

Selectmen's Meeting Minutes

5 April 1999

The Selectmen's Meeting for the Town of Cranberry Isles, Maine was called to order by Chairman Kate Chaplin at 08:50 AM. The Selectman/Secretary was advised that meetings on Islesford are usually convened at 08:30 AM to facilitate completion of all business prior to arrival of the 11:30 AM mail boat. The Town Clerk, Frances Bartlett, was present along with five island residents (1 Great Cranberry, 4 Islesford). The agenda items were taken in the order posted by public notice for this meeting:

1. Opening of Bids for Pier Repair First order of business was the opening of bids for repairs to the Great Cranberry Island public pier. There were five bids received by the Town Clerk in the following amounts:

<u>Bidder</u>	<u>Amount of Bid</u>	<u>Alternate Bid</u>
Shotcrete Systems, Inc.	\$37,650	
Intercoastal Marine Transport & Construction, Inc.	\$43,800	
John W. Goodwin, Jr.	\$63,056	\$53,807
Courtney W. Chaplin	\$66,708	
County Concrete & Construction Company, Inc.	\$97,200	

Selectwoman Kate Chaplin excused herself from discussions and selection of a bid winner to prevent conflict of interest during the selection process since her husband, Courtney Chaplin, was a bidder. Shotcrete Systems, Inc., while proposing to install substantially all of the bid specification, took exception to item #3 and item #4 of the specifications. Item #3 specified certain requirements for reinforced concrete or use of precast concrete planks. Furthermore, Shotcrete Systems indicated that they did not plan to comply with Item 2.1a which called for the removal of all asphalt topping on the existing stone pier section, placement of Erosion Control Geotextile Class A, and such quantities of aggregate sub-base course-gravel to present a clean work surface. The Selectmen, and town residents

present, did not consider Shotcrete System's bid in toto to be responsive to the specifications. In a subsequent call to the State of Maine Department of Transportation, the State's Project Manager for this pier project, Andrew MacDonald, also did not agree with the responsiveness of this bid.

The bid from Intercoastal Marine Transport & Construction, Inc. indicated that either precast concrete planks or poured in place concrete could be undertaken for the same price of \$43,800. The Selectmen chose Intercoastal Marine Transport & Construction as successful bidder. All other provisions of the pier repair bid specification were accepted, with an indication that Stamped Shop Drawings would be provided once notified by the Selectmen as to choice of concrete installation methods and before any work commenced. It was noted by a member of the audience that Intercoastal's bid was received by the Town Clerk by FAX contrary to the bid specification. The Selectmen voted to waive this requirement, while instructing Selectman Beal to indicate in the Letter Contract that the Town of Cranberry Isles wishes to impose a penalty of \$100/day for each day beyond 20 June 1999 that work is not completed on pier repairs.

The **Agreement and Indemnification** letter for the renting of the *Shoreward Dock Company* pier on Great Cranberry during the months of May and June 1999 was discussed with instructions to R. Beal to rewrite the letter removing the identification of *Beal & Bunker Company* as the only company authorized to use the pier. It was the desire of the Selectmen that all persons seeking to discharge passengers or packages at this rented private pier during these two months, while the public pier was undergoing repairs, should be able to do so and not just the *Beal & Bunker Company*.

2. Request of Tax Assessor (Gary Blanchette) for notification of Islesford property owners of 25-50% increase in property valuations.

Chairwoman Kate Chaplin indicated that the letter she received from Tax Assessor Blanchette for publication in the annual Town Report contained a notification paragraph which was left off during the composing/printing process. Town Clerk Frances Bartlett indicated that she would send out a letter to each Islesford property owner containing Tax Assessor Blanchette's notification. The particular paragraph in the assessor's letter which was missing states:

“Real estate sales which have occurred on Islesford during the past three years demonstrate that the land assessments on that island are significantly below market value. In an effort to achieve equity amongst property owners within the Town, owners of Islesford land may anticipate their land assessments to increase 25 to 50% this year.”

3. Repairs to drainage system bordering town parking lot Great Cranberry:
Selectman Beal explained that the eastern side of the town parking lot on Great

Cranberry appeared to be a naturally occurring drain for the fields and land in the center of the island. This water was flowing behind the Town's public toilet accommodations filling the sewage holding tank. Two points were germane to the problem: (1) the natural drainage had no place to go except pool between the Fred Moss property (Beal & Bunker Co. office) and the Town's public toilets, and (2) the holding tank for the public toilet sewage tank was not properly sealed at the time of construction thereby allowing water to seep in and fill it. An estimate to seal the sewage tank will be obtained. Installation of a culvert to drain storm waters to the ocean is not permitted by law so an alternative such as draining to the east of the Moss property may be possible, allowing storm water to drain into the small pond belonging to Jack Wallace and Wini Smart.

4. Drainage and culvert repairs on Great Cranberry and Islesford:

Selectman Beal indicated that there were a number of drainage problems on both islands and inquired as to the mechanism to be employed for getting culverts replaced and drainage ditches cleaned. The Town has budgeted \$35,000 for the maintenance of roads but as Selectwoman Chaplin pointed out few people will be stepping forward to work at \$10.00/hour to undertake these projects. Selectman Phillips indicated that usually the task of identification of a problem, the hiring of a contractor or person(s) to make the repairs and provide materials, and the monitoring of work performed was left to each islands' Road Commissioner. If the work amounted to more than \$1000 than the work package should be brought before the three Selectmen for approval. Road Commissioners are: Richard Beal for Great Cranberry and Maurice Phillips for Islesford. [While there are roads on Suttons Island they have been allowed to grass over and are now mowed with no cars allowed. On Baker Island there is one town road which is no longer maintained.]

5. Notice to School Board on need to paint Longfellow School building:

Selectman Maurice Phillips, prior to the Selectman's Meeting, spoke to a member of the school board about the need for paint. An estimate will be obtained and included in the Year 2000 budget. Selectmen Beal pointed out that the Great Cranberry Library has indicated a willingness to also paint the Library portion of the building since they are joined by a common entrance and this would keep the appearance uniform.

6. Issuance of bid notice for annual pier repair services for Great Cranberry, Islesford and Sutton Islands:

The current contract with Courtney Chaplin will be continued for 90 days while a Bid Notice/Solicitation is published. The Selectmen agreed that a more structure process with signed contract is required. This process also needs to begin with a bid specification rather than an expression of work required in the Bid Notice.

7. Request of Ladies Aid Society, Great Cranberry: Selectman Beal indicated that the Town owned a large antique pot belly wood stove which is currently located at the Cranberry General Store, Great Cranberry. The store's owner, Barbara Stainton, wishes to utilize the space now occupied by this stove which is not hooked up for operation. Because of its historical value and age [stove used to heat the town hall for more than 60 years] the Ladies Aid Society has volunteered to accept custody of this stove and maintain it within the Society's building next to the Congregation Church. By unanimous vote the Selectmen agreed to turn this stove over to the Ladies Aid Society on a permanent loan basis with authority to make repairs as required to put it back into operation such as welding seams and mending the metal legs. A letter to this effect is to be prepared by the Selectman Secretary.

8. & 9. Snow Plowing Contract and Trash Removal Contract: Specifications for both of these contracts need to be prepared and advertised for bids. In the interim both contracts now in force will be continued for a period of 90 days. Selectman Beal indicated that the snow contract is for Great Cranberry, since Islesford maintains a Town truck and hires men by the hour to plow, and that he has obtained a copy of the bid specification on snow removal from the Selectmen of Winter Harbor to use as a guide. A comprehensive specification, tailored to Great Cranberry's requirements will be prepared for the next Selectmen's meeting.

10. Other Business:

A. Selectwoman Chaplin indicated that the Cranberry Island Realty Trust (CIRT) is interested in purchasing the Eric Lake property on Islesford. CIRT has been awarded a community block development grant for development or acquisition of low income housing within the Town of Cranberry Isles. By special Town Meeting held in January 1999, the Town voted to support the CIRT grant application by showing a good faith commitment for this project with an allocation of 4 acres of town land on Great Cranberry. Kate Chaplin's concern is for the back taxes presently due the Town on the Eric Lake property. The Town Clerk needs to issue a tax lien on this property reflecting the fact that back taxes due are: 1996: \$909.44; 1997: \$925.68; and 1998: \$925.68 for a total of: **\$2,760.80** which Clerk Frances Bartlett said she would undertake to do.


B. Selectman Beal indicated that he had received a large document package from the State of Maine Department of Transportation, Community Services Division, Local Roads Center. This package contained information on Sand & Salt Sheds which are needed on both Great Cranberry and Islesford. DOT has asked that the Town provide whenever possible a "Municipal Preliminary Plan" for sand and salt

shed now on the island. Peter M. Coughlan, P.E. is the Director of the DOT Community Services Division and will be point of contact as this project develops. {Note: The Town at its 1999 Annual Meeting agreed to establish a garage building trust fund with an allocation in 1999 of \$10,000.

- C. Discussions arose about the previously approved switching of the Fire House with the Town Garage on Islesford. The Town owns both buildings, however, the Fire Department is currently required to store one truck behind the other due to space limitations in the building now occupied which is attached to the Islesford Elementary School. The offer from the Islesford Fire Club was to swap between the two buildings and the club would undertake at its expense renovations to the current Town Garage by adding overhead doors for a two bay garage and installation of a heating system. The club would pay for heating the new fire house. Two residents in the audience objected to this earlier decision by the Selectmen and challenged their authority to make such a swap in use between the two buildings. Selectwoman Chaplin indicated that she would seek an advisory opinion from an attorney within the Maine Municipal Association.

[Note: The Maine Municipal Association indicated in a return call 5 April to Selectwoman Chaplin that with the Town's present Charter a decision on swapping services or uses for these buildings probably should be by vote of the citizens at a Town Meeting. Accordingly, Selectwoman Chaplin as Chairperson of the Selectmen talked with Selectman Beal and will do the same with Selectman Phillips about holding a Special Town Meeting in conjunction with the May 1999 Selectmen's Meeting. A formal notice of this Special Town Meeting will be published at least two weeks prior to May 3rd.]

The next Selectmen's Meeting is scheduled for 3 May 1999 at 09:00 AM at the Fire House on Great Cranberry Island. The meeting was adjourned at 10:50 AM.


Richard F. Beal
Selectman (Secretary)