrary is presented, taxes will continue to be taken out. Selectman Lief seconded. All in favor.

H. Manset Business Development

Selectman Whitney reported that he met with Tom Crickelair of Island Explorer and subsequently with SW Harbor Selectmen to establish an Explorer stop at the Cranberry Dock at Manset which will be in place for the summer.

Selectman Whitney proposed that the MFC initiate a study of the Manset Pier to determine its needs and the costs associated with all weather accessibility and vehicle accessibility. Selectman Lief seconded the proposal. All in favor

Selectman Whitney proposed that the MFC initiate a study to determine possibilities of putting a road through the Manset building to access the parking area on both sides of the building. Selectman Lief seconded the proposal. All in favor.

I. Financial Reporting and Budget

MFC and Selectman are looking very critically at exactly what the town spends money for and how much it spends. Working with Accountant Tom McCormick, the MFC formed two committees: a budget subcommittee to determine our budget and a warrant subcommittee that ensures that warrants are prepared accurately.

J. Municipal Solid Waste:

Selectman Lief explained that the town entered into a 9 year contract with Ed Gray that has never been implemented because permits for a transfer station were never given. In

that contract, equipment was supposed to be purchased by Ed Gray with money from the town that he would pay back. The only thing that Ed bought was a truck that he has not been using and is now paying interest on. Last July, the town bought that truck and so now the town owns everything. Now we need to rework the contract and make it feasible for this summer.

Great Cranberry Gravel Pit- 6.5 acres, a perfect site for a transfer station. Area was graded by the town for work for a sand and salt shed which now has a compactor. But this is 25 ft from the abutter. They were not happy with the fact that the town had put the compactor near their land without their permission, but will agree to the transfer station if it is moved at least 100 ft. away from their property line. This will require new grading and a new concrete pad. P. Whitney mentioned that as an abutting land owner, he would recuse himself from any votes on the matter.

Islesford- Abutting land owners have not given consent to a transfer station either in the gravel pit or next to the town garage.

DEP has also told the town that it needs to get out of the gravel pit by the middle of May. There are a few longterm solutions: Roadside pickup

A new site

Solid-waste drop off one day a week.

DEP has taken a variety of positions concerning permitting: now it seems to be that we need to analyze our waste stream and determine an appropriate result.

A temporary solution for this summer must be found. This will require that the town adopt: roadside pickup

Solid waste drop off one day a week

Discussion: C. Thomas noted that now cardboard can never be put into waste stream and that will be a huge difference to the bulk and the amount of waste being collected on the island. B. McGuinness noted that at present, the town is subsidizing a number of island businesses who contribute an enormous amount to the waste stream. Selectman Lief responded that nothing right now is long-term and when the town needs to change things, it will be done. It will be easier to start with the drop-off plan then we can get to roadside. N. Folsom stated that roadside is more convenient, but drop-off is much easier to enforce rules about what can and cannot go into the garbage.

Budget- see attached

Selectman Lief proposes that, for the Great Cranberry Gravel pit, we get the consent of abutting landowners to have a transfer station no less than 100 ft away from their property lines and that we will come back with a budget for completing the project at the June Selectmen's meeting. Selectman Blank seconds

Selectman Lief proposes that the Selectmen proceeds with temporary plan of solid waste drop off with the budget as proposed and that the Selectmen and Bill McGuinness work to make that work this summer and work on a long-term solution this fall. Selectman Whitney seconds. All in favor.

K. Sutton's Island Harbor

E. Blank reported that he is going to drop two buoys in the Sutton Harbor channel and will see if they are helping or hindering accessibility according to those who use the harbor.

Discussion: B. McGuinness wanted to know if the buoys would enable Cranberry Cove Ferry to get into Sutton's and thus do we need to make a rule on parking that Sutton's Island residents should automatically get Northeast Harbor parking. E. Harrison mentioned that she was unsure that the report justified the need for repairs to the Sutton's Island pier. It looked to be in pretty good shape and did not think that it needed to be corrected immediately. C. Moulton noted that the report suggested that the two projects be combined because it would be cheaper to get Prock Marine to come once and complete two projects at the same time, then twice. E. Harrison stated that she was unsure whether Prock Marine was even needed for the wharf project.

D. Lief moves that E. Harrison and E. Blank are authorized to proceed with the Sutton's Island project, preferably to just do the channel, but to do both dredging and the dock if there is a significant difference in price (greater than \$5,000) that would be incurred should Prock Marine need to make separate trips.

P. Whitney specified that E. Blank was the supervisor in charge of the project and seconded. All in favor.

IX. Other Business:

A. Letter from Clay Taylor regarding speeding on Great Cranberry Island and Requesting Speed Bumps between the gravel pit and the Oppenheimer house:

Discussion: Selectman Whitney notes that we have no input from the other residents of the island who live on the road and who will be affected by the bumps, and thus should try to get a broader opinion on the issue. Selectman Lief mentions that the town should act on this, and other complaints, about speeding on Great Cranberry. K. Whitney notes that there are lots of stretches of open, straight road on the island similar to the place Taylor describes. Can we have speedbumps everywhere there is a straight road?

D. Lief moves that we have a public hearing about speeding on Cranberry Island and we will write a letter to Clay Taylor explaining this. Selectman Whitney seconds and will write the letter. All approved.

B. Letter from Robin Richman, President of CI Future's Group, Concerning Grading the turnaround at the Cranberry Isles gas pump:

Discussion: Selectman Lief is unsure which turnaround this is in reference to, and whether that is Town land. He is also wondering whether the lease that the Future's Group signed gives responsibility for maintenance of the road to the Town or to the Future's Group. E. Blank suggests that they look at the lease and see who is responsible for managing that road.

The selectmen will call Robin and suggest that she come to the next meeting with a quote for the project.

C. Selectmen's signatures:

1. Trio Software Package- Selectmen signed a warrant to buy an update to the Trio software.
2. Joy Road parking lease
3. Islesford Dock liquor license

P. Whitney suggests we adjourn at 4:37 p.m. E. Blank seconds. All in favor.