

BOARD OF SELECTMEN

RICHARD F. BEAL, CHAIRMAN

PHIL A. WHITNEY

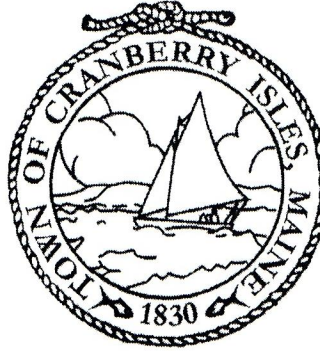
CHARLES F. DUNBAR

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
May 07, 2013
Islesford Neighborhood House**

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

Dennis Dever, Manset Dockmaster

Steve Koblinsky

Ann Fernald

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

II. Review / Signing Financial Warrants

Warrant #17:	4679.70	
Warrant #18:	5235.86	
Warrant #19:	20,843.74	(school)
Warrant #20:	44,232.88	
Total:	\$ 74,992.18	

An invoice from Chris Butler Landscaping for removal of sod at the Manset Property due to grub damage is discussed. James Fortune and Dennis Dever will work together to resolve the grub damage.

III. Review / Approval of Previous Meeting Minutes; April 02, 2013

In reference to an invoice submitted by Blair Colby under financial warrant #15, April 02, 2013 BOS meeting: Phil Whitney reports that he was mistaken when suggesting that only \$100 should be paid of the invoice. More than one incident of cleanup was billed for; the whole amount of \$340 has been submitted to Blair Colby. The April 02, 2013 minutes will be amended as such.

Richard Beal moves to accept the April 02, 2013 Board of Selectmen's meeting minutes with amendment. Charles Dunbar seconds the motion, with a unanimous vote by Phil Whitney. **Motion passes.**

IV. New Business

A. Hearing and Approval for Liquor License: Islesford Dock Restaurant

No complaints have been filed from the Islesford Dock Restaurant. Phil Whitney moves to approve the liquor license for Islesford Dock Restaurant for 2013. Richard Beal seconds the motion, with a unanimous vote by Charles Dunbar. **Motion passes.**

The Board of Selectmen signs the application.

B. Cranberry Island Ladies Aid

The Cranberry Isles Ladies Aid has requested the use of the GCI Firehouse to house the white elephant sale for Wed., August 07, 2013. They would use the facility for three days, Aug. 5-7. Richard Beal abstains from a vote as Treasurer of the Ladies Aid.

The Selectmen advise that at no time should the fire truck doors be blocked in case of an emergency.

Phil Whitney moves to approve the use of the big meeting room and the small room to the right, not the bay where trucks are stored. Charles Dunbar seconds the motion, with Richard Beal abstaining. **Motion passes.**

C. Dan Wriggins: Cranberry Fest

Dan Wriggins has requested the use of the Town Field at Islesford for the Cranberry Fest on August 10, 2013. Mr. Wriggins asks if there is anything he should think about in terms of insurance for the event. The Dudman Family would also need to be asked permission if their half of the field were to be used. Discussion takes place regarding the use of alcohol, charging admission to enter a publicly owned field, and whether or not to require a constable or deputies from Hancock County Sheriff's Department to cover the event. Congestion at the Town Dock and illegal parking at the Joy Lot in Northeast Harbor were also voiced as concerns. Charles Dunbar moves to invite Mr. Wriggins to come before the Board of Selectmen to meet to discuss his application for the Cranberry Fest on Town property. Richard Beal seconds the motion, with a unanimous vote by Phil Whitney. **Motion passes.**

The Selectmen have insurance, alcohol and docking concerns.

Richard Beal suggests that the Town may need to adopt a policy for use of Town property. The Town Clerk is requested to contact surrounding communities for copies of their policies for use of town properties. This item will appear on the June BOS agenda.

D. Use of Manset Dock by Downeast Sailing Adventures

Steve Keblinsky is at today's meeting requesting permission to use the TCI Manset Dock to drop off and pick up passengers for Downeast Sailing Adventures. Mr. Keblinsky reports that he tries to promote trips to the Cranberry Isles to his passengers. Dennis Dever, Manset Dockmaster reports that there have been no problems for the last two years with Downeast Sailing Adventures using the dock.

Phil Whitney moves to give permission for use of the TCI Manset Dock by Downeast Sailing adventures for 2013. Richard Beal seconds the motion, with a unanimous vote by Charles Dunbar. **Motion passes.** Steve Keblinsky offers to install a rubber fender on the front of the Manset float. Dennis Dever will make sure the job is done to spec.

E. Sign Application for Federal Surplus Property

The Board of Selectmen discuss filling out an application for available surplus property from the State of Maine. Authorized representatives for TCI would be the Town Clerk, the Chairman of the Board of Selectmen, and the Administrative Assistant to the Selectmen.

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

The application is signed by Denise McCormick, Richard Beal and James Fortune.

F. Sign Lease Renewal with the Town of Mount Desert for the Northeast Harbor Parking Lot

The amount of the lease for 2013 for parking in Northeast Harbor at the municipal lot is \$38,200. There is an annual CPI increase included in the lease. The reason for the price difference for parking at Northeast Harbor vs. the Manset lot is to cover the amount of the lease. The lease renewal dates commence on January 01, 2014 and end at midnight on December 31, 2023.

Richard Beal moves to sign the Mount Desert Parking lot lease renewal. Charles Dunbar seconds the motion, with a unanimous vote by Phil Whitney. **Motion passes.**

Phil Whitney reports that, for the record, this lease does not necessarily mean the parking lot stays in the same location; just the same amount of spaces.

G. Sign 2013 Tax Commitment Letter

Per annual Town Meeting, March 16, 2013, these funds are to be raised from Property Taxes for the 2013 Calendar Year:

Town Operations Budget:	1,456,460.59
Hancock County 2013 Taxes:	80,551.41
School Budget 2013/14:	533,953.00

Less Appropriations:

Loans:	220,000.00
General Fund Receipts:	197,460.00
Commuter Ferry Subsidy:	22,000.00

From Reserve:	
School Department Carryover:	89,166.00
School Subsidies/Grants:	12,000.00

Amount to be raised in Taxes 2013: **\$1,435,688.00**

The Board of Selectmen signs the 2013 Tax Commitment Letter.

H. Sign Manset Dock Master Employment Agreement

Terms of employment for the Manset Dockmaster are May 25, 2013-September 27, 2013.

Richard Beal moves to issue the employment agreement with Dennis Dever as Manset Dockmaster for 2013. Phil Whitney seconds the motion, with a unanimous vote by Charles Dunbar. **Motion passes.**

Phil Whitney suggests that the Administrative Assistant will draft a policy in regard to towing of vehicles. One warning, if owner of vehicle can be identified and/or reached. No more than one warning should be necessary. Dennis Dever will contact James Fortune if a vehicle is in violation of parking policy at the Manset lot. If James is out of the office, the Town Clerk or Deputy Clerk will authorize towing of the violator. If there is a violation on a weekend when the Town Office is closed, Mr. Dever may contact a member of the Board of Selectmen. This item is to appear on the June BOS agenda.

James Fortune will contact the Mount Desert Police to see if they are willing to issue tickets at the Joy Lot.

James Fortune reports that the parking assignments are complete. The point system does seem to be effective. Currently there are sixteen vacant spots at the Manset Lot. This year we will have twenty-four overnight parking spots available for rent by contacting the Town Office ahead of the parking dates. Ten individuals have submitted parking applications but have not paid in full as of today's meeting. Parking stickers will not be issued until fees are paid in full.

I. Sign 2013 Contract for the Suttons Island Trash Removal

The Board of Selectmen signs a one year extension with Josh Gray to renew the previous a contract for the removal of household waste and recyclables from Sutton Island.

J. Amend Lease Agreement for Town Office: Consider a proposal to rent the second floor of the building

In reference to a request by the Board of Selectmen on the possibility of renting more space at the Town office on Islesford for storage of records, and minor repair work to the building, no word has been received from the Landlords as of today's meeting. An email dated May 03, 2013 was sent to Eric Valdina by the Administrative Assistant, with the Town offering to pay for the repairs. The lease renewal has not been received from the Landlords as of today's meeting. The Administrative Assistant will contact Mr. Valdina in reference to the lease.

Richard Beal requests that the Town Clerk order some fireproof metal cabinets to replace broken cabinets in the office, as well as some other needed supplies.

The Municipal Advisory Commission is asked to research options for Town property that may be available for a new Town office in the future.

Charles Dunbar moves that the Town office obtain the concurrence of Eric (Valdina) to make the following improvements at the expense of the Town, to the Town office property: front door knob replacement, painting front door, fix railing on the front porch, put weather stripping on the back door, install a latch on the screen door at the back, possibly some repairs to windows as needed to tighten things up for cold weather. The MAC will be charged with re-examining possible sites for location of a permanent facility that would house the Town office. Phil Whitney seconds the motion, with a unanimous vote by Richard Beal. **Motion passes.** Richard Beal requests that Katelyn Damon, School Board member, to find out why it appears that the school department has a \$433,685 carryover as of December 31, 2012, as stated on page 98 of the annual Town report. The Town Clerk explains that the school department is on different fiscal year than the Town.

V. Other Business (taken out of order)

- It is reported that the GCI Fire Club held a meeting last night to discuss the future of the club. A quorum of members was not present at the meeting; no action was taken. Richard Beal will contact the Town attorney to discuss the legal ramifications if the fire club were not to continue. The Town Clerk will forward a copy of the Memo of Understanding with Acadia National Park for Baker and Bear Islands to Selectman Dunbar. Katelyn Damon will speak with Islesford Fire Department Members to see if they are willing to attend a GCI Fire Club meeting for discussion.

IV. New Business (re-visited)

K. Marsh Insurance, Inc.: Lease Renewal

Marsh Insurance has responded that they would like to proceed with a 3 year extension on their lease, with the 1.98% rent increase equal to \$2,443.59/month (\$29,323.08 annually) flat for the term. Marsh would also like this extension to include two additional 1 year renewal options under the same terms and conditions.

Richard Beal moves to extend the lease for three years with Marsh. Charles Dunbar seconds the motion, with a unanimous vote by Phil Whitney. **Motion passes.**

L. Manset Warehouse Roof: Bid Selection

The Town has received one bid for warehouse roof repair at Manset: Corey Duggan and Paul Fernald Carpentry Shop: \$28,750
The Administrative Assistant will clarify nail size and shingle type, as well as clean up of nails and debris each day. Proof of liability insurance will be required.

Phil Whitney moves to approve the bid Cory Duggan and Paul Fernald, contingent on affirmative answers to questions from the Administrative Assistant. Charles Dunbar seconds the motion, with a unanimous vote by Richard Beal. **Motion passes.**

M. GCI Transfer Station: Memorial Day Hours of Operation

The Selectman have received a request from Adele Berzinis of Southwest Boat, Inc. to have the Great Cranberry transfer station open on Memorial Day; in this particular situation, it would work out better for the transfer station attendant(s). The Board of Selectmen approves this request. James Fortune reports that there will be a beach clean up on Memorial Day weekend at Islesford. Sue MacNamee and Bruce Fernald will organize the event. The Futures Group will be contacted for interest in a beach cleanup at GCI.

N. GCI Public Restroom: Project Update

Richard Beal has contacted Ron Axelrod of the MAC and let him know that Robert Viles, soil scientist and Andrew McCullough have visited the site at GCI for the proposed new public restroom. Mr. Viles feels that the tank could be increased to 2000 gallons. Two separate toilets (men's and women's) that meet A.D.A. requirements. The Code Enforcement Officer is working with the Selectmen. Electricity may be needed for a composting type toilet. Mr. McCullough and Mr. Viles are working together on recommending the design. Various options are being explored. This will be a year round facility. More data is needed before work can begin.

O. Suttons Island Path: Update

No further updates at this time.

P. GCI Dock Ladder Replacement

The Administrative Assistant will check the condition of the ladder on the Town dock at GCI. Bill Dowling has requested the ladder be repaired and extended below the water line.

V. Other Business (re-visited)

- The Selectmen have received an email from RJD Appraisal requesting that the property revaluation one year earlier than requested by the Town. The Assessors are concerned that the Town's valuation of property at Cranberry Isles will go below 80% of the State's valuation, (TCI is currently at 81%). At the annual Town meeting voters approved \$20,000 to be set aside for the revaluation in the near future. The Assessors are proposing to do initial work this year with these funds, such as updating and digitalizing property cards in the TRIO system. Software is already installed on the Treasurer's computer. Richard Beal moves that Denise McCormick is authorized to call RJD Appraisal to begin the revaluation process, starting this fall, using the \$20,000 allocated by the voters. Phil Whitney seconds the motion, with a unanimous vote by Charles Dunbar. **Motion passes.**
- Financing for the new fire truck at Islesford has been researched. Bar Harbor Banking and Trust and Camden National Bank offer financing at a little over 4% interest. The company who is selling the Town the new truck offers its own finance company, Tax-Exempt leasing corp., Libertyville, Ill., has offered TCI a ten year note with 2.89% interest.

Charles Dunbar moves to accept the proposal from Tax Exempt Leasing Corp. Phil Whitney seconds the motion, with a unanimous vote by Richard Beal. **Motion passes.**

- James Fortune reports that some cosmetic work on roads at GCI will be coming up. Funds for this work will come from maintenance and roads reserve accounts. Paving near the tennis courts at GCI and cosmetic work on Dog Point Road is planned. Richard Beal and James Fortune will meet with Goodwin's regarding drainage on Dog Point Road. All three shale roads at GCI will be inspected and information from Goodwin's will be sought on possible grading and adding calcium chloride to the shale roads to keep dust down. Charles Dunbar suggests that the Town not spend too much money on temporary fixes. Proposed road work will come back before the Board of Selectmen before any work is done.
- At this time, there are no special Town meetings planned for this summer.
- No response has been received from the Harbor Committee members in regard to a request to schedule a meeting. Richard Beal will contact Harbor Committee members.
- James Fortune will contact the Town Attorney in regard to the survey at the Manset Property. Phil Whitney requests that a final answer be sought of whether there is a boundary encroachment with an abutter's fence.
- Some of the boulders have fallen in the ditch at Manset over the winter. James Fortune will try to get Goodwin's to replace the boulders at the edge of the pavement before the parking ban begins.
- The Administrative Assistant recommends getting rid of the granite stairs on the shore at the Manset TCI property. The stairs are not used and not part of the retaining wall. Part of the stairs has shifted during the winter. The Selectmen request that the advice is sought from Goodwin's at the same time the boulders are moved. An update from the Administrative Assistant will be on the June BOS meeting agenda.
- The Selectmen discuss whether Police support from Hancock County Sheriff's Department may be needed for the GCI Marathon to be held on July 27, 2013. Of concern are the use of public roads, property and alcohol. Richard Beal will seek advice from the Town attorney on this matter. This item will appear on the June BOS agenda.
- Phil Whitney wishes to participate in decorating veteran's graves with flags for Memorial Day. The Town Clerk will look at the calendar and contact Mr. Whitney for a specific date.
- The Administrative Assistant is requested to order another sign for GCI, Caution Pedestrian Crossing for the opposite approach on Cranberry Road.
- The Board of Selectmen request that an informational sign for tourists at GCI be purchased. James Fortune will follow up on this request.

- The Selectmen have received an email request, dated May 06, 2013 from Len Lisewsky who is purchasing a property that abuts the walking path from the parking lot at the TCI Manset property. Mr. Lisewsky is asking permission to trim two very large branches from TCI trees that hang directly over his house at 110 Shore Road. The Selectmen agree to let Mr. Lisewsky have the branches trimmed.

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

1:35 P.M.-Richard Beal moves to go into executive session to discuss a personnel matter.

2:04 P.M.-Richard Beal moves to return to regular session. Phil Whitney seconds the motion, with a unanimous vote by Charles Dunbar. **Motion passes.**

VII. Audience Communications

None at this time.

VIII. Adjournment: 2:06 P.M.

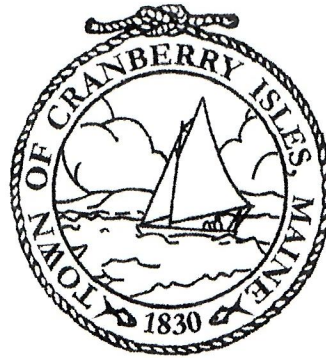
Charles Dunbar moves to adjourn the meeting. Phil Whitney seconds the motion, with a unanimous vote by Richard Beal. **Motion passes.**

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, May 7, 2013 starting at 8:30 A.M.
at the Islesford Neighborhood House on Little Cranberry Island

AGENDA Revised May 2, 2013

- I. Call to Order
- II. Review / Signing Financial Warrant
- III. Review / Approval of Previous Meeting Minutes; April 2, 2013
- IV. New Business
 - A. Hearing and Approval for Liquor License: Islesford Dock Restaurant
 - B. Cranberry Isles Ladies Aid
 - C. Dan Wriggins: Cranberry Fest
 - D. Use of Manset dock by Downeast Sailing Adventures
 - E. Sign Application for Federal Surplus Property
 - F. Sign Lease Renewal with the Town of Mount Desert for the Northeast Harbor Parking lot
 - G. Sign 2013 Tax Commitment Letter
 - H. Sign Manset Dock Master Employment Agreement
 - I. Sign 2013 Contract for the Suttons Island Trash Removal
 - J. Amend Lease Agreement for Town Office: Consider a proposal to rent the second floor of the building
 - K. Marsh Insurance, Inc.: Lease Renewal
 - L. Manset Warehouse Roof: Bid Selection
 - M. GCI Transfer Station: Memorial Day Hours of Operation
 - N. GCI Public Restroom: Project Update
 - O. Suttons Island Path: Update
 - P. GCI Dock Ladder Replacement
- V. Other Business
- VI. Executive Session: Personnel Matter, 1 M.R.S.A. § 405(6)(A)
- VII. Audience Communications
- VIII. Adjournment