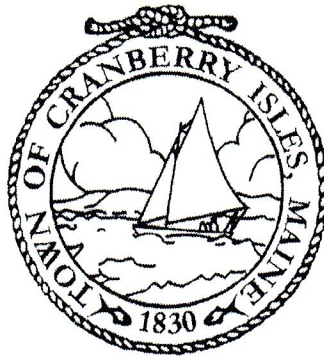


BOARD OF SELECTMEN

RICHARD F. BEAL, CHAIRMAN
DANIEL S. LIEF
SALLY A. B. ROWAN



MUNICIPAL ADVISORY COMMISSION

M. DONALD, P. DONALD
E. HARRISON, L. PRATT, F. REECE
C. WHITE, K. WHITNEY

TOWN CLERK / TREASURER

DENISE Mc CORMICK

FACILITIES SUPERVISOR

ERIC DYER

MEETING NOTICE

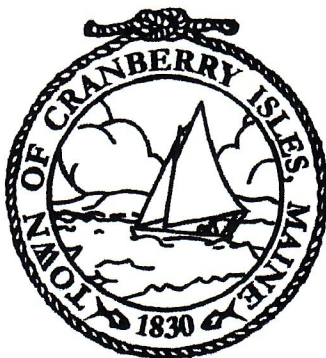
The Cranberry Isles Board of Selectmen will conduct a regular meeting on Wednesday, July 7th, 2010 at 8:30 AM at the Neighborhood House on Little Cranberry Island.

AGENDA

- I. Call to Order
- II. Review / Approval of Previous Meeting Minutes
- III. Review / Signing Financial Warrants
- IV. Old Business
 - A. Cranberry Isles Fire / Rescue Update
 - i. Emergency Response Corps
 - B. Roads
 - i. Great Cranberry Reclamation & Road Work
 - ii. Islesford Pothole Repair – Selection of Preferred Bidder
 - C. Islesford Transfer Station Fence Repairs / Maintenance
 - D. Marsh Lease
 - i. Signing of Letter
 - ii. Use of Manset Reserve Funds
 - E. TEPA Implementation
 - i. Ramps
 - ii. Dolphin Piles
 - iii. Manset
 - iv. Change Orders
 - F. Letter to Barge Operators
 - G. Longfellow School
 - H. Special Town Meeting
 - i. School Board Request for Time During Meeting
- V. New Business
 - A. Vehicle Importation Letter
 - B. Postmaster Request – Sutton Island Mail
- VI. Other Business
- VII. Audience Communications
- VIII. Executive Session: Solid Waste Contract Adjustment, 1 M.R.S.A. § 405(6)(D)
- IX. Adjournment

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

Attendance:

Richard Beal, Chairman, BOS
Dan Lief, BOS
Sally Rowan, BOS
Eric Dyer, Facilities Supervisor
Denise McCormick, Town Clerk
Nanette Hadlock, Deputy Clerk
Eliza Greenman, Island Institute
Frank Reese
Phil Whitney
Evelyn Boxley
Starr Bright
Andrew Hodgkins
Joy Sprague

I. Call to Order: 8:30 AM by Chairman Richard Beal.

II. Review / Approval of Previous Meeting Minutes

Dan Lief moves to accept the June 01, 2010 Board of Selectmen's Meeting Minutes as written. Sally Rowan seconds the motion, with a unanimous vote by Richard Beal.
Motion passes.

III. Review / Signing Financial Warrants

Warrant # 29:	6852.89
Warrant # 30:	5097.62
Warrant # 31:	46986.67
Warrant # 32:	54536.52

Total: \$ 113473.70

All warrants were signed by the Selectmen.

IV. Old Business

B. Roads (taken out of order)

i. Great Cranberry Reclamation & Road Work

In reference to the Great Cranberry Island roadwork project, the draft bid packages have been received from Civil Engineering Services (CES) and final bid packages are due early next week. An invitation to bid has been sent to the Mount Desert Islander. Bids will be due from potential contractors on July 29, 2010 and

the bids will be reviewed at the August Board of Selectmen's meeting. Bid packages may be obtained from CES at a cost of \$100.00.

Next month bid packages will go out for ditching work on Islesford. It is suggested by the Selectmen that a truckload of gravel be brought on for the Merrill Road corner. The Facilities Supervisor is also asked to obtain a cost for 18 yards of gravel and a grader to be placed on Jimmy's Point Road at Great Cranberry Island. Selectman Lief requests that a pallet be placed over the hole near the Islesford launching ramp as it is a danger to pedestrians.

ii. Islesford Pothole Repair – Selection of Preferred Bidder

Two bids were received for the Cranberry Isles pothole repair.

1. LA Enterprises: \$5734.82 (Total Cost Hot)
No bid submitted for Total Cost Cold
2. TR Ginise Paving: \$13037.50 (Total Cost Hot)
\$14432.50 (Total Cost Cold)

The difference in the bids for labor costs are attributed to the grinder approach intended by TR Ginise Paving. LA Enterprises' approach is to clean the edges and use a tack coat.

The Selectmen are looking for a fast and inexpensive approach for now on pothole repair. More intense roadwork is to be budgeted for next year.

Dan Lief moves to accept the bid from LA Enterprises. Richard Beal seconds the motion, with a unanimous vote by Sally Rowan. **Motion passes.**

V. New Business (taken out of order)

B. Postmaster Request – Sutton Island Mail

Islesford Postmaster Joy Sprague asks the Town for assistance in a way to connect with Sutton Island residents in reference to receiving mail. Some of the residents have rented a mailbox in Northeast Harbor and a Beal and Bunker employee is picking up the mail for delivery to the island as approved by David Bunker. No dispatch of Sutton Island mail is available, just receiving. The Selectmen suggest that Joy work on this issue of contacting residents by email with Rob Fernald and the Association for the Preservation of Sutton Island (APSI).

Ms. Sprague also reports that there is a contest underway for a postmark celebrating the 180th anniversary of the Town Of Cranberry Isles. Submissions are due at Islesford or Great Cranberry Island post offices by July 21, 2010. The postmark will be available at the Harvest Dinners on both islands, October 09, 2010.

IV. Old Business (revisited)

C. Islesford Transfer Station Fence Repairs / Maintenance

Fence repairs are complete at the Islesford Transfer Station. It is reported that some residents are dumping illegally during off hours by entering the transfer station through the town garage. The Facilities Supervisor is instructed by the Selectmen to secure the town garage with locks. No fire trucks are kept in this garage.

In reference to contract renegotiations between the Town and Gray Enterprises for solid waste removal, A three year review and adjustment as of December 2009 was provided for by the current contract. The contract is based at 175 tons, and after much detailed data research it was discovered that the average waste removed was 80 tons. Binding arbitration took place and the arbitrator found "that

the Base Amount for MSW is adjusted downward to \$46,500.00 as of the Adjustment Date of 1/1/10". A July 02, 2010 email was received by the Selectmen, the Town Clerk and the Facilities Supervisor from Ed Gray stating that "Do to the results of the arbitration with the Town Gray Enterprise will be stepping down as the hauler of town trash". As of today's BOS meeting there has been no interruption of trash services. On July 14, 2010 Selectman Beal and Selectman Lief will meet with TCI's attorney, Ed Gray and his attorney to further discuss this issue. Selectman Lief states that the Town will do their best for zero interruption of trash services.

In reference to trash at the Town Docks on Islesford and Great Cranberry, it is the contractor's responsibility to pick up the trash. The Facilities Supervisor is instructed by the Selectmen to contact the contractor and request that pickup be done more than once a week at town docks as the trash has been overflowing. Karin Whitney has been removing the trash at Great Cranberry Island Dock and the Town appreciates her service.

D. Marsh Lease

i. Signing of Letter

Dan Lief moves to sign the Marsh lease renewal. Sally Rowan seconds the motion, with a unanimous vote by Richard Beal. **Motion passes.**

The lease renewal for Marsh at the Manset property was signed by Richard Beal on behalf of the Selectmen. The rent beginning September 1, 2010 will increase by the CPI, not to exceed 4% (a maximum of \$28,704.00 per annum; \$2,392.00 per month) and the renewal will expire on August 21, 2011.

ii. Use of Manset Reserve Funds

The Town agrees to perform work on the Marsh building starting immediately with the understanding that those items marked with an asterisk may need to be deferred until early 2011.

- Fix / Replace northern storm door (Marsh arranged to have this done – emergency)
- Replace southern front storm door
- Check roof – many shingles lost this winter
- Check for signs of rodent entry in eaves & fix any holes found
- Fix storm windows that don't operate properly
- Repair front deck and then re-stain it
- Fix leaky upstairs bathroom sink
- Mailroom / Kitchen - repair shelving, replace stove / refrigerator / sink unit
- Floor in front center office needs support *
- Solve rodent problem
- Paint outside trim spring 2011*
- Replace carpeting in lower back section of office *
- Many dead shrubs on north end of building
- Back section of building is cold in winter. Need to improve heating in that area

Some money has been budgeted for repairs and there is also a reserve fund for Manset.

Dan Lief moves to use monies in the Manset Reserve Fund for repairs at Marsh. Richard Beal seconds the motion, with a unanimous vote by Sally Rowan. **Motion passes.**

The Municipal Advisory Commission is currently reviewing leases, insurance, etc. for the Manset Warehouse spaces. Three spaces are currently being used, one space the Town has no recollection of a lease at all, one tenant has paid no rent since July 2009, and one tenant is behind in rent but trying to catch up. There is also a question about how many parking spaces are authorized for use by Gray Enterprises.

Selectman Beal reports that former Town Attorney Guinta's office has scanned all TCI documents retained by them and sent them to the current Town Attorney, Eaton Peabody. There will be a charge to the Town for the scanned documents.

E. TEPA Implementation

i. Ramps

Selectman Lief reports that the new barge ramp at Islesford is very slippery. Mr. Lief asks the Facilities Supervisor to call Berzinis and Beal & Bunker to inquire if vehicles are having trouble getting on and off the ramp.

ii. Dolphin Piles

It will be approximately two weeks before installation of the dolphin pile at the Islesford barge ramp takes place.

iii. Manset

The pathway and railings are complete at the Manset Property. Goodwin will be replacing the bench at the top of the dock. In reference to the lighting, shielding has been placed over the dock lights by Atom Electric.

It is reported that there is a gap at the head of the dock ramp that needs to be fixed at Manset. The Facilities Supervisor will follow up on this issue.

It is also reported that one of the two dock carts at Manset has a wobbly wheel. There is also a third dock cart in storage that needs a new wheel. The Facilities Supervisor will also follow up on this issue.

Selectman Lief reports that Dick Sullivan hit the float at Great Cranberry and as a result a 2x10 foot board was torn off. The board has been placed in the dock shed and Eric Dyer will contact the contractor to replace it.

Dock stairs at Great Cranberry Island are in need of new shingles on them. The Facilities Supervisor will hire someone to replace them.

iv. Change Orders

Change orders for ditching and culvert work by Goodwin, as approved at the June BOS meeting are complete at the Islesford ramp.

Barbara Donovan from the Maine Department of Transportation will be in the Town Office on July 20th to meet with the Town Clerk and Ron Axelrod of the MAC. The new commuter service contract will be signed.

F. Letter to Barge Operators

By request of the Board of Selectmen, the Facilities Supervisor has drafted a letter to barge operators who use Town ramps. The letter informs the barge operators of issues pertaining to use of the town landings, damage to proximate facilities, and navigation within the waters of the Town. In short, appropriate use of the harbor facilities and the need for operators to carry insurance. The letter asks the operators for a certificate of liability insurance to be submitted to the Town Clerk.

The Town Clerk suggests that the liability insurance “indemnifying the Town of Cranberry Isles” be submitted. The Facilities Supervisor is asked to call the Department of Marine Resources to make sure that liability insurance is required to run a barge service. The letter will be changed to add the indemnification statement and mailed by the Facilities Supervisor.

G. Longfellow School

In reference to window repairs at the Longfellow School, a notice was placed in the Mount Desert Islander and bid submissions are due by July 29th. Interested contractors must be lead certified.

Richard Beal notes that there may be lead issues at the Longfellow School building as well. He also suggests that there is still some junk and school supplies stored at the Longfellow facility that should be cleaned out. The outside of the building needs paint as well. It is believed that the school committee is planning on addressing the siding with next year’s budget.

Northeast Plumbing & Heating is in the process of doing safety inspections on all public buildings.

IV. Old Business (revisited)

A. Cranberry Isles Fire / Rescue Update (taken out of order)

i. Emergency Response Corps

Preliminary findings by Neal Courtney in reference to emergency response are that there are some equipment issues and lack of personnel is immediate issues. Leadership is needed on both islands. An old truck on Great Cranberry is not in working order and is recommended to be sold.

Margaret Blank has put in a few paid hours getting both Great Cranberry and Islesford ambulances stocked and inspected.

For the summer season at Islesford there are three EMT’s and one First Responder available. At Great Cranberry Island there is one EMT, one First Responder and Dr. Pierson will be on the island as well.

A program through AmeriCorps and Goodwill Industries offers to bring in people to help with emergency response issues. This program has been recommended by Mr. Courtney for Cranberry Isles. Cost to the Town for this service would be approximately \$9800.00. Hugh Smallwood is willing to work with the chosen individual. The position would be for 32 hours per week. The Town Clerk will look into whether or not the voters will be required to decide if an AmeriCorps representative.

Selectman Lief suggests that a job be created to help with organizing training, order and inventory supplies, equipment, and to basically define a program for Cranberry Isles. This position would require someone with people skills.

It is reported that recently at the GCI Firehouse someone turned all the switches on in the ambulance and ran the battery down. Also the doors to the Firehouse were all locked and Blair Colby was able to get them open.

Selectman Beal recommends a page be included in next year’s town report expressing the safety and importance of homeowners installing a switch for meter disconnect. The approximate cost for installing the meter disconnect is \$1500.00.

Dan Lief moves to have Richard get rid of the old tank truck at Great Cranberry Island. Sally Rowan seconds the motion, with a unanimous vote by Richard Beal.

Motion passes.

H. Special Town Meeting

A special town meeting will be held on Tuesday, August 24, 2010 at Islesford. The proposed TCI Comprehensive Plan and whether or not the voters wish to accept the Emma Spurling cemetery trust fund will be on the warrant for this meeting. A special boat will be arranged for the meeting.

i. School Board Request

The Cranberry Isles School Board has asked permission to do a special presentation during the special town meeting in reference to proposed repair work at Longfellow School. The Town Clerk has presented the Board of Selectmen with documentation to the effect that " State law says, "The warrant for calling any town meeting must meet the following *requirements* It shall state in distinct articles the business to be acted on at the meeting. No other business may be acted upon," Section 2523 (emphasis added)."

It is suggested that the moderator make an announcement that following the adjournment of the special town meeting, a discussion will take place.

V. New Business

A. Vehicle Importation Letter

A letter has been written intended to be sent out to violators of the vehicle waste importation ordinance. The Selectmen advise town office staff to proceed with sending the letters to the violators. * According to the ordinance there is a \$700.00 fine if the fee is not paid within 14 days from the date on the letter.

V. Other Business

- The Town of Cranberry Isles has received a thank you letter from the Islesford School Students for supporting their roadside project.
- The Deputy Town Clerk will be on vacation from July 21 through July 27. The Town Clerk will have Danielle McCormick come in to answer the telephones during her absence.
- The Great Cranberry Island Fair will take place on August 04, 2010.
- The next regularly scheduled Board of Selectmen's meeting will be held on Islesford on August 03, 2010.

VIII. Executive Session

None required.

IX. Adjournment: 11:00 A.M.

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