

SELECT BOARD
KATELYN DAMON, CHAIR
JANUARY BENNETT



TOWN CLERK / TREASURER
DENISE Mc CORMICK

ADMINISTRATIVE ASSISTANT
TO THE SELECT BOARD
JAMES FORTUNE

PUBLIC SAFETY COORDINATOR
SHARON MORRELL

**Select Board Meeting Minutes
January 21, 2025
Cranberry House**

Attendance:

| | |
|---|----------------------------|
| Katelyn Damon, Select Board | Sharon Morrell, PSC |
| January Bennett, Select Board | Karin Whitney |
| Denise McCormick, Town Clerk (by video) | Phil Whitney |
| James Fortune, Admin. Asst. | Ingrid Gaither |
| Ben Sumner, Deputy Clerk | Joanne Thormann (by video) |

I. Call to Order: 8:45A.M. by Chair Katelyn Damon

II. Review/Sign Financial Warrants

Select Board reviews Financial Warrants:

| | | |
|-------------|----|-----------|
| Warrant #52 | \$ | 6,224.52 |
| Warrant #53 | \$ | 22,525.43 |
| Total: | \$ | 28,749.95 |

All warrants were approved by the Select Board and will be signed at the Town Office.

III. Review/Approval of Meeting Minutes: December 17, 2024 & January 7, 2025

Katelyn Damon moves to approve the December 17, 2024 meeting minutes as presented. January Bennett seconds the motion. Motion approved 2-0.

Katelyn Damon moves to approve the January 7, 2025 meeting minutes as presented. January Bennett seconds the motion. Motion approved 2-0.

IV. New Business

A. Select Board Resignation

J. Ferry Service Communications (taken out of order)

Katelyn Damon reports on an email sent to local ferry operators asking about cancelled services and acknowledges the written resignation of Amanda Bracy as Select Board member, effective January 11, 2025. General discussion. Consensus of the Select Board is to fill the vacancy at the Annual Town Meeting on March 15. Select Board agrees, without dissent, to invite both local ferry operators to the regular February meeting to discuss public concerns.

B. Public Hearing: Shoreland Zoning Changes

The Planning Board has recommended two non-material changes to the Shoreland Zoning Ordinance required by the State in order to certify the ordinance approved at the Annual Town Meeting in 2024. A public hearing on the proposal is held. A second public hearing will be held tomorrow at the Town Office.

C. Public Hearing: Parking Ordinance Changes

The Select Board previously recommended changes to the Town's Parking Ordinance to include limits to utility and contractor vehicle parking at the Town's docks and to specify that the ordinance covers motorized and electric vehicles. A public hearing on the proposal is held. A second public hearing will be held tomorrow at the Town Office.

D. Public Hearing: Cranberry Isles Harbor Ordinance Changes

The Harbor Committee has recommended changing the definition of a dinghy to eliminate a horsepower limit for tie-ups to Town floats. A boat length limitation (14') will remain in effect. The Harbor Committee has also recommended updating the language of the ordinance to allow for staggered three-year terms for the members. A public hearing on the proposal is held. A second public hearing will be held tomorrow at the Town Office.

E. Public Hearing: TCI Select Board Remote Participation Policy

The Select Board has recommended a policy that allows for the remote participation of Board members under specified circumstances. This policy would apply to all Town boards. A public hearing on the proposal is held. A second public hearing will be held tomorrow at the Town Office.

F. Maine Uniform Building and Energy Code

Katelyn Damon reports on email from the State of Maine regarding enforcement of the Uniform Building and Energy Code. Dennis Dever advises he has followed up with state officials and determined that the requirements are not required for Towns with populations under 4,000.

G. Sutton Dock Update

James Fortune reports that the temporary dock is still installed, but could be removed anytime at the contractor's discretion. James Fortune reports he will follow up with Prock Marine about the status of permitting for replacement dock.

H. Maypole Road

General discussion of pursuing eminent domain or prescribed easement to establish access for the Town to utilities. Audience members noted that the repaired road was used to restore power at Islesford last week. January Bennett moves to direct the Town Attorney to proceed towards establishing a Prescribed Use Easement on Maypole Road. Katelyn Damon seconds the motion. Motion approved 2-0.

I. Annual Parking Letter and Fees

Tabled until the regular February meeting.

K. Committee to Review Town Manager Form of Government

Katelyn Damon presents framework for a committee to explore moving to a Town Manager form of government. General discussion. January Bennett moves to

establish committee and solicit membership applicants. Katelyn Damon seconds the motion. Motion approved 2-0.

L. Climate Resilience Committee

James Fortune explains that a Climate Resilience Committee needs to be appointed as part of the Town Office solar project grant. He reports that the Island Institute is willing to help recruit members to be appointed by the Select Board and that the deadline to form the committee is October 2025. Katelyn Damon moves to establish a Climate Resilience Committee and to work with the Island Institute to solicit members. January Bennett seconds the motion. Motion approved 2-0.

M. Budget Workshop

Department 51: increase to \$25/hr for Deputy Clerk position.

Department 52: \$75,000 for metal roof for GCI Fire House.

Department 53: \$7,500 for junk car removal.

Department 56: \$7,000 for each library.

Denise McCormick reports final budget numbers have not yet been received from the School Department.

N. 2025 Warrant Articles: Review

Discussion of loans for road projects and Islesford Garage. James Fortune advises that loans for these types of larger projects are not uncommon. Katelyn Damon asks if ramp fees can be used to replace GCI float ramp. Consensus of the Board is to table loan discussion until the regular February meeting pending completion of the school budget.

V. Other Business

Katelyn Damon reports on a letter from the Town Attorney about the formation of a new firm, Veridian Law. Katelyn Damon moves to continue Town's relationship

with Jason Barrett as Town Attorney through Veridian Law and close relationship with Eaton Peabody. January Bennett seconds motion. Motion approved 2-0. Select Board reviews and signs agreement to transfer funds, etc, to Veridian Law from Eaton Peabody.

Katelyn Damon reports on meeting with Butch Russell of the Maine Ambulance Association regarding new grants that may be available to the Town.

Katelyn Damon reports that Cari Alley has completed all applicable trainings as Animal Control Officer. General discussion of soliciting second ACO for GCI. Sharon Morrell offers to be considered for ACO on GCI.

Katelyn Damon reports that Nate Brimmer is leaving Axiom Technologies.

VI. Audience Communication

Karin Whitney asks about USDA Broadband grant. James Fortune reports that the Town received over \$800,000 in USDA funds last year, but that an audit resulted in the Town returning about \$43,000 to USDA. The total cost of the Broadband project to the Town was about \$378,000.

Phil Whitney asks about the three-year agreement with Newman & Gray for leased space in the GCI gravel pit and asks the Select Board to verify with the Town Attorney that the Town does not have to get Town Meeting approval for the three year agreement.

VII. Review/Action Items

Invite Local Ferry Companies to February meeting

Application for Town Manager Committee

Determine amount of loan needed to close Broadband line of credit-Denise McCormick

ACO Training discussion with Sharon Morrell-Katelyn Damon

Procurement Policy regarding Newman & Gray lease

XI. Adjournment

January Bennett moves to adjourn the meeting. Katelyn Damon seconds the motion. Motion approved 2-0. Meeting adjourned at 11:01A.M.