

BOARD OF SELECTMEN

RICHARD F. BEAL, CHAIRMAN

PHIL A. WHITNEY

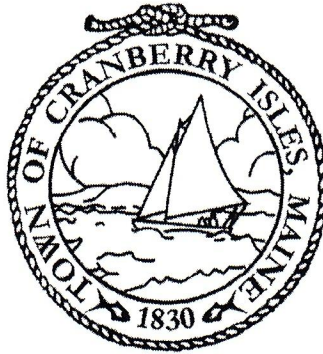
CHARLES F. DUNBAR

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
September 17, 2013
Great Cranberry Island Community Center**

Attendance:

Richard Beal, Chairman, BOS

Phil Whitney, BOS

Charles Dunbar, BOS

James Fortune, Administrative Assistant

Nanette Hadlock, Deputy Clerk

Katelyn Damon, Public Safety Coordinator

Jeff Berzinis, MAC

Karin Whitney, MAC

Sarah Newell

Will Boddy

Ingrid Gaither

Elliott Hadlock

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

II. A. Review / Signing Financial Warrants

Warrant # 42: 6,908.84

Warrant # 43: 40,689.48

Total: \$47,598.32

Phil Whitney chooses to not sign warrant #43 as he feels that the Emergency Personnel could use another area hotel for the Samoset conference to save the Town some money. Fees for the hotel accommodations at the Samoset are \$148 per night, per person, where another nearby hotel offers accommodations for \$119 per night, per person. Richard Beal and Charles Dunbar both sign warrant #43 which is approved.

B. Review / Approve Previous Meeting Minutes

Section II, B, GCI Dock Repairs: Spelling error, Shorewood Dock should be spelled "*Shoreward*" Dock.

Phil Whitney moves to accept the September 03, 2013 Board of Selectmen's meeting minutes with one spelling change. Charles Dunbar

seconds the motion, with a unanimous vote by Richard Beal. **Motion passes.**

Due to a conflicting schedule, Phil Whitney reports that he will not be available to help bring Sutton Island Hazardous / Universal waste to the GCI transfer station from the GCI Town Dock on Friday, September 27.

III. Other Business (taken out of order)

- Richard Beal reports that the local game wardens have received a call about a deer carcass, minus the head, has been left on the shore of GCI. Another deer was shot on Sutton Island and gutted, leaving the remnants scattered near and on the boardwalk. Wardens will be visiting the Cranberry Isles this season. A sign dealing with hunting and private property on Sutton Island has been delivered to the Town and will be posted next week.
- The Board of Selectmen signs a letter of thanks to Fairpoint Communications for their quick response for emergency cable repair at GCI on Thursday, September 12, 2013, when Islesford lost telephone service due to a brush fire on GCI.

Phil Whitney moves that the Public Safety Coordinator notify the fire wardens of their responsibilities, including written permits. Charles Dunbar seconds the motion, with a unanimous vote by Richard Beal.

Motion passes.

IV. New Business

A. Approve GCI Public Restroom Bid Specs

The Selectmen are presented with bid specs for the new public restroom on Great Cranberry Island. Andrew McCullough prepared the specifications for the Town. In an email, dated September 16, 2013, MAC Chairman Ron Axelrod offers some items that need to be refined in the drawings, i.e. sizing of window, identification of specific material vs. general material type, clarification of terms as “install” vs. “supply and install”, etc. The package has been sent to the Code Enforcement Officer and requests for proposal have been sent for publication in the Mount Desert Islander.

Richard Beal moves that the performance completion date be set as December 20, 2013, with flexibility for further extensions. The performance contracts and the payment bond will be waived. Charles Dunbar seconds the motion, with a unanimous vote by Phil Whitney. **Motion passes.**

The Town of Cranberry Isles will purchase the composting equipment and the Town will be listed on any warranties. Richard Beal moves that the Administrative Assistant has the authority to go and buy the Enviro Loo composting system and the Town Treasurer has documentation to pay for it. Phil Whitney seconds the motion, with a unanimous vote by Charles Dunbar. **Motion passes.**

Richard Beal moves to change the contract, Section III, A, retainage fee from 5% to 10%. Charles Dunbar seconds the motion, with a unanimous vote by Phil Whitney. **Motion passes.** Richard Beal moves that an early completion bonus of \$150 per day will be paid by the Town for this contract. Phil Whitney seconds the motion, with a unanimous vote by Charles Dunbar.

Motion passes.

Richard Beal moves that, where applicable under this contract, James Fortune, Administrative Assistant, is authorized to sign on behalf of the Board of Selectmen, keeping the Selectmen informed regarding signatures. Phil Whitney seconds the motion, with a unanimous vote by Charles Dunbar. **Motion passes.**

Estimates for the project are due by September 30, 2013.

D. GCI Road Paving (taken out of order)

Bid requests for road paving at Great Cranberry Island have been sent for publication to the Mount Desert Islander.

Phil Whitney moves to approve the GCI road paving bid specs. Charles Dunbar seconds the motion, with a unanimous vote by Richard Beal. **Motion passes.**

B. GCI Town Dock Repairs

Prock Marine asked the Town to go ahead and repair the damaged piling at GCI. Southwest Boat is willing to repair the piling and has provided an estimate for the work of \$1550. The other two damaged pilings are estimated at \$1200 each. When Kleinschmidt Associates comes out for inspection of another privately owned dock at GCI, it is suggested to have the whole GCI Dock inspected for needed repairs, in preparation for the 2014 budget. Charles Dunbar expresses concern over safety of the dock. Richard Beal will find out when Kleinschmidt is expected to visit the island. Richard Beal moves to have Kleinschmidt examine the whole GCI Dock, including the three suspect pilings. Phil Whitney seconds the motion, with a unanimous vote by Charles Dunbar. **Motion passes.**

Jeff Berzinis requests attendance during the dock inspection.

C. GCI Gravel Pit

Richard Beal moves, based on a phone call to be made by Jim and based on a phone call to the Board of Selectmen, decisions can be made for who will be hired for brush cutting at the GCI gravel pit. Phil Whitney seconds the motion, with a unanimous vote by Charles Dunbar. **Motion passes.**

E. Manset Warehouse Painting

Richard Beal moves that the specification packet for Manset painting and Marsh roof work be approved. Phil Whitney seconds the motion, with a unanimous vote by Charles Dunbar. **Motion passes.**

V. Other Business

- It is reported that the School Board has received an email letter of resignation from School Board member Kate Chaplin. The School Board has thirty days to appoint a replacement member.
- Ashley Bryan School students will soon be receiving I pads. Selectman Beal reports that he has been told that a parent's credit card number will be required by the school to cover any purchases that the students may make on their I pads. Katelyn Damon will check in to this and report back to the Selectmen. It is also questioned whether students will be required to purchase insurance if they bring their I pads home with them.
- It is reported that there have been issues regarding the contractor not having the necessary permits for construction projects at both island schools. Katelyn Damon reports that this was due to some misunderstandings between the contractor and the fire marshals. Ben Fulves is the clerk of the works for the current school projects; the School Board is legally the general contractor. Each of the projects is being broken down to avoid bonds. Phil Whitney encourages the Selectmen to attend the School Board meetings. The next scheduled School Board meeting will be held on October 03, 2013, 3:30 PM at the Longfellow School.
- In regard to the E 911 street naming and number ordinances, it is required to put numbers on individual homes. The ordinances mandate this rule, but there is no means of enforcement in the ordinance.
Charles Dunbar moves that he be allowed to prepare a draft letter to all TCI residents noting the ordinance requirement. Charlie will send the full motion and a copy of the letter to the Town Office. Richard Beal seconds the motion, with a unanimous vote by Phil Whitney. **Motion passes.**
- In reference to complaints regarding chicken noise, the Code Enforcement Officer has stated that this type of complaint is not in her purview; the Watsons are encouraged to call the Department of Agriculture in an email to the Watsons from the C.E.O.
Phil Whitney moves the Town reiterate the request to the Code Enforcement Officer to come out and inspect the Bunker / Radcliff property to check for any possible code violations, and to have the Animal Control Officer to come out and inspect the properties and talk with adjoining property owners to see if there are any violations under his jurisdiction. Written documentation will be expected following the visits. Richard Beal seconds the motion, with a unanimous vote by Charles Dunbar. **Motion passes.**
- A representative from Seacoast Security will be out to Great Cranberry Island on Thursday to visit the Firehouse for security purposes.
- The Administrative Assistant is requested to hire someone to build the front and back porches at the Town Office building on Islesford right away. Local estimates will be sought for the project; if estimates are under \$1000, the Administrative Assistant has the authority to select the contractor.

- The Administrative Assistant will forward a copy the BOS of the Maine Judicial Supreme Court decision regarding the right of way at Shepard's Bard, Nash vs. Murch.
- Jason Barrett of the Eaton Peabody Firm is now working as Town attorney for Cranberry Isles.
- There is no further information at this time regarding neither the Manset Boundary encroachment nor the Sutton Island path research. Richard Beal will contact the Dale Worthen in regard to Sutton, and Jason Barrett in regard to Manset.
- Katelyn Damon has tried to call Paul DePalmer, owner of the property at GCI where proposed dry hydrants will be located, with no response. Katelyn will try to find out if fire trucks will be allowed to use the fire pond on the property.
- The Town of Cranberry Isles has received a supreme award for last year's annual report from the Maine Municipal Association.
- The Public Safety Coordinator has recently had Morris Fire Protection at Islesford to check fire extinguishers at the fire department and Ashley Bryan School. She is currently trying to get Morris to Great Cranberry Island to check fire extinguishers at the GCI Firehouse. Richard Beal would like the one located near the gas pump checked as well for the Futures Group.

VI. Audience Communications

None at this time.

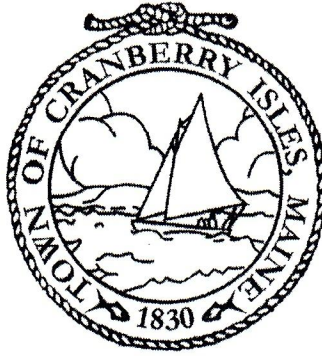
VII. Adjournment: 11:37 A.M.

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

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TO THE SELECTMEN
JAMES FORTUNE

MEETING NOTICE

The Cranberry Isles Board of Selectmen will conduct a regular meeting on
Tuesday, September 17, 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. New Business
 - A. Approve GCI Public Restroom Bid Specs.
 - B. GCI Town Dock Repairs
 - C. GCI Gravel Pit
 - D. GCI Road Paving
 - E. Manset Warehouse Painting and Marsh Roof Work
- IV. Other Business
- V. Executive Session: Personnel Matter, 1 M.R.S.A. § 405(6)(A)
- VI. Audience Communications
- VII. Adjournment