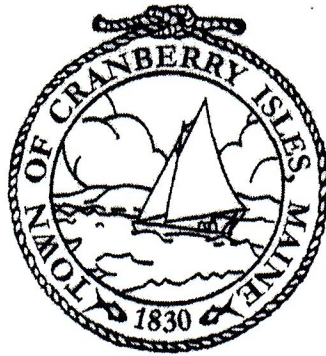


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BOARD OF SELECTMEN  
RICHARD BEAL, CHAIRMAN

CHRISTOPHER L. HATHAWAY  
PHIL A. WHITNEY

TOWN CLERK / TREASURER  
DENISE Mc CORMICK  
PUBLIC SAFETY COORDINATOR  
KATELYN DAMON



MUNICIPAL ADVISORY COMMISSION

R. AXELROD, M. DONALD  
K. WHITNEY, J. BERZINIS  
C. DUGGAN, J. AMUSO, K. DAMON

ADMINISTRATIVE ASSISTANT

TO THE SELECTMEN  
JAMES FORTUNE

## MEETING NOTICE

The Cranberry Isles Board of Selectmen will conduct a regular meeting on  
Tuesday, January 8, 2013 starting at 8:30 A.M.  
at the Islesford Neighborhood House on Little Cranberry Island

## AGENDA

- I. Call to Order
- II. Review / Signing Financial Warrant
- III. Review / Approval of Previous Meeting Minutes
- IV. New Business
  - A. Acadia Disposal District Memorandum from Tony Smith, Regional Municipal Solid Waste Facility
  - B. Budget and Warrant Article Review
    - 2013 Budget Review
    - Warrant Articles for 2013 Town Meeting
    - Fire Truck Purchase for Islesford
    - Review Town Report Topics
  - C. Appointments:
    - C.I.R.T. Board
    - Planning Board
- V. Other Business
- VI. Executive Session: Personnel Matter, 1 M.R.S.A. § 405(6)(A)
- VII. Audience Communications
- VIII. Adjournment

BOARD OF SELECTMEN

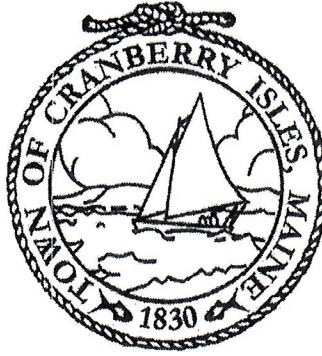
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ADMINISTRATIVE ASSISTANT

JAMES FORTUNE

**Board of Selectmen's Meeting Minutes  
January 08, 2013  
Islesford Neighborhood House**

**Attendance:**

Richard Beal, Chairman, BOS  
Phil Whitney, BOS  
James Fortune, Administrative Assistant  
Denise McCormick, Town Clerk  
Nanette Hadlock, Deputy Clerk  
Katelyn Damon, MAC and Public Safety Coordinator  
Kimberly Keene, CEO  
Chris Keene  
Richard Alley, JR, IVFD  
Richard Howland, Chief, IVFD  
Bruce Fernald, IVFD  
Jason Pickering, IVFD  
Allan McCormick, IVFD  
William Palmer, IVFD  
David Thomas, IVFD  
Wanda Harmon Porter, LHO  
Ingrid Gaither

**I. Call to Order:** 8:25 A.M. by Chairman Richard Beal.

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

**8:25 A.M.** Richard Beal moves to go in to executive session for a Personnel Matter, 1 M.R.S.A. § 405 (6) (A). Phil Whitney seconds the motion. **Motion passes.**

**9:15 A.M.** Richard Beal moves to return to regular session. Phil Whitney seconds the motion. **Motion passes.**

**II. Review / Signing Financial Warrants**

2012 Warrants:

Warrant # 56: 6,427.10



Warrant # 57:	8,206.23	
Warrant # 59:	17,420.29	(school)
Warrant # 60:	5,258.84	
Warrant # 61:	<u>14,583.39</u>	
Total:	\$ 51,895.85	

2013 Warrants:

Warrant # 01:	6,572.15
Warrant # 02:	<u>24,824.79</u>
Total:	\$ 31,396.94

The Local Health Officer stipend has not been paid to Wanda Harmon Porter as of today. Mrs. Porter is at today's meeting to ask if she must submit an hourly report to be paid her stipend. The BOS gives permission for the stipend to be paid without submission of an hourly report.

All warrants were signed by the Selectmen.

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

Richard Beal moves to approve the December 04, 2012 Board of Selectmen's meeting minutes as written. Phil Whitney seconds the motion. **Motion passes.**

**IV. New Business**

**B. Budget and Warrant Article Review (taken out of order)**

• **Fire Truck Purchase for Islesford**

A class nine rating is the goal that is wished to be reached by the Islesford Volunteer Fire Department (IVFD). In 2008, the Town took out a voter approved ten year loan for a tanker truck for Islesford. This truck carries water to the fire. This year the 1977 attack pumper truck which was donated to TCI failed its pump test. Without the pumper truck, the department is not able to pump the water on to a fire. It is estimated that approximately \$20,000 worth of work would be needed for repairing the pump only. The IVFD is requesting that the Town purchase a new attack pumper for Islesford that would come with a warranty and be new to us to start out with. Several companies have been researched for the proposed new truck and two hard quotes have been chosen as possibilities. The estimated cost would be approximately \$200,000, which would include some needed equipment for the truck. The Public Safety Coordinator has applied for two grants to help reduce the amount. Selectman Beal suggests that the Town Clerk look into finance options for borrowing up to \$220,000 for ten years. This item will appear on the warrant as a separate article. Another article would be needed to deal with the LD1 for going above the minimal amount allowed by state law and would have to be approved by the voters. A short presentation by the IVFD is expected to take place at the annual Town meeting. Budget updates will be emailed to the Selectmen.

**A. Acadia Disposal District Memorandum from Tony Smith, Regional Municipal Solid Waste Facility**

Tony Smith was not able to make today's meeting. This item is postponed until the February BOS agenda.

**B. Budget and Warrant Article Review (re-visited)  
Budget Review**

The initial 2013 proposed budget has been modified and / or clarified, at this time, as follows:

- Dept. 51-10, General Government, Computer, 15-15 change to 0 dollars; add to 15-20 Equipment \$700 for a new copier for the Town Office.
- Dept. 51-10, General Government, 05-25, General Government / Town Office, 05-25 Payroll Tax, change from \$9,500 to \$11,525 to accommodate a full year in 2013 for Public Safety Coordinator position.
  - Dept. 51-30, General Government / Assessors: Contracts, 30-15, Reevaluation Reserve, no change, \$20,000 in reserve account for a future Town wide property reevaluation. This item will also appear as a warrant article.
  - Dept. 52-01, Admin. Expenses: 20-30 Insurance from \$5,000 to \$4,000.
  - Dept. 52-02, Public Safety / Fire Department, Zone 2: 15-21 Fire Truck Reserve from \$10,000 to 0 dollars for LCI.
  - Dept. 52-02, Public Safety / Fire Department, Zone 2: 15-22 Fire Truck from \$2,000 to \$220,000 for the proposed purchase of an attack pumper for LCI. This item will also appear as a warrant article asking the voters to authorize the municipal officers to borrow funds in the original principal amount. The Town Treasurer will speak with the banks to determine available rates and terms.
  - Dept. 52-02, Public Safety / Fire Department, Zone 2: Administrative Expense, 20-30 Insurance, no change, \$4,500 includes insurance costs for proposed new attack pumper for LCI.
  - Dept. 52-04, Public Safety / EMS: Add category LCI, \$1,000 for professional liability and ambulance insurance.
  - Dept. 52-04, Public Safety / EMS: Add category GCI, \$1,000 for professional liability and ambulance insurance.
  - Dept. 52-24, Public Safety / Shellfish Warden: 05-05 Regular, 0 dollars are listed as TCI no longer has a Shellfish Ordinance.
  - Dept. 54-10, Public Transportation / Town Roads: 70-10 Maintenance & Repairs \$40,000 to \$20,000 for proposed repairs to upper Main Street at LCI, (\$25,000 is still available on note from 2012 LCI road improvements to supplement this).
  - Dept. 54-10, Public Transportation / Town Roads: 70-12 Capital Roads Project, \$120,000 to \$60,000 for proposed drainage, re-grading and re-surfacing Dog Point Road at GCI. This item will also appear as a warrant article.
  - Dept. 54-10, Public Transportation / Town Roads: Contracts, 30-05 Roadwork, no change, \$18,000 for proposed paving of a section of Cranberry Road at GCI near the tennis courts.
  - Dept 54-14, Public Transportation / Garages: 10-05 electricity, 0 dollars are listed as it has been moved to Dept. 53-10, Health / Sanitation / Solid Waste, Utilities, 10-05 Electricity, \$700 proposed for both LCI and GCI garages, (electricity is partially paid by Southwest Boat, Inc.)
  - Dept. 54-12, Public Transportation / Snow Removal: Compensation 05-05 Regular, no change, \$5,000 for LCI;



- Dept. 54-12, Public Transportation / Snow Removal: 30-10 Contracts, Snow Removal, no change \$ 14,200 for GCI. A warrant article will ask the voters to authorize the municipal officers to enter into a multi-year contract for the sanding, plowing, and removal of snow on public ways at GCI.
- Dept. 56-20, Donations / INHA \$5,000 to \$3,000, same as Great Cranberry Island Community Center and Cranberry House.
- Dept. 57-24, Debt Service / Fire Truck 2, no change, payments on the proposed new Fire Truck for LCI.
- Dept. 58-20, Municipal Facilities / Wharves / Floats / Ramps: 60-16 Engineering, no change, \$10,000 for continuation of dock extension and possible mooring realignment at LCI. This item will also appear as a warrant article.
- Dept. 58-20, Municipal Facilities / Wharves / Floats / Ramps: 60-30, no change, mooring maintenance at LCI.
- Dept. 58-20, Municipal Facilities / Wharves / Floats / Ramps: 61-12 Capital, no change, \$8,000 for purchase of a proposed new 4 feet wide bridge between floats at GCI.
- Dept. 58-20, Municipal Facilities / Wharves / Floats / Ramps: Manset, 63-16, Engineering, no change, \$10,000 for engineering and design of a drive-on dock at the Town's Manset Facility. This item will also appear as a warrant article.
- Dept. 58-28, Municipal Facilities / Rest Rooms: GCI, 61-12 Capital Expenditure, no change, \$87,000 for a new public bathroom facility on GCI. This item will also appear as a warrant article.

The proposed Cranberry Isles school budget has been approved by the School Board. In 2012, voters approved a budget of \$521, 093; the proposed budget for 2013 is \$533, 953, an increase of \$12, 860. \$100,000 is budgeted under Facilities Maintenance, Capital Outlay; \$18,920 for the Longfellow school building at GCI and \$81,080 is budgeted under Facilities Maintenance for the Ashley Bryan school building at LCI.

Notes and Bonds currently being paid by the Town include:

- 2 Municipal Bonds at Manset
- Vacuum Fire Truck Note – LCI
- Roads Capital Note
- Municipal Garage Note - LCI

The BOS expects to review and approve the 2013 Town Operations Budget at the February BOS meeting.

### **Warrant Articles for 2013 Town Meeting**

- A proposal has been obtained from Swamp, Inc. of Kittery, ME for a mosquito control program within the Town of Cranberry Isles. A warrant article is proposed asking the voters to authorize the municipal officers to appropriate and expend up to \$25,000 for this purpose. The Board of Selectman suggests that this program would be for Little Cranberry Island only, in light of a petition that was presented this fall by some concerned residents. Control applications would be completed simultaneously with mosquito surveys. Control would be

completed via a naturally occurring bacterium called BTI. BTI applications would be completed to known disease vector species found in salt marshes, cattail marshes and stagnant waters. Only BTI would be used. Property owner permission would be required prior to applications. The estimated cost of \$15,000 to \$25,000 is one of three options presented and includes survey and control. This control would be an annual cost if continued.

- It has been requested by the Islesford Neighborhood House Association to include a warrant article that reads as follows:

- *“To see if the voters of the Town of Cranberry Isles will vote to certify that the Islesford Neighborhood House is 100% locally owned and controlled here on Little Cranberry Island by a community-based board of directors, and further certifies that the solar array on its roof (“the project”) is a community-based renewable energy project. The project is a 10 kilowatt, solar photovoltaic “PV” roof array on the main hall of the Neighborhood House on Little Cranberry Island, Maine. The project will commence on or before May 1, 2013. The project intends to use the REC multiplier incentive mechanism.”*

Some discussion takes place over why the voters would have to certify this on the Town meeting warrant as the Town does not have any authority over the Neighborhood House. More information is desired on this item. The Administrative Assistant will contact the INHA president and ask for a representative to attend the February BOS meeting to clarify and provide more information to the Selectmen. The BOS expect to review and approve the 2013 Town meeting warrant at the February BOS meeting.

### **Review Town Report Topics**

- The Swamp Incorporated mosquito control proposal is proposed to be included in the annual Town report.
- The Field Observations Report for Dog Point Road, Andrew McCullough, Engineering Consultants is proposed to be included in the annual Town report.
- A letter from the Maine Forest Service explaining L.D. 1739, An Act to Change Regulation of Forestry Activities, enacted January 01, 2013, is proposed to be included in the annual Town Report.
- A report dated August 02, 2012 by Heartwood Builders on inspection and research on alternatives to the existing system of the GCI public bathroom facility is proposed to be included in the annual Town report.
- A report by Dale Worthen, Eaton Peabody Law Offices, of research done on Sutton Island – Town Roads is proposed to be included in the annual Town report.

The BOS expect to review and approve the 2012 annual Town report at the February BOS meeting.

### **C. Appointments:**

- **CIRT Board**



In reference to an email from Chris White, dated December 04, 2012, to the Town Clerk, according to the Cranberry Isles Realty Trust (CIRT) by laws, a member of the Board of Directors must be appointed by the Board of Selectmen. Selectman Phil Whitney is currently on the Board of Directors of CIRT, so there is a representative for the Town on the CIRT Board.

- **Planning Board**

Due to the recent resignation of Bruce Komusin from the TCI Planning Board, another member will need to be appointed by the Selectmen to take his place. The BOS wish to appoint Planning Board Alternate Sally Rowan, contingent on her acceptance. The Town Clerk will contact Sally Rowan to see if she approves of the appointment.

V. **Other Business**

- The Town Office Staff will post a notice asking for volunteers to serve as a Planning Board Alternate Member to replace Sally Rowan, and also a Board of Appeals Member to replace Gaile Colby.

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

**12:06 P.M.** – Richard Beal moves to go in to executive session for a Personnel Matter, 1 M.R.S.A. § 405 (6) (A). Phil Whitney seconds the motion.

**Motion passes.**

**12:16 P.M.** - Richard Beal moves to return to regular session. Phil Whitney seconds the motion. **Motion passes.**

V. **Other Business (revisited)**

- The Board of Selectmen approves vacation time for the Deputy Clerk from February 18 through March 03, 2012.
- Overnight parking at the Manset Facility will appear on the February BOS agenda for discussion.
- The Administrative Assistant is requested to contact the Town Attorney to see where the Town stands on the issue of a property boundary encroachment at the Manset facility. A report on this will be expected for the April BOS meeting.
- The Administrative Assistant is requested to stay on top of the short term Harbor Safety improvements.
- The Administrative Assistant is requested to contact Dale Worthen of Eaton Peabody Law Offices to ask if any further research has been done on the middle path at Sutton Island as previous reports did not include this.
- In reference to the BOS suggestion that a cell tower may be desired at TCI, Selectman Beal has contacted the AT & T attorney and they are not interested in our location at this time.
- The Board of Selectmen decides that vehicles stored in the winter, near the back of the lot at the Manset parking lot are fine for people who have rented a parking spot at Manset for the previous season. Permission to be obtained from the Town Office.
- Congressman Michael Michaud's Staffperson, Chris Winstead, will be at Great Cranberry Island for a lunch discussion. The Administrative Assistant will attend.
- In reference to an unregistered truck that has been stored at the GCI gravel pit, Phil Whitney presents his third request to have the abandoned vehicle removed. Selectman Beal reports that Blair Colby will have the vehicle removed as soon as barging is available.

VII. **Audience Communications**

None at this time.

**VIII. Adjournment:** 12:47 P.M.

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

**Motion passes.**