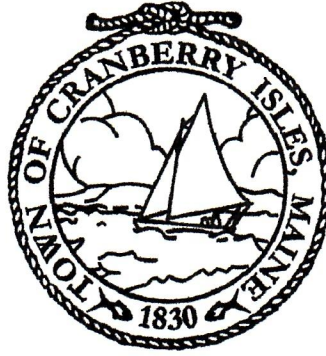


BOARD OF SELECTMEN

DANIEL S. LIEF, CHAIRMAN  
AARON W. GRAY  
RICHARD F. BEAL

TOWN CLERK / TREASURER

DENISE Mc CORMICK



MUNICIPAL ADVISORY COMMISSION

M. DONALD, M. FERNALD  
E. HARRISON, J. PICKERING  
L. PRATT, F. REECE, C. WHITE

FACILITIES SUPERVISOR

ERIC DYER

## NOTICE

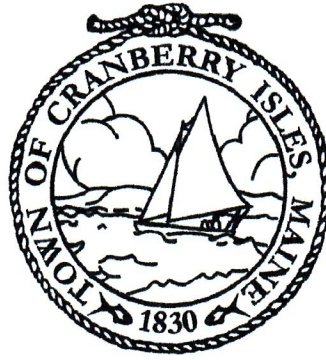
The Cranberry Isles Board of Selectmen will conduct their regular monthly meeting on Tuesday August 12<sup>th</sup>, 2008 at 8:30 AM at the Islesford Neighborhood House.

## AGENDA

- I. Call to Order
- II. Review / Approval of Previous Meeting Minutes
- III. Review / Signing Financial Warrants
- IV. Communications
  - A. Kate Fernald Letter
  - B. Francisca Drexel Letter
- V. Appointments
  - A. Harbor Committee Member
  - B. Shellfish Warden
- VI. Old Business
  - A. LCI Municipal Garage
  - B. MARSH Furnace Replacement
  - C. Road Work
  - D. MSW Revised Contract
  - E. Employee Benefits
  - F. GCI Dock Repairs
  - G. E911 Addressing
- VII. New Business
  - A. Quarterly Reporting
  - B. GCI Snow Removal and Sanding Contract
  - C. Manset Seawall Contract
  - D. GCI Float Bids
  - E. RJD Appraisal 2009 Reevaluation Contract
- VIII. Other Business
- IX. Audience Communications
- X. Adjournment

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**Board of Selectmen's Meeting Minutes  
Tuesday, August 12, 2008  
Islesford Neighborhood House**

**Attendance:**

Dan Lief, BOS Chairman  
Aaron Gray, BOS  
Richard Beal, BOS  
Eric Dyer, Facilities Supervisor  
Denise McCormick, Town Clerk  
Nanette Hadlock, Deputy Clerk  
Malcolm Donald, MAC  
Lise Pratt, MAC  
Phil Whitney  
Geoff Wadsworth  
Courtney Chaplin  
Kate Fernald  
Jeff Berzinis  
Patricia Bailey  
Kelly Sanborn  
Blair Colby  
Roy Hadlock

- I. Call to Order:** 8:24 A.M. by Chairman Dan Lief.
- II. Review / Approval of Previous Meeting Minutes**  
Richard Beal moves to accept the July 01, 2008 Board of Selectmen's Meeting Minutes as written. Aaron Gray seconds the motion, with a unanimous vote by Dan Lief. **Motion passes.**
- III. Review / Signing Financial Warrants**

|                            |                  |
|----------------------------|------------------|
| Warrant # 34:              | 6060.34          |
| Warrant # 35:              | 271.58           |
| Warrant # 36:              | 5076.08          |
| Warrant # 37:              | 4992.62          |
| Warrant # 38:              | 17731.60         |
| Warrant # 39:              | <u>226635.29</u> |
| <b>Total: \$ 260767.51</b> |                  |

All warrants were signed by the Selectmen.
- IV. Communications**



**A. Kate Fernald Letter**

A July 15, 2008 letter has been received by the Selectmen from Islesford Resident Kate Morse Fernald. Mrs. Fernald writes her letter "out of concern of how the July 08, 2008 Special Town Meeting was conducted" and feels "that the way in which the directive of voters was gained by the board did not follow best practice of the towns procedures." Mrs. Fernald was present at today's Board meeting and further states that she feels there are too many special town meetings held, and making these meetings for individuals who reside off-island is difficult. Mrs. Fernald would like to see meetings held in the evening for work force attendance to be possible. The Board of Selectmen acknowledge Mrs. Fernald's concern and assure her that the Maine Moderator's Rules of Procedure is adhered to and special town meetings are held with adequate notice when necessary to conduct Town business.

**B. Francisca Drexel Letter**

Francisca Drexel, via telephone request to the Town Clerk, has asked that Slow Children Playing signs are posted near her house on Sandbeach Road to remind drivers to slow down for children. The Selectmen advise the Facilities Supervisor to order six such signs for placement at Islesford and Great Cranberry. Selectman Beal also requests two signs be ordered for placement at Great Cranberry; the Facilities Supervisor to speak with Mr. Beal for the exact language for the signs.

**V. Appointments**

**A. Harbor Committee Member**

The Harbor Committee has recommended that alternate Harbor Committee Member Sally Rowan be appointed as Member of the Harbor Committee to replace a vacancy created by resignation of David Thomas.

Richard Beal moves to appoint Sally Rowan as Harbor Committee Member with term to expire in 2009. Aaron Gray seconds the motion, with a unanimous vote by Dan Lief. **Motion passes.**

**B. Shellfish Warden**

The Selectmen have received a denial of currently appointed Shellfish Warden Wendy Rackliff, due to her failure to pass a background check as required in Department of Marine Resources Regulation Chapter 4.20, section E.

Nickolas Hadlock of Islesford has expressed interest in the clam warden position. He understands that there is a two day required training and is willing to attend. He also understands there will be a background check performed by the Department of Marine Resources for the position.

Richard Beal moves to appoint Nickolas Hadlock as Shellfish Warden with a term to expire in 2009. Dan Lief seconds the motion, with a unanimous vote by Aaron Gray. **Motion passes.**

**VI. Old Business**

**A. LCI Municipal Garage**

A public hearing was held on August 11, 2008 at Islesford where plans for a new municipal garage at the gravel pit site were presented to the audience for discussion. The design has two 30'x36' rectangles which are attached. The ambulance bay will have its own entrance. Abutting property owner David Palavanchuk requested that the building be erected fifteen feet from his property line instead of ten feet as planned. The Board of Selectmen is still considering windows and a bathroom at this point in the planning. The Selectmen will rework the contracts with Dunbar and Brawn and John Goodwin, JR for the new plans



and site. The Board is also continuing to work with Civil Engineering Services as consultant for the project.

Richard Beal moves to get on with the building of a municipal garage, using existing contracts, negotiating where necessary to keep those contracts in force, continuing to use Civil Engineering Services and their engineer, the garage to be located in the Islesford Gravel Pit. Aaron Gray seconds the motion, with a unanimous vote by Dan Lief. **Motion passes.**

**B. MARSH Furnace Replacement**

Two proposals have been received for the replacement of the furnace at the building leased by Marsh USA at the Manset property.

1. Northeast Plumbing & Heating Company:

- To swap out existing boiler with Veissmann VR150 and line the chimney is: \$7080.00
- To swap out using NTI 200-C combo LP on demand heat/hot water Boiler, Direct Vent is: \$11,500.00
- To use NT1 Trinity 200 with existing Boilermate is: \$9,500.00

2. H G Reed:

- To change out the existing Boiler with a Biasi SG6R cast iron boiler with a Riello Burner. Price includes material, tax and labor to complete is: \$5095.00
- To replace the existing oil line with a coated IOL Lane to bring it up to code. (We need to do this any time we are working on a heat system that does not have this already done.) is: \$229.00
- To provide and install a stainless steel chimney liner. (Code does not allow us to hook a boiler into an unlined chimney.) This price is providing there are no obstructions in the way when we go to put the one piece liner into existing chimney is: \$1695.00
- Total replacement price is: \$7019.00

Selectmen Beal has made some research calls and recommends that ball valves be used to help with isolation of any potential future leaks, and also to backfill with antifreeze.

Richard Beal moves to accept the H G Reed proposal for replacement of the furnace at the Marsh building at Manset. Aaron Gray seconds the motion, with a unanimous vote by Dan Lief. **Motion passes.**

The Facilities Supervisor will call Marsh and H G Reed to inform them of the decision. The Selectmen will not replace the furnace until the back taxes owed by Marsh are paid to the Town of Cranberry Isles.

**C. Road Work**

Ditching work is underway at Great Cranberry Island, and the check has been authorized for the purchase of needed culverts. Cut brush that has been felled will be removed from the roadside. GCI resident Geoff Wadsworth has expressed concern that some tree trimming is needed on the corners of the Harding Point Road. The Selectmen suggest that someone be hired on an hourly basis to do some needed tree trimming. The Town Clerk thinks that there may be an interested individual who is paying off back taxes to the Town. It is brought to the attention of the Selectmen that some blueberry and cranberry patches are being ruined with the ditching work. The Town does have the right to use up to sixteen feet from the center line of Town roads for repair work. The Road Drainage report

may be viewed on the Town website ([www.cranberryisles-me.gov](http://www.cranberryisles-me.gov)) or by request at the Town Office.

A bid notice has been posted in the newspaper for work to be done on Islesford, and a site visit has been scheduled for August 22, 2008 at 8:30 A.M.

The Selectmen sign a certification for Urban – Rural Initiative Program funds, which states that funds received from the Urban-Rural Initiative Program for the fiscal year 2008-2009 will be used for capital improvements to local roads.

**D. MSW Revised Contract**

An amended contract with Gray Enterprises for removal of municipal solid waste is signed by the Selectmen. The amendment brings Islesford into the existing contract with Great Cranberry Island.

The compactor at Islesford was dumped for the first time last week.

It is advised to ask residents to please rinse returnable bottles and cans to eliminate flies and smell at the recycling center.

Ed Gray wishes to run a hose from the CIRT house at Great Cranberry to the transfer station for use of washing down the compactor equipment.

Fence posts have been re-cemented at the Great Cranberry Island Transfer Station.

Josh and Seth Gray of Great Cranberry Island have a contract to remove Sutton Island Trash twice weekly for the month of August.

**E. Employee Benefits**

Plans for employee health benefits are not complete at this time. The insurance analysis needs more time for research and a decision is hoped to be made over the next couple of months. A new page in procedures and policies is being proposed to deal with paid sick or personal days, vacation days, and holidays. Decisions have been based on Maine Municipal Association's Data.

Full time employees with less than one year service:

12 paid holidays

5 sick or personal days

No vacation days

Full time employees with one to five years service:

12 holidays

10 sick or personal days

5 vacation days

Full time employees with more than five years service :

12 holidays

10 sick or personal days

10 vacation days

Part time employees with over one year of service:

3 Holidays

No sick or personal days

3 vacation days

Part time: works 18 hours or more per week

Full time: works 40 hours or more per week



Richard Beal moves to accept the proposal for sick times and days off. Aaron Gray seconds the motion, with a unanimous vote by Dan Lief. **Motion passes.**

**F. GCI Dock**

A complete project manual has been received by the Town for repairs to the Great Cranberry Island Dock. A Permit By Rule notification application is presented to the Selectmen for signature to begin the Department of Environmental Protection permitting process. Upon receiving the permit, bids for the work will be posted. The Selectmen request that the Facilities Supervisor contact the D.E.P. to see if the bidding process can run parallel to the permitting process.

Selectman Lief signs the Permit By Rule Notification.

The Selectmen have posted "No Vehicles Beyond this Point" signs on the GCI Dock to try to keep individuals from driving over the damaged part. It is reported that some residents continue to drive to the end of the Dock, regardless of the posting, or further damage that may be occurring with continued use.

**G. E911 Addressing**

Due to recent regulation with the Department of Motor Vehicles, it has become necessary to have proof of physical address to renew a driver's license.

August 20, 2008 is the deadline for second notices that were sent for private road naming at Great Cranberry. Town Roads at Great Cranberry were named initially under the Great Cranberry E-911 addressing ordinance. Numbering can take place on Great Cranberry at any time and could speed up the process.

Islesford road naming is complete, and numbering is almost complete. Both Islesford and Great Cranberry have separate road naming ordinances that were approved by the voters. Carl Brooks will be at the Town Office on August 26, 2008 to review the Private Road Naming results with the Deputy Town Clerk. Nan Hadlock will make sure that the completed number lists are forwarded to Hancock County Regional Communications Center.

The Town Clerk has a form from the Secretary of State that she can fill out, by request, from residents for proof of address.

If no responses are received from private road naming requests for Great Cranberry will be named by the Selectmen as stated in the ordinance. This item will be included on the September Board of Selectmen's Meeting Agenda.

**VII. New Business**

**A. Quarterly Reporting**

Quarterly Reporting requests that were sent out for report at today's Board of Selectmen's Meeting have yielded very little response for this quarter.

**Harbormasters:** Not received

**Health Officer:** Not received

**Planning Board:** Minutes received

**Board of Appeals:** No activity

**Board of Assessment Review:** No Activity

**League of Towns:** Minutes received

**Zone 1, GCI Fire Department:** Not received

**Zone 2, Islesford Fire Department:** Not received

**Constables:** Not received

**Acadia Disposal District:** Not received

**School Board:** Some minutes received

**Emergency Preparedness Agent:** Not received

**Harbor Committee:** Minutes received

**Shellfish Warden:** Not received

**Animal Control Officer:** No activity

The Deputy Clerk will call those officers who have not submitted quarterly reports as requested by the Selectmen.

**B. GCI Snow Removal and Sanding Contract**

Two bids were received for a three year contract for snowplowing and sanding of roads at Great Cranberry Island.

2008/2009 season:

1. John Goodwin, JR: \$65.00/hour to drive truck  
\$90.00/hour to drive backhoe  
\$3000.00/month equipment charge, plus barging
2. Blair Colby: \$20.00/hour to drive  
\$2200.00/month equipment charge

2009/2010 season:

1. John Goodwin, JR: \$68.25/hour to drive truck  
\$94.50/hour to drive backhoe  
\$3150.00/month equipment charge
2. Blair Colby: \$ 21.00/hour to drive  
\$2310.00/month equipment charge

2010/2011 season:

1. John Goodwin, JR: \$71.66/hour to drive truck  
\$99.22/hour to drive backhoe  
\$3307.00/month equipment charge
2. Blair Colby: \$22.05/to drive  
\$2425.00 equipment charge

The Board of Selectmen sign the Great Cranberry Island snow removal and Sanding contract with Blair Colby to expire on April 15, 2011.

Currently the snow plowing employee at Islesford is paid \$18.00/hour for snow removal and sanding as decided by the voters. The Selectmen will consider a proposed change in hourly rate for the Islesford employee at the next annual Town Meeting.

**\*Other Business, Taken out of order by Request**

Lise Pratt, Member of the Comprehensive Plan Committee, has requested additional funds to complete the comprehensive plan process. \$4498.00 is requested for this purpose to be taken from the Selectmen's Contingency Fund. A draft version of the Inventory and Analysis section of the plan is available for viewing and public comment on the municipal website: [www.cranberryisles-me.gov](http://www.cranberryisles-me.gov)

Yet to be completed are the Goals, Land Use Section, and the capitol investment plan. A public hearing is hoped to be scheduled for September. The proposed plan must be submitted to the State for recommendations.

Dan Lief moves to approve spending up to \$4500.00 out of the Selectmen's Contingency Fund, with the caveat that every effort be made to keep the amount down and get the plan done. Richard Beal seconds the motion, with a unanimous vote by Aaron Gray. **Motion passes.**



Tom Martin of the Hancock County Planning Commission is assisting the Comprehensive Plan Committee with the process of updating the plan. Mr. Martin is paid \$66.00/hour for his work as consultant.

**C. Manset Seawall Contract**

Five bids were received by the Town for repairs to the Manset Seawall at the Cranberry Dock property.

- |                      |             |
|----------------------|-------------|
| 1. K.J. Dugas:       | \$ 5600.00  |
| 2. Doug Gott:        | \$ 23956.00 |
| 3. John Goodwin, JR: | \$ 11444.00 |
| 4. David Sordyl:     | \$ 12345.00 |
| 5. Joe Keeney:       | \$ 14500.00 |

The Selectmen wish to do further research into each bid, with references, due to the difference between the low and the high bid. The research is considered top priority for the Facilities Supervisor. A Special Selectmen's Meeting will be held if needed.

**D. GCI Float Bids**

A new float was recently purchased and placed at the Great Cranberry Island Dock. The old float was recently put out for bid. Three bids were received by the Town for purchase of the used 20'x30' float.

- |                                |            |
|--------------------------------|------------|
| 1. Christian Johnston:         | \$ 2700.00 |
| 2. Downeast Diesel and Marine: | \$ 250.00  |
| 3. Norman Sanborn, II:         | \$ 1005.00 |

The bid is awarded by the Selectmen to Christian Johnson of Great Cranberry Island.

**E. RJD Appraisal 2009 Revaluation Contract**

The Selectmen sign a contract with RJD Appraisal for a complete Revaluation for Tax Purposes of all taxable real estate consisting of land, buildings, and all other structures considered to be real estate under the laws of the State of Maine. The purpose of this revaluation is to aid the Town Assessors in placing an assessed value for the 2009 tax year. The cost of the revaluation is \$73000.00.

**VIII. Other Business**

- Selectmen Gray suggests that conversation with the Harbormasters are in order in regard to outboard tie up at the Town Floats. Under the Harbor Management Ordinance, over 20 horsepower and/or over 14 feet skiffs are prohibited from tying up at the Town Floats. Selectman Lief will speak with Bruce Fernald, Harbormaster for Islesford, and also suggests that the Harbor Committee address this issue.

**IX. Audience Communications**

- It is reported again that there is still dumping of materials going on at the right hand side of the transfer station at Great Cranberry Island. Also the stumps mentioned at previous meetings, which were dumped at the location last winter, are still at the site. It may be necessary to obtain the use of a stump grinder to remove the stumps. It is also reported that Gary Gould also still has contractor debris stored at the site. It is questioned whether the Town



is responsible for paying for cleanup of the site, or the contractor who dumped the materials. To date, no one has admitted to dumping at the site. Selectman Lief suggests that the Town Attorney be contacted in reference to this issue. It should not be too difficult to figure out who is exactly dumping at the site by researching the development occurring on Great Cranberry Island in the last year. Selectman Beal suggests that the Transfer Station site be gated off and locked to deter future dumping. Gray Enterprises would have possession of a key for Transfer Station hours. The Town Attorney will be contacted in regard to this issue for advice on how to go forward. This item will appear on next month's Board of Selectmen's Meeting Agenda.

- It is reported that the stairs (both sets) at Great Cranberry Island and the stairs at Islesford Docks need to be bleached. The Facilities Supervisor will follow up on maintenance of the stairs.
- Lights at the Manset Cranberry Dock are up and running. It is suggested that the lighting be set on a timer. Eric Dyer will follow up on whether the power line has been run to the dock yet or not.
- Postage for the water and septic survey for use of the Comprehensive Plan Committee has been purchased and the surveys will be mailed this week.

**IX. Adjournment:** 11:26 P.M.

Dan Lief moves to adjourn the meeting. Aaron Gray seconds the motion, with a unanimous vote by Richard Beal. **Motion passes.**