

# SELECT BOARD MEETING

## Town Office Meeting Room

### WEDNESDAY, SEPTEMBER 27, 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 September 13, 2023 Regular Meeting.	
3.	Visitor's Comments/ Petitions:	<ul style="list-style-type: none"> <li>• <i>Ferry Service Update</i></li> <li>• <i>Sea Level Rise Update</i></li> <li>• Update on Municipal Building Project</li> </ul>
4.	Upcoming Meetings and Subcommittee Reports: Planning Board: October 16	
5.	Town Manager Report:	6. Correspondence:
6.	<u>Old Business:</u> 1. Discuss Lincolnville Parking. 2.	
7.	<u>New Business:</u> 1. Request from Richard and Karen Cilley, d/b/a SandCastle for Permission to Leave the Grill at Grindle Point Year-Round; and for a Three-Year Lease. 2.	
8.	<u>Other Business:</u> 1.	
9.	Approve Warrant: FY24 #7	
10.	Appointments:	
11.	Chair Comments:	Individual Selectmen's Comments:
12.		
13.	Adjourn	

*W: AGENDA 9 27 2023*

**MEMBERS:**

CHAIR Shey Conover  
2026

Lauren Bruce  
2025

Philip Seymour  
2025

Melissa Burns  
2026

Peter Anderson  
2024

Islesboro Select Board  
Regular Meeting  
Town Office Meeting Room & via Zoom  
Wednesday, September 13, 2023 @ 6:00 PM

**DRAFT MINUTES**

**Members Present:**

Chair Shey Conover, Vice Chair Lauren Bruce, Phil Seymour, Melissa Burns, and Peter Anderson

**Others Present:**

Town Manager Janet Anderson, Murt Durkee, John King

Via Zoom: Dick DeGrasse, Maggy Willcox, Peter Willcox, Jennifer West, Elizabeth Hayden

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

**MOTION BY L. Bruce, seconded by P. Seymour, to approve the minutes of August 30, 2023 Regular Meeting, as written. No discussion. Motion passed, 5 yes, 0 no.**

**VISITOR COMMENTS/PETITIONS**

None

**MOTION BY P. Seymour, seconded by M. Burns, to take the Ferry Service Update and Winter Ferry Schedule discussion together. No discussion. Motion passed, 5 yes, 0 no.**

**FERRY SERVICE UPDATE/WINTER FERRY SCHEDULE**

Schedule: John King reported that Bill Geary, the new executive director, has been in touch with John about possible changes to the ferry schedule. Last year, John attempted to have then executive director Mark Higgins move the usual date of the change from October to November. Instead, Mark decided to keep 9 trips/day for the entire year. This year, Bill Geary is thinking of going back to 7 trips/day. M. Burns sent John a copy of the letter that Kate Legere had written stating the school prefers to have the full schedule through the winter. John referred to the traffic report from July 2022 – July 2023. The traffic drops off in November; the lowest is in February. They are asking for input. John recommends that if it is reduced, to wait until mid- late-November. Discussion about schedule options and balancing the needs of the crew with service for the island. The crew is out in inclement weather and there's less time to warm up. More truck traffic may be an issue. Possible compromise: 8 runs/day, with the morning run being removed. Another compromise might be to shorten the length of time for the change (November – March). M. Burns pointed out that one of the school requests is to keep the full schedule M-F.

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Fares: No update. Other islands are in favor of putting the majority of the increase on the peak season. They are also in favor of a resident rate. Off-peak is end of September.

S. Conover stated that MDOT will be here at the end of the month to discuss Lincolnville parking options. John King had no additional information on that. We were asked to send a letter in support of a \$17.5 million federal grant to improve parking on both sides, mostly to get the electric charging infrastructure in place for the new boat. John has spoken with Bill Pulver at the MDOT to put a Park & Ride nearby. There is a DOT lot about 10 minutes north of Lincolnville that could make a good Park & Ride. Currently the closest one is in Waldoboro. John will ask Bill Geary about the Lincolnville parking meetings and copy Bill Pulver. We would like to provide input.

For next agenda: Discuss Lincolnville parking at the September 27<sup>th</sup> Select Board meeting.

#### **SEA LEVEL RISE**

S. Conover had no update.

#### **MUNICIPAL BUILDING PROJECT**

L. Bruce had no update. Meeting next week.

#### **UPCOMING MEETINGS AND SUBCOMMITTEE REPORTS**

- Planning Board: September 25<sup>th</sup> – 5pm
- Planning Board LD 2003 Subcommittee workshop: September 19<sup>th</sup>

#### **TOWN MANAGER REPORT**

- Packet included Agenda for 9/13/23 and Minutes of 8/30/23 Regular Meeting.
- Correspondence:
  - Email from Dave Kinney, Lincolnville Administrator: Heads-up about Hurricane Lee preparations in Lincolnville and a presentation by MDOT Project Manager Mackenzie Kersbergen for the new ferry and terminal upgrades.
  - Email from Ken Smith announcing Brothers in Arms beginning museum wall repairs.
  - Email from Aurele Gorneau regarding Lincolnville parking lot study. Planning on visiting the site 9/28/23
- Bar Harbor Capital Reserve report 8/31/23
- Minutes of the 8/24/23 Lighthouse Restoration Committee meeting
- Handout from Dick DeGrasse regarding Maine Power Options
- Warrant #6
- Manager Report
  - Town F350 truck is still at the garage in Rockland being worked on.

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- Gartley & Dorsky's 8/30/23 East Shore Drive Shoreline Stabilization plan. They've forwarded it on to three contractors and we've heard back from one. Their plan is to take care of the 155' area adjacent to the road washout. Also getting the quote to do the second phase of riprap (100'). Less expensive to do all at once.
- Fred will hold a meeting tomorrow to discuss Hurricane Lee preparations.
- M. Burns asked if we can request Lincolnville not charge for parking during the hurricane. J. Anderson will email John.
- P. Anderson thanked J. Anderson for looking into the road paint question.

### **CORRESPONDENCE**

Discussed in Town Manager's report

### **OLD BUSINESS**

1. Maine Power Options – Dick DeGrasse
  - This topic was postponed by the Energy Committee. It's on the agenda for the Energy Committee meeting next month.
  - S. Conover suggests tabling this for after the next Energy Committee meeting, and discuss on October 11<sup>th</sup>.
  - D. DeGrasse recommends we can contract with Maine Power Options for the new ferry charging.
  - S. Conover stated that going through the right process is very important, after the Energy Committee has had a chance to go through it.

### **NEW BUSINESS**

1. Winter Ferry Schedule – discussed in Ferry Service Update
2. None

### **OTHER BUSINESS**

1. None

### **APPROVE WARRANTS: FY24 #6**

**MOTION BY P. Seymour, seconded by M. Burns, to approve Warrant FY24 #6. No discussion. Motion passed, 5 yes, 0 no.**

### **APPOINTMENTS:**

None

Islesboro Select Board  
Regular Meeting  
Town Office Meeting Room & via Zoom  
Wednesday, September 13, 2023 @ 6:00 PM

**CHAIR COMMENTS**

S. Conover: Everyone stay safe. Help our emergency responders stay safe.

**VICE-CHAIR COMMENTS**

L. Bruce: Thanks in advance to any of the people who remove trees, and help people get food, etc.

**INDIVIDUAL SELECT BOARD MEMBER COMMENTS**

P. Anderson: The school will be an emergency shelter.

M. Burns: She and Kate Legere will be at the emergency preparedness meeting tomorrow. The Sporting Club and the ICC will be warming stations. Home game Saturday will probably be cancelled.

P. Seymour: Everybody be safe. Let's hope it just blows by us.

**MOTION BY L. Bruce, seconded by M. Burns, to Adjourn Meeting at 6:48 PM. No Discussion. Motion passed, 5 yes, 0 no.**

Respectfully Submitted,

Carrie Reed  
Secretary

**NEW**

**Janet Anderson**

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**From:** Dick Cilley <dcilley@islesboro.k12.me.us>  
**Sent:** Friday, September 15, 2023 11:17 AM  
**To:** Janet Anderson  
**Subject:** SandCastle Grille



Good morning Janet.

Karen I would like to keep the SandCastle at its current location during the off season to save wear and tear on the Castle. We have a Tarp to cover the building and all systems are winterized. We understand that it is ultimately up to the selectboard and will go by their decision. We have been doing operations on this location since 2011 and plan to continue to do so for as long as the town will have us. We would like to have a 3 year contract for the next go around.

Thank you for your understanding and assistance.

Dick and Karen Cilley

karen f.  
Castle  
SandCastle  
9/15/23

Janet  
Castle  
SandCastle  
9/15/23

Janet  
Castle  
SandCastle  
9/15/23

DRAFT



[Default language is instead of current Section 6 of Lease]

**XX. Default:** Tenant will be in default under this Lease if Tenant fails to comply with any terms of this Lease within fourteen (14) days after the Landlord has given written notice of noncompliance or, in the case of a failure which is not by its nature reasonably capable of being cured within fourteen (14) days, if Tenant fails to take action to commence to cure the breach within said fourteen (14) days and fails to prosecute the curing of the same diligently to completion.

**YY. Termination:** If Tenant is in default, the Landlord may terminate this Lease if Tenant fails to cure such default within fourteen (14) days after written notice of default from the Landlord, or in the case of a default which is not by its nature reasonably capable of being cured within fourteen (14) days, if Tenant fails to take action to commence to cure the breach within said fourteen (14) days and fails to prosecute the curing of the same diligently to completion. Landlord may terminate this Lease, without cause, at any time by giving the Tenant written notice at least thirty (30) days in advance. After the termination of this Lease, Tenant will have a period of fourteen (14) days to remove any of Tenant's personal property; any personal property remaining thereafter shall be deemed abandoned in favor of the Landlord. Following any removal of any personal property from the Premises and within the fourteen (14) day period to remove personal property, Tenant shall clean up and shall surrender the Premises in a good, safe, clean and orderly condition, reasonable wear and tear excepted.

*S. Daqqett*

Town of Islesboro  
P.O. Box 76  
Islesboro, Maine 04848

2023 TOWN LICENSE
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<input checked="" type="checkbox"/>	Victualer		Bed and Breakfast	<input checked="" type="checkbox"/>	Lunch Wagon
	Innkeeper		Tavern Keeper		Special Amusement

BUSINESS:		Sand Castle Grille
ADDRESS:		611 Ferry Road
OWNER:		Karen L. Cilley
ADDRESS:		1255 Meadow Pond Road Islesboro, ME 04848
OPERATOR:		Karen L. Cilley


The local licensing board has the power to suspend and revoke this permit after notice and hearing.

Approved this 24th day of May 2023.

  
\_\_\_\_\_  
Melissa Burns

\_\_\_\_\_  
Lauren K. Bruce

  
\_\_\_\_\_  
Shey Conover

  
\_\_\_\_\_  
Phillip Seymour

  
\_\_\_\_\_  
Pete Anderson

*Licensing Board - Town of Islesboro*

**Special conditions: All licenses granted expire May 31, 2024**

1. Town Manager and or Code Enforcement Officer has the right to inspect the property during business hours with advance notice.
2. Permit contingent upon presenting proof of all State licenses.
3. Permit contingent upon presenting a more current passing water test.
4. **The Board of Selectmen grant permission to locate mobile cart at the above referenced location; keeping clear of traffic; not to obstruct traffic; and all vehicles must park off the pavement.**
5. Keep area clean.



GRINDLE POINT SNACK SHACK LEASE AGREEMENT  
MAY 1, 2023 - OCTOBER 1, 2023

THIS LEASE AGREEMENT made and entered into this \_\_\_\_\_ day of MAY 2023, by and between the TOWN OF ISLESBORO, a municipal corporation located in Waldo County, Maine, (hereinafter the "Landlord"), and KAREN AND RICHARD CILLEY, Islesboro, County of Waldo and State of Maine (hereinafter the "Tenant").

1. **Demised Premises:** Landlord, in consideration of the rent to be paid and the covenants and agreements to be performed by Tenant, does hereby Lease unto Tenant, and Tenant does hereby Lease and take from Landlord, the land located at Grindle Point, Islesboro, Maine as described in Exhibit "A" attached hereto (the "Premises").

2. **Term:** This Rental Agreement is entered into May 1, 2023, and ending on October 1, 2023. Notice of termination shall be delivered in writing at least thirty (30) days prior to the expiration of the then current term.

3. **Rent:** Tenant agrees to pay to Landlord as rent for the Premises the sum of \$ 500 for the season, nonrefundable, payable as follows:

<b>July 1: \$166.67</b>	<b>August 1: \$166.67</b>	<b>September 1: \$166.66</b>
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4. **Utilities:** The Tenant shall pay, or cause to be paid, all charges for electricity or other utility services used, either rented or supplied to the Premises during the months that "Sandcastle Grille" is located on the Grindle Point location and shall indemnify the Landlord and hold the Landlord harmless from liability or damages on such account for the entire length of the lease. The service for electricity shall be in the name of the Tenant.

5. **Use of Premises:** The Premises shall be used solely for the providing of food service on a take-out basis, which food service shall operate out of a mobile lunch wagon owned by the Tenant or his Assignee. No other use of the premises outside of the food and beverage service set out above is allowed on the Premises.

6. **Default:** In the event of any failure of Tenant to pay any rent or other sums when due hereunder, or in the event of Tenant's default in performing any of the other terms, conditions or covenants of this lease to be observed or performed by Tenant, or if tenant shall falsify any report required to be furnished to Landlord pursuant to the terms of this

**GRINDLE POINT SNACK SHACK LEASE AGREEMENT  
MAY 1, 2023 - OCTOBER 1, 2023**

Lease, or if the Tenant shall vacate or desert the Premises, then this Lease shall immediately terminate and the Landlord shall have the right to accelerate all rents and payments due for the remaining term of the Lease and to institute forcible entry and detainer proceedings pursuant to State law.

7. **Insurance:** Tenant shall keep in place a policy of general liability insurance issued by a company authorized to do business in the State of Maine in the amount of Four Hundred Thousand Dollars (\$400,000.00), which policy names the Landlord as an additional insured. Should the Tenant sublease, then Tenant is responsible for ensuring that the sublease submit proof of and maintain the required general liability insurance. In addition, Tenant shall provide to Landlord proof of workers' compensation insurance for all employees, and subleases or proof of exemption from the requirement for workers' compensation insurance, and shall maintain workers' compensation insurance when required in effect at all times during the term of this Lease.

Should at any time during the duration of the lease, it is determined that workers compensation insurance is actually required and proof has not been received by the Landlord, then Landlord has the right to immediately terminate the lease.

8. **Structures and Equipment on Lease Premises:** Tenant shall place one [self-contained lunch wagon] on the Premises, which unit shall be no larger than twenty-four feet (24') long, one (1) 6'X8' storage shed and one (1) concealed porta potty unit. No other structure and/or equipment shall be located on the Premises outside of the wagon except the Tenant shall have the right to place picnic tables, trash receptacles, an additional wind breaking fence piece if necessary, or other devices necessary for the consumption of food sold on the Premises by the Tenant in and around the lunch wagon.

9. **Tenant** acknowledges and recognizes all State rules and regulations pertaining to their mobile vending license. Tenant is responsible for adhering to these rules. Any violation of these rules may be grounds for default.

10. **Hours of Operation:** Between May 23<sup>rd</sup> and October 1<sup>st</sup>, the lunch wagon shall be operated minimally at least between the hours of 7:00 a.m. and 4:00 p.m. and be open each week for

## GRINDLE POINT SNACK SHACK LEASE AGREEMENT MAY 1, 2023 - OCTOBER 1, 2023

five consecutive days which will include both days in the weekends. Additional hours and months may be added or subtracted as needed as determined by the Tenant. The hours of operation between May 23<sup>rd</sup> and October 1<sup>st</sup> are an essential element of this Lease and repeated violations of the minimum hours of operation will be grounds for default.

**May 23<sup>rd</sup> through June 20<sup>th</sup>: 6:30am-4:30pm Monday-Saturday; Sunday: 7:30am-4:30pm.**

**June 21<sup>st</sup> through September 9<sup>th</sup>: 6:30am-6:30pm Monday-Saturday; Sunday 7:30am-6:30pm.**

11. **Water & Picnic Tables:** Tenant agrees to provide both potable water and picnic tables to the Premises at the Tenant's sole expense. Landlord will not provide picnic tables for Tenant.
12. **Trash and Wastewater Removal:** Tenant shall, at his own expense, transport all trash and garbage, as well as any wastewater which is generated, to a suitable sewer system or transfer station during normal open hours.
13. **Right of Inspection:** The Town Manager, acting as agent for the Landlord, has the right to inspect the Premises with prior written 6-hour notice given to the Tenant.
14. **Licenses:** Tenant shall procure and maintain in place all licenses as required by the state and local governments.
15. **Parking:** Landlord shall supply Tenant with one parking space at Grindle Point and associated placard.
16. **Assignability:** This Lease may be assigned and the premises may be sublet, but only with the written consent of the Landlord. Termination of this lease by the Landlord shall also terminate any existing sublease.
17. **RE: COVID-19:** Follow all CDC guidelines that pertain to take-out establishments.

**GRINDLE POINT SNACK SHACK LEASE AGREEMENT  
MAY 1, 2023 - OCTOBER 1, 2023**

18. **IN WITNESS WHEREOF**, the above said parties have hereunto set their hands and seals on the date first written above.

**Witness:**

\_\_\_\_\_

**Signature:**

\_\_\_\_\_

**Landlord Representative:  
Janet R. Anderson, Town Manager**

**Dated:** \_\_\_\_\_, 2023

**Witness:**

\_\_\_\_\_

**Signature:**

\_\_\_\_\_

**Tenant: Karen Cilley**

\_\_\_\_\_

**Tenant: Richard Cilley**

**Dated:** \_\_\_\_\_, 2023

Islesboro Harbor Committee  
Regular Meeting  
Thursday, April 20, 2023  
In- Person Meeting at 6:30 PM, Town Office



**MINUTES**

Call the meeting to order and establishment of a Quorum:

Chair Dylan Purington called the meeting to order and a quorum was established at 6:45 pm.

Members Present: Chair Dylan Purington, Vice Chair Ken Smith, Earl MacKenzie

Via Zoom: Stan Makara

Members absent: Gabe Pendleton, Gil Rivera, Palmer Sargent

Others Present: Dick DeGrasse

Via Zoom: Robert Giles

Approval of Minutes of February 23, 2023.

**Motion: To approve Minutes of February 23, 2023, as written, E. MacKenzie, seconded by K. Smith. No Discussion. Roll Call. Motion passed 4 yes, 0 no, Unanimous.**

Anyone wishing to address the Harbor Committee:

Dick DeGrasse addressed the Committee with an update about the Giles' oyster farm in Broad Cove.

- Dick stated that the issue has been resolved. He met with Earl MacKenzie and they agreed upon a new location for the oyster farm. Dick presented the Committee with a chart that Earl created showing the new location, which does not interfere with Dick's mooring or anchoring.
- Earl added that he spoke with Robert Giles. He has submitted the application to the DMR with the new coordinates. The DMR has agreed in principle, but they have to sign off on it. The Giles are awaiting approval, and they've made arrangements for someone to move the farm.
- Dick reiterated that he feels it's important that navigation and maritime activities have equal weight to aquaculture farms, and we have to make sure there is compatibility going forward.

Harbor Master & Deputy Harbor Master Reports

- Earl reported that he and Stan have been in communication with Carrie regarding the BLS courses that need to be current with the Town. They can be done online, so they will take the minimum courses required to abide by the rules.
- At Big Tree, the dinghy floats will be going in soon. The bracket that was damaged in the fall has been repaired and remounted.
- The dinghy floats at Big Tree are about 15-20 years old, and we should start thinking about replacing them. Earl and Josh will look them over when they go in. It would be nice if we don't have to replace them all at once.
- There is also a dinghy float at Grindle Point that needs to be replaced at some point. It's been patched up, and we can probably get one more season out of it. When we replace them, we will try to have them built for a longer life: better fastenings, etc.
- Nothing has changed with the electrical conduit at Grindle Point, which still needs to be fixed. The electrician that was doing it moved. He indicated he would come back to do it, but hasn't.

Status of Big Tree Project

Islesboro Harbor Committee  
Regular Meeting  
Thursday, April 20, 2023  
In- Person Meeting at 6:30 PM, Town Office

- Earl reported that the clean-up will probably be next week, using an excavator and the Town truck, that they will load with debris.
- The float that's been on a mooring has been taken off. It needs some work. IME will do the repair and put it back, so it will be there this summer.
- The dock application has been tabled with the Planning Board. Earl doesn't see a reason to initiate any new work on that project, as he thinks the result will be the same, so it's on hold.
- We are being diligent about people swimming, making sure no one swims in the mooring field. It was better last summer. We will continue to educate and hope things keep working well.
- We need to keep an eye on the big steel runners under the dock. They are getting old. Sometime in the next year or two we will need to repair or replace those.
- Earl will be meeting with the new caretakers on Seal Island regarding emergency response and the availability of the Seal Island boat.

Discussion on status of Giles aqua farm and DeGrasse mooring in relation to that farm.

- This was discussed earlier when Dick DeGrasse addressed the Committee.
- Earl added that he has spoken with a few people involved in these farms, including Kathy, the Harbor Master in Belfast. There's a new kelp farm on this side of Belfast Harbor, put in by the high school. We are going to ask people to put reflective tape on the corner buoys, and some places are requesting yellow buoys for the corners. The LPAs are not required to have lights. They're supposed to be out of the channel. The leases are often in deeper water and do need to have lights. This will become an issue as time goes on.
- Earl stated that there was an application for an aqua farm at 700 Acre Island. Earl wasn't comfortable with the location they requested in terms of navigation, so he did not sign off on that application. It was too close to the channel.
- Earl stated he has also encouraged people to put their names and phone numbers on the corner buoys, so if there's an entanglement, they can be reached.

Other Business

- Dylan stated that Tina wanted to know if the Harbor Committee would like copies of the mooring forms when they come in, and he told her it would be fine for her to keep them.
- Earl stated that the boatyards will take more responsibility under this new plan, and we will have oversight. He has directly spoken with each boatyard about it.
- We will make a real effort at Seal Harbor this summer. Any moorings that are questionable will get rectified.

**Motion to adjourn meeting at 7:00 pm by D. Purington, seconded by E. MacKenzie. No discussion. Roll Call.  
Motion passed 4 yes, 0 no.**

Respectively Submitted,

Carrie Reed, Secretary

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



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  
In-Person Meeting at 5:30 PM, Town Office

- 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





MINUTES

1. Call to Order

Chair Myra Sinnott called the meeting to order at 5:22 pm.

2. Establishment of a Quorum

Quorum was established with over 5 members

Members Present: Myra Sinnott (via phone), Bill Thomas, Dick DeGrasse, Cressica Brazier (via phone), Toby Martin, Josh Leach, Monica Mullins, Harriet Bering and Holly Fields.

Members Absent: Melissa Burns, Ex Officio.

Others Present: Jan Harmen and Janice Leach

3. Approval of minutes from previous meeting

**Motion: To approve Minutes of July 11, 2023, as written, B. Thomas, seconded by T. Martin. No further discussion. Motion passed, 8 yes, 0 no, Unanimous.**

4. Quick Updates on On-going Projects/Old Business

a. Energy efficiency projects update (Bill)

- Bill reported that the EV charger is still stalled. Waiting for Page to install a WiFi booster.
- LED upgrade at the Municipal building: Bill and Cressica sent a reply to Kayla Millet from Efficiency Maine last week with questions regarding the rebate. Waiting to hear back.
- Invoice for the library work: Bill has been in touch with Brian Robinson, who promised an updated Evergreen invoice. Bill got a message from Brian Schortz, president of Evergreen, who sent a PDF file to look over. Bill will ask Brian Schortz to submit the \$14,190 invoice to the Town so we can get this finalized.

b. ETIPP (Myra)

- Myra reported that we have our slides from ETIPP on the report. We can use them for our community outreach efforts. Those came through last week. Bill asked if the report has been finalized yet. Myra answered that she hasn't seen anything about that yet; it's still going through the government approval process.

c. Energy Prize Update (Cressica)

- Cressica reported that we have received the prize money (\$100,000) and we're ready to do spending planning.

d. Municipal Building Project (Cressica)

- Cressica stated that the project architect is preparing a summary, which Cressica will send out to the group when she receives it.

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

- Bill requested the Energy Committee get digital copies of the floor plans for the two buildings.
- Bill asked if the orientation of the hip roof on the Health Center building will still be good for solar panels. Cressica answered that there is a SE-facing roof, and a SW-facing roof, and solar panels will need to go on both of those sides, as the roof design has gotten smaller.

5. Discussion

a. Update on 2023-2024 budget exercise (Myra).

- Myra included information on the budget in the email she sent to the group with tonight's agenda. These are items that the group came up with at the budget workshop on July 29<sup>th</sup>. The range is \$45,000 - \$55,000.
- Toby asked if we have an invoice for the EV charger. Bill explained that we've paid for the installation of the EV charger. What we need is a booster for the WiFi signal. The signal is too weak at the EV charger box, and it refuses to connect to the existing Town office network. Unsure if there will be a charge for Page to install a booster.
- Toby asked about signage for the EV charger. We had originally discussed a budget of about \$250. Myra agreed that we can add this to this year's budget. Bill will get info from Sara Babbidge at the ICC on where she got signs.
- Bill added that the EV charger at the ICC brought in about \$600 from 7/1 – 8/15. Not sure if that is net profit. The Town will decide how to use funds from the new EV charger. Toby suggested that money received from charging go into an Energy Fund that will go toward energy projects. Myra will discuss this with the Town.
- Bill stated the dimmer switch item for the library is no longer relevant. They may become important if they don't turn the lights off; the electric bill seems a little high. Bill will gather data and share with the committee. Regarding motion sensors at the library: access to wiring is now difficult due to the insulation. Justin will look into wireless controls.
- Harriet asked about the range of the budget. Have we ranked the three items that have a range? We'd have to look at the midpoint on each of those, or some combination, to hit \$50,000. We'd have to rank those three things in terms of priority to guide decisions. Bill said he could help with that. Toby added that he put everything down as a grid and averaged the items. He feels we need discipline in our process for learning exactly what these things are going to cost.
- Myra added that two of the three things are for the library. The Friends of the Library have made it clear that they are interested in financially supporting some of the work we are doing, so we need to engage them to find out how much money they want to spend. If they will help fund some of the studies, that would put us below our budget amount. Toby responded that the Library

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knows about the need for things that might come up. At the next meeting at the end of the month, he will present some thinking about the budget. We should not anticipate a large contribution. Myra will help write up a description of what we might like to do.

- Bill suggested that the electrical engineering study for the library is the most critical item. Other work in the library is contingent upon the outcome of that. We should find an electrical engineer and get a ballpark estimate of what it would cost to do a study. Melissa had previously mentioned the students at UMaine might be able to help with a study. Cressica believes that for this project it would probably be better not to use students. Bill asked if anyone knows who the engineer was who evaluated the municipal building several years ago. Was the Town satisfied with that individual, and can we find out about extending that work to the library? Holly replied that she would have to go back and look at notes. Cressica offered to ask Janet about it. Myra asked Josh if he could ask Janet, and also find out about the cost, and he agreed.
  - Myra asked about finding someone who can do a historical structure survey and let us know what it might cost to install equipment. Bill stated that it may be premature to involve that person at this point. The electrical analysis should come first. Myra will take the Historical Structure Survey out of the budget for this year.
  - Cressica suggested asking Justin what he thinks about doing an upgrade before we hire someone to do an engineering study.
  - Toby asked about funds from the prize and if we could use them for something like this to supplement our budget. Myra answered that the prize money is for a specific purpose and not to supplement our budget.
  - Toby reported that for this fiscal year, we've spent \$1000 for the lighting project in the training room, as well as the cost for recording the minutes. \$1152.88 so far.
  - Josh asked our guest, Jan Harmen, if she would like to address the committee with a presentation, or any questions or concerns. Jan replied that she did not.
- b. Pine Tree Power ballot initiative—Islesboro broadband concerns (Dick)
- Myra stated that Dick mentioned last week that there will be a ballot initiative in November: the decision of whether Pine Tree Power shall buy out CMP and Versant and become the utility in Maine, supplying electricity as well as broadband. Dick has concerns that our broadband contract could be at risk. Myra sent information to the group regarding Pine Tree's campaign.
  - Dick provided a handout which describes Pine Tree Power and Central Maine Power, and Dick's rationale behind keeping CMP in place. Dick feels it's important that the committee vote on the issue to take a position.
  - Pine Tree Power is proposing to buy out all of CMP's assets, including the Town's contract and the cables that provides electricity and broadband on the island.

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- Dick believes that CMP provides reasonable service to Islesboro and responds well to problems. The broadband is a \$25,000/year contract between the Town of Islesboro and CMP. Dick does not want to upset that with a new entity we know nothing about, and is proposing that we vote “no” for any new company to buy the assets of CMP. It would recognize on a policy level that the Town of Islesboro does not want to throw out CMP and bring in an unknown entity to run our utility. Holly pointed out that it’s not up to us; it’s up to the voters of Maine.
  - Discussion about the issue and whether or not the committee should take a position to educate islanders about the choice. Dick has not spoken with the Broadband Committee to get their opinion on this issue.
  - Most members of the committee felt that they did not have enough information to make a decision on the issue at this time, and also do not want the committee to become political.
  - Harriet suggested an article illustrating the pros and cons for the Islesboro Island News. Dick stated he will write something for the IIN.
  - Bill suggested waiting a month and educating ourselves before making a decision. Toby raised the question of whether the Select Board would even consider taking a policy position on this.
  - Myra asked Dick if he’s willing to gather neutral information. Perhaps we could present information to the public neutrally. Dick didn’t think he could be neutral.
  - Holly suggested that it would be more helpful to explain to people how to read the bill, what CMP is responsible for, and what each customer can control.
  - Myra volunteered to help gather neutral information if the committee wants to pursue educating the community on this topic.
  - Cressica stated that we should not be making policy positions, and she doesn’t think we should try to share objective information. The committee attempted that in the past with the Clean Energy Corridor issue. The committee decided not to do it, because it’s difficult to be thorough and completely objective.
  - Bill added that our focus should be on the Energy Prize. We have a lot on our plates. Toby added that we don’t have time to get thorough info out on this topic. It’s beyond our capacity. Most members agreed with this perspective.
  - Jan Harmen stated that the Islesboro population is too small to have much of an effect on this vote. She doesn’t believe it’s worth the time and energy.
  - Myra summarized that the committee is not prepared to vote on this or go any further with this issue right now. Dick is welcome to pursue it personally.
- c. Energy Prize next steps (Cressica)
- Cressica reported that she sent out an email today thanking Harriet for representing the Energy Committee at the Summer Info Meeting last week. We’ve had good feedback from various people about that, and we’ve had an opportunity to do some initial community outreach to get people familiar with

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the idea of us and the Town advocating for clean energy and home energy upgrades. This is part of the first step of familiarizing people with these ideas so they can bring us their own personal interests and ideas.

- The next step is listening and learning from other community organizations. Cressica proposes that we have those initial conversations by the next Energy Committee meeting so we can come back and share what we've learned and decide how to move forward. Cressica asked for feedback on the list of organizations she compiled from the discussion at the workshop.
- Harriet suggested it would be useful to have a one-page list of bullet points, so as each of us go out to talk with different groups, we're giving the same basic message.
- Bill related his experience today at the ICC. He found it a difficult task to talk to the committee. He had to give a lot of background information. It was too long of a presentation, and too complex a message to try to insert into the meeting. He would have needed two hours to discuss it to their satisfaction. Before Bill could finish describing the overall intention of the project, they were asking questions about what we're requesting and what's in it for them. They decided to continue the conversation at a future committee meeting, which is a positive step, but it came to no particular resolution today.
- Bill summarized what he presented to the ICC. Myra asked what in particular he asked of them. Bill answered: popularizing information for the public, forums in which to hold events, and to show themselves as an exemplar for the community.
- Monica added that the Sporting Club had their monthly board meeting last Wednesday, and she was able to speak with a few officers and board members. The Sporting Club is happy to join in, work together with the Energy Committee, and be a learning place for this. They would be a positive partner.
- Cressica stated she had prepared a bullet-point introduction to the prize and potential opportunities for interacting with the Sporting Club. Now that we're going forward with this, she's happy to work with Monica on adapting the bullet points, so it can be a better communication tool for going to other groups.
- Harriet asked if there's a budget for the prize. Cressica answered that she sent a workshop outline with the breakdown, and she will send a link to the Google drive documents. The budget falls into four buckets: Community Energy Coordinator, the consulting or technical assistance, and stipends to additional community members who would be able to help with more involved outreach. This prize helps us apply for grants and low interest loans. Cressica sent an outline for the next steps and a list of talking points.
- Discussion about how to approach presenting information to groups.
- Holly pointed out that each group is different. We could focus on those groups who are willing to be partners.

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- Bill reported on the yearly meeting for the Islesboro Community Fund. There was no opportunity to present at that meeting. They have to resolve a few things before we can try to talk with them again.
- Bill stated that he talked with John Power and Joshua Power, and they are enthusiastic about working with us. They are flexible. They are interested in the opportunity to set the solar array, and how to weatherize and insulate buildings on the island.
- Holly suggested keeping a list of who we can partner with. We need to be kind of selfish in where we spend our time at this point. Discussion about different groups.

Josh Leach had to leave the meeting at 7:06.

- Bill stated that he, Cressica, and Myra will be having a conversation tomorrow morning with the new director of Efficiency Maine; they will be a big partner.
- Harriet reported she had spoken with John King regarding the new ferry. They are moving ahead with plans for a hybrid design of the ferry with an all-electric operation. Bill added that the challenge will be how to structure the electrical supply and storage on both sides. Cressica added that EV charging stations at the ferry terminals and how to work with the ferry service on implementing them are also on the list of concerns. Dick added that he would like CMP to be involved in implementing Time-of-Use rates for charging the ferry.
- Cressica will follow up in an email with other items of that we can be planning for now.
- Tomorrow is a prize partnership introduction meeting with Jesse Remillard, Senior Program Manager at Efficiency Maine Trust, on Zoom. We will be meeting with other prize members.

6. Coordination/Communication with Other Groups

a. Coordination with Islesboro Energy Team on community outreach (Toby)

- Toby stated that what the Energy Team is up to is pretty well summarized in the Islesboro Island News. There are some overlaps with the Energy Team and the Energy Committee goals. We can coordinate, collaborate, and amplify the efforts.
- The Energy Conference is on October 14<sup>th</sup>.
- Holly asked Toby if the Energy Team would be a good partner for the Energy Prize list, and if he would talk to the other members about it.
- Cressica stated she hopes we can collaborate with the Energy Team and participate in the Energy Conference as an opportunity to organize action groups.
- Cressica added that there are ongoing educational activities at the library, and those will be important for ongoing education for the public, and we would like to support those through the prize. If the goal of those educational groups is to

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form collective purchasing groups who take action to install different home energy upgrades or solar arrays, we want to support those groups as well. That's an important role of the community energy coordinator.

7. Homework for next meeting
  - Dick handed out information on establishing a Municipal entity for power. Members will read and discuss at next meeting.
8. Next meeting, Tuesday, September 12<sup>th</sup>, at 5:15pm.
9. Adjourn  
**Motion to adjourn at 7:23pm, H. Fields, seconded by B. Thomas. No discussion. Motion passed, 9 yes, 0 no, Unanimous.**

Respectfully Submitted,

Carrie Reed, Secretary

## Community Energy Coordinator Contract Position Announcement

**\$50,000 contract for one year (50 weeks) - 35 hours per week  
Town of Islesboro - Energizing Rural Communities Prize Team**

The Town of Islesboro is seeking a Coordinator to join our Energizing Rural Communities Prize team on a paid contract. The Coordinator will participate in community outreach and organizing in collaboration with our team, which includes Energy Committee members and community partners. Prior experience in community engagement and an interest in energy efficiency and renewable energy are preferred. See [islesboroenergy.org](http://islesboroenergy.org) for more info about the Rural Energy Prize program, and e-mail Janet Anderson ([manager@townofislesboro.com](mailto:manager@townofislesboro.com)) to express your interest. Candidates who can commit to at least 20 hours per week will also be considered for a proportional contract. Islesboro residents are encouraged to apply.

The Coordinator role is flexible and geared toward supporting our community outreach activities. Candidates should be willing to participate in events and meetings, be available and capable of communicating by e-mail, phone, and in person with team members and Islesboro residents, and be able to stay organized and coordinated with the team by using Google Docs, Sheets, and Slides. We prefer candidates to demonstrate prior experience in community engagement. A deep commitment and enthusiasm for service to the Islesboro community will be important for this role, as will taking initiative to find creative solutions to the island's challenges.

Applicants should have an interest in energy efficiency, renewable energy, and grant writing, but prior experience in these areas is not necessary. Other team members will provide all necessary guidance and technical assistance. The Island Institute will be an advisor to the Energy Coordinators in both Islesboro and Eastport, providing training in community engagement and clean energy transition issues.



Our main goal for this position is to help the Prize team plan for community-owned solar projects and home energy upgrades on Islesboro, by communicating and coordinating with Islesboro residents, businesses, community groups, and project contractors. Depending on the Coordinator's skills and interests, activities might include:

- Assisting our partners and installers with identifying project sites,
- Creating and distributing outreach materials,
- Helping organize and facilitate project planning workshops,
- Discussing home energy upgrade plans with residents,
- Helping prepare grant applications to fund solar and energy efficiency projects.

See [islesboroenergy.org](http://islesboroenergy.org) and [herox.com/rural-energy](http://herox.com/rural-energy) for more information about the Energizing Rural Communities Prize program.

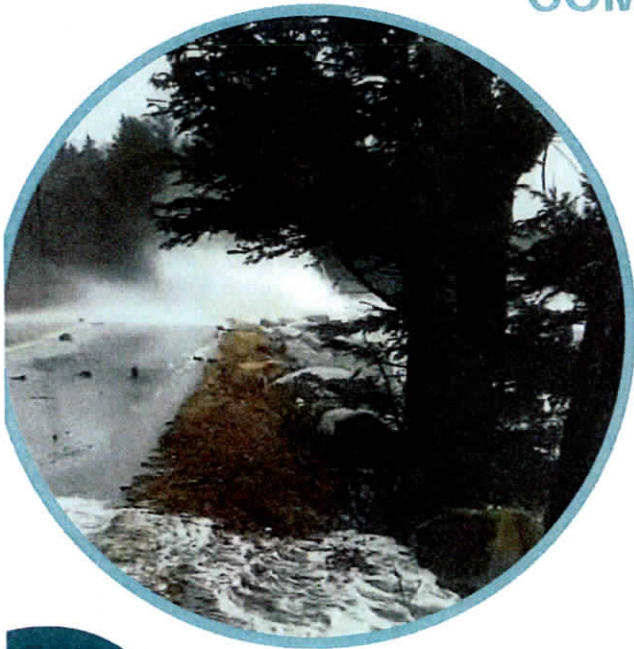
Candidates should be able to join our team as soon as possible, preferably during October. The Coordinator will report to Town Manager Janet Anderson, for one year (50 weeks) at 35 hours per week, for a total contract of \$50,000. We plan to seek funding to continue this position in a part-time or full-time capacity in future years. The Coordinator must be available to attend meetings, events, and site visits on Islesboro for at least four days per week, including some evening meetings. We will also consider a proportional contract for candidates who can commit to at least 20 hours per week.

Please e-mail the Town Manager ([manager@townofislesboro.com](mailto:manager@townofislesboro.com)) to express your interest and availability. We will contact you to arrange an initial discussion by phone. A short statement of interest and resume is welcome but not required to begin this discussion. We will begin reviewing candidates immediately.



# THE FUTURE OF FLOODING AT THE NARROWS

AN UPDATE FROM THE SLRC AND OPEN  
COMMUNITY Q&A



Please join the  
Islesboro Sea Level  
Rise Committee on  
Saturday September  
30th at 10am at APL  
for a presentation on  
our updates from the  
Narrows followed by  
an open Q&A  
discussion

**Saturday September 30th, 2023**  
**10AM @APL Library**

**Presented by: The Sea Level Rise Committee**

Shey Conover, Sue Stafford, Fred Porter, Lauren  
Bruce, Peter Willcox, Nancy Alexander, Chloe  
Joule, Jennifer West, Donna Leone, Liv Lenfestey  
(Island Fellow), Shri Verrill (Project Manager)