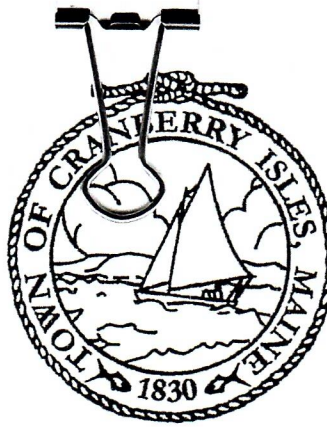


BOARD OF SELECTMEN

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 a special Selectmen's meeting on Thursday May 15th, 2008 at 8:45 AM at the Community Center on Great Cranberry Island.

## AGENDA

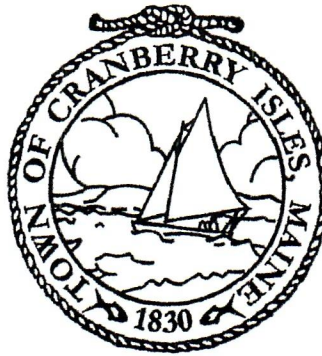
- I. Call to Order
- II. Review / Approval of minutes for May 1<sup>st</sup>
- III. Review / Signing Financial Warrants
- IV. Communications
  - A. DMR Letter (shellfish warden)
- V. Appointments
  - A. Harbor Master (GCI)
  - B. Shellfish Warden (GCI)
- VI. Old Business
  - A. Facilities Supervisor Report (Ongoing Projects)
  - B. Manset Property
  - C. GCI Fire House
  - D. Municipal Garage
  - E. GCI Float
  - F. MSW Contracts (Islesford, Sutton)
- VII. New Business
  - A. DOT Registration Refund Allotment
  - B. IDR Liquor License
  - C. Special Selectmen's Meeting May 20<sup>th</sup>
- VIII. Other Business
- IX. Audience Communications
- X. Adjournment

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**Special Board of Selectmen's Meeting Minutes  
Thursday, May 15, 2008  
Great Cranberry Island Community Center**

**Attendance:**

Dan Lief, BOS

Aaron Gray, BOS

Richard Beal, BOS

Eric Dyer, Facilities Supervisor

Denise McCormick, Town Clerk

Nanette Hadlock, Deputy Clerk

Amanda Ravenhill, Island Institute

Malcolm Donald, MAC

Rebecca Litwin

Phil Whitney

Karin Whitney

Jeff Berzinis

**I.**

**II. Call to Order:** 8:41 A.M. by Chairman Dan Lief

It is reported by the Town Clerk that according to school board policy, all school warrants, other than payroll for salaried payroll positions, will be signed by the school board before submission to the Board of Selectmen.

**III. Review / Approval of minutes for May 1<sup>st</sup>**

Richard Beal moves to approve the Board of Selectman's Meeting Minutes as written for May 01, 2008. Dan Lief seconds the motion, with a unanimous vote by Aaron Gray. **Motion passes.**

**IV. Review / Signing Financial Warrants**

Warrant #     \$ 5489.27

Warrant #     \$ 19741.88

**Total: 25231.15**

All warrants were signed by the Selectmen.

**V. Communications**

**A. DMR Letter (shellfish warden)**

The Selectmen have received a letter from the Department of Marine Resources (DMR) to serve notice that the current shellfish warden did not attend the mandatory new warden training. As a result the DMR is denying his nomination and application as Shellfish Warden for Cranberry Isles. As a municipal shellfish warden is a requirement to maintaining a local shellfish ordinance; to sustain the



shellfish program the Town's option is to try and nominate another warden within 30 days of the date of this letter, (May 07, 2008). The nominee must also pass a background check.

Richard Beal nominates Wendy Rackliff of Great Cranberry as Shellfish Warden for 2008.

Richard Beal moves to appoint Wendy Rackliff as Shellfish Warden. Aaron Gray seconds the motion, with a unanimous vote by Dan Lief. **Motion passes.**

## **VI. Appointments**

### **A. Harbor Master (GCI)**

Richard Beal nominates Norman Sanborn, II as Harbormaster for Great Cranberry Island.

Richard Beal moves to appoint Norman Sanborn, II56 as Harbormaster for Great Cranberry Island. Dan Lief seconds the motion, with a unanimous vote by Aaron Gray. **Motion passes.**

### **B. Shellfish Warden**

Previously discussed.

## **VII. Old Business**

### **A. Facilities Supervisor Report (Ongoing Projects)**

- A "Roadway Drainage Review on Islesford and Great Cranberry" has been received by the Town. The recommendations are presented solely on drainage needs and in no way reflect any knowledge of existing Rights-of-Way, drainage easements, or drainage rights. Copies of this report may be obtained from the Town Office, or soon to be added to the new municipal website, [www.cranberryisles-me.gov](http://www.cranberryisles-me.gov) This will be a major agenda item at the next Board of Selectmen's Meeting.
- All parking letters and stickers have been mailed. The Northeast Harbor Lot is full, and there may be one or two spaces left at Manset. Two hundred Joy Lot stickers are printed, and are issued as requested until gone. There are approximately fifty-one parking spaces at the Joy Lot. Parking assignments are to be posted on the municipal website. Thank you to Emily Thomas for coming into the office to help with the parking assignment letters.
- Malcolm Donald has volunteered to check the Manset Parking Lot once per week for violations. Eric Dyer will check the Manset Parking Lot weekly as well.
- Eric Dyer will attend the Cranberry Isles Fisherman's Co-Op meeting on June 01 to discuss with members the use of some of the Co-Op land for parking spaces. Selectman Lief wishes to express that agreements are to be made with the Co-Op and its members before proceeding with any plans for the Town Lot. Selectman Lief also states that in reference to lobster traps in the Town Field, the Town will enforce the removal of traps on Town Property to the extent necessary. The Facilities Supervisor is asked to call the Co-Op manager to have the traps removed.
- The TCI website is up and running, with the employees continuing to add new data.
- Ten junk vehicles were removed from Islesford, and three from Great Cranberry this week. Two of the vehicles had a lot of tires in them that have to go to the E.M.R. The Town will be charged for tires that have to be dumped at the E.M.R. station. Thank you to Jeff Berzinis for helping out with barging. Selectman Lief asks that a notice be placed on the website about the cars removed, encouraging



residents to contact the Town Office if there are cars to still be removed from the islands.

- Eight thirty day notices for pending tax liens were mailed by the Tax Collector this week.
- In reference to Great Cranberry Dock Repairs, the D.E.P. permit process requires receipt of Historical Significance Letters for the property. A letter has been received from Chesterfield Associates expressing interest in doing business for the Town of Cranberry Isles.
- The Comprehensive Plan process is well back on track. Tom Martin from the Hancock County Planning Commission attended the last meeting. Thank you to the committee who is working on the development of the plan. Selectman Beal requests that the draft of the plan be put on the municipal website, as well as the draft of the goals and implementation strategies when ready.
- Progress on the D.O.T. / F.T.A. Grant requires a list of understandings and an accessibility study. The budget and contract draft will be ready for the next Board of Selectmen's Meeting.

#### **B. Manset Property**

Harriet Whittington of the Knowles Company has done an assessment on the Marsh USA building at the Manset Property. It is not recommended by Ms. Whittington to sell the property at this time, based on her research. Selectman Lief suggests that an annual report evaluation of the property be done. The Facilities Supervisor is asked to get a report in writing for the recent work done by Ms. Whittington.

It is reported that the new owner of the Former Brown House Property has assembled a fence that encompasses part of property owned by Cranberry Isles. Letters were written by Bill McGuinness that are on file at the Town Office which addresses this issue. Eric Dyer is asked to find the letters, and see what can be done about it.

It is also reported that the space for access to the Manset Public Restroom is also being used by the contractor who leases the warehouse space. Construction dust and tools make it not desirable for public use. Selectman Lief suggests closing the public restroom and bringing in a port a potty for the summer season. It may be possible to create a different entrance to the restroom through the office space, if money is available. The Facilities Supervisor At the next meeting a recommendation for the public restroom will be discussed.

Lee Judd of Marsh USA has asked permission to amend the lease to allow subletting of some of the space. The Board is very favorable to letting the company sublet. The lease will come up for renewal this summer. Some of the financial items of the lease may need revisiting. The building will also need a new furnace before the next heating season.

The washout damage in the back of the warehouse facility has not been repaired as of yet. Goodwin is lined up to do the work. Selectman Beal will call Mr. Goodwin in reference to the repairs. It is routine for the employees of Mr. Pagels to move their vehicles to the back of the building during the summer parking season, which is not possible at this time. There may be two parking spaces available for their parking that Marsh USA is not using at this time.

#### **C. GCI Firehouse**

Ten bids were received for the Great Cranberry Island Fire House Project.  
Rusty Poors \$ 15,700.00



Mainely Molding and Restoration	\$ 21,206.00
East Coast Contractors	\$ 16,712.00
AA Randall & Sons	\$ 22,505.00
McLaughlin Builders	\$ 27,000.00
Bill DeSantis	\$ 20,757.00
Bangor Abatement	\$ 24,000.00
Gardner Builders	\$ 27,553.00
Sinclair Builders, Inc	\$ 29,704.00
DCS Construction	\$ 22,800.00

Based upon the prices submitted, conversations with the contractors, conversations with their references, and other factors, the Facilities Supervisor recommends the BOS select East Coast Contractors as their preferred bidder. Dan Lief moves to go along with Eric's recommendation and to go with East Coast Contractors for the GCI Fire House Project. Aaron Gray seconds the motion, with a unanimous vote by Richard Beal. **Motion passes.**

#### **D. Municipal Garage**

Seven bids were received for the municipal garage project.

• Coastal Crane	\$ 239,000.00
• Coastline Homes	\$ 260,688.00
• David Trask & Son	\$ 239,000.00
• Dunbar & Brawn Construction	\$ 204,802.00
• John W. Goodwin, JR Construction	\$ 215,423.00
• McLaughlin Builders	\$ 267,500.00
• Brian D. Shaw, Inc	\$ 236,522.00

It is estimated that fifteen to twenty thousand dollars could be saved by not paying the overhead costs for a general contractor who would sublet out the foundation, plumbing and electrical work needed. Most of the contractors had bid with John Goodwin estimates for the foundation, and Northeast Plumbing and Heating estimates for the plumbing work as part of their bid package. John Goodwin and Dunbar & Brawn were comfortable with Atom Electric doing the electrical. It is suggested that individual contracts be written for the foundation, electrical, and plumbing for the project. The Facilities Supervisor will control the timing for work to be completed. Dunbar & Brawn has recommended a hardy board for the siding as opposed to vinyl or T-111. The hardy board is a composite material similar to clapboard which costs more than vinyl, but is more durable. Shingles are expected be more expensive than the hardy board. Mr. Dyer presents the Selectmen with a list of value engineering suggestions for the project. These suggestions have the potential for reducing the cost of the building, and in some cases produce better quality. None of the suggestions would reduce the quality of the project. Copies of these suggestions may be obtained from the Town Office. Dunbar and Brawn has two LEEDS certified company workers who are willing to work with the Town for any environmentally positive components that may be possible for this project.

Richard Beal moves to accept Dunbar & Brawn for construction of the building, price not to exceed \$168,302.00, using John Goodwin for the foundation. In addition, up to \$37, 000.00 for the plumbing, heating, and electrical to be run out of the town office, total amount not to exceed \$204,800.00. Aaron Gray seconds the motion, with a unanimous vote by Dan Lief. **Motion passes.**



#### **E. GCI Float**

Two bids were received for the construction of a 20 foot by 30 foot marine float for Great Cranberry Island.

- East Coast Contractors \$ 27,460.98
- Southwest Boat \$ 14,795.00

Dan Lief moves to accept the bid for the new GCI float from Southwest Boat and Marine services. Aaron Gray seconds the motion, with a unanimous vote by Richard Beal. **Motion passes.**

The float is expected to be ready by June 17, 2008.

#### **F. MSW Contracts (Islesford, Sutton)**

At the time of this meeting, the Town wide MSW contract is not ready. Attorney Bearor has been asked to look at the contract for any legal input. One question pertaining to the contract is whether to charge residents for the disposal of white goods. It has been suggested that the Town pay for the white goods disposal in order to encourage disposal of such items. The Selectmen agree that the Town should pay for disposal of white goods, as has been done in the past. It is suggested that when a white goods container is available that it be posted on the website. A reporting form from the solid waste contractor will also be requested on a monthly basis.

Dan Lief moves to advertise locally on the islands for Sutton Island Trash Removal. Aaron Gray seconds the motion, with a unanimous vote by Richard Beal. **Motion passes.**

### **VIII. New Business**

#### **A. DOT Registration Refund Allotment**

The Selectmen have received a Maine Department of Transportation Registration Refund Allocation Certification. The Registration Refund Allocation Program is based on Fiscal Year 2007 registrations will be used only for the maintenance and improvement of public highways. The amount of this year's refund is \$3748.13. The Selectmen sign the certification.

#### **B. IDR Liquor License**

The Town has received a liquor license renewal application from the Islesford Dock Restaurant. Dan Lief recuses himself from this agenda item as owner of the Islesford Dock Restaurant. Aaron Gray and Richard Beal approve the application by signature.

#### **C. Special Selectmen's Meeting May 20<sup>th</sup>**

A special town meeting will be held at Islesford Neighborhood House on Tuesday, May 20, 2008. In reference to a warrant article asking the voters to eliminate street lights for Cranberry Isles, Selectman Gray suggests that public hearings be held prior to these type of requests be included in a warrant to vote on. It is also suggested that lighting at Manset Dock be improved for night boat travel to the facility. Cranberry Cove is reportedly offering an evening boat four nights a week this summer season to Manset. Amanda Ravenhill is studying lower impact lighting alternatives for our docking facilities.

### **VIII. Other Business**

- Thank you Eric Dyer for hard work on bids and contracts recently prepared.
- A contractor for painting the GCI Public Restroom is being pursued.
- Selectman Beal requests that an advertisement be placed in local newspapers stating the Town of Cranberry Isles does not permit commercial clam digging per town shellfish conservation ordinance.

**IX. Audience Communications**

- It is reported that some streetlights, such as the one on Islesford near Dudman's and one near Gayle Colby's on GCI are staying on all the time.

**X. Adjournment: 11:00 A.M.**

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