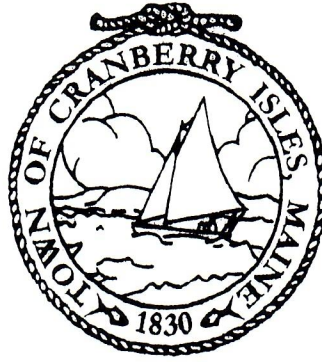


BOARD OF SELECTMEN

DANIEL S. LIEF, CHAIRMAN

AARON W. GRAY

RICHARD F. BEAL



MUNICIPAL ADVISORY COMMISSION

M. DONALD, M. FERNALD

E. HARRISON, J. PICKERING

L. PRATT, F. REECE, C. WHITE

TOWN CLERK / TREASURER

DENISE Mc CORMICK

FACILITIES SUPERVISOR

ERIC DYER

## NOTICE

The Cranberry Isles Board of Selectmen will conduct their regular monthly meeting on Tuesday, January 06, 2008 at 8:45 A.M. at the Great Cranberry Island Community Center.

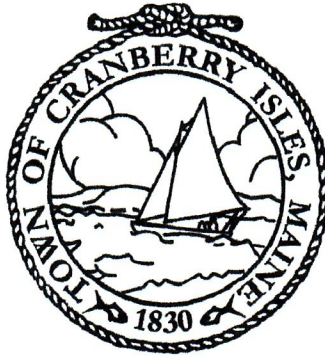
## AGENDA

- I. Call to Order
- II. Review / Approval Previous Meeting Minutes
  - A. December 11, 2008
  - B. December 18, 2008
- III. Review / Signing Financial Warrants
- IV. Old Business
  - A. Municipal Garage
  - B. Fire Training
  - C. Shoreland Zoning Ordinance
  - D. Budget Review
  - E. Warrant Review
  - F. Town Report
  - G. Fair Point Communications
  - H. Personnel Evaluations
- V. New Business
  - A. GCI Store Lease
  - B. RJD Appraisal – Quarterly Review
  - C. Fire Truck Financing Approval
  - D. James Wadman – Engagement Letter
  - E. Appointment: Registrar of Voters
- VI. Other Business
- VII. Audience Communications
- VIII. Adjournment

*Please Note: The Public is encouraged to attend.*

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**Board of Selectmen's Meeting Minutes  
January 06, 2009  
Great Cranberry Island Community Center**

**Attendance:**

Dan Lief, Chairman BOS  
Aaron Gray, BOS  
Richard Beal, BOS  
Eric Dyer, Facilities Supervisor  
Denise McCormick, Town Clerk  
Nanette Hadlock, Deputy Clerk  
Eliza Greenman, Island Institute  
Ralph Stevens, Transportation Committee  
Barbara Meyers, Transportation Committee / School Committee  
Stefanie Alley, Health Committee  
Wanda Porter, Health Committee  
Bruce Komusin, GCI Historical Society  
Phil Whitney, Transportation Committee / Harbor Committee  
Sally Rowan  
Karin Whitney  
Jeff Berzinis  
Ed Gray  
Clara Wedge  
Annie Alley

**I. Call to Order:** 8:44 A.M. by Chairman Dan Lief

**II. Review / Approval Previous Meeting Minutes**

**A. December 11, 2008**

Richard Beal moves to accept the December 11, 2008 Board of Selectmen's Meeting Minutes as written. Aaron Gray seconds the motion, with a unanimous vote by Dan Lief. **Motion passes.**

**B. December 18, 2008**

Richard Beal moves to accept the December 18, 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**

2008 Warrant # 67:	\$ 20,736.95	(school)
2008 Warrant # 68:	\$ 4,991.12	
2009 Warrant # 01:	\$ 225,357.23	(includes \$167,306.00 fire truck purchase)
<b>Total:</b>	<b>\$ 251,085.30</b>	

All warrants were signed by the Selectmen.

### **IV. Old Business**

#### **A. Municipal Garage**

The Facilities Supervisor has presented the Selectmen with a list of items still to be completed for the Islesford Municipal Garage.

- Paint new doors to match trim
- Install threshold after temporary power is removed
- Arrange for removal of trash and debris behind building
- Finish installing exterior lights
- Power to intake and exhaust units
- Electric meter and power to weather head
- Finish caulking around trim
- Check and repair small wave in green roof trim
- Check and repair fastening on interior ceiling plywood

One issue is with the siding, it is questioned whether the siding has been installed correctly. Dunbar and Brawn has been very cooperative with the Town during investigation of the issue. The final bill has been received from Dunbar and Brawn for \$ 26,724.98 and is included in 2009 warrant # 01. The Selectmen advise that this check will not be released until it is determined if enough funds are retained to correct the installation of the siding if needed. A representative from the Hardie Company is expected to visit the site this week.

Shingling by Jason Pickering is approximately 90% complete.

GCI Resident Ed Gray asks if the pumper truck already owned by the Town at Islesford is in satisfactory shape. Selectman Lief reports that the pumps are maintained annually and the older truck is in good condition. Mr. Ed Gray suggests that expenses for 2009 be kept down and priorities for spending be held to infrastructure and education. Mr. Gray also suggests that a priority at this time for the Island Institute Fellow is to finish the comprehensive plan that has been reportedly underway for approximately five years. Mr. Gray would like to see a priority checklist developed for the institute fellow. Many volunteer residents have worked on the comprehensive plan. Selectman Lief advises that spending will be looked at very closely this coming year in light of the present economy. He also stresses that town projects depend on volunteer involvement. Town Clerk Denise McCormick reports that Ms. Greenman has been working very hard on the GCI street numbering process, which is of top priority for the Town at this time as we are not in compliance with E 911 addressing.

In regard to fans for the new municipal garage as suggested by Bruce Fernald at the December 11, 2008 BOS meeting, it has been suggested that the ceiling fans would not make a difference with radiant floor heating. Selectman Lief reports that the building is currently heating very nicely.

In reference to a comment by Mr. Gray, the harbor mapping project, the Deputy Clerk reports that the mapping project is done except for Cranberry Harbor. A volunteer is needed to help Ms. Rowan of the island institute who is familiar with moorings at Great Cranberry. Mapping expects to be finished in the spring during



better weather and the Harbor Committee has asked the Selectmen to continue with funds for 2009 already allocated for the project in 2008, (see Harbor Committee Meeting Minutes 11/06/08). The Treasurer reports that the funds are in a reserve account.

**B. Fire Training**

In reference to a motion made at the December 11, 2008 BOS Meeting where Selectmen moved to authorize Denise McCormick to issue \$5000.00 from the Selectmen's contingency fund for training for the fire department. This training would take place in Mississippi. The intention of the Selectmen was to include Great Cranberry Island firefighters in this training. No interest or request from fire departments has been received by the Selectmen.

Dan Lief will report on where Islesford Fire Department is with training at the next board meeting. Richard Beal will report where Great Cranberry Fire Department is with training at the same meeting.

Some discussion took place over whether to reschedule board meetings to a later time of day in order for it to be more convenient for residents to attend who cannot attend morning meetings.

**V. Other Business (Taken out of order by request)**

- GCI Residents Annie Alley and Clara Wedge address the Selectmen in reference to two dogs owned by Rodney Wimer running at large at Great Cranberry Island. Mr. Wimer has reportedly refused to leash his dogs and the dogs are intruding in other people's yards. Ms. Alley is also concerned with the larger of the two dogs riding on the edge of a moving pickup truck. This is reported as a continual problem and has been reported to the Animal Control Officer. As a first step, the animal control officer will be contacted in reference to this complaint.

**IV. Old Business (Re-visited)**

**C. Shoreland Zoning Ordinance**

Selectman Lief reports that Steve Philbrook, Chairman of the Planning Board, and Tom Martin of the Hancock County Planning Office have a draft of the shoreland ordinance that meets state requirements. The Town Clerk has sent a letter with shoreland ordinance requirements to Mr. Philbrook. No response has been received. The Deputy Clerk is asked to contact Mr. Philbrook and ask for the draft to be submitted to the town office as soon as possible.

A December 31, 2008 memorandum for the record has been sent by Selectman Beal to the Facilities Supervisor, the Town Clerk, the Deputy Clerk, and the Board of Selectmen in reference to an alternative Code Enforcement Officer. Due to the unavailability of the Town Code Enforcement Officer, Mr. Beal found it necessary to authorize Lyle Dever to go to Map 10, Lot 29 at Great Cranberry Island for a plumbing inspection, and to continue to conduct plumbing inspections on Great and Little Cranberry Islands until his backup appointment is formalized by the Board of Selectmen. For legal purposes, since current CEO Kimberly Keene is on salary, an alternate should be appointed. Selectman Gray has spoken with Ms. Keene recently and Ms. Keene recommends Brent Hamor or Lyle Dever for the alternate position. Eric Dyer is also interested in being trained for the position. The Town Treasurer questions on how the alternate position would be paid for, and whether this would be an incremental cost to the Town. Some discussion takes place on how much our code enforcement officer is unavailable and the unavailability of recently approved C.E.O. permit copies at the Town Office. The assessor needs copies of these permits for quarterly review purposes



and they are also public records. It is also reported that Ms. Keene does not accept email transmissions from the Town Office and has requested that communications be sent by U.S. Mail. Selectman Gray will contact Kim Keene and let her know that the Selectman plan to appoint an alternate Code Enforcement Officer soon, to discuss compensation, and also that there are some issues with the services currently being provided by the C.E.O. Selectman Beal asks for research to be done on requirements and qualifications for the position.

**E. Warrant Review (Taken out of order)**

Proposed Warrant Articles fourth edition was presented to the Board of Selectmen for today's meeting. The fourth edition is a copy of the third edition submitted by Selectman Beal, but also includes the boiler plate articles such as to elect a moderator, etc.

Selectman Beal presents the January 05, email from Town Attorney Matt Worthen with comments and suggestions on the third edition of special warrant articles. The Town Attorney has reviewed and suggested modifications to the articles.

Bruce Komusin of the Great Cranberry Island Historical Society presents a written request from President Wini Smart to the Selectmen asking for a \$5000.00 appropriation from the Town of Cranberry Isles to help support maintenance and operation costs of Cranberry House activities in 2009. The Selectmen will look at all charitable donations and take a look at allocations. This will be discussed at the warrant workshop meeting.

In reference to articles 2, 7, and 8 of the fourth edition, dealing with compensation for Town Clerk, Treasurer and Tax Collector, Selectman Beal suggests that compensation be increased. For Town Clerk, Mr. Beal suggests that the pay be increased to \$9000.00 (previously \$6500), for Treasurer to stay at the current \$9500.00, and to increase pay for Tax Collector from the current \$24,500.00 to \$26,500.00. Selectmen will look at the Maine Municipal databases for compensation for these positions and then make a formal recommendation.

Selectman Gray suggests an increase in compensation for Selectmen, (article 5). Article 12, dealing with compensation for Town Officials and Employees, currently at \$12.00 to \$20.00, it is suggested to raise the recommendation to \$12.00 to \$25.00 per hour, depending on the type of work performed. Individual contractors are paid at the contract rate; this article determines compensation for town employees.

It is also suggested to add an article to the warrant raising pay for the Islesford snowplowing employee. The Facilities Supervisor will study comparison in rate paid for the GCI snowplowing contractor.

Regarding article 18, dealing with a proposed health clinic on Islesford, the health care committee will revise the current version of this article and will submit to the Selectmen for consideration at their upcoming workshop. The Healthcare Committee reports that the Seacoast Mission may be willing to match dollar for dollar any private fundraising donations for the purchase of telemedicine equipment. Costs for the equipment are estimated at approximately \$30,000.00. The Healthcare Committee is no longer pursuing the use of the fire truck storage building located next to the Islesford School. The Neighborhood House Association has included plans for a temporary space for a health clinic in their proposed capitol campaign. The Health Committee suggests asking for \$5000.00 to help with renovations of a space at the Neighborhood House and \$5000.00 for



a jump on the fundraising for the purchase of telemedicine equipment. Selectman Lief suggests that the needs that will be fulfilled by this clinic be defined. Mr. Lief will rewrite the article for consideration.

Sharon Daley, Sunbeam Nurse will visit Islesford Neighborhood House on Monday, January 19, at 9:00 A.M. for a meeting on telemedicine.

An email received on Monday, January 05, 2009 from Skip Stevens of the Transportation Committee asks for a revision of article 24 a, b, and c. The Transportation Committee wishes to delete 24c, and to rewrite parts a and b for the continuation of the Transportation Committee for an additional year, and to see what sum the voters will authorize for expending for professional consultation on the implementation of a passenger ferry service according to performance specifications developed by the Committee. The committee recommends up to \$10,000.00. The Town Clerk suggests that the amount be written as part of the article.

Article 17a, written as: to see if the voters will vote to accept a municipal jurisdiction for maintenance and upkeep over the Spurling Point Cemetery, a Revolutionary War cemetery located at Spurling Point, Great Cranberry Island and where no person has been buried for the past 50 years. Upon review by the Town Attorney, it is decided to not ask to take ownership of the cemetery, but to assert its rights to maintain private cemeteries established prior to 1880. It is determined that the Town is already responsible for maintaining these cemeteries and funds need to be budgeted for the upkeep. Up to \$2000.00 is recommended, (part b of article 17).

Article 19 deals with voting to build a municipal Town Office of 1,200 square feet, adjoining the Islesford Fire House, with Selectmen authorization to borrow up to \$160,000.00 over a period of years, and to undertake construction. The Town Attorney has made wording suggestions for a revision of this article.

Selectman Lief believes that if no plans are in hand, then no spending should occur. Mr. Lief suggests an article asking for funds to study and offer detailed plans for the facility. Selectman Lief will draft an article for consideration.

Selectman Gray suggests leaving the article as is and letting the voters decide. Selectman Lief asks the Facilities Supervisor to research the legal answers for rights of the Town with school buildings. Selectman Lief will revise a warrant article for consideration on this issue.

Article 20a, asks to authorize the BOS to (1) accept Federal and State of Maine Transportation grant funds totaling \$303,400.00; (2) to execute a "Transportation Enhancement Project Agreement" between the Municipality of Cranberry Isles and the Department of Transportation; (3) to authorize the BOS to spend these grant funds for projects on behalf of the citizens of the Cranberry Isles.

Article 20b, asks to see if the voters will vote to install an eighty foot gangway at the Islesford Municipal Dock, similar in construction to the 80 foot gangways already planned for GCI and Manset, with possible modification of the LCI mooring field to accommodate moving of the town floats out by 50 feet.

Discussion took place on the idea of moving moorings and the Harbor Committee will be asked to meet with professional help to come up with recommendations on the physical impact of mooring rearrangement. Developed maps of possibilities are requested. It is recommended to contact Hope Rowan of the Institute or members of the Mount Desert Harbor Committee. The figure for this article is to appear in the overall budget for the Town.



Article 21 asks to see if the voters will vote to sell a permanent "View Easement" for a portion of the TCI property at Manset, Maine to Colin D. Hadfield and his wife, Manset residents and owners of land behind the Town's parking lot. The attorney has made a recommendation to add the words "on such terms and conditions as the Selectmen deem reasonable and appropriate". This article has been deleted by the Selectmen due to the lack of negotiation and may not be ready for a vote. A more detailed proposal is needed. Of particular concern is to retain the ability to use the land in question for parking in the future if needed.

In reference to Article 23, asking for the authorization to borrow \$120,000.00 for repairs of the Longfellow School on GCI, under the direction of the C.I. School Board. This article will be deleted from this part of the warrant and will appear under the school department warrants, upon recommendation of the School Committee. Priorities for repairs to the building have been determined as windows, and rezoning of the furnace. Selectman Beal suggests that repair of the emergency exit be also considered a priority.

The Selectmen receive a report on the recent mold discovery in three areas of the Islesford School, (teachers' apartment, basement, and the back teacher room).

Peter Alley was hired to remove the mold. There is no answer available at the time of this meeting as to how much was spent on this project. Burst pipes and furnace repairs are reported to be part of an insurance claim on the building.

Selectman Lief suggests that the paid custodian of the Islesford School be asked to make sure and check the building when occupants are away.

Article 22 asks the voters to confirm to the BOS by vote to pursue identification of additional parking spaces in Northeast Harbor that can be purchased or leased by the Town; and to call a Special Town Meeting for voter consideration should an opportunity arise for either purchase or lease.

Article 25 asks the voters to authorize all Town Constables and Town Harbor Masters to administer municipal ordinances, to serve notice of violations of municipal ordinances to offenders by issuance of a "Uniform Summons and Complaint Form" or similar form, and to assign a fine of \$100.00 for each offense payable to the Town Treasurer, unless the amount of said fine is otherwise stated in the cited Town ordinance. Failure to honor a Uniform Summons and Complaint Form within 10 days from day of issuance by a duly appointed Cranberry Isles Constable or Harbor Master shall be cause sufficient for the Town to refer the complaint to the Hancock County District Attorney for continuing action. The Town Attorney has made recommendations on this article.

In reference to Article 26, dealing with authorizing the Selectmen to prepare and submit a formal application for ownership of Baker Island Light, Selectman Beal reports that he got a phone call this morning from Boston saying that the Town of Cranberry Isles is a viable participant for ownership of the Light.

Warrant discussion is tabled at this time due to time constraints.

A warrant workshop is scheduled for Monday, January 12, 2009 at 8:30 A.M. at the Islesford Neighborhood House. Warrant and budget review will continue at this time.

#### **G. Fair Point Communications**

Fair Point Communications does not officially take over from Verizon until the 29<sup>th</sup> of January 2009. Back up batteries have been replaced at Islesford on December 08, 2008. Selectman Beal has received a call from Randy



Schmitz, Maintenance Director and has produced a number to call and speak directly with Fair Point is presented:

To report loss of service: 1-866-984-1611  
To order service: 1-866-984-2001

#### **H. Personnel Evaluations**

Richard Beal has researched personnel evaluations with the Maine Municipal Association and has recommended a form for use with Town employees. Both the employee and his/her immediate supervisor will fill out separate forms and then meet to review. Both the Deputy Town Clerk and the Facilities Supervisor positions have current job descriptions. Included in the evaluation are work skills, work habits and work relations, work attitude, overall evaluation rating, goals and objectives, and an optional section dealing with supervisors. All performance evaluations will be reviewed by the Board of Selectmen. Selectman Lief suggests definitions for probationary progress, conclusion of probation, and annual review, (all included on the presented personnel form) be decided as part of the personnel evaluation process. Mr. Lief also suggests that input from the Selectmen be included on evaluations for the Deputy Clerk, and input from the Town Clerk be included on evaluations for the Facilities Supervisor. The snow plow employee and ballot clerks will not be included in the evaluation process. Employee evaluations are deemed confidential by law and should be held in executive session of public meetings. The Deputy Clerk states that the employee being evaluated has a right to attend executive sessions where evaluations are being discussed. Selectman Lief will research the legality of the process.

### **VI. New Business**

#### **A. GCI Store Lease**

The lease for GCI Store has been re-written to a three-year lease. Changes to modifications to the building, use of space around the outside of the building, changes in the termination process of the lease, and liability issues have been addressed in the new draft of the store lease. The Town attorney has reviewed the lease and is now in the hands of Attorney Barry Mills, counsel for Janice Murch, owner. Back taxes are owed on the property, and a lien can be placed on the store for payment of these taxes. The store is now open for business. The Selectmen will review the lease after review by attorneys is complete.

#### **B. RJD Appraisal – Quarterly Review**

A letter has been received by the Board of Selectmen from RJD Appraisal in reference to the need to add quarterly reviews back in to the budget if revaluation is not approved at Town Meeting. These funds will appear in the line item budget for the March Town Meeting. Costs for appraisal work for 2009-2010 are \$25,200.00.

#### **C. Fire Truck Financing Approval**

The Selectmen sign loan papers to finance the new fire truck for Islesford. The loan is with The First Bank for a term of ten years at a rate of 4.04%. Payments are \$914.29 per month.

#### **D. James Wadman – Engagement Letter**

Richard Beal moves that James Wadman (Certified Public Accountant) company be authorized to do our audit for 2008. Aaron Gray seconds the motion, with a unanimous vote by Dan Lief. **Motion passes.**



Chairman Dan Lief signs the letter of authorization.

**E. Appointment: Registrar of Voters**

Richard Beal moves that Denise McCormick be our Registrar of Voters. Dan Lief seconds the motion, with a unanimous vote by Aaron Gray. **Motion passes.**

**VI. Other Business**

- Richard Beal wishes that taxpayers who are delinquent in back taxes be listed in the Town Report for years before the current Tax Collector was elected. The current Tax Collector can not legally go after taxes that were committed before her election. Some of the back taxes in question are from taxpayers who are now deceased, and probate proceedings were never pursued when appropriate by the previous Tax Collector. Delinquent tax letters have been sent but, there are no tax liens placed on any taxpayers at the time of this meeting. Selectman Lief wishes to make one more positive gesture to help delinquent taxpayers and then to take whatever legal routes are possible to collect back taxes. Some taxpayers are making an effort to pay their delinquent taxes. The fact is that unless legal addresses are completed at Great Cranberry Island, there is no legal route to place a lien. Eric Dyer and Eliza Greenman are working on the numbering at Great Cranberry. Many aspects of town government are being affected by the lack of physical addresses.

**VII. Audience Communications**

- It has come to the attention of the Town that one member of the Shellfish Committee is no longer living at Cranberry Isles, which is a requirement of the Shellfish Conservation Ordinance. In reference to the warrant for the annual town meeting, there will be three positions on the Shellfish Committee, one vacancy and two members whose terms are expiring.
- A thank you letter has been received from the Great Cranberry Island Soup Kitchen for a recent donation of \$100.00.

**VII. Adjournment: 1:26 P.M.**

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