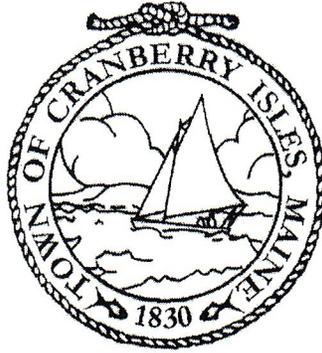


BOARD OF SELECTMEN

RICHARD F. BEAL, CHAIRMAN  
SALLY A. B. ROWAN  
CHRISTOPHER L. HATHAWAY



MUNICIPAL ADVISORY COMMISSION

M. DONALD, P. DONALD  
R. AXELROD, L. PRATT, C. DUGGAN  
C. WHITE, K. WHITNEY

TOWN CLERK / TREASURER

DENISE Mc CORMICK

FACILITIES SUPERVISOR

ERIC DYER

## MEETING NOTICE

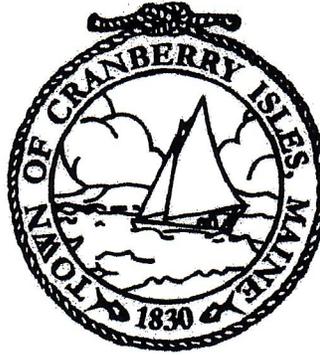
The Cranberry Isles Board of Selectmen will conduct a regular meeting on Tuesday December 7<sup>th</sup>, 2010 at 8:45 AM at the Neighborhood House on Little Cranberry Island. There will be a special "breakfast" beforehand from 8:00 – 8:45 to welcome the new Administrative Assistant to the Selectmen and say goodbye to the outgoing Facilities Supervisor.

## AGENDA

- I. Call to Order
- II. Review / Approval of Previous Meeting Minutes
- III. Review / Signing Financial Warrants
- IV. Appointments
  - A. Municipal Advisory Commission Liaison
- V. Old Business
  - A. Fire / Rescue
  - B. Budget and Warrant
- VI. New Business
  - A. GCI roadside waste collection schedule
  - B. Manset apartment appliances
- VII. Other Business
- VIII. Executive Session: Personnel Matters, 1 M.R.S.A. § 405(6)(A)
- IX. Audience Communications
- X. Adjournment

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ADMINISTRATIVE ASSISTANT

JAMES FORTUNE

**Board of Selectmen's Meeting Minutes  
December 07, 2010  
Islesford Neighborhood House**

**Attendance:**

Richard Beal, Chairman, BOS  
Sally Rowan, BOS  
Christopher Hathaway, BOS  
Eric Dyer, Facilities Supervisor  
Denise McCormick, Town Clerk  
Nanette Hadlock, Deputy Clerk  
James Fortune  
Karin Whitney, MAC  
Malcolm Donald, MAC  
Laura Bolton, Island Institute  
Katelyn Damon, Americorps  
Stefanie Alley  
Anna Fernald  
Cindy Thomas  
Phil Whitney  
Peter Berzinnis  
Adele Berzinnis  
David Axelrod

**I. Call to Order:** 8:44 A.M. by Chairman Richard Beal.

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

Richard Beal moves to approve the November 04, 2010 Board of Selectmen's meeting minutes as written. Chris Hathaway seconds the motion, with a unanimous vote by Sally Rowan. **Motion passes.**

**III. Review / Signing Financial Warrants**

Warrant # 56:	\$ 11,572.51
Warrant # 57:	\$ 5,461.75
Warrant # 58:	\$ 29,823.72
Warrant # 59:	\$ 82,214.06
<b>Total:</b>	<b>\$ 129,072.04</b>

All warrants were signed by the Selectmen.

**VII. Other Business (taken out of order)**

- Stefanie Alley of the Cranberry Isles Health Committee presents a proposal to the Board of Selectmen. The Health Committee has been working with the Maine Sea Coast Mission (M.S.M.) to set up and establish a land-based Telemedicine clinic. The Telemedicine equipment is now at the Islesford Neighborhood House, which has been supplied by the M.S.M. The Health Committee has written a DRAFT MEMORANDUM OF UNDERSTANDING which is necessary for operation of Telemedicine. In the next month the committee will work on further drafts with the Selectmen's input. The Health Committee needs a fiscal agent, which is a group or Town that is a legal entity that they can contract with, a group that receives money, and that they can work with. The Health Committee is asking the Selectmen to consider recognizing the committee as an Advisory Board so the Town and the committee can work together to bring health care services to the community. The Health Committee has been working with the Town Of Cranberry Isles, the Islesford Neighborhood House Association, Mount Desert Island Hospital, and the Seacoast Mission in its endeavor to bring health services to Cranberry Isles. MDI Hospital will be choosing the health provider, (doctor on the mainland). Costs for the Telemedicine equipment and the health aid will be supplied by the Maine Seacoast Mission and trained by MDI Hospital. There will be additional costs for setting up the health clinic, (insurance and electricity costs to be shared with the Neighborhood House, supplies, etc.) The Health Committee is not asking the Town for funding, just to help set up an entity by which to accept donations. It is hoped that eventually there will also be similar services at Great Cranberry Island. Depending on the status of the high speed internet service needed for the Telemedicine equipment, it is anticipated that it could be up and running this spring on Islesford.

Chris Hathaway moves to approve the charter with the Health Committee Telemedicine Program and to grant \$3,000 for seed money from the Selectmen's Contingency Fund. Richard Beal seconds the motion, with a unanimous vote by Sally Rowan. **Motion passes.**

Phil Whitney complements the volunteers of the Health Committee for their work. Money to help with heating and electricity for the health center will need to be budgeted for next year. The Neighborhood House Association will meet on January 06, 2011. Discussion of how the heat and electricity will be divided between the Neighborhood House, the Historical Society, and the Health Center is hoped to take place. Recently hot water was installed in the Neighborhood House restroom.

**VIII. Executive Session: Personnel Matters, 1 M.R.S.A. § 405(6)(A)  
(Taken out of order)**

Executive Session is not necessary as Mr. Fortune agrees to the contract as written. Richard Beal introduces James Fortune who will replace Eric Dyer. The position for James will be titled Administrative Assistant to the Selectmen. The Board of Selectmen signs a contract with Mr. Fortune. Mr. Fortune has also agreed to use his cell phone for town business and will be reimbursed for its use.

**IV. Appointments**

**A. Municipal Advisory Commission Liaison**

James Fortune reports that the M.A.C. is in the process of contacting people who may be interested in volunteering for this position. This agenda item has been postponed until the next BOS meeting.

**V. Old Business**

## **A. Fire / Rescue**

Eric Dyer reports that two Islesford Volunteer Firemen, (Richard Howland and Will Palmer) will be attending the Firefighter Academy in the coming months. Richard Howland has requested a flat fee instead of being reimbursed for travel and meals. This would come as a monthly check based upon the number of weekends in the given month. Estimated costs which were to be included in the flat fee is as follows:

Richard Howland: \$95 / weekend, (\$50 meals, \$20 mileage, and \$25 for use of private boat for travel)

Will Palmer: \$70 / weekend, (\$50 meals, \$20 mileage)

Mileage was calculated at 50 cents per mile, (40 miles round trip each).

Malcolm Donald suggests using government per diem for mileage. Phil Whitney suggests a policy for reimbursement.

Hotel fees would be billed to the Town directly. It is also suggested that receipts would be necessary for audit purposes. Currently receipts are required by all who request reimbursement for expenses relating to town business. Selectman Hathaway suggests that submitting receipts seems to be the less hassle free and legal way to handle reimbursement. Selectman Beal suggests that the Administrative Assistant contact either the Coast Guard or the Sheriff's Department to inquire what they reimburse for travel, etc.

Selectman Beal has hired Charlie Wheeler to fix the heating system and to move the hot water heater at the GCI Firehouse. Ventilation and controls have been added. The meeting room should be warmer now.

## **B. Budget and Warrant**

Last Friday, December 03, 2010, a budget workshop meeting was held with the Municipal Advisory Committee to start the budget process. Numbers for each department have been distributed to the appropriate MAC members and are being worked on. The MAC has requested that a budget workshop meeting with the Board of Selectmen on Friday, January 07, 2011. Updated budget information will be forwarded to the Selectmen as soon as possible. Another budget workshop will be held on Friday, January 21, 2011 for final budget recommendations to the Selectmen. These workshops will be posted.

Richard Beal has received two phone calls from individuals who are interested in reopening the Longfellow School on Great Cranberry Island for the next school year. Five students from Great Cranberry Island are possibly expected for next year. Mr. Beal wants to know what needs to be done for budget purposes if this were to take place. The Cranberry Isles School Board will meet next week on Tuesday, December 14, 2010, 1:00 PM at the Superintendent's Office. Selectman Beal asks Katelyn Damon, School Board Member, to relay this question to the School Board and asks for an update by telephone from the School Board to the three Selectmen before the January Board of Selectmen's meeting.

Maintenance needs to continue on the Longfellow School building regardless of whether the school is reopened or not.

## **VI. New Business**

### **A. GCI Roadside waste collection schedule**

Due to the small population on Great Cranberry Island during the winter months, the trash contractor is suggesting that transfer station hours go to one day a week for three months in the winter only. The contractor is not looking for a decrease in

contract price, but hopes to recover some unexpected costs that have arisen, (clerical fees with seasonal workers, worker's comp fee increase, summertime extended hours, etc.). The transfer stations have also been found to not be properly stocked, (one example is fire extinguishers). Eric Dyer suggests that the Town should get something in return for money saved by the contractor. Selectman Beal requests that elderly residents on GCI should continue to have curbside pick-up.

In reference to town owned land that is leased by Cranberry Isles Realty Trust (CIRT), it appears that large rocks have been moved by the CIRT tenant so that he may drive around the gate. A key has been offered to be made for the tenant so that he might have access to materials for sanding. These rocks were placed there to keep the property clear of illegally stored equipment and supplies. The garage (old sand / salt shed) is not included in the CIRT lease, even though the CIRT tenant stores equipment there. It has been suggested that the building could be burned for training by the Fire Department, if not needed by the Town. Richard Beal reports that eleven vehicles are being stored on the property by the CIRT tenant. Boundaries and guidelines need to be set for what is allowed by a tenant on Town leased land. Selectman Beal suggests that CIRT must speak to their tenant about use of Town Property. A Superior Court decision in the past has required TCI to be a good steward of the property. The Board of Selectmen is encouraged by Phil Whitney to research the lease with the Town Attorney. The Town Clerk will send a copy of the lease to the attorney. Selectman Beal will speak with the attorney regarding this matter.

**B. Manset apartment appliances**

It has been reported to Selectman Beal that some of the appliances at the Manset apartment need to be replaced. Budgeting for these appliances is recommended. Currently the lease with Pagels is expired. Phil Whitney suggests that when renegotiating the lease, that Pagels is encouraged to lease year-round, as opposed to only May through October. The lease is \$3000 per month, May through October. It appears that Mr. Pagels is either subletting or allowing a tenant to stay in the apartment during the off season of the lease. James and Eric will be visiting the Manset Facility on Thursday for an insurance inspection.

There are also some repairs still pending at the MARSH building. Some funds are left. The Administrative Assistant will check what is left to be completed.

**VII. Other Business**

- Selectman Hathaway wonders if it might be possible that the school reserve fund could be transferred to under the Board of Selectman, especially when it comes to large projects. There are still a number of issues with the Longfellow School building that need to be taken care of. Selectman Beal would like to know if the school committee would like to fix the school building themselves included in their own budget, or let us know early on that the three of us can try to layout and continue with this program we've got quotes on or an estimate on from Westphal, (roof, clapboards and underneath rotting, paint, etc.). Approximately sixty to seventy thousand dollars is estimated for repairs this year. Selectman Hathaway recommends that the Administrative Assistant should be in charge of bidding and supervision of large projects. Selectman Beal agrees. Eric Dyer recommends that funding and

oversight of projects should go together, either the School Board or the Town. Katelyn Damon will convey this request to the School Board.

- Katelyn Damon, Americorps Member, is in the process of setting up an EMT course to begin January 14, 2011. Katelyn is requesting for two individuals, who do not live on the islands, and are not registered voters or members of the TCI EMS program, to take the course, (David Rackliff who does work on Islesford, and Nicole Rackliff). Katelyn is asking for the BOS opinion on this matter. Selectman Beal supports this; the Town Clerk disagrees. Cost for each individual taking the course is approximately one thousand to twelve hundred dollars. The course instructor would like to have at least ten participants, only seven are currently signed up. Katelyn does not feel that the cap of ten participants will be met. One question is whether or not the Town will have to pay for all ten spots or not, regardless of participation. The Administrative Assistant suggests that a policy should be written in the future dealing with participation and funding. Funding for the course would need approval for budgeting at the Annual Town Meeting. Funds for this winter's course will have to be borrowed from Fire Department reserve account. This item will appear as a line item budget on the Town Meeting Warrant under Fire Department. Fire Department reserve funds do not roll over to the general fund at the end of the budgeting year, they stay in Fire Department reserve as approved by the voters.
- Selectman Rowan reports that Bill Dowling called the Selectman in reference to installing stainless steel grab bars on pilings at the docks for easier tie up. Mr. Dowling reports that the Harbor Committee thinks this is a good idea. Eric Dyer reports a mixed reception from the Harbor Committee at their November 23 meeting. The Harbor Committee recommended trying one piling as a trial run. At the Harbor Committee meeting it was requested by Mr. Dowling for Islesford and GCI docks as the pilings were too fat to get a tie up line around safely. Selectman Beal is under the impression that this is needed now, as opposed to waiting for approval at the annual Town meeting by the voters.

#### **VIII. Executive Session**

Previously discussed.

#### **IX. Audience Communications**

- There is an issue with the Islesford trash compactor. The compactor is not bolted down to the concrete and is being jolted around. Permission is granted by the Selectmen to bolt down the compactor. Another issue at the Islesford transfer station is that the compactor is out in the open with no cover. Components of the compactor are freezing up. The attendant has been coming the day before trash day to start up the electrical. The controls have to be covered with duct tape and a plastic bag. The contractor is asking permission, sooner rather than later, to build a roof with four posts to cover the compactor area. They have the measurements, the materials list, and are willing to build. Selectman Beal instructs the Administrative Assistant to work with the contractor on pricing, and if under \$5000, to go ahead and build the cover. A bill for this job will need to be at the Town Office before the end of this budget year.

Richard Beal moves to authorize building of a roof for the LCI transfer station compactor from the Board of Selectmen's contingency fund. Chris Hathaway seconds the motion, with a unanimous vote by Sally Rowan. **Motion passes.**

- The trash contractor also asks if there is any way that the fence could be moved back approximately ten feet for extra room at the transfer station on Islesford. Eric Dyer says there is only five feet behind the fence to the town property line. The Administrative Assistant will look into who the rear abutter to the town property is.
- In reference to a warrant article that was passed at the March 2010 Town Meeting, to allow the installation of a subsurface sewage disposal field at the Islesford Town field for the Islesford Neighborhood House, Selectman Beal is wondering where the Neighborhood House Association is with this plan. Last heard at the Islesford Fair table of INHA, plans were to winterize the building only at this point. Roofing of the Library and Historical room portion of the building is currently underway.
- Phil Whitney wants to thank Eric Dyer for his good work and dedication to the Town of Cranberry Isles. Good Luck at Chebeague Island!

**X. Adjournment: 11:07 A.M.**

Richard Beal moves to adjourn the meeting. Chris Hathaway seconds the motion, with a unanimous vote by Sally Rowan. **Motion passes.**