

BOARD OF SELECTMEN

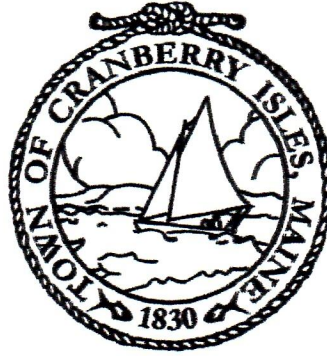
RICHARD F. BEAL, CHAIRMAN

SALLY A. B. ROWAN

CHRISTOPHER L. HATHAWAY

TOWN CLERK/TREASURER

DENISE Mc CORMICK



MUNICIPAL ADVISORY COMMISSION

M. DONALD, P. DONALD

R. AXELROD, L. PRATT, C. DUGGAN

C. WHITE, K. WHITNEY

ADMINISTRATIVE ASSISTANT

TO THE SELECTMEN

JAMES FORTUNE

MEETING NOTICE

The Cranberry Isles Board of Selectmen will conduct a regular meeting
Tuesday, February 1, 2011 at 8:30 AM at the Neighborhood House on Little Cranberry Island.

AGENDA

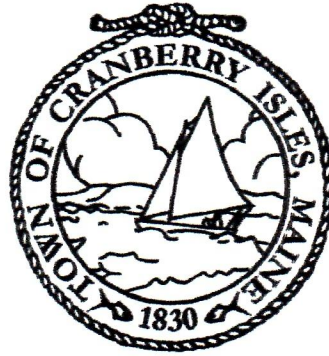
- I. Call to Order
- II. Review / Approval of Previous Meeting Minutes
- III. Review / Signing Financial Warrants
- IV. Correspondence
- V. Appointments
 - A. Fire Chief for Little Cranberry Island
 - B. Municipal Advisory Commission Liaison
- VI. Old Business
 - A. Final Budget and Warrant Article review for the 2011 Annual Town Meeting
 - B. Final review of Town Report for 2011 Annual Town Meeting
 - C. Use of Manset Reserve Funds
 - D. Response to Patriot Insurance on the Manset Repairs
- VII. New Business
- VIII. Other Business
- IX. Executive Session: None
- X. Audience Communications
- XI. Adjournment

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**Board of Selectmen's Meeting Minutes
February 01, 2011
Islesford Neighborhood House**

Attendance:

Richard Beal, Chairman, BOS
Sally Rowan, BOS
Chris Hathaway, BOS
James Fortune, Administrative Assistant
Denise McCormick, Town Clerk
Nanette Hadlock, Deputy Clerk
Katelyn Damon, Americorps Member
Karin Whitney, MAC
Phil Whitney
Jeff Berzinis
Bruce Komusin
Mike Bullard, ESSE Marine Services

- I. **Call to Order:** 8:30 A.M. by Chairman Richard Beal.
- II. **Review / Approval of Previous Meeting Minutes**
Richard Beal moves to approve the January 04, 2011 Board of Selectmen's meeting minutes as written. Chris Hathaway seconds the motion. **Motion passes.**
- III. **Review / Signing Financial Warrants**

Warrant # 2:	971.42
Warrant # 3:	5,092.62
Warrant # 4:	4,502.99
Warrant # 5:	22,963.19
Warrant # 6:	57,689.34
Total:	\$ 91,219.56
- IV. **Correspondence**
 - Municipal Advisory Commission Chairman, Ron Axelrod, has sent a design he developed for the proposed new TCI Town Office. The design is based having two offices, a larger meeting room, and other incidental spaces. The total square footage is 750 square feet gross, 714 square feet net (gross to net is taken up by partitions and exterior wall). Selectman Beal asks for these sketches to be included for voter information in the Town Report.

V. Appointments

A. Fire Chief for Little Cranberry Island

The Board of Selectmen officially appoints Richard Howland as Fire Chief for Zones 2 and 3, which covers Zone 2-Islesford and Zone 3- Sutton Island.

B. Municipal Advisory Commission Liaison

In reference to an email to Amy and Steve Philbrook, as well as the MAC, BOS, and town office staff, from Ron Axelrod (MAC Chairman), dated January 19, 2011: The MAC is recommending Steve and Amy Philbrook as MAC Liaison to the Town of Mount Desert. The Philbrooks have not decided to accept this appointment as of today's meeting. This item is tabled until the next regularly scheduled BOS meeting.

VI. Old Business

A. Final Budget and Warrant Article Review for the 2011 Annual Town Meeting

- Department 51, General Government: The Mac has recommended and the Board of Selectmen agrees to not budget \$25,000 for reevaluation of the Town this year, (last reevaluation 2003). It has also been recommended by the Town Clerk that \$2000 for Code Enforcement training to not be budgeted for James Fortune, in order for Jim to learn his job as Administrative Assistant first. The Selectmen's contingency fund is proposed at \$25,000. \$20,000 is budgeted for legal. \$5,500 is budgeted for printing, which includes printing of shoreland zoning ordinances. Department 51 total: \$266,515.
- Department 52, Public Safety: In reference to LCI Constable pay increases each year (\$2500 proposed for 2011), Phil Whitney asks the BOS if they would consider asking current Constable Richard Howland to attend the police academy for training.
Department 52 Total: \$71,835.
- Department 53, Health and Sanitation: General Assistance is required for the Town. \$500 is proposed to be budgeted for flu shot clinics on Islesford and GCI. Department 53 Total: \$97,175.
- Department 54, Public Transportation: MAC recommends that in reference to capitol improvements, GCI roads were upgraded in 2010. This year the focus will be on LCI. It is recommended that the most critical needs be met. MAC recommends the following:

A. Boat Ramp to Co-op Road-\$70,000

Engineering: \$5,000; Drainage (ditch/culvert work): \$20,000;
Reclaim/Repave: \$45,000

B. Main Street & Mosswood Road - \$10,000

Replace existing culvert and install new catch basin

Total MAC recommendation for Department 54:

Maintenance: \$5,000 and Capitol Improvements \$80,000

Richard Beal suggests that money be budgeted for hiring an engineering company to determine how to correctly fix the drainage problem and road condition from the LCI barge ramp up Main Street. Mr. Beal suggests, and the other two Selectmen agree, to drop the \$80,000 down to \$12,000, to budget \$4,000 for engineering, and \$5,000 for maintenance. It is recommended that priorities for this year are to do minimal work on the drainage for Boat Ramp to Co-op Road in order to make it suitable for this summer, and to get an engineering study on how to fix boat ramp up Main Street properly for long-term.

\$46,000 is budgeted for the continuation of the commuter ferry service, for the second of a two year trial period.

MAC recommends that contracted services for GCI snow removal can continue to function for at least another year; an upgrade should be put off in favor of other current critical town needs. MAC further recommends that re-negotiating the contract for GCI snow removal so it is not so expensive, e.g. the town is not paying for inactive time or private (not town) snow removal. The BOS leaves \$32,000 budgeted for a new plow truck for GCI. Funds proposed for GCI snow removal, originally proposed at \$20,065 (for a contract) are reduced to \$8,000 for employees on both GCI and LCI. Gas for snow removal is budgeted at \$1,500 for both islands. Town truck insurance for both islands is budgeted at \$800.

Department 54 Total: \$116,100.

- Department 55, Schools: Ten elementary school students and four high school students are anticipated for the 2011/2012 school year. A reserve is budgeted for in the event another student should move to Cranberry Isles. According to School Board Member Katelyn Damon, money is included in this school budget for the possibility of opening Longfellow School this fall. A meeting is scheduled for Thursday, February 03, 4:45 PM, at Great Cranberry Island Community Center for an upcoming discussion of the future of our schools.

Department 55 Total: \$444,596.

- Department 56, Donations: Selectman Beal suggests deleting all donations for 2011, a savings of \$26,000 to the Town. The entire proposed budget before today's meeting would have reached close to 10 mil tax rate. The cut to this department is one cut in order to try and keep the budget down for at least one year. All three Selectmen agree.

Department 56 Total: 0

- Department 57, Debt Service: There are really no changes for this department. Hancock County Tax is budget at \$75,000, which is the average we have been paying for the last few years. TCI has not received a tax bill from the county yet as of today's meeting.

Department 57 Total: \$347,756

- Department 58, Municipal Facilities: In reference to a proposed article for raising and expending up to \$6000 for design work to develop additional options for the extension of the Town Dock at Islesford, MAC has recommended that no further funds be invested in this project until other sources of revenue (e.g. grants) can be pursued. In 2010, voters approved \$5000 for engineering for this project, however the Harbor Committee has deemed all the options presented as unacceptable. An article will be included in the 2011 warrant to authorize the municipal officers to raise, appropriate and expend up to \$6,000.00 for engineering and design for a year-round drive-on dock at the Manset Facility in Southwest Harbor, Maine. MAC has recommended no funds be invested in this project at this time. The article for Manset will remain in the warrant.

\$15,800 is budgeted for maintenance and repair of the Manset warehouse and apartment. These funds will be used for improvements recommended by Patriot Insurance Company following a recent inspection of the building, and for painting the trim on the warehouse. \$30,000 is budgeted for capitol improvements at the Mansell Road building, which includes roof repairs and other minor repairs. This \$30,000 will come out of the Manset Reserve fund which currently has \$190,000 in it. This has been recommended by MAC.

A warrant article has been proposed asking the voters to authorize the municipal officers to raise, appropriate, and expend up to \$70,000 to replace the siding on the Longfellow School building on Great Cranberry Island. MAC has recommended that since this school is not actively used as a school building, that a reserve fund be established to fund an anticipated \$75,000 improvement over a three year period, with the first installment of \$25,000 to be funded in the 2011 budget. Selectman Beal suggest taking this article and the \$25,000 out of the warrant, as it should be in fact the school board who is taking care of the school building. He suggests to School Board member Katelyn Damon to let the School Board know this and to add it to their portion of the budget if desired, and for the school Board to handle the supervision of the project. The current proposed school budget does not budget for this expenditure.

\$200,000 is budgeted for the LCI municipal building. A warrant article asks the voters to authorize the municipal officers to borrow funds in the original principal amount of up to \$200,000.00 for the purpose of developing a plan for and construction of a new town office building on Little Cranberry Island, and to further authorize the Selectmen to do any and all things necessary or to award and enter into necessary design and construction contracts on behalf of the Town; expend the borrowed funds; and all other things reasonably necessary to accomplish the purpose this Article.

Department 58 Total: \$447,260.

- No funds will be taken out of Fire Department Reserve Funds this year so that the departments may buy needed equipment, etc.

B. Final review of Town Report for 2011 Annual Town Meeting (Draft #1)

- No changes proposed to compensation for Town Clerk, Treasurer, Tax Collector, or Selectmen this year. All part time employees are required to submit hours for compensation. Hourly rate for Town Officials and Employees stays at \$12 to \$25 per hour.

Richard Beal moves to pay Cory Alley \$22.00 per hour for snow removal at Islesford to match the hourly rate at Great Cranberry Island. Sally Rowan seconds the motion, with a unanimous vote by Chris Hathaway. **Motion passes.**

- One three year term is expiring on the Board of Selectmen this year: Chris Hathaway. A one year term on the Board of Selectmen is open due to the resignation of Sally Rowan, effective March 01, 2011. Chris Hathaway is interested in running to finish the term of Sally Rowan, term to expire in 2012.
- There is one term expiring on the School Board this year: Katelyn Damon. Ms. Damon is interested in running again.
- There is one term expiring on the Shellfish Conservation Committee this year: Samuel Hyler.
- Two terms expire on the Municipal Advisory Commission this year: Chris White and Lise Merrill Pratt.
- Article 16 will read: To see if the voters of the Town of Cranberry Isles will vote to authorize the Treasurer to expend funds in January 2012, February 2012, and March 2012 equal in aggregate to three twelfths (3/12ths)+ of the Operator's Budget approved for the Year 2011. This authorization will permit the Treasurer to prepare Financial Warrants for approval by the Board of Selectmen, prepare checks, and legally pay bills pending approval of the entire Operations Budget by the Voters in March 2012.

This article is necessary in order to legally do business between January and Town Meeting of 2012.

- Article #18 of the town meeting warrant will read:
To see if the voters of the Town of Cranberry Isles will vote to authorize the municipal officers to borrow funds in the original principal amount of up to \$200,000 for the purpose of developing a plan for and construction of a new town office building on Little Cranberry Island, and to further authorize the Selectmen to do any and all things necessary or to award and enter into necessary design and construction contracts on behalf of the Town; expend the borrowed funds; and all other things reasonably necessary to accomplish the purpose this Article 18.
- A proposed article asking the voters to authorize the municipal officers to enter into a multi-year contract for the sanding, plowing and removal of snow on the public ways of Great Cranberry Island is removed from the warrant.
- Article #21 reads: “To see if the voters of the Town of Cranberry Isles will vote to authorize the municipal officers to raise, appropriate and expend up to \$5,000.00 for the purchase of glass crushing equipment, for use at the Little Cranberry Island and Great Cranberry Island solid waste facilities.”
- A proposed article asking the voters to raise, appropriate and authorize the municipal officers to expend up to \$6,000 for design work to be performed by Kleinschmidt Associates, to develop additional options for the extension of the Town Dock at Islesford is removed from the warrant.
- Proposed article #23: “To see if the voters of the Town Of Cranberry Isles will vote to authorize the municipal officers to raise, appropriate and expend up to \$197,280 for capital roads projects for Little Cranberry Island” is removed from the town meeting warrant.
- Proposed article #24: “To see if the voters of the Town Of Cranberry Isles will vote to authorize the municipal officers to raise, appropriate and expend up to \$12,000 to make necessary repairs to the roofs, and stain the wood siding of the warehouse and storage buildings at the Manset Facility in Southwest Harbor, Maine” is removed from the warrant.
- In reference to article #25, Selectman Beal asks the Deputy Clerk to check with the Town meeting moderator if a straw vote may be conducted for interest in continuation of research on the feasibility of a year round facility at Manset.
- Proposed article #26: “To see if the voters of the Town Of Cranberry Isles will vote to authorize the municipal officers to enter into a multi-year contract for grading and maintenance of the public gravel roads on Great Cranberry Island” is removed from the warrant.
- An article which reads: “To see if the voters of the Town of Cranberry Isles will vote to authorize the municipal officers to raise, appropriate and expend \$46,000.00 to extend the commuter ferry service for the second year of a two year trial period” is legally necessary due to receiving transportation funds and as the voters decided at the 2010 town meeting.
- Wording is changed on the proposed article: “Shall an ordinance entitled “Land Use Ordinance for the Shorelands of the Town of Cranberry Islands, Hancock County, Maine” be enacted?” The word enacted is changed to amended, as TCI already has a Land Use Ordinance for the Shorelands, what is being voted on here are amendments to that ordinance.

- The article that deals with Future Town Meeting will read: To see if the voters of the Town of Cranberry Isles will vote to hold the next annual Town Meeting in 2012, on Monday, March 12^h at the Islesford Neighborhood House, Maine and to open the Meeting at 8:30 A.M.

Richard Beal moves that either through the Public Hearing on Wednesday, Feb. 03 at LCI, or at the School Board discussion hearing at GCI, the three Selectmen will sign the retyped and final warrant for the town meeting. Chris Hathaway seconds the motion, with a unanimous vote by Sally Rowan. **Motion passes.**

VII. New Business

- In reference to an email received by the Treasurer from Eric Valdina, Mr. Valdina has requested that the rent for the town office be paid on the first of each month. Today's financial warrants signed by the Selectmen include rent for February and March of 2011. April rent will appear on the March financial warrants. This will enable the Treasurer to legally pay the rent on the first of each month.

VIII. Other Business

None at this time.

IX. Executive Session: None

X. Audience Communications

- Mike Bullard, marine contractor is here at today's meeting to check in on recent repairs he did to the LCI trash compactor. Since the control unit is outdoors, water was getting into the controls and freezing up. The push button station is now inside a waterproof box and also the new roof over the compactor is done.
- Jeff Berzinis inquires about rental charges for the units in Manset. No bill has been received by Mr. Berzinis for rent. The Administrative Assistant is requested to implement lease agreements for tenants of small warehouse units.
- No complaints have been received by the Town with the trash business. In reference to a new contract, the contract is expected to be finalized early to mid spring. Mr. Berzinis also asks to continue to be allowed parking spots at the Manset facility in his contract. Peter and Adele Berzinis are running the solid waste business and Jeff Berzinis is doing the barging of the trash. Tony Frazzitta will not be available this spring for running the transfer station on Great Cranberry.

XI. Adjournment: 10:50 A.M.

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