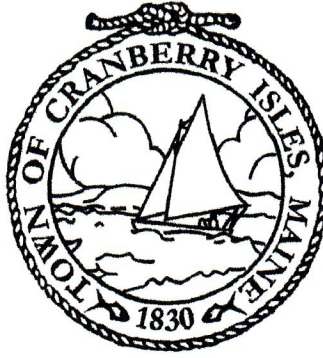


BOARD OF SELECTMEN

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

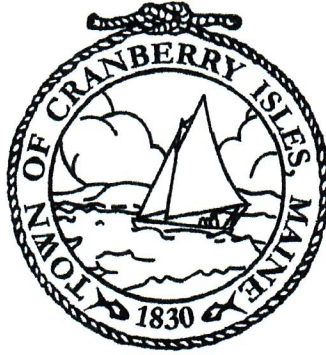
The Cranberry Isles Board of Selectmen will conduct a special meeting on Thursday November 20th, 2008 at 8:45 AM at the Community Center on Great Cranberry Island.

AGENDA

- I. Call to Order
- II. Review / Approval of Previous Meeting Minutes
- III. Review / Signing Financial Warrants
- IV. Old Business
 - A. "FTA Grant"
 - B. GCI Dock Repairs
 - C. Borrowing for Municipal Projects
- V. New Business
 - A. Facilities Supervisor Payroll Budget
- VI. Other Business
- VII. Audience Communications
- VIII. Adjournment

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**Board of Selectmen's Meeting Minutes
November 20, 2008
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
Phil Whitney, Harbor Committee
Karin Whitney
Jeff Berzinis
Peter Berzinis
Sean McLaughlin

I. Call to order: 8:45 A.M by Chairman Dan Lief.

II. Review / Approval of Previous Meeting Minutes

Change: Page 3, A, Health Care Initiative, Richard Beal moves that any resident commuting between the islands for medical reasons be reimbursed for boat fare. Dan Lief seconds the motion. **Motion passes.**

Change: Page 5, J, Baker Island Lighthouse, line 8, In order to prevent this end run by the park, I believe that it is necessary to state that Acadia National Park does not own Bakers Island and that if anything the Gov't. owns the Coast Guard Landing, the lighthouse and a square of 40 rods.

Richard Beal moves to accept the Board of Selectmen's Meeting Minutes for October 29, 2008 with the above changes. Dan Lief seconds the motion, with a unanimous vote by Aaron Gray. **Motion passes.**

III. Review / Signing Financial Warrants

Warrant #57: 4450.27
Warrant #58: 28094.23
Warrant #59: 4651.92
Warrant #60: 27809.97

Total: \$ 65006.39

All warrants were signed by the Selectmen.

IV. Old Business

A. FTA Grant

It is the intent of the Selectmen to put before the voters the inclusion of a third eighty foot gangway, as an amendment to Rider A of the Transportation Enhancement Project Agreement with the Maine Department of Transportation. No matching funds from the Town are required for the project. The Town will be obligated to maintain the new ramps for a period of twenty years.

Richard Beal moves that this whole FTA process be engineered by Kleinschmidt Associates of Pittsfield, Maine, and that we have a separate contract provided to the Town for this project. That way we can track the money as a separate account. Dan Lief seconds the motion, with a unanimous vote by Aaron Gray. **Motion passes.**

Selectman Lief comments that:

1. The Facilities Supervisor will share with Board of Selectmen the scope of the work and the period of performance.
2. The Facilities Supervisor will gain from the engineers an assessment of how the Town might deal with issues of barges coming up against docks, from an engineering prospective, to make landings easier and to protect the two docks in question, (GCI Town Dock and Islesford Restaurant Dock).

Selectman Beal suggests to obtain a blueprint for the 80 foot ramp to have in time for the Town Report for the voters to look at.

Selectman Lief asks that by the February BOS Meeting, the Facilities Supervisor have meaningful information for the Selectmen on ramps, gangways, etc. to be able to give instructions to the Facilities Supervisor and Kleinschmidt to go forward for Town Meeting. The Board of Selectmen want to know what the plans on the project are, how the ramps will look, be connected, safety near docks, mooring fields, and all other elements of the project. It will also be needed to know if there are any legal impediments of plans for the project. If the Facilities Supervisor needs any help with this work, the Selectmen would like to know by the December Board meeting.

B. GCI Dock Repairs

Bids for Great Cranberry Island Dock Repairs were opened at the Town Office on October 29, 2008 with Selectman Lief, Selectman Beal via telephone, Denise McCormick, and a representative from Harold MacQuinn present.

Bids received were from the following:

Harold MacQuinn:	\$133,635.00
CPM Constructors:	\$179,999.49
Prock Marine Company:	\$173,924.00
Atlantic Mechanical, Inc.:	\$195,440.00
Chesterfield Associates, Inc.:	\$301,275.00

The above bids were based on concrete deck and no reinforcement of wave screen.

The Selectmen discussed the pros and cons of concrete deck vs. timber deck. The Harbor Committee has recommended the reinforcement of the wave fence for GCI Dock.

Bids received that include a timber deck and reinforcement of the wave fence are as follows:

Harold MacQuinn:	\$177,045.00
CPM Constructors:	\$225,999.49
Prock Marine Company:	\$338,089.00

Atlantic Mechanical, Inc.: \$257,312.00
Chesterfield Associates, Inc.: \$311,125.00

Jeff Berzinis, Peter Berzinis and Sean McLaughlin are here today to represent the Harold MacQuinn Company.

Funds for this project will come from a DOT Small Harbor Improvement Program Grant which is in the amount of \$138,600.00, in which the Town of Cranberry Isles will match the grant by appropriation of \$59,400.00 as approved by the voters at the annual meeting, March 10, 2008.

Richard Beal moves that we accept the Harold MacQuinn contract for \$177,045.00 which represents the selection of the base bid plus alternatives 1 and 2. That means that it will be a timber deck with reinforced wave screening. Dan Lief seconds the motion, with a unanimous vote by Aaron Gray. **Motion passes.**

Richard Beal moves that the Chairman be allowed to sign this contract on behalf of the Board of Selectmen at his earliest opportunity. Dan Lief seconds the motion, with a unanimous vote by Aaron Gray. **Motion passes.**

In reference to attachment of the new gangway at GCI:

Richard Beal further moves that change order # 1 be put together with the help of Kleinschmidt so that MacQuinn knows what to do with the attachment of the gangway. Dan Lief seconds the motion, with a unanimous vote by Aaron Gray. **Motion passes.**

C. Borrowing for Municipal Projects

The Town was authorized by voters to borrow \$245,000.00 for the municipal garage project at Islesford. A promissory note for this amount is presented to the Selectmen by the Treasurer. The note is with The First Bank; monthly payments will be \$1883.52 at 4.51% interest for a 180 month term, the term to end in November of 2023. There is no penalty for early payment of the loan. The Board of Selectmen signs the promissory note.

The sand and salt shed at Islesford is essentially complete except for painting doors and adding the clips. A cover was also made to go over the mechanical part of the compactor and a gutter and drain system was installed for water at the facility.

As for progress on the Islesford Municipal Garage, the roof is on and insulation is going up inside the building. The first half of the siding will be installed and doors are expected next week. Work is anticipated to be complete just before Christmas.

Selectman Lief congratulates the Facilities Supervisor and also Dunbar and Brawn for the quality of work done on both the Sand and Salt Shed and the Municipal Garage projects.

Next week the Facilities Supervisor, the Treasurer, the Fire Chief and Selectman Lief, (Clerk of the Works), will meet to go over what has been done, what has been spent, line by line, for the projects. A report will be presented at the next Board of Selectmen's Meeting.

Currently the Town Office building is on the market for sale by the Valdina Family. Rent paid by the Town for use of the building is currently \$550.00 per month. Discussion takes place over the thought of building an addition on to the new municipal garage at Islesford. Space is available at the site. A plan for a committee, with a hired professional for plans to be developed for a proposed Town Office facility at Islesford will be discussed at the next Board of

Selectmen's Meeting. These plans would be needed in time to present to the voters at the annual town meeting.

V. New Business

A. Facilities Supervisor Payroll Budget

The amount budgeted for the Facilities Supervisor Compensation for 2008 was \$40,000.00. As of November 19, 2008, Eric Dyer has received Gross Compensation of \$38,520.00. This leaves only \$1420.00 left in the budget for payroll in 2008. This leaves only seventeen hours that Eric could work and be compensated for the remainder of this year.

When the position was developed, it was budgeted for forty hours per week at \$20.00 per hour, for fifty weeks. The reason for this shortfall in the payroll budget for the position is due to overtime hours worked by the Facilities Supervisor in the spring of 2008, and the decision by the Selectmen to pay his position for vacation time. \$12,839.00 is available in the Selectmen's Contingency Fund.

Richard Beal moves to authorize the Treasurer to take \$4000.00 from the Selectmen's Contingency Fund to meet the Facilities Supervisor's continued pay. Dan Lief seconds the motion, with a unanimous vote by Aaron Gray. **Motion passes.**

Selectman Beal will meet with the Treasurer to discuss overtime compensation in reference to legality, fairness, and budgeting. The position will be further discussed at the next Board of Selectmen's Meeting. Discussion will involve pay per hour vs. salary for the Facilities Supervisor position.

Selectman Lief advises Mr. Dyer that time spent working for C.I.R.T. should be separated from Town time. Selectmen also request that hours worked for the Town be kept to eighty hours bi-weekly. The Deputy Clerk may be able to work more hours per week in order to help with clerical work for the Facilities Supervisor, under the supervision of the Town Clerk.

VI. Other Business

- A lease agreement between the Town and the Cranberry General Store provides for sharing of pumping of the Town Restroom every other pump. A communication from Haslam Septic to the Town Office states that the last pumping was not paid for by Cranberry General. The company requests that the Town pay the bill.

Richard Beal formally moves that (A) Haslam be paid in full, and (B) that a letter from the Town be sent to Renna' Colby with a bill for the amount the Town has paid to Haslam. Dan Lief seconds the motion, with a unanimous vote by Aaron Gray. **Motion passes.**

- An 11/20/08 letter from Islesford Resident Susan Valdina Krasnow asks for a change in how our roads are sanded in the winter. Ms. Krasnow suggests using straight sand with no salt mixed in to protect our water supply. She further suggests that a discussion might offer that salt, when necessary, could be applied separately to discrete areas. Sand and Salt supplies have already been ordered for this year. Two truckloads each will be delivered to Islesford and Great Cranberry. It would be difficult to keep the sand supply from freezing at the islands without added salt. Town of Cranberry Isles currently uses 90 pounds of salt per ton of sand. Some area towns may use a different content of salt to sand. The Selectmen invite Ms. Krasnow to present information on salt content to them before the winter of 2010.

- An October 30, 2008 memo from the Hancock County Planning Commission has been received by the Selectmen. The memo asks for support for their application for USDA solid waste technical assistance funding for the upcoming fiscal year. The Board of Selectmen signs a letter strongly supporting the HCPC's USDA-RUS application.
- At the October 29, 2008 Board of Selectmen's Meeting, one bid was received for shingling of the upper portion of the Municipal Garage at Islesford. The bid was from Pickering, Inc. for \$11,135.00. The bid was over budget, and since that meeting the Facilities Supervisor has worked with Mr. Pickering in reference to the bid. Due to a mathematical error in the original bid, a revised bid is presented at today's meeting from Mr. Pickering.
 - For untreated shingles: \$5484.00
 - For pre-dipped shingles: \$5819.00

The bid includes all labor, materials, equipment and transportation necessary for shingling the upper portion of the Municipal Garage on Little Cranberry Island.

The Board of Selectmen signs the contract with Pickering, Inc. in the amount of \$5819.00 for pre-dipped shingles. The shingling is to start next week after the hardy board is installed on the lower half of the building. The materials have been ordered.

- The Budget Committee works with the Board of Selectmen and the Municipal Advisory Committee on the budget process. The process for 2009 will begin soon.
- A suggestion has been made for the pick up of trash at the Islesford Town Dock be more frequent than the current once a month by the contractor. Trash has been overflowing and blowing off the dock recently. Selectman Lief asks the Facilities Supervisor to speak with the contractor about dock trash pick up and also painting of the compactor. Mr. Lief also suggests a Town solid waste committee to work with the contractor and the Selectmen on trash. It is suggested from the audience that the Municipal Advisory Committee might be the committee to ask.
- The Comprehensive Plan Committee has forwarded a November 17, 2008 email from Dan Nussdorfer, Sutton Island Resident, to Selectman Beal. Mr. Nussdorfer conveys a couple of items that he thinks should be addressed.
 1. "We recently had a resident break his leg on the island. The EMT's were called, but had no idea where to find this person. We would like to make sure that all safety personnel and or Coast Guard have a map of who lives where on Sutton. They could have GPS coordinates available for the homes locations."
 2. "Fire... If a fire should break out, how well equipped is the Town to put it out? Can something be done regarding equipment for Sutton? What should homeowners do?"

Richard Beal wishes to formally nominate Courtney Chaplin as Fire Chief for Sutton, Baker and Bear Island. Mr. Beal would also like a letter written to Sutton Island Residents with information as to what has been done for the island in reference to emergency response. These items will be taken up at the December Board of Selectmen's Meeting. A memorandum of understanding with Acadia National Park was signed by the TCI Selectmen and ANP acting Superintendent in September of 2006 for the handling of emergency situations at Baker and Bear

ESZ4 ESZ4 as moved at 12/11/08 BOS meeting NDH
Islands. The memo states that "coordination of emergency service responses on Bear Island (ESZ2) and Baker's Island (ESZ4) shall be the responsibility of Acadia National Park".

Rob Fernald, President of the Association for the Preservation of Sutton Island, is compiling a map with corresponding house numbers for residences. Numbers will be placed on the shore side and the land side of each residence. There will also be photos of the houses, and this information will be made into a book. This book is intended to be distributed to Fire Chiefs, Emergency Response Personnel, Mount Desert Fire and EMS and the Coast Guard.

Selectman Lief states that financially the Town has no problem with emergency help for Sutton Island, however the plans need to be useful and reasonable, and will require participation of Sutton Island Residents.

- Code Enforcement Officer Kimberly Keene has sent a November 18, 2008 email to the Town Office to inform us of her planned vacation November 22-November 30 and also the week of Christmas. Ms. Keene asks that the Town really consider an alternate CEO to cover when she is away. This is the second request from Ms. Keene for an alternate. The Selectmen agree to this idea but request that the cost of hiring an alternate and what the Town has to do to get this done be asked of Ms. Keene. Selectman Gray will speak with Ms. Keene.
- A November 08, 2008 letter has been received by the Selectmen from RJD Appraisal. Because of the proposed revaluation for this year, the quarterly review will not be done. This will reduce the assessing budget by \$3000.00. The proposed assessing services budget need for 2009/2010 from RJD Appraisal is \$22,200.00 inclusive of the \$3,000.00 reduction and also an increase by 2.24% over 2008/2009.

VII. Audience Communications

- In reference to clean up of debris at GCI Gravel Pit, Richard Beal suggests that funds be budgeted for the cleanup. Selectmen Lief assures that the debris will be cleaned up and suggests placing a fence around the area for next year. A sign could be placed with regulations for the property and who to call for permission to store anything there. Phil Whitney would like to make sure that the cleanup is still planning to happen.
- Quarterly reports were received by the Selectmen for the October 29, 2008 BOS Meeting as follows:

Bruce Fernald, Harbormaster:	<i>Not received</i>
Wanda Porter, Health Officer:	<i>Not received</i>
Planning Board:	Minutes received
Board of Appeals:	Minutes received
League of Towns:	Minutes received
Malcolm Donald, Island Coalition:	Received
Norman Sanborn, II, Zone 1 Fire:	<i>Not received</i>
Courtney Chaplin, Zone 2 Fire:	<i>Not received</i>
Richard Howland, Constable:	Received
Richard Beal, Constable:	Received
Cynthia Lief:	<i>Not received</i>
School Board:	Some minutes received
Margaret Blank, Emergency Prepared.:	Received
Nickolas Hadlock, Shellfish Warden:	Received

Selectman Beal and Selectman Lief suggests that Town positions that do not submit legitimate hours of activity for the year, do not get their budgeted stipend. If any of these individuals have questions about this, he or she should be directed to contact one of the Selectmen.

- For the record, Selectmen Beal wishes to make public his farming relationship with John Goodwin, JR. Mr. Beal and Mr. Goodwin are sharing expenses for the raising of pork at Skeldale Farm.
- The Harbor Committee has recommended that the ramp fees be a set fee for the year instead of a pay per use fee.

VIII. Adjournment: 10:58 A.M.

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