

**SELECT BOARD MEETING**  
**Town Office Meeting Room**  
**WEDNESDAY, MARCH 27, 2024**  
**6PM**  
**5PM BUDGET WORKSHOP**

Join Zoom Meeting

<https://zoom.us/j/96374295063>

Meeting ID: 963 7429 5063

Passcode: 942416

1.	Call to Order:	Establish Quorum:
2.	Accept Minutes of the March 13, 2024 Regular Meeting/Warrant & Payroll only.	
3.	Visitor's Comments:	<ul style="list-style-type: none"> <li>• <i>Ferry Service Update</i></li> <li>• <b>Sea Level Rise Update</b></li> <li>• Update on Municipal Building Project</li> </ul>
4.	<b>Upcoming Meetings and Subcommittee Reports:</b> Planning Board: April 8, 2024 Municipal Building Projects Committee: Info Meeting in Town Office, Wednesday, April 10 <sup>th</sup> from 5-6pm	
5.	Town Manager Report:	6. Correspondence:
6.	<u>Old Business:</u> 1.	
7.	<u>New Business:</u> 1. Housing Committee discussion on Town Centers. 2. Open bids on Roadside Mowing. 3. Open bids on Landfill & Septage Field Mowing.	
8.	<u>Other Business:</u> 1.	
9.	Approve Warrant: FY24 #20	
10.	Appointments	
11.	Chair Comments:	Individual Selectmen's Comments:
12.		
13.	Adjourn	

W: AGENDA 3 27 2024

**MEMBERS:**

CHAIR Shey Conover  
2026

Lauren Bruce  
2025

V A C A N T  
2025

Melissa Burns  
2026

Peter Anderson  
2024



**DRAFT MINUTES**

**Members Present:**

Melissa Burns and Peter Anderson

**Members Present via Zoom:** Vice Chair Lauren Bruce

**Members Absent:** Chair Shey Conover

**Others Present:**

Via Zoom: Brian Bohanon, Elizabeth Hayden

Call to Order: Vice Chair Lauren Bruce called the meeting to order at 6:00 PM and a quorum was established.

**MOTION BY M. Burns, seconded by P. Anderson, to approve the minutes of February 28, 2024 Regular Meeting, as written. No discussion. Roll call. Motion passed, 3 yes, 0 no.**

**VISITOR COMMENTS/PETITIONS.**

None.

**FERRY SERVICE UPDATE**

No update.

**SEA LEVEL RISE**

No update.

**MUNICIPAL BUILDING PROJECT**

L. Bruce reported that the Committee met yesterday and has formed some recommendations for the Select Board, but they're waiting, trying to get the Guaranteed Maximum Price (GMP) down a little more. Some bids will be coming in next week. They will bring the GMP to Select Board meeting March 27<sup>th</sup>.

**UPCOMING MEETINGS AND SUBCOMMITTEE REPORTS**

- Select Board Budget workshop: March 20<sup>th</sup>.
- Planning Board: March 25<sup>th</sup>, 5:00pm.
- Sea Level Rise: March 26<sup>th</sup>.

**TOWN MANAGER REPORT**

Islesboro Select Board  
Regular Meeting  
Town Office Meeting Room & via Zoom  
Wednesday, March 13, 2024 @ 6:00 PM

- Packet included Agenda for 3/13/24 and Minutes of 2/28/24 Regular Meeting.
- Committee Minutes/Correspondence:
  - 2/29/24 Bar Harbor Wealth Management subaccount listing.
  - 3/1/24 email from Kari Hunt, Waldo County Finance Director explaining increase in our assessment (tax \$931,098.26, up \$80,231.26 from last year, which was \$850,867). This increase is caused by a number of factors, State Valuations increasing, rising interest rates, and utility cost increases.
  - 3/2/24 email from Mike Nelson regarding Town Center proposal. Lauren spoke with Mike. The Housing Committee will present their proposal at the next Select Board business.
- Requests have been sent out for:
  - Legal Services
  - Roadside Mowing
  - Landfill & Septage Field Mowing

If anyone is interested in bidding on these, please go to the Town Office for more details.

- Warrant #19
- Manager Report
  - Appointment recommendation for 3/27: I propose the Board appoint Dave Dyer as Deputy Road Commissioner. I would like to budget a stipend to go along with this. Dave has been extremely helpful and it's time to compensate him for this.

### **CORRESPONDENCE**

Discussed in Town Manager's Report.

### **OLD BUSINESS**

1. Islesboro Looking Ahead
  - Table for next meeting.

### **NEW BUSINESS**

1. None.

### **OTHER BUSINESS**

1. None.

Islesboro Select Board  
Regular Meeting  
Town Office Meeting Room & via Zoom  
Wednesday, March 13, 2024 @ 6:00 PM

**APPROVE WARRANT: FY24 #19**

**MOTION BY P. Anderson, seconded by M. Burns, to approve Warrant FY24 #19. No discussion. Roll Call. Motion passed, 3 yes, 0 no.**

**APPOINTMENTS:**

Brian Bohanon, Finance Director: Deputy Treasurer, Deputy Tax Collector, Deputy Town Clerk, and Deputy Registrar of Voters

**MOTION BY M. Burns, seconded by P. Anderson, to appoint Brian Bohanon as Finance Director. No discussion. Roll Call. Motion passed, 3 yes, 0 no.**

**CHAIR COMMENTS**

S. Conover was absent: No comments.

**VICE-CHAIR COMMENTS**

L. Bruce: No more sinkholes on Islesboro!

**INDIVIDUAL SELECT BOARD MEMBER COMMENTS**

M. Burns: Thanks to Maggy Willcox for representing Islesboro yesterday at the Ferry Public Hearing, and reading our liaison John King's letter to the Board. Thanks also to Helen at the Island Market for her suggestion for writing a letter and collecting signatures. It's posted at the market, if anyone would like to read the letter Melissa helped draft under Helen's advisement. It's available for signatures regarding the ferry tariff.

Maggy thanked Melissa for responding to Facebook chatter and answering why our officials weren't at the meeting.

P. Anderson: I second Melissa Burns' remarks. She beat me to it!

**MOTION BY M. Burns, seconded by P. Anderson, to Adjourn Meeting at 6:09 PM. No Discussion. Roll Call. Motion passed, 3 yes, 0 no.**

Respectfully Submitted,

Carrie Reed  
Secretary

# INVITATION TO BID

## ROADSIDE MOWING

NOTICE IS HEREBY GIVEN that sealed bids marked "ROADSIDE MOWING" will be received at the Town Office until March 26, 2024 until 4pm.

The Town reserves the right to accept or reject any/all bids and to negotiate in good faith with any bidder if it is deemed to be the best interest of the Town.

*Select Board will award the bid at their March 27, 2024 Meeting.*

### SPECIFICATIONS:

#### 1. THE WORK:

Each season shall include mowing:

- a. Once the sides of all Town and State roads, consisting of 33 miles more or less; paying close attention to intersections.
- b. **A mowing season shall begin no later than July 1 and end on August 15; the first roadside mowing project of Contractor each season shall be the July 4<sup>th</sup> parade route from the Community Center to the Historical Society.**
- c. ~~Airport:~~
  - i. ~~Three times the grassy ends of the runway;~~
  - ii. ~~Three times 30-40 feet back from both sides of the runway; and~~
  - iii. ~~Three times: All other areas as much as field condition allows.~~

#### 2. STANDARD:

- a. *Roadsides:* The successful bidder shall agree to *mow away from the sides of the road to a maximum 6 (six feet) except for:*
  - i. Area around corner/intersection of Golf Club Road and Mill Creek Road from CMP pole # 19 to house driveway. This area will be mowed to the tree line or 15 feet whichever is farther.
- b. *Grassy Areas at the Airport:* All of the areas as defined by the Town Manager and successful bidder.

3. TERM: The Contract shall consist of two Mowing Seasons, each mowing season beginning May 1 and ending on September 30, 2025.

4. EQUIPMENT: All bidders shall provide a list of equipment they will be using in performing the work. **Road tractor needs to be insured and registered.**

5. CREWS: The successful bidder shall be solely responsible for providing adequate and competent crews to safely and effectively operate mowing equipment.

# INVITATION TO BID

## ROADSIDE MOWING

6. **PROPERTY RESPONSIBILITY:** The successful bidder shall bear all costs and be solely responsible for the repair and maintenance of his own equipment.
7. **INSURANCE:**
1. Prior to the commencement of this contract, the successful bidder shall provide to the Select Board evidence of liability insurance in the name of the successful bidder and the Town of Islesboro, in the amount of \$500,000.00, which shall provide liability coverage against any and all claims for bodily injury, death or property damage arising out of the performance of the contract by the successful bidder. The successful bidder shall further agree to hold the Town of Islesboro harmless for any and all liability resulting from the successful bidder or his employees.
  2. The successful bidder shall be an independent contractor and not an employee of the Town of Islesboro. The successful bidder shall provide to the Board of Selectmen evidence of Workman's Compensation insurance or an explanation of exemption.

8. **PAYMENT SCHEDULE:**

Bids shall indicate a total contract price which covers two mowing season. In exchange for the full and faithful performance of the work as set forth in this Invitation to Bid, the Town of Islesboro will pay the successful bidder one half of the contract amount by October 15<sup>th</sup> of each contract year.

Bids shall indicate the following price:

\$ \_\_\_\_\_

9. **BID OPENING:** Bids will be opened at the March 27, 2024 Select Board Meeting at 6:00pm.

# INVITATION TO BID

## LANDFILL & SEPTAGE FIELD MOWING

Town of Islesboro

**NOTICE IS HEREBY GIVEN** that sealed bids marked “**LANDFILL & SEPTAGE FIELD MOWING**” will be received at the **Town Office** until **March 26, 2024 at 4:00pm.**

A **CONTRACT** covering the mowing of the Municipal Septage Field, and the grassy area of the covered landfill. The Town reserves the right to accept or reject any/all bids and to negotiate in good faith with any bidder if it is deemed to be in the best interest of the Town.

### **SPECIFICATIONS:**

1. **The Work:** For each mowing season, shall include mowing:
  - a. **Landfill:** Once a month (May/June/July/August/September) the grassy areas of the covered closed landfill;
  - b. **Municipal Septage Field:** Once a month (May/June/July/August/September).
2. **Standard:**
  - a. Mowing to a maximum height of 6 inches.
  - b. If at any particular month, some parts of the areas to be mowed are too wet to mow, all effort should be made to mow the areas that can be done.
  - c. Areas not mowed shall be indicated to the Town Manager.
  - d. The successful bidder shall be responsive and responsible.
3. **Term:**
  - a. Contract shall consist of two Mowing Seasons, each mowing season beginning May 1<sup>st</sup> and ending September 30<sup>th</sup>.
  - b. This contract will commence on May 1, 2024 and will run until September 30, 2025.
4. **Equipment Required:**
  - a. Tractor with six-foot mower.
  - b. Road tractors need to be registered and insured unless being towed to site.
  - c. Bidder shall provide a list of equipment they will be using in performing the work.
5. **Crews:**
  - a. The successful bidder shall be solely responsible for providing adequate and competent crews to safely and effectively operate mowing equipment.

# INVITATION TO BID

**6. Property Responsibility:**

- a. The successful bidder shall bear all costs and be solely responsible for the repair and maintenance of his own equipment.

**7. Insurance:**

- a. Prior to the commencement of this contract, the successful bidder shall provide to the Board of Selectmen evidence of liability insurance in the name of the successful bidder and the Town of Islesboro, in the amount of \$1,000,000.00, which shall provide liability coverage against any and all claims for bodily injury, death or property damage arising out the performance of the contract by the successful bidder. The successful bidder shall further agree to hold the Town of Islesboro harmless for any and all liability resulting from the successful bidder or his employees.
- b. The successful bidder shall be an independent contractor and not an employee of the Town of Islesboro.
- c. The successful bidder shall provide to the Select Board evidence of Workman's Compensation Insurance, or an explanation of exemption.

**8. Payment Schedule:**

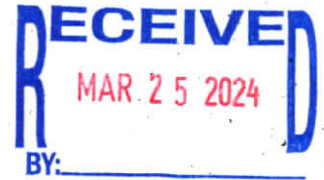
- a. Bids shall indicate a total contract price which covers two mowing seasons.
- b. In exchange for the full and faithful performance of the work as set forth in this Invitation to Bid, the Town of Islesboro will pay the successful bidder one half (½) of the contract amount by September 30 of each year.

**9. Bid Opening:**

**At the Select Board's Meeting on March 27, 2024 at 6:00pm.**

**Bids shall indicate the following price: \$\_\_\_\_\_.**





**Janet Anderson**

---

**From:** Senator Susan Collins <susan@collins.senate.gov>  
**Sent:** Saturday, March 23, 2024 2:58 AM  
**To:** manager@townofislesboro.com  
**Subject:** Senate Appropriations Update



March 23, 2024

Ms. Janet Anderson  
Town Manager  
Town of Islesboro  
PO Box 76  
Islesboro, ME 04848-0076

Dear Ms. Anderson,

I am writing to update you about the Town of Islesboro's request for federal funding to construct and equip a new standalone health center. At my request, \$845,000 has been included for this project in the fiscal year 2024 Labor, Health and Human Services, and Education Appropriations bill, which has passed the Senate and the House of Representatives. The bill now heads to the President's desk to be signed into law. As Vice Chair of the Senate Appropriations Committee, I championed funding in this bill to support federal programs and investments in communities in Maine and throughout the country.

Thank you for taking the time to share your support for this important project with me.

Sincerely,

Susan M. Collins  
United States Senator

**Lighthouse Committee  
March 5, 2024 Meeting**



**Attendance:** Jim Leslie, Kyle Holton, Ken Smith, Bill Thomas, Ed Bacon, Rachel Rolerson-Smith, Catherine Demchur-Merry, Terry Sanderson, and Yvette Reid

Ken began by introducing Jim Leslie, and his associate Kyle Holton. Jim's company would start with the Lantern Room, and then work downward into the Tower. The committee heard a step-by-step explanation of how the refurbishment would be completed. Mr. Leslie felt they could start on the Lantern Room in mid-April, and the work would take two to three weeks. The Tower would take three to four weeks, and would end sometime in July. During this time, his workers would stay on the mainland in the old MBNA cabins. They would be taking pictures to show the progress, and to keep the public informed.

Respectfully Submitted,  
Yvette Reid



## Lighthouse Committee February 29, 2024 Meeting

**Attendance:** Anne Bertulli, Bill Thomas, Catherine Demchur-Merry, Edward Bacon, Ken Smith, Rachel Rolerson-Smith, Yvette Reid, and Jim Mitchell (via Zoom).

The minutes of the February 8, 2024 were approved. Ed Bacon was unanimously approved as the new Vice-Chair of the committee.

Ken announced that Jim Leslie would be coming on March 5<sup>th</sup> to assess the work needed to be done in the Lantern Room and the Tower, and to estimate a time frame for that work. Ken requested members of the committee to be present at this meeting, if possible. It was suggested that Mr. Leslie might be a good person to speak at the Sunday Forum meetings during the summer. It would be an opportunity to inform the whole community of all that has been accomplished thus far, and what still needs to be done in the future. Also, it might encourage community members to donate funds to the restoration.

Anne and Ed will work on updating the lighthouse brochure, and it was suggested that the brochures should be made available at the Lincolnville ferry terminal. It was also suggested that museum display labels should have larger fonts to enable easier reading of the descriptions.

Catherine and Yvette will meet to discuss the number and colors of hats and T-shirts to be ordered for this summer, and advise the Town Manager, on the amount of money needed to purchase them.

Lastly, Ken reminded everyone of the special meeting to be held with Mr. Leslie in the Community Center board room on March 5<sup>th</sup> at 10:00 a.m.

Respectfully Submitted,  
Yvette L. Reid



**ISLESBORO FERRY**  
**“M/V MARGARET CHASE SMITH”**

LincolNville – Islesboro Island | 3 miles | 20 minutes

**Effective April 15th, 2024**

**Monday through Saturday**

DEPART ISLESBORO	DEPART LINCOLNVILLE
7:30 am	8:00 am
8:30 am	9:00 am
9:30 am	10:00 am
10:30 am	11:00am
12:30 pm	1:00 pm
1:30 pm	2:00 pm*
2:30 pm*	3:00 pm
3:30 pm	4:00 pm
4:30 pm	5:00 pm

**Sunday**

DEPART ISLESBORO	DEPART LINCOLNVILLE
8:30 am	9:00 am
9:30 am	10:00 am
10:30 am	11:00 am
12:30 pm	1:00 pm
1:30 pm	2:00 pm
2:30 pm	3:00 pm
3:30 pm	4:00 pm
4:30 pm	5:00 pm

**\*Due to fueling there is no 2:00 or 2:30 trip on Wednesday**



Maine State Ferry Service  
20 McKay Road, RTE 173  
LincolNville, ME 04849  
207-789-5611

Maine State Ferry Service  
609 Ferry Road  
Islesboro, ME, 04848  
207-734-6935

## Janet Anderson

---

**From:** David Kinney <tadmin@town.lincolnville.me.us>  
**Sent:** Thursday, March 21, 2024 5:31 PM  
**To:** Janet Anderson  
**Subject:** RE: Docks

Hi Janet:

Matt, Lincolnville's Public Facilities Director, spoke with the steel fabricator today. Unless something goes haywire we should be installing the new hardware connection point for the eastern incline early next week (think Monday or Tuesday). I'm told this installation will take less than a day. We'll then go back to work on the connection points for the other inclines. We realize that this is a major inconvenience and a potential public safety hazard. That said we are fortunate that the storms didn't put it all completely out of business. We were close to losing the whole pier deck structure.

David

David B. Kinney, Town Administrator  
Town of Lincolnville  
493 Hope Road  
Lincolnville, ME 04849  
207-763-3555 (voice)  
207-763-4545 (fax)  
[tadmin@town.lincolnville.me.us](mailto:tadmin@town.lincolnville.me.us)