

SELECT BOARD  
KATELYN DAMON, CHAIR  
AMANDA BRACY  
JANUARY BENNETT

ADMINISTRATIVE ASSISTANT  
TO THE SELECT BOARD  
JAMES FORTUNE



TOWN CLERK / TREASURER  
DENISE Mc CORMICK

PUBLIC SAFETY COORDINATOR  
SHARON MORRELL

**Select Board Meeting Minutes**  
**October 1, 2024**  
**Cranberry House**

**Attendance:**

Amanda Bracy, Select Board  
Katelyn Damon, Select Board  
January Bennett, Select Board  
Denise McCormick, Town Clerk  
James Fortune, Admin. Asst.  
Ben Sumner, Deputy Town Clerk  
Dennis Dever, CEO & LPI

Phil Whitney  
Karin Whitney  
Erica Merrill  
Cynthia Lief  
Nanette Hadlock (by video)  
Joanne Thormann (by video)

**I. Call to Order: 8:47A.M. by Katelyn Damon**

**II. Review/Sign Financial Warrants**

Select Board reviews Financial Warrants:

Warrant #93	\$ 15,314.66
Warrant #94	\$ 50,505.85
Warrant #95	\$ 71,346.49
<u>Total:</u>	<u>\$ 137,167.00</u>

All warrants were signed by the Select Board.

**III. Review/Approval of Meeting Minutes: September 10 and 26, 2024**

Review of Minutes tabled, without dissent.

#### **IV. New Business**

##### **H. Comprehensive Plan Update (Taken out of order)**

Katelyn Damon reports on conversation with Hancock County Planning Commission (HCPC). No determination yet whether assistance to the Town can be made available. Second option is to apply for grant to support outside assistance. No action taken.

##### **I. League of Towns: Elected Officials Meeting (taken out of order)**

January Bennett agrees, without objection, to represent the Town at the meeting.

##### **A. Bids: Sutton Dock, Maypole, Hadlock Park, Manset Sea Wall**

*Review Bid: Sutton Dock Replacement, Prock Marine \$216,773.89.* Construction is anticipated to begin in 12-18 months after approval of bid due to other work that has been contracted since estimate was originally proposed. Reviewed by Select Board for compliance with Procurement Policy. General discussion. Amanda Bracy moves to accept bid within provisions of the Procurement Policy to be reviewed by Town Attorney for compliance. January Bennett seconds the motion. Motion approved 3-0.

Dennis Dever advises the Sutton Town Dock plan should be submitted for Town Planning Board and NRPA review. James Fortune advises that the contractor would be contractually responsible for permitting and has done so on past projects as part of its bid.

*Review Bid: Maypole, John W. Goodwin Construction, Inc. \$162,405.00.* General discussion. Katelyn Damon reports that the private property owner directly impacted by the project is not agreeing to the current plan as engineered. She advises that the Town may need to work with Versant Power to enforce right-of-way provisions to accomplish repairs. Katelyn Damon moves to accept the bid within the provisions of the Procurement Policy to be reviewed by the Town Attorney for compliance, with a condition that an agreement can be reached with the private property owner within the next two weeks. Amanda Bracy seconds the motion. Motion approved 3-0.

*Review Bid: Hadlock Park, John W. Goodwin Construction, Inc. \$24,900.00.*

General discussion. Katelyn Damon moves to accept the bid within the provisions of the Procurement Policy to be reviewed by the Town Attorney for compliance. Amanda Bracy seconds the motion. Motion approved 3-0.

*Review Bid: Manset Sea Wall, John W. Goodwin Construction, Inc. \$81,296.00.*

General discussion of granite blocks presently onsite. Katelyn Damon recommends storing granite on GCI and using boulders for Manset sea wall. Katelyn Damon moves to accept the bid within the provisions of the Procurement Policy to be reviewed by the Town Attorney for compliance, with conditions that the Town keeps the granite and the project is permitted by the Town of Southwest Harbor.

## **B. Proposal to Form a Budget Committee**

Katelyn Damon presents description of duties for proposed Budget Committee. General discussion. Katelyn Damon moves to create a Budget Committee. Amanda Bracy seconds the motion. Motion approved 3-0.

## **C. Road Projects**

James Fortune reports on meeting with Goodwin's and Ring's Paving to prepare paving plan for 2025. Goodwin's quote (\$85,525) is for repair work to fix immediate issues for snowplowing and preparation for repaving (Ring's repaving estimate: \$220,000) to be completed next year. General discussion. Select Board declines quote as presented, without objection, and task James Fortune to review the scope and timing of the work with the contractors. Consensus of the Board is to have cold patching repair where necessary for the winter and more extensive repairs budgeted for presentation at the 2025 Town Meeting.

## **D. Approve 2024 General Assistance Ordinance**

Denise McCormick presents updated General Assistance Ordinance Order. General discussion. Katelyn Damon recommends a rental survey be conducted in conjunction with the Comprehensive Plan. Amanda Bracey moves to approve the General Assistance Ordinance as written with the Select Board to review the

allowances at a later date. Katelyn Damon seconds the motion. Motion approved 3-0. Select Board signs Ordinance.

**E. Float Contracts**

James Fortune presents annual float contracts for the Manset Float & Gangway and the TCI Care of Floats & Gangways to be put out to bid for approval at the 2025 Town Meeting. Katelyn Damon moves to put the contracts out for bid as presented. Amanda Bracy seconds the motion. Motion approved 3-0.

**F. Manset Parking**

James Fortune reports on discussions with the Town of Southwest Harbor Harbormaster. General discussion. Consensus of the Board is to pursue seasonal parking solutions with Southwest Harbor.

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

Dennis Dever reports on discussions with the Town of Southwest Harbor Harbormaster to move the TCI guest moorings at Manset closer to the Manset Town Dock. Select Board directs Dennis Dever to consult with the TCI Harbor Committee Chair about moving moorings.

**G. Appointment of Animal Control Officer**

Denise McCormick reports an ad has been posted to the Town website looking for a second Animal Control Officer for GCI.

**VI. Other Business (continued)**

James Fortune reports on the estimate for completing the connections to the new shared well at the Town Office. General discussion. Katelyn Damon recommends an indemnity be obtained for the current well that is being shared with a different neighboring residence. Katelyn Damon moves, without objection, to accept the least costly well connection option that is agreeable to the well's co-owner for both connections to be made in the Town Office basement.

Amanda Bracy asks about the status of light repairs on the Town Docks. James Fortune reports that repairs should be completed soon.

Amanda Bracy asks about the status of the repairs to patch Cranberry Road in front of the Cranberry General Store. Katelyn Damon advises she has discussed repairs with Larry Hardison and will follow up with him.

## **V. Work Plan**

James Fortune: Contact Prock Marine about mitigation plan

Dennis Dever: Planning Board and NRPA review requirements for Prock's replacement of the Sutton Town Dock.

James Fortune: Southwest Harbor Planning Board for replacement of Manset retaining wall and long term storage of granite blocks from the current wall.

Katelyn Damon: Budget Committee recruiting and Animal Control Officer advertisement

Amanda Bracy: Southwest Harbor Parking and Mooring placements

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

Select Board agrees, without dissent, to schedule an October 16 meeting at Islesford and a November 13 meeting at Islesford.

## **VI. Audience Communication**

None.

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

None.

## **IX. Adjournment**

Meeting adjourned, without dissent, at 11:04A.M.