

BOARD OF SELECTMEN

RICHARD F. BEAL, CHAIRMAN

PHIL A. WHITNEY

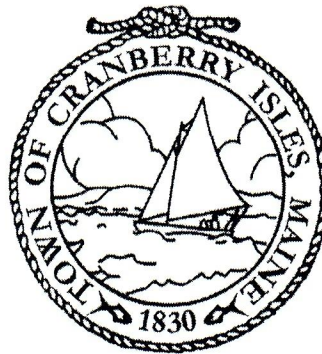
CHARLES F. DUNBAR

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  
June 04, 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

Nanette Hadlock, Deputy Clerk

Katelyn Damon, Public Safety Coordinator

Karin Whitney, MAC

Ingrid Gaither

Dan Wriggins

Hugh Smallwood

Sarah Newell

**I. Call to order:** 8:41 A.M. by Chairman Richard Beal.

Selectman Beal congratulates Cote Hadlock of the Islesford Volunteer Fire Department on his graduation from the Hancock County Fire Academy. Chief Richard Howland is also recognized for his fine job as a principle speaker at the graduation ceremony.

**II. Review / Signing Financial Warrants**

Phil Whitney states that he appreciates the work put forth on preparing the financial warrants for review by the Selectmen before the meetings.

Warrant #21:	4,843.90	
Warrant #22:	28,750.00	
Warrant #23:	5,531.13	
Warrant #24:	91,657.72	(school)
Warrant #25:	44,010.46	
Total:	\$ 174,793.21	

All warrants were signed by the Selectmen.

**III. Review / Approval of Previous Meeting Minutes: May 07, 2013**

Phil Whitney moves to approve the Board of Selectmen's meeting minutes for May 07, 2013 as written. Richard Beal seconds the motion, with a unanimous vote by Charles Dunbar. **Motion passes.**

**IV. New Business**

**A. Dan Wriggins: Cranberry Fest**

Dan Wriggins and Hugh Smallwood are in attendance at today's meeting to discuss the Cranberry Fest which is scheduled for August 10, 2013 at Islesford. No camping is advertised for the event. Alcohol will not be served or advertised. Food will probably be sold. Permission from the Dudman family will be requested for their part of the Town Field. The Selectmen are requesting that insurance for the event be presented showing indemnification of the Town. Richard Beal requests that a copy of this be filed with the Town office. The Selectmen also request conformation on whether there will be Constable and Harbormaster presence on the day of the event. Permission is granted for electrical use from the Town dock. A licensed electrician will oversee the hook up. A final run through of plans will be made at the July BOS meeting.

**B. Policy on Use of Town Property for Private Events**

Charles Dunbar moves that Richard Beal and the Town attorney come up with elements of a policy in regards to use of Town property for Town events. Richard Beal seconds the motion, with a unanimous vote by Phil Whitney. **Motion passes.**

**C. Police Support Proposal – GCI Marathon**

Phil Whitney moves to have police protection for the Great Cranberry Island Marathon event if it can be set up with the Hancock County Sheriff's Department. Richard Beal seconds the motion, with a unanimous vote by Charles Dunbar. **Motion passes.**

Richard Beal will contact the Sheriff's Department and request hours of presence requested for 6:00 P.M. to 2:00 A.M. The Great Cranberry Island Marathon takes place on July 27, 2013.

**D. Commuter Ferry BOP (Biennial Operations Plan)**

The Maine Department of Transportation Coordinated Transit Plan for the Cranberry Isles Commuter Ferry is now complete.

The MAC will be looking ahead five years for a maintenance plan for our four Town owned Docks to aid with any plans that may qualify with grants.

**E. Proposed Amendment to Solid Waste Contract ( Policy on types of trash bags used)**

The Selectmen have received a letter from Adele Berzinis of Southwest Boat, Inc. regarding the use of clear trash bags for household trash. Since getting its permit for a transfer station at Islesford, the Islesford community has been required to use clear bags for household trash. The reasoning behind this is to ensure that food waste is not going into the compactors due to smell, flies, no way to clean the compactors without an on site water source, and request of the abutting neighbors. Wet trash also costs the taxpayers more due to weight. Great Cranberry Island has not



been required to use clear bags until this year. Southwest Boat and the attendant have received complaints about having to use clear bags at GCI. The GCI attendant reports that there are some violators to the no food waste policy at GCI. GCI and Islesford have separate permits for their individual transfer stations.

Selectman Whitney suggests that GCI be given some flexibility to use the bags they want to use, as long as no food trash is detected. The Administrative Assistant suggests that uniformity should be kept between the islands. Selectman Beal suggests making a couple of signs for “No food in trash bags”.

Charles Dunbar moves that Ingrid Gaither (GCI transfer station attendant) and myself work together, and report back to the Selectmen, consulting with the Selectmen and the Town officials as necessary on a response to the letter to the Selectmen from Adele Berzinis. We will report to the next meeting. Richard Beal seconds the motion, with a unanimous vote by Phil Whitney. **Motion passes.**

**10:12 AM:** Chairman Richard Beal calls a five minute recess.

**10:17 AM:** Chairman Richard Beal calls the meeting back to order.

**F. Marsh Insurance, Inc.: Sign New Lease Agreement**

Drafts of the Marsh Insurance, Inc. lease renewal are presented to the Selectmen for approval by the Administrative Assistant. The extended term to expire in the lease renewal is August 16, 2016 at a rent of \$2,443.59 per month. Two further one year options, the first commencing September 01, 2016, and the second commencing September 01, 2017 with no change in rent and each case otherwise on all the terms and conditions of the Lease except that there will be no more renewals. The Selectmen agree that Marsh Insurance is good tenants. The Administrative Assistant is requested to forward final documents. The Town Clerk will gather needed signatures.

Richard Beal moves to approve the lease with Marsh Insurance, Inc. with two signatures, one being the Treasurer and one Selectman signature. Phil Whitney seconds the motion, with a unanimous vote by Charles Dunbar.

**Motion passes.**

**G. New Lease Agreement for Town Office: Consider a proposal to rent the second floor of the building**

The Town has requested to rent an additional upstairs room at the Town office on Islesford for secure storage of records that must be retained. The Valdina Family is agreeable to this request. Rent per month will increase from \$600 to \$800. The extra \$200 per month will be taken from the Selectmen’s contingency fund. The effective date of the room rental shall be effective July 01, 2013, following signing of the lease amendment. Selectman Beal requests that the room be thoroughly cleaned and made secure with a new lock. Some cosmetic improvements to the building have also been approved by the Valdina’s. The Administrative Assistant will

follow up with obtaining signatures of the original lease and the lease amendment from the landlords.

#### **H. Town Website**

Selectman Dunbar has suggested that some changes be made to the municipal website by adding some links that do a better job showing Cranberry Isles to the world. Some suggestions are links to the Acadia National Park website that also has links to Bear and Baker Island and perhaps the Sutton Island website. Acadia National Park agrees to have their link added to the municipal website. Selectman Beal suggests updates to the photos on the municipal website.

Charlie Dunbar moves that Richard Beal and himself consult with Richard Hill about the TCI website. Richard Beal seconds the motion, with a unanimous vote by Phil Whitney. **Motion passes.**

Richard Beal also notes the need for updated floodplain maps for Cranberry Isles, which would also show property boundaries. The state is currently working on flood map updates, with no news of when to expect them available at the municipal level. Hancock County Planning Commission may have a link to some online flood maps that are more useful. It is suggested by the Selectmen that a link to these maps be included on the TCI website.

#### **I. Private Road Name Request (for E-911) on GCI for Rodman and Susan Ward**

The Selectmen have received a request for a private road naming on Great Cranberry Isles. The private way is shared by Rodman and Susan Ward, and James and Margary Garnett. The request is to name the private way Chimney Point Road.

Richard Beal moves to approve to name the private way Chimney Point Road, subject to numerical sequencing for numbering structures. Phil Whitney seconds the motion, with a unanimous vote by Charles Dunbar.

**Motion passes.**

#### **J. GCI Roadwork**

Selectman Beal, the Administrative Assistant, and Goodwins have inspected the three shale roads on GCI, Harding Point Road, The Lane and Dog Point Road. Goodwins has suggested that The Lane and Harding Point Road be scraped and calcium chloride applied. The suggestion for Dog Point Road is to use reclaimed asphalt, crushed and grinded and a three inch application for the entire length; crowned then rolled. The best estimate would require that the Town pay the barging fees and to purchase the calcium chloride that would be applied by the contractor. The rough estimate for all three roads would be approximately \$20,000.

Phil Whitney reports that approximately 100 feet of Cranberry Road should also be estimated for repairs.

At the 2013 annual Town meeting, \$38,000 was approved by the TCI voters for use on all roads in the Town of Cranberry Isles.

The Administrative Assistant questions the reclaiming recommendation for Dog Point Road; it may be spending extra funds for a band aid fix.



Selectman Beal requests that the MAC prepare a roads plan for all roads in the Town of Cranberry Isles, showing different colors by priority. This plan would be included in next year's Town report for information of the voters. This will be discussed with the MAC chairman.

Selectman Whitney agrees to plans for all three shale roads, but reminds the meeting that anything over \$5,000 must be put out for bid. Bids would need to be at the Town office before the end of next week.

**11:12 AM:** Chairman Richard Beal calls a ten minute recess.

**11:18 AM:** Chairman Richard Beal calls the meeting back to order.

The Administrative Assistant will be mailing bid specs for paving on Cranberry Road at GCI near the tennis courts. A 2012 estimate for this section of road paving was approximately \$18,000.

The Administrative Assistant will take care of hiring for the tree trimming at GCI. An estimate has been received from David Sordyl for \$1,750 to \$2,150. Islesford needs some tree trimming work as well.

**K. GCI Public Restroom: Project Update**

A subcommittee of the MAC (Ron Axelrod, Katelyn Damon and Karin Whitney are working on the plans for the new public restroom at GCI. Selectman Beal reports that the holding tank may increase in size to accommodate the store's wastewater.

Richard Beal will contact the CEO in reference to whether a permit is needed to place some rocks at the GCI shore to keep back debris from storms.

**L. Status of Sutton Island Path Research**

Under Title 30, home rule authority, the Board of Selectmen may issue an open declaration by proclamation for use of the roadway from the Sutton Island Dock to the north/ west split. A memo from Dale Worthen, attorney, will be needed. This would allow residents, guests, maintenance personnel, utility workers, and other invited personnel use of the way. This would not include permission for the general public use without permission. This item will appear on the July BOS agenda for review.

**M. Status of Manset Property Boundary**

The Administrative Assistant has spoken with Matt Worthen, Town attorney, in reference to the possible boundary encroachment at the Manset property. Mr. Worthen's suggestion is that if we are not satisfied with the survey outcome that the Town have their own surveyor check the Tom Benson survey that was provided to the Town by Hyers last September, which shows the encroachment to be just a few inches. The Hyers' survey is inconsistent with the Town's claim that the fence encroaches on the Manset property by 7 or 8 feet. Mr. Worthen also suggested that the Town use Civil Engineering Services (CES) to verify the survey since they did the original survey when the Town purchased the (Hyers) property in 2004. Hiring another surveyor is also an option. This

will not require an entire new survey, just verification. The Administrative Assistant will contact CES before the next meeting.

**N. Progress Report – GCI Fire Club Issues**

Due to lack of participation, the Great Cranberry Island Fire Club is in danger of dissolving. The Public Safety Coordinator reports that the Islesford Volunteer Fire Department does not feel that it has the time or manpower to handle coverage of Great Cranberry Island emergency fire duty. Some options are to hire qualified staff to man the Great Cranberry Island Fire Department, (this would require going before the voters for paid staff); to form a municipal fire department for all five islands with one designated chief and assistant chiefs, (this would require going before the voters for paid staff). Selectman Dunbar suggests that a meeting be held with the four certified firefighters from Islesford to converse for ideas and concerns; to invite legislators to discuss any changes that might be made for island fire departments; and to discuss going before the voters to provide paid staff. It is also suggested that a public hearing be held on Great Cranberry Island to discuss these issues. Richard Beal will contact our legislators about attending BOS meetings to discuss concerns.

**V. Other Business**

- The Great Cranberry Island Historical Society wishes to pursue running a golf cart shuttle at Great Cranberry Island for tourists who wish to visit the island. Jim Bradley of the GCI Historical Society requests a letter from the Town to support use of a golf cart for this reason. The Town already has a proclamation for the use of golf carts and low speed vehicles with the Cranberry Isles. These low speed vehicles and golf carts must be registered with the state which also requires they be insured. Title 29-A of the Maine Statutes allows use of these registered vehicles on unabridged islands that have no public ways maintained or supported by the State. The Town Clerk will forward a copy of the statute to the L.S. Robinson Insurance Company and to Selectman Dunbar. The insurance for the golf cart shuttles will be in the GCI Historical Society name. The golf cart will be required to be registered.
- Dennis Dever and the Administrative Assistant are working on taking care of the grub damage at the Manset property.
- In reference to a vehicle towing policy, the Manset Dockmaster will contact James Fortune in the event of illegally parked cars. Owners of illegally parked cars will be given one warning to move the offending vehicle before being towed from the lot. If Mr. Fortune is not in the office, Denise McCormick or Nan Hadlock will give the one warning before towing. If these illegal parked cars take place outside of town office hours, the Dockmaster will contact a member of the Board of Selectmen.
- Because the Joy Lot in NE Harbor is privately owned property, local police are not allowed to ticket illegally parked vehicles in the lot. Illegally parked cars in the Joy Lot will be monitored by the Town of Cranberry Isles and towed if necessary.



- No meeting has been scheduled as of today's BOS meeting by the Harbor Committee. Ron Axelrod and Jeff Berzini will work with the Harbor Committee members to help facilitate a meeting.
- The Board of Selectmen have received a memo from the League of Towns in regard to proposed legislation (Sec. 1 MRSA §949 Disbursement of excess funds). The League of Towns may ask Towns to formulate an opinion on it and let our state reps know what we think. The memo may be viewed at the Town office.
- Goodwins has cemented the loose rocks in the shore stairway at Manset.
- A new informational sign for tourists has been placed at the GCI Dock.
- The returnables / trash bin provided by the school has been removed from the GCI Dock and will be stored at the GCI transfer station.
- New signs for overnight parking spots at Manset will be placed in the near future.
- The Board of Selectmen recognizes a parking application note from a disgruntled resident in regard to the amount of his property taxes at GCI.

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

None requested.

**VII. Audience Communications**

None at this time.

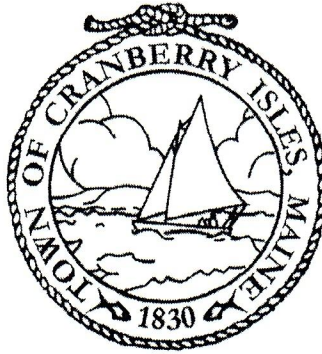
**VIII. Adjournment: 1:24 PM.**

Richard Beal moves to adjourn the meeting. Charles Dunbar seconds the motion, with a unanimous vote by Phil Whitney. **Motion passes.**

BOARD OF SELECTMEN  
RICHARD BEAL, CHAIRMAN

PHIL A. WHITNEY  
CHARLES F. DUNBAR

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, June 4, 2013 starting at 8:45 A.M.  
at the Community Center on Great Cranberry Island

## AGENDA

- I. Call to Order
- II. Review / Signing Financial Warrant<sup>s</sup>
- III. Review / Approval of Previous Meeting Minutes; May 7, 2013
- IV. New Business
  - A. Dan Wriggins: Cranberry Fest
  - B. Policy on Use of Town Property for Private Events
  - C. Police Support Proposal - GCI Marathon
  - D. Commuter Ferry BOP
  - E. Proposed Amendment to Solid Waste Contract (Policy on types of trash bags used)
  - F. Marsh Insurance, Inc.: Sign New Lease Agreement
  - G. New Lease Agreement for Town Office: Consider a proposal to rent the second floor of the building
  - H. Town Website
  - I. Private Road Name Request (for E-911) on GCI for Rodman and Susan Ward
  - J. GCI Road Work
  - K. GCI Public Restroom: Project Update
  - L. Status of Suttons Island Path Research
  - M. Status of Manset Property Boundary
  - N. Progress Report - GCI Fire Club Issues
- V. Other Business
- VI. Executive Session: Personnel Matter, 1 M.R.S.A. § 405(6)(A)
- VII. Audience Communications
- VIII. Adjournment