

SELECT BOARD  
JOE CONNELL, CHAIRMAN  
AMANDA BRACY  
KATELYN DAMON



TOWN CLERK / TREASURER  
DENISE Mc CORMICK

ADMINISTRATIVE ASSISTANT  
TO THE SELECT BOARD  
JAMES FORTUNE

PUBLIC SAFETY COORDINATOR  
SHARON MORRELL

**Select Board Meeting Minutes**  
**June 4, 2024**  
**Cranberry House**

**Attendance:**

Joe Connell, Select Board Chairman  
Amanda Bracy, Select Board  
Katelyn Damon, Select Board  
Denise McCormick, Town Clerk  
James Fortune, Admin. Asst.  
Ben Sumner, Deputy Town Clerk  
Sharon Morrell, PSC  
Dennis Dever, LCI & CEO

Phil Whitney  
Karin Whitney  
Amy Palmer (by video)  
Joanne Thormann (by video)  
Jonathan Wood (by video)  
Carl Brooks (by video)  
Averi Varney, HCPC (by video)

**I. Call to Order: 8:45am by Chairman Joe Connell**

**II. Review/Sign Financial Warrants**

Select Board reviews Financial Warrants:

Warrant #70	\$ 6,536.36
Warrant #71	\$ 7,678.32
Warrant #72	\$ 62,805.10
Warrant #73	\$ 116,176.81
<u>Total:</u>	<u>\$ 193,196.59</u>

Katelyn Damon asks for an update on the discrepancy between electricity usage on the GCI Town Dock and LCI Town Dock. James Fortune reports that the GCI

bathroom shares the same circuit as the dock and includes regular heat and fan usage.

All warrants were signed by the Select Board.

### **III. Review/Approval of Meeting Minutes: May 7, 2024**

Select Board agrees, without dissent, to approve the April 18, 2024 meeting minutes as written.

Select Board agrees, without dissent, to approve the May 7, 2024 meeting minutes as written.

### **IV. New Business**

#### **A. Sign 2024 Tax Commitment Letter**

Denise McCormick presents the tax commitment letter for 2024 and advises that the mill rate has been reduced from 2023. She also explains that the Assessor will commit the tax bills on June 18 and bills will go out by the end of June. Select Board reviews and signs Tax Commitment Letter, without dissent.

#### **F. Cranberry Isles Fisherman's Co-Op: Working Waterfront Resilience Grant Program (taken out of order)**

Amy Palmer explains the grant application and request for Town involvement. General discussion. Grant is provided by the Main Department of Transportation, but the Town would have to administer the grant on behalf of the State. Amy Palmer describes the scope of the project, which includes rebuilding the dock, upgrading the fueling systems, reinforcing pilings, replacing dock cribwork, and electrical improvements—including installation of a new generator. Joe Connell moves to administer the project on behalf of the Working Waterfront Resilience Program provided assurances are received from the Maine Municipal Association and the Maine Department of Transportation that funding is not received by the Town that would necessitate approval by a Town Meeting to allocate the funds. Katelyn Damon seconds the motion. Motion approved 3-0.

## **B. FEMA Updates & Procurement Policies**

James Fortune reports on discussions with FEMA representatives and a meeting is scheduled for June 25 to evaluate damage and eligibility. Katelyn Damon advises that all projects over \$5,000 will have to be let for bid to be eligible and previously approved estimates from Prock Marine and Goodwin's will have to formally be put out to bid. Phil Whitney asks about the bidding process. General discussion. Select Board agrees, without dissent, to publish Requests for Bids for Sand Beach Road repairs at the Maypole, the Manset retaining wall, the Sutton Dock, and Hadlock Park for review at the July meeting.

## **C. Deputy EMS Coordinator Position (Executive Session)**

No motion made for Executive Session. Katelyn Damon reports that regular equipment checks are falling behind schedule and recommends stipends be paid to individuals to complete tasks until the position is filled. Denise McCormick advises that individuals need to be classified as employees and complete appropriate paperwork. Select Board agrees, without dissent, to prepare job description, rate of pay, and advertising for position.

## **D. TCI Comp. Plan/Growth Management Plan**

Averi Varney of the Hancock County Planning Commission explains the process for updating a Comprehensive Plan/Growth Management Plan. Joe Connell recommends a goal of having a plan ready for review and approval by the 2026 Annual Town Meeting. Carl Brooks asserts that a Comprehensive Plan should not be adopted prior to a Growth Management Plan and that a Comprehensive Plan is not required by the State. Averi Varney advises that the Town is required to have a Comprehensive Plan that is consistent with the Town's Land Use Ordinance and that the Town is currently out of compliance, which could result in liability. Discussion of forming Comprehensive Plan Committee. Katelyn Damon recommends an application to seek individuals who would be willing to serve. Joe Connell asks about advisory costs. Averi Varney advises that consultancy costs are generally the largest expense. HCPC costs are generally \$15,000-\$40,000. Private Consulting costs can often run up to \$75,000. Averi Varney recommends the Town explore cost sharing through the Community Resilience Program. Joe Connell proposes discussion at July meeting of budget issues and potential

volunteers. Averi Varney advises that the Island Institute and HCPC are available to help with Community Resilience Program grant applications. Jonathan Wood requests a link on the Town website to the HCPC presentation. Joe Connell proposes following up on grant application, budget considerations, and possible volunteers for moving forward. Select Board agrees, without dissent.

#### **E. ACO Appointment**

Joe Connell reports that Cari Alley is willing to continue as Animal Control Officer and will be attending training. Select Board reviews and approves appointment, without dissent.

#### **G. Harbor Committee: Recommendation for GCI Winter Float**

Discussion of continuing winter float on GCI. Select Board agrees, without dissent, to request a recommendation from the Harbor Committee. Ben Sumner reports the Harbor Committee has a meeting scheduled for September.

#### **H. Communication with Code Enforcement Officer**

Dennis Dever reviews the communication process with Town Officials. General discussion. No action taken.

#### **VI. Audience Communication (taken out of order)**

Carl Brooks asks about permits for the Cranberry General Store. Dennis Dever reports all applicable permits have been approved and are in order.

#### **I. Selectboard: Summer 2024 Meeting Schedule**

Select Board agrees, without dissent, to schedule the July regular meeting for 3:30P.M. on July 2 at the Islesford Neighborhood House, 3:30P.M. on August 13 on GCI, and that morning meetings will recommence on September 10.

## **J. 2024 Work Plan**

James Fortune reports that the Sutton Island temporary Town Dock is installed and a new ladder will be installed soon; Axiom is making repairs to the Broadband infrastructure; Versant approval is being awaited before the Town Office solar project can move forward. General discussion of Island Institute meeting scheduled for June 14. Katelyn Damon agrees to attend on behalf of the Town.

## **V. Other Business**

Amanda Bracy reports on parking issues at LCI and GCI. Joe Connell tasks James Fortune to prepare flyers to remind residents about parking problems. Select Board agrees, without dissent, to add Parking Ordinance and GCI parking lot paving to the Work Plan.

## **VI. Audience Communication (continued)**

Carl Brooks comments on the lack of efficiency of solar panels at the Cranberry Isles' latitude and the limited capacity Versant has to accept generated energy.

## **V. Other Business (continued)**

Katlyn Damon asks about derelict boats. No updates.

General discussion of commuter boat delays in the morning.

Katelyn Damon asks about signage for Manset. James Fortune reports that signs have been ordered and Dennis Dever will install.

## **VI. Audience Communication (continued)**

Phil Whitney asks about response to signage complaints on private property along Cranberry Road. Amanda Bracy responds that the State Police are aware and involved in the ongoing situation.

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

Chairman Joe Connell moves, without objection, to go into Executive Session at 11:21A.M. for a Personnel Matter.

Chairman Joe Connell moves, without objection, to return from Executive Session at 11:45A.M.

## **VIII. Adjournment**

Meeting adjourned, without dissent, at 11:45am