

BOARD OF SELECTMEN

RICHARD F. BEAL, CHAIRMAN

PHIL A. WHITNEY

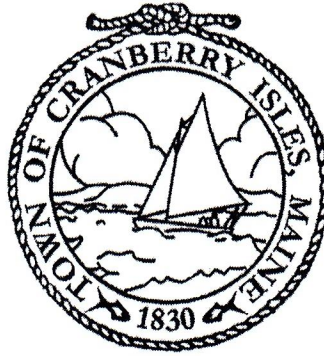
CHARLES F. DUNBAR

TOWN CLERK / TREASURER

DENISE McCORMICK

PUBLIC SAFETY COORDINATOR

KATELYN DAMON



MUNICIPAL ADVISORY COMMISSION

R. AXELROD

J. AMUSO, J. BERZINIS

K. DAMON, M. DONALD

C. DUGGAN, K. WHITNEY

ADMINISTRATIVE ASSISTANT

JAMES FORTUNE

**Board of Selectmen's Meeting Minutes  
December 03, 2013  
Great Cranberry Island Community Center**

**Attendance:**

Richard Beal, Chairman, BOS

Phil Whitney, BOS

Charles Dunbar, BOS

James Fortune, Administrative Assistant

Denise McCormick, Town Clerk / Town Treasurer

Nanette Hadlock, Deputy Clerk

Katelyn Damon, Public Safety Coordinator, School Board, MAC

Jeff Berzinis, MAC

Karin Whitney, MAC

Bill Dowling, Harbor Committee

Ingrid Gaither

Jesse Jameson, Frame to Finish

**I. Call to Order: 8:47 A.M. by Chairman Richard Beal.**

Some discussion takes place over whether the Islesford Neighborhood House will be able to be utilized to hold the annual Town Meeting in March 2014, as approved by the voters at the 2013 annual Town meeting. An email was sent to the Islesford Neighborhood House Association on November 25, 2013 by the Deputy Clerk, ([islesfordneighborhoodhouse@gmail.com](mailto:islesfordneighborhoodhouse@gmail.com)). The email requested if there is any news on when the Islesford Neighborhood House will be available for committee meetings and other events. As of today's BOS meeting, there has been no response from the INHA Board.

Richard Beal moves to continue to pursue Town meeting on Islesford, with the alternate location at the Islesford Congregational Church, with support of the Selectmen and the Treasurer to help with heating expenses. Charles Dunbar seconds the motion, with a unanimous vote by Phil Whitney. **Motion passes.**

**IV. New Business (taken out of order)**

**E. Town Solid Waste Contract Update**

On January 01, 2014 BCM Construction (Ben Moore) will be assuming the solid waste contract for the Town of Cranberry Isles. Southwest Boat will continue with the contract until the last day of December 2013. BCM will be buying the equipment from SW Boat, Inc. The contract allows for assignment of the contract with permission of the Board of Selectmen. Richard Beal moves to prepare a letter on behalf of the Board to allow Southwest Boat, Inc. to sell the solid waste contract to BCM Construction, Inc. The contract will be the same, to include leases on buildings, and the Manset storage lease. All aspects of the current contract remain valid. Phil Whitney seconds the motion, with a unanimous vote by Charles Dunbar.

**Motion passes.**

Jeff Berzinis reports that they will try to do their best in regards to the continued barging service.

A CPI increase is owed to SW Boat, Inc. for 2013. The amount of this increase totals \$968.67.

The BOS wishes to invite Ben Moore to the January or February BOS meeting.

**II. Review / Signing of Financial Warrants**

The Board of Selectmen wish to hold off on payment to Chris Butler Landscaping until the Administrative Assistant has had a chance to inspect the work performed.

Harville Painting has submitted an invoice in the amount of \$9,855 for painting at the Manset warehouse. Sixty percent of the job is complete and the contractor wishes to complete the rest of the work this spring during better weather conditions. \$3,285 has been spent so far on the initial down payment. According to the contract, 15% was to be paid as a down payment, 20% more at half completion, and the remaining balance at completion. The 20% payment at half completion would have amounted to \$4,380.

Richard Beal moves that (A) The Harville Painting contract is modified with a new painting schedule; (B) Warrant # 48 is also modified to be stated in part C; (C) All work thus completed (\$13,140 less the \$3,285, the Town Treasurer is authorized to pay \$9,855 for the 60% of work thus completed, spring balance of work to be performed in April 2014, (\$8,760 reflects the balance of the spring work when complete). Phil Whitney seconds the motion, with a unanimous vote by Charles Dunbar. **Motion passes.**

Warrant # 55:	5,618.06
Warrant # 56:	43,047.78 (school)
<u>Warrant # 57:</u>	<u>55,965.02</u>
Total:	\$ 104,630.86

Harville Painting payments for the 50% and final completion under warrant #48 will be voided. A new warrant will be created for the payments as directed by motion of the Board of Selectmen.

All warrants were signed by the Selectmen.



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

Phil Whitney moves to accept the November 12, 2013 Board of Selectmen’s meeting minutes as prepared. Charles Dunbar seconds the motion, with a unanimous vote by Richard Beal. **Motion passes.**

Phil Whitney moves to accept the November 21, 2013 Special Board of Selectmen’s meeting minutes as prepared. Charles Dunbar seconds the motion, with a unanimous motion by Richard Beal. **Motion passes.**

Discussion takes place in reference to the commuter boat cancellations. The Administrative Assistant receives a text from Steve Pagels when boats are cancelled. A couple of suggestions are presented regarding how to forward this news to users of the commuter boat. The “Cranberry Isles Information” page on Facebook is updated when boats are cancelled. The best suggestion of how to inform individuals who don’t use Facebook is for the boat captain to remotely leave a message on the boat cell phone (460-1981), and also a message on the office phone number of Steve Pagels (546-2927). Users could then call either of these numbers to find out if the boat is running or not for any given trip. These messages should be left by 2:00 PM for the evening boat and by 5:00 A.M. for the morning commute. James Fortune will speak with Mr. Pagels regarding this suggestion.

**IV. New Business**

**A. Bid Opening – GCI Public Toilet**

One bid was received for the new Great Cranberry Island Restroom Facility:

- Jesse Jameson dba Frame to Finish  
\$73,585

General Notes:

Additional handicap accessible portable toilet included to replace existing facility for duration of job for a total of two, with one being specifically for store / public use

Notes by Trade:

Ground work – No ledge conditions figured

Electrical – Alternate plan to bring electrical service underground from existing pole at North side of parking lot (this is due to code and legal restrictions that make specified connection not possible)

Price of new upgraded pole responsibility of owner (IF Hydro requires it)

Intended Subcontractors:

John Goodwin, Jr. Construction – Earthwork

MDI Concrete – Concrete, pumping, Temp Facilities

Whitney’s Electric – Electrical

Paving - To Be Determined

At the annual Town meeting in 2013, voters approved up to \$87,000 for the project, of which \$16,460 has already been spent on the project, leaving a balance of up to \$70,540. There has been no quote yet on the paving portion, to cover the trench for the

electrical; \$6,000 was figured in to the bid for an allowance for the paving portion.

Mr. Jameson agrees to a modified contract, leaving \$2,000 in for bringing the trench to grade with compacted gravel and patching tar. Total cost of the modified contract would be \$68,585.

Richard Beal moves to approve a modified contract where the contractor is not required to pave the trench for electrical work in the parking lot. Charles Dunbar seconds the motion, with a unanimous vote by Phil Whitney. **Motion passes.**

Richard Beal will be the clerk of the works for this project. Mr. Jameson will confer with the engineers on the project. Mr. Beal suggests that a representative be brought in next spring to come and speak with us on the waterless evaporation system toilet.

**B. CEO Re-Appointment**

Richard Beal moves to appoint Kimberly Keene as TCI Code Enforcement Officer and Licensed Plumbing Inspector for 2014. Charles Dunbar seconds the motion, with a unanimous vote by Phil Whitney. **Motion passes.**

Dennis Dever is now the Deputy CEO/LPI for the Town of Cranberry Isles, taking over for Lyle Dever, retired. Kimberly Keene should be contacted first and in the event Ms. Keene cannot make an inspection, Dennis Dever may be called.

**C. GCI Dock Maintenance Report Update**

The inspection on the GCI Dock has been completed by Kleinschmidt Associates and a report for the Town is being generated now. It is hoped to have the report by the first of the year. The Selectmen have requested participation by the Harbor Committee as an advisory committee for what needs to be done. Any needed repairs planned should be included in the budget for 2014. Bill Dowling asks if the ladder repair at GCI has been completed yet. James Fortune will follow up to get this done. Denise McCormick reports that the landing and the stairs need to be cleaned as they are very slippery. James Fortune will check with Steve Palmer to see if he is available to do this job at both Islesford and GCI. Bill Dowling suggests that a permanent float year round at Islesford would be safer for landings. The BOS requests advice and recommendation from the Harbor Committee on this suggestion.

**D. TCI Pavement Management Plan Update**

The TCI pavement management plan is now in the works. The BOS and MAC hope to review the plan at the December 16 budget workshop. Preliminary budgets have been dispersed to the BOS.

**E. Town Solid Waste Contract Update**

Previously discussed.

**F. Town Report Topics**

Preliminary topics to be included in the annual Town report include:



- Proposed Town of Cranberry Isles, Maine Ordinance for Use or Lease of Public Property  
The proposed ordinance has been reviewed by the Town attorney. The ordinance is intended to provide a transparent and easily understood policy for the regulation of the use or lease of public property within the Town of Cranberry Isles. Copies of the proposed ordinance will appear on the municipal website, in the annual report, and can be obtained at the Town office. Public hearings are planned for both GCI and Islesford before the annual report goes to print.
- All reports submitted for the annual Town report will be sent back to the writer of the report, after any edits before print, as time permits. (January 10, 2013 is the deadline for receipt of reports at the Town office. Date for the Town report being submitted to the printer is February 06, 2013).
- Road repairs
- Dock repairs

#### **G. Warrant Article Discussions**

In regard to a special warrant article for a loan for the school department, Katelyn Damon reports that the school district attorney is now reviewing the deeds to determine ownership of the Longfellow School building. The Board of Selectmen needs a definite number to ask the voters to approve for improvements. A question arises as to whether the funds would be budgeted in the Town's budget or the school department's budget. The TCI Town attorney has recommended that it is up to the Town, via the BOS, to go and borrow the funds, if approved by the voters. Phil Whitney suggests that the School Board and the Superintendent's staff write the warrant article for the Town meeting. The Town Treasurer reports that it would not be legal for the School Board to authorize payments if the funds were in the Town portion of the budget.

The Deputy Clerk expresses concern over the difference between the School Boards minutes of the November 12, 2013 meeting with the Board of Selectmen. The School Board minutes reflect that the loan would be for repairs to both the Longfellow School and the Ashley Bryan School. The BOS minutes reflect that the discussion was to borrow funds for the Longfellow School. Only plans for repairs to the Longfellow School were submitted to the BOS at this meeting. The voters should have a clear understanding of exactly what the loan is for. Phil Whitney suggests that the School Board attend the December 16, 2013 workshop meeting with more information from the attorney.

The Deputy Clerk will begin the standard warrant article preparation for the next BOS meeting.

**11:00 A.M.** - *At this point of the meeting, Selectmen Dunbar must leave for another obligation. A quorum still exists with Selectmen Beal and Selectmen Whitney present.*

**V. Other Business**

- There is no further information at this time in regard to the Manset property boundary encroachment.
- In regard to the dry hydrants to be placed on GCI, Katelyn Damon reports that she is not clear on the sale of the property where the hydrants are to be placed. Both the former owner and the reported new owner have agreed to put them on the property. Katelyn will call Janice Murch this afternoon to discuss the sale of the property and the hydrants.
- It is reported that Blair Colby of the GCI Fire Department would like to see a new 5000 gallon water tank placed behind the fire house. Janice Murch has recently purchased the property that abuts the fire house. Supposedly she is willing to purchase the tank. Phil Whitney suggests that Katelyn also speak with Mrs. Murch in regard to this request. The Town would have to approve use of such funds in advance, and an easement from the property owner would need to be obtained. The GCI Fire Club should recommend a proposal to the BOS for any funds that would need to be spent on such a project.
- Seacoast Security is on GCI today to start preliminary work on the security project at the fire house.
- Stipends for those municipal officers who receive them will be mailed out this week. It is decided that the GCI fire chief will not get a stipend for this year as he has only been chief since October 2013 and has not been appointed by the Town. A question is discussed over whether Blair Colby will take the required fire fighter training. A clear distinction between informal (no formal training) and formal fire chief needs to be discussed at the next meeting of the GCI Fire Club. Phil Whitney encourages Richard Beal to attend meetings of the GCI Fire Club. Annual appointments are made in the spring by the Selectmen. Selectman Beal expresses his willingness to appoint Mr. Colby if he agrees to attend the very next fire academy training that is held.
- Phil Whitney suggests that standardized travel procedures need to be developed across the board for Town officials / employees. The Town Clerk is requested to contact neighboring towns to get their travel policies.
- Katelyn Damon is requested by the BOS to find out who is called when the heat alarm goes off at the Islesford fire house. She is also requested to buy an actual telephone for the line already installed at the building. Ms. Damon is also given permission to have internet connected at the fire building on Islesford.
- Work continues on amendments to the by laws for the GCI Fire Club.

**VI. Executive Session: Personnel Matter, 1 M.R.S.A. § 405 (6) (A)**

None requested.

**VII. Audience Communications**

None at this time.

**VIII. Adjournment: 12:16 P.M.**

Phil Whitney moves to adjourn the meeting. Richard Beal seconds the motion.

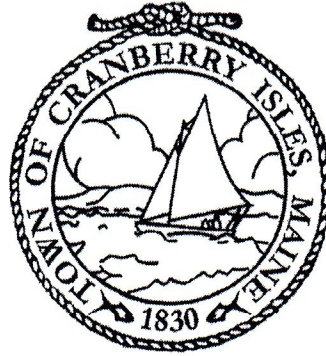
**Motion passes.**



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JAMES FORTUNE

## MEETING NOTICE

The Cranberry Isles Board of Selectmen will conduct a regular meeting on  
Tuesday, December 3, 2013 starting at 8:45 A.M.  
at the Community Center on Great Cranberry Island

## AGENDA

- I. Call to Order
- II. Review / Signing Financial Warrants
- III. Review / Approval of Previous Meeting Minutes; November 12, 2013
- IV. New Business
  - A. Bid Opening – GCI Public Toilet
  - B. CEO Re-Appointment
  - C. GCI Dock Maintenance Report Update
  - D. TCI Pavement Management Plan Update
  - E. Town Solid Waste Contract Update
  - F. Town Report Topics
  - G. Budget Workshop
  - H. Warrant Article Discussions
- V. Other Business
- VI. Executive Session: Personnel Matter, 1 M.R.S.A. § 405(6)(A)
- VII. Audience Communications
- VIII. Adjournment