

SELECT BOARD MEETING

Town Office Meeting Room

WEDNESDAY, MAY 24, 2023

6PM

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 May 10, 2023 Regular Meeting. Post-Town Meeting Business: <i>Welcome Pete Anderson voted in 5/13/23.</i> <ol style="list-style-type: none"> 1. Elect Chair and Vice Chair. 2. Assign Signers for Treasurer's Warrants for Employee Wages. 3. Appoint replacement on Waldo County Budget Committee. 4. 	
3.	Visitor's Comments/ Petitions: PUBLIC HEARINGS Victualer Renewals: Dark Harbor Shop, Island Market Tarratine Golf and Yacht Clubs, Loony's Kitchen Sand Castle Grille, Island Made Treats Islesboro Community Center	<ul style="list-style-type: none"> • <i>Ferry Service Update</i> • <i>Sea Level Rise Update</i> • <i>Municipal Building Project Update</i>
4.	Upcoming Meetings and Subcommittee Reports: Planning Board: June 5	
5.	Town Manager Report:	6. Correspondence:
6.	<u>Old Business:</u> 1.	
7.	<u>New Business:</u> <ol style="list-style-type: none"> 1. G.W.I. Operating Agreement Expires October 18, 2023/IMB Committee Recommendation. 2. Frank Start Request to Address the Select Board on the G.W.I. Contract Renewal. 3. Consider Resolution to Legislature RE: Sears Island 	
8.	<u>Other Business:</u> 1.	
9.	Approve Warrant: FY23 #24	
10.	Appointments:	
11.	Chair Comments:	Individual Selectmen's Comments:
12.		
13.	Adjourn	

W: AGENDA 5 24 2023

MEMBERS:

Shey Conover
2026

Lauren Bruce
2025

Philip Seymour
2025

Melissa Burns
2026

Peter Anderson
2024



DRAFT MINUTES

Members Present:

Chair Gabe Pendleton, Vice Chair Shey Conover, and Lauren Bruce

Absent:

Phil Seymour and Melissa Burns

Others Present:

Town Manager Janet Anderson, Donna Seymour, and John King

Via Zoom: Philo Hutcheson, Jennifer West, Peter Willcox, and Maggy Willcox

Call to Order: Chair Gabe Pendleton called the meeting to order at 6:00 PM and a quorum was established.

MOTION BY S. Conover, seconded by L. Bruce, to approve the minutes of April 26, 2023 Regular Meeting, as written. No discussion. Motion passed, 3 yes, 0 no.

VISITOR COMMENTS/PETITIONS

None.

MOTION BY S. Conover, seconded by L. Bruce, to take the agenda out of order. Motion passed, 3 yes, 0 no.

NEW BUSINESS

1. Input on Naming the Next Maine State Ferry Service Boat
 - G. Pendleton referred to the spreadsheet provided by J. Anderson with votes for various potential names for the next ferry.
 - There is no clear-cut path or precedent for how the Select Board should proceed. There is also no guarantee that the Ferry Service will take the recommendation from the Town.
 - John King gave some background on the naming of ferries. The statute provides that the Advisory Board can recommend to the Commissioner of the DOT the naming of the new vessel. Generally, the Advisory Board defers to the island recipient of the new vessel. DOT and the Maine State Ferry Service is somewhat anxious to get a name because its in the design concept stage and it's easier to refer to a boat with a name. It's not necessary, however.
 - DOT isn't keen to name a boat after a current employee of the Ferry Service, but otherwise, it's open.

Islesboro Select Board
Regular Meeting
Town Office Meeting Room & via Zoom
Wednesday, May 10, 2023 @ 6:00 PM

- George Mitchell's name was mentioned originally by Mark Higgins many months ago. It was his recollection that Mitchell was in the Senate at the time the current fleet was being built, and likely had a lot to do with getting those boats funded. A couple other people also suggested that name.
- John King is not advocating for any name in particular, but seeking input.
- L. Bruce suggested "Frances Perkins."
- G. Pendleton added that he's read some of the comments submitted in the survey against naming the boat after George Mitchell. Gabe personally likes "Frances Perkins," though it's not on the list, but would also support a name that's not after a politician.
- Discussion about options. Jennifer West suggested a box at Town Meeting.
- G. Pendleton thought that the Select Board voting for a name that's not on the list wouldn't be a good idea. He would be in favor of a box at Town Meeting, but not having it be a part of the Town Meeting process. Let people write a name and put it in the box. To keep the vote clean, the current list of votes should not count. It can serve as a suggestion list.
- John King will go to the Advisory Board with the results.

MOTION BY L. Bruce, seconded by S. Conover, to go back in order of the agenda. Motion passed, 3 yes, 0 no.

FERRY SERVICE UPDATE

John King stated that there is an Advisory Board meeting this coming Thursday. They have hired Bill Geary to replace Mark Higgins. Bill is an MMA grad and was in the Navy for a while. Then went into retail management, so has a background in customer relations. His starting date is Saturday the 20th. John will try to meet him soon. The new boat is in the concept stage, and there are some rough drawings. It will be double-ended, hybrid electric. Assuming we'll have the infrastructure, the boat will run all electric, with a generator back-up in case of long power outages, or potential long trips for maintenance and repairs. It will have an open deck configuration, with seating on the deck level and the level above. There is room for improvement on some features.

SEA LEVEL RISE

S. Conover reported that last week some professors from UMaine installed two tide trackers at no expense to the Town, and also took some core samples of the marsh at the Narrows to help us understand the characteristics and age dynamics at play. There's one tide tracker at Grindle Point and one on the east side on a private dock. Once a day the tide tracker will upload data to a website. Next meeting is tomorrow at 5:30. They will get the tide tracker website info from Liv. Shri will update the group with some of the data collection she's been doing. Lauren is chairing the subcommittee for communication and helping to plan with Liv, Sue, and Jennifer some events for this summer. Lauren added that she met with Sue and Liv today and they already have a draft for the meeting tomorrow.

Islesboro Select Board
Regular Meeting
Town Office Meeting Room & via Zoom
Wednesday, May 10, 2023 @ 6:00 PM

MUNICIPAL BUILDING PROJECT

L. Bruce reported that the committee had a meeting last Wednesday. It was well attended and included Steve Blatt and two others from his office. They went over the Up-Island Public Safety Garage. A culvert was discovered at Meadow Pond Road right where a driveway was planned on the site, so the driveway location had to be changed. It solved some problems and will be less costly. The new plan is to use the entrance that Houle and Berry use. Lauren spoke with Cressica from the Energy Committee, who said we may have to change the orientation of the building 90 degrees so that the entrance is off the road, but that is not a problem; there are other ways to address solar panels. The group is closing in on choosing a construction manager. Steve Blatt and his staff are coming out to talk with the Health Center to refine the building design. There is a lot of concern about rising construction costs. Cressica wrote a brilliant grant, which has been approved and moved forward by both Angus King and Susan Collins. This grant will amount to \$845,000 to benefit the Health Center for energy and medical equipment. If approved, we will receive the money in the summer of 2024. Next meeting is May 24th.

UPCOMING MEETINGS AND SUBCOMMITTEE REPORTS

- Planning Board: May 22nd -- 5pm

TOWN MANAGER REPORT

Town Manager Janet Anderson had no report.

CORRESPONDENCE

None

OLD BUSINESS

1. 2023 Islesboro Looking Ahead—Review Draft
 - L. Bruce submitted a revised draft to the Board. She added LD 2003 info.

MOTION BY S. Conover, seconded by G. Pendleton, to approve the Islesboro Looking Ahead document. No Discussion. Motion passed, 3 yes, 0 no.

OTHER BUSINESS

1. Jennifer Hayden, professional grant writer, volunteered to help the Town with grant writing, but not with the actual writing. What we need initially is to understand what activity is already taking place in committees in terms of applying for grants.
 - We need to create a process of coordination with committees. Jenn has offered to meet with the chairs of each committee, and draft a short form for committees to use when looking at grants.

Islesboro Select Board
Regular Meeting
Town Office Meeting Room & via Zoom
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- We also want to look towards funding a grant-writer position in the Town. There are a lot of opportunities right now for funding, and we don't have a mechanism to take advantage of that.
- There may also be opportunities to have coordination with other communities.

MOTION BY G. Pendleton, seconded by S. Conover, to approve the Jennifer Hayden meeting with the Committee Chairs to gather information. No Discussion. Motion passed, 3 yes, 0 no. Unanimous.

APPROVE WARRANT: FY23 #23

MOTION BY S. Conover, seconded by L. Bruce, to approve Warrant FY23 #23. No Discussion. Motion passed, 3 yes, 0 no.

APPOINTMENTS:

Museum Committee: Ken Smith

MOTION BY S. Conover, seconded by L. Bruce, to appoint Ken Smith to the Lighthouse/Museum Committee. No Discussion. Motion passed, 3 yes, 0 no.

CHAIR COMMENTS

None

VICE-CHAIR COMMENTS

S. Conover stated that she would like to recognize Gabe Pendleton in his last regular Select Board meeting. Thank you for everything you have done for the Town. You have a very calm leadership style that has guided us well.

INDIVIDUAL SELECT BOARD MEMBER COMMENTS

Lauren Bruce: Thank you so much. You have been a model for how to do leadership effectively, openly, generously, and intelligently.

MOTION BY L. Bruce, seconded by S. Conover, to Adjourn Meeting at 6:44 PM. No Discussion. Motion passed, 3 yes, 0 no.

Respectfully Submitted,

Carrie Reed
Secretary

Municipality of Islesboro

Policy on Treasurer’s Disbursement Warrants for Employee Wages and Benefits

Purpose. This policy allows designated Select Board member, acting on behalf of the full Select Board, to review, approve, and sign municipal treasurer’s disbursement warrants, for wages and benefits only.

This policy is additional to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full Select Board, acting by majority vote, to act on any treasurer’s warrant, including warrants for wages and benefits.

Delegation of Authority. Pursuant to 30-A MRSA § 5603(2)(A)(1), the following authority is granted with respect to treasurer’s disbursement warrants **for municipal employee wages and benefits only.**

Current municipal officers. The municipal officers in office at the time of execution of this policy are:

_____ and _____.

Any one of the municipal officers named above, acting alone, may review, approve, and sign **PAYROLL** warrants.

Either _____ or _____, acting alone, may review, approve and sign such warrants.

_____, acting alone, may review, approve, and sign such warrants.

Effective date. This policy becomes effective on the date indicated below.

Copies. The Chair of the Select Board will furnish copies of this policy to the municipal clerk and to the municipal treasurer. If the clerk and the treasurer are the same person, a copy shall nonetheless be provided to that person in each capacity.

Lapse. This policy lapses one year after its effective date, if not sooner amended or cancelled.

Renewal. This policy may be renewed at any time before its lapse. Thereafter, it may be readopted at any time. Any renewal is valid for one year from its effective date, unless a sooner date of expiration is specified.

Reminder. If the municipal treasurer is an appointed officer, the treasurer shall remind the municipal officers to consider renewing this policy annually before it lapses.

Original. The Chair of Select Board will maintain the original of this policy on file unless the municipal clerk is an appointed official, in which case the clerk shall maintain it on file, if requested to do so by the Chair.

Municipal Officers Dated:		

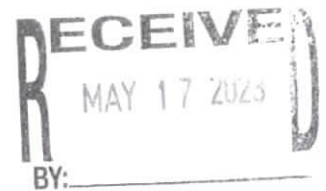
2023 VICTUALER'S LICENSES:

MAY 24, 2023 HEARING

Business Name	Paid	State License	Water Test	Complete
Dark Harbor Shop	4/20	✓	✓	✓
Island Market	5-8	✓	✓	✓
Tarratine Yacht*	4-27	✓		
Tarratine Golf*	4-27	✓		
Durkee's General Store				
Sand Castle Grille	4/26	✓	✓	✓
Island Made Treats/Demshur-M	5.10-23	✓	✓	✓
Islesboro Community Center	4-25		✓	✓
Loony's Kitchen	3/21	3 rd Party	✓	

*Liquor License expires 9/23/23 – Select Board will need to approve the renewal application in early September

NEW



**IMB Committee Recommendation to the Select Board
re The Approaching the End of the *GWI Operating Agreement*
April 24th, 2023**

Select Board Action: Decide the next step in addressing the impending end of our *GWI Operating Agreement*.

Situation:

- Our Original Goals for the IMB were:
 - 100% coverage of the island residences and businesses – A+ achieved.
 - At least the FCC definition of Broadband capability now and forever – A+ achieved.
 - Service & Support at least as good as CMP – B+ as not always as quick as CMP
 - A secondary goal was to assure that the Town Office team could easily manage the IMB.
- Our financial architecture is...
 - Select Board sets affordable yearly rates such that the revenue pays for all the Subscriber costs for connectivity. \$236,000 in revenue pays for that plus 72% of other costs.
 - Town Budget pays debt on the construction loan plus maintains the IMB infrastructure in good working order. In FY24 the debt payment is roughly \$260,000 and the Town budget pays \$124,000 toward infrastructure maintenance and support.
- Section 5.1 of the *GWI Operating Agreement* (attached) with the Town is as follows:
 - *Unless sooner terminated as provided herein, the term of this Agreement shall be for sixty (60) months from Network Acceptance ("Initial Term"), except that the Initial Term may be amended by mutual written agreement of the Parties. Upon the expiration of the Initial Term, this Agreement shall automatically renew for successive periods of one (1) year each ("Renewal Term(s)"), unless prior notice of non-renewal is delivered by either Party to the other at least ninety (90) days before the expiration of the Initial Term or the then-current Renewal Term.*
- The Town signed the *Agreement* on November 29th, 2017 – while construction was ongoing. As noted in 5.1, the term of the *Agreement* is *five years from the date of Network Acceptance* by GWI. GWI notified the town re acceptance on or about October 18th, 2018. Thus, the *Initial Term* of the contract ends October 18th, 2023, when the 1-year *Renewal Term(s)* begins.
- The *Agreement* specifies that GWI: provides IMB Subscribers with Internet access and support; maintains the town-owned IMB infrastructure in good working order. Town pays GWI the following fees (invoiced on a monthly basis):
 - \$98,100 per year for General Admirative Costs
 - \$15.67 per month per active subscriber. This is currently budgeted to be \$134,000 in FY24
 - \$58,000 per year in usage-based Internet connectivity fees
 - Time and materials for any repair.
- There are currently 712 subscribers.

Discussion at the IMB Committee Meeting March 18th, 2023

- The committee reviewed the current *Agreement*. Of note...
 - The *Agreement* was signed when the Town and GWI knew little about how the IMB would operate and at what cost.

**IMB Committee Recommendation to the Select Board
re The Approaching the End of the *GWl Operating Agreement*
April 24th, 2023**

- A bid may bring out competition because there are now many Internet Service Providers (ISPs) operating in Maine while in 2017 GWI was one of the few capable of operating and maintaining the IMB. Some of these newer ISPs are larger than GWI.
- Any *Agreement* must *keep it simple* for the Town office team management attention.
- Possible next steps?
 - Do nothing and let the *Agreement* proceed within the *Renewal Term*?
 - After October the *Agreement* can be terminated with 90 days' notice, this seemed problematic.
 - Put a new operating *Agreement* out to bid?
 - The committee held a lengthy cost/benefit discussion re going out to bid.
 - Bidding may well bring out healthy competition for the town's business, given the number of qualified ISPs working in Maine.
 - Putting the *Agreement* out to bid will incur several non-trivial costs.
 - Consultants to author and help the town evaluate the bid package.
 - Town Office and committee time to prepare the bid package.
 - Explaining any changes and holding the hands of our subscribers so that they understand what is happening and can navigate the changes in ISP if the winning bidder is not GWI i.e., everyone's optional GWI-based telephone package may need to change.
 - There may well be some Town-responsibility costs (labor & equipment) associated with the physical reconfiguration of our infrastructure to a different ISP.
 - The cost of a bid process will likely range from \$75-100,000. Any new *Agreement* must save the Town the bid cost amortized over a 5-year period.
 - Other ideas?
 - Vern Ziegler suggested the Town's 1st step might be for the committee chair (Heinen) to approach GWI noting that the *Initial Term* of our *Agreement* is about to expire, listing places in the current *Agreement* where the Town seeks improvements (see below) and request that they work with us on the terms of a new 5-year *Agreement*. Based on that response, the Town can then decide to move forward with a bid process or instruct the town's attorneys to draft a new *Agreement* with GWI.
 - Question: Must the Town put this *Agreement* out for bid? Here is the answer from Mark Bower at Jensen Baird.
 - *I believe that the Committee's advice to the Select Board on this issue would fall within § 130-6(B) of the IMB ordinance and is appropriate. As to the question of whether the Operating Agreement needs to be competitively bid, I checked the Town's purchasing policy (§ 349 of the Code). Under § 349-4, the general rule is that any purchases over \$10,000 must undergo "formal bidding," which means competitively bid. However, under § 349-4(D)(7), the Select Board "may waive the requirements for competitive bidding for purchases of \$10,000 or more in the case of a nonemergency purchase when the purchase is inappropriate for competitive bidding due to the nature of the item, time constraints, or other factors." The Committee could provide its*

**IMB Committee Recommendation to the Select Board
re The Approaching the End of the *GW* Operating Agreement
April 24th, 2023**

recommendation on this question, but it is the Select Board that has the discretion to consider whether they believe this exception applies to these circumstances such that a waiver might be allowed.

Recommendation

- The IMB Committee voted to recommend that the Select Board instruct that prior to a bid process the committee approach *GW* in hopes a new improved *Agreement* can be reached that addresses the Town's need for a quality and simple-to-manage IMB operation. Failing that, we'd proceed with a bidding process.

Areas to Address in a new *GW* Agreement?

- What's important to preserve?
 - Ability for the select board to set an affordable subscriber fee
 - Simplicity for the town office team
 - Financial architecture
 - Quality of the service and repair times
- The structure of the *Agreement* is fine, though there are several sections, i.e., Network Acceptance, that are no longer germane.
- On island Contractor? The current *Agreement* includes a stipulation that *GW* have an *On-island Contractor* to facilitate timely day-to-day repairs. This is working well and should continue. However, a new *agreement* must improve the level of detail the Town receives when paying repair labor and materials costs. And more detail/penalties is needed re times to repair.
- Pricing? Both parties now know a lot more about the underlying costs v. selected operating costs may have gone up. *GW* has never exercised the current *Agreement* provision to increase certain costs. Going forward, it is in the Town's interest to reduce the fixed *General Administrative* fees and rely more on the variable per Subscriber per month fees.
- Key Performance Indicators (KPIs)? The current *Agreement* includes KPIs we thought were important in 2017. These can be simplified in a revised periodic report to the Town. New KPIs? i.e., Add a measure for the quality of the *GW* Support Center interactions with IMB Subscriber issues. Improve reporting on repair costs. Improve the repair/installation response time KPIs.
- Repair and Installation Details? The current *Agreement* specifies that all repair and installation dispatch decisions are handled by *GW* according to a response time schedule. The town is not involved in these day-to-day decisions. However there have been several instances where *GW* management has included the Town manager in a cost v. time to repair decision. From the Town's time and attention perspective it is important to rely on *GW*'s expertise. However this puts the Town in a "standing by with an open checkbook" situation. The current *Agreement* does not provide the Town with enough information on repair/installation dispatches and the underlying costs for labor and materials. This makes it difficult for the Town team to budget for repairs or understand the why/when/how of repairs. The Town has limited visibility for the Town-owned spare parts inventory. A new *Agreement* must provide the Town with significantly more detail for every repair and installation. This must include: a repair *Rate Card* (*industry standard practice*) that *GW* will utilize when dispatching repair technicians;

**IMB Committee Recommendation to the Select Board
re The Approaching the End of the *GWI Operating Agreement*
April 24th, 2023**

before and after time-sheets/photographs and documentation of the materials used and whether they came from the Town's spare inventory, GWI's or the dispatched technician. This information must be included with GWI's monthly repair and installation invoices. This will not eliminate the "open checkbook" issue, but will assure us that the repairs/installations are being done within an agreed upon cost schedule.

- Periodic Reports? The current *Agreement* provides quarterly network performance reports. These have not proven to be very useful. We know enough now to design a better reporting program. For example, a quarterly report on all calls to the telephone support center with information re whether the call caused a repair dispatch or management escalation. Monthly detailed reports on all repairs and installations; Quarterly report on performance to the Key Performance Indicators.
- Town Responsibilities? Among the responsibilities for the Town in the current *Agreement* is that the town provide an on-island bucket truck for use by GWI authorized personnel. This was thought to be important if a repair crew could get to the island but their truck/equipment could not. Modeling CMP. Off-island repair crews have done a few repairs per year, but they have never relied on the Town-owned truck. Mainland-based repair crews will uniformly prefer using their own equipment under their own insurance, etc. The Town truck is used by GWI's *on-island contractor*, but the current *Agreement* does not provide the Town with any compensation or reduction in repair costs for this usage – the Town absorbs all the costs and the insurance/liability. If something were to happen to the current Town-owned truck a replacement will be expensive. Though the current used truck was purchased and equipped for +/- \$30,000 a new truck might cost upwards of \$100,000+. The current Town-owned truck has some residual value on the resale market.

Next Select board Meeting

1 message

Frank Start <frankstart@me.com>

Wed, May 17, 2023 at 6:44 AM

To: Janet Anderson <manager@townofislesboro.com>

Cc: shey.conover@townofislesboro.com, lauren.bruce@townofislesboro.com, melissa.burns@townofislesboro.com, phil.seymour@townofislesboro.com

Good Morning Janet,

As I understand it, there will be an IMB topic about contract renewal on the agenda for the next select board meeting. I am wishing to address the select board about this topic, and wanted to reach out ahead of time to make sure there would be time for me to address the select board on it.

Thank you,

Frank Start



Press Release
For Immediate Release

Officials for the **Town of Islesboro** are pleased to announce that they have been awarded a Safety Grant by the Maine Municipal Association Workers Compensation Fund in the amount of **\$2,100.00**.

The Ed MacDonald Safety Grants and Scholarship provide financial assistance to members of the MMA Workers Compensation Fund to purchase safety equipment or services to assist in reducing the frequency and severity of workplace injuries. The grant programs are designed to prevent injuries and improve workplace safety for our Maine employees. The reduction in employee injuries also benefits the taxpayers by lessening lost hours at work, cost of claims and potential overtime expenses for employees who might have to fill in for injured co-workers.

The Maine Municipal Association has been awarding Safety Grants to members of the Workers' Compensation fund since 1999. The Ed MacDonald Safety Grants and Scholarships are an example of a successful partnership that has been preventing workplace injuries by bestowing more than **\$6.2 million** in the funding of **4,545** Safety Grants and **542** Scholarship. Together we are building safe communities.

For more information about Maine Municipal Association Risk Management Service programs, including Safety Grant eligibility and applications, please visit www.memun.org and click on the Risk Management Services link, or call 1-800-590-5583.

60 orange safety cones

Votes for New Ferry Name 2023

	George Mitchell	Donald Shand	Margaret Chase Smith	Charles Dana Gibson	Olympia J Snow	Janet T Mills	The Penobscot	Stanwood Hinckley	Dirigo
1	Arch Gillies	Peggy Pike	Richard Filoramo	Craig Olson	Jennifer West	Jan Harmon	Barbara Ryder	Patrick O'Bannon	Terry Sanderson
2	Virginia Valentine	Sonya Leach			✓		✓	Kimberly Grindle	✓
3	Craig Olson	Laura Toran Graf					✓		
4	Richard Filoramo	✓						✓	
5	Ed Bacon							✓	
6	Ruth Bacon							✓	
7	Neil Hoffman							✓	
8	Barbara Cole								
9	Julie Reidy								
10	Nancy Wuori								
11	Amanda Hobart								
12	Larry Hobart								
13	Doug Welldon								
14	Normajean								
15	Terry Cowan								
16	William Elkins								
17	Kathy Kerr								
18	✓								
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26									
27									
28	✓ These Votes were collected at Town Meeting 5/13/23								
29	Other suggestions from that day were: McSmith, Terry, Malcom Beckett, Sue Bolduc, The Redoubt, Samantha Smith, Not Quite (all electric), Someone not white (Wabanaki?)								





Lighthouse Restoration Committee Minutes of May 11, 2023

Attendance: Anne Bertulli, Catherine Demchur-Merry, Melissa Olson, Yvette Reid, Rachel Rolerson-Smith, Terry Sanderson, Ken Smith, Bill Thomas, Jim Mitchell (via Zoom) Island Fellow - Olivia Lenfestey

Rachel opened the meeting by welcoming our newest committee member Ken Smith. She then proceeded to resign as committee co-chair, and Ken Smith was unanimously chosen as the new chair of the committee. The minutes for the April 13, 2023 meeting were approved.

Catherine reported that the Website had 600 visitors for the month of April. There was a large spike in visitors after Rachel had posted comments about the lighthouse on the Islesboro Facebook page. It was decided that the restoration committee should have its own Facebook page, and Rachel agreed to set it up.

Ken presented a sequence of events for the committee to assist them in making a decision on a plan for restoring Grindle Point Light Station as follows:

1. Review the engineers report which was distributed at the last meeting. The report was a structural analysis of all five buildings that comprise Grindle Point Light Station. Members indicated they had read the report.

2. The estimated cost for restoring each of the five buildings was reviewed as follows:

Keeper's House	\$117,980
Lighthouse Tower	\$65,322
Annex (tunnel)	\$92,030
Boat House	\$31,150
Fuel House	\$55,940

Total - \$362,422

3. Lighthouse Committee agrees to a restoration plan.
4. Recommended plan is presented to Select Board for their consideration.

Ken presented an option for consideration of the committee. First, he said from what he heard at the last Lighthouse Committee, the Select Board is not interested in moving the lighthouse to a higher ground because the studies have shown the higher ground at Grindle Point would not be usable in a few years. Another reason would be the excessive cost. He said that from what he's heard, the Select Board would like to see the Sailors' Museum operable, and visitors be able to travel through the Annex and climb to the top of the tower. Ken proposed the committee consider concentrating their efforts on restoring the keeper's house, the Annex, and the tower for the many years it will be viable. The outside of the tower has been painted, and the Annex is scheduled for a re-shingled roof by the end of June. We are writing grants to restore the inside of the tower and the lantern room. We should consider fund raising for the balance of the remaining work. The committee agreed with the proposal.

Terry Sanderson has been talking with Jim Nelson of Brothers in Arms concerning working on the foundation of the keeper's house, and received an estimate of \$44,000. Ken mentioned the UMaine School of Engineering senior students might provide us with free designs and estimates to create a wall to help protect the lighthouse station from rising tides.

Bill Thomas offered a differing suggestion of first having the buildings lifted by a company named Wolfe House & Building Movers, and then completing the restoration work. We will do more investigating into these matters before submitting a plan to the selectman for their approval.

It was decided that we would hold the grand re-opening of the Sailors' Museum before the fireworks on July 1st. A plaque, designed by Anne Bertulli, to honor Dave Petzel will be dedicated at this time. Liv will organize this event.

Island Fellow Report: Liv gave an update on the art installation in the hallway. Students from the school will be creating movable waves on the floor. They will also be writing the artist's statement explaining the purpose and meaning of the installation. She reported that she needs money to purchase hardware, museum quality glass, and other supplies to display artifacts in the museum. Ken asked Liv to provide him with an estimate of her needs. Liv and Bill will go to the mainland to shop for various items. Bill has generously agreed to buy some of the hardware brackets. Liv has written an article about the history of the lighthouse which will be published in the next edition of the *Working Waterfront*.

The next meeting will be held on Wednesday, May 17th at 1:00 p.m. In the library.

Respectfully submitted,
Yvette L. Reid



STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
REGION 2
98 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0098

Janet T. Mills
GOVERNOR

Bruce A. Van Note
COMMISSIONER

May 12, 2023

The purpose of this memo is to alert riders that due to staffing shortages the Maine State Ferry Service Terminal on Islesboro will be closed until 7:45 AM on some Saturdays and 8:45 on some Sundays starting June 1, 2023.

The closure will mean that riders of the first boats leaving Islesboro on the two weekend days will not be able to purchase tickets at the terminal until it is open after the first boats leave Islesboro.

However, tickets for a vehicle (with 4 wheels), bicycle, motorcycle, commuter, and passengers can be purchased using a mobile device at the website maine.gov/ferrytix at any time. Tickets for vehicles such as trucks (with more than 4 wheels), trailers, campers, extensions, and reservations must be purchased at the terminal before the date of travel if the plan is to take the first ferry on a Saturday or Sunday.

If you have any questions, please contact the Islesboro Ferry Terminal at 207-734-6935.

Respectfully

Holly Fields

Islesboro Ferry Terminal Supervisor

Islesboro Housing Committee
Regular Meeting
Tuesday, April 18, 2023
In-Person Meeting at 5:30 PM, Town Office



DRAFT MINUTES

1. Call to Order

Chair Mike Nelson called the meeting to order at 5:30 PM.

2. Establishment of a Quorum

Quorum was established with over 4 members present

Members Present: Mike Nelson, Rick Rogers, Ginnie Hess, Michael Hutcherson, and Melissa Burns, Ex Officio.

Members Absent: Dave Dyer, John Kauer, and Tom Tutor

Others Present: Lauren Bruce, Jennifer West, Sonya Pelletier

3. Approval of minutes of January 24, 2023

Motion: To approve Minutes of January 24, 2023, as written, R. Rogers, seconded by M. Burns. Motion passed, 4 yes, 0 no, Unanimous.

4. Status of "Housing Resource Guide"

- M. Burns stated that she and L. Bruce need to touch base on that, and they will update at the next meeting.

5. Update on discussion with Island Institute Fellow

- M. Burns will update at the next meeting.

6. Issues impacting prior multi-unit plan

- Tom was absent and couldn't update.
- Jennifer West stated J.T. couldn't get the Fire Marshall to approve the apartments.

7. Update on Genesis Fund presentation

- Rick Rogers gave info to Mike on getting involved. They had a series of meetings around the State. Mike attended one Zoom meeting and got the full presentation.
- Mike got to speak with some of the members. If Islesboro has a project in the works, they would love to come out and participate.
- They bring together resources to create housing and lend to non-profits and governmental organizations.
- Rick added that they ask people to invest in their business for affordable housing. Liza Fleming-Ives is the director, and she's the person who wrote the rules for the current island initiative.
- If this committee ever became a developer, they would loan money to the Town to develop affordable housing.

Islesboro Housing Committee
Regular Meeting
Tuesday, April 18, 2023
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- Lauren Bruce stated she created this Committee with the sign-off of the Select Board to be able to handle money for projects.
- Rick stated that he could approach the Genesis Fund, but he wants to have something specific to present to them.
- Lauren suggested that IESC would be a group that could work with Genesis.
- Rick added that Maine Housing is also a resource for 5 or more units.
- Melissa Burns stated that there is no one we know of that is interested in being a developer, and the Town is not interested in being a landlord. If a different entity shows interest in developing housing, this committee can provide guidance and direct them to Genesis and Maine Housing.
- Mike added that site selection is down the road. The developer has to go to Genesis with a plan first, regardless of where it happens.
- Mike will send Genesis info to Melissa for the Resource Guide.

8. Other Business

- Mike thanked Jennifer West for sending him info on the Q&A sessions for LD 2003, held every Tuesday 10 – 11.
- Jennifer stated that the State will send the Final regulations tomorrow. The Planning Board will have to act quickly to update the Ordinances. The new rules will go in effect July 1. Jennifer explained LD 2003 to the group. She will forward the final regulations.
- Discussion about what the Town will have to allow.
- Discussion about amending the Town Ordinance that currently restricts ADUs by requiring the property be owner-occupied.

9. Comments from visitors

- None

10. Set next meeting date

- Next meeting Tuesday, June 20, 5:00 PM

11. Adjourn

Motion by R. Rogers, seconded by M. Hutcherson, to adjourn at 6:00 PM. Motion passed, 4 yes, 0 no, Unanimous.

Respectfully Submitted,

Carrie Reed, Secretary

Islesboro Energy Committee
Regular Meeting
Tuesday, April 11, 2023
Zoom Meeting at 5:15PM



MINUTES

1. Call to Order

Chair Myra Sinnott called the meeting to order at 5:18 pm.

2. Establishment of a Quorum

Quorum was established with over 5 members

Members Present: Myra Sinnott, Josh Leach, Dick DeGrasse, Cressica Brazier, Toby Martin.

Members Absent: Bill Thomas, Holly Fields, and Melissa Burns

Others Present: Janice Leach

3. Approval of minutes from previous meeting

Motion: To approve Minutes of March 14, 2023, as written, C. Brazier, seconded by J. Leach. No discussion. Motion passed, 5 yes, 0 no, Unanimous.

4. Updates on Ongoing Projects/Old Business

a. ETIPP

- Cressica & Myra attended the offboarding ETIPP meeting yesterday with Laura from National Renewable Energy Laboratory (NREL) and Emily from the Island Institute.
- They asked us what we thought had gone well. We are the first group to be offboarding, or finishing the ETIPP process. They are figuring out how to best transition us out and support us going forward.
- Myra provided copies of a Q&A sheet ETIPP gave us on what they plan on doing. They will check in on us in 6 months, one year, and two years after the report is delivered.
- They will have our original contacts for the report and for the analysis. They can't help us with funding, as it would be a conflict of interest.
- Toby asked what is going on with the other ETIPP project in Maine, and if we get that info to benefit from it. Myra answered that we've created a relationship with that other group, and could be in touch with them and ask for updates.
- The Island Institute is prepared to support us going forward, especially in community engagement, i.e. how we digest our report and share the information most effectively with the community and the Board. Presentations, news articles, etc. They can help us with finding funding opportunities, as well as implementation of some of the items in the report.
- They expect to have the report done in June. They will also provide an extensive slide deck, with detailed info that we can easily present to the community. Myra will email documents to the group.

Islesboro Energy Committee

Regular Meeting

Tuesday, April 11, 2023

Zoom Meeting at 5:15PM

b. Energy Efficiency Projects

- Bill reported via email that he had adjusted the dehumidifier in the basement of the Town Office, but by April 5th it had not gone down, and is still at about 73% humidity.
- Cressica and Bill created the instructions for setting the heat in the apartment. It was at 69 degrees most of February, even though it was empty most of the time.
- We're organizing the LED upgrade at the municipal building. Justin Electric is interested in bidding on the project, but wouldn't be able to do it until end of summer/early fall. Myra has asked Paragon Electric to look at the project and give an estimate. They will be here on Friday. They may be able to complete the project before July, which would help us spend down our budget balance.

c. Library

- Toby stated that we are ready to do the second part of Justin's work, as well as the rest of the work that was waiting until after he finished the first stage, to make sure Evergreen finished what they needed to do. We came in under budget on the first stage of Justin's work by about \$1000.
- The first-floor canister lights were installed and invoiced. The stairwell light was installed on its own switch. Basement canister lights have been ordered. We are waiting for an updated quote on the strip lighting. Evergreen has completed the insulation. Bill has started caulking some of the windows.
- We are waiting to evaluate the heating to see how the new insulation works.
- There are decisions to be made about what to do next. Toby would like the Energy Committee to come up with a 2- to 5-year plan.

d. Islesboro Energy Dept

- Dick reported that he received from Vermont Public Power Supply Authority (VPPSA) a wholesale rate of 8.2 cents/kwh. The Standard Offer is 14.2 cents. The savings for this island would be about \$34,000 per month.
- Dick has been working on this with the Maine Public Utility Commission.
- CMP only distributes power, they do not generate it.
- Dick has been talking with the Fox Island Cooperative on Vinal Haven and North Haven. Their rate is 30% less than ours, because they are able to buy wholesale power. They are their own utility, and own all the equipment and have a staff.
- Dick made a presentation to the Select Board and requested the Town create a legal municipal entity. Dick is looking into how to do that. Myra added that the Select Board asked the Town's attorneys, and they have responded that they don't think it's allowed in the State of Maine. We may need to lobby the legislature to change that.
- Dick has been in touch with Mitch Tannenbaum who is the lawyer for the Utility Commission and will speak with him tomorrow about what language to use for this municipality.

Islesboro Energy Committee

Regular Meeting

Tuesday, April 11, 2023

Zoom Meeting at 5:15PM

- Cressica clarified what the state does not allow. This is the municipal aggregation option. There are aggregators that are included in the law. What we can do is the opt-in, like with our broadband. We can go door-to-door and ask people to sign up and agree to be part of our aggregated customer base. Challenges are the high transaction cost and the rate design. We also have to think about where we're going with reference to the ETIPP plan and our future, such as possible power purchase agreements with separate solar PV farms, or community-owned solar, etc., and how does that fit with what we're trying to do with this transitional rate with wholesale power. With rate design, when setting up their community or municipal aggregation, many places are designing their rates as "savings-sharing" in order to help fund the next stage of future upgrades. Universities and commercial operations have done this in Maine.
- Myra suggested if we want to propose new legislation, we work closely with the Island Institute.

e. Municipal Building Project Update

- Myra reported that Lauren sent an email stating that the MBPC would like Cressica to be the Ad-Hoc member. Cressica has agreed to do it.
- Cressica reported that she submitted the grant application, and in that process, she was able to connect with the assistant architect. The MBPC agreed it would okay if Cressica helped Lauren to communicate with the assistant architect.
- They are bringing on the construction manager soon, and that person will help redevelop the plans. The architects have already done a lot of the redevelopment, and they will be presenting plans to the Health Center soon. The Construction Manager will work with all of them to develop a budget, so that they can sign a contract by September. They should be able to start construction by the end of the year.
- Linda Gillies has reported to the Town that they have reached their fundraising goal.
- The grant we applied for is \$850,000, of which about \$400,000 is for energy equipment.
- The next MBPC meeting is May 3rd.

f. Treasury Report

- Toby stated he emailed a report to committee members a couple days ago.
- We are up-to-date in terms of all the bills that have been recorded by the Town treasurer. She sent Toby the latest info at the end of the month. Toby sent Kathy the latest figure from the first stage of Justin's work at the library.
- We have over \$19,000 left for this year. We've saved money in a number of areas because the estimates were higher than the work required.

5. Discussion

Islesboro Energy Committee

Regular Meeting

Tuesday, April 11, 2023

Zoom Meeting at 5:15PM

- a. IEC projects/spending for remainder of 2023 into 2024
 - Myra reported on some ideas for options for the budget. They include the LED upgrade for the Town Office, and the EV charger for the library. Paragon Electric is coming to give an estimate for both of those things on Friday. We will also give Justin a chance to bid on the projects.
 - If we have any money left over, we will ask Janet about rolling it over into next year's budget.
 - Another idea is venting in the fire station for carbon monoxide from the trucks.
 - Toby asked about consulting with Janet on what other projects might be needed in all departments.
 - Discussion about other ideas.
 - Myra stated that she will share the email she sent to Janet with ideas that she compiled when she requested the \$49,000 for the new budget.
 - Josh reported that the purchase of a new thermal imaging camera has been put on hold because of the pause on the Up-Island Public Safety Garage.
 - We will have Revision give us an estimate on an additional heat pump.
 - Dick requested we reserve \$5000 for legal fees to look into the municipal electricity entity. Myra suggested that be in next year's budget.
- b. New committee member ideas
 - We have two seats to fill. Myra and Bill have been asking people in the community.
 - Myra stated that someone with grant-writing experience would be valuable, as well as anyone who would like to learn about energy efficiency. Experience in this field is a plus, but not necessary.

6. Coordination/Communication with Other Groups

7. Homework for next meeting

- Myra will share a working document for ideas for next year's budget.
- Toby reported that he created a list of criteria for candidates for the Island Reader editing position. He will share that for help in recruiting new members for the IEC.

8. Next meeting, Tuesday, May 9th, at 5:15pm.

9. Adjourn

Motion to adjourn at 6:49pm, M. Sinnott, seconded by T. Martin. No discussion. Motion passed, 5 yes, 0 no, Unanimous.

Respectfully Submitted,

Carrie Reed, Secretary