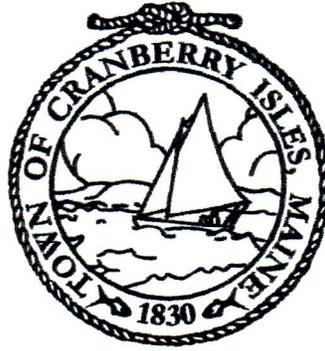


BOARD OF SELECTMEN

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

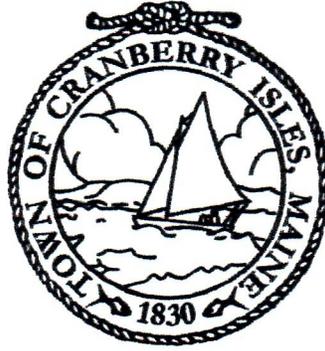
The Cranberry Isles Board of Selectmen will conduct a regular meeting on Thursday November 4th, 2010 at 8:45 AM at the Ladies Aid Community Center on Great Cranberry Island.

AGENDA

- I. Call to Order
- II. Review / Approval of Previous Meeting Minutes
- III. Review / Signing Financial Warrants
- IV. Correspondence
 - A. HCPC Letter of Support
- V. Appointments
 - A. Municipal Advisory Commission Liaison
- VI. Old Business
 - A. Fire / Rescue
 - B. Solid Waste Operations and Contract
 - C. Town Office Lease and Furnace
 - D. Manset Facility
 - i. Rental Space Proposal
 - ii. Maintenance
 - iii. Current Rentals
 - E. 2011 Budget and Warrant
- VII. Other Business
- VIII. Audience Communications
- IX. Adjournment

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**Board of Selectmen's Meeting Minutes
November 04, 2010
Great Cranberry Island Community Center**

Attendance:

Richard Beal, Chairman, BOS
Sally Rowan, BOS
Chris Hathaway, BOS
Eric Dyer, Facilities Supervisor
Denise McCormick, Town Clerk
Nanette Hadlock, Deputy Clerk
Karin Whitney
Phil Whitney
Barbara Stainton
Jeff Berzini
Barbara Meyers
Bill Dowling
David Axelrod

I. Call to Order: 8:45 AM by Chairman Richard Beal.

II. Review / Approval of Previous Meeting Minutes

The Deputy Clerk reports that there is a typographical error on page four of the October 06, 2010 Board of Selectmen's Meeting Minutes. The words Motion passes were omitted from the motion for adjournment. Add to minutes.

The Deputy Clerk reports that the following typographical errors were found in the October 18, 2010 Board of Selectmen's Meeting Minutes:

- Page four, under E. Town Office Lease and Furnace, first sentence of last paragraph, add: for town office space.
- Sally Rowan reports a typographical error on page three, under B. Cranberry Road Work Order, last paragraph should read: Recommendations and estimates will also be requested for North Woods Road. Ms. Rowan also reports a date change for page one, under I. Call to Order. Tuesday, November 2nd is Election day.

Sally Rowan moves to accept the Board of Selectmen's meeting minutes for October 06, 2010 and the Board of Selectmen's meeting minutes for October 18, 2010 as amended. Chris Hathaway seconds the motion, with a unanimous vote by Richard Beal. **Motion passes.**

III. **Review / Signing Financial Warrants**

Warrant # 52: \$ 4,979.28

Warrant # 53: \$ 26,888.99 (school)

Warrant # 54: \$ 6,265.04

Warrant # 55: \$ 59,201.75

Total: \$ 97,335.06

All warrants were signed by the Selectmen.

IV. **Correspondence**

• **Eric Dyer Resignation (addition to the agenda)**

The Board of Selectmen has received a letter of resignation from Facilities Supervisor Eric Dyer, dated November 04, 2010. The resignation will take effect on December 10, 2010.

Richard Beal moves to accept Eric Dyer's resignation. Chris Hathaway seconds the motion, with a unanimous vote by Sally Rowan. **Motion passes.**

An immediate replacement is desirable for the position. The position will be advertised in the Mount Desert Islander and the Bangor Daily News. It will also be posted at Islesford and Great Cranberry Island, as well as the Maine Municipal website, the islesford.com site and cranberryisles.com sites. The deadline for resumes will be November 18, 2010 and interviews will be held in executive session sometime during November 22 through November 24.

A. **HCPC Letter of Support**

Two memos have been received by the Selectmen from the Hancock County Planning Commission (HCPC). HCPC is asking for letters of support from towns and cooperating agencies for their application for USDA solid waste technical assistance funding for the upcoming fiscal year. HCPC is also asking for letters of support for an application for USDA Technical Assistance and Training funds to supplement the code enforcement officer and local plumbing inspector training provided by the State Planning Office. The Board of Selectmen signs a letter of support for each request.

V. **Appointments**

A. **Municipal Advisory Commission Liaison**

The Municipal Advisory Commission is set to meet on Saturday, November 06, 2010. The meeting will be held at 8:30 AM at the Community Center on Great Cranberry Island. It is hoped that a liaison will be chosen by the committee.

VI. **Old Business**

A. **Fire / Rescue**

Katelyn Damon, Americorps Member, is currently attending training for her position. Next weekend she will be attending further EMS training at the Samoset in Rockland. An announcement has been posted asking for those interested in taking a proposed EMT Basic course this winter to contact Ms. Damon.

A Resident from Great Cranberry Island expresses concern that these notices be placed on both Islesford and Great Cranberry Island. He further stresses the importance of Ms. Damon's presence and participation on both islands, (i.e. presence and advertising and training). Selectman Hathaway will follow up with Katelyn as to this request. Last week Katelyn visited the GCI Firehouse to look at equipment and take notes.

B. **Solid Waste Operations and Contract**

The Facilities Supervisor is drafting a memo to the Board of Selectmen, the Town Attorney, and Southwest Boat in regard to the solid waste contract and items that

may need to be addressed. On November 18, 2010, the Facilities Supervisor will meet with Southwest Boat to discuss the contract. The Facilities Supervisor asks the Board to allow Dan Lief to continue work with the solid waste program and to participate in the discussion. The Board of Selectmen agrees to this request. The Town of Cranberry Isles is very happy working with Southwest Boat. Jeff Berzinis reports that the company is learning a lot about the business as they go.

C. Town Office Lease and Furnace

A letter has been received by the Town from Eric Valdina in reference to the Town Office Lease. The letter is to address the change in rent beginning on December 01, 2010, to \$600. per month. Currently the Town is paying \$550 per month. The Facilities Supervisor suggests drafting a one year lease with the Valdinas for rent of Town Office space. The Board of Selectmen agrees to this suggestion. A lease will hopefully be available at the December BOS meeting for approval. A warrant article for the March Annual Town meeting is expected to be written asking the voters to approve a new town office.

In reference to the furnace, Northeast Plumbing and Heating came to the Town Office to clean and repair the furnace. Selectman Beal asks if the tank for the monitor heater in the front office has also been brought up to code. A report on repairs and maintenance has not yet been received by the Town. Selectman Beal will contact Mr. Valdina.

D. Manset Facility

ii. Current Rentals (taken out of order)

Last year a trailer owned by Bill Dowling was parked illegally in the Manset lot and was towed from the lot by the Town. Mr. Dowling states that before he realized it was gone from the lot, towing and storage fees accumulated to \$680.00. Mr. Dowling and Ms. Meyers (wife) reflect that they have found it difficult to keep up with their rental fees because of the burden that was created financially by the towing of their trailer. Ms. Dowling states "We didn't actually place that trailer in that space. We had no idea it was there." A letter dated October 22, 2010, sent to the Facilities Supervisor by Mr. Dowling states "Bear in mind that \$680 I had counted on for the Manset rent was spent as a result of your arbitrary and unjustified removal of the boat trailer I stored in my Manset space when I had to move it into the parking lot for three days (over Memorial Day weekend)." They are asking formally for some relief in consideration of the towing fee to be applied towards the back rent that they owe. The rent per month for the Dowling rental space is \$150. Mr. Dowling is currently behind in rent for the amount of \$1,205, including November 2010 rent due November 01.

The Facilities Supervisor stands behind the decision to tow the trailer from the lot. Other trailers illegally parked at the lot have also been towed by the Town. Enforcement has been an ongoing issue. He further states that the Town really does need detailed plans and policies in use for the Manset facility. Some comments from the audience feel that the request for relief is unfair to others whom have had their trailers towed and asked for a reimbursement for towing and storage from the Town. Town Office employees expressed concern for such a decision as it may set a precedent for refunds following future enforcement of parking violations.

Dennis Dever is willing to work as Harbormaster for the Manset Cranberry Dock. Selectman Beal would like to speak with Mr. Dever to see if he is interested in also checking the parking lot.

Richard Beal moves to forgive \$340 of the \$680 that they had to pay to get their trailer back. Chris Hathaway seconds the motion, with a unanimous vote by Sally Rowan. **Motion passes.**

Richard Beal moves to hire Dennis Dever as a private contractor at \$30 to \$50 an hour and to see if willing to take care of docks, wharves and the parking lot. Chris Hathaway seconds the motion, with a unanimous vote by Sally Rowan. **Motion passes.**

Barbara Meyers suggests that when the Town is formalizing those rules as a marine oriented Town, it may make sense to make a provision for people to put boats in that parking lot for the duration of major storms, especially in the off season when the parking pressure is not that...you can codify that with a time period, say 48 hours.

Clearer signage is desired for the lot. The Facilities Supervisor will check with the Town of Southwest Harbor to see if there are any restrictions on signs.

Jeff Berzinis would like to have the floor marked for each space that is rented.

i. Rental Space Proposal

The M.A.C. has been working with the Facilities Supervisor to take a comprehensive look at the management of the Town's facility. This includes use of the parking lot, Marsh building, storage rentals, apartment, and warehouse rental. A memo from the Facilities Supervisor to the BOS, dated October 26, 2010, details an inspection and proposed fee schedule for maintaining the exterior of the entire warehouse and storage facility.

There are three storage bays. Rental rates are low at under 17¢ per square foot for all three bays with no increase in over five years. The established monthly rates of \$150, \$250, and \$365 respectively for bays 1-3 are nearly identical in their cost per square foot. Differences in overall utility are not accounted for and perhaps should be. An insulated space with a working furnace should probably cost more than a un- insulated space without heat for example.

All three storage units are currently occupied, though not all are being rented. The middle bay, bay 2, has apparently been a no man's land since the building was purchased with various squatters utilizing the space. Resolving this has been an October project and letters were sent to all parties currently using bay 2, making them aware that the Town intended to impose leases and rental fees for use of the space and asking what they thought a reasonable fee might be. It seems the most likely solution is to continue with a shared use of the bay with an eye toward balancing the needs of the Town with the needs of current and future tenants.

The Facilities Supervisor suggests the following proposed fee schedule for bays and one and three and the sub – units of bay two:

Bay 1, 912 sq. ft., \$160 / mo., Bill Dowling, Annual, billed monthly

Bay 2, Unit 1, 760 sq. ft., \$130 / mo., Jeff Berzinis, Annual billed monthly

Bay 2, Unit 2, 190 sq. ft., \$35 / mo. plus \$15 / mo. electrical coverage, Janice Murch, Quarter, billed up front

Bay 2, Unit 3, 190 sq. ft., \$35/mo., Ed Gray, Quarter, billed up front
Bay 2, Unit 4, 190 sq. ft., \$35 / mo., Roy Hadlock, Quarter, billed up front
Bay 2, Unit 5, 190 sq. ft., \$35 / mo., Morrie Newell, Quarter billed up front
Bay 3, 2280 sq. ft., \$375/ mo., Rodney Wimer, Annual, billed monthly

Some of the spaces will be billed annually and some quarterly to accommodate seasonal use of the spaces.

Rodney Wimer currently pays \$365 per month for his workshop space.

Steve Pagels rents the apartment and the larger warehouse attached to it. Mr. Pagels pays his rent monthly May through October at a rate of \$3000 / mo. He also pays electric, water and sewer for those months.

ii. Maintenance

Building Exterior:

The exterior of the building is in generally good condition, needing mostly cosmetic work. Some trim replacement is needed but the majority will need scraping and painting only. The siding needs a heavy application of stain, which should take very well to the weathered surface. The stain is needed to seal the wood and prevent rot. Both the trim stain and trim work should be budgeted for 2011.

The roof of the warehouse and storage buildings is deteriorating and will need replacement in a few years. There are no visible or reported leaks but the asphalt shingles are curling, losing grit, and in a number of spots cracking and losing tabs. If the Town intends to keep the buildings and maintain them, then some form of replacement roofing is needed. Rather than in-kind replacement, the Facilities Supervisor would recommend installation of a metal roof. The existing shingles can be left in place, strapped, and sheathed with metal. The up-front cost of metal will be higher but the long term value and savings over asphalt are significant, as are the avoided costs of removal and disposal of the old roof. The long square runs of the roof make the project that much more suitable to metal. If it is decided that demolition of the buildings makes sense then of course no work should be performed.

E. 2011 Budget and Warrant

Richard Beal requests that in preparation for the 2011 budget and warrant, a copy of the budget and the expenditures, with the third column blank, be forwarded to each Selectman.

VII. Other Business

- In reference to two tax liens that are to mature next week, as of this moment the Cathy Scovill taxes are paid in full, and Bangor Savings Bank has assured the Russell and Maude Wedge taxes will be paid by next Tuesday. The Tax Collector will be releasing those liens next week after payment is received.
- School Board Chairman Barbara Meyers reports that the school board has requested her to ask to find some ways to forge better communication with the various committees. The school board is very encouraged that Selectman Hathaway has been attending most of the school board meetings. She requests that if things on the agendas that concern the school buildings or the schools, we'd like the school committee gets notification on that. This is to include MAC agendas. It would be great for us to all communicate at the same time with these issues.

Selectman Beal asks if any action has taken place to replace the exhaust / flue pipe at the Islesford School. This has not been on the school committee agenda yet. The Chairman will get this on the agenda for a future meeting. Selectman Beal recommends that the school children visit the Telephone Museum on the Winkumpaugh Road in Ellsworth. This is a free admission museum.

Nan Hadlock relates that she can't usually make school board meetings during the day. At the last Selectmen's meeting it was related that there was a problem with school commuter tickets for high school children. Minutes are not being received in a timely manner at the Town Office. The School Board does not allow their minutes to be released to the public until they have been approved at the next meeting. It is often well after that fact that the minutes are received at the Town Office. For the record, draft minutes are considered public record. Often times the agendas are received by the Town less than seven days before the meeting. It is requested if all the school committee members have taken the right to know or confidentiality training offered online which is mandatory. The members have not been trained but there was some materials provided to the members for review. Documentation of this training is supposed to be on file.

The school committee has been trying to find a way to somehow develop a monitoring system so that people are using their tickets only getting to and from home from school, when they are not also boarding students. The committee has been trying to develop this over the last couple of months, according to Ms. Meyers. The Deputy Clerk has not seen this documented in the school committee minutes for the last couple of months.

The Board of Selectmen agrees unanimously that it is the position of the Board that the school board should send us, as soon as they approve a set of minutes, a digital copy to the Town Office, email. No thirty day delay, send it over immediately.

- Sally Rowan moves to accept for the town meeting warrant the proposed shoreland zoning ordinance changes and the site plan review for the shorelands. Chris Hathaway seconds the motion, with a unanimous vote by Richard Beal. **Motion passes.**

A public hearing on the proposed changes to the shoreland ordinance is scheduled for February 03, 2011 at Islesford.

IX. Adjournment: 11:09 AM

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