

BOARD OF SELECTMEN

RICHARD F. BEAL, CHAIRMAN

PHIL A. WHITNEY

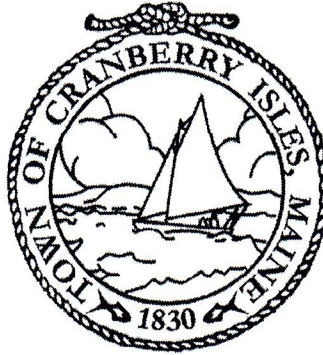
CHARLES F. DUNBAR

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
November 12, 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, MAC & School Board
- Barbara Meyers, School Board
- Kelly Sanborn, School Board
- Howard Colter, Superintendent of Schools, AOS 91
- Nancy Thurlow, Business Manager, AOS 91
- Heather Webster, Principal, Ashley Bryan School
- Ben Fulves, Heartwood Builders
- Dennis Dever, Manset Dockmaster
- Jeff Berzinis, MAC
- Karin Whitney, MAC
- Tiffany Tate
- Tom Powell
- Ed Gray
- Ingrid Gaither
- Elliott Hadlock

I. Call to Order: 8:46 A.M. by Chairman Richard Beal.

II. Review / Signing Financial Warrants

Warrant #49:	6,389.22	
Warrant #51:	6,431.02	
Warrant #52:	81,874.87	(school)
Warrant #53:	11,908.45	
<u>Warrant #54:</u>	<u>61,464.28</u>	
Total:	168,067.84	

All warrants were signed by the Selectmen.

III. Review / Approval of Previous Meeting Minutes

Richard Beal moves to approve the October 01, 2012 Board of Selectmen's meeting minutes as written. Phil Whitney seconds the motion, with a unanimous vote by Charles Dunbar. **Motion passes.**

IV. New Business

A. School Committee Budget Discussion

The Cranberry Isles School Board joins today's meeting to discuss repairs to the Longfellow School building on Great Cranberry Island. Due to the nature of the renovations, Ben Fulves, project manager has recommended that the renovations be done all at once. The School Board will need financing up to an estimated \$560,000 to do the renovations. Proposed drawings prepared by Jeri Spurling are presented to the Selectmen and will be added to the municipal website. The Town Clerk and the AOS 91 Business Manager will work together on funding estimates. A timeline for budget and Town report requests will be sent to the School Board by the Deputy Clerk. Deed copies of both the Ashley Bryan School and the Longfellow School will be sent to the Superintendent by the Town Clerk. School Board minutes will be updated on the municipal website.

B. S.W. Cole: TCI Road Maintenance Plan

A further evaluation of the roads maintenance plan is expected by the end of November. A scope of work is presented to the Selectmen for updating the plan. The road maintenance plan will appear on the December BOS meeting agenda.

C. Veteran's Exemption Check received from Hancock County

Excess funds from the Hancock County Community Fund, (revenue from First Wind), were distributed to each Hancock County Town, to be divided amongst those taxpayers who get a veteran's exemption on their taxes. Town of Cranberry Isles has six taxpayers with veteran's exemption. The amount of the check received by TCI was \$237.50.

Richard Beal moves that this year, based on the Town Treasurer's recommendation, the funds will be distributed as credits on property taxes for veterans and veteran's spouses that receive veteran's exemptions. Phil Whitney seconds the motion, with a unanimous vote by Charles Dunbar.

Motion passes.

D. Fire Academy Training

Tyler Kuester of Great Cranberry Island is interested in attending the Hancock County Fire Academy. An MMA grant has been applied for in the amount of \$450 to help with tuition. Other costs include meals, mileage, room, and boat fare. Classes will be held every other weekend January 2014 to June 2014.

Phil Whitney moves to send Tyler Kuester to the fire academy starting in January for approximately \$3500. Denise McCormick will decide what is a fair amount to take out of GCI Fire Department reserve fund. Richard Beal seconds the motion, with a unanimous vote by Charles Dunbar.

Motion passes.

E. League of Towns Update (Elected Officials Workshop 10/16/2013)

Phil Whitney and James Fortune attended the last League of Towns workshop. Topics discussed included: deer hunting on MDI, solid waste, regional communications center, Ortho Imagery, Acadia Corp. contract, and a proposed regional fire training facility.

F. New Ortho Imagery

The Maine Library of Geographic Information serves as the State coordinating body for mapping data and is implementing a 5-year program to acquire new aerial photography (orthoimagery) for the State. This program allows municipalities to “buy up” their area to a higher quality than would otherwise be needed at the State level. This program is being implemented by the GeoLibrary and MEGIS. All three county commissioners indicated their commitment to the 2014 aerial survey. The county will be purchasing the basic aerial photos which will be accessed through Hancock County Planning Commission at no cost. There are several options to choose from for higher quality maps. The Administrative Assistant has recommended 6’ pixels which are best for building footprints, lot sizes, road width mapping, and are suitable for fairly dense areas. These types of maps could be very useful for zoning. The cost for this level is \$2500. A commitment must be made by the end of December 2013.

Charles Dunbar moves to accept the \$2500 option, with funds coming from the Selectmen’s contingency fund. Phil Whitney seconds the motion, with a unanimous vote by Richard Beal. **Motion passes.**

It is reported that there may be an error on the tax maps for the map 14, lot 11A. Richard Beal will get copies of the documents held by Sam Donald and call the Tax Assessor to verify.

G. FEMA Map Update

Preliminary Flood maps are presented to the Selectmen.

H. ArcGIS 10.2: Purchase a Desktop Basic Use License

The GIS mapping software owned by the Town needs to be updated. The two options are:

- Pay the \$400 licensing fee back to 2008 (\$2400)
- Buy the updated 10.2 program which will require an annual \$400 licensing fee (\$1425)

Charles Dunbar moves to accept the purchase of ArcGIS 10.2 at \$1425, and the annual licensing fee of \$400 out of the Board of Selectmen’s contingency fund. Phil Whitney seconds the motion, with a unanimous vote by Richard Beal.

Motion passes.

The \$400 annual licensing fee will be budgeted for in future years. It may be possible to request University of Maine students help with mapping projects. The Administrative Assistant has past experience using the GIS program.

I. Cranberry Isles Commuter Boat

Complaints have been received regarding the commuter boat cancellations so far this year. As of today’s meeting, the commuter boat has cancelled three trips. The first cancellation was due to rain and fog. The other two cancellations were due to small craft advisory. The contract will be reviewed by the Town Attorney and the Selectmen. Copies of Captain license, drug test results, etc. are required to be

filed with the Town. The boat is paid for whether it runs or not. The Administrative Assistant recommends a meeting with Steve Pagels and the Board of Selectmen.

Charles Dunbar moves that the Board of Selectmen meet as soon as possible with Steve Pagels formally to discuss this problem, at a time when Charles Dunbar can attend. Phil Whitney seconds the motion, with a unanimous vote by Richard Beal.

Motion passes.

A special BOS meeting will be scheduled to occur before the regular BOS meeting on December 03, 2013.

J. Letter to Jim Parrish: Main Street/Cross Road Intersection Improvements

Richard Beal and Phil Whitney sign the agreement with James and Sara Parrish for necessary improvements on their property at the intersection of Cross Road and Main Street on Islesford. The agreement is to fill the triangle with base gravel and pave a section to improve safety and facilitate traffic flow between Cross Road and Main Street, and improve the aesthetics of the intersection.

K. Manset Dockmaster Report

The 2013 Manset Dockmaster report is presented to the Board of Selectmen. This report will be included in the annual Town report. Richard Beal will choose photos from the report to be included in color. Thank you to Dennis Dever for a fine report on the Manset property.

L. Dennis Dever: Appointment as Alternate CEO and Plumbing Inspector

Dennis Dever has recently been certified as a Local Plumbing Inspector (LPI) and is consequently qualified to act as a town Code Enforcement Officer (CEO) with a 12 month grace period to certify in the additional CEO capacities that TCI requires. Mr. Dever has requested that he be appointed as alternate CEO for TCI, relieving his father (Lyle Dever) who is finding travel to the islands arduous these days, and is now acting as alternate: PI or CEO in Southwest Harbor. Dennis Dever has presented his certifications to the Town of Cranberry Isles.

Richard Beal moves to appoint Dennis Dever as Alternate Code Enforcement Officer and Alternate Licensed Plumbing Inspector. Kim Keene (CEO and LPI) will be always called first. Charles Dunbar seconds the motion, with a unanimous vote by Phil Whitney. **Motion passes.**

The Town CEO and LPI, Kimberly Keene, will be notified of this alternate appointment.

V. Other Business

- The Board of Selectmen casts its vote for Chip Reeves of Bar Harbor to serve on the Municipal Review Committee Board of Directors, term to expire in 2016.
- Katelyn Damon has resigned her position as Maine Island Coalition representative. Tom Powell of Great Cranberry Island agrees to serve in this position. The Town Clerk will send Mr. Powell's nomination to the Municipal Review Committee.
- The Board of Selectmen has received a letter from Jeff Berzinis of Southwest Boat Inc., dated November 01, 2013. Due to unforeseen circumstances, both personal and health, it is proposed to assign to another company and eventually be relieved of the Solid Waste contract with the Town of Cranberry Isles. The barging business will continue. There is no firm date yet for this transition. This

item will appear on the December BOS agenda. Richard Beal will discuss this with Tony Smith. James Fortune will discuss with Dexter Lee of Swans Island.

- Written permission from the landowner is still needed for the dry hydrants on GCI. Katelyn Damon will speak with the Town Attorney in regard to whether an easement is needed.
- In regard to the Manset boundary encroachment (fence), the Town Attorney has recommended a license, rather than an easement for the abutting property owner. A license limits the scope of time.
- Bids for the new public restroom on GCI are due by December 02, 2013. The Town intends to install a toilet with an evaporation system. This system will require maintenance approximately twice annually. No subsurface waste system will be required.
- On Islesford, the employee cleans the public restroom for approximately one hour each day, mid May through mid October. This employee does not require a contract for her services. Islesford Dock Restaurant reimburses the Town for cleaning services while the restaurant is open for the season.
- The clean up at the GCI gravel pit looks great. Blair Colby did a great job.
- Kleinschmidt Associates will come to GCI this Friday, November 15, to look as needed Town dock repairs.
- There are no updates on the Sutton Island path research at this time. Phil Whitney will contact Attorney Dale Worthen.
- Unused funds budgeted for 2013 for researching a year round dock at Manset will return to the Manset reserve fund.
- The Code Enforcement Officer has visited the Bunker/Racliff property on GCI for possible shoreland violations. John Cullen of the DEP has also visited the property. A survey is required of the property.
- Blair Colby recently fixed an urgent road repair at GCI. Costs for his services were \$255.
- Harville Painting has been working at the Manset warehouse for a couple of weeks.
- Due to Samuel Hyler changing his residency to the Town of Bar Harbor, there is now a vacancy on the TCI Planning Board.
- Richard Beal will make sure the toilet is repaired at the Town Office.
- An estimate from Roy Miller for chipping leftover trimmings on Islesford is \$175 per hour, plus barging for equipment. The BOS rejects this estimate. The Administrative Assistant will research other options.

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

None requested.

VI. Audience Communications

None at this time.

VII. Adjournment: 12:27 P.M.

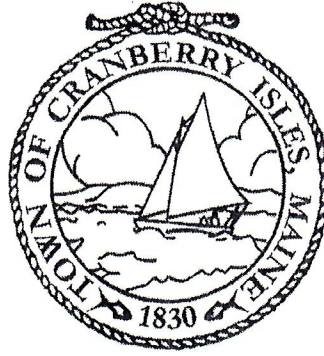
Phil Whitney moves to adjourn the meeting. Charles Dunbar seconds the motion, with a unanimous vote by Richard Beal. **Motion passes.**

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ADMINISTRATIVE ASSISTANT

TO THE SELECTMEN
JAMES FORTUNE

MEETING NOTICE

The Cranberry Isles Board of Selectmen will conduct a regular meeting on
Tuesday, November 12, 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; October 1, 2013
- IV. New Business
 - A. School Committee Budget Discussion
 - B. S.W. Cole: TCI Road Maintenance Plan
 - C. Veterans Exemption Check received from Hancock County
 - D. Fire Academy Training
 - E. League of Towns Update (Elected Officials Workshop 10/16/2013)
 - F. New Ortho Imagery
 - G. FEMA Map Update
 - H. ArcGIS 10.2: Purchase a Desktop Basic Use License
 - I. Cranberry Isles Commuter Boat
 - J. Letter to Jim Parrish: Main Street/Cross Road Intersection Improvements
 - K. Manset Dock Master Report
 - L. Dennis Dever: Appointment as Alternate CEO & Plumbing Inspector
- V. Other Business
- VI. Executive Session: Personnel Matter, 1 M.R.S.A. § 405(6)(A)
- VII. Audience Communications
- VIII. Adjournment