

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  
December 17, 2024  
Cranberry Isles Town Office**

**Attendance:**

Amanda Bracy, Select Board  
Katelyn Damon, Select Board  
January Bennett, Select Board  
Denise McCormick, Town Clerk  
James Fortune, Admin. Asst.  
Sharon Morrell, PSC  
Dennis Dever, LPI & CEO (video)

Ben Sumner, Deputy Clerk  
George Dickson  
Georgia Howland  
Allison Hess (video)  
Hannah Folsom  
Ed Gray (video)

**I. Call to Order: 8:30A.M. by Chair Katelyn Damon**

**II. Review/Sign Financial Warrants**

Select Board reviews Financial Warrants:

Warrant #108	\$ 6,713.22
Warrant #109	\$ 204,172.65
Total:	\$ 210,885.87

All warrants were signed by the Select Board.

### **III. Review/Approval of Meeting Minutes: October 17, 2024, November 13, 2024 & December 3, 2024**

Katelyn Damon moves to approve the October 17, 2024 Meeting Minutes as written. Amanda Bracy seconds the motion. Motion approved 3-0.

Review and approval of the Meeting Minutes for November 13, 2024 and December 3, 2024 were tabled, without dissent.

### **IV. New Business**

#### **E. Plumbing Inspector: Discussion IDR Retreat, 91 Main St (taken out of order)**

Dennis Dever explains issues with excess usage of the septic system at 91 Main Street. Katelyn Damon recommends written follow-up to property owner. Discussion of issuing Notice of Violation. Dennis Dever recommends three options to resolve issue: reduce occupancy, work with a neighboring property owner on an expansion of the existing septic system, or install holding tanks. Katelyn Damon moves to task Dennis Dever to issue Notice of Violation and work with property owner on a solution. January Bennett seconds the motion. Motion approved 3-0.

### **V. Other Business (taken out of order)**

Katelyn Damon reports that Denise McCormick is retiring at the conclusion of her elected term on March 15, 2025, and thanks her, on behalf of the Select Board, for twenty-four years of service to the Town as Select Board member, Treasurer, Town Clerk, Tax Collector, Registrar of Voters, and General Assistance Administrator.

#### **A. 2025 Budget Workshop**

Denise McCormick presents initial budget figures and available reserves. Select Board reviews and comments by department:

*Department 52:* GCI Firehouse Roof replacement.

*Department 53:* Stand-alone junk car removal program. Katelyn Damon reports on discussion with Ben Moore about renewing program outside of trash removal contract.

*Department 54:* James Fortune reports that road repair and paving estimates for 2025 are \$300,000. Katelyn Damon suggests updating estimates to allow for GCI and LCI projects to be completed at one time to minimize contractor set up costs to each island from MDI.

*Department 56:* Discussion of INHA request for \$32,000 in annual funding. Consensus of the Select Board is to propose increase of library donations on LCI and GCI to \$7,000 each.

*Department 57:* Denise McCormick advises that Hancock County tax will have a significant increase this year. The Town will be notified of the final amount due by the end of January.

*Department 58:* Northeast Harbor parking lot lease will be \$52,399 per contract.

*Department 58:* Katelyn Damon recommends, without objection, increase in restroom cleaning contracts to reflect the going rate for cleaning of \$35 per hour.

*Department 58:* Select Board agrees, without dissent, to inquire about costs for adding the Town's Manset Parking lot to the MDI parking system for administrative purposes for 2025.

*Department 58:* Discussion of purchase option for temporary Sutton Town Dock and feasibility of leaving the dock available over the winter. Katelyn Damon moves to have the dock removed for the winter and reinstalled in spring 2025. Amanda Bracy seconds the motion. Motion approved 3-0.

*Department 58:* Select Board agrees, without dissent, to task James Fortune to review cost of insurance coverage for the vacant lot at 15 Mansell Lane.

**B. 2025 Warrant Articles: Review Draft**

Denise McCormick advises that if the Municipal Advisory Committee is reestablished, then members will have to be elected at Town Meeting. Katelyn Damon recommends the Select Board review the MAC Charter. January Bennett suggests proposed year-round dock project for Manset should be reviewed by the MAC if reestablished.

**C. Bids for Old Plow Truck**

Select Board reviews bid for old plow truck located on GCI: \$300 from Blair Colby; \$10,500 from Newman & Gray Boatyard. Katelyn Damon moves to accept bid from Newman & Gray for \$10,500 for the old plow truck. Amanda Bracy seconds the motion. Motion approved 3-0.

**D. Sign Lease Renewal: Newman & Gray Boat Yard GCI Gravel Pit Storage**

James Fortune presents proposed lease renewal. Newman & Gray is requesting a 5-year term instead of annual renewal. General discussion. Katelyn Damon moves, without objection, to table lease renewal until the regular January meeting pending review of the Town's storage capacity for the granite blocks to be removed from Manset.

**V. Other Business (continued)**

Katelyn Damon presents request for use of the GCI Fire House for New Year's Eve in conjunction with event being held at the Ladies Aid. General discussion. Amanda Bracy proposes that no alcohol be allowed in the Fire House. Katelyn Damon moves to allow use of the Fire House for New Year's Eve with the restriction that no alcohol be allowed in the building. Amanda Bracy seconds the motion. Motion approved 3-0.

Amanda Bracy recommends updating the Town's Parking Ordinance and will present a draft for review at the regular January meeting.

## **VII. Audience Communication**

Denise McCormick presents suggestion from Carl Brooks that 2024 Town Report be dedicated to Janice and Creighton Murch. General discussion. No action taken.

General discussion streetlights and glare shielding. Requests by residents can be made directly to Versant Power.

## **V. Review/Action Items**

Manset Parking through MDI online system-James Fortune

Versant street lights-Katelyn Damon

Notify Prock Marine about Sutton temporary dock-James Fortune

Year End Reserve Account balances-Denise McCormick

Alternate location for Manset seawall granite-James Fortune

Newman & Gray lease review-Select Board

Review Parking Ordinance-Amanda Bracy

January Public Hearings-Select Board

Harbor Master Training-Select Board

Review proposed Remote Participation Policy-January Bennett

MAC Charter review-Select Board

## **XI. Adjournment**

Katelyn Damon moves to adjourn the meeting. Amanda Bracy seconds the motion. Motion approved 3-0. Meeting adjourned at 11:26A.M.