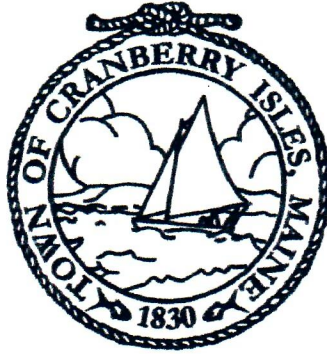


BOARD OF SELECTMEN  
RICHARD BEAL, CHAIRMAN

CHRISTOPHER L. HATHAWAY  
PHIL WHITNEY

TOWN CLERK / TREASURER  
DENISE Mc CORMICK



MUNICIPAL ADVISORY COMMISSION

R. AXELROD, M. DONALD  
K. WHITNEY, J. BERZINIS  
C. DUGGAN, C. CHAPLIN, 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 7, 2011 starting at 8:30 A.M.  
at the Islesford Neighborhood House on Little Cranberry Island

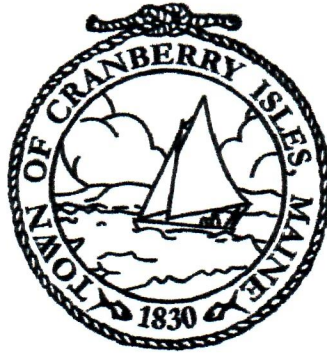
### AGENDA

**Revised 05/31/011**

- I. Call to Order
- II. Review / Approval of Previous Meeting Minutes
- III. Review / Signing Financial Warrants
- IV. Requests
  - A. Cory Duggan – Neighborhood House
  - B. Hospice Regatta – Hospice of Hancock County (use of TCI Docks)
- V. Correspondence
  - A. Improvements for the Great Cranberry Island Public Restrooms
- VI. New Business
  - A. Sign Letter to appoint Manset Dock Master (appointment made at the May 3, 2011 Selectmen's meeting)
  - B. Sign contract for Karl Brunner (dba Downeast Friendship Charters) - Commuter Ferry Service (summer season)
  - C. Approval of the IVFD Hazard Communication Program, and Lockout/Tagout Program
  - D. Bid Selection for the Marsh Insurance Building – Trim Painting Project
  - E. Request for Proposal: AmeriCorps Position for 2012
  - F. Marsh Insurance Building – Renewal of lease option
  - G. Northeast Harbor Parking Lot Lease
  - H. Lease agreements for town properties
  - I. Sign Tax Commitment Letter
  - J. Appointment of a TCI representative for the Acadia Disposal District
  - K. HCPC Proposal – Discussion regarding the HCPC proposed inland zoning ordinance and land use standards
  - L. Discussion about code enforcement for the Town of Cranberry Isles
  - M. Proposed fees for shoreland and building permits
- VII. Other Business
- VIII. Audience Communications
- IX. Adjournment

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JAMES FORTUNE

**Board of Selectmen's Meeting Minutes  
June 07, 2011  
Islesford Neighborhood House**

**Attendance:**

Richard Beal, Chairman, BOS  
Phil Whitney, BOS  
Chris Hathaway, BOS  
James Fortune, Administrative Assistant  
Denise McCormick, Town Clerk  
Nanette Hadlock, Deputy Clerk  
Jeff Berzinis, MAC  
Cory Duggan, MAC  
Katelyn Damon, Americorps Member  
Ann Fernald  
Dan Lief  
Karen Smallwood

**I. Call to Order:** 8:32 A.M. by Chairman Richard Beal.

**II. Review / Approval of Previous Meeting Minutes**

May 03, 2011 BOS meeting minutes, Page 4, Section V, New Business, Subsection F, Approval IVFD Respiratory Protection Plan Program, change: Phil Whitney also suggests that Representative Elsie Flemings be invited to a meeting of the Selectmen to discuss the possibility of legislature changes for small fire departments and EMS Services.

Richard Beal moves to accept the May 03, 2011 Board of Selectmen's meeting minutes as amended. Phil Whitney seconds the motion, with a unanimous vote by Chris Hathaway. **Motion passes.**

Selectman Beal reports that Representative Elsie Flemings will attend the July Board of Selectmen's meeting.

**III. Review / Signing Financial Warrants**

Warrant # 26: 4,266.98

Warrant # 27: 5,414.48

Warrant # 28: 35,925.83

Warrant # 29: 54,061.92

**Total: \$ 99,669.21**

All warrants were signed by the Selectmen.

The Board of Selectmen signs the Maine Department of Transportation Registration Refund Allocation Certification for 2011, in the amount of \$4,942.13.

#### **IV. Requests**

##### **A. Cory Duggan – Neighborhood House**

Cory Duggan, representing the Islesford Neighborhood House Association, is at today's meeting to request approval from the Board of Selectmen for a septic project that the Neighborhood House is planning on Islesford. The Neighborhood House is hoping to replace their current 3000 gallon holding tank with four 1500 gallon holding tanks on their property. Drain pipes will also be upgraded by placing the current above-ground pipes underground to allow winter usage of the restroom facility. The holding tanks will be pumped on a regular basis as needed. Haslam Septic will be the company to pump out the tanks.

Work on the project is expected to begin after September 10, 2011. The Neighborhood House Association is currently working with the neighboring Sandbergs for an easement; the tanks will be located on INHA property, but fill may spill over onto the Sandberg property. No impact on Town roads will take place due to this project. The Board of Selectmen signs the recommendation for the project. The paperwork will be forwarded to the Code Enforcement Officer.

##### **B. Hospice Regatta – Hospice of Hancock County (use of TCI Docks)**

Selectman Beal has received a letter of request from Hospice Volunteers of Hancock County for the use of our two docks, Islesford and Great Cranberry for the annual High Card event. This event is part of the Hospice Regatta to be held this year on Saturday, July 16.

Chris Hathaway moves to approve the request. Phil Whitney seconds the motion, with Richard Beal abstaining. **Motion passes.**

#### **V. Correspondence**

##### **A. Improvements for the Great Cranberry Island Public Restrooms**

Great Cranberry Island Resident and Postmistress Eileen Richards has sent a letter to the Board of Selectmen requesting the Town to purchase and install a window box on the North side of the public restroom and to purchase new signage to direct users to the building. Ms. Richards offers to purchase the plants and she and Gaile Colby will tend the plants during the summer months, as well as purchase the window box and signage as well with permission of the Board.

Richard Beal moves to approve one hundred dollars for the window box and some posies to go in it. Phil Whitney seconds the request, with a unanimous vote by Chris Hathaway. **Motion passes.**

The Administrative Assistant will arrange for restroom signage for the GCI public restroom. Money for the window box and flowers will come out of GCI restroom funds.

#### **VI. New Business**

##### **A. Sign Letter to appoint Manset Dock Master (appointment made at the May 03, 2011 Selectmen's meeting)**

The Board of Selectmen signs an appointment letter for Dennis Dever for the position of the Town's Dock Master to monitor the Town's Manset Facility in Southwest Harbor, Maine. The position is for the 2011 summer season only (May 27, 2011- September 25, 2011).

Dennis Dever has sent a list of his suggested improvements for the Manset Dock Facility.

1. Graphic display of depths alongside floats baled on MLW, post in waiting room. Soundings taken, will draw graphic.
2. Sign at end of catwalk displaying general dock and float regulations.

3. Stencil max boat length and time limits on deck at sides of floats.  
*The Harbor Management Ordinance calls for rules and regulations to be posted at the docks.*
4. Sign "Cranberry Isles Manset Town Dock" with logo on header above top of ramp.  
*It is thought to be slightly confusing to use Cranberry and Manset on the same sign. The BOS recommends using Cranberry Isles Private Dock. Funds were budgeted and approved for signage along with the parking lot restriping project.*
5. Replace or repair broken bench at end of catwalk.
6. Procure and hang a third life ring on center float bridge.
7. Procure and install life ring holders.
8. Attach egress ladders to each float.
9. Replace frayed and too short cross line between second and third floats.  
*The Administrative Assistant will contact the float contractor, (Chalmers), in reference to this suggestion.*
10. Attach chafe boards under ramps-outer float, third float, and on second float.  
Decking is getting tore up.  
*The Administrative Assistant will contact the float contractor, (Chalmers), in reference to this suggestion.*
11. On regulations sign at parking lot entrance, cover old towing contractor with MDI Towing and number. Current paper is coming apart.
12. Exterior of office building-prep and paint trim and windows-currently near bare and open to accelerated deterioration. North facing picture window, west lower corner has deterioration, needs repair, but window still operates properly.
13. Eradicate maple seedlings growing along office front foundation.
14. Outside light by office door: Switch taped over, socket loose, won't energize.  
Investigate. How about putting it on a daylight sensor?
15. Back of entire boathouse building: Clear adjacent brush. Move stacked flagstone away from wall.
16. Boat ramp: steep drop from edge of ramp to natural grade. Recommend raising grade to that of ramp with rip rap.  
*Jeff Berzini's offers to push some rip rap back against the ramp.*
17. Run hose / water to floats? I see what appears to be a potable water line end coming thru the seawall.
18. Alongside road at entrance to dock: To remove first row of roses, relocate them elsewhere, and widen shoulder of road would provide more safety for loading/ unloading vehicles by getting them more off the travelled way.  
*This may require permitting. The BOS does not wish to pursue this suggestion at this time.*
19. A gravel path thru the rose bushes to the seawall steps (which may be and emergency egress) would be a good idea. This improves access to under the ramp for seasonal attachment, removal and inspection.  
*This may require permitting. The BOS does not wish to pursue this suggestion at this time.*
20. Ground behind seawall is severely washed out from wave action. Recommend raising seawall two feet, and filling eroded area with small rip rap to repair, and help prevent future damage. Could also use gabions instead of stone block

for top of wall. Could get away with just rip rap for now. Otherwise, future storms at a high tide will continue to destroy rose beds.

*This may require permitting. The BOS does not wish to pursue this suggestion at this time.* Phil Whitney moves to approve all these recommendations other than #4, #9, #10, #16, #18, and #20, with Jim Fortune to work with Dennis Dever on the other recommendations in order to get them accomplished.

Richard Beal seconds the motion, with a unanimous vote by Chris Hathaway.

**Motion passes.**

**B. Sign contract for Karl Brunner (dba Downeast Friendship Charters) – Commuter Ferry Service (summer season)**

The Town will pay the contractor a flat rate of \$63.00 per trip. A fuel surcharge payment is included in case the price of fuel exceeds \$4.20 per gallon for the summer season (May 01 to October 15, 2011). The Board of Selectmen signs the contract with Karl Brunner, (dba Downeast Friendship Charters).

Selectman Beal has been asked by some residents if it would be possible to use the Commuter ferry service between the islands, or to also ride the Elizabeth T to Southwest Harbor when Mr. Brunner returns to his homeport. The Administrative Assistant will check with Mr. Brunner to see if this would be possible. He will let the Board of Selectmen know the answer to this question via email before the July BOS meeting.

**C. Approval of the IVFD Hazard Communication Program, and the Lockout/Tag out Program**

Selectman Phil Whitney does not wish to sign anything that would subject volunteers to fines. When asked who would be placing fines if protocols were not followed, Katelyn Damon replies that she “thinks” the Maine Bureau of Labor would do the fining. Ms. Damon states that she is trying to do the minimum required to achieve class nine insurance status. Material Safety Data Sheets are printed out from online for chemicals used by the Islesford Fire Department. Selectman Hathaway supports doing whatever needs to be done to achieve the class nine status. Selectman Beal and Selectman Hathaway sign for approval of both the IVFD Hazard Communication Program and the Lockout/ Tag out Program, with Selectman Whitney abstaining.

**D. Bid Selection for the Marsh Insurance Building – Trim Painting Project**

One bid was received for the Marsh Building trim painting project:

- That’LL Do Painting & Roofing, Paula Dunbar/ Brian LaGasse: \$1600 for materials, \$4650 for Labor, Total \$6250.

Six thousand dollars was allocated for this project.

Richard Beal moves to reject the bid, and we are directing to go out to rebid.

Chris Hathaway seconds the motion, with a unanimous vote by Phil Whitney.

**Motion passes.**

**F. Marsh Insurance Building – Renewal of lease option (taken out of order)**

Marsh wishes to exercise the renewal option for leasing at Manset. Marsh also requests two further one year options, the first commencing September 01, 2012 and the second commencing September 01, 2013. The Town has agreed to perform the work on Schedule A hereto starting immediately:

- Repair damage upstairs resulting from a roof leak
- Check for signs of rodent entry in eaves & fix any holes found
- Repair front deck and then re-stain it
- Fix leaky downstairs bathroom sink

- Mailroom/Kitchen – replace refrigerator
- Floor in front center office needs some support
- Paint outside trim
- Replace carpeting in lower back section of office in September 2011
- Many dead shrubs on north end of building
- Back section of building is cold in winter. Need to improve heating in that area before winter sets in

The Administrative Assistant reports that all but the carpeting and heating improvements are now in the works. Richard Beal suggests that Northeast Plumbing be called in for an estimate dealing with the heating issue.

Richard Beal moves to accept the extension for them with the condition of two more extensions to follow on and lock this particular tenant in for a few more years. Chris Hathaway seconds the motion, with a unanimous vote by Phil Whitney. **Motion passes.**

Dan Lief suggests annual assessments of evaluation of rental properties owned by the Town. The last assessment was done in 2010.

**E. Request for Proposal: AmeriCorps Position for 2012 (taken out of order)**

A request has been made for AmeriCorps Member to continue for another year working with the fire departments. It is expected that there will be a greater emphasis on Great Cranberry Island when the new term starts. The request states that “We currently have an AmeriCorps Member, Katelyn Damon, on Islesford. She had been a member since October 2010. We would like to continue using the services of Katelyn as she has immersed herself greatly in the task of organizing our public safety services. It would set back this process if we were to hire a member other than Katelyn.”

Cost for the Town will be between \$9,500 and \$10,000. These funds are paid from Town budgeted funds, half from Zone 1 (GCI, and half from Zone 2, Islesford.

Richard Beal moves to approve the AmeriCorps Position for 2012 and authorize the Town Treasurer to sign all appropriate documents at the appropriate time when they come in or are executed. Phil Whitney seconds the motion, with a unanimous vote by Chris Hathaway. **Motion passes.**

**G. Northeast Harbor Parking Lot Lease**

Recently Richard Beal met with the Town Manager for Mount Desert. Discussion took place over the parking lot lease in Northeast Harbor. In two years our current ten year lease will expire.

The Municipal Advisory Commission will be studying long term uses of the Manset Parking Lot.

Richard Beal moves that he be allowed to write a letter to bring to a conclusion the meeting he had with them and notify them that we are exercising our option for a second ten years in Northeast Harbor. Chris Hathaway seconds the motion, with a unanimous vote by Phil Whitney. **Motion passes.**

Selectman Beal will forward the letter to Denise McCormick.

**I. Sign Tax Commitment Letter (taken out of order)**

Tax letters will hopefully go out the last part of June or first part of July.

The Board of Selectmen signs the 2011 Tax Commitment Letter. The amount to be raised in taxes is \$1,313,604.

To be included on the agenda for the July Board of Selectmen’s meeting will be the needed repairs to the Stanley Cemetery at Great Cranberry Island.

**H. Lease agreements for town properties (taken out of order)**

Yesterday the Administrative Assistant received two versions of a proposed lease for rental of Manset warehouse units. Mr. Fortune wishes to speak with the Attorney about these two versions. This item will appear on the July Board of Selectmen's meeting agenda.

**J. Appointment of TCI Representative for the Acadia Disposal District**

Richard Beal moves to appoint James Fortune as Acadia Disposal District for the Town Of Cranberry Isles. Phil Whitney seconds the motion, with a unanimous vote by Chris Hathaway. **Motion passes.**

**VII. Other Business (taken out of order)**

- In reference to a proposed new town office, Ron Axelrod and the Municipal Advisory Commission have put together some recommendations. The MAC is recommending 550 square feet. Selectman Beal and Selectman Whitney request that Administrative Assistant let the MAC know that a 700 to 750 square foot building is more desirable for the size of the proposed town office. The Town Treasurer is requested to seek counsel from the auditor and the bank on rates and terms of finance. A public hearing will be scheduled in the near future.

**VI. New Business (revisited)**

**K. HCPC Proposal – Discussion regarding the HCPC proposed inland zoning ordinance and land use standards**

Hancock County Planning Commission has sent a proposal to the Town for an inland zoning ordinance as recommended by the TCI Comprehensive Plan. Costs for these services are proposed at \$11,000 with the following proposed budget summary:

- 1) Draft land use ordinance: \$2,996
  - 2) Revise site plan review and subdivision standards: \$2,713
  - 3) Attend Planning Board workshops and make revisions: \$5,290
- Total: \$11,000

Richard Beal moves to go with tasks 1 & 2 with Denise being authorized to sign with Mr. Martin of Hancock County Planning Commission to do tasks 1 & 2 as soon as possible. Chris Hathaway seconds the motion, with a unanimous vote by Phil Whitney. **Motion passes.**

Cost for tasks 1 & 2 are proposed at \$5,709.

**L. Discussion about code enforcement for the Town Of Cranberry Isles**

Tabled until July Board of Selectmen's meeting.

**M. Proposed fees for shoreland and building permits**

Both the Planning Board Chairman and the Code Enforcement Officer have recommended that fees be charged for building permits in the shoreland. This item will be further discussed at the July Board of Selectmen's meeting, to be placed at the top of the agenda.

**VII. Audience Communications**

- Karen Smallwood requests use of electrical at the Town Dock at Islesford for the Cranberry Fest that will occur August 13th at the Town Field. The Smallwoods are willing to replace the receptacle and to pay any above costs for electricity which occur for the month, (usually the bill is approximately \$58). The Board of Selectmen approve this request.

- The Islesford Volunteer Fire Department has requested permission to put a 1954, ¾ ton 4X4 Dodge attack pumper out for bid. The truck belongs to the Fire Department.

Richard Beal moves that Islesford Volunteer Fire Department be authorized to sell this old fire truck. Chris Hathaway seconds the motion, with a unanimous vote by Phil Whitney. **Motion passes.**

- Dr. Greenthumbs Landscaping and Lawncare, Inc (Chris Diaz) has sent a letter to the Selectmen explaining his expenses and the fact that he is losing money when mowing the Town Field at Islesford. Mr. Diaz is paid \$300 per mowing. Mr. Diaz offers solutions of paying \$100 for the cost of mowing, buy equipment for Town. The Town Clerk has recommended that Mr. Diaz approach the Dudmans who own part of the Town Field which is mowed each time the Town Field is mowed. In the past, the Dudman's have contributed to the cost of mowing. The Dudmans have agreed to pay Mr. Diaz for mowing their part of the field. No further action is taken by the Selectmen on this matter.
- The Board of Selectmen wish to keep the July Board of Selectmen's meeting agenda short, as we are anticipating a visit from Representative Elspeth Flemings.

**VIII. Adjournment: 11:30 A.M.**

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